



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 15 – Contract Administration 2.0	EFFECTIVE DATE: 05/15/1991
TITLE: Required Standard Contract Language	REVISION DATE: 09/27/2016
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BACKGROUND

The Department of Health Services (DHS) enters into many contracts with municipal and non-municipal vendors and individual private providers in the normal course of business. This document has been developed to provide guidance and links to specific provisions to be included in departmental contracts.

POLICY

The standard language referenced in this policy is to be used in all aid contracts with providers and grantees. (This does not include the state/county contracts, state interagency agreements, the Tribal Affairs Office, or other non-aid-type contracts, such as consulting or training. The standard language for tribal contracts is available from the Tribal Affairs Office.) The language as written refers to “grants, grantors, and grantees.” In some cases, it is appropriate to substitute “contracts and contractors.”

If a particular provision does not apply, it should be stricken and a note made for the file as to why the provision was not used. If language is added, a file note should be made describing the reason for the addition.

PROCEDURES AND REVISIONS

Standard contract or grant agreement language has been developed by the Division of Enterprise Services (DES) and the Office of Legal Counsel (OLC). (See APP Section 15 – Contract Administration 1.0.) The standard grant agreement language can be found on the DHS WorkWeb under forms: Grant Agreement with No Prepayments ([F-00766](#)). This agreement should be used unless a variation is approved by DES or OLC. Required attachments/exhibits must accompany standard contract or grant agreements.

REFERENCES

OMB Circular A-128 (Audit of State and Local Governments) and A-133 (Audits of Institutions of Higher Education and Other Non-Profit Institutions)

Wis. Stat. § [46.036](#)

[DHS Allowable Cost Policy Manual](#)

[DHS Financial Management Manual for Counties, Tribes and 51 Boards](#)

[DHS Audit Management – Auditing Government Funding](#)

[DHS APP Section 15 – Contract Administration 4.0](#) (Standard Procedures for Developing, Issuing and Processing Aids Contracts)

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