

Annual Checklist for
 Assessment of the Efficiency of
 The Administrative Mechanism (AEAM)
 Completed by Finance Committee

From the RWHAP Part A Manual: *The purpose of Monitoring the Administrative Mechanism “is to assure that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner” (p 101).*

Directions: *Please complete the following form by highlighting yes, no, or N/A and offering the group responsible and any notes. “Group responsible” represents who (Council or specific subcommittee) was responsible for monitoring each item. The “Notes” section captures comments/concerns and allows the group responsible to expand upon the item listed.*

The Procurement Process:

In the case of an RFP, HIPC received a presentation from and had a discussion with the recipient (DHH) around the RFP.		
Yes	No	N/A
Group Responsible:		
Notes:		

The recipient’s (DHH’s) contract procurement process was efficient and effective. NOTE: <i>HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.</i>		
Yes	No	N/A
Group Responsible:		
Notes:		

Contracting:

HIPC received information from the recipient (DHH) about the percent of contracts fully executed within 90 days after Notice of Grant Award.		
Yes	No	N/A
Group Responsible:		
Notes:		

Reimbursement of Subrecipients:

HIPC was informed of any obstacles to timely reimbursement. If there were obstacles, HIPC was informed of any adverse impact on clients or providers.		
Yes	No	N/A
Group Responsible:		
Notes:		

HIPC was notified of late invoicing.		
Yes	No	N/A
Group Responsible:		
Notes:		

Use of Funds:

The recipient (DHH) notified HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario to ensure the rapid distribution of funds.		
Yes	No	N/A
Group Responsible:		
Notes:		

The recipient (DHH) distributed funding in accordance to the approved allocation decisions made by HIPC.		
Yes	No	N/A
Group Responsible:		
Notes:		

HIPC received regular reports on service utilization and expenditures by service category.		
Yes	No	N/A
Group Responsible:		
Notes:		

The recipient (DHH) informed HIPC of reallocations above the 10% threshold so HIPC could make and approve adjustments during the year.		
Yes	No	N/A
Group Responsible:		
Notes:		

Engagement with PC/B in the planning process:

The recipient (DHH) had a staff member at each committee meeting except when asked not to attend.		
Yes	No	N/A
Group Responsible:		
Notes:		

The recipient (DHH) implemented directives from HIPC and reported back on progress.		
Yes	No	N/A
Group Responsible:		
Notes:		