

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

School District of La Crosse HAMILTON

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\$ 200,000.00 Requested

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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.

Annual budget fiscal year is July 1 - June 30th. Annual budget is approved by School Board annually.
The School District of La Crosse uses an accounting system accepted by the US Generally Accepted Accounting Principles (US GAAP).
Cash management, processing payments and drawing of funds goes through an approval process with the final approval by either the Supervisor of Finance or the Exec. Director of Business Services.
The District uses Skyward software for accounting purposes.

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

Segregation of duties and an extensive approval process are the internal controls used to prevent waste, fraud, and abuse of proposed funds.

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 School Board approves and monitors annual budget and expenditures as a fiscal oversight.

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.

N/A

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.

#14 - Hamilton is located within the eligible low-moderate income area census track

Application Questions [top](#)

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?

The project is an expansion of Hamilton Elementary to include the addition of a gymnasium, community center space, remodel of the library, and additional classrooms.

The construction will be completed by contractors TBD with the overall project overseen by the SD of LaCrosse. Day-to-day implementation of the programs and services will be overseen by the Hamilton ES staff.

The project is unique in that it is intended to directly further the efforts of Hamilton's transition to being a full service community school which is defined as a partnership between the school & community resources.

This project will primarily benefit the students, staff, and families at Hamilton ES. The community space will also be open for a variety of services that, in theory, could benefit anyone in the PPH neighborhood, or greater La Crosse community.

This is important because our public schools are supposed to be the hubs and life-centers of our communities. We are preparing the next generation of citizens. Our efforts so far as a community school have strengthened and created many great partnerships to address needs in the community, but we cannot reach our full potential with our current space

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 you 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 create 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.

The targeted service area is the neighborhood and attendance area of Hamilton Elementary, including the Powell-Poage Hamilton Neighborhood. Primary program participants will be the students and families of Hamilton Elementary. Depending on the community services that get established in the community schools space, secondary participants could include anyone from the La Crosse area.

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 "%").

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

7. Number and types of housing units created

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

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 "%".

<input type="text" value="300"/>	Total number of beneficiaries to be served with CDBG/HOME funds
<input type="text" value="240"/>	Of total, number of persons who are Low-Moderate Income
<input type="text" value="175"/>	Of total, number of persons who are racial or ethnic minority
<input type="text" value="0"/>	Of total, number of businesses assisted
<input type="text" value="20"/>	Of total, number of people with a disability
<input type="text" value="735.00"/>	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

The primary outcome measure will simply be the completion of the project. Once the project is completed, we will track the usage of the community schools space, including the number of programs/services and individuals served.

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.

N/A

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.

There is an urgent need for more and better space at Hamilton. Hamilton began as an Early Learning Center and only went through 2nd grade: currently up to 5th grade. Our current gymnasium space is also the cafeteria and auditorium in one. We have 4 classrooms that are in smaller than regulation size rooms; some even without windows.

Additionally, we lack true community school space. In visiting other community schools across Wisconsin and Minnesota, they typically have dedicated spaces for addressing mental and physical health needs, as well as large group gathering spaces for parent/adult education and student enrichment activities.

Focus groups and needs assessments conducted in the community over the past few years highlight these needs as priorities for the community.

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.

The School District of La Crosse has several key partners in place, including the Boys and Girls Club and an anonymous community partner. It is anticipated that many other community partnerships will be formed as this project comes to fruition.

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.

One of the goals of community schools is to address not only the day-to-day needs of students and families (eg. food, clothing, etc), but to also address needs and barriers at a systemic level. We have fantastic medical, dental, higher education, and employment services and opportunities in La Crosse, but we have far too many families not accessing these resources. Part of the strategy of community schools is to identify those barriers and build collaborative partnerships to help bridge individuals and families with the resources that exist. For example, providing dental services at school is not intended to replace going to the dentist, but for some students who haven't been to the dentist in years, being seen a few times at school can help eliminate barriers and then we can get them to access the resource at the regular dentist office. Our focus groups indicate a similar opportunity for parents in our community interested in higher ed who are hesitant to get started on campus.

PROJECT DESIGN

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

As stated in The Powell-Hood-Hamilton/Gundersen Lutheran Medical Center Joint Neighborhood and Campus Plan, Hamilton School is a Critical piece in the revitalization of this neighborhood. The parks and school that give the neighborhood its name are a large part of the community identity. Although it is adjacent to major institutions (Gundersen Lutheran Medical Center, Viterbo University and Mayo Health System), Powell-Hood-Hamilton struggles to maintain its sense of stability and community. The priority task at Powell-Hood-Hamilton is neighborhood stabilization. This project in our community school will create spaces that will provide endless opportunities for students and neighborhood residents. With the addition of new facilities, Hamilton will become the hub for neighborhood activity.

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.

Additions will include a gymnasium, LMC and classrooms, adding 18,700 sq ft to the existing building. Renovations to 10,660 sq ft of the existing building will include the health room, community multipurpose room and new windows.

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

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

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

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

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.

All additions and renovations will include LED lighting and controls as well as energy efficient windows. Energy efficient mechanical systems will improve the indoor air quality of the building. In adding windows, we will be able to take advantage of natural sunlight. Although we are adding a large addition, we expect our energy bills to be similar or lower to what they currently are. Maintenance and operational costs were be maintained through the School District of La Crosse budget.

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.

The School District of La Crosse has a long history of undertaking large projects from conception to completion and everything in between. The latest example of this is the construction of Northside Elementary, built in 2014. All district construction projects are led by the Buildings and Grounds team and this successful project was no exception. This 86,767 sq ft building construction included the latest geothermal technology to heat and cool the building. This 15.7 million dollar project has been an excellent addition to the Northside of La Crosse for not only students but also the community. The joint leadership of the building-based staff, district-level staff, and school board will ensure collaborative oversight and accountability.

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.

Last year we had a family where one parent received a promotion at work. Their income was set to increase by \$600/month, but their food share was immediately cut by \$800/month due to the increased income. While the "system" is clearly set up to (if unintentionally) disincentivize families working towards independence, this family was committed to becoming less dependent on systems. To help the family bridge the gap, we partnered with the local subsidized housing authority. They were able to knock off \$200/month from their rent for a few months. We were able to spread out our family support grant funds so that the family received financial support in a tapered fashion over 4 months to help them adjust to their new monthly income level.

FINANCIAL

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

Numbers only please.

<input type="text" value="0"/>	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="0"/>	Current Balance of Unspent 2019 Funds
<input type="text" value="0.00"/>	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="400000"/>	Total CDBG/HOME funds requested
<input type="text" value="6300000"/>	Total Development Costs (CDBG/HOME + All Other Sources)
<input type="text" value="3"/>	Percentage of Total Costs Paid for by CDBG/HOME
<input type="text" value="3500"/>	Total Beneficiaries
<input type="text" value="114"/>	Total Cost per Beneficiary/Household Assisted (total cost/ total household assisted)
<input type="text" value="6,703,617.00"/>	TOTAL

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

With the help of CDBG funding it is anticipated that we could attract other organizations besides La Crosse Boys and Girls Club and a committed anonymous community partner to contribute towards the project. From community stakeholder meetings held over the last few years, there is a consensus that investments in the school are an important part in changing the narrative and image of the neighborhood. Many of those stakeholders are willing to financially support this endeavor as it starts to materialize.

Upon completion of the project, it is anticipated that more students might be served by the district. Increased enrollment generates more state aid to support education and operations for Hamilton.

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.

Currently, we have verbal commitments from the La Crosse Boys & Girls club in the amount of \$1.2 million and an anonymous community partner of \$1 - \$1.2 million. The School Board would need to commit the remaining project dollars from their fund balance and capital projects funds.

We would like to secure the funds by letters of commitments of exact dollars from donors by Feb. 28, 2020 with a deadline of Oct. 1, 2020 to receive actual funds before the project bids are received in Oct. 2020.

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.

We anticipate that the LED lighting and other energy efficient changes such as new windows will actually lower operation costs for heating and electric. Each year a capital improvement maintenance plan for each building in the district is presented to the board for approval. The operations and maintenance costs for each building are budgeted for the next year based on the actual expenditures of the prior year.

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?

Without the requested funds, the scope of the project would have to be smaller.

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

A 25% cut would be substantial and the project would need to be reconsidered.

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.

N/A

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?

Include only one year of funding in your budget but the Committee will consider a 2-year commitment for your project. Please note: year 2 of funding is subject to Committee approval.

☒ Yes

☐ No

☐ I am not requesting funding for staff salaries or a major capital project

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

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

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.

#11 - Need - Please see the attached Hamilton School Community Conversations summary. Over 64 community stakeholders were engaged in community meetings to discuss the capital needs of Hamilton School and the socioeconomic needs of the neighborhood. These stakeholders ranged from parents, to neighbors, the BGC, social workers, district representatives, teachers and Mayo and Gundersen representatives. Priorities included gym and classroom space, multi-media & AV equip included in Community space

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.

General Liability (Date i.e. Oct 2017)

General Liability (Amount)

Workman's Compensation (Date)

Workman's Compensation (Amount)

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 Grant		\$ 400,000.00		
Anonymous Community Partner		\$ 1,200,000.00		
Boys and Girls Club		\$ 1,200,000.00		
School District of La Crosse	\$ 0.00	\$ 3,500,000.00		
Total	\$ 0.00	\$ 6,300,000.00		

Funding Uses/Expenses	HUD (CDBG/HOME)	Other Federal	State/Local	Private Funds
Acquisition				
Engineering			\$ 88,000.00	
Architectural Designs			\$ 312,000.00	\$ 0.00
Demolition / Excavation			\$ 20,000.00	\$ 0.00
Construction (New or Rehabilitation)	\$ 400,000.00		\$ 2,800,000.00	\$ 2,400,000.00
Site work/infrastructure			\$ 280,000.00	\$ 0.00
Landscaping				
Realtor fees				
Staff Salaries				
Staff Benefits				
Communication				
Trainings				
Rent, Utilities, Postage				
Legal or Loan Fees				
Marketing				
Other Describe: Edit Here				
Other Describe: Edit Here				
Total	\$ 400,000.00	\$ 0.00	\$ 3,500,000.00	\$ 2,400,000.00

Budget Summary Narrative

Since we currently own the building, we will not need to pay acquisition, realtor, rent, utilities, postage or legal fees. After architectural/engineer fees, all funds will go directly towards the addition and renovation of Hamilton Elementary School. Although we have strong verbal commitments from 2 donors and the School District of La Crosse Board of Education, the verbal commitments along with the School Board's commitment, have not gone through the approval process required by each entity. Although we are confident that the promised funding will be formally approved in the next two months, due to the timing of this application deadline, we could not accurately list the funding from local and private sources as committed.

Timeline & Experience [top](#)

Timeline

Month	Activity
February 2020	Secure funding.
March 2020 - August 2020	Design and develop of blueprints. State and local government agency approvals, including street closure.
September 2020	Prepare bid documents.
October 2020	Bid project, bid opening, School Board approves bids. Prepare contracts
November 2020	Begin construction.
August 2021	Anticipated project completion

Experience

Project Title	Number/Description	Location	Total Costs	Sources of Funds	Start Date - End Date	Reference Name	Reference Title	Reference E-Mail	Reference Phone No.
Northside Elementary		La Crosse, Wisconsin	\$15.7 Million	Referendum	09/2013 - 08/2014				
7 Rivers/LDI		La Crosse, Wisconsin	\$2 Million	Fund Balance	9/1/2019 - 4/1/2020				
Safety and Security Upgrades		La Crosse, Wisconsin	\$8 Million	Capital Improvement					
Total									

Personnel Experience

Name	Title	Years of Experience	Phone email	Other Info
Joe Ledvina	Supervisor of B & G	19	6,087,897,627 jledvina@lacrossesd.org	
Mike Freybler	Energy Manager	36	6,087,897,663 mfreyble@lacrossesd.org	
Scott Johnson	B & G Manager	16	6,087,897,636 scjohnso@lacrossesd.org	

Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Evidence of 501c3 Status (If applicable)	✓	Government Entity IRS Letter of Affirmation
Articles of Incorporation	✓	Government Entity Info
List of Board of Directors or List of Oversight Committee	✓	School Board Members La Crosse 2019-20
IRS 990	✓	Government Entity Info
Pictures of other successful projects your organization has undertaken (optional)		Northside Aerial Northside Front Entrance
Letters of support (optional)		LETTER OF SUPPORT LETTER OF SUPPORT Hamilton School Community Conversations LETTER OF SUPPORT LETTER OF SUPPORT
Architectural Designs or Concepts of your your proposed project.		HAMILTON PROPOSED SITE PLAN HAMILTON PROPOSED ADDITION PLAN
Copy of previous year's audit	✓	Annual Financial Report 6-30-19 SD of La Crosse
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](#)

[10 YEAR OPERATING & MAINTENCE PROJECTION HAMILTON](#)

Organization's Procurement Policies. Please include the date adopted by Board of Directors.



[Procurement Policy](#)

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Application ID: 156161

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