Nevada Office of HIV
Ryan White Part B Program

PROGRAMATIC/ADMINISTRATIVE/FISCAL/CLINICAL QUALITY MANAGEMENT
POLICIES & PROCEDURES
DOCUMENTATION CHECK LIST

Frequently Asked Questions (FAQ)

The following are frequently asked questions (FAQs) presented by Ryan White Part B subrecipients for the Office of HIV (OoH) previously released Programmatic – Administrative – Fiscal - Clinical Quality Management Policies, Procedures, and Documentation Check List for annual monitoring visits.

This document is intended to provide additional context and background for the above-mentioned check-list as subrecipients seek to understand and operationalize the policy. These FAQs may be updated as additional questions are received.

Fiscal Policies/Procedures and Documentation
d. Current and prior year Operating Budget:

Q: *Are you requesting a summary budget or detail budget?*
A: Subrecipients are to provide a summary budget for this request.

e. Bank Account Listing. Identify the account that is specifically established for Ryan White Program funding:

Q: *What information do you want us to show for this requirement (i.e., bank account number)?*
A: OoH is requesting a bank's name and the type of bank account (i.e., regular checking, interest-bearing) for Ryan White Program Funding.

g. **Cost Allocation Plan and Methodology**

Q: *Can you provide further clarification on the requirements for this component?*
A: Per the Health and Resources Services Administration (HRSA), costs allocated should be allocable, allowable, and reasonable. Subrecipients should provide a written policy that outlines the subrecipients' cost allocation plan and methodology.

t. Cost Center on Chart of Accounts for Program Income

Q: *Can you provide further clarification on the requirements or information to meet said requirements for this would be?*

A: OoH is reviewing subrecipients' Chart of Accounts to ensure program income is included as a line item. If not already identified and receiving program income, subrecipients should indicate that within their respective Chart of Accounts.

w. Program Income Tracking Report

Q: *Could you clarify any updates on this component?*

A: In the now-defunct 2020-2022 Ryan White Part B Request for Applications (RFA), OoH introduced the requirement of tracking program income. No further guidance was provided after the 2020-2022 RFA was dissolved. The OoH will be providing new program guidance pertaining to program income to subrecipients before the start of the 2021 grant period (April 1, 2021 – March 31, 2021). Once the guidance has been released, subrecipients will be better able to provide information pertaining to this requirement.

y. Budget Variance Reports for the grant year (March 1, 2018- February 28, 2019)

Q: *We are assuming that the grant year in question is related to 4/1-3/31 and not the dates in this sub-section?*

A: The dates should have been April 1 – March 31, to reflect a program year.

<u>*Payroll Tax Records and Payment of Fringe Benefit Documentation*</u>

a. Invoices from Benefits Providers:

Q: *What is the time period of interest for this? How many will you be requesting?*

A: The time period is April 1 – March 31, and subrecipients will be provided a sample size prior to the start of the monitoring visit.

b. Payment Reconciliation

Q: *Can you provide further clarification of what this requirement is?*

A: This is to provide documentation that the invoice for benefits was actually paid. A sample size equal to a. Invoices from Benefits Providers will be requested prior to the monitoring visit.

c-f. Quarterly IRS Forms

Q: *These forms will be for the previous tax year, correct?*

A: Correct, please reference updated Monitoring Checklist located here.

Additional Questions:

Some of our policies have multiple components in one document. Is that acceptable?
Answer: Yes, that is acceptable.

The check-list sometimes indicates 'procedures' versus 'policies'. In those instances, would desk manuals/flow charts/written explanations suffice for those requirements?
Answer: Yes, that is acceptable.

For the insurance policies (commercial general, property, worker's comp, commercial/auto), can we provide the face sheets/overview, or do you need the entire document?
Answer: Yes, the face sheets/overview are acceptable, but the entire document would need to be made available upon request or as required by the program.

Revision Schedule

Published	January 21, 2021	Located at: https://endhivnevada.org/ryan-white-part-b-documents/

Contact

For further information or clarification please contact the Nevada Office of HIV at NVRWPB@health.nv.gov.