

Budget Training Outline

- Budget/Cost Categories vs Service Categories
- Cost Allocation Plan
- Line Item Budget Format
- Budget Narrative Justification Format
- Administrative vs Indirect Costs
- Redistribution vs Reallocation
- Budget Modifications; 25% redistribution
- Board of Supervisors Approval Requirements

Billing Training

- Categorical Billing
- Necessary Accompanied Backups
- Necessary In-House Backups
- Billing Barriers/Common Errors
- Allowable Purchases
- Allowable Client Billing
(Incentives/transportation/food, etc.)

Service Category Training

- Discrete Service Categories and Allowable Expenses
- Services Budgeted/Billed vs Services Provided

PCN's

- 15-01
- 16-02
- 21-02

AIDS Healthcare Foundation
Part A - Medical Case Management
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
Assoc Dir of MC Coordination (Ayoola Greaves)	\$ 120,000	10%	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000
Program Manager (Diana Martinez) Upland	\$ 81,000	15%	\$ 12,150.00	\$ 12,150.00	\$ -	\$ 12,150
Program Manager (Diana Martinez) Riverside	\$ 81,000	10%	\$ 8,100.00	\$ 8,100.00	\$ -	\$ 8,100
Medical Case Manager (Alexandra Cerda) Upland	\$ 65,000	55%	\$ 35,750.00	\$ 35,750.00	\$ -	\$ 35,750
Medical Case Manager (Alexandra Cerda) Riverside	\$ 65,000	35%	\$ 22,750.00	\$ 22,750.00	\$ -	\$ 22,750
Case Worker (Marcos Aceves) Upland	\$ 58,240	55%	\$ 32,032.00	\$ 32,032.00	\$ -	\$ 32,032
Case Worker (Marcos Aceves) Riverside	\$ 58,240	40%	\$ 23,296.00	\$ 23,296.00	\$ -	\$ 23,296
Personnel Subtotal			\$ 146,078.00	\$ 134,078.00	\$ 12,000.00	\$ 146,078.00
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
401K		3.22%	\$ 4,703.71	\$ 4,317.31	\$ 386.40	\$ 4,703.71
Health Insurance		10.99%	\$ 16,053.97	\$ 14,735.17	\$ 1,318.80	\$ 16,053.97
Life Insurance		0.20%	\$ 292.16	\$ 268.16	\$ 24.00	\$ 292.16
Workers' Comp		0.98%	\$ 1,431.56	\$ 1,313.96	\$ 117.60	\$ 1,431.56
Payroll Taxes		7.65%	\$ 11,174.97	\$ 10,256.97	\$ 918.00	\$ 11,174.97
Accrued Vacation		0.20%	\$ 292.16	\$ 268.16	\$ 24.00	\$ 292.16
Fringe Subtotal		23.24%	\$ 33,948.53	\$ 31,159.73	\$ 2,788.80	\$ 33,948.53
Total Personnel			\$ 180,026.53	\$ 165,237.73	\$ 14,788.80	\$ 180,026.53
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Incentives (MCM support group)			\$ 13,317.47	\$ 13,317.47	\$ -	\$ 13,317.47
Other Total			\$ 13,317.47	\$ 13,317.47	\$ -	\$ 13,317.47
Direct			\$ 193,344.00	\$ 178,555.20		\$ 178,555.20
Admin					\$ 14,788.80	\$ 14,788.80
\$			\$ 193,344.00	\$ 178,555.20	\$ 14,788.80	\$ 193,344.00
%			100%	92%	8%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
 Part A - Medical Case Management
 Budget Narrative Justification
 Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel **\$ 134,078.00**

Program Manager (Diana Martinez) - 25% FTE @ \$81,000/year

To oversee the Medical Case Management staff and operations and to ensure compliance with scope of work and required quality and programmatic requirements are met. In addition, Erica will also be providing nurse care management services to all eligible clients who require care management services. She is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. She is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. She will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.

Medical Case Manager (Alexandra Cerda) - 90% FTE @ \$65,000/year

To provide nurse care management services to all eligible clients who require care management services. MCM is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. MCM is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. The MCM will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.

Case Worker (Marcos Aceves) - 95% FTE @ \$58,240/year

The Case Worker (CW) will assist the MCM and PCM in care coordination, including following up on referrals and linkages to services. The position will be responsible for data entry on care plan results and tracking outcomes. The CW will also coordinate with AHF Linkage Specialists and clinic staff to enroll newly diagnosed patients in medical care quickly and efficiently.

Fringe **\$ 31,159.73**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u><u>23.24%</u></u>

Other **\$ 13,317.47**

Incentives

To provide voucher assistance to clients who participate in the support group for MCM (22 clients per month, cost per client \$50)

Direct Costs Total **\$ 178,555.20**

Administrative Costs

Personnel **\$ 12,000.00**

Assoc Dir of MC Coordination (Ayoola Greaves) - 10% FTE @ \$120,000/year

The Associate Director will oversee the MCM program. The administrative duties will include complying with all contract obligations, scope of work, reporting, incentive plan and supervision of all staff. Also, responsible for scheduling and ongoing site assessments and effectiveness.

Fringe **\$ 2,788.80**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u><u>23.24%</u></u>

Administrative Costs Total **\$ 14,788.80**

AIDS Healthcare Foundation
Part A - Case Management
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel					
Care Manager (Cerde, Alexandra) Upland	\$ 65,000	3.5%	\$ 2,275.00	\$ 2,275.00	\$ 2,275.00
Care Manager (Cerde, Alexandra) Riverside	\$ 65,000	2.5%	\$ 1,654.26	\$ 1,654.26	\$ 1,654.26
NM Care Manager (Pedro Aguiler) Upland	\$ 62,488	50.00%	\$ 31,243.78	\$ 31,243.78	\$ 31,243.78
NM Care Manager (Pedro Aguiler) Riverside	\$ 62,488	40.00%	\$ 24,995.02	\$ 24,995.02	\$ 24,995.02
Personnel Subtotal			\$ 60,168.06	\$ 60,168.06	\$ 60,168.06
Fringe					
		Percent	Program Cost	Direct Costs	Program Total
401K		3.22%	\$ 1,915.55	\$ 1,915.55	\$ 1,915.55
Health Insurance		10.99%	\$ 6,612.47	\$ 6,612.47	\$ 6,612.47
Life Insurance		0.20%	\$ 120.34	\$ 120.34	\$ 120.34
Workers' Comp		0.98%	\$ 589.65	\$ 589.65	\$ 589.65
Payroll Taxes		7.65%	\$ 4,602.86	\$ 4,602.86	\$ 4,602.86
Accrued Vacation		0.20%	\$ 120.09	\$ 120.09	\$ 120.09
Fringe Subtotal		23.24%	\$ 13,960.94	\$ 13,960.94	\$ 13,960.94
Total Personnel			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
Direct			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
\$			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
 Part A - Case Management
 Budget Narrative Justification
 Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel **\$ 60,168.06**

Care Manager (Alexandra Cerda) - 6% FTE @ \$65,000/year

The Non-Medical Case Manager is responsible for projecting and integrating the Mission and Core Values of AHF in the provision of Case Management to clients served by the San Bernardino Ryan White which includes both the Upland HCC and Riverside HCC. The NMCM will be responsible for reaching the clients through all available means of communication, including but not limited to phone calls, text messages, emails, physical mail, and community outreach to parks, food pantries, and shelters. The person in this role must have experience directly supporting LGBTQ+ individuals, people of color, active drug users, people with severe cognitive deficits, and/or street-involved (homeless) individuals. Under the direction of the Medical Case Management Supervisor or designee, the Non-Medical Case Manager worker shall adhere to a proactive case management model intended to serve persons living with HIV with multiple complex psychosocial and/or health-related needs that focuses on maintaining HIV infected persons in systems of primary medical care to improve HIV-related health outcomes.

NM Care Manager (Pedro Aguiler) - 90% FTE @ \$62,488/year

The Case Worker (CW) will assist the MCM and PCM in care coordination, including following up on referrals and linkages to services. The position will be responsible for data entry on care plan results and tracking outcomes. The CW will also coordinate with AHF Linkage Specialists and clinic staff to enroll newly diagnosed patients in medical care quickly and efficiently.

Fringe **\$ 13,960.94**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u><u>23.24%</u></u>

Direct Costs Total **\$ 74,129.00**

AIDS Healthcare Foundation
Part A - Medical Care
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel					
Medical Director (Agmas, Wolllelaw Woretaw) Upland	\$ 212,000	24%	\$ 50,880.00	\$ 50,880.00	\$ 50,880.00
Medical Director (Agmas, Wolllelaw Woretaw) Riverside	\$ 212,000	13%	\$ 27,996.72	\$ 27,996.72	\$ 27,996.72
Nurse Manager (Choi, Allison) Upland	\$ 114,000	23%	\$ 26,220.00	\$ 26,220.00	\$ 26,220.00
Nurse Manager (Choi, Allison) Riverside	\$ 114,000	13%	\$ 14,820.00	\$ 14,820.00	\$ 14,820.00
Medical Assistant (Mayra Torres) Upland	\$ 52,000	23%	\$ 11,960.00	\$ 11,960.00	\$ 11,960.00
Medical Assistant (Mayra Torres) Riverside	\$ 52,000	13%	\$ 6,760.00	\$ 6,760.00	\$ 6,760.00
Benefits Counselor (Cynthia Cisneros) Upland	\$ 56,160	23%	\$ 12,916.80	\$ 12,916.80	\$ 12,916.80
Benefits Counselor (Cynthia Cisneros) Riverside	\$ 56,160	13%	\$ 7,300.80	\$ 7,300.80	\$ 7,300.80
Referral Coordinator (Deisy Garcia) Upland	\$ 55,390	25%	\$ 13,847.45	\$ 13,847.45	\$ 13,847.45
Referral Coordinator (Deisy Garcia) Riverside	\$ 55,390	15%	\$ 8,308.46	\$ 8,308.46	\$ 8,308.46
Personnel Subtotal			\$ 181,010.22	\$ 181,010.22	\$ 181,010.22
Fringe					
		Percent	Program Cost	Direct Costs	Program Total
401K		3.22%	\$ 5,828.53	\$ 5,828.53	\$ 5,828.53
Health Insurance		10.99%	\$ 19,893.02	\$ 19,893.02	\$ 19,893.02
Life Insurance		0.20%	\$ 362.02	\$ 362.02	\$ 362.02
Workers' Comp		0.98%	\$ 1,773.90	\$ 1,773.90	\$ 1,773.90
Payroll Taxes		7.65%	\$ 13,847.28	\$ 13,847.28	\$ 13,847.28
Accrued Vacation		0.20%	\$ 362.02	\$ 362.02	\$ 362.02
Fringe Subtotal		23.24%	\$ 42,066.78	\$ 42,066.78	\$ 42,066.78
Total Personnel			\$ 223,077.00		\$ 223,077.00
Contractual					
			Program Cost	Direct Costs	Program Total
Laboratory			\$ 10,789.00	\$ 10,789.00	\$ 10,789.00
Specialty Referral			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Contractual Total			\$ 30,789.00	\$ 30,789.00	\$ 30,789.00
Direct			\$ 253,866.00	\$ 253,866.00	\$ 253,866.00
\$			\$ 253,866.00	\$ 253,866.00	\$ 253,866.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
 Part A - Medical Care
 Budget Narrative Justification
 Budget Period 3/1/2024 - 2/28/2025

Direct Costs
Personnel **\$ 181,010.22**

Medical Director (Agmas, Wollelaw Woretaw) - 37% FTE @ \$212,000/year

The HCC Medical Director's responsibilities include seeing patients, reviewing laboratory results, prescribing client appropriate medication, and reviewing patient charts. In addition, the Medical Director coordinates the front office, nurses, case manager, and the HCC leadership team to optimize client care. Lastly, the Medical Director participates in AHF-wide Medical Staff meetings and in weekly, CME-accredited HIV rounds.

Nurse Manager (Allison Choi) - 36% FTE @ \$114,000/year

The Nurse Manager provides and directs patient care. The Nurse Manager's responsibilities include: supervising nurse staff, assessing patients, providing patient education especially around adherence counseling, and overseeing/controlling medical supplies.

Medical Assistant (Mayra Torres) - 36% FTE @ \$52,000/year

The Medical Assistant position assists medical and nursing staff. The Medical Assistant's responsibilities include: documenting patient information during visits, collecting patient samples, performing phlebotomy when needed, and reviewing follow-up needs with patients.

Benefits Counselor (Cynthia Cisneros) - 36% FTE @ \$56,160/year

This position is responsible for client intake interviews, financial and benefits screening and eligibility verification, document preparation and updates, and maintenance of financial/eligibility data in medical record.

Referral Coordinator (Deisy Garcia) - 40% FTE @ \$55,390/year

To coordinate medical specialty referral process, ensures accuracy and completeness of referral forms; maintains medical specialty referral log and monitors referral status; maintains referral log information in EMR; assists patients with referral appointment scheduling, confirming appointments and placing reminder calls to patients; serves as liaison to specialty providers, transmitting patient information, lab results, test data and physician notes; obtains test results, data and notes from specialty provider.

Fringe **\$ 42,066.78**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Contractual **\$ 30,789.00**

Laboratory **\$ 10,789.00**

AHF is requesting funds to provide laboratory services to clients. Services will be continued to be provided by Lab Corp. Based on the GL report, \$91,000 was the total expense on client labs for FY23-24 (back-up may be provided if needed). We are expecting FY24-25 to generate a similar expense. Due to budget constraints, AHF will cover the remaining balance of the laboratory services expenses out of general operating funds.

Specialty Referral **\$ 20,000.00**

To be utilized for RW clients who need to be referred to a specialist for any number of reasons for conditions related to their HIV (oncology, urology, proctology, cardiology) AHF'S direct cost of building the specialty network involves the following. \$15,000 will be utilized to pay specialists for this consults and up to \$5,000 to cover:
 -AHF Provider Relations (PR) staff identifying specialists to be in the network
 -The PR representative will be interviewing, recruiting and negotiating contracts with the network providers to provide services. PR will also be orienting them to the program, how to bill and other necessary processes in order to serve the population seamlessly.
 -Our AHF Credentialing specialist will be conducting the credentialing of the specialty providers and our Medical Director will review and approve qualified specialty provider enrollment in the RW network.
 -AHF will provide utilization management through our RN Utilization Review Nurse to assure all patients are eligible and that the specialty services meet the requirements for RW, e.g., HIV+, consult related to HIV care and/or complication/comorbid condition management

Direct Costs Total **\$ 253,866.00**

AIDS Healthcare Foundation
Part A - Mental Health
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
LC Social Worker (Ramirez, Norma) Upland	\$ 97,058.44	27.00%	\$ 26,205.78	\$ 26,205.78	\$ -	\$ 26,205.78
LC Social Worker (Ramirez, Norma) Riverside	\$ 97,058.44	18.35%	\$ 17,809.21	\$ 17,809.21	\$ -	\$ 17,809.21
Medical Assistant (Torres, Mayra) Upland	\$ 52,000.00	10.00%	\$ 5,200.00	\$ 5,200.00	\$ -	\$ 5,200.00
Medical Assistant (Torres, Mayra) Riverside	\$ 52,000.00	5.00%	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 2,600.00
National Prog Dir of MH (Nathalie Valdez) Upland	\$ 153,990.00	2.25%	\$ 3,464.78	\$ -	\$ 3,464.78	\$ 3,464.78
National Prog Dir of MH (Nathalie Valdez) Riverside	\$ 153,990.00	1.25%	\$ 1,924.88	\$ -	\$ 1,924.88	\$ 1,924.88
Personnel Subtotal			\$ 57,204.64	\$ 51,814.99	\$ 5,389.65	\$ 57,204.64
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
401K		3.22%	\$ 1,841.99	\$ 1,668.44	\$ 173.55	\$ 1,841.99
Health Insurance		10.99%	\$ 6,286.79	\$ 5,694.47	\$ 592.32	\$ 6,286.79
Life Insurance		0.20%	\$ 114.41	\$ 103.63	\$ 10.78	\$ 114.41
Workers' Comp		0.98%	\$ 560.61	\$ 507.79	\$ 52.82	\$ 560.61
Payroll Taxes		7.65%	\$ 4,376.16	\$ 3,963.85	\$ 412.31	\$ 4,376.16
Accrued Vacation		0.20%	\$ 114.41	\$ 103.63	\$ 10.78	\$ 114.41
Fringe Subtotal		23.24%	\$ 13,294.36	\$ 12,041.80	\$ 1,252.55	\$ 13,294.36
Total Personnel			\$ 70,499.00	\$ 63,856.80	\$ 6,642.20	\$ 70,499.00
Direct			\$ 70,499.00	\$ 63,856.80	\$ -	\$ 63,856.80
Admin					\$ 6,642.20	\$ 6,642.20
\$			\$ 70,499.00	\$ 63,856.80	\$ 6,642.20	\$ 70,499.00
%			100%	91%	9%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
 Part A - Mental Health
 Budget Narrative Justification
 Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel **\$ 51,814.99**

LC Social Worker (Ramirez, Norma) - 45.35% FTE @ \$97,058/year

The Licensed Clinical Social Worker (LCSW) registered by the California Board of Behavioral Sciences with provide psychotherapy services (and/or telehealth psychotherapy) to clients using an array of treatment modalities including Cognitive Behavioral Therapy, Interpersonal Therapy, Motivational Interviewing, etc. The LCSW will contract with patient for a minimal of 6 treatment sessions. The LCSW will conduct in initial psycho-social assessment and develop a comprehensive, measurable treatment plan with the patient. The LCSW will monitor progress in symptomology reduction at every session and review treatment plan objectives throughout course of treatment. The LCSW will collaborate with internal (i.e., medical providers, nurses, case managers) and external (i.e., community-based organizations and/or public benefit services) resources to help the patient achieve a higher level of functioning and decrease barriers to HIV treatment.

Medical Assistant (Torres, Mayra) - 15% FTE @ \$52,000/year

The MA will assist the psychiatrist and psychotherapist with any telehealth related issues, including scheduling and coordination of visit as well as with any lab work ordered by the psychiatrist. The MA will serve as a liaison between patient and provider. She will ensure that patients are comfortable with their mental health service. The MA will be responsible for the psychiatry clinic patient schedule, including doing the one week and two day before their appointment reminder call. In addition, the MA will be responsible to ensure that the psychiatry schedule is booked with the appropriate psychiatry referrals. The MA will ensure that patients leave with their return appointment at the end of their current appointment. The MA will also activate the patient interpreter services unit, if necessary, during a patient encounter.

Fringe **\$ 12,041.80**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u><u>23.24%</u></u>

Direct Costs Total **\$ 63,856.80**

Administrative Costs

Personnel **\$ 5,389.65**

National Prog Dir of MH (Nathalie Valdez) - 3.50% FTE @ \$153,990/year

The National Program Director of Mental Health, currently, is Nathalie Valdez, a Licensed Clinical Social Worker in the state of CA with 20 years of experience working with people living with HIV/AIDS in a medical care setting. Nathalie is a graduate of Columbia University School of Social Work. Nathalie 's goal is to integrate Mental Health to the medical services of the clinic to enhance the patient's care and optimize their treatment plan outcomes. Nathalie and her team collaborate on patient care with nursing, case management, pharmacy and medical providers, including psychiatry

Fringe **\$ 1,252.55**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u><u>23.24%</u></u>

Administrative Costs Total **\$ 6,642.20**

AIDS Healthcare Foundation
 Part A - Food
 Line Item Budget
 Budget Period 3/1/2024 - 2/28/2025

Other	Program Cost	Direct Costs	Program Total
Food Vouchers (60 clients per month, cost per client \$80)	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
Other Total	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
Direct	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
\$	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
%	100.00%	100.00%	100.00%

* Only include these in "Other" if they are not already included in Indirect

\$ -

AIDS Healthcare Foundation
Part A - Food
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs	
Other	\$ 57,399.00
Food Vouchers	
To provide Food Voucher assistance to eligible clients. 60 clients per month at \$80 per client	
Direct Costs Total	\$ 57,399.00

AIDS Healthcare Foundation
 Part A - Medical Transportation
 Line Item Budget
 Budget Period 3/1/2024 - 2/28/2025

Other	Program Cost	Direct Costs	Program Total
Medical Transportation Services (55 clients per month at \$70 per voucher)	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
Other Total	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
Direct	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
\$	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
%	100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Medical Transportation
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs		
Other		\$ 45,011.00
Medical Transportation Services		
To enhance client's access to health care or support services using multiple forms of transportation throughout the TGA. 54 clients per month at \$70 per voucher.		
Direct Costs Total		\$ 45,011.00

AIDS Healthcare Foundation
Part A - RW CQM
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
Personnel					
Senior Project Manager-Quality (Sandra Bahaya)	\$ 97,792	25.63%	\$ 25,068.16	\$ 25,068	\$ 25,068
Personnel Subtotal			\$ 25,068.16	\$ 25,068.16	\$ 25,068.16
Fringe					
		Percent	Program Cost	CQM Costs	Program Total
401K		3.22%	\$ 807.19	\$ 807.19	\$ 807.19
Health Insurance		10.99%	\$ 2,754.99	\$ 2,754.99	\$ 2,754.99
Life Insurance		0.20%	\$ 50.14	\$ 50.14	\$ 50.14
Workers' Comp		0.98%	\$ 245.67	\$ 245.67	\$ 245.67
Payroll Taxes		7.65%	\$ 1,917.71	\$ 1,917.71	\$ 1,917.71
Accrued Vacation		0.20%	\$ 50.14	\$ 50.14	\$ 50.14
Fringe Subtotal		23.24%	\$ 5,825.84	\$ 5,825.84	\$ 5,825.84
Total Personnel			\$ 30,894.00	\$ 30,894.00	\$ 30,894.00
Direct			\$ 30,894.00		\$ -
CQM				\$ 30,894.00	\$ 30,894.00
\$			\$ 30,894.00	\$ 30,894.00	\$ 30,894.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - RW CQM
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

CQM Costs

Personnel **\$ 25,068.16**

Senior Project Manager-Quality (Sandra Bahaya) - 25.63% FTE @ \$97,792/year

This position is responsible for the design and implementation of programs and projects, tracking and trending the quality indicators, establishing and utilizing benchmarks and thresholds as quality indicators, developing corrective action plans in collaboration with management as needed, development of the annual QI Plan and implementation of internal quality improvement projects. In addition, this position assures the ongoing, quarterly, semiannual and annual QI reporting and evaluations as prescribed in the overall QI plan.

Fringe **\$ 5,825.84**

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Other

CQM Costs

\$ 30,894.00

45 CFR part 75, subpart E

Direct Cost Definitions

<https://www.ecfr.gov/current/title-45/section-75.413>

Indirect Costs

<https://www.ecfr.gov/current/title-45/section-75.414>

Policy Clarification Notices

PCN 15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/pcn-15-01.pdf>

PCN 15-01 Frequently Asked Questions

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faq-policy-clarification-notice-15-01.pdf>

PCN 16-02 Eligible Individuals and Allowable Uses of Funds

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>

PCN 16-02 Housing Services FAQ

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/housing-faqs-final.pdf>

PCN 16-02 Standalone Dental Insurance FAQ

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faqs-dental-insurance.pdf>

PCN 16-02 Frequently Asked Questions

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faq-service-definitions-pcn-final.pdf>

PCN 21-02 Determining Client Eligibility & Payor of Last Resort in the Ryan White HIV/AIDS Program

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/pcn-21-02-determining-eligibility-polr.pdf>

PCN 21-02 Dear Colleague Letter

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/dear-colleague-letter-pcn-21-02-polr.pdf>

Ryan White Part A Funding Guidance

<https://www.grants.gov/web/grants/view-opportunity.html?oppId=333255>