



LETTER OF ASSURANCE

September 18, 2020

As Chair of the Metropolitan Atlanta HIV Health Services Planning Council it gives me great pleasure to submit this Letter of Assurance. I hereby affirm the following:

- a) FY2020 Formula, Supplemental, and Minority AIDS Initiative funds awarded are being expended according to the priorities established by the Council and are reviewed quarterly to ensure compliance with Council directives;
- b) FY2020 Conditions of Award relative to the Council are reviewed by Council prior to submission;
- c) Using the process approved by the Planning Council, the Priorities Committee, consisting of unaligned Planning Council members and unaligned consumers, determined the FY2021 Priorities based on the review of available information resources, including but Not limited to: referencing/training materials on priority-setting and resource allocation (PSRA), AIDS Surveillance data, AIDS prevalence data, HIV prevalence data, HIV Consumer Needs Assessment Survey, data from the Atlanta Unmet Need Project, Ryan White Data Report (RDR), Utilization Data, Service Cost Data, and information on the availability of other Federal, State, and local funds.
- d) Ensuring proper training, the members understand their roles and responsibilities, expectations for participation, how work is done and decisions are made, the planning council continues its goal of leadership and planning council development through the implementation of *“Training In Motion.”* *Training in Motion* highlights training subject matter based on the planning year’s cycle. Resulting in ongoing training in relation to the specific activity through direct examples. Planning Council Support identifies specific educational materials which relate to PC operations and provide training during the PCs cyclical schedule. Instructional materials are provided and reviewed in relation to the respective activity.


This year the Coronavirus posed specific challenges as all trainings were moved to Zoom as a virtual meeting space. Staff utilized videos recorded on Zoom for training as well as live broadcast. The training scheduled commenced as following:

- New Member Orientation – May 21, 2020
- Training In Motion Dates – throughout the year
- Planning Council Refresher: September 24, 2020

One on one trainings as well as training during committee meetings are also conducted. The Council also took added steps to insure that members were trained and fluent in the use of Zoom as a virtual meeting space. Trainings were conducted by Planning Council staff as well as through Zoom tutorials.

The Council is fully committed to maintaining our responsibilities to assure that persons living with HIV in our TGA have full access to needed services. Thank you for the opportunity to participate in this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Morris Singletary", with a long horizontal stroke extending to the right.

Morris Singletary, Chair
Metropolitan Atlanta HIV Health Services
Planning Council