



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, SEPTEMBER 27, 2023 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 September 27, 2023</li> <li>4. Approve Minutes for August 23, 2023</li> </ol>
11:15 am	5. Ryan White HIV/AIDS Program (RWHAP) – Reports & Financial Oversight
11:30 am	<ol style="list-style-type: none"> <li>6. Other Business               <ul style="list-style-type: none"> <li>PRSA Recap</li> <li>New Projects</li> </ul> </li> </ol>
12:15 pm	7. Announcements and Adjournment
<b><u>NEXT COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING:</u></b>	<b>WEDNESDAY OCTOBER 25, 2023 11AM TO 1PM ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING (ONLINE)</b>

# COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING MINUTES

**WEDNESDAY, AUGUST 23, 2023 – 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				
Copley, Mackenzie ( <i>Chair</i> )	X				
DeMartino, Peter	X				
Palmer, Kentrell ( <i>Kenny</i> )		X			
Ramos, Claudia		X			
			<b>COMMUNITY PARTNERS/GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Shaw-Richardson, Re'ginald	X		Stuckey, Christopher	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>
Price Ashley	X		Bailey, Patrice	X	
Orban, Julie	X		Johnson, Alan	X	

<b>HIGHLIGHTS</b>
<i>NOTE: This is a draft version of the August 23, 2023, Comprehensive Planning Committee (CPC) Meeting Minutes. The final version will be approved at the September 27, 2023, meeting and made available thereafter.</i>

<b>AGENDA</b>	
<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order</b>	Mackenzie C. called the meeting to order at 11:07 am, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	Patrice B. suggested moving the Reprogramming Request Vote up on the August 23, 2023, agenda. Mackenzie assumed the motion to adopt the agenda with the necessary change.

<p><b>Review and Approval of the Minutes</b></p>	<p>There were no changes made to the July 6, 2023, Meeting Minutes. Therefore, Mackenzie assumed the motion to approve the meeting minutes as presented.</p>
<p><b>Vote on Reprogramming Request</b></p>	<p>Avemaria S. presented justification for the request to move \$5,655,908 from Early Intervention Services (EIS), Home and Community Based Health Services (HCBHS), Foodbank Home Delivered Meals (FB/HDM), Housing Services (HS), Outreach Services (OS), Linguistic Services (LS) and Other Professional Services (OPS) to Outpatient Ambulatory Health Services (OAHS), Oral Health Services (OH), Medical Case Management (MCM), Mental Health Services (MHS), Substance Abuse Outpatient Care (SAOC), Medical Nutrition Therapy (MNT), Health Insurance Premium and Cost Sharing Assistance (HIPCSA), Emergency Financial Assistance (EFA), Medical Transportation (MT), Non-Medical Case Management (NMCM), and Psychosocial Support Services (PSS).</p> <p>The motion to move the reprogramming request forward to the COHAH General Body for a vote came from Mackenzie. Misty C. seconded. It was approved unanimously via chat.</p>
<p><b>Ryan White        HIV/AIDS Program (RWHAP) Reports &amp; Financial Oversight</b></p>	<p><b>Avemaria S. presented the Recipient Report</b>        The Part A and Part A MAI report is being presented for the month of June for Grant Year 33. The full award is in the amount of \$32,652,189.00.</p> <p><b><u>FISCAL STATUS</u></b>        Twenty-five (25) of the twenty-six (26) providers have submitted payment requests that were processed, and one (1) provider has not submitted an invoice for Part A and Part A MAI in June.</p> <p><b><u>PART A FISCAL SUMMARY</u></b>        Part A expenditures are where they should be at 33%.</p> <p>Service areas affected by unprocessed invoices were Early Intervention Services (EIS), Psychosocial Support Services (PSS), Medical Case Management (MCM), Medical Transportation Services (MT), and Outreach Services (OS).</p> <p>Services spending 30% below expected were Early Intervention Services (EIS), and Health Insurance Premium and Cost Sharing Assistance (HIPCSA) due to staff vacancies.</p> <p>Services spending 30% above expected were Mental Health Services (MHS), Emergency Financial Assistance (EFA) and Other Professional Services (OPS).</p> <p><b><u>PART A MAI FISCAL SUMMARY</u></b>        Part A MAI expenditures were at 24% and should be at 33%.</p> <p>Service areas affected by unprocessed invoices were Early Intervention Services (EIS), Psychosocial Support Services (PSS), Mental Health Services</p>

	<p>(MHS), Medical Case Management (MCM), and Substance Abuse Services – Outpatient (SASO).</p> <p>Services spending 30% below expected were Medical Case Management (MCM), Psychosocial Support Services (PSS), and Substance Abuse Services – Outpatient (SASO).</p> <p>There were no services, spending 30% above expected.</p> <p><b>RECIPIENT REPORT</b>        Recipient is prepared to present programmatic, fiscal, and service utilization data during the August PSRA meeting.</p> <p>The Recipient will make a reprogramming request to reduce the lapse rate of the Part A award for GY33 during the August CPC meeting.</p> <p>The Recipient is preparing to submit the final GY32 carryover request, which is due August 31, 2023.</p> <p>The Ryan White Programs from Washington, DC, Maryland, and Virginia met in early August. On the agenda were topics of shared providers/funding overlap; funding gaps; new partnerships; and site visits.</p>		
Other Business	<p><u>New Projects</u>        Mackenzie indicated that there may be a better way of allocating funds. He suggested reviewing a full list of services being provided by other city organizations, identifying the gaps to better determine where HAHSTA's Ryan White funds can be applied as a different strategy for allocations that may also lead to fewer reprogramming requests.</p>		
<b>ANNOUNCEMENTS/OTHER DISCUSSION</b>			
None noted.			
<b>HANDOUTS</b>			
<ul style="list-style-type: none"> <li>• August 23, 2023, Comprehensive Planning Committee (CPC) Meeting Agenda</li> <li>• July 26, 2023, Comprehensive Planning Committee (CPC) Meeting Minutes</li> <li>• Recipient Reports for June 2023</li> </ul>			
<b>MEETING ADJOURNED</b>	<b>12:03 pm</b>	<b>NEXT MEETING</b>	<b>WEDNESDAY, SEPTEMBER 27, 2023 11:00am to 1:00pm ZOOM CONFERENCE AND VIDEO CALL</b>

**Date: September 20, 2023**

**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 33 - Reporting Period: July 1 – 31, 2023**

**Part A and Part A MAI.** The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 32 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 33 the recipient received the full award in the amount \$32,652,189.00.**

**Notes on Overview.** The fiscal spreadsheets list the service categories by Part and jurisdiction and identifies 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 in July **2023**, of the twenty-six (**26**) providers, twenty-three (**23**) submitted payment requests that were processed, and three (**3**) providers have not yet submitted July 2023 invoices.

### **SERVICE DELIVERY CHALLENGES**

**DC:** No challenges.

**MD:** No challenges.

**VA:** No challenges.

### **PART A FISCAL SUMMARY**

**Part A expenditures are 39% and should be 42%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Early Intervention Services (EIS)
Substance Abuse Services – Outpatient (SASO)

Medical Case Management (MCM)
Medical Transportation Services (MT)
Outreach Services (OS)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
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**Services 30% above expected:**

Mental Health Services (MHS)
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**PART A MAI FISCAL SUMMARY**

Part A MAI expenditures are 29% and should be 42%. (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Outpatient Ambulatory Health Services (OAHS)
Early Intervention Services (EIS)
Mental Health Services (MHS)
Medical Case Management (MCM)
Substance Abuse Services - Outpatient (SASO)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Medical Case Management (MCM)
Psychosocial Support Services (PSS)
Substance Abuse Services – Outpatient (SASO)

**Services 30% above expected:**

N/A
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## RECIPIENT REPORT

1. **Part A MAI:** Recipient requested follow up to recommendation to include NMCM and Medical Transportation to MAI programs, and to make SAOC optional.
2. **FY24 Non-Competing Continuation (NCC) Progress Report:** The Recipient is preparing to submit the FY24 NCC Progress Report, which is due on October 2, 2023.
3. **FY22 Final Carryover Request:** HRSA approved the Recipient's FY22 final carryover request. The Recipient expects to receive the updated Notice of Grant Award by the end of September.
4. **FY22 RWHAP Part A Formula UOB Penalty Waiver:** The Recipient's FY 2022 RWHAP Part A Formula UOB Penalty Waiver was approved by HRSA.
5. **New Fiscal Year:** The District is preparing to close out fiscal year 23 and start-up fiscal year 24.
6. **Spending Reviews:** The Recipient staff will begin reviewing subrecipient expenditure levels and assess the need to right-size grant awards in order to avoid lapse of funding.

**Washington, DC EMA Part A Grant Year 33 Report through July 2023**

<b>Jurisdiction</b>	<b>Current Award - Finalized</b>	<b>Expenditures</b>	<b>Remaining Balance</b>	<b>Percent Spent</b>	<b>Comments</b>
<b>District of Columbia - Part A</b>	13,969,780	5,853,596	8,116,184	42%	
<b>District of Columbia - MAI</b>	1,407,837	497,957	909,880	35%	
<b>District of Columbia Subtotal</b>	<b>15,377,617</b>	<b>6,351,553</b>	<b>9,026,064</b>	<b>41%</b>	
<b>Northern Virginia -- Part A</b>	1,867,364	514,065	1,353,299	28%	
<b>Northern Virginia -- MAI</b>	273,540	58,062	215,478	21%	
<b>Northern Virginia Subtotal</b>	<b>2,140,904</b>	<b>572,127</b>	<b>1,568,777</b>	<b>27%</b>	
<b>Suburban Maryland - Part A</b>	3,170,440	1,104,909	2,065,531	35%	
<b>Suburban Maryland -- MAI</b>	295,454	19,434	276,020	7%	
<b>Suburban Maryland Subtotal</b>	<b>3,465,894</b>	<b>1,124,343</b>	<b>2,341,551</b>	<b>32%</b>	
<b>West Virginia - Part A</b>	402,454	74,323	328,131	18%	
<b>West Virginia Subtotal</b>	<b>402,454</b>	<b>74,323</b>	<b>328,131</b>	<b>18%</b>	
<b>TOTAL -- Part A</b>	<b>19,410,038</b>	<b>7,546,892</b>	<b>11,863,146</b>	<b>39%</b>	
<b>TOTAL -- MAI</b>	<b>1,976,831</b>	<b>575,453</b>	<b>1,401,378</b>	<b>29%</b>	

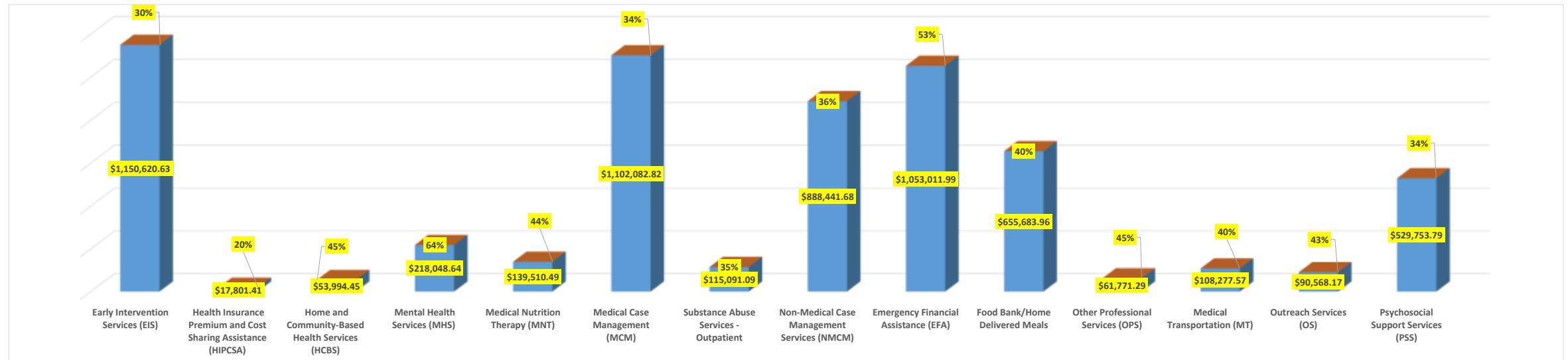


PART A

Washington, DC EMA Part A Grant Year 33 Report through July 2023

SERVICE CATEGORY	ALLOCATED	EXPENDITURES TO DATE								Comments
		Reported \$				Total	Reported %	Expected \$	Expected %	
Current AWARDS	DC	MD	VA	WVA						
Outpatient/Ambulatory Health Services (OAHS)	\$2,096,042.00	\$ 737,930.32	\$ 196,767.03	\$ 37,012.34		\$ 971,709.69	46%	\$873,350.83	42%	
Oral Health Care	\$826,426.00	\$ 225,699.65	\$ 142,438.58	\$ 22,386.50		\$ 390,524.73	47%	\$344,344.17	42%	
Early Intervention Services (EIS)	\$3,850,863.00	\$880,652.67	\$76,061.73	\$193,906.23		\$1,150,620.63	30%	\$1,604,526.25	42%	
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)	\$88,733.00	\$1,546.52	\$5,571.81		\$10,683.08	\$17,801.41	20%	\$36,972.08	42%	Staff vacancies, underutilized services
Home and Community-Based Health Services (HCBS)	\$118,788.00	\$53,994.45				\$53,994.45	45%	\$49,495.00	42%	
Mental Health Services (MHS)	\$341,494.00	\$197,157.89		\$20,890.75		\$218,048.64	64%	\$142,289.17	42%	Actively monitoring spending
Medical Nutrition Therapy (MNT)	\$319,374.00	\$116,829.75	\$22,236.00		\$444.74	\$139,510.49	44%	\$133,072.50	42%	
Medical Case Management (MCM)	\$3,213,293.00	\$631,374.50	\$388,995.22	\$62,061.51	\$19,651.59	\$1,102,082.82	34%	\$1,338,872.08	42%	
Substance Abuse Services - Outpatient	\$325,770.00	\$97,744.02		\$17,347.07		\$115,091.09	35%	\$135,737.50	42%	
Non-Medical Case Management Services (NMCM)	\$2,434,158.00	\$660,513.51	\$166,167.67	\$61,760.50		\$888,441.68	36%	\$1,014,232.50	42%	
Emergency Financial Assistance (EFA)	\$1,982,069.00	\$1,018,286.06			\$34,725.93	\$1,053,011.99	53%	\$825,862.08	42%	Actively monitoring spending; providers reported a decrease in community resources coupled with inflation costs
Food Bank/Home Delivered Meals	\$1,628,320.00	\$655,683.96				\$655,683.96	40%	\$678,466.67	42%	
Other Professional Services (OPS)	\$136,364.00	\$61,771.29				\$61,771.29	45%	\$56,818.33	42%	Actively monitoring spending
Medical Transportation (MT)	\$273,587.00	\$73,981.46	\$22,367.12	\$4,728.99	\$7,200.00	\$108,277.57	40%	\$113,994.58	42%	
Outreach Services (OS)	\$210,281.00	\$31,854.84	\$57,096.07		\$1,617.26	\$90,568.17	43%	\$87,617.08	42%	
Psychosocial Support Services (PSS)	\$1,564,476.00	\$408,574.72	\$27,208.15	\$93,970.92		\$529,753.79	34%	\$651,865.00	42%	
<b>TOTAL</b>	<b>\$19,410,038.00</b>	<b>\$5,853,595.61</b>	<b>\$1,104,909.38</b>	<b>\$514,064.81</b>	<b>\$74,322.60</b>	<b>\$ 7,546,892.40</b>	<b>39%</b>	<b>\$8,087,515.83</b>	<b>42%</b>	

Underspent over 30%  
Overspent over 30%



PART A MAI

Washington, DC EMA Part A Grant Year 33 Report through July 2023

SERVICE CATEGORY	AWARDS Current Budget	EXPENDITURES TO DATE							Comments
		Reported \$				Reported %	Expected \$	Expected %	
		DC	MD	VA	Total				
Outpatient/Ambulatory Health Services (OAHS)	\$510,586.00	\$171,639.54	\$4,161.81	\$10,118.73	\$185,920.08	36%	\$212,744.17	42%	
Early Intervention Services (EIS)	\$409,217.00	\$95,267.53	\$4,734.86	\$21,355.74	\$121,358.13	30%	\$170,507.08	42%	
Mental Health Services (MHS)	\$261,443.00	\$84,562.65	\$1,716.82		\$86,279.47	33%	\$108,934.58	42%	
Medical Case Management (MCM)	\$321,964.00	\$72,148.51	\$5,027.99	-\$562.06	\$76,614.44	24%	\$134,151.67	42%	
Substance Abuse Services - Outpatient (SASO)	\$162,573.00	\$35,166.98	\$2,100.43		\$37,267.41	23%	\$67,738.75	42%	Unprocessed invoices; staff vacancies
Psychosocial Support Services (PSS)	\$311,048.00	\$39,171.70	\$1,691.69	\$27,149.61	\$68,013.00	22%	\$129,603.33	42%	Unprocessed invoices
<b>TOTAL</b>	<b>\$1,976,831.00</b>	<b>\$497,956.91</b>	<b>\$19,433.60</b>	<b>\$58,062.02</b>	<b>\$575,452.53</b>	<b>29%</b>	<b>\$823,679.58</b>	<b>42%</b>	

Underspent over 30%

Overspent over 30%

