

**Illinois HIV Integrated Planning Council (IHIPC)
Concurrence Checklist**

A. Illinois HIV Integrated Planning Council (IHIPC) members have been provided with the State’s *Integrated HIV Prevention and Care Plan, including the Statewide Coordinated Statement of Need: 2017-2021, and updates thereof, (hereafter referred to as the “Integrated Plan”)* and an explanation of the Illinois Department of Public Health’s (IDPH) application to CDC for federal HIV prevention funds in response to Funding Opportunity Announcement PS18-1802, and Ryan White Part B HIV/AIDS Program legislation and guidance.

1. IDPH has explained to the satisfaction of the Integrated Planning Group 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.
2. The IHIPC has determined that IDPH’s Care and Prevention Grant work plans reflect the priorities identified in the State’s Integrated Plan.

B. The Integrated Planning Group has developed a letter of concurrence, concurrence with reservations, or non-concurrence indicating:

1. That the Integrated Planning Group has reviewed the State’s Integrated Plan that 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.
2. That the Integrated Plan submission fulfills the requirements put forth by the HIV Prevention Funding Opportunity Announcement PS18-1802 for Health Departments and the Ryan White Part B program legislation and guidance.
3. That the Integrated Plan sent forward by IDPH demonstrates a collaborative and coordinated approach for HIV prevention, care, and treatment.
4. That the Integrated Planning Group has provided input into the development (or update) of the State’s Integrated Plan.
5. A description of the process used by the Integrated Planning Group to provide input or review the State’s Integrated Plan.
6. If the Integrated Planning Group concurs with reservations, the letter must provide in detail the reason(s) why the group is submitting a concurrence with reservations.
7. If the Integrated Planning Group does not concur, the letter must provide in detail specific reasons why the group is submitting a non-concurrence.
8. At minimum, the letter should be signed by the co-chairs of the Integrated Planning Group on behalf of the full Integrated Planning Group. The letter should include an indication that the Co-Chairs have reviewed and understand the Integrated Plan, are signing the letter on behalf of the Integrated Planning Group, and will report on the concurrence process to the entire Integrated Planning Group.

In drafting the respective letter, the Integrated Planning Group is reminded that:

- The letter should directly relate to the relationship between the Integrated Plan and programmatic activities identified and resources allocated for federal HIV prevention and care funds.
- The letter should not relate to internal health department issues, such as salaries of individual health department staff or funding to specific HIV prevention or care services agencies.
- The letter should not advocate for one group, agency, or issue.