



MEMORANDUM

Date: April 4, 2024
To: Subrecipient agencies
From: Kelly Friar, MHA Kelly Friar 3/25/24
Chief, Bureau of HIV, STIs, and Viral Hepatitis
Ohio Department of Health
Subject: Implementing Enhanced HIV Prevention and Surveillance for Health Departments to End the HIV Epidemic in Ohio (EE23)
REALLOCATION ADDENDUM
(Current Budget Period August 1, 2023 – May 31, 2024)
(Revised Budget Period August 1, 2023 – July 31, 2024)

The Ohio Department of Health (ODH), Bureau of HIV, STIs and Viral Hepatitis announces a change in the budget period of the EE23 grant process.

ODH received recent guidance from the Centers for Disease Control and Prevention (CDC) that requires a revision to the EE23 Continuation Solicitation Addendum dated March 23, 2023. The Addendum lists the budget period from August 1, 2023, through May 31, 2024. The updated budget period is now August 1, 2023, through July 31, 2024.

The HIV Prevention Program obtained funds to cover the 2-month extension period. Each region will receive an increase of funds calculated to sustain the base award until July 31, 2024. Please submit a budget revision by April 29, 2024. When submitting your budget revisions, please adjust your budget and justification to reflect this extension period.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments. Qualified applicants and updated allocations are:

Table with 4 columns: Agency, Current, 2mos increase, Total \$. Rows include Columbus City Health Department, Cuyahoga County Health Department, Hamilton County Public Health, and a Total row.

- a. **Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

Program Reports Required No Program Reports Required

<i>Report</i>	<i>Report Due Date</i>
Annual Progress Report (August 1, 2023 – July 31, 2024)	August 31, 2024

- b. **Subrecipient Reimbursement Expenditure Reports: Subrecipient Monthly Expenditure Reports must be completed and submitted via GMIS** by the following dates:

Period	Report Due Date
March 1 – 31, 2024	April 10, 2024
April 1 – 30, 2024	May 10, 2024
May 1 – 31, 2024	June 10, 2024
June 1 – 30, 2024	July 10, 2024
July 1 – 31, 2024	August 10, 2024

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
January 1 – March 31, 2024	April 10, 2024
April 1 – July 31, 2024	August 10, 2024

Note: Obligations not reported on the final monthly or fourth quarter expenditure report will not be considered for payment with the final expenditure report.

- c. **Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4 p.m. on or before **September 5, 2024**. The information contained in this report must reflect the program’s accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

If you have questions, please contact Angela Street at 614-644-1852 or via e-mail at Angela.Street@odh.ohio.gov.