

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: **31**

Created: **May 11th 2022**

Issue: **Resource Allocation and Reallocation Process for RWHAP Part A/MAI Funding**

This policy determines the process for the CARE Council to allocate and reallocate RWHAP Part A/MAI funding. The policy works to ensure the National HIV/AIDS Fiscal Monitoring Standards are followed; specifically the standards for the EMA. Demonstrate the ability to expend fund efficiently by expending 95% of its formula funds in any grant year, have an annual unobligated balance for formula dollars of no more than 5% reported to HRSA/HAB and recognize the consequences of unobligated balances and evidence of plans to avoid a reduction of services. Penalties include: Future year award offset by the amount of the unobligated balance less any approved carry over. Future year award reduced by amount of unobligated balance less the amount of approved carry over. Not eligible for a future year supplemental award.

The CARE Council shall approve the budget for the RWHAP grant application using the process below:

- Recipient shall prepare and present data from prior grant year at annual data presentation. Data presented should include: prior grant year expenditures, utilization, cost analysis by service category, needs assessment (including unmet need), quality management metrics and indicators, epidemiological profile, resource inventory, and any other relevant data as requested. Data relevant to MAI populations shall be presented separately from Part A. (Target completion date: May)
- Recipient shall determine the amount of funding available for allocations for Part A and MAI based on the funding ceiling established by grant guidance. (Target completion date: Upon release of grant guidance)
- Recipient shall determine the maximum funding amount: Part A and MAI Administration 10%, CQM 5%, Part A and MAI Services 85% (core 75% and support services 25%). (Target completion date: Upon release of grant guidance)
- The Recipient prepares and presents all of the above and an allocation spreadsheet to Priorities and Allocations Committee for priority setting and resource allocation process. (Target completion date: June)
- Recipient shall prepare and present allocation proposal from Priorities and Allocations Committee to CARE Council. (Target completion date: June)

The CARE Council shall approve carryover request for Unobligated Balance Allocation using the process below:

- Recipient shall determine the amount of the unobligated balance available for allocations for Part A and MAI based on the final expenditure report for prior grant year. (Target completion date: July)
- Recipient shall prepare and present unobligated balance amount in reallocation worksheet to Priorities and Allocations Committee. (Target completion date: July/August)

Recipient shall prepare and present allocation proposal from Priorities and Allocations Committee to CARE Council. (Target completion date: August)

The CARE Council shall approve a reallocation plan using the process below:

- Recipient, within the first 6 months of the grant year, shall evaluate and project the expenditures and service utilization.
- Recipient shall provide the reallocation recommendations to the Priorities & Allocations (P&A) Committee, for review. Their final recommendation shall be submitted to the CARE Council for review.
- The CARE Council shall review the reallocation plan and approve it or Amend it as necessary

This policy, in no case, shall conflict with the CARE Council Bylaws or related Policies and Procedures