



DEPARTMENT OF HEALTH & HUMAN SERVICES
DISABILITIES SERVICES DIVISION

Milwaukee County

LisaJo Marks • Interim Director
Geri L. Lyday • Administrator

Combined Community Services Board
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Date: June 16, 2009

To: Interested Parties – Application to Provide Accessible Housing
and Other Specialized Residential Options

From: Geri L. Lyday, Administrator, Disabilities Services Division
Milwaukee County Department of Health and Human Services

A handwritten signature in cursive script that reads "Geri L. Lyday".

Subject: **YEAR 2009 DISABILITIES SERVICES DIVISION ACCESSIBLE HOUSING
(COMMUNITY BASED RESIDENTIAL FACILITIES and THREE to FOUR BED
ADULT FAMILY HOMES) and OTHER SPECIALIZED RESIDENTIAL
OPTIONS**

The Milwaukee County Department of Health and Human Services (DHHS) Disabilities Services Division (DSD) invites qualified community residential services providers to participate in the Request for Proposal (RFP) process for the provision of Accessible Housing and Other Specialized Residential Options.

DSD is interested in further developing the Division's residential provider network to assist in meeting specific needs at this time.

Present needs are primarily for provision of specialized, fully wheelchair accessible options for adults with physical and/or developmental disabilities. It is expected that Five to Eight Bed Community Based Residential Facilities (CBRFs) will be licensed as Class C facilities, preferably Class CNA or possibly Class CS, with Three to Four Bed Adult Family Homes (AFHs) or Supported Apartment arrangements in compliance with equivalent accessibility standards.

Additional DSD needs at present include providers able to appropriately address the residential care needs of these groups: (1) individuals with physical or developmental disabilities, or both, who also have complex medical needs requiring skilled care; (2) individuals with a physical and/or developmental disability but also a severe and chronic emotional or mental disability; and (3) young people entering the adult disabilities system at their 18th or 19th birthday with developmental disabilities, physical disabilities and/or behavioral challenges or emotional or mental disabilities which may be severe.

DSD will not be accepting other applications in any other residential service areas except those listed above until further notice.

Licensed Five to Eight Bed CBRF and Three to Four Bed AFH providers approved for a contract will be placed in a provider network. Since the purchase of CBRF and AFH services is dependent on both availability of funding and client choice, DSD does not guarantee providers any minimum number of referrals, admissions or days of service, or any minimum/maximum amount of revenue. Also, funding for bed holds is not available.

Present, on-going residential providers already under contract with DSD who are not considering expansion in these designated areas, should not submit this new application.

Residential providers who are not presently under contract but are interested in becoming a contracted residential provider for DSD should submit this application but only for provision of services in the designated areas as described above.

Applications should be submitted only for sites that will become operational within 30 to 60 days after application approval.

Present, on-going residential providers already under contract with DSD who wish to provide additional services to DSD by enlarging the capacity of a present site or by providing additional site(s) should submit limited, site-specific applications for that purpose after discussing the details with Ann Demorest at (414) 289-5943 or Ann.Demorest@milwcnty.com of the Disabilities Services Division; or Jane Alexopoulos at (414) 289-5896 or Jane.Alexopoulos@milwcnty.com of the Contract Administration Division.

Application materials will be available for pick-up beginning Monday, June 22, 2009 at the Milwaukee County Human Services Center, 1220 West Vliet Street, Milwaukee, WI 53205, or can be downloaded beginning June 22 from:

<http://county.milwaukeecounty.org/RFPInformation111327.htm>

DSD must receive completed applications in response to this RFP no later than Friday, July 10, 2009.

Two informational meetings will be held to discuss the Service and Technical Requirements of this RFP and to provide technical assistance to interested parties. New applicants are required to attend one of these meetings. The meetings will be held on Thursday, June 25, 2009 at 10:00 a.m. and 3:30 p.m. in Room 104 of the Milwaukee County Human Services Center, 1220 W. Vliet St., Milwaukee, WI 53205. Please contact Ann Demorest of DSD or Jane Alexopoulos of Contract Administration, as above, for additional information.

Thank you for your interest in the Milwaukee County Department of Health and Human Services Disabilities Services Division RFP process.