

*California Department of Public Health
Center for Infectious Diseases*

**Office of AIDS
HIV Prevention Program
Budget Guidance**

*for Cooperative Agreement Contracts
Effective January 1, 2015*



Office of AIDS
Center for Infectious Diseases
California Department of Public Health
MS 7700
P.O. Box 997426
Sacramento, CA 95899-7426

I. IMPORTANT CALENDAR YEAR 2015 ADMINISTRATIVE CHANGES

The information in this Calendar Year (CY) 2015 budget guidance addresses the fourth year of the five-year project period for the Centers for Disease Control and Prevention (CDC) grant "PS12-1201, Comprehensive HIV Prevention Programs. The following changes address CDC's requirements indicated in this grant as well as the National HIV/AIDS Strategy goals and objectives.

The California Department of Public Health (CDPH), Center for Infectious Diseases, Office of AIDS (OA), HIV Prevention Branch has reduced the number of forms that Local Health Jurisdictions (LHJs) will be required to submit for the Calendar Year (CY) 2015 budget documents. The purpose for this change is to continue our commitment to reduce the administrative burden for LHJs as well as CDPH's and OA's contract process. The CY 2015 budget documents that accompany this guidance include the, 1) LHJ's contact information page, 2) five line-item budget, 3) detailed budget and subcontractor information. The detailed budget form has been expanded to include a list of staffing funded under this contract.

II. FORMULA

The California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA) allocates HIV prevention funds to local health jurisdictions (LHJs) via a formula that uses the percentage of people living with HIV/AIDS (PLWH/A), excluding prison cases, percentage of African Americans, Hispanics, and people living below poverty. The weight of the criteria is as follows:

- 75% Percentage of PLWH/A, excluding prison cases (2011 Surveillance data);
- 15% Percentage of African Americans (2010 Census data);
- 5% Percentage of Hispanics (2010 Census data); and
- 5% Percentage of people living below poverty (2010 Census data).

III. PROGRAMMATIC REQUIREMENTS

All LHJs funded by OA for HIV Prevention are currently required to provide three Tier I Core Services:

1. Targeted HIV testing when positivity yield is sufficient to warrant it;
2. Partner Services; and
3. Linkage to Care.

Additionally, funded LHJs must:

4. Meet monitoring and evaluation requirements set by OA;
5. Offer HIV testing through an alternative test site;
6. Assign a staff member to attend to Affordable Care Act issues; and
7. Meet the subsidiary requirements that support HIV testing, PS and LTC services.

The current Prevention Program Guidance is described in detail in the updated [Prevention Program Guidance January-December 2015](#). In CY 2015, the Prevention Branch will be updating this guidance as needed. LHJ's will be notified when the new guidance is released and posted on the OA website.

IV. COMPLETING BUDGET DOCUMENTS

1. In order to complete the budget documents:

- a. Work closely with your Operations Advisor to ensure the budget forms are accurate and will require minimal changes when the final budget is submitted.
- b. Include the LHJ and subcontractor Data Universal Numbering System (DUNS) number where indicated.
- c. Round all figures to the nearest whole dollar.
- d. For questions about completing the budget worksheets, please contact your assigned Operations Advisor in advance of the due date for submission.
- e. Submit budget forms to your Operations Advisor on or before **February 27, 2015**.
- f. Refer to the instructions below to complete the budget documents identified in the corresponding tab on the Excel spreadsheet.

V. REQUIRED DOCUMENTS

Please return the "Required Documents" below to your assigned Operations Advisor by close of business on **02-27-2015**:

1. Document Checklist
2. LHJ Contact Information
3. Five Line-Item Budget only for CY 2015 and CY 2016:
 - a. January 1, 2015 to December 31, 2015
 - b. January 1, 2016 to December 31, 2016
4. Budget Detail for 2015
5. Subcontractor Information 2015 (if *applicable*)

Be aware of the following points when completing the budget documents:

1. The documents/forms must be prepared by only using the Excel file included in the budgets documents.
2. The Excel file consists of multiple tabs/worksheets.
3. All worksheets in the Excel file contain built-in formulas such as:
 - a. Cells containing formulas are shaded in green.
 - b. Some information input into these cells automatically populates other tab/worksheet cells/computations.

Instructions for completing each “Required Document” are below.

1. Document Checklist

The Document Checklist must be completed and signed by the LHJ to certify that all “Required Documents” have been accurately and thoroughly completed.

2. LHJ Contact Information

In addition to your LHJ DUNS number, the Contact Information form must include your LHJ’s key personnel:

- a. HIV/AIDS Director
- b. HIV Prevention Program Coordinator
- c. HIV Prevention Program Fiscal Contact

OA uses this information to keep our records up-to-date, so the information must be completed for each position. In addition, a revised LHJ Contact Information form must be sent to your Operations Advisor if there is a staffing change at any time.

For the HIV Prevention Program Coordinator, please list the individual that our office will work with on a day-to-day basis.

3. Five Line-Item budget

LHJs are required to submit a five line-item budget for CY 2015 and CY 2016 that includes the total for Personnel, Operating Expenses, Capital Expenditures, Other Costs and Indirect Costs.

4. Budget Detail

LHJs are required to submit a detailed budget for CY 2014. The detailed budget must include the same totals for each line-item as indicated in the five line-item budget. As with the five line-item budget, the detailed budget includes Personnel, Operating Expenses, Capital Expenditures, Other Costs and Indirect Costs.

LHJs are required to **complete the Operating Expenses line-item in its entirety by filling in every blank space that is provided and adding a brief justification for each item requested.** If an item that is listed doesn't apply, include N/A under the "Detailed Information and Justification" column. If you need to add an item that is not listed, additional rows are available so that you may list the item(s) and provide a justification for each item(s). If the exact cost of an item is unknown, an estimate that is closely aligned with the actual costs is acceptable.

When you fill out an item under Operating Expenses, consideration should be given to local needs and how this item will enhance your local prevention program. For example, when choosing a specific conference to attend it is important to identify the most appropriate staff to send to the conference and assess how the subject matter and topic of the conference will enhance and build capacity for your local prevention program.

This form now includes the LHJ personnel charged to the HIV Prevention Program cooperative agreement contract. The information requested for this line-item includes the position title, the annual salary and percent of FTE's for each position.

Personnel classifications and/or professional disciplines must be appropriate for the major responsibilities outlined in the description of duties, and for the management and oversight of the specific HIV prevention programs that OA funds. The administrative staff funded under this contract must perform duties that are necessary to support local HIV prevention program activities. This funding may be used for staff time dedicated to entering data into LEO, in order to meet the OA requirement that data be entered within 5 days of an encounter.

Duty statements must be available for all project personnel and must be maintained by the LHJ for review by OA's HIV Prevention staff upon request.

5. Subcontractor Information Form

This form includes space to provide information for each subcontractor and/or consultant funded by the HIV Prevention Program.

Additionally, each subcontractor is required to provide a DUNS number in the box included on this form.

VI. REPORTING REQUIREMENTS

1. Progress Reports

Progress reports are required on a semi-annual basis, and must be submitted to your assigned Operations Advisor via e-mail.

The progress reports for CY 2015 will cover the first six months of the contract, from January 1, 2015 to June 30, 2015, and the second six-month period, from July 1, 2015 to December 31, 2015. The two six-month progress reports for activities conducted in CY 2015 will be due on August 15, 2015 and February 15, 2016.

The progress reports should address, 1) all applicable services performed in Tier I and/or Tier II; 2) required information as outlined in the [Prevention Program Guidance January-December 2015](#); and 3) follow-up items outlined in the feedback provided from the previous progress report.

Please report on all activities implemented by your LHJ, and include the activities of all your subcontracted agencies.

The progress report should follow the guidance instructions that will be provided in the progress report template prior to the reporting period.

VII. INVOICING AND LINE-ITEM BUDGET REVISION

1. Invoicing

LHJs must submit invoices for reimbursement of expenses incurred on a monthly or quarterly basis. Invoices must be based on actual expenses incurred within the month/quarter specified, and the expenses claimed must be within the dollar amounts indicated for each of the five line-items in your approved budget.

Signed electronic copies of invoices must be submitted **forty-five days** following the end of each billing period to OOAInvoicedesk@cdph.ca.gov. When submitting invoices to OA, contractors must ensure that the invoice includes the name of LHJ, OA contract number and authorized signature.

2. Line-Item Budget Revision

Contractors should continuously assess their budgets and shift funding based on expenditures and need. Line Item Budget Revisions can be submitted quarterly or as needed to assist contractors in moving funds to accommodate the service needs of their LHJs.

Contractors are allowed line-item shifts up to **fifteen percent** per line-item. Prior approval by the Operations Advisor is required. The LHJ must submit a justification, and once the justification is approved, the LHJ will be provided with a form to complete and submit to your assigned Operations Advisor. The LHJ's approved annual budget total may not be increased.

VIII. HOW, WHEN, AND WHERE TO SUBMIT REQUIRED BUDGET DOCUMENTS

Please e-mail the completed budget documents (*Excel file*) **to your assigned Operations Advisor by 02-27-2015.**

HIV Prevention Program		
HIV Prevention Branch Chief	Amy.Kile-Puente@cdph.ca.gov	(916) 449-5805
HIV Prevention Operations Section Chief	Sandy.Simms@cdph.ca.gov	(916) 449-5538
HIV Prevention Program Section Chief	Matthew.Millsbaugh@cdph.ca.gov	(916) 449-5293

HIV Prevention Operations Advisors	Assigned LHJ's
<p>Cheryl Austin (916) 449-5810 Cheryl.Austin@cdph.ca.gov</p>	<ul style="list-style-type: none"> • Alameda • Monterey • Orange • Santa Barbara • Santa Cruz • Sacramento • San Joaquin • San Diego • Riverside
<p>Clar Rohde (916) 445-4346 Clar.Rohde@cdph.ca.gov</p>	<ul style="list-style-type: none"> • Contra Costa • Fresno • Kern • Santa Clara • Sonoma • Solano • Long Beach • Stanislaus
<p>Vivian Noble (916) 319-9652 Vivian.Noble@cdph.ca.gov</p>	<ul style="list-style-type: none"> • San Bernardino • Ventura

Other HIV Prevention Branch Contacts

The following prevention program specialists at OA are available to provide LHJ's with TA when developing the local HIV prevention program that will be represented in the CY 2015 budget documents:

<i>Program Specialists</i>	<i>Service Area</i>
Matthew Willis (916) 449-5797 Matthew.Willis@cdph.ca.gov	Targeted Testing and HCV Testing
Jennifer Olson (916) 449-5940 Jennifer.Olson@cdph.ca.gov	Routine Opt-Out Testing in Medical Settings
Dennese Neal (916) 440-7744 Dennese.Neal@cdph.ca.gov	Linkage to Care, Comprehensive Prevention with Positives
Kevin Sitter (916) 449-5814 Kevin.Sitter@cdph.ca.gov	Comprehensive Prevention with Positives, Risk Reduction Activities
Manny Rios (916) 449-5824 Manny.Rios@cdph.ca.gov	Partner Services
Alessandra Ross (916) 449-5796 Alessandra.Ross@cdph.ca.gov	Injection Drug Using Target Population, Syringe Services Programs
Carol Crump (916) 449-5965 Carol.Crump@cdph.ca.gov	Comprehensive Prevention with Positives, Re-engagement in Care
Kama Brockmann (916) 449-5964 Kama.Brockmann@cdph.ca.gov	Use of Surveillance Data in High-Impact HIV Prevention Programming
Karin Hill (916) 319-9461 Karin.Hill@cdph.ca.gov	HIV Test Counselor Training