# GRANTS AND CONTRACTS (GAC) SYSTEM INFORMATION

Basic Functions of the
Grants and Contracts (GAC) System

**WISCONSIN DEPARTMENT** *of* **HEALTH SERVICES**

# Basic Functions of the Grant and Contracts (GAC) System

To access the database click on https://www.dhs.wisconsin.gov/gac/index.htm

The following screen should appear:



1. Scroll down to the section titled **Accessing GAC**.

   a. **If you do not have an assigned GAC role**, follow the two-step process in the blue box for obtaining a Wisconsin User Account.

   b. **If you already have an assigned GAC role,** click on *Enter GAC* as shown above in the red box. If you receive a security warning, click *yes*.

2. Log into the Grants and Contracts (GAC) Database by entering your username and password. Click on **Login** to continue.



3. After login, the following GAC Main Menu will appear.



4. Click on **Search for Contract**. Find your contract by number or agency name.

   a. <u>If you know your contract number</u>, enter it into the "**Contract #**" field and click on **Search**.

a. <u>If you do not know the contract number</u>, you can search by agency name.



b. Enter the first letter of your agency name, click on the drop-down scrolling arrow next to the Agency field, and select your agency's name from the drop-down list. In the *Contract Year* field, enter the contract year for which you are searching. Click on *Search*.

*Note: Leaving the contract year blank will produce a list of all contracts for that agency currently in the GAC system.*

c.  Once you have the list of all contracts for your agency, click on the appropriate Contract # for which you are searching.

*Note:  The **Contract Focus** column can help to identify which contract number to choose based on the contract type.*

**Search For Contract**

Back to GAC Main Menu

Agency: Eau Claire City/County Health Department

Contract Year:                                                                            Contract #:

Contract Type:

Contract Begin Date:                                                                      Contract End Date:

DPH Administrator:

Search    Clear

| Agency | Contract Year | Contract # | Contract Focus | Contract Amount | Begin Date | End Date | DPH Administrator | Contract Locked |
|---|---|---|---|---|---|---|---|---|
| Eau Claire City/County Health Department | 2020 | 44005 | | $12,000 | 07/01/2019 | 06/30/2020 | | No |
| Eau Claire City/County Health Department | 2020 | 43566 | Consolidated | $481,771 | 10/01/2019 | 09/30/2021 | Smith, Yvette A | No |
| Eau Claire City/County Health Department | 2019 | 42285 | | $12,000 | 07/01/2018 | 06/30/2019 | | No |
| Eau Claire City/County Health Department | 2019 | 40706 | Consolidated | $936,492 | 01/01/2019 | 12/31/2019 | | Yes |
| Eau Claire City/County Health Department | 2018 | 38006 | Consolidated | $1,283,476 | 01/01/2018 | 12/31/2018 | | No |
| Eau Claire City/County Health Department | 2017 | 34627 | Consolidated | $955,150 | 10/01/2016 | 09/30/2018 | | No |
| Eau Claire City/County Health Department | 2016 | 30516 | Consolidated | $980,501 | 10/01/2015 | 09/30/2017 | | No |
| Eau Claire City/County Health Department | 2015 | 27436 | Consolidated | $989,016 | 10/01/2014 | 09/30/2016 | | No |
| Eau Claire City/County Health Department | 2014 | 24156 | Consolidated | $830,089 | 10/01/2013 | 09/30/2015 | | Yes |
| Eau Claire City/County Health Department | 2014 | 23599 | Bioterror CDC Focus A, Preparedness CDC | $64,316 | 07/01/2013 | 06/30/2014 | | No |
| Eau Claire City/County Health Department | 2013 | 22019 | Consolidated | $126,918 | 01/01/2013 | 12/31/2013 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2013 | 21736 | Prevention | $7,052 | 01/01/2012 | 08/31/2013 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2013 | 21396 | Preparedness CDC | $58,566 | 08/01/2012 | 06/30/2013 | | Yes |
| Eau Claire City/County Health Department | 2012 | 20259 | Consolidated | $124,492 | 01/01/2012 | 12/31/2012 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2012 | 19619 | Preparedness CDC | $52,816 | 08/01/2011 | 07/31/2012 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2011 | 18073 | Consolidated | $136,994 | 01/01/2011 | 12/31/2011 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2011 | 17538 | Preparedness CDC | $95,864 | 01/01/2010 | 08/09/2011 | Morris, Karen J | No |
| Eau Claire City/County Health Department | 2011 | 17282 | Preparedness PHER | $216,766 | 07/31/2009 | 07/30/2011 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2010 | 17938 | Tobacco Prevent Control | $2,990 | 01/01/2010 | 12/31/2010 | Feiner, Tana K | Yes |
| Eau Claire City/County Health Department | 2010 | 17575 | EIDP - RH, FP | $125,130 | 01/01/2010 | 12/31/2010 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2010 | 17350 | Consolidated | $143,065 | 01/01/2010 | 12/31/2010 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2009 | 17036 | Well Woman | $34,964 | 01/01/2009 | 12/31/2009 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2009 | 16853 | Preparedness CDC | $61,309 | 01/01/2009 | 12/31/2009 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2009 | 16746 | EIDP - RH, Reproductive | $125,993 | 01/01/2009 | 12/31/2009 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2009 | 16681 | Tobacco Prevent Control | $84,791 | 01/01/2009 | 12/31/2009 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2009 | 16589 | Consolidated | $103,189 | 01/01/2009 | 12/31/2009 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 16356 | WIC | $349,523 | 01/01/2008 | 12/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 16238 | EIDP - RH, EIDP-LHD, Reproductive | $125,993 | 01/01/2008 | 12/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 16175 | Preparedness CDC | $52,016 | 01/01/2008 | 12/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 15975 | Tobacco Prevent Control | $65,680 | 01/01/2008 | 12/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 15750 | Preparedness - Pandemic Influenza | $29,232 | 09/01/2007 | 07/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2008 | 15697 | Consolidated | $138,602 | 01/01/2008 | 12/31/2008 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2007 | 15496 | WIC | $339,390 | 01/01/2006 | 12/31/2010 | Zanto, James W | Yes |
| Eau Claire City/County Health Department | 2007 | 15227 | EIDP - RH, EIDP-LHD, Reproductive | $126,732 | 01/01/2007 | 12/31/2007 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2007 | 14938 | Preparedness - Pandemic Influenza | $34,155 | 09/01/2006 | 08/31/2007 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2007 | 14795 | Consolidated | $133,975 | 01/01/2007 | 12/31/2007 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2007 | 14713 | Tobacco Prevent Control | $50,118 | 01/01/2007 | 12/31/2007 | Morris, Karen J | Yes |
| Eau Claire City/County Health Department | 2006 | 14127 | WIC | $305,021 | 01/01/2006 | 12/31/2010 | Zanto, James W | Yes |

# Navigating the GAC System After Contract Selection

Review Steps 1-4 (pages 1-5) for selection of a specific contract.

1. To select a contract, click on the specific contract number (for example, #24156).



2. The ***General Contract Information*** screen shows basic information related to the specific contract that was chosen.

3. Once at this screen, you have several options.  The most common action would be to go into the contract programs.

4. Select ***Contract Programs*** to view the programs that are part of the selected contract (for example, the consolidated contract could include Childhood Lead, MCH, Immunization, Prevention, etc.)



5. This ***Contract Programs*** screen provides the program name, available funding, funding period, and match amounts for each program area within the contract.

6. The **Go To** column for each program area provides links to the **Objectives List**, **Statement of Works List**, **Profile/Consortium**, **Sign-off**, and **Program Contacts**.

# Objectives List

1.  The **Go To** column for each program area provides links to the **Objectives List**, **Statement of Works List**, **Profile/Consortium**, **Sign-off**, and **Program Contacts**.

    For example, select the Objectives List for the Immunization Program.



2.  The ***Objectives List*** screen provides the program objectives detail and the dollar amounts for those objectives specific to the program chosen. The information included within the objective will become a part of your Consolidated Contract addendum.

    a.  To load a new objective, click on the **View Objective Template List** button.



    b.  From the Objective Template List screen, you may view a template by clicking **View Template Detail**. Once you have identified an objective that you want to load, click on the **Add Template Objective** button.

c. If you have more than one objective, click on the objective for additional information.



d. Once you have added an objective template, or selected a template that has already been loaded, the screen will appear as below:

Most objectives selected are Template Objectives (provided by the program) which have information entered in each field. There are six text fields associated with the contract objective.

- The ***Objective Statement*** and ***Contract Deliverable*** text boxes are key fields which have precise expectations of the grantee.

- The ***Objective Value*** field needs to be filled in with the funding amount assigned to this particular objective. The ***Objective Value*** amount cannot exceed the ***Available Funds For Objective*** amount listed on the ***Contract Programs*** page for that particular program area. To enter the Objective Value, go to the gray bar above the objective statement and click on the '***objective value***' link. Be sure that you are entering the dollar amount on the correct program line and save once complete.

- The ***Deliverable Due Date*** automatically defaults to 30 days after the ***Contract End*** date listed on the ***General Contract Information*** page. The ***Deliverable Due Date*** may need to be revised depending on when the funding period for that specific program area ends.

- The ***Context*** is background information related to the objective and may include an expectation or clarification such as standards or manuals to be used, instructions, or guidance. It is usually automatically filled in; however, the grantee may add additional information.

- The ***Input Activities*** are usually entered during negotiations by the grantee or may note ***"(required),"*** indicating that the grantee must enter the activities they have planned to achieve the objective deliverable.

- The ***Baseline for Measurement*** field is usually required and gives the State negotiator (Division of Public Health contract monitor) a statement of your past performance and an indication of the possible complexity or difficulty involved in accomplishing the objective. For example, is the agency maintaining effort or will a dramatic change in contacts or clients be needed?

- ***Data Source for Measurement*** is a required field and indicates the expected source for entering and/or reporting data. The grantee must be able to independently extract the deliverable from its source, as it is the grantee's responsibility to provide evidence of objective attainment.

# Negotiations

1. Click on *Negotiations* to begin negotiations between the grantee and the state representative (contract monitor). Both may enter comments in the negotiation notes.



2. The *Negotiations* screen allows for the review of all comments made during the negotiation process (e.g., by whom and on what date). The most recent comments will be at the top of the screen.

   To add a negotiation comment:
   1. Type in your comments in the first **blank** negotiation box after the objective statement.
   2. Click the *Add* button to the right of the screen. The date and your name are added.

   ***NOTE: Once you click the Add button for a negotiation note, it cannot be removed!***



Click *Back to Objective* to return to Objective. From there, you can add additional objectives or make further edits.



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# Profile/Consortium

1. From the **Contract Programs** page use the **Profile/Consortium** link to identify the Profile ID number(s) tied to the program area allocation.



2. The **Profile/Consortium** page lists the **Partner Agency**, **CARS Profile**, and **Profile Amount**. This information is used when submitting a CARS Expenditure Report (F-00642).

# Sign-off

1. The *Sign-off* link is used by the DPH Contract Monitor after the negotiation process has been completed and both parties are in agreement regarding the program objective(s).



2. To sign off on a program, the DPH Contract Monitor first needs to look at the *Signer Required?* Column to identify whether Bureau or Region sign-off is required (indicated as a "**Yes**"). The check box in the *Work Complete* column for the Bureau or Region row should be clicked, and the *Sign-Off* drop-down menu should be changed from *No* to *Yes* and the *Update* button clicked.



3. The DPH Contract Monitor's name and the date of sign off will appear in the *Responsible Party* and *Sign Off Date* columns. Completion of this sign-off process automatically locks the program and no further edits will be allowed.  If additional edits are needed, the DPH Contract Monitor will need to send a request to dhsgacmail@dhs.wisconsin.gov to unlock the program.

# Program Contacts

1. Use the *Program Contacts* link to identify *Bureau/Region Contact(s)* that should be notified when an objective negotiation note is added.



2. The *Bureau Contact* for each program is assigned by the Program Manager at the beginning of the consolidated contracting cycle. The Health Officer of record at the time of contract creation is listed as the Agency Contact for all programs funded on the contract. Selected Agency and Bureau Contacts are highlighted blue.



3. If you are not a Health Officer but have signer authority and are completing negotiations on behalf of your agency, you can change the *Agency Contact* by locating your name in the list, clicking on it (it will turn blue) and then clicking the *Update* button.

   a. To select more than one name per list, hold down the **Ctrl** key while clicking.

   b. If your name is not listed, please see section 1.a of the *Basic Functions of the Grants and Contracts (GAC) Database* section on Page 2 to request the proper access.

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# Email

1.  The **Email** button on the **Contract Programs** page is available under the **Action** column.



After the grantee has added and edited their objective template with the necessary information, they should click the **Email** button. Doing so automatically sends an email notifying the assigned Contract Monitor that an objective has been loaded and the negotiation process has been initiated. The **Program Contacts** section must be completed for both the **Bureau** and **Agency Contacts** before the notification will function properly.

# Reports – Contract Objective Details

There are numerous reports available in GAC.

1.  From any screen in the GAC system, click on the **GAC Main Menu** to access the reports functions.



2.  Below are a few of the most commonly used objective reports and instructions on how to create them.

    <u>Contract Objective Details Reports</u> – There are three types of Objective Details Reports you can create: Basic, Intermediate and Complete. The most commonly used is the Intermediate report. This report provides you with the following:
    *   Objective (including deliverable, data source for measurement, baseline for measurement, input activities and objective value)
    *   Risk Profile information

***From the Report Menu:***
To create an intermediate objective detail report:

a.  Click on ***Contract Objective Details – Intermediate***



b.  The following screen allows you to choose what you want included on the report.



c.  Enter your contract number in the ***Contract #*** field.

d. Click ***Run Report*** to receive the entire report of the contract (inclusive of all descriptors).



**-Or-**

e. Select the Program within the Section labeled ***Objective Level Descriptors***. (For example, if you want to print an Immunization report, use the scroll arrow to find the "Immunization" item. Select or highlight that program name.) Click ***Run Report***.



f. An Adobe Acrobat report will be generated that can be saved, printed or emailed.



g. The same process should be followed for:

1) The Basic report (only objectives, deliverables and funding), and
2) The Complete report (same as Intermediate report with an "objective other detail screen" which is not currently being used)
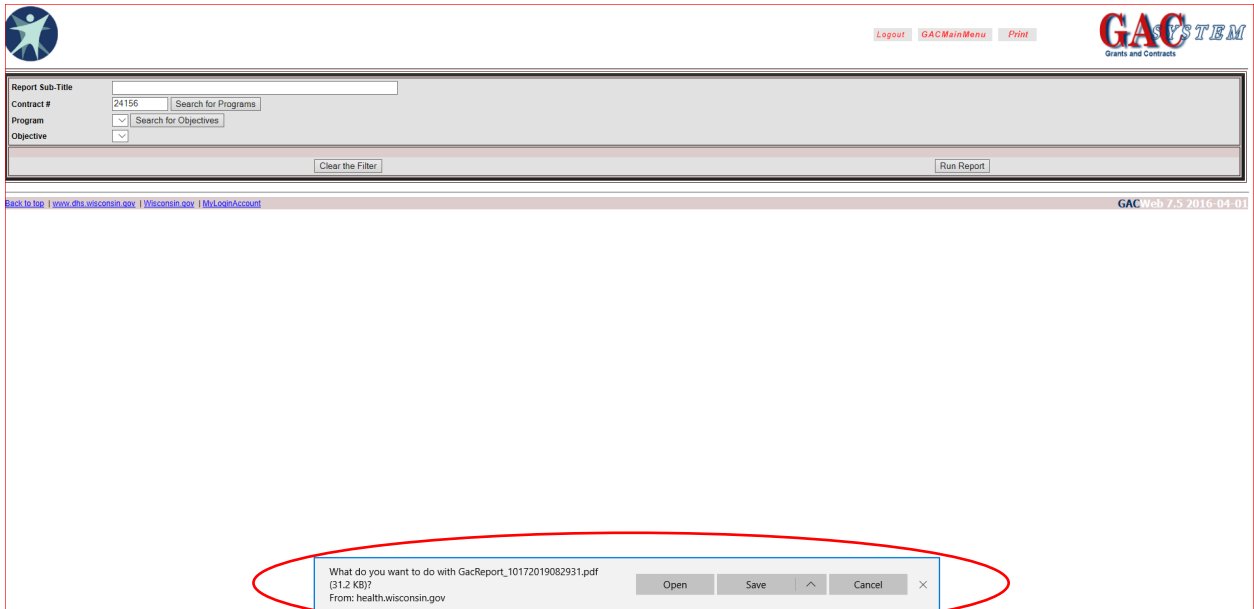
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# Reports – Negotiation History

1. From any screen in the GAC system, click on the *GAC Main Menu* button to access the report functions.

2. Under *Report Menu*, click *Contract Negotiation Detail History*.
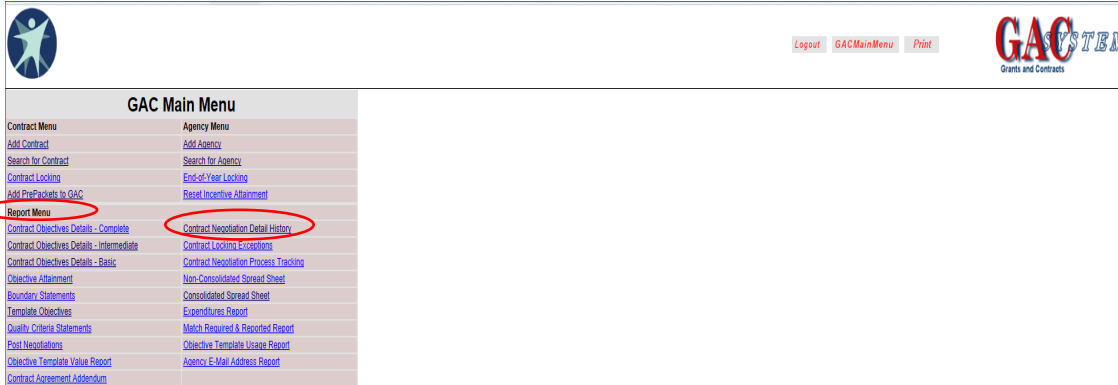
3. Enter the *Contract Number* for the negotiation history.  Click *Run Report*.
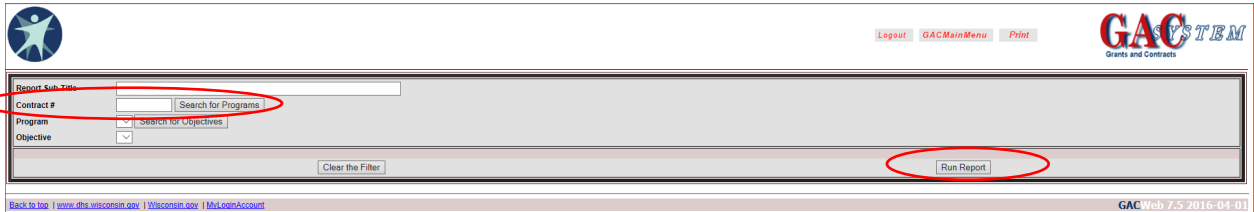
4. An Adobe Acrobat report will be generated that can be saved, printed or emailed.  Click *Open*.

The report includes each program area and the related negotiations for each objective in the contract.

Note:  Use the scroll or *Find* functions to locate objective negotiations that you would like to review.   (For example, type the word "prevention" and click *enter* to locate the first instance of the word "prevention" in the text.  Additional navigation tools (i.e., *previous* and *next* icons "**<**" and "**>**") will appear.



If you need a copy of the negotiation history for a certain program, note the pages you need. Then on the menu bar, click *File*, then click *Print*.  Enter the page span you need printed.

# GAC Reminders

- As you complete your program objectives and they are ready for review, click on the ***Email*** button in the ***Action*** column (by program) on the ***Contract Programs*** screen to send an email to your DPH Contract Monitor.

- Your assigned DPH Contract Monitor will ensure that all required fields are completed prior to signing off on your contract.

- With the exception of the Childhood Lead program (Agency sign-off only), your Contract Monitor will provide the final sign-off when all parties have agreed to the selected objectives.