

RWHAP Parts C and D Allocations Report,  
Expenditures Report, and CARES Act Expenditures  
Report for Project Officers

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HRSA HIV/AIDS BUREAU  
JULY 15, 2021



## Outline

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Background

Accessing the Allocations and Expenditures System

Project Officer Review

TA Resources

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Hello everyone and thank you for joining today's session. For this presentation, I'm going to be reviewing the new Expenditures Report system in the EHBs. We'll start with a little background information on the new system. Then I'll move on to a short demo to show how recipients will access and complete the Expenditures Report. Then we'll have another demo to show how project officers will access and review the Expenditures Report. And then lastly, I'll go over contact information for some TA resources in case you all or any of your recipients run into any issues with this submission.

# System Manuals

**Program Terms Report (PTR)/ Allocations Report**  
**Instruction Manual 2021**  
Release Date:  
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 valid OMB control number. The OMB control number for this collection of information is 0930-0045. Send comments for this collection of information to Washington, DC 20503. Also, the expiration date of this collection of information is 03-31-2025. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing and collecting the data needed, and reviewing and checking the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 5A04, Bethesda, MD 20892.

**Grantee Contract Management System (GCMS)**  
**Instruction Manual 2021**  
Release Date:  
The Grantee Contract Management System (GCMS) enables all HRSA grantees to manage their grant contracts. The GCMS also allows HRSA to manage and administer the grant contracts. HRSA grantees can use GCMS to manage their grant contracts, including the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing and collecting the data needed, and reviewing and checking the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 5A04, Bethesda, MD 20892.

**Ryan White HIV/AIDS Program Expenditures Report**  
**Instruction Manual 2021**  
Release Date:  
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 valid OMB control number. The OMB control number for this program is 0930-0045, and the expiration date is 03-31-2025. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing and collecting the data needed, and reviewing and checking the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 5A04, Bethesda, MD 20892.

**RWHP CARES Act Expenditures Report**  
**Instruction Manual 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 valid OMB control number. The OMB control number for this program is 0930-0045, and the expiration date is 03-31-2025. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing and collecting the data needed, and reviewing and checking the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 5A04, Bethesda, MD 20892.

Available [here](#) on the TargetHIV website

Available [here](#) on the TargetHIV website

Available [here](#) on the TargetHIV website

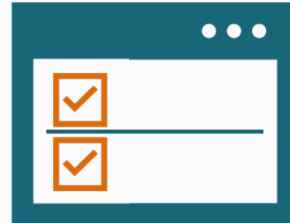
Available [here](#) on the TargetHIV website

But before we jump in, I do want to remind everyone of a few incredibly valuable resources available for you all, the PTR/Allocations Report, GCMS, Expenditures Report, and CARES Act Expenditures Report Manuals. All four of these manuals are available currently on the TargetHIV website. If you or your recipients have any questions about these reports, the manuals are a great place to start.

## Background

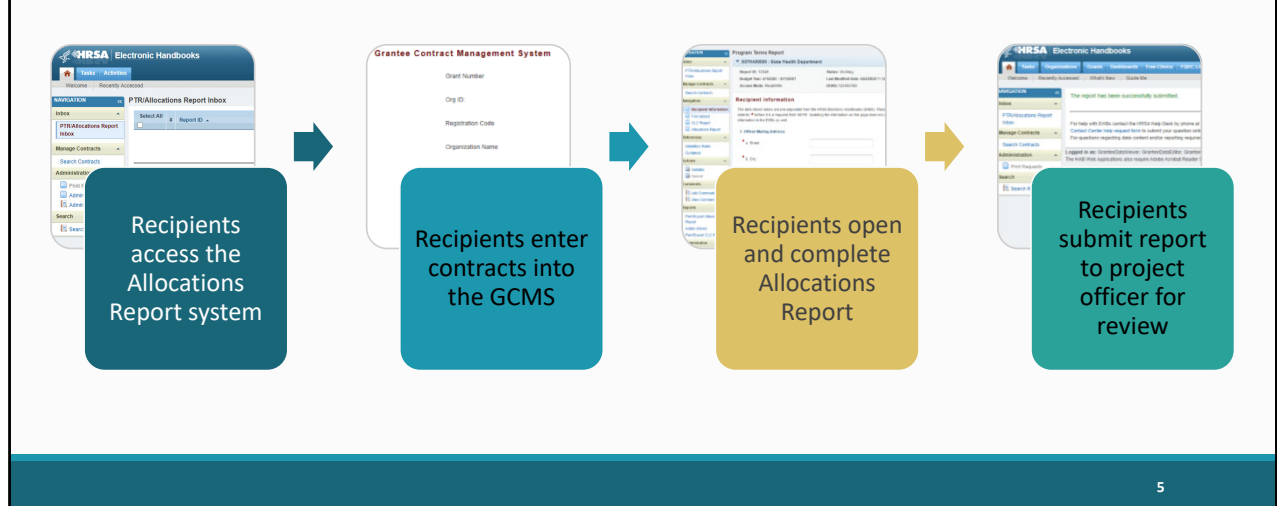
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- All RWHAP Part C (H76) and D (H12) grant recipients are expected to compete an Allocations Report and Expenditures Report
- All RWHAP Part C (H7C) and D (H1X) CARES Act grant recipients are expected to complete an Expenditures Report
- Recipients complete a separate report for each grant they receive



Let's start off by taking a look at some background information. For RWHAP Part C and D grants, recipients must complete both an Allocations and an Expenditures Report. Recipients of the CARES Act grant do not have to submit an allocations report for those grants, but they do have to submit an Expenditures Report. Recipients must complete a separate report for each of these grants that they receive. So, if a recipient has a Part C grant and a Part D grant, they'll have two separate Allocations Reports and two separate Expenditures Reports.

# Allocations Report Submission Process



So, let's briefly talk about how the system works and the process for submitting each of these reports starting with the Allocations Report. Recipients start by accessing the Allocations Report system. Now, the Allocations Report is one of several different reports that utilizes the Grantee Contract Management System, or GCMS. The GCMS is a data storage system for recipient contract information. The information entered here will then populate the Allocations Report once they open it. So, we always recommend starting with entering their contracts in the GCMS, adding a contract for each organization providing services with their grant funding. Once their contracts have been entered, they can complete the rest of the Allocations Report before submitting their report to you all, the project officers, for review. As part of the PO review, you can either accept the report move it along to the PQC or send it back to the recipient for changes if need be.

## Expenditures Report New System

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- RWHAP and CARES Act Expenditures Reports will now be submitted through a new system located in the EHBs
- Expenditures Report system is housed within the same part of the EHBs as the PTR/Allocations Report
- Recipients enter expenditures directly into system instead of uploading a file



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Looking at the Expenditures Report, there is a change in how RWHAP Expenditures Reports will be submitted this year. The system team has built out a new system, located in the same part of the EHBs as the PTR/Allocations Report system, that recipients will now use to submit their Expenditures Reports, both their RWHAP Expenditures Reports and their CARES Act Expenditures Reports.

Using this system, recipients can enter their expenditures data directly into the system as opposed to uploading a file.

# Expenditures Report Submission Process



The submission process for the Expenditures Report looks much the same as what we just saw for the Allocations Report except we cut out the step of entering data into contracts. The Expenditures Report does not use the contracts in the GCMS. Recipients will access the Expenditures Report system, open up their report and complete it, and then submit to their project officer for review.

# Accessing the Allocations and Expenditures Report System

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With that, let's go ahead and take a look at how you all will access the system for the Allocations and Expenditures Reports.



HRSA Electronic Handbooks

Request Access | Support | Logout

Tasks | Activities | Program Oversight | Dashboards | **Folders** | Reports | Training

Welcome | Recently Accessed | Mail Center | Calendar | What's New | Tuesday, 13<sup>th</sup> April, 2021, 09:14:23 A.M.

Getting Started with the Handbooks

- Recommended Settings
- User Interface Crosswalk
- Tour the Handbooks!

Items We Are Tracking For You

My Tasks	5
My Tasks Needing Attention	0
Team Unassigned	0
Bureau/Office Unassigned	227
Unread Messages	104
Unread News	0
No upcoming events are scheduled at this time	
<a href="#">View All</a> + View More	

My Recently Accessed

Display 7 | 15 | 20

[View All](#) + View More

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Last Login: 03/29/21 12:54:00 PM ET

Product: EPS | Platform #: 4.12.0.0 | Build #: 0.19.0.10 | Environment: PERF0

HRSA

EHBs Home Page

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To access the system, start by clicking the Folders tab at the top of the page.

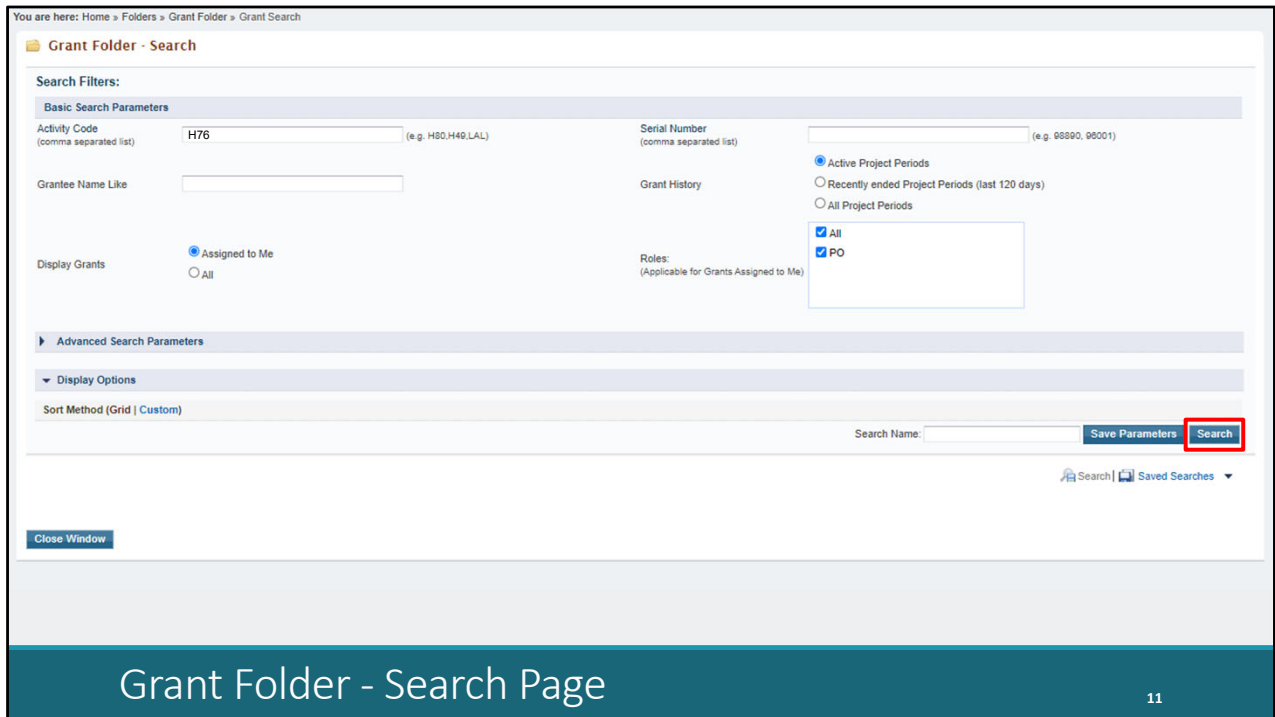
The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with tabs for 'Tasks', 'Activities', 'Program Oversight', 'Dashboards', 'Folders', 'Reports', and 'Training'. The 'Folders' tab is selected. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Folders > Browse'. The main content area is titled 'Folders - List' and contains a table of folders. The first row is 'Grant Folder', and its 'View' link is highlighted with a red box. Other folders listed include 'Umbrella Grant Folder (Currently Configured for MCHB - MIECHV Program only)', 'Application Folder', 'Institution Folder', 'DFI Institution Folder', 'Program Folder', 'Property Folder', 'Scope Folder - 330 and LAL', 'FTCA Folder', 'FTCA Free Clinics', and 'A\_PCMH Folder'. The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us'. It also displays 'Last Login: 03/26/21 12:54:00 PM ET', 'Product: EPS | Platform #: 4.12.0.0 | Build #: 0.19.0.10 | Environment: PERFO', and the HRSA logo.

Folder Name	Action
Grant Folder	<a href="#">View</a>
Umbrella Grant Folder (Currently Configured for MCHB - MIECHV Program only)	<a href="#">View</a>
Application Folder	<a href="#">View</a>
Institution Folder	<a href="#">View</a>
DFI Institution Folder	<a href="#">View</a>
Program Folder	<a href="#">View</a>
Property Folder	<a href="#">View</a>
Scope Folder - 330 and LAL	<a href="#">View</a>
FTCA Folder	<a href="#">View</a>
FTCA Free Clinics	<a href="#">View</a>
A_PCMH Folder	<a href="#">View</a>

## Folders-List Page

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And on the Folders-List, then select the “Grant Folder” up here at the top.




A new window will pop up where you can search for the grant you want. If you're looking for their RWHAP Allocations or Expenditures Reports, you can search for either their Part C or D grant, whichever you need. If you're looking for their CARES Act Expenditures Report, then you'll search for their CARES Act grant.

In this example, we'll enter the regular Part C activity code and then click on the "Search" button on the bottom right of the page.

You are here: Home > Folders > Grant Folder > Grant Search

Grant(s) - List Detailed View | Search | Saved Searches

Page size: 15 Go 1 item in 1 page(s)

Activity Code	Grant Number	Grantee Name	City	State	Current Budget Period	Status	Options
H76	H76HA00000	Healthy Choice Health Center	City	ST	04/01/2021 - 03/31/2022	Active	 Grant Folder

Page size: 15 Go 1 item in 1 page(s)

[Close Window](#)

**Grant Search Results** 12

And now on the search results, find the grant you want and then select the “Grant Folder” on the right.

The screenshot displays the 'Grant - Home Page' for 'H76HA00000: Healthy Choice Health Center'. The page is organized into several sections:

- General:** Grant Overview, Grant Home (selected), Grant Information, Contacts.
- Award:** Award History, Terms and Conditions.
- Requests:** Prior Approvals, Grant Applications.
- Submissions:** Submissions.
- Communications:** Emails, Notes.
- Monitoring:** Site Visits, Issues.
- Documents:** Documents, Download Documents.
- Closeout:** Document Number.
- Other:** Return to List.

The main content area is titled 'H76HA00000: Healthy Choice Health Center' and includes a 'Grant Status: Active' indicator. It features a 'Resources' section with tabs for 'Grant', 'Institution', and 'Other'. Below this, there are three columns of information:

- Submissions:** Late - Not yet submitted, Late - Submitted for this Budget Period, Change Requested, Due - in 30 days, Received - past 30 days.
- Prior Approvals:** Change Requested, Pending - Review and Approval, This Budget Period.
- Conditions:** Active Conditions, Defaulted Conditions.

Below these columns are sections for 'Issues' (Open Issues, Issues Closed in the past 30 days) and 'Properties' (Real Properties, Tangible Properties). The page also lists 'Program Specific System' entries: BRS, HAB Formula, and PTR. The 'Access PTR' link under the PTR section is highlighted with a red box.

## Grant - Home Page

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Here on the Grant – Home page, look down the page a little ways and then select “Access PTR.”

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Activities', 'Program Oversight', 'Dashboards', 'Folders', 'Reports', and 'Training'. The main content area is titled 'PTR/Allocations Report Inbox' and features a table with the following data:




#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	123456	Allocations Report	Healthy Choice Health Center	H76HA00000	04/01/2021-03/31/2022	6/19/2021 3:01:59 PM	Review	Open	Comment	History

The left navigation panel includes 'Inbox', 'PTR/Allocations Report Inbox', 'Expenditures Report Inbox' (highlighted in red), 'Manage Contracts', 'Search Contracts', 'Administration', 'Print Requests', 'Admin Reports', and 'Search Reports'. The footer of the page contains the text 'Allocations Report Inbox' and the page number '14'.

That’s going to take you to the Allocations Report inbox. If you’re trying to review their Allocations Report, you’ll see if here in the center of the page and you can select the envelope icon under the Action column on the right side of the page to take you to their report.

If instead you’re looking for the Expenditures Report, you can get there by selecting the “Expenditures Report Inbox” in the Navigation panel on the left side of the page.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with options like 'Tasks', 'Activities', 'Program Oversight', 'Dashboards', 'Folders', 'Reports', and 'Training'. Below this is a secondary navigation bar with 'Welcome', 'Recently Accessed', 'Mail Center', 'Calendar', and 'What's New'. The main content area is titled 'Expenditures Report Inbox' and features a table with the following data:

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	123456	Expenditures Report	Healthy Choice Health Center	H76HA00000	04/01/2021-03/31/2022	6/19/2021 3:01:59 PM	Review			

Below the table, there is a help section with contact information for the HRSA Help Desk and Data Support. The footer of the page includes 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', 'Contact Us', 'Product: BRS | Platform #: 4.9.50.0 | Build #: | Environment: Development', and 'Last Login: 03/29/21 6:51:00 PM ET'. The page title 'Expenditures Report Inbox' and page number '15' are displayed at the bottom.

And just like the previous page, you can see the Expenditures Report in the center of the page, and you can access it by selecting the envelope icon under the Action column on the right side of the page. These instructions are the same for the RWHAP C and D and CARES Act reports. If you're looking for the CARES Act Expenditures Report, you'll pull up your recipient's CARES Act grant number in your Grant Folder and access the Expenditures Report inbox using the same instructions.

# Project Officer Review

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So, let's move on and take a look at how you all will review each of these reports.



The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. Below this is a secondary navigation bar with links for 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. The main content area is titled 'Allocations Report' and shows details for report H76HA00000: Healthy Choice Health Center. The report ID is 123456, the status is 'Review', and the due date is blank. The budget year is 4/1/2020 - 3/31/2021, the last modified date is 6/15/2021 10:09:38 AM, and the last modified by is pbeesly@healthychoicehealth.org. The access mode is 'ReadOnly' and the DUNS number is 987654321. Below the report details is the 'Recipient Information' section, which contains a warning message and a form for the official mailing address. The form has three fields: 'a. Street' with the value '123 Sesame Street', 'b. City' with the value 'City', and 'c. State' with a dropdown menu showing 'ST'. The 'File Upload' option in the left navigation panel is highlighted with a red box. At the bottom of the page, there is a dark blue banner with the text 'Recipient Information' and the number '17'.

All of the reports that we’re going over today are very similar in regard to their sections, how you navigate through them, and the actual PO review process. So, I’m going to go through the report kind of generally using this Part C Allocations Report as an example, but I’ll highlight and go over the differences in the various sections as we go along.

For each of these reports, you’ll use the Navigation panel over here on the left side of the page to access the various sections and complete your review. When you open any of these reports, you’ll be taken to the first section, which is Recipient Information. This section just contains general information about the recipient like their address, EIN, and contact person.

Let’s go to the next section by selecting “File Upload” in the Navigation panel on the left side of the screen.

The screenshot displays the HRSA Electronic Handbooks interface. The main content area is titled "Allocations Report" for "H76HA00000: Healthy Choice Health Center". It shows report details such as Report ID: 123456, Status: Review, Due Date, Budget Year: 4/1/2020 - 3/31/2021, Last Modified Date: 6/15/2021 10:09:38 AM, Last Modified By: pbeesly@healthychoicehealth.org, and Access Mode: ReadOnly. Below this is a "File Upload" section with a table that has no records to display. The "Submission Components" section includes instructions on how to upload a primary component or a supplemental document, and a button labeled "Upload Supplemental Document". The navigation sidebar on the left has "File Upload" highlighted with a red box.

## File Upload

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For all of the reports we’re reviewing today, C and D Allocations and Expenditures and CARES Act Expenditures, Data Support does not have any indication that there is any required file upload at this time. But if you have requested some sort of additional documentation from your recipient, they can upload it here using the “Upload Supplemental Document” button and you’ll find it here on this page when you go to complete your review. But if you haven’t asked your recipient to upload any sort of documentation, you’ll find the section blank much like you see here on the screen.

In the next few sections is where the reports we’re reviewing today differ. The Allocations Report has two additional sections, CLC Report and Allocations Report, which you’ll see in the Navigation panel over here on the left side of the screen. The Expenditures Report, since it doesn’t use any contracts in the GCMS, has just a single additional section, Expenditures Report, which we’ll look at in just a few moments.

But let’s start off with the Allocations Report, starting with the CLC Report section. Again, to get there, select “CLC Report” in the Navigation panel on the left side of the screen.

**HRSA Electronic Handbooks**

Support | Logout

Tasks | Organizations | Grants | Dashboards | Free Clinics | FQHC-LALs | Resources

Welcome | Recently Accessed | What's New | Guide Me

Monday, 28<sup>th</sup> June 2021, 11:57:30 A.M.

Your session will expire in: 29:49

**Allocations Report**

▼ H76HA00000: Healthy Choice Health Center

Report ID: 123456      Status: Review      Due Date:

Budget Year: 4/1/2021 - 3/31/2022      Last Modified Date: 6/15/2021 10:09:38 AM      Last Modified By: pbeesly@healthychoicehealth.org

Access Mode: ReadOnly      DUNS: 987654321

**Consolidated List of Contractors**

Review the list of your organization's contracts for the fiscal year. If a contract is missing, look for the missing contract by selecting the "Search Contracts" link under the Manage Contracts heading in the left menu.

Warning	Id	Funded By	Organization	Reference	Start	End	Services	Funded Through	Is Executed	Amount
+	123456	H76HA00000	Healthy Choice Health Center		4/1/2021	3/31/2022	2		Yes	\$90,000.00
+	234567	H76HA00000	Highlands Area Food Bank		4/1/2021	3/31/2022	3		Yes	\$10,000.00

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online.

For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: PO  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click

**CLC Report** 19

Here is the CLC or Consolidated List of Contracts Report. In the table in the center of the screen here, you'll see all the contracts entered by the recipient into the GCMS including information like the contract amount and dates. You can also see the funded services for each agency listed here by selecting the plus icon in the column on the left side of the table. Most C and D recipients will only have one or two contracts that enter into the system, most frequently just one that they enter for their own services. Therefore, this section isn't quite as important for C and D recipients as larger Part A and B programs that have lots of contracts with many subrecipients. If any changes need to be made to this section, then the recipient will have to edit their contracts in the GCMS and then synchronize those changes with their report after you have returned it for changes.

Now let's take a look at the last section of the Allocations Report which is the actual Allocations Report. To get there, select "Allocations Report" in the Navigation panel on the left side of the screen.

**Search Contracts**

**Navigation**

- Recipient Information
- File Upload
- CLC Report
- Allocations Report**

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- PO Review
- Manage Issues

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocations Report**
- Action History
- Print/Export CLC Report

**Administration**

- Print Requests
- Admin Reports

**Search**

- Search Reports

**Allocations Report**  
All fields are required.

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Budget Year 04/01/2021 - 03/31/2022 Award Information

RWHAP Part C Grant Award Amount:

**Part C Program Total**

Service	Base Award Amount	Base Award Percent
<b>Non-services</b>		
a. Clinical Quality Management	<input type="text" value="\$5,000"/>	5.00%
b. Administrative	<input type="text" value="\$5,000"/>	5.00%
<b>Non-services Subtotal</b>	<b>\$10,000</b>	<b>10.00 %</b>
<b>Client Services</b>		
c. Core Medical Services	\$80,000	80.00 %
d. Support Services	\$10,000	10.00 %
<b>Service Allocation Subtotal</b>	<b>\$90,000</b>	<b>90.00 %</b>
<b>Total Allocations (Service+Non-service)</b>	<b>\$100,000</b>	<b>100.00 %</b>

**Part C Allocations Categories**

Service	Base Award	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	\$0	0.00 %
b. AIDS Pharmaceutical Assistance	\$0	0.00 %
c. Early Intervention Services (EIS)	\$0	0.00 %

Allocations Report: Award Information and Program Total

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This is the Allocations Report section of the report and contains the majority of the information that you'll review in the report. If you would like to print or export this page and view it in a different format you can do that by selecting the "Print/Export Allocations Report" link over here in the Navigation panel on the left side of the screen.

There are only a few fields at the top that recipients fill out directly on this page: the total award amount up at the top and then the Program Total table below that which contains fields for clinical quality management and recipient administration. Part D recipients will have an additional row in this table as well for indirect costs but otherwise this section is exactly the same for Part C and D recipients.

Service	Base Award	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	\$0	0.00 %
b. AIDS Pharmaceutical Assistance	\$0	0.00 %
c. Early Intervention Services (EIS)	\$0	0.00 %
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	\$0	0.00 %
e. Home and Community-Based Health Services	\$0	0.00 %
f. Home Health Care	\$0	0.00 %
g. Hospice	\$0	0.00 %
h. Medical Case Management, including Treatment Adherence Services	\$0	0.00 %
i. Medical Nutrition Therapy	\$0	0.00 %
j. Mental Health Services	\$0	0.00 %
k. Oral Health Care	\$0	0.00 %
l. Outpatient/Ambulatory Health Services	\$80,000	88.89 %
m. Substance Abuse Outpatient Care	\$0	0.00 %
<b>f. Core Medical Services Subtotal</b>	<b>\$80,000</b>	<b>88.89 %</b>
<b>Support Services</b>		
a. Child Care Services	\$0	0.00 %
b. Emergency Financial Assistance	\$0	0.00 %
c. Food Bank/Home Delivered Meals	\$10,000	11.11 %
d. Health Education/Risk Reduction	\$0	0.00 %

## Allocations Report: Core Medical and Support Services

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Scrolling down, we have the core medical and support service categories. Just like the CLC Report section, all of this information comes from the contracts in the GCMS. If a recipient needs to make a change to the values in this section, then they will have to amend the corresponding contracts in the GCMS. Make sure to review all of the information on this page to check that it is accurate.

So, let's move on to the Expenditures Report.

Search Contracts

**Navigation**

- Recipient Information
- File Upload
- Expenditures Report**

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- PO Review
- Manage Issues

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Expenditures Report
- Action History

**Administration**

- Print Requests
- Admin Reports

**Search**

- Search Reports

### 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.

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Budget Year 04/01/2020 - 03/31/2021 Award Information

RWHAP Part C Recipient Award Amount:

RWHAP Part C Approved Carryover Amount:

Part C Program Total

	Prior FY Carryover		Reporting FY		Total		
	Amount	Percent	Amount	Percent	Amount	Percent	
<b>Non-Services</b>							
a. Clinical Quality Management	<input style="width: 60px;" type="text" value="\$0"/>	0.00 %	<input style="width: 60px;" type="text" value="\$5,000"/>	5.00 %	\$5,000	4.55 %	
b. Administrative	<input style="width: 60px;" type="text" value="\$0"/>	0.00 %	<input style="width: 60px;" type="text" value="\$5,000"/>	5.00 %	\$5,000	4.55 %	
<b>Non-services Subtotal</b>	<b>\$0</b>	<b>0.00 %</b>	<b>\$10,000</b>	<b>10.00 %</b>	<b>\$10,000</b>	<b>9.09 %</b>	
c. Core Medical Services	\$10,000	100.0 %	\$80,000	80.00 %	\$90,000	81.8 %	
d. Support Services	\$0	0.00 %	\$10,000	10.00 %	\$10,000	9.09 %	
<b>Total Service Expenditures</b>	<b>\$10,000</b>	<b>100.0 %</b>	<b>\$90,000</b>	<b>90.00 %</b>	<b>\$100,000</b>	<b>90.9 %</b>	
<b>Total Expenditures (Service + Non-service)</b>	<b>\$10,000</b>	<b>100.0 %</b>	<b>\$100,000</b>	<b>100.0 %</b>	<b>\$110,000</b>	<b>100.0 %</b>	
<b>Total Remaining Unobligated Funds</b>						\$0	

Part C Expenditure Categories

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent

RWHAP Expenditures Report: Award Information and Program Total
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As I mentioned earlier, the big difference between the Allocations Report and the Expenditures Report is in the last sections. The Expenditures Report you'll notice here on the left side of the page; we still have Recipient Information and File Upload. Both of those are the exact same as what I showed earlier for the Allocations Report. Since the Expenditures Report doesn't use any of that contract information in the GCMS, there is no CLC Report section.

This Expenditures Report section is where recipients will enter all of their expenditures data. They no longer have to upload an Excel file with their expenditures. The one we have here on the screen is the RWHAP Part C Expenditures Report and I'll point out where the Part D report differs. The first section at the top is for their total award amounts, current year and then the approved carryover amount.

Below that is a table for clinical quality management and administration, just like we saw in the Allocations Report except here they have two columns, one for carryover on the left and then the reporting year award amount on the right. Part D reports, again like the Allocations Report, will have an additional row here as well for indirect costs..

Part C Expenditure Categories						
	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
<b>Core Medical Services</b>						
a. AIDS Drug Assistance Program Treatments	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
b. AIDS Pharmaceutical Assistance	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
c. Early Intervention Services (EIS)	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
e. Home and Community-Based Health Services	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
f. Home Health Care	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
g. Hospice	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
h. Medical Case Management, including Treatment Adherence Services	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
i. Medical Nutrition Therapy	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
j. Mental Health Services	\$10,000	100.0 %	\$0	0.00 %	\$10,000	10.00 %
k. Oral Health Care	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
l. Outpatient/Ambulatory Health Services	\$0	0.00 %	\$80,000	88.89 %	\$80,000	80.00 %
m. Substance Abuse Outpatient Care	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
<b>1. Core Medical Services Subtotal</b>	<b>\$10,000</b>	<b>100.0 %</b>	<b>\$80,000</b>	<b>88.89 %</b>	<b>\$90,000</b>	<b>90.00 %</b>
<b>Support Services</b>						
a. Child Care Services	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
b. Emergency Financial Assistance	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %

RWHAP Expenditures Report: Core Medical and Support Services

Moving down again, we have the core medical and support service tables. Same as the table above, two values for each service category, the prior year carryover and then the reporting year award amount as well.

n. Respite Care	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
o. Substance Abuse Services (residential)	\$0	0.00 %	\$0	0.00 %	\$0	0.00 %
<b>2. Support Services Subtotal</b>	<b>\$0</b>	<b>0.00 %</b>	<b>\$10,000</b>	<b>11.11 %</b>	<b>\$10,000</b>	<b>10.00 %</b>
<b>3. Total Service Expenditures</b>	<b>\$10,000</b>	<b>100.0 %</b>	<b>\$90,000</b>	<b>100.0 %</b>	<b>\$100,000</b>	<b>100.0 %</b>

Recipient received waiver for 75% core medical services requirement.

**Legislative Requirements Checklist**

**At least 75% of your total award (less CQM and Administrative) must be spent on core medical services.**

When reporting Core Medical Services expenditures, the Total in Section C, Row 1, Column F of the Expenditure Report which includes carryover dollars, must meet the 75% minimum requirement. The exception to this requirement is only for those recipients that requested, and were approved by HRSA, for a Part C Core Medical Services Waiver.

To the right is the percentage of your Current Fiscal Year Core Medical Services expenditures divided by your Total Part C Award less the CQM and Administrative expenditures. Please check to make sure this percentage is 75% or greater.

**90.00 %**

**Clinical Quality Management expenditures should be reasonable.**

To the right is your total CQM Expenditures which includes carryover dollars. Please check to make sure your CQM Expenditures are reasonable.

**\$5,000**

**No more than 10% of your total award can be spent on Administrative.**

When reporting Administrative expenses, the total (carryover included) must be 10% or less than the award amount.

Below is the maximum (Capped Amount) you can spend on Administrative (Part C Grant Award Amount \* .10) as well as your Total Administrative expenditures which includes carryover dollars. Please check to make sure your Administrative expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	\$11,000
Admin Expenditures	\$5,000

## RWHAP Expenditures Report: Legislative Requirements Checklist

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Further down the page, we have a feature not seen in the Allocations Report. This is the legislative requirements checklist. Recipients and project officers can use the information to check that recipients are in compliance with a few of the programmatic requirements. In the Part C report, that includes the 75% core medical services requirement, having reasonable CQM expenditures, and 10% admin cap. The Part D report has this same checklist just without the box for the 75% core medical services requirement.

You'll also notice this little checkbox here which appears just in the Part C report. This is for the 75% core medical services requirement waiver. We don't have any indication that recipients are actively receiving a waiver for this requirement in Part C so it should not currently be utilized by recipients, but I do just want to let you all know that it is there in case that changes.

So, let's move on now to the last report we're looking at today which is the CARES Act Expenditures Report.



Search Contracts

**Navigation**

- Recipient Information
- File Upload
- Expenditures Report**

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- PO Review
- Manage Issues

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Expenditures Report
- Action History

**Administration**

- Print Requests
- Admin Reports

**Search**

- Search Reports

### 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.

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:

Part C CARES Act Program Total

Service	Reporting FY	
	Amount	Percent
<b>Non-Services</b>		
a. Clinical Quality Management	\$0	0.00 %
b. Recipient Administration	\$0	0.00 %
<b>Non-services Subtotal</b>	<b>\$0</b>	<b>0.00 %</b>
c. Core Medical Services	\$10,000	100.0 %
d. Support Services	\$0	0.00 %
<b>Total Service Expenditures</b>	<b>\$10,000</b>	<b>100.0 %</b>
<b>Total Expenditures (Service + Non-service)</b>	<b>\$10,000</b>	<b>100.0 %</b>
<b>Total Remaining Unobligated Amount</b>	<b>\$0</b>	

Part C CARES Act Expenditures Categories

Service	Reporting FY	
	Amount	Percent
<b>Core Medical Services</b>		

CARES Act Expenditures Report: Award Information and Program Total
25

Just like the regular RWHAP Expenditures Report, I have a Part C CARES Act one pulled up here as an example for us to go through and I'll point out where Part D differs. The CARES Act Expenditures Report is a bit simpler than the regular RWHAP one since there is no carryover to worry about.

We have the single field at the top for the total award amount, and then the table underneath that, just like the other reports we've walked through, has fields for CQM and administration. The Part D report as well has that additional row for indirect costs.

Part C CARES Act Expenditures Categories		
Service	Reporting FY	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	\$0	0.00 %
b. AIDS Pharmaceutical Assistance	\$0	0.00 %
c. Early Intervention Services (EIS)	\$0	0.00 %
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	\$0	0.00 %
e. Home and Community-Based Health Services	\$0	0.00 %
f. Home Health Care	\$0	0.00 %
g. Hospice	\$0	0.00 %
h. Medical Case Management, including Treatment Adherence Services	\$0	0.00 %
i. Medical Nutrition Therapy	\$0	0.00 %
j. Mental Health Services	\$0	0.00 %
k. Oral Health Care	\$0	0.00 %
l. Outpatient/Ambulatory Health Services	\$10,000	0.00 %
m. Substance Abuse Outpatient Care	\$0	0.00 %
<b>1. Core Medical Services Total</b>	<b>\$10,000</b>	<b>100.0 %</b>
<b>Support Services</b>		
a. Child Care Services	\$0	0.00 %
b. Emergency Financial Assistance	\$0	0.00 %

CARES Act Expenditures Report: Core Medical and Support Services

The last part again has the core medical and support service categories. Recipients will enter the amount expended towards each category from their CARES Act award in the box on the right side of the table.

So, I'll go ahead and recap. The Allocations Report, Expenditures Report, and CARES Act Expenditures Report all function very similarly. The Allocations Report you have the CLC Report and Allocations Report sections where recipients report on their allocation of funding for the upcoming reporting year by utilizing the contracts in the GCMS. And in both the RWHAP Parts C and D and CARES Act Expenditures Reports, recipients report on their prior year's expenditures by entering their data directly into their report in the Expenditures Report section.

Before we move on to the last step of the PO Review page though, I want to take a moment to highlight two additional features you all can utilize for communication during the review process. Each of these features exist in all of the reports that we've mentioned here today. The first is the comments feature. To get there, select "View Comments" in the Navigation panel on the left side of the screen.

**HRSA Electronic Handbooks**

Request Access | Support | Logout

Tasks | Activities | Program Oversight | Dashboards | Folders | Reports | Training

Welcome | Recently Accessed | Mail Center | Calendar | What's New | Tuesday, 13<sup>th</sup> April, 2021 10:06:01 A.M.

Your session will expire in: 29:47

**NAVIGATION**

- Inbox
  - PTR/Allocations Report
  - Inbox
  - Expenditures Report inbox
- Manage Contracts
  - Search Contracts
- Navigation
  - Recipient Information
  - File Upload
  - Expenditures Report
- References
  - Validation Rules
  - Guidance
- Actions
  - Validate
  - PO Review
  - Manage Issues**
- Comments
  - Add Comments
  - View Comments
- Reports
  - Print/Export Expenditures

**Expenditures Report**

▼ H76HA00000: Healthy Choice Health Center

Report ID: 123456      Status: Review      Due Date:

Budget Year: 4/1/2020 - 3/31/2021      Last Modified Date: 6/15/2021 10:09:38 AM      Last Modified By: pbeesly@healthychoicehealth.org

Access Mode: ReadOnly      DUNS: 987654321

**Comment Report**

Comment ID	Comment Type	Comment	Attachment	Action Taken By	Action Taken On	Action
259996	workflow related comments	test		Marje Metherell	3/29/2021 3:02:53 PM	Reply

[Add Comment](#)

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online.

For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356

Logged in as: PO  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click [here](#).

**View Comments Page** 27

The comment system is there for you to use to communicate with your recipients. The comments here are visible to recipients and you can use this feature to put in requested revisions or issues. Recipients are also able to reply to comments here as well. You can add a new comment using the Add Comment button or reply to a comment already entered over here on the right by selecting “Reply” under the Action column.

The other communication feature is the issues section. To get there, we’ll click on Manage Issues in the Navigation panel.

The screenshot displays the HRSA Electronic Handbooks interface. At the top, the HRSA logo and 'Electronic Handbooks' title are visible. The main navigation bar includes 'Tasks', 'Activities', 'Program Oversight', 'Dashboards', 'Folders', 'Reports', and 'Training'. Below this, a secondary navigation bar shows 'Welcome', 'Recently Accessed', 'Mail Center', 'Calendar', and 'What's New'. The user's session will expire in 29:54.

The main content area is titled 'Expenditures Report' for 'H76HA00000: Healthy Choice Health Center'. It displays report details: Report ID: 123456, Budget Year: 4/1/2020 - 3/31/2021, Access Mode: ReadOnly, Status: Review, Last Modified Date: 6/15/2021 10:09:38 AM, Due Date, and Last Modified By: pbeesly@healthychoicehealth.org. DUNS: 987654321.

The 'Issues/Questions' section contains a table with the following data:

Description	Comment	Status	Action
Test Issue	test	Open	Update

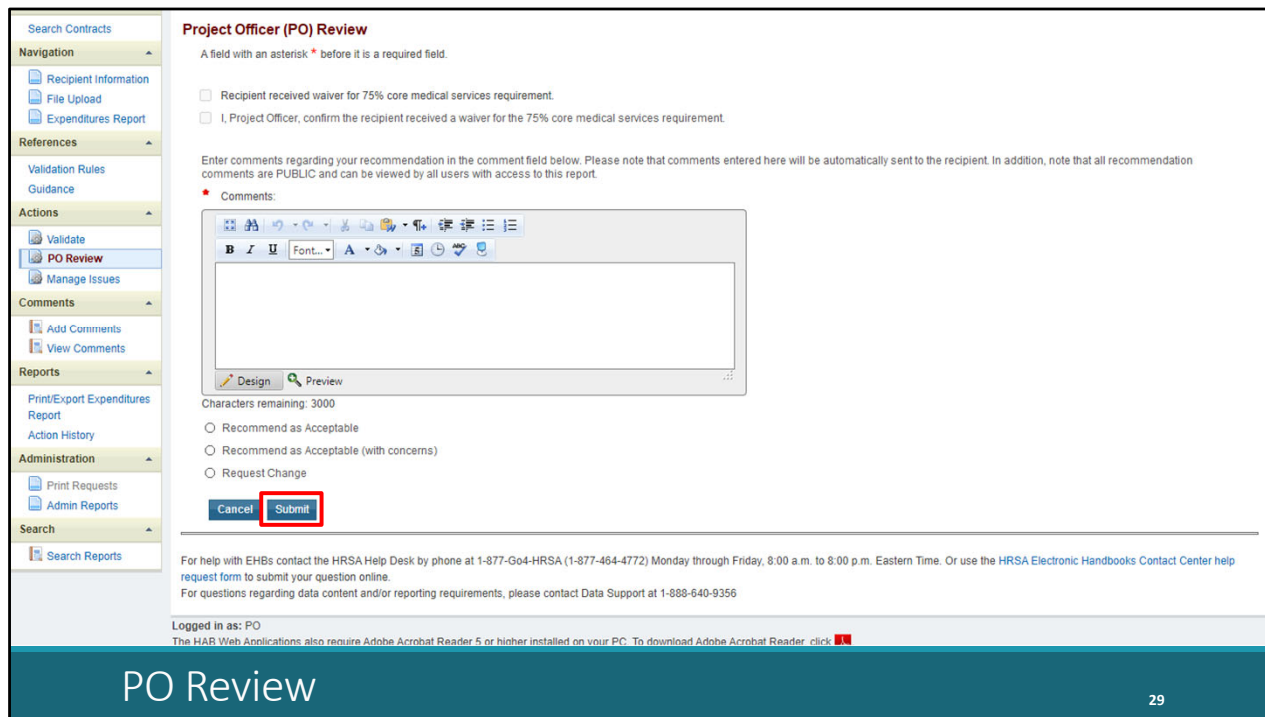
Below the table, there is a 'Refresh' button and a note: 'To enter an issue or question that must be addressed by the recipient before the report may be accepted, please select the Add New Issue/Question button. Issues/Questions are PRIVATE and may not be viewed by recipients.' There is also a '+ Add New Issue/Question' button.

The left navigation panel includes sections for 'Inbox', 'Manage Contracts', 'Search Contracts', 'Navigation', 'Recipient Information', 'File Upload', 'Expenditures Report', 'References', 'Validation Rules', 'Guidance', 'Actions', 'Validate', 'PO Review' (highlighted with a red box), 'Manage Issues', 'Comments', 'Add Comments', 'View Comments', 'Reports', and 'Print/Export Expenditures'.

At the bottom of the page, the text 'Manage Issues Page' is displayed on the left, and the page number '28' is on the right.

This section is for communication between POs and PQC's. It allows you to communicate directly in the web system about a report. The information is not viewable by recipients, just the PO and PQC. You can add a new issue or question here at the top by selecting "Add New Issue/Question" and then update an existing one over on the right by selecting "Update" under the Action column.

Once you've reviewed the report and you're ready to make your recommendation and complete your review, you'll select PO Review over here in the Navigation panel.



## PO Review

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Here's the PO Review page and I'll scroll down a little bit. This step is the same for all the reports we've presented here today. The example one we have here is from a Part C Expenditures Report so we can see that core medical services requirement waiver checkbox. Again, Data Support has not received any indication that Part C recipients are receiving this waiver at this point but if a recipient has selected that they received a waiver for it you'll see this checkbox at the top marked and you'll have to confirm it by selecting the checkbox below if they did indeed receive this waiver.

But for every report, for the review process you'll enter a comment here in the text box and then make your recommendation below that. Finally, click the "Submit" button at the bottom of the page. If you are returning a report to a recipient for changes, it's always helpful to put in the comment box exactly what revisions you would like them to make.

With that, we have come to the end of our instructions for today's presentation. I know it was a lot of information that we went through on three different reports. But please feel free to ask any questions at the end of the presentation.

## TA Resources

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- Ryan White Data Support
  - 888-640-9356
  - [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)
- EHBs Customer Support Center
  - 877-464-4772
  - [Online TA Request](#)



For our additional TA resources, here is our contact information at Data Support as well as contact information for the EHBs Customer Support Center if you or your recipients have any issues with their login or EHBs access and permissions.

Thank you again for your attention and joining the session today and I'll turn it back over for the rest of the meeting.