



FY 2019 DIRECTIVES TO THE RECIPIENT'S OFFICE

I. GRANT ADMINISTRATION

DIRECTIVE 1.1 - TO FACILITATE GEOGRAPHIC FUNDING DISTRIBUTION

The Recipient's Office will adhere to the regional allocations set by the Planning Council during the annual Priority Setting and Resource Allocation Process.

Minority AIDS Initiative Funding received by the EMA shall be divided equally among the five regions for Early Intervention Services.

The Recipient's Office will monitor geographic distribution of funding, produce a regular report, and submit the expenditure report to the Membership/Finance Committee.

DIRECTIVE 1.2 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES

The Recipient's Office must ensure that prioritized and funded services are available to all people living with HIV/AIDS in all regions of the EMA. The Recipient's Office will utilize service categories and allocations as approved by the Planning Council. The Recipient's Office shall produce a report to the Council. The report will show the final allocations. The Recipient shall provide 4 financial updates to the Planning Council within the grant year.

The Recipient shall produce a report detailing the timeline from when grant award(s) are received in the EMA, when the lead agencies receive their first payment and when the subcontractors receive their first payment by region to examine any disruption in services to PLWHA in the EMA.

The Recipient's Office shall use service category definitions approved by the Planning Council.

DIRECTIVE 1.3 – RAPID REALLOCATION TOOL FOR THE RECIPIENT

The Recipient may rapidly reallocate funds without Planning Council consent based on the following conditions:

1. Up to 10% of the service category allocation.
2. Service category reallocations may occur after the second quarter of the grant year (August 31st).
3. Service category reallocations can be made from support to support, support to core and core to core.

DIRECTIVE 1.4 – TO PREVENT THE POTENTIAL CONFLICT OF INTEREST IN RYAN WHITE AWARDS

Only organizations that provide direct services may apply for Ryan White Part A Funds. State and city entities cannot apply for Ryan White Part A (including Minority AIDS Initiative funds) Funds.



II. SUBRECIPIENT RESPONSIBILITIES

DIRECTIVE 2.1 – TO PROMOTE COLLABORATIVE PLANNING AND POLICY-MAKING WITHIN EACH OF THE PLANNING COUNCIL’S FIVE REGIONS

The Recipient’s Office will ensure that in each region of the EMA, Part A funded service sub recipients will convene a regional planning group. The regional planning group must be comprised of consumers and a representative from each Part A funded service sub recipient operating in the respective region. The planning group should include other representatives from Ryan White Part B, Part C, Part D, state and federal HIV prevention and care recipients (where applicable), planning council members and other parties relevant to building the region’s HIV/AIDS system of care. The regional group must meet monthly at least 10 times per year for the purpose of discussing issues including but not limited to: integration of prevention/care services; co-location of services; barriers to care; funding opportunities; consumer participation; continuous quality improvement; review of Part A expenditures and service utilization among others. Regional representation must be present at Planning Council meetings.

DIRECTIVE 2.2 – TO FACILITATE DEVELOPMENT OF AND ADHERENCE TO THE EMA’S SERVICE STANDARDS

All Ryan White Part A funded sub recipients shall adhere to the Service Standards approved by the Planning Council and developed in partnership with the Recipient’s Office and the Planning Council’s Quality Improvement Committee.

The Recipient’s Office shall monitor data collection and quality of care, produce an annual report in conjunction with the Planning Council’s Quality Improvement Committee.

DIRECTIVE 2.3 –DATA REQUESTS

The Recipient’s Office shall produce data reports for the Planning Council to inform decisions by the Planning Council and its committees including, but not limited to Priority Setting and Resource Allocation.