

## Submission of the Letter

The Jurisdictional HIV Prevention Plan is submitted by the HD to CDC. The plan should show that programmatic activities and resources are being allocated to the most disproportionately affected populations and geographical areas that bear the greatest burden of HIV disease.

HPGs are expected to inform and review the Jurisdictional HIV Prevention Plan and submit a letter to CDC signed by the HPG co-chairs on behalf of the HPG membership. The letter can be one of concurrence, concurrence with reservations, or non-concurrence and should be submitted with the Jurisdictional HIV Prevention Plan. The HPG should submit letters annually, as necessary, based on updates or changes to the Jurisdictional HIV Prevention Plan.

The following *must* be included in the respective HPG letters:

- Documentation that the HPG informed or did not inform the development of the Jurisdictional HIV Prevention Plan;
- Description of the process used to review the Jurisdictional HIV Prevention Plan;
- Whether the HPG concurs with the Jurisdictional HIV Prevention Plan;
- If an HPG concurs with reservations, the letter must provide in detail the reason(s) why the group is submitting a concurrence with reservations;
- If an HPG does not concur, the letter must provide in detail the reason(s) why the group is submitting a non-concurrence; and
- Signatures of the HPG co-chairs.
  - Other signatures may be added at the discretion of the HPG depending on the structure of the planning group (e.g., merged planning and care groups).

*The HPG should concur, concur with reservations, or non-concur that the plan shows programmatic activities and resources are being allocated to the most disproportionately affected populations and geographical areas that bear the greatest burden of HIV disease.*

The respective letter *should not*:

- Relate to internal health department issues, such as salaries of individual health department staff; or
- Advocate for one group, agency, or issue.

When CDC does not receive an HPG letter of concurrence, the project officer may initiate the following:

- Obtain more input or information from the HPG and HD regarding the situation;
- Meet with the HPG co-chairs and HD staff;
- Negotiate with the HD concerning any issues raised by the HPG;
- Recommend local mediation between the HPG and HD;
- Request that the HD provide a detailed corrective action plan to address areas of concerns expressed by the HPG and specify a timeframe for completion;
- Conduct an onsite, comprehensive program assessment to identify and propose action steps to the HD to resolve areas of concern;
- Conduct an onsite HPG assessment focused on specific area(s) of concerns;
- Develop a detailed technical assistance plan for the jurisdiction to systematically address the concerns and request technical assistance from CDC's Division of HIV/AIDS Prevention capacity building assistance (CBA) program;
- Place conditions or restrictions on the HD funding awards; and/or
- Overrule any HPG objection(s) if the HD can provide fact-based evidence, specifically the collaborative input, development, and review of the jurisdictional plan by the HPG.

Note: A sample of the letter of concurrence can be found in Appendix C.