



Phoenix Eligible Metropolitan Area (EMA)

2014 Assessment of the Administrative Mechanism

Thursday, June 11th, 2015

Phoenix EMA Ryan White Planning Council Executive Committee

What is the Assessment of the Administrative Mechanism and why do we do it?

- ▶ 1) D. Administrative Assessment
- ▶ The Ryan White HIV/AIDS Program mandates that the EMA/TGA Planning Council must assess the efficiency of the administrative mechanism to rapidly allocate funds to the areas of greatest need within the EMA/TGA.
- ▶ (1) Provide a narrative that describes the results of the Planning Council's assessment of the administrative mechanism in terms of:
 - ▶ (a) Assessment of grantee activities to ensure timely allocation/contracting of funds and payments to contractors; and
 - ▶ (b) If any deficiencies were identified by the PC, what were the deficiencies, what was the grantee's response to those deficiencies, and what is the current status of the grantee's corrective actions?

Sample Assessment Questions

1. Part A funds were expended in a timely manner (net 45)*
2. Part A contracts with service providers were signed in a timely manner
3. During FY 2014, the EMA had less than 5% carryover in Part A funds.
4. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
5. Part A Programs funded in FY 2014 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
6. Planning Council Directives were reflected in Part A programs funded in FY 2014

**Net 45 means that buyer will pay seller in full on or before the 45th calendar day (including weekends and holidays) of when the Goods were dispatched by the Seller or the Services were fully provided*