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EDMUND G. BROWN JR.
Governor

**Office of AIDS
HIV Care Program**

**Management Memorandum
Memorandum Number 15-08**

November 9, 2015

TO: HIV CARE PROGRAM (HCP) and MINORITY AIDS INITIATIVE (MAI)
CONTRACTORS

SUBJECT: REQUIREMENTS FOR HCP AND MAI EXPENDITURES

I. Purpose

The purpose of this Management Memo is to clarify CDPH Office of AIDS' (OA) expectations regarding the HIV Care Program (HCP) and Minority AIDS Initiative (MAI) expenditures.

II. Background

The California Department of Public Health, Office of AIDS (CDPH/OA), is responsible for the administration of the Ryan White Part B HIV Care Grant, received by the Health Resources and Services Administration. CDPH/OA must expend 95 percent of the annual grant award or incur grant reductions in subsequent years. Unobligated ADAP balances that result from spending rebate funds first are exempt from this penalty.

III. Policy

Ensuring that the full RW Part B grant amount to CDPH/OA is available in future years is critical. As such, CDPH/OA is requiring that HCP and MAI contractors expend at least 95 percent of their allocation each year. Failure to meet this requirement could result in a reduced allocation amount in future years. If a contractor projects spending less than 95% of their overall allocation, they should submit a budget amendment to return funds for redistribution to other contractors. OA will track expenditures and will contact contractors who appear to be under spending and request a budget revision or amendment.

Pursuant to California Health and Safety Code Section 38077(b)(2), CDPH/OA contractors shall implement the above referenced modifications to the HIV Care Program Scope of Work.

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If you have questions, please contact your Care Program Advisor. Current Care Program Advisor assignments are located on the OA website:

<http://www.cdph.ca.gov/programs/aids/Documents/11MAD3cCareAdvisors.pdf>

Sincerely,

Ayanna Kiburi, MPH
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