

Lines that require back up documentation for DYCD BUDGET	
Line Item	Documentation Required
Rent	<ol style="list-style-type: none"> 1. Space Cost Allocation Form 2. Lease / Mortgage / Rental Agreement
Salaries/ Hourly (WIOA Only)	<ol style="list-style-type: none"> 1. Work Experience Tracker (Learn and Earn or Train and Earn) 2. Personnel Service Allocation Form
Salaries / Hourly	<ol style="list-style-type: none"> 1. Personnel Service Allocation Form
Subcontractor	<ol style="list-style-type: none"> 1. Subcontractor Agreement 2. If applicable - Subcontractor approval 3. Subcontractor Modification Form
Consultant	<ol style="list-style-type: none"> 1. Consultant Agreement 2. Resume 3. Consultant Modification Form
WEI	WEI Letter from DYCD
Incentives / Stipends	<ol style="list-style-type: none"> 1. Breakdown on how funds will be used, time period for the distribution and who will receive it
Incentive (WIOA)	<ol style="list-style-type: none"> 1. Incentive Breakdown 2. WIOA Program Approval
Vehicle Purchase (CMS/ONS Providers)	<ol style="list-style-type: none"> 1. Vehicle Purchase Approval Form

Backup documentation may be requested for clarity on other budget line items at the discretion of the Budget Supervisor.

These requirements are subject to change, and any updates will be communicated in DYCD's Fiscal Manual.