

Scott Walker  
GovernorKitty Rhoades  
Secretary

## State of Wisconsin

## Department of Health Services

608-266-1251  
FAX: 608-267-2832  
TTY: 888-701-1253  
dhs.wisconsin.gov

DATE: July 17, 2015

TO: Local and Tribal Health Departments and Contracting Agencies

FROM: Chuck Warzecha, Deputy Administrator  
Division of Public Health 

RE: 2016 Consolidated Contracting Process

We are pleased to announce the beginning of the 2016 Consolidated Contract process. This year's process will be quite similar to last year, with only minimal changes planned to help facilitate the overall process. We will again be using a 24-month contract period that will cover the October 1, 2015, through September 30, 2017, timeframe. The anticipated contract processing timeline is attached.

The following provides an overview of the 2016 allocation changes and guidance regarding the refusal of funds, objective negotiation, contract monitoring and expense reporting. Detailed programmatic information (such as funding sources, funding periods, profile ID numbers, amounts allocated, negotiating/monitoring information, contract monitor names, etc.) is available within the attached 2016 Consolidated Contract Overview. As a reminder, all 2016 Consolidated Contract materials will be posted on the [2016 Consolidated Contract](#) webpage as they become available.

**Allocation Changes**

Please refer to the 2016 Consolidated Contract Overview (attached to the e-mail) to view the 2016 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 2015 to 2016.

Of particular note, the CDC has decided to end the Infrastructure grant program. As such, Infrastructure funding will not be renewed after the current funds expire on July 31, 2015. Further information regarding the Infrastructure program will be announced when it becomes available.

Also, 2016 is a transitional year before the 2017-2021 Women's Health – Reproductive Health (WH-RH) grant cycle begins. Current WH-RH health providers will be asked to complete and return a self-assessment in key performance and practice areas, to report on 2015 YTD performance, and to provide 2016 service projections. These materials will be sent in early August. These materials will be reviewed prior to final 2016 contract allocations. Agencies and

the WH-RH Program team will discuss any special grant conditions that are necessary as a result of the review.

### **Refusal of Funds**

If you have determined at this time that you intend to refuse program funds, *please inform the DPH Program Manager by July 31, 2015, 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 (email is fine) should be submitted to the Program Manager by July 31, 2015. 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 2016 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 in prior years. 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 2016 Consolidated Contract website](#).

For programs that use GAC to negotiate their objectives, agencies may begin entering them after the program allocations have been loaded. For the tribes, this should be on or around July 24, while local health departments will be able to enter objectives on or around September 11. When entering text, please 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.

The GAC Manual has been updated and is available [HERE](#) to assist you with the GAC negotiation process.

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.

### **Contract Monitoring Process**

Mid-year and end-of-year reviews will be handled in the same manner for CY2016 as in CY2015. 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 the 2016 Consolidated Contract Overview 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).

To assist with contract management and the timely reporting of expenses, we are updating the Contract Programs page in GAC to include a Funding Period column. This column will display the beginning and end dates for each program's funding period and will match the dates displayed in the Overview spreadsheet. We expect this feature to be available in GAC prior to the beginning of the 2016 contract period.

Please continue to report your expenditures on the CARS Expense Report form. Send the completed form by email 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>.

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 the 2016 Consolidated Contract Overview. Any other questions related to the consolidated contract process may be directed to [DHSDPHContracts@dhs.wisconsin.gov](mailto:DHSDPHContracts@dhs.wisconsin.gov).