

## Appendix: Survey Tools

2025-2026 Part A Assessment of the Efficiency of the Administrative Mechanism (AAM):  
Subrecipient Survey

*This survey focuses on the Ryan White HIV/AIDS Program (RWHAP) Part A Fiscal Year (FY) 2025-2026 (i.e., March 1, 2025 - February 28, 2026). In this survey we refer to the Part A Recipient and its staff as the “Recipient.” We refer to your agency’s HIV services program as “your program.” Please click on the boxes of the responses that BEST describes your opinion. **This survey is intended to be completed by individuals that have comprehensive knowledge of the following processes:***

- Procurement of RWHAP services,
- Contracting processes
- Reimbursement procedures
- Use of funds

***If you do not believe that you are able to answer the following questions sufficiently, please reach out to \_\_\_\_\_ . Contracting Part A Grant Funds in FY 2024-2025***

1. Did the Recipient effectively administer RWHAP Part A grant funds? (Pick one)
  - Always
  - Most of the time
  - Sometimes
  - Rarely
  - Never
  - Don't Know
2. Did the Recipient execute your program’s RWHAP Part A contract amendments in a timely manner? (Pick one)
  - Yes
  - No
  - Don't Know
3. Did the Recipient provide technical assistance (TA) to your program about submitting invoices, reporting, and other contractual requirements? (Pick one)
  - Yes
  - No
  - Don't Know
  - NA, Our Program Did Not Need TA

## Request for Proposal (RFP) Process

4. Did your program apply for funds from a RWHAP Part A RFP? (Pick one) (logic-based question)
  - Yes

- No
- Don't Know
- Not Applicable, Our Program Was Ineligible for the RFP

5. Did the Recipient conduct a bidder's conference?

6. If you answered "yes", then:

a. Did the Recipient execute your program's new contract in a timely manner on or before the start of the new fiscal year (FY) (i.e., March 1, 2024)? (Pick one)

- Yes
- No
- Don't Know
- Not applicable (NA), did not receive a new contract in FY 2024-2025

Please indicate the degree to which you agree with the following statements:

Answer choices: yes/no. "No" responses require comment.

1. The Request for Application document (RFA) had clear directions for preparing and submitting all sections of the proposal.
2. Our agency was aware of the RFA issue date in enough time to adequately prepare and submit a proposal.
3. Our agency was aware of the RFA deadline in enough time to adequately prepare and submit a proposal.
4. Our agency was aware of the RFP requirements in enough time to adequately prepare and submit a proposal.
5. During the proposal preparation period, there was an opportunity for the potential bidders to ask questions regarding the process and the requirements.
6. Overall, from the beginning to the end, the RFP process was administered efficiently

### **Expenditures and Payments in FY 2025-2026**

5. On average in FY 2025-2026, did your program receive Part A invoiced payments from Orange County Government within 45 calendar days of submission?
  - Yes
  - No
  - Don't Know
6. Did the Recipient contact your program in the FY to discuss service utilization and expenditures data if spending was not on target? (Pick one)
  - Yes
  - No

- Don't Know
  - NA, Our Program's Spending Was on Target Throughout FY 2025-2026
7. Did the Recipient inform your program about the reallocation process to account for under- or over-spending? (Pick one)
- Yes
  - No
  - Don't Know
8. How can the Recipient improve payment processing and over- and underspending of RWHAP Part A funds?

9. Did your program experience any hardship due to delays in reimbursement by the Recipient?
- Yes
  - No
  - Don't Know
10. If you answered "Yes" to question 10, please describe the hardship below.

**Communications**

11. Did the Recipient keep your program informed of HRSA HIV/AIDS Bureau (HAB) policies, procedures, and news that impact the Ryan White Program? (Pick one)
- Yes
  - No
  - Don't Know
12. Did the Recipient keep your program informed of changes in RWHAP Part A reporting requirements, such as the Ryan White Services Report (RSR)? (Pick one)
- Yes
  - No
  - Don't Know
13. Did the Recipient keep your program informed of Planning Council directives that impacted Part A-funded agencies? (Pick one)
- Yes
  - No

- Don't Know
14. Did the Recipient keep your program informed of RWHAP Part A client eligibility requirements? (Pick one)
- Yes  
 No  
 Don't Know
15. Was the Recipient's staff courteous and respectful to your program's employees? (Pick one)
- Yes  
 No  
 Don't Know
16. The Recipient provides responsive and timely responses when our agency needed information.
- Yes  
 No  
 Don't Know
17. How can the Recipient improve communication with your program?

18. What other ways can the Recipient improve its administrative management of the RWHAP Part A Program?

Thank you for completing the survey! Other questions or comments that you would like to share with \_\_\_\_\_? Please email him at \_\_\_\_\_ or call \_\_\_\_\_.