



**Las Vegas TGA Part A Program
Policy Statement
Administrative and Clinical Quality Management Earmarks**

Policy Statement

Federal language defining the Ryan White Part a Program requires that grantees maintain funding and expenditures for administrative and clinical quality management activities that do not exceed 10% of the overall award for administrative activities and 5% for clinical quality management activities. These identified limits are to be transmitted to the appropriate HRSA/HAB Project Officer in both the competitive grant application and the revised budget upon office Notice of Grant Award.

Procedure

Ryan White program staff shall perform the following activities related to the administrative and clinical quality management earmarks:

- 1) Develop for the competitive grant application a program budget that identifies clearly that funds allocated for the administrative and clinical quality management budget categories do not exceed 10% and 5%, respectively, of the overall program budget.
- 2) Submit for review, as part of the competitive grant application, the program budget with corresponding administrative and clinical quality management funding levels, to HRSA/HAB.
- 3) Revise the overall program budget, upon formal Notice of Grant Award, to include the administrative and clinical quality management budget categories that do not exceed 10% and 5%, respectively, of the overall award amount.
- 4) Shall submit the revised program budget, with corresponding administrative and clinical quality management budget categories, to HRSA/HAB for review and approval.

In addition to the activities described above, during the course of the grant year, Ryan White program staff shall:

- 1) Track, record and reconcile all charges against the grant budget in the direct services, administrative and clinical quality management budget categories on a monthly basis.
- 2) Ensure that all recorded charges are maintained in paper or electronic files in the Ryan White program offices.
- 3) Shall develop end of grant year reports identifying all charges recorded against the direct service, administrative and clinical quality management budget categories.
- 4) Shall ensure all required fiscal/budgetary reports are submitted to HRSA/HAB by required due dates, and that all reports are maintained in the Ryan White program offices.