

Dane County Contract Cover Sheet

BAF# NA
RES 061
Significant

Dept./Division	Human Services / HAA
Vendor Name	Catholic Charities, Inc.
Vendor MUNIS #	1227
Brief Contract Title/Description	POS Contract – Adding housing case management and move-in funds
Contract Term	6/1/2020 – 12/31/2020
Total Contract Amount	\$390,000

Contract # <small>Admin will assign</small>	84826A/14030
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	TBD	Amount	\$ 390,000
Req #	061				Amount	\$
Year	2020				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 # 061
	<input type="checkbox"/> Addendum Form required.	Year 2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	5/27/20		
<i>ch</i>	Controller		5/27/20	approvals via email
<i>cac</i>	Purchasing		5/28/20	approvals vi email
N/A	Corporation Counsel			See "I" below
<i>DL</i>	Risk Management		5/27/20	approvals via email
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Jackson Fonder
Phone #	(608) 242-6391	Phone #	(608) 826-8000
Email	larson.spring@countyofdane.com	Email	jfonder@ccmadison.org
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	702 S High Point Rd, Ste 201, Madison WI 53719

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 120	5/19/2020
	d. Current Contract Amount	\$ 675,739	i. Corporation Counsel		05/20/2020
	e. Adjustment Amount	\$ 390,000	j. To Provider		
	f. Revised Contract Amount	\$ 1,065,739	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
	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>	5/29/20
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Wednesday, May 27, 2020 2:15 PM
To: Hicklin, Charles; Clow, Carolyn; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #84826A/14030
Attachments: 14030.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/27/2020 2:15 PM	Approve: 5/27/2020 2:15 PM
	Clow, Carolyn		
	Lowndes, Daniel		Approve: 5/27/2020 2:31 PM
	Stavn, Stephanie	Read: 5/27/2020 2:51 PM	

Contract #84826A/14030
Department: Human Services
Vendor: Catholic Charities
Contract Description: Addendum to add Housing Case Management & Move-in Funds (Res 061)
Contract Term: 6/1/20 – 12/31/20
Contract Amount: \$390,000

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: Clow, Carolyn
Sent: Thursday, May 28, 2020 1:23 PM
To: Goldade, Michelle
Subject: Approve: Contract #84826A/14030



Dane County Department of Human Services

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

JOE PARISI
DANE COUNTY EXECUTIVE

Date: April 29, 2020

To: Joe Parisi
County Executive

From: Der Xiong
Accountant

Re: Addendum to Catholic Charities, Inc., Diocese of Madison POS contract

Description:

This resolution is to authorize the receipt of the City of Madison's 2020 contribution to this collaborative partnership. The City of Madison will contribute \$200,000 to The Beacon's operations in 2020.

Revised Contract amount: \$675,739

**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.

84826A/14030

APPROVED
CORPORATION COUNSEL
MAM; 05/20/2020

ADDENDUM

THIS ADDENDUM is made and entered into by and between the County of Dane (hereinafter referred to as "COUNTY") and **Catholic Charities, Inc., Diocese of Madison** (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. **84826** (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 eight (8) pages.

<u>Current Cost</u> <u>for 2020</u>	<u>Addendum Amount</u>	<u>Revised Maximum</u> <u>Cost for 2020</u>
\$ 675,739	\$ 390,000	\$1,065,739

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.

5/27/2020
Date Signed: _____

FOR PROVIDER: DocuSigned by:
Jackson Fonder
E0C799C28D664BD...

Signature Jackson Fonder President & CEO

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: 10/8/2019	Contract #: 84826	Provider: Catholic Charities, Inc., Dioceses of Madison
Revised: 5/18/2020	Division: HAA	Funding Period: January 1, 2020 through 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. 8140	8140	80366	36205	Day Resource Center	106			see below	see below	\$ 439,000		\$ 439,000	See Sch A
b. 8143	8143	80366	22637	Transportation Services	107			see below	see below	\$ 29,964		\$ 29,964	See Sch A
c. 8148	8148	80366	36300	Direct Assistance	106			\$250	60	\$ 15,000		\$ 15,000	See Sch A
d. 8159	8159	80000	36604	Housing Case Management	106			see below	see below	\$ 191,775		\$ 191,775	See Sch A
e. 8165	8165	80000	New	COVID Housing Navigation	106			\$29.23	4,960	\$ 145,000		\$ 145,000	
f. 8165	8165	80000	New	COVID Quick Move-In	106			\$1,700.00	144	\$ 245,000		\$ 245,000	
g.													
h.													
i.													
j.													
Total										\$ 1,065,739	\$ -	\$ 1,065,739	

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

a. Unit costs include funds for 7.5 FTE and operational costs to provide Day Resource Center program. Amended 4/24/2020 to reflect \$200,000 contribution to program operations from the City of Madison.	\$200,000 - City of Madison
b. Unit costs include funds for .5 FTE.	
c. Added to 2018 budget by County Board. Unit cost estimates a maximum of \$50 in direct assistance provided a guest per year. Some assistance could be less, which would provide additional units. Increased by \$5,000 in the County Executive's 2020 budget to support additional bus pass purchases for Beacon guests.	
d. Executive's 2020 budget. Amended 5/18 to reflect increase of \$390,000 to provide housing navigation services to individuals sheltering in hotels or Warner Park due to COVID-19 pandemic, and direct assistance to assist with security deposit and first month's rent for clients.	
e. Added 5/18. Unit cost includes 4.0 FTE targeting services to roughly 450 individuals sheltering in hotels/Warner shelter for 6 months.	
f. Added 5/18. Unit cost based on estimate of 144 households served with an average of \$1,700 of direct assistance per household.	
g.	
h.	
i.	
j.	

Standard Program Category (SPC) Code Description:

a. 106 Housing/Energy Assistance	c. 106 Housing/Energy Assistance	e. 106 Housing/Energy Assistance	g.
b. 107 Transportation	d. 106 Housing/Energy Assistance	f. 106 Housing/Energy Assistance	h.
			j.
			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
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Schedule A
Catholic Charities
Housing Navigation
Programs #8159, #8165
2020

Service Description: SPC Code: 106 Housing

The provision of housing navigation services, defined generally as assisting individuals in need of housing with tasks related to housing search; and information and referral to community resources to address concerns related to housing (employment and training, mainstream benefits, etc.).

Amended 5/18/2020 to include the addition of 4.0 FTE to provide housing navigation services to 450 individuals and families with children sheltering in hotels and at the Warner Park temporary overnight shelter for men over 18 due to the COVID-19 pandemic. Services also include \$245,000 in quick-move in funds to assist clients with security deposit and first month's rent needed to move from shelter into permanent housing.

I. PROVIDER'S Responsibilities: PROVIDER shall:

- A. Provide housing navigation services, including but not limited to help with a housing search; identification of an individual's housing barriers; guidance and advocacy to overcome those barriers; information and referral to community resources to address concerns related to housing (employment and training, mainstream benefits, etc.) and assistance filling out housing applications.
- B. Provide services at a number of community locations as determined by PROVIDER in consultation with its COUNTY contract manager.
- C. Provide services at The Beacon Day Resource Center from 9 a.m. to 4:30 p.m. Monday through Friday, and from 9 a.m. to 12 p.m. on Saturdays.
- D. Consult with its COUNTY contract manager to determine the community-located service days and hours which may vary by location and activity.
- E. Provide individualized services, similar to case management, for at least forty (40) hours a week at The Beacon day resource center with at least twenty (20) appointments per week, to individuals who are not currently in housing, experiencing homelessness as defined by HUD (living in a shelter or on the streets), and/or not currently enrolled in another case management or outreach program where they would be obtaining housing navigation services.

- F. Provide services to young adults ages 18–24. This may include individuals that fall under the federal Department of Education McKinney-Vento definition of homelessness (includes individuals who are doubled-up or self-paying for extended lodging in hotels). Services provided to this population will be individualized, similar to case management, with at least 1.0 FTE equivalent providing at least twenty (20) appointments per week.
- G. Provide services to individuals who are housing insecure or do not otherwise meet the federal Department of Housing and Urban Development (HUD) definition of homelessness (individuals who are staying with another person or self-paying for extended lodging in hotels.) Services provided to this population will be broader and more “self-service” in nature.
- H. Provide services to individuals who are self-referred, or referred by another organization or agency. Customers will be asked to provide information at program intake (for enrollment in individualized services) to satisfy Homeless Management Information System (HMIS) data collection for this program.
- I. Provide housing navigation services to at least 450 individuals and families with children sheltering in hotels paid for by Dane County and at the Warner Park temporary emergency overnight shelter for men over 18 due to COVID-19 pandemic. PROVIDER shall work collaboratively with agencies providing on-site supportive services for guests at these locations to help create meaningful connections to PROVIDER’S program.
- J. Provide quick move-in housing assistance (up to first month’s rent and security deposit) to 144 households to help customers gain access to a housing unit. PROVIDER shall prioritize quick move-in funds for individuals and families sheltering in hotels paid for by Dane County and at the Warner Park temporary emergency overnight shelter for men over 18 due to the COVID-19 pandemic, and who cannot otherwise afford these entry costs for a housing unit.
- K. Provide general workshops for customers and partner agencies at various community locations on topics including, but not limited to; how to conduct a housing search; how to review a housing history; how to identify other barriers to housing; how to apply for housing; and/or how to communicate with a landlord.
- L. Provide a diverse range of educational materials (print/video/online content), including the development and continuous maintenance of a website that individuals in need of housing, or local service providers that work with individuals in need of housing, can use to assist with the housing search process. Website components will include but will not be limited to:

1. A searchable housing vacancy database maintained with timely housing updates.
 2. Information on how to search for housing.
 3. Information on how to interact with landlords or leasing staff.
 4. Information on community housing options, eligibility, and how to apply for them.
 5. Information on how to build a housing history and/or cure a less than perfect housing history.
 6. Information on common terms associated with a lease to increase customer understanding of how to adhere to a lease, or if a lease arrangement will meet the customer's needs.
- M. Provide community outreach, education, and ongoing public communication to help customers access the array of services available and to increase awareness among community partners of housing navigation services available to their clients.
- N. Offer services without preconditions (i.e., employment, income, absence of criminal record, or sobriety). Resources provided will be tailored to the unique needs of the individual client.
- O. Ensure operations reflect trauma informed care, housing first, and harm reduction approaches.
- P. Connect individuals in need of housing resources to other housing stability related resources, such as employment and training, behavioral health services, and other mainstream benefits.
- Q. Create meaningful relationships with area landlords that can lead to more housing options for individuals with less than perfect housing history.
- R. Work collaboratively with other agencies and systems (including those outside of the housing and homelessness continuum of care) to maximize the overall impact of these services.
- S. Use the HMIS to track program entry/exit and other client data for this program.
- T. Participate in the Dane County Homeless Services Consortium (HSC).
- U. Participate and collaborate with the HSC's coordinated entry system, including developing strategies to manage referral of clients and which clients to prioritize for services.
- V. Adhere to the HSC Written Standards where applicable. The Written Standards can be viewed online at

https://docs.wixstatic.com/ugd/73dee7_f0e76bf14db9496180fd8a6e43c9adcd.pdf

W. Commit sufficient hours of staff time to deliver the services described above. COUNTY funding supports 7.0 FTE.

II. Program Evaluation. PROVIDER'S performance will be evaluated using the following goals:

- A. To help individuals in a housing crisis obtain safe, stable, housing and/or prevent homelessness.
- B. To help accelerate housing placements from the community by-name list for housing utilized by the Dane County Homeless Services Consortium. The HUD recommended average length of time on the by-name list is 60 days.
- C. To help prevent individuals "aging" into chronic homeless status due to lengthy wait times for housing.

III. Reporting Requirements.

- A. PROVIDER shall submit quarterly reports in a format approved by its COUNTY contract manager, to its COUNTY contract manager, via e-mail by the 15th of the following month. Reporting metrics must include but are not limited to:
 - Total number of persons served (walk-in traffic and over the phone).
 - Total number of persons enrolled in individualized services, including racial and age demographics.
 - Total number of official appointments scheduled.
 - Total number of "no-shows" to official appointments.
 - Number of households served.
 - Number of veterans served.
 - Number of community workshops held.
 - Number of clients exited to permanent housing.
 - Number of clients referred to other supports, and a breakdown of those referrals by topics, including but not limited to employment and training, mental health/AODA, economic assistance benefits, additional housing assistance, health care, and/or legal assistance.
 - Returns to homelessness by clients served through individualized services after six (6) and twelve (12) months.

- Program website traffic data (total number of visits, visits breakdown to various pages of the site, number of downloads for various content, etc.)
- Number of individuals served with quick move-in funds.
- Average amount of quick move-in assistance distributed per household served.

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.

IV. Other Features and Requirements

A. PROVIDER and COUNTY agree that during this agreement terms may be renegotiated to address changes in program plans and available revenues.

CATHOLIC CHARITIES, INC.
2020 Schedule B – Fiscal
Program #8165
Housing Case Management and Move-In Funds

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

PROVIDER shall be advanced equal monthly payments consisting of the program amount divided by 7 months. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on the COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY by the first of the month previous to the month the payment is to be issued.

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.

4. 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.