

**Joint Funding Administration  
CAP Documentation Form**

Name of ADD: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

The plan submitted is:

Cost Allocation Plan     Indirect Cost Rate Proposal     Blended Plan

NOTE: Some plans may be blended and have elements of both a Cost Allocation Plan (CAP) and an Indirect Cost Rate Proposal (ICRP). These plans should meet all the elements of a CAP and the any additional ICRP elements applicable to the entity.

Please verify these *required* items are included in your CAP or ICRP:

- Introductory Statement explaining the plan and any specific information
- Statement assuring the district has board-approved operation policies
- Roster of all work elements
- Chart of Accounts
- Formal books of entry
- Organization Chart sufficiently detailed to show operations
- Copy of audited financial statements or Executive Budget
- Certification of compliance with federal requirements, including reference to compliance with 2CFR Part 200
- A brief description of each allocated central service/shared costs
- Identification of unit rendering allocated/shared service and operations receiving the Service
- Expenses included in cost of allocated/shared services (allowable per 2CFR Part 200)
- Description of method used to distribute costs to all benefiting cost objectives

No change in method of allocation or classification of costs from FY 20\_\_ CAP

Changes from FY 20\_\_ CAP are as specified (use additional pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title