

Rapid Reallocation of Part A funds

Purpose: To outline a process by which small amounts of Part A funds can be rapidly reallocated by the Administrative Agent without a full Planning Council vote.

Policy: It is a policy of the Austin Area Comprehensive HIV Planning Council to ensure that Part A funds are utilized quickly and efficiently in the TGA. In keeping with this policy, the Allocations Committee has outlined a process by which the Administrative Agent may automatically redirect funds in the last quarter of the grant year to ensure efficient and orderly operations.

**Primary
Committee:** Allocations

Procedure: During the last quarter of the grant year, the Administrative Agent shall have the authority to automatically disperse unexpended funds up to 10% of the direct services budget, on an annual cumulative basis, based on the following provisions. Any unexpended funds, to include direct services, administration, and quality management, are subject to these procedures.

1. The Administrative Agent shall notify the Planning Council Chair as soon as it is aware of any unexpended funds or any service categories that could benefit from additional funds.
2. Individual and/or combined unexpended funds that exceed 10% of the direct services budget shall be brought to the Allocations Committee and Planning Council for reallocation.
3. The Administrative Agent shall follow its established procedure for rapid reallocation when determining service categories for the reallocation of funds.
4. Once a decision has been made for the unexpended funds, the Administrative Agent will report the dollar amounts expended, the service category(ies) receiving additional dollars, and the justification for the reallocation at the next Planning Council Business Meeting.

Revised: May 2011
Approved: 5-10-2011