

**Administrative Agency Report
Submitted to the
Austin Area Comprehensive HIV Planning Council
April 24, 2018**

PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

- The HIV Resources Administration Unit (HRAU) expects the FY19 Part A Notice Of Funding Opportunity (NOFO) in June, with an expected application due date in September.
- The third and final partial FY18 Part A award is expected to be issued between May and July. We expect an additional Notice of Award later in the year for the FY17 Part A/MAI carryover request that will be submitted as soon as final unexpended funds are confirmed and the Federal Financial Report (FFR) is submitted to HRSA.
- Part A providers have submitted FY17 Closeout Reports, which are being reviewed by HRAU staff for accuracy, trend information, and requests/suggestions for technical assistance.
- The HRSA Part A Site Visit has been rescheduled to August 27-August 31, 2018. HRAU staff will begin preparations for the visit after the completion of the HRSA Part C Site Visit in June. Many preparations were made for the Part A site visit in August 2017, until the visit was cancelled due to Hurricane Harvey.
- Glenn Selfe, Acting Manager of HRAU, is attending a Ryan White National Fiscal Health Training April 22-24, 2018. He will assess the training, offered by HealthHIV, for a potential local training for Austin providers.
- While in the Acting Manager role, Glenn is available to attend any Planning Council Committee Meeting upon request, schedule permitting. Please relay any such requests to the Planning Council Support Staff as far in advance as possible. May Allocations and June Executive Committee Meetings are on his calendar.
- Registration for the 2018 Ryan White National Conference in Washington, D.C., December 11-14, 2018, has opened. Grantees are subject to attendance caps. In addition to required HRAU staff attendance, HRSA is placing emphasis on recruiting consumers to attend the conference. Four of the TGA's slots have been offered to the Planning Council, its staff, and a consumer if the Council is able to recruit a participant. Any of the four slots not used by the Planning Council will be offered to a Part A subgrantee. Early enrollment is encouraged. The TGA's HRSA Project Officer must approve conference applications as they are submitted, and hotel reservations are not available until registration confirmation is received, which can be up to 15 business days after submission.

FISCAL UPDATE

FY 17 Expenditure Summary - March 2017 to February 2018

Approximately 94% of FY17 funds have been expended. This is an estimate, as some final expenditures and accounts maintenance may still be in play, but these figures are a reliable predictor of what can be expected on the final expenditure report after the City's May accounting close.

CATEGORY	*Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES	\$4,260,306	\$4,121,374	97%
ADMINISTRATION (HRAU & Planning Council Support)	\$483,120	\$407,507	84%
Quality Management	\$241,556	\$145,318	60%
TOTAL EXPENDITURES	\$4,984,982	\$4,269,202	94%
UNEXPENDED		\$310,780	6%

*Includes Carryover funds

- Approximately \$40,000 of MAI funding is expected to be unexpended and will be included in a carryover request. MAI funding is not subject to the 5% maximum carryover restriction.
- Approximately \$270,000 of Part A funding is expected to be unexpended.
 - Approximately \$120,000 of unexpended Part A funding is expected to fund the purchase of pharmaceuticals for residents of the Austin TGA through the State AIDS Drug Assistance Program (ADAP).
 - Approximately \$150,000 of unexpended Part A funding is expected to be included in a carryover request and to be available to the Planning Council for allocation to direct services funding later in the year. No carryover funding may be allocated to administrative or quality management expenses.
- Exact carryover request information will be provided to the Planning Council after the City's May accounting close, to ensure that all expenses and expenditures have hit correct accounts. Timely allocation decisions for carryover funds will help ensure that the carryover request is submitted in a timely manner.
- Expenditures by service category are provided monthly to the Allocations Committee.

CLINICAL QUALITY MANAGEMENT UPDATE

- The CQI Committee met on April 12th. Agenda topics included: update on Fast-Track Cities/Getting to Zero initiatives with discussion on potential roles for Ryan White service

providers; service provider updates on quality improvement activities; Standards of Care revision progress; exploring ride sharing addition to Transportation Program; tracking of activities on the Integrated Plan Monitoring Report; issues related to DSHS revised draft Eligibility to Receive HIV Services Policy; interest in contracting with consultant to evaluate the Austin area HIV care system; and upcoming training and training needs.

- Preliminary planning for second session of Nonviolent Crisis Intervention training is underway, with modifications in response to feedback from participants at the February training.
- Staff are continuing to seek potential vendors for comprehensive client satisfaction survey to be conducted later in 2018.
- The draft policy on Eligibility Documentation Upload ARIES is still under review by DSHS.
- Service utilization and other ARIES data have been prepared for use in Planning Council's priority setting and resource allocation process.

CLIENT COMPLAINTS

One client complaint was reported on the Client Complaint/Grievance Log, but it was satisfactorily resolved at the agency level.

OTHER

- City of Austin General Fund HIV Contract funding will be competed in 2018 for the first time in over a decade. Approximately \$645,000 is expected to be available through the competitive procurement process. Contract funds that are included in the TGA's Maintenance of Effort funding total may only be spent on services that fall within the Ryan White Service Category taxonomy. HRAU conducted a full-day Community Stakeholder Forum to gather consumer, provider, and other community members' input on service priorities for PLWH. These results, along with needs assessment, service, and other data, will be utilized to determine what the City will include in the allowable scope of services to be funded. New contracts are projected to be approved by City Council in October 2018, with new contracts beginning April 1, 2019.
- Responses to the Planning Council's questions at its March 27, 2018 meeting regarding Clinical Quality Management funding are being provided to Council members under separate cover. Please direct all questions for further clarification to Glenn Selfe through appropriate channels.