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To: Local Health Officers and Tribal Health Agencies

From: Communicable Diseases Funding for Local Health Departments Workgroup:
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Update on Communicable Diseases Funding Passed in the 2017-2019 Biennial Budget

This memo is intended to provide local public health departments and tribal health clinics with an update on the communicable diseases funding passed in the 2017-2019 Biennial Budget, including the reporting requirements for the funding period of July 1, 2017, through June 30, 2018, and the process for receiving the money for the funding period of July 1, 2018, through June 30, 2019.

Reporting

As a reminder, each local agency is expected to submit its first financial statement to the Division of Public Health that provides information on how funds were used in your jurisdiction. The statement must include a detailed narrative of the activities funded by this allocation.

You may submit your report using an online form titled "[Financial Narrative Reporting by Local and Tribal Health Agencies](#)." The form is submitted to us electronically once you hit the "submit" button, so you do not need to submit it to the Division of Public Health through any other means.

Agencies have until February 28, 2019, to submit their report for July 1, 2017 – June 30, 2018.

For every subsequent reporting year, agencies will have until January 1 to report the prior year's funding. Therefore, the financial report for July 1, 2018 – June 30, 2019, will be due January 1, 2020.

In addition, the form includes questions designed to allow agencies to share their selected objectives, any challenges, and their success stories. At the request of the agencies, the information will be compiled and shared with all jurisdictions to exchange ideas. We anticipate that the Division of Public Health will be able to disseminate a report within 90 days of receiving the financial reports. This would mean that you can anticipate a report from the Division sometime in May. The Communicable Disease Funding Workgroup listed above will review and provide feedback on initial drafts of the report to ensure that it is useful to local and tribal agencies.

Funding Allocation

The budget allocated \$500,000 in GPR per year as a continuing appropriation to local and tribal health agencies for communicable disease control and prevention. As you are aware, the workgroup members listed above (comprised of state, local, and tribal government representatives) established a funding methodology and mechanism for the funds that were allocated in the budget. The chosen allocation methodology provided for a \$2,500 base amount plus area population for the funding period of July 1, 2017, through June 30, 2018.

For the funding period of July 1, 2018, through June 30, 2019, the work group has agreed to proceed with the same allocation methodology of a \$2,500 base amount plus area population. These allocations are attached to this memo for your information. The funds will be distributed again through the consolidated contracting amendment process. This will be an amendment to the 2018 consolidated contract.

Eligible Uses

Per the budget language, the scope of eligible uses for this additional funding is relatively broad and reflects all responsibilities under chapter 252. Funding may be used for new projects, as well as to offset increasing budgetary pressures resulting from ongoing disease surveillance and investigations at the local level.

Examples of **possible** uses include, but are not limited to:

- Reducing the burden of communicable diseases;
- Ensuring or increasing capacity to respond to communicable disease events;
- Training to increase competencies around communicable disease issues;
- Purchasing additional equipment to allow for easier access when following up on communicable disease reports (such as smart phones or tablets);
- Following up more extensively or completely on communicable disease outbreaks/reports; or
- Increasing communicable disease awareness in the community along with practical prevention opportunities.

Prohibited uses include:

- Meals for trainings or conferences;
- Uses not intended for infectious disease prevention or follow up.

Questions

If you have any questions regarding this memo, or eligible uses for this funding please feel free to contact Stephanie Smiley at 608-267-9363 or StephanieL.Smiley@dhs.wisconsin.gov.