

# Assessment of the Administrative Mechanism (aka Grantee Evaluation)

August 2017						
MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

# Council Ryan White Responsibilities

- Ensure effective Council operations
- Describe the demographics of the epidemic and assess the needs of PLWH
- Develop an integrated prevention and care plan
- Determine service priorities
- Allocate Ryan White Part A and B funds
- **Assess the efficiency of the administrative mechanism**

# What is the Administrative Mechanism?

- How funds are disseminated locally by the administrative agency
- The Chief Elected Officer of the Minneapolis-St. Paul TGA designates the Hennepin County Public Health Department as the Part A administrative agency

# Overview of Planning & Administration

**Needs Assessment**

**Integrated Plan**

**Priority Setting**

**Allocations**

**Procurement**

**Monitoring/Evaluation**

**Outcomes**

# Legislation, Policy and Guidance

- Council assesses the efficiency of the administrative mechanism: “assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area”  
[Section 2602 (a)(4)(E)]
- Only situation in which the council considers issues related to procurement and fund administration

- Assessments are based on time-framed observations of procurement (contracting), expenditure, and reimbursement processes
- Names or situations of individual providers cannot be included
- Council cannot be involved in how the administrative agency monitors providers

- Grantee must cooperate with the Council by providing information that the Council needs to carry out its responsibilities, including information it needs to assess the efficiency of the administrative mechanism.
- Information is usually obtained from the grantee in aggregate form

- Council may assess the consistency of contracted service dollars with its service priorities and allocations
- Council is responsible for making formal recommendations for improvement and change if it finds that the existing mechanism is not working effectively



# Outcomes and Measurement Objectives Developed by Needs Assessment & Evaluation Committee

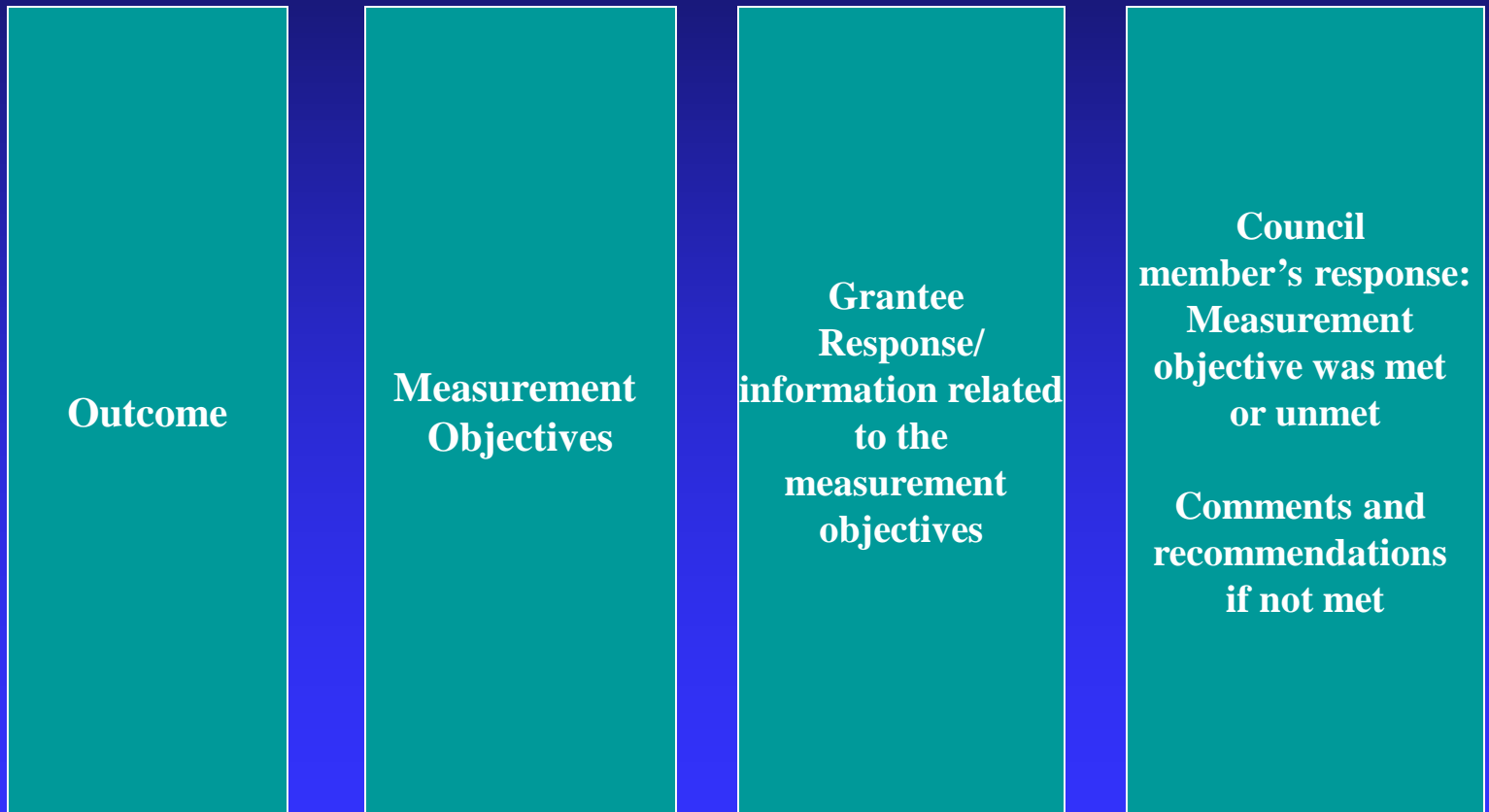
## Expected outcomes:

A. The awards to service providers were completed in a timely manner

B. The awards to service providers were determined according to established criteria

- C. Appropriate justification was made for service category sole source contracts for services not included in a Request for Proposals (RFP) process
- D. The grantee secured sufficient providers for all service categories receiving allocations
- E. The awarding of funds matched the service categories established in the council's FY2015 allocations plan

# Evaluation process and information provided



# Example of Part A grantee response

- Outcome A. The awards to service providers were completed in a timely manner

# Measurement objectives and potential grantee response

## Measurement Objective

1. Implementation of a process which utilizes the Council's priority and allocation decisions as a basis for securing services; 75% of newly awarded funds are initially obligated within 90 days of the grant award, and 100% of such funds are initially obligated within 120 of the grant award.

## Response

- Evidence of process which utilizes Council priority and allocation decisions as a basis for contracting for services
- Timeline and percentage of completed contracts for 2015 within 90 days of the grant award
- Timeline and percentage of completed contracts for 2015 within 120 days of the grant award

Measurement objective:

2. Implementation of a process to monitor spending and reallocate funds which aims to limit the amount of unspent Part A funds to not more than 10% at the end of the fiscal year.

Response:

- 2015 spending report including percentage of unspent funds

# Process for Evaluation of the Administrative Mechanism

1. Council members receive assessment instrument with grantee response one week prior to August Council meeting
2. Council members review information and complete and return instrument to Council staff by end of 3<sup>rd</sup> week in August
3. Grantee reports on the results of the assessment in the Part A grant application for funding for the next fiscal year