

## ROLES AND RESPONSIBILITIES

Grantee and Planning Council are two independent entities, both with legislative authority and roles. Some roles belong to one entity and some are shared. HRSA/HAB recommends separation of duties to avoid confusion of roles. Effectiveness requires communication, information sharing, and collaboration between the grantee, Planning Council, and Planning Council support staff—and ongoing consumer and community involvement.

# ASSESSMENT OF THE ADMINISTRATIVE MECHANISM

## **Planning Council's responsibility**

- Assessment should be done annually—directly or through a consultant
- Involves assessing how efficiently the grantee does procurement, disburses funds, monitors contracts, supports the Council's planning process, and adheres to Council priorities and allocations
- Written report goes to Grantee, which indicates what action it will take to address any identified problem areas