

Unfunds

Background

Each year, for various reasons, Ryan White Part A funds become available that must be expended in order to ensure that they are not unused and returned to HRSA. These funds are defined by the HCPC as “unfunds.” In addition, the HCPC may have advisory capacity over other funding streams, including unfunds from other sources.

Definitions

Unfunds can occur because of staffing/budget changes, lack of response to a program, or funds that are not spent in a service category. These types of funds are as follows:

Rollover Funds: These funds are monies that remain unspent at the end of a contract year and are “rolled over” or “carried-forward” into a new contract year. An application must be made to HRSA/CDC to request the use of funds and HRSA/CDC must approve the request before any rollover funds are used.

Unobligated Funds: These are funds that remain following contract negotiations due to: 1.) a contractor or the grantee decides not to proceed with a contract, or 2.) funds remain that are not encumbered by contracts. HHS begins the process of contacting providers about nine (9) months into the contract period in order to begin identifying these funds. The effective expenditure of these funds during a contract year will help to reduce **Rollover Funds**.

Use and Expenditure of Unfunds

Rollover Funds: These funds may be used for HRSA/CDC eligible one-time projects such as special consultants, projects or services. They may also be used for any of the purposes listed under “Unobligated Funds” below. These funds must be spent prior to the end of the fiscal year into which they have been “rolled over.”

Unobligated Ryan White Part A Funds: These funds may be used for any or all of the following purposes:

- Increase the amount of service provided within established service categories, prioritizing funding based on the Planning Council’s prioritized service categories. The dollars are used for direct client services such as emergency financial assistance or to purchase additional UOS (Units of Service);
- Special projects or consultants for the Planning Council or Grantee;
- Provider infrastructure support for established service categories, prioritizing funding based on the Planning Council’s prioritized service categories;
- System development and evaluation such as needs assessments or comprehensive planning;
- Vouchers such as food and transportation.

Process

The Grantee provides the Planning Council with the amount of Rollover funds once each year and the amount of unobligated funds once each year. The Grantee will also provide recommendations for expenditures of these funds for review.

The Grantee provides, where applicable, provide for an appropriate solicitation to providers for one-time funds under this policy.