**Subrecipient:**

**Contract Number:**

**Request for Payment Number:**

Instructions: Provide an individual cover sheet only when ESG funds are requested or Local/Matching funds were applied. For each applicable Activity Cost Type listed below, enter the total amount of ESG funds requested and/or the total amount of Local/Matching funds applied. You may provide/attach any remarks or explanations as applicable. Submit a detailed summary of individual expenditures for each Activity Cost Type (for both ESG and Local/Matching funds).

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

Only the Subrecipient may expend ESG funds for; request reimbursement for; and/or provide local/matching funds for Administration.

**ADMINISTRATION**

|  |  |  |
| --- | --- | --- |
| **Activity Cost Type** | **ESG Funds** | **Local/Matching Funds** |
| General Management, Oversight, and Coordination |  |  |
| Training on ESG 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 Requirements costs include: costs of providing training on ESG requirements and attending ADECA-sponsored ESG trainings
* Environmental Review costs include: costs of carrying out the environmental review responsibilities at 24 CFR Part 58

\*Environmental Review requirements only apply to Subrecipients that are local units of government.

Remarks/Explanation: