

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