



October 20, 2008

Dear Health Department Colleagues:

To help monitor the Division of HIV/AIDS Prevention's (DHAP) HIV prevention efforts, it is critical that we have accurate information about how our prevention dollars are being allocated. This information is important for DHAP's monitoring of, and accountability for, our HIV prevention efforts, and for planning the most effective distribution of prevention dollars.

In previous years, DHAP has used the *Cooperative Agreement PA 04012 Budget Allocation Tables* (budget tables) to gather this information from health departments. I would like to thank PA 04012 grantees for your timely response to the DHAP's request last year for the 2005 budget table information. With this letter, DHAP is requesting your assistance in collecting the 2006 and 2007 budget table information. Beginning in 2008, the budget table information will be obtained through the electronic submission of required data by all grantees.

The revised budget table shells for 2006 and 2007 reporting purposes are attached. I would like to thank NASTAD and UCHAPS for reviewing and providing meaningful input into these revised budget table shells.

When reporting your allocated dollars, please be as accurate as possible. If you have questions related to completing the tables, please submit your question(s) as soon as possible to Chandra R. Felton via the [PA04012@cdc.gov](mailto:PA04012@cdc.gov) mailbox. The Prevention Program Branch (PPB) will review the question(s), triage them as appropriate, and e-mail a timely response. Please submit your completed 2006 and 2007 budget tables to the [PA04012@cdc.gov](mailto:PA04012@cdc.gov) mailbox no later than 11/26/2008.

I thank you in advance for your cooperation and will share a summary report with you after the review process is completed. DHAP greatly appreciates the collaboration of our health department grantees, NASTAD, and UCHAPS in this effort and looks forward to our ongoing partnership in HIV prevention.

Sincerely,

Richard Wolitski, Ph. D.  
Acting Director  
Division of HIV/AIDS Prevention  
National Center for HIV/AIDS, Viral  
Hepatitis, STD and TB Prevention

Enclosure