

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



# Assessment of the Administrative Mechanism

August 2016

Collaborative Research, LLC  
Thomas Schucker, DrPH, MAEd, MBA  
Jeff Daniel, MS

## Acknowledgements

This project is made possible by a grant from the U.S. Health Resources and Services Administration HIV/AIDS Bureau under Part A of the HIV/AIDS Treatment Extension Act, with support of Bexar County Department of Community Resources. Additionally, thank you to the Ryan White Part A Office and the San Antonio Transitional Grant Area (SATGA) Health Services Planning Council for their participation in this project without whom this document would never have been possible.

## The Area We Serve

The San Antonio Transitional Grant Area (SATGA) is comprised of four counties: Bexar, Comal, Guadalupe and Wilson, with an estimated population of 2,421,138 in 2014. The largest county in the SATGA, Bexar, is home to 85% of the total 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 the majority of 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 PLWHA numbers are not reflected in the epidemiological profile due to non-reporting by the Department of Defense. Ninety-one percent (91%) of the PLWHA who receive services reside in Bexar County. Hispanics and African Americans are the most distinctly disproportionate minority communities served with Minority AIDS Initiative (MAI) funds

Texas Department of State Health Services (TDSHS) reported 5,814 persons living with HIV/AIDS (PLWHA) in the SATGA as of December 31, 2014. The SATGA is a minority majority area as evidenced by the demographic profile. Hispanics comprise 41% of the general population in the SATGA and represent 59% of PLWHA. Blacks comprise 5% of the general population, yet comprise 15% of the total PLWHA. AIDS incidence rates increased for females and youth in 2014.

The SATGA Continuum of Care for PLWHA receiving Ryan White Part A services reflects the following: 4,517 have been linked to care; 4,197 (93%) are retained in care; 3,333 (74%) are virally suppressed. Comprehensive HIV-related medical care is provided at two primary care facilities. Clients are referred and linked to primary medical care and medical case management services. Case managers complete the continuum for PLWHA by ensuring clients remain engaged in medical care and are linked to ten core and four support services offered in the SATGA.<sup>1</sup>

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<sup>1</sup> San Antonio Transitional Grant Areas 2016 Grant Application: Abstract

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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, 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 Department of Community Resources (DCR) serves as the Administrative Agency (AA) for administering the Ryan White Part A Program (RWPA). 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 2015-2016 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 history 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 (CR) requested the AA to provide a spreadsheet on dates of approved invoice 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 please provide an explanation as to why.

On average across all services providers, the AA processed and paid invoices in 15.39 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 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.

**Table 1:** Number of business days to execute contracts

Provider	# of Business Days
Provider A	68 days
Provider B	78 days
Provider C	78 days
Provider D	78 days
Provider E	93 days Provider has an extensive legal process to review contracts before execution.
AVERAGE BUSINESS DAYS	79 DAYS

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

Collaborative Research, LLC (CR) requested the AA to provide evidence of the 2015-2016 carryover request. The percent of carryover request for RWPA Formula was 1.71% and RWPA Minority AIDS Initiative (MAI) was 4.55%. **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 2015-2016 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 2015-2016 Priority Setting and Resource Allocations process as approved by the SATGA Planning Council. All reallocations were approved by the Planning Council and can be found in **Appendix C**.

#### Planning Council directives were reflected in the RWPA during 2015-2016

The SATGA Planning Council did not prescribe directives to the AA during the 2015-2016 grant year.

## RECOMMENDATIONS

The results of the Assessment of the Administrative Mechanism suggests a great working relationship and open line on communications between the SATGA Planning Council and the Administrative Agent DCR. The AA does an extraordinary job in procuring services, reallocating funds, and ensuring that service delivery continues unaltered or without delay. However, to increase mechanisms and efficiencies, there are suggestions that could improve some areas.

- 1.) The Planning Council should consider giving a directive to the AA regarding rapid reallocations of funds, so that under/over spent service categories can be reallocated if less than 10% of the overall budgeted line. This will alleviate the need for a full planning council vote and would only require a report to from the AA to the PC.
- 2.) It is recommended that the AA explore avenues for renewing contracts without posting requests for proposals every year. The AA could extend or renew contracts based on performance during quality and program monitoring. This would alleviate the amount of time it would take to process and execute contracts.

## APPENDIX A: MONTHLY INVOICE TRACKING BY PROVIDER

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
4/2/2015	Provider A	FORMULA	4/20/2015	4/23/2015	25	
4/2/2015	Provider A	SUPPLEMENTAL	4/21/2015	4/23/2015	25	
4/9/2015	Provider A	MAI	4/27/2015	4/28/2015	22	
4/9/2015	Provider A	SUPPLEMENTAL	4/22/2015	4/23/2015	25	
4/10/2015	Provider A	FORMULA	4/27/2015	4/28/2015	22	
4/15/2015	Provider B	FORMULA	5/6/2015	5/7/2015	21	
4/15/2015	Provider C	FORMULA	5/6/2015	5/7/2015	15	
4/15/2015	Provider C	MAI	5/5/2015	5/7/2015	26	
4/15/2015	Provider B	SUPPLEMENTAL	5/6/2015	5/7/2015	21	
4/15/2015	Provider C	SUPPLEMENTAL	5/6/2015	5/7/2015	15	
4/16/2015	Provider A	MAI	5/5/2015	5/6/2015	16	
4/17/2015	Provider A	FORMULA	5/5/2015	5/6/2015	16	
4/17/2015	Provider D	FORMULA	5/4/2015	5/6/2015	68	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.
4/17/2015	Provider A	MAI	4/20/2015	4/23/2015	13	
4/17/2015	Provider A	MAI	4/20/2015	4/23/2015	13	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
4/17/2015	Provider A	MAI	4/20/2015	4/23/2015	13	
4/17/2015	Provider A	MAI	4/20/2015	4/23/2015	13	
4/17/2015	Provider D	MAI	5/8/2015	5/11/2015	61	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.
4/17/2015	Provider A	SUPPLEMENTAL	5/6/2015	5/7/2015	15	
4/17/2015	Provider D	SUPPLEMENTAL	5/7/2015	5/8/2015	61	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.
4/30/2015	Provider C	MAI	4/30/2015	5/1/2015	4	
4/30/2015	Provider C	MAI	4/30/2015	5/1/2015	4	
4/30/2015	Provider C	SUPPLEMENTAL	4/30/2015	5/1/2015	4	
4/30/2015	Provider C	SUPPLEMENTAL	4/30/2015	5/1/2015	4	
4/30/2015	Provider C	SUPPLEMENTAL	4/30/2015	5/1/2015	4	
4/30/2015	Provider C	SUPPLEMENTAL	4/30/2015	5/1/2015	4	
5/7/2015	Provider A	FORMULA	5/13/2015	5/15/2015	14	



DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
5/7/2015	Provider A	MAI	5/13/2015	5/15/2015	17	
5/12/2015	Provider B	FORMULA	5/13/2015	5/13/2015	4	
5/12/2015	Provider A	SUPPLEMENTAL	5/14/2015	5/15/2015	17	
5/13/2015	Provider A	MAI	5/14/2015	5/15/2015	17	
5/14/2015	Provider C	FORMULA	5/29/2015	6/1/2015	14	
5/14/2015	Provider C	MAI	5/29/2015	6/1/2015	9	
5/14/2015	Provider C	SUPPLEMENTAL	5/22/2015	5/26/2015	9	
5/15/2015	Provider B	FORMULA	6/1/2015	6/3/2015	12	
5/15/2015	Provider B	SUPPLEMENTAL	6/2/2015	6/4/2015	11	
5/27/2015	Provider A	MAI	6/15/2015	6/16/2015	15	
5/28/2015	Provider D	FORMULA	6/11/2015	6/15/2015	41	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
5/28/2015	Provider D	MAI	6/15/2015	6/16/2015	40	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.
5/28/2015	Provider D	SUPPLEMENTAL	6/17/2015	6/18/2015	38	Provider did not submit their contract until their legal department approved and signed. The contract was executed in Commissioners Court on August 4, 2015. The PO was released on August 6, 2015.
6/5/2015	Provider A	FORMULA	6/24/2015		10	
6/5/2015	Provider A	FORMULA	6/24/2015		10	
6/5/2015	Provider A	MAI	6/15/2015	6/16/2015	15	
6/5/2015	Provider A	SUPPLEMENTAL	6/25/2015		10	
6/9/2015	Provider A	SUPPLEMENTAL	6/25/2015		10	
6/11/2015	Provider A	FORMULA	6/25/2015		10	
6/12/2015	Provider A	SUPPLEMENTAL	6/26/2015		10	
6/15/2015	Provider B	FORMULA	7/6/2015	7/9/2015	9	
6/15/2015	Provider C	FORMULA	7/6/2015	7/9/2015	9	
6/15/2015	Provider C	MAI	7/2/2015	7/9/2015	9	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
6/15/2015	Provider B	SUPPLEMENTAL	7/6/2015	7/9/2015	9	
6/15/2015	Provider C	SUPPLEMENTAL	7/6/2015	7/9/2015	9	
6/18/2015	Provider C	SUPPLEMENTAL	7/9/2015	7/10/2015	8	
6/19/2015	Provider A	FORMULA	7/9/2015	7/13/2015	10	
6/19/2015	Provider A	FORMULA	7/9/2015	7/10/2015	8	
6/22/2015	Provider A	MAI	7/10/2015	7/13/2015	9	
6/23/2015	Provider D	FORMULA	7/14/2015	7/15/2015	20	
6/23/2015	Provider D	MAI	7/14/2015	7/16/2015	21	
6/23/2015	Provider D	SUPPLEMENTAL	7/14/2015	7/15/2015	20	
6/26/2015	Provider A	SUPPLEMENTAL	7/16/2015	7/20/2015	12	
7/7/2015	Provider A	MAI	7/21/2015	7/24/2015	8	
7/9/2015	Provider A	FORMULA	7/27/2015	7/29/2015	20	
7/14/2015	Provider A	SUPPLEMENTAL	8/3/2015	8/4/2015	16	
7/15/2015	Provider B	FORMULA	8/3/2015	8/7/2015	13	
7/15/2015	Provider C	FORMULA	8/4/2015	8/7/2015	13	
7/15/2015	Provider C	MAI	8/4/2015	8/7/2015	13	
7/15/2015	Provider B	SUPPLEMENTAL	8/4/2015	8/6/2015	14	
7/15/2015	Provider C	SUPPLEMENTAL	8/4/2015	8/7/2015	13	
7/20/2015	Provider A	MAI	8/6/2015	8/7/2015	13	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
7/23/2015	Provider A	SUPPLEMENTAL	8/12/2015	8/19/2015	7	
8/3/2015	Provider A	FORMULA	8/20/2015	8/31/2015	21	
8/12/2015	Provider C	FORMULA	9/1/2015	9/3/2015	20	
8/12/2015	Provider C	MAI	8/21/2015	8/31/2015	21	
8/12/2015	Provider C	SUPPLEMENTAL	8/20/2015	8/31/2015	16	
8/14/2015	Provider B	FORMULA	9/2/2015	9/3/2015	23	
8/14/2015	Provider D	FORMULA	8/31/2015	8/31/2015	21	
8/14/2015	Provider D	MAI	8/27/2015	8/31/2015	21	
8/14/2015	Provider A	SUPPLEMENTAL	8/24/2015	8/31/2015	21	
8/14/2015	Provider B	SUPPLEMENTAL	9/3/2015	9/8/2015	19	
8/14/2015	Provider B	SUPPLEMENTAL	9/1/2015	9/3/2015	20	
8/14/2015	Provider D	SUPPLEMENTAL	8/31/2015	9/2/2015	19	
8/17/2015	Provider C	FORMULA	9/1/2015	9/3/2015	20	
8/17/2015	Provider C	SUPPLEMENTAL	9/1/2015	9/3/2015	20	
8/27/2015	Provider D	FORMULA	9/17/2015	9/21/2015	24	
8/27/2015	Provider D	MAI	9/17/2015	9/21/2015	9	
8/27/2015	Provider D	SUPPLEMENTAL	9/17/2015	9/21/2015	24	
9/3/2015	Provider A	FORMULA	9/22/2015	9/24/2015	19	
9/3/2015	Provider A	FORMULA	9/18/2015	9/21/2015	24	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
9/3/2015	Provider A	SUPPLEMENTAL	9/21/2015	9/24/2015	6	
9/10/2015	Provider A	MAI	9/25/2015	-	17	
9/15/2015	Provider B	FORMULA	10/5/2015	10/6/2015	13	
9/15/2015	Provider C	FORMULA	10/5/2015	10/6/2015	13	
9/15/2015	Provider C	MAI	10/5/2015	10/6/2015	13	
9/15/2015	Provider B	SUPPLEMENTAL	10/5/2015	10/6/2015	13	
9/15/2015	Provider C	SUPPLEMENTAL	10/5/2015	10/6/2015	13	
9/21/2015	Provider D	FORMULA	10/7/2015	10/7/2015	9	
9/21/2015	Provider D	MAI	10/7/2015	10/12/2015	9	
9/21/2015	Provider D	SUPPLEMENTAL	10/7/2015	10/15/2015	9	
9/24/2015	Provider B	FORMULA	10/8/2015	10/15/15	9	
9/24/2015	Provider B	FORMULA	10/9/2015	10/15/15	9	
9/24/2015	Provider B	FORMULA	10/12/2015	10/16/15	8	
9/24/2015	Provider B	FORMULA	10/12/2015	10/16/15	8	
9/24/2015	Provider B	FORMULA	10/12/2015	10/16/15	8	
9/24/2015	Provider A	MAI	10/21/2015	10/23/2015	3	
9/24/2015	Provider B	SUPPLEMENTAL	10/13/2015	10/16/2015	8	
9/24/2015	Provider B	SUPPLEMENTAL	10/13/2015	10/16/2015	8	
9/24/2015	Provider B	SUPPLEMENTAL	10/13/2015	10/16/2015	8	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
9/24/2015	Provider B	SUPPLEMENTAL	10/13/2015	10/16/2015	8	
9/24/2015	Provider B	SUPPLEMENTAL	10/13/2015	10/16/2015	8	
10/1/2015	Provider D	FORMULA	10/19/2015	10/23/2015	3	
10/1/2015	Provider D	MAI	10/20/2015	10/23/2015	3	
10/1/2015	Provider A	SUPPLEMENTAL	10/21/2015	10/23/2015	3	
10/1/2015	Provider D	SUPPLEMENTAL	10/20/2015	10/23/2015	3	
10/8/2015	Provider A	FORMULA	10/23/2015	10/26/2015	14	
10/13/2015	Provider A	MAI	10/23/2015	10/26/2015	8	
10/15/2015	Provider B	FORMULA	11/4/2015	11/10/2015	14	
10/15/2015	Provider C	SUPPLEMENTAL	11/4/2015	11/6/2015	15	
10/16/2015	Provider C	MAI	11/4/2015	11/6/2015	17	
10/21/2015	Provider A	SUPPLEMENTAL	11/10/2015	11/16/2015	10	
10/26/2015	Provider A	MAI	11/12/2015	11/17/2015	9	
10/29/2015	Provider B	FORMULA	11/13/2015	11/17/2015	16	
10/29/2015	Provider B	FORMULA	11/13/2015	11/17/2015	16	
10/29/2015	Provider B	FORMULA	11/16/2015	11/17/2015	16	
10/29/2015	Provider B	FORMULA	11/16/2015	11/17/2015	16	
10/29/2015	Provider B	FORMULA	11/16/2015	11/17/2015	16	
10/29/2015	Provider B	SUPPLEMENTAL	11/16/2015	11/17/2015	16	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
10/29/2015	Provider B	SUPPLEMENTAL	11/16/2015	11/17/2015	16	
10/29/2015	Provider B	SUPPLEMENTAL	11/16/2015	11/17/2015	16	
10/29/2015	Provider B	SUPPLEMENTAL	11/17/2015	11/17/2015	16	
10/29/2015	Provider B	SUPPLEMENTAL	11/17/2015	11/17/2015	16	
11/3/2015	Provider C	FORMULA	11/12/2015	11/17/2015	16	
11/4/2015	Provider D	FORMULA	11/20/2015	11/24/2015	11	
11/4/2015	Provider D	MAI	11/23/2015	11/24/2015	11	
11/4/2015	Provider A	SUPPLEMENTAL	11/24/2015	12/2/2015	23	
11/4/2015	Provider B	SUPPLEMENTAL	11/24/2015	11/24/2015	20	
11/4/2015	Provider D	SUPPLEMENTAL	11/23/2015	11/24/2015	11	
11/6/2015	Provider A	FORMULA	11/25/2015	12/2/2015	23	
11/6/2015	Provider A	MAI	11/25/2015	12/3/2015	28	
11/10/2015	Provider A	FORMULA	11/25/2015	12/2/2015	23	
11/13/2015	Provider B	FORMULA	12/2/2015	12/3/2015	27	
11/13/2015	Provider B	SUPPLEMENTAL	12/3/2015	12/7/2015	22	
11/16/2015	Provider C	FORMULA	12/7/2015	12/8/2015	26	
11/16/2015	Provider C	FORMULA	12/7/2015	12/8/2015	26	
11/16/2015	Provider C	FORMULA	12/7/2015	12/8/2015	28	
11/16/2015	Provider C	FORMULA	12/8/2015	12/10/2015	26	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
11/16/2015	Provider C	MAI	12/8/2015	12/10/2015	26	
11/16/2015	Provider C	SUPPLEMENTAL	12/8/2015	12/11/2015	27	
11/19/2015	Provider A	FORMULA	12/10/2015	12/11/2015	21	
11/19/2015	Provider A	MAI	12/10/2015	12/14/2015	20	
11/19/2015	Provider A	SUPPLEMENTAL	12/10/2015	12/11/2015	21	
11/30/2015	Provider A	FORMULA	12/16/2015	12/16/2015	18	
12/1/2015	Provider A	SUPPLEMENTAL	12/16/2015	12/22/2015	14	
12/3/2015	Provider D	FORMULA	12/21/2015	12/22/2015	28	
12/3/2015	Provider D	MAI	12/21/2015	12/22/2015	28	
12/3/2015	Provider D	SUPPLEMENTAL	12/21/2015	12/22/2015	28	
12/10/2015	Provider A	FORMULA	12/28/2015	12/30/2015	25	
12/10/2015	Provider A	MAI	12/28/2015	12/30/2015	22	
12/10/2015	Provider A	SUPPLEMENTAL	12/28/2015	12/30/2015	25	
12/11/2015	Provider A	FORMULA	12/29/2015	12/30/2015	25	
12/11/2015	Provider B	FORMULA	12/29/2015	12/30/2015	25	
12/11/2015	Provider A	SUPPLEMENTAL	12/29/2015	12/30/2015	25	
12/11/2015	Provider B	SUPPLEMENTAL	12/29/2015	12/30/2015	25	
12/18/2015	Provider A	MAI	1/5/2016	1/6/2016	24	
12/21/2015	Provider A	FORMULA	1/5/2016	1/6/2016	24	



DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
12/21/2015	Provider C	FORMULA	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	FORMULA	12/31/2015	1/4/2016	26	
12/21/2015	Provider C	MAI	12/31/2015	1/4/2016	26	
12/21/2015	Provider A	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	24	
12/21/2015	Provider C	SUPPLEMENTAL	1/6/2016	1/8/2016	26	
12/21/2015	Provider C	SUPPLEMENTAL	12/31/2015	1/4/2016	26	
1/11/2016	Provider D	FORMULA	1/21/2016	1/21/2016	25	
1/11/2016	Provider D	MAI	2/1/2016	2/1/2016	13	
1/11/2016	Provider A	SUPPLEMENTAL	1/11/2016	1/13/2016	28	
1/11/2016	Provider D	SUPPLEMENTAL	2/1/2016	2/2/2016	12	
1/13/2016	Provider A	FORMULA	1/13/2016	1/19/2016	20	
1/14/2016	Provider A	FORMULA	2/2/2016	2/2/2016	12	
1/14/2016	Provider A	MAI	2/2/2016	2/2/2016	15	
1/15/2016	Provider B	FORMULA	2/4/2016	2/5/2016	10	
1/15/2016	Provider C	FORMULA	2/2/2016	2/3/2016	11	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
1/15/2016	Provider C	FORMULA	1/29/2016	2/2/2016	12	
1/15/2016	Provider C	MAI	2/3/2016	2/3/2016	14	
1/15/2016	Provider B	SUPPLEMENTAL	2/4/2016	2/5/2016	10	
1/15/2016	Provider C	SUPPLEMENTAL	2/3/2016	2/3/2016	14	
1/19/2016	Provider A	SUPPLEMENTAL	1/28/2016	1/28/2016	15	
1/19/2016	Provider A	SUPPLEMENTAL	2/8/2016	2/5/2016	9	
1/22/2016	Provider A	MAI	2/8/2016	2/9/2016	10	
1/25/2016	Provider A	FORMULA	2/2/2016	2/2/2016	15	
1/27/2016	Provider D	MAI	2/8/2016	2/9/2016	10	
1/27/2016	Provider D	SUPPLEMENTAL	2/8/2016	2/9/2016	10	
2/2/2016	Provider A	MAI	2/10/2016	2/12/2016	11	
2/4/2016	Provider A	SUPPLEMENTAL	2/4/2016	2/5/2016	12	
2/5/2016	Provider A	FORMULA	2/10/2016	2/12/2016	12	
2/5/2016	Provider D	FORMULA	2/17/2016	2/18/2016	14	
2/5/2016	Provider A	MAI	2/11/2016	2/12/2016	11	
2/8/2016	Provider A	SUPPLEMENTAL	2/16/2016	2/18/2016	8	
2/9/2016	Provider A	FORMULA	2/17/2016	2/18/2016	8	
2/9/2016	Provider A	FORMULA	2/23/2016	2/23/2016	8	
2/9/2016	Provider A	MAI	2/23/2016	2/23/2016	8	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
2/9/2016	Provider A	SUPPLEMENTAL	2/17/2016	-	-	
2/16/2016	Provider B	FORMULA	2/29/2016	3/1/2016	8	
2/16/2016	Provider C	FORMULA	3/7/2016	3/8/2016	6	
2/16/2016	Provider C	MAI	3/7/2016	3/8/2016	6	
2/16/2016	Provider B	SUPPLEMENTAL	2/29/2016	3/1/2016	8	
2/16/2016	Provider C	SUPPLEMENTAL	3/4/2016	3/7/2016	7	
2/23/2016	Provider A	FORMULA	3/8/2016	3/10/2016	6	
2/23/2016	Provider A	MAI	3/8/2016	3/10/2016	6	
2/23/2016	Provider A	SUPPLEMENTAL	3/7/2016	3/8/2016	6	
2/23/2016	Provider A	SUPPLEMENTAL	3/9/2016	3/11/2016	3	
3/4/2016	Provider A	FORMULA	3/10/2016	3/14/2016	11	
3/4/2016	Provider A	MAI	3/11/2016	3/14/2016	7	
3/4/2016	Provider A	SUPPLEMENTAL	3/10/2016	3/14/2016	4	
3/15/2016	Provider C	FORMULA	3/22/2016	3/28/2016	6	
3/15/2016	Provider C	FORMULA	3/22/2016	3/28/2016	6	
3/15/2016	Provider C	FORMULA	3/29/2016	3/30/2016	4	
3/15/2016	Provider C	FORMULA	4/7/2016	4/8/2016	22	
3/15/2016	Provider C	FORMULA	4/8/2016	4/11/2016	20	
3/15/2016	Provider C	MAI	3/30/2016	4/1/2016	13	

DATE RECEIVED	AGENCY	GRANT	COMPLETED	DATE TO AUDITORS	BUSINESS DAYS TO PROCESS PAYMENT	JUSTIFICATION FOR PAYMENTS OVER 30 DAYS
3/15/2016	Provider C	MAI	-	-	-	
3/15/2016	Provider C	SUPPLEMENTAL	3/29/2016	3/30/2016	4	
3/18/2016	Provider B	FORMULA	3/30/2016	4/1/2016	5	
3/18/2016	Provider B	SUPPLEMENTAL	3/30/2016	4/1/2016	2	
3/21/2016	Provider A	FORMULA	3/31/2016	4/1/2016	5	
3/21/2016	Provider A	MAI	3/31/2016	4/1/2016	5	
3/29/2016	Provider D	FORMULA	4/14/2016	4/21/16	17	
3/29/2016	Provider D	MAI	4/15/2016	4/21/16	17	
3/29/2016	Provider D	SUPPLEMENTAL	4/14/2016	4/21/16	17	
4/1/2016	Provider A	SUPPLEMENTAL	4/4/2016	4/4/2016	12	
4/4/2016	Provider D	FORMULA	4/19/2016	4/21/16	17	
4/4/2016	Provider D	MAI	4/21/2016	4/21/16	17	
4/4/2016	Provider D	SUPPLEMENTAL	4/19/2016	4/21/16	17	
4/12/2016	Provider C	FORMULA	4/28/2016	5/4/2016	5	
4/12/2016	Provider D	FORMULA	4/29/2016	5/4/2016	10	
4/12/2016	Provider D	FORMULA	4/29/2016	5/4/2016	9	
4/12/2016	Provider C	MAI	4/28/2016	5/4/2016	10	
4/12/2016	Provider D	MAI	4/29/2016	5/4/2016	10	
4/12/2016	Provider C	SUPPLEMENTAL	4/26/2016	4/27/2016	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>	<b>JUSTIFICATION FOR PAYMENTS OVER 30 DAYS</b>
4/12/2016	Provider C	SUPPLEMENTAL	4/26/2016	4/27/2016	14	
4/12/2016	Provider C	SUPPLEMENTAL	4/26/2016	4/27/2016	14	
4/12/2016	Provider C	SUPPLEMENTAL	4/26/2016	4/27/2016	14	
4/12/2016	Provider C	SUPPLEMENTAL	4/28/2016	4/28/2016	13	
4/12/2016	Provider C	SUPPLEMENTAL	4/28/2016	4/28/2016	14	
4/12/2016	Provider C	SUPPLEMENTAL	4/28/2016	4/28/2016	13	
4/12/2016	Provider C	SUPPLEMENTAL	4/28/2016	4/28/2016	13	
4/12/2016	Provider C	SUPPLEMENTAL	4/28/2016	5/3/2016	11	
4/12/2016	Provider D	SUPPLEMENTAL	4/29/2016	5/4/2016	10	

## 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 type="checkbox"/> Estimated <input checked="" 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.					
Grantee Name: Bexar County			Date: July 23, 2015		
FY of Reported Funds: 2014			FY Funds Will Be Used: 2015		
<b>Section I: Sources for Unobligated Funds Reported by Grantee</b>					
Fiscal Year and Source of Funds	Award Amount	Expenditures	UOB Amount	UCB %	Carryover Amount Requested
FY 2014 Part A Formula Funds	\$2,996,939.00	\$2,947,694.23	\$51,244.77	1.71%	\$51,244.00
FY 2014 Part A Supplemental Funds	\$1,438,558.00	\$1,438,274.29	\$283.71	0.02%	
FY 2013 Part A Carryover Funds to FY2014	\$0.00	\$0.00	\$0.00	#DIV/0!	
<b>Part A SubTotal</b>	<b>\$4,435,497.00</b>	<b>\$4,385,968.52</b>	<b>\$51,528.48</b>		<b>\$51,244.00</b>
FY 2014 MAI Formula Funds	\$423,777.00	\$404,507.13	\$19,269.87	4.55%	\$19,269.00
FY 2013 MAI Carryover Funds to FY2014	\$49,561.00	\$49,561.00	\$0.00	0.00%	
<b>MAI SubTotal</b>	<b>\$473,338.00</b>	<b>\$454,068.13</b>	<b>\$19,269.87</b>		<b>\$19,269.00</b>
<b>TOTAL PART A GRANT</b>	<b>\$4,910,835.00</b>	<b>\$4,840,036.65</b>	<b>\$70,798.35</b>		<b>\$70,513.00</b>
<b>Section II: Reasons for Unobligated Funds Reported by Grantee</b>					
Part A Source of Funds	UOB Amount	Reason(s) Funds Are Unobligated			
Part A Formula: Administration	\$19,549.60	Unspent funds were due to fluctuations in staffing throughout the year.			
Part A Formula: Quality Management	\$15,450.27	Unspent funds were due to fluctuations in staffing throughout the year.			
Part A Formula: Core and Support Services (Total)	\$16,244.90				
<i>List Core Medical Services Below by Amount:</i>					
Outpatient Ambulatory Medical Care	\$227.17	Service provider was not able to spend all funds due to changes in staffing.			
AIDS Pharmaceutical Asst.	\$20.73	Service provider was not able to spend all funds due to changes in staffing.			
Health Insurance Premium and Cost Sharing Asst.	\$7.38	Service provider was not able to spend all funds due to changes in staffing.			
Mental Health	\$1,413.21	One Mental Health provider discontinued providing psychiatric services in July 2014, causing a lapse in service. The Mental Health funds allocated to that provider were			
Medical Nutrition	\$3,527.55	The Medical Nutrition provider was able to access other funding to provide these services.			
Medical Case Management	\$39.46	Service provider was not able to spend all funds due to changes in staffing.			
Substance Abuse	\$2,618.17	One Substance Abuse provider relocated during this grant year and had to renew their licence to operate as a substance abuse treatment facility. This created a lapse in service for three months.			
<i>List Support Services Below by Amount:</i>					
Non-medical Case Mgmt	\$3,256.18	Service provider was not able to spend all funds due to changes in staffing.			
Emergency Financial Asst.	\$32.86	Service provider was not able to spend all funds due to changes in staffing.			
Medical Transportation	\$5,062.20	Service provider was not able to spend all funds due to changes in staffing.			
<b>Total Part A Formula Unobligated Funds</b>	<b>\$51,244.77</b>				



MAI Source of Funds	UOB Amount	Reason(s) Funds Are Unobligated
MAI: Administration	\$6,081.51	
MAI: Quality Management	\$2,395.72	
MAI: Core and Support Services (Total)	\$10,791.64	
List Core Medical Services Below by Amount:		
Early Intervention Services	\$3,607.22	
Mental Health	\$134.15	
Substance Abuse	\$475.84	
	\$0.00	
List Support Services Below by Amount:		
Non-medical Case Mgmt.	\$6,573.39	
	\$0.00	
	\$0.00	
Total MAI Unobligated Funds	\$19,269.87	
TOTAL UNOBLIGATED FUNDS REPORTED	\$70,513.04	

#### Section III: Plan for the Use of Requested Carryover Funds

Planned Service Category or Activity	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
Design and printing of fotonovelas targeted toward youth of color	\$19,369.00	75	206	New	No
Funding of case manager positions to specialize in managing newly diagnosed, late to care, and out of care clients.	\$51,244.00	155	1193	New	No
TOTAL CARRYOVER AMOUNT REQUESTED	\$70,513.00				

#### Section IV: Confirmation of Concurrence

The signature(s) below confirms that the UOB Estimates and/or planned use of Carryover Funds is consistent with the Planning Council/Body FY 2014 priorities and allocations for the EMA/TGA.

Planning Council/Body Chair/Co-chair Signature(s):

Mayra Doria Lucia Budasment

Grantee Signature

Charlene Doria Ortiz

Date:

7/23/15

Date:

7/23/15

## 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 THE REALLOCATION
PART A								
AIDS PHARMACY ASSISTANCE	9/1/2015	\$ 588,632.72	\$ (58,000.00)	1.50%	1.48%	10/14/2015	30	Provider unable to expend AIDS Pharmacy Asst. funds because clients are being assisted in obtaining their medications through Patient Assistance Programs (PAPs) and AIDS Drug Assistance Program (ADAP) which has decreased expenditures. There was a need for additional funding in OAMC due to the provider adding a Physician Assistant to their budget which has increased the number of clients seen, as well as increased services provided to these clients.
OAMC	9/1/2015	\$ 888,363.58	\$ 58,000.00	1.50%	1.48%	10/14/2015	30	
PART A								
MEDICAL CASE MANAGEMENT	11/23/2015	\$ 479,182.62	\$ (4,100.00)	0.11%	0.10%	12/2/2015	5	Provider had a vacant position in this category and funds were reallocated to OAMC.
AIDS PHARMACY ASSISTANCE	11/23/2015	\$ 530,632.72	\$ (11,000.00)	0.28%	0.28%	12/2/2015	5	Provider unable to expend AIDS Pharmacy Asst. funds because clients are being assisted in obtaining their medications through Patient Assistance Program and AIDS Drug Assistance Program which has decreased expenditures. There was a need for additional funding in OAMC due to the provider adding a Physician Assistant to their budget which has increased the number of clients seen, as well as increased services provided to these clients. FMRA approved reallocation on December 2, 2015.
OAMC	11/23/2015	\$ 946,363.58	\$ 15,100.00	0.39%	0.39%	12/2/2015	5	
PART A								
MENTAL HEALTH	12/2/2015	\$ 207,297.72	\$ (15,000.00)	0.39%	0.38%	12/16/2015	10	Provider was unable to expend their Mental Health funds as projected due to their contract pending with their subcontractor. Provider reallocated funds into OAMC which saw an increase in services.
OAMC	12/2/2015	\$ 961,463.58	\$ 15,000.00	0.39%	0.38%	12/16/2015	10	
MAI								
EARLY INTERVENTION SERVICES	12/1/2015	\$ 122,826.22	\$ (3,450.00)	0.90%	N/A	12/16/2015	11	Provider needed to reallocate funds into Substance Abuse in order to continue medication maintenance through the end of the grant year.
SUBSTANCE ABUSE	12/1/2015	\$ 20,726.93	\$ 3,450.00	0.90%	N/A	12/16/2015	11	

*AIDS PHARMACY ASSISTANCE TOTAL	2.28%	2.25%
*OAMC TOTAL	1.78%	1.76%

\*Carryover in the amount of \$51,444.00 was added to EIS under Formula