

## Before Starting the Project Application

**To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.**

Things to Remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2023 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Competition. For more information see FY 2023 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2023 CoC Program Competition NOFO.
- YHDP projects must state they were awarded under the YHDP program on screen 3A and answer the YHDP specific page that follows.

## 1A. SF-424 Application Type

1. **Type of Submission:** Application  
2. **Type of Application:** YHDP Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

3. **Date Received:** 09/13/2023

4. **Applicant Identifier:**

5a. **Federal Entity Identifier:**

5b. **Federal Award Identifier:** WI0266

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

6. **Date Received by State:**

7. **State Application Identifier:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

- a. Legal Name:** Newcap, Inc.
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 39-1050492
- c. Unique Entity Identifier:** W4FRGRKMJX21

### d. Address

**Street 1:** 1201 Main St  
**Street 2:**  
**City:** Oconto  
**County:** Wisconsin  
**State:** Wisconsin  
**Country:** United States  
**Zip / Postal Code:** 54153

### e. Organizational Unit (optional)

**Department Name:**  
**Division Name:**

### f. Name and contact information of person to be contacted on matters involving this application

**Prefix:** Ms.  
**First Name:** Erin  
**Middle Name:** Louise  
**Last Name:** Evosevich  
**Suffix:**  
**Title:** Executive Vice President of People's Success  
**Organizational Affiliation:** Newcap, Inc.  
**Telephone Number:** (920) 863-9407  
**Extension:**

**Applicant:** NEWCAP, Inc.

136478786

**Project:** Mobile Outreach and Support Team (MOST)

214028

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**Fax Number:** (920) 430-1360

**Email:** [erinevosevich@newcap.org](mailto:erinevosevich@newcap.org)

## 1C. SF-424 Application Details

**9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status

**10. Name of Federal Agency:** Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Title:** CoC Program  
**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6700-N-25  
**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**  
**Title:**

## 1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): Wisconsin  
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Mobile Outreach and Support Team (MOST)

16. Congressional District(s):

16a. Applicant: WI-008

16b. Project: WI-008  
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 10/01/2024

b. End Date: 09/03/2025

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

## 1E. SF-424 Compliance

**19. Is the Application Subject to Review By State Executive Order 12372 Process?** b. Program is subject to E.O. 12372 but has not been selected by the State for review.

**If "YES", enter the date this application was made available to the State for review:**

**20. Is the Applicant delinquent on any Federal debt?** No

**If "YES," provide an explanation:**

## 1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

### 21. Authorized Representative

**Prefix:** Ms.

**First Name:** Cheryl

**Middle Name:**

**Last Name:** Detrick

**Suffix:**

**Title:** President & CEO

**Telephone Number:** (920) 217-0225  
(Format: 123-456-7890)

**Fax Number:** (920) 430-1360  
(Format: 123-456-7890)

**Email:** cheryldetrick@newcap.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023



# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2501-0017 (exp. 1/31/2026)**

## Applicant/Recipient Information

### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** Newcap, Inc.

**Prefix:** Ms.

**First Name:** Cheryl

**Middle Name:**

**Last Name:** Detrick

**Suffix:**

**Title:** President & CEO

**Organizational Affiliation:** Newcap, Inc.

**Telephone Number:** (920) 217-0225

**Extension:**

**Email:** cheryldetrick@newcap.org

**City:** Oconto

**County:** Wisconsin

**State:** Wisconsin

**Country:** United States

**Zip/Postal Code:** 54153

**2. Employer ID Number (EIN):** 39-1050492

**3. HUD Program:** Continuum of Care Program

**4. Amount of HUD Assistance Requested/Received: \$283,000.00**

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, City and State) of the project or activity.**

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

**Part I Threshold Determinations**

1. Are you applying for assistance for a specific project or activity? **Yes**  
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. **Yes**

**Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds**

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Department of Children & Families 201 West Washington Avenue P.O. Box 8916 Madison, WI 53703-8916	Community Services Block Grant	\$10,000.00	cover Central Services not covered by admin portion of the grant & providing Financial Capabilities to participants
NA	NA	\$0.00	NA
NA	NA	\$0.00	NA

**Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.**

**Part III Interested Parties**

**Do you need to disclose interested parties for this grant according to the criteria below?** No

**Certification**

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

**I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate. Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.**

X
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**Name / Title of Authorized Official:** Cheryl Detrick, President & CEO

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Newcap, Inc.  
**Program/Activity Receiving Federal Grant Funding:** CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees — (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted — (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will — (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

## 2. Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application. Refer to addresses entered into the attached project application.

**I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.**

X
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WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

**Authorized Representative**

**Prefix:** Ms.

**First Name:** Cheryl

**Middle Name**

**Last Name:** Detrick

**Suffix:**

**Title:** President & CEO

**Telephone Number:** (920) 217-0225  
**(Format: 123-456-7890)**

**Fax Number:** (920) 430-1360  
**(Format: 123-456-7890)**

**Email:** cheryldetrick@newcap.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, 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 any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

**Applicant's Organization:** Newcap, Inc.

**Name / Title of Authorized Official:** Cheryl Detrick, President & CEO

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023

# 1J. SF-LLL

## DISCLOSURE OF LOBBYING ACTIVITIES Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

**Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?** Yes

- 1. Type of Federal Action: Grant
- 2. Status of Federal Action: Application
- 3. Report Type: Initial Filing
- 4. Name and Address of Reporting Entity: Prime

Refer to project name, addresses and contact information entered into the attached project application on screen 1B.

- Congressional District, if known: WI-008
- 6. Federal Department/Agency: Department of Housing and Urban Development
- 7. Federal Program Name/Description and (CFDA Number): Continuum of Care (CoC) Program (14.267)
- 8. Federal Action Number: FR-6700-N-25
- 9. Award Amount: \$257,420.00

**10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):**

Detrick, Cheryl A  
1881 Short Street  
Suamico, WI 54313



**10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):**

Detrick, Cheryl A  
1881 Short Street  
Suamico, WI 54313

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

I certify that this information is true and complete.

**Authorized Representative**

**Prefix:** Ms.

**First Name:** Cheryl

**Middle Name:**

**Last Name:** Detrick

**Suffix:**

**Title:** President & CEO

**Telephone Number:** (920) 217-0225  
**(Format: 123-456-7890)**

**Fax Number:** (920) 430-1360  
**(Format: 123-456-7890)**

**Email:** cheryldetrick@newcap.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023

# IK. SF-424B

## (SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007  
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |    |   |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.   |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.   |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.  |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.  |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).  |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.  |
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.  |

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327~333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93~205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

As the duly authorized representative of the applicant, I certify:

Authorized Representative for: Newcap, Inc.

Prefix: Ms.

First Name: Cheryl

**Middle Name:**

**Last Name:** Detrick

**Suffix:**

**Title:** President & CEO

**Signature of Authorized Certifying Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/13/2023

## Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) on time? No

1a. If you did not submit your APR on time to the SAGE website, provide an explanation.

The Annual APR is not due in SAGE yet.

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No

3. Do you draw funds quarterly for your current renewal project? Yes

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? No

## YHDP Renewal Grant Consolidation Screen



The FY2023 CoC Competition will continue offering opportunities to consolidate CoC projects.

1. Consolidations will no longer be required to submit a combined version of the application.
  - a. Consolidations will be required to ONLY submit a Survivor grant and a terminating grant. Up to 10 grants may be involved in a consolidation (Survivor + 9 Terminating grants)
2. Since no combined version will be submitted for the Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaining project data at C1.9a (recipient step). HUD HQ will provide a data report with the data all combined. All that will be required for applicants to do is a simple copy and paste.

We hope this process will simplify and reduce any confusion when submitting expansions or consolidations. If you have any questions, please contact the AAQ.

1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2023 CoC Program Competition? No
- "If "No" click on "Next" or "Save & Next" below to move to the next screen."

## 2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

### Total Expected Sub-Awards:

Organization	Type	Type	Sub-Award Amount
This list contains no items			

### 3A. Project Detail

1. Expiring Grant Project Identification Number (PIN): WI0266

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2. CoC Number and Name: WI-500 - Wisconsin Balance of State CoC

3. CoC Collaborative Applicant Name: Wisconsin Balance of State Continuum of Care, Inc.

4. Project Name: Mobile Outreach and Support Team (MOST)

5. Project Status: Standard

6. Component Type: SSO

6a. Please select the type of SSO project: Street Outreach

7. Is your agency or expected subrecipient a victim service provider, as defined in 24 CFR 578.3? No

8. Was this project funded under the Youth Homeless Demonstration Program (YHDP)? Yes



### 3B. Project Description

**1. Provide a description that addresses the entire scope of the proposed project.**

The MOST is a community-based outreach team with the ability to respond to & provide crisis services o youth in the community (e.g., homes, schools, shelters.) The community consists of 9 rural counties covering 1/4 of State of Wisconsin. The MOST offers short term crisis supports & prevention services utilizing strength-based, solution-focused, culturally competent, trauma-informed, & recovery-oriented supports to youth. Having a mobile outreach team & services allows services to be brought to the youth along with a community presents. Youth will be able to seek services through mobile outreach & any of the 5 office locations throughout northeastern Wisconsin. The MOST Team may consist of Homeless Outreach Workers, Community Health Workers, behavioral health professionals, including mental health professionals, certified peer counselors, & chemical dependency professionals collaborating with the individual in crisis & their family members to develop a plan to get through the current crisis, manage future crises, & move towards recovery. MOST supports the needs of those who have mental health or addiction challenges, require housing, or are street-involved. MOST will have flexible hours & will have flexible hours including nights & weekends. MOST outreach team will work to meaningfully engage youth, make connections to activities and resources. The first-year funds will be used to purchase the outreach vehicle and to meeting outcomes. Outcomes will be increasing mainstream benefits, increasing household income, and connection to community resources. Year 2 will be to expand services by hiring additional staff. MOST will leverage existing programs that Newcap offers such as Community Health Workers, mental health professionals, and outreach staff to provide outreach. Mobile outreach and support team will assist with ending youth homeless in our communities with its ability to bring services to the youth where they receive their education, work, live, and congregate. This allows youth to build their support systems where they feel most comfortable. The YHDP Mobile Outreach MOST-NE/NWISH project is going to work with Newcap’s Community Health clinic’s trained CHW’s (community health workers) to provide support services for the first year of this project. This is an integral part of the work to implement the complimentary work of Social Determinants of Health. The second year of the grant the support services funds will be utilized to hire outreach worker for the YHDP Mobile Outreach MOST NE/NWISH Project to provide additional support to the ending youth homeless in Florence, Forest, Oconto, Marinette, Menominee Langlade, Oneida, Vilas, and Shawano Counties.

**1a. Provide a description that addresses how this project will follow Positive Youth Development.**

This project will follow Positive Youth Development by highlighting the youth’s strengths and build upon them while helping them identify their risk behaviors to help them reach their full potential. The MOST will provide an environment that provides a system of support for youth experiencing homelessness and those at-risk of homelessness. The MOST will provide a strength-based approach in which youth develop by identifying skills, competencies, and interests in a way that helps them play an active role in their own development. This project will promote the “5Cs”: competence, confidence, connection, character, and caring of positive youth development.

**1b. Provide a description that addresses how this project will follow Trauma Informed Care.**

The MOST is a community-based outreach team with the ability to respond to and provide crisis services in the community (e.g., homes, schools, shelters). The Team serves individuals and families, 24 years of age and younger, who are experiencing homelessness or at-risk of homelessness and may have a behavioral health (mental health and/or substance use) crisis. The MOST offers short term crisis supports and prevention services utilizing strength-based, solution-focused, culturally competent, trauma-informed, and recovery-oriented supports.

On any given day the Team may consist of Homeless Outreach Workers, Community Health Workers, behavioral health professionals, including mental health professionals, certified peer counselors, and chemical dependency professionals collaborating with the individual in crisis and their family members to develop a plan to get through the current crisis, manage future crises, and move towards recovery.

The MOST supports the needs of those who have mental health or addiction challenges, require housing, or are street-involved. MOST is made up of a driver trained to support those with physical disabilities, a social worker, and an outreach worker. MOST will provide food and personal care items while offering services to anyone that presents. The MOST will have flexible hours and will have flexible hours including nights and weekends.

The services being offered through the MOST will be provided using a trauma-informed focus. Staff will recognize that individuals and families may have had past trauma that may impact the individual’s current status and their response to the current crisis or considered supports. All staff will be trained to provide services using trauma-informed care including an assessment of trauma in the crisis assessment. A collaborative crisis and safety plan will be employed to offer empowerment, voice and choice for the individual being served. Peer support will be developed in each community and these services will be made available as needed.

**1c. How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?**

This project meets the vision by providing individualized wrap-around supports that will provide mental health, reproductive and preventive health care, and addiction services. This project will provide a mentally and physically healthy environment for growing and learning. Newcap's Community Health Clinic will provide both mental and physical health services to program participants. Certified Peer Specialists will also be available to provide supports to program participants. This project will provide stable housing, including a safe and reliable place to call home by providing permanent housing assistance to youth that are the most vulnerable households. This project will use the Housing First approach. Newcap partners with many landlords to help increase the availability of units that can be used for supportive housing. This project will work with the youth and young adults to gain education and employment to assist them with housing stabilization.

**2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)**

N/A - Project Serves All Subpopulations	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

**2a. Please identify the specific populations addressed in this project**

Pregnant/Parenting	<input checked="" type="checkbox"/>
Minors (Include short textbox if "minor" selected)	<input checked="" type="checkbox"/>
Foster care/justice involved youth	<input checked="" type="checkbox"/>
LGBTQ+	<input checked="" type="checkbox"/>
Gender Non-Conforming	<input checked="" type="checkbox"/>
Victims of Sexual Trafficking	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

Abiding by state law in serving Minors: yes

**3. Housing First**

3a. Does the project quickly move participants into permanent housing? Yes

3b. Does the project items enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

**5. Effectively serving youth populations:**

5a. Describe the racial composition of the persons or households who are expected to benefit from your proposed grant activities, including a description of how you analysed the local population to determine this.

Below is the total population of the racial composition by county from the US Census vs. Newcap's Client Database.

County	Newcap Population
Marinette	9.2%4.0%
Shawano	40.9%13.7%
Oconto	9.6%4.5%
Oneida	9.4%4.2%
Vilas	49.6%14.7%
Langlade	16.1%5.2%
Forest	19.0%19.6%
Florence	3.1%2.8%
Menominee	75.4%91.4%

We do not foresee the racial compositions of the person and households served by MOST to be any different than the racial composition that Newcap is currently serving in our other programs

**5b. Identify any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities.**

This project does not identify any barriers to persons or communities of color because MOST will focus on communities that are underserved and have disproportionally been identified as youth experiencing homelessness.

**5c. Detail the steps you will take to prevent, reduce or eliminate these barriers.**

The MOST vehicle will travel to communities to prevent any eliminate any barriers that may arise.

**5d. Describe the measures in place to track progress and evaluate the effectiveness of efforts to advance racial equity through the grant activities.**

We have developed a Diversion, Equity, Inclusion and Belonging Committee. This Committee is comprised of a variety of team members, from all ranks in the organization. Newcap is invested in making these four core values at the forefront of all we do.

By us taking steps to eliminate racial discrimination in the workplace we expect to see a ripple effect in the community. By promoting racial equity in all we do, it will create a more inclusive, welcoming environment that embraces diversity. It can also help keep your employees from different backgrounds so you maintain the rich diversity that makes us a stronger organization.

Racial equity helps us serve our clients better if they are from different backgrounds. Clients respond better if the people that working with them look more like them. We have removed the requirements of education from our job posting, in order to attract more people with lived expertise. We have also funded a Certified Peer Specialist training cohort and are planning another in 2023.

Staff make every effort to ensure that everyone has access to the opportunities necessary to satisfy their essential needs, advance their well-being and achieve their full potential. Success Coaches that are working with the clients are going to be certified to be Community Health Workers so they can also work on the Social Determinants of Health through their coaching tactics.

## Youth Homeless Demonstration Projects

1. Does this project carry out housing problem solving activities to divert or rapidly exit households from homelessness? Yes

**1a. Describe the intervention strategy to engage families and how community partnerships such as child welfare agencies, schools, youth providers, and other community service and homeless providers are incorporated into the intervention strategy?**

Some of the strategies that will be used to engage families are: gain and understand the spectrum of the family dynamics related to why youth are at risk or become homeless in partnership with the young person, address logistical barriers, develop service partnerships that provide support to strengthen families, support young people in exploring the important relationships in their lives, follow the youth’s lead in identifying who “family” is to them, invite those identified to engage, set aside assumptions and judgements about youth’s family and ask the young person what goals they have related to their family. Strategies for strengthening community partner relationships as a support for the youth and young adults are good communication that is regular and responsive, create partnership agreements or MOUs, enhance referral process, collaborate with partners to provide services in settings that are familiar and comfortable for the youth and young adults, and strengthen connections to community resources.

Training and staff strategies that will be used to help make all this happen are belief that every person has potential, unique strengths and capabilities, belief that all individuals have the urge to succeed, create a mutual trust and respect, don’t try to fix but rather support the capacity of change, acknowledge the person’s perspective, value differences.

**1b. What services are provided to engage the family and youth? (You may select more than one)**

Family counseling	<input checked="" type="checkbox"/>
Conflict Resolution	<input checked="" type="checkbox"/>
Parenting Supports	<input type="checkbox"/>
Relative or kinship caregiver resources	<input type="checkbox"/>
Targeted substance abuse and mental health treatment	<input type="checkbox"/>
Housing Search Assistance	<input checked="" type="checkbox"/>
Landlord-Tenant mediation	<input checked="" type="checkbox"/>

Legal Services	<input type="checkbox"/>
Utility or Security Deposits	<input type="checkbox"/>
One time moving assistance	<input type="checkbox"/>
Rental Application fees	<input type="checkbox"/>
Utility or Rental Arrears	<input type="checkbox"/>
Other (if other selected, use textbox to explain the potential service)	<input checked="" type="checkbox"/>

**Other:** Outreach

**2. Is this a Host Homes Project?** No

**3. Does this project plan to use Rental Assistance?** No

**4. How will the community continue to involve the Youth Action Board (YAB) in the development and implementation of YHDP projects?**

The community and the YAB will work together to make an impact on the development and implementation of future youth services YHDP projects. MOST will continue to use the YAB for continuous improvement by providing updates and seeking feedback on services provided through outreach.

**5. Will your project offer any specialized services for youth living with HIV/AIDS?** No

## Special YHDP Activities

**1. Is the YHDP Renewal project applicant requesting a Special YHDP Activity, Exemption or Innovative Activity?** Yes

**2. Check the appropriate box(s) for the Special YHDP Activity the applicant is requesting. (Select all that apply)**

Reminder, certain activities require a Supportive Services budget connection. Review the Detailed Instructions to learn more

III.B.4.b(7)(a)(i) Leases under 12 months (minimum 1 month) - (ELIGIBLE ONLY FOR PH, TH & JOINT)	<input type="checkbox"/>
III.B.4.b(7)(a)(ii) Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing (RRH) - (ELIGIBLE ONLY FOR PH & JOINT)	<input type="checkbox"/>
III.B.4.b(7)(a)(iii) Project admin funds used to employ youth with lived experience for project implementation, execution, and improvement - (ELIGIBLE ONLY FOR PROJECTS WITH AN ADMIN COST BLI)	<input checked="" type="checkbox"/>
III.B.4.b(7)(a)(iv) Project admin funds used to attend non-HUD sponsored or approved conferences (must be relevant to youth homelessness) - (ELIGIBLE ONLY FOR PROJECTS WITH AN ADMIN COST BLI)	<input checked="" type="checkbox"/>
III.B.4.b(7)(a)(v) Employ youth receiving recipient services (document nature of work and no conflicts of interest) - (ELIGIBLE ONLY FOR PH, TH, JOINT & SSO)	<input checked="" type="checkbox"/>
III.B.4.b(7)(a)(vi) Use habitability standards in 24 CFR 576.403© rather than HQS in 24 CFR 578.75 for up to 24 months of housing assistance (document standards applied to units and proof of compliance) - (ELIGIBLE ONLY FOR PH, TH & JOINT)	<input type="checkbox"/>
III.B.4.b(7)(a)(vii) Provide moving expense more than one time to a program participant - (ELIGIBLE ONLY FOR PH, TH, JOINT & SSO)	<input checked="" type="checkbox"/>
III.B.4.b(7)(a)(viii) Provide payments for families that provide housing under host homes and kinship care (up to \$500 per month) - (ELIGIBLE ONLY FOR HOST HOME & KINSHIP CARE)	<input type="checkbox"/>
III.B.4.b(7)(a)(ix) YHDP recipients may continue providing supportive services to program participants for up to 12 months after the program participant exits homelessness, transitional housing or after the end of housing assistance.	<input type="checkbox"/>
No Special YHDP Activities Requested	<input type="checkbox"/>



**3. YHDP grant funds may be used for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly. (Select all that apply) - Eligible only to projects with a Supportive Services BLI**

III.B.4.b(7)(a)(x)(i) Security deposits (not to exceed 2 months of rent)	<input checked="" type="checkbox"/>	III.B.4.b(7)(a)(x)(ii) Pay for damage to units (not to exceed 2 months rent)	<input type="checkbox"/>
III.B.4.b(7)(a)(x)(iii) Costs to provide household cleaning supplies	<input type="checkbox"/>	III.B.4.b(7)(a)(x)(iv) Housing start-up expenses (not to exceed \$300 per participant)	<input type="checkbox"/>
III.B.4.b(7)(a)(x)(v) Purchase cell phone and service (cost must be reasonable and housing related)	<input checked="" type="checkbox"/>	III.B.4.b(7)(a)(x)(vi) Cost of Internet (costs must be reasonable)	<input type="checkbox"/>
III.B.4.b(7)(a)(x)(vii) Payment of rental arrears (up to 6 months)	<input type="checkbox"/>	III.B.4.b(7)(a)(x)(viii) Payment of utility arrears (up to 6 months)	<input type="checkbox"/>
III.B.4.b(7)(a)(x)(ix) Payment of utilities (up to 3 months)	<input type="checkbox"/>	III.B.4.b(7)(a)(x)(x) Pay gas a mileage for participant personal vehicle for trips for eligible services	<input checked="" type="checkbox"/>
III.B.4.b(7)(a)(x)(xi) Payment of Legal fees	<input type="checkbox"/>	III.B.4.b(7)(a)(x)(xii) Payment of insurance, registration and past driving fines	<input checked="" type="checkbox"/>
None	<input type="checkbox"/>		

**4. Check the appropriate box(s) for the Special YHDP Activity - Exemptions the applicant is requesting. (Select all that apply)**

III.B.4.b(7)(b)(i) A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance. - (ELIGIBLE ONLY FOR PH-RRH)	<input type="checkbox"/>
III.B.4.b(7)(b)(ii) YHDP recipients may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)	<input type="checkbox"/>
III.B.4.b(7)(b)(iii) YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)	<input type="checkbox"/>
III.B.3.h Recipients will not be required to meet the 25% match requirement if the applicant is able to show it has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community. - (ELIGIBLE FOR ALL PROJECTS)	<input type="checkbox"/>

III.B.4.b(7)(b)(iv) Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy. - (ELIGIBLE ONLY FOR PROJECTS WITH RENTAL ASSISTANCE, LEASING OR OPERATING BLI)	<input type="checkbox"/>
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III.B.4.b(7)(b)(v) YHDP recipients may provide payments of up to \$1000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program. - (ELIGIBLE ONLY FOR HOST HOMES & KINSHIP CARE)	<input type="checkbox"/>
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III.B.4.b(7)(b)(vi) YHDP recipients may pay for short-term (up to three months) emergency lodging in motels or shelters as the transitional housing component in a Joint transitional housing-rapid rehousing (TH-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services. - (ELIGIBLE ONLY FOR JOINT)	<input type="checkbox"/>
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No Exemptions Requested.	<input checked="" type="checkbox"/>
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**5. Innovative Activities III.B.4.b(7)(c)**

a. Is the applicant requesting an innovative activity? No

6. Are the Special YHDP Activity selections made on this screen different than what this project was awarded in FY2022? If you are unsure what you were awarded, please contact your local CPD Rep. No

## 4A. Supportive Services for Participants

**1. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.  
 Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	As needed
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	As needed
Child Care	Non-Partner	As needed
Education Services	Non-Partner	As needed
Employment Assistance and Job Training	Non-Partner	As needed
Food	Applicant	As needed
Housing Search and Counseling Services	Applicant	As needed
Legal Services	Non-Partner	As needed
Life Skills Training	Non-Partner	As needed
Mental Health Services	Applicant	As needed
Outpatient Health Services	Applicant	As needed
Outreach Services	Applicant	Daily
Substance Abuse Treatment Services	Non-Partner	As needed
Transportation	Applicant	As needed
Utility Deposits	Non-Partner	As needed

**2. How will the project allow youth the ability to choose the providers and interventions that fit their needs?**

During intake, a self-sufficiency matrix is completed that provides an brief assessment of the interventions that youth may need. Once those needs are assessed a list of providers in that provide that service in the community is given the youth to allow them to choose which provider best fits their needs.

**3. How will the project respond to the different needs for service type, intensity, and length of supports for youth?**

A goal plan is developed with each youth that outlines the types of services requested. The length of support is based on the youth's choice. Intensity is based on conversations with the youth to determine how much coaching and support is needed to achieve their goals.

**Identify whether the project includes the following activities:**

**4. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs?** No

**5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?** Yes

**6. Do program participants have access to SSI/SSDI technical assistance provided by this project applicant, a subrecipient, or partner agency?** Yes

**6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?** Yes



## 4A. HMIS Standards

1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? Yes
2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.). Yes
3. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS? Yes
4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? Yes
5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.  
Newcap, Inc. has a staff member that is currently the chair of the HMIS Advisory Committee. Emails are sent out to the local coalition membership to review and provide feedback for any updating of the Governance Charter and Policies and Procedures.
6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?  
The HMIS Vendor is Institute for Community Alliance.
7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis? Yes

**8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?**

Users and Designated Agency HMIS Contacts should report all unlawful access of HMIS and unlawful attempted access of HMIS. This includes theft of usernames and passwords. Security incidents should be reported to the ICA System Administrator. The ICA System Administrator will use the HMIS user audit trail report to determine the extent of the breach of security.

## 4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

Total Units:

Total Beds:

Housing Type	Housing Type (JOINT)	Units	Beds
None	---	--	--

## 4B. Housing Type and Location Detail

1. Housing Type: None



## 5A. Program Participants - Households

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
<b>Total Number of Households</b>	20	35	15	70

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	0	0		0
Persons ages 18-24	20	35		55
Accompanied Children under age 18	20		0	20
Unaccompanied Children under age 18			15	15
<b>Total Persons</b>	40	35	15	90

**Click Save to automatically calculate totals**

## 5B. Program Participants - Subpopulations

### Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24				10		1	15	1		
Children under age 18				1	0	5	15	0	0	
<b>Total Persons</b>	0	0	0	11	0	6	30	1	0	0

Click Save to automatically calculate totals

### Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24				7	0	13	15	0	0	
<b>Total Persons</b>	0	0	0	7	0	13	15	0	0	0

Click Save to automatically calculate totals

### Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18				2	0	4	9			
<b>Total Persons</b>	0			2	0	4	9	0	0	0

Click Save to automatically calculate totals

## 6A. Funding Request

1. Does this project propose to allocate funds according to an indirect cost rate? No

2. Renewal Grant Term: 1 Year  
This field is pre-populated with a one-year grant term and cannot be edited:

3. Select the costs for which funding is requested:

Leased Units	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>
Rental Assistance	<input type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operating	<input type="checkbox"/>
HMIS	<input type="checkbox"/>
VAWA	<input checked="" type="checkbox"/>

The VAWA BLI is permanently checked. This allows any project to shift funds up to a 10% shift from another BLI if VAWA emergency transfer costs are needed.

## 6E. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs	\$500 per move @ 20 moves per year	\$10,000
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services	Security Deposit up to 2 months rent @ approximately \$600 per month @ 11 times	\$13,200
9. Legal Services		
10. Life Skills	Cell Phone/Monthly Services @ 20 phones, Registration/fines for clients \$10000	\$17,500
11. Mental Health Services		
12. Outpatient Health Services	1 FTE Coach/CHW @ \$25 plus 40% fringe, telehealth kiosk \$14200, Office Supplies \$2400, Monthly Cell Phone Bill \$40 per month, advertising \$300 annually, Satellite WiFi \$900 per year, fees \$60 year, travel/training \$5990	\$97,610
13. Outreach Services	1 FTE Coach @ \$23 plus 40% fringe, Office Supplies \$2400, Monthly Cell Phone Bill \$40 per month, advertising \$300 annually, Satellite WiFi \$900 per year, fees \$60 year, travel/training \$5989	\$77,585
14. Substance Abuse Treatment Services		
15. Transportation	MOST Insurance @ \$12,000 per year, Gas/Oil Changes/Registrations for MOST \$19,700 & Gas for participants to get to eligible services 10000 miles @ .655	\$41,525
16. Utility Deposits		
17. Operating Costs		
<b>Total Annual Assistance Requested</b>		<b>\$257,420</b>
<b>Grant Term</b>		<b>1 Year</b>
<b>Total Request for Grant Term</b>		<b>\$257,420</b>

Click the 'Save' button to automatically calculate totals.

# VAWA Budget

## VAWA Budget

New in FY2023, the Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-snaps and eLOCCS. The new BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-snaps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

A. VAWA Emergency Transfer Facilitation. Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor’s emergency transfer(s). Additional details of eligible costs include:

- Moving Costs. Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
- Travel Costs. Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC’s geography.
- Security Deposits. Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
- Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
- Housing Fees. Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
- Case Management. Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
- Housing Navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
- Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.

B. VAWA Confidentiality Requirements. Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:

- Monitoring and evaluating compliance.
- Developing and implementing strategies for corrective actions and remedies to ensure compliance.
- Program evaluation of confidentiality policies, practices, and procedures.
- Training on compliance with VAWA confidentiality requirements.
- Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
- Costs for establishing methodology to protect survivor information.
- Staff time associated with maintaining adherence to VAWA confidentiality requirements.

Enter the estimated amount(s) you are requesting for this project’s Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

Eligible Costs	Annual Assistance Requested
Estimated budget amount for VAWA Emergency Transfer Facilitation:	\$0
Estimated budget amount for VAWA Confidentiality Requirements:	\$0

**Applicant:** NEWCAP, Inc.

136478786



**Project:** Mobile Outreach and Support Team (MOST)

214028

CoC VAWA BLI Total:	\$0
Grant Term	1 Year
Total Request for Grant Term	\$0

**Click the 'Save' button to automatically calculate totals.**

## 6H. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

### Summary for Match

Total Amount of Cash Commitments:	\$10,000
Total Amount of In-Kind Commitments:	\$60,750
Total Amount of All Commitments:	\$70,750

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Type	Source	Contributor	Value of Commitments
Cash	Government	Community Service...	\$10,000
In-Kind	Government	Equitable Recover...	\$40,000
In-Kind	Government	Community Health ...	\$20,000
In-Kind	Private	Newcap Crandon Fo...	\$750

## Sources of Match Detail

- 1. **Type of Match Commitment:** Cash
- 2. **Source:** Government
- 3. **Name of Source:** Community Services Block Grant  
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Amount of Written Commitment:** \$10,000

## Sources of Match Detail

- 1. **Type of Match Commitment:** In-Kind
- 2. **Source:** Government
- 3. **Name of Source:** Equitable Recovery (Mental Health & CHW)  
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Amount of Written Commitment:** \$40,000

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

## Sources of Match Detail

- 1. **Type of Match Commitment:** In-Kind
- 2. **Source:** Government
- 3. **Name of Source:** Community Health Services  
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Amount of Written Commitment:** \$20,000

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.



## Sources of Match Detail

1. Type of Match Commitment: In-Kind

2. Source: Private

3. Name of Source: Newcap Crandon Food Pantry

(Be as specific as possible and include the office or grant program as applicable)

4. Amount of Written Commitment: \$750

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

## 6I. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs (Light gray fields are available for entry of the previous grant agreement, GIW, approved GIW Change Form, or reduced by reallocation)	Applicant CoC Program Costs Requested (1 Year Term)
1a. Leased Units (Screen 6B)	\$0
1b. Leased Structures (Screen 6C)	\$0
2. Rental Assistance (Screen 6D)	\$0
3. Supportive Services (Screen 6E)	\$257,420
4. Operating (Screen 6F)	\$0
5. HMIS (Screen 6G)	\$0
6. VAWA	\$0
7. Sub-total of CoC Program Costs Requested	\$257,420
8. Admin (Up to 10% of Sub-total in #8)	\$25,580
9. HUD funded Sub-total + Admin. Requested	\$283,000
10. Cash Match (From Screen 6H)	\$10,000
11. In-Kind Match (From Screen 6H)	\$60,750
12. Total Match (From Screen 6H)	\$70,750
13. Total Project Budget for this grant, including Match	\$353,750

## 7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No	501 c 3	09/13/2023
2) Other Attachmenbt	No	MOST MATCH LETTER...	09/13/2023
3) Other Attachment	No	YAB LETTER	09/13/2023

## **Attachment Details**

**Document Description:** 501 c 3

## **Attachment Details**

**Document Description:** MOST MATCH LETTER FY 23

## **Attachment Details**

**Document Description:** YAB LETTER

## 7A. In-Kind Match MOU Attachment

Document Type	Required?	Document Description	Date Attached
In-Kind Match MOU	No		

## Attachment Details

### Document Description:

## 7B. Certification

**Applicant and Recipient Assurances and Certifications - form HUD-424B (Title)  
U.S. Department of Housing and Urban Development OMB Approval No.  
2501-0017  
(expires 01/31/2026)**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

**Name of Authorized Certifying Official:** Cheryl Detrick

**Date:** 09/13/2023

**Title:** President & CEO

**Applicant Organization:** Newcap, Inc.

**PHA Number (For PHA Applicants Only):**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties.** (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

X



## 8B Submission Summary

Page	Last Updated
YHDP Renewal Project Application FY2023	Page 57 09/13/2023

1A. SF-424 Application Type	09/12/2023
1B. SF-424 Legal Applicant	09/12/2023
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/13/2023
1E. SF-424 Compliance	09/12/2023
1F. SF-424 Declaration	09/12/2023
1G. HUD 2880	09/12/2023
1H. HUD 50070	09/12/2023
1I. Cert. Lobbying	09/12/2023
1J. SF-LLL	09/13/2023
IK. SF-424B	09/12/2023
Recipient Performance	No Input Required
YHDP Renewal Grant Consolidation	09/12/2023
2A. Subrecipients	No Input Required
3A. Project Detail	09/12/2023
3B. Description	09/13/2023
Youth Homeless Demonstration Projects	09/13/2023
Special YHDP Activities	09/13/2023
4A. Services	09/13/2023
4A. HMIS Standards	No Input Required
4B. Housing Type	09/13/2023
5A. Households	No Input Required
5B. Subpopulations	No Input Required
6A. Funding Request	09/13/2023
6E. Supp Srvcs Budget	09/13/2023
VAWA Budget	No Input Required
6H. Match	09/13/2023
6I. Summary Budget	No Input Required
7A. Attachment(s)	09/13/2023
7A. In-Kind Match MOU Attachment	No Input Required

**7B. Certification**

09/13/2023

JUN 11 1998

INTERNAL REVENUE SERVICE  
District Director

DEPARTMENT OF THE TREASURY  
1100 Commerce St., Dallas, TX 75242

Person to Contact:  
Customer Service Division

Telephone Number:  
1-800-829-1040

NEWCAP, INC  
1201 MAIN  
OCONTO, WI 54153-1541

Refer Reply to:  
Mail Code 4940 DAL

Date:  
May 27, 1998

EIN:  
39-1050492

Dear Sir or Madam:

Our records show that the above named organization is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted August 1966, and remains in full force and effect.

Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code. Your organization is described in section 509(a)(1).

Please let us know about any future changes, in the character, purpose, method of operation or, name or address of your organization. This is a requirement for retaining your exempt status.

This letter may be used to verify your tax exempt status.

If we may be of further assistance, please call the telephone number listed above or write to us as the address in the letterhead, Mail Code 4940 DAL.

Sincerely,



A. Sutherland  
Chief, Quality Review



1201 Main Street, Oconto, WI 54153

920.834.4621

Newcap.org

August 29, 2023

From: Newcap, Inc.  
RE: YHDP MOST (Mobile Outreach Support Team) Northeast/NWISH  
Grant Cycle: 10/1/2024-9/30/2025  
UEI: W4FRGRKMJX21

As the President & CEO of Newcap, I would like to extend commitment from the agency to support the MOST (Mobile Outreach Support Team) Project. Newcap commits to provide the following funds as match to the program.

\$10,000	Community Service Block Grant funding used for the Administrative Allocation for central service functions and rent, supplies, postage, communication, and professional services. - CASH
\$20,000	Newcap, Inc. Mental Health In-Kind
\$20,000	Newcap, Inc. Health Services In-Kind
\$750	Food Boxes provided by Newcap, Inc. Food Pantry In-Kind
\$20,000	Newcap, Inc. Case Management with CHW's (Community Health Worker's) providing outreach, education informal counseling, social support, and advocacy. In-Kind
\$70,750	Total

Newcap is committed to this project which will provide Mobile Outreach to the Youth and Young Adults in Northeast & NWISH Coalition Counties.

Sincerely,

Cheryl Detrick, CCAP  
President/CEO

8/24/2023

Carrie Poser. COC Director  
WI Balance of State Continuum of Care  
PO Box 272  
Eau Claire, WI 54702

RE: Northeast/N\*WISH Renewal of the Mobile Outreach and Support Team (MOST)

As a member of the Northeast/N\*WISH Youth Action Board, I am supporting the renewal of the MOST funding for 2024.

This project is very exciting because it benefits the Youth and Young Adults in Northeast Wisconsin. Since this project was accepted, we have been discussing what the mobile outreach vehicle will look like and what services it should offer. The MOST vehicle is bringing services to us where we need it, where we go to school, work, live or wherever we are in Northeastern Wisconsin. I believe that the MOST will do great work to help end youth homelessness in our area now and in the future.

As a YAB Member for the NE/NWISH Coalitions, I am requesting that the Balance of State please renew the Mobile Outreach and Support Team project. This is a project that has made YAB Members feel that we were heard when discussing the needs of the Youth and Young adults in our areas. These are the type of services we need and it is wonderful that it can come to where youth are.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katelyn Abbott', with a stylized flourish at the end.

Katelyn Abbott  
NE/NWISH YAB Member