

City of La Crosse
Planning and Development
2020 CDBG/HOME Program
1/16/2020 deadline

Couleecap Inc. Single Family Infill House

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\$ 111,201.00 Requested

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Project Contact

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Staff

Ashley Lacenski
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Pre-Application [top](#)

1. Type of Applicant

Please answer this question first before proceeding.

- ☒ Non-profit organization
- ☐ La Crosse County
- ☐ La Crosse School District
- ☐ Private Organization

2. Does your organization receive an independent audit every year?

Must upload copy of audit for application. An independent audit is an examination of the financial records, accounts, business transactions, accounting practices, and internal controls of a charitable nonprofit by an independent auditor

- ☒ We are independently audited
- ☐ We are not independently audited but have another type of independent financial review, explain more in 15
- ☐ No, please explain more in 15

3. Describe your agency's accounting procedures (budgeting, cash management, processing payments, drawing funds) and software used with relevance to the proposed project.

Couleecap uses Great Plains to handle our accounting. We have a CFO who manages 2 additional accounting staff. We have a large agency budget that we develop each year as well as additional program budgets that are developed by department directors when needed. The Board of Directors also receives agency and program specific financial information once a month. Couleecap uses a purchase order system to pay each of our vendors, unless it is a home construction project then we use a title agency.

4. Describe your agency's (fiscal agents) system of internal controls to prevent waste, fraud, and abuse of proposed funds.

We operate according to the Finance Procedures Manual, which outlines policies and practices for sound fiscal management and oversight as well as fraud prevention. We operate according to a Risk Mitigation Plan to prevent fraud and loss. Both documents have been approved by the Board of Directors and are reviewed every two-three years. A professional audit is performed at Couleecap after the close of each fiscal year by an certified accounting firm. There were no findings in the FY18 audit.

5. Will CDBG funds and grant be managed in a separate or segregated account?

This account must be separate from other agency accounts for purposes of tracking expenditures of grant funds. CDBG funds may not be tracked as part of the general budget for the organization. This is not applicable if the funds are a loan.

- ☒ Yes
- ☐ Not Applicable, we are requesting a loan.
- ☐ Unsure, explain in question 15

6. How does your Board of Directors exercise fiscal oversight over agency?

A list of Board of Directors must be attached upon application completion.

The Board meets monthly to review finance reports. The Administrative Committee, which includes Board members experienced in finance management, functions as the finance oversight body. They meet monthly to review organizational balance sheets, profit and loss statements, special finance reports, loan statements, and annual audit reports. The Planning and Evaluation Committee meets monthly to review grant contracts and performance outcomes. They approve the Financial Procedures Manual.

7. Does your agency have a conflict of interest statement?

- ☒ Yes
- ☐ No

8. Does your agency have the capacity to undertake its own environmental reviews with review and signature from the CDBG Administrator? Or will you require the Planning staff conduct your project's environmental review?

No HUD funding can be released without an environmental review of your project. If your project is a historic building, in the flood plain, or in a noisy area, this may subject it to additional reviews.

- ☐ Our agency is trained to do our own environmental reviews
- ☒ We will need the Planning Staff to perform our environmental review

9. Does your agency have a drug-free workplace policy?

- ☒ Yes
- ☐ No

10. Does your agency have a non-discrimination service policy?

- ☒ Yes
- ☐ No

11. Does your agency have written policies and procedures for the program in which you are applying for funds?

Note: This is not your employee handbook, it's your "program policies". Your agency will be required to attach a copy of your policies and procedures upon completion of application.

- ☐ Yes
- ☒ No, we are not operating a program
- ☐ Does Not Apply (Please Explain in #15 below)

12. Will all personnel being paid with CDBG/HOME funds complete timesheets that are approved by a supervisor?

If staff has duties outside of the program for which the grant is being requested, the agency must have separate time codes on the timesheets or documented evidence of how grant is being appropriately charged for their time on the project.

- ☒ Yes
- ☐ No
- ☐ N/A if no personnel will be paid with the funds

13. Does your agency (fiscal agent) have formally adopted written procurement policies and procedures?

i.e. process for evaluating cost for purchases, these must be attached in the application as evidence of meeting this requirement.

- ☒ Yes
- ☐ No
- ☐ Does Not Apply (Please explain in #15 below)

14. Describe how your agency will meet requirements for income eligibility of beneficiaries of the program. Write N/A if this does not apply and explain why in #15.

After the property is developed and ready for sale when an interested buyer(s) is identified staff will complete an income calculation using the Part 5 income calculation method to determine whether or not they are 80% CMI. The home will not be sold to a buyer(s) who do not meet the criteria.

15. If a question was answered "does not apply", please explain. If you wish to explain any other responses, you may also do so here. Additionally, if you are a city department, please specify what department you are from.

You must answer this question in order to successfully submit.

None

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #2.

PROJECT SUMMARY

1. SUMMARIZE THE PROJECT:

1) Who will carry out the project? 2) What are unique aspects of the project? 3) Where is it? 4) Who will benefit and how? 5) Why is it important?

Couleecap, Inc. which is certified by the City of La Crosse as the Community Housing Development Organization (CHDO) will complete this project. An advisory board made of members from the former LCHDO board will consult with staff on the project. The project is unique because we will build one single family home at 529 Winnebago Street on a lot that has been vacant for several years and will be donated to Couleecap. We will also provide significant downpayment assistance to make the home affordable to an LMI household. This lot is in the NRSA and will remain in line with the City's redevelopment efforts. This project will help support all the other work that is happening in the Washburn Neighborhood by other non-profits and developers while creating an affordable housing option to ensure that LMI residents can afford homeownership. Having a mixed income neighborhood is important to the long-term success of the neighborhood and will help strengthen social networks. It is important to ensure that an LMI household will have a decent, safe and affordable home, while the neighborhood benefits by having a long-term vacant lot turned into housing for residents.

Consolidated Plan Priority - Please answer Question 2 first before proceeding below as some questions will be hidden (and therefore not required) depending upon your selection

2. Which City of La Crosse Consolidated Plan Priority does your project meet?

If your project meets more than one priority, select the best fit. For the goal "Homeless families or chronically homeless sustain long-term housing", there is no funding available for tenant-based rental assistance available.

- ☒ Construct or significantly rehab new affordable owner-occupied homes in distressed neighborhoods
- ☐ Rehabilitate and repair existing rental housing
- ☐ Build mixed-income, affordable rental housing, with units set-aside for people who have experienced long-term homelessness
- ☐ Expand access to licensed child care or early learning opportunities for LMI persons.
- ☐ Support businesses that create economic opportunities in LMI neighborhoods, with an emphasis on food access.
- ☐ Improve public infrastructure to enhance livability and attractiveness of Strategy Areas
- ☐ Homeless families or chronically homeless sustain long-term housing

National Objective

3. Please select which option describes how your project meets a CDBG National Objective.

all projects must meet a national objective

- ☐ AREA BENEFIT: Open to all residents or children living in a low and moderate-income area as defined by HUD
- ☐ LIMITED CLIENTELE: Limited to a specific group, where at least 51% of whom are Low and Moderate Income (LMI) persons (must be able to document income eligibility for each person)
- ☒ HOUSING: Housing units, limited to persons who are low and moderate-income (must be able to document income eligibility)
- ☐ SLUM / BLIGHT ELIMINATION
- ☐ JOB CREATION: At least 51% of jobs created will be made available to Low-Moderate Income Persons

Service Area

4. Please describe the service area your program or project is serving (be specific, include neighborhood and census tracts). Please also describe the program participants and any program guidelines (if applicable).

Write N/A if not applicable to your project.

This project is in the Washburn Neighborhood- Census tract 4. There is no home on the lot, and it's just being maintained at this time. Program participants will be less than 80% of county median income. LMI participants are required to be mortgage ready and have a back-end debt ratio of not more than 43%. We are a HUD approved counseling agency and will require them to take our homebuyer education class. They must contribute \$1,000 to the purchase and sign the Real Estate Purchase Agreement.

5. Is your project located in one of these target revitalization areas? Check all that apply.

- ☐ Powell-Poage Hamilton Neighborhood (Census Tract 9)
- ☒ Washburn Neighborhood/Downtown (Census Tract 4)
- ☐ Lower Northside Depot Neighborhood (Census Tract 2)
- ☐ Other City of La Crosse area

6. Provide the number of households served by your project (no symbols please i.e. "#" or "%").

Types of households to benefit from the project. Only provide breakdown of 30-50-60 if you have this information. If you don't, indicate the number of income eligible households (80% and below) and non-income eligible (above 80% AMI).

Households earning 80% Area Median Income (AMI) and Below

Households 60% AMI

Households 50% AMI

Households 30% AMI

Households above 80% AMI

Of total households, number of homeless households

TOTAL

7. Number and types of housing units created

List the number of bedrooms in an apartment or single family homes. Please write the number of each type of units created. Write N/A or zero (0) if it does not apply. System automatically totals the units. For 12 month period only.

studio

one bedroom

two bedroom

three bedroom

four bedrooms or more

TOTAL

8. Provide the number of people or who will be served by your project over one year ? Write N/A or 0 if not applicable.

Not all of these categories will be applicable to your project. NO symbols please i.e. "#" or "%".

Total number of beneficiaries to be served with CDBG/HOME funds

Of total, number of persons who are Low-Moderate Income

Of total, number of persons who are racial or ethnic minority

Of total, number of businesses assisted

Of total, number of people with a disability

TOTAL

OUTCOMES

9. What outcomes will you use to measure the success of your project?

Note: you will be asked to report on these in your performance reports

We will measure success based on our ability to construct and sell one single family home to a household at less than 80% CMI. The household will have access to quality, safe, affordable housing. The mortgage payment will be affordable on their household income and their back end debt ratio will not be more than 43%.

10. If your organization previously received funding, please write the outcomes indicators you said you would measure in your previous grant application (under question 19). Indicate your progress to date in meeting those outcomes.

Mark N/A if this is the first time you have applied for CDBG funding.

In 2019 we were awarded funds to rehab a single-family home. The original scope of that project changed as new funding and a shovel-ready lot became available to Couleecap. We worked closely with the City and now, instead of one single family home rehab project, we are constructing a twin home, which is a two-unit property with a shared wall, similar to a duplex. This will increase our outcomes from one home developed to two. The project has started but is not yet complete. We do not anticipate any issues meeting our outcomes in 2020. In 2018 we were awarded funds for a single-family rehab project and we successfully rehabbed and sold one property, successfully meeting that outcome.

NEED

11. Why is there an urgent need for this project in the City of La Crosse?

Please use available data, such as surveys, Census data, or other sources to support this need.

City of La Crosse residents have a need for decent, safe, and affordable housing. According to the US Census 2014-2018 American Community Survey 54% of occupied housing units in the City are renter occupied. 91.8% of occupied units in Washburn, are renter occupied. This project is an opportunity to possibly assist a current renter by helping to purchase a home in their neighborhood. Our program targets first-time homebuyers so many of our buyers are renting. In the same report, over 36% of City residents live in substandard housing, meaning the units/houses have poor living conditions or are unaffordable. Many renters find themselves priced out of the housing market and unable to afford the properties available or the costs to repair them, the housing stock is old and needs repair.

COLLABORATION

12. How will you partner with other organizations on this project?

Include letters of support under documents of this collaboration. Letters should describe role in project.

We will collaborate with other organizations by enhancing the work being completed by others. The La Crosse Promise and La Crosse County provide incentive programs to encourage development of target neighborhoods. The work they do along with our program improves the suite of programs available for buyers looking to purchase a high-quality home in La Crosse. We will partner with the LCHDO advisory board when finalizing construction plans and other areas where guidance can be given. Advisory members will be offered an opportunity to tour the completed property. The Franciscan Sisters of Perpetual Adoration has provided support for our development work for several years. They are highly engaged in the neighborhoods surrounding the St. Rose Convent. Couleecap will partner with the State Department of Administration and the Federal Home Loan Bank of Chicago to provide downpayment assistance to the buyer of the property. These funds will help make the home affordable to the LMI household.

SELF-SUFFICIENCY/POVERTY

13. How does your project lead to greater self-sufficiency for individuals or families? How does it provide a long-term solution to challenges faced by the City?

Write N/A if this does not apply to your project.

Low-to-Moderate Income households deserve safe, decent, and affordable housing for the overall well-being and stability of their family unit. In La Crosse and surrounding areas, housing prices have increased at a much higher rate than the average household income when adjusted for inflation. Because of this, LMI households are limited to substandard housing or rental properties. This situation promotes economic instability and prevents households from building assets and wealth. For many low-income households, a home is the only major asset that allows them to accumulate wealth and therefore, economic stability. In addition to wealth, owning a home also creates additional stability for a household. Homeowners can establish roots in a community, there is less educational volatility for children, and families become in control of their own housing situation instead of moving from rental to rental.

PROJECT DESIGN

14. How does this project contribute to neighborhood revitalization or urban renewal?

We identified a lot in the NRSA, which is a target for redevelopment. This allows us to add to the efforts being undertaken by other organizations and developers in the area. We will build a home on a lot that has been vacant for about 3 years. It has been maintained but it does nothing to add to our housing stock or tax base, which are both needed in La Crosse. The property will be improved, have an increased assessed value and sold to someone as their primary residence. This will help reestablish the feeling of community in the neighborhood by having homeowners who are engaged and invested in the success of the place they call home. Several new residents in this area have become active in neighborhood associations and advocates for their community, a role they didn't previously fill.

15. Architectural design of this project will be important, especially ones that enhance the character of the neighborhoods. What architectural design elements will be included in your project that meet this criteria? Please describe total square footage of this project any square footage of any commercial or non-residential spaces.

Under "Documents" tab, upload pictures or architectural drawings of anticipated design. Write N/A if this does not apply.

This plan will mimic the property we built at 512 Hood Street. It will be 1500 sq ft., 3 bedroom and 1.5 bath with a 1 car attached garage. It will have a large, open front porch to create an inviting space. We will add shakes on the front.

16. Do you own the site where the proposed project will be or do you have it under an offer to purchase?

☐ Yes

☒ No

☐ N/A

17. If project site unknown, describe the criteria for selection of properties to re-develop including property condition, area, location.

Provide addresses if known.

not applicable

18. How does the design of the project contribute to environmental sustainability? What type of energy certifications will it obtain? If applicable, how will your project sustain itself to pay for maintenance and operational costs once completed?

CDBG may not fund any activities for which there are local/state government funds available and there is not a demonstrated increase in need.

The attic will have R-50 and the walls will have R-21 blown cellulose insulation. There will be 2" of foam under the slab, rim and band joists will be sprayed with 2-3" closed cell spray foam. Exterior penetrations will be air sealed. Materials and equipment will be Energy Star rated and as efficient as possible. We will buy Energy Star appliances and LED lightbulbs. After sale the homeowner will maintain the house. We provide information on maintenance and repairs during the homebuyer class.

ORGANIZATIONAL CAPACITY

19. Describe your organizations capacity to successfully manage the project from planning phase to execution. Describe any other experience relevant to this application.

Will also provide additional information on prior experience under "Timeline & Experience" tab.

Ashley Lacenski, the Community Development Director for Couleecap, has been with the agency for over 11 years. During that time, she has managed various affordable housing projects including both rehabilitation of existing properties and new home construction. The La Crosse CHDO has previously completed 11 projects, which Ashley managed or assisted in managing. She also managed 7 affordable housing projects in Monroe County. In addition, she assisted with various aspects of the 22 homes developed as part of the Coulee Community Land Trust. Ashley has a variety of experience in all aspects of a new construction project from purchasing the home, developing the scope of work, budgeting, financing, contracting, managing the construction and draws as well as selling the completed homes.

20. Describe a qualitative outcome or success story as a result of previously completed projects or programs by your organization

Write N/A if this does not apply to your project.

The last property that we developed was sold to a young, single mom of two children who was low-income. She was a first-time homebuyer and a concerned about buying a property that was going to need a lot of maintenance and repairs. She purchased a newly rehabbed property that wouldn't require any major repairs up front, allowing her to focus more on raising and supporting her family rather than fixing her home. Her kids now have a permanent home versus potentially moving from one rental property to another. Her kids can get established at one school and have a home that they can grow up in. This will create a healthier child and more established family unit. The young mom can begin to accumulate wealth and have financial stability via her home to help support her children in the future.

FINANCIAL

21. Please provide an answer below related to past funding.

Numbers only please.

<input type="text" value="26"/>	Number of years your organization has received CDBG funding
<input type="text" value="0"/>	If, applicable provide the number of years this specific project has received CDBG funding
<input type="text" value="156455"/>	Current Balance of Unspent 2019 Funds
<input type="text" value="156,481.00"/>	TOTAL

22. Based on numbers provided in the budget, answer the following:

No symbols please. Total project costs should match your budget. Percentage of CDBG funds as they related to the projects costs, not your organizations entire budget. Please disregard the total that will automatically appear at the bottom.

<input type="text" value="111201"/>	Total CDBG/HOME funds requested
<input type="text" value="268001"/>	Total Development Costs (CDBG/HOME + All Other Sources)
<input type="text" value="41"/>	Percentage of Total Costs Paid for by CDBG/HOME
<input type="text" value="1"/>	Total Beneficiaries
<input type="text" value="111201"/>	Total Cost per Beneficiary/Household Assisted (total cost/ total household assisted)
<input type="text" value="490,445.00"/>	TOTAL

23. How will CDBG/HOME funding help your organization attract or leverage additional financial resources?

CDBG/HOME funds will help our organization secure a construction loan to fund the additional construction costs. The investment from the City's CDBG program allows us to meet the underwriting criteria of the bank for the construction loan. Once the project is complete, we are also able to leverage additional down payment assistance from the State DOA and/or the Federal Home Loan Bank of Chicago (if available). The lot will be donated to Couleecap leveraging additional private investment.

24. Describe your ability to obtain all the necessary financing for project. Indicate dollar amount of financing not yet secured and describe ability to obtain this financing. Indicate by what date all financing will be secured

If funding is not secured by the date indicated here, the City reserves the right to decommit funds to your project.

Couleecap has relationships with several local lenders including Coulee Bank. They have provided construction financing on our last 4 projects. We will apply for financing of approximately \$150,000 to ensure there are enough funds to support the project. Financing will be secured after the property donation is complete. We need a board resolution as well as a final project budget to apply for our loan. We can't put those items together until the property has been donated to us.

25. Provide a narrative explanation of the proposed financial plan (operating expenses pro-forma) for covering operating and maintenance expenses for 10 years. Describe anticipated income received. Describe your property management plan.

For multi-family projects, provide details on operating plan through form. For businesses or non-profits, please upload operating pro-forma. Write N/A if the property will be sold.

N/A

26. If you were only allocated half your requested funds, would you be able to carry out your project? What are the effects to your program/project if funded only half of you request?

If we were only awarded half of our requested funds, we would be unable to complete this project. The current project budget does not have a lot of areas that we can cut. I can't divert any funds from downpayment assistance because the mortgage amount is already on the high end of affordability for our target families.

27. If your project receives a 25% cut in requested amount of grant funds, what would be the effect on your project?

If our project received a 25% cut it is unlikely that we would be unable to complete this project. The current project budget does not have a lot of areas that we can cut. I can't divert any funds from downpayment assistance because the mortgage amount is already on the high end of affordability for our target families. We would likely need final construction bids to determine if we could move forward because the budgeted amount is an estimate at this time.

28. Owner occupied housing must include a second mortgage component with a portion of the funds returned to the City when home is sold. Funding for rental projects or businesses must be in the form of a loan. Describe how you will meet this requirement.

Include the proposed interest rate and payment structure of loan or the anticipated dollar amount of the second mortgage. Include the anticipated sale price of home.

2nd mortgages are provided to ensure the home is affordable and meets the recapture provision of HOME rules. The mortgage is in the City of La Crosse's name and is a 0% deferred loan that is paid back when they sell, move out or refinance. Depending on the final appraised value the sales price will be about \$185,000 with a first mortgage of \$135,000. The HOME mortgage is estimated at \$29,000 and other downpayment of \$21,000 will be provided directly through our downpayment assistance programs.

29. For projects that support salaries OR capital projects > \$5 million, the Committee will consider grant requests for 2 years of funding. Would you like to make a request for 2-years of funding?

-answer not presented because of the answer to #2-

30. Please estimate the starting assessed value (before construction/rehabilitation) and post-project assessed value.

Please write 0s if this project will not be taxable or it does not involve construction/rehabilitation. Write "SAME" if project is 1 unit under "total project" questions. Please disregard the total that will automatically appear at the bottom.

<input type="text" value="11500"/>	Per unit starting assessed value
<input type="text" value="175000"/>	Per unit final assessed value
<input type="text" value="163500"/>	Added value per unit
<input type="text" value="same"/>	Total project starting assessed value
<input type="text" value="same"/>	Total project final assessed value
<input type="text" value="same"/>	Total project added value
<input type="text" value="350,000.00"/>	TOTAL

31. If you would like to offer any further explanation of any of your responses in your application, you may do so here. Please indicate the question # to which you are providing further explanation.

Write N/A if you do not wish to provide additional explanation to any of your responses.

#21 (amount of unspent funds) With 2019 funds we are completing the final property in the 5th and Mississippi development. The LNDC had committed to building the final twin home but due to the cost they were unable to move forward. We wanted the original vision for this project to be realized and we decided to develop the final homes. It took time for a final decision from the LNDC, find additional funds and get the final plans together but we have broken ground and will start making draws.

INSURANCE

32. In the spaces below, provide the expiration date and amount next to each insurance instrument. If government agency, type N/A below.

Note: boxes below are limited to 10 characters. The following date format is required: Month (First three letters). Year (four digits). Example Nov 2014. Please disregard the total that will automatically appear at the bottom.

Jan 2021	General Liability (Date i.e. Oct 2017)
1000000	General Liability (Amount)
Jan 2021	Workman's Compensation (Date)
1000000	Workman's Compensation (Amount)
2,000,000.00	TOTAL

33. Does your Organization have any outstanding legal issues or unresolved audit findings?

If so, please attach a document to this application that explains why and a copy of the audit or legal issues.

- ☐ Yes
☒ No

ACKNOWLEDGEMENT

34. I am authorized to represent my organization. I agree that if the project does not proceed according to the established timeline, the CDBG Committee will rescind the funding. I understand that my project may be subject to Davis-Bacon Wage Requirements. All statements made in the pre-application and application are true.

Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., 24 CFR Part 28, false or fraudulent statements or claims are subject to up to 5 years imprisonment and civil penalties up to \$10,000 plus up to 3 times the amount of damages sustained by the Govnt

- ☒ Yes, I agree to these terms. All statements are true.
☐ No, I do not agree to these terms.

Budget Summary [top](#)

Funding Sources/Revenues	Committed	Non-Committed		
CDBG/HOME Funds		\$ 111,201.00		
Construction Loan		\$ 150,000.00		
HCRI downpayment	\$ 15,000.00			
AHP downpayment	\$ 6,000.00			
La Crosse County Demo Grant		\$ 10,000.00		
Total	\$ 21,000.00	\$ 271,201.00		

Funding Uses/Expenses	HUD (CDBG/HOME)	Other Federal	State/Local	Private Funds
Acquisition			\$ 2,000.00	
Engineering				
Architectural Designs				\$ 1,500.00
Carrying costs				\$ 4,080.00
Construction (New or Rehabilitation)	\$ 111,201.00			\$ 89,799.00
Site work/infrastructure			\$ 8,000.00	\$ 0.00
Landscaping				
Realtor fees				\$ 7,400.00
Staff Overhead/Administration				\$ 13,871.00
Staff Benefits				
Construction loan costs and fees				\$ 5,150.00
Contingency				\$ 10,000.00
Rent, Utilities, Postage				
Legal or Loan Fees				
Developer Fee				\$ 15,000.00
			\$ 0.00	
Total	\$ 111,201.00	\$ 0.00	\$ 10,000.00	\$ 146,800.00

If we are awarded the requested CDBG funds we will work with Coulee Bank or another lender on our construction loan application. We usually apply for a higher construction loan than needed to cover any unforeseen costs or expenses in the project. I will also be applying for a La Crosse County Demolition and Acquisition grant to help cover any closing costs associated with the donation and any utility work that the property may need. Couleecap already has contracts in place for the downpayment assistance through programs that we currently operate. I have already set aside some of those funds in anticipation of a CDBG award.

[illegible]

Personnel Experience

Name	Title	Years of Experience	Phone email	Other Info
Ashley Lacenski	Community Development Dir	9	6,087,825,520 ashley.lacenski@couleecap	licensed WI Real Estate Broker, housing counselor, Manages new construction and housing rehab projects in our housing development program
Sara Berger	Community Development Spe	3	6,087,962,915 sara.berger@couleecap.org	manages single family owner occupied rehab projects for CDBG and HOME Programs. She is familiar with program rules and regulations.
Amy Felber	Chief Financial Officer	12	6,084,242,566 amy.felber@couleecap.org	Certified Public Accountant, she helps develop project budgets and reviews them for accuracy. Maintains all financial and draw records for our projects.

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Evidence of 501c3 Status (If applicable)	✓	501c3m letter
Articles of Incorporation	✓	articles of incorporation
List of Board of Directors or List of Oversight Committee	✓	Board of Directors
IRS 990	✓	2018 990
Pictures of other successful projects your organization has undertaken (optional)		1002 5th Ave street view 1226 Park Kitchen 1226 park Ave 1st Floor Park Ave Bedroom
Letters of support (optional)		FSPA support LCHDO Support Marine CU Foundation support La Crosse Promise support
Architectural Designs or Concepts of your your proposed project.		Preliminary Drawing for Winnebago St Hood Street Plans
Copy of previous year's audit	✓	2018 Audit
Program policies and procedures (this is not your employee policies, it's your program-specific policies). This is applicable only to project requesting funds for a program.		
Budget/Pro-Forma Forms. Required for Multi-Family or Capital Projects (new construction or rehabilitation of \$500,000 or more, includes operating pro-forma. Other projects requiring an operating pro-forma may use this template or their own. download template		
Organization's Procurement Policies. Please include the date adopted by Board of Directors.	✓	Purchasing adopted Oct 2019

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 155622

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