

CSBG Claims 101

Claims Summary and Submission Process

- Claims are entered on the website at IHCDa online. (ihcdaonline.com)
- Once entered the system will generate the claim receipt that is two pages, one for signature and the other page is the claim detail.
- Receipt is mailed along with the backup to IHCDa.
- Expenses should be claimed at least once a month.

Claim Backup

- Acceptable backup can be any report that has been generated through the agency's accounting system, such as ledgers, statement of revenues and expenditures, monthly cost summary.
- The expenses should be identifiable by line item and a description of the expense.
- Miscellaneous Expense - an explanation of the expense should also be included. (written note or receipt/invoice)
- **Expenses should appear as current expenses (current expenses are defined as expenses incurred since the last claim)**

Additional backup Required

- If the claim has equipment expense over \$5000 and/or professional Services over \$25,000.

Equipment

Equipment is considered tangible, non-expendable, personal property, charged directly to the award and having a useful life of more than one year.

Professional Services

Services are defined as the provision of assistance to the grantee by an entity outside the employ of the grantee. Professional and program services includes but not limited to legal, janitorial, medical, and transportation services.

Any single equipment item purchased in excess of \$5,000 or a professional service in excess of \$25,000 and, not preapproved in the original budget, must be approved by IHEDA, if CSBG funds are used in part or all. Agencies must submit copies of three written price estimates for a purchase to be considered. Explanation required if lowest bid is not selected. If three bids are not available a note should reflect that.



Indiana Housing & Community Development Authority

Process for Purchasing Equipment or Securing Professional Services

When an agency makes an equipment purchase or procures a professional service the agency must follow their adopted procurement policy and comply with **OMB Circular A-110**.

Circular A-110 – This Circular sets forth standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations

CLAIMS REVIEW PROCESS

CSBG Cost

Backup

Review

Notes

<p>Administration Costs include personnel services which cover salary paid to employees directly and indirectly involved in program services, fringe benefits, and insurance. Other cost includes operation and maintenance of buildings.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>	<p>The backup should reflect current expenses that are being claimed.</p>	
<p>Equipment Purchases Include office furniture and general purpose equipment is allowable up to a single purchase under \$5000 dollars. If the purchase is over \$5000; prior approval must be obtained. Bids are to be solicited and lowest one selected, if not a reason must be given as to why a higher vendor was chosen. When the expense is turned in on the claim documentation, purchase invoice and approval, must be provided.</p>	<p>Approval required from State Program Manager for any equipment purchase over \$5000 and three bids must also be submitted. Also, any form of reporting that is from the agency's accounting software</p>	<p>Current expenses, approval, and three bids with lowest selected, if not the reason why.</p>	<p>If 3 bids aren't available notes should reflect unavailability of 3 vendors. If lowest bid is not selected explanation about bid choice is required.</p>

CSBG Cost

Backup

Review

Notes

<p>Travel Covers transportation, lodging, and meals for employees traveling in-state and out-of-state on official business of the organization.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>		
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<p>Indirect Costs Captures expenses incurred for common or joint objectives and can not be readily identified with a particular final cost. A ratio is used to calculate the amount that can be charged for indirect cost.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>		
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CSBG Cost

Backup

Review

Notes

<p>Subcontracted Costs: A-Direct Client Services Covers expenses for subcontract with agencies that provide direct services/programs to clients. B -Facility Service Contracts Funds used to subcontract for equipment or services, i.e., copiers, janitorial, computer, etc. C -Professional Service Contracts Funds used to subcontract for personal services, i.e., attorney fees, financial consultants, etc.</p>	<p>Any form of reporting that is from the agency's accounting software. Three bids must also be submitted for professional service</p>	<p>A professional service in excess of \$25,000 and, not preapproved in the original budget, must be approved by IHEDA if CSBG funds are to be used in part or all.</p>	<p>If 3 bids aren't available notes should reflect unavailability of 3 vendors. If lowest bid is not selected explanation about bid choice is required.</p>
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CSBG Cost

Backup

Review

Notes

<p>Agency Provided Services/Programs The amount of benefits in funds or services used to provide services to clients. This includes, but not limited to food baskets, vouchers, moving assistance, etc. Costs incurred to administer this program should NOT be charged here.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>		
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Questionable Costs

When there is a questionable expense we refer to OMB Circular A-122 with final approval by management.

Circular A-122 – This Circular establishes principles for determining **Cost of** grants, contracts and other agreements with non-profit organizations.

If an agency contests the allow ability of a denied expense, the agency should do a written appeal to the program manager and provide proof that it should be allowed.

If you have an equipment line item expense that totals \$5000 or more for multiple purchases, please provide the back up for each expense.



Indiana Housing & Community Development Authority

Denied Claims

- A claim is denied if errors are found during the review that affect line item totals.
- When the claim is denied it goes back to the agency to make changes. The agency must take an action once the claim is denied. If left open you will not be able to create another claim in that award.
- If an agency finds errors after submission, but prior to approval can contact the Claims Specialist to deny claim.
- If the claim has been approved to IHCD A Accounting for payment and mistakes are found, corrections must be made on the next claim and documentation provided about the change.
- Once corrections are made the agency resubmits claim, prints and forwards the updated documentation.

QUESTIONS AND ANSWERS



Indiana Housing & Community Development Authority

EAP Claims 101

Claims Summary and Submission Process

- Claims are entered on the website at IHCDa online. (ihcdaonline.com)
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- Receipt is mailed along with the backup to IHCDa.
- Expenses should be claimed at least once a month.

Claim Backup

- Acceptable backup can be any report that has been generated through the agency's accounting system, such as ledgers, statement of revenues and expenditures, monthly cost summary.
- The expenses should be identifiable by line item and have a description of the expense.
- Miscellaneous Expense - an explanation of the expense should also be included. (written note or receipt/invoice)
- **Expenses should appear as current period expenses (current expenses are defined as expenses incurred since the last claim)**

Additional backup required

- If the claim has expenses for A/C purchase, Family Development, Energy Education, and Energy Education materials and supplies.
- When an agency is using a credit card for purchases and the description doesn't appear on the ledger, documentation about the expense has to be included.

Acceptable Backup

- Energy Education – sign in sheets for the class and/or application actions report that includes class date, application number and Head of Household.
- Energy Education materials and supplies - purchase order, invoice, or receipt from vendor
- Air conditioners – purchase order, invoice, or receipt from vendor
- Family Development – timesheets/payroll ledger to show hours that the employee instructed family development.



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ENERGY EDUCATION BACKUP

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File Edit View Window Help

Application Actions Report
Program Year 2011 From 9/1/2011 To 9/9/2011

Action	Action Date	Application	(HOH) Name	Actions Count
Energy Education	09/09/2011	1525111	MCDANIEL, NATHAN	1
	09/09/2011	1803455	VONTOBEL, CHRISTINA L.	1
	09/09/2011	1652175	TIMMONS, JENNIFER	1
	09/09/2011	1652206	BRUCE, VICKIE	1
Total Energy Education:				4

Tools Comment

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(sign in sheets for the class or report that includes class, class date, program year, HOH name and application key)

FAMILY DEVELOPMENT

Family Development line item per the Program Operations Manual is reimbursable at \$25.00/ Hour of Service. This covers cost associated with short-term, intermediate, or long-term case management intervention with an EAP household that has attended an Energy Ed class.

Agencies may budget and use up to two percent (2%) of their total EAP dollars in Family Development.

The time that a Family Development Specialist spends doing family development with clients is tracked and documented. This time is reported for reimbursement.



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FAMILY DEVELOPMENT BACKUP

- Timesheet with Family Development hours
 - Paystub showing hours paid for family development
 - Payroll ledger that shows employee and the hours of family development
 - Provide transfer documentation/journal entry if expenses are reimbursed to another program that pays for that employee.
- (Only one form of backup is required)



Indiana Housing & Community Development Authority

CLAIMS REVIEW PROCESS

EAP Cost

Backup

Review

Notes

<p>Eligibility (Administrative costs) will cover the overall administrative functions of the program, including fiscal, executive, support operations, intake functions. Other costs that are directly associated with staff cost in the administrative category including rent, utilities, and supplies.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>	<p>The backup should reflect current expenses that are being claimed. Coding is recommended if expenses are not identifiable.</p>	<p>Reviewed line by line and checked for accuracy. Expenses are added and checked against what is being claimed.</p>
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<p>Program Support Non-administrative line item intended to be used for staff costs which are not strictly associated with intake and eligibility determination. Costs include program outreach, referrals to other agencies, short term case work, and expenses related to maintenance of seasonal outreach sites.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>	<p>The backup should reflect current expenses that are being claimed.</p>	<p>Reviewed line by line and checked for accuracy. Expenses are added and checked against what is being claimed.</p>
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EAP Cost

Backup

Review

Notes

<p>Summer Cool Admin (Administrative costs) will cover the overall administrative functions of the summer program that runs from June to August, including fiscal, executive, support operations, intake functions. Other cost that are directly associated with staff cost in the administrative category including rent, utilities, and supplies.</p>	<p>Any form of reporting that is from the agency's accounting software.</p>	<p>Percent of admin spent equals percent of benefits distributed.</p>	<p>Summer Cool Admin can only be used for summer eligible activities. The funds cannot be moved to other line items.</p>
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Indiana Housing & Community Development Authority

EAP Cost

Backup

Review

Notes

<p>Family Development Provides services that encourage and enable households to reduce their energy needs and the need for energy assistance. This expense is reimbursed at \$25.00 per hour of services.</p>	<p>Timesheets or payroll ledger for each employee performing family development</p>	<p>The number of hours each employee has dedicated to family development X \$25.00</p>	<p>If the family development hours are not identifiable in the backup, agency should provide notes.</p>
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<p>Energy Ed Materials/Supplies This line item is used to supplement the Energy Education with additional materials and supplies not otherwise provided.</p>	<p>Provide purchase order and/or invoice for materials or supplies purchased and any form of reporting that is from the agency's accounting software.</p>		
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<p>Energy Education A session conducted for approved EAP clients. Energy curriculum is taught and the agency may be reimbursed \$25.00 per hour of service one time per household, per year. Clients must complete a sign-in sheet for verification.</p>	<p>Sign in sheets - only one person per household can be counted</p>	<p>The number of attendees attending an hour long class X \$25.00; If the class is longer than an hour you must indicate on sign-in sheet</p>	<p>When doing the reconciliation at the end of the season and you have missed claiming some clients, you must provide the sign in sheet(s)</p>
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EAP Cost

Backup

Review

Notes

<p>Summer Cool A/C Funds Funds available to purchase air conditioners for approved clients that provide the proper medical documentation.</p>	<p>Provide purchase order and/or invoice for air conditioners purchased and any form of reporting that is from the agency's accounting software.</p>		<p>This expense is reimbursed through the admin claim not Third Party Vendor because we will not collect MOU's from vendors.</p>
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EAP Cost

Backup

Review

Notes

Regular Assistance	(direct benefits claimed through 3 rd Party Vendor Claims)		
Crisis Assistance	(direct benefits claimed through 3 rd Party Vendor Claims)		
Summer Cooling	(direct benefits claimed through 3 rd Party Vendor Claims)		

Questionable Costs

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Circular A-122 – This Circular establishes principles for determining **Cost of** grants, contracts and other agreements with non-profit organizations.

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QUESTIONS AND ANSWERS

Frequently Asked Questions for Family Development follows

Family Development

Frequently Asked Questions

1. What activities are eligible to be claimed with Family Development funds?

According to Section 1201.5 of the EAP Program Operations Manual, it states that family development fulfills the requirement of Assurance 16. Assurance 16 ensures that family will receive services that include, but are not limited to, a needs assessment, counseling, and assistance with their energy vendors. Family Development is the short and/or long term case management sessions with the client to ensure that they are receiving the services necessary to move toward self sufficiency.

2. Does a client have to attend an Energy Education in the same year that they are claimed in Family Development?

According to Section 1201.5, the client must attend an energy education class in the same year in order to be claimed under Family Development.

3. What documentation is required in addition into a completed matrix?

There is not additional information beyond the completed matrix. The agency is strongly encouraged to create a tracking mechanism to ensure that the clients are reaching the goals set in the needs assessment.

4. Is there a minimum time limit or minimum number of contacts per client to be eligible?

There are not a minimum number of hours or contacts per household to be eligible. The manual states in Section 1201.5 that the agency may claim \$25 per professional hour of service per household.

5. At what point is reimbursement allowable?

Agencies are strongly encouraged to claim family development at least monthly as a part of their administrative claims that include eligibility, program support, and energy education. Once the Family Development Specialist has completed a professional hour of service, the time becomes reimbursable. The agency should provide, at a minimum, time sheets, paystubs, or payroll ledgers to document the family development hours.