



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Tuesday, January 13, 2026

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 13, 2026 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

- I. Call to Order
 1. Roll Call
 2. Approval of the minutes of the November 11, 2025 Regular Meeting of the Finance/Personnel Committee.
 3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
 4. Consideration and Possible Action on the 2026 DPH Grant Contract Awarded to the Health Department in the Amount of \$12,082 for Maternal Child Health and Lead Programming.*
 5. Consideration and Possible Action regarding changes to the De Pere Home Improvement Loan Program.*
 6. Consideration and Possible Action on an Ordinance Adopting Section 10-12 of the De Pere

Municipal Code Creating The De Pere Youth Commission.*

7. Cash and Investments Report for October 31, 2025.
8. Cash and Investments Report for November 30th, 2025.
9. Future agenda items.
10. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Manager
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce



City of De Pere, Wisconsin

I.2

Request for Finance/Personnel Committee Action

MEETING DATE: January 13, 2026
DEPARTMENT: Administration
FROM: Amy Darnick, Administrative Assistant
SUBJECT: Approval of the minutes of the November 11, 2025 Regular Meeting of the Finance/Personnel Committee.
RECOMMENDED ACTION: Motion to approve.

Minutes

ATTACHMENTS:
November 11, 2025- DRAFT



Finance/Personnel Committee

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Tuesday, November 11, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Also present:

City Manager Kim Flom, City Attorney Joanne Bungert, Fire Chief Brett Jansen, Finance Director Pam Manley, City Clerk Carey Danen, Deputy Clerk/Treasurer Jessie Paque, Police Captain/Field Services Nathan Mrstik, & Administrative Assistant Amy Darnick.

2. Approval of the minutes of the October 14, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Casey Nelson
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC

None

4. Youth Commission presentation.*

City Clerk Carey Danen and Deputy Clerk/Treasurer Jessie Paque were present to give a presentation.

We are looking at establishing a youth commission. The purpose of the De Pere youth advisory commission is to serve as an advisory body to the De Pere Common Council. The commission will provide De Pere's youth with the opportunity to participate in the City's decision-making process, provide the Common Council with recommendations on a variety of issues, promote existing initiatives while developing new programs, and encourage more youth to become effective leaders who will help shape the future of De Pere.

The Commission shall consist of at least seven but no more than 15 members appointed by the Mayor. Meeting location and frequency to be determined. We would look for members in the Unified School District of De Pere, West De Pere and Notre Dame. They would need to be 14 to 18 years old. Members would serve a one year term. They would fill out an application and have possible interviews. The Mayor would be responsible for appointment and re-appointment.

This would give the youth a feel as to how local Government works. There will be officers (Chair, first &

Second Vice Chair). The chair would run the meetings. They would do an annual report to the Common Council. We'd like them to be involved in community events (Kiwanis Memorial Day Parade, National Night Out, Community Pool Openings, etc).

Their goals would be in these categories: Education, Business, Recreation & Culture.

Mayor Boyd asked if they knew what an agenda would look like. Jessie Paque mentioned that each member will get a leadership workbook and they will pick an item and talk about it. They will have speakers come in and talk, tours, mock election, etc.

Mayor Boyd also asked if they had thought about having an Alderperson on the board to help with this direction.

Alderperson Kunding spoke and mentioned that it would be great to have a youth recommendation to council to have their voice come through. She mentioned it would be nice to have a certain dollar amount from unassigned reserves allocated for something nice this commission could do for our City.

Alderperson Nelson asked how many other municipalities have a youth commission. It sounds like there are only a handful from Wisconsin.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunding
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

5. Consideration and Possible Action on proposed changes to 2026 Special Event fees.*

City Clerk Carey Danen was present to speak on this item.

They are proposing a couple of changes. Instituting a discounted application fee for non-profit organizations. In 2025, we've had 47 special events and 27 of the applications have been non-profits. In the past, we have waived those fees, and it involves a lot of staff time to review and set up.

We also had a lot of late applications, which caused extra staff work to get them in. We are implementing a late fee too.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

6. Consideration and Possible Action on Memorandum of Understanding with U.S. Capitol Police.*

Police Captain Nate Mrstik was present. For the memorandum, it makes it be put in place. We are getting more requests from the US Capital police for members of congress, House of Representatives, etc to have police protection while they are in the area. We are looking at getting a reimbursement to recoup our costs that we have spent on protecting representatives or congressional representatives. We need to have

a memorandum on file, and then the billing will go straight to the US Capital to recoup our costs. This is only if US capital requests our services.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

7. Consideration and Possible Action on Emergency Medical Services Contract with Town of Lawrence.*

Fire Chief Brett Jansen was present to speak on this item.

End of June did a non-renewal notice for Town of Lawrence for their contract. Since we did the non-renewal, the town of Lawrence has come to us wanting to work with the City of De Pere, and continue their EMS contract. Their contract price from 2012 was quite a bit lower than what Ledgeview was paying. Leadership sat down to look at the contract. They wanted a 5 year contract, first 4 years as a fixed rate with the 5th year being variable. One of the bridge gaps they wanted was \$2 less per capita in 2026, 2027 & 2028. 2029 they would catch up and 2030 they would both go to the same CPI rate that we agreed upon. Per the contract, everything else is the same as Ledgeview when it comes to revenues.

Moving forward with the draft terms to Council and will go to Lawrence.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

8. Consideration and Possible Action on ESRI (Small Government Enterprise Agreement) for Geographic Information System.*

RESULT:	Passed
MOVER:	Casey Nelson
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

9. Cash and Investments Report.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Casey Nelson
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

10. Consideration and Possible Action on the selection of The League of Wisconsin Municipalities Insurance and the Wisconsin Municipal Property Insurance Company for the provision commercial and property insurance.*

City Attorney Joanne Bungert was present to speak on this item. This year we had the opportunity to request additional quotes for our commercial and property lines of insurance.

We were able to get a quote from our current broker (M3), CVMIC, and the League of Municipalities municipal insurance. Based on the reviews we conducted with a team of staff, our recommendation is to go with the League's insurance.

\$661,723 was the quote, which was going to be a significant savings from our current broker. It should be a seamless transition.

City Manager Kim Flom said going out and seeking proposals takes a lot of time, comparing and analyzing them to see what the best recommendation is going forward. We do think that the League is the best moving forward.

Joanne Bungert mentioned there are some additions and updates that she will need to correct with respect to coverages. She will have both memos for coverages at the Council meeting.

Recommendation on approving The League of WI municipalities.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

PLEASE TAKE NOTICE that the Finance Personnel Committee may convene in closed session pursuant to Wis. Stat. §19.85(1) for agenda item 10:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may then reconvene thereafter in open session pursuant to Wis. Stat. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

11. Future agenda items.

None

12. Adjournment.

Mayor Boyd moved, seconded by Alderperson Nelson to adjourn the meeting at 8:05 pm. Upon vote, the motion carried unanimously.

Respectfully submitted,
Amy Darnick



City of De Pere, Wisconsin

I.4

Request for Finance/Personnel Committee Action

MEETING DATE:	January 13, 2026
DEPARTMENT:	Health
FROM:	Chrystal Woller, Health Director/Officer
SUBJECT:	Consideration and Possible Action on the 2026 DPH Grant Contract Awarded to the Health Department in the Amount of \$12,082 for Maternal Child Health and Lead Programming.*
RECOMMENDED ACTION:	Staff recommends approval

ATTACHMENTS:

Memo_consolidated contract 2026_MCH.Lead, MP_-_De_Pere_HD_-_2026_DPH_Consolidated_Contr

CITY OF DE PERE

MEMO



To: Honorable Mayor James Boyd and Members of the Finance/Personnel Committee
From: Chrystal Woller BSN, RN, MBA, Health Director
Meeting Date: 1/13/2026

Re: Consideration and possible action on the WI DPH Consolidated Contract Awarded to the Health Department in the amount of \$12,082 for Maternal Child Health and Lead Programming

The De Pere Health Department has received notification of the department's **annual** consolidated contract award from the WI Department of Health Services in the amount of \$12,082. This contract includes funding for two programs: Maternal Child Health and Childhood Lead. The budget period for this award is January 1, 2026-December 31, 2026.

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G26-DPHCC26-17**

Bureau of Procurement and Contracting (BPC) Review:

- ☐ This agreement requires **Standard** OLC review.
- ☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language and requires **Simple** OLC review.
- ☐ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language and does **not** require **Additional** OLC review.
- ☐ This agreement uses intergovernmental cooperative purchasing.

Description:

This document contains language previously reviewed and approved by OLC for the DPH Consolidated Contract (Section 11 updated to reflect mutual responsibility, Section 24 A Final report date to reflect different final report dates for different profile periods, Match).

Additionally, this document contains the upcoming changes to the DHS Base including the following deletions:

Section 8.G; WCAG language now incorporated as separate section

All of Section 9 (Affirmative Action) except the opening paragraph

and the following additions:

Section 11. Web Content Accessibility Guidelines

Section 13. Security of Premises, Equipment, Data and Personnel

Office of Legal Counsel (OLC) Review and Approval:

- ☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

Signed by:

Amanda Ross

Name: Amanda Ross

Title: Paralegal

12/11/2025

Date Signed



GRANT AGREEMENT
between the
State of Wisconsin Department of Health Services
and
Depere Dph
for
2026 DPH LPHD Consolidated Contract

DHS Grant Agreement No.: 435100-G26-DPHCC26-17
Agreement Amount: \$12,082
Agreement Term Period: 10/1/2025 to 9/30/2027
GEARS Pre-Packet No: 1431

DHS Division: Division of Public Health
DHS Grant Administrator: Anna Benton
DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Chrystal Woller
Grantee Email: cwoller@deperewi.gov
Grantee Unique Entity Identifier (UEI) Name:
Grantee Unique Entity Identifier (UEI) Number:

DHS and the Grantee acknowledge that they have read the Agreement and the attached documents, understand them and agree to be bound by their terms and conditions. Further, DHS and the Grantee agree that the Agreement and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of agreement between the parties relating to the subject matter of the Agreement and supersede all proposals, letters of intent or prior agreements, oral or written and all other communications and representations between the parties relating to the subject matter of the Agreement. DHS reserves the rights to reject or cancel Agreements based on documents that have been altered. This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services
Authorized Representative
Name
Title
Signature
Date

Grantee
Entity Name
Authorized Representative
Name
Chrystal Woller
Title
Health Officer/Health Department Director
Signature
Date

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1. DEFINITIONS

Words and terms will be defined by their ordinary and usual meanings. Unless negotiated otherwise by the parties, where capitalized, the following words and terms will be defined by the meanings indicated. The meanings are applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Agency: an office, department, agency, institution of higher education, association, society or other body in State of Wisconsin government created or authorized to be created by the Wisconsin State Constitution or any law, which is entitled to expend monies appropriated by law, including the Legislature and the courts.

Assistance Listings: refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, (GSA) at SAM.gov, pursuant to 2 C.F.R. § 200.1.

Business Associate: pursuant to 45 C.F.R. § 160.103, a business associate includes:

(i) A health information organization, e-prescribing gateway, or other person that provides data transmission services with respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information.

(ii) A person that offers a personal health record to one or more individuals on behalf of a covered entity.

(iii) A subcontractor that creates, receives, maintains, or transmits protected health information on behalf of the business associate.

Business Day: any day on which the State of Wisconsin is open for business, generally Monday through Friday unless otherwise specified in this Agreement.

Confidential Information: all tangible and intangible information and materials being disclosed in connection with this Agreement, in any form or medium without regard to whether the information is owned by the State of Wisconsin or by a third party, which satisfies at least one (1) of the following criteria: (i) Personally Identifiable Information; (ii) Protected Health Information under HIPAA, 45 C.F.R. § 160.103; (iii) non-public information related to DHS' employees, customers, technology (including databases, data processing and communications networking systems), schematics, specifications, and all information or materials derived therefrom or based thereon; or (iv) information expressly designated as confidential in writing by DHS. Confidential Information includes all information that is restricted or prohibited from disclosure by state or federal law.

Day: calendar day unless otherwise specified in this Agreement.

DHS: Department of Health Services.

Grant Administrator: individual(s) responsible for ensuring all steps in the grant administration process are completed, including drafting grant language, negotiating grant terms, and monitoring the granted entity's performance.

Personally Identifiable Information: an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if that element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (d) the individual's DNA profile; or (e) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by state or federal law.

Protected Health Information (PHI): health information, including demographic information, created, received, maintained, or transmitted in any form or media by the Business Associate, on behalf of the Covered Entity, where such information relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the payment for the provision of health care to an individual, that identifies the individual or provides a reasonable basis to believe that it can be used to identify an individual.

Publicly Available Information: any information that an entity reasonably believes is one of the following: a) lawfully made widely available through any media; b) lawfully made available to the general public from federal, state, or local government records or disclosures to the general public that are required to be made by federal, state, or local law.

2. ORDER OF PRECEDENCE

This Agreement and the following documents incorporated by reference into the Agreement constitute the entire agreement of the parties and supersedes all prior communications, representations or agreements between the parties, whether oral or written. Any conflict or inconsistency will be resolved by giving precedence in the following descending order:

1. The Business Associate Agreement (BAA) if applicable.
2. The terms of this Agreement.
3. Any and all exhibits or appendices to this Agreement.

3. PARTIES

This is a grant agreement between the state agency responsible for overseeing the coordination and integration of social service programs and the Grantee listed below.

- A. The Wisconsin State Agency is: The State of Wisconsin Department of Health Services (DHS).
DHS' principal business address is: 201 E. Washington Ave., P.O. Box 7850, Madison, Wisconsin 53707-7850.
- B. The Grantee is: Depere Dph
The Grantee's principal business address is: 335 S BROADWAY, DE PERE, WI, 541152526

4. PURPOSE AND SCOPE

This Grant Agreement (Agreement) and Exhibit(s) describe the terms and conditions under which the Grantee receives an award from DHS to carry out part of a state and/or federal program.

The Grantee agrees to provide goods and/or care and services consistent with the purposes and conditions of the objectives that it has agreed to attain within the Agreement period as referred to in the attached exhibit(s).

4.1 List of Exhibits

- Exhibit 1: MCH Program Parameters
- Exhibit 2: Scopes of Work
- Exhibit 3: 2026 Maternal Child Health Budget

5. CONTACT INFORMATION

DHS Grant Administrator
Grant Administrator Name: **Anna Benton**
Email: **DHSGACMail@dhs.wisconsin.gov**

Grantee Grant Administrator
Grant Administrator Name: **Ms Chrystal Woller**
Email: **cwoller@deperewi.gov**

DHS will mail legal notices to the Grantee's Grant Administrator at the address identified in Section 3, unless otherwise notified by the Grantee.

6. PAYMENT FOR GRANT AWARD

- A. All payments will be made as electronic funds transfers (EFT), by the 5th of the month. GEARS agency reports are available not less than five (5) days prior to the scheduled payment date at the following website and should be reviewed and/or printed each month for each agency type for account reconciliation: GEARS Data Queries: <https://health.wisconsin.gov/cars/GetIndexServlet>.
- B. DHS will assign a GEARS agency number to the Grantee.
- C. The Grantee shall report all allowable costs plus any required matching funds stipulated in the reporting instructions for this Agreement, which are incorporated by reference in the Allowable Cost Policy Manual: <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>.
- D. Unless otherwise defined in the scope of work, the Grantee shall submit expenditures on the form required by DHS to the following email: DHS600RCARS@dhs.wi.gov.
- E. Payments to the Grantee will be made on a monthly basis per the GEARS Processing Dates schedule (<https://www.dhs.wisconsin.gov/gears/gears-proc-pymnt.htm>) and based on expenditures submitted by the Grantee on the form required by DHS.
- F. Payments to the Grantee shall not exceed the total Agreement award.
- G. If DHS determines that payments were made that exceeded allowable costs, the Grantee will be notified and have an opportunity to respond. The Grantee shall either substantiate or refund the amount determined to be in excess within thirty (30) days of the initial notification by DHS. DHS may, at its sole discretion, make such refund by withholding money from future payments due the Grantee, at any time during or after the Agreement period. DHS reserves the right to recover such excess funds by any other appropriate legal means.

7. REPORTING

- A. The Grantee shall comply with DHS' program reporting requirements as specified in the Scope of Work.
- B. The required reports shall be forwarded to DHS Grant Administrator according to the schedule established by DHS.

8. FEDERAL AND STATE RULES AND REGULATIONS

- A. The Grantee agrees to meet state and federal laws, rules, regulations, and program policies applicable to this Agreement.
- B. The Grantee will act solely in its independent capacity and not as an employee of DHS. The Grantee shall not be deemed or construed to be an employee of DHS for any purpose.
- C. The Grantee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 2001, which prohibits tobacco smoke in any portion of a facility owned, leased, or granted for or by an entity that receives federal funds, either directly or through the state, for the purpose of providing services to children under the age of 18.
- D. Pursuant to 2021 Wisconsin Executive Order 122, use of state funds for conversion therapy is expressly disallowed. 'Conversion therapy' does not include: any practice or treatment that provides acceptance, support, or understanding to an individual, or any practice or treatment that facilitates an individual's coping, social support, or identity exploration and development, so long as such practices or treatments do not seek to change sexual orientation or gender identity; any practice or treatment that is neutral with regard to sexual orientation or gender identity and that seeks to prevent or address unlawful conduct or unsafe practices, or any practice or treatment that assists an individual seeking to undergo a gender transition or who is in the process of undergoing a gender transition.
- E. Pursuant to 2023 Executive Order 184, grantee agrees it does not sell any products prohibited in the Order. In addition, grantee agrees that in fulfillment of its responsibilities under the Contract that no subcontractor relationship exists that would violate the prohibitions outlined in the Order.
- F. If federally funded, pursuant to 2 C.F.R. §200.322, the requirements of 2 C.F.R. §200.322 must be included in this award. The following clauses are hereby incorporated into this Contract and are enforceable as if restated herein in their entirety by reference to the following link: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.322>

9. AFFIRMATIVE ACTION

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

10. CIVIL RIGHTS COMPLIANCE

As required by Wis. Stat. § 16.765, in connection with the performance of work under this Agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Subgrantee or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

The Grantee must file a Civil Rights Compliance Letter of Assurance (CRC LOA) for the current compliance period, within fifteen (15) working days of the effective date of the Agreement. If the Grantee employs fifty (50) or more employees and receives at least \$50,000 in funding, the Grantee must complete a Civil Rights Compliance Plan (CRC Plan) unless the grantee meets one of the limited exceptions. The current Civil Rights Compliance Requirements and all appendices are hereby incorporated by reference into this Agreement and are enforceable as if restated herein in their entirety. The Civil Rights Compliance Requirements, including the CRC LOA form and the template and instructions for the CRC Plan can be found at <https://www.dhs.wisconsin.gov/civil-rights/requirements.htm> or by contacting:

Department of Health Services
Civil Rights Compliance
Attn: Civil Rights Compliance Officer
201 E. Washington Ave., Room E200B
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 267-4955 (Voice)
711 or 1-800-947-3529 (TTY)
Fax: (608) 267-1434
Email: DHSCRC@dhs.wisconsin.gov

The CRC Plan must be kept on file by the Grantee and made available upon request to any representative of DHS. Civil Rights Compliance Letters of Assurances should be sent to:

Department of Health Services
Division of Enterprise Services
Bureau of Procurement and Contracting
Affirmative Action Plan/CRC Coordinator
201 E. Washington Ave., Room A200
P.O. Box 7850
Madison, WI 53707-7850
dhscontractcompliance@dhs.wisconsin.gov

The Grantee agrees to cooperate with DHS in any complaint investigations, monitoring or enforcement related to civil rights compliance of the Grantee or its Subgrantee(s) under this Agreement. DHS agrees to coordinate with the Grantee in its efforts to comply with the Grantee's responsibilities under these nondiscrimination provisions.

11. WEB CONTENT ACCESSIBILITY GUIDELINES

Grantee shall comply with the Americans with Disabilities Act (ADA) in a manner consistent with the W3C Web Content Accessibility Guidelines (WCAG), version 2.1 ("WCAG 2.1"), at conformance levels A and AA for all Products and Services provided under the Grant Agreement.

If during the Grant Agreement, the Grantee fails to maintain compliance with WCAG 2.1 A and AA, or the State of Wisconsin identifies an accessibility barrier in the product or service that renders it inaccessible or unusable to people with disabilities, the State of Wisconsin shall notify the Grantee of non-compliance. If conformance is not reached within 30 days of the Grantee receiving the notification of non-compliance ("Notice"), the Grantee and the State of Wisconsin shall meet and mutually agree upon an appropriate timeline for resolution of the accessibility barrier(s). Should Grantee: (i) fail to acknowledge receipt of the notice within 30 days of receipt of the Notice, or (ii) fail to materially resolve the accessibility barrier(s) within the agreed-upon timeline, Grantee agrees to indemnify and hold harmless the State of Wisconsin from any claims arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements throughout the Grant Agreement term may be grounds for cancellation of the Grant Agreement by the State of Wisconsin.

The State of Wisconsin may also require the Grantee to provide an Accessibility Conformance Report (ACR) or Voluntary Product Accessibility Template (VPAT) upon request to demonstrate compliance with this requirement.

12. CONFIDENTIAL, PROPRIETARY, AND PERSONALLY IDENTIFIABLE INFORMATION

In connection with the performance of the work prescribed in this Agreement, it may be necessary for DHS to disclose to the Grantee certain information that is considered to be confidential, proprietary, or containing Personally Identifiable Information (Confidential Information). The Grantee shall not use such Confidential Information for any purpose other than the limited purposes set forth in this Agreement, and all related and necessary actions taken in fulfillment of the obligations herein. The Grantee shall hold all Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents who have a business-related need to have access to such Confidential Information in furtherance of the limited purposes of this Agreement and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Agreement.

The Grantee shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of the Confidential Information while in its possession or control including transportation, whether physically or electronically. DHS may conduct a compliance review of the Grantee's security procedures to protect Confidential Information under Section 20 (Audits) of this Agreement.

The Grantee shall ensure that all indications of confidentiality contained on or included in any item of Confidential Information shall be reproduced by the Grantee on any reproduction, modification, or translation of such Confidential

Information. If requested by DHS, the Grantee shall make a reasonable effort to add a proprietary notice or indication of confidentiality to any tangible materials within its possession that contain Confidential Information of DHS, as directed.

The Grantee or its employees and Subgrantees will not reuse, sell, make available, or make use in any format the data researched or compiled for this Agreement for any venture, profitable or not, outside this Agreement.

The restrictions herein shall survive the termination of this Agreement for any reason and shall continue in full force and effect and shall be binding upon the Grantee or its agents, employees, successors, assigns, Subgrantee, or any party claiming an interest in this Agreement on behalf of or under the rights of Grantee following any termination. Grantee shall advise all of their agents, employees, successors, assigns and Subgrantee which are engaged by the State of the restrictions, present and continuing, set forth herein. Grantee shall defend and incur all costs, if any, for actions that arise as a result of noncompliance by Grantee, its agents, employees, successors, assigns and Subgrantee regarding the restrictions herein.

- A. *Reporting to DHS:* Grantee shall immediately report within five (5) business days to DHS any use or disclosure of Confidential Information not provided for by this Agreement, of which it becomes aware. Grantee shall cooperate with DHS' investigation, analysis, notification and mitigation activities, and shall be responsible for all costs incurred by DHS for those activities.
- B. *Indemnification:* To the extent authorized under State and Federal Laws, the parties agree that they each shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of their own employees, officers, subcontractors, or agents.
- C. *Equitable Relief:* The Grantee acknowledges and agrees that the unauthorized use, disclosure, or loss of Confidential Information may cause immediate and irreparable injury to the individuals whose information is disclosed and to DHS, which injury will not be compensable by money damages and for which there is not an adequate remedy available by law. Accordingly, the parties specifically agree that DHS, in its own behalf or on behalf of the affected individuals, may seek injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting security and without prejudice to such other rights as may be available under this Agreement or applicable law.
- D. *Liquidated Damages:* The Grantee agrees that an unauthorized use or disclosure of Confidential Information may result in damage to the State's reputation and ability to serve the public interest in its administration of programs affected by this Agreement. Such amounts of damages which will be sustained are not calculable with any degree of certainty and thus shall be set forth herein. Assessment under this provision is in addition to other remedies under this Agreement and as provided in law or equity. DHS shall assess reasonable damages as appropriate and notify the Grantee in writing of the assessment. The Grantee shall automatically deduct any assessed damages from the next appropriate monthly invoice, itemizing the assessment deductions on the invoice. Liquidated Damages shall not exceed the following:
 1. \$1,000 for each individual whose Confidential Information was used or disclosed;
 2. \$2,500 per day for each day that the Grantee fails to substantially comply with the Corrective Action Plan under this Section
- E. *HIPAA:* The Grantee **IS NOT** a "Business Associate" pursuant to the definition under the Health Insurance Portability and Accountability Act (HIPAA) and the regulations promulgated thereunder specifically 45 C.F.R. § 160.103. If the parties are Business Associates, then the parties shall comply with DHS' Business Associate Agreement.

If the Grantee is a Business Associate, the Grantee agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 C.F.R. Parts 160 and 164 applicable to Business Associates. As defined herein, "Business Associate" shall mean the Grantee and Subgrantee and agents of the Grantee that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of Wisconsin, Department of Health Services.

In agreements for the provision of services, activities, or functions covered by the Health Insurance Portability and Accountability act of 1996 (HIPAA), the Grantee as a Business Associate must complete a Business Associate Agreement (BAA) [F-00759](#). This document must be fully executed before Agreement performance begins.

This Section shall survive the termination of the Agreement.

13. SECURITY OF PREMISES, EQUIPMENT, DATA AND PERSONNEL

During the performance of Services under this Grant Agreement, the Grantee may have access to the personnel, premises, equipment, and other property, including data files, information, or materials (collectively referred to as “data”) belonging to the State. The Grantee shall preserve the safety, security, and the integrity of the personnel, premises, equipment, data and other property of the State, in accordance with the instruction of the State. Grantee shall ensure personnel with access to the State’s IT Resources comply with the [State’s Acceptable Technology Use, Access and Security Policy](#).

The Grantee shall be responsible for damage to the State's equipment, workplace, and its contents, or for the loss of data, when such damage or loss is caused by the Grantee, Contracted Personnel, or Subcontractors, and shall reimburse the State accordingly upon demand. This remedy shall be in addition to any other remedies available to the State by law or in equity.

14. HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

15. SUBGRANT or SUBCONTRACT

- A. DHS reserves the right of approval of any Grantee’s further contracts, grants, contractors, or grantees under this Agreement, and the Grantee shall report information relating to any further contract, grants, contractors, or grantees to DHS. A change in any further contractor or grantee or a change from a direct service provision to a further contractor or grantee may only be executed with the prior written approval of DHS. In addition, DHS approval may be required regarding the terms and conditions of any further contracts or grants and the further contractor or grantee selected. Approval of any further contracts, grants, contractors, or grantees will be withheld if DHS reasonably believes that the intended further contractor or grantee will not be a responsible contractor or grantee in terms of services provided and costs billed.
- B. The Grantee retains responsibility for fulfillment of all terms and conditions of this Agreement when it enters into any further contract or grant and will be subject to enforcement of all the terms and conditions of this Agreement.

16. GENERAL PROVISIONS

- A. Any payments of monies to the Grantee by DHS for goods and/or services provided under this Agreement shall be deposited in a Federal Deposit Insurance Corporation (the “FDIC”) insured bank. Any balance exceeding FDIC coverage must be collaterally secured.
- B. The Grantee shall conduct all procurement transactions in a manner that provides maximum open and free competition.
- C. If a state public official (see Wis. Stat. § 19.42), a member of a state public official’s immediate family, or any organization in which a state public official or a member of the official’s immediate family owns or controls at least a 10 percent (10%) interest is a party to this Agreement and if this Agreement involves payment of more than \$3,000 within a 12-month period, this Agreement is void unless appropriate written disclosure is made, according to Wis. Stat. § 19.45(6), before signing the Agreement. Written disclosure, if required, must be made to the State of Wisconsin Ethics Commission at:

Wisconsin Ethics Commission
PO Box 7125
Madison, WI 53707-7125
Fax: (608) 264-9319

- D. If the Grantee or Subgrantee is a corporation other than a Wisconsin corporation, it must demonstrate, prior to providing services under this Agreement, that it possesses a *Certificate of Authority* from the State of Wisconsin Department of Financial Institutions, and must have and continuously maintain a registered agent, and otherwise conform to all requirements of Wis. Stat. chs. 180 and 181 relating to foreign corporations.
- E. The Grantee agrees that funds provided under this Agreement shall be used to supplement or expand the Grantee's efforts, not to replace or allow for the release of available Grantee funds for alternative uses.

17. ACCOUNTING REQUIREMENTS

- A. The Grantee's accounting system shall allow for accounting for individual grants, permit timely preparation of expenditure reports required by DHS as contained in Section 6 of this Agreement, and support expenditure reports submitted to DHS.
- B. The Grantee shall reconcile costs reported to DHS for reimbursement or as match to expenses recorded in the Grantee's accounting or simplified bookkeeping system on an ongoing and periodic basis. The Grantee agrees to complete and document reconciliation at least quarterly and to provide a copy to DHS upon request. The Grantee shall retain the reconciliation documentation according to approved records retention requirements.
- C. Expenditures of funds from this Agreement must meet the Department's allowable cost definitions as defined in the Department's Allowable Cost Policy Manual (<https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>).

18. CHANGES IN ACCOUNTING PERIOD

- A. The Grantee shall notify DHS of any change in its accounting period and provide proof of Internal Revenue Service (IRS) approval for the change.
- B. Proof of IRS approval shall be considered verification that the Grantee has a substantial business reason for changing its accounting period.
- C. A change in accounting period shall not relieve the Grantee of the reporting or audit requirements of this Agreement. An audit meeting the requirements of this Agreement shall be submitted within ninety (90) days after the first day of the start of the new accounting period for the short accounting period and within one hundred and eighty (180) days of the close of the new accounting period for the new period. For purposes of determining audit requirements, expenses and revenues incurred during the short accounting period shall be annualized.

19. PROPERTY MANAGEMENT REQUIREMENTS

- A. Property insurance coverage will be provided by the Grantee for fire and extended coverage of any equipment funded under this Agreement which DHS retains ownership of and which is in the care, custody, and control of the Grantee.
- B. DHS shall have all ownership rights in any computer hardware supplied by DHS as a result of this Agreement. DHS shall have all ownership rights in any software or modifications thereof and associated documentation that is designed and installed or developed and installed under this Agreement. The Grantee shall have all ownership rights in any computer hardware funded under this Agreement and will have a nonexclusive, nontransferable license to use for its purposes of the software or modifications and associated documentation that is designed and/or installed under this Agreement.
- C. The Grantee agrees that if any materials are developed under this Agreement, DHS shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use such materials. Any discovery or invention arising out of, or developed in the course of, work aided by this Agreement shall be promptly and fully reported to DHS.

20. AUDITS

- A. *Requirement to Have an Audit:* Unless waived by DHS, the Grantee shall submit an annual audit to DHS if the total amount of annual funding provided by DHS (from any and all of its Divisions or subunits taken collectively) through this and other Grants is \$100,000 or more. In determining the amount of annual funding provided by DHS, the Grantee shall consider both: (a) funds provided through direct Grants with DHS; and (b) funds from DHS passed through another agency which has one or more Grants with the Grantee.
- B. *Audit Requirements:* The audit shall be performed in accordance with generally accepted auditing standards, Wis. Stat. § 46.036, Government Auditing Standards as issued by the U.S. Government Accountability Office, and

other provisions specified in this agreement. In addition, the Grantee is responsible for ensuring that the audit complies with other standards and guidelines that may be applicable depending on the type of services provided and the amount of pass-through dollars received. Please reference the following audit documents for complete audit requirements:

- 2 Code of Federal Regulations (C.F.R.), Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements. The guidance also includes an Annual Compliance Supplement that details specific federal agency rules for accepting federal subawards.
- The State Single Audit Guidelines (SSAG) expand on the requirements of 2 C.F.R. Part 200 Subpart F by identifying additional conditions that require a state single audit. Section 1.4 of the SSAG lists the required conditions.
- DHS Audit Guide is an appendix to the SSAG and contains additional DHS-specific audit guidance for those entities who meet the SSAG requirements. It also provides guidance for those entities that are not required to have a Single Audit but need to comply with DHS subrecipient/contractor audit requirements. An audit report is due to DHS if a subrecipient/contractor receives more than \$100,000 in pass-through money from DHS as determined by Wis. Stat. § 46.036.

- C. *Source of Funding:* DHS shall provide funding information to all subrecipient/contractors for audit purposes, including the name of the program, the federal agency where the program originated, the Assistance Listing number and the percentages of federal, state and local funds constituting the agreement.
- D. *Reporting Package:* The subrecipient/contractor that is required to have a Single Audit based on 2 C.F.R. Part 200 Subpart F and the State Single Audit Guide is required to submit to DHS a reporting package which includes all of the following:
1. General-purpose financial statements of the overall agency and a schedule of expenditures of federal and state awards, including the independent auditor's opinion on the statements and schedule.
 2. Schedule of findings and questioned costs, schedule of prior audit findings, corrective action plan and the management letter (if issued).
 3. Report on compliance and on internal control over financial reporting based on an audit performed in accordance with government auditing standards.
 4. Report on compliance for each major program and a report on internal control over compliance.
 5. Report on compliance with requirements applicable to the federal and state program and on internal control over compliance in accordance with the program-specific audit option.
 6. * DHS Cost Reimbursement Award Schedule. This schedule is required by DHS if the subrecipient/contractor is a non-profit, for-profit, a governmental unit other than a tribe, county, Chapter 51 board or school district; if the subrecipient/contractor receives funding directly from DHS; if payment is based on or limited to an actual allowable cost basis; and if the auditee reported expenses or other activity resulting in payments totaling \$100,000 or more for all of its grant(s) or contract(s) with DHS.
 7. *Reserve Schedule is only required if the subrecipient/contractor is a non-profit and paid on a prospectively set rate.
 8. *Allowable Profit Schedule is only required if the subrecipient/contractor is a for-profit entity.
 9. *Additional Supplemental Schedule(s) required by funding agency may be required. Check with the funding agency.
- *NOTE: These schedules are only required for certain types of entities or specific financial conditions. For subrecipient/contractors that do not meet the federal audit requirements of 2 C.F.R. Part 200 and SSAG, the audit reporting package to DHS shall include all of the above items except items 4 and 5.
- E. *Audit Due Date:* Audits that must comply with 2 C.F.R. Part 200 and the State Single Audit Guidelines are due to the granting agencies nine months from the end of the fiscal period or thirty (30) days from completion of the audit, whichever is sooner. For all other audits, the due date is six months from the end of the fiscal period unless a different date is specified within the contract or grant agreement.
- F. *Sending the Reporting Package:* Audit reports shall be sent by the auditor via email to DHSAuditors@Wisconsin.gov with "cc" to the subrecipient/auditee. The audit reports shall be electronically created pdf files that are text searchable, unlocked, and unencrypted. (Note: To ensure that pdf files are unlocked and text-searchable, do not scan a physical copy of the audit report and do not change the default security settings in your pdf creator.)
- G. *Access to Subrecipient Records:* The auditee must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The auditee shall permit appropriate representatives of DHS to have access to the auditee's records and financial statements as necessary to review the auditee's compliance with federal and state requirements for the use of the

funding. Having an independent audit does not limit the authority of DHS to conduct or arrange for other audits or review of federal or state programs. DHS shall use information from the audit to conduct their own reviews without duplication of the independent auditor's work.

- H. *Access to Auditor's Work Papers*: The auditor shall make audit work papers available upon request to the auditee, DHS or their designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.
- I. *Failure to Comply with the Audit Requirements*: DHS may impose sanctions when needed to ensure that auditees have complied with the requirements to provide DHS with an audit that meets the applicable standards and to administer state and federal programs in accordance with the applicable requirements. Examples of situations when sanctions may be warranted include:
 1. The auditee did not have an audit.
 2. The auditee did not send the audit to DHS or another granting agency within the original or extended audit deadline.
 3. The auditor did not perform the audit in accordance with applicable standards, including the standards described in the SSAG.
 4. The audit reporting package is not complete; for example, the reporting package is missing the corrective action plan or other required elements.
 5. The auditee does not cooperate with DHS or another granting agency's audit resolution efforts; for example, the auditee does not take corrective action or does not repay disallowed costs to the granting agency.
- J. *Sanctions*: DHS will choose sanctions that suit the particular circumstances and also promote compliance and/or corrective action. Possible sanctions may include:
 1. Requiring modified monitoring and/or reporting provisions;
 2. Delaying payments, withholding a percentage of payments, withholding or disallowing overhead costs, or suspending the award until the auditee is in compliance;
 3. Disallowing the cost of audits that do not meet these standards;
 4. Conducting an audit or arranging for an independent audit of the auditee and charging the cost of completing the audit to the auditee;
 5. Charging the auditee for all loss of federal or state aid or for penalties assessed to DHS because the auditee did not comply with audit requirements;
 6. Assessing financial sanctions or penalties;
 7. Discontinuing contracting with the auditee; and/or
 8. Taking other action that DHS determines is necessary to protect federal or state pass-through funding.
- K. *Closeout Audits*: An agreement specific audit of an accounting period of less than 12 months is required when an agreement is terminated for cause, when the auditee ceases operations or changes its accounting period (fiscal year). The purpose of the audit is to close-out the short accounting period. The required close-out agreement specific audit may be waived by DHS upon written request from the subrecipient/contractor, except when the agreement is terminated for cause. The required close-out audit may not be waived when an agreement is terminated for cause.

The auditee shall ensure that its auditor contacts DHS prior to beginning the audit. DHS, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the auditee and the auditor. Payment of increased audit costs, as a result of the additional testing requested by DHS, is the responsibility of the auditee.

DHS may require a close-out audit that meets the audit requirements specified in 2 C.F.R. Part 200 Subpart F. In addition, DHS may require that the auditor annualize revenues and expenditures for the purposes of applying 2 C.F.R. Part 200 Subpart F and determining major federal financial assistance programs. This information shall be disclosed in a note within the schedule of federal awards. All other provisions in 2 C.F.R. Part 200 Subpart F-Audit Requirements apply to close-out audits unless in conflict with the specific close-out audit requirements.

21. OTHER ASSURANCES

- A. The Grantee shall notify DHS in writing, within thirty (30) days of the date payment was due, of any past due liabilities to the federal government, state government, or their agents for income tax withholding, Federal Insurance Contributions Act (FICA) tax, worker's compensation, unemployment compensation, garnishments or other employee related liabilities, sales tax, income tax of the Grantee, or other monies owed. The written notice shall include the amount owed, the reason the monies are owed, the due date, the amount of any penalties or interest (known or estimated), the unit of government to which the monies are owed, the expected payment date, and other related information.

- B. The Grantee shall notify DHS in writing, within thirty (30) days of the date payment was due, of any past due payment in excess of \$500 or when total past due liabilities to any one or more vendors exceed \$1,000 related to the operation of this Agreement for which DHS has reimbursed or will reimburse the Grantee. The written notice shall include the amount owed, the reason the monies are owed, the due date, the amount of any penalties or interest (known or estimated), the vendor to which the monies are owed, the expected payment date, and other related information. If the liability is in dispute, the written notice shall contain a discussion of facts related to the dispute and the information on steps being taken by the Grantee to resolve the dispute.
- C. DHS may require written assurance at the time of entering into this Agreement that the Grantee has in force, and will maintain for the course of this Agreement, employee dishonesty bonding in a reasonable amount to be determined by DHS up to \$500,000.

22. RECORDS

- A. The Grantee shall maintain written and electronic records as required by state and federal law and required by program policies.
- B. The Grantee and its Subgrantee(s) or Subcontractor(s) shall comply with all state and federal confidentiality laws concerning the information in both the records it maintains and in any of DHS' records that the Grantee accesses to provide services under this Agreement.
- C. The Grantee and its Subgrantee(s) or Subcontractor(s) will allow inspection of records and programs, insofar as is permitted by state and federal law, by representatives of DHS, its authorized agents, and federal agencies, in order to confirm the Grantee's compliance with the specifications of this Agreement.
- D. The Grantee agrees to retain and make available to DHS all program and fiscal records for six (6) years after the end of the Agreement period.
- E. The use or disclosure by any party of any information concerning eligible individuals who receive services from the Grantee for any purpose not connected with the administration of the Grantee's or DHS' responsibilities under this Agreement is prohibited except with the informed, written consent of the eligible individual or the individual's legal guardian.

23. CONTRACT REVISIONS AND/OR TERMINATION

- A. The Grantee agrees to renegotiate with DHS the terms and conditions of this Agreement or any part thereof in such circumstances as:
 - 1. Increased or decreased volume of services.
 - 2. Changes required by state and federal law or regulations or court action.
 - 3. Increase or reduction in the monies available affecting the substance of this Agreement.
- B. Failure to agree to a renegotiated Agreement under these circumstances is cause for DHS to terminate this Agreement.
- C. *Non-Appropriation*: DHS reserves the right to cancel any Agreement in whole or in part without prior notice, any penalty, or liability whatsoever due to non-appropriation of funds or receipt of funds by the Legislature or federal government or for failure of the Grantee to comply with terms, conditions, and specifications of this Agreement.
- D. *Termination for Cause*: DHS may terminate this Agreement after providing the Grantee with thirty (30) calendar days written notice of the Grantee's right to cure a failure of the Grantee to perform under the terms of this Agreement, if the Grantee fails to so cure or commence to cure.
 The Grantee may terminate the Agreement after providing DHS a written notice, within one hundred and twenty (120) calendar days, of DHS' right to cure a failure to perform under the terms of this Agreement.
 Upon the termination of this Agreement for any reason, or upon Agreement expiration, each party shall be released from all obligations to the other party arising after the date of termination or expiration, except for those that by their terms survive such termination or expiration.
 Upon termination for cause, the Grantee shall be entitled to receive compensation for any deliverables' payments owed under the Agreement only for deliverables that have been approved and accepted by DHS.
- E. *Termination for Convenience*: Either party may terminate this Agreement at any time, without cause, by providing a written notice. DHS must notify the Grantee at least forty-five (45) calendar days prior to the desired date of termination for convenience. The Grantee must notify DHS at least one hundred and twenty (120) calendar days prior to the desired date of termination for convenience- during this notification period, the Grantee will continue providing services in accordance with the Agreement requirements.
 In the event of termination for convenience, the Grantee shall be entitled to receive compensation for any fees owed under the Agreement and shall also be compensated for partially completed services. In this event,

compensation for such partially completed services shall be no more than the percentage of completion of the services requested, at the sole discretion of DHS, multiplied by the corresponding payment for completion of such services as set forth in the Agreement. Alternatively, at the sole discretion of DHS, the Grantee may be compensated for the actual service hours provided. DHS shall be entitled to a refund for goods or services paid for but not received or implemented, such refund to be paid within thirty (30) days of written notice to the Grantee requesting the refund.

- F. *Cancellation*: DHS reserves the right to immediately cancel this Agreement, in whole or in part, without penalty and without an opportunity for Grantee to cure if the Grantee:
1. Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity;
 2. Allows any final judgment not to be satisfied or a lien not to be disputed after a legally-imposed, thirty (30)-day notice;
 3. Makes an assignment for the benefit of creditors;
 4. Fails to follow the sales and use tax certification requirements of Wis. Stat. § 77.66;
 5. Incurs a delinquent Wisconsin tax liability;
 6. Fails to submit a non-discrimination or affirmative action plan as required herein;
 7. Fails to follow the non-discrimination or affirmative action requirements of subch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law);
 8. Becomes a federally debarred Grantee;
 9. Is excluded from federal procurement and non-procurement Agreements;
 10. Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Agreement;
 11. Fails to maintain the confidentiality of DHS' information that is considered to be Confidential Information, proprietary, or containing Personally Identifiable Information; or
 12. Grantee performance threatens the health or safety of a state employee or state customer.

24. NONCOMPLIANCE AND REMEDIAL MEASURES

- A. Failure to comply with any part of this Agreement may be considered cause for revision, suspension, or termination of this Agreement. Suspension includes withholding part or all of the payments that otherwise would be paid to the Grantee under this Agreement, temporarily having others perform and receive reimbursement for the services to be provided under this Agreement, and any other measure DHS determines is necessary to protect the interests of the State.
- B. The Grantee shall provide written notice to DHS of all instances of noncompliance with the terms of this Agreement by the Grantee or any of its Subgrantees or Subcontractors, including noncompliance with allowable cost provisions. Notice shall be given as soon as practicable but in no case later than thirty (30) days after the Grantee became aware of the noncompliance. The written notice shall include information on the reason for and effect of the noncompliance. The Grantee shall provide DHS with a plan to correct the noncompliance.
- C. If DHS determines that noncompliance with this Agreement has occurred or continues to occur, it shall demand immediate correction of continuing noncompliance and seek remedial measures it deems necessary to protect the interests of the State up to and including termination of the Agreement, the imposing of additional reporting requirements and monitoring of Subgrantee or Subcontractors, and any other measures it deems appropriate and necessary.
- D. If required statistical data, reports, and other required information are not submitted when due, DHS may withhold all payments that otherwise would be paid the Grantee under this Agreement until such time as the reports and information are submitted.

25. DISPUTE RESOLUTION

If any dispute arises between DHS and Grantee under this Agreement, including DHS' finding of noncompliance and imposition of remedial measures, the following process will be the exclusive administrative review:

- A. *Informal Review*: DHS' and Grantee's Grant Administrators will attempt to resolve the dispute. If a dispute is not resolved at this step, then a written statement to this effect must be signed and dated by both Grant Administrators. The written statement must include all of the following:
 1. A brief statement of the issue.
 2. The steps that have been taken to resolve the dispute.
 3. Any suggested resolution by either party.

- B. *Division Administrator's Review*: If the dispute cannot be resolved by the Grant Administrators, the Grantee may request a review by the Administrator of the division in which DHS Grant Administrator is employed, or if the Grant Administrator is the Administrator of the division, by the Deputy Secretary of DHS. The Division Administrator (or Deputy Secretary) must receive a request under this step within fourteen (14) days after the date of the signed unresolved dispute letter in Step A. The Division Administrator or Deputy Secretary will review the matter and issue a written determination within thirty (30) days after receiving the review request.
- C. *Secretary's Review*: If the dispute is unresolved at Step B, the Grantee may request a final review by the Secretary of DHS. The Office of the Secretary must receive a request under this step within fourteen (14) days after the date of the written determination under Step B. The Secretary will issue a final determination on the matter within thirty (30) days after receiving the Step B review request.

26. FINAL REPORT DATE

- A. The due date of the final fiscal reports shall be 45 days after the funding ends per the appropriate profile. Expenses incurred during the profile performance period but reported later than 45 days after the funding ends per the appropriate profile will not be recognized, allowed, or reimbursed under the terms of this Agreement unless determined as allowable by DHS. In the event this occurs, an alternate payment process as determined by DHS would occur. Please reference the GEARS information box for specified profile performance period end dates.
- B. Expenses incurred outside of the Agreement period would be considered not allowable.

27. INDEMNITY

To the extent authorized under state and federal laws, DHS and the Grantee agree they shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of their employees, officers, or agents.

28. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. This Agreement is contingent upon authority granted under the laws of the State of Wisconsin and the United States of America, and any material amendment or repeal of the same affecting relevant funding or authority of DHS shall serve to revise or terminate this Agreement, except as further agreed to by the parties.
- B. DHS and the Grantee understand and agree that no clause, term, or condition of this Agreement shall be construed to supersede the lawful powers or duties of either party.
- C. It is understood and agreed that the entire Agreement between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

29. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Wisconsin. The venue for any actions brought under this Agreement shall be the Circuit Court of Dane County, Wisconsin or the U.S. District Court for the Western District of Wisconsin, as applicable.

30. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

31. ASSIGNMENT

Neither party shall assign any rights or duties under this Agreement without the prior written consent of the other party.

32. ANTI-LOBBYING ACT

The Grantee shall certify to DHS that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The Grantee shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

The Grantee shall use Standard Form LLL (SFLLL) for Disclosure of Lobbying Activities available at: <https://www.gsa.gov/reference/forms/disclosure-of-lobbying-activities>. A completed disclosure must be provided upon Department request.

33. DEBARMENT OR SUSPENSION

The Grantee certifies that neither the Grantee organization nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (including, but not limited to, General Services Administration's list of parties excluded from federal procurement and non-procurement programs). The Grantee further certifies that potential Subgrantees or Subcontractors and any of their principals are not debarred, suspended, or proposed for debarment.

34. DRUG FREE WORKPLACE

The Grantee, agents, employees, Subgrantees or Subcontractors under this Agreement shall follow the guidelines established by the Drug Free Workplace Act of 1988.

35. MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals, each of which together shall constitute a single Agreement.

36. CAPTIONS

The parties agree that in this Agreement, captions are used for convenience only and shall not be used in interpreting or construing this Agreement.

37. SPECIAL PROVISIONS, IF APPLICABLE

The following special provisions are required:

A. Match Requirements: **Local MCH/CYSHCN Match**

Federal regulations require that U.S. states and jurisdictions that receive the Title V Maternal and Child Health (MCH) Services Block Grant to provide 75% match. In order for Wisconsin to collect this match amount, local organizations are required to provide local match in an amount not less than **60%** of the requested grant funds. Tribal agencies, federally designated community health centers and migrant health centers are exempt from this requirement.

- Local match is funding, resources, contributions, provided by the local agency, to further the objectives of the MCH Program, outside of the MCH grant funds.
- Program costs, including match is generally considered eligible if it is budgeted for, complies with Federal regulations, and if it is not charged against any other grant. Match may consist of cash match and in-kind

donations. An organization may not claim as match any costs used to match any other federal grant, award, or contract. No federal dollars may be used for match of this grant except Title XIX and Title XX reimbursements received by the organization for services when such are used to further the objectives of the MCH Program.

- An organization may count as match any local expense which meets the qualifications outlined above and which contributes to the project. For example, the local share of staff costs related to the project, and the value of supplies purchased with local funds and used in the project, may be used as match.
- An organization may also use as match any local share which meets the qualifications outlined above and which consists of effort on the organization's part to pursue the objectives of the MCH Program. For example, if an organization receives funds for a child health program, it may count as match not only the local effort which is directly related to the child health program, but local effort devoted to any other relevant maternal and child health activity.

Grantees will comply with year-end program reporting requirements set by the State of Wisconsin MCH/CYSHCN Program including documentation of **60%** local match (\$0.60 local contribution for every \$1.00 federal), including program income. Grantees report through the GEARS system on the DHS/DES F-00642 Grant Enrollment, Application and Reporting System (GEARS) Expenditure Report form. In the current net expense column, use profile 193002 for reporting MCH match and profile 193001 for reporting CYSHCN match. The original DHS/DES F-00642 form is e-mailed to GEARS (dhs600rcars@wi.gov) with a copy to the State MCH/CYSHCN Contract Administrator/Negotiator.

Reference: Public Health Service (PHS) Grants Policy Statement, U.S. DHHS, 1/1,2007

38. NULL AND VOID

This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature of DHS' and Grantee's Authorized Representatives on this Agreement exceeds sixty (60) days inclusive of the two signature dates.

39. FUNDING CONTROLS

Funding Control	Explanation
0-month	Payments through Jun 30 of the contract year are limited to 0/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
1-month	Payments through Jun 30 of the contract year are limited to 1/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
2-month	Payments through Jun 30 of the contract year are limited to 2/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
3-month	Payments through Jun 30 of the contract year are limited to 3/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
4-month	Payments through Jun 30 of the contract year are limited to 4/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
5-month	Payments through Jun 30 of the contract year are limited to 5/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
6-month	Payments through Jun 30 of the contract year are limited to 6/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
7-month	Payments through Jun 30 of the contract year are limited to 7/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
8-month	Payments through Jun 30 of the contract year are limited to 8/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.
9-month	Payments through Jun 30 of the contract year are limited to 9/12th of the contract with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level.

40. FEDERAL AWARD INFORMATION

DHS Profile Number	159320
FAIN	B0454585
Federal Award Date	8/27/2025
Subaward period of Performance Start Date	1/1/2026
Subaward period of Performance End Date	12/31/2026
Amount of Federal Funds obligated in the subaward	\$9,921
Amount of Federal Funds obligated	\$9,921
Federal Award Project Description	Maternal and Child Health Services
Federal Awarding Agency Name (Department)	DHHS
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listings Number	93.994
Assistance Listings Name	Maternal and Child Health Services Block Grant to the States
Total made available under each Federal award at the time of disbursement	\$11,259,584
R&D?	No
Indirect Cost Rate	6.7%

The information below is used by DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date:	GEARS Contract End Date:	Program Total Contract:
472779	Depere Dph	60	1/1/2026	12/31/2026	\$12,082

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls ¹
159320	CONS CONTRACTS MCH		-	\$9,921	\$9,921	N/A
157720	CONS CONTRACTS CHHD LD		-	\$2,161	\$2,161	6-month
					\$12,082	

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Template Revision: 08/18/2025 (previous templates no longer usable)

2026 Title V Maternal Child Health Program Parameters

The Title V Maternal and Child Health (MCH) Services Block Grant creates federal-state-local partnerships to develop state and local systems to meet the critical challenges facing women, children, youth, families, children and youth with special health care needs (CYSHCN) and communities. Local and Tribal health agencies (LTHA) are encouraged to work with community and state partners to achieve common program goals as well as to assure coordination with all the CYSHCN programs that serve children and youth with special health care needs (i.e., the Resource Centers for CYSHCN and others) as appropriate. States must use at least 30% of Title V Block Grant funds for preventive and primary care programs serving children; and 30% to support programs for CYSHCN.

Target Populations

The populations to be served are all infants, children, and youth, including children and youth with special health care needs, and people who are pregnant and their families, with a special focus on those at risk for poor health outcomes.

State MCH Priorities and Performance Measures

Title V priority needs for 2026-2030 were identified in the most recent comprehensive statewide needs assessment:

- All women experience the safe and stable supports they need to live and thrive from preconception through 12 months postpartum. All women of reproductive age have nearby and affordable contraceptive care options and have safe, positive sexual experiences.
- All infants experience the safe and stable supports they need to live and thrive starting from birth to celebrating their first birthday.
- All children and their families experience timely, nearby, uncomplicated, coordinated care and supports to live and thrive.
- All adolescents have the reliable, timely, nearby mental health supports that they need, and are free from the harms of untreated mental health conditions.
- All children and youth with special health care needs and their families experience timely, nearby, uncomplicated, coordinated supports to live and thrive.
- All families experience emotional and physical safety in their communities, are free from discrimination, and have the social support they need.
- All families have enough food and adequate nutrition to live and thrive.

Maternal Child Health (MCH) Program Parameters: Required Activities

Local and Tribal health agencies (LTHAs) receive Title V (MCH) funds to implement projects that address select Title V priorities. The objectives available to agencies help measure and accomplish the Title V MCH program's overall goals related to adolescent mental health, child development, high quality perinatal care, and infant mortality. LTHAs should use local community health assessments, surveillance data, and other data sources to assist with strategy selection, systematic program planning, and policy development to implement and evaluate each selected strategy.

See the "2026 MCH Template Objectives" document with specific strategies for each objective, *found on the [Division of Public Health Grants and Contracting \(GAC\) System page](#) under "2026 Program Information", Maternal and Child Health (MCH)" section.*

Required activities across all MCH objectives include:

1. Implement and evaluate the selected objective activities agency described in the 2026 MCH Objective Supplement.
2. Collaborate with community partners to promote selected objective(s) throughout the community.
3. Participate in all Learning Community Calls to support progress on selected objective(s).
4. Involve community members in activity planning and ensure engagement throughout the year.
5. Host a site visit to allow your contract administrator to offer technical support, build collaborative relationships, and collect data for program enhancement.
6. [Well Badger Resource Center](#)
 - Confirm agency is listed and information is up to date in the Well Badger Resource Center searchable directory found at www.wellbadger.org.
 - Promote the Well Badger Resource Center using their tools for professionals and partners. For example:
 - i. [Print and/or order Well Badger Resource Center materials](#), such as flyers and posters, and display in areas where clients are served.
 - ii. Include the Well Badger Resource Center phone number and email on agency's voicemail for clients calling outside normal business hours.
 1. Call: 1-800-642-7837 or Text: 608-360-9328
 2. Email: help@wellbadger.org
 - iii. [Incorporate the Well Badger Resource Center social media posts and/or newsletter messages](#) into agency's communication methods.
7. Submit data on objective and activity progress, successes, barriers, and outcomes at the frequency and manner as directed by the Title V MCH program.
8. Utilize data and prevention recommendations from local Fetal Infant Mortality Review (FIMR) and Child Death Review (CDR) teams to inform and align the work of selected MCH objective(s), when applicable. *This does not apply to agencies that do not have a local FIMR or CDR team.*
9. Request technical assistance as needed from agency's assigned MCH contract administrator.
10. All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: *"Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."*
11. Submit a 2026 budget to agency's assigned MCH contract administrator using the Title V budget template available on the [Division of Public Health Grants and Contracting \(GAC\) System page](#) under the 2026 Maternal and Child Health (MCH) section.
 - All future budget changes must be approved by agency's assigned MCH contract administrator. Changes across budget categories of 25% or more (cumulative over the contract year) will need additional approval.
12. Expense & Match Reporting:
 - Agencies receiving federal funds must provide 60% match for all Title V MCH Block grant funds. Agencies that do not meet their MCH match requirement may be subject to repayment of grant funds. Tribal Agencies are not required to report match for Title V MCH annual funding.
 - Expenses and match should be reported monthly using the GEARS Expenditure report available [here](#).
 - Agencies should use profile ID #159320 for Title V MCH expenses (unless directed otherwise) and profile ID #193002 for Title V MCH match.
 - Agencies should copy their MCH contract administrators on all expense and match submissions.



Wisconsin Department of Health Services
Division of Public Health
for
Childhood Lead Poisoning Prevention

I. SCOPE OF WORK (GRANT VIA GEARS)

A. OVERVIEW

Program:	Childhood Lead
Profile(s):	157720
Period of Performance:	01/01/2026 – 12/31/2026
GEARS Contract Year:	2026

B. BACKGROUND AND/ OR CONTEXT

The mission of the Wisconsin Department of Health Services is to protect and promote the health and safety of the people of Wisconsin. The context of this scope of work is to protect children from lead poisoning and its harmful effects. Children most at risk include those 0 – 5 year of age who meet one or more of the following criteria:

- live in high-risk neighborhoods,
- live, or spend significant time, in a house built before 1950.
- live in a house built before 1978 with recent or ongoing renovations
- are enrolled in the Medicaid or WIC program,
- have a sibling or playmate with lead poisoning.

The ultimate goal is to eliminate childhood lead poisoning in Wisconsin. We can accomplish this by slowly lowering the intervention threshold and continuing to work towards primary prevention



where a child never becomes poisoned.

C. COMMUNICATIONS

It is the responsibility of the Grantee to provide this Scope of Work document to appropriate agency staff responsible for programmatic and financial reporting requirements.

The expectation is a minimum of **monthly** communications between DHS and the Grantee. DHS reserves the right to request more frequent communications as deemed necessary. Communications may include but are not limited to:

- Email providing or requesting information.
- Documentation in HHL PSS. Refer to the [Childhood Blood Lead Level Case Management Guidelines](#)
- Programmatic or contractual meetings.
- Reporting including status updates and the submission of GEARS expense reports.

D. POINTS OF CONTACT

The Grantee is responsible for notifying DHS at DHSLeadPoisoningPrevention@dhs.wisconsin.gov if there are any changes in contact information within ten (10) business days.

1. TABLE 1: DPH CONTACT AND ROLE

Name and Contact Information	Role
General Inbox DHSLeadPoisoningPrevention@dhs.wisconsin.gov	Program Contact
Kimberly Schneider Kimberly.schneider@dhs.wisconsin.gov	Contract Manager
Jessica Maloney Jessica.Maloney@dhs.wisconsin.gov	Fiscal Contact



E. GEARS EXPENSE REPORT(S) AND PAYMENT SCHEDULE

The funds will be reimbursed through the Grant Enrollment, Application and Reporting System (GEARS). GEARS expenses must be submitted as actual monthly expenses (either paid or incurred) and these expenses must align with the approved budget and terms and conditions of this Agreement/Contract.

- **GEARS Expense Report(s) and Payment Schedule:** Grantee must report costs incurred on the GEARS Expenditure Report Form ([f-00642](#)) and submit the GEARS Expenditure Report by the **2nd week** of the month via email to the GEARS Unit (dhs600RCars@dhs.wisconsin.gov) with a copy to the DHS program staff (DHSLeadPoisoningPrevention@dhs.wisconsin.gov)
- The GEARS Unit is responsible for issuing payment. The DHS program staff are responsible for ensuring claimed expenses are allowable and agree with approved budgets and scopes of work.
- Final GEARS Expense Reports are due no later than **forty-five (45) days** from the end of the contract period on **12/31/2026**

Failure to follow the GEARS Expense Report(s) and Payment Schedule could result in a dispute(s) whereby DHS can delay or deny payment(s). Reference the [GEARS Payment Processing Schedule](#) and further guidance on [How to Submit GEARS Expenditure Reports](#).

Direct any questions related to the technical aspects of expenditure report processing, monthly payment reports, and reimbursements can email DHSDESBFSGEARS@dhs.wisconsin.gov. Direct all other questions regarding expense reports to the DHS program area DHSLeadPoisoningPrevention@dhs.wisconsin.gov.

F. REPORTING REQUIREMENTS

1. FINANCIAL REPORTING

Additional financial reporting must be provided by the Grantee upon request by DHS. This may include (but not limited to) expenses associated with salaries, supplies, travel, contractual, or other (including copies of receipts documenting the purchase of specific items and timesheets for salaries).



2. PROGRAMMATIC REPORTING

Annual reports are required to be submitted by the first business day of February following the end of the contract term. Grantee will be provided a report form from the DHS program area.

Documentation in HHL PSS will be used as your reporting requirements and should be completed within 2 weeks of each event. Required documentation is outlined below in Additional Information and/or Requests.

Direct all questions regarding reports to the DHS program area (DHSLeadPoisoningPrevention@dhs.wisconsin.gov). Failure to meet a reporting requirement(s) can result in a dispute(s) for noncompliance, default, and/or breach of the agreement terms and conditions.

G. UNALLOWABLE COSTS

Any services provided that are reimbursable by Medicaid are not allowed to be billed to the contract.

Direct all questions regarding eligible expenses to the DHS program area (DHSLeadPoisoningPrevention@dhs.wisconsin.gov).

Contractee must pursue third party payment and/or other funding sources for service provision to children who are eligible for third party payment. This includes billing Medicaid fee-for-service or the appropriate managed care organization for blood lead testing of Medicaid-enrolled children. This also includes billing Medicaid for nurse home visits and environmental investigations for children with blood lead levels ≥ 3.5 $\mu\text{g/dL}$.

H. BUDGET MANAGEMENT

Cost deviation or change from approved budget categories, or the addition of a new category, will require submission of a new budget and will require revised budget approval from DHS prior to incurring costs. The DHS may proactively recommend a revision should spenddown tracking suggest the need to redistribute remaining funds.

Grantee must receive prior approval for any equipment purchases that exceed \$5,000 per the [DHS Allowable Cost Policy Manual \(Section 10a\)](#). Direct all questions regarding budget management or



**WISCONSIN DEPARTMENT
of HEALTH SERVICES**

equipment purchases to the DHS program area
(DHSLeadPoisoningPrevention@dhs.wisconsin.gov.).

I. ADDITIONAL INFORMATION AND/OR REQUIREMENTS

Contractee must deliver public health services to residents by qualified health professionals in a manner that is family centered, unbiased, culturally appropriate, and consistent with the best practices; and delivery of public health programs for communities for the improvement of health status.

Contractees must provide services that support the elimination of childhood lead poisoning and the early detection and treatment of children with lead poisoning including compliance with:

- WI Statute and Administrative Rules:
 - WI Stat 254 (Environmental Health, <http://docs.legis.wi.gov/statutes/statutes/254.pdf>),
 - WI Admin Rule DHS 181 (Reporting of Blood Lead Test Results, http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/181.pdf),
 - WI Admin Rule DHS 163 (Certification for the Identification, Removal and Reduction of Lead-Based Paint Hazards, http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163.pdf), and
 - WI Admin Rule DHS 157 (Radiation Protection, https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/157), as well as
- Practice standards presented in:
 - CDC's Blood Lead Reference Value and Recommended Actions (Oct 2021) <https://www.cdc.gov/lead-prevention/hcp/clinical-guidance/index.html>
 - Low Level Lead Exposure Harms Children: A Renewed Call for Primary Prevention* (https://www.cdc.gov/lead-prevention/about/index.html?CDC_AAref_Val=https://www.cdc.gov/nceh/lead/docs/final_document_030712.pdf, CDC, January 4, 2012),
 - Wisconsin Childhood Lead Poisoning Prevention and Control Handbook (<https://www.dhs.wisconsin.gov/lead/ph-intervention.htm>, under the Handbook tab; rev. 2024), and
 - U.S. Dept of Housing and Urban Development, Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. (2012 Edition; https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines).

Additionally, contractees may borrow equipment from the DHS program area to help them



complete their work under this contract. Contractees are responsible for the equipment while it is in their possession, including:

- **HEPA vacuums:** Contractee may borrow HEPA vacuums from the DHS program area, for use by families of lead poisoned children, to reduce dust in homes. Contractee ensures the vacuum is cleaned before returning it to the DHS program area.
- **XRF devices:** If the contractee requests to borrow an XRF device from the DHS program area to conduct the lead investigation, the contractee will be responsible for the device during the time it is in their possession, including following all requirements for the transfer, storage and use of the device per WI Admin Rule DHS 157 and the DHS program area as outlined in the handbook. Contractee must return XRF devices to the DHS program area within 21 days of borrowing.

Contractee must document the use of any loaned equipment in their annual report to the DHS program area.

J. PROJECT DELIVERABLES

Option 3: Increase blood lead testing, provide nursing case management for confirmed blood lead level of 10 µg/dL or greater, and provide environmental investigation for a venous blood lead level of 10 µg/dL or greater.

Blood Lead Testing

Deliverable: Contractee will work to ensure children are tested according to the Wisconsin Blood Lead Testing Recommendations. Including:

- Monitoring blood lead testing percentages in the current jurisdiction for 1 year olds, 2 year olds, and 3 – 5 years olds not previously tested.
- Ensuring children with a capillary blood lead level greater than or equal to the blood lead reference value receive a confirmatory test within 90 days. Preferably a venous draw.

Tasks:

- Send letters to families with education and reminders for confirmatory blood draws.
- Call families and/or providers to encourage confirmatory blood draws.
- Provide 2by2 campaign materials to clinics and providers.

Nursing Case Management

Deliverable: Provide case management services to children with a blood lead level of 10 µg/dL or greater.

Tasks: For any child with a blood lead level greater than or equal to 10 µg/dL each of the following will be completed within 2 weeks of notification and documented in HLPSS:

- A nurse home visit



- Documented developmental assessment (completed by LHD or child's provider)
- Fill in the [Nursing Case Management Report](#) (F-44771A) and upload into patient attachments in HHLPSS
- If anything cannot be completed within 2 weeks a note must be entered into HHLPSS to explain the delay
- Complete and upload the [Nursing Case Closure Report](#) (F-44771B) once the child has meet closure criteria

Environmental Investigation

Deliverable: Provide environmental investigations on properties of children with a blood lead level of 10 µg/dL or greater.

Tasks: Follow statute 254.164 by completing an environmental investigation for any child with a blood lead level at or above 10 µg/dL. Each of the following will be completed and documented in HLPSS within the specified timelines:

- Environmental investigation at the child's primary residence and all secondary properties within 24 hours – 2 weeks, depending on the blood lead level. (See [Childhood Blood Lead Level Case Management Guidelines](#) Table E for timeframes)
- [Property Investigation Report](#) (F-44771C) and [Risk Assessment Report](#) completed and uploaded into HHLPSS within 2 weeks of receiving test results from the lab related to the environmental investigation.
- [Clearance Report](#) and [Property Investigation Closure Report](#) (F-44771D) completed and uploaded into HHLPSS within 2 weeks of receiving the clearance test results from the lab related to the environmental investigation.

Wisconsin Department of Health Services

Division of Public Health

for

Wisconsin Title V Maternal and Child Health Block Grant Program

SCOPE OF WORK (GRANT VIA GEARS)

A. OVERVIEW

Program	Wisconsin Title V Maternal and Child Health Block Grant Program
Profile ID	159320
Match Profile ID	193002
Period of Performance	01/01/2026-12/31/2026
GEARS Contract Year	2026
Grantee Name	DePere Health Dept.
GEARS Agency Number	472779
Agreement Amount	\$9,921.00
Required Match Amount	\$5,952.60

Non-Appropriation: DHS reserves the right to cancel any Agreement in whole or in part without prior notice, any penalty, or liability whatsoever due to non-appropriation of funds or receipt of funds by the Legislature or federal government or for failure of the Grantee to comply with terms, conditions, and specifications of this Agreement.

B. BACKGROUND OR CONTEXT

The mission of the Wisconsin Department of Health Services is to protect and promote the health and safety of the people of Wisconsin. The context of this scope of work is to implement and evaluate the selected objective activities grantee described in the 2026 MCH Objective Supplement.

Adolescent Mental Health
By December 31, 2026, the agency, in collaboration with community partners, will improve mental health outcomes for youth or increase access to mental health services.
Collaborate with organizational partnerships and youth to plan and implement programs and policies that improve mental health outcomes for youth or increase access to mental health services.
Developmental Screening
By December 31, 2026, the agency, in collaboration with community partners, will improve rates of developmental screening in their community.
Increase community awareness of age-appropriate developmental milestones, the importance of developmental monitoring and screening, and opportunities available for screening, referral, and other resources for families.
Infant Mortality Prevention
Perinatal Mental Health

Additionally, the grantee is responsible for the following activities:

- Collaborate with community partners to promote selected objective(s) throughout the community.
- Participate in all Learning Community Calls to support progress on selected objective(s).
- Involve community members in activity planning and ensure engagement throughout the year.

- Host a site visit to allow your MCH contract administrator to offer technical support, build collaborative relationships, and collect data for program enhancement.
- [Well Badger Resource Center](#)
 - Confirm grantee is listed and information is up to date in the Well Badger Resource Center searchable directory found at www.wellbadger.org.
 - Promote the Well Badger Resource Center using their tools for professionals and partners. For example:
 - [Print and/or order Well Badger Resource Center materials](#), such as flyers and posters, and display in areas where clients are served.
 - Include the Well Badger Resource Center phone number and email on grantee's voicemail for clients calling outside normal business hours.
 - Call: 1-800-642-7837 or Text: 608-360-9328
 - Email: help@wellbadger.org
 - [Incorporate the Well Badger Resource Center social media posts and/or newsletter messages](#) into grantee's communication methods.
- Submit data on objective and activity progress, successes, barriers, and outcomes at the frequency and manner as directed by the Title V MCH program.
- Utilize data and prevention recommendations from local Fetal Infant Mortality Review (FIMR) and Child Death Review (CDR) teams to inform and align the work of selected MCH objective(s), when applicable. This does not apply to agencies that do not have a local FIMR or CDR team.
- Request technical assistance as needed from grantee's assigned MCH contract administrator.

C. COMMUNICATIONS

It is the responsibility of the Grantee to provide this Scope of Work document to appropriate grantee staff responsible for programmatic and financial reporting requirements.

The expectation is a minimum of monthly communications between DHS and the Grantee. DHS reserves the right to request more frequent communications as deemed necessary. Communications may include but are not limited to:

- Email providing or requesting information.
- Programmatic or contractual meetings.
- Reporting including status updates and the submission of monthly GEARS expense reports.

Additional Grantee expectations regarding communication:

- Grantee will ensure program expenses are allowed by DHS and meet Office of Management and Budget guidelines.
- Grantee will contact the DHS contract administrator with requests for any changes to scope of work or budget.
- Grantee will provide quarterly updates on contract activities, including all measurements listed in this document, in the format agreed upon with the DHS contract administrator.
- Grantee will respond to emails from the DHS contract administrator within 5 business days.
- Grantee will attend meetings scheduled with the DHS contract administrator and contact the DHS contract administrator before the meeting if there is a need to reschedule.

D. POINTS OF CONTACT

The Grantee is responsible for notifying the DHS program area contract administrator if there are any changes in contact information within ten (10) business days.

1. TABLE 1: DPH CONTACT AND ROLE

Name	Contact Information	Role
Nikki Ripp	Nikki.Ripp@dhs.Wisconsin.gov	Maternal & Infant Health Unit Supervisor

2. TABLE 2. GRANTEE CONTACT AND ROLE

Name	Contact Information	Role
Chrystal Woller	cwoller@deperewi.gov	Health Officer

E. GEARS EXPENSE REPORT(S) AND PAYMENT SCHEDULE

The funds will be reimbursed through the Grant Enrollment, Application and Reporting System (GEARS). GEARS expenses must be submitted as actual monthly expenses (either paid or incurred) and these expenses must align with the approved budget and terms and conditions of this Agreement/Contract.

- **GEARS Expense Report(s) and Payment Schedule:** Grantee must report costs incurred on the GEARS Expenditure Report Form ([f-00642](#)) and submit the GEARS Expenditure Report by the 14th of the month via email to the GEARS Unit (dhs600RCars@dhs.wisconsin.gov) with a copy to the DHS program staff.
- The GEARS Unit is responsible for issuing payment. The DHS program staff are responsible for ensuring claimed expenses are allowable and agree with approved budgets and scopes of work.
- Final GEARS Expense Reports are due no later than 45 days from the end of the contract period on February 14, 2027.

Failure to follow the GEARS Expense Report(s) and Payment Schedule could result in a dispute(s) whereby DHS can delay or deny payment(s). Reference the [GEARS Payment Processing Schedule](#) and further guidance on [How to Submit GEARS Expenditure Reports](#).

Direct any questions related to the technical aspects of expenditure report processing, monthly payment reports, and reimbursements can email DHSDESBFSGEARS@dhs.wisconsin.gov. Direct all other questions regarding expense reports to the DHS contract administrator or email DHSDPHMCH@dhs.wisconsin.gov.

F. REPORTING REQUIREMENTS

1. FINANCIAL REPORTING

Federal Title V Match: Grantee must provide 60% match (\$0.60 local contribution for every \$1.00 federal) for all Title V grant funds. Grantees that do not meet their match requirements may be subject to repayment of grant funds. Match will be reported by completing GEARS Expenditure Report [form F-00642](#) and using the match profile ID listed at the top of this form. Grantee must copy their MCH contract administrators on all expense and match submissions.

Additional financial reporting must be provided by the Grantee upon request by DHS. This may include (but not limited to) expenses associated with salaries, supplies, travel, contractual, or other (including copies of receipts documenting the purchase of specific items and timesheets for salaries).

All Grantees that receive \$100,000 or more in total funding from DHS (either from this contract alone or through multiple contracts combined) are required to have an audit every 12 months. Please see Section 18 on page 10 of your Grant Agreement for more details. All questions about audits can be directed to DHSauditors@dhs.wisconsin.gov.

2. PROGRAMMATIC REPORTING

Quarterly reports are required throughout agreement period with all reports submitted on or before the agreement period ends. Grantees are required to quantitatively and qualitatively document program deliverables and provide a written statement through the reports. Grantee will be provided report forms and deadlines from the Wisconsin Title V Maternal and Child Health Block Grant Program.

Direct all questions regarding reports to the DHS program area contract administrator. Failure to meet a reporting requirement(s) can result in a dispute(s) for noncompliance, default, and/or breach of the agreement terms and conditions.

G. UNALLOWABLE COSTS

Direct all questions regarding eligible expenses to the DHS program area contract administrator.

H. BUDGET MANAGEMENT

Grantee must submit a 2026 budget to grantee's assigned MCH contract administrator using the Title V budget template available on the [Division of Public Health Grants and Contracting \(GAC\) System page](#) under the 2026 Maternal and Child Health (MCH) section.

Cost deviation or change from approved budget categories more than 25%, or the addition of a new project activity, will require submission of a new budget and will require revised budget approval from DHS prior to incurring costs. The DHS may proactively recommend a revision should spenddown tracking suggest the need to redistribute remaining funds.

Grantee must receive prior approval for any equipment purchases that exceed \$5,000 per the [DHS Allowable Cost Policy Manual \(Section 10a\)](#). Direct all questions regarding budget management or equipment purchases to the DHS program area contract administrator.

I. ADDITIONAL INFORMATION AND/OR REQUIREMENTS

All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: "Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."

If the grantee has a travel policy in effect, the grantee must inform their contract administrator. If the grantee does not have a travel policy in place and their contract is being funded with Federal dollars, then the grantee should calculate travel costs in accordance with federal travel maximum rates. If a grantee does not have a travel policy in place and their contract is funded with state general purpose revenue (GPR) dollars or program revenue dollars, then the grantee should calculate travel costs in accordance with state travel

maximum rates.

While gift cards can be used as incentives in some programs, all gift card purchases must be outlined in a budget approved by the DHS contract administrator. In addition, gift card incentives should be reasonable (generally defined as no more than \$25 each). Gift cards can be used for compensating community expertise that supports the work outlined in the grantee's scope of work and/or objective. Gift Cards **cannot**: (1) be used to incentivize the use of health care services, (2) be offered in the form of cash, (3) be used for entertainment, and (4) be used to purchase tobacco, alcohol or firearms and cannot be transferable to other individuals. As a result, gift cards cannot be purchased from vendors that sell tobacco, alcohol, or firearms unless the vendor offers a specific "food only" or "gas only." For example, Kwik Trip offers gas only gift cards, ALDI's offers food-only gift cards. Gift cards should be stored in a locked cabinet. Upon distribution, the recipient should sign or initial a check out form verifying that they have received their incentive for participation. Grantees are responsible for maintaining documentation. The use of this tracking log is not required but includes important information. For questions regarding the use of gift cards or other incentives using Title V funds, contact the DHS contract administrator.

Raffles are considered a form of gambling and are not an allowable use of grant funds.

All materials for public distribution developed that will be published by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: "Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."

Grantee Name: De Pere Health Department

Direct Costs (Sections I-VI)

I. Personnel Costs

This category is for costs of personnel working on this project. Enter the title of each position funded and list position responsibilities related to this category if their support involves direct services for the project. Consider equitable wages for your staff. Cost sharing positions with the same title, please complete a new line for each staff person. General agency support (accountant, CEO, executive director, etc.)

Position title, X hours at X amount per hour or % FTE of total annual salary, list position responsibilities related to the project

Position title, X hours at X amount per hour or % FTE of total annual salary, list position responsibilities related to the project

Position title, X hours at X amount per hour or % FTE of total annual salary, list position responsibilities related to the project

Position title, X hours at X amount per hour or % FTE of total annual salary, list position responsibilities related to the project

Total Personnel Costs:

II. Fringe Benefit Costs

Provide a description of the components of the fringe rates in the justification box as well as the fringe rate for all individuals. Fringe rates include Social Security Contributions Act (FICA) and Unemployment Insurance, Retirement, Life Insurance, Workers Compensation, Social Security, and other fringe benefits. Fringe rate % x annual salary (listed above) = total fringe.

Position Title, fringe rate % x annual salary (listed above)

Position Title, fringe rate % x annual salary (listed above)

Position Title, fringe rate % x annual salary (listed above)

Total Fringe Benefit Costs:

III. Consultant and Sub-Contract Costs

Sub-contractors may include training providers, transportation contracts, youth advisory boards, guest speakers, etc. List type of subcontract, agency name, and details about services provided. Must include a new line and repeat for each subcontract or consultant.

List contract type and description. X number of hours/sessions at X rate

Total Consultant and Sub-Contract Costs:

IV. Supply Costs

Provide description of supply items required for program implementation. Basic materials may include consumable materials, printing or recruitment events, technology, incentives, educational materials, other miscellaneous program supplies, etc. List the purchase and a calculation of cost, such as X number of items at X cost or provide a calculation for cost based on quantity.

Materials for tabling or recruitment events to include printing costs for youth engagement strategies and support materials for youth advisory boards

Onsite event (college freshman 17-18 year olds) to fund programmatic supplies to reach/engage with students promoting mental health resources (100 students x \$20)

Food for school-based engagement and mental health programming, services and resources (\$10/person x up to 120 participants)

Online ASQ access for 2 schools in English and Spanish (\$600 each school)

Promotional items is to promote and increase use of available services and resources (Onesie to be sent with informational packet directing to health department's website for ASQ information) Qty 176 x \$11.00 each

Total Supply Costs:

V. Operations Costs

This category is for non-supply, day-to-day expenses related to the implementation of this project. Operations cost space/rent, maintenance, cleaning fees, and other general operating expenses. Must include calculation of costs w

Operation cost item, calculation of cost, how it supports program implementation

Operation cost item, calculation of cost, how it supports program implementation

Operation cost item, calculation of cost, how it supports program implementation

Total Operations Costs:

VI. Travel Costs

This category is for travel expenses necessary to the implementation of the project. Must include calculation of cost must be related to grant-funded activities for staff, volunteers or clients, such as site visits or training. Rates must be copy of their travel policy for auditing purposes. If no travel policy exists, the agency must calculate travel rates at contract. Contact your contract administrator for details. Meals are only covered if they are not provided by the ev

In-State Travel

Mileage: Estimated number of miles annually x amount per mile x number of staff, how this travel supports program implementation

Per Diem: Number of days x number of staff x daily meal amount allowed, how this travel supports program implementation

Registration Fee: Estimated conference fees x number of conferences annually x number of staff attending, how this travel supports program implementation

Lodging: Number of employees x number of meetings/trainings x amount per night, how this travel supports program implementation

Out of State Travel

Airfare: Number of staff x estimated round trip airfare cost x number of trips, how this travel supports program implementation

Per Diem: Number of days x number of staff x daily meal amount allowed, how this travel supports program implementation

Registration Fee: Estimated conference fees x number of conferences annually x number of staff attending, how this travel supports program implementation

Lodging: Number of employees x number of meetings/trainings x amount per night, how this travel supports program implementation

Other: Calculation of cost, how it supports program implementation

Other: Calculation of cost, how it supports program implementation

Total Travel Costs:

Total Direct Costs (Categories I-VI)

VII: Indirect Costs
<i>Indirect costs consist of the administrative expenses of doing business such as accounting and personnel that do not include the director, accounting, office assistants) but are necessary for the general operation of the organization and the activities of the organization. If the organization has a Cost Rate Agreement (NICRA) or a separate agreement directly with DHS, indirect costs are limited to 10% of the total award. If the organization does not have a Cost Rate Agreement, indirect costs that total no more than 10% of the total award or agencies may claim a percentage of the award and the total award.</i>
<i>Indirect rate x total award (include description of what this includes).</i>
Total Indirect Costs:
Total by objective (I-VII):
Total

Final 8/9/24

Adolescent Mental Health		Developmental Screening	
on responsibilities related to the project. Supervisory roles should only be mentioned in should be calculated by wages (hourly or annual salary) x FTE. If you have multiple staff (executive director, etc.) should be included under Indirect Costs.			
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0.00		\$0.00
Included positions. Benefit components may include items such as Federal Insurance Security, Health Insurance, Dental Insurance, paid vacation, and disability. Only include			
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Implementation partners, or other arrangements where your agency provides funds for a calculation of costs, for example: X number of hours or sessions at X rate. Add a			
			\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Office supplies (e.g., postage, paper, pens, office chairs, desks, markers), materials for, and other supplies priced less than \$5,000. All supplies must include justification for on similar programs expenses or justified by X amount per FTE.			
	\$3,585.00		\$0.00
	\$2,000.00		\$0.00

s may include website maintenance, utilities, internet service fees, payroll fees, office which can be based on the number of FTE's dedicated to this project.	
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
ts which can be based on the number of FTE's dedicated to this project. Reimbursement be calculated in accordance with the agency's travel policy. Agencies should maintain a either the Wisconsin state rate OR federal rate, depending on the source funding the ent.	
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$6,785.00	\$3,136.00

<i>not provide direct program services (e.g. supervisory support from a CEO or executive activities it performs. Unless your agency or Tribal Nation has a Negotiated Indirect Cost award amount. Must indicate how this is calculated. Agencies can list line items for and indicate which expenses are included in the percentage.</i>	
\$0.00	\$0.00
\$0.00	\$0.00
\$6,785.00	\$3,136.00

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. [Disclosure of Lobbying Activities \(Standard Form-LLL\)](#)

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and Contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Official Authorized to Sign Application)

(Date)

Chrystal Woller

Health Officer/Health Department Director

(Print Name)

(Title)

(Agency / Contractor Name)

(Title of Program)

DEPARTMENT OF HEALTH SERVICES
Division of Enterprise Services
F-01788 (03/2022)

STATE OF WISCONSIN

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE – Official Authorized to Sign Application		Date Signed
For (Name of Vendor)	Unique Entity Identifier (UEI), if applicable	

Department of Health Services
Division of Enterprise Services
F-03400 (07/2025)

State of Wisconsin

Attestation of Filing Assurance of Compliance (Form HHS 690)

As a condition of receiving new or continued federal funding from the U.S. Department of Health and Human Services (HHS), on or after April 16, 2025, domestic recipients, subrecipients, and contractors must file an Assurance of Compliance ([Form HHS 690](#)) with the HHS Office for Civil Rights (OCR).

This filing requirement aligns with Executive Order (E.O.) 14173 "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," which affirms, amongst other things, that contractual counterparties or grant recipients of federal funds must certify that it does not operate programs that violate any applicable Federal anti-discrimination laws.

In alignment with HHS policy, DHS, as the recipient of HHS funds, must ensure that all subrecipients and contractors receiving federal HHS funds through DHS attest that they have submitted Form HHS 690 to OCR.

HHS reserves the right to terminate financial assistance awards and claw back all funds if the recipients, during the term of this award, operate any program in violation of Federal anti-discriminatory laws or engages in prohibited boycott. Per the [HHS Grants Policy Statement](#), domestic recipients, subrecipients, and contractors are subject to these conditions.

By signing below, you certify that your organization has submitted Form HHS 690 to the HHS Office of Civil Rights.

Signature — Official Authorized to Sign Application:

_____ Date signed: _____

For (Name of Subrecipient or Contractor) (printed):

_____ Date signed: _____

Certificate Of Completion

Envelope Id: 7D352D48-72CC-46D3-9AF7-27C2FBC2C1D7
 Subject: MP - De Pere HD - 2026 DPH Consolidated Contract - 435100-G26-DPHCC26-17
 Source Envelope:
 Document Pages: 46
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
 Yvette Smith
 201 East Washington Avenue
 Madison, WI 53703
 yvettea.smith@dhs.wisconsin.gov
 IP Address: 136.226.109.92

Record Tracking

Status: Original
 12/8/2025 12:52:57 PM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected

Holder: Yvette Smith
 yvettea.smith@dhs.wisconsin.gov
 Pool: StateLocal
 Pool: DHS

Location: DocuSign

Location: Docusign

Signer Events

Amanda Ross
 amandal.ross@dhs.wisconsin.gov
 Paralegal
 Department of Health Services
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 E5797DAC2816495...

Signature Adoption: Pre-selected Style
 Using IP Address: 165.225.59.50

Timestamp

Sent: 12/8/2025 12:56:01 PM
 Viewed: 12/11/2025 3:27:13 PM
 Signed: 12/11/2025 3:28:56 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Chrystal Woller
 cwoller@deperewi.gov
 Health Officer/Health Department Director
 Security Level: Email, Account Authentication
 (None)

Sent: 12/11/2025 3:28:59 PM
 Viewed: 12/11/2025 3:46:09 PM

Electronic Record and Signature Disclosure:

Accepted: 12/11/2025 3:46:09 PM
 ID: 89b3e4f5-8f0c-4a46-a36f-7ac62432120c

Anna Benton
 anna.benton@dhs.wisconsin.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
DHS DPH Contract Routing dhsdphcontractrouting@dhs.wisconsin.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/8/2025 12:56:00 PM
DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/8/2025 12:56:01 PM
GEARS Contracts DHSCARContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/8/2025 12:56:01 PM
Kelly Burke kburke@mail.de-pere.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/11/2025 3:29:00 PM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/11/2025 3:29:00 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/8/2025 12:56:02 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.



City of De Pere, Wisconsin

I.5

Request for Finance/Personnel Committee **Action**

MEETING DATE:	January 13, 2026
DEPARTMENT:	Development Services
FROM:	Quasan Shaw, Community & Economic Development Specialist
SUBJECT:	Consideration and Possible Action regarding changes to the De Pere Home Improvement Loan Program.*
RECOMMENDED ACTION:	Staff recommends approval

ATTACHMENTS:

FP Housing Program Memo - 01132026, De Pere Home Improvement Program Information 2026

CITY OF DE PERE MEMO



To: Mayor James Boyd
Finance and Personnel Committee

From: Quasan Shaw, Economic Development Planner

Date: January 13, 2026

RE: **Consideration and Possible Action regarding changes to the De Pere Home Improvement Loan Program***

The City created the Deeper Roots- Housing Stock Improvement Program in 2023 to assist with home rehabilitation for those who qualify under the affordable housing program. In 2025 we changed the program name to the De Pere Home Improvement Loan, increased the loan amount to \$50,000, set an interest rate to 1.5 % below the 10-year US Treasury Note with a 15-year term. The City funded 2 loans last year for \$54, 151.

After speaking with the City's Health Department regarding lead safe repairs, we are proposing the following changes to the Home Improvement Loan Program:

- (1) Allow for lead safe repairs of identified lead-based paint hazards, such as replacing windows, doors, paint and varnish that has been identified by the City of De Pere Health Department.
- (2) Establish an interest rate of 1% and amortize for up to 15-year term for lead safe repair loan applicants.

Program applicants shall continue to be reviewed by the RDA recommended to the Common Council for approval, similar to Façade Grants.

Full Program details are attached to this memo

DE PERE[®]



RUNS DEEPER

Home Improvement Loan

City of De Pere, Wisconsin

**Development Services Department
January 2026**

A. Summary Description

The City of De Pere's Home Improvement Loan intends to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The program is administered by the City of De Pere Development Services Department and the City of De Pere Redevelopment Authority. This program will work to achieve the goals outlined in the City of De Pere Comprehensive Plan. Establishing such a program will work to achieve the Comprehensive Plan's Housing Goal Statement by "Providing an adequate supply of affordable housing for individuals of all income levels throughout each community."

Nearly 47% of De Pere's housing stock was constructed before 1980, and although many homes have been well maintained, many of the older housing stock no longer meets the needs of today's households, particularly young families with children. The program will make De Pere a more affordable option for existing owners by removing the cost burden of necessary upgrades and may attract homebuyers looking to use the upgrades to customize the home to their specific needs and wants.

Funds from the program will be available as a primary or second mortgage loan at 1.5 percentage points below the 10-year treasury rate over the 15-year life of the loan at the time of the loan. Program funds will be funded through TIF funds from the closure of TID No. 6 and any future TIDs, in addition to any funding made available from the City and City Partners. Important by-products resulting from home improvements made through this program include sustaining a school-age population of children, improving the energy efficiency of the City's housing stock, stabilizing the City's tax base, and building and enhancing community capacity, and improving aesthetics.

The loan program's total allocation is \$500,000, of which \$100,000 is funded through the City's allocation of American Rescue Plan Act (ARPA) funding and \$400,000 from the Affordable Housing Fund.

B. Eligibility Requirements

Eligible applicants include those purchasing or residing in a home within the City of De Pere and looking to make substantial system or structural improvements to the home to enhance its efficiency and bring it to modern standards.

Owner-Occupied Single-Family Home:

The funding applicant must occupy homes as the owner for the entirety of the loan. The program is limited to those making 120% or less than the area county median income reported by the US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

Estimated Maximum Family Income Limits at Percent (%) of HUD Estimated 2024 County Median Income										
% of AMI	COUNTY	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
20%	Brown	\$ 13,720	\$ 15,680	\$ 17,640	\$ 19,600	\$ 21,180	\$ 22,740	\$ 24,320	\$ 25,880	\$ 27,440
30%	Brown	\$ 20,580	\$ 23,520	\$ 26,460	\$ 29,400	\$ 31,770	\$ 34,110	\$ 36,480	\$ 38,820	\$ 41,160
40%	Brown	\$ 27,440	\$ 31,360	\$ 35,280	\$ 39,200	\$ 42,360	\$ 45,480	\$ 48,640	\$ 51,760	\$ 54,880
50%	Brown	\$ 34,300	\$ 39,200	\$ 44,100	\$ 49,000	\$ 52,950	\$ 56,850	\$ 60,800	\$ 64,700	\$ 68,600
60%	Brown	\$ 41,160	\$ 47,040	\$ 52,920	\$ 58,800	\$ 63,540	\$ 68,220	\$ 72,960	\$ 77,640	\$ 82,320
70%	Brown	\$ 48,020	\$ 54,880	\$ 61,740	\$ 68,600	\$ 74,130	\$ 79,590	\$ 85,120	\$ 90,580	\$ 96,040
80%	Brown	\$ 54,880	\$ 62,720	\$ 70,560	\$ 78,400	\$ 84,720	\$ 90,960	\$ 97,280	\$ 103,520	\$ 109,760
90%	Brown	\$ 61,740	\$ 70,560	\$ 79,380	\$ 88,200	\$ 95,310	\$ 102,330	\$ 109,440	\$ 116,460	\$ 123,480
100%	Brown	\$ 68,600	\$ 78,400	\$ 88,200	\$ 98,000	\$ 105,900	\$ 113,700	\$ 121,600	\$ 129,400	\$ 137,200
110%	Brown	\$ 75,460	\$ 86,240	\$ 97,020	\$ 107,800	\$ 116,490	\$ 125,070	\$ 133,760	\$ 142,340	\$ 150,920
120%	Brown	\$ 82,320	\$ 94,080	\$ 105,840	\$ 117,600	\$ 127,080	\$ 136,440	\$ 145,920	\$ 155,280	\$ 164,640

C. Eligible Properties

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family

residential property. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere.

Additionally, owner-occupied homes located within the City of De Pere that are listed on the National, State, or Local Historic Registers—whether part of a larger historic district or designated as an individual historic property—are eligible for the higher 150% property median value eligibility guidelines, rather than the standard 100% guideline applied to non-historic properties.

This determination will be based on the most recent values from the City of De Pere assessment data or the US Census Bureau at the time of the loan application. For example, on the 2018-2022 ACS, the median assessed value of residential property was \$332,979.

D. Eligible Uses of Loan Funds

Many of the older existing homes in the near downtown neighborhoods in the City of De Pere are smaller and could be considered less desirable to new home purchasers looking for more living space. Therefore, program funds may be used to add or remodel living space. Please note that funds may only be used for improvements made on the primary housing structure, not any accessory structures on a particular lot unless an accessory dwelling unit or backyard cottage is added to a structure or lot. Work on garages where the primary use is parking cars used by the resident household is an eligible use of loan funds; however, higher priority will be given to attached garages or garages where the primary use is parking cars – other accessory garages do not qualify.

Funds may also be used to upgrade home systems, including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to comply with current standards and codes or to modernize them to current quality, efficiency, and performance levels. Funds shall not be used to replace or maintain home components that are expected to be replaced periodically, such as water heaters, appliances, and fixtures. Repayment of any loan application fees incurred as part of this program is an eligible use of loan funds received. All systems (listed above) impacted by improvements shall be brought into full code compliance before receiving an occupancy permit. In addition to home system upgrades, loan funds may be used for sump pump connection, window replacement, insulation improvements, or other measures to increase the home's heating and cooling efficiency and overall performance.

Funds may also be used for lead safe repairs of identified lead-based paint hazards, such as replacing windows, doors, paint and varnish that has been identified by the City of De Pere Health Department.

The maximum amount of any loan award will be \$50,000 of which a maximum of 30% can be used for interior improvements. All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of De Pere in its sole discretion.

Applicants must obtain up to three quotes from contractors for the proposed scope of work. The property owner will select which contractor they would like to complete the project, and all parties must sign the final paperwork before work commences. The owner is not required to select the lowest bidding contractor.

E. Ineligible Loan Expenditures

1. The repair or replacement of dog houses or any other structure for animals.
2. Any interior projects to the detached garage or accessory building.
3. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed loan commitment with the City.
4. Purchasing permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
5. Proposed projects that are solely demolition.

6. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home or neighborhood.

F. Loan Terms and Conditions

The maximum amount of any loan award will be \$50,000. Loans will consist of interest rate of 1.5 percentage points below the 10-year treasury rate for up to 15-year loan term, and act as a second mortgage with no principal or payments due for 6 months following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, or when homeowner ceases to occupy home as primary residence, whichever comes sooner. At the end of the loan term, the amount of the loan must be repaid in full.

Homes that apply and qualify for the lead safe repairs, the maximum loan amount will be \$50,000 with a 15 year term at 1% interest rate.

Applicants must be the owner as registered with the Brown County Register of Deeds Office. Applicant must sign a lien and promissory note on the property. If home was purchased on a Land Contract, the vendor must also sign the loan documents. Applicants may work with financial institutions to cover the balance of home improvement costs not covered by the loan. Construction on improvements must begin within thirty (30) days of loan approval and shall be completed within 1 year of the start of construction. The applicant shall submit documentation of all mortgages or liens on the property with their formal application.

The City of De Pere staff or designee will keep a record of the dates of loan approval and the start of construction. The De Pere City staff shall provide a letter authorizing the subordination of this improvement mortgage to the existing mortgage holders in the event the homeowner/applicant wishes to refinance. The De Pere City Staff reserves the right to take and use photographs, as well as develop project summaries of improvements for publicity purposes.

G. Process

1. Submit the completed application form, with necessary attachments, to the Development Services Department. The Redevelopment Authority will act on complete applications within sixty (60) days. Depending upon the project, the applicant may need to also seek Zoning Administrator and/or Plan Commission design review concurrent with the Redevelopment Authority review. A separate application form must be completed if a site plan or design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if the home is located within a historic district or is designated as a historic structure. The Senior Planning/Zoning Administrator and/or Building Inspection Division may be consulted to determine whether a design review and/or Certificate of Appropriateness is required.
2. Upon all necessary committee and staff approvals, the applicant or contractor prepares final plans, cost estimates, and construction schedules, which must be submitted to the Building Inspection Division for review and issuance of a building permit. If the final plans are not substantially similar to plans approved by staff or any necessary committees, additional review will be required.
3. The Building Inspection Division will send a letter or permit to the applicant upon approval of the building plans.
4. Upon loan commitment, the property owner enters into an agreement with the contractor to do the work, and the contractor obtains the necessary permits (application approval does not release the applicant from obtaining all relevant building permits).
5. The Common Council and applicant approve the loan agreement, outlining the terms of the agreement and the proposed scope of work approved by the Building Inspection Division.

6. Appropriate documentation, such as invoices, must be submitted to the Development Services Department for documentation.
7. The City and the Applicant complete the loan approval and transfer funds.

The City reserves the right to amend the process for large renovation projects that could require multiple months with contractor draw requests.

H. Questions and Contacts

City of De Pere

ATTN: Quasan Shaw

335 S. Broadway

De Pere, WI 54115

Email: qshaw@deperewi.gov

EXHIBIT A: EXAMPLE AMORTIZATION SCHEDULE



City of De Pere, Wisconsin

I.6

Request for Finance/Personnel Committee Action

MEETING DATE:	January 13, 2026
DEPARTMENT:	City Attorney
FROM:	Joanne Bungert, City Attorney
SUBJECT:	Consideration and Possible Action on an Ordinance Adopting Section 10-12 of the De Pere Municipal Code Creating The De Pere Youth Commission.*
RECOMMENDED ACTION:	Motion to Approve.

In follow-up to the November 2025 Finance/Personnel Committee meeting, the Law Department prepared the attached DRAFT ordinance creating The De Pere Youth Commission. Upon approval and recommendation of this Committee, the ordinance will be brought to the Common Council for final approval and insertion in the De Pere Municipal Code.

ATTACHMENTS:

Youth Commission Draft Ordinance-v3

ORDINANCE #26-XX

ADOPTING SECTION 10-12, DE PERE MUNICIPAL CODE,
CREATING THE DE PERE YOUTH COMMISSION

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN DOES ORDAIN AS
FOLLOWS:

Section 1: Sec. 10-12, De Pere Municipal Code is hereby created to read:

10-12. – De Pere Youth Commission.

- (a) *Purpose.* The De Pere Youth Commission is hereby established for the City of De Pere. The purpose of the De Pere Youth Commission shall be to provide a formal mechanism for youth engagement in municipal government, foster leadership development, and promote civic responsibility among youth. The Commission shall advise the Common Council and City departments on issues affecting youth and assist in the development of programs and initiatives that enhance the quality of life for young residents.
- (b) *Membership.* The Commission shall be comprised of at least seven (7) but not more than fifteen (15) members, who are students between the ages of 14 and 18 and reside in the City of De Pere or attend school in either the Unified School District of De Pere or the School District of West De Pere. The Mayor shall appoint the Commission members, subject to confirmation by the Common Council, which shall be selected through an application process, conducted by a selection committee designated by the Mayor. In the event the number of applicants exceeds the number of available member positions for any given term, a priority shall be given to applicants residing in the City of De Pere. Terms shall be for one (1) year, beginning the 4th Wednesday of May of each year. Thereafter, members may be reappointed through High School Senior Graduation. The Common Council may designate one or more Alders to serve as Council Liaisons to the Commission for such terms as determined by council.
- (c) *Officers, Meetings.* At the start of each term, the Commission shall elect a Chair, Vice Chair and Secretary from among its members by majority vote. The Chair shall preside at meetings of the Commission and shall have the right to vote. The Vice-Chair shall, in case of absence or disability of the Chair, perform the duties of the Chair. The Secretary shall keep records of each meeting by taking minutes, showing all actions taken and recommendations made. A copy of such minutes shall be filed with the City Clerk. The Commission shall meet not less than monthly and may hold additional meeting as it deems necessary. A majority of the Commission's members shall constitute a quorum.

(d) *Rules and Procedures.* The Commission may adopt rules and bylaws, not inconsistent herewith, for the transaction of business. The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, shall govern the Commission in all cases in which they are applicable and in which they are not inconsistent with rules contained in this chapter or adopted by the Commission.

(e) *Powers and Duties.* The Commission shall serve in an advisory capacity to the Common Council and other City departments on matters affecting youth in the City of De Pere. The Commission shall:

- (1) Report annually to the Common Council, or more frequently as requested, on its activities, findings, and recommendations.
- (2) Advise the Common Council on policies, programs, and initiatives that impact youth within the City.
- (3) Promote public interest in and understanding of youth issues and activities within the City of De Pere.
- (4) Foster youth involvement in municipal decision-making by creating forums or focus groups that allow youth to raise issues and provide input to the Common Council, City departments, and influence policy formulation.
- (5) Encourage cooperation and interaction among social, health, and recreational programs offered by the City, including collaboration with teen advisors from the Park Board and Sustainability Commission.
- (6) Develop realistic goals and measurable outcomes aimed at improving conditions and prospects for youth in the City, including the creation of methodologies to monitor progress toward achieving these improvements.

Section 2. The current sections of Chapter 10 of this Code are hereby renumbered as follows:

1. Section 10-12, Dual Citizen Membership on Boards and Commissions, is renumbered as Section 10-13;
2. Section 10-13, Code of Ethics, is renumbered as Section 10-14;
3. Section 10-14, Public Records, is renumbered as Section 10-15;
4. Section 10-15, Continuity of Government, is renumbered as Section 10-16.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2026.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: _____

Publication Date: _____

Effective Date: _____



City of De Pere, Wisconsin

I.7

Request for Finance/Personnel Committee Action

MEETING DATE: January 13, 2026
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Cash and Investments Report for October 31, 2025.
RECOMMENDED ACTION:

I have attached a summary of the City's Cash and Investments for your information and review as of October 31st, 2025. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through October was \$1,326,408.63. In October, we received \$426,707.93 from the State for connecting highway and transportation aids into our LGIP account. We also closed our ARPA account with the LGIP as all projects have now been completed, and all funds are spent. Both the Associated Bank Trust and Charles Schwab Investments increased due to dividends and interest. Feel free to contact me should you have any questions about this item.

ATTACHMENTS:

Investment Summary-October 2025, Yearly Summary-October 2025, Yearly Summary-Dec. 2024

DE PERE CASH AND INVESTMENTS SUMMARY

October 31, 2025

*Updated the Money Market/ICS line to be cumulative interest.

CASH ACCOUNTS					
CHECKING ACCOUNTS		BALANCE			
CITY CHECKING		\$		39,402,332.57	
PROPERTY TAX CHECKING		\$		1,000.00	
HEALTH CHECKING		\$		211,438.27	
DENTAL CHECKING		\$		94,912.78	
TOTAL CASH		\$		39,709,683.62	

INVESTMENTS					
	JAN 1 BALANCE		BALANCE	INTEREST AND APPRECIATION	RATE OF RETURN
LGIP	11,214,276.91	\$	9,890,909.95	\$ 462,215.60	4.36%
ASSOCIATED BANK TRUST	5,319,990.57	\$	5,543,850.67	\$ 223,860.10	5.05%
CHARLES SCHWAB INVESTMENTS	6,686,473.66	\$	6,948,630.82	\$ 262,157.16	4.70%
*MONEY MARKET/ICS	3,909,023.89	\$	12,291,523.10	\$ 378,175.77	4.37%
TOTAL INVESTMENTS	\$ 27,129,765.03	\$	34,674,914.54	\$ 1,326,408.63	

TOTAL CASH AND INVESTMENTS	\$	74,384,598.16			
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NOTE: The City budgeted \$2,000,000 for general fund revenues in the 2025 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
OCTOBER 31, 2025

	31-Jan-2025	28-Feb-2025	31-Mar-2025	30-Apr-2025	31-May-2025	30-Jun-2025
CHECKING ACCOUNTS						
CITY CHECKING	8,755,035.10	6,920,951.59	9,302,479.39	8,078,173.90	5,309,622.47	2,137,719.43
REAL & PPT TAX CHECKING	27,032,373.51	12,616,784.81	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	474,815.36	536,579.01	422,196.54	365,583.23	397,111.37	180,410.37
DENTAL CHECKING	87,718.73	83,340.12	85,387.36	84,083.67	87,018.03	91,711.87
TOTAL CASH	\$ 36,349,942.70	\$ 20,157,655.53	\$ 9,811,063.29	\$ 8,528,840.80	\$ 5,794,751.87	\$ 2,410,841.67
INVESTMENTS						
LGIP	11,684,103.57	11,390,123.60	12,812,453.30	13,286,611.84	15,263,762.16	15,280,455.03
ASSOCIATED BANK TRUST	5,342,673.83	5,377,179.54	5,399,549.84	5,433,406.27	5,433,495.49	5,465,004.19
CHARLES SCHWAB INVESTMENTS	6,707,443.35	6,739,321.78	6,768,723.53	6,806,423.44	6,802,158.53	6,853,862.45
MONEY MARKET	3,923,499.08	3,936,621.86	12,972,700.64	13,019,189.17	13,067,399.46	13,114,213.03
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ 27,443,246.78	\$ 37,953,427.31	\$ 38,545,630.72	\$ 40,566,815.64	\$ 40,713,534.70
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ 47,600,902.31	\$ 47,764,490.60	\$ 47,074,471.52	\$ 46,361,567.51	\$ 43,124,376.37

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
CITY CHECKING	1,030,579.89	977,621.96	45,295,158.37	39,402,332.57	-	-
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	-	-
HEALTH CHECKING	201,715.26	281,295.76	330,566.54	211,438.27	-	-
DENTAL CHECKING	92,823.92	91,335.28	96,951.47	94,912.78	-	-
TOTAL CASH	\$ 1,326,119.07	\$ 1,351,253.00	\$ 45,723,676.38	\$ 39,709,683.62	\$ -	\$ -
INVESTMENTS						
LGIP	20,437,619.26	9,494,068.12	9,528,034.25	9,890,909.95	-	-
ASSOCIATED BANK TRUST	5,468,873.73	5,510,457.63	5,527,356.59	5,543,850.67	-	-
CHARLES SCHWAB INVESTMENTS	6,870,468.23	6,907,507.96	6,930,841.60	6,948,630.82	-	-
MONEY MARKET	12,162,306.27	12,205,863.49	12,248,798.69	12,291,523.10	-	-
TOTAL INVESTMENTS	\$ 44,939,267.49	\$ 34,117,897.20	\$ 34,235,031.13	\$ 34,674,914.54	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 46,265,386.56	\$ 35,469,150.20	\$ 79,958,707.51	\$ 74,384,598.16	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	\$ 25,804,795.35	\$ 14,557,951.86	\$ 5,803,797.76	\$ 5,347,692.59	\$ 2,790,550.44	\$ 3,233,242.27
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	\$ 30,523,840.26	\$ 30,300,262.46	\$ 38,140,918.46	\$ 38,584,085.28	\$ 39,729,633.86	\$ 39,853,208.62
TOTAL CASH AND INVESTMENTS	\$ 56,328,635.61	\$ 44,858,214.32	\$ 43,944,716.22	\$ 43,931,777.87	\$ 42,520,184.30	\$ 43,086,450.89

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	1,972,185.65	2,073,383.90
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	16,203,476.44
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	824,097.82	701,634.09
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	88,453.72	90,200.19
TOTAL CASH	\$ 7,181,926.45	\$ 1,768,278.91	\$ 8,806,143.16	\$ 4,653,845.89	\$ 2,885,737.19	\$ 19,068,694.62
INVESTMENTS						
LGIP	20,971,586.74	17,522,703.29	14,947,368.10	14,967,477.54	14,919,096.80	11,214,276.91
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	5,312,234.41	5,319,990.57
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	6,665,667.33	6,686,473.66
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	7,887,021.96	3,909,023.89
TOTAL INVESTMENTS	\$ 40,530,606.70	\$ 37,214,847.95	\$ 34,751,687.76	\$ 34,776,915.69	\$ 34,784,020.50	\$ 27,129,765.03
TOTAL CASH AND INVESTMENTS	\$ 47,712,533.15	\$ 38,983,126.86	\$ 43,557,830.92	\$ 39,430,761.58	\$ 37,669,757.69	\$ 46,198,459.65



City of De Pere, Wisconsin

I.8

Request for Finance/Personnel Committee Action

MEETING DATE: January 13, 2026
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Cash and Investments Report for November 30th, 2025.
RECOMMENDED ACTION:

I have attached a summary of the City's Cash and Investments for your information and review as of November 30th, 2025. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through November was \$1,441,494.28. In November, we received \$1,786,167.70 into our LGIP account from the State for our shared revenue payment. Both the Associated Bank Trust and Charles Schwab Investments increased due to dividends and interest. We also made some changes to our accounts and switched our health and dental checking to be ZBA (zero balance account). This means that nightly any transactions that hit those accounts sweep to/from our General Checking. Feel free to contact me should you have any questions about this item.

ATTACHMENTS:

Investment Summary-November 2025, Yearly Summary-November 2025, Yearly Summary-Dec. 2024

DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2025

*Updated the Money Market/ICS line to be cumulative interest.

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 38,235,745.62
PROPERTY TAX CHECKING	\$ -
HEALTH CHECKING	\$ -
DENTAL CHECKING	\$ -
TOTAL CASH	\$ 38,235,745.62

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTEREST AND APPRECIATION	RATE OF RETURN
LGIP	11,214,276.91	\$ 11,712,549.80	\$ 497,143.81	4.33%
ASSOCIATED BANK TRUST	5,319,990.57	\$ 5,567,701.52	\$ 247,710.95	5.08%
CHARLES SCHWAB INVESTMENTS	6,686,473.66	\$ 6,965,813.61	\$ 279,339.95	4.56%
ICS - TAX ACCOUNT	1,000.00	\$ 1,000.73	\$ 0.73	3.85%
*MONEY MARKET/ICS	3,909,023.89	\$ 12,331,646.90	\$ 417,298.84	4.32%
TOTAL INVESTMENTS	\$ 27,130,765.03	\$ 36,578,712.56	\$ 1,441,494.28	
TOTAL CASH AND INVESTMENTS		\$ 74,814,458.18		

NOTE: The City budgeted \$2,000,000 for general fund revenues in the 2025 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
NOVEMBER 30, 2025

	31-Jan-2025	28-Feb-2025	31-Mar-2025	30-Apr-2025	31-May-2025	30-Jun-2025
CHECKING ACCOUNTS						
CITY CHECKING	8,755,035.10	6,920,951.59	9,302,479.39	8,078,173.90	5,309,622.47	2,137,719.43
REAL & PPT TAX CHECKING	27,032,373.51	12,616,784.81	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	474,815.36	536,579.01	422,196.54	365,583.23	397,111.37	180,410.37
DENTAL CHECKING	87,718.73	83,340.12	85,387.36	84,083.67	87,018.03	91,711.87
TOTAL CASH	\$ 36,349,942.70	\$ 20,157,655.53	\$ 9,811,063.29	\$ 8,528,840.80	\$ 5,794,751.87	\$ 2,410,841.67
INVESTMENTS						
LGIP	11,684,103.57	11,390,123.60	12,812,453.30	13,286,611.84	15,263,762.16	15,280,455.03
ASSOCIATED BANK TRUST	5,342,673.83	5,377,179.54	5,399,549.84	5,433,406.27	5,433,495.49	5,465,004.19
CHARLES SCHWAB INVESTMENTS	6,707,443.35	6,739,321.78	6,768,723.53	6,806,423.44	6,802,158.53	6,853,862.45
MONEY MARKET	3,923,499.08	3,936,621.86	12,972,700.64	13,019,189.17	13,067,399.46	13,114,213.03
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ 27,443,246.78	\$ 37,953,427.31	\$ 38,545,630.72	\$ 40,566,815.64	\$ 40,713,534.70
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ 47,600,902.31	\$ 47,764,490.60	\$ 47,074,471.52	\$ 46,361,567.51	\$ 43,124,376.37

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
CITY CHECKING	1,030,579.89	977,621.96	45,295,158.37	39,402,332.57	38,235,745.62	-
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	-	-
HEALTH CHECKING	201,715.26	281,295.76	330,566.54	211,438.27	-	-
DENTAL CHECKING	92,823.92	91,335.28	96,951.47	94,912.78	-	-
TOTAL CASH	\$ 1,326,119.07	\$ 1,351,253.00	\$ 45,723,676.38	\$ 39,709,683.62	\$ 38,235,745.62	\$ -
INVESTMENTS						
LGIP	20,437,619.26	9,494,068.12	9,528,034.25	9,890,909.95	11,712,549.80	-
ASSOCIATED BANK TRUST	5,468,873.73	5,510,457.63	5,527,356.59	5,543,850.67	5,567,701.52	-
CHARLES SCHWAB INVESTMENTS	6,870,468.23	6,907,507.96	6,930,841.60	6,948,630.82	6,965,813.61	-
MONEY MARKET	12,162,306.27	12,205,863.49	12,248,798.69	12,291,523.10	12,331,646.90	-
TOTAL INVESTMENTS	\$ 44,939,267.49	\$ 34,117,897.20	\$ 34,235,031.13	\$ 34,674,914.54	\$ 36,577,711.83	\$ -
TOTAL CASH AND INVESTMENTS	\$ 46,265,386.56	\$ 35,469,150.20	\$ 79,958,707.51	\$ 74,384,598.16	\$ 74,813,457.45	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	\$ 25,804,795.35	\$ 14,557,951.86	\$ 5,803,797.76	\$ 5,347,692.59	\$ 2,790,550.44	\$ 3,233,242.27
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	\$ 30,523,840.26	\$ 30,300,262.46	\$ 38,140,918.46	\$ 38,584,085.28	\$ 39,729,633.86	\$ 39,853,208.62
TOTAL CASH AND INVESTMENTS	\$ 56,328,635.61	\$ 44,858,214.32	\$ 43,944,716.22	\$ 43,931,777.87	\$ 42,520,184.30	\$ 43,086,450.89

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	1,972,185.65	2,073,383.90
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	16,203,476.44
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	824,097.82	701,634.09
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	88,453.72	90,200.19
TOTAL CASH	\$ 7,181,926.45	\$ 1,768,278.91	\$ 8,806,143.16	\$ 4,653,845.89	\$ 2,885,737.19	\$ 19,068,694.62
INVESTMENTS						
LGIP	20,971,586.74	17,522,703.29	14,947,368.10	14,967,477.54	14,919,096.80	11,214,276.91
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	5,312,234.41	5,319,990.57
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	6,665,667.33	6,686,473.66
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	7,887,021.96	3,909,023.89
TOTAL INVESTMENTS	\$ 40,530,606.70	\$ 37,214,847.95	\$ 34,751,687.76	\$ 34,776,915.69	\$ 34,784,020.50	\$ 27,129,765.03
TOTAL CASH AND INVESTMENTS	\$ 47,712,533.15	\$ 38,983,126.86	\$ 43,557,830.92	\$ 39,430,761.58	\$ 37,669,757.69	\$ 46,198,459.65