

**Assessment of the Administrative Mechanism
Approved by the Finance Committee, July 22, 2014**

Items for Finance Committee Assessment of the Administrative Mechanism				
From the MOU between the Planning Council and the Grantee:	The Planning Council is responsible for evaluating how quickly and efficiently the Grantee contracts with service providers and how long the Grantee takes to pay the contracted providers. The Planning Council also determines whether the Grantee used service funds as specified in the Council's priorities and allocations. The Finance Committee of the Council carries out an assessment of the efficiency of the administrative mechanism each year and provides a report on findings and recommendations to the full Council for review and approval (p. 4).			
From HRSA's Planning Council Primer:	The Planning Council is responsible for evaluating how well the grantee gets funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and the amounts contracted for each service category are the same as the Planning Council's allocations.			
Item	Assessment Questions	Source	Notes	Findings
Executed Contracts/Renewals	How quickly has funding been committed and contracts executed - by service category and funding source; and are commitments consistent with the Council's approved spending plan?	Quarterly Commitment & Expenditure Report		In 2013 HRSA operated on a continuing resolution basis which resulted in a partial award to start the 2013 Ryan White year. Subcontracts were executed and renewed on a timely basis using the partial award. The partial award only allowed for 4 months of contract amounts for Base contracts and 5 months for MAI contracts. Notification of New York City's (NYC) full Ryan White Award was received on June 18 th . The NYC EMA received a large reduction to its award in 2013; a reduction of 14.75% compared to the 2012 award. The NYC DOHMH and Public Health Solutions created a plan to implement the cuts which impacted all subcontracts. Contracts were adjusted and renegotiated and executed on a timely basis. Uncommitted funds resulting from contract negotiations and/or contract terminations were reprogrammed on a one-time basis as per the PC's Reprogramming Plan.
Procurement	Has the Grantee communicated to the Planning Council the results of the procurement process (to monitor commitments)?	Distribute new contractor lists at PC meetings and to post on the PHS website. Grantee can explain RFP process if Council would like.		Request For Proposal (RFP) for Ryan White Housing Services was released on 7/24/13. Contract awards for the Ryan White Housing Services RFP were announced on December 9, 2013. A total of 14 awards were made as follows: Short Term Rental Assistance: 1; Short-term Housing Services: 8; and Housing Placement Assistance: 5. The contract awards were posted on Public Health Solutions' website. Negotiation meetings, led by DOHMH Housing staff with Public Health Solutions staff in attendance occurred from January 9-16, 2014. Contracts were executed on a timely basis. The list of housing providers resulting from this RFP were announced to the Planning Council in the December 2013 Grantee report.
Subcontractor Payments	Are subcontractors paid in a timely manner?	Results of Question 7, NYCDOHMH Semi-Annual Site Visit Tool, Fiscal Review	Grantee to summarize site visit findings, with definitions of "timeliness". Reported annually (at presentation of closeout report)	Subcontractors were paid in a timely manner (within 30-60 days) of receipt of a complete and accurate expenditure report / invoice. Confirmed during site visits by grantee staff monitoring the 2 master contractors.
Spending	Throughout and at the end of the contract year, were there unspent funds? If so, in which service categories?	Quarterly commitment and expenditure reports; closeout report	Quarterly Commitment and Expenditure Report and Closeout Report to FC, EC and full PC	FY 2013 expenditures by service category were reported quarterly to the FC, EC and PC. Spending rates continued at high rates.
	Did the grantee adhere to the PC's Reprogramming Plan?	Quarterly commitments and expenditures reports; closeout report	Quarterly Commitment and Expenditure Report and Closeout Report to FC, EC and full PC	Modifications to the spending plan were reported by service category to the FC, EC and PC and matched the PC's reprogramming plan.