

City of La Crosse

Planning and Development

CDBG Cares Grants (Homelessness or Child Care)

Deadline: 7/7/2020

La Crosse Area Family YMCA YMCA School Age Programs

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\$ 15,000.00 Requested

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DUNS

SAM Expires

Pre-Application [top](#)

1. Please select your eligibility as an applicant

You are not a qualified applicant if your organization does not meet one of these descriptions. "Licensed" means certified by a third-party agency, like the Department of Children and Families or by the Institute for Community Alliances.

- ☐ Homelessness Agency who is an HMIS Licensed User AND previous CDBG recipient
- ☐ Homeless agency, willing to obtain an HMIS License, and previous CDBG recipient
- ☐ For-Profit Licensed Child Care Center
- ☐ Non-profit organization, providing licensed child care services
- ☒ Non-profit organization, providing licensed school age care
- ☐ Certified family child care provider
- ☐ Licensed family care provider

2. If you are a non-profit, does your organization receive an independent audit every year or independent financial review?

- ☒ We are independently audited
- ☐ We are not independently audited but have another type of independent financial review, explain more in #10
- ☐ No, we are a for-profit business that provides licensed child care
- ☐ No, please explain in #10

3. Describe your organization's accounting procedures (budgeting, cash management, processing payments) and software or systems used for accounting.

Write N/A if you are a privately owned child care business with a capacity of 35 or less students.

The YMCA utilizes Financial Edge for accounting purposes. Reclique CORE is used for membership, programs, and fund development. Kronos is used for payroll processing. Reclique CORE utilizes Heartland Payment Systems as its payment processor for credit/debit cards and bank drafts. An annual budget is completed and approved by the Board of Directors. Monthly financial statements are prepared which show a comparison of actual versus budgeted amounts.

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

Write N/A if you are a privately owned child care business with a capacity of 35 or less students

We use segregation of duties and required approvals. The Business Office team consists of the COO, Business Services Manager, Payroll Specialist, Financial Support Specialist and the Childcare Billing Specialist. Duties are segregated in order to prevent one individual having the ability to enter, process and approve transactions. For accounts payable, all purchase requests must be approved by the authorized supervisor prior to payment. The board reviews the monthly financial reports.

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

These grant funds must be tracked separately from other accounts for purposes of tracking the grant funds.

- ☒ Yes, we are familiar with managing grant funds in a separate account
- ☐ No, we are a private organization
- ☐ Unsure, we have never managed grant funds in a segregated account before.

6. Do you have a drug-free workplace policy?

- ☒ Yes
- ☐ No
- ☐ No, but willing to put in place a policy.

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

- ☒ Yes
- ☐ No
- ☐ No, but willing to put in place a policy.

8. Does your agency have written policies and procedures for the homeless program, child care, or after school care 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, please explain in Question # 10.

9. Do you track household income of people enrolled in your services? If yes, please explain how.

We track household income for participants who apply for the YMCA's financial assistance program. Applicants submit an application along with their 1040 Tax Return. We do not track beyond this process.

10. If you wish to explain any responses, you may also do so here.

You must answer this question in order to successfully submit.

-no answer-

11. Are your services located in the City of La Crosse?

Please note that the Town of Shelby or the Town of Campbell have city of La Crosse addresses but are not in the City of La Crosse. You are not eligible to apply if you cannot answer yes to this question.

- ☒ Yes
- ☐ No

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 YOUR REQUEST FOR GRANT FUNDS

1) What will you use this grant for? 2) Where are the services located? 3) Who will benefit and how? 4) Why are these funds important for your organization/business to receive? 5) How will the funds help you respond to or prepare for Covid-19?

This grant will specifically support two of our highest need childcare centers located at Spence and Hintgen Elementary schools. Families with school-age children ages 5-12 years will benefit as parents can work because their children have a place to go for childcare. Our school-age programs shut down in March and reopened this summer with much lower enrollment and we are hoping to continue to operate into the fall for before and after school programming. These funds are important for us so that we can support a workforce to keep these childcare centers open. With the loss of budgeted revenue, we need funds to cover our ongoing costs of operations of a state-licensed regulated program. With increased safety protocols

around smaller group sizes and additional screening of participants and cleaning there are added costs of staff time to ensure a safe place for as many kids as we can serve. We plan to use funds to support our summer program that will in turn support the school year.

2. What type of project are you applying for?

If your project meets more than one priority, select the best fit.

- ☐ Housing homeless households and proving case management
- ☐ Conducting street outreach to homeless individuals
- ☐ Providing child care services for children younger than 5
- ☒ Providing school age care services (summer or after school)

NATIONAL OBJECTIVE

3. Please select which option describes how your project meets a Community Development Block Grant (CDBG) National Objective.

80% County Median Income, Household Size \$49,200 (family of 2); \$55,350 (family of 3); \$61,450 (family of 4); \$66,400 (family of 5); \$71,300 (family of 6)

- ☐ Limited Clientele: Activities will ONLY benefit homeless persons (HUD definition)
- ☐ 51% or more of enrolled children come from households that make less than the household income levels described above
- ☒ The nature of the child care services and location (low-income neighborhood) mean that 51% of the households served can be assumed to be low-income
- ☐ Children served are not low-income but this grant will help meet an Urgent Community Need
- ☐ Unsure, please explain in question #24

ORGANIZATIONAL CAPACITY

4. Please describe your organization or business and the services that you provide. How long have you been in business and how many people do you serve? What types of programs or services does your organization? What are unique aspects of your services? Describe the experience, qualifications, and background of your organization's staff and leadership.

Our organization has been in the La Crosse Community for over 125 years, but specifically, our school-age childcare programs have been serving the city of La Crosse schools for over 30 years. Our programs provide state-licensed group childcare programs for youth 5-12 years 12 months of the year. We provide before and after school care during the school year and full-day summer programming. We participate in food programs through the state and partner in the summer with the school district to ensure meals are being served free to all children. During the school year, we serve a supper meal instead of a smaller 2 component snack at these higher need locations. All our staff needs to meet state licensing rules to be qualified to work with youth. All staff has the experience and course work or degrees in the youth development field. These two programs serve about 200 youth annually.

NEED AND COVID-19 RESPONSE

5. Please describe how this grant will help your child care business prepare for or respond to Covid-19?

Not applicable to homeless agency applicants

This grant specifically will support the added costs with staffing during COVID 19. Due to our county being in a severe risk category we have had to break down our groups sizes to 15 where we are usually at 25. This has added extra staff needs throughout the day to spread kids out in the buildings and to meet a safe staff to child ration. We also need extra staff to screen kids and staff into the program at the start and end of the day due to us limiting access into the programs by parents.

6. How has Covid-19 had a negative impact on your child care business? What has been the decline in revenues (be specific)? How does supporting your child care business help the entire La Crosse community better respond to Covid-19? How does helping your business improve the health and welfare of the community?

Not applicable to homeless agency applicants.

Our programs took a significant financial hit when schools closed down. We were forced to lay off most of our staff for a time period putting us behind on setting up and reopening our childcare operations for the summer. With a decrease in our summer enrollment due to safety concerns and family's unemployment, we are going to again have a loss in revenue. We are projecting to lose \$45,505 from our budgeted revenue for the two childcare locations. Supporting our childcare operation will allow us to keep open our doors and continue to grow capacity for when families go back to work and school is back in session. With canceled summer school we have seen a growing need for children to receive care and quality learning experience so parents can work and support the community businesses.

7. How will the homeless services that you provide help the La Crosse community respond to Covid-19? Why is there an urgent need for this project, in light of the Covid-19 pandemic?

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

PERFORMANCE METRICS

8. Please enter your expected performance numbers below.

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

9. Please enter numbers for each category below.

Not applicable to homeless agency applicants. NO symbols please i.e. "#" or "%".

<input type="text" value="65"/>	Number of children currently enrolled in your child care or after school services
<input type="text" value="120"/>	Number of children you can potentially serve with your licensed capacity
<input type="text" value="10"/>	Number of staff members currently on your payroll
<input type="text" value="5-10"/>	Number of additional hires you would make if you receive the grant (mark 0 or N/A if you don't have plans to hire more staff)
<input type="text" value="195.00"/>	TOTAL

STAFFING

10. Please answer the following questions related to staff that will be paid as a result of this grant.

LMI Income Definition (Annual Income and Household Size) \$43,050 (household (HH) of 1) \$49,200 (HH of 2); \$55,350 (HH of 3); \$61,450 (HH of 4); \$66,400 (HH of 5); \$71,300 (HH of 6)

<input type="text" value="10"/>	Number of people that will be employed and directly providing services as a result of this grant
<input type="text" value="10"/>	Of total, number of employees that are from a Low-Moderate Income Households (see above)
<input data-bbox="162 1014 375 1045" type="text" value="?"/>	Of total, number of employees that are a Racial or Ethnic Minority
<input type="text" value="N/A"/>	N/A
<input type="text" value="20.00"/>	TOTAL

11. Please describe the qualifications and resume of the case manager that will be hired as a result of this grant. Has this person already been hired? If yes, what is their background and experience, salary? If not, what will be the minimum qualifications and the salary? How many hours will they dedicate to this position and what will their caseload be?

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

12. How will data on performance be collected and tracked in the Homeless Information Services System (HMIS)? Describe how staff will be trained to use the HMIS system. Describe how individuals will be selected and prioritized to received case management and rental assistance as a result of this program.

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

13. What other sources of funding does your organization have available to support rental assistance for people served by this project? For what length of time? After the rental assistance "runs out", how will the individual continue to remain sustainably housed? How will you collaborate with other organizations on this project, be specific.

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

14. The target population that this project will serve, is likely to have many barriers to housing. This might include criminal background, drug/alcohol addiction, mental health etc. What is your organization's success with helping people overcome these barriers? What steps will you take to ensure individuals funded through this program will be successful in their housing? How will you work with the landlord and tenant to resolve any issues?

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

15. There is a low supply of quality and affordable rental housing in La Crosse. What steps will your project take to overcome these barriers?

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

16. Answer the following related to the cost per household served

No symbols please. Total costs should match your budget. Please disregard the total that will automatically appear at the bottom.

15000	Total grant funds requested from City of La Crosse
75	Total Number of People Served (Children + Staff OR homeless households)
	Cost per Beneficiary/Household Assisted (City funds/ total household assisted)
15,075.00	TOTAL

17. Are you receiving or do you plan to apply for any other types of funding to support this homeless program or your child care center or after-school program? What is the total dollar amount and what will you use the funds for? How will you avoid duplication of benefits for the City funds and other funds that you receive?

You will also be asked to provide this information under the Budget Tab. The Budget tab is required for organizations requesting more than \$5000. Examples of other sources of funds are: HUD ESG, Paycheck Protection Program, DCF/Wisconsin grants, LCF)

We have applied for DCF/Wisconsin grants and estimate we will receive a total of \$24,021 for these two school locations. This leaves us with still a deficit of \$21,484 in revenue that we budgeted to take in for the summer of 2020. Our plan would be to use the city funds to support the \$21,484 loss in revenue. These funds will support our summer staff wages and programming. Wages are about \$53,000 of our expenses for the summer.

18. What is the total dollar amount that you are requesting? What will you use grant funds for from the City of La Crosse? What will you use other funds from state/local/federal funding to pay for?

Please note: If you are requesting more than \$5000 in funding, you are required to complete a budget summary tab on this application. If you are requesting less than \$5000, you are not required to complete the budget summary tab.

We are requesting \$15,000 due to our licensing capacities at these two locations being above 50. We plan to use the city funds to pay for the majority of staff wages. Program frontline childcare staff wages just for the summer months are projected to be close to \$53,000. We will use the DCF grant funds to support other administrative staff positions like Human Resources, Accounts Specialist, and Childcare Center Director Management.

INSURANCE

19. 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.

July 2021	General Liability (Date i.e. Oct 2017)
3,000,000	General Liability (Amount)
3,000,000.00	TOTAL

20. Does your Organization have any outstanding legal issues, does it have any unpaid taxes or owed debts to the City (such as water bills or property taxes) or unresolved audit findings? Has your business ever had a license revoked?

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

- ☐ Yes
☒ No

ACKNOWLEDGEMENT

21. 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. 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.

22. I understand that as part of this grant, my Agency will allow City staff to accompany an HQS inspection or have City staff perform rental unit inspection to ensure it meets City of La Crosse minimum standards for being suitable environment for safe and healthy living. Landlord name/ property address shall also be released to City to ensure property is not on a chronic nuisance list or has outstanding orders to correct. This is for any beneficiary that

receives rental assistance from agency, as part of this program.

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

23. Is there any other explanation you will like to add to any of the questions above? Is there anything else you will like to share with the Staff about the importance of these grant funds for your business or organization?

Childcare is an essential service to this community and our organization specializes in school-age care. We also do not turn people away for financial reasons. We offer financial assistance to all who need which is especially important in these times of job loss or decrease in family financial situations. These funds can support these efforts.

Budget Summary [top](#)

Covid-19 Relief Grant Funds	Committed	Non-Committed
Staff Wages and Benefits	\$ 24,021.00	\$ 28,979.00
Administrative Costs (Administrative Staff/Overhead)		
Rent and Utilities		
Personal Protective Equipment / Covid-19 related expenses		
Classroom Supplies		
Motel Vouchers		
3-months of rental assistance		
Other Describe: Edit Here		
Other Describe: Edit Here		
Total	\$ 24,021.00	\$ 28,979.00

Budget Summary Narrative

Our total program staff wages for the 11 weeks of summer programming at Spence and Hintgen is projected to be \$53,000. \$24,021 is estimated to come from the DCF/state payment programs. Because our loss in revenue from payments is estimated to be \$21,484 we will need funds to make up to pay our staff costs. Overall, we will use funds just to support staff wages. We have additional costs we will incur due to building use and supplies but will allocate city funds to cover staff costs.

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Copy of IRS 990 or Federal Tax Schedule C Form or personal tax return (if in-home child care business)



[Copy of IRS 990](#)

Articles of Incorporation or Business Operating Agreement (not applicable to in-home child care but required form for all other applicants. In-home child care applicants should upload a document that states Not Applicable)



[Articles of Incorporation](#)

List of Board of Directors (Required document for non-profit applicants. For private child care, need to upload a document that says not applicable.)

[Board](#)

Completed and Signed W-9 Form
[download template](#)



[w 9](#)

Letters of support (optional)

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

Application ID: 216995