

**Office of AIDS
Local HIV/AIDS Surveillance
Program Budget Guidance
Fiscal Year 2015-2016**

Office of AIDS
California Department of Public Health
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I. Introduction

Your Local Health Jurisdiction's (LHJ) cooperative agreement with the California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA) began on July 1, 2013 and will end June 30, 2016. This document presents the requirements for securing continued funding for fiscal year (FY) 2015-2016 for the HIV/AIDS Surveillance Program.

In order to amend your current contract, OA needs budget information for your LHJ in the form of a surveillance budget application for Year 3 (FY 2015-2016). Your LHJ must complete each worksheet of the Surveillance Budget Application spreadsheet, including the Five Line Item Budget, as described in Section IV below. See Section V for instructions on how, when, and where to submit the completed Surveillance Budget Application to OA.

II. HIV/AIDS Surveillance Programs

Local HIV/AIDS surveillance program activities are funded by the State General Funds. A summary of the surveillance program allocation process, including the resulting allocations available for specific jurisdictions and the Surveillance Budget Application, are available at: <http://www.cdph.ca.gov/programs/aids/Pages/OAContractHome.aspx>. The allowable activities for local HIV/AIDS surveillance programs are outlined below.

<p>1. Active Surveillance Activities</p>	<p>Establishing and enhancing HIV/AIDS case surveillance in health and social service settings, including laboratories and confidential test sites. Improving the timeliness, accuracy, and reliability of local HIV/AIDS case data. Investigating reported HIV/AIDS cases in order to establish an accurate mode of HIV transmission, and in conjunction with OA staff, conducting investigations of cases of public health importance.</p>
<p>2. Ensure the Confidentiality of All Information</p>	<p>Complying with California and federal laws that protect the rights of individuals infected with HIV/AIDS by assuring that personal identifying information is safeguarded both in case reports and in disseminated data.</p>
<p>3. Analysis, Dissemination, and Use of Surveillance Data</p>	<p>In collaboration with OA, planning, conducting, and disseminating reports of HIV/AIDS morbidity and mortality.</p>
<p>4. Evaluation of HIV/AIDS Surveillance System</p>	<p>Monitoring the timeliness and completeness of HIV/AIDS name-based case reporting and directing HIV/AIDS case finding activities to ensure optimal use of surveillance resources.</p>

III. HIV/AIDS Surveillance Program Contacts at OA

Title	Email	Phone
Surveillance Program Budget Contact	Frank.Dionisio@cdph.ca.gov	(916) 341-6839
Surveillance Quality Management Unit Chief	Gary.Horpedahl@cdph.ca.gov	(916) 445-6047
Surveillance Section Chief	Scott.Masten@cdph.ca.gov	(916) 449-5835

IV. Completing the Surveillance Budget Application

The Surveillance Budget Application is a Microsoft Excel spreadsheet that was sent to each LHJ HIV Surveillance Coordinator and AIDS Director, and is also available on our website. There are five worksheets in the Surveillance Budget Application spreadsheet that must be completed. Instructions for completing each spreadsheet are presented below.

1. **Document Checklist:** Choose your LHJ name from the drop-down list on this worksheet, which will automatically populate the name field on the remaining worksheets of the Surveillance Budget Application. This will also result in showing the maximum Indirect Cost percentage allowable for your jurisdiction and whether it applies to total personnel costs or to the total allowable direct costs for your jurisdiction.
2. **Contact Information:** Enter your HIV/AIDS Surveillance Coordinator and Fiscal Contact person's information (if different) on this spreadsheet.
3. **Personnel Detail:** Identify and enter the requested information for the personnel who will be charged to your HIV/AIDS surveillance program and the percentage of their time spent performing surveillance duties. Personnel costs include costs for salaries and benefits. The total at the bottom of the worksheet for Total Personnel Expenses must match the amount on the Total Personnel line of the Five Line Item Budget worksheet.
4. **Budget Detail:** Enter detailed information on this worksheet to support the Five Line Item Budget for FY 2015-16. Operating Expenses, Capital Expenditures, Indirect Costs, and Other Costs/Subcontracts must be itemized. Operating Expenses typically include costs that can be assigned to a specific program, such as materials, rent, phone, travel, training, and so forth. Capital Expenditures are items in excess of \$5,000 per item, typically for building modifications or upgrades. Indirect Costs include costs that cannot be assigned to one program, such as utilities, payroll accounting, taxes, department overhead, and so forth. Maximum limits for indirect costs and whether they are applied to total personnel costs or total allowable direct costs vary by LHJ. When you choose your jurisdiction from the drop-down box on the Document Checklist, your maximum indirect cost rate and applicable total will show on the Budget Detail and Five Line Item Budget worksheets. You can also refer to the attached "County Indirect Rates to be applied to Contracts" table to find this information for your jurisdiction. The totals for each line item will automatically populate the Five Line Item Budget worksheet.
5. **Five Line Item Budget:** This worksheet should automatically be populated based on the information entered on the Personnel Detail and the Budget Detail worksheets. Please review information here to ensure your budget is accurate.

V. How, When, and Where to Submit the Finished Surveillance Budget Application

Please save the Surveillance Budget Application with a file name that includes your LHJ's name, the fiscal year, and the word "Budget" (e.g., Sutter FY15-16 Budget, Alameda FY15-16 Budget, etc.). Completed Surveillance Budget Applications must be emailed no later than **August 31, 2015** to Frank.Dionisio@cdph.ca.gov.