

Dane County Contract Cover Sheet

Revised 07/2023

BAF # 24125
 Acct: Seitz
 Mgr: Wuthrich
 Budget Y/N: N

Res 015
 significant

Dept./Division	Human Services / HAA		
Vendor Name	Occupy Madison Inc	MUNIS #	31386
Brief Contract Title/Description	Funding of \$500,000 will be used to develop a Tiny Housing Village to be located at 201 South Stoughton Road, Madison.		
Contract Term	7/1/2024 - 6/30/2025		
Contract Amount	\$ 500,000.00		

Contract # Admin will assign	15495
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 Assistant	Name	Brenda Konkel
Phone #	608-242-6391	Phone #	608-305-4707
Email	dcdhscontracts@countyofdane.com	Email	brendakonkel@gmail.com
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 type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other

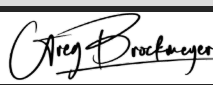
MUNIS Req.	Req # TBD	Org: HSCAPPRJ	Obj: 58770	Proj:	\$ 500,000.00
	Year 2024	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

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 # 015
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year 2024

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

APPROVAL	
Dept. Head / Authorized Designee	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2024.05.15 17:01:01 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 5.15.24

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 5/15/24 Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, May 16, 2024 11:56 AM
To: Hicklin, Charles; Patten (Purchasing), Peter; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #15495
Attachments: 15495.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/16/2024 2:27 PM	Approve: 5/16/2024 2:28 PM
	Patten (Purchasing), Peter		Approve: 5/16/2024 12:36 PM
	Cotillier, Joshua		Approve: 5/16/2024 2:21 PM
	Oby, Joe		

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

Contract #15495
Department: Human Services
Vendor: Occupy Madison
Contract Description: ARP Grant to develop a Tiny Housing Village at 201 S Stoughton Rd (Res 015)
Contract Term: 7/1/24 – 6/30/25
Contract Amount: \$500,000.00

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.

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2024 RES-015

**AWARDING A GRANT OCCUPY MADISON, INC FOR
DEVELOPMENT OF TINY HOUSE VILLAGE AT 201 SOUTH STOUGHTON ROAD IN THE
CITY OF MADISON
DCDHS – HAA DIVISION**

The services in this resolution are funded in part 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 previously committed to various efforts to promote economic and housing stability for households impacted by the COVID-19 pandemic. \$500,000 in ARP funding was authorized in the 2022 Dane County Budget to provide a grant to a non-profit organization for the establishment of a Tiny House Village or similar arrangement. A Tiny House Village is any site, lot, parcel, or tract of land designed and maintained, intended or used for the purpose of supplying a location or accommodations for more than three (3) Tiny Houses and may include all buildings intended for use as part of the Tiny House Village. A tiny house is considered to be any movable sleeping or living quarters used as an individual’s place of habitation.

Response to the COVID-19 Pandemic: Enduring economic hardship that originated during the COVID-19 pandemic continues to impact Dane County. The number of people being served by Dane County’s emergency shelters serving single adults have reached historic levels. The number of people being served by Dane County’s emergency shelters serving single adult men have reached historic levels averaging 283 guests an evening and peaking at 311 guests in April. Dane County’s emergency shelter serving single adult women has been peaking at 80 guests during the winter months.

In order to increase the existing capacity of emergency shelter, and to help address the unmet need in Dane County for safe shelters for persons experiencing literal homelessness and living outside or in places not meant for human habitation, the 2022 Dane County Budget included funding for the development of a Tiny House Village.

The Dane County Department of Human Services (DCDHS) Housing Access and Affordability Division (HAA) seeks to award funding to Occupy Madison, Inc. develop a Tiny Housing Village to be located at 201 S. South Stoughton Road, Madison. Occupy Madison was selected via an application process to which it was the sole respondent.

The developed Tiny House Village will contain houses for 20 – 30 residents; a wood working workshop and craft shop to build houses and items for Occupy Madison’s store; community space for meetings; and living facilities for residents to include common area, showers, laundry, and kitchen facilities. Occupy Madison will prioritize access to Tiny Houses for residents as follows: people experiencing unsheltered homelessness and living in places not meant for human habitation, primarily on the street, in tents or vehicles; people sleeping at shelter; people who are doubled up.

53
54 The total grant award is \$500,000 for Occupy Madison, Inc. The grant term is from July 1, 2024
55 – June 30, 2025.

56
57 Duplication of Funding/Existing Partnerships and Programs: The funding is not duplicative and
58 funding is needed to develop the Tiny House Village.

59 **Expected Outcomes and Data Collection**

60 Expected program outcomes include the completion of the Bayview Community Center.

61 Data collection will minimally include:

- 62 i. Quarterly expense reports
63 ii. Monthly Program reports to include:
64 a. Unduplicated number of households served.
65 b. Demographics of households served.
66 c. Number of participants connected to community services identified
67 through individual needs assessment.
68 d. Number of individuals who left the program and where they exited to (i.e.
69 permanent housing).
70 e. Percentage of people who completed the coordinated entry assessments
71 (i.e. VI-SPDAT).
72 f. Number of people who completed permanent supportive housing
73 eligibility documentation process.
74

75 **NOW, THEREFORE, BE IT RESOLVED THAT** that the County Board requests quarterly
76 reports be shared with the members of the County Board, and that the Health and Human
77 Needs Committee review the reports on a quarterly basis and discuss how the information
78 presented addresses anticipated program outcomes.

79 **BE IT FINALLY RESOLVED** that a \$500,000 grant be approved for Occupy Madison, Inc. (term
80 of July 1, 2024 – June 30, 2025) and that the County Executive and County Clerk are hereby
81 authorized and directed to sign the agreement on behalf of Dane County, and that the Controller
82 is authorized to make payments:

83 <u>Vendor</u>	<u>Amendment Amount</u>
84 Occupy Madison, Inc.	\$500,000

85 **Total Expenditure: \$500,000**



03/2023

DANE COUNTY CONTRACT # 15495

GRANT AGREEMENT

ARPA

THIS GRANT AGREEMENT is made and entered into, by and between the County of Dane (hereafter referred to as "GRANTOR") and Occupy Madison, 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 develop a tiny house village to be used as emergency housing for households that are defined by the federal Department of Housing and Urban Development (HUD) and primarily unsheltered (living outside or in places not meant for human habitation); and

WHEREAS GRANTEE, is a Wisconsin nonprofit corporation, whose address is 304 N. 3rd St, Madison WI 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 June 30, 2025 ("Expiration Date") unless terminated pursuant to this Agreement.

II. PURPOSE AND SCOPE:

A. In consideration of a grant in the amount of \$500,000 ("Grant Funds"), GRANTEE agrees to develop a Tiny House Village to be located at 201/205 S. Stoughton RD, Madison WI ("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 \$1,982,120.

VI. REPORTS:

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

VII. DELIVERY OF NOTICE:

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

VIII. INSURANCE:

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

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

1. Commercial General Liability:

GRANTEE agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent GRANTEES and Subcontractors, and Fire Legal

Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. Commercial/Business Automobile Liability:

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

3. Workers' Compensation:

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

4. Umbrella or Excess Liability:

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

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

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

proceeding is brought against GRANTOR upon any matter herein indemnified against, GRANTOR shall give reasonable notice thereof to GRANTEE and shall cooperate with GRANTEE's attorneys in the defense of the action, suit or other proceeding. GRANTEE shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE.

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

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

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

X. NON-DISCRIMINATION:

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

XI. CIVIL RIGHTS COMPLIANCE:

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

B. GRANTEE agrees to comply with the GRANTOR's civil rights compliance policies and procedures. GRANTEE agrees to comply with civil rights monitoring reviews performed by the GRANTOR, including the examination of records and relevant files maintained by the GRANTEE. GRANTEE agrees to furnish all information and reports required by the GRANTOR as they relate to affirmative action and non-discrimination. GRANTEE further agrees to cooperate with GRANTOR in developing, implementing, and monitoring corrective action plans that result from any reviews.

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

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

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

XII. MISCELLANEOUS:

A. Registered Agent.

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

B. Controlling Law and Venue.

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

C. Limitation Of Agreement.

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

D. Entire Agreement.

The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

E. Counterparts.

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

F. Execution:

This Agreement has no effect until signed by both parties. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the

authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by GRANTEE. GRANTEE shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.

G. Copies Valid:

This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

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

FOR GRANTEE:

<i>Brenda K. Konkel</i> _____ Brenda Konkel, *President*	5/13/2024 _____ Date
--	----------------------------

* * *

FOR GRANTOR:

_____ Patrick Miles, Dane County Executive	_____ Date
---	---------------

_____ Scott McDonell, Dane County Clerk	_____ Date
--	---------------

EXHIBIT A SCOPE OF WORK

Service Description : SPC Code 106: Housing

The development of a tiny house village to be used as emergency housing for households that are defined by the federal Department of Housing and Urban Development (HUD) and primarily unsheltered (living outside or in places not meant for human habitation).

I. PROVIDER'S RESPONSIBILITIES: PROVIDER shall:

- A. Develop a tiny house village to contain 20-30 tiny houses for the provision of emergency housing at 201 S. Stoughton Rd, Madison.
- B. Provide low-barrier emergency shelter housing opportunities targeted to households that meet the HUD definition of literally homeless and may be living outside or in another place not meant of human habitation.
- C. Give Preference for vacant units to households that are primarily unsheltered (living outside or in places not meant for human habitation.)
- D. Select residents in accordance with PROVIDER'S selection process and procedures. The selection process and policies shall be provided to the COUNTY annually by January 15th.
- E. Terminate residents' occupancy in accordance with PROVIDER'S termination process and procedures. The termination process and policies shall be provided to the COUNTY annually by January 15th.
- F. Ensure that Tiny Houses shall be spaced at least 10 feet apart, and allow for 20 ft fire lane.
- G. Ensure that the maximum occupants for each Tiny House shall be two (2) persons.
- H. Each Tiny House unit shall contain a working smoke detector, carbon monoxide detector and fire extinguisher.
- I. Tiny Houses shall only use listed vented gas (liquid propane or natural) heaters or electric heat.
- J. Maintain additional living facilities which shall contain common areas, showers, laundry, and residential kitchen. PROVIDER will be responsible for installation, maintenance and keeping in good repair the following:
 - a. Bathroom facilities which shall contain a minimum of 2 shower rooms (4 showers each) for a total of 8 showers, and a minimum of 2 restrooms that shall include 4 toilets/urinals and 2-4 sinks.
 - b. A full residential kitchen which shall include a refrigerator, freezer, microwave, sink, stove/oven, and dishwasher.
 - c. Porta-potties are only allowed during project construction and must be removed as permanent facilities are completed.

- K. During construction, shall install and maintain a temporary kitchen which shall include a refrigerator, freezer, microwave, hotplates, and kitchen sink.
- L. Ensure residents have access to an emergency phone at all times. PROVIDER will install, maintain and keep in good repair such phone. PROVIDER will ensure the emergency phone has service at all times.
- M. PROVIDER shall provide to COUNTY, in a timely manner, a copy of any agreements and/or management/services plan it must establish as result of conditional use permitting or other zoning requirements.

EXHIBIT B PAYMENT TERMS

PROVIDER shall be paid for its services as indicated below.

Monthly Expense Reimbursement: Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY within twenty-five days after the month of service. Supporting documentation shall be included with all payment vouchers.

EXHIBIT C REPORTS

- A. PROVIDER shall submit a project timeline to its COUNTY contract manager within 45 days of execution of grant agreement.
- B. PROVIDER shall provide to COUNTY a monthly written report which shall, at a minimum, include the following information:
- Unduplicated number of households served.
 - Demographics of households served.
 - Number of participants connected to community services identified through individual needs assessment.
 - Number of individuals who left the program and where they exited to (*i.e. permanent housing*).
 - Percentage of people who completed the coordinated entry assessments (*i.e. VI-SPDAT*).
 - Number of people who completed permanent supportive housing eligibility documentation process.

Additional information may be required pursuant to federal guidelines for American Rescue Plan funding sources.

- C. COUNTY may take corrective action if PROVIDER fails to submit reports as outlined above, including termination of payment of PROVIDER expense claims until outstanding reports have been submitted.