

CHAPTER V  
APPLICATION FOR FUNDS

Section 1. Application for Contract.

(a) Any public or private agency may apply to the Division for a contract to provide community human services.

(b) On or before the 15th day of March each year, commencing in the year 1984, the Division shall seek letters of intent to provide Division services except for community alternatives for troubled youth. These funds are not distributed on an application basis. (See Rules and Regulations, Division of Community Programs, Community Alternatives.) The publication of the notice shall include, at a minimum, currently certified program providers and all persons who have notified the Division of an interest in providing one or more services required by the Division.

(c) Each program interested in applying for a contract shall submit to the Administrator a letter of intent which shall be signed by the chairman of the board of directors and by the director of the program. If the applicant has been or is currently certified by the Division, he shall give the date and the nature of the certification.

(d) Upon receipt of a letter of intent, the Administrator shall determine if the application is new, competing, or renewal in accordance with Division policies. The Administrator shall:

(i) Send the applicant the standard application form and a copy of the standards and rules prepared by the Division for the particular program for which application is made;

(ii) Advise the applicant of the selection procedure and methods of prioritizing programs that the Division intends to use;

(iii) If applicable, advise the applicant that although it has previously received funding, nevertheless it has not taken corrective action to a complaint about its delivery of services and that corrective action acceptable to the Administrator must be taken before it may be funded again; and

(iv) Inform the applicant of the date when the application form must be submitted to the Division.

Section 2. The Application.

(a) The application for funding a program shall contain at least the following information:

(i) The name, address, and telephone number of the applicant;

(ii) The names and addresses of the officers of the applicant;

(iii) The name and qualifications of the director or administrator of the program and of the staff of the program;

(iv) Location of applicant's services within the region;

(v) A statement about the service regions for which the applicant seeks to receive funding: either an entire region or a portion of the region;

(vi) The location and description of the place or places where the program is, or is intended to be, given;

(vii) As assurance signed by the chairman of the board that:

(A) The program will provide written materials as outlined in the Division's on-site review forms to demonstrate compliance with the Division standards;

(B) The Division staff will be allowed to make on-site review of the program in accordance with the Division's procedures for on-site reviews; and

(C) The program will provide data on a regular basis as required by the Division and on forms prescribed by the Division.

(viii) A statement evidencing compliance with Wyoming laws and regulations pertaining to safety of building and operations;

(ix) A service delivery plan which shall include a description of:

(A) The program goals and objectives;

(B) The needs in the region and how the program proposes to meet those needs;

(C) The program services provided or proposed to be provided which shall be as set forth in Chapter IV of these rules;

(D) The strategy for providing the services; and

(E) The program's relationship to other human service programs in the region.

(x) The amount of funds requested for each service;

(xi) Whether or not local funds are available;

(xii) Whether the applicant has cooperative agreements with allied agencies;

(xiii) Any other supporting documentation the applicant wishes to submit; and

(xiv) An explanation of the fiscal management system which the applicant uses or plans to use and which shall be in accordance with generally accepted accounting practices.

(b) Copies of the following documents shall accompany new and competing applications:

(i) Articles of Incorporation and bylaws of the applicant, or if the applicant is a community human service board, a copy of the organizational document; and

(ii) The criteria followed by the applicant for providing services to clients.

(c) The Division shall maintain a file of the applications and supporting documents it receives.

### Section 3. Application from Umbrella Services for Funding Programs.

(a) A public or private agency may apply for contract of Division programs as a segment of its overall services.

(b) An application by the umbrella agency for funding a service or services shall comply with Section 2 of this chapter and shall meet the following conditions:

(i) The charter or bylaws of the agency show that at least one of its permissible services is a human service program as defined in W.S. 35-1-613-(a)(iv);

(ii) Each service requested to be funded by the Division is consistent with the charter or bylaws of the agency;

(iii) The funding received from the Division shall be maintained separate and apart from other funds of the agency;

(iv) The funding for each service area within the Division, that is, mental health, substance abuse, developmental disabilities, family violence and sexual abuse, or community services for troubled youth shall be kept separate and apart from all other Division funds;

(v) Each service area funded by the Division and operated by the agency shall be a distinct program within the overall services of the agency including specific description of services, job responsibilities, statistics, records, and bookkeeping, etc.; and

(vi) Each service area shall be subject to the rules and standards promulgated by the Division for that service.

### Section 4. Funding of Existing Programs without Competition.

(a) Continued funding for currently funded programs without competition may be made if the following criteria are met by the Administrator without further review on the local level:

(i) The program's certification is current;

(ii) The Division has not received any complaints against the program which have not been resolved under the procedures provided in either Chapter X or Chapter XI of these rules;

(iii) The services to be provided are the same as delivered and provided in the immediately preceding certification period;

(iv) The provider supplies the Division with letters of support from the county commissioners in the region to be served by the program;

(v) If a private agency, it complies with the eligibility requirements of W.S. 35-1-624;  
and

(vi) No other letters of intent to serve the region are received by the Administrator.

(b) If the Division has received a complaint about the program, the procedure provided in either Chapter X or XI shall be followed to resolve the complaint before the Administrator may renew the contract with the program to serve the county or region. If corrective action is needed and the program has not taken the required corrective action, the Division shall actively seek a competitive bid as provided in Section 1(b) of this chapter to administer the program in that region.

(c) If the board of county commissioners are not satisfied with the services provided by a regional provider, the lack of support by the county commissioners shall be treated as an informal complaint against the provider.

(d) If applications to provide the same or similar services within the same region are received by the Administrator, he shall follow the provisions set forth in Chapter VI, Section 2.

#### Section 5. Determining Completeness.

(a) Upon receipt of either a competitive or noncompetitive application, the Division shall have fifteen (15) working days to declare an application complete or incomplete.

(i) If an application is declared incomplete, a written request for the required information needed to complete the application will be made to the applicant. The Division shall have fifteen (15) working days to review the additional information and declare it complete or incomplete.

(ii) If the applicant feels that requests for additional information made by the Division are not justified, or are unreasonable, or if the Division fails to declare the application complete or incomplete within fifteen (15) days, they may request the Administrator render a decision on the completeness of the application. The Administrator's decision shall be considered final.