

The local public health department funding for the next cycle of Preventive Health and Health Services Block Grant is in GAC under the **2016** Consolidated Contracts as “Prevention” and covers a timeframe ranging from 10/1/2015 through 8/31/2017. Before contracts and amendments may be sent out, transfers to fiscal agents for those departments working collaboratively, must be completed. Below, we have provided a list of steps and deadlines to help you through these processes.

Prevention Contract—MOU Transfers – Federal Fiscal Year 16 (FFY16)

Preparing for the contract period October 1, 2015 – August 31, 2017

Consortium MOUs

Applies ONLY to Southern Region agencies working together in a consortium

- **Step One: Due ASAP, no later than Monday, October 24, 2016**
 - **Authorizing Health Departments** (those transferring funds to a fiscal agent in a consortium)
 - Review the [PHHS Allocation Spreadsheet](#) for your new Prevention Block Grant allocation
 - Decide how much of the funding you wish to set aside for the *required* National Public Health Performance Standards Allocation (Objective 11), and how much to authorize for the consortium project.
 - Contact Sheri Siemers to let her know the dollar amount you have decided to authorize your consortium fiscal agent to manage: sheri.siemers@wisconsin.gov
 - Once Sheri receives your email, DPH staff will move forward with contract preparation.
- **Step Two: Due at the time of signature on the contract**
 - **Memorandum of Understanding (MOU)**
 - MOUs are due at the time of final signature on the contracts.
 - Both the authorizing agency and fiscal agent must sign the [Template MOU for Transferring Funds to a Consortium Fiscal Agent](#) document.
 - An LHD may not transfer funds allocated toward the National Public Health Performance Standards (Objective 11).
 - The timeframe should be indicated on the MOU, and should reflect October 1, 2015 – August 31, 2017.
 - **Authorizing Health Departments**
 - Complete the [Template MOU for Transferring Funds to a Consortium Fiscal Agent](#), indicating the Prevention funds your agency wants to transfer to the fiscal agent of your consortium.
 - This amount will be your Prevention allocation, minus the amount your health department wishes to keep for the National Public Health Performance Standards (Objective 11).
 - Complete three (3) **original** copies of the MOU
 - Each with the authorizing agent’s **original** signature
 - Sign and **send all three duplicate originals** to the fiscal agent for signature
 - The fiscal agent (receiving health department) will return one countersigned original copy to you.
 - **Fiscal Agent (Receiving Health Departments)**
 - Countersign all three, duplicate originals of the MOU.
 - At the time of final signature on the contract, one each of the original MOUs will go to:
 - Your files
 - The authorizing health department’s files
 - DHS/DPH

Questions?

Please contact Sheri Siemers: sheri.siemers@wisconsin.gov.

Program coordinator Angela Nimsgern is also available to respond to questions at angela.nimsgern@wisconsin.gov or 715-365-2721.