**Subrecipient:**

**Contract Number:**

**Request for Payment Number:**

Instructions: Provide an individual cover sheet only when ESG-CV funds are requested. For each applicable Activity Cost Type listed below, list the total amount of ESG-CV funds requested. You may provide/attach any remarks or explanations as applicable. **Submit a detailed summary of individual expenditures for each Activity Cost Type.**

Staff and travel costs incurred while performing duties should be included in the applicable Activity Cost Type. Timesheets showing actual hours worked on ESG-CV budgeted activities must be documented. For each employee, attach a daily summary of duties performed to show relevance to the ESG-CV project. Keep the timesheets and summary of duties in your files.

Only the Subrecipient may expend ESG-CV funds and request reimbursement for Administration.

**ADMINISTRATION**

|  |  |
| --- | --- |
| **Activity Cost Type** | **ESG-CV Funds Requested** |
| General Management, Oversight, and Coordination |  |
| Training on ESG-CV Requirements |  |
| \*Environmental Review |  |
| **Total:** |  |

**Eligible Activities per Cost Type:**

* General Management, Oversight, and Coordination costs include administrative services performed under third party contracts (general legal services, accounting services, and auditing services); staff salaries, wages, and related costs of staff engaged in eligible program administration activities; travel costs incurred for monitoring second-tier subrecipients; rental or purchase of equipment; insurance; utilities; office supplies; and rental and maintenance (but not purchase) of office space
* Training on ESG-CV Requirements costs include costs of providing training on ESG-CV requirements and attending ADECA-sponsored ESG-CV trainings
* Environmental Review costs include costs of carrying out the environmental review responsibilities at 24 CFR Part 58

\*Environmental Review expenditures are only applicable to Subrecipients that are local units of government.

Remarks/Explanation: