

City of La Crosse

Planning and Development

CDBG Cares Grants (Homelessness or Child Care)

Deadline: 7/7/2020

Word of Life Ministries Inc. aka Children of the Lord Preschool and Daycare Children of the Lord Daycare

Jump to: [Pre-Application](#) [Application Questions](#) [Budget Summary](#) [Documents](#)

\$ 15,000.00 Requested

Submitted: 7/1/2020 10:17:55 AM (Pacific)

Project Contact

Shanna Hunter

cotl@cotldaycare.com

Tel: 608-785-1013

Additional Contacts

none entered

Word of Life Ministries Inc. aka Children of the Lord Preschool and Daycare

2015 Ward Ave.
La Crosse, WI 54601

Licensee

Mark Clements

office@lwccclax.com

Telephone	608-785-1013
Fax	608-785-1028
Web	www.cotldaycare.com
EIN	39-1495650
DUNS	01-5787029
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.

Procure and Quicken

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

The Administrator takes care of tuition, deposits, and payroll. Our corporate bookkeeping department oversees balances, budget and funding.

The board of directors approves/disapproves expenses, budget and all of the financial matters.

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.

No.

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

You must answer this question in order to successfully submit.

An annual in-house review is done by the board of directors. The books are also open for review at anytime to the corporation's oversight and also to Church Shield IIc.

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?

1) This grant will be used exclusively for the hiring and training of new staff to accommodate new expansion. Part of that training includes instruction regarding safety precautions and measures which are required to keep our staff, our children, and their families safe during the COVID-19 pandemic.

2) Our address is: 2015 Ward Ave. La Crosse, WI 54601.

3) The citizens of La Crosse in need of childcare that are essential workers. Also, due to the closing of other daycares in our region, families now in need of daycare will immediately benefit from our expansion.

4) They will assist us to expand as yesterday we were approved to increase from 50 to 121.

5) Without these funds, we will not be able to hire and train new staff and thus not be able to expand our services to help the essential workers and their families in our community. This would be a detriment to the health and welfare of the entire La Crosse community. It will also be used for Personal Protective Equipment (PPE).

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.

We opened on October 16, 2006. Since then, we have served nearly a thousand children in our community. Our program is open Monday through Friday from 6:30am to 6:00pm and serves parents who are essential workers. Even during community shut down, we remained open risking the lives of our management, and employees to keep the community strong during these unpredictable times. All of our staff are Early Childhood certified, CPR trained, and have a love and care for children in general.

These funds will not be used to support religious activities such as worship or religious instruction but rather will be used on the salary of 3 new employees for 12 weeks so we can expand our services which will include training them to effectively and safely function and serve during COVID-19 in our center.

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

It will help us to hire more staff to expand our center (recently approved to increase from 50 to 121) so that we can offer more services to the parents of our community. It will also help us purchase Personal Protective Equipment (PPE).

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.

Firstly, our enrollment declined from 47 to 24 and one particular day we were down to 16. Recently, due to a staff member testing positive, our entire daycare closed for 2 weeks so that everyone could quarantine for 14 days. During that time we had ZERO revenue which was a total of \$16,930. During the "Safer at Home" order we refunded 15% of tuition to the parents who wished to retain their child's spot and keep their children at home. Lost revenue for this totaled \$2,649.75.

Again, expanding our childcare will allow us to provide childcare for more essential workers and their families in our community-at a time when other childcare facilities in La Crosse are closing.

Our desire is to expand, as daycare spots are hard to find, and there are other daycares in our area that are going out of business. If the essential workers in our community can find daycare then it will keep them on the job.

Without this grant we will not have the funds to expand our services (through the hiring and training new employees) and

depending on the COVID-19 situation, it could result in the closure of our daycare as well.

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="45"/>	Number of children currently enrolled in your child care or after school services
<input type="text" value="121"/>	Number of children you can potentially serve with your licensed capacity
<input type="text" value="17"/>	Number of staff members currently on your payroll
<input type="text" value="3"/>	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="186.00"/>	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="3"/>	Number of people that will be employed and directly providing services as a result of this grant
<input type="text" value="pending..."/>	Of total, number of employees that are from a Low-Moderate Income Households (see above)
<input type="text" value="pending..."/>	Of total, number of employees that are a Racial or Ethnic Minority
<input type="text" value="N/A"/>	N/A
<input type="text" value="3.00"/>	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
65	Total Number of People Served (Children + Staff OR homeless households)
231	Cost per Beneficiary/Household Assisted (City funds/ total household assisted)
15,296.00	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 received PPE funds that are depleted. And at this point we have received 2 rounds of the DCF/Wisconsin Grants which have all been used on payroll and supplies. This money will be used specifically to hire new staff and pay for their training and their Personal Protective Equipment(PPE).

All other funding that we have received, including normal tuition, has gone into the current operation of our daycare and without this grant we will not have the funds to expand our services (through the hiring and training new employees) and depending on the COVID-19 situation, it could result in the closure of our daycare as well.

The new staff training will include training on effectively and safely caring for children during Covid-19, including but not limited to: the proper use of gloves, masks, gowns, handwashing, social distancing, sanitizing and disinfecting procedures, etc

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 \$10,000 from the city of the La Crosse.

This money will be used specifically to hire new staff and pay for their training and their Personal Protective Equipment(PPE).

We have received PPE funds that are depleted. And at this point we have received 2 rounds of the DCF/Wisconsin Grants which has all been used on payroll and supplies and hazard pay.

PPP went towards cleaning expenses, Mortgage, Interest, and Utilities.

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.

Aug 2021	General Liability (Date i.e. Oct 2017)
1,000,000	General Liability (Amount)
1,000,000.00	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?

Thank you for your consideration. Again, we received our approval inspection yesterday and are now able to increase the capacity of our daycare from 50 to 121. This inspection was held up by COVID-19 and we are now looking forward to moving ahead and utilizing all of our space.

Budget Summary [top](#)

Covid-19 Relief Grant Funds	Committed	Non-Committed
Staff Wages and Benefits	\$ 17,050.00	
Administrative Costs (Administrative Staff/Overhead)	\$ 0.00	
Rent and Utilities	\$ 0.00	
Personal Protective Equipment / Covid-19 related expenses	\$ 0.00	
Classroom Supplies	\$ 0.00	
Motel Vouchers	\$ 0.00	
3-months of rental assistance	\$ 0.00	
Other Describe: Edit Here	\$ 0.00	
Other Describe: Edit Here		
Total	\$ 17,050.00	\$ 0.00

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)



[990 Not Applicable](#)

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)



[Certificate of 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.)

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



[Corporate W-9](#)

Letters of support (optional)

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

Application ID: 211474

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