

CDC Letter of Concurrence Process

The CDC requires a letter of concurrence, concurrence with reservations, or non-concurrence signed by representatives of the designated Prevention Planning Group (i.e., the HCPC) concurring (or with reservations or not concurring) that

1. The Jurisdictional Integrated HIV Prevention & Care Plan demonstrates a collaborative, coordinated results-oriented approach to increased access to HIV prevention, care and treatment services; and
2. CDC-funded services are directed to the populations and geographical areas with the greatest burdens of HIV disease so as to achieve reductions in HIV incidence.

The HCPC is expected to inform and review the Jurisdictional Integrated HIV Prevention & Care Plan and submit a letter to CDC signed by its Co-Chairs on behalf of the Council membership. The letter can be one of concurrence, concurrence with reservations, or non-concurrence. The letter should be submitted with the Jurisdictional Integrated HIV Prevention & Care Plan. The Council should submit a letter annually, as necessary, based on updates or changes to the Jurisdictional Integrated HIV Prevention & Care Plan.

The following **must** be included in the letter:

- Documentation that the HCPC informed or did not inform the development of the Jurisdictional Integrated HIV Prevention & Care Plan;
- Description of the process used by the HCPC to review the Jurisdictional Integrated HIV Prevention & Care Plan;
- Whether the HCPC concurs with the Jurisdictional Integrated HIV Prevention & Care Plan;
- If the HCPC concurs with reservations or does not concur, the letter must provide in detail the reason(s) why it is submitting a concurrence with reservations or non-concurrence
- Signatures of the Co-Chairs.

The letter **should not**:

- Relate to internal health department issues, such as salaries of individual health department staff;
- Address specific proposed activities; or
- Advocate for a specific group, agency, or issue.

If the CDC does not receive a letter of concurrence, the project officer may initiate the following:

- Obtain more input or information from the Council and health department regarding the non-concurrence or reservations;

- Meet with the Co-Chairs and health department staff;
- Negotiate with the health department concerning any issues raised by the HCPC;
- Recommend local mediation between the health department and the HCPC;
- Request that the health department provide a detailed corrective plan to address areas of concern expressed by the HCPC and specify a timeframe for its completion;
- Conduct an on-site comprehensive program assessment to identify and propose steps to the health department to resolve areas of concern;
- Conduct an on-site HCPC assessment focused on specific concerns;
- Develop a detailed technical assistance plan for the jurisdiction to systematically assist in addressing concerns and request technical assistance from CDC's Division of HIV/AIDS Prevention Capacity Building Assistance (CBA) program;
- Place conditions or restrictions on the health department's funding awards; and/or
- Overrule any of the HCPC's objection(s) if the health department can provide fact-based evidence of the collaborative input, development, and review of the jurisdictional plan by the Council.