



Eligible and Allowable Costs Accumulation and Documentation Checklist

Important Steps for the Shuttered Venue Operators Grant

1. Accumulate your cost incurred by period.
You can download Keiter's SVOG Program Expense Tracker spreadsheet to assist you with this from our website at: info.keitercpa.com/svog-expense-tracker
2. Determine those costs are eligible. Eligible costs consist of costs incurred between March 1, 2020, and the Project Period "Through" date on the Form 1222, Box 4. The "Through" date will be based on whether you received an Initial Phase funding (Through December 31, 2021) or an Initial and Supplemental Phase funding (Through June 30, 2022). Costs outside these dates are not eligible.
3. Determine those costs are allowable. Allowable costs consist of:
 - costs deemed legally permissible based on the authorizing language in SVOG Program statute and Title 2 of the Code of Federal Regulations, Part 200 (2CFR 200).
 - costs that align within the allowable budget and categories of your Final Budget from the SBA
 - you should also consider whether the costs are reasonable and necessary for your business and supported by sound business practices.
4. Ensure that your accumulated costs are appropriately allocable to the SVOG Program. Allocability means eligible and allowable costs must be properly aligned to cost categories of your SVOG award. You should maintain supporting documentation that shows the grant funds expended align with an allowable budget category.
5. All eligible and allowable costs should be supported with appropriate supporting documentation and maintained in accordance with SVOG guidance, as follows:
 - Employment Records: The SVOG statute requires grantees to maintain employment records for 4 years following the receipt of funds (this is the "From" date in Form 1222 Box 5)
 - Contracted Services: procurement process (as applicable), executed contract, invoices, payments, evidence of implemented contract deliverables, evidence of, and explanations for, partial charges to SVOG award funds, and any files documenting reporting or monitoring efforts.
 - Personnel Costs (staff time): employment contracts stating terms and conditions of employment, timesheets for time worked and charged, and evidence and explanations for how much personnel time was partially or fully reimbursed with SVOG award funds.
 - Equipment and Supplies (below procurement threshold): paid invoice or receipt clearly displaying the vendor, date purchased, the item(s) purchased, and cost amount charged to the SVOG award.

Our Team of experienced professionals can help you understand the compliance requirements and assist you with the audit of your SVOG Program funds and any other COVID related Federal program grant awards your company has received.

Questions? Please contact Doug Nickerson at 804.273.6213 or dnickerson@keitercpa.com

