

Annual Checklist for  
Assessment of the Efficiency of  
The Administrative Mechanism (AEAM)  
Completed by Finance Committee

General Instructions:

The following document is to be completed at the end of each fiscal planning cycle. Generally, February 28<sup>th</sup> marks the fiscal year end for the Ryan White Part A Formula, Supplemental and Minority AIDS Initiative funds. For the purpose of this document, consideration of the Recipient's final spending report will be included (Note: From year to year, the date that the final spending report becomes available may vary).

Throughout the course of the fiscal year the five sections (Procurement Process, Contracting, Reimbursement of Subrecipients, Use of Funds and Engagement with Planning Council/Planning Body in the planning process) will be completed at a minimum on a quarterly basis, in conjunction with the Finance Committee's review of quarterly spending reports as presented by the Recipient in the committee's meetings. Notes related to each item may be included as deemed appropriate by the members of the Finance Committee.

The Finance Committee will report its findings concerning the review of Annual Checklist items in its reports to members at the HIPC's monthly meetings. At the end of the fiscal planning cycle, the Finance Committee will present the findings documented on the Annual Checklist to the HIPC for review, comment, and approval. The checklist will serve as a report of the findings, conclusions, and recommendations and will be submitted to the recipient. The HIPC will request a written response from the recipient to be submitted within 45 days of receipt of the HIPC report.

Should issues and/or concerns related to the materials reported/provided to the Finance Committee by the Recipient occur during the course of this assessment process, the Executive Committee will be notified by the Finance Committee immediately (within 24 hours). A meeting of the Executive Committee will be scheduled in advance of the next HIPC meeting to discuss concerns and address next steps before a presentation to the full HIPC.

Annual Checklist for  
Assessment of the Efficiency of  
The Administrative Mechanism (AEAM)  
Completed by Finance Committee

**From the RWHAP Part A Manual:** *The purpose of Monitoring the Administrative Mechanism “is to assure that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner” (p 101).*

**Directions:** *Please complete the following form by highlighting yes, no, or N/A and offering the group responsible and any notes. “Group responsible” represents who (Council or specific subcommittee) was responsible for monitoring each item. The “Notes” section captures comments/concerns and allows the group responsible to expand upon the item listed.*

***The Procurement Process:***

<p>In the case of an RFP, HIPC received a presentation from and had a discussion with the recipient (DHH) around the RFP. The Recipient will present information regarding all proposed RFPs to the HIPC. HIPC meeting notes with a copy of the presentation will be reviewed as part of the monitoring process.</p> <p style="text-align: center;"><b>NOTE:</b> <i>HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding. The HIPC should not be given information related to the RFP that could give provider members an unfair advantage.</i></p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>Time Frame for report to Finance/HIPC:</b> Six months prior to the RW service RFP distribution.		
<b>Group Responsible:</b> Finance Committee		
<b>Notes:</b> Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.		

The recipient's (DHH's) contract procurement process was efficient, effective, fair and inclusive. The RFP distribution process was wide-spread and included all areas of the EMA. The Recipient will provide a report to the HIPC including the full RFP, the list of recipients that the RFP was distributed to, agency or agencies chosen, and a timeline for the contract process.

**NOTE:** HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

Yes

No

N/A

**Time Frame for report to Finance/HIPC:** Thirty to sixty days after the RFP distribution process to accommodate the Finance and HIPC meeting schedule.

**Group Responsible:** Finance Committee

**Notes:** Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.

The HIPC will be provided with an overview of the results of the RFP process from the recipient (DHH). This overview should include the number of responses to the RFP, the number of providers awarded and geographic location of the awards.

**NOTE:** HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

Yes

No

N/A

**Time Frame for report to Finance/HIPC:** Thirty to sixty days after the RFP review and award process is completed to accommodate the Finance and HIPC meeting schedule.

**Group Responsible:** Finance Committee

**Notes:** Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.

**Contracting:**

<p>HIPC received information from the Recipient (DHH) about the percent of contracts fully executed within 90 days after Notice of Grant Award. The Recipient will provide a report to the HIPC regarding the number of notices of intent to contract distributed and the percent executed within 90 days after the Notice of Grant Award.</p>		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> One hundred twenty days after the award letter distribution process to accommodate the Finance and HIPC meeting schedule.</p>		
<p><b>Group Responsible: Finance Committee</b></p>		
<p><b>Notes:</b> Not all of the contracts were confirmed within 90 days of receipt of the final NOA from HRSA. This is due primarily to large sub-recipients and the city's legal departments not conforming the contracts within the specified time period.</p>		

**Reimbursement of Subrecipients:**

<p>HIPC was informed of any obstacles to timely reimbursement. If there were obstacles, HIPC was informed of any adverse impact on clients or providers. The Recipient will provide a summary on obstacles to reimbursement to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b> There is record of the quarterly spending reports being provided.</p>		

<p>HIPC was notified of late invoicing. The Recipient will provide a late invoicing summary to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b> As part of the spending reports and reallocation requests information related to late invoicing is provided to the finance committee by recipient staff.</p>		

***Use of Funds:***

<p>The recipient (DHH) notified HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario to ensure the rapid distribution of funds. The date that the HIPC emailed the Notice of Grant Award to the HIPC staff will be used to determine whether this indicator is met.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> One week after Notice of Grant Award or of partial award.</p>		
<p><b>Group Responsible: Recipient</b></p>		
<p><b>Notes:</b> Upon receipt of a notice of award, either partial or full, by the recipient, the OHP staff and the finance committee were notified. At this point, the appropriate budget plan is crafted based on the approved HIPC decisions.</p>		

<p>The recipient (DHH) distributed funding in accordance to the approved allocation decisions made by HIPC. The Recipient will provide a copy of the allocations report submitted to HRSA to the HIPC after this report has been submitted to HRSA. Updates will be provided by the Recipient to the HIPC on a quarterly basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b> This information has been provided in the past as part of the quarterly spending reports and reallocation requests.</p>		

<p>HIPC received regular reports on service utilization and expenditures by service category. The Recipient will provide quarterly reports on service utilization and expenditures by service category to the HIPC quarterly. Meeting minutes will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff</b></p>		
<p><b>Notes:</b> Service utilization information is provided to the HIPC annually as part of the materials leading up to the allocation process. This generally happens in May or June.</p>		

The recipient (DHH) requested of HIPC any reallocations above the 10% threshold so HIPC could make and approve adjustments during the year. These requests were accompanied with a detailed explanation for the needed shift in funding. The Recipient submits these requests as needed. Meeting minutes and submitted materials from the Recipient will be used to monitor this indicator on an annual basis.

Yes

No

N/A

**Time Frame for report to Finance/HIPC:** As needed based on the Finance and HIPC meeting schedule.

**Group Responsible:** Recipient staff

**Notes:** Reallocation requests that occur throughout the fiscal year are presented to the finance committee for review and evaluation prior to going to the full HIPC. Finance committee decisions may be sent to the full planning body with: 1) recommendation to approve, 2) recommendation to disapprove, or 3) no recommendation. Final decisions related to reallocation requests fall under the purview of the HIPC.

***Engagement with Planning Council/Planning Body in the planning process:***

The recipient (DHH) had a staff member at each committee meeting except when asked not to attend. Meeting minutes will be used to monitor this indicator on an annual basis.

Yes

No

N/A

**Time Frame for report to Finance/HIPC:** Recipient staff shall attend regularly scheduled Finance and HIPC as well as annual allocation meetings. The number of meetings attended by recipient staff will be identified at the end of the fiscal cycle.

**Group Responsible:** Recipient staff

**Notes:** Recipient staff participated in all 9 Finance committee meetings during fiscal year end 2023: 11 HIPC meetings and each of the allocation meeting held.

The recipient (DHH) implemented directives from HIPC and reported back on progress. The Recipient will report back on the directives at a regularly scheduled HIPC meeting. Meeting minutes will be used to monitor this indicator on an annual basis.

Yes

No

N/A

**Time Frame for report to Finance/HIPC:** Six months following the start of the fiscal year.

**Group Responsible:** Recipient staff

**Notes:** All were reported on but two directives -- the last two Philly directives which are as follows:

- Review which services are most utilized and needed by PLWH who are 50+ years old.
- Increase access to and awareness to Food Bank services, especially those that are culturally relevant; request more information on Food Bank services provided and their utilization to determine improved health outcomes.