



# Emergency Solutions Grant, Homelessness Prevention Program, & Housing Assistance Program APPLICATION INSTRUCTIONS

## Overview

The Emergency Solutions Grant (ESG), Housing Assistance Program (HAP), and Homeless Prevention Program (HPP) are collectively referred to as the EHH Program. ESG is federally administered by the United States Department of Housing and Urban Development (HUD). HUD awards ESG funding to the State of Wisconsin, Department of Administration, Division of Energy, Housing, and Community Resources (DEHCR) to distribute to eligible applicants. HPP and HAP are State of Wisconsin funding sources. These sources of funding are combined and distributed to one lead applicant in each HUD COC and local homeless coalition.

Program	Authorized By	Eligible Project Types
Emergency Solutions Grant (ESG)	1991 McKinney-Vento Homeless Assistance Act. Amended in 2009 by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 24 CFR 576	Rapid Re-Housing
		Homelessness Prevention
		Emergency Shelter
		Street Outreach
		HMIS
		Administration
Homelessness Prevention Program (HPP)	Wisconsin Statutes § 16.303	Rapid Re-Housing
		Homelessness Prevention
		Administration
Housing Assistance Program (HAP)	Wisconsin Statutes § 16.306 Wisconsin Admin Code § 87.03	Housing
		Administration

## Consolidated Application

There are four HUD-recognized Continua of Care in Wisconsin: Dane/Madison, Milwaukee, and Racine Continua of Care (each cover one county each) and the Balance of State Continuum of Care (BOSCO) which covers the other 69 counties. The BOSCO is divided into groups of counties and these groups are referred to as local homeless coalitions. Homeless service agencies in Dane/Madison, Milwaukee, Racine, and local homeless coalitions each apply for funds together in consolidated EHH Applications.

Each application has a lead applicant who acts as the fiscal agent and is DEHCR’s grantee. Lead applicants are designated by the HUD COC or local homeless coalition; they can be any public or private not-for-profit agency participating in the COC planning process. The lead applicant will be responsible for implementation of the grant and the proper use of grant funds. Applications may also have subrecipient applicants who also apply for EHH funding but are grantees of the lead applicant.

## Eligibility

All agencies applying for ESG and/or HPP funding must have current, direct experience in delivering services to people who are homeless. Agencies must meet the following eligibility criteria:

- They must be a local unit of government OR a private nonprofit agency;
- They must have the capacity to either offer or connect clients to services that will increase their stability and link them to safe, affordable, and permanent housing.

All agencies applying for HAP funding must have a history in the implementation of housing and/or homeless programs and/or experience working with persons experiencing homelessness; they must also demonstrate an ability to coordinate with other local agencies to provide supportive services. Applicants must also be one of the following:

- A county or municipal governing body
- A county or municipal governmental agency
- A community action agency under s. 49.265
- A private, nonprofit organization
- An organization operated for profit

## Local Funding Allocation (ESG/HPP)

Each HUD COC or local homeless coalition will recommend how best to allocate funding to participating agencies by considering local needs and project performance. They are required to use data in their funding allocation decisions. No specific data type is mandated.

## Project Type Applications

Using the Consolidated Application structure, lead applicants and sub-recipients may apply for funding under six Project Types. These project types are:

- Rapid Re-housing
- Homelessness Prevention
- Street Outreach
- Emergency Shelter
- Homelessness Management Information Systems (HMIS)
  - May also fund HMIS-comparable databases
- Administration

This “consolidated application” structure means that no two consolidated applications will look exactly the same; each application varies based on which agencies operate in the area and which agencies apply for EHH funding. For example:

- Agency A may be the Lead Applicant and also apply for Rapid Re-Housing funding for its Rapid Re-Housing program, and HMIS funding to pay HMIS fees. They would apply under the Lead Applicant, Rapid Re-Housing, and HMIS application sections, and receive funding for each of these project types.
- Agency B is a shelter in the same local COC as Agency A, the Lead Applicant for that COC. Agency B may apply under the Emergency Shelter section and receive funding for this project type. Agency B would be a sub-recipient of Agency A.

- Agency C is an emergency shelter and a street outreach provider in the same local COC as Agency A, the Lead Applicant for that COC. Agency C may apply under the Emergency Shelter and Street Outreach sections and receive funding for both project types. Agency C would be a sub-recipient of Agency A.

## Funding

### Available Funds

ESG funding is contingent on HUD’s award to DEHCR. The HUD award for the 2024-25 contract years is expected to be \$3,560,370. DEHCR will retain 4.5% of the total for administrative costs. Final allotments will reflect available funding in the event of a reduced or increased award. The amounts of EHH funding allocated to each Funding Area can be found in the 2024-2025 EHH Allocation Table. See the following chart for available funds.

2024-2025 AVAILABLE EHH FUNDS <i>(estimated)</i>	
ESG Allocation	\$ 3,400,153
HPP Allocation	\$ 1,515,000
HAP Allocation	\$ 1,371,500
<b>TOTAL</b>	<b>\$ 6,286,653</b>

### ESG/HPP Funding Formula

The ESG/HPP Funding Formula distributes funds between HUD-recognized COCs and local homeless coalitions. The ESG/HPP Funding Formula is allocated based on need factors, performance measures, and HUD entitlement awards.

### Housing Assistance Program (HAP)

HAP funds are allocated to each of the HUD-recognized COCs. Each COC is responsible for distributing the funds to eligible subrecipients through a competitive process. The HUD COC or its fiscal agent is the lead agency for HAP projects.

### Maximums and Minimums in the Consolidated Application

There are several minimums and maximums that each Consolidated Application must abide by.

- **ESG Administration:** In the entire consolidated application, no more than 3.0% of the ESG allocation may be requested for ESG Administration.
- **HPP Administration:** In the entire consolidated application, no more than 10% of the HPP allocation may be requested for HPP Administration.
- **HAP Administration:** In the entire consolidated application, no more than 10% of the HAP allocation may be requested for HAP Administration.
- **Shelter and Outreach:** The maximum amount of ESG that can be requested for Shelter and Outreach is 60% of the total ESG allocation.

## Contract Renewal

To better accommodate the federal budgeting process, DEHCR may choose to renew some or all parts of each applicant's 2023-24 contract for the 2024-25 grant year.

## Appeals Process

If an agency or subrecipient feels that the local process for allocating funding unfairly eliminated them from receiving funding or adequate funding, they may appeal that decision to the appropriate body of their COC/local coalition (e.g. board of directors). Local coalitions/COCs may request that DEHCR review an appeal. Once a COC determination is made, agencies may also appeal the COC decision to DEHCR.

## Grant Agreement Period

The grant agreement period for these funds is expected to be twelve months. Grants will likely begin on October 1, 2024 and end September 30, 2025. Please note that DEHCR reserves the right to amend, modify, or withdraw the application and any of the grant program rules, instructions, or procedures contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

## Consolidated Match

ESG requires a one hundred percent match commitment (\$1 of match for every \$1 of ESG funds granted). All consolidated applications must submit a Consolidated Match chart that contains each match source, including HPP or HAP. All match besides HPP and HAP match must also be documented in an attachment to be counted as match.

Match categories include: Other Non-ESG HUD Funds; Other Federal Grants; State Governments; Local Governments; Private Funds; Other; Returned Utility or Security Deposits.

In general, federal, state, local, or private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG, so long as the following conditions are met.

- The matching funds are contributed to the ESG program and expended for the recipient or sub-recipients allowable ESG costs and clients.
- The matching funds must be used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100, AND if the matching funds are from another federal program, they must also be used in accordance with that program's requirements.
- Matching funds must be spent by the expenditure deadline that applies to the ESG funds being matched.

The matching funds may not be used to match any other Federal program's funds nor any other ESG grant. HAP used for COC match cannot be used for ESG match. Conversely, match funds used for ESG may not use ESG for any of its match requirements.

Match may include the value of any donated material and/or building or the value of any lease on a building. Match may include the time and services contributed by volunteers and/or staff to carry out the

program that will be funded by the grant. The volunteer rate is currently \$10 per hour or if the service is professional – the hourly rate charged by that professional. Match may also include donations, participant fees or contributions and grants.

## Documentation of Match

For the application attachment and agency files, document match accordingly:

- If funds received from units of local government, churches, foundations, United Way, or state government agencies will be used to match ESG funds, copies of funding award and/or commitment letters from these sources must be on their official letterhead and signed by their authorized official.
- If the value of donated volunteer hours, donations from businesses or individuals, client rent/boardings fees or client program service fees will be used to match ESG funds, the applicant agency must provide a letter on its official letterhead signed by its board chairperson describing the records which will be maintained on these match sources, the total amount of the match expected to be received and, in the case of volunteer hours, the number of hours expected to be donated.
- If the value of a donated building or any lease will be used to match ESG funds, provide documentation of the fair market value of the building or lease.
- If staff salaries are used, the source of the funds for these salaries should be identified by the applicant agency in a letter on its' official letterhead with the exact amount of match available and signed by its' board chairperson.

## Attachments

For each consolidated application, include the following attachments:

- **CoC meeting minutes showing the selection of the lead applicant, if applicable**  
For the 2024-25 funding cycle, meeting minutes are only required if the Lead Applicant will differ from the 2023-24 Lead Applicant.
- **SAM.gov documentation**  
All agencies requesting funding must submit documentation of active registration and no active exclusions via [Sam.gov](https://sam.gov).
- **EHH Certification**  
All agencies requesting funding must submit this form.
- **Determination of Exemption Form**  
All agencies requesting funding must submit this form (excluding shelter renovation projects). If the application will include any shelter renovation projects, contact [sarah.isaak@wisconsin.gov](mailto:sarah.isaak@wisconsin.gov) for information on additional requirements.
- **Certification from a Local Unit of Government**  
Required for NEW emergency shelter projects.
- **Shelter Habitability Standards Certification**  
Required for all emergency shelter projects using ESG for shelter operations or renovation (*does not include motel voucher programs*).
- **Source documentation of Match**  
All match sources must be documented.

## **Application Submission**

**SUBMIT: ONE ELECTRONIC COPY** by 11:59 PM on **Monday, July 22, 2024** to [sarah.isaak@wisconsin.gov](mailto:sarah.isaak@wisconsin.gov). The EHH Application Workbook must be submitted in EXCEL. The attachments should be submitted as PDFs. If you are not able to submit electronically, contact Sarah Isaak, EHH Program Manager at the above email address or at 608-261-6256 to make other arrangements.

### **Required Application Sections**

- EHH Application Workbook (excel)
- Attachments (pdf)
  - ✓ Coalition meeting minutes, if applicable
  - ✓ SAM.gov documentation
  - ✓ EHH Certification
  - ✓ Determination of exemption form
  - ✓ Certification from a local unit of government, if applicable
  - ✓ Shelter habitability standards certification, if applicable
  - ✓ Documentation of Match