

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 Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) 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) 2018 Continuum of Care (CoC) Program Competition. For more information see FY 2018 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA and the FY 2018 General Section NOFA.
- 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 onscreen text and the hide/show instructions found on each individual screen.
- New projects may only be submitted as either Reallocated or Permanent Supportive Housing Bonus Projects. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2018 CoC Program Competition NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: New Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/04/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: West Central Wisconsin Community Action Agency, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 39-1076125

	c. Organizational DUNS:	030016844	PLUS 4:	
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d. Address

Street 1: 525 Second Street

Street 2: PO Box 308

City: Glenwood City

County: St. Croix

State: Wisconsin

Country: United States

Zip / Postal Code: 54013

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: Corin

Middle Name:

Last Name: Tubridy

Suffix:

Title: Program Manager

Organizational Affiliation: West Central Wisconsin Community Action Agency, Inc.

Telephone Number: (715) 235-4511

Extension: 1205

Fax Number: (715) 235-9241

Email: ctubridy@wcap.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-6200-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: West CAP Permanent Supportive Housing II Expansion

16. Congressional District(s):

- a. **Applicant:** WI-007, WI-003
 - b. **Project:** WI-007, WI-003
- (for multiple selections hold CTRL key)

17. Proposed Project

- a. **Start Date:** 09/01/2019
- b. **End Date:** 08/31/2020

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: Mr.

First Name: Peter

Middle Name: H

Last Name: Kilde

Suffix:

Title: Executive Director

Telephone Number: (715) 265-4271
(Format: 123-456-7890)

Fax Number: (715) 265-7031
(Format: 123-456-7890)

Email: pkilde@wcap.org

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

Date Signed: 09/04/2018

1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - Form 2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2510-0011 (exp.11/30/2018)**

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: West Central Wisconsin Community Action Agency, Inc.

Prefix: Mr.

First Name: Peter

Middle Name: H

Last Name: Kilde

Suffix:

Title: Executive Director

Organizational Affiliation: West Central Wisconsin Community Action Agency, Inc.

Telephone Number: (715) 265-4271

Extension: 1328

Email: pkilde@wcap.org

City: Glenwood City

County: St. Croix

State: Wisconsin

Country: United States

Zip/Postal Code: 54013

2. Employer ID Number (EIN): 39-1076125

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$384,205.00

(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
State of WI, Dept. of Administration, Department of Energy, Housing & Community Resources P.O. Box 7970 Madison, WI 53707-7970	Grant	\$170,458.00	RRH Rent Assistance, Case Mgmt, HMIS fees, Admin
State of WI, Dept. of Children & Families	Grant	\$30,000.00	Staff and Admin Costs
WI BOS COC	Grant	\$52,778.00	Supportive Services, Operations, Admin
N/A	N/A		N/A
N/A	N/A		N/A

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

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
N/A	N/A	N/A	\$0.00	0%
N/A	N/A	N/A	\$0.00	0%
N/A	N/A	N/A	\$0.00	0%
N/A	N/A	N/A	\$0.00	0%
N/A	N/A	N/A	\$0.00	0%

Note: If there are no other people included, write NA in the boxes.

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 nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

I AGREE:

Name / Title of Authorized Official: Peter Kilde, Executive Director

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

Date Signed: 08/24/2017

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: West Central Wisconsin Community Action Agency, 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 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)

Authorized Representative

Prefix: Mr.

First Name: Peter

Middle Name: H

Last Name: Kilde

Suffix:

Title: Executive Director

Telephone Number: (715) 265-4271
(Format: 123-456-7890)

Fax Number: (715) 265-7031
(Format: 123-456-7890)

Email: pkilde@wcap.org

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

Date Signed: 09/04/2018

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:

X

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: West Central Wisconsin Community Action Agency, Inc.

Name / Title of Authorized Official: Peter Kilde, Executive Director

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

Date Signed: 09/04/2018

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? No

Legal Name: West Central Wisconsin Community Action Agency, Inc.

Street 1: 525 Second Street

Street 2: PO Box 308

City: Glenwood City

County: St. Croix

State: Wisconsin

Country: United States

Zip / Postal Code: 54013

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

X

complete.

Authorized Representative

Prefix: Mr.

First Name: Peter

Middle Name: H

Last Name: Kilde

Suffix:

Title: Executive Director

Telephone Number: (715) 265-4271
(Format: 123-456-7890)

Fax Number: (715) 265-7031
(Format: 123-456-7890)

Email: pkilde@wcap.org

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

Date Signed: 09/04/2018

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	Sub-Award Amount
This list contains no items		

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

We have helped individuals & families experiencing homelessness for 27 years utilizing federal, state, & private grant funds. Assistance has ranged from eviction prevention to PSH, & people served have ranged in need from minimal financial assistance to intensive case management & housing supports w/full rent subsidy. From its initiation until funding was cut, the McKinney Homeless Block Grant was managed & distributed by West CAP in its communities. In 1991 West CAP initiated the Families in Transition program to provide TH to homeless & at-risk families, using a scattered-site approach. West CAP served as lessee on behalf of participants, to whom residences were subleased. We continue to use this approach in PSH because it promotes community integration & allows participants to choose the housing that meets their needs & wants. In 2014, West CAP was asked to take over the PSH & TH programs that were being run by another provider. This expanded our homeless assistance into seven counties. Since 2014 we have focused our services on assisting households w/significant barriers to maintaining housing stability. We adopted a Housing First approach in all our supportive housing programs (TH, RRH, & PSH) utilizing harm reduction & trauma-informed principles in our supportive services. Our current PSH project provides intensive case management, connection w/community resources, & implements a wrap-around approach for participants ensuring all service needs are met. The project provides transportation as needed to medical, mental health, & AODA services, & employment & education resources. We re-house participants when LL-tenant relationships sour. All CMs are trained in the SOAR model & assist participants that want to apply for SSI/SSDI. For those that choose employment, referrals are made to DVR & Workforce Resource for assistance with employment skills & accommodations. All staff are licensed HMIS users. Six of 10 staff are certified HQS inspectors. We have a demonstrated commitment to following best practices and determining how to provide services that match the needs of people experiencing homelessness, instead of expecting individuals & families to change to fit our services. The Homeless Intervention Programs have policies & procedures that guide program operations: case management, recordkeeping & reporting, determining caseloads, determining FMR & rent reasonableness, HQS, goal planning, provision of supportive services, engaging LLs, calculating rent, & working w/in the accounting policies. The Program Mgr supervises all CMs. The Program Coordinator ensures recordkeeping & reporting requirements are met. The CM team staffs 4 times per month to discuss challenges & problem-solve difficult participant issues. The Program Manager works with the Program Coordinator to train new hires. Training covers program policies and procedures, funder requirements, Trauma-Informed Care & Housing First principles, & HMIS.

West CAP has an established track record of effectively & ethically managing federal, state, & private funds. The agency has detailed fiscal policies & we

adhere to the rules & expectations laid out by funders, as well as by the WI BOSCOG. West CAP successfully meets its obligation in securing matching funds for numerous grants, including the existing CoC grants. Matching funds come from the State of WI, several United Ways, & private foundations. These funds are used for supportive services & administrative costs in the PSH project.

2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

Since 1998, when we received our initial funding for a HUD Supportive Housing Program, West CAP has obtained other federal, state, and local funds to support our homeless assistance activities. We are recipients of ESG, HOME, and CSBG funds, which are used to provide RRH (ESG, HOME) and to support admin activities (CSBG). We have received funds from the State of WI Dept of Admin Homeless Prevention Program, Transitional Housing Program (now Housing Assistance Program), & CDBG. These funds are used for RRH (HPP), to support CoC Program eligible expenses (THP/HAP) & operate a SOAR program (CDBG). Locally, West CAP has obtained significant support for its homeless assistance programs, including the United Ways of the St. Croix Valley, Rice Lake, Dunn County, & the Greater Chippewa Valley; Andersen Corporate Foundation, Hugh J. Andersen Foundation, Wal-Mart Foundation, & Fred C. & Katherine B. Andersen Foundation. These funds are used to provide supportive services in our CoC programs, security deposits for HHs that need to be re-housed, & to pay for maintenance & repairs to units that are damaged by PSH participants.

3. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

West CAP is governed by a 21-member board. The E.D. is responsible for agency operations & direct supervision of the Finance Director, HR Manager, Housing & Facilities Director, & Associate Director. The Finance Dir supervises the accounting staff. The Housing & Facilities Dir supervises the Weatherization Dept staff & maintenance staff for agency bldgs & housing developments. The Associate Dir supervises the Office Mgr, Adult Ed, Food Access & Resources, CHDO Tenant Mgr & Homeless Intervention Program Mgr. The Homeless Intervention Program has policies & procedures that guide program ops: CM, record keeping & reporting, determining caseloads, determining FMR & rent reasonableness, HQS, goal planning, provision of supportive services, engaging LLs, calculating rent, & working w/in the accounting policies. The Prog Mgr supervises all CMs. The Prog Coordinator ensures record keeping & reporting requirements are met. The CM team staffs 4x/mo to discuss challenges & problem-solve diff participant issues.

Internally, when there are proj openings, Intake & Assess Spec contacts the highest prior HH to offer asst, ensuring we have eligibility doc prior to enrollment. IAS & CM collaborate to est housing timeline & det. if chronic. Other agency programs incl. Skills Enhancement to assist w/short-term trng to incr wages & benefits for low-income people. Clients can work w/Coord to assess current ed & skills & develop plan for enhancing both to incr income. Adult Lit Prog offers 1:1 tutoring for adults to improve lit skills for pers or job-

related goals. Also incl tutoring for GED. Externally, Intake & Assess Spec works with ES & DV to ensure all homeless people are referred to CE & get CH HHs "doc ready." This incl doc homeless episodes, obtain dis ver, & ensure people have a safe place to be until housed. CMs reach out to past/current LLs to let them know we are interested in leasing another unit - helps us move people into housing quickly. Once enrolled, CMs make referrals to comm agencies for child care assistance, ed services, empl asst, legal, outpatient health, AODA, & MH services (incl DV counseling). Acct dept structure incl Fin Dir, Acct Mgr, Fin Analyst, Acct Payable & Acct Clerk. Fin Dir reports to Board monthly. Board's Fin Committee reviews quarterly fin statements & other pert info. Also meets on annual basis to review tax return & meets w/auditor to review agency audit. Chart of Accounts consists of five segments: Fund, Department, Program, Activity, & Object. Acct system supports proj codes to capture more detailed info not needed in the gen ledger. We maint records & make reports in form & containing info req by funders. Dept maintains accts & docs as needed to permit prompt determination of fund status & levels of service. Dept maint records that ID source & app of funds for grant activities. Acct staff duties are segregated, esp recording of transactions, physical control of items, & maint of gen ledger accts.

4a. Are there any unresolved monitoring or audit findings for any HUD grants(including ESG) operated by the applicant or potential subrecipients (if any)? No

3A. Project Detail

1a. CoC Number and Name: WI-500 - Wisconsin Balance of State CoC

1b. CoC Collaborative Applicant Name: Wisconsin Balance of State Continuum of Care, Inc.

2. Project Name: West CAP Permanent Supportive Housing II Expansion

3. Project Status: Standard

4. Component Type: PH

4a. Will the PH project provide PSH or RRH? PSH

5. Does this project use one or more properties that have been conveyed through the Title V process? No

6. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2018 CoC Program Competition? (Section II.B.2. and Section III.C.3.q. of the FY 2018 NOFA). No

3B. Project Description

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

Since implementation of CE and Priority Lists, we have ID more people experiencing chronic homelessness. Most have AODA issues & all have MI. Many have criminal drug charges, making it diff to find housing w/out asst. Many are also involved w/CPS. Add'l challenges incl lack of public transportation in our counties & limited jobs that provide a living wage for people w/out post-sec ed. This PSH project will serve individuals/families exp CH. Using CE, HHs are prioritized for PSH in accordance with WI BOSCOG prioritization standards & HUD Notice CPD-16-011, i.e. those w/the longest LOTH are prioritized. The project will follow a Housing 1st model & enroll CH participants w/out preconditions. CMs will utilize a harm reduction approach to help HHs maintain housing. CMs will help participants find suitable housing by locating units near community amenities, ensuring rents meet FMR & Rent Reasonableness, & ensuring units meet HQS. CMs will negotiate w/LLs to incl utilities in the rent. For units that do not incl utilities in the rent, we will pay the utility co. directly. We will hold the lease on the unit & pay full rent to the LL. Participants sublease the unit from us & pay rent equal to 30% of HH's adj mo income. If HH is at risk of eviction, we help find a new unit through housing search & assist w/moving costs. Term from project is rare & limited to severe breaches of participation agreement or violence against staff. Once housed, CMs & participants assess barriers to maintaining housing, develop a housing stability plan, determine frequency of visits (min. weekly), & identify community resources to which the individual/family can be referred. Based on the individual/family's needs, CMs will connect to all appropriate mainstream resources & assist in maintaining eligibility throughout PSH. Project can assist participants w/life skills, food costs, transportation, job readiness skills, & educational attainment. CMs are SOAR trained for assistance w/ SSI/SSDI applications. As scattered site project, we help participants transition in place at the end of their program. This maintains housing stability & connection to community resources. We will have 15 HHs enrolled in PSH at max capacity. We project 90% of participants will exit to, or remain in PH. We project 67% of participants will increase total income. This will be accomplished through assisting participants in obtaining SSI/SSDI. As available, we coordinate with County CCS for wrap-around services. We refer participants to other agencies for child care asst, ed services, employment asst, legal, outpatient health, AODA, & MH services (incl DV counseling). HUD & WI BOSCOG support is essential in ending CH in our area. The HHs exp homelessness in our area have many challenges, most significant of which is AODA. We lack subsidized housing & long-term supports for people with MI &/or AODA. This project provides intense CM & supportive services to help these HHs obtain & maintain permanent housing.

2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave

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the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

Note: To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
New project staff hired, or other project expenses begin?	30			
Participant enrollment in project begins?	45			
Participants begin to occupy leased units or structure(s), and supportive services begin?	60			
Leased or rental assistance units or structure, and supportive services near 100% capacity?	90			
Closing on purchase of land, structure(s), or execution of structure lease?				
Rehabilitation started?				
Rehabilitation completed?				
New construction started?				
New construction completed?				

3. Will your project participate in a CoC Coordinated Entry Process? Yes

*** 4. Please identify the project's specific population focus.**

(Select ALL that apply)

Chronic Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

5. Housing First

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

b. Does the project ensure that participants are not screened out based on the following items? 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"/>

c. Does the project ensure that participants are not terminated from the program 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"/>

d. Will the project follow a "Housing First" approach? Yes
 (Click 'Save' to update)

6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

N/A

7. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? No

8. Will more than 16 persons live in one structure? No

Dedicated and DedicatedPLUS

A “100% Dedicated” project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A “DedicatedPLUS” project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

10. Indicate whether the project is “100% Dedicated,” or “DedicatedPLUS,” according to the information provided above. 100% Dedicated

3C. Project Expansion Information

1. Will the project use an existing homeless facility or incorporate activities provided by an existing project? Yes

2. Is this New project application requesting a "Project Expansion" of an eligible renewal project of the same component type? Yes

Enter the PIN number (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2017 upon which this project proposes to expand.

Eligible Renewal Grant PIN Number: WI0201

Eligible Renewal Grant Project Name: West CAP Permanent Supportive Housing II

3. Select the activities below that describe the expansion project, and click on the "Save" button below to provide additional details. Provide additional supportive services to homeless persons, Increase the number of homeless persons served

Increase number of homeless persons served

Indicate how the project is proposing to "increase the number of homeless persons served."

Current level of effort	
# of persons served at a point-in-time	17
# of units	15
# of beds	17
New effort	
# of additional persons served at a point in time that this project will provide	23
# of additional units this project will provide	15
# of additional beds this project will provide	23

Additional supportive services to homeless persons

Indicate how the project is proposing to Increase frequency and/or intensity of supportive
"provide additional supportive services to the services
homeless persons served."

Describe the reason for the supportive service increase indicated above.

The current project has 1 CM and .5 FTE Independent Living Specialist for 15 HHs spread over a large geography. Expanding the project will add 15 HHs, 2 CMs and move the ILS to 1.0 FTE. This will reduce CM caseloads to 10 each, allowing for more time with each participant through longer or more frequent contacts. The ILS can provide services to more households once increased to full-time. By increasing the availability of staff, we expect participants will stabilize quicker and maintain stability for longer periods.

4A. Supportive Services for Participants

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.

Please check the box that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.

2. Describe how participants will be assisted to obtain and remain in permanent housing.

Needs for pop incl. AODA, MI, phys dis, criminal drug charges & interpersonal skills. Add'l challenges incl lack of public transp & limited jobs providing living wage for those w/out post-sec ed. To house w/in 30 days of enroll, client & CM look for housing & comm at least wkly re: housing search. Good rel w/LLs through PSH & RRH, LLs contact us when they have vacancies. CM assess barriers & w/client dev plan to address them, help w/rent apps, see units & LL neg. As scattered site proj, CMs help clients find housing that meets needs/wants. Agency rent reas policy is followed. Post-move in CM & client discuss housing stab goals, decide freq & focus of home visits, & ID comm resources for refer. Plans may focus on AODA/MH recovery & harm reduct as means to stab housing. CMs can asst w/life skills, food, transp, job skills, & ed. attain. CMs act as resource to LLs to mediate & resolve issues w/clients. Clients trans in place at exit. This maint housing stab & connect to comm resources.

3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

All West CAP Case Managers complete SOAR training in their first year of employment & can assist with SOAR disability applications for program participants. In addition to applying for disability benefits, participants are encouraged to apply for services with DVR. If the participant can work & earn above SGA, they do not need disability benefits. If they are unable to work, or unable to work & earn above SGA, this becomes valuable evidence in the

disability claim. Many of our current PSH participants try to work at least part time because it gives them extra income & connects them to their community. All program participants can be referred to West CAP's Skills Enhancement Coordinator for an educational assessment, if desired. This assessment will identify potential areas for increased education & training. Case Managers budget with all program participants at least monthly to ensure that necessary bills are being paid on time. Referrals to mainstream resources are made to assist each household in stretching its income & maintaining stable housing. The ILS works with participants on hygiene, interpersonal skills, & time mgmt – skills that help maintain employment as well as housing. CoC funds provide the case management & ILS services & supplies needed to teach the skills listed. Funds are also used to pay prescription co-pays for medications, & AODA outpatient treatment, which make it possible for many participants to successfully maintain employment. CMs & participants work from a Maintaining Housing Plan which looks at what is needed for the participant to eventually live independently without PSH supports. These goals are participant-directed.

**4. For all supportive services available to 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	Monthly
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	Weekly
Child Care	Non-Partner	As needed
Education Services	Non-Partner	Monthly
Employment Assistance and Job Training	Non-Partner	Bi-weekly
Food	Non-Partner	Weekly
Housing Search and Counseling Services	Applicant	Weekly
Legal Services	Non-Partner	As needed
Life Skills Training	Applicant	Bi-weekly
Mental Health Services	Applicant	Monthly
Outpatient Health Services	Applicant	Monthly
Outreach Services	Applicant	Weekly
Substance Abuse Treatment Services	Applicant	Monthly
Transportation	Applicant	Weekly
Utility Deposits	Applicant	As needed

5. Please identify whether the project will include the following activities:

5a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, Yes



or jobs?

5b. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Yes

6. Will project participants have access to SSI/SSDI technical assistance provided by the 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

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: 15

Total Beds: 24

Total Dedicated CH Beds: 24

Housing Type	Housing Type (JOINT)	Units	Beds
Scattered-site apartments (...)	---	15	24

4B. Housing Type and Location Detail

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 15

b. Beds: 24

3. How many beds of the total beds in “2b. Beds” are dedicated to the chronically homeless? 24

This includes both the “dedicated” and “prioritized” beds.

4. Address:

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

Street 1: P.O. Box 308

Street 2: 525 2nd St.

City: Glenwood City

State: Wisconsin

ZIP Code: 54013

***5. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.
(for multiple selections hold CTRL key)**

559093 Pierce County, 559033 Dunn County,
559091 Pepin County, 559005 Barron County,
559017 Chippewa County, 559095 Polk County,
559109 St. Croix County

5A. Project Participants - Households

Households Table

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	5	10	0	15
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
Adults over age 24	6	10		16
Adults ages 18-24	0	0		0
Accompanied Children under age 18	8		0	8
Unaccompanied Children under age 18			0	0
Total Persons	14	10	0	24

Click Save to automatically calculate totals

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24	6	0	0	3	0	3	2	2	0	0
Adults ages 18-24	0	0	0	0	0	0	0	0	0	0
Children under age 18	8			0	0	0	3	0	0	0
Total Persons	14	0	0	3	0	3	5	2	0	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24	7	3	0	5	0	6	4	4	2	0
Adults ages 18-24	0	0	0	0	0	0	0	0	0	0
Total Persons	7	3	0	5	0	6	4	4	2	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0				0	0	0	0	0	0

5C. Outreach for Participants

1. Enter the percentage of project participants that will be coming from each of the following locations.

53%	Directly from the street or other locations not meant for human habitation.
47%	Directly from emergency shelters.
0%	Directly from safe havens.
0%	Persons fleeing domestic violence.
100%	Total of above percentages

2. Describe the outreach plan to bring these homeless participants into the project.

West CAP participates in the WI BOSCOG Coordinated Entry System by both referring people experiencing homelessness & accepting referrals from the HMIS and Non-HMIS Prioritization Lists. Outreach and access for this project is provided through the CE system. West CAP's Intake & Assessment Specialist is the primary person responsible for making referrals to the Coordinated Entry Prioritization Lists, however, all staff are trained on this process & expected to do so as needed. This includes completing the Pre-Screen Form, Client Rights & Responsibilities, Releases of Information, & VI-SPDAT, referring households to emergency services (shelter, DV resources), & completing the referral to the HMIS or Non-HMIS Prioritization List. The Intake & Assessment Specialist is responsible for all follow-up of West CAP referrals to the Prioritization Lists. The Intake & Assessment Specialist is the person at West CAP that accepts referrals from the Prioritization List when we have program openings. She is also responsible for ensuring these households have documentation of program eligibility (homelessness verification, disability verification, chronic homeless verification). We work with shelters & drop-in centers to help us find people on the Prioritization List & document episodes of homelessness.

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2020? Yes

2. What type of CoC funding is this project applying for in the 2018 CoC Competition? Reallocation + Bonus

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

4. Select a grant term: 1 Year

*** 5. Select the costs for which funding is being requested:**

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

6C. Leased Units

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:		\$154,500	
Grant Term:		1 Year	
Total Request for Grant Term:		\$154,500	
Total Units:		15	
FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
WI - Eau Claire, ...	2	\$26,160	\$26,160
WI - Dunn County,...	3	\$24,168	\$24,168
WI - Polk County,...	2	\$16,044	\$16,044
MN - Minneapolis-...	8	\$88,128	\$88,128

Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan fair market rent area: WI - Eau Claire, WI MSA (5501799999)

Leased Units Annual Budget

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Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	x	\$369		x 12 =	\$0
0 Bedroom	x	\$492		x 12 =	\$0
1 Bedroom	x	\$590		x 12 =	\$0
2 Bedroom	x	\$776		x 12 =	\$0
3 Bedroom	2 x	\$1,090	\$1,090	x 12 =	\$26,160
4 Bedroom	x	\$1,282		x 12 =	\$0
5 Bedroom	x	\$1,474		x 12 =	\$0
6 Bedroom	x	\$1,667		x 12 =	\$0
7 Bedroom	x	\$1,859		x 12 =	\$0
8 Bedroom	x	\$2,051		x 12 =	\$0
9 Bedroom	x	\$2,244		x 12 =	\$0
Total units and annual assistance requested:	2				\$26,160
Grant term:					1 Year
Total request for grant term:					\$26,160

Click the 'Save' button to automatically calculate totals.

Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan WI - Dunn County, WI (5503399999)
fair market rent area:

Leased Units Annual Budget

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	x	\$374		x 12 =	\$0
0 Bedroom	x	\$499		x 12 =	\$0
1 Bedroom	1 x	\$562	\$562	x 12 =	\$6,744
2 Bedroom	2 x	\$726	\$726	x 12 =	\$17,424
3 Bedroom	x	\$1,007		x 12 =	\$0
4 Bedroom	x	\$1,032		x 12 =	\$0
5 Bedroom	x	\$1,187		x 12 =	\$0
6 Bedroom	x	\$1,342		x 12 =	\$0
7 Bedroom	x	\$1,496		x 12 =	\$0
8 Bedroom	x	\$1,651		x 12 =	\$0
9 Bedroom	x	\$1,806		x 12 =	\$0
Total units and annual assistance requested:	3				\$24,168
Grant term:					1 Year
Total request for grant term:					\$24,168

Click the 'Save' button to automatically calculate totals.

Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan fair market rent area: WI - Polk County, WI (5509599999)

Leased Units Annual Budget

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
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SRO		x	\$363		x	12	=	\$0
0 Bedroom		x	\$484		x	12	=	\$0
1 Bedroom	1	x	\$574	\$574	x	12	=	\$6,888
2 Bedroom	1	x	\$763	\$763	x	12	=	\$9,156
3 Bedroom		x	\$1,032		x	12	=	\$0
4 Bedroom		x	\$1,072		x	12	=	\$0
5 Bedroom		x	\$1,233		x	12	=	\$0
6 Bedroom		x	\$1,394		x	12	=	\$0
7 Bedroom		x	\$1,554		x	12	=	\$0
8 Bedroom		x	\$1,715		x	12	=	\$0
9 Bedroom		x	\$1,876		x	12	=	\$0
Total units and annual assistance requested:	2							\$16,044
Grant term:								1 Year
Total request for grant term:								\$16,044

Click the 'Save' button to automatically calculate totals.

Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per

year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan fair market rent area: MN - Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area (2700399999)

Leased Units Annual Budget

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	x	\$524		x 12 =	\$0
0 Bedroom	x	\$699		x 12 =	\$0
1 Bedroom	6 x	\$862	\$862	x 12 =	\$62,064
2 Bedroom	2 x	\$1,086	\$1,086	x 12 =	\$26,064
3 Bedroom	x	\$1,538		x 12 =	\$0
4 Bedroom	x	\$1,799		x 12 =	\$0
5 Bedroom	x	\$2,069		x 12 =	\$0
6 Bedroom	x	\$2,339		x 12 =	\$0
7 Bedroom	x	\$2,609		x 12 =	\$0
8 Bedroom	x	\$2,878		x 12 =	\$0
9 Bedroom	x	\$3,148		x 12 =	\$0
Total units and annual assistance requested:	8				\$88,128
Grant term:					1 Year
Total request for grant term:					\$88,128

Click the 'Save' button to automatically calculate totals.

6F. Supportive Services Budget

Instructions:

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service.

Eligible Costs: The system populates a list of eligible supportive services for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.53.

Quantity AND Description: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. 1 FTE Case Manager Salary + benefits, or child care for 15 children) for each supportive service activity for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and limits HUD's understanding of what is being requested. Failure to enter adequate 'Quantity AND Detail' may result in conditions being placed on an award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless participants.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant Term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

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		
3. Case Management	2.0 FTE Case Managers: wage & benefits @ \$63,550 ea., office supplies @ \$350 ea., phone for coordinating delivery of services to participants @ \$600 ea., computer support @ \$600 ea.	\$127,100
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills	0.5 FTE Independent Living Specialist: wage & benefits \$25,000; office supplies @ \$350; phone for coordinating delivery of services to participants @ \$600; computer support @ \$600; \$3,000 supplies to teach life skills to 15 participants valued at \$200.00 per household	\$31,550

11. Mental Health Services	Mental Health Rx expense assistance for 10 participants @ \$50 ea.	\$500
12. Outpatient Health Services	Medical Rx expense assistance for 10 participants @ \$50 ea.	\$500
13. Outreach Services	Outreach to identify potential program participants Intake & Assessment Specialist @ \$26.57/hr (wage+ben) x120 hrs=\$3,188; IAS mileage @ \$900; toiletries for homeless people @ \$40	\$4,128
14. Substance Abuse Treatment Services	AODA assessment for 2 participants @ \$200 ea.; AODA outpatient Tx expense assistance for 3 participants @ \$200 ea.	\$1,000
15. Transportation	mileage for home visits to enrolled participants @\$9,200; bus tokens and taxi vouchers for 10 participants at \$80 each.	\$10,000
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		\$174,778
Grant Term		1 Year
Total Request for Grant Term		\$174,778

Click the 'Save' button to automatically calculate totals.

6G. Operating

Instructions:

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

Eligible Costs: The system populates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55.

Quantity AND Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. .75 FTE hours and benefits for staff, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to operating the housing or supportive services facility.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant Term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

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

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair	Maintenance & Repairs for 10 leased units @ \$200 ea.	\$2,000
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water	Utility bill payments for 15 households at \$100/month	\$18,000
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		\$20,000
Grant Term		1 Year
Total Request for Grant Term		\$20,000

Click the 'Save' button to automatically calculate totals.

6I. 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 Value of Cash Commitments:	\$57,427
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$57,427

1. Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? Yes

1a. Briefly describe the source of the program income: (limit 1000 characters)

Participants pay rent that is 30% of their adjusted gross income. Those with no income do not owe rent.

1b. Estimate the amount of program income that will be used as Match for this project: \$9,000

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Private	Program Income	08/01/2018	\$9,000
Yes	Cash	Government	WI Dept of Childr...	08/01/2018	\$48,427

Sources of Match Detail

- 1. Will this commitment be used towards match ? Yes
- 2. Type of commitment: Cash
- 3. Type of source: Private
- 4. Name the source of the commitment: Program Income
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment: 08/01/2018
- 6. Value of Written Commitment: \$9,000

Sources of Match Detail

- 1. Will this commitment be used towards match ? Yes
- 2. Type of commitment: Cash
- 3. Type of source: Government
- 4. Name the source of the commitment: WI Dept of Children and Families - CSBG
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment: 08/01/2018
- 6. Value of Written Commitment: \$48,427

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$0
1b. Rehabilitation			\$0
1c. New Construction			\$0
2a. Leased Units	\$154,500	1 Year	\$154,500
2b. Leased Structures	\$0	1 Year	\$0
3. Rental Assistance	\$0	1 Year	\$0
4. Supportive Services	\$174,778	1 Year	\$174,778
5. Operating	\$20,000	1 Year	\$20,000
6. HMIS	\$0	1 Year	\$0
7. Sub-total Costs Requested			\$349,278
8. Admin (Up to 10%)			\$34,927
9. Total Assistance Plus Admin Requested			\$384,205
10. Cash Match			\$57,427
11. In-Kind Match			\$0
12. Total Match			\$57,427
13. Total Budget			\$441,632

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No	HUD-50070 Form – ...	08/31/2018
3) Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description: HUD-50070 Form – Additional Page for Sites for Work Performance

Attachment Details

Document Description:

7D. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

15-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

Applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provide

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official: Peter Kilde

Date: 09/04/2018

Title: Executive Director

Applicant Organization: West Central Wisconsin Community Action Agency, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. 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).

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page	Last Updated
1A. SF-424 Application Type	No Input Required
New Project Application FY2018	Page 56 09/04/2018

1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/29/2018
1E. SF-424 Compliance	08/29/2018
1F. SF-424 Declaration	08/29/2018
1G. HUD 2880	08/29/2018
1H. HUD 50070	08/29/2018
1I. Cert. Lobbying	08/29/2018
1J. SF-LLL	08/29/2018
2A. Subrecipients	No Input Required
2B. Experience	08/31/2018
3A. Project Detail	08/29/2018
3B. Description	08/31/2018
3C. Expansion	08/31/2018
4A. Services	08/31/2018
4B. Housing Type	09/04/2018
5A. Households	09/04/2018
5B. Subpopulations	No Input Required
5C. Outreach	08/31/2018
6A. Funding Request	08/30/2018
6C. Leased Units	08/31/2018
6F. Supp Srvcs Budget	08/31/2018
6G. Operating	08/31/2018
6I. Match	08/31/2018
6J. Summary Budget	No Input Required
7A. Attachment(s)	08/31/2018
7D. Certification	08/29/2018