

Dane County Contract Addendum Cover Sheet

Revised 06/2021

RES 068

BAF # 23065
 Acct: Seitz
 Mgr: Becker
 Budget Y/N: N

Contract # Admin will assign	14939 A
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Dept./Division	Human Services /HAA	Vendor Name	Fiscal Assistance, Inc.
Brief Addendum Title/Description	Increasing contract by \$20,000 to compensate Fiscal Assistance for anticipated administrative service costs for the remainder of 2023.	Vendor MUNIS #	2680
		Addendum Term	1/1/2023 - 12/31/2023
		Amount (\$)	\$ 20,000.00

Department Contact Information		Vendor Contact Information	
Contact	Spring Larson, Contract Coordination Assistant	Contact	Carol Richards, Executive Director
Phone #	608-242-6391	Phone #	1-855-201-4230 x 111
Email	dcdhscontracts@countyofdane.com	Email	CarolR@fiscalassistance.org
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	PO Maintenance Needed	Org: 80000	Obj: 30024	Proj: HSFA1	\$ 20,000.00
	PO# 20230625	Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted	Org:	Obj:	Proj:	
	Req#	Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
A resolution is required when the total contracted amount first exceeds \$100,000. Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000	Addendum #	Term	Amount	Resolution	
	Original	1/1/2023 - 12/31/2023	\$ 99,000.00	<input checked="" type="checkbox"/> None	Res#
	A	1/1/2023 - 12/31/2023	\$ 20,000.00	<input type="checkbox"/> None	Res# 2023 RES-068
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 119,000.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2023.05.30 11:23:38 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 5/25/23

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 5/30/23	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Wednesday, May 31, 2023 11:39 AM
To: Hicklin, Charles; Rogan, Megan; Lowndes, Daniel
Cc: Oby, Joe
Subject: Contract #14939A
Attachments: 14939A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/31/2023 12:06 PM	Approve: 5/31/2023 12:06 PM
	Rogan, Megan	Read: 5/31/2023 1:01 PM	Approve: 5/31/2023 1:13 PM
	Lowndes, Daniel	Read: 5/31/2023 4:05 PM	Approve: 5/31/2023 4:06 PM
	Oby, Joe		

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

Contract #14939A
Department: Human Services
Vendor: Fiscal Assistance
Contract Description: Increase contract for additional administrative service costs for the remainder of 2023 (Res 068)
Contract Term: 1/1/23 – 12/31/23
Contract Amount: \$20,000.00

Thanks much,
Michelle

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, 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

Please note: I am currently working a modified schedule in accordance with COVID 19 response guidelines. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

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2023 RES-068

**AMENDING A CONTRACT FOR HOTELS TO HOUSING FISCAL SERVICES
DCDHS – HAA DIVISION**

This project is funded with the County’s allocation of local aid authorized in the 2021 American Rescue Plan. Therefore, this resolution follows the format outlined in 2021 RES-013.

Justification

Authorizing Law: In March of 2021, the federal government authorized the \$1.9 trillion American Rescue Plan (ARP) stimulus bill authorizing additional funding to respond to and recover from the COVID-19 pandemic across multiple areas of need.

Dane County was allocated over \$106 million in ARP local aid. A portion of those funds have been committed to various efforts to prevent and end homelessness and limit spread of COVID-19 through efforts to provide social distancing in the congregate shelter system. Over \$8.2 million in ARP funding was approved for the Hotels to Housing rehousing initiative for use in 2022 in the 2022 Dane County Budget.

Response to the COVID-19 Pandemic: Preventing exposure to and spread of COVID-19 among households experiencing homelessness was a pillar of Dane County’s pandemic response. Beginning in March of 2020, Dane County funded non-congregate hotel shelter operations and assisted with other congregate shelter expansions to quickly create critical social distancing in the community’s homeless shelter system, partnering with numerous hotels to provide rooms, and with the City of Madison, Public Health Madison-Dane County, and frontline agencies to administer the program.

In May of 2021, Dane County authorized the first phase of a historic effort to provide housing search, rental assistance, and case management services to people experiencing homelessness who are currently served by non-congregate shelter funded by Dane County. Referred to as Hotels to Housing, the program assists eligible households with up to two years of rental assistance and case management.

The Dane County Department of Human Services – Housing Access and Affordability Division (HAA) currently contracts with Fiscal Assistance, Inc. to provide fiscal services for the Hotels to Housing initiative. Due to increased needs related to provision of the contracted services (higher number of clients being served over original projection and more transactions related to client services than projected) a contract amendment of \$20,000 is needed to compensate Fiscal Services for anticipated costs for the remainder of 2023.

As the fiscal services entity for the Hotels to Housing initiatives, Fiscal Assistance, Inc. works in collaboration with Dane County and Hotels to Housing case management partners to make direct payments to landlords for clients who obtain housing through the program. Direct payments will include rental/utility arrears, forward rent, utilities, and security deposits.

As a fiscal agent, Fiscal Assistance, Inc. has distributed \$4,024,966 in rent and housing related payments on behalf of 261 housed program participants from July 2021-March 2023. Under their financial management, Fiscal Assistance has distributed ARP federal relief funding for the following hotels-to-housing program costs:

- 52 • Rent Expense: \$ \$3,348,063
- 53 • Security Deposits: \$401,461
- 54 • Utilities / Other: \$275,442

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56 The average monthly rent expense per program participant was \$1,084 as of March 2023.

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58 **Duplication of Funding/Existing Partnerships and Programs:** The funding is not duplicative.

59 **Expected Outcomes and Data Collection:** Data collected will minimally include the amount of
60 funding distributed by the provider, the total amount of funding broken down by payment types,
61 and the average monthly rent expense per program participant. Other client outcomes will be
62 reported by Hotels to Housing case management partners.

63 **NOW, THEREFORE, BE IT RESOLVED** that the following contract be amended (with a term of
64 January 1, 2023 – December 31, 2023) and that the County Executive and County Clerk are
65 hereby authorized and directed to sign the agreements on behalf of Dane County, and that the
66 Controller is authorized to make payments:

67 <u>Vendor</u>	<u>Contract Amount</u>
68 Fiscal Assistance, Inc.	\$20,000

69 **Total Expenditure: \$20,000**

70 **BE IT FURTHER RESOLVED** that the County Board requests quarterly reports be shared with
71 the members of the County Board, and that the Health and Human Needs Committee review
72 the reports on a quarterly basis and discuss how the information presented addresses
73 anticipated program outcomes.

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75 **BE IT FINALLY RESOLVED** that unspent funds from 2023 be carried forward for expenditure in
76 2024.



DANE COUNTY CONTRACT
ADDENDUM # 14939A
Revised 05/08/2023

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as “County”) and Fiscal Assistance, Inc. (hereinafter, “Provider”).

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the “Master Agreement”), Dane County Contract # 14939, have previously entered into a contractual relationship pursuant to which Provider delivers ARP Rehousing Program Payment Administration, and;

WHEREAS County and Provider wish to amend the Master Agreement in order to increase the amount of funding in the existing contract to compensate the Provider for projected program costs beyond the original anticipated amount in the Master Agreement.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. The amount of the contract is increased by \$20,000 to continue the program for \$119,000.

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:

Carol Richards
Carol Richards
Executive Director, Fiscal Assistance, Inc.

5/18/2023
Date

Amy Krumpen
Amy Krumpen
Assistant Director, Fiscal Assistance, Inc.

5/17/23
Date

FOR COUNTY:

Joseph T. Parisi
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date