



2023 STATE SHELTER SUBSIDY GRANT (SSSG) PROGRAM

PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

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

OCTOBER 2022

APPLICATION DUE BY NOVEMBER 11, 2022

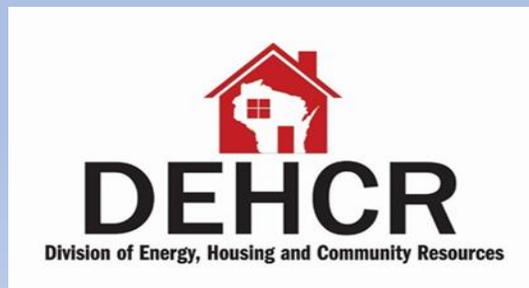


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2023 State Shelter Subsidy Grant (SSSG) Program Information

Introduction

The Department of Administration, Division of Energy, Housing and Community Resource's (DEHCR) State Shelter Subsidy Grant (SSSG) Program has approximately **\$1,613,600** available for the 2023 calendar year. Funds are authorized by the SSSG program allocation, Wis. Stat., section 16.308 and from the Interest Bearing Real Estate Trust Accounts (IBRETA), Wis. Stat. 452.13, and Wisconsin Administrative Rules Adm. 86 and Adm 91.

Purpose

The SSSG program assists families and individuals who are homeless by providing grants to local agencies in Wisconsin that provide emergency shelter and supportive services. Homeless shelters or voucher programs applying for this grant have a need for additional funding due to the expansion (or development) of shelter services and/or the inability of a shelter program to obtain adequate funding to continue providing their existing level of shelter services.

Two types of shelter programs can qualify for a grant:

- A shelter facility which provides free shelter to homeless persons at a facility operated by the applicant.
- A voucher program which purchases shelter for homeless persons from a local motel, hotel, YWCA or other facility which charges for lodging. A voucher program may also give vouchers to homeless persons to be exchanged for lodging.

Additional objectives of the SSSG program are:

1. To improve agency operations and the delivery of services.
2. To promote interagency collaboration, resource sharing and networking.

Shelter programs should be designed to make shelter easily accessible to persons who are homeless by avoiding unreasonable program barriers. Also, shelter programs should provide access to other essential services, case management and referrals to mainstream resources and other community supports.

Application Requirements

The following entities operating a shelter program may apply for a grant:

- A county or municipal governing body or governmental agency
- A community action agency, as defined under [WI Stat § 49.265\(2\)\(a\)](#)
- A private nonprofit organization, as defined under [WI Stat § 180.02\(19\)](#)

- A nonstock corporation that is organized under [ch. 181](#) and that is a nonprofit corporation, as defined in [WI Stat § 181.0103\(17\)](#)
- A federally recognized American Indian tribe or band or tribal agency
- A housing and community development authority
- An organization operated for profit

Applicants are strongly encouraged to collaborate with other partners within their local continuum of care.

Applications for Dane and Milwaukee counties must come from a single, lead agency representing all eligible shelter agencies in the county applying for funds in accordance with [WI Stat §16.308\(3\)\(am\)](#) and [Adm 86.05](#). The lead agency shall distribute all funds received to eligible shelter agencies within the same county under the conditions described in its application. The application shall be signed by all the shelter agencies in the county applying for funds.

Program Requirements

The shelter program’s eligibility for a grant will be determined according to the criteria in this section. Applicants must meet all eligibility requirements to receive a grant. Applicants receiving funds under this program must comply with Wisconsin state statute and administrative rules.

All shelter programs receiving a subsidy must provide the following required core services:

1. Temporary lodging must be provided by all grantees, without charge to the recipient.
2. Intake must be provided for new shelter guests to gather basic information and to assess additional service needs. Intake should be provided in a manner that is sensitive to its potential for creating a barrier for persons who may be fearful of personal intrusion.
3. Information and referrals must be available to provide guests with information on mainstream resources.

With the passage of the 2019 Wisconsin Act 76, the following additional program requirements must be considered when awarding SSSG funding. These program requirements will be fully phased in by 2024:

- A. Whether the community in which the applicant provides services has a coordinated system of services for homeless individuals and families.
- B. The number of shelter nights the eligible applicant intends to provide during the year for which the grant application is submitted.

- C. The applicant's history of transitioning homeless individuals or families to permanent housing.
- D. Whether the applicant provides intensive case management services.
- E. The applicant will provide trauma-informed care. Please refer to Definitions, under the Application Instructions section, for a definition of trauma-informed care.
- F. The applicant will provide opportunities for shelter residents to obtain employment, increase income or hours worked.
- G. The utilization rate of each unit at each shelter facility operated by the eligible applicant.
- H. An average length of stay of shelter residents at each shelter facility operated by the eligible applicant.
- I. The percentage of shelter residents served by the eligible applicant that are chronically homeless.

The applicant must show its organizational capability to meet program requirements by demonstrating the following:

- A. Experience in providing shelter or services to needy or homeless persons.
- B. That a substantial portion of its budget can be supported by revenue from other sources.
- C. Staff capability and experience in managing grant funds.
- D. Support for its program from other services providers in the community, i.e., letters of cooperation or support, memorandums of understanding, interagency agreements, etc.

The applicant must assure that shelter services are fully accessible to homeless individuals and families and that:

- A. There is no requirement to pay for shelter.
- B. There is no requirement for shelter guests to be residents of the locality or the state as a condition of receiving shelter.
- C. There is no requirement to participate in religious activities as a condition of receiving shelter.
- D. Shelter agencies serving only families or only individuals have procedures for helping other homeless persons obtain shelter.
- E. Shelter agencies make shelter and other services accessible to persons with physical disabilities or have procedures for helping those persons obtain accessible shelter.
- F. Shelter agencies must meet state equal employment opportunity requirements under subch. II of ch. 111, Stats.
- G. The age of a child under 18 must not be used as a basis for denying any family's admission to a program that uses SSSG funding or services if those programs serve families with children under the age of 18.

- H. Individuals or groups of individuals regardless of age, gender identification, sexual orientation, or marital status must be served. Households identifying as a family at a family shelter must be served as a family. There can be no inquiry or documentation requirement or “proof” related to family status, gender identification and/ or sexual orientation. The prohibition on inquiries or documentation does not prohibit inquiries related to an individual’s sex for the limited purpose of determining placement in temporary, emergency shelters that are limited to one sex because they have shared bedrooms or bathrooms, or for determining the number of bedrooms to which a household may be entitled.
- I. The recipient must maintain and follow written intake procedures. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or family from being immediately admitted to an emergency shelter. Records contained in HMIS or comparable database are acceptable evidence of third-party documentation. Intake worker observations are acceptable if HMIS retains an auditable history of all entries.

The applicant shall provide evidence that it is coordinating its services with those of other shelter agencies, the local sheriff or police department, the county social services or human services department established under s. 46.034, 46.21, 46.215, 46.22 or 46.23, Stats., and county departments established under ss. 51.42 and 51.437, Stats. Coordination shall include interagency referral procedures and orientation of staff regarding services provided by these agencies.

An applicant’s SSSG request cannot exceed 50 percent of a shelter facility’s current or proposed operating budget. The required agency share can be cash, other resources and up to 15 percent of in-kind services. (See Budget Instructions).

The following are additional requirements for shelter facilities:

- A. The shelter facility has been inspected to ensure that it complies with chs. SPS 361 to 366, Wisconsin Stats.
- B. The shelter facility is inspected twice a year under s. 101.14, Stats., to ensure that it is compliant with applicable fire safety codes.
- C. The shelter facility has a written safety plan which includes fire safety procedures, building evacuation procedures in the event of an emergency and staff responsibilities regarding medical and mental health emergencies.
- D. The shelter facility ensures that staff are in the facility whenever homeless persons are present in the facility.

When the applicant is a county, tribal or municipal governing body or agency that administers general relief under s. 49.02, Stats., the applicant shall meet the following additional requirements to be eligible for funds under this chapter:

- A. The cost of providing shelter that is funded by general relief shall be excluded from the applicant's proposed operating budget.
- B. The applicant's estimated shelter nights may not include shelter nights paid for by general relief.
- C. A shelter facility or voucher program operated by the applicant shall be available to serve all homeless persons whether they are eligible for general relief.
- D. The applicant shall ensure that funds received under this chapter are not expended to supplant or reduce shelter benefits that the governing body is obligated to provide under s. 49.02, Stats.

Prohibited use of funds. The applicant shall assure that no SSSG funding will be used to pay for any of the following:

- A. Security deposits or rent for permanent housing.
- B. Shelter provided in a private home.
- C. Construction of a new shelter facility.
- D. Operation of shelter care facility license under ch. 48, Stats.
- E. Operation of a shelter facility or private home providing shelter for victims of domestic abuse.
- F. Operation of a community-based residential facility licensed under ch. DHS 83.
- G. Operation of an agency that provides only shelter information and referral or housing relocation services.

Award Process

For 2023, seventy-five percent (75%) of funds allocated to shelter agencies in the balance of the state area, outside of Dane and Milwaukee counties, shall be distributed according to the following procedure.

1. Each applicant shall submit a projection of the number of shelter nights to be provided during the year for which the grant application is submitted and shall provide supporting data for this estimate. The Department shall distribute funds based on each eligible applicant's projected proportion of the balance of state shelter nights to be provided. In this subdivision, the "balance of state shelter nights" means the sum of all shelter night projections submitted by eligible applicants, outside of Milwaukee and Dane counties, for any fiscal year. For current grantees, the submitted shelter days will be gathered through the data entered by the applicant into the designated Homeless

Management Information System (HMIS). New applicants who are not already using HMIS will submit a projection of the number of shelter nights to be provided during the 2023 calendar year and shall provide supporting data for this estimate.

2. The shelter nights report from HMIS will show shelter nights by 2022 SSSG grantees for the period of September 1, 2021 through August 31, 2022. The report will be used for a preliminary award estimate for the 2023 calendar year for 2022 grantees. New grantee awards would be based on HMIS data or shelter night estimates with supporting documentation. Final awards will be based on actual shelter nights, applications received and applicant eligibility.
3. The Division may omit or discount days in which it appears the applicant agency simply did not exit a client or is housing clients for an unusually long period.

The remaining twenty-five percent (25%) of SSSG funds, for the balance of state areas outside of Dane and Milwaukee counties, shall be awarded based on answers given in the 2023 SSSG Program Supplemental Questions. The questions cover the additional criteria that are considered in awarding SSSG funding, as specified in the 2019 Wisconsin Act 76. These criteria are listed under Program Requirements in the Program Information section.

Shelters in Milwaukee County are eligible for a minimum award of \$400,000; shelters in Dane County are eligible for a minimum award of \$66,500 and shelters in the remainder of the state are eligible collectively for a minimum award of \$100,000. However, these minimums are subject to adjustment as noted above.

Reports

Monthly expenditure reports will be required. Expenditure reports shall be emailed to DEHCR Fiscal and the SSSG Program Manager on or before the due date, stipulated by the Division.

A final expenditure report for the contract period is due no later than 60 days after contract 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.

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

Homeless Management Information System (HMIS) Participation

The Division of Energy, Housing and Community Resources requires all agencies receiving SSSG funds to participate in the statewide HMIS. New SSSG applicants and grantees should contact the Institute for Community Alliance for assistance in getting started in Wisconsin's HMIS.

Grant Awards

Recommendations of eligibility for an SSSG award will be made by administrative review and presented to the Division of Energy, Housing and Community Resources administrator for approval. The Division reserves the right to negotiate the grant amount, authorized budget items and specific program content with eligible applicants prior to entering into a grant agreement. 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 Non-Approval and Rights of Applicants

Each applicant 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 whose project has not been approved for an 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 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 must file an appeal with the Secretary's Office within 30 days from the date of the appeal decision.
- The Secretary's Office will review the application and will make a final determination.

2023 State Shelter Subsidy Grant (SSSG) Application Instructions

Introduction

Please review this information before completing the application.

Applicants that have questions about completing the SSSG application may contact Dana Wallace by phone at (608) 261-7013 or by email at Dana.Wallace1@wisconsin.gov. For questions regarding HMIS, please email the Institute for Community Alliances.

Application Submission

All application packets must be submitted by email to DOASupportiveHousing@wisconsin.gov. Your agency will receive a confirmation email once the application has been submitted.

The application email **must** include the following attachments. Lead agencies may send more than one email, but please ensure that all items are included for each subgrantee.

1. 2023 SSSG Application, including answers to all questions and budget tables
2. Evidence of Coordination Arrangements, including scanned letter and MOUs
3. 2023 SSSG Supplemental Application Questions

The closing date for the receipt of all applications, under this solicitation, will be **Friday, November 11, 2022**.

Unless requested by the Division, no additional information will be accepted from an applicant after the deadline for the submittal of applications.

Definitions

For this application, the following definitions apply:

- **Applicant** means a shelter agency or lead agency applying for a grant under WI Stat § 16.308.
- **Department** means the Wisconsin Department of Administration.
- **Homeless Person or Individuals who are Homeless** means a person who has no place to stay and states that he or she does not have the financial means to purchase lodging.
- **Lead Agency** means a department-designated applicant that submits a joint application on behalf of all Dane County or Milwaukee County shelter agencies that wish to apply for grants, or an applicant submitting a joint application on behalf of other shelter agencies.

- **Shelter** means a temporary lodging for homeless persons.
- **Shelter Facility** means a place of temporary lodging that provides shelter without charge to homeless persons.
- **Voucher Program** means a program that provides funds for the purchase of lodging for homeless persons.
- **Shelter Night** means the shelter provided to one homeless person for one night or for a full 24-hour period. This is the same meaning as “shelter day” in Wisconsin administrative code.
- **Shelter Service** means a place to stay, and related services provided by a shelter agency to homeless persons. Related services may include meals, intake, assessment, information and referral and housing counseling.
- **In-Kind** means donated goods or services, including rent. Volunteer time may be credited at \$10 per hour. Donated professional services may be credited at the customary charge for the services provided.
- **Total Homeless Shelter Operating Budget** means the total costs directly related to providing shelter and related services to persons and families who are homeless, which are budgeted for the calendar year.
- **Agency Share or Total Match** means the amount of the total operating budget covered by the applicant with cash, other resources or in-kind services not supplied by this grant.
- **Trauma-Informed Care** is an intervention and organizational approach that focuses on how trauma may affect an individual’s life and their response to receiving services in various systems.
- **Chronically Homeless Individual** means a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, an emergency shelter or an institutional care facility, if the individual has been living in the facility for fewer than 90 days, and had been living in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility. To meet the “chronically homeless” definition, the individual must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last three years, where the combined occasions total at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, an emergency shelter or a safe haven.

Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.

Application Summary

The “Project Title” is the name of your shelter program.

Program Information

Complete check box questions, and answer narrative questions within the text of the application document.

Budget Information

Lead Agencies: Include one overall budget for the SSSG request, and a budget for each subgrantee.

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

Homeless Shelter Operating Budget

Before completing this section, determine the other available resources for your agency’s grant request. This includes all other homeless shelter budget resources other than SSSG, such as cash and other grant resources. An SSSG grant may not be no more than fifty percent (50%) of the current or proposed operating budget of a shelter facility operated by the applicant.

Please note the one-to-one “Other Resources” requirement, which may be all cash and other resources or a combination of cash/other resources and in-kind services. **If in-kind resources are considered**, it cannot comprise more than 15 percent of the total obligation for other resources. For in-kind resources, volunteer time may be credited at \$10 per hour. Donated professional services may be credited at the customary charge for the services provided.

Example:

SSSG Grant Request	\$ 5,000
Minimum Required Other Resources	<u>\$ 5,000</u>
Total Homeless Shelter Operating Budget	\$10,000

	Cash and Other Resources	In-Kind	Total	Homeless Shelter Operating Budget
No In-Kind	\$5,000	\$0	\$5,000	\$10,000
Partial In-Kind	\$4,800	\$200	\$5,000	\$10,000
Maximum In-Kind	\$4,250	\$750	\$5,000	\$10,000

Do not include requested SSSG funds in the “Other Funding” column.

Budget Justification

Explain all items, for which your agency has budgeted funds in the upcoming calendar year proposed budget, which are noted with an asterisk.

Revenue and Other Resources Detail

List all homeless shelter program revenue planned for the 2023 calendar year. Do not include the SSSG program funding on this page. Identify, to the extent possible, the anticipated sources of funds.

SSSG Program Assurances

A signed copy of these assurances must accompany your application. The assurances must be for the 12-month duration of the contract.

Wisconsin State Statute and Administrative Code Requirements

It is only necessary to answer these questions. Documentation is not required; however, please retain documentation showing compliance if requested by DEHCR for review.

Evidence of Coordination Arrangements

Submit all attachments required for your organization. Number them consecutively and note their page numbers on the application’s Table of Contents.

2023 State Shelter Subsidy Grant (SSSG) Supplemental Questions

Single Agency Applicants

For **single agency applicants**, limit each response to no more than **250 words**. Answer all the questions within the supplemental program question document.

Lead Agency Applicants

For **lead agency applicants**, limit each subgrantee's response to no more than **250 words**. Describe each subgrantees' progress individually under each question and note which agency coincides with each response. Please submit only one set of answers to the supplemental questions. Answer all the questions within the supplemental program question document. Each subgrantee will be individually evaluated and awarded SSSG funding based on their responses to the questions.