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**DIVISION OF PUBLIC HEALTH**

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**DATE:** August 9, 2023

**TO:** Local and Tribal Health Departments and Contracted Agencies

**FROM:** Assistant Administrators: Anna Benton and Jonette Arms

**RE:** Calendar Year (CY) 2024 Consolidated Contracting Process

The Division of Public Health has begun preparations for the CY 2024 Consolidated Contract. Information related to the contract process will be posted to the [CY 2024 Consolidated Contract webpage](#) as it becomes available.

**Allocation Changes**

DHS has been notified by our federal partners of the following 2024 funding changes for the program areas below:

- Asthma Program will no longer be funded for local departments.
- HIV/AIDS is expecting less funding. Funding amount is unknown currently.
- Cities Readiness Initiative will have a 9% increase.
- Environmental Public Health Tracking will decrease by 20%.
- SNAP-ED is anticipating a 4% increase.

**The following programs have indicated level funding for 2024:**

• BFPC	• Preventative Health & Health Services Block Grant
• Childhood Lead	• Radon
• Children & Youth with Special Health Care Needs (CYSHCN)	• Reproductive Health & Family Planning
• Communicable Disease Control & Prevention	• TEFAP
• FMNP	• Tobacco
• Immunization	• Wisconsin Wins
• Infertility Prevention	• WIC
• Maternal Child Health (MCH)	• Wisconsin Well Women
• PHEP	

Local health departments should note that while the majority of funding is anticipated to remain level (pending any unknown federal changes that could occur), each health department could see an adjustment in funding they receive due to Level I, II or III changes. The health department level is a factor in many of our funding allocation formulas in the consolidated contracts. As a result, we cannot state definitively at this time what will happen to individual health department funding until all calculations have been made based on changes to health department levels.

New 2021 Census population estimates will be used if the information is available; otherwise, we will again use the 2019 population estimates as one of the allocation factors to distribute funds. Minimal changes from the last cycle could result from the 2021 Census information or from 2019 population estimates unless a Level change has occurred over the past year.

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

If a local or tribal health department is considering the transfer of funds to another local or tribal health department, a formal request (email is sufficient) must be submitted to the DPH Program Manager by **August 25, 2023**. Once that request has been received, a contract will be established with the combined funding according to the normal procedure.

If a local or tribal health department chooses to transfer funds to another local or tribal health department, both sending and receiving health departments must sign an MOU. All contracts are now handled through the department's DocuSign process and these transfer MOUs should be sent directly to Bridget Sneen, DHS Consolidated Contracts Program Manager, via [DHSGACMail@dhs.wisconsin.gov](mailto:DHSGACMail@dhs.wisconsin.gov) prior to the return of the signed contract. If multiple local or tribal health departments are transferring funds to one local or tribal health department, then there must be an MOU submitted for each local or tribal health department that is transferring funds.

### **Refusal of Funds**

If you have determined that you intend to refuse program funds, inform the DPH Program Manager by **August 25, 2023**, of your intent to refuse funds. Once funding levels are approved through the department's CARS/GEARS Unit, the funding amounts will be entered into the Grants and Contracts (GAC) System.

### **Negotiation Process**

The negotiation process for the 2024 contracts will be the same as the previous year. To summarize, each DPH program will have objectives loaded into GAC and each agency must pick at least one objective for each program and assign an allocation amount. The full allocation amount must equal at least one objective (or more if multiple objectives are selected). Each program will provide the DPH Bureau of Operations with their program objectives, quality criteria, boundary statements, and/or scope of work attachments which will then be posted to the 2024 Consolidated Contract website. All attachments will be incorporated into the contracts.

As all programs will use GAC to negotiate their objectives, agencies may begin entering them after the program allocations have been loaded. All local and tribal health agencies will be able to begin entering objectives on or around September 29, 2023.

For those programs that have established objectives, the related funding amounts will be entered into GAC during negotiation set-up and those programs will be automatically locked. The programs that will negotiate objectives will provide at least one objective, quality criteria, boundary statement, and/or a scope of work attachment from which the agency may select.

Those specific negotiated terms will be incorporated into the consolidated contract base agreement for signature.

The [GAC Manual](#) is available to assist you with the GAC negotiation process. If you do not have GAC access, or need a different user role, follow Steps 1 and 2 under the Accessing GAC section of the [Consolidated Contract home page](#).

### **Reporting of Expenditures**

Expenditures must be reported on the [CARS/GEARS Expense Report](#) form. Send the completed form by email to [DHS600RCars@dhs.wisconsin.gov](mailto:DHS600RCars@dhs.wisconsin.gov). Please copy your DPH contract monitor(s) on all expense report submissions. The form only requires that you report monthly expenses in a lump sum for each Profile ID; however, please remember that 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/GEARS reporting may be found on the [CARS/GEARS webpage](#). If you have a question related to the timeliness of your reimbursement or the appropriateness of an expenditure, please work with your program contact.

### **Contract Monitoring Process**

Mid-year and end-of-year reviews will be handled in the same manner for CY 2024 as in previous years. The mid-year review provides an opportunity for problem solving with local and tribal 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. The grid tab of the 2024 Consolidated Contract Overview (*final version available approximately mid-September*) will identify the correct mid-year and end-of-year reporting mechanism for participating programs.