



PHS ADMINISTRATIVE MANAGEMENT SERVICES

Managing the complex fiscal and administrative requirements of public health initiatives is challenging and time-consuming work that can divert project leader resources from program implementation. Public Health Solutions (PHS) manages grant finance and administration so that you can focus on programs and service delivery.

WHAT WE DO

Since our incorporation in 1957, PHS has received and administered grants for New York City agencies, principally the New York City Department of Health and Mental Hygiene, and other organizations to support programs and services that further public health.

What started with a handful of small programs has grown into the management of over \$225 million in public health initiatives annually. These initiatives are funded by New York City Tax Levy, Federal, New York State, and private awards.

PHS distributes these funds to small, medium, and large non-profit organizations located in all five boroughs of New York City in two main ways:

- By receiving funds directly on behalf of organizations as a bona fide agent
- Or by operating under contract for administrative services

OUR SERVICES

- **Funder-required fiscal reporting:** We prepare required documents such as Federal Financial Reports, Budget Modifications and others.
- **Fiscal integrity:** We manage funds with a high degree of transparency and accountability.
- **Full life cycle of contract management:** From procurement and negotiations to contract execution, monitoring contractor compliance with terms and conditions and contract closeout, we do it all. We have a library of contract boilerplates, including for federally funded subrecipient agreements, that can be tailored to the funder requirements.
- **Risk-based approach to vendor management:** We perform integrity checks during procurements and inherent risk assessments on an ongoing basis.
- **Compliance monitoring:** We conduct reviews and monitoring such as fiscal audits and site visits to ensure compliance with funder requirements.

CONTACT

For more information, please contact Barbara Silver at bsilver@healthsolutions.org.