

FY2010 COP Guidance: EARLY FUNDING REQUESTS FOR COUNTRY OPERATIONAL PLANS

Country teams wishing to request early funding for critical activities **will need to submit an early funding request by September 18th**. This deadline applies to all countries, regardless of whether the country team plans to submit a COP in October or January. All countries/operating units submitting a PEPFAR Operational Plan in FY 2010 are eligible to submit early funding requests. To the extent possible, the requests should consider the Ambassador's new vision for PEPFAR. Early funding requests will be subject to HQ review and approval.

Please Note: Due to delays in the release of COPRS II, OGAC has decided that the early funding requests for FY 2010 **will not** be submitted through the COPRS II system. Country Teams will utilize a similar process to what was used in FY 2009, which will take place outside of the COPRS II System. Early Funding Request Forms will be accessed and completed through a site on PEPFAR.net. Coordinators as well country team members may access the early funding portion of the site.

Guidance: Country teams are asked to submit early funding requests to OGAC for GHCS-State funds only, as OGAC only has authority to notify this account. Early funding for all other funding sources/accounts should be requested through the agency which manages the relevant account. The decisions regarding early funding requests should be made in the context of providing one coordinated USG response.

For those planning to submit a COP in January, early funding requests are only for ongoing activities that will require funding before **June 30, 2010**, in advance of the new COP approval timelines. This marks a change from the date given in the previous COP Guidance which indicated early funding requests were only for activities which would require funding before April 30. **However, for those submitting a COP in October, the April 30, 2010 date applies.** Early funding requests should be determined by the time period in which funding is needed, referencing the two dates listed above. There are no percentage based limits or requirements for early funding and the percentages of total funding requested will vary by country based on workplans, performance and funding pipelines. Finally, country teams are asked to consult with their HQ Track 1 managers for Track 1 partners requiring early funding. Country teams will be asked to submit the requests for Track 1 partners as part of their requests, using the funding source Central GHCS-State. HQ managers for Track 1 partners will need to work with the country teams to ensure that the Track 1 early funding requests are captured.

Please take into account three items as you decide on early funding requests:

1. Early funding can be requested under a Continuing Resolution but it must only be requested for ongoing activities. Ongoing activities should be limited to those activities for which there exists a funding obligation in the early funding period. Activities that require either a new mechanism or an extension of an existing mechanism **should not be** included, as they need to be approved in the COP process. Planned follow-on mechanisms for expiring mechanisms are only eligible for early funding in certain circumstances (i.e. where disruption of

treatment services may result). The narratives for any planned follow-on mechanisms must include an explanation of how the use of the requested funds will align with the Ambassador's vision for PEPFAR. Please consult your country support team lead regarding questions about eligible follow-on mechanisms.

2. If drug purchases need to be undertaken early in the year, the funding for these purchases must be included in the early funding request.
3. Only request the amount of funding to cover an implementing mechanism until full funding arrives in-country. (There should be very few instances where you would request funding for an entire implementing mechanism as early funding.)

While within the new framework of COPRS II Management and Operations is no longer treated as an implementing mechanism, for early funding requests this year, it should be submitted as part of the same process.

Detailed instructions for completing the FY 2010 Early Funding Request Forms will follow shortly. Teams can expect that the process will closely mirror the FY 2009 process. Following a "2010 Early Funding Requests" link will allow teams access individual country pages. On the country pages three items will be available: an Early Funding Request Form (non M&O), an M&O Early Funding Request Form, and a Pivot Table for tabulating your request. OGAC is working to develop and upload these forms onto PEPFAR.net, and will notify teams when they are available.

The process will involve:

1. Following a link to the Early Funding home page
2. Clicking on a link to your country's early funding documents
3. Filling out the necessary fields in the Early Funding Request Form (non-M&O) and/or M&O Early Funding Request Form
4. "Save and Close"
5. Steps 1-4 are repeatable for making additional early funding requests
6. Changes can be viewed in a linked Pivot Table by right-clicking in the table and selecting "Refresh Data"

The key pieces of data required for Implementing Mechanisms will be:

1. Implementing Mechanism
2. Partner Name
3. Agency
4. Funding Source - GHCS-State (**or Central CHCS-State for Track 1's**)
5. Funding by Technical Area Budget Code
6. Short Narrative – Limited to 1,500 characters - In the early funding narrative, please describe what the funds will be used for and why early funds are necessary (for follow-on

mechanisms explain how the use of the requested funds will align with the Ambassador's vision for PEPFAR).

The key pieces of data required for M&O Requests will be:

1. USG Staff Salaries and Benefits
2. Staff Program Support Travel
3. ICASS (International Cooperative Administrative Support Services)
4. Non-ICASS administrative costs
5. CSCS (Capital Security Cost Sharing)
6. Computers/IT Services
7. Management Meetings/Professional Development
8. USG Renovation
9. Institutional Contractors (non-PSC/non-PSA)
10. Peace Corps Volunteer Costs (including training and support)