

Homeless Case Management Services Grant

Application Supplement

Grant Year 2022/2023

State of Wisconsin

Department of Administration

Division of Energy, Housing and
Community Resources

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Program Overview

The Homeless Case Management Services (HCMS) grant program was created through the Temporary Assistance for Needy Families (TANF) block grant program and through Wisconsin Act 59. As such, all funding provided via the HCMS grant is subject to TANF rules and regulations. Each year up to 10 annual grants of \$50,000 each will be awarded through the HCMS grant program.

The HCMS grant has a narrow definition of who can be served and how they can be served. The grant is focused on providing families experiencing homelessness intensive case management including at least one (1) of the following areas:

1. Financial management
2. Employment
3. Ensuring school continuation for children
4. Enrolling unemployed or underemployed parents in W-2 or the Food Share employment and training program

Families are defined by TANF regulation as one of the following:

1. Homeless adults (age 18 or older) accompanied by minor children (under age 18 for whom the homeless adults are legally responsible, or under 19 but a full-time student in high school, working on an equivalency degree, or enrolled in basic vocational or technical education); or
2. Homeless pregnant women; or
3. Homeless adults, unaccompanied by children, who are non-custodial parents of children under the age of 18; or
4. Homeless adults, unaccompanied by children, who are over age 18 but younger than age 25 and accompanied by another person related by blood or marriage.

Please note, families headed by a person under 18 cannot be served. Preference is given to servicing the first two types of families, however all families as defined above can be served.

Each HCMS grant is 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 to families including at least one (1) of the following areas:

1. Financial management
2. Employment
3. Ensuring school continuation for children
4. 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. Please note, in order to be reimbursable these services must be actively provided to a 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 HCMS program. Applicants can request up to 15% of their award 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 the grantee used grant funds for any of the above outlined non-reimbursable items/activities, the grantee will be required to refund the grant for the dollars used for the non-reimbursable items/activities.

Eligible applicants are limited to shelter facilities, defined as temporary places of lodging for homeless individuals and families. Further, to be eligible applicants are required to use either the Homeless Management Information System (HMIS) database or a HMIS comparable database.

Please see the Program Manual for further information, rules and guidelines.

Funds Disbursement & Quarterly Updates

Grantees may draw on HCMS funds as reimbursement of expenditures. To initiate each payment, grantees must complete and submit the 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 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.

If grantees are not requesting payment, they are required to provide a short quarterly update stating when they expect to draw on HCMS funds and if they foresee any issues with spending the full amount awarded within the contract period. If they have entered clients into the HCMS program they will also be required to provide 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 HCMS Grant Specialist (Emily.Bourne@wisconsin.gov).

Spending updates and reporting should be sent to the HCMS Grant Specialist (Emily.Bourne@wisconsin.gov).

Grantees must submit final payment requests and reporting within 60 days of the performance period end date or termination of the contract whichever comes earlier.

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.

1. Quarterly Reporting

Grantees must submit quarterly reports on the following services provided:

1. The number of households provided with intensive case management services
2. The number of households served by the grantee's shelter facility (whether or not they are in the HCMS program)
3. The number of individuals provided with intensive case management services
 - a. The number of adults
 - b. The number of children under 18
 - c. The number of children under 19 (who meet the HCMS eligibility requirements)
4. The number of individuals served by the grantee's shelter facility (whether or not they are in the HCMS program)
5. The number of adults (over 18) with children under 18 that were served, whether or not the adult was accompanied by their children to the shelter, and whether or not the adult has custody of their children under 18
6. The number of households with children under 18 or children under 19 (who meet the HCMS eligibility requirements) who received services to ensure continuation of school enrollment for their children, or to promote regular school attendance
7. The number of children under 18 or children under 19 (who meet the HCMS eligibility requirements) who received services to ensure continuation of school enrollment for their children, or to promote regular school attendance
8. 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
- 9. The number of individuals who received other services.

Please note DEHCR reserves the right to change reporting requirements.

2. 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 HCMS program
 - b. At an annual assessment (stayers) in the HCMS program
 - c. Upon exit from the HCMS program
2. The number of adults with any 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
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
5. The number of adults in each monthly cash income range (monthly ranges are: no income, \$1-\$150, \$151-\$250, \$251-\$500, \$501-\$1,000, \$1,001-\$1,500, \$1,501-\$2,000, \$2001+, client doesn't know/refused, data not collected, not yet required to have an annual assessment, required annual assessment has not been complete yet)
 - 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

All of the above datapoints can be pulled in HMIS by running an APR (Annual Performance Report). Please note DEHCR reserves the right to change reporting requirements.

Annual Monitoring

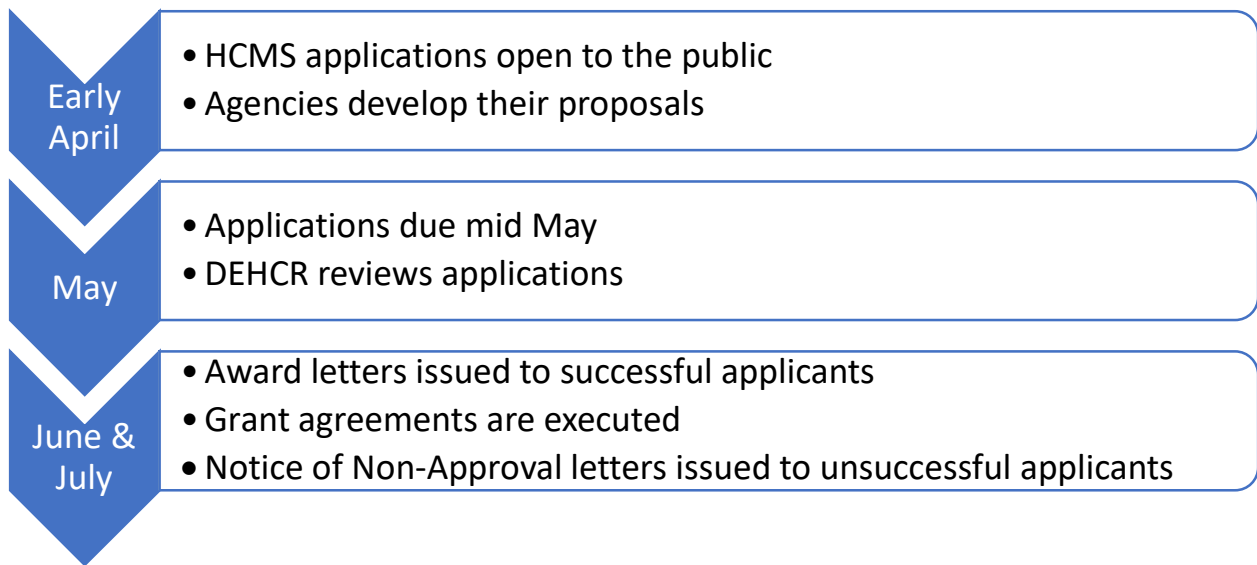
DEHCR will monitor the performance and requirements compliance of each grantee at least annually. During the monitoring grantees should expect DEHCR to ask to see program documentation, financials and client files. DEHCR will also begin to monitor grantees for policies and procedures to ensure equal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

This is a new requirement. 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. More information on monitoring can be found in the Program Manual.

Application Process

Timeline

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



Scoring

Applicants will be scored based on their application. The top applicants, based on the scoring criteria, will be awarded grants. A maximum of 10 grants of up to \$50,000 will be awarded.

Rights of the Applicant

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

The grant agreement will be executed upon signature of both parties. All awards must be made prior to June 30, 2022.

The grant year and reporting period will be July 1, 2022 through June 30, 2023.

Questions?

All questions regarding the application and applications process should be directed towards the HCMS Grant Specialist (Emily.Bourne@wisconsin.gov).