

**Ryan White Planning Council of Dallas Area
Office of Support**

Memorandum

To: Members, Allocations Committee

From: RWPC Support Staff

Date: Thursday, May 14, 2020

Re: Meeting Announcement

Please note that there will be an:

Allocations Committee Meeting

Monday, May 18, 2020 at 4:00 PM

Please join from your computer, tablet or smartphone.

[Teleconference/gotomeeting.com](https://www.gotomeeting.com)

Dallas, Texas 75207

Attached please find meeting materials, agenda and the prior meeting minutes for your review. If you are unable to attend, please notify the RWPC Office of Support at (214) 819-1840 on or before Friday, May 15, 2020. Otherwise, we look forward to seeing you at the next meeting.

Cc: Philip P. Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Vacant, Grants Management Officer
Wanda Scott, Grant Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
David Kym, Program Monitor
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Justin Henry, RWPC Health Planner
Annie Sawyer-Williams, RWPC Coordinator
Building Security

**2377 N. Stemmons Freeway, Suite 200, Dallas, Texas, 75207
(214) 819-1840 telephone; (214) 819-6023 facsimile**

ALLOCATIONS COMMITTEE

It is our vision to promote the improvement of health and quality of life for all clients

The RWPC of the Dallas Area is a caring community of consumers, volunteers and providers who responsibly plan to address the evolving needs of the HIV/AIDS community.

AGENDA

Monday, May 18, 2020

4:00 PM

- | | | |
|-------|--|-------------------------------|
| I. | Call to Order | Kelly Richter or James Wright |
| II. | Certification of Quorum | Kelly Richter or James Wright |
| III. | Introductions/Announcements | Kelly Richter or James Wright |
| IV. | Approval of the April 27, 2020 Minutes | Action Item |
| V. | Office of Support Report | Discussion Item |
| | • RWPC Membership Representation and Reflectiveness | |
| VI. | Part A/MAI/Part B/State Services Expenditure Reports | Discussion Item |
| VII. | New Business | |
| VIII. | Adjournment | Kelly Richter or James Wright |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Monday, June 22, 2020 4:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

ALLOCATIONS COMMITTEE

April 27, 2020 Minutes

Charge: Develop recommendations for distribution of funds among priority goals using all available information regarding community and agency needs, current funding for HIV services, and trend data; develop recommendations for service category allocations. Recommendations for service category allocations will include how best to meet each established priority.

MEMBERS PRESENT

Kelly Richter, Chair
Buffie Bogue

Lionel Hillard

James Wright, Vice Chair

MEMBERS ABSENT

Jacobi Hunter-Wright
Naomi Green

Phillip Scheldt

James Kleitches

**RWPC STAFF
PRESENT**

Glenda Blackmon-Johnson,
RWPC Program Manager

Justin M. Henry
RWPC Planner

Annie Sawyer-Williams
RWPC Coordinator

Wanda Scott, Program Monitor

Sonya Hughes

OTHERS PRESENT

Joni Wysocki, AIN
Shelby C., HSNT

Pam Barnes, HSNT

Melissa Fulgham, PHHS

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 5:35 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by Kelly Richter.
- III. **Introductions/Announcements:**
 - a. Glenda Blackmon-Johnson announced the Health Resources and Services Administration (HRSA) 2019-2020 Annual Reporting Requirements report is due on May 29th.
- IV. **Approval of the March 23, 2020 Minutes:** *Lionel Hillard motioned to accept the Allocations Committee minutes. Buffie Bogue seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Annie Sawyer-Williams reported on the Allocations Committee membership reflectiveness is currently at 7 members and the RWPC membership reflectiveness is currently at 24 members and 50% of non-aligned members.
- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Wanda Scott, on behalf of the Administrative Agency, gave the programmatic update of the documents provided.

Programmatic Update – Overview

- The Administrative Agency has requested a carry forward for Part A Formula for over \$320,000.

Part A 2019-2020 Expenditure Report:

- Currently, the FY 2019 Part A grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Per preliminary expenditure information up to 2/29/2020, 97.09% has been expended.

Part A 2019 Supplemental Expenditure Report:

- Currently, the FY 2019 Part A Supplemental grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.

- Per preliminary expenditure information up to 2/29/2020, 94.88% has been expended.

MAI 2019 Expenditure Report:

- Currently, the FY 2019 MAI grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 99.96% has been expended.

Part B 2020 Expenditure Report:

- Currently, the award is in the 12th month of the contract, so the expended YTD% should be close to (100.00%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 75.15% has been expended.

Part B Supplemental 2020 Expenditure Report:

- Currently, award is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Pre preliminary expenditure information up to 3/31/2020, 80.93% has been expended.

State Services 2020 Expenditure Report:

- Currently, the award is in the 7th month of the contract, so the expended YTD% per service category should be close to (58.33%) to be on target.
- Pre preliminary expenditure information up to 3/31/2020, 35.43% has been expended.

State Rebate and ADAP 2020 Expenditure Report:

Currently, the award is in the 7th month of a 7 month contract extension, so the expended YTD% per service category should be close to (100.00%) to be on target.

Per preliminary expenditure information up to 3/31/2020, 72.62% has been expended.

- VII. **New COVID-19 CARES Act Grant:** Glenda Blackmon-Johnson gave the committee an overview of HRSA's conference call regarding the CARES Act grant. She explained the template and recommendation that was create for the allocation of the CARES Act grant. Ms. Blackmon-Johnson announced she reached out to other EMA's regarding funding allocation of the grant.

Sonya Hughes announced the Department of State Health Services (DSHS) also received \$1.5 million dollars, and asked sub recipient to request materials that may be needed. The majority of the need has been for personal protective equipment (PPE) or to build a more robust telehealth at each agency. Mrs. Hughes stated the Emergency Financial Assistance (EFA) service category was previously funded for \$50,000 with a medication restriction, since the update of the service delivery guideline which will accompany all the new contracts; that restriction is no longer there. It states that clients can receive emergency assistance or rental, food utility, but have to be documented as an emergency.

The committee had a brief discussion regarding allocating the CARES Act funds and materials needed by the sub recipients. It was suggested to designate a percentage to cover all the PPE. The committee agreed to that 50% would be allocated to EFA, 25%, and 25% allocated for telehealth, telemedicine and PPE.

Motion: *Lionel Hillard motioned the Allocations Committee recommend to allocate COVID-19 CARES Act Grand of \$870,865. Buffie Bouge seconded the motion. The motion passed unanimously.*

Ryan White Part A COVID 19 Response				
COVID-19 PREVENT/PREPARE/RESPOND ACTIVITIES	COVID-19 PREVENT ACTIVITIES	COVID-19 PREPARE ACTIVITIES	COVID-19 RESPOND ACTIVITIES	AWARD TOTAL FOR ALLOCATION
Program Term: 04/01/2020-09/30/2021				\$ 870,865.00
Client Education				
COVID-19 TESTING				
COVID19 screening Testing for Temporary Drive				
COVID19 screening Testing for Walkup testing				
laboratory services for RWHAP clients				
Adding providers and other personnel				
Training				
Purchase of vehicles to transport patients				
Purchase of vehicles to transport clinic program personnel				
Supplies - personal protective equipment (gearing supplies, etc.)	\$ 217,716.25			
Infection Control Supplies				
Equipment - telehealth equipment			\$ 217,716.25	
Health information technology to support tracking, sharing and reporting capacity				
TOTAL AMOUNT	\$ 217,716.25		\$ 217,716.25	\$ 435,432.50
Emergency Financial Assistance			\$ 435,432.50	\$ 870,865.00
<small>* A limit may need to be established for the amount allowed per client for EFA. Funds allowable up to "\$1,000 (if funds are available).</small>				

Telehealth: \$217,716.25 (25%)
 Personal Protective Equipment: \$217,716.25 (25%)
 Emergency Financial Assistance: \$435,432.50 (50%)

Special Instructions:
 Up to \$1,000.00 allowed per client based on the availability of funds.

VIII. **New Business:** The committee discussed moving their meeting time to 4:00 p.m.

Motion: *James Wright motioned to move the committee meeting time to 4:00 p.m. Lionel Hillard seconded the motion. The motion passed unanimously.*

IX. **Adjournment:** *Lionel Hillard motioned to adjourn. James Wright seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 7:04 p.m.

Submitted by:

 Annie Sawyer-Williams, RWPC Coordinator

 Date

Draft Certified by:

 Justin M. Henry, RWPC Health Planner

 Date

Final Approval by:

 Kelly Richter, Chairperson
 James Wright, Vice Chair

 Date

NEXT SCHEDULED MEETING

May 18, 2020 Room, 2nd floor
 Dallas County Health and Human Services Building
 2377 N. Stemmons Freeway, Dallas, TX 75207

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA
ALLOCATIONS COMMITTEE RECOMMENDATION
FY 2020 PART A ALLOCATIONS PLAN
Ryan White Executive Committee Review: May 6, 2020
Ryan White Planning Council Approval: May 13, 2020

PROJECT TITLE

Ryan White HIV/AIDS Program Part A COVID19 Response

NOTICE OF AWARD AUTHORIZATION

(Legislation/Regulation) Public Health Service Act, Sections 2601-2610, and 2693(b)(2)(A) (42 USC 300ff-11– 00ff-20, and 300ff-121(b)(2)(A)), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 11187)

BACKGROUND

This notice of award provides one time funding to support preventing, preparing for, and responding to coronavirus disease 2019 (COVID19), as outlined in the Coronavirus Aid, Relief and Economic Security Act (P.L. 116136). As provided for in Office of Management and Budget Memorandum M2017 *Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID19)*, HRSA authorizes the recipient to incur preaward costs prior to the effective date of a Federal award dating back to January 20, 2020.

As provided for in the OMB Memorandum M2017 *Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID19)*, the recipient is authorized to waive the procurement requirements contained in 45 CFR § 75.328(b) regarding geographical preferences and 45 CFR 75.330 regarding contracting small and minority businesses, women's business enterprises, and labor surplus area firms. This authority is only valid for the period formally declared by the Department of Health and Human Services through the 90 Day Public Health Emergency Declaration (Public Health Emergency Period). Grants are awarded to local governments. In turn, the funds are awarded to providers based on service priorities established by the Planning Council.

According to the Title I Manual: 2602 (b)(4)(C) of the CARE Act (now the Treatment Extension Act) requires planning councils to establish priorities for the allocation of funds within the eligible area, including the use of funding for preventing, preparing for, and responding to COVID19, as needs evolve for clients of Ryan White HIV/AIDS Program (RWHAP) recipients. With the exception of the 75 percent core medical services requirement, all other RWHAP provisions governing use of funds and funding limitations still apply. Funding may support a wide range of inscope (allowable RWHAP) activities including, but not limited to: client education, COVID19 screening, testing for (including temporary drive or walkup testing) and laboratory services for RWHAP clients, adding providers and other personnel, training, purchase of vehicles to transport patients or clinic/program personnel, supplies (e.g., personal protective equipment, infection control supplies), equipment (e.g., telehealth equipment), and health information technology (e.g., technology to support tracking, sharing, and reporting capacity).

As provided for in Office of Management and Budget Memorandum M2017 *Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID19)*, Dallas County is awarded one time funding through the Ryan White Part A Supplemental Appropriations grant. The grant cycle for this funding is from April 1, 2020 through the end of March 31, 2021. The Dallas service delivery area utilizes this grant to fund activities to prevent, prepare and respond to COVID-19 pandemic provided through the guidance of the Ryan White Planning Council of the Dallas Area. The Allocations Committee is charged with making categorical allocation recommendations for these funds.

Rationale

In making recommendations for FY 2020-2021, the Allocations Committee allocated the amount available (\$870,865) to the following categories:

Ryan White Part A COVID 19 Response				
COVID-19 PREVENT/PREPARE/RESPOND ACTIVITIES	COVID-19 PREVENT ACTIVITIES	COVID-19 PREPARE ACTIVITIES	COVID-19 RESPOND ACTIVITIES	AWARD TOTAL FOR ALLOCATION
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TOTAL AMOUNT	\$ 217,716.25		\$ 217,716.25	\$ 435,432.50
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Telehealth: \$217,716.25 (25%)

Personal Protective Equipment: \$217,716.25 (25%)

Emergency Financial Assistance: \$435,432.50 (50%)

Special Instructions:

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Recommendation

Fiscal year 2020 Part A COVID 19 allocation recommendations are based on activities to prevent, prepare and respond. The proposed allocation is recommended to address the anticipated funding needs for the COVID 19 pandemic. The final recommendation for 2020 Part A COVID 19 funds are outlined on the attached spreadsheet. Any additional funding above this range will be held until the need for reallocation.



 Allocations Chair, Kelly Richter

4/27/2020

 Date

 Allocations Vice Chair, James Wright

 Date

 Executive Chair, John Dornheim

 Date

 Executive Vice Chair, Auntjuan Wiley

 Date

 RWPC Chair, John Dornheim

 Date

 Vice Chair, Auntjuan Wiley

 Date

Statement of Conflict: Conflicted members are those who receive Ryan White Part A funding.