

# Program Overview & Eligibility

Completed by kim.cable@couleecap.org on 9/27/2024 10:02 AM

**Case Id:** 31043

**Name:** Couleecap - 2024

**Address:** 201 Melby Street, Westby, WI 54667

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## Program Overview & Eligibility

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Please read the following information.



City of La Crosse  
Specialized Housing  
Program

City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601  
(608) 789-7512

Partners may include public and private non-profit organizations and for-profit organizations. Collaboration between entities is encouraged. ARPA funds must be expended toward a sustainable solution by December 31st, 2026. Key subjects of interest to the Pathways Home team:

- Facility Design & Capacity
- Operational Plan
- Financial Sustainability

The objective of this Request for Proposals (RFP) is for partner(s) to present proposed plans to develop sustainable housing solutions utilizing the American Rescue Plan Act (ARPA) grant funding and leverage other community funding sources to meet the unique needs of homeless individuals and families.

Following the RFP, proposals will be scored by the Pathways Home Action Team and the Economic & Community Development Commission. Final decision on proposal selection will be made by the City of La Crosse Common Council. Please review the [City of La Crosse Terms and Conditions](#) before submitting an application.

# 1. Contact Information

Completed by kim.cable@couleecap.org on 8/29/2024 12:44 PM

**Case Id:** 31043

**Name:** Couleecap - 2024

**Address:** 201 Melby Street, Westby, WI 54667

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## 1. Contact Information

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Please provide the following information.

### ORGANIZATION INFORMATION

**1.1. Official Organization Name**

Couleecap, Inc.

**1.2. Mailing Address**

201 Melby Street Westby, WI 54667

**1.3. [Federal ID Number](#)**

39-1077614

**1.4. Unique Entity Identifier (UEI) Number**

UN21A8KDK5F8

**1.5. Type of Organization (check all that apply):**

- Non- Profit Organization
- For-Profit Organization
- Department of City of La Crosse

### ORGANIZATION POINT OF CONTACT

**1.6. Authorized Contact Person**

Hetti Brown

**1.7. Title**

Executive Director

**1.8. E-Mail**

hetti.brown@couleecap.org

**1.9. Phone Number**

6087824877

**1.10. Secondary Contact Person**

Becky Koske

**1.11. Title**

Housing & Community Services Director

**1.12. Phone Number**

6087962926

**1.13. E-Mail**

becky.koske@couleecap.org

## 2. Organization Qualifications

Completed by kim.cable@couleecap.org on 9/27/2024 10:10 AM

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## 2. Organization Qualifications

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Please provide the following information.

### ORGANIZATION INFORMATION

**2.1. Include the length of time the organization has been in operation, the date of incorporation, the purpose of the organization, and the type of corporation. Describe the type of services provided, the organization's capabilities, the number and characteristics of clients served, and license to operate (if license is necessary).**

Couleecap's mission is to fight poverty and promote self-sufficiency, economic development, and social justice. Couleecap has been the area nonprofit Community Action Agency since the agency's incorporation in August 1966. Couleecap currently operates over 20 programs, employs 60 staff and is governed by a Board of Directors. Since incorporation, Couleecap has implemented over 247 programs to address poverty in the region, serving over one million low-income people. Currently, Couleecap provides a variety of programs and services to meet the needs of our neighbors living with low incomes in Monroe, La Crosse, Vernon, and Crawford counties in the following areas: housing and energy assistance, employment, transportation, wealth-building and financial health, food programs, benefits assistance, and emergency aid. Couleecap has established itself as a housing provider for more than 40 years. Over the decades, agency staff have developed and administered programs to meet community needs, navigated housing emergencies, and launched innovative solutions to serve special populations. The range and breadth of Couleecap's experience makes this agency unique. From housing insecurity and homelessness to first time homebuyers and housing development – Couleecap is a leader in addressing the housing needs of residents in the La Crosse and surrounding areas.

Here is a snapshot of our work over the years:

- Couleecap launched the state's inaugural Housing First program in 2009. Couleecap continues to provide 40 units of permanent supportive housing, utilizing housing first strategies, to city residents who experience very high-barriers and who have been deemed 'chronically homeless' by HUD standards.
- Couleecap, in collaboration with La Crosse County and Catholic Charities, launched the first ever Thriving Families Bridge Housing Program. Today at least seven families, made up of 35 people, who are formerly homeless, are receiving housing and case management supports on their pathway to self-sufficiency. The program continues to grow.
- Couleecap has been an affordable housing development agency since the 1980's. Since that time, Couleecap has built or rehabilitated more than 22 homes in the City of La Crosse.
- Couleecap launched the second Community Land Trust in the State of WI, making newly constructed or rehabilitated homes permanently affordable. Today, 22 homes are in our Land Trust – most of which are located in La Crosse.
- For over 40 years, Couleecap has designed and operated a variety of preventative, temporary, and permanent

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housing programs for people who were unsheltered or at risk of becoming unsheltered. This includes emergency shelter, rental assistance, Rapid Rehousing, Transitional Housing, Tenant Based Rental Assistance, and Permanent Supportive Housing.

- Couleecap opened the Tenant Landlord Resource Center in 2022. Couleecap has employed a Landlord Liaison who worked with over 500 households in 2023 to help them avoid eviction and preserve housing.
- Couleecap operates affordable rental properties, serving 57 low-income families.
- Couleecap is a HUD-certified Housing Counseling agency. Staff provide financial wellness counseling, including helping participants develop a household spending plan. Our Homebuyer Education Program provides free homebuyer readiness courses to the public. Income-eligible participants can access downpayment and closing cost assistance.
- Couleecap operates Home Rehabilitation Assistance programs to help with critical home repairs.

## **2.2. Briefly describe the organization's existing staff positions and qualifications, its capacity to carry out this activity.**

Couleecap currently employs approximately 60 staff who serve in a variety of roles. Couleecap has been providing programs that address the needs of those experiencing homelessness since 1998. The staff who work in these programs are highly trained, skilled and experienced in the delivery of these services. The leadership team consists of:

- Hetti Brown, Couleecap's Executive Director since 2017, is a passionate advocate for creating communities where every person can thrive and succeed. She builds and empowers teams to deliver more than 20 programs and oversees 70 federal, state, and private grants to address the causes and conditions of poverty. Hetti is the chair of the La Crosse Area Family Policy Board and serves on the board of directors for the Wisconsin Community Action Program, Scenic Bluffs Community Health Center, Vernon Economic Development Association, and various other community committees.
- Amy Felber, Couleecap's Chief Financial Officer, has over 15 years of experience in responsible financial management in governmental and nonprofit sectors. Amy leads a team of staff who oversee an agency budget of approximately 12 million dollars, ensuring Couleecap's financial matters are handled in a professional, competent manner. Couleecap is considered a low-risk auditee with a history of clean financial audits and successful program audits.
- Ashley Lacenski is the Community Development Director. Ashley has led this department at Couleecap since 2017 and has been with Couleecap since 2008. Ashley has her broker's license and is responsible for the development and oversight of Couleecap's Thriving Families Program as well as the oversight for multiple rental properties and housing development projects. Ashley has also been responsible for housing acquisitions and development.
- Becky Koske is the Housing and Community Services Director. Becky oversees a team of housing case managers, coordinated entry specialists, the Tenant and Landlord Resource Office, REACH Center, and other programs related to HUD- and state-funded homelessness programs. Becky has worked in this department since 2011 and has served as Department Director since 2023. Becky serves on the Balance of State Continuum of Care coalition, Criminal Justice Management Council, and REACH Leadership Team.

These agency leaders supervise teams of well-qualified and experienced staff. All staff at Couleecap complete a rigorous 12-month orientation period that includes agency information, policies and procedures, program related information, job shadowing and one-to one training on new caseload. Couleecap has also placed an emphasis on providing training on various topics related to diversity, equity, inclusion, accessibility and belonging to all agency staff.

Case managers who work in Couleecap's Homeless Programs have completed trainings in Trauma Informed Care, Cultural Competency, Motivational Interviewing, Mental Health First Aid, and various issues around homelessness (housing first approaches, crisis prevention and intervention, tenant rights and responsibilities, mental health and AODA approaches), safety training, equal rights in housing training, tenant landlord training, budgeting and financial resources training to name a few. Couleecap staff are exceptionally well-equipped to work in homeless programs due to their extensive experience and comprehensive training in addressing the multifaceted needs of individuals facing homelessness. Their deep understanding of local community resources and effective crisis intervention strategies enables them to provide tailored support that addresses both immediate needs and long-term stability. Couleecap's commitment to professional development ensures that staff stay informed about best practices and emerging trends in homelessness prevention and intervention. Additionally, their compassionate approach and strong network of partnerships with other social service agencies enhance their ability to offer holistic and coordinated care, making them highly effective in creating meaningful, sustainable outcomes for those they serve.

Couleecap also has an extensive history of owning operating rental properties and providing property management services. Couleecap currently owns 56 units of rental housing throughout our service area and employ an experienced, full-time property manager. Our property manager handles all tasks including application, leasing, maintenance, lease renewals, unit inspections and tenant concerns or requests.

Couleecap is currently developing an additional 24 units of rental housing in Prairie du Chien and 70 units of rental housing in La Crosse. These developments are mixed income developments that allow for renters in extremely low income brackets all the way up to market rate housing. Couleecap operates Thriving Families, a bridge housing program for families experiencing homelessness, which was developed by Couleecap and is operated in partnership with Catholic Charities and through a grant from La Crosse County. Couleecap purchases and prepares properties, which are offered with zero barriers to families working with the La Crosse Area Family Collaborative.

## **RELEVANT EXPERIENCE**

### **2.3. Organizations shall provide information regarding experience with similar projects specifically related to:**

- A. Emergency Shelter**
- B. Bridge Housing**
- C. Permanent Supportive Housing**
- D. Case Management**
- E. Supportive Services**
- F. Real Estate Development**
- G. Collaboration**

Couleecap has had prior experience in all of the areas noted. We also have experience in managing HUD funded transitional housing programs, which is similar in strategy to Bridge Housing. Couleecap managed HUD funded transitional housing from 1988 to 2019, which offered housing and intensive case management to families and singles who were experiencing homelessness. In 2019, with support from the community and local coalition, Couleecap converted the transitional housing program to permanent housing due to the high numbers of chronically homeless in our community, who needed more support than they would receive in a two-year transitional program. Couleecap has offered Permanent Supportive Housing since 1989, to our four-county service region, with the majority of the units in La Crosse County, where the need has been highest.

Currently, Couleecap operates two HUD funded permanent supported housing programs, offering 40 units of permanent supported housing. All of Couleecap's supportive housing programs have operated using a housing first approach and have provided intensive case management supports along with other supportive services in the

following areas: mental health and health care, legal supports, transportation, groceries and personal necessities, employment and education, and moving supports. Couleecap also provides emergency shelter, rapid rehousing and homeless prevention services in our rural counties. While these programs are short-term in nature, we utilize them to the fullest to house and keep housed people who are seeking assistance. Couleecap has offered these services in the rural counties since 2007.

Couleecap has also offered other programs to meet the needs of those who are experiencing homelessness or at risk of experiencing homelessness. Couleecap has offered the Tenant Based Rental Assistance Program since 2007. This program offers housing vouchers to persons who are referred by partner agencies that have agreed to provide case management support. Couleecap provides housing to 20-30 households annually in the TBRA Program. Similar voucher programs have been developed by Couleecap in partnership with the City of La Crosse during special initiatives to boost placement of people experiencing homelessness. Couleecap collaborates with a variety of social services agencies who provide the case management and Couleecap provides the housing vouchers, housing inspections, negotiations with landlords.

Couleecap is also well known for our First Time Homebuyers Program, our Home Rehab Program and our housing development activities. As a housing developer for more than 30 years, we have developed more than 65 single family homes in our service area as well as apartment buildings, single townhomes, and more. Couleecap also owns and manages 56 units of rental housing, many of which we built or rehabilitated. Couleecap launched the second Community Land Trust in the State of Wisconsin, making newly constructed or rehabilitated homes permanently affordable. Today, 22 homes are in the Land Trust.


Couleecap is currently developing two tax credit-funded housing projects, one in the City of La Crosse that will offer up to 70 units of housing and have mixed income units. Ashley Lacenski, Community Development Director, has a broker's License, so she is able to act as the realtor in projects where we purchase land, housing units or sell properties. Ashley also has been instrumental in developing Couleecap's Thriving Families Bridge Housing Program, where Couleecap has partnered with La Crosse County and Catholic Charities to provide housing for families experiencing homelessness. In this project, Couleecap purchases housing units to provide low-income rentals to homeless families for a period of up to two years and serves as the landlord and property manager. La Crosse County provides case management and supportive services in this model. Both organizations work together closely to ensure the best possible outcomes for tenants to secure housing on their own after two years.

Many of the projects operated by Couleecap serve the needs of households who are experiencing homelessness. Couleecap has successfully partnered with a variety of local agencies (Catholic Charities, ILR, New Horizons, La Crosse County, the Salvation Army, VORP, etc.) to offer our TBRA Program, Thriving Families, and permanent supportive housing programs. You will find letters of support and Memorandum of Understanding (MOU) agreements with our partners for this project. The Franciscan Sisters of Perpetual Adoration (FSPA) has provided a letter of support and a commitment of funding for this project. Additionally, a letter of support from the La Crosse Area Community Foundation (LACF) shows support for this project and a possibility of future funding for additional units. If awarded this grant, Couleecap is committed to continued engagement with LACF in order to further explore funding possibilities. We are also engaged in partnerships when we develop and build housing. Couleecap has a long-standing reputation of partnering in the community to ensure successful projects and programs. In 2023, Couleecap reported 285 community partnerships established or maintained in our work.

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## Documentation

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 **Organization's affirmative action plan from the personnel policy manual and/or nondiscrimination employment/service policy and grievance procedure.**

Couleecap AFFIRMATIVE ACTION PLAN 2023-2025.pdf

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Couleecap Non-Discrimination Policy.pdf  
APM 7.6 Consumer Problem Resolution and Complaint Process.pdf  
APM 7.6\_1 Consumer Complaint Form.pdf

### 3. Scope of Work

**Case Id:** 31043

**Name:** Couleecap - 2024

**Address:** 201 Melby Street, Westby, WI 54667

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### 3. Scope of Work

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Please provide the following information.

#### 3.1. Project Description:

Couleecap is proposing The Pathways Home Bridge Housing Program, which will provide a link between emergency housing situations to permanent housing for people in the City of La Crosse. Bridge housing is an effective tool to move people currently in shelter to housing, freeing up space in shelter to move more people indoors. Bridge housing can also be used to house people who have lower barriers to housing but are 'falling through the cracks' in Coordinated Entry-required grant programs, such as HUD-funded housing programs.

Couleecap proposes to initially serve up to 16 households without children with this project through direct placement, which will allow an additional 16 people without children to enter shelter, creating impact for a total of 32 people. However, since funding will be invested in housing stock, the program will continue to serve new clients as people move to permanent housing. For a one-time investment, the impact will be recurring for years to come. The program will increase emergency shelter capacity and community case management capacity to serve additional households through the state Tenant-Based Rental Assistance Program. Therefore, the program is anticipated to have a trickle-out impact on community homelessness as well. The program Couleecap is recommending is based on the Thriving Families La Crosse County program that Couleecap designed and is administering. While still early, we are seeing exciting results when you provide zero-barrier entry to people who cannot otherwise find housing.

Here's how Thriving Families works: Couleecap purchases properties ideal for the population served by the program. Families are referred to the program by case managers involved with the program. The Couleecap property manager works with the new tenant to establish a positive, trust-based relationship. Families move into the home without an application, credit check, or other barriers. Rent is paid through a voucher program or income. Couleecap manages the property, and the referring case manager (from a partner agency) provides ongoing support to the family as they work on their goals. When the family is ready to move to permanent housing, they do so, with the assistance from their case management team

Currently, according to the Salvation Army of La Crosse, there are approximately 65 people who are receiving emergency shelter at their facility. Of those 65 individuals, close to 30 individuals are considered 'housing ready' but remain in shelter because they cannot locate the housing or find a landlord who is willing to rent to them. Some shelter residents have lived there more than a year, even though an emergency shelter stay should be no longer than 90 days as a best practice. The most common barriers they experience are affordability of units, poor rental history, lack of sufficient income, and criminal background issues. In our proposal, we address this bottleneck by removing these barriers by providing housing with rent prices set no higher than a person's ability to afford the rent and by eliminating typical application processes seen in regular rental markets.

Individuals currently in shelter would be referred to a unit when they are considered 'housing ready', with a voucher to keep the rent affordable, for a period up to two years. In that time, the tenant will have the opportunity to develop skills in the areas of financial management, tenant rights and responsibilities, and household maintenance. The tenant will

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begin to develop a positive rental history and pursue other affordable options while they are enrolled in Pathways Home Bridge Housing. These options provide growth opportunities for tenants that allow for housing stability into the future.

By providing housing to this population, it also creates movement within the shelter system, allowing more individuals who are unsheltered and living in encampments or outdoors to seek shelter. These are the populations emergency shelters are designed to serve.

Couleecap will leverage funding match sources to scale the Pathways Home Bridge Housing Program throughout La Crosse County. Match dollars will be used to acquire properties and house people outside of the City of La Crosse to offer maximum dignity in choice and full realization of the Pathways Home intention of county-wide community engagement.

For the City of La Crosse, Couleecap proposes a plan that incorporates the following components, which will be explained in more detail below:

- Acquisition of properties to be used as bridge housing for people experiencing homelessness;
- Zero barrier housing entry with supportive case management throughout the program;
- City Rental Voucher program;
- Property acquisition dollars and city rental voucher program matched by private and state sources. Match sources will be used to scale the program throughout La Crosse County to ensure maximum feasible consideration of Pathways Home plan.

#### Property Acquisition:

Couleecap will acquire approximately four apartment units within the City of La Crosse utilizing ARPA funding. Couleecap will also leverage \$575,000 in local match funds to acquire up to five apartment units outside of city limits but within La Crosse County and close to amenities. To accomplish this, Couleecap may acquire buildings of different sizes (triplex, four-plex, etc.) but the target price per unit (apartment) will be \$100,000. There will likely be upgrades to some properties upon acquisition, including measures to ensure the safety of individuals or accommodations for people with disabilities. Therefore, the acquisition budget will include additional funds for repairs or updates, as well as funds for inspection, closing costs, and other miscellaneous fees related to property acquisition.

The number of properties able to be purchased through this proposal will depend on the original price per unit and whether repairs need to be completed on the property. Some properties may be acquired for less than the estimated per unit price or may be acquired for below market value through philanthropic efforts. The goal will be to purchase as many properties as possible by the end of the project by leveraging these opportunities. If more units can be purchased, that will be the priority.

By acquiring properties with one-time ARPA funds, the City can ensure the sustainability of the program. Properties will serve City of La Crosse residents for many years to come (contract terms will define compliance period).

#### Operational Plan:

Couleecap will work with the Pathways Home team to identify candidate tenants for the Pathways Home Bridge Housing units as they become available. Once a Pathways Home referral is made, Couleecap's Property Manager will meet with the tenant and case manager to conduct an intake appointment and view the unit. In the Pathways Home Bridge Housing program, the tenant is allowed to live in the unit for up to 24 months with ongoing case management support. However, it is the intention when providing intensive case management, that focus is placed on their housing search, connection with other resources and developing a plan for self-sufficiency.

## Case Management

Case management is crucial to the success of housing participants. Couleecap has established MOUs with case management partners (St. Clare Health Mission). La Crosse County has provided a letter of intended support to provide case management for referrals if the project is funded. These agencies will provide regular contacts with Pathways Home Bridge Housing tenants in their units. The Salvation Army has agreed to serve as the centralized location for intake into the Pathways Home Bridge Housing Program. Again, emphasis of these case management supports will be placed on the areas of housing search, financial stability, connection with other resources in the community and household management. New tenants entering the program must agree to work with a referring agency. This ensures that this project is working with existing resources in the community rather than duplicating services. However, if a tenant is interested in the program, and they have case management with another agency, Couleecap is willing to create additional MOU's with any agency who can agree to the terms. As the program moves through the initial ARPA period, we will build off the initial MOU relationships to create long-term case management agreements. This will ensure all clients coming into the program in future years are supported, even after the original case management budget dollars are expended.

In addition to case management from other agencies, Couleecap has also built in case management into this proposal in the event that someone is referred and doesn't have an existing connection with a case management agency. Couleecap will offer Financial Counseling Services to any tenant who would benefit from this service. Couleecap is a HUD Certified Financial Counseling agency and we work with tenants to create financial spending plans on their paths to permanent housing. Please see the attached client story, "Mike's Story", submitted as an attachment.

## Rent Payments

Couleecap proposes to purchase properties with no mortgage, making them affordable to operate. Still, there are costs associated with property management, including general maintenance, lawn care and snow removal, property taxes, utility bills, etc. Therefore, establishing a source of rental payments for individuals without employment or other sources of income upon entry is critical. For those individuals, obtaining and maintaining a job or securing a source of long-term income will be a goal for focus when the tenant enters the program. Until then, this project will support tenants with rental vouchers for the duration of time they are in the program or until they are able to locate other affordable housing.

Couleecap's Tenant Based Rental Assistance Program, or TBRA, is a program that helps with security deposits and rent payments for those who are experiencing homelessness or who are at risk of homelessness. These program funds can be utilized outside of city limits, to provide support for tenants in units purchased with matching funds from private investors. These TBRA Program funds will pay for rental vouchers and security deposit payment for units located outside of the city limits.

The properties purchased and managed within the City of La Crosse limits do not have access to Couleecap's TBRA Program – state funding prohibits use of these vouchers in city limits. However, in past years, the City of La Crosse has allocated funding to a city housing voucher program. As part of our proposal, we recommend using a portion of the funds be made available for a two-year city TBRA program to support residents living in bridge housing units (up to four units) until they have suitable income. We also propose voucher support in units owned by local landlords (up to five units). Vouchers would pay anything over 30% of a person's income up to fair market rental rate for the City of La Crosse. Rent payment funds captured will be used for general property management and maintenance. When the voucher program has ended, tenants will still be accepted, and rents will be offset by rental income collected on other properties in the Pathways Home program, income, or other programs available at the time.

In summary, the Pathways Home Bridge Housing Program promotes the following outcomes:

- Create movement within the emergency shelter system so that people who are currently living outside can access shelter
- Provide a zero-barrier “bridge” between shelter and permanent housing for people who are currently living in shelter but are housing ready
- Establish connections in the community for tenants to receive support in order to achieve successful housing outcomes
- Develop a new county-wide bridge housing program that alleviates challenges within the City of La Crosse.

### **3.2 Number of additional housing units:**

16

### **3.3. Notes**

Up to nine units will be acquired for the project and the other units will be available for rent to participants in the program. Couleecap proposes to initially directly serve up to 16 households without children in this project. An additional 16 people in community in need of shelter will then have access to shelter space that was previously taken by those individuals. The total direct and indirect impact through 2026 is at least 30 individuals.

Additionally, the program will continue to serve new clients as people move to permanent housing. For every person moving from the seven acquired units to permanent housing, Couleecap will make the unit available to a new candidate. For a one-time investment, the impact will be recurring for years to come.

## 4. Financial

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Name: Couleecap - 2024

Address: 201 Melby Street, Westby, WI 54667

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### 4. Financial

Please provide the following information.

#### 4.1. Total Cost of Project

\$1,575,000.00

#### 4.2. Grant Amount Requested

\$1,000,000.00

#### 4.3. Total Other Funding

\$575,000.00

#### 4.4. Other Agencies Applied to for Funds:

Funding Sources/Revenues	Committed	Non-Committed
Private/Other/Donations	\$575,000.00	\$0.00
	\$575,000.00	\$0.00

#### 4.5. Proposed Budget:

Funding Uses/Expenses	If Other, Enter Funding Use/Expense below	ARPA	Local	State	Federal	Private/Other/Donations
Salaries and Benefits		\$261,655.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$5,394.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$10,934.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$10,354.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$475.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$4,988.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Acquisition		\$465,550.00	\$0.00	\$0.00	\$0.00	\$481,950.00
Property Acquisition		\$14,450.00	\$0.00	\$0.00	\$0.00	\$18,050.00
Property Acquisition		\$60,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00

Rent and Utilities		\$10,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent and Utilities		\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$575,000.00

**4.6. What will the funds be used for?**

Funds acquired from the City of La Crosse will be utilized for housing acquisition, housing rehab and program operations. Funds from private donors will be utilized for housing acquisition and rehab.

Other category includes: audit & HR contracted services (\$5,394); IT for staff and internet in homes (\$10,934); space costs (\$10,354); staff travel (\$2,000); program supplies (\$1,500); Advertising (\$500); Insurance for program and housing (\$1,700); printing & copying (\$475); Phone (\$4,988); Postage (\$100).

Property Acquisition: property acquisition (\$947,500); closing costs (\$32,500); Rehab on purchased units (\$135,000).

Rent and Utilities: Utility payments for tenants (\$10,400); rent vouchers (\$150,000)

**4.7. Optional: Upload a document to reflect the project budget and financial plan**



**Project Budget and Financial Plan**

Couleecap ARPA Budget 25-26.pdf

Couleecap Pathways Home Bridge Housing - Financial Plan.pdf

## 5. Terms & Conditions

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### 5. Terms & Conditions

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Please provide the following information.

The intent behind conflict of interest provisions is to ensure that all funding decisions are made on their own merits. It is a conflict of interest for any employee, agent, consultant, officer, or elected or appointed official to provide inside information or participate in approving a Loan or Grant action when the person has business ties with the applicant or is a member of his/her immediate family. "Immediate family" is generally defined as the employee, spouse and children any marriage of either), parents and siblings, by blood or marriage-mother/father, step mother/father, mother/father-in-law, sister/brother, step sister/brother, sister/brother-in-law.

**5.1. Are any employees, agents, consultants, officers, or elected officials of the organization requesting funds in a position to participate in the decision-making process for approval of this application?**

No

**5.2. Are any employees, agents, consultants, officers, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?**

No

**5.3. Will any employees, agents, consultants, officers, or elected officials of the organization requesting funds obtain a financial interest from this activity?**

No

**5.4. Will any employees, agents, consultants, officers, or elected officials of the organization requesting funds have an interest in any contract, subcontract, or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the applied for program year and one year thereafter.**

No

## 6. Required Documents

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## 6. Required Documents

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Please provide the following information.

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### Documentation

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#### Articles of Incorporation/ By Laws

Couleecap Articles of Incorporation.pdf



#### List of Board Directors or List of Oversight Committee - (for government organization)

Board Affiliations\_August 2024.pdf



#### Organizational Budget

03.1 2024 Couleecap Agency Wide Budget.pdf



#### Most recent audit (Financial Statement if audit is not required)

2023 Couleecap Agency Audit.pdf



#### IRS 990

2022 Couleecap 990.pdf



#### Any Additional Documents

New Horizons Letter of Support.jpg

SCHM Letter of Rec - Couleecap.pdf

St. Clare Health Mission- ARPA MOU 24-26.pdf

La Crosse County Letter of Support.pdf

LACF Letter of Support Couleecap 9.27.24.pdf

FSPA Letter of Commitment - Couleecap ARPA RFP through Pathways Home Plan.pdf





## Submit

Completed by kim.cable@couleecap.org on 9/27/2024 11:00 AM

Case Id: 31043

Name: Couleecap - 2024

Address: 201 Melby Street, Westby, WI 54667

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## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator.

I understand that for each type of activity undertaken, a sub recipient in consultation with the grantee should determine the comparable data that must be maintained in the individual case files and establish a system of ensuring that every file contains the necessary information. Although the list will vary from activity to activity, each project or case file should include documentation of the characteristics and location of beneficiaries, the compliance with special program requirements, the allowable of the costs, and the status of the case/project.

I understand that a Subrecipient must also devote attention to implementing an efficient method for compiling cumulative data on its activities for inclusion in periodic reports required by the grantee. The Subrecipient should develop logs for recording and totaling programmatic data (by type of activity, for units of service, numbers of beneficiaries, etc.) as cases are initiated and as they progress to avoid searching through all of its individual case files to obtain aggregate statistics every time a progress report is due

I understand that records are to be retained for 7 years from the date of submission of the activity closeout, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 7-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 7-year period, whichever is longer.

I understand that submitting a response to this RFP indicates an agreement with the Standard Contract Terms & Conditions for the City of La Crosse.

I certify that no federal-appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any organization, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

Authorized Person Name

Hetti Brown

**Title**

Executive Director

**Signature**

Hetti Brown

*Electronically signed by hetti.brown@couleecap.org on 9/26/2024 1:09 PM*

**Telephone**

(608) 455-0430

## Admin Docs

No data saved

**Case Id:** 31043

**Name:** Couleecap - 2024

**Address:** 201 Melby Street, Westby, WI 54667

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## Admin Docs

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Please provide the following information.

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## Documentation

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### Articles of Incorporation

Couleecap Articles of Incorporation.pdf

## Finance

*No data saved*

**Case Id:** 31043

**Name:** Couleecap - 2024

**Address:** 201 Melby Street, Westby, WI 54667

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## Finance

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Please provide the following information.

**Account Number**

[Munis Account Lookup](#)

**Vendor Number**

**Invoice/Bill Number**