

Scott Walker
Governor

Linda Seemeyer
Secretary



State of Wisconsin
Department of Health Services

AREA ADMINISTRATION
1 WEST WILSON STREET ROOM 650
PO BOX 7850
MADISON WI 53707-7850

Telephone: 608-261-8342
FAX: 608-266-7882
TTY: 711 or 800-947-3529
E-Mail: JulieL.Anstett@wisconsin.gov

DATE: October 3, 2018

TO: County Human Service, Social Service and Community Program Agencies

FROM: Julie Anstett, Director of DHS Area Administration

RE: 2019 State County Grant Award Contract Changes
and Introducing DocuSign for DHS Contracts

The Department of Health Services (DHS) continues to strive for efficiencies in our business processes, and the purpose of this memo is to inform our business partners about two significant changes that you will see in 2019 related to the State County Grant Award Contract Template (formerly State County Contract) and contract signature routing.

State County Grant Award Contract Template

DHS has created a standardized grant agreement template to keep our granting in sync with federal uniform guidance so that DHS can meet compliance requirements. This represents a change from the look of the 2018 State County Contract. The boilerplate terms and conditions will remain the same in the 2019 base grant award contract, but the Reimbursement and Human Services sections will be attached as appendices to the base grant award contract.

DocuSign

Over the summer, DHS began a pilot project to explore the use of DocuSign to route contracts and other related documents. The initial results of this pilot have been overwhelmingly positive, so we are preparing to make DocuSign the standard for routing all contracts going forward. DHS has created a contract routing process using DocuSign that closely mirrors the process used by the Wisconsin Department of Children and Families. We've created a webpage dedicated to DocuSign on the [DHS "Business Opportunities with the Department of Health Services" page](#).

DHS will route the 2019 State County Grant Award Contract for signature electronically to each county's designated email address using DocuSign. DocuSign will bundle all grant award contract documents into one DocuSign envelope. Please be advised that reported expenses will not be processed and paid until the fully executed 2019 State County Grant Award Contract is received and processed.

The 2019 State County Grant Award Contract DocuSign envelope will contain:

- Grant Agreement
- Program appendices
- County specific allocation page
- Business associate agreement
- Certificate regarding debarment and suspension
- Certificate regarding lobbying activities

Once signed, the fully executed State County Grant Award Contract will be emailed to the county's designated email address(es) and considered the county's official record of the grant award contract. Going forward, DHS will not post stand-alone versions of individual grant award contract documents to the [DHS State County webpage](#). The DHS State County webpage will, however, continue to be home to the following documents for easy reference:

- 2019 State County Grant Award Contract Advisory Notification
- 2019 Department of Health Services Final Allocations

If you have any questions about these upcoming changes, please contact your [DHS Area Administration office](#). Alternatively, you may contact Michael Jones at the DHS Central Office at 608-266-2628 or via [email](#).