



Colorado Department
of Public Health
and Environment

Colorado HIV/AIDS Strategy Meeting

Letter of Concurrence, Concurrence with
Reservations, or Non-Concurrence

Letter of Concurrence, Concurrence with Reservations, or Non-Concurrence

1. Is written by the community, submitted by the State Health Department to the Center for Disease Control (CDC)
2. Did the HIV Planning Group (HPG) inform the development of the Jurisdictional HIV Prevention Plan?

The Letter's Elements

- ▶ 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).

- ▶ Source: P.24 HIV Planning Guidance PS12-1201

The Letter's Elements

- ▶ 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

▶ Source: P.25 HIV Planning Guidance PS12-1201

Sample Letter of Concurrence

Between HIV Planning Group and Local Health Department



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of Public Health
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- ▶ Dear Mr(s) (Name):
- ▶ The ABC State/Local HIV Planning Group (HPG) concurs, concurs with reservations, or does not concur with the following submission by the ABC State/Local Health Department in response to Funding Opportunity Announcement PS12-1201:
- ▶ The HPG has reviewed the Jurisdictional HIV Prevention Plan that is to be submitted to the Centers for Disease Control and Prevention (CDC) and concurs, concurs with reservations, or does not concur that **the Jurisdictional HIV Prevention Plan describes how programmatic activities and resources are being allocated to the most disproportionately affected populations and geographical areas that bear the greatest burden of HIV disease.** [Insert here whether the HPG provided or did not provide input into the development of the Jurisdictional HIV Prevention Plan. Insert the process used by the HPG to provide input or review the jurisdiction's plan.]
- ▶ [If applicable, insert how jurisdictions with directly funded states and cities plan to coordinate their HIV Planning process. City Jurisdictional HIV Prevention Plans should complement the state Jurisdictional HIV Prevention Plan to effectively depict and address the HIV epidemic within the jurisdiction.]
- ▶ [The letter of concurrence, concurrence with reservations, or non-concurrence should be signed and submitted to CDC.]
- ▶ Signature: _____ Date: _____
▶ Health Department Co-Chair
- ▶ Signature: _____ Date: _____
▶ Community Co-Chair
- ▶ Citation – P.42 Appendix C – HIV Planning Guidance PS 12-1201