

Homeless Case Management Services Grant

Program Manual

Grant Year 2023/2024

State of Wisconsin

Department of Administration

Division of Energy, Housing and
Community Resources

Provides program rules and
guidance for the Homeless Case
Management Services Grant

Last Revised June 2023

Contents

Chapter 1: General Information.....	3
1. Introduction	3
2. Program Overview	3
3. Background	3
Chapter 2: Application Process	4
1. Eligible Applicants	4
2. Application Timeline	4
3. Scoring.....	4
Chapter 3: Program Requirements	5
1. Client Eligibility.....	5
2. Eligibility Screening & Documentation	5
3. Client Prioritization Documentation	5
4. Client Termination Policy.....	6
5. Overview of Eligible Activities & Reimbursable Costs	6
1. Case Management Funds.....	6
2. Administrative Funds	7
5. Non-Reimbursable Costs.....	8
Chapter 4: Administrative Requirements	9
1. Contractual Responsibility	9
2. Contract Amendments.....	9
3. Homeless Management Information Systems or Comparable Database Requirements.....	9
4. Coordinated Entry Requirement.....	10
5. Required Client File Elements	10
6. Practices, Policies, Procedures & Documentation	10
1. Accessibility Practices/Resources	10
2. Amendment:	11
3. Anti-Lobbying Requirements	11
4. Client Prioritization Documentation	11
5. Client Termination Policy	11
6. Confidential, Proprietary and Personally Identifiable Information Policy:.....	11
7. Conflict of Interest Policy.....	12
8. Contractual Responsibility:	12

9.	Drug Free Workplace Policy.....	13
10.	Equal Access.....	13
11.	Equity Advancement & Culturally Responsive Practices	13
12.	Financial Management.....	13
13.	Financial Statements.....	13
14.	Identification	13
15.	Involuntary Family Separation Policy.....	14
16.	Monitoring	14
17.	No Faith Based Activities Requirements or Religious Influence	14
18.	Non-Discrimination Policy for Clients & Employees	14
19.	Process to Ensure Client Eligibility	14
20.	Recordkeeping and Retention	15
21.	Residency	15
22.	Signing Authority Documentation	15
23.	Trauma-Informed Care Practices	15
	Chapter 5: Financial Management.....	16
1.	Tracking of Funds	16
2.	Indirect Cost Allocation.....	16
3.	Audit.....	16
	Chapter 6: Quarterly Funds Disbursement & Financial Updates.....	17
	Chapter 7: Reporting.....	18
1.	Quarterly Reporting	18
2.	Yearly Reporting.....	20
	Chapter 8: Annual Monitoring	21
	Chapter 9: Resources	21
1.	Questions?	21
2.	Statues	22

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 Homeless Case Management Services Grant (HCMS) program. HCMS grantees are required to follow all state and federal requirements, policies, and procedures in this guide.

2. Program Overview

Each year up to 10 annual grants of \$50,000 each will be awarded through the HCMS grant. The HCMS grant has a narrow definition of who can be served and how they can be served. The grant is focused on providing families experiencing homelessness intensive case management including at least one (1) of the following areas:

- Financial management
- Employment
- Ensuring school continuation for children
- Enrolling unemployed or underemployed parents in W-2 or the Food Share employment and training program

HCMS grants are divided into two categories: case management funds and administrative funds. Applicants can request up to 15% of their award be administrative funds but can also request less or none. The percentage allocation between case management funds and administrative funds will be specified in each grantee's contract.

Eligible recipients are limited to shelters (including motel voucher programs), defined as temporary places of lodging for homeless individuals and families. Further, to be eligible applicants are required to use either the Homeless Management Information System (HMIS) database or an HMIS comparable database.

3. Background

Congress created the Temporary Assistance for Needy Families (TANF) block grant program through the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as part of a federal effort to "end welfare as we know it." The Department of Health and Human Services awards block grants to states. The Wisconsin Department of Children and Families (DCF) provides funds from the TANF Block Grant the state receives, to the Wisconsin Department of Administration (DOA) to administer the HCMS grant program (§16.3085 of the Wisconsin Statutes, created by Wisconsin Act 59 approved in 2017). All funding provided via the HCMS grant program is subject to TANF rules and regulations.

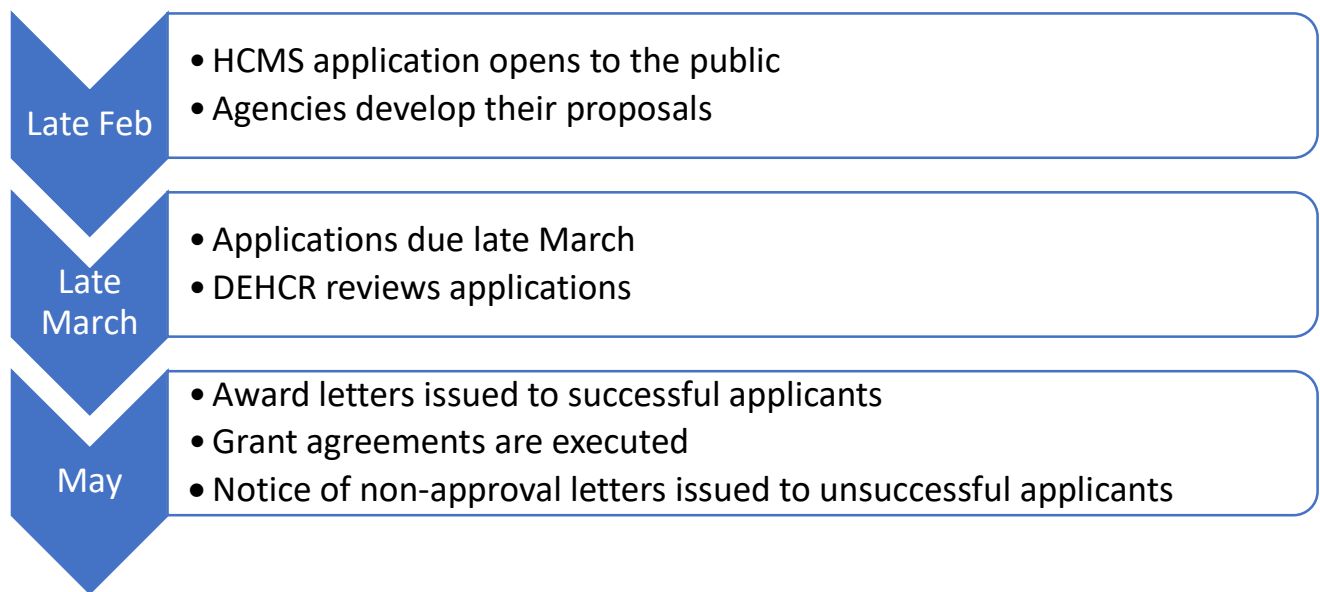
Chapter 2: Application Process

1. Eligible Applicants

Eligible applicants are limited to shelter facilities (including motel voucher programs), defined as temporary places of lodging for homeless individuals and families. Further, to be eligible applicants are required to use either the HMIS database or an HMIS comparable database.

2. Application Timeline

The general HCMS application timeline is as follows and is subject to change:



3. Scoring

Applicant scoring will be based on the submitted application. The top applicants, based on the scoring criteria, will be awarded grants. A maximum of 10 grants of up to \$50,000 each will be awarded.

Chapter 3: Program Requirements

1. Client Eligibility

The HCMS grant has a narrow definition of who can be served. The grant is focused on providing families experiencing homelessness intensive case management. Families are defined by TANF regulation as:

1. Homeless individuals accompanied by minor children (under age 18 for whom the homeless individuals are responsible, or under 19 but a full-time student in high school, working on an equivalency degree, or enrolled in basic vocational or technical education); or
2. Homeless pregnant individuals; or
3. Homeless individuals, unaccompanied by children, who are non-custodial parents of children under the age of 18; or
4. Homeless individuals who are younger than age 25 and accompanied by another person related by blood or marriage.

***Under this definition they are not required to have children*

Families headed by an individual under 18 can be served. Preference is given to servicing the first two (2) types of families, however all families as defined above can be served. Only people living in the shelter or staying in a motel through a motel voucher program (for brevity, moving forward shelter will be used for both shelter and motels stays as described) can be served. People living outside of the shelter cannot be served via the HCMS program.

2. Eligibility Screening & Documentation

All clients entering the shelter should be screened for HCMS eligibility, and all potential HCMS clients must be identified. Please note, not all identified clients are required to be served. Intake paperwork should include all the information needed to determine whether a client is eligible or not, and the client must sign the paperwork to certify the information is correct. The grantee must also document which TANF family type, one through four (1-4) as listed above in [1. Client Eligibility](#), the client and their household falls into.

3. Client Prioritization Documentation

The HCMS program gives preference to serving TANF category 1 and TANF category 2 homeless families, however all eligible families can be served if there is capacity. Each grantee may decide which families to serve within these guidelines.

Grantees must document which clients will be given priority, and how it will be decided which eligible families will enter the HCMS program and which ones will not. The following is a non-exhaustive list of parameters grantees may use as part of their client prioritization policy:

- Client (and their household) is TANF category 1 or TANF category 2.
- Client (and their household) is TANF category 1 or TANF category 2, coupled with the client's intensity of need.

- Client (and their household) is TANF category 1 or TANF category 2, plus the capacity of the HCMS program at the time of the client's intake assessment.

This documentation will be reviewed as part of the monitoring process.

4. Client Termination Policy

Each grantee must have a termination policy. This policy can be for the shelter, or it can be specific to the HCMS program depending on the needs of the grantee. All clients must be given a copy of the termination policy during intake and must sign documentation stating they received the policy.

The termination policy must follow the below guidelines:

- Grantees may terminate assistance if a participant 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 may provide assistance to a program participant who has been terminated from a program at a later date.

DEHCR will ask to see the termination policy, client signed documentation stating the client received the policy, and any correspondence related to client's termination proceeding (if applicable) during monitoring.

5. Overview of Eligible Activities & Reimbursable Costs

Each HCMS grant is divided into two categories: case management funds and administrative funds.

1. Case Management Funds

Case management funds can be used to pay for costs directly tied to providing intensive case management to families including at least one (1) of the following areas:

- Financial management
- Employment
- Ensuring school continuation for children
- Enrolling unemployed or underemployed parents in W-2 or the Food Share employment and training program

Intensive case management goes beyond making referrals for all, but the last area listed above. Below lists a couple of examples of intensive case management by area of focus:

- Financial management
 - Assisting clients to create a budget.
 - Teaching the rent smart curriculum.
 - Helping them identify topics on the Consumer Financial Protection Bureau's website to learn more about (managing credit, payday loans, bank accounts and services).
- Employment
 - Supporting clients to put together a resume.

- Holding mock interviews.
- Talking about work appropriate attire and helping clients source it.
- Assisting clients in taking skills tests.
- Ensuring school continuation for children
 - Working with the homeless liaison at the child's school to ensure the child can continue attending their original school.
 - Setting up transportation.
 - Organizing tutoring or homework help.
 - Working with other staff to ensure the child has school essentials (uniform, backpack, school supplies).

Note: Children that are not living in the shelter cannot be served.

Case management funds can be used for case managers, associated case management services, and social workers needed to directly provide intensive case management to homeless families. Moving forward, case managers will refer to case managers, associated case management services, and social workers for brevity. Reimbursable costs can include case manager salaries, benefits, and training (if specific to case management).

If a case manager does not work one hundred percent (100%) on providing intensive case management to HCMS clients (examples of other activities: restocking a foodbank, working reception, or working with clients supported by another grant) timesheets must reflect the hours spent providing intensive case management to HCMS clients, and hours that were spent on other activities. Costs for staff to be on call to provide services are not eligible for reimbursement.

Supervisory costs cannot be billed under case management funds however they can be billed under administrative funds.

Case management funds can also be used for costs directly tied to a case manager such as office space, computer costs, and mileage. Please note, capital expenditures are not allowable costs. Grantees should work with their accounting department to determine what can be charged following standard accounting practices. Note, if a case manager's time is split across HCMS and other activities an allocation plan is required for any directly associated resources billed to the grant. The allocation plan should detail how only the portion of the directly associated resource used for the HCMS program was billed to the HCMS grant.

2. Administrative Funds

Administrative funds can pay for administrative costs such as, but not limited to, the cost of office space, computers, office supplies, salaries and benefits for agency wide functions such as accounting. Capital expenditures cannot be charged to the HCMS grant. Grantees should work with their accounting department to determine what can be charged following standard accounting practices.

Please note an allocation plan will be required if a resource or a staff person's time is split between the HCMS program and other activities or grants. The allocation plan must show only the portion of the resource or the staff person's time dedicated to the HCMS program was charged to the HCMS program.

Applicants can request up to 15% of their award be administrative funds but can also request less or none. The percentage allocation between case management funds and administrative funds will be specified in the grantee's contract.

5. Non-Reimbursable Costs

HCMS funds may not be spent on the following:

- Anything not explicitly stated as allowable under the grant terms.
- Capital expenditures.
- Alcoholic beverages.
- 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 sub-contract 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 sub-recipients with the program delivery requirements outlined in the grantee's contract and program application. A grantee must also monitor their sub-recipient at least once during the performance period 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 HCMS payments in a timely manner (within thirty (30) days of receiving the payment from DEHCR) to the sub-recipient.

2. Contract Amendments

Grantees may amend their contracts only with written approval from DEHCR. Contract amendments cannot extend the performance period, nor can they increase or decrease the total budget. It may be possible to request the awarded allocation split between case management funds and administrative funds be shifted within grant guidelines and accounting for what payment requests have already been processed. To request a contract amendment, HCMS grantees are encouraged to consult with the HCMS Grant Specialist (contact information is available on [DEHCR's website](#)) 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);
- An amended allocation split between case management and administrative funds (if applicable, excel files preferred).

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

3. Homeless Management Information Systems or Comparable Database Requirements

As a condition of funding, grantees are required to use either the Homeless Management Information System (HMIS) database or an HMIS comparable database. Each Grantee is required to use HMIS or a HMIS comparable database if they are a victim service provider.

A list of clients served in the HCMS program must be able to be produced upon request. At minimum this client list needs to show unique client identifiers, entry and exit dates into the shelter. This report must be able to be pulled from HMIS or a HMIS comparable database. Grantees must maintain an accurate record of clients served and must comply with all HMIS or HMIS comparable database participation requirements including attending applicable trainings throughout the contract period.

These databases are used to measure the scope of homelessness in Wisconsin, track service delivery, and help evaluate the effectiveness of service interventions. Grantees will be required to provide Quarterly Reports and Annual Reports leveraging HMIS or an HMIS comparable database. See [Chapter 7: Reporting](#) for further information.

4. Coordinated Entry Requirement

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 must participate in CE. Further, grantees may use any applicable CE procedures to evaluate client eligibility for the HCMS program.

5. Required Client File Elements

A client file must be created for each client in the HCMS program. The client file must contain the following elements:

1. Intake form, initial assessment and/or application.
2. Client self-certified, client signed documentation, of eligibility.
3. Documentation of the TANF category (types one through four (1-4) as described in [3.1 Client Eligibility](#)) the client and their household falls into.
4. Documentation of services provided and referrals made (as described in [7.1 Quarterly Reporting datapoints 9 to 11](#)).
5. Client signed receipt of receiving the shelter or the HCMS program termination policy and procedure, as well as any correspondence related to a termination proceeding, if applicable.
6. Entry and exit (if applicable) dates from the shelter in HMIS or an HMIS Comparable Database. Please use screenshots.

When sharing client files with DEHCR all client names must be redacted and all copies of security cards, driver's licenses, birth certificates, etc. must be removed. Copies of these documents should never be kept in client files. All clients' files must be shared with DEHCR through secure means. They cannot be emailed.

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 yearly monitoring. In this section we provide a description of the required elements in 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:

DEHCR will not entertain a request for a contract amendment 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. HCMS (grant) funds may not be used to influence federal or state contracting, federal or state financial transactions, or federal or state cooperative agreements.

4. Client Prioritization Documentation

Each grantee must have written documentation outlining how eligible TANF defined families will be prioritized, and how it will be decided which of those families ultimately enter the HCMS program. The HCMS program gives preference to serving TANF category 1 and TANF category 2 homeless families, however all eligible families can be served if there is capacity. Each grantee may decide which families to serve within these guidelines.

5. Client Termination Policy

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

- Grantees must document the provision of the termination policy to the client (the client must sign a document stating the policy was provided).
- Grantees may terminate assistance if a client violates the rules of the shelter/ motel voucher program or the HCMS program.
- Grantees must establish and follow a formal process that recognizes individual rights.
- Grantees must allow termination in only the most severe cases.
- Grantees may provide assistance to a client who has been terminated from a program at a later date.

The client termination policy can be for the shelter/ motel voucher program or specifically for the HCMS program.

6. Confidential, Proprietary and Personally Identifiable Information Policy:

All grantees must develop and implement written confidentiality procedures to ensure:

- All records containing personally identifying information of any person or family who applies for and/or receives HCMS assistance will be kept secure and confidential.
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the HCMS grant 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 under the HCMS program, 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 HCMS 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 HCMS funded projects or who is in a position to participate in a decision-making process or gain inside information with regard to HCMS 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 HCMS 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 HCMS funds disbursed for which there is an identified conflict of interest unless an exception is granted by DEHCR.

8. Contractual Responsibility:

Grantees must maintain primary responsibility for all contractual issues. Administrative duties and program delivery may be subcontracted out. If the grantee decides to subcontract, they must encumber all sub-recipients with the program delivery requirements outlined in the grantee's contract and program

application. A grantee must also monitor their sub-recipient at least once during the performance period to check for compliance. This monitoring must include a review of client files, procedures, policies, and financials.

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 10 days after the grantee receives notice that a covered employee (an employee supported with grant funds) has been convicted of a criminal drug violation in the workplace.

10. Equal Access

Grantees must have policies and practices to ensure clients have equal access to services regardless of sexual orientation, gender identity, family composition or marital status.

Further, grantees will be required to complete [HUD's Equal Access Agency Assessment Tool](#) and submit the results to DEHCR during monitoring.

11. Equity Advancement & Culturally Responsive Practices

Each grantee is expected to identify the percentage of its service territory's homeless population that is BIPOC (Black, Indigenous, People of Color) compared to the White, and then identify the percentage of its client population that is BIPOC compared to White. If there is an imbalance in the BIPOC/White percentage split between the client population compared to the service territory's homeless population, outreach strategies to the underrepresented client population group must be developed and implemented.

12. Financial Management

All funding sources from the Department (Division of Energy, Housing and Community Resources) are to be tracked separately. Payroll expenses should include documentation from timesheet to paycheck. Timesheets should show hours spent on HCMS eligible activities (differentiating between case management and administrative) vs. other non-HCMS activities. Shared administrative functions require an allocation plan detailing how only the portion of the staff person's time or the resource dedicated to the HCMS program was billed to the HCMS grant. Any indirect costs billed to the HCMS grant should follow standard accounting practices. Capital expenditures cannot be billed to the HCMS grant. The Grantee should establish policies and procedures for keeping backup documentation on expenditures so it can be produced upon request.

13. 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), Department of Children and Families (DCF), and the Legislative Audit Bureau (LAB).

14. 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.

15. Involuntary Family Separation Policy

The grantee must have and implement an Involuntary Family Separation policy including the following rules:

- All individuals or groups of individuals regardless of age, gender identification, sexual orientation, and marriage status identifying as a family must be served as a family by any project which serves families. There can be no involuntary separation.
- There can be no documentation requirement or need for “proof” of family, gender identification, and/or sexual orientation. Examples of prohibited inquiry and documentation include but are not limited to parentage, birth certificates, and marriage certificates.
- Families with children under age 18 must not be denied services based on the age of any child under age 18. For example, a family could not be denied assistance because there is a 16-year-old in the family.

16. Monitoring

The grantee shall comply with monitoring visits and/or desk monitoring from the Department of Administration (DOA, DEHCR), the Department of Children and Families (DCF) and the Legislative Audit Bureau (LAB) for HCMS grant program compliance.

17. No Faith Based Activities Requirements or Religious Influence

All HCMS 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 HCMS grant 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 HCMS grant program, and participation must be voluntary for HCMS program participants.

18. Non-Discrimination Policy for Clients & Employees

Each grantee must have a policy expressing discrimination against clients/potential clients and employees/potential 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/potential clients and employees/potential employees to report discrimination, and potential repercussions.

19. Process to Ensure Client Eligibility

All grantees must have a process in place to screen clients to ensure eligibility. Clients must self-certify, sign documentation, they meet the eligibility requirements.

20. Recordkeeping and Retention

Grantees must retain all program files and records (including client files) for a minimum of five (5) years after the contract period ends. All files must be available for review or audit upon request from Department of Administration (DOA, DEHCR), Department of Children and Families (DCF), and the Legislative Audit Bureau (LAB). Often the turnaround for file requests is short; therefore, files must be readily accessible so they can be provided within the timeframe requested.

21. Residency

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

22. Signing Authority Documentation

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

23. Trauma-Informed Care Practices

Recognizing that most HCMS clients have experienced different types of traumas, 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 funding sources from DEHCR are to be tracked separately. Payroll expenses must have backup documentation from timesheet to paycheck and show allocation of hours by funding source and category (case management vs. administrative). Shared administrative functions require an allocation plan detailing how only the portion of the staff person's time or the resource dedicated to the HCMS program was billed to the HCMS grant. Grantees are required to provide access to financial statements, charts of accounts, and expenditure records upon request by representatives of Department of Administration (DOA, DEHCR), Department of Children & Families (DCF), or the Legislative Audit Bureau (LAB).

2. Indirect Cost Allocation

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

3. Audit

DEHCR expects grantees to be regularly audited and will ask to see the most recent audit during monitoring. Please note that any grantee who is a non-Federal entity "that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year..." per 2 CFR §200.501. The HCMS grant award by itself will not trigger this requirement, however when combined with all other Federal awards the grantee receives it may in combination trigger this requirement, if the combined Federal awards are equal or greater than \$750,000.

Chapter 6: Quarterly Funds Disbursement & Financial Updates

Grantees may draw on HCMS funds as reimbursement of expenditures. To initiate each payment, grantees must complete and submit the HCMS Payment Request form on or before the fifteenth (15th) of the month following the close of the quarter. Grantees are also allowed to submit monthly, on or before the fifteenth (15th) of the month for the previous month's expenses. Grantees must submit at least one (1) Payment Request every quarter.

DEHCR reserves the right to not process Payment Requests until Quarterly Reporting and Quarterly Financial Updates have been submitted. Quarterly Reporting and Quarterly Financial Updates are due with submission of the Payment Request for the last month in the quarter's expenses, whether the grantee is submitting Payment Requests quarterly or monthly. DEHCR reserves the right to change this policy. Please see [Chapter 7: Reporting](#) for more information.

The Quarterly Financial Update needs to cover two topics:

1. When the grantee expects to draw on HCMS funds next.
2. If the grantee foresees any issues with spending the full amount awarded within the performance period.

Grantees will be expected to provide a Quarterly Financial Update whether or not they are submitting a Payment Request that month until they have exhausted all funds. Similarly, Quarterly Reporting is due each quarter regardless of whether the grantee is submitting a Payment Request or not.

Payment Requests must be submitted by email to DOADEHCRFiscal@wisconsin.gov copying the HCMS Grant Specialist (contact information is available on [DEHCR's website](#)). The subject of the email should follow the below format:

HCMS 23-XX, Grantee Name, Quarter or Month/Year of Payment

Quarterly Financial Updates and Quarterly Reporting should be sent to the HCMS Grant Specialist (contact information is available on [DEHCR's website](#)).

Grantees must submit final Payment Requests and Reporting within 60 days of the performance period end date or termination of the contract whichever comes earlier. Payment Requests submitted after 60 days of the performance period end date or termination of the contract will not be processed.

Chapter 7: Reporting

Grantees are required to submit Quarterly Reporting to DEHCR which must be received on or before the fifteenth (15th) of the month following the close of the quarter. DEHCR reserves the right to not process Payment Requests until Quarterly Reporting has been submitted. Grantees are also required to submit a Grant Year-End Report within 60 days of the performance period end date or termination of the contract whichever comes earlier.

Most Quarterly Reporting and Grant Year-End Reporting can be pulled from HMIS, if used. Instructions for how to enter client data into HMIS can be found on [ICA's HCMS Data Entry webpage](#). Information for how to pull Quarterly Reporting and Grant Year-End Reporting from HMIS can be found on [ICA's HCMS Quarterly & Annual Reporting webpage](#).

For grantees using a HMIS Comparable Database, reporting must be provided via the reporting template which will be provided once the contract is signed.

Reporting is required for the entire performance period. This requirement is not dependent on when the grantee requests funds. DEHCR reserves the right to require additional information or reports as needed. All reporting should be sent to the HCMS Grant Specialist (contact information is available on [DEHCR's website](#)).

Below are the current required datapoints for each report.

1. Quarterly Reporting

Grantees must submit Quarterly Reports on the following services provided:

1. The number of households provided with intensive case management services.
 - a. The number of households with head of household age 17 and under.
 - b. The number of households with a head of household age 18-24.
 - c. The number of households with a head of household age 25 and above.
2. The number of individuals provided with intensive case management services.
 - a. The number of adults (individuals over 18).
 - b. The number of individuals under 18.
3. The number of individuals, with custodial children, provided with intensive case management services.
4. The number of individuals, with non-custodial children, provided with intensive case management services.
5. The number of households served by the grantee's shelter facility including motel voucher programs (whether or not they are in the HCMS program).
6. The number of individuals served by the grantee's shelter facility including motel voucher programs (whether or not they are in the HCMS program).

7. The number of households in the HCMS program with individuals under 18 or individuals under 19 (who meet the HCMS eligibility requirements)* who received services to ensure continuation of school enrollment or to promote regular school attendance.

**Defined as a full-time student in high school, working on an equivalency degree, or enrolled in basic vocational or technical education.*

8. The number of individuals under 18 or under 19 (who meet the HCMS eligibility requirements)* who received services to ensure continuation of school enrollment or to promote regular school attendance who are in the HCMS program.

**Defined as a full-time student in high school, working on an equivalency degree, or enrolled in basic vocational or technical education.*

9. The number of individuals* that were assisted to enroll/ referred to:

- a. Wisconsin Works
- b. Wisconsin Shares Child Care Subsidy
- c. Food Share Employment and Training
- d. Job Center of Wisconsin
- e. The Division of Vocational Rehabilitation
- f. Veterans Resource Officers
- g. In-house Job Training (includes resume development, and interview preparation, among other activities)
- h. Other organizations/apprenticeship programs

**Only a portion of the above will be applicable to individuals who are under 18 years old (a, d-f will not be).*

10. The number of individuals* that were already enrolled/connected with (at entry):

- a. Wisconsin Works
- b. Wisconsin Shares Child Care Subsidy
- c. Food Share Employment and Training
- d. Job Center of Wisconsin
- e. The Division of Vocational Rehabilitation
- f. Veterans Resource Officers
- g. In-house Job Training (includes resume development, and interview preparation, among other activities)
- h. Other organizations/apprenticeship programs

**Only a portion of the above will be applicable to individuals who are under 18 years old (a, d-f will not be).*

11. The number of individuals that were ineligible for:
 - a. Wisconsin Works
 - b. Wisconsin Shares Child Care Subsidy
 - c. Food Share Employment and Training
 - d. Job Center of Wisconsin
 - e. The Division of Vocational Rehabilitation
 - f. Veterans Resource Officers
 - g. In-house Job Training (includes resume development, and interview preparation, among other activities)
 - h. Other organizations/apprenticeship programs

Please note DEHCR reserves the right to change reporting requirements.

2. Yearly Reporting

Grantees must submit an Annual Report covering the entire contract period within 60 days of the performance period end date or termination of the contract whichever comes earlier. The report must include all the Quarterly Reporting datapoints aggregated and unduplicated for the year, plus the following datapoints:

1. The number of individuals with earned income:
 - a. At the start of the HCMS program (at entry into the program).
 - b. At an annual assessment (stayers) in the HCMS program.
 - c. Upon exit from the HCMS program.
2. The number of individuals with any income:
 - a. At the start of the HCMS program (at entry into the program).
 - b. At an annual assessment (stayers) in the HCMS program.
 - c. Upon exit from the HCMS program.
3. The number of individuals with no income:
 - a. At the start of the HCMS program (at entry into the program).
 - b. At an annual assessment (stayers) in the HCMS program.
 - c. Upon exit from the HCMS program.
4. The total number of individuals:
 - a. At the start of the HCMS program (at entry into the program).
 - b. At an annual assessment (stayers) in the HCMS program.
 - c. Upon exit from the HCMS program.
5. The number of individuals in each monthly cash income range (monthly ranges are: no income, \$1-\$150, \$151-\$250, \$251-\$500, \$501-\$1,000, \$1,001-\$1,500, \$1,501-\$2,000, \$2001+, client doesn't know/refused, data not collected, not yet required to have an annual assessment, required annual assessment has not been completed yet)
 - a. At the start of the HCMS program (at entry into the program).

- b. At an annual assessment (stayers) in the HCMS program.
- c. Upon exit from the HCMS program.

All of the above datapoints can be pulled in HMIS. Information for how to pull this report from HMIS can be found on [ICA's HCMS Quarterly & Annual Reporting webpage](#). Please note DEHCR reserves the right to change reporting requirements. For grantees using an HMIS Comparable Database, reporting must be provided via the reporting template which will be provided once the contract is signed.

In addition, all grantees must provide narratives on the following:

1. (Required) Description of any other services provided to clients over the course of the performance period including but not limited to:
 - a. Transportation
 - b. Housing Support (beyond the shelter stay)
 - c. Utilities (WHEAP, LIHWAP, Phone, Internet, etc.)
 - d. Clothing/Personal Care
 - e. Health Services (Physical/Mental)
 - f. Legal Support
 - g. Parenting Classes
 - h. Life Skills Classes
 - i. Other key services provided.
2. (Optional) Please share any additional feedback pertinent to the data reported. This may include but is not limited to observations of other trends, client needs, associated resources, and success stories.

Chapter 8: Annual Monitoring

DEHCR will monitor the performance and requirements compliance of each grantee at least annually. During the monitoring grantees should expect DEHCR to ask to see all of the documentation as outlined in [Chapter 3: Program Requirements](#), [Chapter 4: Administrative Requirements](#), and in [Chapter 5: Financial Management](#). The monitoring can be either onsite or a desk monitoring. DEHCR reserves the right to change the monitoring requirements.

If the grantee has sub-recipients, it is expected the grantee will monitor the sub-recipients in the same way DEHCR will monitor the grantee.

Chapter 9: Resources

1. Questions?

Any questions regarding the application process or this grant can be directed to the HCMS Grant Specialist (contact information is available on [DEHCR's website](#)) or

DOASupportiveHousing@wisconsin.gov. More information including training materials can also be found on DEHCR's website at: [DEHCR Homeless Case Management Services Grant \(HCMS\) \(wi.gov\)](#).

2. Statues

Information on the WI Statue creating the HCMS grant program can be found at: [Wisconsin Legislature: 16.3085](#). Information on TANF can be found at: [Temporary Assistance for Needy Families \(TANF\) | The Administration for Children and Families \(hhs.gov\)](#).