

The Allocations Process

The Contra Costa HIV/AIDS Consortium recommends how HIV/AIDS funds should be used in this county. The Consortium works in partnership with the county Health Services Department to decide which **services** should be funded in a process called **Allocations**.

When federal and state CARE Act funding is granted to Contra Costa County, it is first directed to the Contra Costa County Health Services Department (HSD). Some federal funding comes to Contra Costa through the regional Planning Council of the Transitional Grant Area (TGA). A portion of the funding remains within the HSD, supporting HIV services overseen by the AIDS Program (like nurse case management). The remaining funds are “contracted out” to community-based organizations (CBOs) to provide other AIDS related services.

Basics of the allocations process:

Determining need: Consortium members and staff collect information on the needs of the HIV positive community by:

- Looking at local and regional statistics (i.e., populations most affected by HIV, the percentage of HIV positive individuals who are homeless or require drug or alcohol treatment)
- Reviewing how widely services were used in the past year (i.e., how many signed up for home-delivered meals, how many were enrolled in a case management program)
- Gathering consumer input from HIV positive individuals and their families through surveys, focus groups, needs assessments
- Gathering input from service providers

The Executive Committee, Allocations Committee and staff of the HSD undertake this process and provide reports to Consortium members at the general monthly meetings.

Establishing the Priorities: After all the data are reviewed the Consortium determines:

- Which types of services are most needed by the community,
- What other resources for services currently exist,
- Allocates percentages to the service categories.

Making Recommendations:

- The Consortium makes funding recommendations for service categories.
The Consortium does **NOT** decide which community-based agencies are granted funding. The HSD, as the “fiscal agent,” prepares a Request for Proposal (RFP) for the different services the Consortium decides to fund. Agencies write proposals and submit them to the HSD. An independent panel of experts reviews the proposals and selects the agencies best suited to provide the services.
- Only active members in good standing can vote.
Active members have completed an application, a conflict of interest form (700) required by the State, and have regular attendance at Consortium meetings.
- Each agency is allowed one vote by a member in good standing.
Agency representatives decide together how they want to vote.
- Conflict of Interest must be verbally stated **before** advocating for a service.
 1. Discussion around allocations is encouraged within the Conflict of Interest framework. Providers, consortium members, clients and volunteers of a particular service are welcome to “tell their story”, giving the decisions a realistic context, while also acknowledging the conflict.
 2. After the entire amount is allocated, each service category is reviewed and voted on separately. Providers or consortium members with direct conflicts must state their conflicts of interest.
 3. Then an overall vote is taken in support of the recommendation for all service categories. “Decisions regarding funding will be made by a majority vote of all eligible to cast a Funding vote. A majority vote will be the majority (over 50%) of all non-abstaining” voting members “eligible to cast a Funding Vote participating at any meeting at which a Funding Decisions Quorum has been constituted”. *Bylaws: Section VII, B. Funding Decisions.*