

**ORANGE COUNTY HIV PLANNING COUNCIL**  
**Policies and Procedures**

**Subject:** Evaluation of the Grant Recipient

**Number:** X

**Date Effective:** October 5, 1992

**Revised:** 6/9/99, 4/8/15, 3/9/17  
4/10/19, 8/11/21, 6/14/23,  
3/12/25

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1. **PURPOSE:** The purpose of this document is to: 1) set forth the HIV Planning Council (Council) responsibilities regarding the Ryan White Act Part A mandate to assess the efficiency of the administrative mechanism (Grant Recipient) and the effectiveness of services offered in meeting identified needs and 2) describe the procedures by which the Council will meet the mandate. The Orange County Health Care Agency (OCHCA), specifically Contract Services and the HIV Planning and Coordination unit serve as the Grant Recipient for Ryan White HIV/AIDS Program (RWHAP) Part A and Minority AIDS Initiative (MAI) funds.
2. **THE FEDERAL MANDATE:** Section 2602(b) (4) (E) of the Public Health Services Act requires the Council to “assess the efficiency of the administrative mechanism in rapidly allocating *[Part A]* funds to areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.” (Ryan White Program Part A Manual, Revised 2023, p.36)
3. **HRSA’S REQUIREMENTS BASED ON THE FEDERAL MANDATE:**
  - 3.1. “The planning council is responsible for evaluating how rapidly RWHAP Part A funds are allocated and made available for care. This involves ensuring that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether the amounts contracted for each service category are the same as the planning council’s allocations.” (Planning Council Primer updated 2018, p. 24)
  - 3.2. “A planning council must conduct an annual assessment of the administrative mechanism to ensure that services are being funded as indicated by planning council priorities, that funds are contracted in a timely and transparent process, and subrecipient providers are reimbursed in a timely manner. All requirements that are not being met in an EMA/TGA should be documented, and a corrective action plan (CAP) should be implemented. The planning council signs an assurance that is submitted with the competitive application and [non-competing continuation] NCC that the assessment of grant recipient activities ensured timely allocation/contracting of funds and payments to subrecipient providers.” (Ryan White Program Part A Manual, Revised 2023, p. 36)

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**4. HRSA's PROHIBITIONS:**

- 4.1. "The planning council does not, however, select the providers to deliver services nor participate in the management of subawards." (Ryan White Program Part A Manual, Revised 2023, p.33-34)
- 4.2. "The planning council is prohibited from administering the RWHAP Part A grant, including the designation or selection of subrecipients." (Ryan White Program Part A Manual, Revised 2023, p.38)

**5. PROCEDURES FOR MEETING THE MANDATE:**

- 5.1. All new members are provided required training regarding roles and responsibilities. Annual training is provided to all Council members thereafter.
- 5.2. OCHCA Contract Services staff and/or HIV Planning and Coordination staff will report to the Council information relative to the following:
  - 5.2.1. Funds are being contracted rapidly and through an open process.
  - 5.2.2. Funds are being used to pay for services that have been identified by the Council as a priority.
  - 5.2.3. Service category allocations are the same as the allocations approved by Council except year-end allocations, which the Council has permitted the Grant Recipient to reallocate up to and including \$50,000 per approved service category (or subcategories) consistent with the intent of the Council and demonstrated service needs without prior authorization to effectively expend funds.
  - 5.2.4. A records review report on the contracting process and reimbursement process.
  - 5.2.5. Council survey results regarding Grant Recipient communication about the process to ensure funds are rapidly allocated and disbursed.
  - 5.2.6. Procurement survey results, following the release of a solicitation for services to assess the process for completing the application by providers, including timeframe and instructions provided and if the Grant Recipient followed the process as outlined in the application instructions.