PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, September 25, 2024 at the Neville Public Museum, Museum Pl., Green Bay, WI.

Present: Chair Emily Jacobson, Vice Chair Megan Borchardt, Supervisor Tom Lund, Supervisor Patrick Evans, Supervisor Katie Mc Donald

Also Present: Syble Hopp School Administrator Erin Martini, ADRC Director Devon Christianson, Public Health Officer Anna Nick, Community Services Administrator Jenny Hoffman, HHS Finance Manager Eric Johnson

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I. Call Meeting to Order.

The meeting was called to order by Chair Emily Jacobson at 6:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Borchardt, seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of August 28, 2024.

Motion made by Supervisor Borchardt, seconded by Supervisor Mc Donald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. Review Minutes of:

a. Aging & Disability Resource Center of Brown County Board of July 25, 2024.

Motion made by Supervisor Borchardt, seconded by Supervisor Jacobson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Human Services Board of August 8, 2024.

Motion made by Supervisor Lund, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Syble Hopp School

2. Director's Report.

Syble Hopp School Administrator Erin Martini informed school started prior to Labor Day due to being scheduled off for the draft. They have 166 students, approximately 8 more than last year. Cap is 172-175. They need to fill a teaching spot and 5-paraprofessional spots; teachers and staff have been phenomenal in stepping up. They have a new building leadership team and are working on professionally developing their staff. They started a new reading curriculum designed for the population of students they serve. They have 3 of the 8-sections of school policy left to adopt. New to Syble Hopp, they have a student from the Medical College of Wisconsin doing a 3-year project with an emphasis on improving transition outcomes for students, as it's difficult at 18-21. Last week they had the Play 60 event with Packers Jaire Alexander, Emanuel Wilson, Ben Sims and Evan Williams. This weekend was their first parent org event of the year, fall fest on Saturday. Homecoming and Community dinner, both in October.

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Veterans

3. Director's Report.

Motion made by Supervisor Borchardt, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

ADRC

4. Director's Report.

ADRC Director Devon Christianson distributed the October ADRC Magazine which can be viewed here: https://adrcofbrowncounty.org/wp-content/uploads/2024/08/20240901N.pdf.

Christianson informed they have been working this last year to construct their 3-year Aging plan, noting how they gathered their information. A PowerPoint handout was provided (attached) and briefly gone over with the committee. The full plan can be viewed here: https://adrcofbrowncounty.org/wp-content/uploads/2024/09/Aging-Plan-2025-2026-Final-Report-DRAFT.pdf

Motion made by Supervisor Borchardt, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Health & Human Services

5. Executive Director Report.

Public Health Officer Anna Nick answered questions from Supervisor Evans regarding the increase in pertussis cases, and informed it was because providers were testing more. It was a reportable condition, so Public Health has to follow-up on it and notify. They are also seeing an increase in tuberculosis as well.

Motion made by Supervisor Evans, seconded by Supervisor Mc Donald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Financial Report for Community Treatment Center and Community Services.

Motion made by Supervisor Lund, seconded by Supervisor Jacobson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Statistical Reports:

- **a. Monthly CTC Data.**
  - **i. Bay Haven Crisis Diversion.**
  - **ii. Nicolet Psychiatric Center.**
  - **iii. Bayshore Village (Nursing Home).**
  - **iv. CTC Double Shifts.**

HHS Finance Manager Eric Johnson pointed out the trend for Purchase Services, the current year is trending towards an annual number over $2 million dollars higher than the last four years average.

Motion made by Supervisor Evans, seconded by Supervisor Lund to receive and place on file Items 7a-7aiv. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Child Protective Services – Child Abuse/Neglect Report.

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Monthly Contract Update.

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Approval of Recovery Residence Application funded by Public Health-American Rescue Plan Act Funds.

Community Services Administrator Jenny Hoffman provided handouts relating to Items 10 & 11 (attached) and provided some background information.

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Approval of Youth Residential Treatment Facility Application funded by Public Health-American Rescue Plan Act Funds.

Motion made by Supervisor Evans, seconded by Supervisor Mc Donald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Request for New Non-Contracted and Contracted Providers.

Motion made by Supervisor Evans, seconded by Supervisor Mc Donald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Committee Appointments

13. Appointment of Katie McDonald to the Aging & Disability Resource Center Board.

Motion made by Supervisor Lund, seconded by Supervisor Jacobson to approve. Vote taken. Abstain: McDonald. MOTION CARRIED

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments – None.

Communications – None.

Other

14. Audit of bills.

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

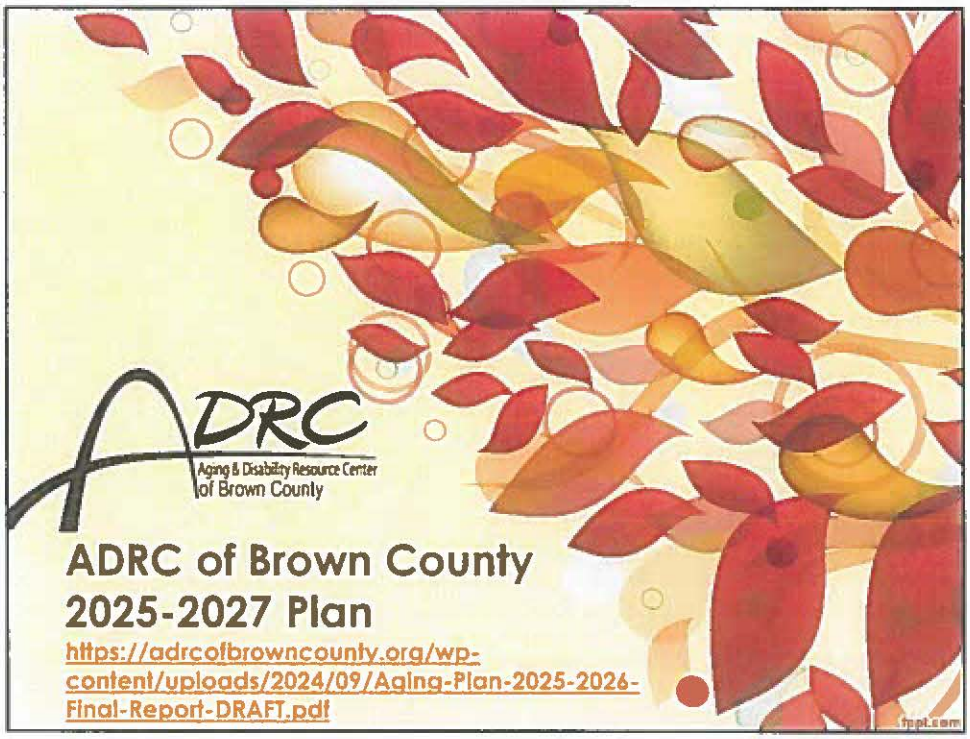
15. Such other Matters as Authorized by Law. None.

16. Adjourn.

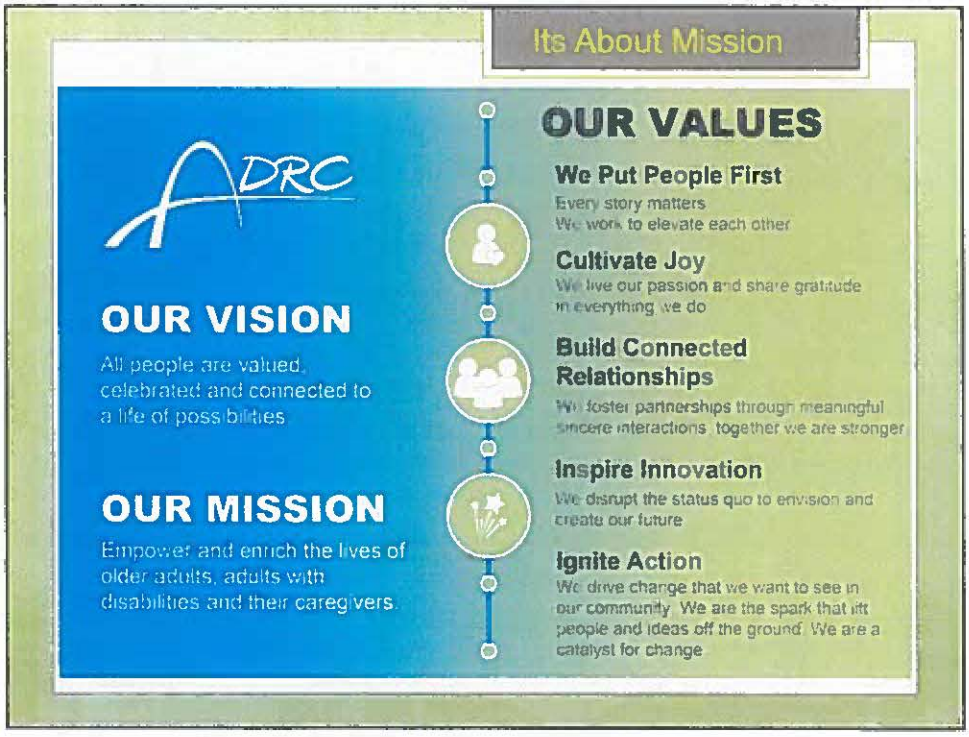
Motion made by Supervisor Evans, seconded by Supervisor Lund to adjourn at 6:34 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

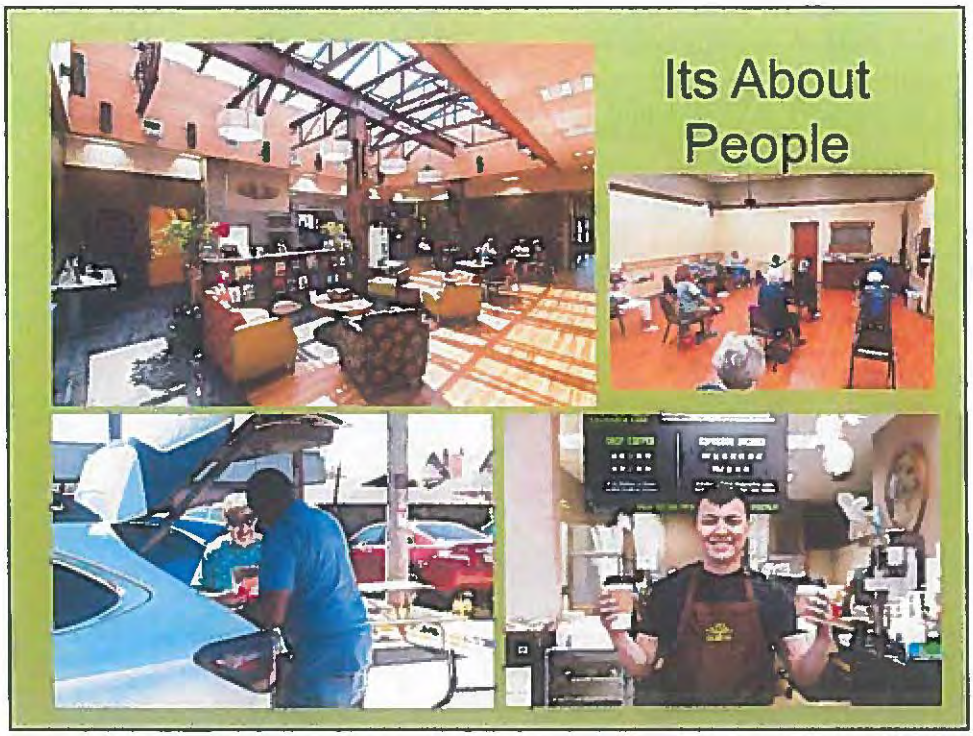
Alicia Loehlein
Legislative Specialist


ADRC
Aging & Disability Resource Center of Brown County
ADRC of Brown County
2025-2027 Plan
https://adrcofbrowncounty.org/wp-content/uploads/2024/09/Aging-Plan-2025-2026-Final-Report-DRAFT.pdf

1


Its About Mission
ADRC
OUR VISION
All people are valued, celebrated and connected to a life of possibilities
OUR MISSION
Empower and enrich the lives of older adults, adults with disabilities and their caregivers.
OUR VALUES
We Put People First
Every story matters
We work to elevate each other
Cultivate Joy
We live our passion and share gratitude in everything we do
Build Connected Relationships
We foster partnerships through meaningful sincere interactions, together we are stronger
Inspire Innovation
We disrupt the status quo to envision and create our future
Ignite Action
We drive change that we want to see in our community. We are the spark that lift people and ideas off the ground. We are a catalyst for change

2


Its About People

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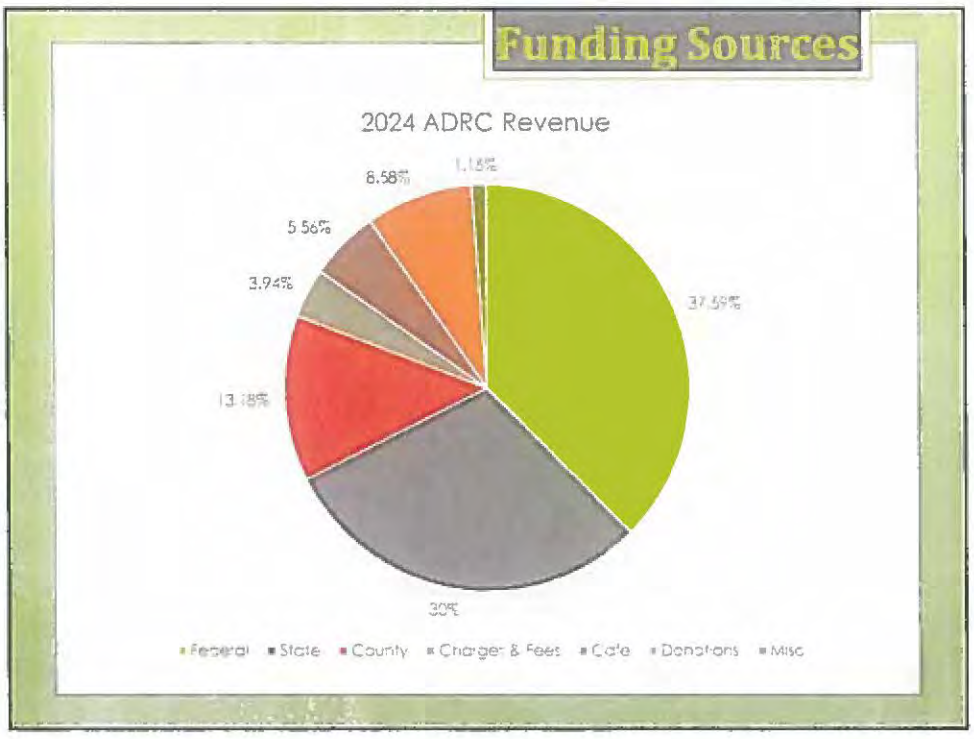
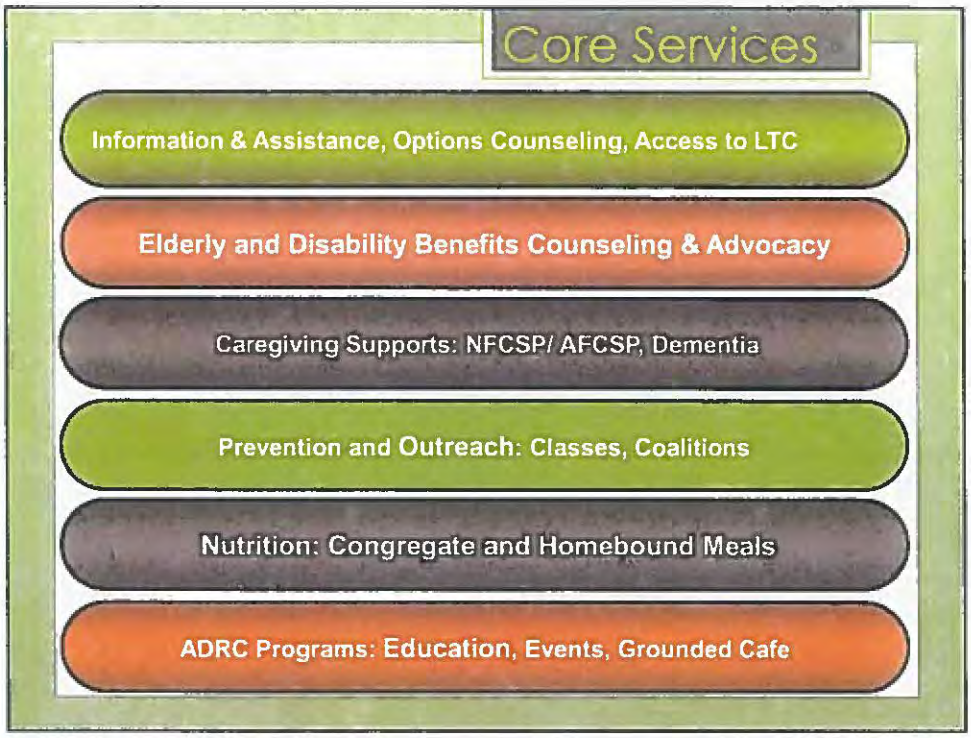
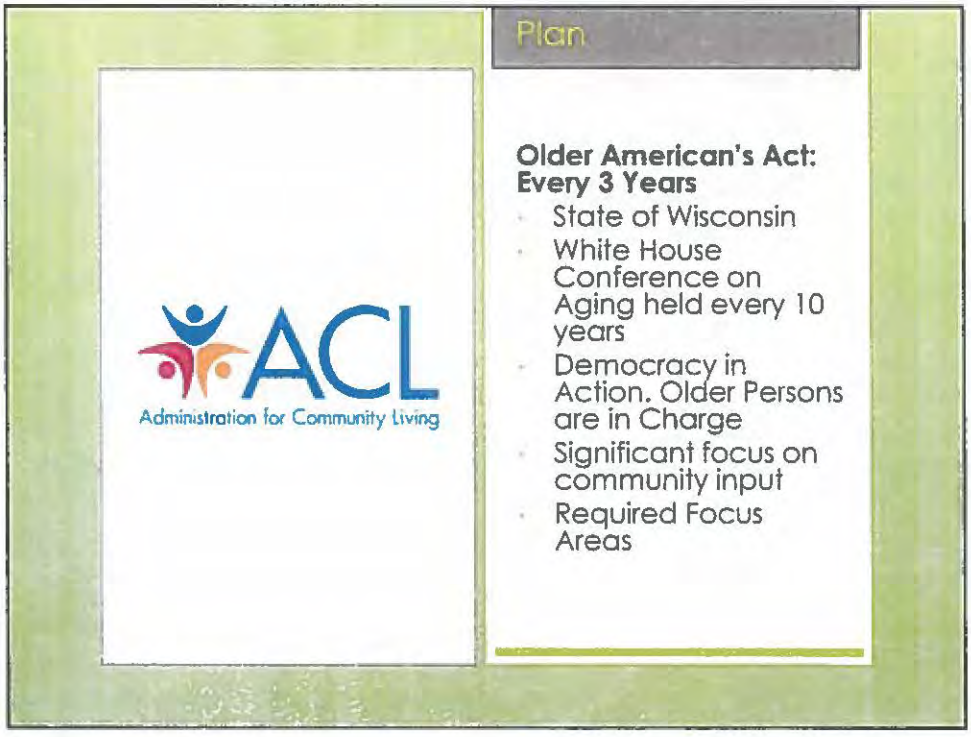

Funding Sources
2024 ADRC Revenue
8.58%
1.18%
5.56%
3.94%
37.59%
13.18%
30%
Federal
State
County
Charges & Fees
Cafe
Donations
Misc

4


Core Services
Information & Assistance, Options Counseling, Access to LTC
Elderly and Disability Benefits Counseling & Advocacy
Caregiving Supports: NFCSP/ AFCSP, Dementia
Prevention and Outreach: Classes, Coalitions
Nutrition: Congregate and Homebound Meals
ADRC Programs: Education, Events, Grounded Cafe

5


Plan
ACL
Administration for Community Living
Older American's Act: Every 3 Years
State of Wisconsin
White House Conference on Aging held every 10 years
Democracy in Action. Older Persons are in Charge
Significant focus on community input
Required Focus Areas

6

4

Focus Areas

Required Focus Areas: One Goal to address an emerging need, gap, or quality issue for:

- Supportive Services
- Nutrition Program
- Prevention and Health Promotion
- Caregiver Supports

7

The Voice

8

Community Engagement

Survey
Focus Groups
1:1 Interviews

Strategies for Increased Engagement:

- **Diverse Outreach:** The ADRC utilizes a variety of outreach methods to reach a diverse range of community members, including:
  - Social media
  - Email campaigns
  - Community events
  - Partnerships with local organizations
- **Targeted Engagement:** The ADRC focuses on reaching underserved populations, such as older adults of color, individuals with disabilities, and those living in rural areas.
- **Feedback Mechanisms:** The ADRC provides multiple channels for community members to provide feedback, such as surveys, focus groups, in-person feedback and public hearings.
- **Community Advisory Boards:** The ADRC engages community advisory boards to provide ongoing input and guidance on program development.

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Themes

95% of respondents identified Brown County as a Good or Very Good place to grow old.

However

27% of respondents described Brown County a Poor or Very Poor community to live in for those who identify LGBTQ and 22% as a minority ethnic group

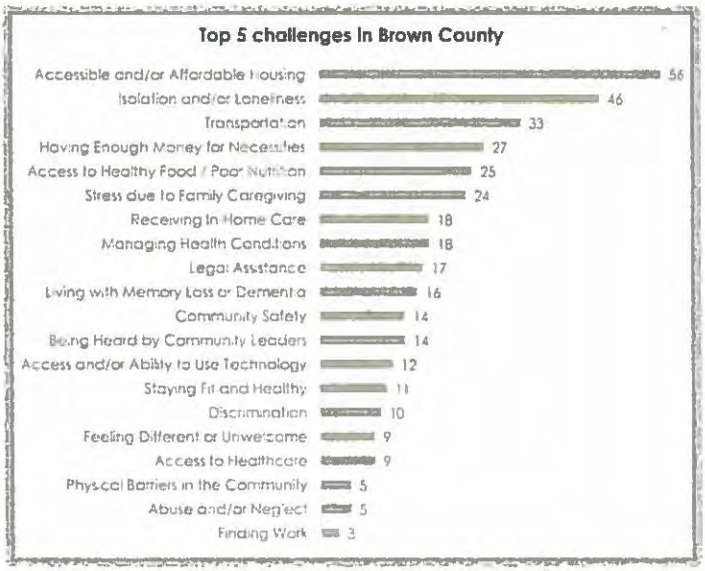
Themes that Resonate With All Groups Emerged:

- Isolation/loneliness
- Transportation
- Caregivers
- Accessible/Affordable Housing
- Discrimination

10

4

Challenges



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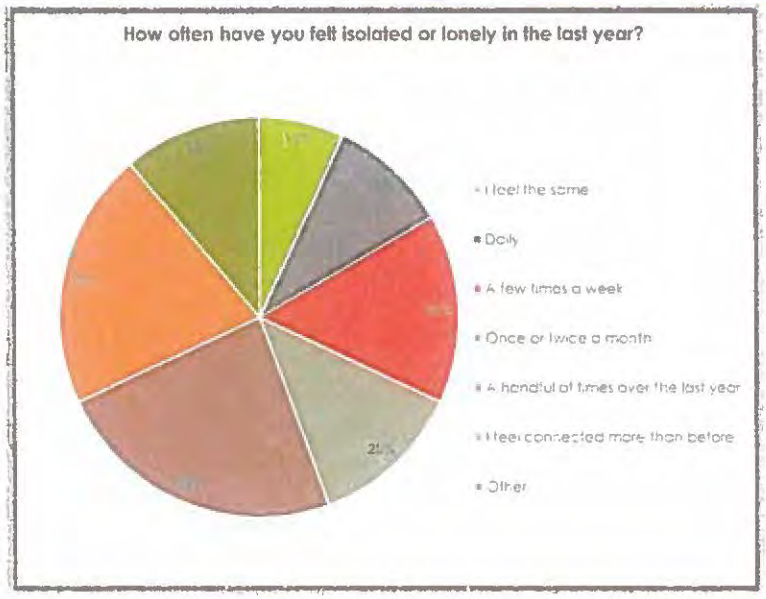
Isolation and Loneliness



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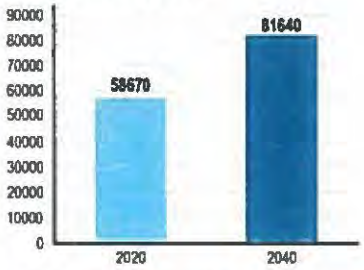
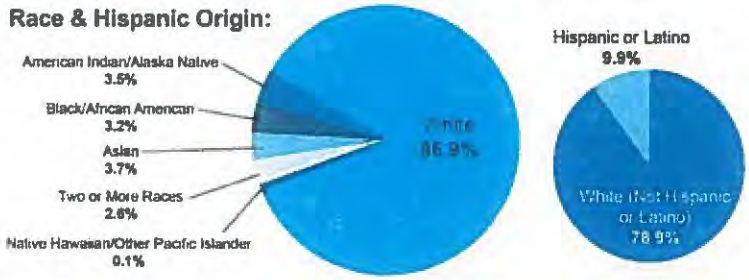
Age and Ethnicity

Projected Population Growth of Individuals Age 60+



- 22% of Brown County is Ethnically Diverse
- 79% is White Non-Hispanic
- 94% of *Older Adults* are White Non-Hispanic
- This will change in the future

Race & Hispanic Origin:



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Goals: Supportive Services

Outreach and Communication

To reach new and expanded populations the ADRC will expand outreach and advocacy activities/ events to diverse groups/partners/individuals and increase staff confidence presenting ADRC programs and services about unmet needs in the community. Reaching 4 new audiences and populations while increasing presenters' confidence in material by 50%.

- **Expand targeted outreach and advocacy activities to diverse group**
  - Train presenters with effective communication tools that reach new people
  - Improve outreach presentations and tools
  - Build a more robust speaker's bureau with Spanish and Hmong presenters
- **Increase Advocacy Skills and Engagement**
  - Train local customer advocate in advocacy skills and provide opportunities to engage legislators with In-District events, letter writing and phone calls.
  - Increase advocacy opportunities for the ADRC board leadership
  - Enhance the ADRC website with advocacy section including tools, contacts, and support

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Goals: Nutrition

Increase Food Security

To increase food security and reduce nutritional risk in older adults, the ADRC will increase access to group dining opportunities by increasing participation by 15% every year of the plan.

- **Increase group dining opportunities by 15% each year of the plan**
  - Offer pop up events in new locations to reduce barriers-libraries, rural communities, community centers
  - Enhance communication strategies to increase participation
  - Offer educational programs along with a meal
- **Increase Group Dining with Diverse Groups**
  - Rural Communities
  - Latino
  - Hmong
  - African American

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Goals: Health Promotion

Health Promotion and Wellbeing

By December 31, 2027, ADRC of Brown County's evidence-based health promotion programs will have a 30% increase in ethnic diversity among participants.

- **Increase, by 30%, ethnically diverse participants in evidenced based prevention**
  - Enhance communication strategies to increase targeted participation
  - Create new partnerships with diverse populations to offer Health Living with Diabetes: Native Americans, Latino, Black, Rural.
  - Recruit ethnically diverse facilitators and assist with training and mentoring
  - Incorporate nutrition education and group dining to offered programs that are culturally appropriate

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Goals: Caregivers

Caregiver Supports

Brown County caregivers, including ethnically diverse caregivers, will have increased knowledge, reduced stress, and greater confidence accessing programs and services through increased numbers of outreach presentations, programs, and services provided by capable, knowledgeable staff .

- **Caregivers, including ethnically diverse caregivers, will have increased knowledge, reduced stress and greater confidence accessing programs.**
  - Increase outreach-bilingual staff provide presentations
  - Staff trained in specialized caregiver programs: identify, engage, access, refer
  - Increased participation of diverse population with AFCSP/NFCSP programs
  - Develop and execute Caregiver Map series educational programs
  - Identify, at a minimum, 3 additional resources for caregivers beyond AFCSP/NFCSP

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Advocacy

Advocacy

ADRC customers will have access to training, educational opportunities, informational materials and resources to become effective advocates.

- Review and implement an ongoing process for updating the advocacy section on ADRC website to ensure comprehensive and current library including publications, articles and videos, related to advocacy
- Offer and promote educational workshops and opportunities such as Aging and Disability Advocacy Days or training events related to the legislative process and advocacy each year.
- Partner with board leadership to provide advocacy training for the members of the governing board.
- Coordinate an annual in-district event promoting, encouraging and increasing communication between legislators, community leaders and ADRC customers

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Next Steps

- Public Input through the Hearings
- Receive Written Comments through September 30th
- Review and Incorporate Feedback into the Plan
- ADRC Board Approves the Final Plan on October 24th
- Submit Final Plan to GWAAR November 8th

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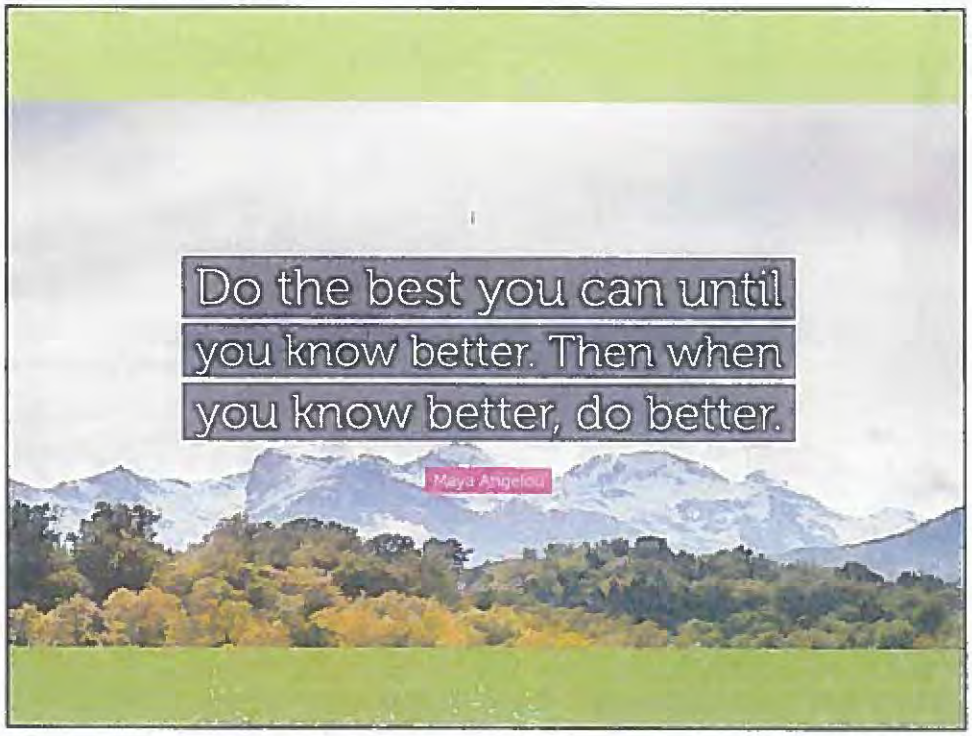

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BROWN COUNTY, WISCONSIN
AMERICAN RESCUE PLAN ACT (ARPA)
SOBER LIVING/RECOVERY RESIDENCE APPLICATION

PROGRAM OVERVIEW

The American Rescue Plan Act (ARPA) was signed into law in March 2021. The rescue act is one of the largest economic relief programs in U.S. history. Brown County must determine the best use of pandemic relief provisions designed to help non-profit organizations and the people they serve to respond and recover from the COVID-19 pandemic.

In addition to the funding allocated to non-profit agencies through grants in 2022 and 2023, Brown County Health & Human Services has been approved to make funding available through Public Health-ARPA funding in the amount of $250,000 for organizations that provide Sober Living/Recovery Residence services to Brown County residents. The grants are a one-time funding source and should not be used to replace ongoing operational budgets. The grants should not be used for expenses already covered through other federal, state or local assistance programs, and all grant awards will require reporting.

PROGRAM ELIGIBILITY

Any support organization, agency, association or program may be eligible to apply. If the organization is a nonprofit, the nonprofit must serve Brown County residents and must be in good standing and registered with the Wisconsin Department of Financial Institutions as a Charitable Organization. Applicants must also be in good standing with the Secretary of State and Attorney General's Office, if required by law to be registered.

Specific to Sober Living or Recovery Residences, applicants are required to be:

- Registered with the Department of Health Services as a Recovery Residence
- Certified by the Wisconsin Association of Sober Housing (WASH), or in the process of being certified

ELIGIBLE ACTIVITIES:

Funding is to be used for one-time expenses related to expanding and adding beds or capacity to support individuals in the recovery process. Examples of one-time expenses include, but are not limited to:

- Remodeling or renovating costs of a facility
- Training for new staff or volunteers
- Recruitment of new staff or volunteers

- Equipment
- Furniture
- Purchasing property for expanding a facility

Although organizations that also provide benefits outside of Brown County are encouraged to apply, only activities within Brown County are eligible for reimbursement under this program.

FEDERAL REQUIREMENTS

Organizations must comply with all rules and regulations for the ARPA State and Local Fiscal Recovery Funds (SLFRF), as determined by the Department of the Treasury. These rules can be found here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds

APPLICATION PROCESS

Organizations must complete and submit an application. Applicants may be asked to revise proposals or provide additional information. Complete and eligible applications will be reviewed by a panel. The panel will make recommendations for funding to the Human Services Committee who will then consider the panel's recommendation and make final grant award recommendations to the Brown County Board of Supervisors by November 20, 2024.

The application as it is presented below was approved by the Brown County Health and Human Services Committee on September 25, 2024. If any modifications are made to the application, the new application with an explanation of changes will be communicated to eligible vendors in the same manner as this announcement.

The application will be available through the County's website from October 1, 2024-November 1, 2024. Applications may be submitted by email at bc.hs.grantapp@browncountywi.gov or mailed to

BROWN COUNTY HEALTH & HUMAN SERVICES
SOBER LIVING/RECOVERY RESIDENCE APPLICATION
ATTN: MOLLY HILLMANN
PO BOX 22188 GREEN BAY WI, 54305-2188

Please submit application questions to bc.hs.grantapp@browncountywi.gov

APPLICATION DEADLINE

Grant applications must be received by 5:00pm November 1, 2024 in order to be considered. All grant award determinations will be made final on November 20, 2024.

REQUIRED DOCUMENTATION

- Complete Application

- IRS Form W-9
- Signed and dated self-certification
- Proof of insurance
- Operating budget for the current fiscal year showing projected revenue and expenditure by category

SCORING CRITERIA

The following criteria will be used by Brown County to score complete applications:

- Project Overview 30% - Overall scope of the project and desired outcome.
- Project Impact 30% -Description of expansion and specific populations to be served
- Project Budget 20%- Supply a Budget for the total cost of the project for which you are requesting funds (Revenue Sources and Expenditures).
- Sustainability 20%-Describe the ability of the organization to meet operational costs going forward

CONTRACTUAL AGREEMENT

Approved applicants will be required to enter into a contractual agreement as a beneficiary of the funds with Brown County. Contracts will outline the grant requirements, allowable costs and reporting requirements. Grant recipients must comply with all terms and conditions.

FINANCIAL REPORTING

Organizations will be required to provide routine financial reports to Brown County related to the activities funded by the grant. These reports must include all expenses charged to the grant for the applicable period. Reporting will be quarterly as a minimum and may be monthly depending on program requirements.

Organizations are eligible for an advance equivalent to one reporting period, with subsequent payments equal to the actual eligible expenditures within the preceding reporting period. If any advanced funds are unspent at the termination of the program they are due back to the County within 30 days.

LIMITED TERM OF SUPPORT

All grant awards should be considered one-time funding. The County is not obligated to provide additional funding beyond what is awarded through this grant.

USE OF FUNDS

Grant funds awarded through this program must be expended no later than **March 31, 2025.**

If any funds will remain unspent, grantees must notify Brown County as soon as possible to allow these funds to be reallocated prior to this deadline.

PUBLIC RECORDS

Unless otherwise exempt by law, all information received from the applicant, whether in connection with the grant application or in connection with any grant-funded activities will be subject to public disclosure pursuant to Wisconsin Public Records Law.

DRAFT

PROJECT INFORMATION & APPLICATION

Project Name:

Funding Amount Requested:

Organizational Information

Name of Organization:

Mailing Address:

Physical Address *(if different):*

Website:

CEO/Executive Name:

Phone:

Email:

Primary Contact Name/Title:

Phone:

Email:

Federal I.D. Number:

Federal/State License Number, if applicable:

Geographical Area(s) Served:

Tax Exemption Status:

Types of Insurance:

General Liability Amount (per occurrence):

Worker's Compensation Amount (per occurrence):

Other:

DRAFT

Number of Persons Served in 2021:
Total Annual Expenses 2021:
Total Revenue:

Number of Persons/Households Served in 2022:
Total Annual Expenses 2022:
Total Revenue:

Number of Persons/Households Served in 2023:
Total Annual Expenses 2023:
Total Revenue:

Number of Persons/Households projected to serve in 2024:
Total Projected Expenses 2024:
Total Projected Revenue:

Percent Brown County Residents:

Project Overview:

Please provide a narrative describing your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with grant funds? Please describe the timeline for the project.

Project Impact:

Please describe the projected number of individuals to be served by the project, and what the expanded capacity will be when the project is completed.

Project Budget:

Supply a Budget for the total cost of the project for which you are requesting funds. Include all revenues and the source of those funds and all expenditures.

Sustainability:

Describe the ability of the organization to meet operational costs going forward, and provide a proposed operating budget including projected revenues and expenditures.

BROWN COUNTY, WISCONSIN
AMERICAN RESCUE PLAN ACT (ARPA)
SOBER LIVING/RECOVERY RESIDENCE GRANT SELF-CERTIFICATION

By signing below, the applicant certifies that the information provided is true, accurate and complete, to the best of my knowledge. If circumstances change, the applicant will submit a revised application or provide additional information accordingly.

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the County may constitute public records subject to disclosure under Wisconsin's Public Records Law.

2. Submitting false or misleading information in connection with an application may result in program ineligibility for financial assistance. The applicant or its organization may be subject to civil and/or criminal prosecution.

3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, reporting and audit requirements associated with this federal program.

THE APPLICANT CERTIFIES TO THE BEST OF MY KNOWLEDGE:

1. The information submitted to Brown County in this application is true and correct. The applicant is authorized to submit this application on the organization's behalf.

2. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity.

3. The applicant has not received other federal, state, or local assistance for the same purposes the applicant's intended use of grant funds or has not received full funding from other sources to cover related costs for those programs/services.

_____ _____

Applicant Signature Date

_____

Print Signature

_____

Title

10, 11

BROWN COUNTY, WISCONSIN
AMERICAN RESCUE PLAN ACT (ARPA)
YOUTH RESIDENTIAL SUBSTANCE USE TREATMENT APPLICATION

PROGRAM OVERVIEW

The American Rescue Plan Act (ARPA) was signed into law in March 2021. The rescue act is one of the largest economic relief programs in U.S. history. Brown County must determine the best use of pandemic relief provisions designed to help non-profit organizations and the people they serve to respond and recover from the COVID-19 pandemic.

In addition to the funding allocated to non-profit agencies through grants in 2022 and 2023, Brown County Health & Human Services has been approved to make funding available through Public Health-ARPA funding in the amount of $250,000 for organizations that provide Youth Residential Substance Use Treatment services to Brown County residents. The grants are a one-time funding source and should not be used to replace ongoing operational budgets. The grants should not be used for expenses already covered through other federal, state or local assistance programs, and all grant awards will require reporting.

PROGRAM ELIGIBILITY

Any support organization, agency, association or program may be eligible to apply. If the organization is a nonprofit, the nonprofit must serve Brown County residents and must be in good standing and registered with the Wisconsin Department of Financial Institutions as a Charitable Organization. Applicants must also be in good standing with the Secretary of State and Attorney General's Office, if required by law to be registered.

Specific to Youth Residential Substance Use Facilities, applicants are required to be:

- Certified under DHS 75 with the Department of Health Services as a Residential Inpatient Treatment Program.

ELIGIBLE ACTIVITIES:

Funding is to be used for one-time expenses related to opening or expanding capacity to support youth in need of residential inpatient substance use treatment. Examples of one-time expenses include, but are not limited to:

- Remodeling or renovating costs of a facility
- Training for new staff or volunteers
- Recruitment (including sign on bonuses) of new staff or volunteers
- Equipment

- Furniture
- Purchasing property for expanding a facility

Although organizations that also provide benefits outside of Brown County are encouraged to apply, only activities within Brown County are eligible for reimbursement under this program.

FEDERAL REQUIREMENTS

Organizations must comply with all rules and regulations for the ARPA State and Local Fiscal Recovery Funds (SLFRF), as determined by the Department of the Treasury. These rules can be found here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds

APPLICATION PROCESS

Organizations must complete and submit an application. Applicants may be asked to revise proposals or provide additional information. Complete and eligible applications will be reviewed by a panel. The panel will make recommendations for funding to the Human Services Committee who will then consider the panel's recommendation and make final grant award recommendations to the Brown County Board of Supervisors by November 20, 2024.

The application as it is presented below was approved by the Brown County Health and Human Services Committee on September 25, 2024. If any modifications are made to the application, the new application with an explanation of changes will be communicated to eligible nonprofits in the same manner as this announcement.

The application will be available through the County's website from October 1, 2024-November 1, 2024. Applications may be submitted by email at bc.hs.grantapp@browncountywi.gov or mailed to

BROWN COUNTY HEALTH & HUMAN SERVICES
YOUTH RESIDENTIAL TREATMENT APPLICATION
ATTN: MOLLY HILLMANN
PO BOX 22188 GREEN BAY WI, 54305-2188

Please submit application questions to bc.hs.grantapp@browncountywi.gov

APPLICATION DEADLINE

Grant applications must be received by 5:00pm November 1, 2024 in order to be considered. All grant award determinations will be made final on November 20, 2024..

REQUIRED DOCUMENTATION

- Complete Application
- IRS Form W-9

- Signed and dated self-certification
- Proof of insurance
- Operating budget for the current fiscal year showing projected revenue and expenditure by category

SCORING CRITERIA

The following criteria will be used by Brown County to score complete applications:

- Project Overview 30% - Overall scope of the project and desired outcome.
- Project Impact 30% -Description of expansion and specific populations to be served
- Project Budget 20%- Supply a Budget for the total cost of the project for which you are requesting funds (Revenue Sources and Expenditures).
- Sustainability 20%-Describe the ability of the organization to meet operational costs going forward

CONTRACTUAL AGREEMENT

Approved applicants will be required to enter into a contractual agreement as a beneficiary of the funds with Brown County. Contracts will outline the grant requirements, allowable costs and reporting requirements. Grant recipients must comply with all terms and conditions.

FINANCIAL REPORTING

Organizations will be required to provide routine financial reports to Brown County related to the activities funded by the grant. These reports must include all expenses charged to the grant for the applicable period. Reporting will be quarterly as a minimum and may be monthly depending on program requirements.

Organizations are eligible for an advance equivalent to one reporting period, with subsequent payments equal to the actual eligible expenditures within the preceding reporting period. If any advanced funds are unspent at the termination of the program they are due back to the County within 30 days.

LIMITED TERM OF SUPPORT

All grant awards should be considered one-time funding. The County is not obligated to provide additional funding beyond what is awarded through this grant.

USE OF FUNDS

Grant funds awarded through this program must be expended no later than **March 31, 2025.** If any funds will remain unspent, grantees must notify Brown County as soon as possible to

allow these funds to be reallocated prior to this deadline.

PUBLIC RECORDS

Unless otherwise exempt by law, all information received from the applicant, whether in connection with the grant application or in connection with any grant-funded activities will be subject to public disclosure pursuant to Wisconsin Public Records Law.

DRAFT

PROJECT INFORMATION & APPLICATION

Project Name:

Funding Amount Requested:

Organizational Information

Name of Organization:

Mailing Address:

Physical Address *(if different):*

Website:

CEO/Executive Name:

Phone:

Email:

Primary Contact Name/Title:

Phone:

Email:

Federal I.D. Number:

Federal/State License Number, if applicable:

Geographical Area(s) Served:

Tax Exemption Status:

Types of Insurance:

General Liability Amount (per occurrence):

Worker's Compensation Amount (per occurrence):

Other:

DRAFT

Number of Persons Served in 2021:
Total Annual Expenses 2021:
Total Revenue:

Number of Persons/Households Served in 2022:
Total Annual Expenses 2022:
Total Revenue:

Number of Persons/Households Served in 2023:
Total Annual Expenses 2023:
Total Revenue:

Number of Persons/Households projected to serve in 2024:
Total Projected Expenses 2024:
Total Projected Revenue:

Percent Brown County Residents:

Project Overview:

Please provide a narrative describing your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with grant funds? Please describe the timeline for the project.

Project Impact:

Please describe the projected number of individuals to be served by the project, and what the expanded capacity will be when the project is completed.

Project Budget:

Supply a Budget for the total cost of the project for which you are requesting funds. Include all revenues and the source of those funds and all expenditures.

Sustainability:

Describe the ability of the organization to meet operational costs going forward, and provide a proposed operating budget including projected revenues and expenditures.

BROWN COUNTY, WISCONSIN
AMERICAN RESCUE PLAN ACT (ARPA)
YOUTH RESIDENTIAL SUBSTANCE USE TREATMENT
APPLICATION SELF-CERTIFICATION

By signing below, the applicant certifies that the information provided is true, accurate and complete, to the best of my knowledge. If circumstances change, the applicant will submit a revised application or provide additional information accordingly.

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the County may constitute public records subject to disclosure under Wisconsin's Public Records Law.

2. Submitting false or misleading information in connection with an application may result in program ineligibility for financial assistance. The applicant or its organization may be subject to civil and/or criminal prosecution.

3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, reporting and audit requirements associated with this federal program.

THE APPLICANT CERTIFIES TO THE BEST OF MY KNOWLEDGE:

1. The information submitted to Brown County in this application is true and correct. The applicant is authorized to submit this application on the organization's behalf.

2. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity.

3. The applicant has not received other federal, state, or local assistance for the same purposes the applicant's intended use of grant funds or has not received full funding from other sources to cover related costs for those programs/services.

_____ _____

Applicant Signature Date

_____

Print Signature

_____

Title