



The *Washington, D.C. Regional Planning Commission on Health and HIV (COHAH)* will invigorate planning for HIV prevention and care programs that will demonstrate effectiveness, innovation, accountability, and responsiveness to our community.

# **COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING AGENDA**

**WEDNESDAY, MAY 29, 2024 11:00AM TO 1:00PM**

**ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING**

*ELECTRONIC – ONLINE MEETING*

**Note: all times are approximate**

11:05 am	<ol style="list-style-type: none"> <li>1. Call to Order and Moment of Silence</li> <li>2. Welcome and Introductions</li> </ol>
11:10 am	<ol style="list-style-type: none"> <li>3. Adopt Agenda for May 29, 2024</li> <li>4. Approve Minutes for April 24, 2024</li> </ol>
11:15 am	5. Ryan White HIV/AIDS Program (RWHAP) – Reports & Financial Oversight
11:45 am	<ol style="list-style-type: none"> <li>6. Other Business               <ul style="list-style-type: none"> <li>- PSRA</li> </ul> </li> </ol>
12:00 pm	7. Announcements and Adjournment
<b><u>NEXT COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING:</u></b>	<b>WEDNESDAY JUNE 26, 2024 11AM TO 1PM ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING (ONLINE)</b>

# **COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING MINUTES**

**WEDNESDAY, APRIL 24, 2024 – 11:00AM**

**ZOOM CONFERENCE AND VIDEO CALL**

**ELECTRONIC – ONLINE MEETING**

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Carney, Misty		X			
Clark, Lamont ( <i>Gov. Co-Chair</i> )	X				
DeMartino, Peter		X			
Lewis, Jason	X				
Palmer, Kentrell ( <i>Kenny</i> )		X			
Ramos, Claudia	X		<b>COMMUNITY PARTNERS/GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Stuckey, Christopher		X			
Shaw-Richarson, Re'ginald		X			
			Lewis, Rodney	X	
<b>RYAN WHITE RECIPIENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Smith, Avemaria ( <i>Recipient</i> )	X				
			<b>CONSULTANTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
			Bailey, Patrice	X	
			Johnson, Alan	X	

## **HIGHLIGHTS**

*NOTE: This is a draft version of the April 24, 2024, Comprehensive Planning Committee (CPC) Meeting Minutes. The final version will be approved at the May 29, 2024 meeting and made available thereafter.*

## **AGENDA**

<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order</b>	Lamont C. called the meeting to order at 11:06 am, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	Hearing no changes to the April 24, 2024, Meeting Agenda, Lamont assumed the motion to adopt the agenda as presented.

<p><b>Review and Approval of the Minutes</b></p>	<p>Hearing no changes made to the March 27, 2024, Meeting Minutes. Lamont assumed the motion to approve the meeting minutes as presented.</p>
<p><b>Ryan White        HIV/AIDS Program (RWHAP) Reports &amp; Financial Oversight</b></p>	<p><u>Avemaria S. presented the Recipient Report</u>        The Part A and Part A MAI report is being presented for the months of February for Grant Year 33. The full award, including carry-over dollars is in the amount of \$33,504,855.</p> <p><u>FISCAL STATUS</u>        Twenty-five (25) of twenty-six (26) providers have submitted payment requests that were processed for Part A and Part A MAI in February 2024.</p> <p>There were service delivery challenges noted.</p> <p><u>PART A FISCAL SUMMARY</u>        Part A expenditures were at 95% and should have been at 100%.</p> <p>Services affected by unprocessed invoices were Early Intervention Services (EIS), Medical Case Management (MCM), Non- Medical Case Management (NMCM), and Psychosocial Support Services (PSS).</p> <p>Services spending 30% below expected were Housing Services (HS) due to the delayed RFA that was awarded before the end of GY 33.</p> <p><u>PART A MAI FISCAL SUMMARY</u>        Part A MAI expenditures were at 82% and should have been at 100%. All the invoices were submitted for the five MAI providers.</p> <p>There were no service areas affected by unprocessed invoices. No services spending 30% below expected and no service areas spending 30% above expected.</p> <p><u>RECIPIENT REPORT</u>        A reprogramming in Part A via Rapid Reallocation in the fourth quarter of GY33 moved \$1,685,568 into Outpatient Ambulatory Health Services. Funds were reprogrammed from: Oral Health; Early Intervention Services; Psychosocial Support Services; Housing Services; Other Professional Services; Non-Medical Case Management; and Medical Case. Management. There was also a reprogramming in Part A MAI of \$50,000 from Psychosocial Support Services into Substance Abuse Services Outpatient.</p> <p>The Recipient is preparing to submit the following GY33 closeout documents to HRSA, which are due May 28, 2024: Annual Progress Report, Final Expenditure Report, Federal Financial Report, and Final Unobligated Balance Report (UOB) and Carryover Request.</p> <p>The Recipient has not yet received the full notice of Award from HRSA for GY34. Continuations were authorized based on expected funding. All GY34 Part A continuation awards have been executed and sub-recipients are able to bill for services.</p>

	<p>Lamont initiated a discussion about the low spending in Virginia in comparison to all other jurisdictions, and asked if there were any specific issues that need to be addressed in terms of the PSRA process.</p> <p>Lamont also indicated that PSRA information will be distributed over the next few months instead of the multiday PSRA meetings of the past.</p> <p>Claudia R. asked about the process for having EFA standards reviewed and modified. Ave responded that the suggestion is brought before the ISC committee who makes the recommendation to the Recipient office. Claudia asked to be added to the ISC meeting notification list to learn more and reiterate the need for the change.</p>
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Other Business	None noted.
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**ANNOUNCEMENTS/OTHER DISCUSSION**

Rodney also announced that Howard University is having a virtual clinical mini residency on Friday April 26, 2024, from 9:00am – 1:25pm. Registration is still open.

**HANDOUTS**

- April 24, 2024, Comprehensive Planning Committee (CPC) Meeting Agenda
- March 27, 2024, Comprehensive Planning Committee (CPC) Meeting Minutes
- Recipient Reports for February 2024

<b>MEETING ADJOURNED</b>	<b>11:34pm</b>	<b>NEXT MEETING</b>	<b>WEDNESDAY, MAY 29, 2024 11:00am to 1:00pm ZOOM CONFERENCE AND VIDEO CALL</b>
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**Date: May 29, 2024**

**To: Comprehensive Planning Committee (CPC)**

**From: Ryan White HIV/AIDS Program (RWHAP) Recipient Staff**

**Re: Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding)  
Year 34 - Reporting Period: March 1 – 31, 2024**

**Part A and Part A MAI.** The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 34 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. **For GY 34 the recipient received a partial award in the amount of \$9,367,470.**

**Notes on Overview.** The fiscal spreadsheets list the service categories by Part and jurisdiction and identify the reported expenditure as a proportion of expected-to-date. The COHAH has requested an explanation of those service categories with a 30% variance from the target percentage.

## FISCAL STATUS

For Part A and Part A MAI:

**March 2024** - twenty-five (25) of the twenty-six (26) providers submitted payment requests that were processed, and one (1) provider has not yet submitted **March 2024** invoices.

## SERVICE DELIVERY CHALLENGES

**DC:** No challenges.

**MD:** No challenges.

**VA:** No challenges.

**PART A FISCAL SUMMARY**

Part A expenditures are 6% and should be 8%. (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Early Intervention Services (EIS)
Medical Case Management (MCM)
Non- Medical Case Management (NMCM)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Outpatient/Ambulatory Health Services (OAHS)
Health Insurance Premium & Cost Sharing Assistance (HIPCSA)
Home and Community Based Health Services (HCBS)
Housing Services (HS)

**Services 30% above expected:**

Emergency Financial Assistance (EFA)
Other Professional Services (OPS)

**PART A MAI FISCAL SUMMARY**

Part A MAI expenditures are 6% and should be 8%. (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

N/A
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**Services 30% below expected:**

Medical Transportation (MT)
Non-Medical Case Management (NMCM)

**Services 30% above expected:**

Substance Abuse Services – Outpatient (SASO)
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**RECIPIENT REPORT**

1. GY34 Notice of Award. The Recipient has not yet received the full notice of Award from HRSA. Continuations were authorized based on expected funding.
2. GY34 Minority AIDS Initiative (MAI)- Youth Reach. The Recipient convened the first Minority AIDS Initiative (MAI) - Youth Reach program meeting of the grant period. During this session, they addressed program expectations, examined data from previous years, exchanged strategies for youth engagement, and shared thoughts on the future direction of the MAI program.
3. Emergency Financial Assistance. Recipient staff are working with COHAH's ISC to review EFA caps against the rising costs of inflation. Increases in caps for food and rental assistance will require reprogramming of funds into the service category to maintain existing level of service delivery.

Washington, DC EMA Ryan White PART A/MAI Grant Year 34 Report thorough March 2024

PART A Partial Notice of Grant Award: \$9,367,470

Jurisdiction	Current Award-Finalized	Expenditures	Remaining Balance	Percent Spent	Comments
District of Columbia - PART A	\$19,514,663	\$1,241,278	\$18,273,385	6%	
District of Columbia - MAI	\$1,620,119	\$101,204	\$1,518,915	6%	
District of Columbia Subtotal	<b>\$21,134,782</b>	<b>\$1,342,482</b>	<b>\$19,792,300</b>	<b>6%</b>	
Northern Virginia - PART A	\$1,988,404	\$141,097	\$1,847,307	7%	
Northern Virginia - MAI	\$229,451	\$17,881	\$211,570	8%	
Northern Virginia Subtotal	<b>\$2,217,855</b>	<b>\$158,978</b>	<b>\$2,058,877</b>	<b>7%</b>	
Suburban Maryland - PART A	\$3,308,926	\$181,485	\$3,127,441	5%	
Suburban Maryland - MAI	\$325,000	\$16,278	\$308,722	5%	
Suburban Maryland Subtotal	<b>\$3,633,926</b>	<b>\$197,763</b>	<b>\$3,436,163</b>	<b>5%</b>	
West Virginia - PART A	\$452,699	\$31,775	\$420,924	7%	
West Virginia Subtotal	<b>\$452,699</b>	<b>\$31,775</b>	<b>\$420,924</b>	<b>7%</b>	
<b>TOTAL PART A</b>	\$25,264,692	\$1,595,635	\$23,669,057	6%	
<b>TOTAL - MAI</b>	\$2,174,570	\$135,363	\$2,039,207	6%	
<b>TOTAL GRANT</b>	<b>\$27,439,262</b>	<b>\$1,730,998.19</b>	<b>\$25,708,263.81</b>	<b>6%</b>	

Washington, DC EMA Ryan White PART A/MAI Grant Year 34 Report through March 2024  
PART A

SERVICE CATEGORY	CURRENT AWARDS	EXPENDITURES TO DATE								COMMENTS
		DC	MD	VA	WVA	Total	Reported %	Expected \$	Expected %	
Outpatient/Ambulatory Health Services (OAHS)	\$3,425,736.00	\$121,226.17	\$32,516.77	\$12,890.14		\$166,633.08	5%	\$285,478.00	8%	Will continue to monitor
Oral Health Care	\$1,543,556.00	\$66,823.68	\$17,707.36	\$4,141.42		\$88,672.46	6%	\$128,629.67	8%	
Early Intervention Services (EIS)	\$4,549,208.00	\$169,276.64	\$15,218.49	\$71,138.44		\$255,633.57	6%	\$379,100.67	8%	Unprocessed invoices
Health Insurance Premium & Cost Sharing Assistance (HIPCSA)	\$108,201.00		\$1,008.90		\$2,775.56	\$3,784.46	3%	\$9,016.75	8%	Will continue to monitor
Home and Community-Based Health Services (HCBS)	\$130,667.00	\$6,955.84				\$6,955.84	5%	\$10,888.92	8%	Will continue to monitor
Mental Health Services (MHS)	\$537,632.00	\$37,510.45		\$709.60		\$38,220.05	7%	\$44,802.67	8%	
Medical Nutrition Therapy (MNT)	\$254,896.00	\$12,062.51	\$3,456.00			\$15,518.51	6%	\$21,241.33	8%	
Medical Case Management (MCM)	\$3,885,043.00	\$125,995.47	\$57,187.08	\$24,319.93	\$8,208.55	\$215,711.03	6%	\$323,753.58	8%	Unprocessed invoices
Substance Abuse Services - Outpatient (SASO)	\$313,668.00	\$23,919.80		\$603.09		\$24,522.89	8%	\$26,139.00	8%	
Non-Medical Case Management Services (NMCM)	\$2,931,716.00	\$131,955.17	\$32,137.81	\$13,683.83		\$177,776.81	6%	\$244,309.67	8%	Unprocessed invoices
Emergency Financial Assistance (EFA)	\$2,542,761.00	\$286,695.68			\$16,547.11	\$303,242.79	12%	\$211,896.75	8%	Increase in service utilization due to increased food costs and limited availability of local rental assistance.
Food Bank/Home Delivered Meals	\$1,766,660.00	\$140,035.30				\$140,035.30	8%	\$147,221.67	8%	
Other Professional Services (OPS)	\$150,000.00	\$19,894.90				\$19,894.90	13%	\$12,500.00	8%	Increase in service utilization.
Medical Transportation (MT)	\$281,100.00	\$8,560.39	\$5,780.46	\$650.10	\$3,600.00	\$18,590.95	7%	\$23,425.00	8%	
Housing Services (HS)	\$760,000.00					\$0.00	0%	\$63,333.33	8%	Grant start date 4/1/24
Outreach Services (OS)	\$276,586.00	\$6,555.48	\$10,474.86		\$643.30	\$17,673.64	6%	\$23,048.83	8%	
Psychosocial Support Services (PSS)	\$1,807,262.00	\$83,810.79	\$5,997.15	\$12,960.59		\$102,768.53	6%	\$150,605.17	8%	Unprocessed invoices
<b>TOTAL</b>	<b>\$25,264,692.00</b>	<b>\$1,241,278.27</b>	<b>\$181,484.88</b>	<b>\$141,097.14</b>	<b>\$31,774.52</b>	<b>\$1,595,634.81</b>	<b>6%</b>	<b>\$2,105,391.00</b>	<b>8%</b>	

Underspent over 30%

Overspent over 30%

Washington, DC EMA Ryan White PART A/MAI Grant Year 34 Report through March 2024  
PART A MAI

SERVICE CATEGORY	CURRENT AWARDS	EXPENDITURES TO DATE							COMMENTS
		DC	MD	VA	Total	Reported %	Expected \$	Expected %	
Outpatient/Ambulatory Health Services (OAHS)	\$552,887.00	\$31,293.38	\$3,206.28	\$4,350.36	\$38,850.02	7%	\$46,073.92	8%	
Early Intervention Services (EIS)	\$430,938.00	\$15,417.42	\$5,069.61	\$4,705.81	\$25,192.84	6%	\$35,911.50	8%	
Mental Health Services (MHS)	\$287,982.00	\$16,710.60	\$1,731.52		\$18,442.12	6%	\$23,998.50	8%	
Medical Case Management (MCM)	\$338,710.00	\$14,741.89	\$4,673.30	\$1,826.17	\$21,241.36	6%	\$28,225.83	8%	
Medical Transportation (MT)	\$10,000.00				\$0.00	0%	\$833.33	8%	New optional service category under MAI. Will continue to monitor.
Non-Medical Case Management (NMCM)	\$170,000.00				\$0.00	0%	\$14,166.67	8%	New optional service category under MAI. Staff vacancies reported. Will continue to monitor.
Substance Abuse Services - Outpatient (SASO)	\$66,899.00	\$12,309.32			\$12,309.32	18%	\$5,574.92	8%	Will continue to monitor now that this is an optional service category.
Psychosocial Support Services (PSS)	\$317,154.00	\$10,731.35	\$1,597.41	\$6,998.96	\$19,327.72	6%	\$26,429.50	8%	
<b>TOTAL</b>	<b>\$2,174,570.00</b>	<b>\$101,203.96</b>	<b>\$16,278.12</b>	<b>\$17,881.30</b>	<b>\$135,363.38</b>	<b>6%</b>	<b>\$181,214.17</b>	<b>8%</b>	

Underspent over 30%

Overspent over 30%