



November 10, 2021

Robert George, Section Manager
Denver HIV Resources
Department of Public Health & Environment
Community & Behavioral Health, City and County of Denver
Denver Post Building, 101 W. Colfax Avenue, Seventh Floor
Denver, CO 97204

Dear Robert,

I am issuing this letter of guidance in order to help you expedite your annual contracting activities with your Ryan White Part A funded subrecipients.

As you are aware, one of the **Legislative Requirements** set forth in the *Ryan White Care Act of 1990* is that once you receive your annual Notice of Award (NOA) you must have finalized all contracts within 120-days. Your contracting activities must be complete and your fiscal systems prepared to begin receiving invoices from your subrecipients at the end of the 120-day post-award period. Failure to achieve this Legislative Requirement will result in a **negative finding** in your next **HRSA/HAB Site Visit**, which could have **deleterious effects on your award**.

For the **2022-23 grant year**, you can anticipate your *2022 formula award* will be **approximately \$4,745,690**. As you have previously experienced, this approximate amount may differ by plus or minus 1%-5%. There is also another possible caveat: In years of partial funding, when HRSA is operating under a Congressional Continuing Resolution, the *Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program* (Ryan White Part A Program) award amount may not be fully determined, finalized, nor full award payments made. Should HRSA experience a Congressional Budget award reduction, it could necessitate a reduction to the Ryan White Part A Program and therefore a reduction in the Part A award to the Denver jurisdiction.

Please keep in mind that you must *do everything possible* to execute your contracting processes *no later than the end of June on your March 1st grant start date every year*.

If you have any questions or need any technical assistance, please contact me.

Sincerely

Luigi S. Procopio
Public Health Analyst/Senior Project Officer
Western Branch, Division of Metropolitan HIV/AIDS Program

Cc: Tristan Sanders - Director, Community & Behavioral Health Division