

FY2025 Allocations Preparation Checklist

This checklist is designed to help you prepare for the [Philadelphia EMA's Regional Allocation Process](#). If you follow all of these steps you will be prepared to participate in your region's allocations meeting. You can adapt this checklist to your needs. Not everyone will need to follow every step. People who have little or no experience with the Allocations process are encouraged to go through all the steps for the most meaningful participation.

Step 1. Register for your region's allocations meetings:

You need to register for both mandatory (Parts 1 & 2) meetings for your region to attend. Q&A for your region is optional.

Register for the NJ Counties Allocations

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 9th from 12:00 - 4:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 10th from 1:00 - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 11th from 12:00 - 4:00 p.m.*

Register for the PA Counties Allocations

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 16th from 12:00 - 4:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 17th from 1:00 - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 18th from 12:00 - 4:00 p.m.*

Register for the Philadelphia Allocations

[Click here](#) to register for the **mandatory Part 1** — *Tuesday, July 23rd from 12:00 - 4:00 p.m.*

[Click here](#) to register for the optional Q&A — *Wednesday, July 24th from 1:00 - 2:00 p.m.*

[Click here](#) to register for the **mandatory Part 2** — *Thursday, July 25th from 12:00 - 4:00 p.m.*

Step 2. Learn the basics:

- [Introduction to Allocations](#) (PDF updated in 2024)
- [Introduction to Allocations](#) (video prepared in 2020)
- [Introduction to Community Planning](#) (video prepared in 2020)

Step 3. Review the allocations materials:

- [2024 Allocations Service Category Booklet](#)
 - *This booklet has information on service definitions, utilization, over/underspending, need, and more! This link will lead you to our Allocations materials page for both Core and Support Services under Ryan White Part A. Here, you can click through each service category individually or locate the PDF titled: **2024 Allocations Service Category Booklet** to go through the entire booklet.*
- [Regional RW Part A 2024 Funding Pie Charts](#) (PDF)
- [Other Regional Funding](#) (PDF)

Step 4. Quiz yourself:

- Take the [Allocations Preparation Self-Assessment](#)

Step 5. Dig into the data:

- Look into the [2021 HIV Surveillance Data by Region](#) (PDF)
 - This data is helpful because it compares RW Client surveillance data to the EMA's surveillance data as a whole and then breaks down surveillance data for each region individually
- Read through the [2024 EMA Epidemiological Update](#) presented to the HIPC from DHH
- See this table with [CSU, MMP, and Consumer Survey Data](#) (PDF)
- Check out the [2022 Consumer Survey Service Findings](#)– This document highlights the survey responses to service category needs & accessibility
- Look at the [FY2023-2024 Final Expenditure Report](#) to check out over and underspending trends regionally - *please note that final invoices are not included in report; updates appear within other materials*

Step 6. Prepare your own materials:

- Fill out the [Allocations Worksheet](#) (PDF) to prepare for your regional meeting.

Step 7. Understand your role:

- Read about [Conflict of Interest](#) (PDF) and how it may relate to you. Conflict of Interest is a characteristic of the nature of the Planning Body. A conflict of interest is an actual or perceived interest by a Planning Body member in an action which results in personal, professional, or organizational gain.