

**Ryan White HIV/AIDS Program (RWHAP) Part A  
HIV Emergency Relief Grant Program  
FY 2023 RWHAP Part A Non-Competing Continuation  
(NCC) Progress Report  
Technical Assistance Webinar  
Questions & Answers**



**Q1:** If you have had no changes in your Project Organizational Structure since the Fiscal Year (FY) 2022 competitive application, how do we document "no change"? For example, should recipients upload a document labeled Project Organizational Structure, and just indicate "no change"? This also applies to Sections 5 and 6 regarding the core medical services waiver and the indirect cost rate agreement, respectively.

*Answer:* All NCC Progress Report components must be added as attachments in the NCC Progress Report submission in Electronic Handbooks (EHBs). In this example, submit documentation (e.g., a Microsoft Word document) stating "No Change" in your NCC Progress Report submission in EHBs. You may also submit documentation indicating "Not Applicable" as appropriate.

**Q2:** Are the requirements in the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s) similar to what was required to be submitted with previous competitive applications and the Program Submission reporting requirement, other than the new PSRA requirement?

*Answer:* The requirements for the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s) is mostly the same as in the FY 2022 NOFO and in the Program Submission reporting requirement. One addition is the requirement that Planning Councils and Planning Bodies confirm that all RWHAP HIV core medical and support services were prioritized during the PSRA process.

See the [Ryan White HIV/AIDS Program Planning Council and Planning Body Requirements and Expectations Letter](#) and the FY 2023 NCC Progress Report instructions for additional detail.

**Q3:** FY 2022 funds will not be fully expended by the NCC Progress Report due date (10/3/2022). How can planning councils and planning bodies ensure that RWHAP Part A funds were expended according to planning council allocation requirements or planning body allocation recommendations, if the FY 2022 budget period has not ended?

*Answer:* There is an error in the NCC Progress Report instructions for the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s). The requirement is that FY 2022 budget period formula, supplemental, and MAI funds awarded to the EMA/TGA are being expended according to the priorities established by the Planning Council or Planning Body. Updated NCC Progress Report instructions have been uploaded to [TargetHIV](#) and will be available in EHB on September 2, 2022.

**Q4:** Can you explain Part A formula vs supplemental funding in a bit more detail?

*Answer:* Part A formula funds are distributed via a formula process that considers HIV cases in the jurisdiction (as reported to and confirmed by CDC) and funding amount available (as appropriated by Congress). Supplemental funding is distributed based on

*HIV cases and funding available (similar to Part A formula awards); however, the objective review score of the competitive application is also factored into the calculation. During non-competitive years, like FY 2023, the FY 2022 application scores will be used to calculate FY 2023 supplemental funding. See the [multi-year period of performance training](#) on TargetHIV for additional detail.*

**Q5:** Can you go into a bit more detail about Section 3 of the NCC Progress Report (Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s)) as it seems like the only "new" part?

***Answer:** The requirements for the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s) is mostly the same as in the FY 2022 NOFO and in the Program Submission reporting requirement. One addition is the requirement that Planning Councils and Planning Bodies confirm that all RWHAP HIV core medical and support services were prioritized during the PSRA process.*

*See the [Ryan White HIV/AIDS Program Planning Council and Planning Body Requirements and Expectations Letter](#) and the FY 2023 NCC Progress Report instructions for additional detail.*

**Q6:** In discussing the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s), regarding PSRA—do all core medical and support services need to be prioritized (even those that are not relevant to the jurisdiction)?

***Answer:** Yes, all RWHAP HIV core medical and support services must be prioritized during the PSRA process. See the [Ryan White HIV/AIDS Program Planning Council and Planning Body Requirements and Expectations Letter](#) and the FY 2023 NCC Progress Report instructions for additional detail.*

*Moreover, the Planning Council or Planning Body should have an awareness of jurisdictional needs as it relates to service provision. As part of the planning process, there is an expectation that services are coordinated across various payors (including other RWHAP Parts); so, understanding jurisdictional needs, prioritizing all services accordingly (regardless of RWHAP Part A funds being allocated) based on coordinating services among payors in the jurisdiction, demonstrates that comprehensive care is occurring.*

**Q7:** Where do we find a fillable version of the SF-424A?

***Answer:** A fillable SF-424A template is provided with the webinar training materials on [TargetHIV](#).*

**Q8:** Regarding the Letter of Assurance from Planning Council Chair(s) or Concurrence from Planning Body Leadership/Chair(s), there is a challenge with planning councils and

planning bodies confirming that all service categories were prioritized in jurisdictions that already completed their priority setting and resource allocation process prior to the receipt of the FY 2023 NCC instructions.

*Answer: Confirmation that all RWHAP HIV core medical and support services were prioritized during the PSRA process is a requirement outlined in the April 6, 2022, [Ryan White HIV/AIDS Program Planning Council and Planning Body Requirements and Expectations Letter](#).*

*If this did not occur in your jurisdiction, the Planning Council (PC) or Planning Body (PB) should reconvene and conduct a prioritization process that includes all service categories. If this is completed prior to the NCC Progress Report submission deadline (10/3/2022), then you should submit the signed letter with the submission. If the PC or PB cannot reconvene before the NCC Progress Report submission deadline, then the letter submitted with your NCC Progress Report cannot include the confirmation that all services were prioritized. Your Project Officer will coordinate with you to receive an updated letter after the PC or PB reconvenes.*

**Q9:** Is there a programmatic narrative portion of the NCC Progress Report?

*Answer: There is no narrative portion of the NCC Progress Report. Recipients are responsible for submitting the required documents for each applicable section.*

**Q10:** What are the page limits for the NCC Progress Report submission?

*Answer: The FY23 RWHAP Part A NCC progress report is comprised of a series of documents that recipients will upload into the NCC Progress Report submission in EHBs. Each document uploaded has a limit of 100MB.*

**Q11:** Is the CQM Plan reporting requirement submission referenced in the FY 2022 Notice of Funding Opportunity (NOFO) part of the NCC Progress Report submission or is it part of another submission?

*Answer: The CQM plan will be part of a FY 2023 reporting requirement submission.*

**Q12:** In a previous webinar it was communicated that the annual subrecipient site visits could be a combination of in person and virtual or all virtual due to COVID-19 restrictions. Is this correct? Do we have to apply for a waiver in order to do all virtual site visits in FY 2022?

*Answer: No, you do not need a waiver to conduct annual subrecipient site visits virtually for FY 2022. If you are not going to perform subrecipient site visits in FY 2022, please contact your Project Officer and submit a waiver to exempt your jurisdiction from the*

requirement. See [Ryan White HIV/AIDS Program Part A and Part B Recipients Annual Site Visit Letter](#) for additional information.

**Q13:** Will FY 2023 funding projection letters include estimates for Part A formula, supplemental and MAI funds?

*Answer:* The FY 2023 funding projection letter includes Part A formula and MAI estimates; it does not include supplemental estimates. Please note that the estimates are based on current year HIV cases (as reported to and confirmed by the Centers for Disease Control and Prevention, CDC) and previous year funding available.

**Q14:** Can we submit our FY 2023 budget ahead of the NCC Progress Report for review and discussion with our Project Officer?

*Answer:* Yes, you may submit your FY 2023 budget for review and feedback to your Project Officer prior to the NCC Progress Report due date. FY 2023 budgets should be emailed to your Project Officer for their review no later than Friday, September 16, 2022.

**Q15:** When should I submit a core medical services waiver request?

*Answer:* A request for a core medical services waiver should be submitted as an attachment with the grant application or the mandatory non-competing continuation (NCC) progress report, as applicable. See [Policy Notice 21-01 Waiver of the Ryan White HIV/AIDS Program Core Medical Services Expenditure Requirement](#) for additional information.

**Q16:** The Part A Funding Ceiling (Formula + Supplemental) and MAI Funding Ceiling do not add up to the Total Funding Ceiling in Appendix B. Is this accurate?

*Answer:* Appendix B has been updated to include accurate funding ceiling amounts that round down to the nearest whole dollar. This update resolved the funding ceiling amounts for the handful of recipients that were impacted by rounding errors in Appendix B. Updated NCC Progress Report instructions have been uploaded to [TargetHIV](#) and will be available in EHB on September 2, 2022.

**Q17:** Where can I find the NCC Progress Report Recipient User Guide?

*Answer:* The [NCC Progress Report Recipient User Guide](#) can be located through this link on the HRSA website. The purpose of the recipient user guide is to provide detailed instructions to help recipients complete and submit NCC Progress Reports within HRSA EHB.

**Q18:** What documentation do I need to include in the Performance Narrative section of the FY 2023 NCC Progress Report submission in EHB?

*Answer:* There is no Performance Narrative required with the FY 2023 RWHAP Part A NCC Progress Report; instead, each section of the NCC Progress Report should be attached in the Appendices section, as applicable. However, the NCC Progress Report module in EHB requires that a document be uploaded in the Performance Narrative section to be able to submit the NCC Progress Report submission. To meet the EHB system requirement, please upload a blank document stating “Not Applicable” in the Performance Narrative section. Please contact your Project Officer if you have any questions.