

Dane County Contract Addendum Cover Sheet

Revised 06/2021

Res 078
Significant

BAF # 22081
Acct: DRS
Mgr: BECKER
Budget Y/N: Y

Contract # Admin will assign	14563A/85533
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Dept./Division	Human Services /HAA	Vendor Name	Equitable Social Solutions, LLC
Brief Addendum Title/Description	Adding ARP Hotel Room Fees program and increasing contract by \$700,000	Vendor MUNIS #	32491
		Addendum Term	1/1/2022 - 9/30/2022
		Amount (\$)	\$ 700,000.00

Department Contact Information		Vendor Contact Information	
Contact	Spring Larson, Contract Coordination Assistant	Contact	Mark Douglass, President
Phone #	608-242-6391	Phone #	502-394-2100
Email	dcdhscontracts@countyofdane.com	Email	mark@equusworks.com
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	PO Maintenance Needed	Org: 80000	Obj: 30026	Proj:	\$ 700,000.00
	PO# 20220598	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					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	1/1/2022 - 6/30/2022	\$ 1,300,000.00	<input type="checkbox"/> None	Res# 2021 - 283
	A	1/1/2022 - 9/30/2022	\$ 650,000.00	<input checked="" type="checkbox"/> None	Res# 2022 HSCA-002
	B	1/1/2022 - 9/30/2022	\$ 700,000.00	<input type="checkbox"/> None	Res# 2022 -078
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 2,650,000.00		

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	
Tessmann, Shawn	Digitally signed by Tessmann, Shawn Date: 2022.06.17 13:44:10 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
<i>Greg Brockmeyer</i>	DH 6/17/22

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 6/21/22	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, June 23, 2022 10:11 AM
To: Hicklin, Charles; Rogan, Megan; Lowndes, Daniel
Cc: Oby, Joe
Subject: Contract #14563A
Attachments: 14563A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 6/23/2022 1:49 PM	Approve: 6/23/2022 1:49 PM
	Rogan, Megan	Read: 6/23/2022 10:28 AM	Approve: 6/23/2022 10:28 AM
	Lowndes, Daniel	Read: 6/23/2022 10:43 AM	Approve: 6/23/2022 2:29 PM
	Oby, Joe	Deleted: 6/24/2022 10:20 AM	

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

Contract #14563A
Department: Human Services
Vendor: Equitable Social Solutions
Contract Description: Addendum to add ARP Hotel Room Fees Program (Res 078)
Contract Term: 1/1/22 – 9/30/22
Contract Amount: \$700,000.00

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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

AUTHORIZING FUNDING FOR EXTENSIONS OF NON-CONGREGATE SHELTER AND AMENDING A CONTRACT 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 has 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.

More than \$6.5 million in ARP funding was approved in the 2022 Dane County Budget to assist with non-congregate sheltering efforts for people experiencing homelessness. This initial allocation assumed a non-congregate shelter end date of June 30th. Additional funding is required to provide non-congregate shelter and related post-program supports through September 30, 2022, and isolation and quarantine shelter through February 28, 2023.

Response to the COVID-19 Pandemic: Preventing exposure to and spread of COVID-19 among households experiencing homelessness has been 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.

The Dane County Department of Human Services – Housing Access and Affordability Division (HAA) requests \$3,123,950 in additional funding to continue non-congregate shelter for people experiencing homelessness who are at higher risk of severe illness if they contract COVID-19 and quarantine shelter programs for people experiencing homelessness who are symptomatic/positive for COVID-19 or a close contact for a positive COVID-19 case, and to continue non-congregate shelter for people experiencing homelessness who are at higher risk of severe illness if they contract COVID-19.

The Dane County Department of Human Services – Housing Access and Affordability Division (HAA) also requests \$700,000 of that total to amend an existing contract with Equitable Social Solutions, LLC (EQUUS) to provide on-site services for non-congregate hotels shelter and payment of hotel room costs associated with the program.

Duplication of Funding/Existing Partnerships and Programs: The funding is cooperative with other non-congregate shelter programs, as additional space/programming is needed to maintain social distancing in the shelter system during this time.

The funding is not duplicative for a program providing non-congregate isolation/quarantine shelter for people experiencing homelessness who are symptomatic/positive for COVID-19 or a close contact for a positive COVID-19 case.

52 **Expected Outcomes and Data Collection**

53 **Non-Congregate Hotel Shelter**

54 Expected program outcomes include the provision of safe, non-congregate shelter for people
55 experiencing homelessness who are at higher risk of severe illness if they contract COVID-19.
56 Guests will receive information on how to limit their exposure to COVID-19, receive the COVID-
57 19 vaccine, and make connections to community supports such as housing, employment, medical
58 care, economic assistance programs, or other needs identified by the shelter guest.

59 Data collection will minimally include the number of and demographics for the people served by
60 the program, the average length of stay in non-congregate shelter, and program exit destinations.

61 **Isolation/Quarantine Program**

62 Expected program outcomes include the safe recovery and discharge of people who are positive
63 for COVID-19, and safe shelter and discharge of people who need to quarantine due to symptoms
64 prior to test results or due to being a close contact to a positive COVID-19 case. The average
65 number of people served by this program at any given time fluctuates based on COVID-19 spread
66 at any given time. More than 110 people were served at one time during the pandemic's peak in
67 the fall/winter of 2021/2022, and early during the Spring of 2022 fewer than 10 people were served
68 at any given time.

69 Data collection will minimally include the number of and demographics for the people served by
70 the program.

71 **BE IT RESOVLED**, that account 80000 81367 ARP REVENUES be increased by \$3,123,950
72 and that account 80000 30026 ARP EXPENSES be increased by \$3,123,950 and accounts
73 ADMADM 21873 "Pandemic Response-ARP" and ADMADM 81367 "ARP Revenues" be
74 decreased by \$830,000.
75

76 **BE IT FURTHER RESOLVED**, that the following contract be increased \$700,000 (term of July
77 1, 2022 – September 30, 2022) and that the County Executive and County Clerk are hereby
78 authorized and directed to sign the agreement on behalf of Dane County, and that the Controller
79 is authorized to make payments related to the execution of the amendment.

80 <u>Vendor</u>	<u>Amendment Amount</u>
81 Equitable Social Solutions, LLC	\$700,000

82 **BE IT FINALLY RESOLVED** that the County Board requests quarterly reports be shared with
83 the members of the County Board, and that the Health and Human Needs Committee review
84 the reports on a quarterly basis and discuss how the information presented addresses
85 anticipated program outcomes.

86 **NOW, THEREFORE, BE IT FINALLY RESOLVED**, that unspent funds from 2022 be carried
87 forward for expenditure in 2023.

ADDENDUM

THIS ADDENDUM is made and entered into by and between the County of Dane (hereinafter referred to as "COUNTY") and **Equitable Social Solutions, LLC** (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. **85533** (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 seven (7) pages.

<u>Current Cost</u> <u>for 2022</u>	<u>Addendum Amount</u>	<u>Revised Maximum</u> <u>Cost for 2022</u>
\$1,950,000	\$700,000	\$2,650,000

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: 6/17/2022

FOR PROVIDER:


 Signature
 Mark Douglass, President

 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: 6/17/2022



 SHAWN TESSMANN, Director,
 Department of Human Services
 (when applicable)

Program Summary Form

Created: 12/7/2022 Revised: 6/10/2022	Contract #: 85633 Division: HAA	Provider: Equitable Social Solutions, LLC Funding Period: January 1, 2022 through September 30, 2022	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.	6703	80000	30026	ARP Non-Congregate Hotel Shelter	106			\$48.93	38,258	\$ 1,872,000		\$ 1,872,000	Specific
b.	6703	80000	30026	ARP Hotel Shelter Direct Assistance	106			\$173.33	450	\$ 78,000		\$ 78,000	Specific
c.	6703	80000	30026	ARP Hotel Room Fees	106			\$106.38	6,580	\$ 700,000		\$ 700,000	Specific
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Total										\$ 2,650,000.00	\$ -	\$ 2,650,000.00	

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

a.	The section below is to be used to further define the information above. A unit is an hour of direct client service. Unit costs include administration and program costs. 5/31/2022 - Amended up \$624,000 to cover program extension through 9/30/2022.
b.	A unit is a household. Number of guests served and average amount of assistance provided may vary based on actual guest needs. 5/31/2022 - Amended up \$26,000 to cover program extension through 9/30/2022.
c.	Added 6/10/2022. A unit is one night of hotel lodging with associated fees. Unit costs include 70 rooms for 94 hotel lodging nights (6,580 nights). Number of nights paid may vary based on occupancy.
d.	
e.	
f.	
g.	
h.	
i.	
j.	

Standard Program Category (SFC) Code Description:	g.
a. 106 Housing/Energy Assistance	j.
b. 106 Housing/Energy Assistance	k.
c. 106 Housing/Energy Assistance	
d.	
e.	
f.	

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

Accountant(s)/Programs:
Dylan Seitz - Seitz.Dylan@countyoofdane.com

Schedule A
Equitable Social Solutions, LLC
Non-Congregate Hotel Shelter Operations
Program #8209, Program #8210, Program #8216
2022

Service Description:

Staffing to provide shelter stability, on-site programming, connections to case management and housing assistance, and referrals to community supports to individuals experiencing homelessness who are sheltering in hotels funded by the COUNTY, most of whom are considered at higher risk for contracting COVID-19 as determined by the Centers for Disease Control and Prevention.

(SPC: 106 Housing)

I. PROVIDER shall:

- a. Provide on-site and mobile services at various hotels in Dane County where individuals experiencing homelessness who are at higher risk for contracting COVID-19 are temporarily lodging.
- b. On-site staffing at hotels provided 24/7.
- c. Provide services for guests that include, but may not be limited to:
 - i. Assistance accessing basic needs such as food, mail, ID, and other supports.
 - ii. Connections to case management.
 - iii. Connections to behavioral health supports.
 - iv. Psychoeducational programming.
 - v. Housing support.
 - vi. Benefits assistance.
 - vii. Crisis stabilization as needed.
- d. Provide services at various hotel locations as agreed upon by the COUNTY and PROVIDER, dependent on program capacity and resources.
- e. Provide on-site staffing for each hotel site, supervised by a 1.0 FTE Program Coordinator. In addition, on-site staffing shall consist of a shift supervisor and up to four Support Specialists 7 days a week, for up to 24 hours. On-site services will include:
 - i. Regular contact with hotel guests to assess their needs for various resources (economic assistance, employment and training,

behavioral health, medical, housing, etc.), and connection to those resources.

ii. Assistance with referral into long-term case management and/or other behavioral health supports.

iii. Psychoeducational programming related to the pandemic to help guests adhere to Public Health Madison-Dane County recommendations to reduce exposure to and spread of COVID-19.

- h. Provide 2.0 FTE case managers to provide more intensive case management supports for guests who are not appropriate for a housing program placement and may need more substantial supports in the community, such as long term care or assisted living.
- i. Work on-site with hotel staff to minimize conflict and diffuse potential crises.
- j. Assess new guests for COVID-19 symptoms, and monitor symptoms of longer-term guests.
- k. Aid in the transfer of guests from their hotel to a medical isolation location in the event guests become symptomatic or ill and can no longer stay in their room, including transportation.
- l. Work with vended meal provider, funded by COUNTY, to distribute meals to guests, and communicate meal levels/changes if necessary.
- m. Partner with shelter providers and outreach workers to identify appropriate guest referrals for room vacancies or new program openings. PROVIDER will manage the wait list for the program and the referral process.
- n. Provide orientation to guests before check-in to review guest responsibility agreement.
- o. Coordinate when appropriate with the Homeless Services Consortium (HSC) to communicate information about the program and connect guests to services as needed.
- p. Collaborate with housing navigators focused assisting guests sheltering in hotels with finding permanent housing options.
- q. Assist guests with obtaining basic needs items and housing entry costs as needed. PROVIDER shall make every reasonable attempt to secure donated basic needs items before using COUNTY funds. Provision of basic needs items will be limited to the list below unless authorized in writing by PROVIDER'S COUNTY contract manager:

- I. Personal hygiene products (toothpaste, deodorant, feminine hygiene products, etc).
- II. Socks.
- III. Underwear.
- IV. Adult incontinence aids.

r. Discharge planning to prepare guests for the end of the hotel shelter program. Planning will include identifying discharge options for guests (i.e. congregate shelter), facilitating access to storage of personal belongings if needed, transportation coordination for guests at the end of the program, etc.

s. PROVIDER shall contract with a security vendor to provide services at the hotel shelter as needed and at a budget level approved by COUNTY.

t. PROVIDER shall contract with a vendor that can procure hotel rooms and manage payment of room fees at a budget level approved by COUNTY.

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

- a. One hundred percent (100%) of participants will be assisted with accessing and supporting basic needs.
- b. Up to twenty five percent (25%) of participants will be connected to long-term case management services.
- c. Up to twenty five percent (25%) of participants will be enrolled in eligible benefits programs.

II. Reporting

a. PROVIDER shall report on the 15th of the following month via e-mail to its COUNTY contract manager with the following agency data:

- i. Individuals served.
- ii. Demographics of individuals served.
- v. Number of participants connected to long-term case management services.
- vi. Number of participants enrolled in eligible benefits program.
- vii. Number of individuals who left the program voluntarily, and where they exited to (i.e. permanent housing).
- viii. Number of individuals who left the program due to hotel rule violations.
- viii. Number of new individuals who entered the program.

IV. Special Features

- a. Services will begin on January 1, 2022 and continue up to September 30th, 2022. Contract will be evaluated monthly to track trends in service need levels and adjust services as needed.
- b. COUNTY will negotiate with its hotel partners to secure office space/lodging space for PROVIDER at each service location if services are provided in a hotel.
- c. Operations for non-congregate hotel shelter are currently located at a hotel at 3841 E Washington Ave, in Madison, WI. In the event an alternative location for non-congregate hotel shelter cannot be found after June 30th, 2022, PROVIDER agrees to offer a reduced level of service from July 1st, 2022 through September 30th, 2022 as follows:
 - i. Provide supportive services to guests who exit the hotel shelter program after the program's formal end on June 30th, 2022. Services will be provided in community settings where former hotel guests may exit to, including but not limited to: permanent housing, congregate day/overnight shelter, and unsheltered settings. Services provided will be the same as those referenced in section I.c., above.
 - ii. Staffing levels for these services will minimally include up to five (5.0) FTE in addition to staff supervision.
 - iii. PROVIDER shall submit a revised budget and personnel schedule in the event staffing levels are reduced. Contract changes shall include a revised Schedule B for this agreement prepared by COUNTY.

Schedule B
Equitable Social Solutions, LLC
2022 Contract # 85533
Program # 8216

1. The method of payment for this contract will be *monthly expense reimbursement* as noted under Section C - XXVI Financial Provisions.
 - a. Requests for payment shall be made on the County's Payment Voucher (Form 014-64-05) and submitted to County within twenty-five days after the month of service.
 - b. Monthly financial expense reporting is required for monthly payment voucher processing. Standard monthly documentation required for monthly expense reporting will include:
 - i. A completed monthly expense report in the County provided format that reports actual expenses for the billing period, due no later than the 25th of the following month.
 - ii. A completed Personnel Schedule, detailing actual costs (Salaries, Taxes, & Benefits) incurred by individual position for the billing period.
 - c. Total Personnel Schedule costs are required to balance with summary personnel costs, as submitted in the Expense Report. Expense Report totals will balance with the total payment voucher request.
 - d. Additional support for expense reimbursement may be requested at the County's discretion.
2. All other terms associated with Section C - XXVI Financial Provisions are fully incorporated into the contract.