



## Central Florida HIV Planning Council (CFHPC)

Bylaws Reference: Not Applicable

Scope: Ryan White HIV/AIDS Program Part A Recipient & Part B Lead Agency

Program procedure: CFHPC-POLICY-11

Title:

[Reallocation of Funds](#)

Effective: 2/28/2018

Revised: 11/8/18,  
1/30/19, 6/28/23

### Purpose:

To outline a process by which the Planning Council approves periodic reallocation of funds across service categories, to ensure that all Ryan White HIV/AIDS Program (RWHAP) funds are appropriately obligated and expended.

### Policy:

It is the policy of the Planning Council to ensure that reallocation of RWHAP Part A funds across service categories is done efficiently and effectively, is based on sound data and meets the needs of the Persons with HIV (PWH) community. For RWHAP Part B funds, the Planning Council should be notified of all reallocation of funds across service categories as well as the need for the reallocation at the next Planning Council meeting following the reallocation.

### Procedure:

#### RWHAP Part A

1. It is the RWHAP Part A Recipient's responsibility to reallocate funds within service categories to ensure full expenditure of funds. It is the Planning Council's responsibility to reallocate funds across service categories. Once the RWHAP Part A Recipient's Office makes reallocation recommendations to the Service Systems Planning & Quality Committee, the Committee shall be responsible for recommending reallocations to the Executive Committee and Planning Council.
2. In order to use available funds efficiently and effectively, the RWHAP Part A Recipient is responsible for presenting adequate data to support the need for reallocation and the proposed movement of funds between service categories. The Service Systems Planning & Quality Committee considers the proposal, and makes recommendations based on data to the Executive Committee and the Planning Council. This may include additional recommendations made by



the Committee.

3. All members with conflicts of interest in a service category being considered shall identify their conflicts prior to discussion and vote and refrain from participation in the discussion and vote.
4. Upon approval of the reallocation by the Planning Council, implementation is the responsibility of the RWHAP Part A Recipient.

RWHAP Part B:

1. In order to use available funds efficiently and effectively, the RWHAP Part B Lead Agency is responsible to ensure that reallocation of funds across service categories is based on data, meets the needs of the PWH community and is consistent with Planning Council priorities.
2. The Lead Agency shall advise the Executive Committee and the Planning Council of any reallocations across service categories at the next meeting following the reallocation of funds.