

Appendix A – Program Claim Submission Check List

IHCDA has provided a series of checklists that are to be used each time a claim is submitted to IHCDA. This checklist contains a summary of the documentation required for each program and will assist in ensuring that the necessary documentation is submitted with each claim and that Grantees do not submit extraneous documentation.

Figure 1: Community Development Block Grant (“CDBG”)

- Submit Lead Clearance, appraisals and Contract Execution forms before submitting a claim
- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - One (1) page summary of expenses sorted by address and administrative expenses by individual including hours and rate of pay
 - All invoices/receipts relating to construction and rehabilitation work sorted by address
 - All administrative invoices/receipts sorted by address

Figure 2: Neighborhood Stabilization Program

- Submit Lead Clearance, Appraisals and Contract Execution forms before submitting a claim
- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - One (1) page summary of expenses sorted by address and administrative expenses by individual including hours and rate of pay
 - All invoices/receipts relating to construction and rehabilitation work sorted by address
 - All administrative invoices/receipts sorted by address

Figure 3: Community Development Block Grant-Disaster

- Submit Lead Clearance, appraisals and Contract Execution forms before submitting a claim
- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - One (1) page summary of expenses sorted by address and administrative expenses by individual including hours and rate of pay
 - All invoices/receipts relating to construction and rehabilitation work sorted by address
 - All administrative invoices/receipts sorted by address

Figure 4: HOME Investment Partnership Program

- Submit Lead Clearance, appraisals and Contract Execution forms before submitting a claim
- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - One (1) page summary of expenses sorted by address and administrative expenses by individual including hours and rate of pay
 - All invoices/receipts relating to construction and rehabilitation work sorted by address
 - All administrative invoices/receipts sorted by address

Figure 5: Shelter Plus Care

- Submit Lead Clearance, appraisals and Contract Execution forms before submitting a claim
- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - LOCCS Draw Request Form
 - Housing/Rental Assistance Reimbursement Form
 - Monthly CSBG Reimbursement Claim

Figure 6: Permanent Supportive Housing for Persons with Disabilities

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - LOCCS Draw Request Form
 - Housing/Rental Assistance Reimbursement Form
 - Monthly CSBG Reimbursement Claim
 - Administrative Invoices/receipts where the amount charged to the program equals or exceed \$200+

Figure 7: Emergency Solutions Grant

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Administrative Invoices/receipts
 - Rental Assistance and Financial Services Reimbursement Form-If Applicable
 - HMIS Case Management Summary-Rapid Rehousing and Homeless Prevention only

Figure 8: Housing Opportunities for Persons With AIDS

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Housing/Rental Assistance Reimbursement Form
 - Administrative invoices/receipts where the amount charged to the award equals or exceed \$200

Figure 9: HOME Funded Tenant Based Rental Assistance

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - HOME TBRA Rental Assistance spreadsheet
 - Administrative invoices/receipts where the amount charged to the award equals or exceed \$200

Figure 10: Weatherization, State Funded Weatherization, and LIHEAP Weatherization

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - One (1) page summary of completions claimed, name and address, date of interim or final audit inspection and the total dollar value of that address's weatherization work.
 - Copies of all administrative invoices/receipts where the amount charged to the award equals or exceeds \$1,000

Figure 11: Community Services Block Grant

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Copies of all administrative invoices/receipts where the amount charged to the award equals or exceeds \$1,000

Figure 12: Hoosier Energy

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Copies of all administrative invoices/receipts where the amount charged to the award equals or exceeds \$1,000

Figure 13: Energy Assistance Program, State Funded Energy Assistance, and Leveraging Energy Assistance

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Copies of invoices/receipts for all air conditioners during summer cool
 - Copies of all administrative invoices/receipts where the amount charged to the award equals or exceeds \$1000.
 - Transmittals for all 3rd party claims

Figure 14: REACH

- Signed Claim Receipt Page(s)-signed by authorized signatory
- Claim Summary Pages
- Other Support Documentation including:
 - General Ledger
 - Invoices/Receipts for homeowner repairs and preventative maintenance
 - Copies of all administrative invoices/receipts where the amount charged to the award equals or exceeds \$1,000

Figure 15: Development Fund

Any Development Fund award that is made in conjunction with a Grant agreement is subject to the documentation and eligibility standards of the program associated with it