



Date: August 21, 2020

DPH Numbered Memo 2020-24

To: Ryan White Part B Service Providers

From: Ryan Westergaard, MD, PhD, MPH
Chief Medical Officer and State Epidemiologist for Communicable Diseases

Ryan White Part B and Life Care Services Policy: Requesting an Increase in Funding for Ryan White Services

Purpose

To outline the procedure for a Ryan White Part B subrecipient who is currently receiving funding for a Ryan White-allowable service category to request a funding increase for additional staff, supplies, or staff education/travel costs.

Policy

The need for additional staff or supplies to provide Ryan White services may become apparent outside of formal Wisconsin HIV Program funding cycles. If a subrecipient identifies a need for additional funds in a Ryan White service category for which the subrecipient already receives funding, and the Wisconsin HIV Program is not currently in the request for applications (RFA) process, subrecipients may request additional funding from the State HIV Program.

The subrecipient should submit a proposal for the new funding and a revised budget for the service category using the attached budget template. The proposal should include the following:

- Data demonstrating the need for additional position(s) or supplies, which may include: current caseloads, ideal caseloads, changes in the number of clients in a region, increases in costs, or other relevant information.
- The anticipated timeline for hiring for any positions.
- Requested funding for the position(s) and/or supplies, including fringe benefits and indirect costs.
- Any other information the subrecipient deems relevant to the proposal.

This proposal should be sent as an email attachment to the Ryan White Program Coordinator. The attachment should include the date of submission and be addressed to the Wisconsin HIV Program. The proposal and budget will be reviewed by Wisconsin HIV Program staff. In reviewing the proposal, Wisconsin HIV Program staff will consider:

- Available funding for the position or supplies.
- Demonstrated need.
- Current vacancies at the agency.
- Likelihood of spending funds before the end of the relevant grant cycle.

- Anticipated hiring timeline.
- Alignment with current HIV Program priorities and initiatives.

This policy only applies to subrecipients who are already receiving funds for the Ryan White service category.

Funding awarded through this process will be from federal Ryan White Part B funds and funds generated from the implementation of Ryan White Part B in Wisconsin. Funding through this process is subject to availability of these funds.

Budget Template for Additional Staff Requests

Agency:	
Award Period	
	[Service Category]
I. Personnel	
Personnel Subtotal	
Fringe	
Total Category I	
II. Consultant/Contractual	
Total Category II	
III. Supplies	
Total Category III	
IV. Agency Operations	
Total Category IV	
Total Direct Costs (I, II, III, and IV)	
Administration/Indirect	
Total	