



New Agency / High Risk Management Qualification

Tier Based Management Qualification Requirements

Tier1: Sub \$50,000 in total funding for the year.

- An organization receiving or proposing to receive \$50,000 or less is exempt from the management qualification review. Total funding amount is added across all programs with the Health and Human Services department of Lane County.

Tier 2: Sub \$150,000 in total funding for the year.

- A score of at least 70 percent of the available points must be attained in order to pass the Management Qualifications for an organization receiving or proposing to receive less than \$150,000. An Organization at this tier is only graded on the Management and Fiscal Capabilities Sections. Total funding amount is added across all programs with the Health and Human Services department of Lane County.

Total Point Available for Tier 2: 50

Points needed to pass Tier 2: 35

Tier 3: \$150,000 or greater in total funding for the year.

- A score of at least 70 percent of the available points must be attained in order to pass the Management Qualifications for an organization receiving or proposing to receive \$150,000 or more. An Organization at this tier is graded on the Management, Fiscal, and Equity Lens Capabilities Sections. Total funding amount is added across all programs with the Health and Human Services department of Lane County.

Total Point Available for Tier 3: 65

Points needed to pass Tier 3: 45

General Instructions for Submission

1. Each Management Qualifications Requirement package must provide a concise description of the agency's ability to meet the management requirements of the County, with an emphasis on completeness and clarity of content.

2. Responses shall consist of the information listed below. Please provide all required documentation, either by a brief narrative statement or by means of copies of the documents requested.
3. In your response, please follow the sequence of questions or documentation requested. Clearly label your responses so that they correspond to the question being answered. Restate the question or use the same numbering and lettering in your response as in this document.
4. Please submit your management qualifications electronically by e-mailing your completed management qualifications packet, in a single PDF file.
5. Management staff, as mentioned in this document, refers to the Executive Director, fiscal manager, and program leads/managers.

Criteria

Management Capability

1. Management structure and key staff changes: A respondent is expected to have a management structure and personnel sufficient to manage and support the proposed services.
 - a. Briefly describe the overall management structure of the organization and of each program anticipated to receive funding from Lane County.
 - b. If there have been any significant changes in management structure or personnel in the last 5 years, please describe these changes.
2. Agency grant experience
 - a. Briefly describe the organizations' experience receiving and managing funding from Lane County, and other state and federal funders. If no experience with government funding, what other types of funding has the agency received.
 - b. Include any funding history the last 10 years, if possible.

Fiscal Capability

1. The respondent must have an accounting and financial management system which complies with generally accepted accounting principles, and is adequate to meet federal and state government requirements. The system must provide adequate documentation, monitoring, and reporting on the organization's financial position.
 - a. Briefly explain your accounting and financial management system, including internal controls, financial reports produced, budgeting process, segregation of funding streams, and fiscal duties. Please include a letter or a signature from a licensed CPA verifying that the accounting and financial system to be used complies with generally accepted accounting principles, and is adequate to meet federal and state government requirements.
 - b. Include the applicant's financial report, including balance sheet and income statement, which was most recently reviewed by the board.

2. Audit Review:

- a. If applicant is an agency currently funded by Health & Human Services we will review the current audit and supplemental information submitted to Isler.
- b. If applicant is not currently funded by Health & Human Services, please submit a copy of the agency's most recently completed independent financial audit. Include copies of the management letter from that audit. If there are any conditions mentioned in the management letter, please describe how the agency has addressed those conditions.
- c. If the applicant has not contracted with Health & Human services and has not had an audit or a financial statement performed, please submit a letter from an independent CPA verifying that the accounting and financial system to be used complies with generally accepted accounting principles, and is adequate to meet federal and state government requirements.

Equity Lens Capability (Tier 3 Only)

1. Please describe the agency's approach to ensure that access is provided to underserved populations (e.g. people with disabilities, non-English speakers, LGBTQ populations etc.). Please provide information on how your agency will provide ensure access to diverse populations.
2. Please describe the agency's outreach and engagement plan. How does the agency access underserved populations?
3. Is participant representation reflected in the agency's operations or decision-making process? If, so please describe how the agency ensure their representation.

Criteria for Evaluation

Each MQ packet will be evaluated according to the following set of criteria. The evaluation committee may use any material submitted in the proposal for any item in the evaluation process and may use other documents on file. At least two members of the evaluation committee will review your response and score them based on the criteria describe in this document. The final score is the average combined scores from the evaluation committee.

1. Management Capabilities Section

- a. Personnel turnover _____ pts
 - i. **(10 pts)** Low turnover (10%) of management staff in the last 5 years.
 - ii. **(5 pts)** Moderate turnover (30%) of management staff in the last 3 years.
 - iii. **(0 pts)** Recent changes (50%) of management staff in the last year.
- b. Notes on personnel turnover by reviewer:
- c. Agency Experience _____ pts
 - i. **(10 pts)** Significant experience (3-5+ years) contracting and receiving funding from Lane County.

- ii. **(8 pts)** Moderate experience (1-2 years) contracting and receiving funding from Lane County.
- iii. **(6 pts)** No experience with Lane County but significant prior experience (3-5+ years) contracting and receiving funding from other government agencies.
- iv. **(4 pts)** No experience with Lane County but prior experience (1-2 years) contracting and receiving funding from other government agencies.
- v. **(2 pts)** No experience with government agencies but prior experience contracting and receiving funding from other organizations.
- vi. **(0 pts)** No prior experience contracting or receiving funding.

2. Fiscal Capabilities Section

- a. Respondent includes a letter or signature from a licensed CPA verifying that the accounting and financial system to be used complies with generally accepted accounting principles, and is adequate to meet federal and state government requirements. **Yes (30 pts) No (0 pts)** _____ pts
- b. Financial document review **(Point Deductions)** _____ pts
 - i. **(- 0 pts)** Audit or other accepted financial report on file with no financial concerns.
 - ii. **(- 9 pts)** Audit or other accepted financial report on file with reported significant weaknesses or other reported item (lack of internal controls, etc. . .).
 - iii. **(- 18 pts)** Audit or other accepted financial report on file with reported material weaknesses or a serious financial concern related to liquidity, drop in revenue, indicating that services provision is at risk.
 - iv. **(- 24 pts)** No audit or other accepted financial report submitted, but includes a letter from a CPA verifying that the accounting and financial system to be used complies with GAAP.
 - v. **(-30 pts)** No audit, financial statement, or a letter from an independent CPA verifying that the accounting and financial system to be used complies with generally accepted accounting principles, and is adequate to meet federal and state government requirements.

3. Equity Lens capabilities Section (Tier 3 Only)

- a. Does the respondent provide information on how it will provide adequate access to diverse populations? **Yes (5 pts) No (0 pts)** _____ pts

b. Does the agency have an outreach and/or an engagement plan? **Yes (5 pts) No (0 pts)**

_____ pts

c. Is participant representation reflected in the agency's operations or decision-making process? **Yes (5 pts) No (0 pts)**

_____ pts

Total: _____

Reviewer Name: _____

Agency Reviewed: _____