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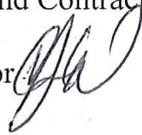
State of Wisconsin

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DATE: July 18, 2014

TO: Local and Tribal Health Departments and Contracting Agencies

FROM: Chuck Warzecha, Deputy Administrator  
Division of Public Health 

RE: 2015 Consolidated Contracting Process

The 2014 Consolidated Contracting Process saw numerous changes as we incorporated many additional programs into the consolidated contract. For 2015, we are planning a few additional changes that are intended to provide for a smoother and more transparent contracting process. The following gives guidance on the planned process improvements, an overview of 2015 allocation changes and information regarding the Refusal of Funds, the negotiation and contract monitoring processes, and the expenditures reporting requirements. Attachment 1 provides information related to the programs, funding sources, funding periods, profile ID numbers, amounts allocated, negotiating/monitoring information and contract administrator names. As a reminder, the website address is <http://www.dhs.wisconsin.gov/Health/GAC/index.htm>.

**24-Month Base Contract**

The 2015 Consolidated Base Contract will be issued to Local Health Departments to cover a 24-month period from October 1, 2014 through September 30, 2016. The intent of the 24-month base contract is to create a wider contract window in which annual program funding can be issued. This will increase the flexibility of profile-specific funding periods, and allow grantees more latitude to expense the various profile-specific funds at any time within that profile's given funding period. Most profile-specific funding periods will continue to be issued with a 12-month timeframe.

The switch to a 24-month base contract period will not change the timing or manner in which consolidated contracts are issued. A new 24-month base contract will be issued each January, which will in effect create a 12-month overlap in contract periods.

The tribal consolidated contracting process is not changing.

A more detailed training will be offered in the near future to further explain the change to the 24-month base contract period and to provide an opportunity for questions and answers.

### **Allocation Changes**

Please refer to Attachment 1 of this memo to view the 2015 Estimated Allocation amounts. The majority of programs are expecting to allocate level, or near level, funding amounts. Attachment 1 also indicates the percent change in funding from 2014 to 2015.

Of particular note, the Wisconsin Well Women Program is anticipating an approximate 56% decrease in funding. Consolidated contract funding will only be provided for the first six months of CY2015. As you are aware, the WWWP will be undergoing a programmatic redesign which is intended to launch in July 2015. More details regarding the new program model are available on the [WWWP webpage](#).

### **Population Re-Estimates**

The population estimates that are a part of the formula used to calculate funding allocations have been re-estimated for 2015. Specifically, the revised population estimates will be used to calculate funding allocation for the Childhood Lead, Immunization, MCH, Prevention, Public Health Preparedness/Cities Readiness Initiative and Wisconsin Well Woman programs. The population re-estimate may have an impact on your final allocation amount for the aforementioned programs. The impact will be directly related to population changes and will vary accordingly, but is expected to usually be within a range of +/-10% of last year's allocation amount.

### **Refusal of Funds**

If you have determined at this time that you intend to refuse program funds, please inform the DPH Program Manager by August 1, 2014 of your intent to refuse funds. Once funding levels are approved through the department's CARS Unit, the funding amounts will be entered into the Grants and Contracts (GAC) System.

### **Memorandum of Understanding (MOU) Transfer Language**

If an LHD would like to transfer funds between LHDs, a formal request (e-mail is fine) should be submitted to the Program Manager by August 1, 2014. Once that request has been received, a contract will be established with the combined funding according to the normal procedure. A sample Memorandum of Understanding will be provided.

If an LHD chooses this option to transfer funds to another LHD, both sending and receiving LHDs must sign the MOU. The receiving LHD must then attach it to the contract when the contract is returned to the State for final signature by the appropriate official. If multiple LHDs are transferring funds to one LHD, then there must be an MOU attached to the contract for each LHD that is transferring funds.

Please ensure that signed copies of the MOU are attached to the returned contract.

### **Negotiation Process**

The negotiation process for the CY2015 contracts will be the same as the previous year. To summarize, each program will have the choice of either using GAC to negotiate objectives or continuing whatever negotiating practice was used under their prior separate contract. Each program will provide the Bureau of Operations with their program objectives, quality criteria, boundary statements and/or scope of work attachment. This information will be posted to the DPH 2015 Consolidated Contract web site.

For those programs that have non-negotiated objectives, the related funding amounts will be entered into GAC, those program items will be locked and the contracts will be prepared for posting to the DPH Contracting web site.

For those programs that have objectives that need to be negotiated, once the funding amounts have been entered into GAC, the tribes can begin entering their 2015 objectives into GAC beginning July 14<sup>th</sup> and the local health departments can begin to enter their specific 2015 objectives into GAC (if the program is using GAC for negotiations) on or about September 15<sup>th</sup>. Ensure that detailed information is entered whenever a template box indicates that input is “required.” Remember to highlight the name of the local contract administrator on the “General Contract Information” page of GAC for each program so that the correct person receives notice when negotiation notes are entered. Click the email button on the “Contract Programs” page when all objectives for a program are entered. For example, when all MCH objectives have been entered, you should then select the email button and negotiations can begin.

### **Contract Monitoring Process**

Mid-year and end-of-year reviews will be handled in the same manner for CY2015 as in CY2014. The mid-year review provides an opportunity for problem solving with local agencies to assure contracted objectives will be met by year end. The year-end review closes out this process and sets the stage for subsequent funding in the upcoming year.

For those programs that are continuing to require mid-year or end-of-year monitoring, the responsibilities will be assumed by the program staff for their respective programs/grants. See Attachment 1 to determine the correct mid-year and end-of-year reporting mechanism for participating programs.

### **Reporting of Expenditures**

As a general reminder, DPH does not have the ability to transfer expenditures across funding periods if the expenditures occurred in the previous period. This requires that you, as a contractee, be aware of the time period in which your expenditures occurred and report them in that time period using the designated profile number. This is especially important if three months of one program funding period and nine months of another program funding period are included in a calendar year contract (denoted via funding controls).

Please continue to report your expenditures on the CARS Expense Report form. Send the completed form by e-mail to [DHS600RCars@dhs.wisconsin.gov](mailto:DHS600RCars@dhs.wisconsin.gov). The form only requires that you report in a lump sum; however, you will need to have this lump sum broken down by the different categories (personnel, contracts, etc.) for program purposes if requested. General information on CARS reporting may be found at <http://www.dhs.wisconsin.gov/bfs/CARS/index.htm>.

Thank you for your input and patience as we transitioned our processes over the past year. More information will be coming soon about program-specific funding for each local health department and tribe. Please direct questions about the contract negotiation and reporting process to the Program Managers listed on the first tab of Attachment 1. Any other questions related to the consolidated contract process may be directed to [DHSGACMail@dhs.wisconsin.gov](mailto:DHSGACMail@dhs.wisconsin.gov).