Please use this checklist to assure that all supporting documents are submitted with the HEAP Monthly Expenditure Report for activities relating to HEAP Services, Rental Assistance or Subsidies, Capital Improvements, and/or Homeless Youth Set-Aside. The Office of Homeless Services (OHS) reserves the right to request additional documents as required.

# General HEAP Requirements: The following documentation constitute a complete HEAP Monthly Expenditure Report

* Monthly Expenditure Report is completed, signed, and approved by HEAP contractor/awardee
* OHS HMIS Data Quality Report

(Click on link to download the Report, <http://wp.sbcounty.gov/dbh/sbchp/hmis/hmis-report-cards/>)

* HMIS Client Data Report (Clients Entering Program, Exhibit 4)
* HEAP Homeless Status Certification for each adult individual assisted (Exhibit E)
* Proof of interest accrued on HEAP funds, including any interest accrued by sub-contractors: copy of bank statement(s)
* Invoices for expenditures
* Receipts for expenditures
* Proof of payment: copy of negotiated check, bank statement showing electronic funds transfer (EFT), credit card statement, payroll register, etc.
* Staff mileage log for claimed mileage

**General HEAP Eligible Cost**

* Staff Salaries
  + Copy of recent paystub indicating staff performed HEAP eligible activity
  + Copy of recent timesheet indicating staff performed HEAP eligible activity
  + Copy of recent invoice for staff performing HEAP eligible activity

# Services

* **Street Outreach**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Copy of staff cell phone bill for HEAP eligible activity
  + Copy of mileage log for staff travel using vehicle to visit HEAP participants
  + Copy of mileage log for transporting unsheltered individuals to emergency shelters, medical appointment, job interviews, etc.
  + Copy of public transportation costs for HEAP participants
  + Copy of receipt(s) for survival aid items (e.g., hygiene packs, blankets, clothing, food, water, etc.)
  + Copy of receipts for animal services (e.g., food, grooming, veterinary services)
* **Health & Safety Education**
  + Verification of salary(ies) of staff providing HEAP eligible activity.
* **Criminal Outreach Diversion Programs**
  + Verification of salary(ies) of staff providing HEAP eligible activity
* **Prevention Services**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Proof of loss of housing within 14 days (e.g., eviction notice, pay or quit notice, etc.)
  + Copy of shut-off notice
  + Proof of payment for rent or utilities
* **Navigation Services**
  + Verification of salary(ies) of staff providing HEAP eligible activity
* **Case Management**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Copy of invoice of sub-contractor providing HEAP eligible activity
* **Operating Support for Short-Term or Comprehensive Homeless Services**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Proof of payment
* **Other**
  + **Transportation**
    - Receipts for bus tickets, taxi, Uber/Lyft, etc.
  + **Motel/Hotel**
    - Motel/Hotel Vouchers Expenditure Detail
    - Proof of payment
  + **Survival aid (hygiene packs, blankets, clothing, food, water, etc.)**
    - Itemized list of items
    - Copy of receipt(s) for survival aid items (e.g., blankets, clothing, food, water, etc.)
  + Food and/or meal vouchers
    - Itemized list for items
    - Copy of receipt(s)
  + Diversion
    - Verification of salary(ies) of staff providing HEAP eligible activity
    - Itemized list of other items
    - Receipts
  + Animal Services (e.g., food, veterinary services, etc. for companion animal)
    - Itemized list of items/services
    - Receipts

# Rental Assistance or Subsidies

* **Housing Vouchers**
  + Motel/Hotel Vouchers Expenditure Detail
  + Proof of payment
* **Rapid Re-Housing Programs**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Copy of lease agreement or rental assistance agreement
  + Copy of utility turn-on
  + Proof of Payment
* **Eviction Prevention Strategies**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Proof of loss of housing within 14 days (e.g., eviction notice, pay or quit notice, etc.)
  + Copy of shut-off notice
* **Proof of payment for rent or utilities**
  + Verification of salary(ies) of staff providing HEAP eligible activity
  + Proof of loss of housing within 14 days (e.g., eviction notice, pay or quit notice, etc.)
  + Copy of shut-off notice
  + Proof of payment for rent or utilities
* **Other**
  + Bridge Housing – see Housing Vouchers
    - Motel/Hotel Vouchers Expenditure Detail
    - Proof of payment
  + Shared Housing
    - Copy of lease agreement or rental assistance agreement
    - Proof of payment
  + Furniture or other housing supplies (kitchen ward, linens, cleaning supplies, hygiene items)
    - Itemized list of other items
    - Receipts
  + Landlord mitigation
    - Agreement with landlord
    - Proof of payment

# Capital Improvements: Proof of purchase of land, building, etc. and proof of ownership of the same for

* Emergency Housing
* Transitional Housing
* Drop-In Centers
* Permanent Supportive Housing
* Other

# Homeless Youth Set Aside

* Verification of salaries of staff providing HEAP eligible Homeless Youth Set-Aside
* Copy of lease agreement or rental assistance agreement
* Copy of utility turn-on
* Documentation of payment
* Receipts for transportation (bus tickets, taxi, Uber/Lyft, etc.)
* Receipts for food
* Receipts for clothing, school supplies, etc.