



2023 STATE SHELTER SUBSIDY GRANT HOMELESS CASE MANAGEMENT SERVICES

PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

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

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2023 State Shelter Subsidy Grant (SSSG) Homeless Case Management Services (HCMS) Grant Program Information

Introduction

On September 28, 2022, Governor Tony Evers announced \$2.7 million in new, targeted grants to ensure that support and services are available for families and individuals who need them. These grants will be funded by the American Rescue Plan Act (ARPA) to provide critical resources to domestic violence programs and emergency and homeless shelter services throughout the state of Wisconsin.

Of the \$2.7 million available, up to \$500,000 was allocated towards Homeless Case Management Services (HCMS) grant through the State Shelter Subsidy Grant (SSSG) program. These funds are available for the 2023 calendar year.

Program Overview

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 this 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.

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, including case management and referrals to mainstream resources and other community supports.

The currently funded Homeless Case Management Services (HCMS) grant program was created through the Temporary Assistance for Needy Families (TANF) block grant program and the Wisconsin Act 59. With the expansion of HCMS through ARPA funding, client eligibility is not restricted to the TANF definitions of families. The SSSG HCMS grant program will allow agencies to provide intensive case management services to both individuals and families experiencing homelessness.

Each SSSG HCMS grant will be divided into two categories: program funds and administrative funds.

Program Funds: Can be used to pay for program costs directly tied to providing intensive case management including, but not limited to the following:

1. Housing stability planning
2. Financial management
3. Employment
4. Health Services (Mental/Physical)
5. Ensuring school continuation for children
6. Enrolling unemployed or underemployed parents in W-2 or the Food Share employment and or training programs

Reimbursable costs could include, but are not limited to, case manager salaries (wages, benefits, etc.), or costs associated with providing financial management training and job training to clients. To be reimbursable, these services must be actively provided to a shelter client. **Costs for staff to be on-call to provide services is not eligible for reimbursement.**

Administrative Funds: Can pay for administrative costs such as, but not limited to, the cost of office space, computers, office supplies, and salaries for agency wide functions such as accounting. Please note, these costs will need to be prorated to reflect the percentage of the staff person's time or the percentage of the resource dedicated to the SSSG HCMS grant program. Applicant agencies can request up to 10% of their award to be administrative funds but can also request less or none.

The percentage allocation between program funds and administrative funds will be specified in the grantee's contract.

Non-reimbursable costs include the following:

1. Capital expenditures
2. Alcoholic beverages
3. 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 that the grantee used grant funds for any of the outlined non-reimbursable activities, the grantee will be required to refund the grant for the dollars used for the non-reimbursable activities.

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 homeless coalition or 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](#). Each subgrantee **must** complete their own application. It is the responsibility of the lead agency to gather all their subgrantee applications and submit them together. **Each subgrantee will be individually evaluated.** The lead agency must distribute all funds received to the awarded shelter agencies within the same county.

Homeless Management Information System (HMIS) Participation

The Division of Energy, Housing and Community Resources (DEHCR) requires all agencies receiving SSSG HCMS funds to participate in the statewide HMIS.

Funds Disbursement & Quarterly Updates

Grantees may draw on SSSG HCMS funds as reimbursement of expenditures. To initiate each payment, grantees must complete and submit the SSSG 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. Please note, submission of quarterly reporting is required before SSSG HCMS Payment Request Forms will be processed. If submitting monthly, reporting is due with submission of the Payment Request Form for the last month in the quarter's expenses. DEHCR reserves the right to change this policy. Please see the Reporting section for more information.

Grantees are required to provide a short update stating when they expect to draw on SSSG HCMS funds next and if they foresee any issues with spending the full amount awarded within the contract period. If they have entered clients into the SSSG HCMS program, they will also be required to provide a quarterly reporting with the update. Grantees will be expected to provide a quarterly update if not submitting a quarterly payment request until they have exhausted all funds. These updates are due on or before the fifteenth (15th) of each month following the close of the quarter.

Payment requests must be submitted by email to DOADEHCRFiscal@wisconsin.gov, copying the SSSG Program Manager (Dana.Wallace1@wisconsin.gov). Quarterly updates and reporting should be submitted to the SSSG Program Manager.

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. The reporting template will be provided once the contract is signed. Grantees will also be required to submit a grant year-end report. DEHCR reserves the right to require additional information or reports as needed. Below are the current required datapoints for each report:

Quarterly Reporting

Grantees must submit quarterly reports on the following services provided:

1. The number of households and individuals served by the grantee's shelter facility
2. The number of households and individuals provided with core case management services under the SSSG HCMS grant
 - a. The number of adults
 - b. The number of children under 18
3. The number of households with children under 18 who received services to ensure continuation of school enrollment for their children, or to promote regular school attendance
4. The number of children under 18 who received services to ensure continuation of school enrollment for their children, or to promote regular school attendance
5. The number of households that were assisted to enroll in or 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
 - h. Other organizations/apprenticeship programs

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 adults with earned income:
 - a. At the start of the SSSG HCMS program
 - b. At an annual assessment (stayers) in the SSSG HCMS program

- c. Upon exit from the SSSG HCMS program
- 2. The number of adults with any income:
 - a. At the start of the SSSG HCMS program
 - b. At an annual assessment (stayers) in the SSSG HCMS program
 - c. Upon exit from the SSSG HCMS program
- 3. The number of adults with no income:
 - a. At the start of the HCMS program
 - b. At an annual assessment (stayers) in the HCMS program
 - c. Upon exit from the HCMS program
- 4. The total number of adults:
 - a. At the start of the HCMS program
 - b. At an annual assessment (stayers) in the HCMS program
 - c. Upon exit from the HCMS program

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

- 1. Description of any services provided to the client over the course of the performance period including, but not limited to:
 - a. Transportation
 - b. Housing Support (beyond the shelter stay)
 - c. Utilities
 - d. Clothing/Personal Care
 - e. Legal Support
 - f. Parenting Classes
 - g. Life Skills Classes
- 2. Share additional feedback pertinent to the data reported. This may include observations of other trends, client needs, associated resources and success stories.

Annual Monitoring

DEHCR will monitor the performance and compliance requirements of each grantee, at least once annually. During the monitoring, grantees should expect DEHCR to ask to see program documentation, financial information and client files. DEHCR will also begin to monitor grantees for policies and procedures to ensure equal access to services regardless of sexual orientation, gender identity, family composition or marital status. 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.

The monitoring can be either onsite or a desk monitoring. DEHCR reserves the right to change the monitoring requirements.

2023 State Shelter Subsidy Grant (SSSG) Homeless Case Management Services (HCMS) Grant Application Instructions

Introduction

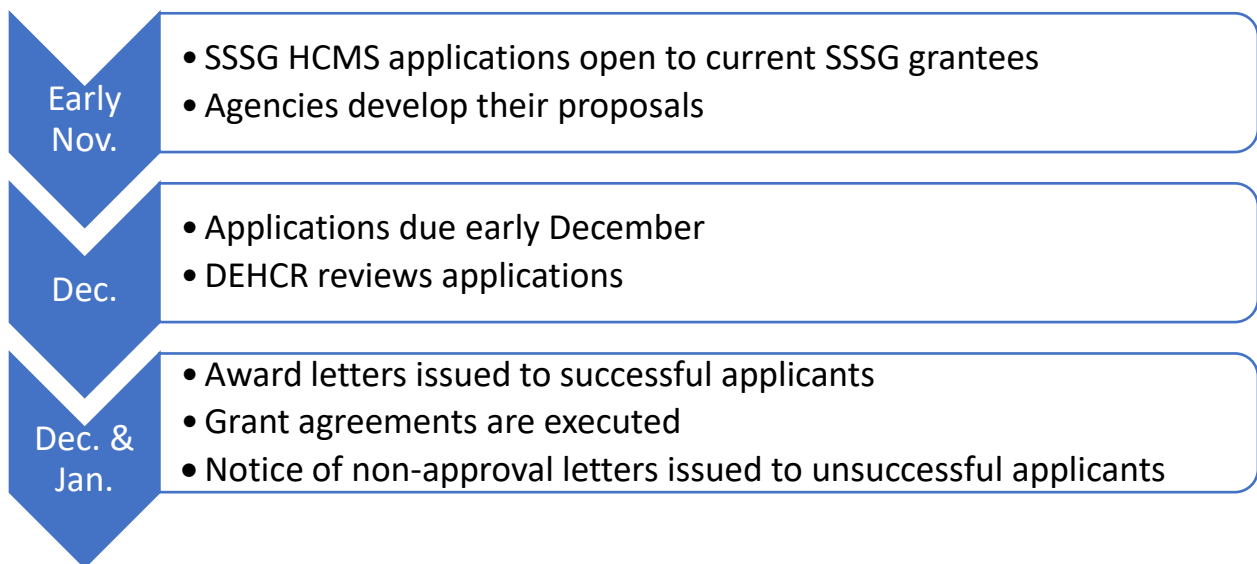
Please review this information before completing the application.

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

Application Process

Timeline

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



Scoring

Applicant agencies will be scored based on their application responses. Since the SSSG HCMS application is brief, please ensure that the applicant agency thoroughly reads and responds to all questions within the application. The scoring criteria will mainly focus on the Projected Needs Statement and Expected Number of Clients to be Served sections. The top applicants, based on the scoring criteria, will be awarded grants. The maximum amount of funding that an agency will be awarded is \$50,000.

Rights of the Applicant

Each applicant agency whose proposal is reviewed by the SSSG HCMS Grant Review Committee shall receive written notice of the determination of approval or non-approval of funding for their program.

The contract will be executed upon signature of both parties. All awards must be made prior to December 31, 2023.

The contract year and reporting period will be January 1, 2023 through December 31, 2023.

Application Submission

All completed applications must be submitted electronically to the [DOA Supportive Housing](#) inbox and the SSSG Program Manager (Dana.Wallace1@wisconsin.gov).

The closing date for the receipt of all applications, under this solicitation, will be **Friday, December 9, 2022**.

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

Applicant Information, Funding Request & Shelter Contact Information

Complete all the questions listed within the three tables: applicant information, funding request and shelter contact information.

Submittal Authorization

The applicant agency's official, who is authorized to accept funding, must sign the SSSG HCMS application before it is submitted to DEHCR.

Applicant Eligibility

Answer all check box questions within the text of the application document.

Projected Needs Statement

Answer the narrative questions about the services the applicant agency will provide to shelter residents, if awarded an SSSG HCMS award, within the text of the application document.

Expected Number of Clients to be Served

Provide the number of shelter clients that were served by the applicant agency. Also, please estimate the number of shelter clients that will be served during the upcoming calendar year.

Budget Information

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

SSSG HCMS funds are separated into two (2) categories, program funds and administrative funds. Agencies can request up to 10% of their award to be designated as administrative funds. Once the split between the two types of funding is set, at the time of the contract award, it cannot be changed without a contract amendment. All figures should be rounded to the nearest dollar.

SSSG & HCMS Program Assurances

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