



**ILLINIOS PUBLIC HEALTH ASSOCIATION
HIV Prevention RIG
Sub-grantee Responsibilities**

In setting up, sub-grantees must:

- negotiate scopes of service that are clearly distinguishable from services funded through other local, state, or federal government funds or private funds.
- submit correct/current contact information of staff providing services to the Lead Agent.
- submit a proposed budget focused on the costs of efficiently delivering the requested service units in a culturally and technically competent manner.
- ensure that all project staff have regular access to e-mail and to a computer with word processor software able to import and export Microsoft Word files, a spreadsheet program able to import and export Microsoft Excel files, and Adobe to read/sign pdf documents.
- ensure all project staff have regular access to virtual meeting platforms (such as Zoom or Microsoft Teams) to participate in virtual meetings and learning events.
- refrain from utilizing a subcontractor to fulfill any obligations without the prior written consent of IDPH and the Lead Agency.

In service provision, sub-grantees must:

- ensure that all services funded through this service agreement are provided in a manner that is confidential, culturally competent, and appropriate with respect to HIV risk, language, gender, literacy level and ability.
- ensure that staff conduct themselves in a professional manner while providing services under the context of this grant agreement.
- Provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3.
- adhere to HIPAA and the AIDS Confidentiality Act to protect the confidentiality of information reported by HIV prevention recipients, including, but not limited, to substance use history, sexual history, HIV status, history of STD or other medical diagnoses.
- maintain signed documentation of collaborative agreements between sites and HIV testing outreach and Condom distribution locations such as nightclubs, bars, businesses, etc.
- immediately place a notice on any applicable website, prominently displayed on the web page(s) most likely to be first encountered by viewers, notifying the potential viewing public that “this site contains HIV prevention messages that may not be appropriate for all audiences.” This CDC requirement applies to those recipient web sites funded in whole or part with CDC funds that contain HIV/AIDS educational information subject to the CDC guidelines, even if the website itself is not funded by CDC. The complete guidelines are available from the CDC website at www.cdc.gov/od/pgo/forminfo.htm

Sub-grantee Responsibilities, continued

- submit all materials for publication for approval by the Regional Community Review Panel (RCRPA) or the IDPH community review panel prior to printing, broadcast, or publication. Upon approval from the RCRP or IDPH community review panel, all brochures, booklets, flyers, journal articles, programs, advertisements (including print and out-of-home), multimedia presentations, videos, and other printed or electronic materials (including, but not limited to web sites), prepared with funds from this grant/contract must include the following statement: “Funding for this (event, publication, etc.) was made possible by funds received from the Bureau of Disease Control, Illinois Department of Public Health.”
- provide interventions as outlined in the agency’s work plan, targeting services provided under this grant for promoting and providing HIV prevention services to HIV+ persons and persons at increased risk as defined by 2027-2031 Priority Population Definitions

In reporting, sub-grantees must:

- report data on delivered HIV prevention interventions using IDPH’s Provide Enterprise system. Data for all HIV, GC/CT, Syphilis, Hepatitis C, and Risk Reduction Activities shall be entered into the Provide Enterprise system by the 15th day of the month following the month in which services were provided, (e.g., for all clients served in March, data must be submitted by April 15th).
- submit quarterly reporting to the Lead Agency utilizing the “quarterly report” form and schedule as provided by the Lead Agency.

In assuring quality, sub-grantees must:

- require Program Managers to attend all of the required biannual site visits and intervention observations scheduled by the Lead Agency.

In planning and coordination efforts, sub-grantees must:

- participate in planning and assessment activities as required by IDPH and/or the Illinois Prevention Community Planning Group, including, but not limited to, regional needs assessments and resource inventory data collection.
- attend Regional Implementation Group (RIG) meetings with the Lead Agency Coordinator and other local service providers on a quarterly basis.
- participate in local community forums, focus groups, community assessment and community planning activities, as requested by the Lead Agency Coordinator and/or the IDPH HIV/AIDS Section.

In billing, sub-grantees must:

- expend moneys according to the funding level specified in the budget for each line item.
- request reimbursement from the Lead Agency in accordance with the Lead Agency instructions and forms, and in adherence to the budget on file with the Lead Agency.