

**Office of AIDS HIV/AIDS
Surveillance Program Budget
Guidance
Fiscal Year 2016–2017**

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



I. Introduction

Your Local Health Jurisdiction's (LHJ) cooperative agreement will begin on July 1, 2016 and will end June 30, 2019. This document will address the requirements for fiscal years (FY) 2016-2017 through FY 2018-19 for the HIV/AIDS Surveillance Program.

In order to prepare the contract, OA needs budget information for your LHJ. At this time, we need a five line item budget completed for year 1 (FY 2016-2017). OA is requesting that each LHJ submit the documents listed below in the Required Documents, Section III of this guidance. See Section VI for instructions on how, when and where to submit required documents.

II. HIV/AIDS Surveillance Program

Services are funded by the State General Fund.

The allowable activities for the HIV/AIDS Surveillance Program are outlined in HIV/AIDS Surveillance Program Activities, Section IV.

Detailed information regarding the allocation process is available at:
<http://www.cdph.ca.gov/programs/aids/Pages/OAContractHome.aspx>.

For questions regarding the program or completing the budget forms, please contact your assigned budget related Surveillance staff person, as noted in Section V.

III. Required Documents

The following budget documents are available as a Microsoft Excel file, with a tab for each of the required documents at:

<http://www.cdph.ca.gov/programs/aids/Pages/OAContractHome.aspx>

Budgets must be prepared using this file.

The six required documents are:

1. Document Checklist
2. Contact Information
3. HIV/AIDS Surveillance Program Personnel Detail for year 1-3
4. HIV/AIDS Surveillance Program Budget Detail for year 1-3
5. HIV/AIDS Surveillance Program Five Line Item Budget for year 1-3
6. HIV/AIDS Surveillance Program Exhibit B, Attachment I

1. Document Checklist

Using the drop down list, enter your LHJ name on this document. Once the LHJ name is entered on this worksheet, it will automatically populate on the remaining worksheets of the budget workbook

2. Contact Information

Enter the HIV/AIDS Surveillance Coordinator and HIV/AIDS Surveillance Program Fiscal Contact information as instructed.

3. HIV/AIDS Surveillance Program: Personnel Detail worksheet

The HIV/AIDS Surveillance Program Personnel Detail worksheet identifies the LHJ personnel charged to the HIV/AIDS Surveillance Program. Personnel costs include costs for salaries, wages, and benefits. The “Salary paid by this contract” and “Benefits” are automatically calculated.

The total at the bottom of the form (“Total Personnel Expenses” on Line 165) will auto-populate the “Total Personnel” line of the HIV/AIDS Surveillance Program Budget worksheet. Enter the information as requested for FY 2016-17. Information entered in the FY 2016-17 (Year 1) section will automatically populate the FY 2017-18 (Year 2) and FY 2018-19 (Year 3) sections. Should budget amounts change in these fiscal years, either a line item adjustment or contract amendment will be prepared and a new budget would be requested at that time.

4. HIV/AIDS Surveillance Program Budget Detail worksheet

This worksheet details information to support the Five Line Item budget for year 1-3 and the Exhibit B, Attachment 1.

“Total Personnel” costs will automatically populate from the Personnel Detail worksheet (Line 165). Operating Expenses, Indirect Costs, and Other Costs/Subcontracts must be itemized. Operating Expenses typically includes those costs that can be assigned to a specific program, such as materials, rent, phone, travel, training, etc. Indirect Costs typically includes costs that cannot be assigned to one program, such as utilities, payroll accounting, taxes, department overhead, etc. Indirect costs are limited to the amount your jurisdiction has negotiated for the current year and is highlighted in yellow.

Information entered in the FY 2016-17 (Year 1) section will automatically populate the FY 2017-18 (Year 2) and FY 2018-19 (Year 3) sections. The totals for each line item will also automatically populate the HIV/AIDS Surveillance Program Five Line Item Budget worksheet. Should budget amounts change in these fiscal years, either a line item adjustment or contract amendment will be prepared and a new budget would be requested at that time.

5. HIV/AIDS Surveillance Program Five Line Item Budget

In order to prepare the HIV/AIDS Surveillance Program contract, OA needs budget information entered in to the Five Line Item budget for FY 2016-2019. This worksheet will

automatically populate based on the information entered on the Personnel Detail form and the Budget Detail form. Please review information here to ensure LHJ budgets are accurate.

6. HIV/AIDS Surveillance Program Exhibit B, Attachment I

In order to prepare the HIV/AIDS Surveillance Program contract, OA also needs budget information entered in to the Exhibit B, Attachment I. This worksheet will automatically populate based on the information entered on the Personnel Detail form and the Budget Detail form. Please review information here to ensure LHJ budgets are accurate.

IV. HIV/AIDS Surveillance Program Activities

HIV/AIDS surveillance program activities focus on five goals, as outlined in the Scope of Work:

1. **Maintain infrastructure for HIV surveillance** by establishing and maintaining HIV case surveillance in health, medical, public health, and social service settings, including laboratories and HIV testing sites such that HIV case reporting to the local health department occurs in a timely and complete fashion;
2. **Collect and submit accurate, complete, and timely HIV surveillance data to Office of AIDS.** Collect HIV surveillance data that meet all data requirements set forth by the OA and the Centers for Disease Control and Prevention (CDC), and submit those data to the OA in a timely fashion;
3. **Maintain data security and confidentiality.** Protect patient privacy and confidentiality by ensuring that protected health information is stored and disclosed only in a manner consistent with California and federal laws and regulations, and OA policies and procedures;
4. **Program management and coordination.** Conduct HIV surveillance activities in a manner consistent with administrative, fiscal, budgetary, and program guidance from CDPH, OA, and CDC that ensure program management and coordination;
5. **Collaborate with partners to respond to the HIV epidemic** to facilitate sharing data and resources to support progress toward meeting California's Integrated Plan goals and objectives.

V. HIV/AIDS Surveillance Program Contacts

HIV/AIDS Surveillance Program		
Surveillance, Research, and Evaluation Branch Chief	Juliana Grant	(916) 341-7016
Surveillance, Research, and Evaluation Assistant Branch Chief	Kim Ferreira	(916) 449-5262
Surveillance Section Chief	Deanna Sykes (Acting Chief)	(916) 449-5825
Surveillance Quality Management Unit	Cullen Fowler-Riggs (Acting Chief)	(916) 449-5867
Surveillance Budget Contact	Frank Dionisio	(916) 341-6839

VI. How, When, and Where to Submit Required Documents

Please save the budget document using the LHJ name, fiscal year and budget (e.g. Sutter 16-17 budget, San Diego 16-17 budget, etc.). E-mail the complete budget document no later than September 19, 2016 to Frank.Dionisio@cdph.ca.gov