



<b>Central Florida HIV Planning Council</b>	
Bylaws Reference: Not Applicable	
Scope: RWHAP Parts A & B	
Program procedure: CFHPC-POLICY-	
Title:	<u><a href="#">Assessment of the Administrative Mechanism</a></u> <span style="float: right;">Effective: 01/31/2018 Revised: 2/7/2019, 2/27/19</span>

**Purpose:**

The Planning Council is required to assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area. However, assessing the administrative mechanism is not an evaluation of the Recipient or individual sub-recipients.

**Policy:**

An assessment of the administrative mechanism shall be conducted annually by the Service Systems & Quality Committee directly or through contract with an outside entity. The results of the assessment shall be presented to the Planning Council and to the Recipients by the July Planning Council meeting.

**Procedure:**

1. The committee shall develop a scope of work and qualifications for prospective bidders.
2. The committee shall conduct the Assessment through a consultant with procurement assistance from Planning Council Support.
3. The Committee in collaboration with the consultant is responsible for the design of appropriate tools for the assessment.
4. Within thirty (30) days of the close of the procurement process for services, the Recipient shall communicate to the Planning Council the results of its procurement process. The Planning Council shall then assess the consistency of the procurement process with its stated service priorities and allocations.
5. The assessment shall be based on time-framed observations of the open procurement process with timely contracting and prompt reimbursement of subrecipients once they have submitted an accurate and complete invoice, expenditure and reimbursements .
6. The Planning Council and Recipient shall establish a mutually acceptable



timeline for sharing data necessary to evaluate the Administrative Mechanism.

7. If the result of the assessment finds that the existing mechanism is not working effectively, formal recommendations for improvement and change shall be incorporated in the report.
8. The Planning council shall review the final Assessment of the Administrative Mechanism report and accept it by majority vote.
9. The Recipient shall have thirty (30) days to respond to the recommendations in writing.
10. If the report indicates that the disbursement of funds is inconsistent with its priorities and resource allocations, the Planning Council has the right to bring a formal grievance.