



MEMORANDUM

Date: November 15, 2023
To: Subrecipient agencies
From: Kelly Friar, MHA Kelly Friar 10/23/23
Interim Chief, Bureau of HIV, STIs, and Viral Hepatitis
Ohio Department of Health

Subject: HIV/STI Prevention (HP23)
REALLOCATION ADDENDUM
(Original Budget Period January 1, 2023 – December 31, 2023)
(Revised Budget Period January 1, 2023 – May 31, 2024)

The Ohio Department of Health (ODH), Bureau of HIV, STIs and Viral Hepatitis announces a change in the budget period for the HP23 grant funds. The original Continuation Solicitation lists the budget period from January 1, 2023, through December 31, 2023. The updated budget period is now January 1, 2023, through May 31, 2024.

The HIV Prevention Program obtained funds to cover the 5-month extension period. Each region will receive an increase of funds calculated to sustain the base award until May 31, 2024. Please submit a budget revision by November 30, 2023. When submitting your budget revisions, please adjust your HIV Prevention budget and justification to reflect this extension period and total budget amount.

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 located in the table below:

Table with 6 columns: Region, Agency, HIV Base, 5-month extension, HIV Increase (HP23), Total funds. Rows list various regions and agencies with their respective funding amounts.

- 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

Report	Report Due Date
Annual Progress Report (January 1, 2023 – May 31, 2024)	June 30, 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
November 1 – 30, 2023	December 10, 2023
December 1 – 31, 2023	January 10, 2024
January 1 – 31, 2024	February 10, 2024
February 1 – 29, 2024	March 10, 2024
March 1 – 31, 2024	April 10, 2024
April 1 – 30, 2024	May 10, 2024
May 1 – 31, 2024	June 10, 2024

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

Period	Report Due Date
October 1 – December 31, 2023	January 10, 2024
January 1 – March 31, 2024	April 10, 2024
April 1 – May 31, 2024	June 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 **July 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.