

**Assessment of the Administrative Mechanism
Approved by the Finance Committee, July 20, 2015**

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		The Grantee once again received our award from HRSA in two parts - the first NOA was for just under 30% of the FY2013 award and the second was for the full award. Subcontracts were executed and renewed on a timely basis using the partial award. Insofar as it is within the Master Contractor's control, all contracts shall be executed within six (6) weeks of receipt of a complete and accurate contract package approved from DOHMH. The NYC EMA received a slight increase to its award in 2014; an increase of approximately 1.2% compared to the 2013 award. Contracts were adjusted 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 Supportive Counseling, non-Medical Case Management, and Health Education/Risk Reduction was released on August 11, 2014. The contract awards were posted on Public Health Solutions' website on January 21, 2015 and announced to the Planning Council in the January 2015 Grantee report. Negotiation meetings occurred during February and March, 2015. FY 2015 Contracts were executed on a timely basis.
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 BHIV Administration 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 2014 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.