

Central Florida HIV Planning Council		
Bylaws Reference: Not Applicable		
Scope: RWHAP Parts A		
Program procedure: CFHPC-POLICY-13		
Title:	<u>Assessment of the Administrative Mechanism</u>	Effective: 01/31/2018 Revised: 2/7/2019, 2/27/19, 04/26/23

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 Planning & 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 annual Priority Setting and Resource Allocation 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 beginning in January.
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 .

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.

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.
11. The Assessment of the Administrative Mechanism is not a legislative requirement for the RWHAP Part B Lead Agency as the Recipient of Part B funding is the Florida Department of Health. The Lead Agency will provide a copy of the annual monitoring report from the Florida Department of Health to the Planning Council.

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