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DATE: July 29, 2025

TO: Local and Tribal Health Departments and Contracted Agencies

FROM: Assistant Administrators: Anna Benton and Jonette Arms

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RE: Calendar Year (CY) 2026 Consolidated Contracting Process

The Division of Public Health has begun preparations for the CY 2026 Consolidated Contract. Information related to the contract process will be posted to the [Consolidated Contract webpage](#) as it becomes available.

Allocation changes

As of the date of this letter, Department of Health Services (DHS) has been notified by our federal partners of the anticipated 2026 program funding changes:

- Environmental Public Health Tracking will decrease by 43%
- Radon RICs will decrease by 12%
- Supplemental Nutrition Assistance Program Nutrition Education (SNAP-ED) will potentially decrease by 100%
- WIC Farmers Market Nutrition Program (FMNP) will decrease by 50%

DHS may learn about changes to these programs and others and will take necessary steps to notify recipients of any associated funding impacts.

As of the date of this letter, the following programs are anticipating minimal or no change in funding for 2026:

• Cities Readiness	• Public Health Emergency Preparedness (PHEP)
• Childhood Lead	• Preventative Health & Health Services Block Grant (PHHS)
• Children & Youth with Special Health Care Needs (CYSHCN)	• Reproductive Health & Family Planning
• Communicable Disease Control & Prevention	• Tobacco
• HIV/AIDS	• Wisconsin Wins
• Immunization	• Women, Infants and Children Program (WIC)
• Infertility / STI Prevention	• WIC Breastfeeding Peer Counseling Program (BFPC)
• Maternal Child Health (MCH)	• Wisconsin Well Women

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 contract. 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. 2023 Census population estimates will be used as one of the allocation factors to distribute funds.

Programmatic Change to Base Contract

This year, local and Tribal health departments should take note of a change surrounding the funding timeframe for the Immunization Program. The Immunization Program is no longer following a calendar fiscal year. Immunization has transitioned to a state fiscal year (July 1 - June 30) and funding will now go out as a modification to the consolidated contract instead of being part of the base contract.

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 15, 2025**. 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 DHS DocuSign process and these transfer MOUs must be sent directly to Bridget Sneen, DHS Consolidated Contracts Program Manager, via 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, please inform the DPH Program Manager by **August 15, 2025**, of your intent to refuse funds.

Grants and Contracts System (GAC) replacement project and the negotiation process

The DPH Bureau of Operations has started to decommission the Grants and Contracts (GAC) System. As part of the decommission process, negotiations will no longer be performed in the GAC system. This year, programs will manage their negotiations individually (if they have any) via email or supplemental survey. Each program will continue to provide the DHS Consolidated Contracts Program Manager with their program objectives, quality criteria, boundary statements, and/or scope of work. All programmatic documents as well as budget allocations for each local public health department will be posted to the [Consolidated Contract webpage](#). Please continue to watch for communications from each program area as they will be providing more information on what their individual negotiation process will entail and what the next steps will be for all local public health departments.

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. 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, 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, work with your program contact.

Contract monitoring process

Mid-year and end-of-year reviews will be handled in the same manner for CY 2026 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 reporting calendar tab of the 2026 Consolidated Contract Overview spreadsheet (***final version available approximately mid-September***) will identify the correct mid-year and end-of-year reporting mechanism for participating programs.