



AGENDA
HEALTH AND HUMAN SERVICES COMMITTEE
HUMAN SERVICES BOARD
REGULAR MEETING
TUESDAY, OCTOBER 22, 2024 – 8:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Health & Human Services Committee / Human Services Board Live Stream](#)

The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy & Instructions For Submitting Public Comments Online](#)

1. **CALL TO ORDER**
2. **PROPER NOTICE**
3. **PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
 - a. August 27, 2024
5. **PUBLIC HEARING**

Department of Human Services Proposed 2025 Services and Budget per Wisconsin Statutes 46.23 (3)(am)2
6. **LASATA SENIOR LIVING CAMPUS**
 - a. *Discussion Items:*
 1. CBRF Update
 - b. *Management/Financial/Informational Reports*
 1. Lasata Campus Monthly Reports
7. **VETERANS SERVICES OFFICE**
 - a. *Management/Financial/Informational Reports*
 1. Veterans Services Report
8. **PUBLIC HEALTH**
 - a. *Action Items:*
 1. Extension of 2024 Lead in Water Testing and Remediation Initiative grant
 - b. *Discussion Items:*
 1. Wisconsin Association of Local Health Departments and Boards Costing & Capacity Presentation – Kim Buechler
 - c. *Management/Financial/ Informational Reports*
 1. Public Health Report
9. **HUMAN SERVICES**
 - a. *Action Items:*
 1. Ordinance: Amending Section 2.51 (4) of the Ozaukee County Code of Ordinances - 2025 Human Services Department User Fees

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

2. Accepting the Ozaukee Not-For-Profit Center's Grant Application to the Flexible Facilities Grant Program (FFP) administered by the Wisconsin Department of Administration (DOA) supported by State of Wisconsin American Rescue Plan Act of 2021 Funding

b. Discussion Items:

1. Presentation on Outpatient Services by Emily Plahna

c. Management/Financial/Informational Reports

1. HS/Aging/ADRC Financials - Sept 2024

10. NEXT MEETING DATE

November 26, 2024

11. ADJOURNMENT

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 22, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Karen Niemuth

Agenda Summary August 27, 2024

[<https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/ 08272024-3458>](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/08272024-3458)

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Lasata Campus
DIRECTOR:	Barton Smith
PREPARER:	Christine Kuemmerlein

Agenda Summary Lasata Campus Monthly Reports

ATTACHMENTS:

- 2024_10_14_13_15_42 (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Lasata Care Center

September 2024 Monthly Report

Barton Smith

Payor Mix Days	Current Month Actual AVG	YTD actual AVG	Budget
Medicare/MC	17	17	20
Private	24	29	23
Medicaid	33	34	42
Total	74	80	85

Payor Mix	Current Month Actual	YTD actual	Budget
Medicare/MC	23%	21%	24%
Private	32%	37%	27%
Medicaid	45%	42%	49%

Organization and Operations Focus

Focus on building up LTC base

Staffing/employee

Open Positions

Agency usage

Regulatory Updates

Annual Survey Sept 2024

Campus Projects and initiatives:

Camera installation ongoing

Bus (x2) updates / logo

CBRF project updates

Campus Financials:

Attachment: 2024_10_14_13_15_42 (Lasata Campus Monthly Reports)

LASATA HEIGHTS MONTHLY REPORT
SEPTEMBER 2024

Kristen Sonnenberg, Director of Senior Apartments

Census:

- **SEPTEMBER census – 59 occupied apartments**
 - **Move ins:**
 - Three Move ins for 9/1 (312, 314 and 316)
 - 1 move in for 10/1 (204)
 - 3 move ins for 11/1 (116, 217 and 220)
 - **Move outs:**
 - 1 Tenant gave notice for 9/6 (204)
 - 2 Tenants gave notice for 9/30 (116, 202)
 - 1 Tenant gave notice for 10/31, but

Available apartments: Rental Agreements have been signed for all apartments opening up through 10/31

Tours:

- There were 6 tours in the month of SEPTEMBER.
 - 1 tour returned an application to go on the waiting list.
 - The other 5 tours are just beginning to tour.
- **Waiting List- 22 applicants on the waiting list:**
 - 22 applicants are waiting for an A, B, C or D unit

Lasata Crossings Monthly Report

September 2024

Submitted by: Laurel Bath

- **Census:** As of today, the total census is 63. The group consists of 57 Tenants paying privately, 6 are utilizing Family Care.
 - There is one (1) open one-bedroom apartment.
 - There are no Two Bedroom or Family Care Studio Apartments available at this time
- **Admission/Discharges:**
 - 10 Tours were done in September
 - Admissions:
 - There were 3 planned admissions for September
 - There is 1 scheduled admission for October
 - Discharges:
 - There was 1 discharge in September; she passed in the Hospital

Open Staff Positions:

- There is one open Full-Time NOC shift position
- There is one open Full-Time PM shift position
- The Part-Time AM position has been filled
- **Waiting List:**
- There are 8 individuals on the waiting list for Family Care Studio apartments.
- There are 11 individuals on our waiting list for one- and two-bedroom apartments.
- There are 8 individuals on the inactive list. This includes 1 couple.
 - *Wait List: Application and \$500 fee (refundable) on file*
 - *Inactive List: Name on list; application complete and refundable fee on file but they prefer we not contact them.*
 - *Current residents and tenants on campus do not submit a waitlist fee.*

Ozaukee County Committee Report
Enterprise Fund Lasata Care Center
For the Nine Months Ending Monday, September 30, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$1,128,861	\$11,172,262	\$13,291,606	\$2,119,344	84.06%
Interest Revenue	\$95	\$189	-	(\$189)	0.00%
Other Revenue	\$5,011	\$224,324	\$859,650	\$635,326	26.09%
Total Revenues	\$1,133,967	\$11,396,775	\$14,151,256	\$2,754,481	80.54%
Expenditures					
Salaries	\$586,287	\$5,329,542	\$7,733,143	\$2,403,601	68.92%
Fringe Benefits	\$171,680	\$1,591,180	\$2,549,451	\$958,271	62.41%
Travel/Training	-	\$2,848	\$12,000	\$9,152	23.73%
Supplies	\$31,072	\$393,811	\$508,148	\$114,337	77.50%
Purchased Services	\$214,224	\$1,952,593	\$1,891,265	(\$61,328)	103.24%
Interdepartment Charges	\$21,320	\$194,161	\$515,076	\$320,915	37.70%
Depreciation	\$65,250	\$587,250	\$828,000	\$240,750	70.92%
Debt Service	-	\$122,681	\$50,800	(\$71,881)	241.50%
Other Expenses	\$52,149	\$443,572	\$678,767	\$235,195	65.35%
Total Operating Expenditures	\$1,141,982	\$10,617,638	\$14,766,650	\$4,149,012	71.90%
Capital Outlay					
Equipment & Furniture	\$15,071	\$63,800	\$90,000	\$26,200	70.89%
Buildings & Land	-	-	\$45,000	\$45,000	0.00%
Contra	-	-	(\$135,000)	(\$135,000)	0.00%
Total Capital Outlay	\$15,071	\$63,800	-	(\$63,800)	0.00%
Total Expenditures	\$1,157,053	\$10,681,438	\$14,766,650	\$4,085,212	72.33%
Other Finance (Sources)	-	-	(\$615,394)	(\$615,394)	0.00%
Net Other Financing Sources/Uses	-	-	(\$615,394)	(\$615,394)	0.00%
Net Increase (Decrease)	(\$23,086)	\$715,337	-	(\$715,337)	0.00%
Equity:					
Retained Earnings	-	(\$589,863)	-	\$589,863	0.00%

Attachment: 2024_10_14_13_15_42 (Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata Heights
 For the Nine Months Ending Monday, September 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$103,400	\$874,060	\$1,153,542	\$279,482	75.77%
Other Revenue	-	\$326	\$1,091	\$765	29.88%
Total Revenues	\$103,400	\$874,386	\$1,154,633	\$280,247	75.73%
Expenditures					
Salaries	\$17,847	\$181,303	\$249,010	\$67,707	72.81%
Fringe Benefits	\$8,417	\$79,217	\$114,825	\$35,608	68.99%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$13,343	\$60,152	\$74,980	\$14,828	80.22%
Purchased Services	\$7,583	\$112,842	\$268,016	\$155,174	42.10%
Interdepartment Charges	\$1,015	\$11,615	\$15,583	\$3,968	74.54%
Depreciation	\$18,377	\$165,393	\$223,000	\$57,607	74.17%
Other Expenses	\$8,582	\$49,127	\$51,786	\$2,659	94.87%
Total Operating Expenditures	\$75,164	\$659,649	\$998,200	\$338,551	66.08%
Capital Outlay					
Equipment & Furniture	(\$5,790)	-	-	-	0.00%
Buildings & Land	\$2,487	\$2,487	\$45,000	\$42,513	5.53%
Contra	-	-	(\$45,000)	(\$45,000)	0.00%
Total Capital Outlay	(\$3,303)	\$2,487	-	(\$2,487)	0.00%
Total Expenditures	\$71,861	\$662,136	\$998,200	\$336,064	66.33%
Other Finance Uses	-	-	\$156,433	\$156,433	0.00%
Net Other Financing Sources/Uses	-	-	\$156,433	\$156,433	0.00%
Net Increase (Decrease)	\$31,539	\$212,250	-	(\$212,250)	0.00%
Equity:					
Retained Earnings	-	(\$2,173,863)	-	\$2,173,863	0.00%

Attachment: 2024_10_14_13_15_42 (Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata RCAC
For the Nine Months Ending Monday, September 30, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$302,837	\$2,503,785	\$3,182,784	\$678,999	78.67%
Other Revenue	(\$27)	\$3,578	\$8,000	\$4,422	44.73%
Total Revenues	\$302,810	\$2,507,363	\$3,190,784	\$683,421	78.58%
Expenditures					
Salaries	\$93,195	\$872,815	\$1,047,364	\$174,549	83.33%
Fringe Benefits	\$29,106	\$304,374	\$405,503	\$101,129	75.06%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$12,027	\$119,996	\$176,650	\$56,654	67.93%
Purchased Services	\$18,088	\$224,285	\$379,375	\$155,090	59.12%
Interdepartment Charges	\$4,211	\$38,621	\$56,477	\$17,856	68.38%
Depreciation	\$30,287	\$272,583	\$365,900	\$93,317	74.50%
Debt Service	-	\$114,250	\$173,425	\$59,175	65.88%
Other Expenses	\$5,381	\$65,299	\$126,129	\$60,830	51.77%
Total Operating Expenditures	\$192,295	\$2,012,223	\$2,731,823	\$719,600	73.66%
Capital Outlay					
Equipment & Furniture	-	-	\$15,000	\$15,000	0.00%
Buildings & Land	-	-	\$30,000	\$30,000	0.00%
Contra	-	-	(\$45,000)	(\$45,000)	0.00%
Total Expenditures	\$192,295	\$2,012,223	\$2,731,823	\$719,600	73.66%
Other Finance Uses	-	-	\$458,961	\$458,961	0.00%
Net Other Financing Sources/Uses	-	-	\$458,961	\$458,961	0.00%
Net Increase (Decrease)	\$110,515	\$495,140	-	(\$495,140)	0.00%
Equity:					
Retained Earnings	-	\$1,101,190	-	(\$1,101,190)	0.00%

Attachment: 2024_10_14_13_15_42 (Lasata Campus Monthly Reports)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Veterans Service
DIRECTOR:	Kevin Johnson
PREPARER:	Kevin Johnson

Agenda Summary Veterans Services Report

ATTACHMENTS:

- 2024 Ozaukee County Committee Report. PnL Actual to Amended Budget.SEP (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report
General Fund Veterans Services

For the Nine Months Ending Monday, September 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	\$22,875	\$20,000	(\$2,875)	114.38%
Public Charges for Services	\$680	\$1,630	\$1,500	(\$130)	108.67%
					1802.00
Interest Revenue	\$103	\$901	\$50	(\$851)	%
Total Revenues	\$783	\$25,406	\$21,550	(\$3,856)	117.89%
Expenditures					
Salaries	\$12,913	\$123,612	\$167,194	\$43,582	73.93%
Fringe Benefits	\$5,012	\$47,416	\$53,929	\$6,513	87.92%
Travel/Training	\$1,240	\$10,900	\$10,800	(\$100)	100.93%
Supplies	\$100	\$6,863	\$14,728	\$7,865	46.60%
Purchased Services	\$264	\$2,248	\$3,690	\$1,442	60.92%
Interdepartment Charges	\$605	\$5,705	\$8,716	\$3,011	65.45%
Grants	-	-	\$5,000	\$5,000	0.00%
Other Expenses	-	\$6,816	\$7,500	\$684	90.88%
Total Operating Expenditures	\$20,134	\$203,560	\$271,557	\$67,997	74.96%
Capital Outlay					
Total Expenditures	\$20,134	\$203,560	\$271,557	\$67,997	74.96%
Net Increase (Decrease)	(\$19,351)	(\$178,154)	(\$250,007)	(\$71,853)	71.26%

Equity:

Attachment: 2024 Ozaukee County Committee Report. PnL Actual to Amended Budget.SEP (Veterans Services Report)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: October 22, 2024
DEPARTMENT: Public Health
DIRECTOR: Kim Buechler
PREPARER: Amy Rhines

Agenda Summary Extension of 2024 Lead in Water Testing and Remediation Initiative grant

BACKGROUND INFORMATION: The Health Department was granted a starting amount of \$49,200 by DHS to initiate a lead-in-water testing and remediation partnership for licensed childcare and Early Head Start facilities in both counties, to use through September 2024. The Health Department has been working to enroll childcare facilities in the Wisconsin Lead-in WTR Initiative in conjunction with our existing childhood lead poisoning campaign, providing informational materials for childcare staff and families about the dangers of childhood lead poisoning and offering free water testing (supplies provided by the State) for each facility as outlined in the attached scope of work. DHS agrees to reimburse the health department \$1200 per facility to cover staff time for completion of water testing.

ANALYSIS: The health department has so far completed the initial round of testing for 9 facilities. The health department is requesting committee approval to extend this grant contract, which ended on September 30, 2024. Renewal of this contract would allow the department to continue testing through September 2025.

FISCAL IMPACT: \$49,200

Balance Current Year: \$49,200 Next Year's Estimated Cost: \$0

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$49,200 Indicate source: WI DHS

RECOMMENDED MOTION: Approve

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Public Health
DIRECTOR:	Kim Buechler
PREPARER:	Amy Rhines

Agenda Summary Wisconsin Association of Local Health Departments and Boards Costing & Capacity Presentation

ATTACHMENTS:

- WALHDAB FPHS CCA Presentation for Staff BOH and Partners (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Foundational Public Health Services: Costing and Capacity Assessment



Overview



FPHS Framework



Costing and Capacity Assessment (CCA) Process



CCA Findings

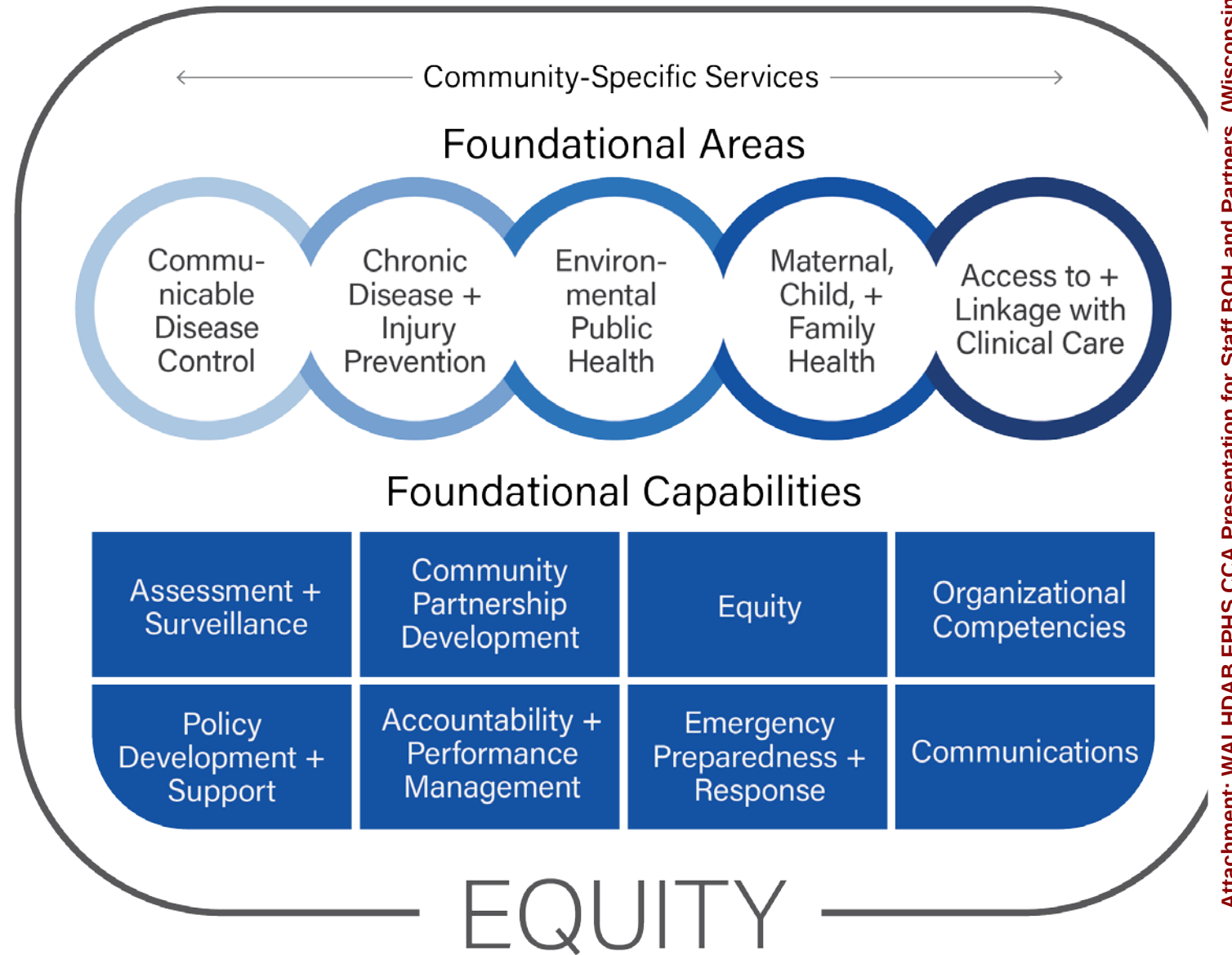


Discussion

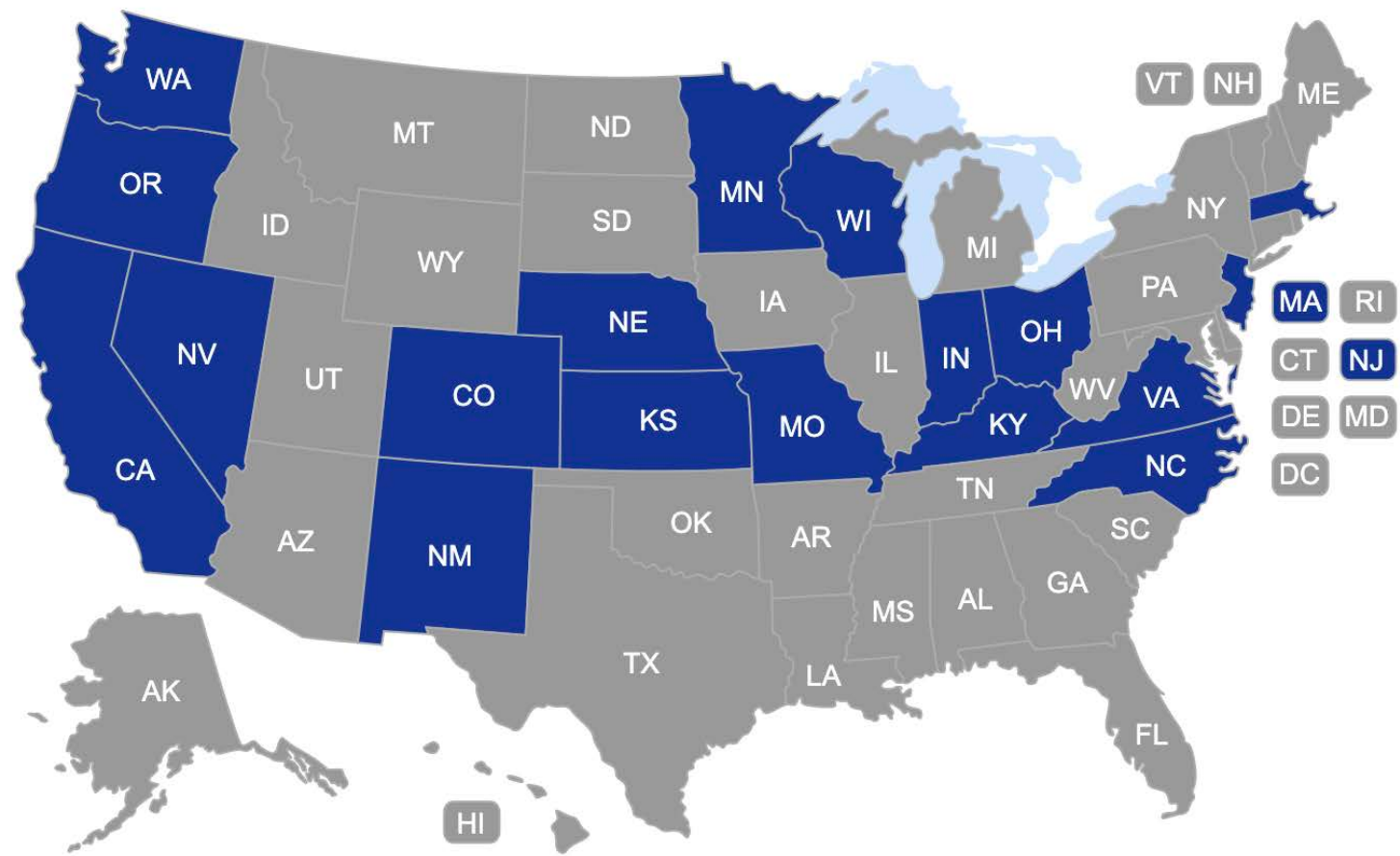


Next Steps

FPHS Framework



Public Health Modernization



Modernizing the Public Health System

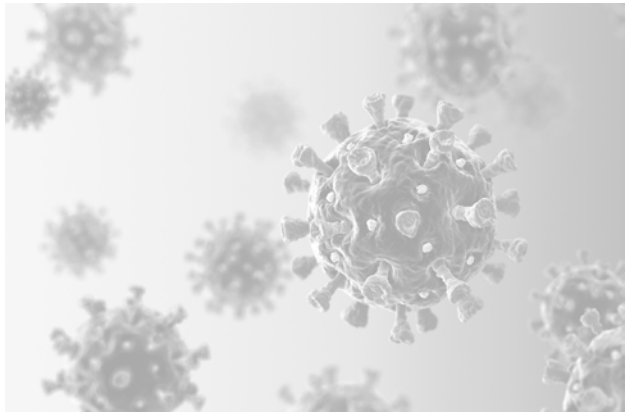
Improve the population health of people in Wisconsin in ways that are **measurable** and **sustainable**



Required Services Under DHS Chapter 140

- Surveillance and Investigation
- Communicable Disease Control
- Emergency Preparedness and Response
- Policy and Planning
- Leadership and Organizational Competencies
- Other Disease Prevention
- Health Promotion
- Human Health Hazard Control
- Public Health Nursing Services

Wisconsin's Public Health System



Costing and Capacity Assessment Process 2023



Foundational Public Health Services (FPHS) defines a minimum package of public health capabilities and programs that no jurisdiction should be without.



In 2023, 77 of 85 (91%) of Wisconsin Local Health Departments (LHDs) completed a comprehensive and rigorous assessment to determine their current ability to provide these services and to estimate resources necessary to implement all FPHS.

Recommendations from Rede Group



Build cohesion around the meaning and purpose of FPHS within and beyond governmental public health.



Use data from the CCA to discuss the vision and plan for the future.



Increase investments in Wisconsin's public health system.



Complete CCAs for the Division of Public Health and Tribal Health System

Key Findings



No single Foundational Area or Capability are fully implemented across the state.



LHDs have significant expertise but often lack the resources to fully implement critical public health functions.



Size appears to be a factor in combined expertise and capacity levels.



LHDs are not always the implementers of each FPHS, but rather work in leadership roles to ensure the services are available.



The COVID-19 pandemic and recovery efforts affected budgets in the study year (2022).

Key Findings



Funding needed to fully implement FPHS is based on Wisconsin's existing governmental public health service model.



LHDs are primarily funded by local tax levy (est. 40-49%) and federal grants (est. 31-34%). Community commitment to public health is evident in the level of funding coming from tax levy. State funds account for less than 5% of local public health funding

Key Findings

Estimated Costs for Foundational Areas & Capabilities



Percent Increase Needed for Full Implementation, by Foundational Area and Capability

Percent Increase Needed for Full Implementation,
by Foundational Area and Capability

FPHS Area/ Capability	2022 FPHS Spending Estimate	Full Implementation Estimate	Percent Increase for Full Implementation
Chronic Disease	\$9.1M	\$25.4M	181%
Organizational Competencies	\$16.6M	\$41.2M	148%
Environmental Health	\$24.8M	\$50.4M	103%
Assessment & Surveillance	\$9.5M	\$18.8M	99%
Maternal Child Health	\$9.8M	\$19.3M	98%
Equity	\$5.2M	\$9.2M	75%
Access & Linkage to Care	\$5.3M	\$9.2M	73%
Policy Development	\$6.7M	\$10.9M	63%
Emergency Preparedness	\$8.7M	\$13.7M	58%
Communications	\$7.5M	\$11.6M	54%
Community Partnerships	\$9.3M	\$13.2M	42%
Accountability	\$4.9M	\$6.6M	35%
Communicable Disease	\$21.7M*	\$23.7M	9%
FPHS Total	\$139.1M	\$253.1M	82%
Community- Specific Services	\$88.3M	\$118.7M	34%
Total	\$227.4M	\$371.8M	64%

**LHDs reported using significant federal COVID-19 funding in this area, which may have inflated this amount compared to a non-COVID-19 year and underestimate the resources needed for full implementation.*

FPHS Investments Across the Country

- Indiana: 2023 Senate Bill 4 (“Health First Indiana”), allocated \$75 million for local public health departments in 2024 followed by \$150 million in 2025. Original ask from the Governor’s Public Health Commission requested \$250M annually.
- Kentucky: 2020 House Bill 129 set a baseline number of FTEs per 15,000 individuals for local health departments with a cost per FTE of \$109,000. Each LHD must also have enough funds for 1 additional FTE for every 5,000 persons above the initial 15,000 number of residents. The cost must be recalculated every two years during the state budget cycle.
- Minnesota: \$15M in 2021 to support local public health infrastructure

Discussion for Staff, BoH & Community Partners

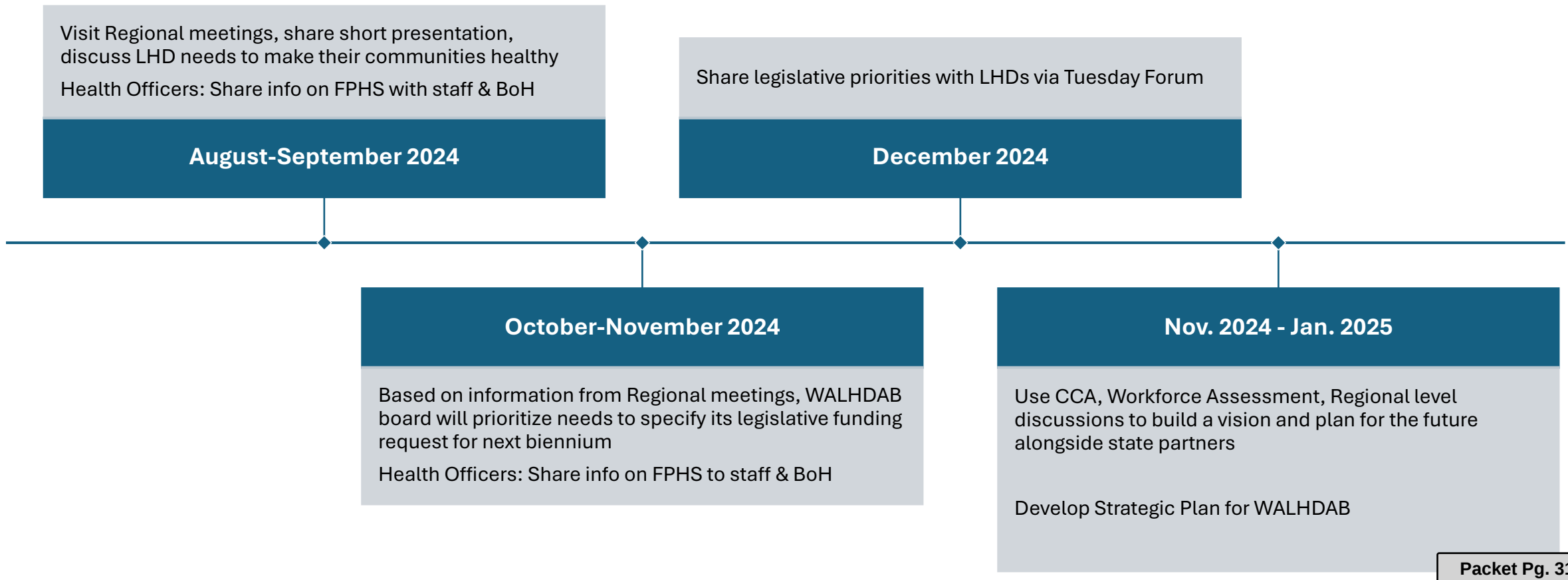
- Based on what has been discussed, what questions do you still have about the Foundational Public Health Services (FPHS) framework?
- How have you or your organization engaged in the essential services described in the FPHS in our jurisdiction?
- What areas or capabilities do you think can be improved upon? How would you like to see the public health system be improved in our jurisdiction? In our state?
- What questions do you have?

Next Steps

WALHDAB is:

- Using this and other statewide data to develop a vision, alongside state partners, for modernizing Wisconsin's public health system
- Developing an organizational strategic plan
- Creating a legislative agenda for the next biennial budget

Two-Tiered Plan



Questions



Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Public Health
DIRECTOR:	Kim Buechler
PREPARER:	Amy Rhines

Agenda Summary Public Health Report

ATTACHMENTS:

- Public Health Financials (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report

Special Revenue Fund Public Health

For the Nine Months Ending Monday, September 30, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$43,392	\$390,527	\$520,702	\$130,175	75.00%
Intergovernmental Revenues	\$12,857	\$290,104	\$783,586	\$493,482	37.02%
Public Charges for Services	\$231	\$6,840	\$33,500	\$26,660	20.42%
Intergovernmental Charges	-	\$659,321	\$866,060	\$206,739	76.13%
Interdepartmental Charges	\$1,667	\$15,000	\$20,000	\$5,000	75.00%
Licenses & Permits	\$14,567	\$459,127	\$473,653	\$14,526	96.93%
Other Revenue	\$117	\$1,208	\$49,700	\$48,492	2.43%
Total Revenues	\$72,831	\$1,822,127	\$2,747,201	\$925,074	66.33%
Expenditures					
Salaries	\$143,833	\$1,332,697	\$1,914,712	\$582,015	69.60%
Fringe Benefits	\$55,047	\$519,148	\$651,395	\$132,247	79.70%
Travel/Training	\$2,783	\$12,391	\$77,239	\$64,848	16.04%
Supplies	\$330	\$38,798	\$126,048	\$87,250	30.78%
Purchased Services	\$11,855	\$144,016	\$144,960	\$944	99.35%
Interdepartment Charges	\$175	\$4,339	\$9,000	\$4,661	48.21%
Other Expenses	\$24,598	\$707,290	\$718,265	\$10,975	98.47%
Total Operating Expenditures	\$238,621	\$2,758,679	\$3,641,619	\$882,940	75.75%
Capital Outlay					
Equipment & Furniture	-	\$147,605	-	(\$147,605)	0.00%
Total Capital Outlay	-	\$147,605	-	(\$147,605)	0.00%
Total Expenditures	\$238,621	\$2,906,284	\$3,641,619	\$735,335	79.81%
Other Finance (Sources)	-	-	(\$296,811)	(\$296,811)	0.00%
Net Other Financing Sources/Uses	-	-	(\$296,811)	(\$296,811)	0.00%
Net Increase (Decrease)	(\$165,790)	(\$1,084,157)	(\$597,607)	\$486,550	181.42%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$2,089,666)	-	\$2,089,666	0.00%

ORDINANCE NO. (ID # 10273)

AMENDING SECTION 2.51 (4) OF THE OZAUKEE COUNTY CODE OF ORDINANCES -
2025 HUMAN SERVICES DEPARTMENT USER FEES

An Ordinance amending Section 2.51 of the Ozaukee County Code of Ordinances pertaining to Human Services Fees.

The County Board of Supervisors of the County of Ozaukee does ordain that Section 2.51 of the Ozaukee County Code of Ordinances be amended as follows:

2.51 HUMAN SERVICES FEES (20-3),(21-6), (22-6)

- (1) User Fees for the Ozaukee County Human Services Department are established per this policy and managed by the Divisions, as detailed in this policy.
- (2) The policy identifies the Human Services Department's usual and customary rates by program that are billable to either consumers and/or insurance plans.
- (3) Aging and Disability Resource Center [Division](#) User Fees:
 - (a) Meals provided to our consumers will be billed at the rates below:
 - (b) Hot Meal: ~~\$10.29~~ [\\$10.88](#)
 - (c) Frozen Meal: \$5.25
 - (d) Additional Meal: \$5.25
- (4) Behavioral Health Division User Fees:
 - (a) Advanced Practice Nurse Prescriber (APNP) Diagnostic Assessment (60 mins): \$180
 - (b) Advanced Practice Nurse Prescriber (APNP) Diagnostic Assessment (30 mins): \$95
 - (c) Advanced Practice Nurse Prescriber (APNP) ~~Diagnostic Assessment~~ Follow up [visit](#): Up to \$155
 - [\(d\) Advanced Practice Nurse Prescriber \(APNP\) Psychotherapy Add-on: Up to \\$155](#)
 - [\(e\) Advanced Practice Nurse Prescriber \(APNP\) Phone only E/M services: Up to \\$110](#)
 - ~~(f)~~ (f) Clinical Social Worker/LPC/CSAC Diagnostic Assessment (60 mins): \$125
 - ~~(g)~~ (g) Clinical Social Worker/LPC/CSAC Individual Therapy (16-37 mins): \$60
 - ~~(h)~~ (h) Clinical Social Worker/LPC/CSAC Individual Therapy (38-52 mins): \$80
 - ~~(i)~~ (i) Clinical Social Worker/LPC/CSAC Individual Therapy (53+ mins): \$115
 - ~~(j)~~ (j) Clinical Social Worker/LPC/CSAC Family Therapy: \$100
 - ~~(k)~~ (k) Clinical Social Worker/LPC/CSAC Group Therapy per session: \$45
 - ~~(l)~~ (l) On Site Urinalysis: \$25
 - ~~(m)~~ (m) Medication Injection: \$25

~~(5)~~ (5) Income Based Fees for Behavioral Health Division:

~~(a) For clients who are uninsured, have no other funding source, and who present the required documentation, Ozaukee County staff will set a rate depending on the service. Clients are informed of their financial responsibility.~~

~~(b) Designated billing staff meet with clients, work with them to support client understanding of their financial responsibility and cost share, and set a rate for services. As needed, staff will assist clients in understanding their financial obligation and help with other billing related questions.~~

(c) If a client is unable to meet the cost of service, a monthly payment plan is available.

(d) The Monthly Payment Plan Determination Form will be used to determine the client's monthly payment obligations.

(6) Protective Services Contracted Rates - Residential Services:

(a) Ozaukee County's contracted providers set their daily rates, which are comprised of a Room and Board rate and a Treatment rate.

(b) Program costs related to Room and Board: food, housing, utilities, etc., are the responsibility of clients.

(c) Clients are required to utilize any and all personal financial means to pay the cost of Room and Board.

(d) If a client is unable to meet the cost of Room and Board at 100%, Ozaukee County, depending upon the service provided, and in accordance with DHS Chapter 1, will use the Ozaukee County Monthly Payment Plan Determination Form or the Ozaukee County Cost of Care Worksheet to determine a monthly payment obligation by the client.

(7) Protective Services Inpatient Hospital Services Daily Rates:

(a) Inpatient Services are provided by a number of regional private, county, and state hospital systems, who assume responsibility for billing client insurance and client collections.

(8) Guardianship Fees:

(a) Under Wisconsin guardianship law, a guardian is entitled to reimbursement and compensation as determined by the court.

(b) Reasonable expenses incurred in the execution of the guardian's duties must be reimbursed.

(c) County Adult Protective Services staff will make every effort to seek and access the services of a volunteer guardian for every County guardianship case.

(d) Background checks will be completed by Adult Protective Services staff on all potential volunteer guardians.

(e) When all avenues have been exhausted and a volunteer guardian is not available, Adult Protective Services staff will request the services of a paid guardian.

(f) Wards will pay the monthly fees for the services of a paid guardian from their own incomes and/or assets when those fee payments are ordered by the court.

(g) Each case will be appraised on an individual basis, taking into consideration the ward's needs and County resources and responsibility.

(h) The Human Services Department reserves the right to waive the fee based on individual case circumstances.

(9) Voluntary Guardianships

(a) When guardianship is sought, the petitioner must have the proposed ward examined by a physician or psychologist and provide a written report to the court in accordance with Section 54.36 (1).

(b) The Human Services Department will attempt to obtain the required report in the least costly manner possible before pursuing a competency evaluation through a contracted psychologist or psychiatrist.

(c) The cost of the examination and/or report is paid by the petitioner, but the petitioner could bill the ward for that cost if ordered by the court.

(d) When the Human Services Department is contacted for assistance with a private guardianship and protective placement is needed, under Section 55.075, Adult Protective Services staff must complete a Comprehensive Report.

~~(6)~~ (10) Intoxicated Driver Program (IDP): All clients referred for assessments and safety plan development are assessed and must pay a standard one-time fee:

(a) Ozaukee County IDP Assessment: ~~\$255~~-\$275

(b) This standard fee is non-negotiable and clients will not successfully complete the program unless payment is received in full.

(c) Clients will also be assessed fees for the services listed below.

1. No Call/No Show: \$125
2. Intoxicated at Scheduled Assessment - Must reschedule: \$125
3. Cancellation less than 72-hour notice of scheduled appointment: \$75
4. Amendment/Extension to Driver Safety Plan: \$75
5. Reinstatement of Driver Safety Plan: \$100
6. Victim Impact Panel: \$10
7. Victim Impact Panel No Call/No Show Fee: \$25

~~(7)~~ (11) Behavioral Health Contracted Services: including Outpatient and Residential Services:

(a) Ozaukee County's contracted providers set their daily rates, which are comprised of a Room and Board rate and a Treatment rate.

(b) Program costs related to Room and Board: food, housing, utilities, etc., are the responsibility of the clients.

(c) Clients are required to utilize any and all personal financial means to pay the cost of Room and Board.

(d) If a client is unable to meet the cost of Room and Board at 100%, Ozaukee County, depending upon the service provided, and in accordance with DHS Chapter 1, will use the Ozaukee County Monthly Payment Plan Determination Form or the

Ozaukee County Cost of Care Worksheet to determine a monthly payment obligation by the client.

~~(8)~~ (12) Inpatient Hospital Services Daily Rates:

- (a) Inpatient Services are provided by a number of regional private, county, and state hospital systems, who assume responsibility for billing client insurance and client collections.
- (b) Ozaukee County is mandated to assume the role of “funder of last resort” when clients are emergency detained under DHS Chapter 51 and placed in Hospital Inpatient Units or one of the State Institutions.
- (c) When placement to an Inpatient Unit is determined, crisis staff will collect the required documentation so that Ozaukee County Fiscal staff can determine a client’s monthly payment plan in accordance with DHS Chapter 1.
- (d) Fiscal staff will use the Ozaukee County Monthly Payment Plan Determination Form to determine a monthly payment obligation by the client.

~~(9)~~ (13) Children and Families Division User Fees:

- (a) The following identifies Ozaukee County Human Services Department’s usual and customary rates by program that are billable to consumers.
- (b) For clients who present the required documentation, Ozaukee County staff may set an adjusted rate depending on the service.
- (c) Designated billing staff meet with clients, work with them to support client understanding of their financial responsibility and cost share and set a rate for services.
- (d) Children and Families Division User Fees

1. Court Ordered Youth Justice Monthly Supervision Fee: \$75.00/month

~~(10)~~ (14) Family Court: Based on the authority granted in WI Statutes, Section 814.615(2), Ozaukee County may charge a fee to conduct a legal custody and physical placement study. Ozaukee County Ordinance 2.49 assigns responsibility for setting fees for legal custody and physical placement studies to the director of family court services. The fee schedule is on file and available at the Ozaukee County Clerk of Court’s office.

~~(11)~~ (15) Secure Detention Placements:

- (a) When youth are placed under Chapter 48 or 948 in a secure detention facility, placements are provided by a number of regional private and county systems who set their daily rates.
- (b) Ozaukee County assumes responsibility for billing and client collections.
- (c) When placement in a secure detention facility is determined necessary, Ozaukee County will bill the parent or guardian the provider’s daily rate. When a payment plan is requested, child protection services and/or youth justice staff will collect the required documentation so that Ozaukee County fiscal staff can determine a client’s monthly payment plan.
- (d) Fiscal staff will use the Ozaukee County *Monthly Payment Plan Determination Form* to determine a monthly payment obligation by the client.

~~(12)~~ (16) Youth Justice Supervision:

- (a) Based on the authority granted in WI Statutes, Sections 938.275 (1)(b) and 938.36(2), Human Services may establish a fee for supervision services for youth adjudicated Delinquent or for Youth found to be In Need of Protection or Services.
- (b) The Ozaukee County Juvenile Justice program assesses a \$75.00 per month supervision fee for all youth and families in the program.

~~(13)~~ (17) Birth to 3 Program:

- (a) Parents may be required to share the cost of their child's Birth to 3 services.
- (b) The Birth to 3 Program will calculate a parent's cost share based on information provided by the family.
- (c) Family income will not determine a child's eligibility for the Birth to 3 Program.
- (d) The cost share is applied to the cost of the entire plan and not individual services. Evaluation, assessment, Individual Family Service Plan development and service coordination are not included in the cost share. Determined at program admission and at the annual IFSP update.

~~(14)~~ (18) CLTS/CCOP Parental Payment Liability:

- (a) Parental Cost Share/Payment Liability is determined following the development of the ISP (Individual Service Plan) in accordance with DHS Chapter 1.
- (b) The payment liability considers size of family, determines daily cost of services, family adjusted gross income, and current federal poverty guidelines.
- (c) Families with an adjusted gross at or above 330% of the Federal Poverty Guideline (FPG) will have a cost share. Determined at program admission, at the annual re-determination and when there is a significant change in services on the ISP.

~~(15)~~ (19) The fees for services provided by the Ozaukee County Department of Human Services are approved annually by the Ozaukee County Board of Supervisors in compliance with the requirement in DHS 1.03(2) of the Wisconsin Administrative Code.

This Ordinance shall take effect upon enactment and publication.

Dated at Port Washington, Wisconsin, this 6th day of November 2024.

SUMMARY: Amending Section 2.51 of the Ozaukee County Code of Ordinances pertaining to Human Services Fees for 2025.

VOTE REQUIRED: Majority

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Liza Drake

Agenda Summary Amending Section 2.51 (4) of the Ozaukee County Code of Ordinances - 2025 Human Services Department User Fees

BACKGROUND INFORMATION: The Department of Human Services fee schedule requires approval by the County Board. *"Fees for services provided by the county department under s. 51.42 Stats., shall be established and approved annually by a county board of supervisors."* Attached is the proposed 2025 fee listing. User fees for the Human Services Department include the following:

User fees for the Human Services Department include the following:

- Fees for Home Delivered Meal coordinated by the Aging and Disability Resource Center
- Usual and customary charges billed to insurance (Medicaid, Medicare, Private Insurance) from services provided in the Outpatient Clinic
- Payment for Room and Board for clients receiving protective services, who are utilizing Mental Health and AODA Residential services, and for clients receiving Inpatient hospital services
- Paid Guardianship fees
- Assessment and safety plan development provided under the Intoxicated Driver Program
- Parental fees related to services and costs for Family Court, Court-ordered Supervision and Secure Detention of Juvenile Offenders
- Parental fees related to the Birth to Three and Children's Long-Term Services Programs

User Fees for the Human Services Department are established and managed by Division, as they are different depending on the service.

FISCAL IMPACT: The collection of User Fees are incorporated in the 2025 budget.

FUNDING SOURCE: Individuals/families are responsible for the fees outlined in the document.

RECOMMENDED MOTION: The Human Services Department respectfully requests approval of the ordinance establishing the fee schedule.

ATTACHMENTS:

- OzaukeeCounty HSD2024 Proposed User Fees_2025 (DOCX)

To: Human Services Committee

From: Liza Drake, Human Services Department Director

Date: September 2024

Subject: Proposed 2025 Human Services Department User Fees

User fees for the Human Services Department include the following:

- Fees for Home Delivered Meal coordinated by the Aging and Disability Resource Center
- Usual and customary charges billed to insurance (Medicaid, Medicare, Private Insurance) from services provided in the Outpatient Clinic
- Payment for Room and Board for clients receiving protective services, who are utilizing Mental Health and AODA Residential services, and for clients receiving Inpatient hospital services
- Paid Guardianship fees
- Assessment and safety plan development provided under the Intoxicated Driver Program
- Parental fees related to services and costs for Family Court, Court-ordered Supervision and Secure Detention of Juvenile Offenders
- Parental fees related to the Birth to Three and Children's Long-Term Services Programs

User Fees for the Human Services Department are established and managed by Division, as they are different depending on the service.

Aging and Disability Resource Center Division User Fees

Meals provided to our consumers will be billed at the rates below:

Home Delivered Meals	2024	2025
Hot Meal	\$10.29	\$10.88
Frozen Meal	\$5.25	\$5.25
Additional Meal	\$5.25	\$5.25

Behavioral Health Division User Fees

The following table identifies Ozaukee County Human Services Department's usual and customary rates by program that are billable to either consumers and/or insurance plans. Clients are informed of their financial responsibility. As needed, staff will assist clients in understanding their financial obligation and help with other billing related questions. If a client is unable to meet the cost of service, a monthly payment plan is available. The Monthly Payment Plan Determination Form will be used to determine the client's monthly payment obligation.

Outpatient Clinic Services	2024	2025
APNP (Advanced Practice Nurse Prescriber) Diagnostic Assessment (60 mins)	\$180	\$180
APNP (Advanced Practice Nurse Prescriber) Diagnostic Assessment (30 mins)	\$95	\$95
APNP (Advanced Practice Nurse Prescriber) Follow-up visit	Up to \$155	Up to \$155
APNP (Advanced Practice Nurse Prescriber) Psychotherapy Add-on	-	Up to \$155
APNP (Advanced Practice Nurse Prescriber) Phone only E/M services	Up to \$110	Up to \$110

Outpatient Clinic Services	2024	2025
Clinical Social Worker/LPC/CSAC Diagnostic Assessment (60 mins)	\$125	\$125
Clinical Social Worker/LPC/CSAC Individual Therapy (16-37 mins)	\$60	\$60
Clinical Social Worker/LPC/CSAC Individual Therapy (38-52 mins)	\$80	\$80
Clinical Social Worker/LPC/CSAC Individual Therapy (53+ mins)	\$110	\$115
Clinical Social Worker/LPC/CSAC Family Therapy	\$100	\$100
Clinical Social Worker/LPC/CSAC Group Therapy per session	\$40	\$45
On Site Urinalysis	\$25	\$25
Medication Injection	\$25	\$25

Protective Services Contracted Rates - Residential Services:

Ozaukee County's contracted providers set their daily rates, which are comprised of a Room and Board rate and a Treatment rate. Program costs related to Room and Board: food, housing, utilities, etc., are the responsibility of clients. Clients are required to utilize any and all personal financial means to pay the cost of Room and Board. If a client is unable to meet the cost of Room and Board at 100%, Ozaukee County, depending upon the service provided, and in accordance with DHS Chapter 1, will use the Ozaukee County *Monthly Payment Plan Determination Form* or the *Ozaukee County Cost of Care Worksheet* to determine a monthly payment obligation by the client.

Protective Services Inpatient Hospital Services Daily Rates:

Inpatient Services are provided by a number of regional private, county, and state hospital systems, who assume responsibility for billing client insurance and client collections.

Guardianship Fees:

Under Wisconsin guardianship law, a guardian is entitled to reimbursement and compensation as determined by the court. Reasonable expenses incurred in the execution of the guardian's duties must be reimbursed. County Adult Protective Services staff will make every effort to seek and access the services of a volunteer guardian for every County guardianship case. Background checks will be completed by Adult Protective Services staff on all potential volunteer guardians. When all avenues have been exhausted and a volunteer guardian is not available, Adult Protective Services staff will request the services of a paid guardian. Wards will pay the monthly fees for the services of a paid guardian from their own incomes and/or assets when those fee payments are ordered by the court. Each case will be appraised on an individual basis, taking into consideration the ward's needs and County resources and responsibility. The Human Services Department reserves the right to waive the fee based on individual case circumstances.

Voluntary Guardianships:

When guardianship is sought, the petitioner must have the proposed ward examined by a physician or psychologist and provide a written report to the court in accordance with Section 54.36 (1). The Human Services Department will attempt to obtain the required report in the least costly manner possible before pursuing a competency evaluation through a contracted psychologist. The cost of the examination and/or report is paid by the petitioner, but the petitioner could bill the ward for that cost if ordered by the court. When the Human Services Department is contacted for assistance with a private guardianship and protective placement is needed, under Section 55.075 Adult Protective Services staff must complete a Comprehensive Report. The time spent on completing and filing the Comprehensive Report will be billed to the ward at the staff member's hourly rate.

Intoxicated Driver Program (IDP):

All clients referred for assessments and safety plan development are assessed and must pay a standard one-time fee. This standard fee is non-negotiable and clients will not successfully complete the program unless payment is received in full. Clients will also be assessed fees for the services listed in the table below.

Intoxicated Driver Program (IDP)	2024	2025
Ozaukee County IDP Assessment (one-time fee)	\$255	\$275
No Call/No Show	\$125	\$125
Intoxicated at Scheduled Assessment - Must reschedule	\$125	\$125
Cancellation less than 72 hour notice of scheduled appointment	\$75	\$75
Amendment/Extension to Driver Safety Plan	\$75	\$75
Reinstatement of Driver Safety Plan	\$100	\$100
Victim Impact Panel	\$10	\$10
Victim Impact Panel No Call/No Show Fee	\$25	\$25

Behavioral Health Contracted Services: including Outpatient and Residential Services:

Ozaukee County's contracted providers set their daily rates, which are comprised of a Room and Board rate and a Treatment rate. Program costs related to Room and Board: food, housing, utilities, etc., are the responsibility of clients. Clients are required to utilize any and all personal financial means to pay the cost of Room and Board. If a client is unable to meet the cost of Room and Board at 100%, Ozaukee County, depending upon the service provided, and in accordance with DHS Chapter 1, will use the Ozaukee County *Monthly Payment Plan Determination Form* or the *Ozaukee County Cost of Care Worksheet* to determine a monthly payment obligation by the client.

Inpatient Hospital Services Daily Rates:

Inpatient Services are provided by a number of regional private, county, and state hospital systems, who assume responsibility for billing client insurance and client collections. Ozaukee County is mandated to assume the role of "funder of last resort" when clients are emergency detained under DHS Chapter 51 and placed in Hospital Inpatient Units or one of the State Institutions. When placement to an Inpatient Unit is determined, crisis staff will collect the required documentation so that Ozaukee County Fiscal staff can determine a client's monthly payment plan in accordance with DHS Chapter 1. Fiscal staff will use the Ozaukee County *Monthly Payment Plan Determination Form* to determine a monthly payment obligation by the client.

Children and Families Division User Fees

The following table identifies Ozaukee County Human Services Department's usual and customary rates by program that are billable to consumers. For clients who present the required documentation, Ozaukee County staff may set an adjusted rate depending on the service. Designated billing staff meet with clients, work with them to support client understanding of their financial responsibility and cost share and set a rate for services.

Children and Families Division User Fees	2024	2025
Court Ordered Youth Justice Monthly Supervision Fee	\$75.00/month	\$75.00/month

Family Court:

Based on the authority granted in WI Statutes, Section 814.615(2), Ozaukee County may charge a fee to conduct a Family Court Custody study. Ozaukee County's ordinance 2.49 directs the Director of Family Court Services to set the rate for this study.

Secure Detention Placements:

When youth are placed under Chapter 48 or 948 in a secure detention facility, placements are provided by a number of regional private and county systems who set their daily rates. Ozaukee County assumes responsibility for billing and client collections. When placement in a secure detention facility is determined necessary, Ozaukee County will bill the parent or guardian the provider's daily rate. When a payment plan is requested, child protection services and/or youth justice staff will collect the required documentation so that Ozaukee County fiscal staff can determine a client's monthly payment plan. Fiscal staff will use the Ozaukee County *Monthly Payment Plan Determination Form* to determine a monthly payment obligation by the client.

Youth Justice Supervision:

Based on the authority granted in WI Statutes, Sections 938.275 (1)(b) and 938.36(2), Human Services may establish a fee for supervision services for youth adjudicated Delinquent or for Youth found to be in need of Protection or Services. The Ozaukee County Juvenile Justice program assesses a \$75.00 per month supervision fee for all youth and families in the program.

Birth to 3 Program:

Families may be required to share the cost of their child's Birth to 3 services. The Birth to 3 Program will calculate a family's cost share based on information provided by the family. Family income will not determine a child's eligibility for the Birth to 3 Program. The cost share is applied to the cost of the entire plan and no individual services. Evaluation, assessment, Individual Family Service Plan development and service coordination are not included in the cost share. Determined at program admission and at the annual IFSP update.

CLTS/CCOP Parental Payment Liability:

Parental Cost Share/Payment Liability is determined following the development of the ISP (Individual Service Plan) in accordance with DHS Chapter 1. The payment liability considers size of family, determines daily cost of services, family adjusted gross income, and current federal poverty guidelines. Families with an adjusted gross at or above 330% of the Federal Poverty Guideline (FPG) will have a cost share. Determined at program admission, at the annual re-determination and when there is a significant change in services on the ISP.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Accepting the Ozaukee Not-For-Profit Center's Grant Application to the Flexible Facilities Grant Program (FFP) administered by the Wisconsin Department of Administration (DOA) supported by State of Wisconsin American Rescue Plan Act of 2021 Funding

BACKGROUND INFORMATION: The Ozaukee Non-Profit Center has applied for a \$748,500 grant to provide area residents with improved access to resources, enhancing quality of life with free access to virtual healthcare visits, fostering education for both large and small settings and creating spaces for telecommuting as job infrastructure changes due to Covid 19.

The Ozaukee Nonprofit Center (ONC) is a multi-faceted nonprofit with collaborative workspace that offers services and support for all local nonprofits and the clients they serve. The facility enables nonprofit organizations a place to connect and collaborate while focusing on the needs of our community. The project will include renovating targeted spaces that are underutilized and accommodate expanded high speed internet opportunities for community residents to access and use for work, education and virtual healthcare visits. The scope includes: 3 meeting rooms equipped with OWL (an immersive conference room webcam), a large multipurpose space outfitted for dual use for educational symposiums and featuring 10 concealed workstations, 2 dedicated rooms for virtual healthcare visits, an outdoor learning center with raised garden bed and mobile workstations and finally updating and expanding high speed internet throughout all these spaces. The existing staff, alongside a diverse group of dedicated volunteers, have the experience and are fully capable of executing the expanded utilization of the facility for more use. Annually, more than 20,000 individuals visit our building to benefit from the services offered by the 13 nonprofits located within our center. This project aims to enhance community access to additional resources by consolidating them into a single central hub. The meeting rooms will be available for local healthcare professionals to conduct educational sessions on mental and physical well-being. Additionally, the outdoor space serves as a conducive environment for small gatherings focused on wellness activities. The dual-purpose meeting room will have the flexibility to host 10 individual workstations all the way up to 175-person educational symposiums. Finally, with 2 private dedicated healthcare rooms- participants will have the ability to reserve a room for up to two hours for virtual healthcare visits in a secure and private environment.

ANALYSIS: The grant requires no county funding match. Recent grant projects with Family Promise and Advocates of Ozaukee from State of Wisconsin ARPA funds have been structured and funded similarly. The county would be the grantee under the Flexible Facilities Program and the Ozaukee Non-Profit Center would be required to sign a subgrantee agreement with the county to implement the grant.

This grant application was approved for submittal on July 11 by the County Administrator. Under county policy grant applications may be approved by the County Administrator with the concurrence of the County Board Chairperson due to time constraints with the approval of the oversight committee post-application.

FISCAL IMPACT: This is a \$748,500 grant with no required county match.

RECOMMENDED MOTION: The County Administrator respectfully requests that the committee accept the Ozaukee Not-For-Profit Center's \$748,500 Grant Application to the Flexible Facilities Grant Program (FFP) administered by the Wisconsin Department of Administration (DOA) supported by State of Wisconsin American Rescue Plan Act of 2021 Funding.

ATTACHMENTS:

- FFP Award Letter_Ozaukee County (PDF)
- Flexible_Facilities_Program_Application_Form_SIGNED (002) (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary

October 7, 2024

Lee Schlenvogt, County Board Chairperson
Ozaukee County
121 W. Main Street
P.O. Box 994
Port Washington, WI 53074-1813

RE: Ozaukee County 2024 Flexible Facilities Program (FFP) Project Award and Pre-Agreement Requirements

Dear County Board Chairperson Schlenvogt:

Thank you for your recent Flexible Facilities Program (FFP) project proposal for the expansion of and technology improvements to the Ozaukee Nonprofit Center. On behalf of Governor Tony Evers, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$748,500.00 to the Ozaukee County (referred to as the "Grantee" hereafter) for this FFP project.

The Flexible Facilities Program (FFP) is funded by the U.S. Department of Treasury through the American Rescue Plan Act's Capital Projects Fund. Wisconsin is using part of its allocation from the Capital Projects Fund for the FFP, which provides grants to local and Tribal governments for the purposes of enabling work, education, and healthcare monitoring, including remote options, in public libraries, community centers, and multi-purpose community facilities to address the needs of residents. DOA's Division of Energy, Housing and Community Resources (DEHCR) will be administering the FFP.

To determine the projects that would receive FFP awards and ensure that FFP Grant Applications met federal and program requirements, representatives from across the State of Wisconsin government reviewed and scored grant applications using the FFP competitive application criteria. A Scoring Summary sheet for your FFP Grant Application is included on page 10 of this letter.

Please see pages 4-9 of this letter for information regarding the FFP requirements that must be met and the documentation that must be submitted to DEHCR prior to the Grant Agreement being executed and prior to the start of construction. You have **forty-five (45) days** from the date of this letter to submit the items listed under "Pre-Agreement Documents Submission" on pages 6-8, including signing and returning the Acceptance of Award (Acceptance) on page 3. After DEHCR receives these items, you will be contacted by the DEHCR project representative assigned to your project to further discuss the terms and conditions of the FFP award to help ensure the successful administration of this project.

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

October 7, 2024

Page 2 of 10

Ozaukee County

FFP Award Amount: \$748,500.00

Congratulations and thank you for your efforts in helping our communities prosper and maintain a high quality of life for all Wisconsin residents.

Sincerely,



Kathy Blumenfeld
Secretary
Wisconsin Department of Administration

Attachments: 8

cc: Senator Duey Stroebel, Senate District 20, State of Wisconsin
Representative Robert Brooks, Assembly District 60, State of Wisconsin
Jason Dzwinel, County Administrator, Ozaukee County
Karen Niemuth, County Clerk, Ozaukee County
Jason Wittek, Policy & Budget Analyst, Ozaukee County
Martha Putnam, Executive Director, Ozaukee Nonprofit Center, Inc.
David Pawlisch, Administrator, DEHCR
Tamra Fabian, Director, Bureau of Community Development, DEHCR
Cindy Frankiewicz, Fiscal Section Chief, DEHCR
Stacey Miller, Grants Specialist – Advanced, Bureau of Community Development, DEHCR

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

October 7, 2024
Page 3 of 10

Ozaukee County
FFP Award Amount: \$748,500.00

ACCEPTANCE OF THE AWARD

This award letter represents the Department of Administration – Division of Energy, Housing and Community Resources' intent to award a grant to the Grantee. The Grantee's intent to accept the award is indicated by signing below and returning this document to DEHCR via email to the assigned DEHCR project representative listed at the end of this letter.

AUTHORITY TO SIGN DOCUMENT: The individuals signing this Acceptance on behalf of the Grantee certify and attest that they have full and complete authority to bind the Grantee on whose behalf they are executing this document.

The individuals signing below also acknowledge that the specific provisions of this award letter are not binding upon DEHCR nor the Grantee and that DEHCR may withdraw this award at any point for any reason.

ACKNOWLEDGEMENT

Grantee:

Signature of Chief Elected Official

Date Signed

Printed Name of Chief Elected Official

Title of Chief Elected Official

Signature of Clerk

Date Signed

Printed Name of Clerk

Title of Clerk

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

FFP REQUIREMENTS AND PRE-AGREEMENT DOCUMENTS SUBMISSION

Specific procedures must be followed prior to undertaking FFP activities. The Grantee must comply with applicable federal and state regulations and other grant requirements. Failure to comply may result in this award being rescinded.

PROJECT ADMINISTRATOR TRAINING

All FFP project administrators are required to attend any implementation training sessions, as scheduled by the Division. The first FFP Implementation Training is scheduled for **Thursday, December 12, 2024**. It will be held via live webinar. Information and updates will be emailed to awarded Grantees and posted on the [FFP website](#) (under the “FFP Implementation Training” section):

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

PROCUREMENT PROCESS

Regulations require each FFP Grantee to follow its local procurement policy. The Grantee must use procurement procedures that comply with federal, state, and local rules and regulations for purchases and contracts funded in whole or in part with FFP dollars. FFP Grantees are subject to the following guidance and requirements for procurement, purchasing, contracting, and financial management:

- [Grant Announcement](#) (Sections 5-8) specifications for eligible costs, the project budget, matching funds, contractor debarment checks, financial management, and financial audits;
- Federal regulations [2 CFR §200.317](#) through [2 CFR §200.327](#) for procurement and purchasing;
- Federal regulations [2 CFR §200 Subpart E – Cost Principles](#) for financial management requirements;
- Federal regulations [2 CFR §200.334](#) for financial records retention;
- *FFP Implementation Handbook* (upon release) for additional financial management requirements and procedures for FFP payment requests; and
- Wisconsin State Statutes for the competitive sealed bidding and contracting requirements (Wis. Stats. [§66.0901](#) [all], [§59.52\(29\) – \(31\)](#) [Counties], [§60.47](#) [Towns], [§61.54 – §61.57](#) [Village], [§62.15](#) [Cities]).

The Grantee’s procurement policy must be submitted to and reviewed by DEHCR prior to the Grantee receiving any funding. The Division cannot release FFP funds for contracted materials and services that have been improperly procured. An exception to any applicable competitive procurement requirements specified in [2 CFR §200.320](#) must be requested from and approved by DEHCR. The request must meet the justification criteria set forth in [2 CFR §200.320\(c\)](#) and be in compliance with the Grantee’s local procurement policies. Additional guidance and requirements will be provided in the *FFP Implementation Handbook* (upon release).

ENVIRONMENTAL REQUIREMENTS

An Environmental Review Record and the affiliated actions must be completed for the project and an Environmental Certification letter must be issued by DEHCR’s Environmental Compliance Officer prior to the

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start of construction activities, the acquisition of real property, and/or making other purchases (for items other than those for which the costs are deemed exempt from this requirement, such as grant administration and engineering professional services). Starting construction activities prior to meeting environmental compliance certification requirements may disqualify the project from FFP funding eligibility. The environmental specifications for FFP projects are provided in the Grant Announcement (Section 11) and the [FFP Project Environmental Report Template](#) and the *Application Training webinar held May 10, 2024* [access the presentation slides and recording on the [FFP website](#) (under Application Training section)]. Additional guidance and requirements will be provided in the *FFP Implementation Handbook* (upon release). Changes to the project scope work may require additional environmental review activities. For assistance regarding environmental compliance, please contact the Environmental Desk at DOAEnvironmentalDesk@wisconsin.gov.

ACQUISITION & RELOCATION

FFP projects involving acquisition (of property and temporary and permanent easements) and/or relocation activities are subject to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (i.e., URA) [[49 CFR §24](#)]; State of Wisconsin regulations [[Ch. 32, Wisconsin Statutes](#), and [Ch. Admin. 92](#)]; and the [FFP Grant Announcement](#) (Section 11). Grantees must inform the Division upon determining acquisition and/or relocation is required for the project. Additional guidance and requirements will be provided in the FFP Implementation Handbook (upon release). Also refer to the Department of Administration's Relocation Assistance website [<https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx>]. For the acquisition to be eligible for reimbursement, the Grant Agreement must be fully executed and the Environmental Review requirements met prior to the acquisition of property, unless otherwise agreed upon by DEHCR for the acquisition.

LABOR STANDARDS

FFP Grantees are required to demonstrate the use of fair labor practices throughout the project period. The [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#), [Fair Labor Standards Act \(FLSA\)](#), and general fair labor practices all apply to FFP projects. Davis-Bacon and Related Acts (DBRA), or "Davis-Bacon," federal labor standards do not apply to FFP projects, unless required by other *non-FFP* funding sources of the project. All construction prime contractors and subcontractors are subject to the fair labor practices specified in the [Grant Announcement](#) (Section 11), including paying their employees working on the FFP project at least the wage rates specified and submitting payroll records and supporting documentation for fringe benefits and deductions for monitoring by the Grantee, State/DEHCR, and/or Treasury. The Grantee is responsible for payroll reviews to confirm compliance and address any noncompliance issues, as applicable. Additional guidance and requirements will be provided in the FFP Implementation Handbook (upon release).

QUARTERLY & ANNUAL REPORTING

Quarterly and annual reporting for the FFP project is required. The Grantee must submit the reports in accordance with the guidance and requirements that will be provided in the FFP Implementation Handbook (upon release) and the *FFP Implementation Training* (to be held via webinar on December 12, 2024).

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

PROGRAM INCOME & SUSTAINABILITY REQUIREMENTS

All fees and other charges received by the Grantee (or the Grantee's Subrecipient) for the public's use of the facilities, equipment, devices, and materials purchased with or made possible by the FFP project grant funding are subject to the "program income" requirements set forth in the FFP Grant Announcement and [2 CFR §200.307](#). Program income earned through December 31, 2026, must be reported to DEHCR on a quarterly basis, following the guidance that will be provided in the FFP Implementation Handbook (upon release). All program income must be re-invested in the facilities and materials for which the original FFP grant funding investments were made, including FFP facility and equipment/device costs. The State is required to add program income to the FFP award amount when reporting financial expenditures to the U.S. Treasury (the Federal funding source), pursuant to [2 CFR §200.307\(e\)\(2\)](#). Note, however, that this does not change the State's award letter to the Grantee, nor the award amount the Grantee is to enter on DEHCR reporting documents. Program income funds are to be reported separately from the original FFP award.

In addition, when using FFP funding to assist a project, the terms and standards for the use of real property associated with the FFP project site that are specified in the FFP Grant Announcement and [2 CFR §200.311](#) apply. These standards apply from the date FFP funds are first spent for acquiring the property or for making improvements to the property until five (5) years after closeout of the Grantee's project with DEHCR. In the FFP Grant Application, the Grantee certified that the tribal or local government or subrecipient of the FFP funds has the capacity and a plan in place for sustaining the program services specified in their FFP Grant Application for five (5) years following the completion of the FFP project. The Grantee (or the Grantee's Subrecipient) must continue the program services specified and is not permitted to change the use of the property for five (5) years after completing the FFP project, unless otherwise pre-approved by DEHCR and the U.S. Department of Treasury. The Grantee may be required to return all FFP funds for non-compliance with this requirement. Contact DEHCR with any questions pertaining to this restriction.

OTHER FUNDING SOURCES

The Grantee is subject to the specifications of [2 CFR §200.403\(f\)](#) and there can be no duplication of state and federal payments received for the same item or service. Costs paid with other state and/or federal funding sources are ineligible for payment with FFP grant funding.

PRE-AGREEMENT DOCUMENTS SUBMISSION

All information provided in the FFP Grant Application is subject to further verification and review by the Division. The Grant Agreement will be prepared and routed for signatures after the Division receives and approves the following pre-agreement documentation:

1. A signed Acceptance of Award (Acceptance form provided as page 3 of this letter).

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2. A copy of the Grantee's procurement/purchasing related policy or policies (if multiple are applicable) with the local government's procedures and requirements for purchasing and contracting for goods and services. *[Note: The Grantee's procurement requirements and guidelines may be within a document with a different name, such as a purchasing policy or ordinance, or other financial management policy.]*
3. The FFP Executed Contracts Report (attached with this letter), listing the prime contracts and sub-contracts executed to date and providing the information requested on the Report form.
4. The FFP Acquisition and Relocation Questionnaire (attached with this letter).
5. A completed Financial Management Contact Person form (attached with this letter).
6. A completed Signature Certification form (attached with this letter).
7. A completed W-9 Form [Taxpayer Identification Number (TIN) Certification] (attached with this letter).
8. A completed DOA-6456 Authorization for Electronic Deposit form (attached with this letter).
9. Bank account verification documentation for the DOA-6456 Authorization for Electronic Deposit, as specified at the bottom of the form (including a letter from the bank on letterhead *or* a voided check for the account). The bank verification letter must include the account holder name (which must be the Grantee), account number, and bank routing number, and be signed by an authorized representative of the bank. If submitting a voided check, it must be a check with the account holder name, account number, and bank routing number pre-printed on the check (a 'starter' check will *not* be accepted). If the Grantee would like to receive a paper check instead of having FFP funds deposited electronically, contact your assigned DEHCR Program Representative to obtain the appropriate form.
10. A completed DOA-6460 New Supplier form (attached with this letter).
11. An email from the municipal clerk or treasurer verifying that the bank account that will be used for the FFP project is non-interest bearing as required; and stating whether it is a separate account to be used *exclusively* for the FFP project funding deposits and disbursements (with no other State funds or other funds to be deposited into this account), *or* it is not a separate account and will not be used exclusively for the FFP project deposits and disbursements, but it has a separate account register to track FFP funding transactions separately from other funds in the account as required.
12. A copy of the Grantee's record on the federal System for Award Management (SAM) [<https://sam.gov/content/home>] which verifies the Grantee has an **"active" registration status and assigned Unique Entity Identification (UEI) number**. If the Grantee does not currently have an "active" registration or the Grantee's SAM registration has expired or will expire prior to the execution of the Grant Agreement, then the Grantee must either register or re-activate the registration on SAM (as applicable) and provide a copy of the record showing the updated status to the Division.

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

Alerts Regarding SAM.gov Registration:

- If the Grantee is not registered or has an inactive/expired registration in SAM, then the Division strongly advises the Grantee to complete the registration process or re-activation process (if applicable) **immediately** to avoid delays in executing the FFP Grant Agreement. Some grantees have experienced significant delays in registration and re-activation in the past.
 - Records generated from websites other than the *official* SAM website [<https://sam.gov/content/home>] or emails from entities other than SAM.gov and the Federal Service Desk (which manages SAM.gov) at [<https://sam.gov/content/help> or https://www.fsd.gov/gsafsd_sp] will **not** be accepted. Third-party entities have websites that display SAM information but are not the *official* SAM website.
 - Third-party entities may offer services for a fee to municipalities to assist with registering on SAM. However, there is no fee or charge on SAM.gov [<https://sam.gov/content/home>] for registration. Municipalities and other entities may self-register on SAM without third-party assistance and registration on the system is **FREE**. Refer to the “HELP” section on SAM for guidance resources.
13. An updated project budget, reflecting the FFP award and any changes to funding or projected costs, if applicable, using the FFP Project Budget Form (attached with this letter). If there are no changes to the budget information that was submitted on the budget form with the FFP Grant Application, then indicate in the email submission of pre-agreement documents that there are no changes to the project budget.
 14. An itemized, concise, bullet-pointed list of all construction activities and project deliverables to be included in the Scope of Work in the FFP Grant Agreement, based on the description of the project in the Grantee’s FFP Grant Application.
 15. An updated project timeline with the projected construction bidding date(s) and construction start and end dates. Construction must begin no later than **July 1, 2025**, and end no later than **September 30, 2026**, for the State to comply with U.S. Department of Treasury Capital Projects Fund CPF (the funding source) timeline restrictions. Grantees must contact the assigned DEHCR project representative to request any exceptions.
 16. Financial or other documentation as requested by Department of Administration and/or DEHCR representatives for review as part of a risk assessment for this award.
 17. Additional items as applicable. Contact your assigned DEHCR project representative to determine if any items from the FFP Grant Application require follow-up or additional submissions prior to executing the Grant Agreement.

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The Grant Agreement number that will be assigned to your project and is to be entered when completing the forms attached to this letter is FFP 24-23.

Please respond with the documentation listed in the “Pre-Agreement Documents Submission” section within **forty-five (45) days** from the date of this letter. Requested information should be submitted to DEHCR via email to your assigned DEHCR project representative listed at the end of this letter.

PRE-CONSTRUCTION DOCUMENTS:

The following documents are required **prior to the start** of any construction and the Division’s disbursement of FFP funds for the FFP project:

- A fully executed FFP Grant Agreement between DEHCR and the Grantee (signed by all parties).
- A completed Environmental Report (including an Environmental Assessment, if required) **and** issuance of the Environmental Certification letter from DEHCR’s Environmental Compliance Officer.
- Submission of any required documents, as listed in the Grant Agreement (once executed), for verifying compliance with applicable state and federal laws for the FFP projects. Additional guidance and requirements will be in the FFP Implementation Handbook (upon release).

Please contact your assigned DEHCR project representative listed below if you have any questions or concerns. We congratulate the Grantee on this FFP grant award, and we look forward to working with you to ensure successful completion of your Flexible Facilities Program project.

Assigned DEHCR Project Representative:
Stacey Miller, Grants Specialist – Advanced
Stacey.Miller1@wisconsin.gov

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

Flexible Facilities Program (FFP) Project Application Scoring Summary

Applicant / Tribal Government or Local Government:	Ozaukee County
Subrecipient:	Ozaukee Nonprofit Center, Inc.
Wisconsin County:	Ozaukee County
Project Title:	Ozaukee Nonprofit Center Connectivity and Workspace Expansion
Project Category:	Facility Renovation/Expansion
Facility Type:	Community Center
Project Start Date:	Construction must start no later than July 1, 2025
Project End Date:	Construction must be completed no later than September 30, 2026; Project Completion Report and Final FFP Payment Request must be submitted to DEHCR no later than October 31, 2026
Total # of Beneficiaries	25,000
Estimated Total Project Cost:	\$748,500.00
FFP Funding Amount Requested:	\$748,500.00
FFP Funding Amount Awarded:	\$748,500.00

	Score:	
Project Description (0 – 10 points possible):	9	
Project Need (0 – 40 points possible):	39	
Project Reach (0 – 30 points possible):	28	
Sustainability Plan (0 – 10 points possible):	7	
Match Funding (0 – 10 points possible):	10	
TOTAL (100 points possible):	93	<i>COMMENTS: Award if funds are available.</i>
Grant Award Recommendation:	Award	

Attachment: FFP Award Letter_Ozaukee County (ONC FFP Acceptance)

Flexible Facilities Program Application

Applicant Name: Ozaukee County

FLEXIBLE FACILITIES PROGRAM APPLICATION



The Flexible Facilities Program (FFP) (hereafter “Program”) is a competitive grant program administered by the Wisconsin Department of Administration (DOA) supported by up to \$107 million in American Rescue Plan Act of 2021 (ARPA) Capital Projects Fund (CPF) federal funding allocated to the State of Wisconsin through the U.S. Department of Treasury. The Program aims to assist communities with funding facility improvements that will provide improved work, education, and healthcare monitoring capabilities and broadband access that helps address digital equity gaps experienced during and/or as a result of the COVID-19 pandemic. Highest scoring Public Library projects will receive prioritization of funding for up to \$20 million of the FFP funds available. The remaining amount of the \$107 million total FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction of, expansion, or renovation to a Public Library, Community Center or Multi-purpose Community Facility and meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.

Wisconsin local governments or Indian Tribes are eligible to apply for funding to build or improve capital asset facilities and acquire and install digital connectivity equipment and devices that will provide improved broadband access and enable work, education, and healthcare monitoring capabilities. This includes locations that offer public library services. Public places providing academic, cultural, educational, or social services, such as senior citizen community centers, youth centers, or general community centers, are also eligible. General construction or improvement of traditional schools is ineligible under this program. Eligible projects include construction and/or renovation of buildings and the purchase and installation of equipment for remote services and broadband that will directly enable public libraries, community centers, senior centers, and similar public buildings that provide access to work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Additional details, including the Grant Announcement, a link to this Application, and the scoring criteria are available on the Program website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>.

Applicants must submit one (1) electronic copy of all required materials no later than 2:00 PM CDT on **July 11, 2024** via the electronic application portal. Please direct questions and inquiries regarding to the Flexible Facilities Program, application requirements, and this application form to FlexibleFacilitiesProgram@wisconsin.gov.

SECTION 1. APPLICANT INFORMATION

1.1 Applicant Contact Information:

Local Government or Tribe Name: Ozaukee County

Applicant Street: PO Box 994, 121 W Main St

Applicant City: Port Washington

State: WI

Zip Code: 53074-1813

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

SAM.gov Unique Entity ID (UEI) Number*: GW2QBT46RKR1

SAM.gov UEI Registration Expiration Date: March 26, 2025

** Refer to Section 8 of this applicant form for SAM.gov UEI guidance and to attach the SAM.gov UEI registration record.*

Applicant Website, if any (URL): www.ozaukeecounty.gov

County(ies) in which Applicant resides: Ozaukee

Applicant's Officials:

Chief Elected Official (CEO) Full Name: Lee Schlenvogt

CEO Title: County Board Chairperson

CEO Email: lschlenvogt@ozaukeecounty.gov

Municipal Clerk Full Name: Karen Niemuth

Clerk Title: County Clerk

Clerk Email: kniemuth@ozaukeecounty.gov

Municipal Administrator Full Name (if not CEO or Clerk): Jason Dzwinel

Administrator Title: County Administrator

Administrator Email: jdzwinel@ozaukeecounty.gov

1.2 Application Contact:

List the person to contact for requests or questions pertaining to this application.

Application Contact Full Name: Jason Wittek

Application Contact Title: Policy & Budget Analyst

Application Contact Organization/Firm Name: Ozaukee County

Application Contact Phone #: (262) 284-8324

Application Email: jwittek@ozaukeecounty.gov

Flexible Facilities Grant Application

1.3 Subrecipient Information (if applicable):

If Applicant is applying for funds on behalf of a non-profit or another governmental entity that will be implementing the project and expending the funds, then provide the subrecipient information requested in this section. If there is more than one subrecipient, provide the subrecipient name(s) below and attach their UEI registration record in Section 8 of this application.

Subrecipient Organization/Entity Name (if applicable): Ozaukee Nonprofit Center Inc.

Chief Executive/Official Name: Martha Putnam

Chief Executive/Official Title: Executive Director

Subrecipient Street Address: 2360 Dakota Dr

Subrecipient City: Grafton

Subrecipient State: WI

Subrecipient Zip Code: 53024-9811

Subrecipient Phone #: (262) 376-5272

Subrecipient Email: director@oznc.org

SAM.gov Unique Entity ID (UEI) Number*: RYPEVEE6XN93

SAM.gov UEI Registration Expiration Date: June 10, 2025

**Refer to Section 8 of this application form for UEI guidance and to attach the UEI registration record.*

Additional Subrecipient(s):

1.4 Project Site Information:

Project Site Street Address: 2360 Dakota Dr

Project Site City: Grafton

Project Site State: WI

Project Site Zip Code: 53024-9811

Additional Project site(s) if applicable:

N/A

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

SECTION 2. PROJECT OVERVIEW

2.1 Application Type (select one):

Maximum Award of \$4,250,000.00 per project. A maximum of one (1) application per category per applicant is permitted.

Application Category:

Category A: Capital projects for the construction of a new Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic;

OR

- ☒ **Category B:** Capital projects for the renovation of one or more existing Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Facility Type:

Public Library

- ☒ Community Center (Specify Type): Nonprofit Center

Multi-purpose Community Facility (Specify Type):

Will the multi-purpose community facility include a public library space that will be used to meet the goals and requirements of the FFP project?

Yes

No

2.2 Project Title:

Enter a brief and descriptive title of the project (Example: Village of Yourtown - Community Center Construction Project; or Village of Yourtown - Library Renovation Project):

Ozaukee Nonprofit Center Connectivity and Workspace Expansion Initiative

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

2.3 Planned Project Specifications:

Planned type of features, the number of each type of feature, and square footage of the space(s) being constructed or improved:

Check Here to Select Feature Type:	Feature Type:	Enter Number of This Type of Feature:	Enter Square Footage of Added Space (as applicable):
X	Classroom[s]	3	1689
	Computer lab[s]		
X	Multi-purpose space[s] (specify): Workstation room/Education Center	1	1740
X	Telemedicine room[s]	2	267
X	Other Space (specify additional Feature Type[s]): Eco-Wellness Space with raised gardens for Outdoor Education	1	700
Check Here to Select Feature Type:	Equipment Type:	Enter Number of This Type of Feature:	
X	Desktop Computer[s]/PCU[s]	4	
X	Laptop Computer[s]	13	
X	Printer[s]	3	

Attachment: Flexible Facilities Program Application Form SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

X	Other Computer Equipment (specify additional Equipment Type[s]): OWL- Video Conferencing, Hi-Def Computer Cameras	6
X	Other Digital Technology Connectivity Items/Equipment (specify additional Equipment Type[s]): Wi-Fi extenders, Screen, Projector & Sound board	10

2.4 Persons Served, Project Location and Fees:

Respond to the questions presented in this section to provide the following:

- 1) the estimated number of individuals (i.e., intended primary beneficiaries) to be served by the project;
- 2) the method of the calculation, including the source(s) used, to determine the estimated number of intended primary beneficiaries to be served; and
- 3) the location of the facility (i.e., project site) in relation to where the intended primary beneficiaries live.

2.4(a) The Estimated Number of Individuals to be Served: 25,000

2.4(b) Method of Calculation for the Estimated Number of Persons To Be Served:

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided. The applicant is responsible for locating and obtaining the data and presenting it within this application form.

In 2023, 22,380 individuals benefitted from 76 free programs supported in the Ozaukee Nonprofit Center (ONC). Currently, all visitors check-in upon entry into the building. Additionally, sign-in sheets are used for all ONC sponsored programs. A kiosk system will be installed for a more robust tracking and reporting system.

2.4(c) Location of Facility in Relation to Persons Served:

- i. How close is the facility to where *the majority* of the intended primary beneficiaries of the project live?

X Less than 5 Miles 5 to 9.99 Miles 10 to 20 Miles Greater than 20 Miles

- ii. Is the facility (i.e., the proposed project site) accessible through public transportation?

X YES NO

Flexible Facilities Grant Application

2.4(d) Fees Charged to Users:

The aim of the Flexible Facilities Program is to provide affordable and accessible services to disadvantaged persons. The goal is for these services to be provided free of charge. Will users of these services be charged any fees?

YES ☒ NO

Note: Any fees charged will be subject to [2 CFR § 200.307](#) and the applicant is expected to adhere to these rules. Program income generated by Capital Projects Fund (CPF)/Flexible Facilities Program (FFP) grant funding investments must be invested throughout the CPF/FFP period of performance (ending October 31, 2026). In addition, the State and FFP Grantees are required to add program income to the CPF/FFP award pursuant to [2 CFR 200.307\(e\)\(2\)](#). Program income must be utilized and applied to benefit the same project from which it was generated.

If yes, please estimate and describe any fees that will be charged.

SECTION 3. PROJECT NARRATIVE

This portion of the application will be scored and used as a basis for evaluating the application. Please answer all questions completely and be as specific as possible when answering. Applicants shall concisely provide responses for EACH question.

3.1 Project Description: (10 points)

In the space provided in this section, describe:

- 1) the proposed project scope, and
- 2) the applicant's (and subrecipient's, if applicable) mission, goals, and experience as they relate to the community services proposed for the project.

Maximum 10 points possible. *The score will be based on the extent to which and the level of specificity to which the applicant's mission and goals relate to the scope of the community services proposed, and extent to which the demonstrated relevant experience specifically relates to the scope of community services proposed. (Approximately 2500 characters/400 words)*

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

Project Description Narrative:

The Ozaukee Nonprofit Center (ONC) is a multi-faceted nonprofit with collaborative workspace that offers services and support for all local nonprofits and the clients they serve. The facility enables nonprofit organizations a place to connect and collaborate while focusing on the needs of our community. The project will include renovating targeted spaces that are underutilized and accommodate expanded high speed internet opportunities for community residents to access and use for work, education and virtual healthcare visits. The scope includes: 3 meeting rooms equipped with OWL (an immersive conference room webcam), a large multipurpose space outfitted for dual use for educational symposiums and featuring 10 concealed workstations, 2 dedicated rooms for virtual healthcare visits, an outdoor learning center with raised garden bed and mobile workstations and finally updating and expanding high speed internet throughout all these spaces. The existing staff, alongside a diverse group of dedicated volunteers, have the experience and are fully capable of executing the expanded utilization of the facility for more use. Annually, more than 20,000 individuals visit our building to benefit from the services offered by the 13 nonprofits located within our center. This project aims to enhance community access to additional resources by consolidating them into a single central hub. The meeting rooms will be available for local healthcare professionals to conduct educational sessions on mental and physical well-being. Additionally, the outdoor space serves as a conducive environment for small gatherings focused on wellness activities. The dual-purpose meeting room will have the flexibility to host 10 individual workstations all the way up to 175-person educational symposiums. Finally, with 2 private dedicated healthcare rooms- participants will have the ability to reserve a room for up to two hours for virtual healthcare visits in a secure and private environment.

Our primary goal is to provide area residents with improved access to resources, enhancing quality of life with free access to virtual healthcare visits, fostering education for both large and small settings and creating spaces for telecommuting as job infrastructure changes due to Covid 19.

3.2 Project Need: (40 points)

In the space provided in this section, describe:

- 1) the existing problem that demonstrates the critical need for the proposed project specifically for the population(s) intended to benefit from the project (i.e., primary beneficiaries) – include relevant information about the population such as targeted economic, socioeconomic, age, race/ethnicity, and/or other relevant demographic group(s), residence status, and/or other population characteristics, as applicable);
- 2) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) experienced disadvantages and/or challenges in accessing services for work, education, and healthcare monitoring as a result of the COVID-19 pandemic; and
- 3) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) was/were disproportionately impacted by COVID-19 compared to other populations.

Include relevant data and information and associated sources, as available, to quantify and qualify the disadvantages/challenges and disproportionate impact.

Flexible Facilities Grant Application

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided to be considered for scoring. If using internet sources, the applicant is responsible for locating and obtaining the data and presenting the data within this application form (in addition to citing the source).

Maximum 40 points possible. *The score will be based on the extent to which the critical need(s) is/are demonstrated; the extent of the existing historical disadvantages and/or challenges facing the population to be served by the project; the extent of the project's impact on the population to be served has experienced in accessing services for work, education and healthcare monitoring as a result of the COVID-19 pandemic; and the extent to which supporting data and information (including cited sources) are provided in the space provided. (Approximately 2500 characters/400 words)*

Project Need Narrative:

According to the 2023 Workforce Profile for Ozaukee County, challenges such as broadband access, and workplace safety concerns related to COVID-19 remain significant barriers. The disruption caused by the pandemic has complicated efforts in a community where manufacturing, education, and healthcare are the largest industries. Employment levels saw an unprecedented decline beginning in April 2020, dramatically altering the workplace landscape. It is important to consider how COVID-19 changed the economy as businesses will permanently change their processes, for example, we have seen an increase in work-from-home options. Broadband internet availability issues limit employers and employees who need high-speed internet to make remote operations possible. One of the primary populations for this project includes workers who now require high-speed internet and access to semi-private workspaces. This project will enable these individuals to fully participate in the labor market. According to the US Census Bureau, American Community Survey, 2020 5-year File, "45% of Ozaukee County residents with an income less than \$74,999 do not have internet access." As COVID-19 permanently changed the workforce landscape towards telecommuting, nearly half of Ozaukee residents are disproportionately impacted in retaining or accessing these types of jobs. There is a critical need for access to private, virtual healthcare monitoring and visits, especially by older adults that have had some of the highest rates of hardship due to Covid 19. According to the Covid and Financial Hardship report, the oldest households had some of the highest rates of hardship, with 47% of senior households living below the ALICE Threshold in Wisconsin. Additionally, a September 2020 national survey found that 36% of adults (age 18–64) delayed or missed health care services. For those with one or more chronic conditions, a mental health condition, or a lower income, the likelihood of postponing or forgoing care was even higher. According to the Ozaukee County Community Health Survey, Mental Health, Mental conditions and Suicide is the top county Health or Behavioral issue. There is limited access to "in person" mental health services and a long wait list for the providers in the area. Access to private space for virtual mental or physical health appointments meets a critical need in Ozaukee County for healthcare monitoring.

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

3.3 Project Reach: (30 points)

In the space provided in this section, precisely describe the project's reach for work, education, and healthcare monitoring, including the following in the response:

- 1) How the project will provide work, education, and healthcare monitoring in response to the COVID-19 pandemic;
- 2) How the project will *improve* the intended primary beneficiaries' *access* to the types of facility and/or equipment improvements proposed for work, education, and healthcare monitoring, and any other accessibility improvement factors considered in the project design; and
- 3) How innovative approaches, if any (in the nature of the design, method(s) and/or location(s) of service(s) delivery, type(s) of equipment, implementation, collaboration(s), etc.), will be used for addressing all three criteria (work, education, and healthcare monitoring).

The responses should demonstrate the intended reach is feasible to accomplish for all three criteria (work, education, and healthcare monitoring).

Maximum 30 points Possible. *The score will be based on the extent to which new or renovated space(s) and broadband resources are incorporated and the amount of FFP funds will be used to address needs pertaining to the three criteria of work, education, and healthcare monitoring; the extent to which the project proposed will result in improved accessibility to the type of facility and/or equipment proposed to address the three criteria and is demonstrated as feasible; and the extent to which and level of innovation incorporated into the applicant's approach to fulfilling each criterium. (Approximately 2500 characters/400 words)*

Project Reach Narrative:

These renovated spaces innovatively address the needs of community members to access critical resources in the areas of work, education and healthcare monitoring. By establishing 10 semi-private workstations with essential amenities including high-speed internet, laptop, and printer, remote workers will benefit by keeping or attaining jobs that allow them to stay closer to home. The ONC will implement flexible usage policies to accommodate different schedules and needs. Versatile time slots will allow people to "check out" a workstation module for up to 8 hours/d. The 5 learning spaces will include 3 small/medium rooms (capacity 10-50), 1 large room (capacity 175) and an eco-wellness space (capacity 25) which is especially conducive for outdoor learning and mindful practices. The renovated spaces will be designed to allow for expanded networking events and professional development workshops to support remote workers. This project will foster educational opportunities and healthcare symposiums by offering online learning platforms as we connect with local and national networks. Indoor spaces will be equipped with all necessary tools (computers, internet, online platforms) for learners of all ages. All renovated spaces will be handicapped accessible. These redesigned environments will engage the community in supporting educational initiatives through volunteer programs in both indoor & outdoor settings. Finally, 2 private virtual rooms will serve as dedicated healthcare monitoring stations. This project ensures participants will have access to necessary technology- computer, camera, and reliable internet connections. The ONC will create an awareness campaign to educate the community about the availability of virtual healthcare services and how to use them. Finally, one of the healthcare rooms will have a private entrance with extended hours allowing for community members that need access to virtual visits outside of business hours.

Flexible Facilities Grant Application

3.4 Sustainability Plan: (10 points)

In the space provided in this section, describe the capacity and plan for the applicant to maintain and sustain the services proposed for at least five years after the completion of the proposed project. Consider all costs to maintain and sustain the new facility or improved facility(ies), equipment/devices, and services proposed.

Maximum 10 points possible. *The score will be based on the specificity and scope of the applicant's plan and the applicant's demonstrated level of operational and financial capacity to maintain the project for at least five years after the completion of the project. (Approximately 1500 characters/250 words)*

Sustainability Plan Narrative:

Our sustainability plan for the renovated spaces is twofold. The first aspect centers on creating adaptable environments with eco-friendly practices (energy-efficient lighting and sustainable materials) and following a facility maintenance schedule. The second aspect focuses on diversifying funding sources to support ongoing maintenance and improvements. This encompasses securing grants for facilities and capacity building, as well as fostering partnerships with local agencies to enhance resource sharing and support. Additionally, utilizing the large room for rentals outside business hours will create a revenue stream. The Ozaukee Nonprofit Center already has sustainable funding including foundation grants, private donors and community fundraising efforts that cover operations, supplies and subscriptions. The ONC uses a robust volunteer program to expand the capacity of the current staff. By prioritizing accessibility, inclusivity, and environmental responsibility, we aim to foster a thriving and sustainable hub for education, healthcare, and telecommuting workspaces. This approach ensures our renovated spaces remain vibrant and valuable assets for years to come.

Current nonprofits that provide services in the building include: Workforce Solutions, Advocates (domestic violence support), Big Brothers Big Sisters, Independence First and Sirona Recovery, adding viability over the longterm of maintaining this asset for five years. With over 20,000 visitors a year our facility is already a hub in the community for those seeking supportive services. Renovating these targeted spaces for more public use is a natural extension and a perfect fit for improved accessibility and reducing barriers related to time and transportation and ensure inclusivity across all aspects of life and society.

SECTION 4. COMMUNITY ENGAGEMENT

In the space provided in this section, describe how the applicant solicited community input on the proposed project prior to application submission and provide a community engagement plan to ensure community input during the project implementation. *(Approximately 1500 characters/250 words)*

Flexible Facilities Grant Application

Community Engagement Efforts & Plan:

The Ozaukee Nonprofit Center has a long-established Community Engagement Team that meets monthly. Through this meeting we are able to collaborate with local leaders, organizations, and residents to gather feedback and input in order to assess needs and foster improvements in the services and support we provide. We use transparent communication channels, such as online platforms and social media outlets to facilitate ongoing feedback. The Community Engagement Team was solicited for input regarding this initiative prior to submission and wholeheartedly endorses and supports this project. Our community input plan prioritizes fostering meaningful engagement and inclusivity. Moving forward we will include regular updates that reflect community input, guiding both future decisions and program adjustments. Proactive outreach and listening sessions will cultivate ownership and partnership among community members. Finally, metrics will be established to monitor the renovated spaces effectiveness in order to make data-driven decisions ensuring continuous improvement.

SECTION 5. PROJECT BUDGET

Provide a detailed budget identifying all costs of the proposed project by attaching a completed Project Budget Form as Attachment A and providing the information requested in this section. Only eligible expenses may be included for the grant-funded activities. The budget documentation and information are required but not scored. Further details regarding eligible expenses can be found in the Grant Announcement.

5.1 Attachment A – Project Budget:

Attach your Project Budget here.

Please download and fill out the Project Budget Form on the Flexible Facilities Program website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>
(under the “Application Materials” section).

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_A_Budget

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

5.2 Budget Summary:
Please copy the totals from the subtotal row of the FFP Budget Form:

Requested Grant Funds: \$ 748,500.00

Check here if your project has Match Funds Match Funds: \$

Total Costs (auto populated): \$ 748,500.00

5.3. Professional Services Contract Costs:

In the spaces provided below, list the professional services contracts that have been or potentially will be executed for the FFP project and provide the procurement information requested, and indicate whether a request for non-competitive procurement will be made if the applicant is awarded funds. Refer to the Grant Announcement for further guidance regarding this section.

Professional Service Type: (e.g., Architectural, Engineering, Grant Administration, Acquisition, etc. – Excluding Grant Application Preparation Assistance)	Contract Executed? (Check Yes or No to indicate whether contract is executed)	Applicant will be requesting approval of non-competitive procurement, if awarded FFP funds, from DEHCR for this contract under the provisions of 2 CFR § 200.320(c)? (Check Yes or No. A request would only be required if the applicant plans to request the use of FFP funds to cover all or part of the contract cost and it was or will be non-competitively procured.)
1) Architectural	YES ☒ NO	YES ☒ NO TBD
2) Construction	YES ☒ NO	YES ☒ NO TBD
3) Sound system/proofing	YES ☒ NO	YES ☒ NO TBD
4) Digital Connectivity	YES ☒ NO	YES ☒ NO TBD
5)	YES NO	YES NO TBD
6)	YES NO	YES NO TBD

SECTION 6. MATCH FUNDING (10 points)

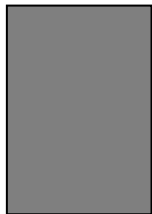
This portion of the application will be scored and used as a basis for evaluating an applicant’s project readiness in terms of financial capacity, funding availability, and financial risk for completing the entire project as proposed in the grant application in accordance with project timeline specifications.

No minimum match is required for the Program. However, if the applicant’s total project cost (as presented in the Project Budget in the attachment for Section 5 of this Application) exceeds the Program grant amount requested, then documentation is needed to confirm the applicant has the financial capacity and funds readily available to complete the project as proposed. This includes official documentation of match funds on hand in the applicant’s existing financial account(s) and/or approved as secured or awarded from a financial institution or other funding

Flexible Facilities Grant Application

source and officially committed to the project by the applicant's governing body and/or from another source; pending from another source; and/or having another status. The applicant is to demonstrate that any funding needed from other financial sources is secured and committed to the project so it is ready to proceed immediately upon award, if the applicant is awarded Flexible Facilities Program grant funds. Projects must be funded sufficiently to complete the entire project according to the timeline specified in the Grant Announcement. The applicant must have 100% of the funding necessary to complete the project secured and committed to the project prior to the grant agreement being executed, if awarded Flexible Facilities Program grant funds.

Maximum 10 points possible. *The score will be based on the percentage of match secured and officially committed specifically to the applicant's proposed Flexible Facilities project and the extent to which official documentation (from funding sources and commitment sources) is provided to verify the funds are secured and officially committed to the project. Maximum points will be awarded if official documentation is provided that verifies 100% of the match funding needed to complete the project is secured and officially committed by the applicant's (and/or subrecipient's) governing body to the proposed Flexible Facilities project. If no additional funding is needed (i.e., the Flexible Facilities Program grant amount requested within a given applicant's application would be enough to cover the total project cost), then no match documentation is required and the applicant will receive 10 points for the Match score.*



Attachment B: Match Funding Source(s) Supporting Documentation. If the applicant's project will require additional funds to complete (above the Flexible Facilities Program grant amount requested), then attach Match Funding Source Supporting Documentation here.

Please gather all supporting documentation for match funds in one file. Then save and attach the file here with the following file name:

(Applicant Name)_Attachment_B_Match_Funds_Documentation

SECTION 7. FINANCIAL AUDIT INFORMATION

7.1. Audit Information:

Generally, a non-Federal entity that expends \$750,000 or more in federal funds during a calendar year must have a single audit (i.e., a federally funded program(s)-specific audit) conducted for the calendar year in accordance with the provision of 2 CFR § 200.501. If subject to a single audit, the entity must submit a single audit report for the calendar year to the Federal Audit Clearinghouse (FAC) within 30 days of the single audit being completed and no later than September 30th after the calendar year that was subject to the single audit.

Flexible Facilities Grant Application

Did the applicant submit a single audit report for calendar year 2021 and/or 2022 to the FAC?

Check the appropriate box(es) below and provide the additional item(s) requested for the response selected.

- ☒ YES. A single audit report was submitted to the FAC for (check each that is applicable):
- ☒ CY2021 – Enter date of report submission to FAC: 8/27/2022
 - ☒ CY2022 – Enter date of report submission to FAC: 9/14/2023

☐ NO. A single audit report was *not* submitted to the FAC for CY2021 and/or CY2022.
Enter the date of the most recent standard financial audit (auditing of the applicant's financial records, procedures and processes):

SECTION 8. SAM UNIQUE ENTITY IDENTIFICATION (UEI)

Recipients of federal funds are required to be registered with a unique entity identification (UEI) number within the federal System for Award Management (SAM). The UEI number replaces the DUNS number that was previously required for recipients of federal funds. SAM registration is free. If you do not have a UEI, complete the entity registration process in SAM [<https://sam.gov/content/home>]. If your registration has expired, it must be renewed prior to application submission. If it expires prior to the award date (if awarded funds), the applicant will be required to renew it prior to execution of a grant agreement, if awarded funds. Enter the UEI information requested for the applicant and primary subrecipient (if applicable) in Section 1 of this application and attach the required SAM UEI record(s) specified below.



Provide a PDF copy of the record in SAM showing the applicant's name, address, UEI number, and registration expiration date.

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_C_SAM_UEI_Record_Applicant



Provide a PDF copy of the record in SAM showing the subrecipient name(s), address(es), UEI number(s), and registration expiration date(s) (if there is one or more subrecipient entities for the project). If there are multiple subrecipients, save the SAM records for all of them in one document and upload it here.

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_C(2)_SAM_UEI_Record_Subrecipient

Flexible Facilities Grant Application

SECTION 9. DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Check the item below if it is attached and then attach the document, if it is applicable to your project.

Designation of Confidential and Proprietary Information (DOA-3027) (optional)



Provide a copy of the Designation of Confidential and Proprietary Information form (if applicable)

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_D_Designation_of_CPI

SECTION 10. SUBRECIPIENT SURVEY

X Check here if the applicant (local or Tribal government) is applying for the funds on behalf of a nonprofit organization or another government entity that will be the subrecipient of the funds to implement the project. Then complete the subrecipient survey in this section. If there are multiple subrecipients, complete the checklist for each subrecipient and include the additional checklist(s) in the attachment link provided below.

SUBRECIPIENT SURVEY				
Administrative		Yes	No	Unknown
1	Does the organization currently have a federal grant?		X	
1.1	If no, has the organization had a federal grant within the last 5 years?		X	
2	Does the organization currently have one or more staff members with experience in managing a federal grant?	X		
2.1	If no to question #2, will a third party be hired to manage this grant?			
2.2	If yes to question #2, how many years of experience do they have performing federal grants management?	12		
3	Is the program proposed for this award new to the organization?	X		
4	Have organization board members, executives or other staff associated with the awarded project been placed under criminal investigation or convicted of a felony within the last 5 years?		X	
5	Does the organization have any pending lawsuits against it that may impact its ability to carry out the award?		X	
6	Does the organization have written document retention procedures?	X		

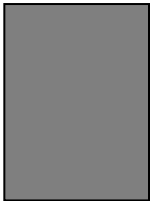
Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

SUBRECIPIENT SURVEY (continued)				
7	Has the organization ever had a state or federal grant withdrawn for non-compliance?		X	
8	Does the organization have a board of directors or similar management and oversight body?	X		
Financial		Yes	No	Unknown
9	Select the type of accounting system the organization uses. (Automated, Combination, Manual, Unsure) Automated X Combination Manual Unsure			
10	Has an audit been performed on the organization's financial statement within the last three years?	X		
10.1	If yes to question #10, does the organization have any open audit findings?		X	
10.2	If yes to question #10, briefly list the findings and the status of resolution of the finding(s): No open findings.			
11	Does the organization have an approved federal indirect cost rate or utilize the de <i>minimus</i> indirect rate of 10 percent?	X		
12	Does the organization have written financial and accounting procedures?	X		
13	Does the organization have written travel policies or guidance related to travel spending?	X		
14	Are financial reports provided to and reviewed by organization leadership regularly?	X		
15	Can the organization's accounting system separate use of federal grant funds from the organization's other finances?	X		
16	Has the organization experienced cash flow deficits at any point in the previous three years?		X	
17	Does the organization have sufficient internal controls to establish segregation of financial duties?	X		
Property and Procurement		Yes	No	Unknown
18	Does the organization have written procurement procedures?	X		

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

SUBRECIPIENT SURVEY (continued)				
19	Does the organization have written asset management procedures?	X		
Personnel		Yes	No	Unknown
20	Does the organization have a written personnel or employee handbook?	X		
21	Does the organization have written policies and procedures for employee timekeeping?	X		
22	Does the organization have written whistleblower protection rules?	X		



Attach additional Subrecipient Survey(s) here.

Subrecipient Survey forms are only to be completed and uploaded here if there is more than one subrecipient for the proposed Flexible Facilities project. A Subrecipient Survey must be completed for each subrecipient (combined into one file). The Subrecipient Survey form may be downloaded on the Flexible Facilities Program website (under the “Application Attachments” section) at: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_E_Addtional_Subrecipient_Survey

SECTION 11. ATTESTATIONS AND REQUIRED SIGNATURE

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 (ARPA) and Flexible Facilities Program provisions, eligible applicants must certify the following attestations. Review each attestation (#1-11) within this section and enter the applicant’s authorized representative’s initials to certify agreement and acceptance of these requirements and terms of the grant application and funding (if awarded funds).

Attestations:

ENTER AUTHORIZED REPRESENTATIVE’S INITIALS FOR EACH:	ATTESTATION
DS	1. The applicant is a Wisconsin unit of general local government (City, Town, Village, County) or Tribe.
DS	2. The applicant will comply with all federal and state policies and regulations, and the implementation and reporting requirements of the American Rescue Plan Act (ARPA) Capital Projects Fund – Flexible Facilities Program.

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

DS 	3. The applicant will comply with all other State and Federal regulations applicable to the project upon implementation, including but not limited to: • Uniform Relocation Assistance and Real Property Acquisition Act (URA) and State of Wisconsin acquisition and relocation statutes; • Federal competitive procurement and contracting requirements in accordance with 2 CFR § 200.320, unless qualified as a micro-purchase under the provisions of 2 CFR § 200.320(a)(1) or approved by DOA for non-competitive procurement under the provisions of 2 CFR § 200.320(c) and local procurement policy requirements; • Federal and State environmental review requirements; • Contract Work Hours and Safety Standards Act (CWHSSA); and • Fair labor practices as specified in the FFP Grant Announcement.
DS 	4. The applicant's proposed project will include completing activities and/or providing enhanced broadband technology services that directly enable work, education, <u>and</u> healthcare monitoring.
DS 	5. The applicant will ensure that the broadband internet access provided through any facilities, services, devices, or equipment purchased with the grant funds will meet or exceed the minimum standard of providing service that reliably meets or exceeds the symmetrical download and upload speeds of 100 Mbps.
DS 	6. Scheduled work will begin on the proposed project no later than June 30, 2025 and will be completed by September 30, 2026.
DS 	7. The applicant will maintain records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act (ARPA) provisions for at least five years from project completion.
DS 	8. The applicant will ensure the operations of the broadband facilities/services for the proposed project will be sustained and maintained for at least five years after completion of the project.
DS 	9. Acknowledgement of Terms for Public Disclosure: Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix E: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.
DS 	10. The applicant and any subrecipient (if applicable) is/are not debarred from awards and/or contracts funded in whole or in part with federal funds; and will ensure contractors and suppliers for the proposed project are not debarred from awards and/or contracts funded in whole or in part with federal funds.
DS 	11. The applicant has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information within this application and the attachments.

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Flexible Facilities Grant Application

Applicant Authorized Representative Signature:

The signatory below certifies that, to the best of their knowledge and belief, the information contained in this ARPA Capital Projects Fund – Flexible Facilities Program Grant Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the applicant’s behalf.

Signature: 0120E0B1AA8B4C1...

Date: 7/11/2024 | 10:49 AM CDT

Typed Full Name: Jason Dzwiniel

Title: County Administrator

Phone Number: (262) 284-8324

Email: jdzwinel@ozaukeecounty.gov

Applicant Authorized Representative #2 Signature: (if applicable)

Add a second authorized representative signature only if your organization’s policies or governing body requires that a second authorized representative approve the content and/or submission of this document.

Signature: [Attach Signature Form Below]

Date:

Typed Full Name:

Title:

Phone Number:

Email:



Attach your Applicant Authorized Representative #2 Signature Form here.

The Applicant Authorized Representative #2 Signature form may be downloaded on the Flexible Facilities Program website (under the “Application Attachments” section) at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_F_Additional_Authorized_Signature

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

FLEXIBLE FACILITIES PROJECT BUDGET FORM

CONTRACT #:
(Enter only after Award)

GRANTEE: **Ozaukee County (Ozaukee Nonprofit)**

DATE: **7 / 9 / 24**

BUDGET ITEM	GRANT FUNDS	MATCH FUNDS <i>(if applicable)</i>	TOTAL COSTS <i>(by Activity)</i>
CONSTRUCTION	\$550,000.00		\$550,000.00
DIGITAL CONNECTIVITY INFRASTRUCTURE MATERIALS & INSTALLATION	\$20,000.00		\$20,000.00
COMPUTER PCU(S)	\$5,000.00		\$5,000.00
COMPUTER MONITOR(S)	\$5,000.00		\$5,000.00
COMPUTER LAPTOP(S)/NOTEBOOK(S)	\$12,000.00		\$12,000.00
COMPUTER SOFTWARE	\$2,500.00		\$2,500.00
PRINTER(S)	\$11,000.00		\$11,000.00
COMPUTER ASSESSORIES	\$8,000.00		\$8,000.00
ARCHITECTURAL/ENGINEERIN G (A/E) SERVICES	\$25,000.00		\$25,000.00
GRANT ADMINISTRATION	\$15,000.00		\$15,000.00
OTHER PROFESSIONAL SERVICES - SPECIFY: Sound & Soundproofing	\$70,000.00		\$70,000.00
OTHER PROFESSIONAL SERVICES - SPECIFY:			\$0.00
ADD ADDITIONAL ITEMS BELOW IF APPLICABLE:			
furniture for education & healthcare monitoring rooms	\$25,000.00		\$25,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Sub-Total(s):	\$748,500.00	\$0.00	\$748,500.00

Continued on the next page.

CONTRACT #: 0
(Enter only after Award)

GRANTEE: Ozaukee County (Ozaukee Nonprofit)

DATE: 7 / 9 / 24

Summarize the Match Funding sources and amounts for this Flexible Facilities Program project:
Check all "Status" options that apply for each funding source.

Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

Documentation to verify that all matching funds have been secured must be submitted in the Grant Application.

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)



Entities Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
rypevee6xn93	active

OZAUKEE NONPROFIT CENTER, INC. ● Active Registration		
Unique Entity ID: RYPEVEE6XN93	Physical Address:	Expiration Date:
CAGE/NCAGE:	2360 DAKOTA DR	Jun 10, 2025
	GRAFTON , WI	Purpose of Registration:
	53024 USA	Federal Assistance Awards

Attachment: Flexible Facilities Program Application Form SIGNED (002) (ONC FFP Acceptance)



Important Reps and Certs Update [Show Details](#)
Mar 1, 2024



[See All Alerts](#)

Entity Validation Processing [Show Details](#)
Jul 9, 2024





[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

< **Core Data**

Entity Registration
> Core Data
Business Information
Entity Types
Financial Information
Taxpayer Information
Points of Contact
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification

OZAUKEE COUNTY ● Active Registration

Unique Entity ID CAGE/NCAGE

GW2QBT46RKR1 5PP63

Expiration Date

Mar 26, 2025

Physical Address

**121 W Main ST
Port Washington, Wisconsin
53074-1813, United States**

Mailing Address

**121 W Main ST
Port Washington, Wisconsin
53074-1813, United States**

Purpose of Registration

Federal Assistance Awards Only

Version

Current Record ▼

BUSINESS INFORMATION

Doing Business As

OZAUKEE COUNTY

URL

(blank)

Registration Dates

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Division Name (blank)	Division Number (blank)	Activation Date Mar 28, 2024	Initial Registration Date Sep 16, 2009
Congressional District Wisconsin 06	State/Country of Incorporation (blank), (blank)	Submission Date Mar 26, 2024	

Owner	CAGE	Legal Business Name
Immediate Owner	(blank)	(blank)
Highest Level Owner	(blank)	(blank)

Entity Dates

Entity Start Date Jan 1, 1853	Fiscal Year End Close Date Dec 31
----------------------------------	--------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

SAM SEARCH AUTHORIZATION

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

☒ Yes

ENTITY TYPES

Business Types	Socio-Economic Types
Entity Structure U.S. Government Entity	Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.
Entity Type US Local Government	
Profit Structure (blank)	
Organization Factors (blank)	

Government Types

U.S. Local Government, County

Other Government Entities

Transit Authority

FINANCIAL INFORMATION

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

Payments

Accepts Credit Card Payments
No

Debt Subject To Offset 
No

ACCOUNT DETAILS

EFT Indicator 0000
CAGE Code 5PP63

Electronic Funds Transfer

Account Type	Checking
Account Number	*****24
Routing Number	*****27
Lockbox Number	(blank)
Financial Institution	PORT WASHINGTON STATE BANK

Automated Clearing House

Phone (U.S.)	2622848281
Phone (non-U.S.)	(blank)
Email	jmcMahon@co.ozaukee.wi.us
Fax	2622848373

Remittance Address

OZAUKEE COUNTY
121 W Main ST
Port Washington, Wisconsin 53074-1813
United States

TAXPAYER INFORMATION

Taxpayer Name
OZAUKEE COUNTY OF

Address
121 W Main Street,
Port Washington, WI 53074
United States

Name/Title of Individual Executing Consent
Finance Director

Signature
JAY MCMAHON

EIN
*****5726

Type of Tax
Applicable Federal Tax

Tax Year (Most Recent Tax Year)
2022

TIN Consent Date
Mar 26, 2024

POINTS OF CONTACT

Accounts Receivable POC

Primary Point of Contact

JAY MCMAHON, Finance Director

Email
jmcMahon@co.ozaukee.wi.us

Phone
262 284-8235

Fax
2622848287

Address
(blank)

Electronic Business

Primary Point of Contact

Attachment: Flexible_Facilities_Program_Application_Form_SIGNED (002) (ONC FFP Acceptance)

JAY MCMAHON, Finance Director

Email	Phone	Fax	Address
jcmahon@co.ozaukee.wi.us	262 284-8235	2622848287	121 W Main ST Port Washington, Wisconsin 53074-1813 United States

Government Business

Primary Point of Contact

JAY MCMAHON, Finance Director

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Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	October 22, 2024
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Brad Mueller

Agenda Summary HS/Aging/ADRC Financials - Sept 2024

ATTACHMENTS:

- HS Aging ADRC Comm Rpt Sept 24 (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report
Human Services with ADRC and Aging Service
 For the Nine Months Ending Monday, September 30, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$375,951	\$3,383,555	\$5,235,699	\$1,852,144	64.62%
Intergovernmental Revenues	\$1,692,079	\$6,829,954	\$9,532,644	\$2,702,690	71.65%
Public Charges for Services	\$212,875	\$1,577,058	\$3,102,062	\$1,525,004	50.84%
Interdepartmental Charges	-	\$9,546	\$9,546	-	100.00%
Other Revenue	\$1,099	\$36,733	\$31,500	(\$5,233)	116.61%
Total Revenues	\$2,282,004	\$11,836,846	\$17,911,451	\$6,074,605	66.09%
Expenditures					
Salaries	\$561,219	\$5,293,172	\$7,228,829	\$1,935,657	73.22%
Fringe Benefits	\$204,686	\$2,044,279	\$2,723,662	\$679,383	75.06%
Travel/Training	\$10,321	\$72,413	\$143,650	\$71,237	50.41%
Supplies	\$3,630	\$101,118	\$153,975	\$52,857	65.67%
Purchased Services	\$579,540	\$4,444,293	\$5,736,030	\$1,291,737	77.48%
Interdepartment Charges	\$38,852	\$365,029	\$551,056	\$186,027	66.24%
Grants	\$12,000	\$114,750	\$174,600	\$59,850	65.72%
Other Expenses	\$2,832	\$672,367	\$767,784	\$95,417	87.57%
Total Operating Expenditures	\$1,413,080	\$13,107,421	\$17,479,586	\$4,372,165	74.99%
Capital Outlay					
Total Expenditures	\$1,413,080	\$13,107,421	\$17,479,586	\$4,372,165	74.99%
Other Finance (Sources)	-	-	(\$292,427)	(\$292,427)	0.00%
Net Other Financing Sources/Uses	-	-	(\$292,427)	(\$292,427)	0.00%
Net Increase (Decrease)	\$868,924	(\$1,270,575)	\$724,292	\$1,994,867	175.42%
Equity:					
Governmental Fund Balance	-	(\$1,082,274)	-	\$1,082,274	0.00%

Attachment: HSAgingADRCCommRptSept24 (HS/Aging/ADRC Financials - Sept 2024)