

## 2025 Homeless Services and Housing Resources RFP

### Q&A

**1. Is there a minimum request amount?**

Yes, the minimum request amount is \$10,000.

**2. Is there a maximum request amount?**

No, there is no maximum request amount. However, please note the maximum amount of funding available by each funding source your program is eligible for and consider that City must support various types of programs through this RFP process.

**3. What is the current City funding amount for emergency shelter and street outreach programs?**

**2025 Funding Amount**

|                         |                                  |                     |
|-------------------------|----------------------------------|---------------------|
| Porchlight              | Drop-In Shelter                  | <b>1,776,064.00</b> |
| The Salvation Army      | Family Shelter and Women Shelter | <b>120,000.00</b>   |
| YWCA Madison            | YWCA Family Shelter              | <b>50,000.00</b>    |
| Catalyst for Change     | Street Outreach and Mediation    | <b>328,200.00</b>   |
| Madison Street Medicine | Housing Focused Street Outreach  | <b>249,400.00</b>   |

**4. Can we apply for an indirect cost rate approved by a federal agency?**

Yes, you may apply federally approved indirect cost under special costs.

**5. H. Other Permanent Housing (OPH): Our agency operates an OPH program but enters data into HMIS as a Supportive Services Only project. The EHH Data Quality Report doesn't produce the data needed to answer application questions. What should we do?**

You are correct that utilization and return to homeless rates are not automatically calculated for SSO designated projects. In this case, please do the following:

- 1) **Utilization rate:** Use the CAPER report Q8b: Point-in-Time Count of Households on Last Wednesdays. Average the number of households served in January, April, July and

October, then divide by the total number of available units to calculate the utilization rate.

- 2) **Return to Homelessness:** Use the Program Recidivism report following [this guide](#) instead.

**Note:** Recidivism includes all exits (not just permanent exits) and all individuals who have returned to homelessness as of “today”. This rate is typically higher than the return to homelessness rate in the System Performance Measure report. For your application, note that you are reporting the recidivism rate, not the return to homelessness rate. Use the CDD target of recidivism rate of 15% or lower.

6. **K. Eviction Prevention:** Do HOME ARP funds cover personnel costs?

Some personnel costs would be allowable under this section in order to maintain staffing for the program. However, successful applicant(s) would likely spend the majority of the funding for prevention purposes if applying solely for financial assistance components of this funding.

7. **K. Eviction Prevention:** Our agency operates a neighborhood center. Are we eligible to apply for the eviction prevention funds?

Potentially, yes – if your agency meets the eligible applicant requirements specified in the RFP.

However, please note the following:

One of the largest components of the HOME-ARP funds in this RFP for Eviction Prevention is utilizing the Written Standards prioritization requirements and the community-wide Prevention Coordinated Entry list. In effect, this means that either 1) your organization would need to leverage the existing prevention coordinated entry list in order to distribute funds (this would be Citywide, not just within the neighborhood, and need an agreement with the agency that runs the list), or 2) creating a duplicate list that would require open access from anyone in the community requesting assistance.

Funds would need to be able to be accessed by all the qualifying populations across the city, prioritized based on the requirements of the written standards.

The following is a link to the Written Standards:

[https://www.danecountyhomeless.org/files/ugd/73dee7\\_98e80ae67e2847a1b3d3f5bd027cf423.pdf](https://www.danecountyhomeless.org/files/ugd/73dee7_98e80ae67e2847a1b3d3f5bd027cf423.pdf)

**8. Is it required that the agency is already using HMIS in order to apply?**

No. Agencies are not required to be currently using HMIS in order to apply. However, if awarded funding, the agency must set up an HMIS account, pay the license fee, complete user training, and begin entering data into HMIS as a condition of program implementation.

**9. Is the HMIS license fee an eligible cost?**

Yes. The HMIS license fee is considered an eligible operating cost and may be included under “B. Other Operating” > “Other (Specify)” on the Budget Form.

Below is the HMIS license cost information from Institute for Community Alliances, Dane CoC’s HMIS lead.

Basic user licenses are currently \$300 for the first billing cycle and then typically eligible for the subsidized rate of \$75 after that. ICA bills one time per year during the summer. Licenses are transferable so agencies identify how many they expect to need for the coming year and then can assign them to staff as employees come and go. These licenses are used for standard data entry and basic reporting. It is also typically required that at least one person at each agency have the add on Data Analysis license so they can run some of the custom reports requested by funders, etc. That license is an additional \$120.

**10. Are currently funded programs listed in Appendix A prioritized?**

No. Appendix A is included solely to inform currently funded agencies that funding for their existing programs will end on December 31, 2025. These agencies must apply under this RFP to be considered for continued support. Proposals from currently funded programs will be evaluated on their merits, including past performance and the quality of the current application. No preference or priority is given solely based on current funding status.

**11. A. Homelessness Prevention: Is it required that the agency currently participates in the Prevention Coordinated Entry system to apply for homelessness prevention funding?**

No. Participation in Prevention Coordinated Entry is not required at the time of application. However, if awarded funding, the agency must agree to accept referrals through the

Prevention Coordinated Entry system for program enrollment, which is currently operated by the Tenant Resource Center.