

Dane County Contract Cover Sheet

BAF#_NA_____

RES 061

Significant

Dept./Division	Human Services / HAA
Vendor Name	Tenant Resource Center, Inc.
Vendor MUNIS #	7728
Brief Contract Title/Description	POS Contract – adding Housing Stability program
Contract Term	3/18/20 – 12/31/20
Total Contract Amount	\$10,016,100

Contract # <small>Admin will assign</small>	84882A / 14026
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	80000	Obj Code	NEW	Amount	\$ 10,016,100
Req #	061	Org Code	Obj Code		Amount	\$
Year	2020	Org Code	Obj Code		Amount	\$

Resolution /Addendum Form	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.		
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.		
	<input checked="" type="checkbox"/> Resolution required and a copy is attached.		Res #
	<input type="checkbox"/> Addendum Form required.		Year
			2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	5/20/20		
CH	Controller		5/26/20	Approval via email
CAC	Purchasing		5/22/20	Approval via email
N/A	Corporation Counsel			See "I" below
DL	Risk Management		5/22/20	Approval via email
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Robin Sereno
Phone #	(608) 242-6391	Phone #	(608) 444-7761
Email	larson.spring@countyofdane.com	Email	robin@tenantresourcecenter.org
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	1202 Williamson St, Ste 101, Madison WI 53703

Human Services Only	a. Dane County Res. #	N/A	Approvals	Initials	Date
	b. Budget/Personnel Required	YES	g. Accountant	DX	5/19/20
	c. Program Manager Name	Becker	h. Supervisor	CW 119	5/19/20
	d. Current Contract Amount	\$50,000	i. Corporation Counsel		05/20/2020
	e. Adjustment Amount	\$10,016,100	j. To Provider		
	f. Revised Contract Amount	\$10,066,100	k. From Provider		

Certification: The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input checked="" type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Dept. Head / Authorized Designee	Signature	Date
	<i>Shawn Tessmann</i>	<i>05/20/2020</i>
	Printed Name	
	Shawn Tessmann, Director of Human Services	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	<i>Greg Brockmeyer</i>	<i>5/29/20</i>
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Friday, May 22, 2020 12:07 PM
To: Hicklin, Charles; Clow, Carolyn; Lowndes, Daniel
Subject: Contract #84882A/14026
Attachments: 14026.pdf

Tracking:	Recipient	Response
	Hicklin, Charles	
	Clow, Carolyn	Approve: 5/22/2020 12:31 PM
	Lowndes, Daniel	Approve: 5/22/2020 12:20 PM

Contract #84882A/14026
Department: Human Services
Vendor: Tenant Resource Center
Contract Description: Addendum to add Housing Stability Program (Res 061)
Contract Term: 3/18/20 – 12/31/20
Contract Amount: \$10,350,205.84

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Thanks much,
Michelle

Michelle Goldade

Administrative Assistant II
Dane County Department of Administration
Room 362, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Goldade, Michelle

From: Hicklin, Charles
Sent: Tuesday, May 26, 2020 11:53 AM
To: Goldade, Michelle
Subject: Approve: Contract #84882A/14026



Dane County
Department of Human Services

Shawn Tessmann, Director
1202 Northport Drive, Madison, WI 53704-2092

JOEPARISI
DANE COUNTY EXECUTIVE

Date: May 19, 2020

To: Joe Parisi
County Executive

From: Der Xiong, Accountant

Re: Addendum to POS contract with Tenant Resource Center

Description:

This resolution is to award a contract addendum to Tenant Resource Center in response to the need of providing housing counseling, housing search resources, mediation and/or financial assistance to up to 8,900 qualified households in Dane County that are potentially facing eviction due to the COVID-19 pandemic.

Contract amount: \$10,066,100

**AUTHORIZING CONTRACT AMENDMENTS TO
TENANT RESOURCE CENTER, INC. AND CATHOLIC CHARITIES, INC. FOR
HOUSING STABILITY SERVICES
DCDHS – HAA DIVISION**

Housing insecurity has always been an issue in our community as the cost of housing rises with demand in a rapidly growing economy. The COVID pandemic has brought more than 36,000 new filers to unemployment, rendering thousands of new households unable to pay their rent due to job and income loss. The immediate needs to prevent eviction for those affected by the virus must be addressed or the rest of the housing and homeless services infrastructure of Dane County will be swallowed by need and therefore unable to help the most vulnerable on a mid and long-term basis.

Dane County Department of Human Services (DCDHS) Housing Access and Affordability (HAA) seeks to contract with the Tenant Resource Center (TRC) to administer a \$10 million eviction prevention fund to stave off the needs of the newly un- or-underemployed as a result of COVID-19. Tenants would apply for assistance via an online application process and assessment that targets those potentially facing eviction to the best recourse for their needs. The result would be a mutual landlord-tenant agreement to provide rental assistance and avoid eviction proceedings. The funding would come wrapped in housing counseling, education for the landlord on federal mortgage protections, case management, outreach, and mediation services. A normal year would see about 2,300 eviction filings in Dane County. Estimates indicate that the pandemic could increase the need to anywhere between 6,000-12,000 evictions, costing somewhere between \$6.75 and \$13.5 million to address. This grant is intended to reach almost 9,000 residents in Dane County at risk of losing their housing. Applicants would need to prove economic hardship and a statement from the landlord of arrears status. Funds would not be dispersed unless the landlord agreed to not evict for a set period of time. TRC would double their existing capacity by hiring three limited-term staff to handle the influx of cases between June and the end of 2020. The hope is that this signal of assistance will lessen the immediate rush of court filings when the state and federal eviction moratoriums lift in late May and late July, respectively.

A parallel effort is the need to “double down” on our existing housing strategy for people experiencing homelessness who are currently being sheltered in local hotels and at the Warner Park Community Shelter. Multiple housing experts agree that we have a unique opportunity to seek permanent housing because of the stability of the current sheltering operations. This resolution would further authorize a contract in the amount of \$390,000 with Catholic Charities to augment housing navigation and limited term case management with four additional staff and making “quick move-in” funds available in the amount of \$245,000 to help with security deposit and first month rent and other needs to lessen the overall number of people unsheltered when the pandemic lifts.

The County has contracted with the Tenant Resource Center at a lump sum cost of \$10,016,100 to provide grants to prevent eviction in Dane County. The cost of the contract will be supported by the application of COVID Relief Funds. The County has also contracted with Catholic Charities in the amount of \$390,000 for housing navigation and quick move-in for our guests sheltering in hotels and at Warner Park.

52 **NOW, THEREFORE, BE IT RESOLVED** that the County Board approves a contract
53 amendment in the amount of \$10,016,100 with the Tenant Resource Center (TRC) and
54 authorizes the County Executive and County Clerk to execute the contract documents,
55 and authorizes the Controller to issue a check for payment of contract invoice.

56
57 **BE IT FURTHER RESOLVED** that the County Board approves a contract amendment in
58 the amount of \$390,000 with Catholic Charities and authorizes the County Executive and
59 County Clerk to execute the contract documents, and authorizes the Controller to issue
60 a check for payment of contract invoice.

61
62 **BE IT FINALLY RESOVLED** that account 80000 NEW "COVID Eviction Prevention" be
63 created with an appropriation of \$10,406,100 and that account 80000 80002 "CARES
64 ACT REVENUE" be created with an appropriation of \$10,406,100.

ADDENDUM

THIS ADDENDUM is made and entered into by and between the County of Dane (hereinafter referred to as "COUNTY") and **Tenant Resource Center, Inc.** (hereinafter "PROVIDER") as of the date representatives of both parties have affixed their respective signatures.

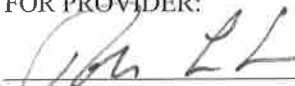
WHEREAS the COUNTY and PROVIDER have previously entered into a Purchase of Service Agreement No. **84882** (hereinafter the "Master Agreement"), pursuant to which PROVIDER has agreed to provide the COUNTY certain services more fully described in the Master Agreement; and

WHEREAS COUNTY and PROVIDER now wish to amend said Master Agreement,

NOW, THEREFORE, in consideration of the above premise and the mutual covenants of the parties the receipt and sufficiency of which is hereby acknowledged by each party for itself, the COUNTY and PROVIDER do agree that the Master Agreement shall continue in full force and effect unchanged in any matter by this addendum, except as specifically set forth herein. This addendum consists of five (5) pages.

<u>Current Cost</u> <u>for 2020</u>	<u>Addendum Amount</u>	<u>Revised Maximum</u> <u>Cost for 2020</u>
\$ 50,000	\$10,016,100	\$10,066,100

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this addendum and its attachments, if any, to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

Date Signed: <u>5.20.2020</u>	FOR PROVIDER:  _____ Signature <u>Robin L. Sereno Executive Director</u> _____ Print Name and Title of Signer
Date Signed: _____	_____ Signature _____ Print Name and Title of Signer
Date Signed: _____	FOR COUNTY: _____ JOE PARISI, County Executive (when applicable)
Date Signed: _____	_____ SHAWN TESSMANN, Director, Department of Human Services (when applicable)

Program Summary Form

Created: 3/18/2020	Contract #: 84882	Provider: Tenant Resource Center, Inc.
Revised: 5/18/2020	Division: HAA	Funding Period: March 18, 2020-December 31, 2020

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

Program Number	Program Group	Org.	Obj.	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a. 8162	8162	80000	36405	Eviction Prevention	106			1,000.00	50	\$ 50,000		\$ 50,000	See Sch A
8166	8166	80000	New	Covid Eviction Prevention	106			1,100.00	8,900	\$ 9,790,000		\$ 9,790,000	See Sch A
c. 8166	8166	80000	New	Covid Eviction Prevention	106			25.40	8,900	\$ 226,100		\$ 226,100	See Sch A
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Total										\$ 10,066,100.00	\$ -	\$ 10,066,100.00	

*Other Revenue-Include here the source and related amount for each program:

The section below is to be used to further define the information above.

a. Unit cost based on estimate of a minimum of 50 households served with funds. More than 50 households could be served by provider as actual needs of households will vary.	
b. Unit cost based on estimate of 8,900 households to be served with average of \$1,100 in direct assistance per household.	
c. Funding also includes staff salary for 3.0 FTE totaling \$185,100 and operational costs to provide program totaling \$41,000.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	

Standard Program Category (SPC) Code Description:

- | | | | | |
|----------------------------------|----------------------------------|----|----|----|
| a. 106 Housing/Energy Assistance | c. 106 Housing/Energy Assistance | e. | g. | j. |
| b. 106 Housing/Energy Assistance | d. | f. | h. | k. |

Contract Manager(s)/Programs:
Casey Becker - becker.casey@countyofdane.com - 608.286.1446

Accountant(s)/Programs:
Der Xiong xiong.der@countyofdane.com - 608.242.6314

**Schedule A
Tenant Resource Center
COVID Eviction Prevention Grant
Program #8166
2020**

Description of Services

(SPC Code 106: Housing)

I. PROVIDER Shall:

- A. Provide housing counseling, housing search resources, mediation and/or financial assistance to up to 8,900 qualified households in Dane County that are potentially facing eviction. Assistance may include multiple months of rental assistance (up to a limit of four being fully subsidized) based on the following qualifiers:
 - 1. The household income is less than or equal to eighty (80) percent of the Area Median Income (AMI); and
 - 2. The household has experienced a recent economic hardship due to the COVID-19 pandemic.
- B. Prioritize households by using a standardized assessment tool to be selected by PROVIDER with consent of COUNTY. Funds should be targeted at those who have a demonstrated economic hardship connected to the pandemic.
- C. Enter all individuals who request financial assistance into the Coordinated Entry system.
- D. Seek agreement with the household's landlord at time of disbursement that the tenant's housing is stable and will remain stable at least through the period of the grant and, where possible, one additional month after.
- E. Commence at least landlord and public outreach about the grant availability and other federal and state moratorium information by June 12th, 2020. Grant funds shall be actively disbursed by July 10th.

II. PROVIDER'S performance will be assessed using the following:

- A. One hundred (100) percent of participants should be stably housed at one (1) month; and
- B. Seventy-five (75) percent of households will not have experienced any housing related court action (eviction filing) after six (6) months; and

- C. There shall be a 90% timeliness benchmark for the percent of grants processed that have an agreement between the landlord and tenant within 30 days of TRC receiving an eligible and completed application.

Reporting:

- A. PROVIDER shall submit a monthly report to its COUNTY contract manager via e-mail by the fifteenth (15) of the following month with HMIS data or agency data responsive to the following:
 - 1. Demographics of households served, including race and ethnicity information and zip code.
 - 2. Number of households served.
 - 3. Average amount of assistance provided.
 - 4. Percentage of participants stably housed at one (1) month.
 - 5. Percentage of participants who have not experienced any housing related court action (eviction filing) after six (6) months.
 - 6. Percentage of grant applications and subsequent agreements with landlords that are completed timely (within 30 days).

- B. COUNTY may take corrective action if PROVIDER fails to submit reports by the dates above, including termination of payment of PROVIDER expense claims until outstanding reports have been submitted.

TENANT RESOURCE CENTER, INC.
2020 Schedule B – Fiscal
Program #8166
Housing Stability

1. Regarding Section C, XXVI. Financial Provisions, B. Method of Payment:

PROVIDER will be advanced a lump sum (3/7ths of the contracted program amount) for the first 3 months (June 2020 through August 2020). Payments for the period of September through December will be based on PROVIDER's actual monthly expenses (September's payment will equal the actual PROVIDER's June expenses, October's payment will be the actual PROVIDER's July expenses, etc. Payments shall not exceed the total contracted amount for this program.

2. Regarding Section C, XXVI. Financial Provisions, G. Budgets and Personnel Schedules:

PROVIDER is subject to these provisions as described in the Agreement.

3. Regarding Section C, XXVI. Financial Provisions, M. Expense Reports:

Expense reports shall be submitted on a monthly basis on a form provided by COUNTY. Expense reports are due no later than the 25th of the following month and should report actual expenses.

3. Regarding Section C, XXVI. Financial Provisions, O. Final Settlement:

Final settlement will be calculated by January 25th following the contract year. At that time, any overpayments made to PROVIDER will be due to the COUNTY. If the PROVIDER is due additional funds, a final contract adjustment will be prepared (if necessary) and payment will be made to the PROVIDER.