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.