



State Shelter Subsidy Grant (SSSG)

All Grantee Meeting

February 22, 2024

Introductions



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Introductions



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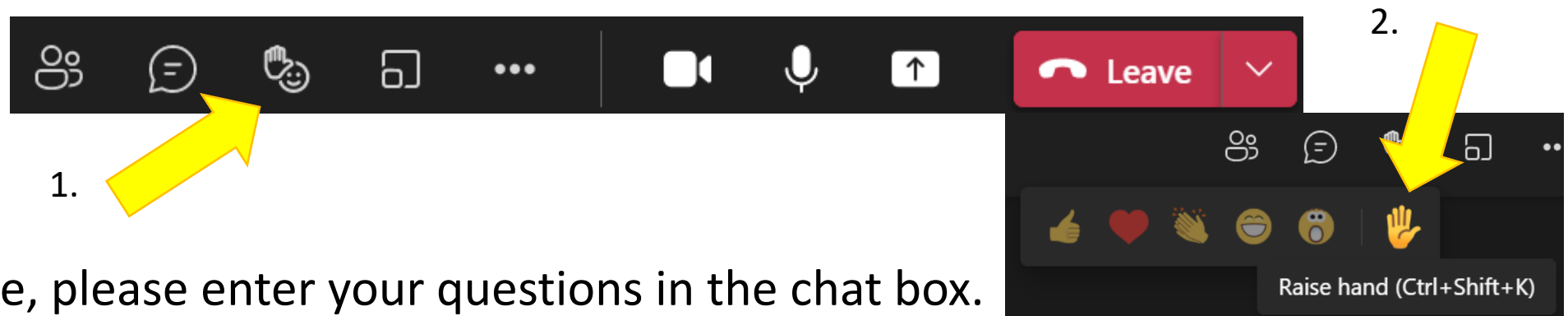
Agenda

- Purpose of SSSG
- General Information
- Definitions
- Expenses
- Payment Schedule
- Monitoring
- Questions
- Break
- HMIS Training
- HE+ Training



Housekeeping Items

- All meeting participants will be muted.
- If you wish to verbally ask a question, click on the 'Raise Hand' icon and DEHCR staff will unmute you.



- Otherwise, please enter your questions in the chat box.
- Presentation slides and recording will be posted on the DEHCR website.

Purpose of SSSG Funding

Provides operational funds to emergency shelter and motel voucher programs that have additional funding needs



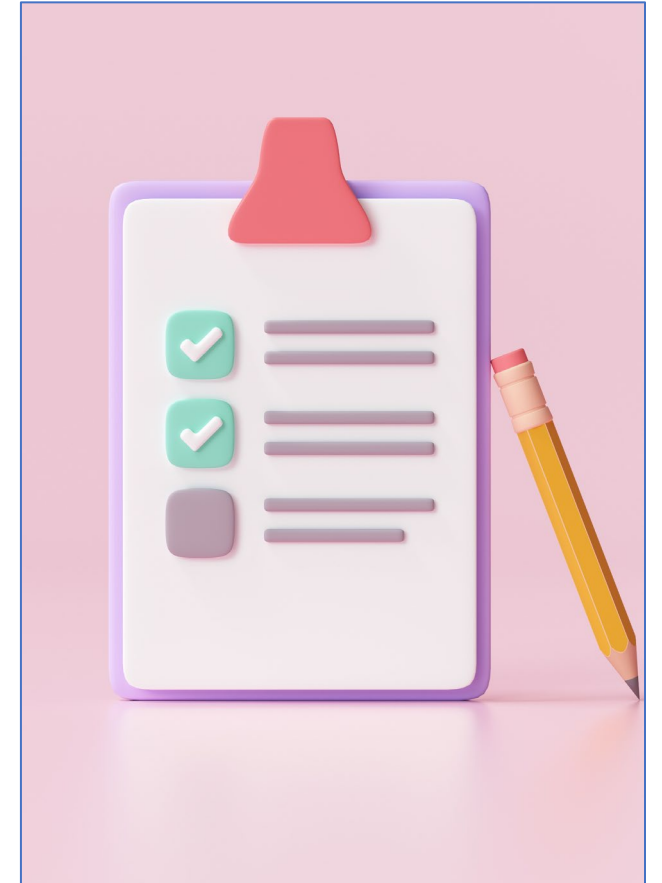
General Information



- Roughly \$1.6 million is allocated towards the State Shelter Subsidy Grant (SSSG) program each year through General Purpose Revenue.
- Under the provisions of 2019 Wisconsin Act 76, DEHCR is required to incorporate the following criteria when awarding SSSG funds:
 - Whether the eligible applicant provides trauma-informed care.
 - Whether the eligible applicant provides opportunities for shelter residents to obtain employment, increase their income, or increase their hours worked.
 - The utilization rate of each unit at each shelter facility operated by the eligible applicant.
 - The average length of stay of shelter residents at each shelter facility operated by the eligible applicant.

General Information

- The criteria listed in the 2019 Wisconsin Act 76 has been incorporated into the SSSG program through the application process.
- SSSG awards are based on the number of shelter nights and the responses to the eligibility criteria questions. It is essential that all applicants take their time to read each question and address each item asked thoroughly.
 - **Example:** Describe the applicant agency's level of case management provided to individuals and families experiencing homelessness. Explain how case management services lead to self-resolution, connection to mainstream resources, and securing permanent housing.



Definitions: Emergency Shelter Services



- The SSSG program financially helps agencies in providing individuals and families with emergency shelter along with supportive services including, but not limited to:
 - Case management
 - Childcare
 - Education services
 - Employment assistance
 - Legal services
 - Mental health services
 - Outpatient health services
 - Transportation



Definitions: Client Eligibility

- All individuals and families who are experiencing homelessness are eligible to receive emergency shelter services under the SSSG program.*
 1. Homeless adults (age 18 or older) accompanied by minor children
 2. Homeless adults who are pregnant
 3. Homeless adults unaccompanied by minor children, but are the non-custodial parent
 4. Homeless adults who are single or accompanied by other homeless adults
- The SSSG program cannot fund emergency shelter facilities that only serve victims of domestic abuse or youth (under the age of 18).



*Families who live outside of the shelter or motel cannot be served.

Reimbursable Expenses



- SSSG funds must be used to defray a portion of the operating costs of the emergency shelter and motel voucher programs as defined in [Wis. Stats. § 16.308](#) and [Wis. Adm. Code Ch. Adm 86](#).
- Eligible expenses include, but not limited to:
 - Insurance
 - Maintenance repairs
 - Motel vouchers
 - Staff salaries and benefits
 - Utilities
- Expenses must occur within the performance period of the SSSG contract.

Non-Reimbursable Expenses

- SSSG funds may not be spent on the following items:
 - Anything not explicitly stated as allowable under the grant terms, unless approved by DEHCR
 - Alcoholic beverages
 - 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 grantees utilize their funding on any of the items listed above, then they are required to return the dollars used for those non-reimbursable items or activities to DEHCR.



Payment Schedule

- Grantees may draw on SSSG funds as reimbursement of actual reported expenditures and only for the approved spending categories during the performance period of the SSSG contract.
- Grantees shall submit no more than one payment request for each month during the performance period.
- Payment requests are to be made by the 15th of each month, following the end of the previous month, utilizing DEHCR's [Home Energy Plus System](#).



Payment Schedule

- All payment requests must be submitted to DEHCR through the [Home Energy Plus System](#).
 - Each agency should have one staff member designated as the invoice creator and another as the invoice approver.
 - If permissions need to be changed or additional staff need to be added into the system, please contact the [SSSG program manager](#).
- If an agency will not be able to spend down their SSSG funding, please contact the SSSG program manager by April 30, 2024.
 - This deadline allows DEHCR time to reallocate funding to other agencies.
- Requests for final payment of SSSG funds must be received by DEHCR no later than sixty (60) days after the end date of the performance period of the SSSG contract.



Payment Request Form

[Dashboard](#)
[Contracts](#)
[Organization](#)
[Contacts](#)
[Reports](#)

[Edit Invoice Transactions](#)
[Housing Invoice Search](#)

[Delete Invoice](#)

Invoice General

- SSSG Invoice

Invoice Number 242 Invoice Status Draft
 Invoice Month Dec 2022 Invoice Type Regular Extraction Date

- STAR Details

STAR Upload Status STAR Invoice Number STAR Invoice ID
 STAR PO Number

- Contract

Contract Business
 Contract Number Contract Month 3 of 15

[General](#) Invoice Payment

- Invoice Transactions

Line Items	SSSG
Operations	\$0.00
Totals	\$0.00

- SSSG Expenditure Report

Line Items	Budget	Last Month Cumulative	Current Month	Year To Date	Balance
Operations	\$27,600.00	\$1,200.00	\$0.00	\$1,200.00	\$26,400.00
Totals	\$27,600.00	\$1,200.00	\$0.00	\$1,200.00	\$26,400.00

[Approve Report](#)



DEHCR Monitoring Overview

- DEHCR monitorings will be conducted to ensure that the SSSG program is running smoothly, and all required policies and procedures are being followed.



DEHCR Monitoring: What It Is and Is Not



- Monitorings are designed to be a check-in tool between DEHCR and its grantees. It allows grantees an opportunity to correct potential concerns and re-establish compliance with program rules, if needed, versus being a disciplinary process.
- We will review key items that have posed a challenge to grantees in the past.

DEHCR Monitoring: Program Policies & Procedures

Client Termination Policy

- A client termination policy is required for the agency's emergency shelter and/or motel voucher program.
- A formal policy must be established with a process that recognizes individual rights with the following requirements:
 - Grantees may terminate assistance if the client violates the program rules (only in the most severe cases).
 - Grantees may provide assistance at a later date to previously terminated clients.
- Clients must sign documentation acknowledging that they have received a copy of the termination policy.
- If a client is terminated from the program, all associated documentation must be included in the client file.

DEHCR Monitoring: Program Policies & Procedures

HMIS Requirements

- All individuals and families residing in an agency's emergency shelter or motel voucher program must be enrolled into HMIS.
 - DEHCR utilizes HMIS data to determine the number of shelter nights provided by each SSSG grantee. Shelter night data is used to calculate SSSG awards along with fulfilling data requests from the Secretary's office.
 - Data entry and data cleanup in HMIS is an essential practice.



DEHCR Monitoring: Agency Policies & Procedures

The SSSG contract has a full list of required policies and procedures. Some key policies DEHCR looks for includes:

Drug-Free Workplace Policy

Must include language that the granting or contracting agency be informed within 10 days of receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.



Accessibility Practices

Does the agency have resources in place to communicate with beneficiaries, including those who do not speak or read English? How does the agency attempt to be accessible to people with disabilities including vision loss, hearing loss, learning disabilities, etc.



DEHCR Monitoring: Agency Policies & Procedures

Residency Requirements

Homeless individuals and families are not required to be residents of the state or locality to receive shelter and supportive services. Their resident status should not impact their allowed length of stay.



Involuntary Family Separation & Identification

All individuals or groups of individuals, regardless of age, gender identification, sexual orientation, or marital status, identifying as a family must be served as such by programs serving families. There can be no involuntary separation. Agencies cannot require documentation of family composition, gender identification, and/or sexual orientation.



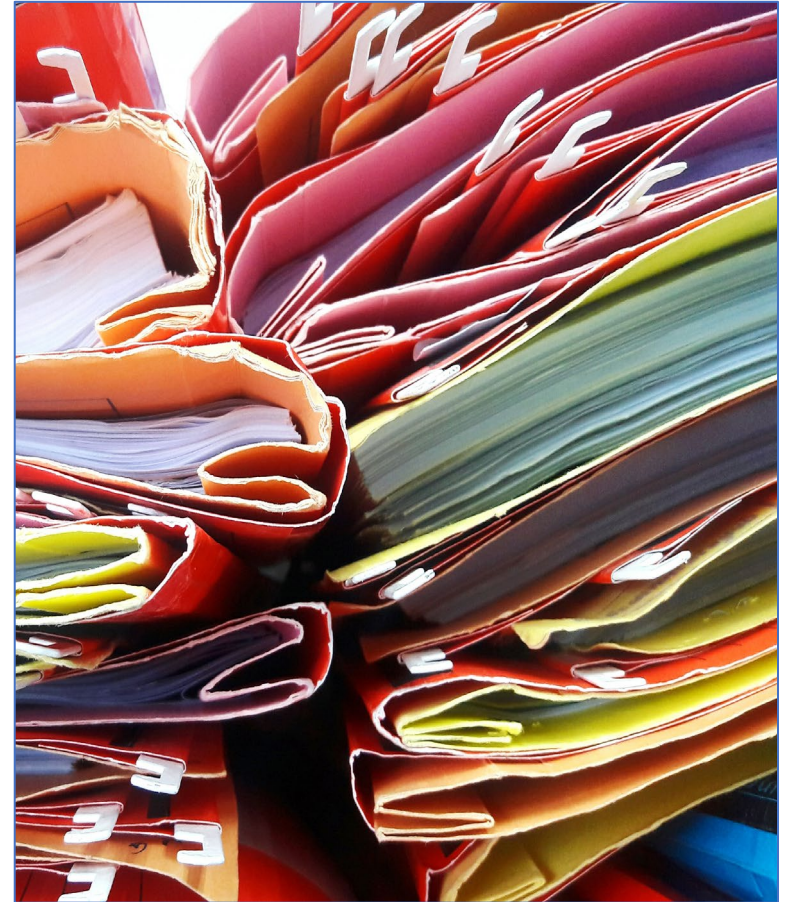
DEHCR Monitoring: Financials

- DEHCR looks for documentation that shows how each agency manages their grant funds along with their record retention policy and method of tracking funding sources separately.
- DEHCR will also ask for the following items:
 - One month's worth of expenditures
 - Itemized list
 - Backup documentation
 - Timesheets and payroll records



DEHCR Monitoring: Client File Selection

- When an agency receives their monitoring notification, DEHCR will ask for a list of clients served by the SSSG program (identified by their HMIS ID and entry/exit dates).
 - From that list, DEHCR will choose a minimum of three client files to review.
- During a desk monitoring, all client files must be sent securely through OneDrive or other secure means. They cannot be sent by email.
- Copies of social security cards, driver's licenses, and/or birth certificates should never be kept in client files or sent to DEHCR.



DEHCR Monitoring: Client File Documents

- Along with the monitoring notification letter, DEHCR will provide a checklist of documents that must be included within each client file. Such documents include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Intake/Assessment Form• Documentation of Client's Eligibility• Record(s) of Services Provided• Termination Procedure | <ul style="list-style-type: none">• Certification of Client's Enrollment into HMIS• Referral and Connection to Mainstream Resources• Motel stay receipt, if applicable |
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*DEHCR reserves the right to modify all elements.





QUESTIONS?



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