

Mileage Gap

*2026 Women's Giving Circle - Competitive
Grant Cycle*

House Calls of Menomonie, Inc.

Deborah Noll
1921 Talen Street
PO BOX 361
Menomonie, WI 54751

skurtz@housecallsinc.org
O: 715-232-6475

Mrs. Sarah Kurtz

1921 Talen Street
PO BOX 361
Menomonie, WI 54751

skurtz@housecallsinc.org
O: 715-232-6475

Application Form

Instructions

INSTRUCTIONS

Complete the grant application by responding to the fields below. Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.

As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field. You may collapse question groups as you go, as an indicator to yourself that you've completed that section and to reduce scrolling.

The system also allows you to Save an application and come back to it before submitting. There is also a Collaborator feature that allows applicants to work together on a single request. https://docs.google.com/document/d/15NsdFgi3lBmBu0_pp1zj2HZ51l4mx8Wryjrx4FYOmdg/edit?usp=sharing Contact the Community Foundation at (715) 232-8019 if you have any questions or problems with the form.

Request Overview

Project Title*

Please provide a descriptive Name/Title for this grant request.

Mileage Gap

Amount Requested*

Typical grant amounts range from \$500 to \$5,000 or more.

Program Area*

Please check the program area that best categorizes this grant request.

Health

Geographic Area Served*

Please select which geographic area is primarily being served by this request.

Menomonie Area

Age Group Served*

Please select the specific age group served by this grant request.

All ages

Income Level Served*

Please select the income level of the target population being served by this request.

Lower-Middle Income

Non Discrimination Policy*

In accordance with federal regulations, the Community Foundation of Dunn County does not discriminate based on race, color, creed, sex, religion, age, disability, sexual orientation, marital status or national origin. Do the applicant organization's employment and service practices comply with this policy?

Yes

About Your Organization

1. Organization Overview*

Please provide a brief background about your organization, including a short summary of the organization's history, mission, goals, accomplishments, and challenges.

House Calls Mission Statement has always been "To continually improve the lives of older persons, people with disabilities and individuals with financial challenges by providing high quality support services to help them live as independently as possible." House Calls has been serving the Menomonie community for over 25 years. We were incorporated as a private, non-profit in January 2000 and prior to that, we operated under Indianhead Enterprises.

Since incorporating, our Representative Payee and Guardianship departments have both grown significantly. The Representative Payee department currently serves 750 individuals with Private Pay clients and individuals working with a Managed Care Organization (MCO) who are billed client fees. Our representative payee fees are currently \$57 a month, which aligns with current Social Security allowable rates. MCO's, through annual contracts, set their own rates which don't always match the Social Security approved rate. Licensed by the State of Wisconsin, the Guardianship department is currently assigned guardianship of 240 individuals managed between 7 coordinators. Guardianship rates are set by courts, the average rate being \$255 a month, though it might be higher or lower depending on the County assigning guardianship. Supportive Home Care, Respite Care, Supervised Visitation and Comprehensive Community Services (CCS) that fall within the Support Services department are provided on a private pay basis though most often, through an MCO that set the rates at which we can bill services. Challenges for this department over the years have been the increasing costs of wages to keep skilled workers, benefits and other general department expenses that are not able to be covered by the income from the support services programs due to the minimal billing rates MCO's set. Our other departments have thus far been able to support this department and the many services it provides, which will continue to be our goal.

2. Current Initiatives*

Please describe your current programs, activities, community impact and the community's involvement or support of your organization.

Our Support Services department offers help to individuals within Dunn County with needs such as personal hygiene, dressing, meal preparation, and basic housekeeping to help maintain a clean and neat living environment. Staff also accompany clients to appointments, shopping, or similar tasks outside of the home, and respite care which provides caregivers a break to relieve stress and burnout. These services are provided to help clients get back on their feet after surgeries or hospital stays and to help keep clients living in their own homes for as long as possible. The Support Services department also provides Supervised Visitation services to non-custodial parents to maintain contact with their children in a safe and neutral setting in a designated area in the office. That office space is also utilized for individual skill development and enhancement and psychoeducation training with minor clients working with them on improving the various needs of clients. Client needs can range from training in communication, decision-making, personal care, improving integration with family, school, or the community as well as many other specific needs identified in the individual client's service plan. The Support Services Director works with many different contacts such as Dunn County Human Services and the ADRC, and CCS coordinators, as well as MCO's such as Inclusa, IRIS, and My Choice Cares. Support staff currently serve 50 individuals of the varying services within Dunn County with just 12 being private pay individuals and the rest being billed to an organization.

Our Representative Payee Services department offers assistance for those needing help managing their finances. Client funds are used to pay for the clients' current and foreseeable needs such as housing, food, clothing, recreation, and miscellaneous expenses. House Calls works with clients on either a private pay basis or as assigned through Social Security as well as various counties and MCO's. House Calls can be assigned as representative payee for individuals within a 75-mile radius of our 3 office locations. Currently, we serve a total of 750 clients as Representative Payee, 66 individuals reside within Dunn County, and 37 individuals living right in Menomonie.

The Corporate Guardianship department staff serve as guardians for the person or estate providing management of entitlement, protecting the wards' interest, and exercising rights on their behalf. If assigned as Guardian of Person, staff act as advocates, making decisions with the best interests of the individuals in mind. Responsibilities range from residence placement to medical consent and monitoring to end-of-life decisions, protecting individuals from abuse, neglect, self-neglect, financial exploitation, and rights violations. Guardianship of Estate duties include, managing the client's personal property, tangible and intangible, and anything that may be the subject of ownership. Responsibilities can range from obtaining appraisals of property, protecting property or assets from loss, selling assets, receiving income for the estate, and making appropriate disbursements. Guardian Coordinators are required to meet with all their clients face to face and other contact a minimum of four times a year depending on how they've been assigned through courts. Currently of the 240 guardianship clients, there are 11 individuals under guardianship living in Menomonie and 23 individuals were assigned through Dunn County court.

3. Organizational Structure*

Describe the current structure of your organization, including how the organization functions on a daily basis. (CEO, staff, volunteers, etc.)

House Calls has oversight by a Board of Directors who volunteer their time consisting of a President, Vice President, Secretary/Treasurer and three additional voting members who meet monthly. The Board members all bring a wealth of knowledge from their various backgrounds and experiences as well as an understanding of the needs for services House Calls provides within all our departments and the individuals utilizing those services.

Our Executive Director, Deb Noll, has been with House Calls for almost 20 years and the Finance/HR director has worked for House Calls for 16 years, serving first as a Representative Payee and then the Bookkeeper before becoming the Director. The Directors of the Guardianship, Representative Payee, and Support Services departments have been with House Calls for a combined 33 years, 2 of whom were also promoted within to their current roles.

House Calls currently has 30 employees in total, 16 of whom work out of the Menomonie office. There are 10 employees in the Guardian Department including the Director, 2 administrative support staff, and 7 Guardian Coordinators, 4 of whom work remotely from home covering guardianships closer to where they live. There are 3 employees in the Representative Payee department including the Director, and 12 Support Services

employees which includes the Director, 2 support staff who work full-time, and the remaining who work part time of varying hours.

About the Grant

What is the community need that this request addresses?

This request addresses individuals receiving supportive home care services and personal care services in the Menomonie area who utilize House Calls for assistance outside their home. Mileage incurred with clients happen from tasks such as assistance in getting groceries, transportation to appointments, or running other errands which get them out and about in the community. Individuals vary in age but may be elderly or have physical or developmental disabilities who maintain services to help them continue to live as independently as possible.

Overall, females account for 60% of the clients receiving support services through the various programs provided. In 2025 of the clients receiving transportation services, 65% were female individuals and the remaining 35% were males, and in 2026 so far clients receiving transportation services have been 72% female and 28% male.

Before allocating administrative expenses to the 3 departments the Support Services department for 2025 was already at a loss of \$36,581, and for 2024 they were at a loss of \$31,882.

Project Goals and Activities*

Describe the specific goals and activities of your project and how they will be carried out or accomplished.

The Support Services department and the services they provide to individuals is the foundation of what House Calls was incorporated to provide and we continually use the other departments to offset their expenses. One way to help would be to offset some of the losses from transportation House Calls reimburses their employees at 90% the IRS rate, which is \$.65 for travel time (client to client) and for miles spent with individuals during services provided outside the home. Inclusive, the largest MCO that individuals work with reimburses transportation mileage with clients at \$.41 resulting in a \$.24 per mile cost that House Calls absorbs. All travel time and miles paid to employees for traveling between clients are included in the general expenses of the department since they're not billable miles, which contributes to the difficulty the Support Services department has in having enough income to cover expenses. This request would help minimize the losses in mileage expenses the Support Services department sees.

House Calls has to absorb these costs and as mentioned above, due to the increasing costs of wages, benefits and general department expenses in order to maintain skilled staff within the department and continue providing services to those in need. The Support Services department is the foundation of what House Calls was incorporated to provide and we continually use the other departments to offset their expenses. One way to help would be to offset some of the losses from transportation

Challenges for this department over the years have been the increasing costs of wages, benefits and general department expenses that are not able to be covered by the income from the support services programs due to the minimal billing rates the MCO's set. Our other departments have thus far been able to support this department and the many services it provides, which will continue to be our goal.

Project Outcomes*

Describe the anticipated outcomes resulting from this grant project, its impact and how the community will be better served.

Outcomes of receiving grant funds to offset mileage losses within the support services department would help us to continue services to clients as well as allowing us to provide transportation services to more individuals rather than denying those services based on the distance of travel or whether an MCO is willing to create an authorization to reimburse us those costs or not. Currently the only way individuals are allowed transportation mileage is if the MCO they work with will provide that authorization, or if the individual is private pay and can be billed the mileage incurred during services.

Sustainability*

Please describe how you will fund and continue to sustain these activities beyond the grant period.

The income from the other departments will continue to sustain the losses in the Support Services department, though the overall goal would be to help minimize that gap the department sees from mileage that's reimbursed to employees and what House Calls receives back from any mileage billing we're able to do. House Calls works hard to provide all of its employees comparable wages to keep staff, let alone skilled staff employed long-term, though we are still a non-profit working within a tight budget for the year and it becomes difficult to keep the wages up when services being billed aren't covering the costs of the wages, benefits and general department costs within the Support Services department. The grant will help to lessen the red for the year in the Support Services Department of which the Representative Payee and Guardian departments typically cover.

Staff - Project Summary*

Grant Project Budget

Anticipated Project Income*

Please list out all anticipated sources of income for this specific grant project with amounts and whether the funding is approved or pending.

Ex: Dunn Energy Cooperative: \$1,000 - Approved

Total Project Expenses*

What are the total expenses for this particular grant project? This may be more than your grant request amount and helps us to understand if the Foundation is funding a portion of the project or the full cost of the project.

Project Expenses Description*

Please itemize the expenses for this grant project, including a short description of each item and the anticipated cost. (Personnel, Materials and Supplies, etc.) If this grant is to cover a portion of the project, please list all expenses of the project and then specify which expenses you anticipate being supported by this CFDC grant.

Home Care Mileage Budgeted for 2026 = \$16,000 (2025 Mileage Paid \$14,720.73)

Home Care Income Budgeted for 2026 Income = \$933.33 (2025 Mileage Income \$3,334.95)

January - May 2026 Actual HC Mileage Paid = \$5,762.86

January - April 2026 Actual HC Mileage Invoiced = \$784.32

*Adj. Estimation for 2026 HC Mileage = \$13,621.40

*Adj. Estimation for 2026 HC Income from Miles = \$2,352.96

Project Budget Upload

(Optional) You may upload a separate file of your own, representing this grant request's Project Budget. For help creating the document, you can click [here](#) to download our Grant Project Budget template.

Letter of Support

(Optional) Letters of Support are optional, unless another organization or individual is integral to the purchase or use of the program and/or is a fiscal sponsor. Then it is required.

Additional Supporting Documents

(Optional) You may upload additional supporting documents to your request. If this grant request is to purchase a specific item or equipment, please upload a financial quote or spec sheet about the item [here](#).

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Staff - Project Budget Summary*

Brief sentence about how the grant budget is broken down by item.

Required Organization Financials

Current Board of Directors*

Please upload a list of your current Board of Directors.

Organizational Budget*

Please upload your organization's most recent Operating Budget with projected revenues and expenses.

Audited Financials

Please upload a copy of your organization's current Audited Financial Statement. If you are not required to prepare an audited financial statement, please skip this upload and see the Audit Upload Opt-Out.

Audit Upload Opt-Out

Under Wis. Stat. § 202.12| a charitable organization with annual contributions over \$500,000 must file an audited financial statement and include the opinion of an independent CPA. A charitable organization with annual

contributions less than \$500,000 and over \$300,000 must file a financial statement reviewed by an independent CPA. If you do not upload an audit or financial statement, please verify that your organization is not required to based on this state statute.

Proof of 990 Filing*

Please upload proof of current IRS 990 Filing. You may upload the first page only; the full 990 document is not required.

Authorization

Applicant Agreement*

As the applicant submitting this request on behalf of the organization, you certify that:

- The information provided in this application is complete and accurate to the best of your knowledge.
- Falsification of information will result in termination of any award granted.
- You have discussed this project and grant request with the necessary authorized representatives at your organization. They support this request and the proposed allocation of funding.

If awarded a grant, the organization will:

- Carry out the activities and expend grant funds as described in the proposal, to the best of their ability.
- Submit significant changes in the scope or budget of the project to the Foundation for approval.
- Complete and submit written reports as required no later than 12 months from the date the grant is awarded.
- Acknowledge the role of the Community Foundation of Dunn County in supporting the organization in communications with their board and the public.
- Provide copies of all publicity, press releases or promotional materials. If available, provide photos in digital format.

File Attachment Summary

Applicant File Uploads

No files were uploaded