**Claims Process for ESG-CV HUBS**

Claims for reimbursements will be submitted through IHCDAOnline via [https://online.ihcda.in.gov](https://online.ihcda.in.gov/)

Supporting documentation must also be submitted electronically through IHCDAOnline. ESG-CV Intake HUBS should submit claims at least monthly. We will assess the need for more frequent claims as the project progresses.

If you have questions regarding a specific claim, contact the online claims system at claims@ihcda.in.gov. The subject line of your email should contain your agency name, the award number, and the claim number, as well as any appropriate additional information (i.e. My Agency, Inc., Award #, Claim 1, documentation clarifications).

Detailed instructions on claim access, submission, and claims policy information can be found via [https://online.ihcda.in.gov](https://online.ihcda.in.gov/)

**Claim Process**

All claims are paid on a reimbursement basis. Sub-recipients must pay eligible costs and then request reimbursement by IHCDA. Each claim represents one month of bills that were ***paid*** during that month. (if in the future we determine claims could or should be filed more frequently we will communicate the guidelines at that time) Example: Claim #1 (July) will contain all eligible ESG expenses for July. All of the expenses listed must have been paid in July. Sub-recipients cannot claim more or less than one month’s expenses in one claim. After one month is claimed, the Sub-recipient cannot reclaim expenses for that same month later in the fiscal year. Similarly, if a Sub-recipient skips one month, and claims the month following the skipped month, the skipped month cannot be claimed at a later time. Reimbursements for eligible ESG expenses as provided and approved on ESG claim voucher will be directly deposited into the sub-recipient bank account within 30 business days from IHCDA approval.

HUB claims should only be submitted using the claim form provided specifically for this grant. Even though you may have other ESG grants you should not use that claim form for the HUB claims. At this time the only allowable expenses for this grant will be Rental Assistance and Admin with the Admin divided into 2 categories. If the allowable expense categories change in the future an updated claim form will be provided.

**The allowable expenses and examples per category are as follows:**

|  |  |  |
| --- | --- | --- |
| Rental Assistance | Rental Arrears up to 3 months, Rental Assistance for a total of 6 months | Documentation should include proof of payment to landlord such as check copy or proof of electronic payment |
| Client Specific Admin | Time spent working with client or landlord, housing inspection, processing client payments, entering client into HMIS, any other time spent serving the client | Documentation should include timesheet for staff assisting client, wage amount and explanation of calculated amount claimed. Should clearly support amount of claim form. |
| General Admin | Time spent administering the grant not specific to a client such as time managing staff, coordinating with staff, other HUBS, IHCDA, etc. Trainings, meeting, file claims, reporting and other general office expenses | Documentation should include timesheet for staff working on grant activities, wage amount and explanation of calculated amount claimed. Should clearly support amount of claim form. If admin claimed is for a purchase of office supplies, etc receipts should be included. |