

Allocations Preparation Checklist

This checklist is designed to help you prepare for the Philadelphia EMA's Regional Allocation Process. If you follow all of these steps you will be prepared to participate in your region's allocations meeting. You can adapt this checklist to your needs. Not everyone will need to follow every step. People who have little or no experience with the Allocations process are encouraged to go through all the steps for the most meaningful participation.

Step 1. First learn the basics:

[Introduction to Community Planning](#) (video)

[Introduction to Allocations](#) (video)

[Overview of the Ryan White Service Categories](#) (video)

Step 2. Attend the meeting to review 2020 Allocations Service Category Booklet

[Register](#) for the June 11th 2:00-4:00PM meeting

Step 3. Review the allocations materials:

[2020 Allocations Service Category Booklet](#) (PDF)

[Regional Funding FY2020](#) (PDF)

[Regional RW Part A funding pie charts](#) (PDF)

Step 4. [Take the Allocations Preparation Self-Assessment](#)

Step 5. Ask questions when you drop-in at Office of HIV Planning "Office Hours"

June 24th from 1:00-2:00pm

<https://us02web.zoom.us/j/84353472526>

July 6th 11:00am-12:00pm

<https://us02web.zoom.us/j/81421045010>

Step 6. Register for your region's allocations meetings!

You need to register for both meetings to attend.

All meetings are 1:00-3:00PM

NJ Counties

[July 7](#) and [July 9](#)

PA Counties

[July 14](#) and [July 16](#)

Philadelphia

[July 21](#) and [July 23](#)

Step 7.

Fill out the [Allocations Worksheet](#) to prepare for your regional meeting.