

ESG ADMINISTRATIVE REIMBURSEMENT FORM

1) General Management/Oversight/Coordination

- Salaries, wages & related costs of staff engaged in program administration, including: Preparing budgets & schedules; Developing systems for assuring compliance with program requirements; Developing interagency agreements & agreements with sub-recipients and contractors to carry out program activities; Monitoring program activities for progress and compliance; Preparing reports; Coordinating the resolution of audit & monitoring findings; Evaluating results; Managing & supervising staff
- Travel costs incurred for monitoring of sub-recipients
- Administrative services performed under third party contracts or agreements, including general legal services, accounting services & audit services
- Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies and rental & maintenance (but not purchase) of office space

Description of Request: _____ Total: _____

2) Training on ESG Requirements:

- Costs of attending training on ESG requirements and attending HUD-sponsored ESG trainings

Description of Request: _____ Total: _____

TOTAL ADMINISTRATIVE REQUESTED \$ _____

****Please attach all documentation necessary to review the above requests****

Supervisor Signature: _____

Date: _____