



POLICY AND PROCEDURE NOTICE: PPPN-037 OUTREACH AND AWARENESS ACTIVITIES

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to provide outreach to inform low-income individuals of the availability of HIV-related services and how to access them.

Authority:

- PHS ACT 2605 (a)(7)(C)
- PHS ACT 2617 (b)(7)(B)(iii)
- PHS ACT 2616(c)(5)
- HAB Program Policy Number 12-01
- HAB Program Policy Number 16-02
- HAB National Monitoring Standards – Universal - Part A & B

Policy and Procedure:

Subrecipient shall undertake outreach to inform low-income individuals of the availability of HIV-related services and how to access them.

1. In accordance with HAB Program Policy No. 12-01¹, grant funds may not be used for:
 - A. Outreach programs which have HIV prevention education as their exclusive purpose
 - B. Broad scope awareness activities about HIV services that target the general public
2. Subrecipient shall have informational materials about agency services and eligibility requirements such as:
 - Newsletters
 - Brochures
 - Posters
 - Websites
 - Community Bulletins
 - Other types of promotional materials

¹ <https://hab.hrsa.gov/sites/default/files/hab/Global/outreachpolicy2012.pdf>

3. Agency shall maintain file documenting subgrantee activities for the promotion of HIV services to low-income individuals, including copies of HIV program materials promoting services and explaining eligibility requirements.

Verification:

- Review documents indicating activities for promotion and awareness of the availability of HIV services.
- Review of grant fund expenditures to ensure they are not used for outreach programs which have HIV prevention education as their exclusive purpose or broad scope awareness activities about HIV services that target the general public.

Approved: December 2016

Reviewed: June 2020