

## GY 2015–2016 RWPA Provider Requirements Calendar

Item	Description	Due Date
Task Orders	Document that specifies the amount each provider receives in each service category they provide. It requires both the program manager and provider representative signature.	March 6, 2015 (Initial) Increases/Decreases due w/in 7 days of delivery
Condition of Awards	Annual submission of procedures, policies and documentation required for the grant.	April 15, 2015
MAI Plan Worksheets (Plan for GY 2015-2016)	Minority Aids Initiative (MAI) funded agencies are required to provide data on planned number of units, clients and outcomes	May 31, 2015
PSRA DATA Session	An extended Planning Council meeting that allow each grantee and HIV Prevention to present data on current funding needs	July 9th, 2015
PSRA	Planning Council will decide on allocation for the current grant year	July 11 <sup>th</sup> , 2015
GY 2015-2016 Provider Budgets	Initial grant year budgets	June 30, 2015 <sup>i</sup>
Provider Site Visits	Annual review of fiscal, programmatic and quality compliance.	Varies by Provider <sup>ii</sup> Begin November 2015 (see site visit schedule)
2015 AIDS Walk <sup>iii</sup>	Optional community event	October 1 <sup>st</sup> , 2015
MAI Plan Worksheets (Actuals for GY 2014-2015)	Minority Aids Initiative (MAI) funded agencies are required to report on the actual number of units, clients and outcomes they delivered in previous grant year.	December 15, 2015
2 <sup>nd</sup> Annual HIV Symposium	Prevention and Care Symposium focused on improving health outcomes and moving community closer to ending the HIV Epidemic in Arizona	January 18-19 <sup>th</sup> , 2016
Final GY 2015-2016 Provider Bill	This is the last bill submitted to the AAs office for grant close out. No other billing submissions after these dates will be paid out of this specific grant year	April 15 <sup>th</sup> 2016 May 1 <sup>st</sup> , 2016
<b><i>Ongoing regular meetings/submission requirements</i></b>		
Provider Monthly Bills	Expenses accrued in the previous month billable to RWPA (Includes cover page, CAREWare financial report, admin expense report, primary supporting documents, general ledger, payroll sheets, and other items as requested.)	Monthly Due 15 <sup>th</sup> ( 25 <sup>th</sup> of every month for approved, isolated cases)
Contractor Call	Quarterly calls to discuss agency items	Quarterly (3 <sup>rd</sup> week in May, Aug, Nov, Feb)
CQI Committee Meeting	Quarterly meetings to discuss national quality efforts, and agency specific improvement projects that support the vision of ending the HIV Epidemic in Maricopa and Pinal County.	Quarterly May 12, August 12 <sup>th</sup>

<sup>i</sup> This date is determined by the date the final NGA is received from HRSA

<sup>ii</sup> Providers need to plan for two days for a complete site visit even if the entire time is not utilized

<sup>iii</sup> Optional