

Tony Evers
Governor

Andrea Palm
Secretary



State of Wisconsin
Department of Health Services

DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET
PO BOX 2659
MADISON WI 53701-2659

Telephone: 608-266-1251
Fax: 608-267-2832
TTY: 711 or 800-947-3529

DATE: September 28, 2020
TO: Local and Tribal Health Departments and Contracted Agencies
FROM: Charles Warzecha, Deputy Administrator
Division of Public Health
RE: CY 2021 Consolidated Contracting Process

The Division of Public Health has begun preparations for the CY 2021 Consolidated Contract. Information related to the contract process will be posted to the CY 2021 Consolidated Contract webpage as it becomes available.

Allocation Changes

We do not, as yet, have final federal funding allocations and guidance for all of our program areas. The most notable change from last year is related to the Oral Health Program funds.

The Oral Health Program (OHP) funds that were previously distributed to local and tribal health departments (LTHDs) for fluoride mouth rinse and fluoride supplements will not be included in the 2021 consolidated contract due to the lack of availability of these products. The OHP statutes, as part of the state budget signed June 2019, was changed to allow greater flexibility of the distribution of these funds. The OHP going forward will use these funds to support community water fluoridation efforts to continue to reach the greatest number of children and adults and will work closely with the Department of Natural Resources to identify waste systems that may need upgrades of fluoridation equipment or have other infrastructure needs.

<i>The following programs have indicated level funding for 2021</i>	
• Childhood Lead	• Immunization
• Preparedness	• Sexually Transmitted Diseases (STD) Program
• Women, Infants and Children (WIC)	• Women’s Reproductive Health/Family Planning
• WIC Farmers Market Nutrition Program (FMNP) (154720)	• Supplemental Nutrition Assistance Program-Education (SNAP-Ed) (+2% increase)
• Children and Youth with Special Health Care Needs (CYSHCN)	• The Emergency Food Assistance Program (TEFAP)
• Maternal and Child Health (MCH)	• Tobacco
• Wisconsin Well Woman	• Prevention Block Grant
• HIV	

Note: If funding changes occur, notifications will be provided by the program directly.

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 population estimates will be used as one of the allocation factors to distribute funds. Some of you will be impacted by population changes that could be a factor impacting your funding for the 2021 contracts. Again, we cannot state definitively how this will impact budgets at the local levels as they work in conjunction with any Level I, II, or III changes.

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) should be submitted to the DPH Program Manager by **October 2, 2020**. 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. In past years, the MOU would be returned with the signed contract. Since all contracts are now handled through the department's DocuSign process, these transfer MOUs should be sent directly to [Yvette Smith](#) 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 **October 2, 2020**, of your intent to refuse funds. Once funding levels are approved through the department's CARS Unit, the funding amounts will be entered into the Grants and Contracts (GAC) System.

Negotiation Process

The negotiation process for the 2021 contracts will be the same as the previous year. To summarize, each DPH program will have program 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 2021 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 October 12, 2020*.

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 homepage](#).

Reporting of Expenditures

Please report your expenditures on the [CARS Expense Report](#) form. Send the completed form by email to DHS600RCars@dhs.wisconsin.gov. 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 reporting may be found on the [CARS 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 2021 as in CY 2020. 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 2021 Consolidated Contract Overview (*final version available mid-October*) will identify the correct mid-year and end-of-year reporting mechanism for participating programs.