

From: [DHS DPHContracts](#)
To: [DHS DPHContracts](#)
Cc: [Moore, Donna J - DHS](#); [Schauer, Stephanie L - DHS](#); [Borchardt, Stephanie M - DHS](#); [Marcum, Matthew R - DHS](#)
Subject: [NCI] Adult Immunization Objectives & Allocations
Date: Wednesday, March 02, 2016 1:24:16 PM

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

The Immunization Program recently received a two-year grant (9/30/2015 through 9/29/2017) from CDC to work on increasing adult immunization rates in Wisconsin through collaborations with community health centers, pharmacies/pharmacists, health care systems/organizations, LTCFs, LHDs, tribal health clinics, immunization coalitions, and community-based organizations. Specifically, we will be working with LHDs to increase adult immunization rates locally through optional adult immunization objectives. LHDs are encouraged to select an objective to work on during the contract period. The optional adult immunization objectives and allocation spreadsheet are posted for your review under the Immunization Program section of the [2016 Consolidated Contract](#) webpage.

Time period

- The contract time period is May 1, 2016 – June 30, 2017.
- Expenditures may therefore be claimed retroactively until July 31, 2017. This means that eligible expenses incurred within the contract time period are allowable for reimbursement
- Include a report of the accountability targets and the progress achieved including the activities and interventions conducted; include any barriers that may have been identified by July 31, 2017. A summary of progress made on the selected objective(s) will be required at project mid-point.

Allocation

- The population estimates that contribute to the formula used to calculate funding allocations are adult-specific and include the overall adult population, racial minority population, and adult population living in poverty.
- In addition, a base allocation was provided to all LHDs.
- Your jurisdiction's allocation may increase if some LHDS do not select an adult immunization objective as their allocation will be re-distributed among the jurisdictions that have selected an objective.

Selecting an objective

- As soon as possible, **no later than March 25, 2016**, review the adult immunization objectives and allocation spreadsheet.
- Select at least one adult immunization objective.
- Reply to this email to indicate whether or not you will be selecting an adult immunization objective and which objective you have selected.
- **If your jurisdiction does not select an adult immunization objective by March 25, 2016 no adult immunization grant funds will be awarded to your jurisdiction.**

Contracts

- After March 25th, allocations will be recalculated based on the total number of participating agencies.
- Final allocation figures will be loaded into GAC and prepared for negotiations by April 4th.
- **Negotiations in GAC should be completed by April 29th.**
- Once negotiations have been completed, an amendment to your 2016 Consolidated Contract will be created and posted on the [2016 Consolidated Contract Overview](#) spreadsheet. A notification email will be sent out with instructions for downloading and submitting the amendment for signature.
- Once we receive your email reply, Immunization Program staff will prepare contracts for negotiation and signature.

Funding restrictions

- Awardees may not use the funds for research.
- Awardees may not use funds for clinical care.
- Awardees may not use the funds to purchase vaccine.
- Generally, awardees may not use funds to purchase furniture or equipment.
- No funds may be used for publicity or propaganda purposes.
- Awardees may use funds for reasonable purposes, including personnel, travel, office supplies, and services.

If you have questions regarding the adult immunization grant and/or objectives, please contact your Immunization Program Advisor or Stephanie Borchardt at Stephanie.Borchardt@wi.gov or 608-266-9923. If you have questions regarding the general contracting process, please contact Matt Marcum at Matthew.Marcum@wi.gov or 608-266-5318.

Donna Moore
DPH Operations Director
Division of Public Health
Department of Health Services
608-261-9434

NOTICE: This E-mail and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you receive this E-mail in error, please notify the sender; delete the E-mail; and do not use, disclose or store the information it contains.