

Appendix G

2022 IHCD A CSBG Claim Requirements

Required Claim Contents:

1. Claim Receipt – Created at time of submission
2. Budget Summary – Lists current claim request breakdown by budget category
3. General Ledger – Breakdown of current expenses/items being claimed for reimbursement by budget category
4. Supporting Documentation
 - A. Copies of vendor invoices/receipts
 - B. Payroll - Detailed ledger, journal entry descriptions or time sheets containing the names, wages and dates for any administration payroll being claimed.

Required Supporting Documentation:

1. Payroll documents are required for each claim submitted when claiming salary of any kind
2. Charges for \$1,000.00 or more
3. Employer charges over \$1,000.00 that are not shown on the payroll documentation
4. Any charge (regardless of the dollar amount) within the general ledger titled as the following:
 - Credit Card Company (Unless the ledger specifies to be a monthly usage fee)
 - Persons name
 - Reimbursement
 - Petty Cash
 - Travel/Mileage: Original vendor invoices for charges such as fuel and hotel. Mileage report with reimbursement totals are required for Mileage charges.
 - Legal
 - Fees
 - Advertisement
 - Cost Center
 - Miscellaneous
 - Rent for multiple locations
 - Multiple charges of the same name with the same charge amount

NOTE: If the charge is less than \$1,000.00 and the original vendor name is listed within the ledgers line item, the vendor invoice is not required.

Additional Required Supporting Documentation:

1. A single vehicle, equipment, or electronic charged for \$5,000.00 or more each require the following:
 - Vendor invoice
 - Pre-approval letter or email from an authorized IHCD A associate

Please be mindful of the following to prevent confusion and any delay of reimbursement:

1. Only provide charges in your ledger that you are currently claiming
2. Only supply the required supporting documentation
3. Credit card statements in place of original vendor invoice: claimed charges must be highlighted for clarity.
4. Large number of credits
5. Terms within your ledger such as “Adjust”, “Transfer”, “Move”, or “Shift”
6. Keep the claims under \$100,000.00

Helpful Hints:

1. It is acceptable to create multiple uploads to each claim and provides organization for review.
Example of uploading documents by document:
 - 1st Upload – Budget Summary and General Ledger

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- 2nd Upload – Vendor invoices
- 3rd Upload – Payroll

Example of uploading documents by budget category:

- 1st Upload – Admin (ledger of charges, payroll, and vendor invoices)
 - 2nd Upload – Direct Program Costs (ledger of charges payroll, and vendor invoices)
2. If your claim is over \$100,000.00, it is completely acceptable to submit one claim for one budget category and a second claim for another budget category.
 3. Call or email me for 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.

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