

## Marcum, Matthew R - DHS

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**From:** DHS DPHContracts  
**Sent:** Friday, March 20, 2015 11:57 AM  
**To:** DHS DPHContracts  
**Cc:** Moore, Donna J - DHS; Marcum, Matthew R - DHS  
**Subject:** [NCI] Consolidated Contracting Updates

### Consolidated Contracting Updates

*This message is being sent to local health officers, program managers, contract administrators and Regional Directors.*

#### Importance of Timely CARS Reporting

As a general reminder, please note the importance of submitting CARS Expense Reports as early as possible, paying particular attention to the Final Report Due Date at the end of the grant period. In the past, we have had the flexibility that allowed us to approve and pay expense reports that were submitted after the final report due date. However, our federal partners are no longer allowing DPH to claim late expenses. As a result, DPH will be forced to **deny** the payment of any CARS Expense Reports submitted after the final report due date.

Final expenses can be reported prior to the Final Report Due Date, and we encourage you to do so in order to ensure a timely CARS payment. The Final Report Due Dates for all programs included in your consolidated contract are available in your agency-specific tab within the 2014 and 2015 Consolidated Contract Overview Spreadsheets. Please note that not all programs have the same final reporting due date.

#### Updated GAC User Manual

An updated version of the GAC User Manual is now available on the [2015 Consolidated Contracting](#) webpage. Officially, the document is titled "Grants and Contracts (GAC) System Information: Basic Functions of the Grants and Contracts (GAC) Database", the publication number is P-00841. It can be found in the Additional Information section of the webpage, or by following this [direct link](#). The manual has been updated to reflect the current objective negotiation and sign-off process and to provide additional detail regarding other aspects of GAC.

#### Well Woman Profile ID

The 2015 Consolidated Contract is using a different Profile ID for the Well Woman program as compared to previous years. This year, the Profile ID is 157010 instead of 157000. The change was made to accommodate this year's shorter funding period, 01/01/2015 – 06/30/2015. A few CARS Expense Reports have been submitted using last year's Profile ID. CARS staff have transferred those expenses to the correct Profile ID, but please remember to use Profile 157010 for the remainder of this funding period.

If you have questions regarding either of these topics, or the consolidated contract process in general, please contact Matt Marcum at [Matthew.Marcum@wi.gov](mailto:Matthew.Marcum@wi.gov) or 608-266-5318.

Thank you,

Donna Moore  
DPH Operations Director

Division of Public Health  
Department of Health Services  
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