

**GENERAL INSTRUCTIONS TO AGENCIES APPLYING FOR 2019 FUNDING
FROM RACINE COUNTY HUMAN SERVICES (HSD)**

1. **DEADLINE: Contract Applications are due no later than 12:00 p.m. (noon) on Wednesday, October 10, 2018.**

2. **Applications, Budget Worksheets and instructions are all available on the HSD website.**

Applicants are encouraged to submit applications electronically to: HSDApplications@RacineCounty.com.

You may also mail or deliver to:

Human Services Department

1717 Taylor Avenue

Racine, Wisconsin 53403

Attention: Contract Services

If mailed, applications should be sent registered mail. Applications delivered to HSD should be left at the 3 North Reception Desk, Human Services Department (HSD) entrance of the Racine County Dennis Kornwolf Service Center. A dated receipt will be given upon request for all Applications delivered to the Department.

2. All agencies will be notified of HSD's intent to contract. Unsuccessful agencies will also be notified at this time.

3. Racine County Human Services operates under specific administration policies that define policies and procedures for contract services. They are the following:

a) All agencies awarded contracts will maintain a double-entry bookkeeping system on a modified-accrual basis. (See Allowable Cost Policy & Provider Agency Audit Guide.)

b) All agencies awarded contracts will be required to submit a certified audit report that shows expenses and revenues for the contract period by major line item and distributed among the services provided.

Exceptions: Contracts under \$100,000 may be waived. Hospitals regulated by the rate review process are exempted from meeting this audit requirement. Corporate audits with accompanying statement of expenses and revenues will be accepted when the local agency is an office of a large parent corporation.

c) All agencies awarded contracts must comply with reporting requirements of the Human Services Department; the Contract Administration Manual; State Allowable Cost Policies.

d) All agencies awarded contracts must comply with budget criteria in that Management & General expenses do not exceed 10%.

e) All agencies awarded contracts must comply with the uniform schedule of fees as defined in s.46.03 (18) Wis. Stats. and Administrative Code HSS 1.01-1.06. All agencies awarded contracts for the Comprehensive Older Americans Act Amendments shall comply with the requested donation requirements.

f) All agencies awarded contracts shall keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Upon execution of a contract, agency will provide Racine County with written verification of the existence of such insurance. Racine County, and its officers and employees shall be listed as additional named insured.

g) All agencies awarded contracts shall comply with applicable civil rights/affirmative action policies in hiring and promotion of employees and the delivery of services. Upon execution of a contract, the agency will provide Racine County with a current copy of the applicable policy.

h) If required by State statutes, **new programs** must be licensed or certified within 30 days of issuance of a contract. Exceptions of up to 90 days will be made for CBRF's, AFH's or group homes. Licenses and certifications for **current programs** must be up-to-date, and copies **must be attached to the Application**.

Make sure you are completing the correct application form and budget worksheet for the type of contract in which you are applying. The types of contract categories are listed below:

- Adult Residential
- Youth Residential
- Employer of Record
- Programs and Services
- Specialized Transportation
- Medical Provider

A completed **New Vendor** Application will include:

- A. New Vendor Application Signature Sheet
- B. Agency Documentation—submit one for your Application
- C. Application Narrative—a separate one must be submitted for each program in your Application
- D. The Budget-excel spreadsheet that correlates to the type of contract in which you are applying. Be sure to complete all pages.

A completed **Existing Vendor** Application will include:

- A. Existing Vendor Application Signature Sheet
- B. This section does not need to be completed for existing vendors
- C. This section does not need to be completed for existing vendors
- D. The Budget-excel spreadsheet that correlates to the type of contract in which you are applying. Be sure to complete all pages.

Section D is the Budget worksheet and is a separate Excel Workbook or Word Document depending on the type of contract. If, for any reason, you cannot access it, please contact Krista Kennedy at 262-638-6671 for a printed copy.

Section A. Application Signature Sheet

The Application Signature Sheet will serve as the cover page of the Application.

Section B. Agency Documentation
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(Complete this part only if you are responding to a competitive bid or have not had a contract with Racine County during the previous contract year.)

1. **Agency Description** Provide a **concise** statement of the agency mission and goals as well as a brief history of the organization. Include information on agency formation and describe the highlights of agency's achievements. Describe if you are organized as a non-profit or for-profit agency. Describe your commitment to cultural diversity.
2. **Organization Chart**
Provide a copy of the organization chart of the agency.
3. **County Employee Disclosure**
Each applicant shall submit a list of all Racine County employees or former employees to whom the agency paid a wage, a salary or independent consultant fee during the preceding one and one half years.
4. **Agency and Subsidiary Affiliations**
If the agency is a subsidiary or an affiliate of another business entity, provide the name of the parent company and list of affiliated enterprises.
5. **Licenses and Accreditation**
Copies of all current licenses and accreditations held or required for staff and/or the organization as it relates to the contract in which you are applying.

Section C. Application Narrative Requirements:

(Complete this part only if you are responding to a competitive bid or have not had a contract with Racine County during the previous contract year.)

Agency's Application narrative will include the items below:

1. **Summary Description:**
Briefly summarize the program/service to be provided, client group, treatment/service methodology, and the goals.
2. **Previous Experience with Similar Populations and/or Demonstrated Effectiveness:**
Discuss the agency's experience in providing this service, or similar services. Discuss the agency's experience in serving this target population, or similar target populations.
3. **Agency Capacity:**
 - Discuss the staffing levels of the agency. What will be the staff-to-client ratio? Describe the qualifications (training and experience).
 - Discuss the management structure for the program and describe the qualifications of supervisory/management staff. Discuss client capacity— how many clients can you serve? If this is a new program, discuss what steps you will take to get it in place by the beginning of the contract.
4. **Description of the Program:**
Describe the goals of the program. Discuss the program design. Describe how you will deliver the program to the client group—for example, the referral process; the treatment planning process; the client review process. Discuss how you will interact with HSD. Describe any specific treatment/service methodology and how it meets the needs of the clients. Discuss the number of clients you will serve; the hours of operation; where you will provide the service. Is there ADA accessibility? Is there accessibility for non-English speaking or hearing impaired clients? Please describe.

Section D. Budget Worksheet

- Contractors must comply with the Wisconsin DHFS Allowable Cost Policy that is available at <http://www.dhfs.state.wi.us/grants/Administration>.
- The budget proposed by the Provider shall include all costs associated with the operation of this component. The information sought in this section is designed to provide detailed information on the budget(s).
- The budget worksheet is available in an EXCEL or WORD file. Be sure to find the appropriate worksheet that corresponds with the type of contract in which you are applying.
- **Instructions for completing the Program Budget worksheets are included in a separate document available on the HSD website.**
- If you have any questions regarding the budget worksheets, please contact Krista Kennedy at 638-6671 or email krista.kennedy@racinecounty.com.