

# FY2024 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. Register for your region's allocations meetings:

You need to register for both mandatory (Parts 1 & 2) meetings for your region to attend. Q&A for your region is optional.

### *Register for the NJ Counties Allocations*

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 11th — 12:00 p.m. - 3:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 12th — 1:00 p.m. - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 13th — 12:00 p.m. - 3:00 p.m.*

### *Register for the PA Counties Allocations*

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 18th — 12:00 p.m. - 3:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 19th — 1:00 p.m. - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 20th — 12:00 p.m. - 3:00 p.m.*

### *Register for the Philadelphia Allocations*

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 25th — 12:00 p.m. - 3:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 26th — 1:00 p.m. - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 27th — 12:00 p.m. - 3:00 p.m.*

## Step 2. Learn the basics:

- [Introduction to Allocations](#) (PDF updated in 2023)
- [Introduction to Allocations](#) (video prepared in 2020)
- [Introduction to Community Planning](#) (video prepared in 2020)

### Step 3. Review the allocations materials:

- [2023 Allocations Service Category Booklet](#)
  - *This booklet has information on service definitions, utilization, over/underspending, need, and more! This link will lead you to our Allocations materials page for both Core and Support Services under Ryan White Part A. Here, you can click through each service category individually or locate the PDF titled: **2023 Allocations Service Category Booklet** to go through the entire booklet.*
- [Regional RW Part A 2023 Funding Pie Charts](#) (PDF)
- [Other Regional Funding](#) (PDF)

### Step 4. Quiz yourself:

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

### Step 5. Dig into the data:

- Look into the [2021 HIV Surveillance Data by Region](#) (PDF)
  - This data is helpful because it compares RW Client surveillance data to the EMA's surveillance data as a whole and then breaks down surveillance data for each region individually
- See this table with [CSU, MMP, and Consumer Survey Data](#) (PDF)
- Check out the [2022 Consumer Survey Service Findings](#)– This document highlights the survey responses to service category needs & accessibility
- Look at the [FY2022-2023 Final Expenditure Report](#) to check out over and underspending trends regionally

### Step 6. Prepare your own materials:

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

### Step 7. Understand your role:

- Read about [Conflict of Interest](#) (PDF) and how it may relate to you. Conflict of Interest is a characteristic of the nature of the Planning Body. A conflict of interest is an actual or perceived interest by a Planning Body member in an action which results in personal, professional, or organizational gain.