

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

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

		Salary	Program FTE	Program Cost	Program Total
Personnel					
	Delos Santos, Jorge; Director of Community Health Programs	\$ 92,000	0.25	\$ 23,000.00	\$ 23,000.00
	Smith, Curtis; Outreach, Linkage, Testing Manager	\$ 67,080	0.25	\$ 16,770.00	\$ 16,770.00
	Hernandez, Iris; Community Health Specialist	\$ 54,080	1.00	\$ 54,080.00	\$ 54,080.00
	Personnel Subtotal			\$ 93,850.00	\$ 93,850.00
Fringe			Percent	Program Cost	Program Total
	FICA	SS & Medicare	7.65%	\$ 7,179.53	\$ 7,179.53
	SUI		1.00%	\$ 938.50	\$ 938.50
	WC		1.05%	\$ 985.43	\$ 985.43
	Health		6.00%	\$ 5,631.00	\$ 5,631.00
	Fringe Subtotal		15.70%	\$ 14,734.45	\$ 14,734.45
Total Personnel					\$ 108,584.45
Travel				Program Cost	Program Total
	Local Travel			\$ 66.88	\$ 66.88
	Travel Total			\$ 66.88	\$ 66.88
Supplies				Program Cost	Program Total
	Office Supplies			\$ 2,200.00	\$ 2,200.00
	Printing/Advertising Costs*			\$ 200.00	\$ 200.00
	Supplies Total			\$ 2,400.00	\$ 2,400.00
Other				Program Cost	Program Total
	Utilities*			\$ 1,200.00	\$ 1,200.00
	Software			\$ 1,262.67	\$ 1,262.67
	Telephone and Communications			\$ 3,000.00	\$ 3,000.00
	Shredding Service			\$ 10.00	\$ 10.00
	Equipment Total			\$ 5,472.67	\$ 5,472.67
Direct				\$ 116,524.00	\$ 116,524.00
\$				\$ 116,524.00	\$ 116,524.00
%				100%	100%

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Budget Narrative Justification
Budget Period 3/1/2023 - 2/29/2024

Direct Costs	
Personnel	\$93,850.00
Hernandez, Iris; Community Health Specialist - 1.0 FTE @ \$54,080/year Conducts formal outreach to venues where targeted population congregate, recruit's participants to participate in interventions, facilitates group interventions, develops individual behavioral risk reduction plans and goals with clients, and provide referrals as necessary. Linkage Clients to Care and provide EIS services.	
Delos Santos, Jorge; Director of Community Health Programs - 0.25 FTE @ \$92,000/year Oversee program success, maintains compliance, and will conduct internal audit in order to ensure client information is being collected. Will also conduct formal outreach to targeted population and develop individual behavioral risk reduction plans and goals with clients, and provide referrals as necessary. Will also Link Clients to Care when needed. Assures staff is compliant with regulations and requirements, oversees staff work, provides client-centered outreach counseling, and refers clients to services as necessary.	
Smith, Curtis; Outreach, Linkage, Testing Manager - 0.25 FTE @ \$67,080/year Assures staff is compliant with regulations and requirements, oversees staff work, provides client-centered outreach counseling, and refers clients to services as necessary. Will be making sure EIS services are being provided and data is being captured.	
Fringe	\$ 14,734.45
Fringe benefits is calculated at a rate of 15.7%, and includes payroll taxes (FICA @7.65% and SUI at 1%), workers comp at 1.05%, and health benefits at 6%.	
Travel	\$ 66.88
Local Travel for 1.5 (FTE) personnel to engage clients at home or at other locations for linkage to care purposes. Mileage reimbursement for staff is based on reimbursement for mileage from State per mileage rate. (Avg. 8.509 miles per mo. x 12mo. X \$0.655)	
Supplies	\$ 2,400.00
Office supplies we will be purchasing will be paper, pens, markers, Printers printer toner, printer subscription, office furniture, computer equipment, note pads, client file folders, program related pamphlets/resource printed material, etc. The full amount of the supply will be fully billed to the grant when the supply is specific for the program/grant. (Avg. \$183.33/mo. x 12mon.)	
Printing/Advertising Costs will include Targeted Marketing that will reach those in the TGA and/or are one of the target populations that the grant covers. We will be using social media and the tools provided by the platforms, to ensure that we can choose disproportionately affect regions in the TGA by using county data to do geofencing marketing. The tools we will use will allow us to target anyone using; location, age, gender, language spoken.... etc. and most importantly detailed targeting which will help us target those based on interests, behaviors, demographics...etc. No marketing will be done that is meant to target the general public (Avg. \$16.67/mo. x 12mo.)	
Other	\$ 5,472.67
Utilities which include a portion of the Water, Electric, and Gas bill for our office. Will include a portion of the biohazard bill for our office. Waste Collection will include a portion of the Athens/Waste company bill for our office. (Avg. \$100.00/mo. x12 mo)	
Software will include things to run our program and keep clients' files secure and confidential, this includes our Zoom, EHR system, adobe licenses, task managers (Asana, Airtable, Slack...etc.), communication software systems as well. (Avg. \$105.2225/mo. x 12mo.)	
Telephone and Communications will include a portion of the Verizon Bill. Internet includes a portion of the Spectrum bill. (Avg. \$250.00/mo. x 12mo.)	
Shredding Services will include our shredding services that make sure our client PHI is protected and disposed of properly. (Avg. \$0.83/mo. x 12mo.)	
	\$ 10.00
Direct Costs Total	\$ 116,524.00

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Line Item Budget
Budget Period 3/1/2023 - 2/29/2024

		Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel						
	Smith, Curtis; Outreach, Linkage, Testing Manager	\$ 67,080	0.25	\$ 16,770.00	\$ 16,770.00	\$ 16,770.00
	Alvarez, Laura; Case Coordinator	\$ 54,080	1.00	\$ 54,080.00	\$ 54,080.00	\$ 54,080.00
	Personnel Subtotal			\$ 70,850.00	\$ 70,850.00	\$ 70,850.00
Fringe						
	FICA	SS & Medicare	Percent	Program Cost	Direct Costs	Program Total
			7.65%	\$ 5,420.03	\$ 5,420.03	\$ 5,420.03
	SUI		1.00%	\$ 708.50	\$ 708.50	\$ 708.50
	WC		1.05%	\$ 743.93	\$ 743.93	\$ 743.93
	Health		6.00%	\$ 4,251.00	\$ 4,251.00	\$ 4,251.00
	Fringe Subtotal		15.70%	\$ 11,123.45	\$ 11,123.45	\$ 11,123.45
Total Personnel						\$ 81,973.45
Travel						
	Local Travel			Program Cost	Direct Costs	Program Total
				\$ 564.00	\$ 564.00	\$ 564.00
	Travel Total			\$ 564.00	\$ 564.00	\$ 564.00
Supplies						
	Equipment < \$5,000			Program Cost	Direct Costs	Program Total
				\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	Office Supplies			\$ 5,268.92	\$ 5,268.92	\$ 5,268.92
	Printing/Advertising Costs*			\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Supplies Total			\$ 11,768.92	\$ 11,768.92	\$ 11,768.92
Other						
	Utilities*			Program Cost	Direct Costs	Program Total
				\$ 600.00	\$ 600.00	\$ 600.00
	Software			\$ 1,341.63	\$ 1,341.63	\$ 1,341.63
	Telephone and Communications			\$ 2,232.00	\$ 2,232.00	\$ 2,232.00
	Shredding Service			\$ 20.00	\$ 20.00	\$ 20.00
	Equipment Total			\$ 4,193.63	\$ 4,193.63	\$ 4,193.63
Direct				\$ 98,500.00	\$ 98,500.00	\$ 98,500.00
\$				\$ 98,500.00	\$ 98,500.00	\$ 98,500.00
%				100%	100%	100%

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Budget Narrative Justification
Budget Period 3/1/2023 - 2/29/2024

Direct Costs	
Personnel	\$70,850.00
Smith, Curtis; Outreach, Linkage, Testing Manager - 0.25 FTE @ \$67,080/year Assures staff is compliant with regulations and requirements, oversees staff work, provides client-centered outreach counseling, and refers clients to services as necessary. Will be making sure EIS services are being provided and data is being captured.	
Alvarez, Laura; Case Coordinator - 1.0 FTE @ \$54,080/year The Case Coordinator will provides information about and referrals to community services and resources, conducts intake interviews, and collaborates with community partners. The Case Coordinator will be conducting comprehensive intakes that include a needs assessment. Maintain, update and provide information and referral, both in person and on the phone, on community resources, benefits, and services. Coordinate and follow up on referrals as needed. Provide case management, including development and will work with clients to be linked into services and resources.	
Fringe	\$ 11,123.45
Fringe benefits is calculated at a rate of 15.7%, and includes payroll taxes (FICA @7.65% and SUI at 1%), workers comp at 1.05%, and health benefits at 6%.	
Travel	\$ 564.00
Local Travel for 1.5 (FTE) personnel to engage clients at home or at other locations for linkage to care purposes. Mileage reimbursement for staff is based on reimbursement for mileage from State per mileage rate. (Avg. 71.756 miles per mo. x 12mo. X \$0.655)	
Supplies	\$ 11,768.92
Office supplies Office supplies we will be purchasing will be paper, pens, markers, Printers printer toner, printer subscription, office furniture, computer equipment, note pads, client file folders, program related pamphlets/resource printed material, etc. The full amount of the supply will be fully billed to the grant when the supply is specific for the program/grant. (Avg. \$439.07/mo. x 12mon.)	
Equipment <\$5,000 Equipment <\$5,000 will be purchased when needed for staff providing the service. Equipment we need include Laptops (14 inch MacBook Pro), Mouse, keyboard, USB-c digital AV multiport adapters, iPads (Avg. \$333.33/mo. x 12mon.)	
Printing/Advertising Costs Printing/Advertising Costs will include Targeted Marketing that will reach those in the TGA and/or are one of the target populations that the grant covers. We will be using social media and the tools provided by the platforms, to ensure that we can choose disproportionately affect regions in the TGA by using county data to do geofencing marketing. The tools we will use will allow us to target anyone using; location, age, gender, language spoken.... etc. and most importantly detailed targeting which will help us target those based on interests, behaviors, demographics...etc. No marketing will be done that is meant to target the general public. (Avg. \$208.33/mo. x 12mon.)	
Other	\$ 4,193.63
Utilities Utilities include a portion of the Water, Electric, and Gas bill for our office. Internet includes a portion of the Spectrum bill. Will include a portion of the biohazard bill for our office. Waste Collection will include a portion of the Athens/Waste company bill for our office. (Avg. \$50/mo. x 12mon.)	
Software Software will include things to run our program and keep clients' files secure and confidential, this includes our Zoom, EHR system, adobe licenses, task managers (Asana, Airtable, Slack...etc.), tableau communication software system, gbmpstreaming for process improvement activities as well. (Avg. \$111.80/mo. x 12mon.)	
Telephone and Communications Telephone and Communications will include a portion of the Verizon Bill. (Avg. \$186/mo. x 12mon.)	
Shredding Services Shredding Services will include our shredding services that make sure our client PHI is protected and disposed of properly. (Avg. \$1.66/mo. x 12mon.)	
Direct Costs Total	\$ 98,500.00

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Line Item Budget
Budget Period 3/1/2023 - 2/29/2024

		Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel						
	Meador, Sanisha (Sunni); Behavioral Health Manager	\$9,000.00	0.50	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
	Delos Santos, Jorge; Director of Community Health Programs	\$92,000.00	0.50	\$ 46,000.00	\$ 46,000.00	\$ 46,000.00
	Smith, Curtis; Outreach, Linkage, Testing Manager	\$67,080.00	0.25	\$ 16,770.00	\$ 16,770.00	\$ 16,770.00
	Carrasco, Claritza (Cayden); Community Health Specialist	\$10,000.00	0.50	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Personnel Subtotal			\$ 72,270.00	\$ 72,270.00	\$ 72,270.00
Fringe			Percent	Program Cost	Direct Costs	Program Total
	FICA	SS & Medicare	7.65%	\$ 5,528.66	\$ 5,528.66	\$ 5,528.66
	SUI		1.00%	\$ 722.70	\$ 722.70	\$ 722.70
	WC		1.05%	\$ 758.84	\$ 758.84	\$ 758.84
	Health		6.00%	\$ 4,336.20	\$ 4,336.20	\$ 4,336.20
	Fringe Subtotal		15.70%	\$ 11,346.39	\$ 11,346.39	\$ 11,346.39
Total Personnel						\$ 83,616.39
Travel				Program Cost	Direct Costs	Program Total
	Local Travel			\$ 500.00	\$ 500.00	\$ 500.00
	Travel Total			\$ 500.00	\$ 500.00	\$ 500.00
Supplies				Program Cost	Direct Costs	Program Total
	Equipment < \$5,000			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
	Office Supplies			\$ 2,588.61	\$ 2,588.61	\$ 2,588.61
	Printing/Advertising Costs*			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	Supplies Total			\$ 8,588.61	\$ 8,588.61	\$ 8,588.61
Other				Program Cost	Direct Costs	Program Total
	Property Insurance*			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Utilities*			\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
	Software			\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Telephone and Communications			\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Shredding Service			\$ 20.00	\$ 20.00	\$ 20.00
	Other Total			\$ 10,520.00	\$ 10,520.00	\$ 10,520.00
Direct				\$ 103,225.00	\$ 103,225.00	\$ 103,225.00
\$				\$ 103,225.00	\$ 103,225.00	\$ 103,225.00
%				100%	100%	100%

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Budget Narrative Justification
Budget Period 3/1/2023 - 2/29/2024

Direct Costs

Personnel		\$72,270.00
Meador, Sanisha (Sunni) ; Behavioral Health Manager - 0.5 FTE @ \$9,000/year		
Conducts formal outreach to venues where targeted population congregate, recruit's participants to participate in interventions, facilitates group interventions, develops individual behavioral risk reduction plans and goals with clients, and provide referrals as necessary. Linkage Clients to Care/EIS/MAI services.		
Smith, Curtis; Outreach, Linkage, Testing Manager - 0.25 FTE @ \$67,080/year		
Assures staff is compliant with regulations and requirements, oversees staff work, provides client-centered outreach counseling, and refers clients to services as necessary. Will be making sure EIS/MAI services are being provided and data is being captured.		
Carrasco, Claritza (Cayden); Community Health Specialist - 0.5 FTE @ \$10,000/year		
Conducts formal outreach to venues where targeted population congregate, recruit's participants to participate in interventions, facilitates group interventions, develops individual behavioral risk reduction plans and goals with clients, and provide referrals as necessary. Linkage Clients to Care and provide EIS/MAI services.		
Delos Santos, Jorge; Director of Community Health Programsr - 0.5 FTE @ \$92,000/year		
Oversee program success, maintains compliance, and will conduct internal audit in order to ensure client information is being collected. Will also conduct formal outreach to targeted population and develop individual behavioral risk reduction plans and goals with clients, and provide referrals as necessary. Will also Link Clients to Care when needed. Assures staff is compliant with regulations and requirements, oversees staff work, provides client-centered outreach counseling, and refers clients to services as necessary.		
Fringe	\$	11,346.39
Fringe benefits is calculated at a rate of 15.7%, and includes payroll taxes (FICA @7.65% and SUI at 1%), workers comp at 1.05%, and health benefits at 6%.		
Travel	\$	500.00
Local Travel for 1.5 (FTE) personnel to engage clients at home or at other locations for linkage to care purposes.		
Mileage reimbursement for staff is based on reimbursement for mileage from State per mileage rate. (Avg. 63.613 miles per mo. x 12mo. X \$0.655)		
Supplies	\$	8,588.61
Office supplies	\$	2,588.61
Office supplies we will be purchasing will be paper, pens, markers, Printers printer toner, printer subscription, office furniture, computer equipment, note pads, client file folders, program related pamphlets/resource printed material, etc. The full amount of the supply will be fully billed to the grant when the supply is specific for the program/grant. (Avg. \$215.71/mo. x 12mon.)		
Equipment <\$5,000	\$	4,500.00
Equipment <\$5,000 will be purchased when needed for staff providing the service. Equipment we need include Laptops (14 inch MacBook Pro), Mouse, keyboard, USB-c digital AV multiport adapters, iPads (Avg. \$375/mo. x 12mon.)		
Printing/Advertising Costs	\$	1,500.00
Printing/Advertising Costs will include Targeted Marketing that will reach those in the TGA and/or are one of the target populations that the grant covers. We will be using social media and the tools provided by the platforms, to ensure that we can choose disproportionately affect regions in the TGA by using county data to do geofencing marketing. The tools we will use will allow us to target anyone using; location, age, gender, language spoken.... etc. and most importantly detailed targeting which will help us target those based on interests, behaviors, demographics...etc. No marketing will be done that is meant to target the general public. (Avg. \$125/mo. x 12mon.)		
Other	\$	10,520.00
Property Insurance (Avg. \$83.33/mo. x 12mon.)	\$	1,000.00
Utilities include a portion of the Water, Electric, and Gas bill for our office.		
Internet includes a portion of the Spectrum bill.		
Will include a portion of the biohazard bill for our office.		
Waste Collection will include a portion of the Athens/Waste company bill for our office. (Avg. \$291.66/mo. x 12mon.)	\$	3,500.00
Software will include things to run our program and keep clients files secure and confidential, this includes our EHR system, adobe licenses, task managers, Tableau, communication software systems, gbmpstreaming for process improvement activities as well. (Avg. \$250/mo. x 12mon.)		
Telephone and Communications will include a portion of the Verizon Bill. (Avg. \$250/mo. x 12mon.)	\$	3,000.00
Shredding Services will include our shredding services that make sure our client PHI is protected and disposed of properly. (Avg. \$1.66/mo. x 12mon.)	\$	20.00
Direct Costs Total	\$	103,225.00

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Line Item Budget
Budget Period 3/1/2023 - 2/29/2024

		Salary	Program FTE	Program Cost	CQM Costs	Program Total
Personnel						
	Jessica Partida, Sr. Quality and Compliance Manager	\$ 85,000	0.144	\$ 12,240.28	\$ 12,240.28	\$ 12,240.28
	Personnel Subtotal			\$ 12,240.28	\$ 12,240.28	\$ 12,240.28
Fringe			Percent	Program Cost	CQM Costs	Program Total
	FICA	SS & Medicare	7.65%	\$ 936.38	\$ 936.38	\$ 936.38
	SUI		1.00%	\$ 122.40	\$ 122.40	\$ 122.40
	WC		1.05%	\$ 128.52	\$ 128.52	\$ 128.52
	Health		6.00%	\$ 734.42	\$ 734.42	\$ 734.42
	Fringe Subtotal		15.70%	\$ 1,921.72	\$ 1,921.72	\$ 1,921.72
Total Personnel						\$ 14,162.00
CQM					\$ 14,162.00	\$ 14,162.00
\$					\$ 14,162.00	\$ 14,162.00
%				0%	100%	100%

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

TruEvolution
Ryan White Program -Part A - Riverside/San Bernardino, CA TGA
Budget Narrative Justification
Budget Period 3/1/2023 - 2/29/2024

Direct Costs	
Personnel	\$12,240.28
Partida, Jessica; Sr. Quality Manager - 0.144 FTE @ \$85,000/year Support Program Managers and Directors with Quality Management Improvement projects. Chair CQM committee and suport developing the CQM program and corresponding activities. Ensure that CQM activities are being completed.	
Fringe	\$ 1,921.72
Fringe benefits is calculated at a rate of 15.7%, and includes payroll taxes (FICA @7.65% and SUI at 1%), workers comp at 1.05%, and health benefits at 6%.	
Direct Costs Total	\$ 14,162.00