

# Dane County Contract Cover Sheet

Revised 06/2021

Res 207  
significant

BAF # 24238  
Acct: Breunig  
Mgr: Bettin  
Budget Y/N: n

<b>Dept./Division</b>	Human Services / PEI		
<b>Vendor Name</b>	Centro Hispano	<b>MUNIS #</b>	1272
<b>Brief Contract Title/Description</b>	New Grant Agreement for ARP - Expanding Centro Services to middle and high school youth who live in communities outside of Madison. This grant agreement also provides for Centro to expand programming to elementary age children.		
<b>Contract Term</b>	11/24 - 7/26		
<b>Contract Amount</b>	\$ 230,000.00		

<b>Contract #</b> Admin will assign	15645
<b>Type of Contract</b>	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Spring Larson, Contract Coordination Assistant	<b>Name</b>	Karen Menendez Collier
<b>Phone #</b>	608-242-6391	<b>Phone #</b>	
<b>Email</b>	dcdhscontracts@countyofdane.com	<b>Email</b>	karen@micentro.org
<b>Purchasing Officer</b>			

<b>Purchasing Authority</b>	<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)	<b>RFB/RFP #</b>
	<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 checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	


<b>MUNIS Req.</b>	<b>Req #</b>	tbd	<b>Org:</b>	72000	<b>Obj:</b>	30026	<b>Proj:</b>		\$ 230,000.00
	<b>Year</b>		<b>Org:</b>		<b>Obj:</b>		<b>Proj:</b>		
			<b>Org:</b>		<b>Obj:</b>		<b>Proj:</b>		

<b>Budget Amendment</b>	
<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.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	207
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		<b>Year</b>
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

<b>CONTRACT MODIFICATIONS – Standard Terms and Conditions</b>		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

<b>APPROVAL</b>	
<b>Dept. Head / Authorized Designee</b>	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2024.11.13 12:52:14 -06'00'

<b>APPROVAL – Contracts Exceeding \$100,000</b>	
<b>Director of Administration</b>	<b>Corporation Counsel</b>
	SHR 11.12.24

<b>APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached</b>			
<b>DOA:</b>	<b>Date In:</b> 11/13/24	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Wednesday, November 13, 2024 2:07 PM  
**To:** Hicklin, Charles; Rogan, Megan; Cotillier, Joshua  
**Cc:** Oby, Joe  
**Subject:** Contract #15645  
**Attachments:** 15645.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 11/13/2024 2:07 PM	Approve: 11/13/2024 2:07 PM
	Rogan, Megan	Read: 11/13/2024 2:12 PM	Approve: 11/13/2024 2:12 PM
	Cotillier, Joshua		Approve: 11/14/2024 10:26 AM
	Oby, Joe		

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

Contract #15645

Department: Human Services

Vendor: Centro Hispano

Contract Description: ARP Grant Agreement for expanding Centro Services to middle & high school youth (Res 207)

Contract Term: 11/1/24 – 7/31/26

Contract Amount: \$230,000.00

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. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

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**2024 RES-207**

**ACCEPTING REVENUE AND AUTHORIZING EXPENDITURES TO AWARD AN  
AGREEMENT TO CENTRO HISPANO, INC. TO EXPAND SERVICES FOR YOUTH  
DCDHS – PEI DIVISION**

Dane County Department of Human Services' (DCDHS) Prevention and Early Intervention Division (PEI) is seeking spending authority to use American Rescue Plan (ARP) funds to award a grant agreement for \$230,000 to Centro Hispano, Inc. to explore the feasibility of expanding Centro services to middle and high school youth who live in communities outside of Madison. This grant agreement also provides for Centro to expand programming to elementary age children. This is a one-time grant using American Rescue Plan (ARP) funds.

In compliance with 2021 RES-013, the following is the statement of justification, explanation of expected outcomes, and plan for data collection:

Justification: The pandemic has significantly impacted youth who continue to struggle academically and socially, with BIPOC youth disproportionately impacted. Nationally, Latinx youth have a lower sense of belonging in middle school, high school, and in the community in general (Rodriguez, S. 2023) limiting their trajectory in school and in life. In Madison, few resources support the necessary holistic engagement of Latinx youth as they make important transitions - elementary to middle, from middle school to 9th grade, and from high school to young adulthood. Centro provides a space for Latinx youth and families to celebrate their background as an asset, not a problem or a barrier. Centro offers Dane County residents the resources to meet youth, family and community need. This project explores and lays the groundwork for middle and high school youth living outside of Madison to engage in services at Centro. Centro will develop relationships with administrators and key staff members at the Sun Prairie, Verona, Middleton and Oregon school districts to explore district readiness to engage youth in Centro youth programs. Centro will provide transportation, develop protocols, and coordinate all logistics. Centro will also develop programming and engage 4<sup>th</sup> and 5<sup>th</sup> grade children in Centro programming at three Madison Metropolitan School Districts. One stated purpose of the American Rescue Plan is to allow local governments to assist non-profits to cope with the negative consequences of the pandemic. This initiative specifically targets a human service non-profit organization to bolster its service delivery efforts.

Grant Period: The grant period runs through July 31, 2026.

Expected Outcomes: Centro will 1) Explore the feasibility of offering Centro programming to youth living outside of Madison by developing school district relationships, then creating protocols, and providing transportation allowing youth to participate in programs at Centro, and; 2) Engage 4<sup>th</sup> and 5<sup>th</sup> grade students in Centro programming at three MMSD elementary schools.

Reporting: GRANTEE shall provide quarterly reports to the GRANTOR with a summarizing service progress and progress toward meeting Performance Indicators.

**NOW, THEREFORE, BE IT RESOLVED** that the following expense and revenue accounts be added to the Prevention and Early Intervention Division of the Department of Human Services and that the revenue increase be credited to the County General Fund and transferred from the General Fund to the following expenditure account in the Department of Human Services:

52 Revenue  
53 Account Number      Account Title      Amount  
54 72000 81367 (NEW) ARP Revenue      \$230,000

55  
56 Expenditure  
57 Account Number      Account Title      Amount  
58 72000 30026 (NEW) ARP Expenses      \$230,000

59  
60 **BE IT FURTHER RESOLVED** that the following Grant Agreement be awarded to Centro  
61 Hispano, Inc. in the amount of \$230,000, and that the County Executive and the County Clerk  
62 are hereby authorized and directed to sign the Grant Agreement on behalf of Dane County, and  
63 that the Controller is authorized to issue funding under this initiative.

64  
65 Vendor      Agreement Amount  
66 Centro Hispano, Inc.      \$230,000

67  
68 **BE IT FINALLY RESOLVED** that unspent funds be carried forward for expenditure in future  
69 years.  
70



DANE COUNTY CONTRACT # 15645

## GRANT AGREEMENT

ARPA

03/2023

**THIS GRANT AGREEMENT** is made and entered into, by and between the County of Dane (hereafter referred to as "GRANTOR") and Centro Hispano, Inc. (hereafter, "GRANTEE"),

### WITNESSETH:

**WHEREAS**, GRANTOR, whose address is Department of Administration, 210 Martin Luther King, Jr. Blvd, Room 425, Madison, WI 53703, has received funds from the United States Department of the Treasury pursuant to Section 602 of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act of 2021 ("ARPA") to be used for the purposes specified in the ARPA, and desires to support GRANTEE's project to lay the groundwork to engage youth living in outlying communities in Centro programming and expand Centro programming to elementary age children, and

**WHEREAS** GRANTEE, is a Wisconsin nonprofit corporation, whose address is 2403 Cypress Way, Madison, WI 53713 and is able and willing to complete such a project;

**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 acknowledged by each party for itself, GRANTOR and GRANTEE do agree as follows:

#### I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement ("Effective Date") and shall end as of July 2026 ("Expiration Date") unless terminated pursuant to this Agreement.

#### II. PURPOSE AND SCOPE:

A. In consideration of a grant in the amount of **\$230,000** ("Grant Funds"), GRANTEE agrees to lay the groundwork to engage youth living in outlying communities in Centro programming and expand Centro programming to elementary age children, ("Project"). Notwithstanding any other provision of this Agreement to the contrary, GRANTOR shall never pay more than the amount of the Grant Funds.

B. GRANTEE shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement, including the Scope of Work set forth in Exhibit A, which is fully incorporated herein by reference, and all applicable laws.

C.1. This Contract is a sub-recipient agreement funded with a federal assistance award to the County from the United States Department of the Treasury under Section 602 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act (ARPA) Coronavirus

State and Local Fiscal Recovery Fund (LFRF.) **Grantee agrees to comply with the applicable requirements of section 602 of the Act, regulations adopted by Treasury pursuant to the Act, guidance issued by the Treasury Department, and all other applicable federal statutes, regulations, and executive orders, as applicable.**

C. 2. Grant funds may only be used for Eligible Expenses. "Eligible Expenses" are those reasonable expenses that are: i) directly attributable and allocable to tasks necessary to perform the activities and provide the deliverables set forth in the Scope of Work; ii) permitted by 2 C.F.R. Part 200 (Uniform Guidance); and iii) consistent with the intent and scope of the Program.

C. 3. All expenses must meet the requirements of ARPA and all rules and guidance issued by the U.S. Department of Treasury or other federal agencies governing the use of ARPA funds, including 2 C.F.R. Part 200 (Uniform Guidance), and be consistent with the intent and scope of the Program. The County reserves the right to seek reimbursement of any Grant Award funds expended on ineligible expenses. Ineligible expenses include, but are not limited to: costs incurred in submitting an application; taxes (except sales taxes on Eligible Expenses); work stipends or wage subsidies (except approved personnel expenses); funding advocacy or lobbying efforts; administrative, personnel and programmatic funding for existing operations; and other uses ineligible under ARPA or 2 C.F.R. Part 200 (Uniform Guidance).

C. 4. Grantee shall hold the County harmless for any audit disallowance related to the eligibility of expenses paid for with Grant Award funds, irrespective of whether the audit is ordered by federal agencies or by the courts, and Grantee will be solely responsible for repaying any ineligible amounts (plus any assessed interest, costs, or fees) to the federal government.

C. 5. Grantee will return to the County or its designee any funds used by Grantee to pay for ineligible expenses or amounts in excess of the Grant Award. If Grantee fails to return excess funds, the County may deduct the appropriate amount from subsequent payments due to Grantee from the County. The County also reserves the right to recover such funds by any other legal means including litigation if necessary.

D. GRANTEE agrees to secure at GRANTEE's own expense all personnel necessary to carryout GRANTEE's obligations under this Agreement. Such personnel shall not be deemed to be employees of GRANTOR nor shall they or any of them have or be deemed to have any direct contractual relationship with GRANTOR.

**III. ASSIGNMENT:**

GRANTEE shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of GRANTOR unless otherwise provided herein.

**IV. TERMINATION:**

A. Failure of GRANTEE to fulfill any of its obligations under this Agreement in a timely manner, or violation by GRANTEE of any of the covenants or stipulations of this Agreement, shall constitute grounds for GRANTOR to terminate this Agreement by giving a thirty (30) day written notice to GRANTEE.

B. The following shall constitute grounds for immediate termination:

1. Violation by GRANTEE of any State, Federal or local law, or failure by GRANTEE to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. Failure by GRANTEE to carry applicable licenses or certifications as required by law.
3. Failure of GRANTEE to comply with reporting requirements contained herein.
4. Inability of GRANTEE to perform the work provided for herein.

C. In the event GRANTOR terminates this Agreement as provided in Subsections A & B, GRANTEE shall, within thirty (30) days of termination of this Agreement, return to the GRANTOR the full amount of the Grant Funds minus any amount that should be paid to GRANTEE for work that has been completed and which costs can be substantiated. GRANTOR may seek any and all other remedies available to it against the GRANTEE.

D. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out GRANTOR's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

**V. PAYMENT:**

GRANTOR's obligation to make payments under this Agreement is contingent upon GRANTEE demonstrating to GRANTOR's satisfaction that GRANTEE has arranged sufficient funding to complete the project in a timely manner. It is currently estimated that the cost to complete the project is \$230,000.

**VI. REPORTS:**

GRANTEE agrees to make such reports as are required in the attached Exhibit C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of GRANTEE to comply with the time limits set forth in said Exhibit C shall result in the penalties set forth herein.

**VII. DELIVERY OF NOTICE:**

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

## **VIII. INSURANCE:**

A. GRANTEE shall indemnify, hold harmless and defend GRANTOR, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which GRANTOR, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of GRANTEE's work or obligations under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of GRANTOR's, its agencies, boards, commissions, officers, employees or representatives. The obligations of GRANTEE under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and GRANTOR, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, GRANTEE shall, at GRANTEE's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, GRANTEE agrees to preserve GRANTOR's subrogation rights in all such matters that may arise that are covered by GRANTEE's insurance. Neither these requirements nor the GRANTOR's review or acceptance of GRANTEE's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the GRANTEE under this Agreement. The GRANTOR expressly reserves the right to require higher or lower insurance limits where GRANTOR deems necessary.

### **1. Commercial General Liability:**

GRANTEE agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent GRANTEES and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

### **2. Commercial/Business Automobile Liability:**

GRANTEE agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. GRANTEE further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event GRANTEE does not own automobiles, GRANTEE agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

### **3. Workers' Compensation:**

GRANTEE agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.



**4. Umbrella or Excess Liability:**

GRANTEE may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy.

There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. GRANTEE agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Upon execution of this Agreement, GRANTEE shall furnish GRANTOR with a Certificate of Insurance listing DANE COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If GRANTEE's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, GRANTEE shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. GRANTEE shall furnish GRANTOR, annually on the policy renewal date, a certificate of Insurance as evidence of coverage. It is further agreed that GRANTEE shall furnish the GRANTOR with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either GRANTEE or GRANTOR may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by GRANTEE. In the event any action, suit or other proceeding is brought against GRANTOR upon any matter herein indemnified against, GRANTOR shall give reasonable notice thereof to GRANTEE and shall cooperate with GRANTEE's attorneys in the defense of the action, suit or other proceeding. GRANTEE shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE.

D. The parties do hereby expressly agree that GRANTOR, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by GRANTOR's Risk Manager taking into account the nature of the work and other factors relevant to GRANTOR's exposure, if any, under this Agreement.

**IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:**

In no event shall the making of any payment required by this Agreement constitute or be construed as a waiver by GRANTOR of any breach of the covenants of this Agreement or a waiver of any default of GRANTEE and the making of any such payment by GRANTOR while any such default or breach shall exist shall in no way impair or prejudice the right of GRANTOR with respect to recovery of damages or other remedy as a result of such breach or default.

**X. NON-DISCRIMINATION:**

During the term of this Agreement, GRANTEE agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). GRANTEE agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

**XI. CIVIL RIGHTS COMPLIANCE:**

A. If GRANTEE has 20 or more employees and receives \$20,000 in annual contracts with GRANTOR, the GRANTEE shall submit to GRANTOR a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. GRANTEE shall also file an Affirmative Action (AA) Plan with GRANTOR in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. GRANTEE shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by GRANTOR. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. GRANTEES who have less than twenty employees, but who receive more than \$20,000 from the GRANTOR in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If GRANTEE submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by GRANTOR, a verification of acceptance by the State of GRANTEE's Plan is sufficient.

B. GRANTEE agrees to comply with the GRANTOR's civil rights compliance policies and procedures. GRANTEE agrees to comply with civil rights monitoring reviews performed by the GRANTOR, including the examination of records and relevant files maintained by the

GRANTEE. GRANTEE agrees to furnish all information and reports required by the GRANTOR as they relate to affirmative action and non-discrimination. GRANTEE further agrees to cooperate with GRANTOR in developing, implementing, and monitoring corrective action plans that result from any reviews.

C. GRANTEE shall post the Equal Opportunity Policy, the name of GRANTEE's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to GRANTOR's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. GRANTEE shall supply to GRANTOR's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

D. GRANTEE shall provide copies of all announcements of new employment opportunities to GRANTOR's Contract Compliance Officer when such announcements are issued.

E. If GRANTEE is a government entity having its own compliance plan, GRANTEE'S plan shall govern GRANTEE's activities.

## **XII. MISCELLANEOUS:**

### **A. Registered Agent.**

GRANTEE warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of GRANTEE's registered agent is readily available and current. GRANTEE shall notify GRANTOR immediately, in writing, of any change in its registered agent, his or her address, and GRANTEE's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

### **B. Controlling Law and Venue.**

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

### **C. Limitation Of Agreement.**

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

### **D. Entire Agreement.**

The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter

hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

**E. Counterparts.**

The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

**F. Execution:**

This Agreement has no effect until signed by both parties. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by GRANTEE. GRANTEE shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.

**G. Copies Valid:**

This Agreement, and any amendment or addendum relating 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, this 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 this Agreement.

**IN WITNESS WHEREOF**, GRANTOR and GRANTEE, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

**FOR GRANTEE:**

  
\_\_\_\_\_  
Karen Menéndez Coller, Executive Director

11.13.24  
\_\_\_\_\_  
Date

**\*\* \*FOR GRANTOR:**

\_\_\_\_\_  
Melissa Agard, Dane County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott McDonell, Dane County Clerk

\_\_\_\_\_  
Date

**EXHIBIT A**  
**SCOPE OF WORK**  
**Centro Hispano, Inc.**  
**2023 SCHEDULE A - Program Expansion**

**Description of Services to be Purchased:** This Grant Agreement provides for GRANTEE to explore the feasibility of expanding Centro services to middle and high school youth who live in communities outside of Madison. This Grant Agreement also provides for Centro to expand programming to elementary age children.

1. **Service Location:** GRANTEE shall provide programming for youth at the GRANTEE office location at 2403 Cypress Way, Madison.
2. **Persons to be Served:**
  - a. **Target Population:** There are two distinct target population for this project: 1) Middle and high school youth living in Sun Prairie, Middleton, Verona and Oregon school districts, and; 2) Elementary age children who attend Lincoln, Leopold, and Midvale Elementary Schools in the Madison Metropolitan School District. The Target Population will largely be youth who identify as Latinx.
  - b. **Eligibility Requirements:** This program does not have strict eligibility requirements. The intent is to develop relationships and protocols with school districts to identify and engage youth from elementary to high school in programs offered at Centro. The majority of youth served will be bilingual, Spanish-speaking, and identify as Latinx.
3. **Funding Source:** GRANTEE will comply with all federal and state requirements related to the funding source(s) for this program. This program is funded by Dane County with funds from the United States Department of the Treasury pursuant to Section 602 of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act of 2021 ("ARPA") to be used for the purposes specified in the ARP A. This is one-time funding.
4. **Units of Service:** A unit of service is defined as: 1) an hour of staff time spent working with school districts to develop relationships and protocols, and; 2) an hour of service delivered to youth who participate in programming at Centro, including transportation time to and from the community.

**B. Program Specifications**

1. **Service Specifications for Middle and High School Youth Engagement**
  - a. Grant funds shall support a full-time Coordinator position to lead this project.
  - b. Coordinator shall build relationships with district administrators, principals and key staff members in the Sun Prairie School District, Verona

Area School District, Oregon School District, and Middleton Cross Plains School District to explore feasibility and District readiness to collaborate on this project.

- c. Coordinator shall explore level of need, interest, challenges, and logistics.
- d. Coordinator shall host youth and family events as a pilot to gauge interest in Centro programs.
- e. Based on feasibility and interest, Coordinator shall develop protocols, policies and procedures to engage youth in Centro programming.
- f. Coordinator shall explore possibility of offering Centro programs at Sunshine Place in Sun Prairie.
- g. Coordinator shall manage all the logistics for this effort and be the bridge between Centro and school districts.
- h. Centro will provide youth transportation to and from programming.

**2. Service Specifications for the Elementary School Expansion**

- a. Grant funds shall support a full-time Coordinator position to lead this project.
- b. Coordinator shall establish a relationship with principals and key staff at Lincoln, Leopold and Midvale Elementary Schools in MMSD.
- c. Coordinator shall explore level of need, interest, and logistics to engage 4<sup>th</sup> and 5<sup>th</sup> grade elementary youth in programs at Centro.
- d. Coordinator shall develop a summer elementary program.
- e. Coordinator shall develop programming curriculum specific to 4<sup>th</sup> and 5<sup>th</sup> grade youth.
- f. Coordinator shall manage all the logistics for this effort and be the bridge between Centro and schools.
- g. Centro will provide youth transportation to and from programming.

**3. Service Hours/Days:** GRANTEE shall maintain program service hours M-F, during after school and evening hours, and on no-school days or weekends for special events. Service may not be available during inclement weather.

**4. Capacity/Waiting List:** The GRANTEE will establish waiting lists at its own discretion.

**5. GRANTEE Responsibilities:** During the term of this Agreement, GRANTEE shall:

- a. Hire, train and ready two Coordinator positions to execute Service Specifications outlined above.
- b. Provide transportation.
- c. Meet deliverables.

**6. GRANTOR Responsibilities:** During the term of this Agreement GRANTOR agrees to:

- a. Provide funding for this program (as indicated in the Grant Agreement).

## **C. Program Evaluation**

- 1. Goals:** The goal of the program is to:
  - a. Explore feasibility of offering Centro programming to youth living outside of Madison and developing school district relationships, creating protocols, and providing transportation to make this a reality, and;
  - b. Engage 4th and 5th grade students in Centro programming at three MMSD elementary schools.
  
- 2. Performance Indicators:** The following measures may be used to evaluate program effectiveness:
  - a. GRANTEE shall meet with identified school districts to explore district readiness and interest in engaging youth in Centro programming.
  - b. GRANTEE shall develop sustainable protocols for engaging and transporting middle and high school youth from outlying communities in Centro programming.
  - c. GRANTEE shall pilot middle and high school programming with at least one school district.
  - d. GRANTEE shall develop elementary school age program for 4<sup>th</sup> and 5<sup>th</sup> grade students.
  - e. GRANTEE shall begin serving elementary (4<sup>th</sup> & 5<sup>th</sup> grade) youth.

## **D. Other Requirements:**

1. GRANTOR may withhold payment in the event of contract non-compliance.

**EXHIBIT B**  
**PAYMENT TERMS**

Regarding V. Payment:

GRANTEE will receive payments as scheduled below. Request for payment shall be made on COUNTY’s Payment Voucher (Form 014-64-05) and submitted to COUNTY by the first of the month in which the payment is to be issued.

<b>Month/Year</b>	<b>Payment Amount</b>
December 2024	\$32,900
March 2025	\$32,900
June 2025	\$32,900
September 2025	\$32,900
December 2025	\$32,900
March 2026	\$32,900
June 2026	\$32,600

When the contract period ends, a final settlement reconciliation will be calculated by COUNTY. GRANTEE will need to submit documentation support (e.g. invoices, payroll report, expense report, etc.) of actual expenses occurred and paid out throughout the entire contract period by August 31,2026. At that time, any overpayments made to GRANTEE and unspent funds will be due to COUNTY.

All financial documentation support shall be sent to Accountant, Lisa Breunig at [breunig.lisa@danecounty.gov](mailto:breunig.lisa@danecounty.gov).

**EXHIBIT C**  
**REPORTS**

GRANTEE shall provide quarterly reports to the GRANTOR with a summarizing service progress and progress toward meeting Performance Indicators.