



## **POLICY AND PROCEDURE NOTICE: FPPN-008 CONTRACT/AGREEMENT CONTINGENCY AMOUNT**

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program in ensuring that funds are rapidly allocated.

**Authority:**

- Fulton County Ryan White Contract/Agreement

**Policy and Procedure:**

In an effort to support the rapid expenditure of funds, Fulton County allows the Ryan White Program to enter into contracts/agreements with subrecipients for an amount greater than the Purchase Order<sup>1</sup> amount. Should a determination be made during the year to redistribute funds to the subrecipient during the year the need to modify the contract, which can take between 3-4 weeks is obviated.

The Fulton County Ryan White Part A Contract/Agreement includes language which states:

The award amount includes a contingency amount. These funds are not available to the Contractor unless or until a purchase order is issued authorizing expenditure of these funds. Authorization to expend contingency funds shall be at the discretion of the Director, Department for HIV Elimination and shall be issued in writing.

**Approved June 2016**

**Last Reviewed: January 2021**

---

<sup>1</sup> A purchase order is a written authorization from Fulton County Purchasing Department to the sub-recipient authorizing the provision of services, the amount available, and the terms /special instructions.