

# Philadelphia EMA Ryan White Title I Planning Council

## Reallocation Process

*Approved by the Planning Council, 10 May 2001*

**Purpose.** Due to the timing of the Title I Ryan White CARE Act application, the Planning Council generally determines allocations approximately seven to nineteen months in advance of funds actually being spent. The Council makes this determination based upon the most up-to-date information available at that time. Nonetheless, it is expected that funds will need to be moved among categories by the Council during the course of a fiscal year to address changes in service needs, utilization trends, emergency situations, and to minimize the risk of losing funds that remain unspent at the end of the fiscal year. This reallocation process is designed to guide the Council through these budgetary adjustments. Consistent with HRSA requirements, funds may only be reallocated to categories the Council approved through its priority setting process.

**Source of Request or Recommendation.** Typically, reallocation requests come from the Title I grantee (the AIDS Activities Coordinating Office). The Council may not consider recommendations that come directly from a contracted agency; these may only be considered at AACO's request. A committee of the Planning Council may also initiate a reallocation recommendation in the case of clear under-spending in a service category or funds not yet awarded to service providers. It is expected that these recommendations will be made only after consulting with AACO to determine what effect such a reallocation might have on overall services.

**Consideration and Determination.** Recommendations or requests for reallocation, along with any supporting documentation, are presented to the Finance Committee for its consideration. After consideration, the Committee may decide to send a formal recommendation on the matter to the full Planning Council. The full Council then considers the Committee's recommendation. Any action taken by the full Planning Council takes effect upon approval unless otherwise specified. *Only in rare cases of emergency, recommendations or requests may be made directly to the Planning Council for consideration, bypassing the Finance Committee. These must be exceptional cases.*

**Prior Authorization of Reallocations.** For the purpose of administrative efficiency only, the grantee may move funds from one category to another as long as the amount of reduction or increase for these categories does not exceed five percent (5%) of the total funds of either category during a given fiscal year. Any such reallocation must be reported to the Planning Council within thirty (30) days. Toward the end of a fiscal year, the Planning Council may also authorize the grantee to reallocate funds among categories for the sole purpose of minimizing the risk of losing funds that remain unspent. Any such reallocation must be reported to the Planning Council within thirty (30) days.