

EXHIBIT E2 – CHALLENGE GRANT BACK-UP DOCUMENTATION REQUIREMENTS

The applicability of this section is identified in **B.1.2**.

A complete and accurate Monthly Status Report and Invoice and Match Report (including Roll-up Report) are required for payment from the Department. Additional backup documentation required for payment is identified below and sorted by Monthly Deliverables identified in **D.2.3**. Challenge Grant activities must provide a detailed expenditure report by subcontractor.

Below are examples of backup documentation that may fall into the identified categories; however, the Department may request any and all documentation required to verify the veracity and applicability of any expenditure.

Housing Activities

Includes support for the following activities, with required documentation outlined below each:

Rental and Mortgage Assistance

- Eligible Uses:
 - Short-term rental assistance
 - First and/or last month's rent
 - Mortgage payment assistance
 - Security deposits
 - Application fees
- Required Documentation:
 - Past due notice or payment demand
 - Copy of lease agreement (first page and signature page) or landlord agreement form with signatures
 - Payment statement or invoice
 - Proof of payment (cleared check, receipt, financial ledger, etc.)

Utility Assistance

- Eligible Uses:
 - Current and past due utility payments
 - Utility late fees and connection fees
 - Utility deposits
- Required Documentation:
 - Past due notice or arrears letter from utility company
 - Proof of address (e.g., lease agreement)
 - Deposit requirement information (if applicable)
 - Payment statement or invoice
 - Proof of payment (cleared check, receipt, financial ledger, etc.)

Shelter and Temporary Housing Support

- Eligible Uses:
 - Bridge housing
 - Hotel/motel vouchers
- Required Documentation:
 - Receipts, invoices, or documentation of stay
 - Proof of payment

Additional Housing-Related Costs

- Eligible Uses:
 - Inspection costs
 - Moving costs
 - Minor repairs to homes
- Required Documentation:
 - Itemized receipts or invoices
 - Proof of payment

Shelter Operations and Case Management

- Eligible Uses:
 - Shelter Operations
 - Beds, pillows, and mattresses
 - Furniture (tables, couches, chairs, desks)
 - Towels and bedding
 - Food
 - Cleaning supplies
 - Kitchen equipment, supplies, and appliances
 - Renovations
 - Furniture repair
 - Washers and dryers
 - Landlines and hotlines for resident use
 - Supplies
 - Utilities (e.g., phone, electric)
 - Other operational expenses
- Required Documentation:
 - Itemized receipts for eligible purchases
 - Proof of payment

Low-Income Housing Maintenance & Construction for Special Populations

- Eligible Uses:
 - Maintenance and minor repairs of low-income housing
 - Construction costs for special population housing, including:
 - Appliances
 - Fire safety equipment
 - Plumbing and electrical work
 - Required Documentation:
 - Invoices, contracts, or itemized receipts
 - Proof of payment

Case Management

- Eligible Uses:
 - Staff time directly related to client support
- Required Documentation:
 - Timecard or log documenting hours of case management services
 - Pay stub of staff member being paid

Program Activities

Program Operations and Administrative Support: Covers the operational and logistical needs of homeless service programs.

- Eligible Uses:
 - Staff training costs
 - Staff travel (including mileage for outreach)
 - HMIS software, licenses, training, and maintenance
 - Tablets and phones for outreach staff
 - Hotspots for conducting mobile assessments, applications, and case notes
 - Vehicle purchase or lease, insurance, and fuel
 - Projectors and educational computer stations for youth academic support
 - Repair funds for facility upkeep
 - Portable toilets
 - Job readiness fund (to support employment preparation and placement activities)
- Required Documentation:
 - Itemized receipts or invoices
 - Travel logs (if applicable)
 - Proof of payment

Case Management: Funds staffing directly related to client support services.

- Eligible Uses:
 - Case management activities
 - Staff salaries related to direct service
 - Fringe benefits
- Required Documentation:
 - Timecard or documentation of hours spent on case management
 - Pay stub of staff member being paid

Service Activities

Case Management Services

- Eligible Uses:
 - Housing stability case management
 - Assistance applying for benefits (e.g., SNAP, SSI/SSDI)
 - EBT card replacement
 - Access to healthcare
 - Employment counseling
 - Mediation and advocacy with landlords
 - Credit repair
 - Education on lease terms
 - Housing search and placement
- Required Documentation:
 - Timecard/sheet documenting hours dedicated to case management
 - Pay stub of the staff member being paid

Street Outreach Services: Funds engagement and support for individuals experiencing unsheltered homelessness.

- **Eligible Uses:**
 - Assessment and evaluation
 - Crisis counseling
 - Referral to coordinated entry and mainstream services
 - Provision of basic needs (e.g., food, water, clothing, hygiene items, blankets)
 - Follow-up assistance
- **Required Documentation:**
 - Itemized receipts for eligible outreach purchases (meals, blankets, clothing, toiletries)

Housing Stabilization and Life Skills Training: Helps individuals retain housing and achieve long-term stability through skill-building.

- **Eligible Uses:**
 - Financial literacy and management
 - Conflict resolution training
 - Shopping and nutrition education
 - Parenting classes
 - Resume preparation and job search support
 - Public transportation education
- **Required Documentation:**
 - Curriculum outlines, attendance records, or invoices for services/materials (as applicable)

Transportation Assistance: Supports both staff and client travel necessary for service access and outreach.

- **Eligible Uses:**
 - Travel reimbursement for staff (e.g., mileage for outreach or home visits)
 - Public transportation assistance for clients (e.g., bus passes)
 - Other client transportation (e.g., taxis, gas vouchers, bicycle repair)
- **Required Documentation:**
 - For staff mileage: DCF Travel Form
 - For public transit: Itemized distribution list of bus passes by recipient
 - Receipts for transportation purchases and reimbursements

Direct Client Assistance: Provides tangible support to remove barriers to housing and stability.

- **Eligible Uses:**
 - ID cards, birth certificates, and vital records
 - Basic necessities: water, food, clothing, hygiene kits, first aid, laundry/cleaning supplies, bug spray, blankets
 - Medical, dental, and prescription co-pays
 - Household items and furnishings
 - Relocation assistance to reunite with family/friends
 - Childcare costs
 - Work-related supplies

- Required Documentation:
 - Receipts or invoices for items/services
 - Case notes documenting need and assistance provided

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