

Dane County Contract Cover Sheet

Revised 07/2023

Res 170
significant

BAF # 23108
Acct: Yundt
Mgr: Whaley
Budget Y/N: N

Dept./Division	Human Services / BH		
Vendor Name	Community Action Coalition for South Central Wisconsin, Inc.	MUNIS #	1505
Brief Contract Title/Description	New Grant Agreement - to develop and implement a Mental Health and Trauma Recovery program		
Contract Term	date agreement is signed - 12/31/24		
Contract Amount	\$621,700		

Contract # Admin will assign	15204
Type of Contract	
<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	
Name	Spring Larson, Contract Coordination A	Name	Meghan Mietchen, Associate Director
Phone #	608-242-6391	Phone #	608-230-7058
Email	dcdhscontracts@countyofdane.com	Email	meghanm@cacscw.org
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	


MUNIS Req.	Req # 2362	Org: 95000	Obj: 31719	Proj:	
	Year 2023	Org:	Obj:	Proj:	
		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.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	Res #	170
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.		Year
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

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

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 9/18/23

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 9/18/23	Date Out: _____
<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management		

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, September 19, 2023 10:59 AM
To: Hicklin, Charles; Rogan, Megan; Lowndes, Daniel
Cc: Oby, Joe
Subject: Contract #15204
Attachments: 15204.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 9/19/2023 12:05 PM	Approve: 9/19/2023 12:05 PM
	Rogan, Megan	Read: 9/19/2023 11:02 AM	Approve: 9/19/2023 11:02 AM
	Lowndes, Daniel		Approve: 9/19/2023 12:21 PM
	Oby, Joe		

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

Contract #15204

Department: Human Services

Vendor: Community Action Coalition

Contract Description: Grant Agreement to develop & implement a Mental Health & Trauma Recovery Program (Res 170)

Contract Term: 9/1/23 – 12/31/24

Contract Amount: \$621,700.00

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.

2023 RES-170

**AUTHORIZE GRANT AGREEMENT FOR MENTAL HEALTH AND TRAUMA RECOVERY
PROGRAM FOR HEALTHCARE WORKFORCE
DCDHS – BEHAVIORAL HEALTH DIVISION**

The Dane County Department of Human Services (DCDHS) is awarding a grant to Community Action Coalition for South Central Wisconsin, Inc. (CAC) to develop and implement a Mental Health and Trauma Recovery program to provide immediate response to address the effects of the COVID-19 pandemic and other workforce challenges for healthcare and public health workers as well as prevent current challenges from further intensifying.

Following a Request for Proposals offered by DCDHS, CAC has been awarded the grant that was authorized in the 2023 adopted budget via amendment HHN-O-9. The grant agreement expires September 13, 2024 and requires CAC to address the needs that were documented in the August 2022 Report of the Health Care and Public Health Workforce Needs Subcommittee. Over the course of the next year, CAC will be completing the activities that were detailed in budget amendment HHN-O-9. Grant payments are structured to pay the provider for progress on and completion of those activities. Required activities include: forming a representative advisory group for the project; complete and publish an assessment of the current state of the healthcare and public health workforce; initiate fundraising and sustainability efforts; assure there are hotlines and/or helplines available for the workforce; establish support group options and pilot deploying a group of peer support specialists; offer training opportunities for Mental Health First Aid for the workforce; and pilot or work with an already-established mobile application for mental health wellbeing of the healthcare and public health workforce.

NOW, THEREFORE, BE IT RESOLVED that the following grant agreement be awarded and that the County Executive and County Clerk are hereby authorized and directed to sign the agreement on behalf of Dane County, and that the Controller is authorized to make payments related to the execution of the agreement.

<u>Vendor</u>	<u>Amendment Amount</u>
Community Action Coalition for South Central Wisconsin, Inc.	\$621,700

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

GRANT AGREEMENT

THIS GRANT AGREEMENT is made and entered into, by and between the County of Dane (hereafter referred to as "GRANTOR") and Community Action Collation for South Central Wisconsin, 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 construct a new food pantry facility in Madison, Wisconsin; and

WHEREAS GRANTEE, is a Wisconsin nonprofit corporation, whose address is 4101 East Towne Boulevard, Madison, WI 53704 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 December 31, 2024 ("Expiration Date") unless terminated pursuant to this Agreement.

II. PURPOSE AND SCOPE:

A. In consideration of a grant in the amount of \$621,700 ("Grant Funds"), GRANTEE agrees to The Mental Health and Trauma Recovery Program ("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 \$ 621,700.

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.

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.

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.

Workers' Compensation.

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

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. 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.

G. 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.

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:



9/18/2023
Date

Mitchen, Meghan Acting Executive Director

Date

* * *

FOR GRANTOR:

Joseph T. Parisi, Dane County Executive

Date

Scott McDonell, Dane County Clerk

Date

SCHEDULE A - 2023

The PROVIDER will develop and implement a Mental Health and Trauma Recovery program to provide immediate response to address the effects of the COVID-19 pandemic and other workforce challenges for healthcare and public health workers as well as prevent current challenges from further intensifying. Using the grant funds administered by the COUNTY as outlined below, the PROVIDER will address the needs as outlined in the Health and Human Needs (HHN) Committee Report by providing the support and services needed for wellness and the impacts of workplace shortages, as well as providing resources, general community support and specific activities to meet the identified needs.

1. PROVIDER shall establish an advisory committee that will have equal representation of employers and workforce representatives to guide the program by outlining goals and outcomes, evaluating current practice, studying issues, sharing ideas and perspectives and developing further recommendations. The group will determine the mission and purpose of the program, articulate goals and means, ensure effective planning, monitoring and strengthening of the program, ensure adequate financial resources and enhancing communication to appropriate stakeholders.

In addition, the advisory committee shall:

- a. Meet monthly and report annually to the County Board and County Executive on progress and outcomes.
 - b. Select a peer support model to be implemented during this program. PROVIDER will work on creating, developing and maintaining at least one cohort of peer support specialists to work with the mental health and public health workforce population.
 - c. Make specific recommendations about what may be helpful in recruitment, retention, and worker wellness. Further, develop workforce development recommendations identified in the HHN Committee Report.
 - d. Identify and gather resources to funding programming and activities. This shall include the development of a report of the program's sustainability plan.
2. PROVIDER shall complete and publish a publically available assessment, drafted with stakeholder input, on the current state of the healthcare and public health workforces as well as the future of these workforces in Dane County, making specific recommendations about what may be helpful in recruitment, retention, and worker wellness. In addition, the assessment will be used as a tool to inform the advisory committee on additional strategies to be taken under this funding. The assessment shall be published no later than November 20, 2023.
 3. PROVIDER shall utilize the assessment and advisory committee to plan fundraising and sustainability activities. The goal of these activities should be to continue funding the necessary elements and build a long-term sustainable program.
 4. PROVIDER shall create a training program for health care providers who would like to transition to doing wellness work with health care or public health workers.
 5. PROVIDER shall create a program to facilitate increased health care and public health scholarship opportunities at training/educational institutions. The goal of these activities should be to continue funding the necessary elements and build a long-term sustainable program structure.

6. PROVIDER shall review current hotline options available to the workforce to ensure this target population can benefit from and have easier access to these hotlines. PROVIDER will take steps to increase access to those hotlines that exist. PROVIDER will work with existing helplines to embed or provide experts with healthcare and public health knowledge for Dane County residents. If no such hotline exists, provider shall develop and implement a free hotline for mental and physical health supports for health care and public work force employees.
7. PROVIDER shall investigate a support group framework best suited to serve this workforce. PROVIDER shall develop the necessary plans and strategies to launch at least one cohort of this support group during the period of this agreement.
8. PROVIDER shall pilot and deploy a group of peer support specialists to support the healthcare and public health workforce. PROVIDER shall develop the necessary plans and strategies to launch at least one cohort of peer support specialists during the period of this agreement.
9. PROVIDER shall offer training opportunities for Mental Health First Aid for healthcare and public health workforce along with assisting healthcare employers in adopting a Mental Health First Aid curriculum into current benefits. PROVIDER shall develop a training calendar, complete at least two trainings provided and implementation of a Train the Trainer program for Mental Health First Aid.
10. PROVIDER shall pilot their own or work with an already established mobile application for mental health wellbeing for healthcare and public health workforces. PROVIDER may work with an existing mobile application by enhancing the service to be more available to healthcare and public health workers. PROVIDER shall identify specific tasks and outcomes associated with how they plan to ensure the existing mobile application is more accessible to healthcare and public health workers.
11. PROVIDER shall provide updates on services detailed in this Schedule A at least quarterly to the COUNTY. The COUNTY will identify the format and content of the quarterly report.
12. Upon request, PROVIDER shall report out progress, accomplishments, and future activities to the County Board and/or the County Executive.
13. PROVIDER shall commit sufficient hours of staff time to deliver the services described in this agreement.

SCHEDULE B - FISCAL

1. PROVIDER shall submit itemized quarterly invoices to COUNTY as described below:

	Total Contract	Q1 pay	Q2 pay	Q3 pay	Q4 pay	
Advisory group activities	\$ 83,700	\$ 20,925	\$ 20,925	\$ 20,925	\$ 20,925	Paid quarterly - only if meeting
Assessment activities	\$ 50,000	\$ 25,000	\$ 25,000			Paid 50% upfront and 50% upon completion
Fundraising and sustainability activities	\$ 59,150	\$ 14,788	\$ 14,788	\$ 14,788	\$ 14,788	Paid quarterly
Telephone hotline for workers	\$ 191,500	\$ 95,750		\$ 47,875	\$ 47,875	Paid 50% at launch
Support Group	\$ 135,850	\$ 67,925		\$ 33,963	\$ 33,963	Paid 50% at launch
Training and development for peer support specialists	\$ 74,000	\$ 37,000		\$ 18,500	\$ 18,500	Paid 50% at launch
Mental health first-aid training	\$ 25,000	\$ 12,500		\$ 6,250	\$ 6,250	Paid 50% at launch
App development	\$ 2,500		\$ 2,500			Paid after launch
Totals	\$ 621,700	\$ 273,888	\$ 63,213	\$ 142,300	\$ 142,300	

2. Quarterly invoices are due by the following dates:

- Q1 - December 31, 2023
- Q2 - March 31, 2024
- Q3 - June 30, 2024
- Q4 - September 13, 2024

3. Invoices shall be submitted by email to Cassandra Merboth at Merboth.Cassandra@countyofdane.com

4. The COUNTY reserves the right to withhold payments if the outcomes of this agreement have not been appropriately met.

