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GAVIN NEWSOM
Governor

OFFICE OF AIDS (OA)
HIV Prevention Branch

Management Memorandum
Memorandum Number: 2019-07

Date: December 11, 2019
TO: Local Health Jurisdictions (LHJs)
SUBJECT: NEW Invoice Template for PS18-1802 Grant Costs

The purpose of this memo is to inform LHJs of the new Invoice Template (attached) to request reimbursement for PS 18-1802 grant costs. The new template is more universal for all OA HIV Prevention grants and contracts. Key changes to the invoice template include:

- A new dropdown in the upper right corner that lists current OA prevention funding sources. Please be sure to select "18-1802 Program".
- The "Project Period" now has a drop down to choose the grant term. Please select "January 1, 2019 – December 31, 2022".
- "Invoicing Year" has been deleted as the fiscal year and invoicing period already provide that information.
- "Travel" and "Other Costs" have been listed as additional expense categories. The current year budget will determine which expense categories lines may be used. Current budgets for PS18-1802 use only four-line items, so Travel and Other Costs will not be available at this time.

If you have any questions please contact me at Duane.Cissna@CDPH.ca.gov or 916-449-5831.

Thank you,

Duane Cissna, Chief
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