

October 8, 2024

RYAN WHITE HIV/AIDS PROGRAM GUIDANCE: Sub-recipient Request for Additional Funds

The following steps are required for the review and approval of sub-recipient requests for additional funding:

1. The sub-recipient shall submit a formal request to the Program Officer on agency's letterhead that includes the following:
 - A narrative explaining the need for additional funds and how these funds will be used
 - The amount of funding requested
 - The service category where funds are requested
 - A budget modification form - A table/chart detailing current funding for this service category and or items with information indicating how the additional funds will be used for this service and or items
 - A revised Scope of Services and Work Plan, if applicable
 - The Ryan White Program Director's signature
2. Program Officer (PO) shall review the request to determine the feasibility of the request with the use of the following criteria:
 - Are the costs allocable, allowable, and reasonable?
 - Will the funding support current program goals and objectives, or is it for a new program initiative?
 - Are the sub-recipient's current service category and overall grant expenditure rates on target?
 - Does the sub-recipient have a current Remediation and/or Corrective Action Plan? If so, what is the status?
3. POs shall submit the request to the Program Manager (PM) via email with a brief statement addressing the criteria in step #2. Additionally, the email must justify the funding recommendation and include all applicable attachments within three business days of receipt from the sub-recipient.
4. The PM shall provide the PO with an approval or denial status within seven business days of receiving the request.
5. POs shall notify sub-recipient via email within three business days of receipt of final decision. If the request is denied, POs shall include the reason(s) for denial in the correspondence.

Contact:

For additional information on this program guidance, please contact Ebony Fortune, Ryan White HIV/AIDS Program Manager at 202-761-4900 or ebony.fortune@dc.gov.