**Subrecipient:**

**Contract Number:**

**Second-tier Subrecipient:**

**Request for Payment Number:**

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

When ESG funds are requested and/or Local/Matching funds were applied, 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 Funds** | **Local/Matching Funds** |
| 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 HIMS 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: