# RWHAP CARES Act Expenditures Report

Submissio	ns - All Recently Comple	ted All		
Search Filt	ers:			
Basic Sear	ch Parameters			
Grant Numb (comma sepa	er arated list)			(e.g. C80CS16989)
Submission Like	Tracking Number			
Submission (mm/dd/yyyy)	Deadline	Between	And	
Advance	d Search Paramete	rs		

## **Instruction Manual 2021**

Release Date: July 13, 2021

*Public Burden Statement:* An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0318, and the expiration date is 9/30/2023. Public reporting burden for this collection of information is estimated to average 4 hours per respondent annually, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, MD 20857.

HIV/AIDS Bureau Division of Policy and Data Health Resources and Services Administration U.S. Department of Health and Human Services 5600 Fishers Lane, Room 9N164A Rockville, MD 20857





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## Icons Used in this Manual

The following icons are used throughout the manual to alert you to important and/ or useful information.



The note icon highlights information that you should know when completing this section.

**?** 

The question mark icon indicates common questions asked

The tip icon points out recommendations and suggestions

that can make it easier to complete this section.

with answers provided.

## Introduction

Ryan White HIV/AIDS Program (RWHAP) Parts A, B, C, and D Coronavirus Aid, Relief and Economic Security (CARES) Act recipients must submit the RWHAP CARES Act Expenditures Report.

This report serves as a reference to determine how recipients expended funds during the budget period. It is important to note that the RWHAP CARES Act Expenditures Report does not serve as a source for determining the total amount of funds awarded and unspent by recipients. This manual provides instructions on how to access, complete, and submit the CARES Act Expenditures Report.

# Accessing the CARES Act Expenditures Report via the EHBs<sup>1</sup>

**STEP 1:** Log in to the <u>HRSA Electronic Handbooks (EHBs) site</u>. From the EHBs Home page (Figure 1), hover your mouse over the "Grants" tab, on the top-left side of the screen.

## Figure 1. HRSA HAB Electronic Handbooks: Screenshot of the EHBs Home Page

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🐗 🕸 🕂 🖉	dbooks ≡ - Search	Q D C Logout
Tasks Organizations Grant	s Free Clinics FQHC-LALs Resources	*
Welcome		
My Tasks	Tracking	Smart Assist
<ul> <li>7 All</li> <li>2 Late A</li> <li>1 Due Within 30 Days</li> </ul>	Category Submitted Tasks 🗗 Submitted Status	<ul> <li>Change Project Director (PD)</li> <li>Remove user from an organization</li> <li>Remove user permissions for a grant</li> <li>Request a submission deadline extension</li> </ul>

9

If you need assistance with your credentials or logging into the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

<sup>&</sup>lt;sup>1</sup> The screenshots depict the process for accessing the RWHAP Part B CARES Act Expenditures Report. However, the steps are the same for RWHAP Part A, C, and D CARES Act grant recipients.

**STEP 2:** From the resulting drop-down menu (Figure 2), under the "Submissions" header, select "Work on Other Submissions."

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<i>√(</i> ( <sup>®</sup> HR	SA Electroni	: Handbooks					① ? Logout
🖌 Tas	ks Organizations	Grants Free Clinics	FQHC-LALs	Resources			Â
	Welcome	Submissions		Request	ts	Portfolio	Users
	My Tasks 7 <sub>All</sub>	Work on Financial Report <b>0</b> Work on Progress Report <b>0</b> Work on Performance Report <b>0</b> Work on Noncompeting Progress Reports <b>0</b> Work on Other Submissions <b>0</b>		Work on Request Work on O Request Manage	existing Prior Approval ① New Prior Approval ① Existing Health Center H80 CIS ① New Health Center H80 CIS ① HCCN PHCs	Add a Grant to My Portfolio 🕢 Work on a Grant in My Portfolio 🕑 View My Access Requests	View Authorized Users Authorize New Users Approve Access Requests
	2 Late ▲	Scope Manage Sites		Applicat  Validate	Grants.gov Applications 🛛		
	1 Due Wit	Manage Services Manage Other Activitie	s and Locations	Allow Ot View My Search F	hers to Work on My Applications <b>O</b> Applications <b>O</b> Funding Opportunities <b>O</b>		

#### Figure 2. HRSA HAB Electronic Handbooks: Screenshot of the Grants Drop-Down Menu

**STEP 3:** On the bottom of the Submissions-All page (Figure 3), under the "Submission Name" header, locate your FY 2020 Expenditures Report for your CARES Act grant number. Under the "Options" column on the right, select "Start" (to start a new report) or "Edit" (to continue a report already in progress).

## Figure 3. HRSA HAB Electronic Handbooks: Screenshot of the Submissions - All Page

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	X	Export To Excel								🔎 Search	Saved Searches 🔻
	H	• 1 2 3 4	5 6 7 8	Page size: 15	▼ Go						111 items in 8 page(s)
		Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
		Y	All 🔻 🍸	All 🔹 🍸	Y	Y		T		All 🔻 🍸	
	•	FY 2021 Program Terms Report	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X07HA00020		04/01/2021	07/01/2021		Not Started	💽 Start 🔻
	•	FY 2020 Expenditures Report	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X07HA00020		04/01/2020	07/30/2021		Not Started	● Start ▼
	•	FY 2021 Program Terms Report	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X08HA00027		01/01/2021	10/31/2021		Not Started	● Start ▼
	•	FY 2020 Expenditures Report	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X08HA00027		2020/03/01	10/31/2021		Not Started	● Start ▼
	•	FY 2020 Expenditures Report	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X7CHA00013	]	2020/03/01	10/31/2021		Not Started	Start ▼
	•	FY 2021 RWHAP Part B Annual Progress	Other Submissions	RAVENSCROFT MONO HEALTH CARE FUND, AZ	X07HA00020	00286136	04/01/2021	07/29/2022		Not Started	• Start •



If you need assistance navigating the EHBs to locate your 2020 Expenditures Report submission, contact the EHBs Customer Support Center at 1-877-464-4772.

**STEP 4:** You are now in the CARES Act Expenditures Report Inbox (Figure 4). Locate the envelope icon under the "Action" column and select "Create" or "Open." If you have not started your report, the envelope will read "Create." If you are returning to continue working on the report, the envelope will read "Open."

## Figure 4. HRSA HAB Web Application: Screenshot of the Expenditures Report Inbox Page

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NAVIGATION «	Expen	ditures Rep	ort Inbox						You	ur session will	expire in: 29:50
Inbox • Expenditures Report		Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
Inbox	1	0	Expenditures Report	ESTATE HALLPIKE MEDICAL CENTER	X7CHA00012	03/01/2020- 02/28/2021			Create		
Search Contracts											
Administration -	_										
Print Requests	Print Requests										
Search *	Handb	ooks Contact Co	enter help request form	to submit your question online.				-			
Search Reports	For qu	estions regardin	g data content and/or r	reporting requirements, piease contact	Data Support at 1-	-688-640-9356 or email t	O DUHS_HRSA	внм_вн	SQNISyste	ms.com	



#### **Question:** I see that I can search my GCMS contracts in the CARES Act Expenditures Report System. Is the Expenditures Report linked to those contracts?

**Answer:** No, the CARES Act Expenditures Report is not linked to the contracts in the GCMS. You may view them in the CARES Act Expenditures Report system for your reference.

You are now within the CARES Act Expenditures Report, where you will be able to enter your expenditures, validate, and submit your report to your project officer for review.

All recipients must complete a separate CARES Act Expenditures Report for each RWHAP CARES Act grant received. Recipients should not enter RWHAP-related funding (program income and pharmaceutical rebates) in the CARES Act Expenditures Report. Expenditures as a percentage of award requirements for specific categories (ex. Recipient administration, planning and evaluation (P&E), and clinical quality management (CQM) expenses) are outlined in the <u>Ryan White HIV/AIDS Treatment</u> <u>Extension Act of 2009</u>.

The next sections of the manual are divided by RWHAP Part. Use the links below to navigate to the section of the manual pertinent to your agency.

- <u>CARES Act Expenditures Reporting Requirements: RWHAP Part A (H9A)</u>
- CARES Act Expenditures Reporting Requirements: RWHAP Part B (X7C)
- <u>CARES Act Expenditures Reporting Requirements: RWHAP Part C (H7C)</u>
- <u>CARES Act Expenditures Reporting Requirements: RWHAP Part D (H1X)</u>

# CARES Act Expenditures Reporting Requirements: RWHAP Part A (H9A)

The CARES Act Expenditures Report is a single report that all RWHAP Part A CARES Act recipients must submit each budget period as a requirement for the RWHAP Part A CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part A CARES Act Expenditures Report no later than 90 days after the budget period end date, consistent with reporting guidelines, instructions, and/or reporting templates provided in the EHBs. RWHAP Part A CARES Act recipients must submit the CARES Act Expenditures Report through the EHBs.

If you need assistance or have questions about the required RWHAP Part A CARES Act Expenditures Report submission, please contact your Division of Metropolitan HIV/ AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

### **RWHAP Part A CARES Act Expenditures Report Recipient Information**

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 5). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/Unique Entity Identifier (UEI) number, and contact information of the person responsible for the CARES Act Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.



### **Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, <u>Accessing the CARES Act Expenditures</u> <u>Report via the EHBs</u>, for step-by-step instruction on accessing your report.



#### **Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS.** 

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

## Figure 5. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Recipient Information Page

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	ectronic Handbooks			Environment: Development Alya. Nall. 11010697@test.com + Support
	ations Grants Darkhoards Eres Cl	nice FOUCLAIR Recourses		
Welcome Recently Ac	ccessed What's New Guide Me			Thursday 20 <sup>th</sup> May 2021 (
NAVIGATION «	Expenditures Report			Your session will (
inbox *	▼ H9AHA00001 : SKATES AMBLES	IDE VOLUNTEER EMERGENCY	SQUAD	
Expenditures Report Inbox Manage Contracts Search Contracts	Report ID: 102295 Budget Year: 1/1/2021 - 12/31/2021 Access Mode: ReadWrite		Status: Working Last Modified Date: 5/11/2021 11:25:58 AM DUNS: 770782882	Due Date: 11/1/2021 11:59:58 PM Last Modified By: RoadenB_13709
Navigation *	Recipient Information			
Recipient Information File Upload Expenditures Report	The data shown below are pre-populated fr update your information in the EHBs. You n	om the HRSA Electronic Handbooks (EH nust revise your agency's information in th	Bs). Please verify that the information shown below is accurate. ne EHBs as well.	A field with an asterisk $\bullet$ before it is a required field. NOTE: Updating the information on this j
References	1. Official Mailing Address:			
Validation Rules Guidance	a. Street:	1116 Thorpes Ave.		
Actions -	* b. Chr.	CHANDELIT		
Submit		Si Million		
Comments *	* c. State:	IN ~		
Add Comments	* d. Zip Code:	35998-2930		
Reports *	0 Operation Identification			
Print/Export Expenditures Report	2. Organization identification:			
Action History	0. 6.111.	176621061		
Print Requests	b. DUNS:	770782882		
Search *				
Search Reports	3. Contact information of person respo	nsible for this submission:		
	a. Name:	Alya Nall		
	b. Title:	Director Ryan White/HIV Services P	rc	
	* c. Phone:	(000) 000 - 0000		
	d. Fax:	(000) 000 - 0000		
	• e. E-mail:	reitester1@hotmail.com		
	Cancel			Save

### **RWHAP Part A CARES Act Expenditures Report File Upload**

For RWHAP Part A CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 6).

To access this feature, select "File Upload" in the Navigation panel on the left side of the screen under the "Navigation" header. Select the "Upload Supplemental Document" button and a new field will appear at the bottom of the page. Select "Browse" and locate the file you would like to upload on your computer. Select "Submit" to upload the document.

## Figure 6. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report File Upload Page

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Expenditures Report					Your s	ession will expire in: 28:			
▼ H9AHA00001 : SKATES AMBLESIDE VOLUNTEER EMERGENCY	▼ H9AHA00001 : SKATES AMBLESIDE VOLUNTEER EMERGENCY SQUAD								
Report ID: 102295 Budget Year: 1/1/2021 - 12/31/2021 Access Mode: ReadWrite	Due Date: 11/1/2021 11:59:58 PM Last Modified By: RoadenB_13709								
File Upload									
Document Name	Description		Size		Action				
No records to display.  Submission Components  To upload a primary component of your report, select the "Upload" link in the Action column. If you would like to submit a supplemental document to complete your submission, select the "Upload Supplemental Document" button below. Please note that you will be unable to upload files targer than 25MB.  Create Compressed Zip File 🚱									
Document Name	Description	Uploaded File	Size	Date Attached	Acti	on			
Primary Documents	Test Dama		0.00 // 2-	5 M 4 10 00 4	5.4	Dalata			
TestDenouroof (Download Template)	(Download remplate) rest Demo Test Dt				Edit	Delete			
Upload Supplemental Document		rearreaduree n.m.	00.02 1100	UTTIEVE I	Eun	or on or o			

### **RWHAP Part A CARES Act Expenditures** Report

To access the RWHAP Part A CARES Act Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The RWHAP Part A CARES Act Expenditures Report is comprised of three editable sections: *Award Information, Part A CARES Act Program Total*, and *Part A CARES Act Expenditure Categories*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part A CARES Act Expenditures Report section contains 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.



**Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, <u>Accessing the CARES Act Expenditures</u> <u>Report via the EHBs</u>, for step-by-step instruction on accessing your report.

### **Award Information**

The *Award Information* section (Figure 7) of the RWHAP Part A CARES Act Expenditures Report has one editable field that must be completed:

- RWHAP Part A CARES Act Award Amount
  - Reporting FY: The total RWHAP Part A CARES Act award indicated on your agency's final NoA.

## Figure 7. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Award Information Section

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Expenditures Report							
Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.	Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.						
Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023							
Budget Year 01/01/2021 - 12/31/2021 Award Information							
Part A CARES Act Award Amount:							

### **RWHAP Part A CARES Act Program Total**

The RWHAP *Part A CARES Act Program Total* section (Figure 8) of the RWHAP Part A CARES Act Expenditures Report contains two editable fields that must be completed:

- Clinical Quality Management
  - *Reporting FY:* The amount of your agency's RWHAP Part A CARES Act award that was expended to support clinical quality management activities.



- Recipient Administration
  - *Reporting FY:* The amount of your agency's RWHAP Part A CARES Act award that was expended to support recipient administration activities.

The total amount expended on recipient administration may not exceed 10% of your total award.

## Figure 8. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Program Total Section

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Part A CARES Act Program Total			
Canvina	Re	porting FY	
Service	Amount	:	Percent
Non-Services			
a. Clinical Quality Management			
b. Recipient Administration			
Non-services Subtotal			
c. Core Medical Services			
d. Support Services			
Total Service Expenditures			
Total Expenditures (Service + Non-service)			
Total Remaining Unobligated Amount			

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The additional fields in this table will be automatically calculated by the system once you have entered and saved values for the core medical and support service categories as detailed in the next section.

### **RWHAP Part A CARES Act Expenditure Categories**

The RWHAP Part A CARES Act Expenditure Categories section (Figure 9 and Figure 10) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

There are 13 fields that must be completed for the Core Medical Services and 15 fields that must be completed for the Support Services as detailed below:

RWHAP Part A CARES Act Award Applied to Core Medical and Support Services

• *Reporting FY:* The amount of your agency's RWHAP Part A CARES Act award that was expended to support the service category.



To review the RWHAP core medical and support service categories, see <u>PCN #16-02</u> on the HRSA HAB website.

### Figure 9. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Core Medical Services Subsection

•••		
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Part A CARES Act Expenditures Categories		
Service	Reporting FY	
	Amount	Percent
Core Medical Services		
a. AIDS Drug Assistance Program Treatments		
b. AIDS Pharmaceutical Assistance		
c. Early Intervention Services (EIS)		
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals		
e. Home and Community-Based Health Services		
f. Home Health Care		
g. Hospice		
h. Medical Case Management, including Treatment Adherence Services		
i. Medical Nutrition Therapy		
j. Mental Health Services		
k. Oral Health Care		
I. Outpatient/Ambulatory Health Services		
m. Substance Abuse Outpatient Care		
1. Core Medical Services Total		

#### Figure 10. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Support Services Subsection

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Support Services	
a. Child Care Services	
b. Emergency Financial Assistance	
c. Food Bank/Home Delivered Meals	
d. Health Education/Risk Reduction	
e. Housing	
f. Linguistic Services	
g. Medical Transportation	
h. Non-Medical Case Management Services	
i. Other Professional Services	
j. Outreach Services	
k. Psychosocial Support Services	
I. Referral for Health Care and Support Services	
m. Rehabilitation Services	
n. Respite Care	
o. Substance Abuse Services (residential)	
2. Support Services Total	
3. Total Service Expenditures	

See the <u>Validating and Submitting the RWHAP CARES Act Expenditures Report</u> section for guidance on how to validate and submit the RWHAP Part A CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part B (X7C)

The CARES Act Expenditures Report is a single report submitted through the EHBs that all RWHAP Part B CARES Act recipients must submit as a requirement for the RWHAP Part B CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

If you need assistance or have questions about the required RWHAP Part B CARES Act Expenditures Report submission, please contact your Division of State HIV/AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

### **RWHAP Part B CARES Act Expenditures Report Recipient Information**

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 11). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for the CARES Act Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.



Question: How do I get to my CARES Act Expenditure Report in the EHBs? Answer: See the above chapter, <u>Accessing the CARES Act Expenditures</u> <u>Report via the EHBs</u>, for step-by-step instruction on accessing your report.

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#### Question: What is a UEI?

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS.** 

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

## Figure 11. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Recipient Information Page

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NAVIGATION «	Expenditures Report			Your session will expire in: 29:19
Inbox +	← X7CHA00012 : ESTATE HAL	LPIKE MEDICAL CENTER	R	
Expenditures Report Inbox	Report ID: 112018		Status: Working	Due Date: 11/1/2021 11:59:58 PM
Manage Contracts	Budget Year: 3/1/2020 - 2/28/2021		Last Modified Date: 6/16/2021 3:55:35 PM	Last Modified By: Zahrah Lauderman.56279843@fest.com
Search Contracts	Access Mode: ReadWrite		DUNS: 076893015	
Navigation .	Recipient Information			
Recipient Information     File Upload     Expenditures Report	The data shown below are pre-popul NOTE: Updating the information on	aled from the HRSA Electronic his page does not update your i	c Handbooks (EHBs). Please verify that the information shown below r information in the EHBs. You must revise your agency's information	v is accurate. A field with an asterisk * before it is a required field. In the EHBs as well.
References .	1. Official Mailing Address:			
Validation Rules Guidance	* a. Street	1177 Bowdendale St.		
Actions .	b. City:	DEER PARK		
Submit		and a state of the state		
Comments .	e. State:	IN	~	
Add Comments	* d. Zip Code:	90782-3021		
Reports .				
Print/Export Expenditures Report	2. Organization Identification:			
Action History	a.EIN:	101695726		
Administration +				
Print Requests	b. DUNS:	076893015		
Search *	3. Contact information of person	responsible for this submiss	aion:	
	a. Name:	Zahrah Lauderman		
	b. Title:	Ryan White Part B Director	e -	
	• c. Phone:	(000) 000 - 0000		
	d. Fax:	(000) 000 - 0000		
	• e. E-mail:	reitester1@hotmail.com		
	Cancel			Save

### **RWHAP Part B CARES Act Expenditures Report File Upload**

For RWHAP Part B CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 12).

To access this feature, select "File Upload" in the Navigation panel on the left side of the screen under the "Navigation" header. Select the "Upload Supplemental Document" button and a new field will appear at the bottom of the page. Select "Browse" and locate the file you would like to upload on your computer. Select "Submit" to upload the document.

## Figure 12. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report File Upload Page

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File Upload			
Document Name	Description	Size	Action
Submission Components			
Submission Components			
To upload a primary component of your report, select the "Upload" link in the Activ Document" button below. Please note that you will be unable to upload files large	on column. If you would like to submit a supplemental docume r than 29MB.	int to complete your submissi	on, select the "Upload Supplemental
Create Compressed Zip File 😈			
Create Compressed Zip File			

### **RWHAP Part B CARES Act Expenditures Report**

To access the CARES Act Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The RWHAP Part B CARES Act Expenditures Report is comprised of three editable sections: Award Information, Part B CARES Act Program Total, and Part B CARES Act Expenditure Categories including Core Medical Services and Support Services. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part B CARES Act Expenditures Report section contains 60 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

### **Award Information**

The *Award Information* section (Figure 13) of the RWHAP Part B CARES Act Expenditures Report contains one editable field that must be completed:

- RWHAP Part B CARES Act Award Amount
  - Reporting FY: The total amount of your agency's RWHAP Part B CARES Act award indicated on your agency's final NoA.

#### Figure 13. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Award Information Section

•••		
$\leftarrow \rightarrow C$		☆:
Expenditures Report		
Fill in the data for all fields in the form. If ther to view the calculated totals.	e are no data to be reported for a particular field, fill in with a zero. After complet	ing the form, click the Save button
Public Burden Statement: OMB Control Num	er (0915-0318) Valid Until 09/30/2023	
Budget Year 03/01/2020 - 02/28/2021 Award	Information	
RWHAP Part B CARES Act Award Amount:		

### **RWHAP Part B CARES Act Program Total**

The *RWHAP Part B CARES Act Program Total* Section of the RWHAP Part B CARES Act Expenditures Report has nine editable fields that you must complete (Figure 14).

- 1a. ADAP Services
  - *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was given to the ADAP to purchase medications.
- **1b.** Health Insurance to Provide Medications
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was given to the ADAP to purchase health insurance for clients.
- 1c. ADAP Access/Adherence/Monitoring Services
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was given to the ADAP and expended to support ADAP access, adherence, and monitoring activities.
- **2.** RWHAP Part B CARES Act Health Insurance Premium and Cost Sharing Assistance for Low Income Individuals
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was used to directly purchase health insurance for non-ADAP clients and assist with cost sharing for eligible clients.

- 3. RWHAP Part B CARES Act Home and Community-based Health Services
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was used to directly provide home- and community-based health services.

#### 4b. RWHAP Part B CARES Act HIV Care Consortia Administration

• *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was expended on HIV care consortia administrative activities.

The total amount expended on recipient administration may not exceed 10% of the RWHAP Program Part B CARES Act award. Consortia administrative costs are part of the recipient administration costs.

- 6. RWHAP Part B CARES Act Clinical Quality Management
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was used to support clinical quality management activities.

The total amount expended on clinical quality management may not exceed 5% or \$3 million (whichever is less) of the FY RWHAP Program Part B CARES Act award.

- 7. RWHAP Part B CARES Act Recipient Planning & Evaluation Activities
  - *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was used to support planning and evaluation activities.

The total amount expended on planning and evaluation activities may not exceed 5% of the RWHAP Program Part B CARES Act award.

- 8. RWHAP Part B CARES Act Recipient Administration
  - Reporting FY: The amount of your agency's RWHAP Part B CARES Act award that was used to support recipient administration activities.

The total amount expended on recipient administration may not exceed 10% of the RWHAP Program Part B CARES Act award.

The combined total amount expended on recipient administration and planning and evaluation (Item 4b, Item 7, and Item 8) may not exceed 15% of your total RWHAP Program Part B CARES Act award.

### Figure 14. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Program Total Section

$\leftarrow \rightarrow \mathbb{C}^{\circ}$		*
Part B CARES Act Program Total		
Service	Reporting	g FY
361 110	Amount	Percent
1. RWHAP Part B CARES Act AIDS Drug Assistance Program Subtotal		
a. ADAP Services		
b. Health Insurance to Provide Medications		
c. ADAP Access/Adherence/Monitoring Services		
2. RWHAP Part B CARES Act Health Insurance Premium & Cost Sharing Assistance for Low Income Individuals		
3. RWHAP Part B CARES Act Home and Community-based Health Services		
4a. RWHAP Part B CARES Act HIV Care Consortia (Provide detail in Section B)		
4b. RWHAP Part B CARES Act HIV Care Consortia Administration		
5. RWHAP Part B CARES Act State Direct Services (Provide detail in Section B)		
6. RWHAP Part B CARES Act Clinical Quality Management		
7. RWHAP Part B CARES Act Recipient Planning & Evaluation Activities		
8. RWHAP Part B CARES Act Recipient Administration		
9. Total RWHAP Part B CARES Act Funding Amounts		
10. Total Remaining Unobligated Amount		

### **RWHAP Part B CARES Act Expenditure Categories**

The *RWHAP Part B CARES Act Expenditure Categories* section (Figure 15 and Figure 16) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

There are two fields (represented by the table columns) that must be entered for each service category in the *Core Medical Services* and *Support Services* sections as detailed below:

Current FY

- 1. Consortia
  - Amount: The amount of consortia funding from your RWHAP Part B CARES Act award that was expended to support the service category.
- 2. Direct Services
  - Amount: The amount of direct services funding from your RWHAP Part B CARES Act award that was expended to support the service category.



To review the RWHAP core medical and support service categories, see <u>PCN #16-02</u> on the HRSA HAB website.

### Figure 15. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Core Medical Services Subsection

•••							
$\leftarrow \rightarrow \mathbb{C}$						\$	
Service			Reporting FY				
	Consortia		Direct Service		То	tal	
	Amount	Percent	Amount	Percent	Amount	Percent	
Core Medical Services							
a. AIDS Drug Assistance Program Treatments							
b. AIDS Pharmaceutical Assistance							
Early Intervention Services (EIS)							
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals							
e. Home and Community-Based Health Services							
f. Home Health Care							
g. Hospice							
n. Medical Case Management, including Treatment Adherence Services					For ADAP	Consortia	
. Medical Nutrition Therapy					Health Ind	surance P	
Mental Health Services					Cost Sharing for L Individuals, and H Community-Based Hea		
k. Oral Health Care							
Outpatient/Ambulatory Health Services					will be a	vailable fo	
n. Substance Abuse Outpatient Care					Funds can be allocat services for Consort		
1. Core Medical Services Total					Direct Serv	ice.	

### Figure 16. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Support Services Subsection

•••			
$\leftarrow \rightarrow \mathbb{C}$			*
Support Services			
a. Child Care Services			
b. Emergency Financial Assistance			
c. Food Bank/Home Delivered Meals			
d. Health Education/Risk Reduction			
e. Housing			
f. Linguistic Services			
g. Medical Transportation			
h. Non-Medical Case Management Services			
i. Other Professional Services			
j. Outreach Services			
k. Psychosocial Support Services			
I. Referral for Health Care and Support Services			
m. Rehabilitation Services			
n. Respite Care			
o. Substance Abuse Services (residential)			
2. Support Services Total			
3. Total Service Expenditures			

See the <u>Validating and Submitting the RWHAP CARES Act Expenditures Report</u> section for guidance on how to validate and submit the RWHAP Part B CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part C (H7C)

The CARES Act Expenditures Report is a single report that all RWHAP Part C CARES Act recipients must submit each budget period as a requirement for the RWHAP Part C CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part C CARES Act Expenditures Report after the budget period end date, consistent with reporting guidelines, instructions, and/or reporting templates provided in the EHBs. The CARES Act Expenditures Report must be completed through the EHBs.

If you need assistance or have questions about the required RWHAP Part C Expenditures Report submission, please contact your Division of Community HIV/ AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or at <u>RyanWhiteDataSupport@wrma.com</u>.

### **RWHAP Part C CARES Act Expenditures Report Recipient Information**

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 17). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.



### Question: How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, <u>Accessing the CARES Act Expenditures</u> <u>Report via the EHBs</u>, for step-by-step instruction on accessing your report.



#### **Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS**.

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

## Figure 17. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Recipient Information Page

NAVIGATION     C     EX       Inbox     +     +       Expenditures Report Inbox     +       Manage Contracts     +       Search Contracts     +       Navigation     +       Pile Upload     +       Expenditures Report     +	Penditures Report H7CHA00055 : FELT TIERNAN VOLUE Recipient Information The data shown below are pre-populated from before it is a required field. NOTE: Updating the EHBs as well. 1. Official Mailing Address:	NTEER RESCUE SQUAD the HRSA Electronic Handbooks the information on this page does	Your session will e (EHBs). Please verify that the information shown below is accurate. A field wi not update your information in the EHBs. You must revise your agency's info	xpire in: 29:
NAVIGATION C EX Inbox • • • • • • • • • • • • • • • • • • •	Penditures Report HTCHA00055 : FELT TIERNAN VOLUI ecipient Information The data shown below are pre-populated from before it is a required field. NOTE: Updating the EHBs as well. 1. Official Mailing Address:	NTEER RESCUE SQUAD the HRSA Electronic Handbooks the information on this page does	Your session will e (EHBs). Please verify that the information shown below is accurate. A field wi i not update your information in the EHBs. You must revise your agency's info	expire in: 29:
Inbox   Expenditures Report Inbox  Manage Contracts  Search Contracts  Recipient Information  File Upload  File Upload F	HTCHA00055 : FELT TIERNAN VOLU HTCHA00055 : FELT TIERNAN VOLU HTCHA0055 : FELT TIERNAN VOLU H	NTEER RESCUE SQUAD the HRSA Electronic Handbooks the information on this page does	(EHBs). Please verify that the information shown below is accurate. A field wi i not update your information in the EHBs. You must revise your agency's info	адие III. 23.
Inbox   Expenditures Report Inbox Manage Contracts Search Contracts Recipient Information File Upload File Upload File Upload	ecipient Information The data shown below are pre-populated from before it is a required field. NOTE: Updating the EHBs as well. 1. Official Mailing Address:	the HRSA Electronic Handbooks the information on this page does	(EHBs). Please verify that the information shown below is accurate. A field wi not update your information in the EHBs. You must revise your agency's info	
Expenditures Report Inbox Manage Contracts	ecipient Information The data shown below are pre-populated from before it is a required field. NOTE: Updating he EHBs as well. 1. Official Mailing Address:	the HRSA Electronic Handbooks the information on this page does	(EHBs). Please verify that the information shown below is accurate. A field wi not update your information in the EHBs. You must revise your agency's info	
Search Contracts Search Contracts Navigation Recipient Information File Upload Expenditures Report	The data shown below are pre-populated from • before it is a required field. NOTE: Updating he EHBs as well. 1. Official Mailing Address:	the HRSA Electronic Handbooks the information on this page does	(EHBs). Please verify that the information shown below is accurate. A field wi not update your information in the EHBs. You must revise your agency's info	
Navigation   Recipient Information  File Upload  Expenditures Report	before it is a required field. NOTE: Updating the EHBs as well.     1. Official Mailing Address:	the information on this page does	i not update your information in the EHBs. You must revise your agency's info	ith an asterisk
Recipient Information     File Upload     Expenditures Report	1. Official Mailing Address:			ormation in
File Upload  Expenditures Report	1. Official Mailing Address:			
Expenditures Report				
Deda and a second	a. Street	1179 Fountaintree Ave.		
References *				
Validation Rules	b. City:	RIPPEY		
Guidance				
Actions .	c. State:	NC	~	
Submit	* 4 Th Out			
Comments .	a. Zip Code:	09993-9617		
Add Comments	2. Organization Identification:			
Reports .	a. EIN:	112569589		
Print/Export Expenditures Report Action History	b. DUNS:	334978145		
Administration .	3. Contact information of nerson responsi	ble for this submission:		
Print Requests				
Search .	a. Name:	Marquise Vankoten		
Search Reports	b. Title:	Program Coordinator		
	c. Phone:	(000) 000 - 0000		
	d. Fax:	(000) 000 - 0000		
	e. E-mail:	reitester1@hotmail.com		

### **RWHAP Part C CARES Act Expenditures Report File Upload**

For RWHAP Part C CARES Act recipients, there are no required CARES Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 18). To access this feature, select "File Upload" in the Navigation panel on the left side of the screen under the "Navigation" header. Select the "Upload Supplemental Document" button and a new field will appear at the bottom of the page. Select "Browse" and locate the file you would like to upload on your computer. Select "Submit" to upload the document.

## Figure 18. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report File Upload Page

•••						
$\leftarrow \rightarrow C$						*
File Upload						
Document Name	De	escription		Size	Action	
Submission Components						
Submission Components	t the "Upload" link in the Action co	siumn. If you would like to submit a	supplemental docum	ed to complete your submissi	ion, select the "Upload S	upplemental
Document" button below. Please note that you will b Create Compressed Zip File 👔	e unable to upload files larger that	n 29MB.				
No records to display.						
Upload Supplemental Document						

### **RWHAP Part C CARES Expenditures Report**

To access the CARES Act Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The RWHAP Part C CARES Act Expenditures Report is comprised of three editable sections: Award Information, Part C CARES Act Program Total, and Part C CARES Act Expenditure Categories including Core Medical Services and Support Services. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part C Expenditures Report section has 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

### **Award Information**

The *Award Information* section (Figure 19) of the RWHAP Part C CARES Act Expenditures Report contains one editable field that must be completed:

- RWHAP Part C CARES Act Award Amount
  - Reporting FY: The total amount of your agency's RWHAP Part C CARES Act award indicated on your agency's final NoA.

## Figure 19. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Award Information Section

$\leftarrow \rightarrow \mathbb{C}$	*
Expenditures Report	
Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Sav to view the calculated totals.	/e button
Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023	
Budget Year 03/01/2020 - 02/28/2021 Award Information	
Part C CARES Act Award Amount:	

### **RWHAP Part C CARES Act Program Total**

The *RWHAP Part C CARES Act Program Total* section (Figure 20) of the RWHAP Part C CARES Act Expenditures Report has two editable fields that must be completed:

- Clinical Quality Management
  - Reporting FY: The total amount of your agency's RWHAP Part C CARES Act award that was expended to support clinical quality management activities.
- Recipient Administration
  - Reporting FY: The total amount of your agency's RWHAP Part C CARES Act award that was expended to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of your total award.

## Figure 20. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Program Total Section

•••			
$\leftarrow \rightarrow C$		\$	
Part C CARES Act Program Total			
Service	Reporting FY		
	Amount	Percent	
Non-Services			
a. Clinical Quality Management			
b. Recipient Administration			
Non-services Subtotal			
c. Core Medical Services			
d. Support Services			
Total Service Expenditures			
Total Expenditures (Service + Non-service)			
Total Remaining Unobligated Amount			

### **RWHAP Part C CARES Act Expenditures Categories**

The *Part C CARES Act Expenditure Categories* section (Figure 21 and Figure 22) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

RWHAP Part C CARES Act Award Applied to Core Medical and Support Services

• *Reporting FY:* The amount of your agency's RWHAP Part C CARES Act award that was expended to support the service category.



## **Question:** What services should be reported under the Early Intervention Services (EIS) service category?

**Answer:** The EIS service category in your CARES Act Expenditures Report is not the same as the EIS in the title of the RWHAP Part C EIS grant. The EIS service category for RWHAP Part C CARES Act recipients is a set of four services including HIV counseling, high-risk targeted HIV testing, referral, and linkage to care, and other clinical and diagnostic services related to an HIV diagnosis.



To review the RWHAP core medical and support service categories, see <u>PCN #16-02</u> on the HRSA HAB website.

### Figure 21. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Core Medical Services Subsection

$\leftarrow  ightarrow \mathbb{C}^{d}$		\$
Canvina	Reporting FY	
	Amount	Percent
Core Medical Services		
a. AIDS Drug Assistance Program Treatments		
b. AIDS Pharmaceutical Assistance		
c. Early Intervention Services (EIS)		
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals		
e. Home and Community-Based Health Services		
f. Home Health Care		
g. Hospice		
h. Medical Case Management, including Treatment Adherence Services		
i. Medical Nutrition Therapy		
j. Mental Health Services		
k. Oral Health Care		
I. Outpatient/Ambulatory Health Services		
m. Substance Abuse Outpatient Care		
1. Core Medical Services Total		

## Figure 22. HRSA HAB Web Application: Screenshot of RWHAP Part C CARES Act Expenditures Report Support Services Subsection

$\leftarrow \rightarrow \mathbb{C}$	*
Support Services	
a. Child Care Services	
b. Emergency Financial Assistance	
c. Food Bank/Home Delivered Meals	
d. Health Education/Risk Reduction	
e. Housing	
f. Linguistic Services	
g. Medical Transportation	
h. Non-Medical Case Management Services	
i. Other Professional Services	
j. Outreach Services	
k. Psychosocial Support Services	
I. Referral for Health Care and Support Services	
m. Rehabilitation Services	
n. Respite Care	
o. Substance Abuse Services (residential)	
2. Support Services Total	
3. Total Service Expenditures	

See the <u>Validating and Submitting the RWHAP CARES Act Expenditures Report</u> section for guidance on how to validate and submit the RWHAP Part C CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part D (H1X)

The CARES Act Expenditures Report is a single report that all RWHAP Part D CARES Act recipients must submit each budget period as a requirement for the RWHAP Part D CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part D CARES Act Expenditures Report after the budget period end date, consistent with reporting guidelines, instructions and/or reporting templates provided in the EHBs. The CARES Act Expenditures Report must be completed through the EHBs.

If you need assistance or have questions about the required RWHAP Part D CARES Act Expenditures Report submission, please contact your Division of Community HIV/ AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or at <u>RyanWhiteDataSupport@wrma.com</u>.

### **RWHAP Part D CARES Act Expenditures Report Recipient Information**

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 23). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for CARES Act Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.



### **Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, <u>Accessing the CARES Act Expenditures</u> <u>Report via the EHBs</u>, for step-by-step instruction on accessing your report.



#### **Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS.** 

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

#### Figure 23. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Recipient Information Page

•••			
$\leftarrow \rightarrow \mathbb{C}$			☆
NAVIGATION ««	Expenditures Report		Your session will expire in: 28:48
Inbox *	H1XHA00022 : MALLOCH ENGINE	ERUNG INC.	
Expenditures Report Inbox Manage Contracts A Search Contracts Navigation A Recipient Information	Recipient Information The data shown below are pre-populated fr before it is a required field. NOTE: Updat the EHBs as well.	om the HRSA Electronic Handbooks (El ling the information on this page does n	HBs). Please verify that the information shown below is accurate. A field with an asterisk of update your information in the EHBs. You must revise your agency's information in
File Upload	1. Official Mailing Address:		
Expenditures Report	a. Street	1122 Brosian Wall	
Validation Rules Guidance	* b. City:	MCDONOUGH	
Actions *	• c. State:	ок	~
Validate	• d. Zip Code:	86134-1201	
Add Comments	2. Organization Identification:		
Reports .	a. EIN:	195320422	
Print/Export Expenditures Report Action History	b. DUNS:	366492067	
Administration	3. Contact information of person respo	nsible for this submission:	
Print Requests Search	a. Name:	Alycia MacKinnon	
Search Reports	b. Title:	Project Director (PI)	
	C. Phone:	(000) 000 - 0000	
	d. Fax:	<u> </u>	
	• e. E-mail:	reitester1@hotmail.com	
	Cancel		Save

### **RWHAP Part D CARES Act Expenditures Report File Upload**

For RWHAP Part D CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 24). To access this feature, select "File Upload" in the Navigation panel on the left side of the screen under the "Navigation" header. Select the "Upload Supplemental Document" button and a new field will appear at the bottom of the page. Select "Browse" and locate the file you would like to upload on your computer. Select "Submit" to upload the document.

#### Figure 24. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report File Upload Page

•••			
$\leftarrow \rightarrow \mathbb{C}$			*
File Upload			
Document Name	Description	Size	Action
Submission Components			
To upload a primary component of your report, select the "Upload" link in the Actio Document" button below. Please note that you will be unable to upload files larger	in column. If you would like to submit a supplemental docum than 29MB.	ent to complete your submissi	ion, select the "Upload Supplemental
Create Compressed Zip File 😈			
No records to display.			
Upload Supplemental Document			

### **RWHAP Part D CARES Act Expenditures Report**

To access the CARES Act Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The RWHAP Part D Expenditures Report is comprised of three editable sections: Award Information, Part D CARES Act Program Total, and Part D CARES Act Expenditure Categories including Core Medical Services and Support Services. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part D CARES Act Expenditures Report section has 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

### **Award Information**

The *Award Information* section of the RWHAP Part D CARES Act Expenditures Report contains one editable field that must be completed (Figure 25).

- RWHAP Part D CARES Act Award Amount
  - *Reporting FY:* The total amount of your agency's RWHAP Part D CARES Act award indicated on your agency's final NoA.

#### Figure 25. HRSA HAB Web Application: Screenshot of RWHAP Part D CARES Act Expenditures Report Award Information Section

$\leftarrow \rightarrow \mathbb{C}$	
Expenditures Report	
Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save but to view the calculated totals.	ion
Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023	
Budget Year 03/01/2020 - 02/28/2021 Award Information	
Part D CARES Act Award Amount:	

### **RWHAP Part D CARES Act Program Total**

The RWHAP *Part D CARES Act Program Total* section (Figure 26) of the RWHAP Part D CARES Act Expenditures Report contains three editable fields that must be completed:

- Clinical Quality Management
  - Reporting FY: The total amount of your agency's RWHAP Part D award expended to support clinical quality management activities.
- Recipient Administration
  - Reporting FY: The total amount of your agency's RWHAP Part D award expended to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of the RWHAP Part D CARES Act award.

- Indirect Costs
  - Reporting FY: The total amount of your RWHAP Part D CARES Act award expended on indirect costs.

#### Figure 26. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Program Total

•••			
$\leftarrow \rightarrow \mathbb{C}$		\$	
Part D CARES Act Program Total			
Pandas	Reporting FY		
service	Amount	Percent	
Non-Services			
a. Clinical Quality Management			
b. Recipient Administration			
c. Indirect Costs			
Non-services Subtotal			
d. Core Medical Services			
e. Support Services			
Total Service Expenditures			
Total Expenditures (Service + Non-service)			
Total Remaining Unobligated Amount			

### **RWHAP Part D CARES Act Expenditure Categories**

The *Part D CARES Act Expenditure Categories* section (Figure 27 and Figure 28) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

RWHAP Part D CARES Act Award Applied to Core Medical and Support Services

• *Reporting FY:* The amount of your agency's RWHAP Part D CARES Act award that was expended to support the service category.

•

To review the RWHAP core medical and support service categories, see <u>PCN #16-02</u> on the HRSA HAB website.

### Figure 27. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Core Medical Services Subsection

•••			
$\leftarrow \rightarrow \mathbb{C}^{\circ}$		*	
Samica	Reporting FY		
Service	Amount	Percent	
Core Medical Services			
a. AIDS Drug Assistance Program Treatments			
b. AIDS Pharmaceutical Assistance			
c. Early Intervention Services (EIS)			
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals			
e. Home and Community-Based Health Services			
f. Home Health Care			
g. Hospice			
h. Medical Case Management, including Treatment Adherence Services			
i. Medical Nutrition Therapy			
j. Mental Health Services			
k. Oral Health Care			
I. Outpatient/Ambulatory Health Services			
m. Substance Abuse Outpatient Care			
1. Core Medical Services Total			

### Figure 28. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Support Services Subsection

•••	
$\leftarrow \rightarrow \mathbb{C}$	*
Support Services	
a. Child Care Services	
b. Emergency Financial Assistance	
c. Food Bank/Home Delivered Meals	
d. Health Education/Risk Reduction	
e. Housing	
f. Linguistic Services	
g. Medical Transportation	
h. Non-Medical Case Management Services	
i. Other Professional Services	
j. Outreach Services	
k. Psychosocial Support Services	
I. Referral for Health Care and Support Services	
m. Rehabilitation Services	
n. Respite Care	
o. Substance Abuse Services (residential)	
2. Support Services Total	
3. Total Service Expenditures	

See the <u>Validating and Submitting the RWHAP CARES Act Expenditures Report</u> section for guidance on how to validate and submit the RWHAP Part D CARES Act Expenditures Report.

# Validating and Submitting the RWHAP CARES Act Expenditures Report<sup>2</sup>

After you have completed all required sections of the report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review your report before it is sent to your project officer.

To validate and submit your CARES Act Expenditures Report, follow these steps.

**STEP 1:** In the Navigation panel on the left of the screen, under the "Actions" header, select "Validate." A system message will appear indicating your validation request is processing (Figure 29) and that you will need to refresh the page to see your results after several minutes.

Select "Validate" again or refresh the page using your web browser. If your validation request has processed, you will see your results. If your validation results are not displayed, continue to wait, and refresh until the process completes.

## Figure 29. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Validation Processing Page

•••			
$\leftarrow \rightarrow C$			☆ :
NAVIGATION «	Expenditures Report		
Inbox 🔺	▼ H9AHA00001 : SKATES AMBLESIDE VOLUNTEER EM	IERGENCY SQUAD	
Expenditures Report Inbox Manage Contracts	Report ID: 102295 Budget Year: 1/1/2021 - 12/31/2021 Access Mode: ReadWrite	Status: Working Last Modified Date: 5/11/2021 11:25:58 AM DUNS: 770782882	Due Date: 11/1/2021 11:59:58 PM Last Modified By: RoadenB_13709
Navigation            Recipient Information         File Upload           Expenditures Report	Your validation request has been scheduled. It may take sev NOTE: You must refresh this page to display your results.	veral minutes to generate the report.	
References *			
Validation Rules Guidance	For help with EHBs contact the HRSA Help Desk by phone at 1-877-G	o4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eas	stern Time. Or use the HRSA Electronic Handbooks Contact Cer
Actions  Validate	question online. For questions regarding data content and/or reporting requirements, pi	lease contact Data Support at 1-888-640-9356 or email to DL_HS_HRSA_BHM	I_BRS@reisystems.com

<sup>&</sup>lt;sup>2</sup> The screenshots depict the validation process for the RWHAP Part A CARES Act Expenditures Report. However, the validations steps are the same for RWHAP Part B, C, and D CARES Act grant recipients.

**STEP 2:** If you receive a congratulations message and have no validation messages to address, you are ready to move on to submitting your report (Step Three). Otherwise, the system will sort your validation results into three categories: errors, warnings, or alerts (see Figure 30 for sample validation results):

- Errors must be corrected before submitting the CARES Act Expenditures Report.
- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.
- Alerts are informational but you should still review and address them, if necessary. You may submit the CARES Act Expenditures Report with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Once you have addressed all validation messages as necessary, you are ready to submit your report.



If you make any changes to your report after validating, you must revalidate your report before submitting.



If you need assistance resolving or understanding a specific validation message, contact Ryan White Data Support for assistance at 1-888-640-9356 or at RyanWhiteDataSupport@wrma.com.

## Figure 30. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Validation Results Page

$\leftarrow \rightarrow C$						*
	Expenditures Report					Your session w
Inbox 🔺	▼ H9AHA00001 : SKATES AME	LESIDE VOLUNTEER EMERGENCY SQUAD				
Expenditures Report Inbox Manage Contracts	Report ID: 102295 Budget Year: 1/1/2021 - 12/31/202 Access Mode: ReadWrite	Statu: Last N DUNS	s: Working Modified Date: 5/11/2021 11:25:58 AM i: 770762882		Due Date: 11/1/2021 11:59:58 PM Last Modified By: RoadenB_1370	09
Navigation   Recipient Information  File Upload  Expenditures Report	Validation Results					
References   Validation Rules	You must fix all errors in your report to specific check, select the "Add Comm	efore you can submit your data. Please fix all warnings ent" link located in the Action column of the validation re	as appropriate. For the warnings that you can esuits table(s). Contact the help desk if you ha	not or should not fix, enter a w we questions about any of the	arning comment before you submit yo validation errors, warnings, or alerts.	our data. To enter warning comn
Guidance	Recipient Information					
Actions	Row Check No.	Message	Туре	Comment Count		Action
Submit	No report validation errors found.					
Comments •						
Add Comments	Required Documents					
Reports .	Row No. Check No.	Message		Туре	Comment Count	Action
Print/Export Expenditures Report Action History	1 12	bug test is required and must be uploaded.		Warning	0	Add Comment
Administration						
Print Requests	Expenditures Report					
Search A	Row					
Search Reports	No. Check No. Message	•			Тур	e Comment Count
	1 56 All requir	ed fields in the Expenditures Report page must be answ	vered.		Erro	и 0 и

**STEP 3:** In the Navigation panel, under the "Action" header, select "Submit." On the new page that appears (Figure 31), enter a comment in the comments text box with any relevant information you have related to your CARES Act Expenditures Report submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

## Figure 31. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Submit Report Page

•••	
$\leftarrow \rightarrow C$	$\Rightarrow$
	Environment Developm
rasks Organiz	ations Grants Dashboards Free Clinics FOHC-LALs Resources
Welcome Recently Ac	ccessed What's New Guide Me
NAVIGATION «	Expenditures Report
Inbox 🔹	▼ H9AHA00001 : SKATES AMBLESIDE VOLUNTEER EMERGENCY SQUAD
Expenditures Report Inbox	Report ID: 102295 Status: Working Due Date: 11/1/2
Manage Contracts	Budget Year: 1/1/2021 - 12/31/2021 Last Modified Date: 5/11/2021 11:25:58 AM Last Modified By
Search Contracts	Access Mode: ReadWrite DUNS: 770782882
Navigation -	Submit Depart
Recipient Information	A field with an antariate * hafara it is a sequired field
File Upload	A lieb with all asterisk - berote it is a required lieb.
Expenditures Report	Please enter comments regarding your certification.
Neterences -	Comments:
Guidance	日 約 9・9・1 & 43 63・14 律 注 日
Actions .	B I U Font A . On . E . 🕫 🧐
Validate	
Submit	
Comments •	
Add Comments	
View Comments	
Reports -	Design Preview
Print/Export Expenditures	Unaution remaining. 0000
Action History	I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.
Administration   Print Requests	Submit

## Glossary

Administrative Agent: An entity that functions to assist the grant recipient, consortium, or other planning body in carrying out administrative activities (e.g., disbursing program funds, developing reimbursement and accounting systems, developing funding announcements, monitoring contracts).

**Clinical Quality Management:** The evaluation of clinical outcomes of clients who participate with the Ryan White HIV/AIDS Program (RWHAP) receiving core medical services and support services.

**Consortia:** Groups of providers, consumers, and others who perform a planning and advisory function to regions or the entire state in determining needs and planning for the delivery of essential health and support services for people with HIV.

**Fiscal Intermediary:** An administrative agent that acts on the behalf of the recipient to monitor the use of its RWHAP funds.

**Grantee Contract Management System (GCMS):** A data-storage system that allows recipients to enter and maintain RWHAP subrecipient contracts.

**Lead Agency:** An organization that provides fiscal and administrative management, monitoring, and oversight to HIV providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

**Notice of Award (NoA):** An official document from Health Resources Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's RWHAP funding amount and funding terms and conditions.

**Provider:** The agency that provides direct services to clients (and their families). A provider may receive funds as a grant recipient (such as under Parts C and D) or through a contractual relationship with a grant recipient funded directly by HRSA's RWHAP. Also see "subrecipient."

**Recipient:** An organization receiving financial assistance directly from an HHSawarding agency to carry out a project or program. A recipient also may be a recipientprovider if it provides direct services in addition to administering its grant. Recipient of record (or recipient) replaces the term "Grantee of record." **Recipient Administration:** Activities relating to routine grant administration and monitoring activities, such as the development of applications for RWHAP funds; the receipt and disbursal of program funds; the development and establishment of reimbursement and accounting systems; the development of a clinical quality management program; the preparation of routine programmatic reports, financial reports, and compliance with grant conditions and audit requirements; activities associated with the recipient contract award procedures; activities carried out by the HIV health services planning council; the development of requests for proposals; contract proposal review activities; negotiation and awarding of contracts; monitoring of contracts; and funding reallocation activities.

**RWHAP-related funding (program income and pharmaceutical rebates):** Program income means gross income earned by the non-federal entity that is directly generated by a supported activity or earned because of the federal award during the period of performance except as provided on 45 CFR §75.307(f). See <u>PCN 15-03</u> (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and <u>PCN 15-04</u> (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

**Subrecipient:** The legal entity that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds. Subrecipients may provide direct client services or administrative services directly to a recipient.

**Validation:** A system-administered check that reviews all data entered in the RWHAP CARES Act Expenditures Report for consistency with RWHAP guidelines.