



March 19, 2024

I am writing on behalf of Couleecap, Inc regarding the 2023-2024 Community Development Block Grant (CDBG) contract, originally set to expire on March 31, 2024.

We are formally requesting an extension of the contract period until August 31, 2024. This extension is necessary due to unforeseen circumstances and challenges in spending down the grant funds as initially planned. In light of these circumstances, we also propose amendments to the scope of work outlined in the original contract.

The proposed amendments to the scope of work include removing the rent payment component and expanding the allowable expenses to cover business-related costs such as technology start-up costs, equipment purchases, and rent. By broadening the scope to include these categories, we aim to better serve our community by providing support that directly facilitates entrepreneurship and small business development.

The decision to amend the scope of work comes after careful consideration of the evolving needs of our community and the challenges faced in effectively utilizing the grant funds within the original parameters. We believe that this adjustment will enable us to maximize the impact of the grant by supporting a wider range of individuals and businesses in our community.

We kindly request your review and approval of the contract extension and scope amendments at your earliest convenience. Any necessary modifications to the original contract will be promptly provided upon your confirmation.

Thank you for your understanding and cooperation in this matter. We look forward to continuing our partnership with The City of La Crosse in our shared mission to promote community development and economic empowerment.

Sincerely,

Alex Rodriguez
Business and Income Manager
Couleecap, Inc.
alex.rodriquez@couleecap.org