

ESG Claims Supporting Documentation Chart

Effective: 11/10/2025

The chart below outlines the supporting documentation required for each claim submission. For every eligible expense Subrecipients are **REQUIRED** to provide **Proof of Payment** alongside their completed ESG Claims Narrative Form. Subrecipients are also **REQUIRED** to **redact all personally identifiable information (PII)** during the claims submission process and instead **use the clients' HMIS ID numbers** on all supporting documentation. Keep all cost documentation on file— proof of cost incurred and proof of cleared payment must be supplied **if award is monitored**.

Eligible Expense	Acceptable Documents to show Proof of Payment
Staff Time	<p><u>Provide the following:</u></p> <ul style="list-style-type: none">• Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable) <p>AND</p> <ul style="list-style-type: none">• Individual employee or master timesheet indicating employee/contractor name, hours worked for ESG, & dates for those hours.
Staff Mileage	<p><u>Provide ONE of the following:</u></p> <ul style="list-style-type: none">• Paystub/earning statement indicating employee/contractor name, pay period, & indication that employee was reimbursed for mileage• Copy of check demonstrating that the employee was reimbursed for the mileage expense.
Vendor Expenses (e.g. food purchases, utility payments, rent payments, supplies purchases, payments to external service providers, etc.)	<p><u>Provide ONE of the following, with PII redacted:</u></p> <ul style="list-style-type: none">• Copy of a check to landlord/business/company• Itemized confirmation of online payment indicating landlord/business/company name, payment amount, & date of payment• Copy of bank statement that details: landlord/business/company name, payment amount, & date of payment• Copy of landlord/business/company itemized receipt <p>*If the cost of furnishing or equipment expenses is over \$15,000, approval must be granted via email from IHCD Community Services and documented in claims submission. Vehicle purchases are NOT eligible for reimbursement.</p>