



POLICY AND PROCEDURE NOTICE: FPPN-002 BUDGET SPEND PLAN

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure awarded grant funds are fully expended in accordance to the subrecipient's approved contract amount.

Authority:

- Title XXVI of the PHS Act as amended by the Ryan White HIV/AIDS Treatment Modernization Act of 2009 (Public Law 111-87)
- 45 CFR 75
- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedure:

Under the Ryan White HIV/AIDS Treatment Modernization Act of 2009, there are significant penalties to the EMA if there are unexpended dollars at the end of the fiscal year. Therefore, all programs are expected to expend 100% of their contracted award amount. Contract expenses, as shown on invoices, are regularly reviewed.

1. Subrecipients shall provide the Ryan White Program Office with projected Spend Plans at the end of the first and second quarter as part of their quarterly report submission package, and no less frequently than monthly for the remainder of the year (submitted with monthly invoices). The recommended form is appended to this policy: [Budget Spend Plan](#).
2. Subrecipients must explain reasons for over/under spending and the plan for resolution.
3. Should the Spend Plan indicate that funds will not be expended as authorized, and which have not been approved for a redirect through the required revision process, the County may, at its discretion reduce the subrecipient's purchase order by the identified amount and reallocate or redistribute funds. (See: [PPPN-022 Reallocation and Redistribution of Funds](#).)
4. Subrecipients are informed after the first quarter, in writing, of any under-billing. Any contract under-billed through the second quarter may be reduced. If the under-billing is due to a late start, the contract is reduced by the amount of the unspent funds to date. If the under-billing is chronic, the contract is reduced by both the unspent funds and the projected under spending to year-end. These unexpended funds are then reallocated to

other provider contracts in accordance with the Metropolitan Atlanta HIV Health Services Planning Council’s service priorities. Reallocations within individual categories do not require Planning Council approval.

5. Subrecipients are expected to expend funds in accordance with their approved budget and identify funds projected to be unexpended in a timely manner which would allow for redistribution of the funds. Should a subrecipient indicate that all funds will be expended, but ends the fiscal year with unexpended funds in an amount greater than \$1,000 the subrecipient’s budget in the next immediate fiscal year shall be reduced by the amount unexpended.

Verification:

- Review of expenditures.
- Review of quarterly and monthly spend plans submitted by each subrecipient.
- Review of budget revisions.

Approved: October 2016

Last Reviewed: January 2021