



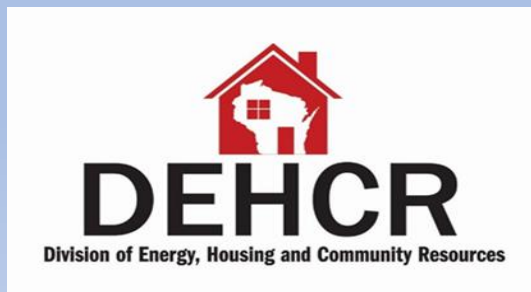
# **2025 STATE SHELTER SUBSIDY GRANT (SSSG) PROGRAM**

## **PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS**

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

**SEPTEMBER 2024**

***APPLICATION DUE BY OCTOBER 25, 2024***



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# 2025 State Shelter Subsidy Grant (SSSG) Program Information

## Introduction

The Department of Administration, Division of Energy, Housing and Community Resources' (DEHCR) State Shelter Subsidy Grant (SSSG) program has approximately **\$1,613,600** in funding available for the 2025 calendar year. Funds are authorized by the SSSG program allocation under s. [16.308](#), Stats., and ch. [Adm 86](#) and the Interest Bearing Real Estate Trust Accounts (IBRETA) under s. [452.13](#), Stats., and ch. [Adm 91](#).

## Purpose

The SSSG program assists individuals and families who are experiencing homelessness by providing grants to local agencies in Wisconsin that provide emergency shelter and supportive services. Shelter programs applying for this grant have a need for additional funding due to renovation/expansion of an existing shelter facility, the development of an existing building into a shelter facility, the expansion (or development) of shelter services, or the inability of a shelter program to obtain adequate funding to continue providing their existing level of services.

Two types of shelter programs can qualify for a grant:

- A shelter facility which provides free shelter to persons experiencing homelessness at a facility operated by the applicant agency.
- A voucher program which purchases shelter for persons experiencing homelessness from a local motel, hotel, YWCA or other facility which charges for lodging. A voucher program may also give vouchers to persons experiencing homelessness 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 experiencing homelessness by avoiding unreasonable program barriers. Also, shelter programs should provide access to other essential services, case management, 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 federally recognized American Indian tribe, band, or tribal agency.

- A community action agency, as defined in s. [49.265\(2\)\(a\)](#), Stats.
- A private nonprofit organization, as defined under s. [108.02\(19\)](#), Stats.
- A nonstock corporation that is organized under ch. [181](#) and that is a nonprofit corporation, as defined in s. [181.0103\(17\)](#), Stats.
- A housing and community development authority.
- An organization operated for profit.

Applicant agencies are required to collaborate with other partners within their HUD-recognized COC and/or local continuum of care.

Applications for Dane and Milwaukee counties must come from a single, lead agency that represents all eligible shelter programs in the county applying for SSSG funds in accordance with s. [16.308\(3\)\(am\)](#), Stats., and ch. [Adm 86.5](#). The lead agency must distribute all SSSG funds received to eligible shelter programs within the same county under the conditions described in their application. An application must be completed and signed by each shelter program in the county applying for SSSG funds; the lead agency must assemble and submit all applications together.

## Program Requirements

Shelter programs' eligibility for a grant will be determined by the criteria listed in this section. Applicant agencies must meet all eligibility requirements to receive a grant. Applicant agencies receiving funds under this program must comply with Wisconsin state statutes and administrative rules.

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

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

With the passage of the [2019 Wisconsin Act 76](#), the following additional program requirements must be considered when awarding grants. These program requirements have been fully implemented for the 2025 SSSG application:

- A. Whether the community in which an eligible applicant agency provides services has a coordinated system of services for homeless individuals and families.

- B. The number of shelter nights the eligible applicant agency intends to provide during the year for which the grant application is submitted.
- C. The eligible applicant agency's history of successfully transitioning homeless individuals or families to permanent housing.
- D. Whether the eligible applicant agency provides intensive case management services.
- E. Whether the eligible applicant agency provides trauma-informed care. For a definition of trauma-informed care, please refer to Definitions under the Application Instructions section.
- F. Whether the eligible applicant agency provides opportunities for shelter residents to obtain employment, increase their income, or increase their hours worked.
- G. The utilization rate of each unit at each shelter facility operated by the eligible applicant agency.
- H. The average length of stay of shelter residents at each shelter facility operated by the eligible applicant agency.
- I. The percentage of shelter residents served by the eligible applicant agency that are chronically homeless.

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

- A. Experience in providing shelter or services to persons who are in need or experiencing homelessness.
- B. That a substantial portion of its budget can be supported by revenue from other sources.
- C. Staff capability and experiences in managing funds.
- D. Support from existing service providers in the community.

The applicant agency must assure that shelter services are fully accessible to individuals and families experiencing homelessness 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 programs serving only families or only individuals have procedures for helping other homeless persons obtain shelter.
- E. Shelter programs make shelter and other services accessible to persons with physical disabilities or have procedures for helping those persons obtain accessible shelter.

- F. Shelter programs 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 a 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 agency shall provide evidence that it is coordinating its services with those of other shelter programs, 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.

The amount of SSSG funding requested cannot exceed fifty percent (50%) of an applicant agency's current or proposed operating budget. The required applicant agency's share can be cash, other resources, and up to fifteen percent (15%) of in-kind services.

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](#).
- B. The shelter facility is inspected twice a year under s. [101.14](#), Stats., to ensure that it is compliance with all applicable fire safety codes.

- C. The shelter facility has a written safety plan which includes fire safety procedures, building evacuation procedures in an 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 agency is a county, tribal or municipal governing body or agency that administers general relief under s. [49.02](#), Stats., the applicant agency 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 agency's proposed operating budget.
- B. The applicant agency'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 agency shall be available to serve all homeless persons whether or not they are eligible for general relief.
- D. The applicant agency 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 agency shall give assurances that no part of the grant will be used to:

- A. Make security deposits or rent for permanent housing.
- B. Provide shelter in a private home.
- C. Construct a new shelter facility.
- D. Operate a shelter care facility license under ch. [48](#), Stats.
- E. Operate a shelter facility or private home providing shelter for victims of domestic abuse.
- F. Operate a community-based residential facility licensed under ch. [DHS 83](#).
- G. Operate an agency that provides only shelter information and referral or housing relocation services.

## Award Process

For the 2025 calendar year, one hundred percent (100%) of funds allocated to shelter programs in the state of Wisconsin, outside of Dane and Milwaukee counties, shall be distributed based on the following process:

1. New applicant agencies that do not currently utilize HMIS must submit a projection of the number of shelter nights to be provided during the 2025 calendar year and provide data to support their estimate. The Department will apply each eligible applicant agency's projected proportion of their Balance of State shelter nights as a component in calculating the distribution of SSSG funds. In this subdivision, the "Balance of State shelter nights" means the sum of all shelter night projections submitted by eligible applicant agencies, outside of Milwaukee and Dane counties, for the current fiscal year. For current grantees and new applicant agencies that already utilize HMIS, their shelter nights will be collected from HMIS for the period of September 1, 2023 through August 31, 2024.
2. The Department 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 of time.
3. The second component in calculating the distribution of funds is based on the answers given in the Eligibility Criteria Questions portion of the application. These questions cover the additional criteria that must be considered when awarding SSSG funding, as specified in the [2019 Wisconsin Act 76](#). These criteria are listed under Program Requirements in the Program Information section of this document.
4. Applicant agencies that score below fifty percent (50%) in the Eligibility Criteria Questions portion of the application and/or did not include all required attachments in their application submission **will not** be eligible to receive SSSG funding.

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.

For the 2025 SSSG application, it is anticipated that **not** all shelter programs that apply will receive SSSG awards. Eligible applicant agencies will be awarded grants based on their responses to the Eligibility Criteria Questions portion of the application, how their scores are ranked against the other applicant agencies, and the availability of funding. Individual applicant agencies that are awarded grants shall receive no less than \$10,000.

## Reports

Monthly payment requests will be required. Payment requests must be submitted electronically through the [Home Energy Plus \(HE+\) system](#) on or before the due date, stipulated by the Department. If a grantee needs an employee to have access to the HE+ system, please reach out to the [SSSG program manager](#) to help create their account.

A final payment request for the contract is due no later than 60 days after the end of the performance period.



## 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) Participation

DEHCR requires all applicant agencies receiving SSSG funds to participate in the statewide HMIS. Awarded applicant agencies should contact the [Institute for Community Alliance](#) for assistance in getting started in Wisconsin's HMIS.

## Homeless Participation Involvement

DEHCR requires that applicant agencies receiving SSSG funds have representation of a person who is experiencing homelessness or was formerly homeless on either their Board of Directors or an equivalent policymaking entity directly responsible for writing and overseeing policy.

## Local Continuum of Care/Homeless Coalition Participation

DEHCR requires applicant agencies receiving SSSG 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 an SSSG award will be made by administrative review and presented to the Division of Energy, Housing and Community Resources administrator for approval. The Department reserves the right to negotiate the grant amount, authorize budget items and specific program content with eligible applicant agencies prior to entering into 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 right at any time without notice and without liability to any applicant agency or other parties for their expenses incurred in the preparation of a proposal or otherwise.

## Notice of Non-Approval and Rights of Applicants

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 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 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 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.

# 2025 State Shelter Subsidy Grant (SSSG) Application Instructions

## Introduction

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

Applicant agencies that have questions about completing the SSSG application may contact the SSSG 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 applicant agencies utilize the Microsoft Word version of the 2025 SSSG application. Write responses to the questions within the textboxes of the application. Applicant agencies **must** submit a PDF version of the SSSG application with all questions answered and all attachments included to be considered eligible for funding.

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

## Application Submission

All application packets must be submitted as a PDF to the [DOA Supportive Housing](#) inbox with the [SSSG program manager](#) copied on the email. Applicant agencies will receive a confirmation email once the application has been submitted.

The application submission 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. 2025 SSSG Application (PDF version), including responses to all questions and budget tables.
2. SAM registration, showing active status and no active exclusions.
3. Completed and signed submittal authorization (electronic signature is acceptable).
4. Completed and signed SSSG program assurances (electronic signature is acceptable).

The closing date for the receipt of all applications, under this solicitation, will be **Friday, October 25, 2024 at 11:59 pm CST**.

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

## Definitions

For the purpose of this application, the following definitions apply:

- **Applicant agency** means a shelter agency or lead agency applying for a grant under s. [16.308](#), Stats.
- **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.

- **Department** means the Wisconsin Department of Administration.
- **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.
- **Lead Agency** means a department-designated applicant agency 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 agency submitting a joint application on behalf of other shelter agencies.
- **Persons Experiencing Homelessness 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.
- **Shelter** means a temporary lodging for homeless persons.
- **Shelter Facility** means a place of temporary lodging that provides shelter without charge to 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.
- **Total Homeless Shelter Program 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.
- **Total Match or Agency Share** means the amount of the total operating budget covered by the applicant agency 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.
- **Voucher Program** means a program that provides funds for the purchase of lodging for homeless persons.

## Cover Page

Applications must use the cover page from the 2025 SSSG application template as the cover of the applicant agency's application.

## Applicant Information

The following items must be included for an 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 agency ID and program ID numbers.
- SAM.gov proof checkbox and status documentation.
- Applicant agency's type of shelter program.
- Applicant agency's proposed SSSG service area(s).
- SSSG 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 funds requested in the SSSG application. Determine the amount of other available resources for the applicant agency's grant request. This includes all other homeless shelter program budget resources other than SSSG, such as cash and other grant resources. Please note that the SSSG funding requested is limited to no more than fifty percent (50%) of the applicant agency's total shelter program operating budget.

## 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, but not limited to:

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

## Application Questions

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

## Organizational Questions

Information provided in this section will help DEHCR understand what the applicant agency's capabilities are, what services will be provided, the population(s) that will be served, what is being planned with the SSSG funds, and why this service area needs assistance.

## Eligibility Criteria Questions

Information provided in this section will help DEHCR determine the amount of funding to be awarded to each eligible applicant agency, as specified in the [2019 Wisconsin Act 76](#). Please review each question carefully and address each item listed. Applicant agencies that score below fifty percent (50%) in this section of the application **will not** be eligible to receive SSSG funding.

## 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 SSSG 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 their responsibility to monitor subcontractor(s) and ensure that they are adhering to all SSSG 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
- Involuntary family separation
- 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.

### **Wisconsin State Statute and Administrative Code Requirements**

Provide the dates for each question within the text of the application. If these questions are not applicable to the applicant agency, please respond with 'not applicable' or N/A. Documentation does not need to be provided for review; however, please retain these items showing compliance if requested by DEHCR.

### **Budget Information**

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

### **Proposed Homeless Shelter Program Operating Budget**

Before completing this section, determine the other available resources for the applicant agency's grant request. This includes all other homeless shelter budget resources other than SSSG, such as cash, other grants and in-kind resources. The SSSG funding being requested is limited to no more than fifty percent (50%) of the applicant agency's total shelter program operating budget. Do not include SSSG funds being requested in the "Other Funding" column.

## Budget Justification

Describe all anticipated 2025 SSSG-funded calendar year expenses that were noted with an asterisk (\*) in the Proposed Homeless Shelter Program Operating Budget table.

## SSSG Program Assurances

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

## Appendix

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

Applicable link: <https://sam.gov/content/home>

Sign in to SAM.gov and view the entity's registration record.

In the entity record, select "Exclusions" in the left navigation panel. Any active or inactive exclusions will display. If there are no exclusions, a message reading, "There are no active/inactive exclusion records associated to this entity by its Unique Entity ID," is displayed. Provide a printout or screenshot.

