

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 24194
AMENDMENT 5**

Project Number: 69

The Department of Health Services, on behalf of the Division of Public Health and Polk County Health Department agree to amend their original agreement for the program(s) titled SNAP-ED Fit Families (154661), WIC Total Grant (154710) and Bioterrorism Hospital Preparedness (155170) as follows:

REVISION: SECTION 5. SERVICES

Additional projects to be completed as detailed in attached Exhibit(s).

The change to Profile 154710 is due to the Mid-Year Caseload calculation.
Mid-Year Caseload is 729.

REVISION: SECTION 34.A.2

Insert: "The due date of the final fiscal report for Profile 154661 shall be sixty (60) days after the Grant Agreement Period ending date. Expenses incurred during the Grant Agreement period on Profile 154661, but reported later than sixty (60) days after the period ending date, will not be recognized, allowed or reimbursed under the terms of this Grant Agreement."

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
48	530	154661	\$0	\$16800	\$16800	10/1/14-9/30/15
48	430	154710	\$174831	\$1435	\$176266	1/1/14-12/31/14
48	530	155170	\$0	\$102145	\$102145	7/1/14-6/30/15

All other terms and conditions of the original agreement remain unchanged.

GRANTEE's Authorized Representative
Name:
Title:

Date

GRANTOR's Authorized Representative
Chuck J. Warzecha
Administrator / Deputy Administrator, Division of Public Health
Department of Health Services

Date

Contract Agreement
Exhibit 1
WHEPP Region 1

Objective Statement

By June 30, 2015, hospitals, community health centers and tribal clinics in Region 1, will better be able to prevent, protect against, respond to, mitigate and rapidly recover from health security incidents and emergencies through their participation in the Wisconsin Hospital Emergency Preparedness Program (WHEPP). Given that Polk County is in the process of hiring a new Regional Program Manager, it is understood that Polk County will not be responsible for progressing towards the completion of their deliverables until after the hiring/contracting process has concluded.

Activities

The Regional Program Manager, along with their Regional Boards, is responsible for communicating with all hospitals, community health centers and tribal health clinics, as applicable, regarding WHEPP funding and information requests. All entities should respond to these requests, indicating their desire or declination, to participate in WHEPP projects. The Regional Board meetings will serve as the major means for communication with these entities about projects to be implemented in BP3 (July 1, 2014 – June 30, 2015). Regional Board meetings provide an opportunity for these entities to give feedback to Regional Leadership and on how WHEPP Leadership can best design projects, budgets and timelines to meet the needs of these entities.

WHEPP receives funding in the form of a Cooperative Agreement Grant from the U.S. Department of Health and Human Services (DHHS). The office of the Assistant Secretary for Preparedness and Response (ASPR) has used an aligned process for defining a set of Healthcare Preparedness Capabilities. ASPR has identified eight capabilities as the basis for healthcare systems, healthcare coalitions and healthcare organization preparedness.

The Regional Program Manager in Region 1 shall be responsible for the implementation and execution of WHEPP projects that are related to the ASPR defined capabilities listed below:

Capability 1: Healthcare System Preparedness

Capability 2: Health care System Recovery

Capability 3: Emergency Operation Coordination

Capability 5: Fatality Management

Capability 6: Information Sharing

Capability 10: Medical Surge

Capability 14: Responder Safety and Health

Capability 15: Volunteer Management

Deliverables

The Regional Program Manager responsibilities include, but are not limited to:

1. The Regional Program Manager is responsible for working in coordination with facilities in their region to identify gaps in their ability to meet or exceed the eight ASPR defined Healthcare System Preparedness Capabilities and to provide technical assistance in order to support the facility's ability to remediate these identified weaknesses.
2. The Regional Program Manager in coordination with the fiscal agent shall be in communication with the DPH Contract Specialist at least quarterly to ensure expenditure reports are being submitted along with accurate match amounts.
3. The Region Program Manager shall develop a timeline and implementation plan for BP3 projects associated with the ASPR defined capabilities listed above. This shall be presented to WHEPP Leadership for comment and final approval.
4. The Regional Program Manager will conduct site visits (as needed) and provide technical assistance to all hospitals, community healthcare centers, and tribal health centers in their Region.
5. The Regional Program Manager is responsible for providing any information related to assigned projects for the Mid-Year or End-of-Year ASPR reports and also for the development of the annual ASPR Cooperative Agreement.
6. A letter signed by the Region Board Chair will be submitted by June 30, 2015 verifying that all deliverables of this contract have been met. Additionally, an end of year site visit will be conducted among DPH staff, Region Chair and Regional Program Manager within 90 days of contract end date to verify all deliverables of this contract have been met.

7. The Regional Program Manager will complete peer feedback and performance evaluation as specified by the WHEPP Project Manager.
8. The Regional Program Manager is required to attend all WHEPP Project Coordinator and Leadership meetings and teleconferences unless an excused absence (family emergency/event/illness/military assignment) is approved by the WHEPP Manager.
9. In partnership with the DHS, and other key stakeholder groups, the Regional Program Manager will lead and coordinate the planning, transition, and implementation process for Healthcare Coalitions in their regions by June 30, 2015.

Wisconsin Hospital Emergency Preparedness Program
Fiscal Agent Contract: Region
July 1, 2014 to June 30, 2015

Program Manager Salary	\$89,538
Benefits	0
Administrative Support	0
PM Travel	0
Regional Travel	\$5216
Statewide Projects Travel	\$2565
Chair/Vice-Chair Travel	\$6443
Education/Training	\$2500
Regional Meeting Space	\$1000
Office Supplies	\$2662
Phone/Conf. Line	\$1000
Exercises	\$5000
Rent	0
Legal Fees	0
Fiscal Agent Fee	\$6221
FY15 Total Regional Budget	\$122,145

FY15 Total Regional Meeting In-Kind Match	Click here to enter amount
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Budget Justification

Program Manager Salary and Benefits: Per the Region 1 contract, the Regional Program Manager salary and benefits are one lump sum. The Project Manager was hired at a contract rate that reflected previous salary benefit package total. This rate was based on experience and having Masters Degree. This wage is consistent with and reflective of wages within the region for comparable positions. Program Manager performance is reviewed annually by Region I members. The contracted Regional Program Manager lump sum covers salary, all benefits such as medical/dental insurance, life insurance, disability insurance, and retirement benefits. In addition, this amount covers all in-region travel expenses for meetings and hospital visits.

Administrative Support: There is no administrative support for Region 1.

PM Travel: This travel consists of attendance at monthly WHEPP Leadership Meetings held in Wisconsin Dells. As outlined in this contract, Program Managers are expected to attend all meetings for a total of 11 meetings per year. Cost of attendance per meeting is approximately \$475.

Regional Travel: There is no reimbursement for in-Region travel expenses for meetings and hospital visits.

Statewide Projects Travel: The Program Manager is expected to be involved in Statewide Projects (expert panels, Healthcare Coalition meetings, etc) requiring travel to Wisconsin Dells, Madison, Wausau, etc approximately 4-6 times per year with anticipated travel expense between \$428 and \$642 per trip depending on the project.

Chair/Vice-Chair Travel: It is assumed that the Chair of Region 1 will attend all WHEPP Leadership meetings in Wisconsin Dells and the Vice Chair will attend 4-6 meetings per year. The cost of attendance for these meeting is between \$375 and \$425 per meeting.

Education/Training: \$2500 has been budgeted to allow the Region Program Manager to attend a conference or training(s) that will directly provide education to enhance their skills as applicable to their position.

Regional Meeting Space: Region 1 holds at least six regional meetings per fiscal year. A lump sum of \$1000 is paid for this space and use of room equipment (projectors, computers, video conferencing capabilities.)

Office Supplies: The purchase of most office supplies is included in the salary and benefits contract amount. The project coordinator is expected to provide office paper, envelopes, toner, copies, postage and miscellaneous office supplies as needed and necessary to complete the job. Cell phone is paid for at a cost of \$115 per month for a yearly total of \$1320. An online fax service and internet service are bundled at \$105/month for a yearly total of \$1260.

Phone/Conference Line: Teleconference capabilities will be critical for involvement of all Region 1 facilities and partners to facilitate the formation of Healthcare Coalitions. The cost of a conference line is \$1000 per year.

Exercises: Region 1 has budgeted \$5000 per year for the purpose of Regional exercises.

Rent: None

Legal Fees: None

Fiscal Agent Fees: The Fiscal Agent fee is approximately 5% of the total Regional administrative budget.

Total Regional Meeting In-Kind Match: Region 1 holds six meetings per fiscal year with an average attendance of twenty-two WHEPP representatives from the twenty-four participating Region 1 hospitals. Other preparedness partner attendees are present but do not contribute toward our match amount. On average the match amount per meeting with time and travel is \$5169.