

City of La Crosse

Planning and Development

CDBG Cares Grants (Homelessness or Child Care)

Deadline: 7/7/2020

The Salvation Army of La Crosse County
The Salvation Army of La Crosse County

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\$ 80,000.00 Requested

Submitted: 7/2/2020 5:47:25 AM (Pacific)

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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 Salvation Army utilizes Shelby Accounting Software and Paychex Software for payroll. The Salvation Army has a Divisional Accounting Policy and Procedures Manual and a Fiscal Policies and Practices document that can be submitted for further review.

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

In accordance with The Salvation Army's "Delegation of Authority" and "Conflict of Interest" policy. These policies can be

submitted for further review. The Salvation Army has an advisory board that consists of up to 24 members. The advisory board's meets bi-monthly to oversee operations and consults on policies and procedures of the organization.

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.

All case information, including income, is entered into an electronic homeless information management system (ServicePoint). All information is entered during 'realtime' by Social Services staff on a daily basis.

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?

The Salvation Army of La Crosse County (TSA) operates a 62-bed emergency shelter located at 223 North 8th Street in downtown La Crosse. The shelter welcomes without judgement or constraints and is the only homeless shelter able to serve men, women, and children in an eight-county area. Along with a place to stay and meals, TSA offers individualized holistic case management programs to all residents as well as services to homeless individuals. CDBG grant funds would be used for the rapid rehousing Salvation Army program. Rapid re-housing is comprised of personalized case management services to focus on individuals and families to quickly exit homelessness and return to permanent housing. Covid-19 has increased the vulnerability of individuals to find employment, obtain housing, or afford rent payments. CDBG funds are critical to serve the increased numbers of individuals needing shelter, food, and basic services due to loss of income or not being able to afford

rent payments.

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 providing 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.

TSA is an international organization with roots going back to 1865. Each client/family that comes to TSA is provided with an individualized plan by working with a case manager. Case managers serve as advocates and support in several areas of needs based on the individual or family. There are three core programs identified at The Salvation Army to help decrease the numbers of households in financial crisis: employment, housing, and family programs. Each program offered consists of basic expectations including attending and cooperating in all case management meetings, saving 80% of all income, and budgeting. Other people may visit TSA for assistance with their heating bill, to avoid being evicted from their residence, or financial planning lessons. In 2019, The Salvation Army provided over 18,085 emergency shelter bed nights to men, women, and children as well as 81 households with rent assistance. Case managers hold a Bachelors Degree & the Director of Social Services holds a Masters.

NEED AND COVID-19 RESPONSE

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

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

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?

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

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?

Not applicable to child care applicants

Covid-19 has brought on unprecedented circumstances not only to the homeless population, but also to the community we serve. The numbers of individuals losing their jobs, families not able to afford rent, and need for meals for the entire family is escalating. Thus leaving higher than expected individuals/families in need of basic services. TSA is working diligently to help homeless individuals/families become successful through rapid rehousing. The National Alliance to End Homelessness in 2018 reported a lack of affordable housing and the limited scale of housing assistance programs which contribute to homelessness. Individuals are challenged with saving up enough money for both a first month's rent & security deposit. TSA programs work to remove barriers to secure permanent housing.

PERFORMANCE METRICS

8. Please enter your expected performance numbers below.

Please mark "0" or "N/A" if this does not apply. Please note, only enter in numbers that you can reasonably expect to complete as these will be part of your performance objectives in your contract with the City. Not applicable to child care.

<input type="text" value="100%"/>	Number of people living in shelter that will receive case management services
<input type="text" value="100%"/>	Number of people living on the street that will receive case management services
<input type="text" value="100%"/>	Of total number served, number of people that will successfully be housed
<input type="text" value="100%"/>	Of total number served, number of people that will successfully be enrolled in Social Security Benefits, County Services, etc.
<input type="text" value="200"/>	Of total number served, estimated number of single, chronically homeless households served
<input type="text" value="50"/>	Of total number served, estimated number of households, with children served
<input type="text" value="250.00"/>	TOTAL

9. Please enter numbers for each category below.

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

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="4"/>	Number of people that will be employed and directly providing services as a result of this grant
<input type="text"/>	Of total, number of employees that are from a Low-Moderate Income Households (see above)
<input type="text"/>	Of total, number of employees that are a Racial or Ethnic Minority
<input type="text"/>	N/A
<input type="text" value="4.00"/>	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?

Not applicable to child care grant applications

Case managers hold a Bachelors Degree in Social Work or other Human Services field & must have 2-3 years casework experience. They must be knowledgeable with the holistic care approach of mental, physical, and spiritual well being. Experienced in trauma informed care. Compassionate and team player. Past experience working with the homeless or low-income populations. Salary is based on experience but ranges from \$35k-\$45k. Case managers dedicate 20-40% of their time working on rapid rehousing.

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.

If not currently users of HMIS, please describe steps to license. This question is not applicable to child care grant applicants.

All of the The Salvation Army client data is housed within Service Point, the statewide HMIS database, this includes demographic information and services. Case Managers utilize this program to enter all measurable information on the clients they are serving from the day they start case management. The agency's HMIS Administrator ensures that data is entered accurately and completely. Reports are run monthly by the Social Services Director for reporting to our funding sources & board.

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.

Not applicable to child care service applicants.

The Women's Fund allocated \$10k to provide rent assistance for 17 women & their children to be used by 5/31/2021. In 2019, TSA served over 81 households with rent assistance leaving budgeted costs for 2020-21 to be expected over \$60k. Through

collaboration, TSA refers residents/clients to partners and there is a wait list that various organizations share & works towards fulfilling depending on the severity of needs. Case managers provide a 30-60-90 day progress check to help with sustainability

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?

Be specific and use examples. Not applicable to child care applicants.

Part of initial case management consists of a Change Readiness Assessment, which helps determine the chronicity and medical vulnerability of homeless individuals and clients. Case managers assess each client on their own needs and work to develop a person-centered case plan focusing on self-sufficiency, income stability, mental and physical health care, & the procurement of permanent, stable housing. TSA staff negotiate with landlords & regular contact with the landlord is maintained.

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?

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

To overcome barriers, case managers utilize a variety of community resources focused on permanent housing such as county and city housing programs, Rent Smart, Rural Housing, and Independent Living Resources. TSA has a staff called a Housing Specialist whose primary goal is to develop, build, and grow collaborations between landlords and focus on affordable rental housing for clients. Case managers work with the housing specialist to eliminate the wait lists for clients to obtain housing.

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.

80000	Total grant funds requested from City of La Crosse
	Total Number of People Served (Children + Staff OR homeless households)
750	Cost per Beneficiary/Household Assisted (City funds/ total household assisted)
80,750.00	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)

The current budget for TSA has been compromised by Covid-19. One of the top three funding sources for TSA is income from the Thrift Store. With the State's shut down of businesses, TSA lost about \$112k for the 2 1/2 month shut down, leaving a gap in income. With the current pandemic, we are seeing a greater need than normal to serve our community. With TSA as the only shelter in 8-counties, the cry for help is overwhelming. TSA is struggling to generate lost funds. TSA is requesting \$80k from the CDBG to help pay for case management salaries focusing on rapid rehousing as well as rent assistance for clients. Funds have been depleted & are focused on serving the emergency shelter and rapid rehousing. Efforts have been accelerated looking for funds & TSA plans out grant asks for no duplicate requests. There is no duplication of funding since we are at such a deficit to recover the loss.

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.

The Salvation Army is requesting \$80,000. The requested funds would cover a percentage of 4 case managers salaries according to the percentage of time they work on rapid rehousing for clients. Staff salaries make up \$56,890. The other \$23,110 would be for rent assistance. According to affordable housing rates in La Crosse County the average is \$748/month. To assist with three months of rent at \$748/month, the grant would assist 10.27 families. TSA is continually searching for funding for rent.

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.

Jan 2021	General Liability (Date i.e. Oct 2017)
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500,000 General Liability (Amount)

500,000.00 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.

Not applicable to child care grant applications

☒ Yes, I understand

☐ No, I do not agree to this provision and will provide additional information in the question below

☐ Not Applicable (N/A)

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?

Everyone who comes into shelter receives case management with an end goal of addressing housing and housing stability obstacles and obtaining permanent housing.

Budget Summary [top](#)

Covid-19 Relief Grant Funds	Committed	Non-Committed
Staff Wages and Benefits		\$ 56,890.00
Administrative Costs (Administrative Staff/Overhead)		
Rent and Utilities		\$ 0.00
Personal Protective Equipment / Covid-19 related expenses		
Classroom Supplies		
Motel Vouchers		
3-months of rental assistance		\$ 23,110.00
Other Describe: Edit Here		
Other Describe: Edit Here		
Total	\$ 0.00	\$ 80,000.00

Budget Summary Narrative

Anticipated increase of necessary case management due to COVID related needs as follows:

Barb Almond \$24,431 40%

Carrie Jick \$10,820 20%

Demetrius Banks \$10,820 20%

Bob Matthews \$10,820 20%

TOTAL \$56,890 20%

Anticipated rental assistance amount: \$23,110

Documents [top](#)

Documents Requested *

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



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)



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

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



Letters of support (optional)

Required? Attached Documents *

[IRS 990](#)

[Articles of Incorporation](#)

[Board of Directors](#)

[W-9](#)

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

Application ID: 216185

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