**Subrecipient:**

**Contract Number:**

**Second-tier Subrecipient:**

**Request for Payment Number:**

Instructions: Provide individual cover sheets for each second-tier subrecipient 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 for specific program participants, as applicable, to show relevance to the ESG-CV project. Keep the timesheets and summary of duties in your files.

When ESG-CV funds are requested, submit a list of program participants served during the period covered by the request, when applicable. Client numbers or HMIS/comparable database numbers may be used to preserve confidentiality.

**HMIS**

|  |  |
| --- | --- |
| **Activity Cost Type** | **ESG-CV Funds Requested** |
| Hardware/Equipment/Software |  |
| Staffing |  |
| Training and Overhead |  |
| **Total:** |  |

**Eligible Activities per Cost Type:**

* Hardware, Equipment, and Software costs include purchasing or leasing computer hardware; purchasing software or software licenses; and purchasing or leasing equipment, including telephones, faxes, and furniture
* Staffing costs include paying salaries for operating HMIS including data collection; completing data entry; monitoring and reviewing data quality; completing data analysis; reporting to the HMIS lead agency; training staff on using the HMIS or comparable database; and implementing and complying with HMIS requirements
* Training and Overhead costs include obtaining technical support; leasing office space; paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS; paying staff travel costs to conduct intake; paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act; and paying participation fees charged by the HMIS lead agency, if the subrecipient is not the HMIS lead agency

**(If funds were used for staff travel to HUD-sponsored or HUD-approved training, provide documentation that HUD sponsored or approved the training.)**

Remarks/Explanation: