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California Department of Public Health



GAVIN NEWSOM
Governor

OFFICE OF AIDS (OA)
HIV Prevention Branch

Management Memorandum
Memorandum Number: 2019-02

Date: February 20, 2019

TO: HIV Prevention Program Partners and Contractors

SUBJECT: HIV Prevention Branch Programs - Allowable Line Item Budget Shifts

The purpose of this memo is to inform HIV Prevention Branch partners and contract managers (Contractors) of allowable budget line item shifts for our General Fund Augmentation grant.

Line item shifts of up to fifteen percent (15%) of the grant total are allowable, (not to exceed a maximum of one hundred thousand dollars \$100,000). All budget revision requests are subject to prior review and approval by the Prevention Branch Program. Line item shifts that meet this criteria do not require a formal agreement amendment. Contractors must contact their program Advisor to submit a budget revision request. The Advisor will prepopulate the approved budget information on the In-House Budget Revision Worksheet template and return to the Contractor for completion. The template has an instruction page to assist the Contractor with their submission.

The deadline for budget revision requests for the General Fund Augmentation grant is April 30, 2019. Please submit requests via email to the OA.Prevention.Invoices@cdph.ca.gov box.

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

Thank you,

Duane Cissna, Chief
HIV Prevention Implementation Section
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