

2024 IHCD A CSBG Claims Requirements (CS)

Program Tenure: January 1, 2024, thru September 30, 2025 (21 months)
(CLOSEOUTS MUST BE COMPLETE BY NOVEMBER 15, 2025)

Updated 02/08/2024 by Roxanne Collins

Claim Submission:

1. Claims should be submitted to IHCD A every thirty (30) days.
2. Each claims ledger should only consist of accrued (incurred/obligated expenses currently being claimed).
3. Claims of \$100,000.00 or more must be broken down into separate claims.
4. Multiple claims can be submitted for each month, but each claim should only be for one month of expenditures.
5. Carryover funds for each line item must be fully expended first.
6. If a claim is denied, the current claim must be corrected and resubmitted for further review for approval. **Never create a new claim to correct a denied claim.**
7. If additional information or documentation is requested during claims review but not received within three business days, the claim will be denied and can be resubmitted once the claim has been made compliant.
8. Within IHCD A Online, the claims reimbursement month should be inserted into the comment section on the "Claim" tab of the submission screen.

Required Claim Contents (unless specified to be augmented from another program):

1. **Summary Sheet** – lists current claim request breakdown by expense category.
2. **General Ledger** – current claim ledger showing detail of **EACH** expenditure currently being claimed.
 - *Direct charges* being claimed must clearly specify the following within the summary general ledger:
 - Expense Category
 - Charge Description or Original Vendor Name
 - Charge Date
 - Charge Amount
 - *Indirect charges claimed within a cost allocation plan* previously established with IHCD A must consist of the following within the summary sheet and/or general ledger:
 - A precise description that specifies the expenditures to be within a cost allocation plan previously established with IHCD A.
 - Broken down by expense category.
 - Clearly specify the Expense Category, Charge Date, and Charge Amount
 - Augmented charges must be noted as so within the ledger.
3. **CSBG Claims Cover Sheet** completed in its entirety.
4. **Supporting Documentation** – only required supporting documentation should be uploaded as specified:
 - *Payroll* documentation is required for any wages being claimed and must consist of a detailed ledger, pay stubs, or time sheets containing the names, wages, and dates.
 - The original vendor invoice is required for all charges of \$1,000.00 or more.
 - The original vendor invoice is required for Employer paid charges ("Fringe") of \$1,000.00 or more that are not shown within the payroll documentation.
 - The original vendor invoice is required to verify eligibility for any charge that does **not** provide the original vendor's name or charge description (regardless of the dollar amount) within the general ledger **and** is titled as any of the following:
 - Credit card company or bank (Unless the ledger specifies to be a monthly service charge)
 - *Reimbursement* or reimbursement charges titled as a person's name.
 - *Petty cash* or *Cash*
 - *Travel* charges such as fuel or hotel
 - *Mileage* requires mileage reports.
 - *Fees*
 - *Miscellaneous*
 - Invoices must be on the original vendors company letterhead.
 - Any documentation uploaded to a claim should **NEVER** contain your client's personal identification such as social security number, driver's license number, etc.

Additional Required Supporting Documentation:

1. Vehicle, Equipment, or Electronic charges individually priced at \$5,000.00 or more per unit and
2. Any maintenance or repair measure of \$2,500.00 or more require the following:

****Original Vendor invoice**

and

****Pre-approval letter or email from an authorized IHEDA associate for either one of these transactions must be uploaded to the claim**

and can be received by emailing:

CSBG Inbox: Csbg@iheda.IN.gov

IMPORTANT Repayment Guidelines:

Any previously claimed individual charge of \$1,000.00 or more may not be moved by offsetting the charges within a future claim. You must submit one of the following requests to transact those charges:

1. **Adjustment Claim** – Moving previously claimed charges from one budget category to another budget category within the same award.
2. **Repayment Claim** – Moving previously claimed charges from one award to another award or repaying any charges previously claimed.
3. **Return of Funds** – Returning funds previously claimed without replenishing budget availability (Typically used when the award is closed or as instructed by Monitoring)

****Pre-approval letter or email from an authorized IHEDA associate for either one of these transactions must be uploaded to the claim**

and can be received by emailing:

CSBG Inbox: Csbg@iheda.IN.gov

Helpful Hints:

1. For additional questions regarding allowability of charges, please visit 2CFR 200.400 to 200.419 for general information of federal funding and 2CFR 200.420 - 200.476 for select items of cost.
2. Please review any guidance released by IHEDA to remain wise of any program and requirement changes.
3. Call or email me with any questions regarding claims requirements. I am here to help you.

Please Note

If I cannot explain your claim, I cannot approve your claim.

Please contact me with any questions you may have regarding claim submission.

Omid Ranjbar

Claims Specialist

Indiana Housing and Community Development Authority

Phone: 317-941-4481

Claims Inbox: claims@iheda.IN.gov

Direct Email: ORanjbar@iheda.IN.gov