



# Employment Grants Program

*Connecting people  
experiencing homelessness  
with permanent  
employment*

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## Program Manual

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## Grant Year 2023

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State of Wisconsin

Department of Administration

Division of Energy, Housing and  
Community Resources

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Provides program rules and  
guidance for the Employment  
Grants Program

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Last Revised February 2023

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## Chapter 1: General Information

### 1) Introduction:

The Wisconsin Department of Administration's (DOA) Division of Energy, Housing, and Community Resources (DEHCR) developed this handbook as a resource for the Employment Grants (EG) program. EG grantees are required to follow all state and program requirements, policies, and procedures in this guide.

### 2) Program Overview:

The Employment Grants program was created by [statute 16.313](#), which was passed as part of the 2017-2019 Wisconsin State Budget (2017 Wisconsin Act 19). The program uses General Purpose Funds (taxpayer revenue raised by the state) with the goal of connecting people experiencing homelessness with permanent employment and training opportunities. Recipients of this grant are limited to municipalities defined as counties, cities, villages or towns.

Awards are annual grants of up to \$75,000. The grantee is expected to provide at least \$10,000 in cash match. Applicants are encouraged to apply for the full award amount. Funds can be used to pay for program, operational, and administrative costs.

DEHCR will likely award one (1) grant per year. The final grantee will be determined based on the applicant's merit (determined by their application score). Preference for funding will go towards grantees who will use the grant to pay for program participants' wages and who will partner with nonprofit organizations to provide additional employment and supportive services to program participants.

### 3) Eligible Applicants:

Eligible applicants are limited to municipalities defined as counties, cities, villages, or towns. In addition, they must have an active Homeless Management Information System (HMIS) subscription and be able to meet the minimum cash match requirement of \$10,000.

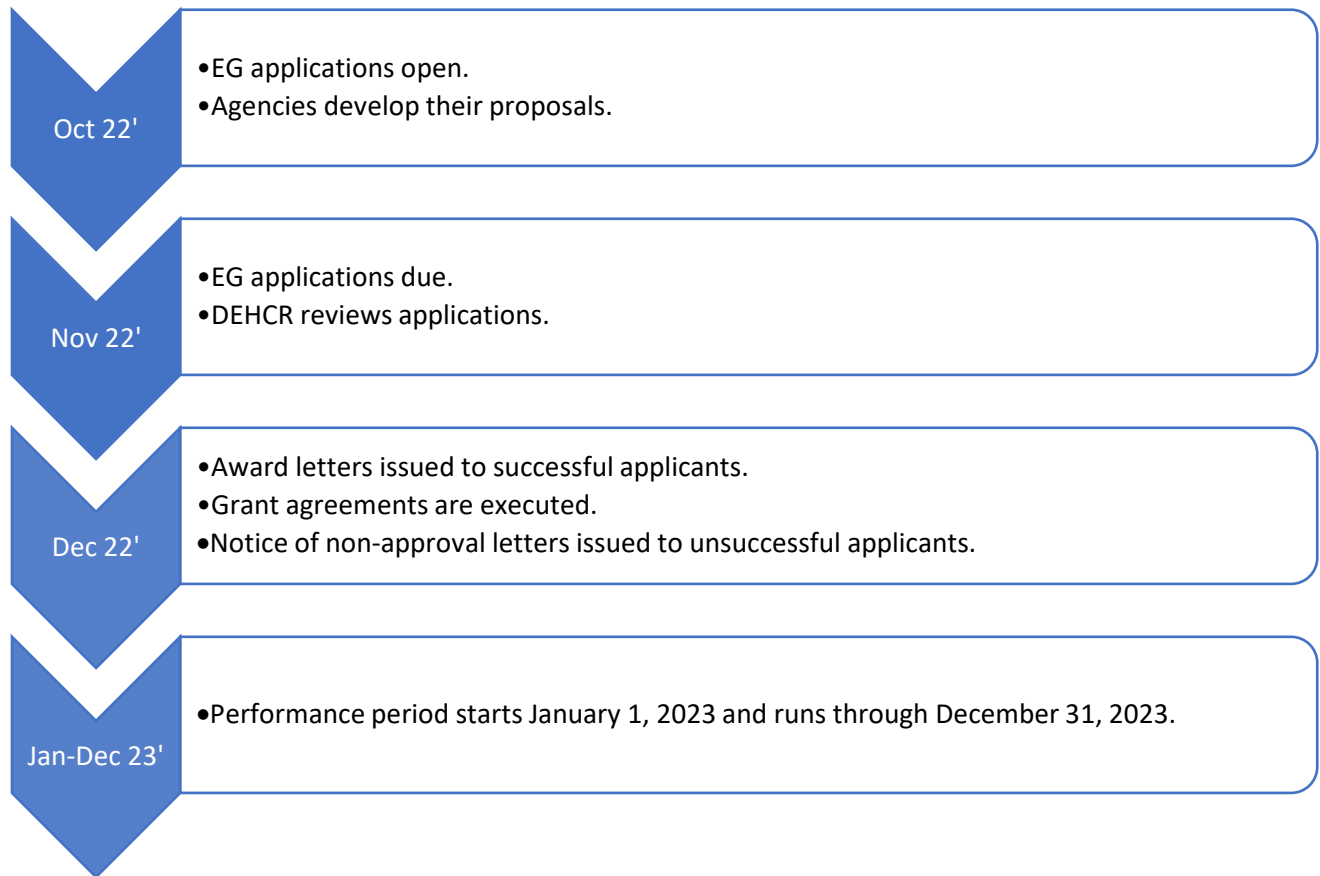
## Chapter 2: Application Process & Grant Timeline

### 1) Overview:

DEHCR will post an application on their website ([DEHCR Housing Assistance \(wi.gov\)](#)) inviting all interested applicants who meet the eligibility requirements to submit. Applicants will be given a set amount of time to develop their applications. After the submission deadline, a review team at DEHCR will score each application. The applications will be ranked, and the top scoring application based on the scoring criteria will receive an award. Preference will be given to applicants that plan to use the highest percentage of the grant, if awarded, toward paying program participants' wages, and who will partner with nonprofit organizations to provide additional employment and supportive services to program participants. DEHCR reserves the right to alter this process and adjust scoring criteria.

## 2) General Timeline:

The general timeline for the annual EG award process is as follows:



Please note DEHCR reserves the right to change timing with or without notice.

## 3) Rights of the Applicant:

Each applicant whose proposal is reviewed by the grant review committee shall receive written notice of the determination of approval or non-approval of funding for their program. The grant agreement will be executed upon signature of both parties.

## Chapter 3: Program Requirements

### 1) Client Eligibility:

Individuals or individuals that are 18-years-old or older and part of households that meet the definition of homeless or immediately at risk of homelessness according to Federal statute 24 CFR 576.2 (HUD Homeless Categories 1, 2, 3, 4) are eligible to be EG program participants. Below is the criteria for defining each eligible category of homelessness, and the associated documentation requirements.

Category	Criteria	Documentation Requirements
Category 1: Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	<ul style="list-style-type: none"> <li>Written observation by the outreach worker; <u>or</u></li> <li>Written referral by another housing or service provider; <u>or</u></li> <li>Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>For Individuals exiting an institution – one of the forms of evidence above <u>and</u>:               <ul style="list-style-type: none"> <li>Discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>Written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited an institution</li> </ul> </li> </ul>
Category 2: Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	<ul style="list-style-type: none"> <li>A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>For individuals and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u></li> <li>A documented and verified oral statement; <u>and</u></li> <li>Certification that no subsequent residence has been identified; <u>and</u></li> <li>Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing</li> </ul>
Category 3: Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:	<ul style="list-style-type: none"> <li>Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of</li> </ul>

	<ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>	<p>homelessness under another federal statute; <u>and</u></p> <ul style="list-style-type: none"> <li>• Certification of no permanent housing (PH) in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs or 2 <u>or</u> more barriers</li> </ul>
Category 4: Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>	<p>For non-victim service providers:</p> <ul style="list-style-type: none"> <li>• Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by self-certification or by the caseworker. Where the safety of the individual is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>• Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul>

Source and link to downloadable PDF: [At a Glance Criteria and Recordkeeping Requirements for Definition of Homeless \(hudexchange.info\)](#).

## 2) Client Applications & Pre-Screening:

Applications must be submitted in writing (either in-person or electronically) and must include all information required by the grantee to determine the client's eligibility and document the client's household income. Grantees may develop application forms that meet their specific needs.

Grantees may choose to use a shorter pre-screen form to place potentially eligible applicants on a waiting list. If an applicant is selected from the waiting list, they must then complete the full application form, which must include new/updated information to be used to determine final eligibility at the client's point of entry into the EG program.

## 3) Waiting List Policy:

The demand for assistance may be greater than available resources. Grantees may choose to use a waiting list. If a waiting list is used, the grantee must establish a written Waiting List Policy which defines how the waiting list is managed. The following is a non-exhaustive list of parameters grantees may use to organize their waiting lists:

- a. The order in which assistance is offered (i.e. preference selection policy based on aggregate needs, first come first served, lottery, etc.);
- b. The length of time for utilizing the waiting list (i.e. maintaining the list for a fixed period of time, then starting over; accepting applications for a fixed period of time, then closing until all eligible applicants receive assistance; continuously accepting applications; etc.);
- c. The severity or intensity of each client's need

#### 4) Client Denial:

Clients who fill out the application for the EG program and then are determined to be ineligible based on the information provided in the application must be notified in writing. The written notice must identify why the applicant is ineligible. It must also inform the client that they have ten (10) calendar days from the date of notice to request a review of the decision. Reviews must be requested in writing to the grantee.

If the client is put on the waiting list after filling out the application for the EG program, this does not trigger the need to issue a formal denial letter.

#### 5) Overview of Eligible Activities & Reimbursable Costs:

Each EG is divided into three (3) categories: program, operational and administrative funds.

##### 1) Program Funds:

Per the WI Statue creating this program, grantees must allocate most of the funding for the purpose of paying the wages or a stipend to program participants. Wages/stipends can be paid to participants for time spent participating in job/work experience, skills training, company tours, budgeting classes, time spent doing educational assessments, goal setting, job searches/applications, resume building, cover letter writing, performing mock interviews, going on college/technical school tours, and registering for classes.

##### 2) Operational Funds:

The cost to provide the above programming such as but not limited to skills training and working with participants on setting goals, resume building etc. can be paid for out of operational funds.

##### 3) Administrative Funds:

These funds can pay for administrative costs such as, but not limited to, the cost of office space, computers, office supplies, and salaries for agency wide functions such as accounting. Please note these costs will need to be prorated to reflect the percentage of the staff person's time or the percentage of the resource that is dedicated to the EG program.

The grantee will be expected to provide a cash match of \$10,000. Cash match funds can be spent in any of the three (3) areas as outlined above. Match spending will be tracked with payment requests. See [Chapter 6: Payment Schedule, Process & Policy](#) for more information.

Dollars can be moved between the three (3) areas as described without triggering the need for a contract amendment, however the grantee must request a reallocation and the reallocation must be



approved by DEHCR. The request must be made in writing to the Grant Specialist and must provide rationale for the changes requested. Please see [Chapter 4: Administrative Requirements; Contract Amendments](#) for more information.

#### 6) Non-Reimbursable Costs:

EG funds may not be spent on the following:

- a. Expenses incurred outside of the performance period.
- b. Capital expenditures.
- c. Alcoholic beverages.
- d. Items that could be construed as entertainment, including social activities and tickets to movies, shows, sports events, or concerts, and any costs related to attending such events, whether or not admission is charged.

If it is found the grantee used grant funds for any of the above outlined non-reimbursable items/activities, the grantee will be required to refund the dollars used for the non-reimbursable items/activities.

## Chapter 4: Administrative Requirements

### 1) Contractual Responsibility:

Grantees must commit to providing the services mutually agreed upon in the contracts. Grantees may choose to provide all services directly or may subcontract to another public, private, or non-profit organization.

The grantee must maintain primary responsibility for all contractual issues, however administrative duties and program delivery may be subcontracted out.

If the grantee decides to subcontract, they must encumber all subrecipients with the program delivery requirements outlined in the grantee's contract and program application. The grantee must also monitor their subrecipient at least once during the contract to check for compliance. This monitoring must include a review of client files, procedures, policies and financials as outlined in [Chapter 8: Annual Monitoring](#) in this document. The grantee must also develop a payment process for disbursing EG payments in a timely manner (within thirty (30) days of receiving the payment from DEHCR) to the sub-recipient.

Grantees must participate in any EG trainings, events and workshops.

### 2) Contract Amendments:

Grantees may amend their contracts only with written approval from DEHCR. Contract amendments can extend the performance period. To request a contract amendment, EG grantees must consult with the Grant Specialist, then electronically submit a written request defining and justifying the changes being made. The request must be signed by someone with contract signature authority (digital signatures are accepted).

Reallocating funds between fund types (program, operational, administrative) does not require an amendment but does require the grantee to request a reallocation and DEHCR to approve the new allocation. The request must be made in writing to the Grant Specialist and must provide rationale for the change.

**DEHCR must receive all contract amendment requests and budget reallocation requests no later than thirty (30) days before the end of the contract period.**

### 3) Homeless Management Information Systems (HMIS) Requirements:

The HMIS database is used to measure the scope of homelessness in Wisconsin, track service delivery and help evaluate the effectiveness of service interventions.

As a condition of funding, grantees are required to use the HMIS database to provide reporting on program participants. They will be required to enter program participants into an EG program within HMIS, and to keep HMIS up to date. Data on each client is required to be entered into HMIS no later than the fifth (5<sup>th</sup>) of the month for the previous month. They must also commit to participating in applicable trainings throughout the contract period. DEHCR will monitor compliance and reserves the right to withhold payment if it is deemed client data is missing from HMIS.

#### 4) Coordinated Entry:

Coordinated entry (CE) refers to a single place or process for people to access homelessness prevention, housing, and related services within a given Continuum of Care (CoC). HUD COCs are required to develop a system for CE. Grantees are encouraged to participate in CE but are not required. Grantees may use any applicable CE procedures or any other procedure to evaluate client eligibility for the EG program.

#### 5) Required Client File Elements:

The following is a list of the critical elements that must be kept in each client file:

1. Intake form, initial assessment and/or application outlining the client's needs.
2. Documentation of eligibility (please see [Client Eligibility](#) for a list of documentation requirements).
3. Documentation of client's income at entry.
4. Documentation of all services provided.
5. Documentation of the amount and type of financial assistance provided to client.
6. Signed certification by the client they received the grantee's EG termination policy as well as a copy of the policy. If applicable, correspondence between the grantee and the client if the client was terminated.
7. Certification of entry and exit (if applicable) dates from the EG program in HMIS. Please use screenshots from HMIS.

Please remove copies of social security cards, drivers' licenses, birth certificates when sharing client files with DEHCR. Copies of these documents should never be kept in client files. All client files must be shared with DEHCR through secure means.

#### 6) Practices, Policies, Procedures & Documentation:

The following practices, policies, procedures and documentation of such are required of each grantee and may be reviewed during the application process and during monitoring. In this section we provide a description of the required elements of each.

##### 1) Accessibility Practices/Resources:

Each grantee should have resources and practices in place to communicate with all potential beneficiaries including those with limited or no English. Further, facilities and programming should be accessible to people with disabilities including, but not limited to, people with vision loss, hearing loss, physical/mobility concerns, and learning disabilities.

##### 2) Amendment:

The Grantee understands that DEHCR will not entertain a request for an amendment or a budget reallocation within 30 days of the end of the performance period.

### 3) Anti-Lobbying Requirements:

Each grantee is required to have a policy in place to ensure compliance with anti-lobbying requirements. EG funds may not be used to influence federal or state contracting, or federal or state financial transactions, or federal or state cooperative agreements.

### 4) Client Choice:

All supportive services must be optional for program participants. Program participants can be encouraged to take advantage of the supportive services provided but cannot be required to accept them. DEHCR reserves the right to make exceptions on a case-by-case basis.

### 5) Client Termination Policy:

To terminate assistance to a client, the grantee must establish and follow a formal specific EG program termination process with the following requirements:

- Grantees must document the provision of the termination policy to the client.
- Grantees may terminate assistance if a client violates the rules of the program.
- Grantees must establish and follow a formal process that recognizes individual rights.
- Grantees must allow termination in only the most severe cases.
- Grantees must establish a formal process that includes a written notice to the client containing a clear statement of the reasons for termination, opportunity to have decision reviewed, in which the client is given the opportunity to present objections before a person other than the person who made or approved the termination decision and a prompt written notice of the final decision to the client.
- Grantees may provide assistance to a client who has been terminated from a program at a later date.

### 6) Confidential, Proprietary and Personally Identifiable Information Policy:

All grantees must develop and implement written procedures to ensure:

- All records containing personally identifying information of any person or family who applies for and/or receives assistance will be kept secure and confidential.
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted will not be made public except with written authorization of the person responsible for the operation of the shelter.
- Grantees must develop and implement procedures to ensure the confidentiality of records pertaining to any person provided family violence prevention or treatment services under any project assisted, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.
- The use or disclosure by any party of any information concerning eligible individuals who receive services for any purpose not connected with the administration of the program is prohibited except with the informed, written consent of the eligible individual or the individual's legal guardian

## 7) Conflict of Interest Policy:

Grantees must have and comply with organizational, individual, and procurement conflict of interest policies.

### *Organizational Conflict of Interest:*

Grantees must not condition EG assistance on a client's acceptance of housing or another good or service owned by the grantee, a parent or subsidiary of the grantee.

### *Individual Conflict of Interest:*

The individual conflict of interest regulations prohibit financial gain for self, family, or those with business ties. No person who exercises responsibility over EG funded projects or who is in a position to participate in a decision-making process or gain inside information with regard to EG funded projects may:

- Obtain a financial interest or benefit from an assisted activity
- Have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity
- Benefit from an assisted activity, either for themselves or for those with whom they have family or business ties, during their tenure or during the one-year period following their tenure

### *Procurement Conflict of Interest:*

In the procurement of property and services, the conflict-of-interest provisions of 42 CFR §495.348 apply. These regulations require grantees to maintain written standards governing the performance of their employees engaged in awarding and administering contracts. At a minimum, these standards must:

- Require that no employee, officer, agent of the grantee shall participate in the selection, award, or administration of a contract supported by EG funds if their participation would create a real or apparent conflict of interest.
- Require that grantee employees, officers and agents not accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
- Stipulate provisions for penalties, sanctions, or other disciplinary actions for violations of standards.

Any grantee who violates the above will be required to repay any EG funds disbursed for which there is an identified conflict of interest unless an exception is granted by DEHCR.

## 8) Contractual Responsibility:

The grantee may choose to provide all services directly or may subcontract to another public, private, or non-profit organization. The grantee must maintain primary responsibility for all contractual issues, however administrative duties and program delivery may be subcontracted out. The grantee must also participate in any EG trainings, events and workshops.

If the grantee decides to subcontract, they must encumber all subrecipients with the program delivery requirements outlined in this contract and the grantee's application. The applicant must monitor their subrecipient at least once during the contract to check for compliance including reviewing client files, procedures, policies, and financials. The grantee must also develop a payment process for disbursing EG payments in a timely manner (within thirty (30) days of receiving payment from DEHCR) to the subrecipient.

#### 9) Drug Free Workplace Policy:

Each grantee is required to have a Drug Free Workplace Policy and procedures to carry out the policy. The policy must include that the contracting or granting agency (DEHCR) will be notified within ten (10) days after the grantee receives notice that a covered employee (an employee supported with EG funds) has been convicted of a criminal drug violation in the workplace.

#### 10) Equity Advancement & Culturally Responsive Practices:

Each grantee is expected to identify any differences between the population of BIPOC (Black, Indigenous, People of Color) in its service territory compared to the grantee's clients. If there are differences, strategies should be defined to help close the gap and be more culturally responsive to the populations identified in the analysis.

Further, DEHCR will begin to monitor grantees, during the 2023 grant year, for policies and procedures to ensure equal access to services regardless of sexual orientation, gender identity, family composition or marital status.

#### 11) Financial Management:

All funding sources from DEHCR are to be tracked separately. The Grantee should establish policies and procedures for keeping backup documentation on expenditures so it can be produced upon request.

#### 12) Financial Statements:

The Grantee is required to provide access to financial statements and expenditure records upon request by representatives of the Department of Administration (DOA, DEHCR), and the Legislative Audit Bureau (LAB).

#### 13) Identification:

The Grantee cannot require third party documentation such as birth certificates or photo identification as a condition of immediately admitting an individual or family into emergency shelter or providing them with services.

#### 14) Monitoring:

The Grantee shall comply with monitoring visits and/or desk monitoring from DEHCR staff for EG program compliance.

#### 15) Non-Discrimination Policy for Clients & Employees:

Each grantee must have a policy expressing discrimination against clients and employees based on based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, physical condition, disability, age (40 or older) or genetic information (including family medical history) is illegal and will not be tolerated. The policy should outline a way for clients and employees to report discrimination, and potential repercussions.

#### 16) No Required Faith Based Activities or Religious Influence:

All EG funded activities must be administered in a manner that is free from religious influences and in accordance with the following principles.

- Grantees must not discriminate against any employee or applicant for employment and must not limit employment or give preference in employment to persons based on religion.
- Grantees must not discriminate against any person applying for shelter or services and must not limit shelter or services or give preference to persons based on religion.
- Grantees must provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of programs or services funded under the EG program.
  - If a grantee conducts these activities, the activities must be offered separately in time or location from the programs or services funded under the EG program, and participation must be voluntary for EG program participants.

#### 17) Process to Ensure Client Eligibility:

All grantees must have a process in place to screen clients to ensure eligibility.

#### 18) Recordkeeping and Retention:

The grantee must maintain all documentation relative to the EG program and program requirements specified in this Agreement, Program Manual, Code of Federal Regulations, Wisconsin Statutes, and other pertinent requirements. In general, records are to be retained indefinitely until notified by the DOA/DEHCR that the records may be disposed of, unless there is litigation, claims, negotiations, or other actions involving the records, which started before the notification has been received from DOA/DEHCR. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or until receipt of DOA/DEHCR disposal notification, whichever is longer.

#### 19) Residency:

The grantee shall not require homeless individuals or families to be residents of the state or locality to receive shelter and support services, nor shall the grantee set differing allowed lengths of stay or levels of service based on whether a homeless individual or family are residents of the state or locality.

#### 20) Signing Authority Documentation:

Each grantee must have documentation naming the person or persons who have signing authority for their organization.

#### 21) Trauma-Informed Care Practices:

Recognizing that many clients have experienced different types of trauma, each grantee is required to have trauma-informed care practices in place. Trauma-informed care practices are defined as an approach to intervention and providing services that focuses on how trauma may affect an individual's life and their response to receiving services in various systems. All grantees are expected to provide training to their staff on trauma-informed care practices.

## Chapter 5: Financial Management

### 1) Tracking of Funds:

All grantees must track each funding source from DEHCR separately. Each expenditure billed to the EG program must have backup documentation that can be produced upon request. Payroll expenses should include documentation from timesheet to paycheck and should show allocation of hours by funding source. Please note, grantees are required to provide access to financial statements and expenditure records upon request by representatives of DEHCR or the LAB.

### 2) Indirect Cost Allocation:

Indirect costs billed to the EG program should follow standard accounting practices. Backup documentation supporting these costs should be able to be produced upon request.

### 3) Audit:

The grantee shall have a certified annual audit performed utilizing generally accepted accounting principles and generally accepted auditing standards.

If an audit is required by federal law, the state funded programs shall also be included in the scope of the federally required audit.

Governmental and non-profit grantees, or their assignees, which received state funds during their fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department of Administration (DOA). Audit reports are due to the DOA within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

For information on submission of the audit reporting package please see the [Department of Administration's Single Audit Compliance Supplement](#).

## Chapter 6: Payment Schedule, Process & Policy

### 1) Quarterly Funds Disbursement & Updates:

Grantees may draw on EG funds as reimbursement of expenditures. To initiate each payment, grantees must complete and submit a quarterly EG payment request form on or before the fifteenth (15th) of the month following the close of the prior quarter. Cash match spending will also be reported and tracked on the EG payment request form. Please note client data in HMIS must be kept up to date and DEHCR reserves the right to withhold payment if it is deemed client data is missing from HMIS or reporting requirements have not been met. Please see [Chapter 7: Reporting](#) for more information.

Grantees are also required to provide a short quarterly update describing their expenditure of funds to date, and their expected future expenditure, including if they foresee any issues with spending the full



amount awarded within the performance period. Grantees will be expected to provide a quarterly update until they have exhausted all funds.

Payment requests must be submitted by email to [DOADEHCRFiscal@wisconsin.gov](mailto:DOADEHCRFiscal@wisconsin.gov) copying the Grant Specialist. Spending updates should be sent directly to the Grant Specialist. DEHCR reserves the right to change all policies and timing described.

## 2) Final Payment Request & Close Out:

Grantees must submit their final payment request, financial close out report, final quarterly reporting and annual reporting, and update/complete all client files within HMIS within 60 days of the performance period end date or termination of the contract whichever comes earlier. If the payment request is not submitted, or all client files and reporting are not updated/completed within the specified timeframe, DEHCR reserves the right to decline the final reimbursement request. DEHCR reserves the right to change all policies and timing described.

## Chapter 7: Reporting

Grantees are required to submit quarterly reporting packets to DEHCR which must be received on or before the fifteenth (15th) of each month following the close of the previous quarter. DEHCR will provide a reporting template which must be used.

### 1) Quarterly Reporting:

Grantees must submit quarterly reports on the following services provided to program participants:

1. The numbers of individuals served.
2. The amount provided in wages/stipends for individuals participating in the program.
3. The number of persons enrolled in or referred to:
  - a. Skills training
  - b. Company tours
  - c. Budgeting classes
  - d. Educational assessments/goal setting
  - e. Job Center of Wisconsin
  - f. Resume/cover letter/interview preparation
  - g. College/technical college
  - h. Job/work experience
4. Number of persons who received other services.
5. The number of previously unemployed recipients that gained employment through the Employment Grant.

Grantees must report all expenditures under the program including but not limited to EG funds and any cash matching funds.

DEHCR reserves the right to require additional information or reports as needed.

## 2) Annual Reporting:

Grantees are required to provide all datapoints outlined in [Quarterly Reporting](#) unduplicated for the year. They are also required to write a short performance summary evaluating areas of success, areas of challenge, what they learned and what solutions they would implement if they were continuing the EG program. DEHCR is interested in hearing about the grantee's specific implementation of the EG program, and if they have feedback on the overall EG program.

## Chapter 8: Monitoring

DEHCR will monitor performance and requirements compliance at least annually. During the monitoring grantees should expect DEHCR to ask to see all of the documentation and proof of policies and procedures as outlined in [Chapter 3: Program Requirements](#), [Chapter 4: Administrative Requirements](#), [Chapter 5: Financial Management](#) and [Chapter 7: Reporting](#). DEHCR will also begin to monitor grantees for policies and procedures to ensure equal access to services regardless of sexual orientation, gender identity, family composition or marital status. This is a new requirement. The monitoring can be either onsite or a desk monitoring. DEHCR reserves the right to change the monitoring requirements.

## Chapter 9: Resources

### 1) Questions?

Any questions regarding the application process or this grant can be directed to the Grant Specialist or [DOASupportiveHousing@wisconsin.gov](mailto:DOASupportiveHousing@wisconsin.gov).

### 2) Links:

Information on the following topics can be found at the associated websites provided below:

- [WI Statue 16.313](#) creating the Employment Grant
- HUD definitions for category 1, 2, 3 and 4 homelessness and their associated documentation requirements for confirming eligibility: [At a Glance Criteria and Recordkeeping Requirements for Definition of Homeless \(hudexchange.info\)](#)
  - Categories 1-4 are eligible under the EG program.
- Employment Grant Program Website: [DEHCR Website: Employment Grants](#)