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DATE: July 30, 2021

TO: Local and Tribal Health Departments and Contracted Agencies

FROM: Charles Warzecha, Deputy Administrator

RE: CY 2022 Consolidated Contracting Process

The Division of Public Health has begun preparations for the CY 2022 Consolidated Contract. Information related to the contract process will be posted to the [CY 2022 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 Immunization Program funds.

The Immunization Program funds that were previously distributed to local and tribal health departments (LTHDs) will remain level but augmented by perinatal Hep B funding. Please contact your Immunization contract monitor if you have questions about your agency's funding for the coming year.

<i>The following programs have indicated level funding for 2022</i>	
• Childhood Lead	• HIV
• 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)
• 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

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

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 from 2019 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 2022 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 **August 13, 2021**. 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 **August 13, 2021**, 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 2022 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 2022 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 September 24, 2021**.

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 home page](#).

Reporting of Expenditures

Please report your expenditures on the [CARS 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, 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 2022 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 grid tab of the 2022 Consolidated Contract Overview (*final version available mid-September*) will identify the correct mid-year and end-of-year reporting mechanism for participating programs.