



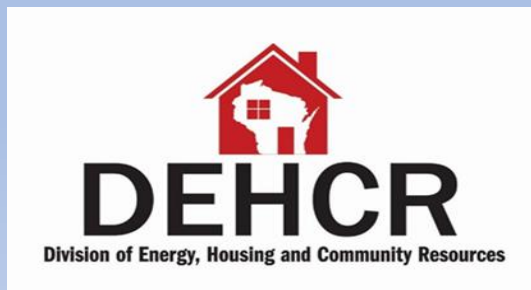
# **2025-2026 CRITICAL ASSISTANCE PROGRAM**

## **PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS**

**STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES**

**FEBRUARY 2025**

***APPLICATION DUE BY MARCH 21, 2025***



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# 2025-2026 Critical Assistance Program Information

## Program Description

The Critical Assistance program provides homeless prevention assistance to low-to-moderate income households in areas of the state that are not served with the U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant, the state-funded Homeless Prevention program, or other program funds. Households served are at or below 80 percent of county median income (CMI), with the majority of households below 30 percent CMI. This type of assistance consists of a one-time rent payment, utility payment, security deposit, mortgage payment, or property tax payment to prevent beneficiaries from becoming homeless. Utility payments can include home safety-related repairs on water heaters and septic tanks, if all other resources have been exhausted.

The Division of Energy, Housing and Community Resources (DEHCR) will award all grant funds to one (1) applicant agency who has the capacity to assist the neediest persons in all areas of the state, outside of Dane, Milwaukee, and Racine counties, for whom a one-time payment would prevent homelessness.

**The applicant agency will agree to provide a single point of contact statewide for persons applying for Critical Assistance funds and receiving award determinations and assistance payments.**

The grant award includes funds to support homeless prevention activities, such as eligibility determination and other costs associated with administering the Critical Assistance program. The total amount of funding available through this application is **\$282,800**; no more than 15 percent (max **\$42,420**) of the Critical Assistance funds may be allocated towards administrative costs. The applicant agency should apply for the entire amount available. The performance period of the contract will be from July 1, 2025 through June 30, 2026 with a one-year renewal option available, based on performance.

## Eligible Applicant Agencies

Eligible applicant agencies must demonstrate their experience and organizational capacity to administer a homeless prevention program with limited funds available for the state of Wisconsin.

The following entities may apply for the Critical Assistance program:

- A governing body of a county, city, village, or town.
- An elected governing body of a federally recognized American Indian tribe or band in the state of Wisconsin.
- A housing authority.

- A nonstock corporation that is organized under [ch. 181](#) and that is a nonprofit corporation, as defined in [Wis. Stat. § 181.0103\(17\)](#).
- A cooperative organized under [ch. 185](#) or [193](#), if the articles of incorporation, articles of organization, or bylaws of the cooperative limit the rate of dividend that may be paid on all classes of stock.
- A religious society organized under [ch. 187](#).
- An organization operated for profit.

Applicant agencies must be registered with the Federal System for Award Management (SAM) and may not be listed on SAM’s list of debarred contractors. Applicant agencies listed on the debarred list are not eligible to receive and administer the Critical Assistance program.

Applicant agencies will be expected to accurately assess the need for services statewide (outside of Dane, Milwaukee, and Racine counties) and assist those in greatest need for whom one-time assistance would prevent homelessness. Applicant agencies will have some discretion in assisting clients in extenuating circumstances if other forms of assistance are not feasible, the situation does not completely align with program requirements, and/or a higher amount of assistance is needed to prevent homelessness.

## Eligible Activities

Critical Assistance funds may be used for the following homeless prevention activities:

### 1) Mortgage Assistance

The applicant agency may assist homeowners with a one-time payment of principal and interest on a mortgage loan that is in arrears. The homeowner must show the ability to make future payments.

### 2) Property Tax Assistance

The applicant agency may assist homeowners with a one-time property tax payment that is in arrears. The homeowner must show the ability to make future payments.

### 3) Rent Assistance

The applicant agency may make a one-time rent payment, with the renter showing the capacity to make future rent payments.

### 4) Security Deposits

The applicant agency may provide security deposit assistance to renters after other homeless prevention assistance sources of assistance have been considered.

### 5) Utility Payment Assistance

The applicant agency may provide utility payment assistance in instances when non-payment of utility costs will lead to eviction and homelessness. Eligible assistance

includes heat, electricity, and water costs. Other forms of utility assistance must be considered first before Critical Assistance funds are used.

#### **6) Administrative Costs**

The applicant agency may use up to 15 percent (15%) of the award for administrative costs to support housing assistance activities, including staff salaries and administrative expenses.

Payments must be made directly to landlords, mortgage holders, local units of government (property tax payments), and/or utility companies.

### **Reports**

Monthly payment requests and county report submissions will be required. Payment requests must be submitted to [DEHCR Fiscal](#) and the [Critical Assistance program manager](#) on or before the due date, stipulated by the Department. County reports must be submitted to the Critical Assistance program manager.

The final payment request and county report for the contract period is due no later than 60 days after the Performance Period ends.

### **Audit Requirements for State-Funded Awards**

**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. Audit reports are due to the Department 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, if applicable.

Please review the [Department of Administration's Single Audit Compliance Supplement](#) for details on submission of the reporting package.

### **Homeless Management Information System (HMIS)**

DEHCR requires that the applicant agency receiving Critical Assistance funds participate in the statewide HMIS. The awarded applicant agency should contact the [Institute for Community Alliances](#) for assistance in getting started in Wisconsin's HMIS, if applicable.

### **Local Continuum of Care/Homeless Coalition Participation**

DEHCR requires the applicant agency receiving Critical Assistance funds to participate in the HUD-recognized Continuum of Care in the territories being served. This includes representation in the local homeless coalitions and participation in the Point in Time counts, to the maximum extent practicable.

## Grant Awards

Recommendations of eligibility for the Critical Assistance award will be made by administrative review and presented to DEHCR's administrator for approval. The Department reserves the right to negotiate the grant amount, authorize budget items and specific program content with the applicant agency prior to executing a contract. All aspects of this application will become contractual obligations. **All funds must be expended during the contract year and cannot be carried forward into the following year.**

## Notice of the Right to Withdraw

The Wisconsin Department of Administration, Division of Energy, Housing and Community Resources reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions or procedures contained herein. The Department may exercise such rights at any time without notice and without liability to the applicant agency or other parties for their expenses incurred in the preparation of a proposal or otherwise.

## Notice of Non-Approval and Rights of Applicant Agencies

Each applicant agency whose proposal is reviewed by DEHCR staff shall receive written notice of the determination of approval or non-funding of the proposed project.

Each applicant agency whose project has not been approved for the award shall be given an opportunity to discuss the reasons for non-funding or may write requesting the reasons for the decision. The DEHCR representative will clarify the reasons for the grant award decision.

## Appeal Process

- The appeal must include the name of the application and a short summary of why the applicant agency is appealing the decision.
- The appeal must be filed with the Division Administrator within 30 business days of the date of the denial letter.
- The Division Administrator will review the application and will decide whether to reverse the denial decision.
- If the Division Administrator denies the appeal, the applicant agency must file an appeal with the Secretary's Office within 30 days of the date of the appeal decision.
- The Secretary's Office will review the application and will make a final determination.

# 2025-2026 Critical Assistance Application Instructions

## Introduction

**Please review this information before completing the application.**

If the applicant agency has questions about completing the Critical Assistance application, please contact the Critical Assistance program manager by phone at (608) 261-7013 or by email at [dana.wallace1@wisconsin.gov](mailto:dana.wallace1@wisconsin.gov). For questions regarding HMIS, please contact the [Institute for Community Alliances](#).

## Application Format

It is **strongly recommended** that the applicant agency utilizes the Microsoft Word version of the 2025-2026 Critical Assistance application. Write responses to the questions within the textboxes of the application. The applicant agency must submit a PDF version of the Critical Assistance application with all questions answered and all attachments included to be considered eligible for funding.

Review the Critical Assistance application in its entirety before proceeding with the final submission.

## Application Submission

The application must be submitted as a PDF to the [DOA Supportive Housing](#) inbox, with the [Critical Assistance program manager](#) copied on the email. The applicant agency will receive a confirmation email from the Critical Assistance program manager once their application has been submitted.

The application email **must** include the following attachments:

1. 2025-2026 Critical Assistance application (PDF version), including responses to all questions and a completed budget table.
2. SAM registration, showing active status and no active exclusions.
3. Completed and signed submittal authorization (electronic signature is acceptable).
4. Completed and signed Critical Assistance program assurances (electronic signature is acceptable).

The closing date for the receipt of the application, under this solicitation, will be **Friday, March 21, 2025 at 11:59 pm**.

Unless requested by the Division, no additional information will be accepted from the applicant agency after the application deadline.

## Cover Page

The application must use the cover page from the 2025-2026 Critical Assistance application template as the cover of the applicant agency's application.

## Applicant Information

The following items must be included for the application to be considered eligible for funding:

- Applicant agency's name.
- Physical address of the primary office location.
- Mailing address for the purchase order and reimbursement.
- Applicant agency's UEI number.
- Applicant agency's HMIS organization ID and program ID numbers.
- SAM.gov proof checkbox and status documentation.
- Critical Assistance program manager contact information: Provide the name, title, phone number, and email of the person who prepared the application and can answer questions related to the information contained in the application.
- Official authorized signatory contact information: Provide the name, title, phone number, and email of the person who has the authority to approve and sign the application.
- Client referral contact information: Provide the name, title, phone number, and email of the person who individuals and households can be referred to for assistance.
- Agency website link

## Funding Request

Include the total amount of program and administrative funds requested in the Critical Assistance application. The total amount of funding available for Critical Assistance activities and administrative costs is **\$282,800**. Please note that no more than 15 percent (max **\$42,420**) of the Critical Assistance funds requested may be allocated towards administrative costs. **Since one (1) applicant agency will be awarded Critical Assistance funding, the entire amount available must be requested.**

## Submittal Authorization

An official authorized to sign for the applicant agency and to sign the contract must execute the submittal authorization.

Officials authorized to sign include:

- President of the Board of Directors of a non-profit organization.
- Chief elected official of a local unit of government.



- CEO/President of an organization for for-profit organizations.

## Application Questions

Answer all the questions within the text of the Critical Assistance application.

### Narrative Questions

Information provided in this section will help DEHCR understand what the applicant agency's proposed changes are, what other housing needs are being observed, if subcontracting is being utilized, and what is being planned with Critical Assistance funds.

### Racial Equity Questions

DEHCR is dedicated to increasing racial equity across the state of Wisconsin and particularly doing so in all programs receiving DEHCR administered funds. Complete all check box questions and answer the narrative questions within the text of the application.

### Contractual Responsibility and Subcontracting Question

Indicate whether the applicant agency will provide all Critical Assistance services directly or subcontract with outside entities. If the applicant agency plans to subcontract, please describe the services that will be contracted out and who will be responsible for completing those activities.

As the awarded applicant agency, it is the Grantee's responsibility to monitor subcontractor(s) and ensure that they are adhering to all Critical Assistance program regulations and requirements.

### Practices, Policies, Procedures and Documentation

The following practices, policies, procedures, and documentation are required of each applicant agency:

- Signing authority documentation
- Accessibility practices and resources
- No faith-based activity requirements
- Client termination policy
- Confidentiality policy
- Conflict of interest policy
- Nondiscrimination policy for clients and employees
- Drug free workplace policy
- Anti-lobbying requirements
- Recordkeeping and retention

### Financial Management Questions

Maintaining clear records and tracking each funding source separately is required by DEHCR. Complete all check box questions within the text of the application.

## Budget Information

The budget form in this section should include the total costs and revenues for the applicant agency's entire Critical Assistance program. This section provides information on the funds the applicant agency is requesting and other related funding sources. All figures should be rounded to the nearest dollar.

### Proposed Critical Assistance Program Operating Budget

Before completing this section, the applicant agency must determine all other available resources that will be utilized with the Critical Assistance funding being requested. This includes other resources, such as program income. No more than 15 percent (max **\$42,420**) of the Critical Assistance funds requested may be allocated towards administrative costs. The applicant agency should request the entire **\$282,800** of Critical Assistance funding available.

Complete the budget table by identifying the following items:

- Amount of Critical Assistance funds being requested for each program category.
- Amount of program income/revolving loan funds that will be used in direct combination with the requested Critical Assistance funds.
- Amount of other funding that will be used in direct combination with the requested Critical Assistance funds.
- Total operating budget for the Critical Assistance program.
- Estimated number of households that will be assisted based on income levels.
- Total amount of administrative funding being requested.

Critical Assistance funds allocated to each program category are considered estimated totals. Budget amendments are not required for funding changes between program categories.

### Program Income/Revolving Loan Fund

Complete this section if the applicant agency operates a revolving loan fund generated from Critical Assistance funds or plans to retain program income. Program income is defined as gross income received that is directly generated from the use of Critical Assistance funds or matching contributions. Program income (from returned security deposits, for example) must be kept in a separate account and expended on Critical Assistance program costs, with up to 15 percent (15%) allowed for administrative costs.

## Critical Assistance Program Assurances

A signed copy of these assurances must accompany the applicant agency's Critical Assistance application. The assurances will be in effect for the full 12-month duration of the Agreement.

## Appendix

The applicant agency must provide documentation from SAM.gov that they are not in a period of debarment/suspension or in ineligibility status (i.e. have no active exclusion records). To be eligible to receive Critical Assistance funding, this documentation **must be included** in the application submission.