

Bexar County Department of Community Resources  
San Antonio Transition Grant Area  
Ryan White Part A



# Assessment of the Administrative Mechanism

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In preparation for the Bexar County 2017-2018 Fiscal Year, County leadership determined to evaluate the feasibility and desirability of moving the Ryan White Program (RWP) from the Bexar County Community Resources to the Bexar County Hospital District (BCHD) doing business as University Health System (UHS). Bexar County has identified many benefits to this move. Foremost is integrating the RWP with BCHD to better support the HIV Continuum of Care and its outcomes. During the last 10 years BCHD has developed an extensive grant administration infrastructure that manages more than 35 federal and state funded grants and programs. Specifically related to HIV clients, BCHD has the largest primary and specialty care clinic system, operated in collaboration with numerous community-based clinical and social services providers. BCHD serves over 2,500 HIV clients throughout its network of 19 community clinics. Bexar County leadership has therefore determined that transitioning the RWP, programmatically and fiscally, is both feasible and desirable, and that clients and service providers will be better served. An Intergovernmental Agreement will govern the transition and the program is scheduled to transition on August 8, 2017.

## The Area We Serve

The SATGA is comprised of four counties: Bexar, Comal, Guadalupe and Wilson, with an estimated population of 2,421,138 in 2015. The largest county in the SATGA, Bexar, is home to 85% of the total general population. U.S. Census data estimates the poverty rate in SATGA at 17%. Approximately 69% PLWH in the SATGA are uninsured or under insured, compared to 21.6%<sup>1</sup> of Texas general population.

The SATGA occupies an area of 3,555 square miles and is located approximately two hours from the U.S-Mexico border. Distances to Bexar County's urban core, where most services exist, extend as far as 120 miles round trip. Unique characteristics include a high proportion of bilingual and monolingual Spanish residents. The SATGA is home to four large military installations, whose PLWH numbers are not reflected in the epidemiological profile due to non-reporting by the Department of Defense. Ninety-one percent (91%) of the PLWH who receive services reside in Bexar County. Hispanics, Blacks and Women of Color are the most distinctly disproportionate minority communities served with Minority AIDS Initiative (MAI) funds.

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<sup>1</sup> The uninsured in Texas. (2016). Retrieved September 20, 2016, from [https://www.texmed.org/uninsured\\_in\\_texas/](https://www.texmed.org/uninsured_in_texas/)

Texas Department of State Health Services (TDSHS) reported 6,069 persons living with HIV/AIDS (PLWH) in the SATGA as of December 31, 2015. The SATGA is a majority minority area as evidenced by the demographic profile. Hispanics comprise 63% of the general population in the SATGA and represent 60% of PLWH. Blacks comprise 7% of the general population, yet comprise 16% of the total PLWH. Whites comprise 34% of the general population, yet comprise 21% of the total PLWH. Men who have sex with men (MSM) represent 70% of PLWH reported mode of transmission in the SATGA.

The SATGA Continuum of Care for PLWH receiving Ryan White Part A services reflects the following: 4,517 (78%) have been linked to care; 4,197 (72%) are retained in care; 3,333 (57%) are virally suppressed. Comprehensive HIV-related medical care is provided at four primary care facilities, two of which are relatively new. Clients are referred and linked to primary medical care and medical case management services. Case managers complete the continuum for PLWH by ensuring clients remain engaged in medical care and are linked to ten core and four support services offered in the SATGA.

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## EXECUTIVE SUMMARY

### Introduction

The purpose of this project is to conduct the Assessment of the Administrative Mechanism (AAM). Federal legislation requires each Ryan White Part A Planning Council to assess the efficiency of the administrative mechanism. This mean the efficiencies of the Administrative Agent, Bexar County Department of Community Resources (DCR), to rapidly allocate funds to the areas of greatest need within the SATGA, and at the discretion of the Planning Council, assess the effectiveness of the services offered in meeting the identified needs.

Bexar County DCR served as the Administrative Agency (AA) for administering the Ryan White Part A Program (RWPA) for this reporting period. The purpose of the Assessment is to ensure that service prioritization and allocation, as determined by the Planning Council during their Priority Setting and Resource Allocations (PSRA) process are adhered to. The AAM will also assess efficiencies in the AA's ability to procure services through contracting and reimbursement processes. Ultimately, the Planning Council will assess the AA's ability to facilitate access to primary medical care and other ancillary services by Persons Living with HIV/AIDS (PLWHA).

The Executive Committee of the Planning Council develops the timeline and Scope of Work for the Assessment of the Administration Mechanism for the SATGA. The final Assessment of the Administrative Mechanism report complies with all Federal legislation.

### Project Consultants

The Planning Council elected to conduct the 2016-2017 Assessment of the Administrative Mechanism through a Bexar County sole-source contractual arrangement with Collaborative Research, LLC (CR). CR has a history of working with Bexar County DCR, SATGA RWPA/B, State Services and HOPWA programs. This experience exhibits the familiarity of the contractor with the history and evolving quality improvement of the Administrative Mechanism.

## ASSESSMENT OF THE ADMINISTRATIVE MECHANISM RESULTS

### RWPA fund are expended in a timely manner

Collaborative Research, LLC requested the AA to provide a spreadsheet on dates of approved invoices and payment dates. The date of the approved invoice is the date the invoice is final and sent to the auditor's for payment; the date that the HIV Coordinator signs the paperwork in ImageNow. If there was an extended amount of time over 30 days the AA was asked to provide an explanation as to why. .

On average across all services providers, the AA processed and paid invoices in 18 business days. **Appendix A** contains the AA's spreadsheets in response to this question.

### Part A contracts are executed in a timely manner

Collaborative Research, LLC (CR) requested the AA to provide, by provider, the amount of time it took to execute each contract. If there is an extended amount of time to execute a contract, the AA was asked to provide an explanation as to why. **Table 1** describes the amount of time to execute contracts by service provider.

Due to Bexar County DCR's approval process of contracts through the Commissioner's Court, the AA adopted a procedure of issuing "Letters to Proceed" to the service providers, immediately following the date of funds received to ensure continuity of services.

**Table 1:** Number of business days to issue Letter to Proceed and Execute Contracts

Provider	# of Business Days to issue Letter to Proceed	# of Business Days to Execute Contracts
Provider A Formula	1 day	69 days
Provider A Supplemental	12 days	47 days
Provider A MAI	1 day	69 days
Provider B Formula	1 day	79 days
Provider B Supplemental	12 days	47 days
Provider B MAI	1 day	79 days
Provider C Formula	1 day	79 days
Provider C Supplemental	12 days	47 days
Provider C MAI	1 day	79 days

Provider D Formula	1 day	79 days
Provider D Supplemental	12 days	47 days
Provider D MAI	1 day	79 days
Provider E Formula	1 day	93 days
Provider E Supplemental	12 days	67 days
		Provider has an extensive legal process to review contracts before execution.
AVERAGE BUSINESS DAYS	5 days	69 DAYS

#### Part A carryover request is less than 5%

Collaborative Research, LLC (CR) requested the AA to provide evidence of the 2016-2017 carryover request. The percent of carryover request for RWPA Formula was 2.72% or \$86,744 and RWPA Minority AIDS Initiative (MAI) was 1.36% or \$6,372. **Appendix B** contains the HRSA/HAB RWPA Unobligated Balance Report completed by the AA.

#### Part A funds are reallocated in a timely manner

Collaborative Research, LLC (CR) requested the AA to provide all reallocation requests sent to the Planning Council and explanations for the reallocations. **Appendix C** contains the AA's documentation of all reallocation requests for the 2016-2017 grant year. All reallocations were approved by the Planning Council and can be found in **Appendix C**.

#### Part A funds are allocated in accordance to Planning Council directives

The AA allocated all funds in accordance with the 2016-2017 Priority Setting and Resource Allocations process as approved by the SATGA Planning Council. All allocations were approved by the Planning Council and can be found in **Appendix D**.

#### Planning Council directives were reflected in the RWPA during 2016-2017

The SATGA Planning Council did not prescribe directives to the AA during the 2016-2017 grant year.

## APPENDIX A: MONTHLY INVOICE TRACKING BY PROVIDER

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT
3/24/2016	Provider A	FORMULA	4/14/2016	4/21/2016	33
3/29/2016	Provider E	FORMULA	4/14/2016	4/21/16	17
3/29/2016	Provider E	MAI	4/15/2016	4/21/16	17
3/29/2016	Provider E	SUPPLEMENTAL	4/14/2016	4/21/16	17
3/31/2016	Provider A	MAI	4/19/2016	4/21/2016	33
4/4/2016	Provider E	FORMULA	4/19/2016	4/21/16	17
4/4/2016	Provider E	MAI	4/21/2016	4/21/16	17
4/4/2016	Provider E	SUPPLEMENTAL	4/19/2016	4/21/16	17
4/6/2016	Provider A	FORMULA	4/27/2016	4/28/2016	30
4/6/2016	Provider A	MAI	4/27/2016	4/27/2016	30
4/12/2016	Provider E	FORMULA	4/29/2016	5/4/2016	10
4/12/2016	Provider E	FORMULA	4/29/2016	5/4/2016	9
4/12/2016	Provider E	MAI	4/29/2016	5/4/2016	10
4/12/2016	Provider E	SUPPLEMENTAL	4/29/2016	5/4/2016	10
4/15/2016	Provider D	FORMULA	5/6/2016	5/6/2016	33
4/15/2016	Provider D	MAI	5/6/2016	5/6/2016	33
4/19/2016	Provider A	FORMULA	5/10/2016	5/11/2016	23
4/19/2016	Provider A	MAI	5/10/2016	5/10/2016	24
4/27/2016	Provider C	FORMULA	5/17/2016	5/17/2016	27



<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
4/29/2016	Provider E	FORMULA	5/19/2016	5/19/2016	47
5/4/2016	Provider A	FORMULA	5/20/2016	5/20/2016	20
5/4/2016	Provider A	MAI	5/19/2016	5/20/2016	20
5/6/2016	Provider A	FORMULA	5/26/2016	5/26/2016	17
5/6/2016	Provider A	MAI	5/20/2016	5/20/2016	21
5/16/2016	Provider D	FORMULA	6/3/2016	6/3/2016	16
5/16/2016	Provider D	MAI	6/1/2016	6/3/2016	15
5/18/2016	Provider B	FORMULA	6/8/2016	6/8/2016	20
5/18/2016	Provider A	FORMULA	6/8/2016	6/8/2016	18
5/18/2016	Provider B	MAI	5/20/2016	5/20/2016	24
5/18/2016	Provider B	MAI	6/8/2016	6/8/2016	20
5/19/2016	Provider A	MAI	6/7/2016	6/7/2016	14
5/20/2016	Provider E	FORMULA	5/26/2016	5/26/2016	39
5/31/2016	Provider E	FORMULA	6/7/2016	6/7/2016	23
6/7/2016	Provider A	MAI	6/13/2016	6/13/2016	19
6/9/2016	Provider B	FORMULA	6/20/2016	6/20/2016	14
6/9/2016	Provider C	FORMULA	6/28/2016	6/28/2016	20
6/14/2016	Provider A	FORMULA	6/21/2016	6/22/2016	12
6/15/2016	Provider D	FORMULA	7/6/2016	7/6/2016	25

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
6/15/2016	Provider D	MAI	6/28/2016	6/28/2016	20
6/17/2016	Provider C	FORMULA	7/8/2016	7/8/2016	28
6/17/2016	Provider C	MAI	7/8/2016	7/8/2016	24
6/21/2016	Provider A	MAI	7/12/2016	7/13/2016	25
6/24/2016	Provider B	FORMULA	7/12/2016	7/13/2016	25
6/24/2016	Provider B	MAI	7/12/2016	7/13/2016	25
6/27/2016	Provider E	FORMULA	7/13/2016	7/13/2016	25
6/29/2016	Provider B	FORMULA	7/20/2016	7/20/2016	21
7/5/2016	Provider A	MAI	7/18/2016	7/13/2016	25
7/6/2016	Provider A	FORMULA	7/19/2016	7/19/2016	22
7/7/2016	Provider A	SUPPLEMENTAL	7/26/2016	7/26/2016	23
7/11/2016	Provider A	SUPPLEMENTAL	7/29/2016	7/26/2016	27
7/13/2016	Provider B	FORMULA	8/2/2016	8/2/2016	23
7/13/2016	Provider A	FORMULA	7/20/2016	7/20/2016	24
7/13/2016	Provider B	MAI	8/2/2016	8/2/2016	23
7/15/2016	Provider D	FORMULA	7/26/2016	7/26/2016	27
7/15/2016	Provider D	MAI	7/25/2016	7/25/2016	21
7/15/2016	Provider D	SUPPLEMENTAL	7/25/2016	7/25/2016	22
7/18/2016	Provider D	FORMULA	7/26/2016	7/26/2016	28

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
7/21/2016	Provider A	FORMULA	7/28/2016	7/28/2016	26
7/22/2016	Provider A	FORMULA	8/4/2016	8/4/2016	22
7/22/2016	Provider C	MAI	8/8/2016	8/8/2016	19
7/22/2016	Provider A	MAI	8/1/2016	8/2/2016	22
7/22/2016	Provider A	MAI	8/2/2016	8/2/2016	23
7/22/2016	Provider A	MAI	8/2/2016	8/2/2016	23
7/25/2016	Provider A	FORMULA	8/12/2016	8/15/2016	26
7/25/2016	Provider E	FORMULA	8/12/2016	8/15/2016	21
7/25/2016	Provider B	FORMULA	8/17/2016	8/17/2016	23
7/25/2016	Provider E	SUPPLEMENTAL	8/11/2016	8/11/2016	22
7/27/2016	Provider A	SUPPLEMENTAL	8/11/2016	8/11/2016	17
8/2/2016	Provider A	FORMULA	8/12/2016	8/15/2016	21
8/2/2016	Provider A	MAI	8/15/2016	8/17/2016	22
8/4/2016	Provider A	FORMULA	8/23/2016	8/23/2016	22
8/8/2016	Provider C	SUPPLEMENTAL	8/17/2016	8/17/2016	23
8/8/2016	Provider C	SUPPLEMENTAL	8/17/2016	8/17/2016	22
8/8/2016	Provider C	SUPPLEMENTAL	8/17/2016	8/17/2016	22
8/9/2016	Provider B	FORMULA	8/22/2016	8/23/2016	19
8/9/2016	Provider B	FORMULA	8/26/2016	8/29/2016	17

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
8/9/2016	Provider B	MAI	8/23/2016	8/23/2016	21
8/15/2016	Provider D	FORMULA	9/7/2016	9/7/2016	19
8/15/2016	Provider D	MAI	9/7/2016	9/8/2016	18
8/15/2016	Provider D	SUPPLEMENTAL	8/30/2016	8/30/2016	19
8/16/2016	Provider B	FORMULA	8/18/2016	8/18/2016	22
8/16/2016	Provider B	MAI	8/18/2016	8/18/2016	22
8/17/2016	Provider C	FORMULA	9/7/2016	9/7/2016	17
8/17/2016	Provider A	MAI	9/7/2016	9/7/2016	18
8/17/2016	Provider C	SUPPLEMENTAL	9/1/2016	9/2/2016	16
8/19/2016	Provider C	FORMULA	9/13/2016	9/14/2016	19
8/19/2016	Provider D	FORMULA	9/13/2016	9/14/2016	17
8/19/2016	Provider C	MAI	9/14/2016	9/16/2016	17
8/19/2016	Provider A	SUPPLEMENTAL	9/14/2016	9/16/2016	19
8/19/2016	Provider C	SUPPLEMENTAL	9/9/2016	9/9/2016	17
8/22/2016	Provider A	FORMULA	8/23/2016	8/23/2016	19
8/22/2016	Provider A	MAI	8/23/2016	8/23/2016	22
8/23/2016	Provider A	FORMULA	9/14/2016	9/14/2016	21
8/25/2016	Provider E	FORMULA	9/13/2016	9/13/2016	18
8/25/2016	Provider E	SUPPLEMENTAL	9/15/2016	9/15/2016	20

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
9/6/2016	Provider A	MAI	9/20/2016	9/20/2016	20
9/8/2016	Provider A	FORMULA	9/27/2016	9/27/2016	23
9/12/2016	Provider C	FORMULA	9/23/2016	9/26/2016	16
9/12/2016	Provider C	MAI	9/23/2016	9/26/2016	17
9/13/2016	Provider B	FORMULA	10/3/2016	10/4/2016	21
9/13/2016	Provider B	MAI	10/3/2016	10/3/2016	22
9/15/2016	Provider D	FORMULA	10/5/2016	10/5/2016	21
9/15/2016	Provider D	MAI	10/5/2016	10/5/2016	21
9/15/2016	Provider D	SUPPLEMENTAL	10/5/2016	10/5/2016	21
9/16/2016	Provider A	SUPPLEMENTAL	10/7/2016	10/7/2016	21
9/20/2016	Provider A	MAI	10/7/2016	10/7/2016	23
9/21/2016	Provider C	FORMULA	10/11/2016	10/20/2016	20
9/21/2016	Provider A	FORMULA	10/11/2016	10/11/2016	21
9/21/2016	Provider C	MAI	10/10/2016	10/10/2016	22
9/21/2016	Provider C	SUPPLEMENTAL	10/11/2016	10/20/2016	20
9/26/2016	Provider A	FORMULA	9/30/2016	10/3/2016	16
9/26/2016	Provider E	FORMULA	10/14/2016	10/17/2016	21
9/26/2016	Provider E	SUPPLEMENTAL	10/14/2016	10/17/2016	21
9/27/2016	Provider A	SUPPLEMENTAL	10/17/2016	10/17/2016	21

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
10/5/2016	Provider A	MAI	10/21/2016	10/21/2016	19
10/6/2016	Provider B	MAI	10/27/2016	10/28/2016	Pending Payment
10/10/2016	Provider B	FORMULA	10/28/2016	11/3/2016	16
10/10/2016	Provider B	SUPPLEMENTAL	10/28/2016	10/31/2016	19
10/14/2016	Provider A	SUPPLEMENTAL	11/3/2016	11/4/2016	20
10/17/2016	Provider D	FORMULA	11/4/2016	11/4/2016	20
10/17/2016	Provider D	MAI	11/4/2016	11/4/2016	20
10/17/2016	Provider D	SUPPLEMENTAL	11/4/2016	11/4/2016	20
10/20/2016	Provider A	MAI	11/7/2016	11/7/2016	19
10/25/2016	Provider E	FORMULA	11/9/2016	11/9/2016	18
10/25/2016	Provider A	SUPPLEMENTAL	11/7/2016	11/8/2016	20
10/25/2016	Provider E	SUPPLEMENTAL	11/10/2016	11/14/2016	22
10/27/2016	Provider C	FORMULA	11/15/2016	11/15/2016	24
10/27/2016	Provider A	FORMULA	11/9/2016	11/9/2016	19
10/27/2016	Provider C	MAI	11/9/2016	11/9/2016	18
10/27/2016	Provider C	SUPPLEMENTAL	11/15/2016	11/15/2016	24
10/31/2016	Provider B	FORMULA	11/16/2016	11/16/2016	23
11/4/2016	Provider A	SUPPLEMENTAL	11/10/2016	11/10/2016	34
11/8/2016	Provider D	FORMULA	11/8/2016	11/9/2016	19

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
11/8/2016	Provider D	MAI	11/8/2016	11/9/2016	18
11/8/2016	Provider D	SUPPLEMENTAL	11/8/2016	11/9/2016	19
11/9/2016	Provider B	FORMULA	11/18/2016	11/21/2016	20
11/9/2016	Provider B	MAI	11/18/2016	11/21/2016	20
11/9/2016	Provider B	SUPPLEMENTAL	11/18/2016	11/21/2016	20
11/14/2016	Provider A	MAI	11/22/2016	11/22/2016	19
11/16/2016	Provider D	FORMULA	12/5/2016	12/6/2016	29
11/16/2016	Provider D	MAI	12/1/2016	12/2/2016	17
11/16/2016	Provider A	SUPPLEMENTAL	12/6/2016	12/6/2016	21
11/16/2016	Provider D	SUPPLEMENTAL	12/2/2016	12/2/2016	21
11/22/2016	Provider C	FORMULA	12/13/2016	12/13/2016	18
11/22/2016	Provider C	MAI	12/13/2016	12/13/2016	18
11/22/2016	Provider C	SUPPLEMENTAL	12/14/2016	12/15/2016	16
11/28/2016	Provider A	FORMULA	12/15/2016	12/15/2016	18
11/28/2016	Provider E	FORMULA	12/15/2016	12/15/2016	25
11/28/2016	Provider E	SUPPLEMENTAL	12/16/2016	12/15/2016	22
12/2/2016	Provider B	FORMULA	12/21/2016	12/23/2016	15
12/7/2016	Provider A	MAI	12/20/2016	12/20/2016	17
12/7/2016	Provider A	SUPPLEMENTAL	12/21/2016	12/23/2016	14

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
12/14/2016	Provider B	FORMULA	12/22/2016	12/23/2016	15
12/14/2016	Provider B	FORMULA	12/28/2016	12/29/2016	12
12/14/2016	Provider B	MAI	12/23/2016	12/23/2016	14
12/14/2016	Provider B	SUPPLEMENTAL	12/21/2016	12/23/2016	14
12/16/2016	Provider C	FORMULA	12/30/2016	1/4/2017	9
12/16/2016	Provider D	FORMULA	1/3/2017	1/4/2017	19
12/16/2016	Provider D	FORMULA	12/23/2016	12/23/2016	16
12/16/2016	Provider D	FORMULA	12/23/2016	12/23/2016	19
12/16/2016	Provider D	FORMULA	12/29/2016	12/29/2016	16
12/16/2016	Provider D	FORMULA	1/4/2017	1/5/2017	18
12/16/2016	Provider C	MAI	12/29/2016	12/29/2016	12
12/16/2016	Provider A	MAI	1/6/2017	1/9/2017	22
12/16/2016	Provider D	MAI	12/28/2016	12/29/2016	11
12/16/2016	Provider C	SUPPLEMENTAL	12/29/2016	12/29/2016	12
12/16/2016	Provider D	SUPPLEMENTAL	12/28/2016	12/29/2016	11
12/19/2016	Provider A	FORMULA	1/5/2017	1/6/2017	19
12/20/2016	Provider D	SUPPLEMENTAL	1/6/2017	1/9/2017	6
12/20/2016	Provider D	SUPPLEMENTAL	1/5/2017	1/6/2017	7
12/23/2016	Provider E	FORMULA	1/10/2017	1/11/2017	18



<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
12/23/2016	Provider E	FORMULA	1/10/2017	1/11/2017	18
12/23/2016	Provider E	SUPPLEMENTAL	1/9/2017	1/11/2017	5
1/4/2017	Provider A	SUPPLEMENTAL	1/18/2017	1/23/2017	19
1/5/2017	Provider A	MAI	1/18/2017	1/19/2017	19
1/5/2017	Provider A	MAI	1/26/2017	1/26/2017	21
1/6/2017	Provider B	FORMULA	1/19/2017	1/23/2017	18
1/6/2017	Provider A	FORMULA	1/27/2017	1/27/2017	13
1/6/2017	Provider D	FORMULA	1/17/2017	1/17/2017	21
1/6/2017	Provider B	MAI	1/23/2017	1/24/2017	19
1/6/2017	Provider B	SUPPLEMENTAL	1/23/2017	1/24/2017	19
1/11/2017	Provider D	FORMULA	1/11/2017	1/12/2017	20
1/11/2017	Provider A	FORMULA	1/12/2017	1/12/2017	20
1/11/2017	Provider A	FORMULA	1/12/2017	1/12/2017	22
1/13/2017	Provider A	FORMULA	1/30/2017	1/31/2017	13
1/17/2017	Provider C	MAI	1/30/2017	1/31/2017	18
1/18/2017	Provider D	FORMULA	2/3/2017	2/10/2017	15
1/18/2017	Provider D	MAI	2/3/2017	2/3/2017	17
1/18/2017	Provider A	SUPPLEMENTAL	1/30/2017	1/31/2017	18
1/18/2017	Provider A	SUPPLEMENTAL	2/3/2017	2/3/2017	17

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
1/24/2017	Provider A	FORMULA	2/13/2017	2/15/2017	13
1/25/2017	Provider E	FORMULA	2/10/2017	2/10/2017	15
1/25/2017	Provider A	MAI	2/7/2017	2/7/2017	18
1/25/2017	Provider E	SUPPLEMENTAL	2/10/2017	2/10/2017	16
2/1/2017	Provider A	MAI	2/15/2017	2/15/2017	13
2/6/2017	Provider A	MAI	2/6/2017	2/6/2017	18
2/7/2017	Provider A	SUPPLEMENTAL	2/27/2017	2/28/2017	10
2/9/2017	Provider A	FORMULA	2/22/2017	2/23/2017	9
2/10/2017	Provider C	FORMULA	2/27/2017	2/27/2017	7
2/10/2017	Provider C	SUPPLEMENTAL	2/28/2017	3/1/2017	9
2/13/2017	Provider B	FORMULA	3/2/2017	3/3/2017	7
2/13/2017	Provider B	MAI	3/3/2017	3/3/2017	7
2/13/2017	Provider B	SUPPLEMENTAL	3/3/2017	3/3/2017	7
2/15/2017	Provider D	FORMULA	3/8/2017	3/9/2017	5
2/15/2017	Provider D	MAI	3/8/2017	3/9/2017	4
2/15/2017	Provider D	SUPPLEMENTAL	3/8/2017	3/9/2017	4
2/21/2017	Provider C	FORMULA	3/13/2017	3/14/2017	6
2/21/2017	Provider C	MAI	3/10/2017	3/10/2017	4
2/21/2017	Provider C	SUPPLEMENTAL	3/13/2017	3/14/2017	10

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
2/27/2017	Provider E	FORMULA	3/14/2017	3/15/2017	9
2/27/2017	Provider A	SUPPLEMENTAL	3/13/2017	3/14/2017	10
2/27/2017	Provider E	SUPPLEMENTAL	3/15/2017	3/15/2017	9
3/1/2017	Provider A	FORMULA	3/22/2017	3/22/2017	9
3/2/2017	Provider A	MAI	3/10/2017	3/10/2017	8
3/15/2017	Provider A	MAI	4/4/2017	3/31/2017	Pending Payment
3/16/2017	Provider D	FORMULA	3/31/2017	3/31/2017	16
3/16/2017	Provider D	MAI	3/31/2017	4/3/2017	15
3/16/2017	Provider A	SUPPLEMENTAL	4/4/2017	4/19/2017	Pending Payment
3/16/2017	Provider D	SUPPLEMENTAL	3/31/2017	4/3/2017	15
3/17/2017	Provider D	FORMULA	4/4/2017	4/4/2017	14
3/17/2017	Provider A	SUPPLEMENTAL	4/7/2017	4/7/2017	Pending Payment
3/20/2017	Provider D	FORMULA	3/20/2017	3/21/2017	6
3/20/2017	Provider D	MAI	3/20/2017	3/21/2017	6
3/20/2017	Provider D	SUPPLEMENTAL	3/20/2017	3/21/2017	5
3/23/2017	Provider C	FORMULA	4/13/2017	4/13/2017	pending payment
3/23/2017	Provider C	MAI	4/7/2017	4/7/2017	11
3/23/2017	Provider C	SUPPLEMENTAL	4/13/2017	4/17/2017	pending payment
3/27/2017	Provider E	FORMULA	4/17/2017	4/19/2017	Pending Payment

<b>DATE RECEIVED</b>	<b>AGENCY</b>	<b>GRANT</b>	<b>COMPLETED</b>	<b>DATE TO AUDITORS</b>	<b>BUSINESS DAYS TO PROCESS PAYMENT</b>
3/27/2017	Provider E	SUPPLEMENTAL	4/17/2017	4/19/2017	Pending Payment
3/30/2017	Provider E	FORMULA	3/30/2017	3/31/2017	14
4/5/2017	Provider C	FORMULA	4/18/2017	4/20/2017	pending payment
4/5/2017	Provider C	MAI	4/20/2017	4/21/2017	pending payment
4/5/2017	Provider C	SUPPLEMENTAL	4/20/2017	4/21/2017	pending payment
4/6/2017	Provider A	FORMULA	4/20/2017	4/20/2017	Pending Payment
4/6/2017	Provider A	FORMULA	4/20/2017	4/20/2017	pending payment
4/6/2017	Provider A	FORMULA	4/24/2017		
4/7/2017	Provider C	MAI	4/7/2017	4/20/2017	3
4/7/2017	Provider C	MAI	4/7/2017	4/17/2017	6
4/18/2017	Provider C	FORMULA	4/20/2017	4/21/2017	pending payment
4/20/2017	Provider C	SUPPLEMENTAL	4/20/2017	4/21/2017	pending payment
4/20/2017	Provider C	SUPPLEMENTAL	4/20/2017	4/21/2017	pending payment
10/11/2017	Provider A	FORMULA	11/1/2016	11/1/2016	39



## APPENDIX B: HRSA/HAB RWPA Unobligated Balance Report

Health Resources & Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Metropolitan HIV/AIDS Program Ryan White Part A Unobligated Balance Report and Carryover Request					
<input checked="" type="checkbox"/> Estimated <input type="checkbox"/> Final					
Instructions: This form provides a suggested format for reporting Unobligated Balances (UOB) and Carryover Requests. Section I contains sources of Unobligated Funds, Section II includes Reasons for Unobligated Funds, Section III includes Plans for use of the Carryover Funds.					
Recipient Name: Bexar County			Date: December 22, 2016		
FY of Reported Funds: 2016			FY Funds Will Be Used: 2017		
<b>Section I: Sources for Unobligated Funds Reported by Recipient</b>					
Fiscal Year and Source of Funds	Award Amount	Expenditures	UOB Amount	UOB %	Carryover Amount Requested
FY 2016 Part A Formula Funds	\$3,191,241	\$3,104,497	\$86,744	2.72%	\$86,744
FY 2015 Part A Carryover Funds to FY2016	\$38,075	\$38,075	\$0	0.00%	
FY 2016 Part A Supplemental Funds	\$1,545,038	\$1,545,038	\$0	0.00%	
<b>Part A SubTotal</b>	<b>\$4,774,354</b>	<b>\$4,687,610</b>	<b>\$86,744</b>		<b>\$86,744</b>
FY 2016 MAI Formula Funds	\$465,014	\$458,642	\$6,372	1.37%	\$6,372
FY 2015 MAI Carryover Funds to FY2016	\$9,590	\$9,590	\$0	0.00%	
<b>MAI SubTotal</b>	<b>\$474,604</b>	<b>\$468,232</b>	<b>\$6,372</b>		<b>\$6,372</b>
<b>TOTAL PART A GRANT</b>	<b>\$5,248,958</b>	<b>\$5,155,842</b>	<b>\$93,116</b>		<b>\$93,116</b>
<b>Section II: Reasons for Unobligated Funds Reported by Recipient</b>					
Part A Source of Funds	UOB Amount	Reason(s) Funds Are Unobligated			
Part A Formula: Administration	\$24,966	The Administrative Agency had fluctuations in staff throughout the year and was unable to expend all funds.			
Part A Formula: Quality Management	\$278	The Administrative Agency had fluctuations in staff throughout the year and was unable to expend all funds.			
<i>List Core Medical Services Below by Amount (insert rows as appropriate):</i>					
Mental Health Services	\$20,000	Late start-up with Mental Health Sub-contractor.			
Substance Abuse Services	\$3,000	Staff vacancies left service providers unable to expend all funds in this category.			
Outpatient/Ambulatory Health Services	\$35,000	Delayed opening and staffing of Community Clinic.			
Medical Case Management	\$3,500	Staff vacancies left service providers unable to expend all funds in this category.			
<i>List Support Services Below by Amount (insert rows as appropriate):</i>					
Overall Total Part A Formula Unobligated Funds (Services, Admin, CQM)					
	\$86,744				
<b>Supplemental Source of Funds (not available for carryover)</b>					
	UOB Amount	Reason(s) Funds Are Unobligated			
Supplemental: Administration	\$0				
Supplemental: Quality Management	\$0				
<i>List Core Medical Services Below by Amount (insert rows as appropriate):</i>					
<i>List Support Services Below by Amount (insert rows as appropriate):</i>					
Overall Total Supplemental Unobligated Funds (Services, Admin, CQM)					
	\$0				
<b>MAI Source of Funds</b>					
	UOB Amount	Reason(s) Funds Are Unobligated			
MAI: Administration	\$596	The Administrative Agency had fluctuations in staff throughout the year and was unable to expend all funds.			
MAI: Quality Management	\$775	The Administrative Agency had fluctuations in staff throughout the year and was unable to expend all funds.			
<i>List Core Medical Services Below by Amount (insert rows as appropriate):</i>					
Substance Abuse Services	\$5,000	Staff vacancies left service providers unable to expend all funds in this category.			
<i>List Support Services Below by Amount (insert rows as appropriate):</i>					
Overall Total MAI Unobligated Funds (Services, Admin, CQM)					
	\$6,372				
Unexpended Prior Year Carryover (provide a detailed explanation for any prior year Carryover UOB that has been identified in Section I):					
<b>Section III: Plan for the Use of Requested Carryover Funds (Only complete with FINAL Carryover Request)</b>					
Planned Service Category (List Formula and MAI Allocations Separately and insert rows as appropriate)	Carryover Amount Requested	Number of Clients to be Served	Number of Planned Service Units	Is this a New, Expanded, or Continuing Service?	One Time Planned Expense? Yes/No
TOTAL CARRYOVER AMOUNT REQUESTED (Should match the amount in F21)					
Comments (provide rationale on the planned use of funds for any new, expanded, and/or continuing services listed above):					
<b>Section IV: Confirmation of Concurrence</b>					
The signature(s) below confirms that the UOB Estimates and/or planned use of Carryover funds is consistent with the Planning Council/Body FY 2016 priorities and allocations for the EMA/TGA.					
Planning Council/Body Chair/Co-chair Signature (s):		Date:		12-19-16	
Recipient Signature:		Date:		12-19-16	

## APPENDIX C: Reallocations Request

REALLOCATION REQUEST	DATE REALLOCATION SUBMITTED	ALLOCATION	AMOUNT	PERCENTAGE DIFFERENCE	PERCENTAGE DIFFERENCE W/ CARRYOVER	REALLOCATION APPROVED DATE	NUMBER OF BUSINESS DAYS FOR APPROVAL	JUSTIFICATION FOR REALLOCATION
<b>PART A</b>								
AIDS PHARMACY ASSISTANCE	4/6/2016	\$ 588,577.39	\$ (45,000.00)	1.12%	13.50%	4/28/2016	22	Changes to the Standards of Care for these Service Categories transferred the funding responsibility for short term prescription medications from LPAP to EFA
EMERGENCY FINANCIAL ASSISTANCE	4/6/2016	\$ 49,920.38	\$ 45,000.00	1.12%	2.36%	4/28/2016	22	
<b>PART A</b>								
HOSPICE	6/1/2016	\$ 116,346.69	\$ (109,100.18)	2.71%	0.18%	6/23/2016	22	AA requested the reallocation after Monthly Agency Reviews reflected a need for the reallocation
OAMC	6/1/2016	\$ 923,527.04	\$ 109,100.18	2.71%	25.65%	6/23/2016	22	
<b>PART A</b>								
AIDS PHARMACY ASSISTANCE	10/6/2016	\$ 522,029.40	\$ (112,000.00)	4.44%	10.18%	10/27/2016	21	As a result of the Monthly Agency Reviews the AA identified a need for additional funds in EFA, Medical Transportation, Medical Case Management and Mental Health
FOOD BANK/HOME DELIVERED MEALS	10/6/2016	\$ 72,062.45	\$ (5,000.00)	0.12%	1.67%	10/27/2016	21	
MEDICAL NUTRITION THERAPY	10/6/2016	\$ 51,530.72	\$ (15,000.00)	0.37%	0.91%	10/27/2016	21	
MEDICAL TRANSPORTATION SERVICES	10/6/2016	\$ 80,114.16	\$ 20,000.00	0.50%	2.49%	10/27/2016	21	
EMERGENCY FINANCIAL ASSISTANCE	10/6/2016	\$ 116,468.38	\$ 54,800.00	3.01%	4.25%	10/27/2016	21	
MEDICAL CASE MANAGEMENT	10/6/2016	\$ 423,920.65	\$ 50,534.00	1.26%	11.79%	10/27/2016	21	
MENTAL HEALTH	10/6/2016	\$ 295,899.00	\$ 6,666.00	0.17%	7.52%	10/27/2016	21	
<b>PART A</b>								
AIDS PHARMACY ASSISTANCE	12/12/2016	\$ 410,029.40	\$ (131,616.90)	7.70%	6.92%	N/A	N/A	AA requested the reallocation after Monthly Agency Reviews reflected a need for the reallocation
OAHS	12/12/2016	\$ 1,032,627.24	\$ (40,000.00)	1.72%	24.66%	N/A	N/A	
HEALTH INSURANCE PREMIUM & COST SHARING ASSISTANCE	12/12/2016	\$ 355,481.42	\$ 192,161.82	4.77%	13.60%	N/A	N/A	
MENTAL HEALTH SERVICES	12/12/2016	\$ 302,565.00	\$ (20,000.00)	0.33%	7.02%	N/A	N/A	
SUBSTANCE ABUSE SERVICES	12/12/2016	\$ 111,918.28	\$ (8,000.00)	0.20%	2.58%	N/A	N/A	
MEDICAL CASE MANAGEMENT	12/12/2016	\$ 474,454.64	\$ 20,250.00	1.76%	12.29%	N/A	N/A	
MEDICAL TRANSPORTATION SERVICES	12/12/2016	\$ 474,454.64	\$ (12,794.92)	0.18%	2.17%	N/A	N/A	
<b>PART A</b>								
MENTAL HEALTH SERVICES	1/12/2017	\$ 51,384.06	\$ 1,200.00	0.01%	12.99%	N/A	N/A	As a result of the Monthly Agency Reviews the AA identified a need for additional funds in Early Intervention Services and Mental Health
SUBSTANCE ABUSE SERVICES	1/12/2017	\$ 35,573.57	\$ -	0.21%	8.79%	N/A	N/A	
EARLY INTERVENTION SERVICES	1/12/2017	\$ 136,073.81	\$ 9,300.00	3.91%	35.91%	N/A	N/A	
NON-MEDICAL CASE MANAGEMENT	1/12/2017	\$ 181,820.46	\$ (10,500.00)	3.68%	42.32%	N/A	N/A	



## APPENDIX D: Resource Allocation Percentages

Service Category (HRSA)	FY16 Part A Grant Request	% of Request	FY16 MAI Grant Request	% of Request
Medical Transportation	\$ 99,686.00	2.01%		
Outpatient Ambulatory Health Services	\$ 1,140,428.00	22.94%		
Hospice Services	\$ 143,904.00	2.89%		
Medical Case Management	\$ 523,516.00	10.53%		
Food Bank/Home Delivered Meals	\$ 88,797.00	1.79%		
Substance Abuse Services - Outpatient	\$ 138,143.00	2.78%	\$ 40,641.03	9.00%
Mental Health Services	\$ 365,238.00	7.35%	\$ 58,703.71	13.00%
Oral Health Services	\$ 713,986.00	14.36%		
Health Insurance Premium & Cost Sharing Assistance	\$ 438,909.00	8.83%		
Early Intervention Services	\$ 276,862.00	5.57%	\$ 144,501.44	32.00%
Emergency Financial Assistance	\$ 61,735.00	1.24%		
Medical Nutrition Therapy	\$ 63,643.00	1.28%		
AIDS Pharmaceutical (Local)	\$ 726,655.00	14.62%		
Non-Medical Case Management	\$ 190,203.00	3.83%	\$ 207,720.82	46.00%
<b>Total</b>	<b>\$ 4,971,705.00</b>	<b>100%</b>	<b>\$ 451,567.00</b>	<b>100%</b>