

Dane County Contract Cover Sheet

RES 085
Significant

Dept./Division	Human Services / HAA
Vendor Name	Focus Counseling Inc.
Vendor MUNIS #	27641
Brief Contract Title/Description	Increasing Focus Counseling's POS contract by \$1,888,722 to continue services for guests in hotels from 6/1/20 to 12/31/20 at a rate of \$269,817.43 per month. (COVID related)
Contract Term	6/1/2020 - 12/31/2020
Total Contract Amount	\$1,894,523

Contract # Admin will assign	13981B
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	39000	Obj Code	20025	Amount	\$ 1,894,523
Req #	Org Code		Obj Code		Amount	\$
Year	Org Code		Obj Code		Amount	\$

Resolution /Addendum Form	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.		
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.		
	<input checked="" type="checkbox"/> Resolution required and a copy is attached.		Res # 085
	<input type="checkbox"/> Addendum Form required.		Year 2020


Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
mg	Received by DOA	6/4/20		
ch	Controller		6/4/20	approval via email
cac	Purchasing		6/5/20	approval via email
N/A	Corporation Counsel			See "I" below
dl	Risk Management		6/4/20	approval via email
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Spring Larson, Contract Coord. Assistant	Name	Calvin Brace
Phone #	(608) 242-6391	Phone #	6083358093
Email	larson.spring@countyofdane.com	Email	c.brace@focuscounselingwi.com
Address	1202 Northport Drive, RM Gr42A, Madison WI 53704	Address	2901 International Ln Ste 100, Madison WI 53704

Human Services Only	a. Dane County Res. #	N/A	Approvals	Initials	Date
	b. Budget/Personnel Required	YES	g. Accountant	DX	6/30/20
	c. Program Manager Name	Becker	h. Supervisor	JZ - 124	
	d. Current Contract Amount	\$545,054	i. Corporation Counsel	Dh 6/4/20	
	e. Adjustment Amount	\$1,894,523	j. To Provider	CW 6/4/20	
	f. Revised Contract Amount	\$2,439,577	k. From Provider	CW 6/4/20	

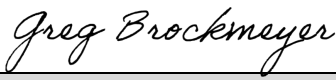
Certification: The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input checked="" type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Dept. Head / Authorized Designee	Signature	Date
		06/04/2020
	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
		6/8/20
	Comments	
Corporation Counsel	Signature	Date
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, June 4, 2020 4:21 PM
To: Hicklin, Charles; Clow, Carolyn; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #13981B
Attachments: 13981B.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 6/4/2020 4:51 PM	Approve: 6/4/2020 4:51 PM
	Clow, Carolyn		
	Lowndes, Daniel	Read: 6/4/2020 4:28 PM	Approve: 6/4/2020 4:28 PM
	Stavn, Stephanie		

Contract #13981B
Department: Human Services
Vendor: Focus Counseling Inc
Contract Description: Increase funding to continue services for guests in hotels during COVID (Res 085)
Contract Term: 6/1/20 – 12/31/20
Contract Amount: \$1,894,523

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

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: Friday, June 5, 2020 2:23 PM
To: Goldade, Michelle
Subject: Approve: Contract #13981B



Dane County Department of Human Services

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

JOE PARISI
DANE COUNTY EXECUTIVE

Date: June 2, 2020

To: Joe Parisi
County Executive

From: Der Xiong, Accountant

Re: Addendum to POS contract with Focus Counseling

Description:

This resolution is to award a contract addendum to Focus Counseling, Inc. for emergency staffing at hotels where individuals experiencing homelessness are temporarily residing. This will extend services for guest sheltering in hotels from June 1, 2020 to December 31, 2020.

Addendum amount:	\$1,894,523
Contract amount:	\$2,439,577

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2020 RES-085

**AMENDING CONTRACT TO FOCUS COUNSELING, INC.
DCDHS – HAA DIVISION**

Dane County Department of Human Services (DCDHS) Housing Access and Affordability (HAA) Division has a contract with Focus Counseling, Inc. for emergency staffing at hotels where individuals experiencing homelessness are temporarily residing.

The contract for these services needs to be extended beyond its current authorized term to continue services for guests sheltering in hotels from June 1, 2020 to December 31, 2020.

Hotel sheltering has been a critical component of Dane County's pandemic response that has helped achieve the social distancing required to limit the spread of COVID-19 in Dane County's congregate homeless shelter system.

Without the use of hotels to temporarily house individuals experiencing homelessness at higher risk for contracting COVID-19 and families experiencing homelessness, Dane County's existing shelter system cannot provide the space necessary to achieve social distancing unless providers significantly reduce the number of people who can seek emergency shelter at any given time. In addition, without the use of hotels, Dane County's existing shelter system cannot provide proper medical isolation for guests experiencing homelessness who are symptomatic/confirmed for COVID19.

Sustaining hotel sheltering to maintain social distancing requires significant resources and partnerships in order to provide the supports needed for guests to safely and successfully isolate. Beyond an increased need for assistance connecting to basic needs and services, isolation can exacerbate behavioral health needs that must be addressed.

After the initial surge of move-ins at the beginning of the pandemic response, nearly 400 individuals are currently sheltering in hotels. The County's partnership with Focus Counseling has enabled the County to extend hotel sheltering partnerships through the end of the year.

As a result, hotel sheltering now provides an unprecedented opportunity to bring stability to a segment of Dane County's population experiencing homelessness through increased connection to various services, including behavioral health supports and permanent housing. To that end, Focus Counseling's contract extension will include expanded case management services for guests within the budget of their existing contract.

Case management services will include regular contact with hotel guests to assess their needs for various resources (economic assistance, employment and training, behavioral health, medical, housing, etc.) and connect them to resources as needed, continuation of existing psychoeducational programming related to the pandemic, mental health, wellness and/or substance use disorders, connection to the Dane County Homeless Services (HSC) coordinated entry system, assistance with referral/enrollment into long-term case management and/or other behavioral health supports.

52 Case management will be provided in addition to continuing existing Focus Counseling
53 services, including 24/7 staff presence at hotels to help ensure the safety and well-being
54 of guests, connection to basic needs (obtaining identification, mail, clothing, or
55 prescriptions, etc.), and maintenance of the hotel partnership; education and outreach to
56 guests around Public Health Madison – Dane County guidelines to limit spread of and
57 exposure to COVID-19, assistance in screening, referral, and transport of hotel guests
58 who become symptomatic and need to be transferred to medical isolation, and
59 coordinating with other vendors providing services to hotels and to stakeholders
60 supporting the hotel sheltering response.

61
62 Focus Counseling also provides staff support to the medical isolation program to assist
63 guests in adhering to quarantine during their stay. Services include regular telephone
64 outreach to medical isolation guests to assess basic and behavioral health needs and
65 behavioral health needs and connections, service coordination related to the medical
66 isolation program, and the provision of basic needs items to assist guests in adhering to
67 quarantine. The extended contract will also include the provision of direct assistance to
68 help guests access basic needs such as transportation and laundry.

69
70 The contract for these services needs to be extended beyond its current authorized term
71 to continue services for guests in hotels from June 1, 2020 to December 31, 2020 at a
72 rate of \$270,646.14 per month, for a total cost of \$1,894,523.

73
74 The need for these services will be evaluated monthly and will be continued as needed.
75 Service level/cost may be reduced as more guests move from hotels into permanent
76 housing.

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78 **NOW, THEREFORE, BE IT RESOLVED** that the County Board approves the contract
79 extension for Focus Counseling, Inc. in the amount of \$1,894,523 and authorizes the
80 County Executive and County Clerk to execute the amendment documents, and
81 authorizes the Controller to issue checks for payment of contract invoices.

ADDENDUM

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

WHEREAS the COUNTY and PROVIDER have previously entered into a Purchase of Service Agreement No. 13981 (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,

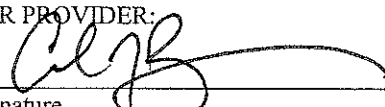
NOW, THEREFORE, in consideration of the above premise and the mutual covenants of the parties the receipt and sufficiency of which is hereby acknowledged by each party for itself, the COUNTY and PROVIDER do agree that the Master Agreement shall continue in full force and effect unchanged in any matter by this addendum, except as specifically set forth herein. This addendum consists of eight (8) pages.

Current Cost for 2020	<u>Addendum Amount</u>	Revised Maximum <u>Cost for 2020</u>
\$545,054	\$1,894,523	\$2,439,577

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.

FOR PROVIDER:

Date Signed: 06/04/2020


 Signature
Calvin J. Brace, owner
 Print Name and Title of Signer

Date Signed: _____

 Signature


 Print Name and Title of Signer

FOR COUNTY:

Date Signed: _____

 JOE PARISI, County Executive
 (when applicable)

Date Signed: 06/04/2020


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

Program Summary Form

Created: 3/27/2020	Contract #: 13981	Provider: Focus Counseling, Inc.
Revised: 6/2/2020	Division: HAA	Funding Period: April 1, 2020 - December 31, 2020

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

Program Number	Program Group	Org.	Obj.	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a. 8163	8163	39000	20025	Community Emergency Response	106	varies	varies	\$44.72	12,189	\$ 545,054		\$ 545,054	See Sch A
8163	8163	39000	20025	Community Emergency Response	106	varies	varies	\$49.94	37,464	\$ 1,871,222		\$ 1,871,222	See Sch A
c. 8167	8167	39000	39000	CER - Direct Assistance	106	varies	varies	\$1.73	13,440	\$ 23,301		\$ 23,301	See Sch A
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Total										\$ 2,439,577.00	\$ -	\$ 2,439,577.00	

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

a.	Unit cost is determined by the number of staff hours provided and the cost to provide those staff hours (7.85 FTE). 4/3/20: Increased funding by \$411,054 to reflect additional funding and additional staff hours (35.85 FTE).	
b.	Increased funding by \$1,871,222 to reflect continuation of program through year end FTE adjusted to 32.45.	
c.	Unit cost is determined by the estimated number of rides provided to hotel guests and the estimated maximum loads of laundry through year end.	
d.		
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Standard Program Category (SPC) Code Description:

a. 106: Housing/Energy	c. 106: Housing/Energy	e.	g.	i.
b. 106: Housing/Energy	d.	f.	h.	k.

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

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

**Schedule A
Focus Counseling
Community Emergency Response Program # 8163 and
Direct Assistance Program #8167
2020**

Service Description:

Staffing to provide case management, housing assistance, on-site programming, referrals to services and other housing support and services to individuals experiencing homelessness who are residing 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. Mobile services will generally be available at the sites from 8am – 5pm.
- 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. Case management.
 - iii. Connections to behavioral health supports.
 - iv. Psychoeducational programming.
 - v. Housing support.
 - vi. Benefits assistance.
 - vii. Crisis stabilization as needed.
 - viii. Provision of transportation to bus transfer hubs for guests staying at the Sleep Inn.
 - ix. Provision of laundry allowance for guests staying at the Sleep Inn.
- d. Provide services at the following locations:
 - i. The Howard Johnson Plaza by Wyndam, located at 3841 E Washington Ave, Madison.
 - ii. The Sleep Inn, located at 4802 Tradewinds Parkway, Madison.

- iii. The Best Western West Towne Suites, located at 650 Grand Canyon Dr., Madison.
 - iv. Quality Inn, located at 1754 Thierer Rd., Madison.
 - v. Other 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 Director of Operations.
- i. One-site staffing shall consist of six On-Site support specialists (up to two per site with more than 40 guests) 7 days a week, for up to 24 hours at each location, for at least three sites.
 - ii. On-site staffing shall also consist of one Safety Worker for up to three sites, 7 days a week, with up to 24 hour on-call coverage.
- f. Provide a mobile team of individuals consisting of one (1) 1.0 FTE Social Worker/Clinician, three (3) 1.0 Case Managers, and one (1) 1.0 FTE Safety Worker for up to three sites, 7 days a week, with up to 24 hour on-call coverage.
- i. Social Worker services will include development and oversight of a substance abuse program tailored to the needs of hotel guests at all three sites, on-site substance use assessments for hotel guests in need of services, and referrals of these individuals to the appropriate county and community programs.
 - ii. Case management services will include regular contact with hotel guests to assess their needs for various resources (economic assistance, employment and training, behavioral health, medical, housing, etc.), psychoeducational programming related to the pandemic, mental health, wellness and/or substance use disorders, connection to the Dane County Homeless Services (HSC) coordinated entry system, assistance with referral/enrollment into long-term case management and/or other behavioral health supports.
- g. Provide one (1) 1.0 FTE Outreach Worker to provide tele-outreach services and one (1) 1.0 FTE Resource Runner to support medical isolation, including but not limited to welfare checks, needs assessment, connections to community resources, coordination with other medical

isolation program stakeholders, and provision of basic needs resources as needed.

- h. Ensure the health and safety of each hotel resident enrolled in the program through staff employed by PROVIDER and where applicable, in partnership with vended security funded by COUNTY.
- i. Work on-site with hotel staff to minimize conflict, diffuse potential crises, and monitor symptoms and behaviors of residents.
- j. 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.
- k. Work with vended meal provider, funded by COUNTY, to distribute meals to guests, and communicate meal levels/changes if necessary.
- l. Partner with shelter providers and outreach workers to identify appropriate guest referrals for room vacancies or new program openings.
- m. Provide orientation to guests before check-in to review guest responsibility agreement.
- n. Coordinate when appropriate with the Homeless Services Consortium (HSC) to communicate information about the program and connect guests to services as needed.
- o. Collaborate with housing navigators focused assisting guests sheltering in hotels with finding permanent housing options.

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

- a. 100% of participants will be assisted with accessing and supporting basic needs.
- c. 25% of participants will be placed into stable housing.
- d. 75% of participants will be connected to long-term case management services.
- e. 33% of participants will be engaged with on-site psychoeducational programming.
- f. 25% of participants will be enrolled in eligible benefits programs.

- g. 80% of all eligible program participants who agree to treatment will be referred to and/or enrolled in substance use treatment programs.
- h. 75% of all eligible program participants will be referred to and/or enrolled in the Coordinated Entry system, with CSRT staff partnering closely with Coordinated Entry case managers to facilitate communication, enrollment, and intermediate support.

III. 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.
 - iii. Number of participants placed in stable housing.
 - iv. Number of participants actively engaged with on-site psychoeducational programming.
 - v. Number of participants connected to long-term case management services.
 - vi. Number of participants enrolled in eligible benefits program, broken down by program type.
 - vii. Number of individuals who left the program voluntarily.
 - viii. Number of individuals who left the program due to hotel rule violations.
 - ix. Number of new individuals who entered the program.
 - x. Number of individuals referred to coordinated entry.
 - xi. Number of individuals referred to/enrolled in substance abuse treatment programs.

IV. Miscellaneous

- a. Services will begin on April 1, 2020 and continue until December 31, 2020. Contract will be evaluated monthly to track trends in service need levels and adjust services as needed. Contract will sunset when guests are no longer lodging in hotels as a result of COUNTY's contract by hotels being cancelled, or other events that could lead to the program ceasing operations.
- b. COUNTY will negotiate with its hotel partners to secure office space/lodging space for PROVIDER at each service location.

**Schedule B
Focus Counseling
Community Emergency Response Program
Program # 8163
2020**

1. XXVI. Financial Provisions, B. Method of Payment, 3:

Provider shall be advanced \$272,527 for the month of April and \$272,527 for the month of May.

Beginning in June, Provider shall be advanced \$267,317.40 each month.

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

PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within thirty (30) days after the effective date of this Agreement.

3. XXVI. Financial Provisions, M. Expense Reports:

Expense reports shall be submitted on a monthly basis on the form provided by the County. Expense reports are due no later than the 15th of the following month and should report actual expenses.

**Focus Counseling
Community Emergency Response Program
Programs # 8167
2020**

1. XXVI. Financial Provisions, B. Method of Payment, 1:

Provider shall be reimbursed actual expenses on a monthly basis.

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

PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within thirty (30) days after the effective date of this Agreement.

3. XXVI. Financial Provisions, M. Expense Reports:

Expense reports shall be submitted on a monthly basis on the form provided by the County. Expense reports are due no later than the 15th of the following month and should report actual expenses.