Ending the HIV Epidemic (EHE) Expenditures Report
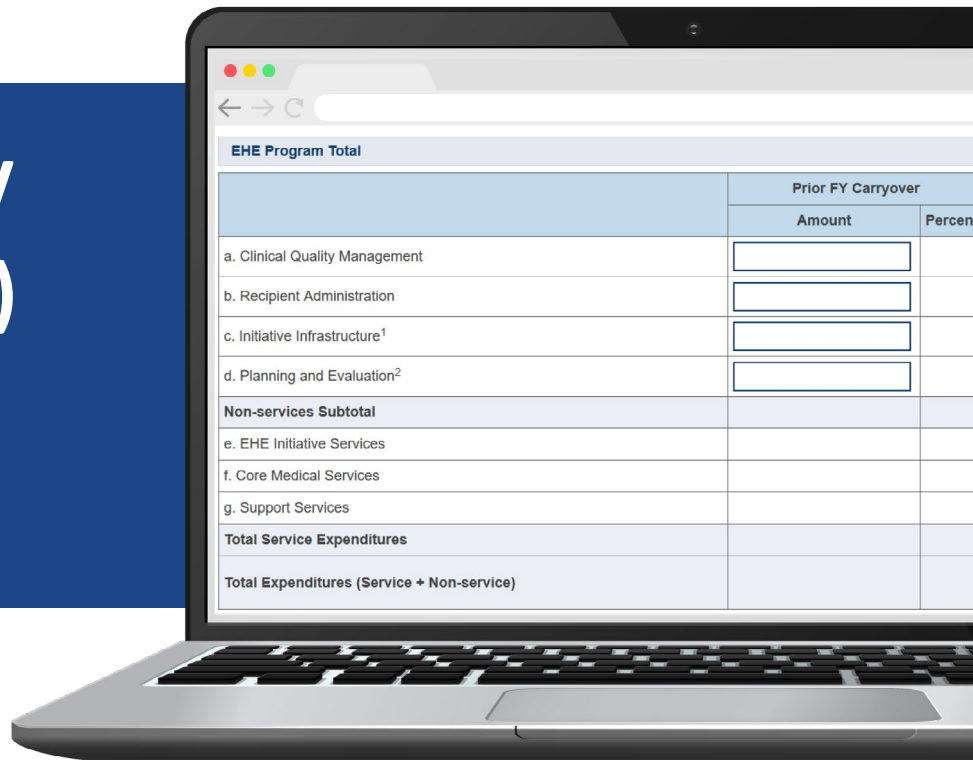
2024 Instruction Manual

Release Date: January 17, 2024

HRSA Health Resources & Services Administration

RWHAP DATA SUPPORT

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Icons Used in This Manual

The following icons alert you to important and/or useful information.

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

The tip icon points out recommendations and suggestions that can make it easier to complete this section.

The question mark icon indicates common questions asked with answers provided.

All new text in the document is indicated with a gray highlight.

Introduction

The federal Ending the HIV Epidemic in the U.S. (EHE) initiative is an ongoing effort to reduce the number of new HIV infections in the United States by at least 90% by 2030. The multiyear EHE initiative currently focuses on 48 counties, Washington, D.C., San Juan, Puerto Rico, and seven states that have a substantial rural HIV burden (collectively referred to as "EHE jurisdictions"). The four pillars of this initiative — diagnose, treat, prevent, and respond — represent a strategic approach to ending the HIV epidemic in the United States.

EHE initiative award recipients are required to provide certain program and fiscal reports each year, including an annual Expenditures Report. The Expenditures Report is an aggregate report submitted through the HRSA Electronic Handbooks (EHBs) that all EHE initiative recipients must submit within 90 days following the conclusion of each budget year.

The Expenditures Report serves as a reference to determine how recipients subsequently expended their EHE initiative funding awarded to them for the budget year and initially reported on in the EHE Allocations Report. The Expenditures Report also allows HRSA to monitor and track the use of grant funds for compliance with program and grants policies. This manual provides instructions on how to access, complete, and submit the EHE Expenditures Report.
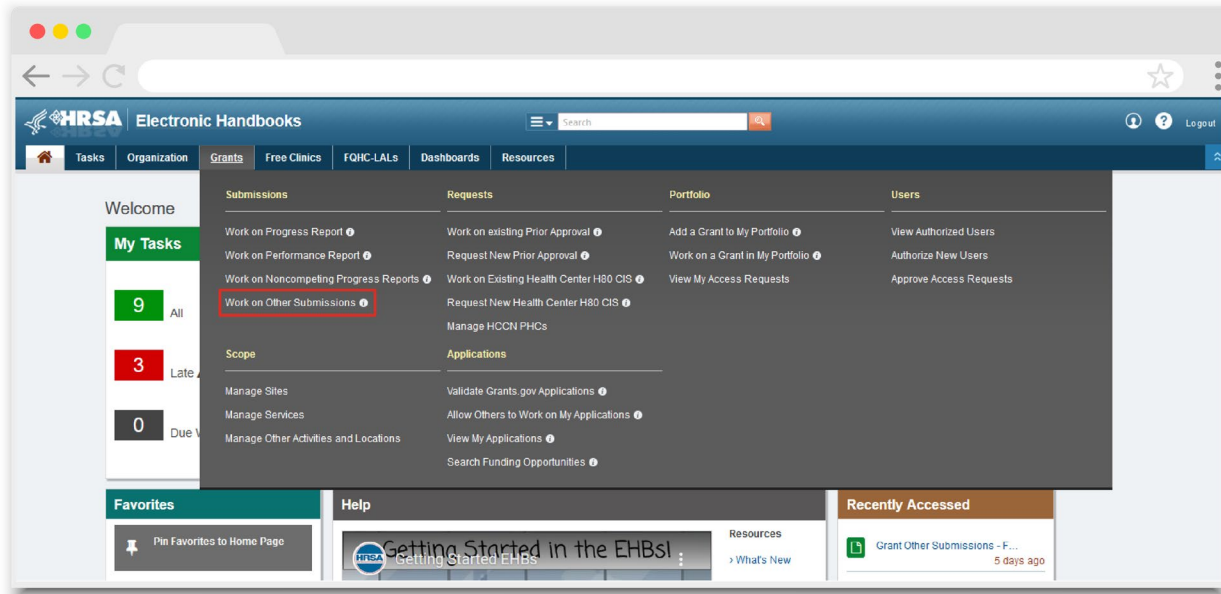
Accessing the Expenditures Report

The EHE Expenditures Report is accessible via the HRSA EHBs. You must have an EHBs user account with the appropriate access to your agency's grant to view and complete the report. To access the EHE Expenditures Report, follow the steps below:

STEP ONE: Log in to the HRSA EHBs site. From the HRSA EHBs homepage, hover your cursor over the "Grants" tab at the top of the screen and select "Work on Other Submissions" under the "Submissions" header (Figure 1).

> If you need assistance with your Login.gov username or password, contact the Login.gov Support Team at (844) 875-6446 or submit a help ticket online.

Figure 1. HRSA Electronic Handbooks: Screenshot of the Grants Dropdown Menu

STEP TWO: On the next page, "Submissions – All," (Figure 2) under the "Submission Name" column, locate the Expenditures Report you would like to access. Under the "Options" column, select "Start" or "Edit." The first time the report is accessed the link will read "Start," but once the report has been started, the link will instead read "Edit." A new window will appear.

Figure 2. HRSA Electronic Handbooks: Screenshot of the Submissions - All Page
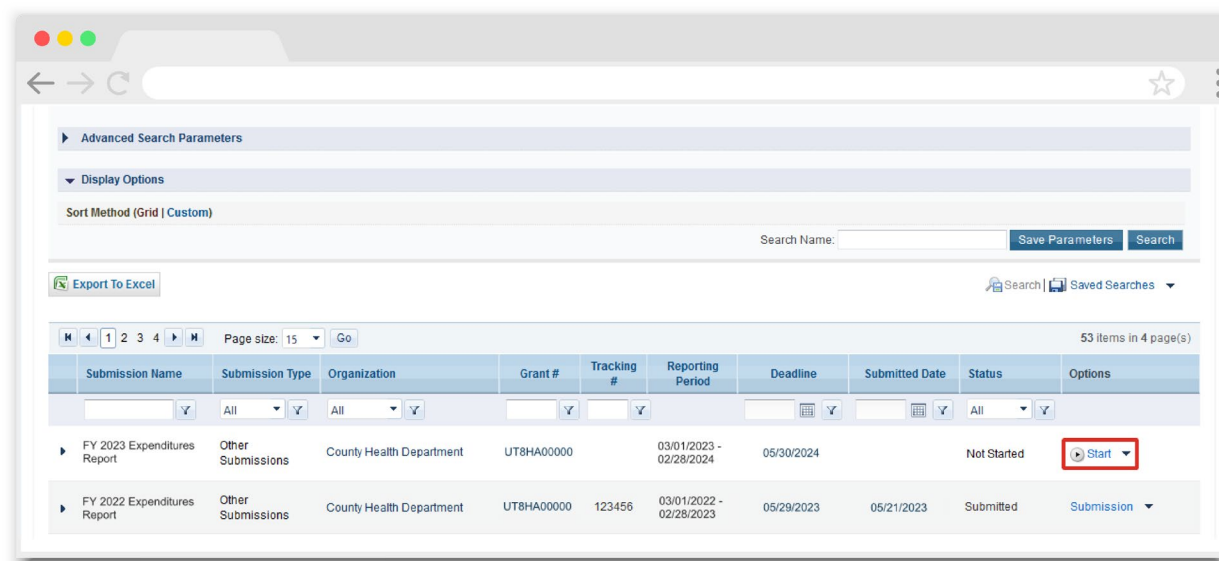
You can find your current Expenditures Report faster by searching for "Expenditures" in the filter header under "Submission Name."

If you need help navigating the EHBs to find your Expenditures Report submission, call the EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the Expenditures Report Inbox (Figure 3). To access your Expenditures Report, select the envelope icon under the "Action" column on the right side of the page. The first time you access the report, the envelope icon will read "Create," but once the report has been started, the icon will instead read "Open."

Figure 3. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Inbox Page
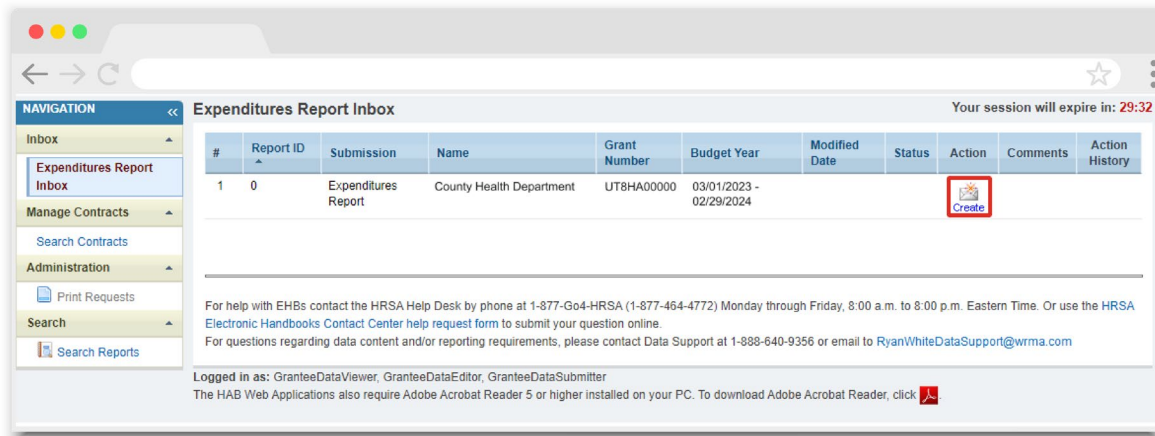
Completing the Expenditures Report

The EHE Expenditures Report is an aggregate report that captures budgetary information on the expenditure of grant funding for the specified budget year. The fiscal data submitted as part of the Expenditures Report are entered directly into the report in the HRSA EHBs.

While the Expenditures Report system does provide access to the Grantee Contract Management System (GCMS), it is there solely for your reference. The EHE Expenditures Report does not utilize your agency's contracts in the GCMS, and all expenditures data are entered directly into your agency's Expenditures Report.

Once you have entered all values and completed your agency's report, you can validate and submit it, at which point it is sent to your project officer for review. If you need assistance or have questions about the EHE Expenditures Report submission, please contact your project officer.
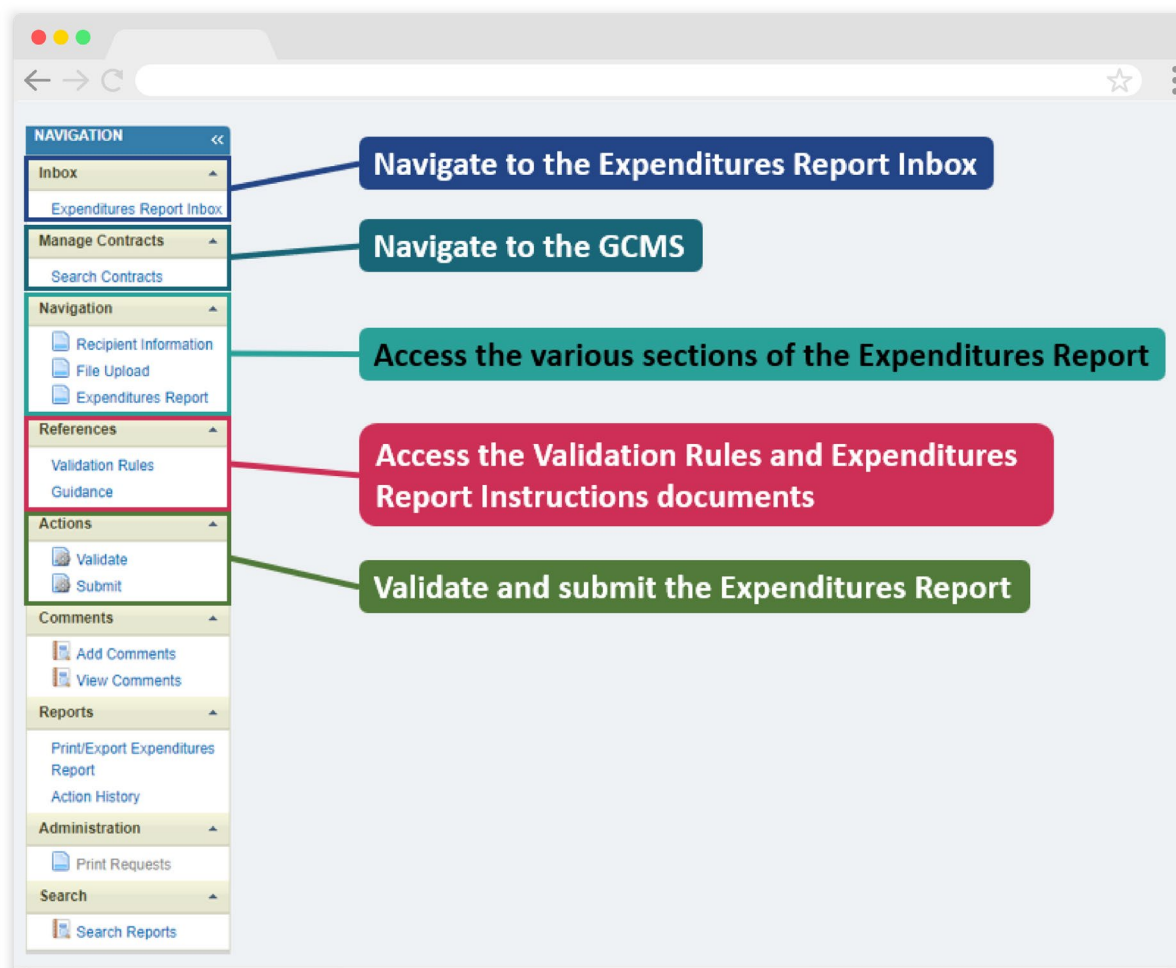
Expenditures Report Navigation

Navigation through the Expenditures Report web system and within the Expenditures Report itself is done using the Navigation panel on the left side of the screen (Figure 4). Use the links in the Navigation panel to access the different sections of the Expenditures Report as well as validate and submit it.

> If you need help navigating the Expenditures Report web system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 4. Expenditures Report Navigation Panel Guide

Recipient Information

Once you open the Expenditures Report, you will be taken to the Recipient Information section of the report (Figure 5). This section is pre-populated with information from the HRSA EHBs. 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 making any necessary updates, select "Save" on the lower-right corner of the page.

Figure 5. EHE Expenditures Report: Screenshot of the Recipient Information Page

File Upload

For the EHE Expenditures Report, there are no required additional forms to upload. In rare instances, your project officer may request additional supplemental documentation as part of your Expenditures Report submission. In these cases, use the supplemental document upload feature in the File Upload section of the report. Select "File Upload" in the Navigation panel on the left side of the screen and then select the "Upload Supplemental Document" button at the bottom of the page. Locate and select the supplemental documentation saved on your computer to add it to your report.

Figure 6. EHE Expenditures Report: Screenshot of the File Upload Page
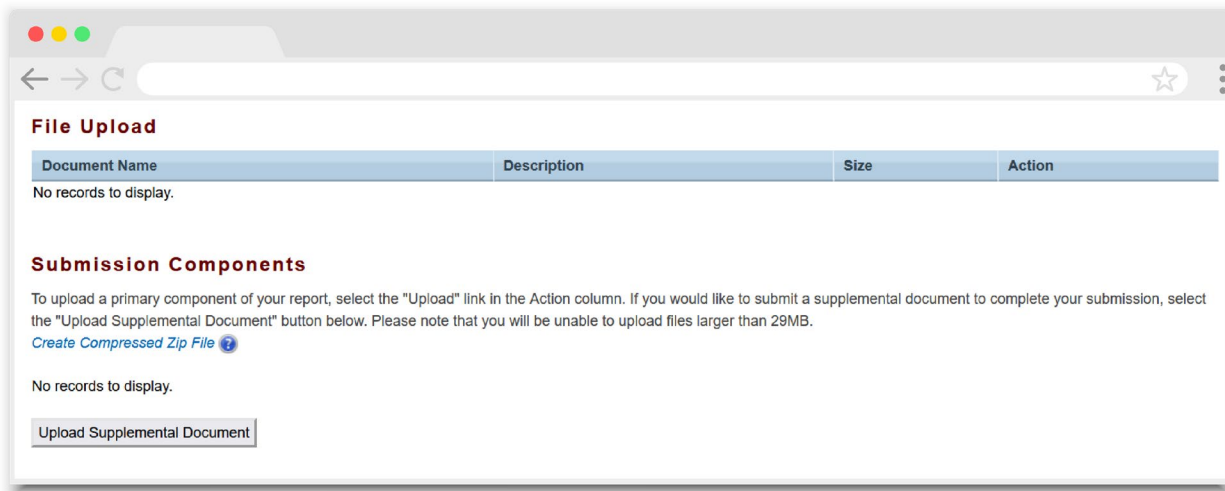
Expenditures Report

To access the Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The Expenditures Report comprises three editable sections: *Award Information, EHE Program Total*, and *EHE Expenditure Categories* including *EHE Initiative Services, 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 EHE Expenditures Report section contains 68 editable fields that you must complete with a response; 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 7) has two editable fields that you must complete:

1. *EHE Grant Award Amount:* Enter the total amount of your agency's EHE initiative award indicated on your agency's final NoA.

2. *EHE Approved Carryover Amount:* Enter the total unobligated EHE initiative award amount remaining at the end of the previous year's budget period that, with the approval of the grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

Figure 7. EHE Expenditures Report: Screenshot of the Award Information Section

> *The Total EHE Initiative Funds* field is calculated by the system after you have entered values for the *EHE Grant Award Amount* and *EHE Approved Carryover Amount.*

EHE Program Total

The *EHE Program Total* section (Figure 8) contains eight fields that must be completed:

a. *Clinical Quality Management*

- *Prior FY Carryover:* Enter the approved amount of EHE initiative award carryover from the previous budget year that was expended to support clinical quality management activities in the current budget year.

- *Reporting FY:* Enter the amount of your agency's EHE initiative award that was expended to support clinical quality management activities.

> The total amount expended (carryover included) on clinical quality management may not exceed 5% of your total award.

b. Recipient Administration

- *Prior FY Carryover:* Enter the approved amount of EHE initiative award carryover from the previous budget year that was expended to support recipient administration activities in the current budget year.

> The total amount expended (carryover included) on recipient administration may not exceed 10% of your total award.

- *Reporting FY:* Enter the amount of your agency's EHE initiative award that was expended to support recipient administration activities.

c. Initiative Infrastructure

- *Prior FY Carryover*: Enter the approved amount of EHE initiative award carryover from the previous budget year that was expended to support initiative infrastructure activities in the current budget year.

- *Reporting FY*: Enter the amount of your agency's EHE initiative award that was expended to support initiative infrastructure activities.

? What services are included under Initiative Infrastructure?
Initiative Infrastructure are costs associated with the development and expansion of data systems. It may include technical assistance on the type, design, and building of new data systems; bridging existing systems to achieve data integration; improving data entry to decrease burden and increase accuracy; training of staff and providers on collecting and using data; and employing experts to provide accurate and in-depth data analysis.

d. *Planning and Evaluation*

- *Prior FY Carryover*: Enter the approved amount of EHE initiative award carryover from the previous year that was expended to support planning and evaluation activities in the current budget year.

- *Reporting FY:* Enter the amount of your agency's EHE initiative award that was expended to support planning and evaluation activities.

💡 The combined total amount expended (carryover included) on recipient administration and planning and evaluation may not exceed 15% of your total award.

? What services are included under Planning and Evaluation?
Planning and evaluation are costs associated with stakeholder engagement and process and outcome evaluation activities.

Figure 8. EHE Expenditures Report: Screenshot of the EHE Program Total Section

EHE Program Total

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
a. Clinical Quality Management						
b. Recipient Administration						
c. Initiative Infrastructure[1]						
d. Planning and Evaluation[2]						
Non-services Subtotal						
e. EHE Initiative Services						
f. Core Medical Services						
g. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						

The additional fields in this table are calculated by the system once you have entered and saved your expenditures data.

EHE Expenditure Categories

The *EHE Expenditure Categories* section (Figure 9 and Figure 10) comprises three subsections: *EHE Initiative Services, Core Medical Services*, and *Support Services*. In each section, enter the funding amount that was expended to support each service category.

There are two fields (represented by the table columns) that you must fill in for each service category as detailed below:

- *Prior FY Carryover*: Enter the approved amount of EHE initiative award carryover from the previous budget year that was expended to support the service category in the current budget year.

- *Reporting FY:* Enter the amount of your agency's EHE initiative award that was expended to support the service category.

Below the EHE Expenditure Categories table, there is an additional summary table (Figure 10) that will populate with your total award amounts, expenditures totals, and the unobligated balance remaining once you have saved all information on this page.

EHE Initiative Services includes any service provided with your EHE initiative award that does not meet the definition of one of the existing RWHAP core medical and support service categories.

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

Figure 9. EHE Expenditures Report: Screenshot of the Core Medical Services Subsection of the EHE Expenditure Categories

Figure 10. EHE Expenditures Report: Screenshot of the Support Services Subsection of the EHE Expenditure Categories

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					
l.Referral for Health Care and Support Services					
m.Rehabilitation Services					
n.Respite Care					
o.Substance Abuse Services (residential)					
3. Support Services Total					
4. Total Service Expenditures					

EHE Award and Expenditure Summary

	Award	Expenditure	Balance
1.EHE Award Amount			
2. EHE Approved Carryover Amount			
3. Total			

Legislative Requirements Checklist

The last section of the Expenditures Report, the Legislative Requirements Checklist (Figure 11), is there for your reference when completing your report. You can quickly view the capped amounts that pertain to each legislative requirement, including for clinical quality management and recipient administration, to make sure your agency is complying.

Figure 11. EHE Expenditures Report: Screenshot of the Legislative Requirements Checklist

Legislative Requirements Checklist

No More than 5% of your total award can be spent on Clinical Quality Management.

When Reporting Clinical Quality Management, the total (carryover included) must be 5% or less than the EHE Grant Award Amount.

Below is the maximum (Capped Amount) you can spend on Clinical Quality Management (EHE Grant Award Amount * .05) as well as your Total Clinical Quality Management expenditures which includes carryover dollars. Please check to make sure your Clinical Quality Management expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Clinical Quality Management	

No more than 10% of your total award can be spent on Recipient Administration.

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

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

Expenditures	Amount
Capped Amount	
Admin Expenditures	

Validating and Submitting the Expenditures Report

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

Select "Validate" in the Navigation panel on the left side of the screen to begin the validation process. Wait a few minutes for the process to complete and then refresh the page by selecting "Validate" in the Navigation panel again. The system will either display your validation results or ask you to continue to wait while the validation request continues to process.

If you receive a green congratulations message, then you can proceed to submitting your report. Alternatively, you will see a table of validation results (Figure 12). Validation messages are sorted into categories: errors, warnings, and alerts.

- **Errors** must be corrected before submitting the 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 possible. You may submit the 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.

If you make changes to the information in your report, you must validate your report again using these instructions. Once you have addressed all validation messages as necessary, you are ready to submit your report.

Figure 12. EHE Expenditures Report: Screenshot of the Validation Results Page

> If you need assistance resolving or understanding a specific validation message, contact RWHAP Data Support for assistance by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

> If you make changes to the information in your report, you must validate your report again using the instructions in this section of the manual.

Once you have addressed all validation messages, you are ready to submit your report. To submit the report, select "Submit" in the Navigation panel on the left side of the screen. On the next page (Figure 13), enter a comment in the text box with any meaningful feedback you have related to your Expenditures Report submission. Read and acknowledge the statement under the comment box by selecting the checkbox. Once done, select the "Submit" button at the bottom of the page.

Figure 13. EHE Expenditures Report: Screenshot of the Submit Report Page

? Frequently Asked Questions

Is the Expenditures Report linked to the GCMS?

No, unlike the Allocations Report, the Expenditures Report is not linked to the contracts in the GCMS. Access to the GCMS from the Expenditures Report system is solely there for your reference.

My Expenditures Report says that it is "locked" and I cannot edit anything. What does that mean?

Another user from your agency is accessing your report. If you believe this is an error, contact RWHAP Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

Can I edit my report after I submit it?

No. Once your report has been submitted, you cannot edit it. However, you may ask your project officer to return your report to you for changes.

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).

Allocations: The proposed allotment of funds to different service categories.

Consolidated List of Contractors (CLC): Summarizes each EHE-funded contract, the contract amount, and the service(s) provided under the contract.

Consortia: An association of public and nonprofit health care and support service providers and community-based organizations with which the state/territory establishes a legal agreement to conduct specific activities outlined in the RWHAP legislation for a specific region(s) or the entire state/territory.

Core Medical Services: A set of essential, direct health care services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act.

Expenditures: The actual allotment of funds to different service categories after they have been spent.

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 EHE initiative contracts.

Initiative Infrastructure: Initiative Infrastructure are costs associated with the development and expansion of data systems. It may include technical assistance on the type, design, and building of new data systems; bridging existing systems to achieve data integration; improving data entry to decrease burden and increase accuracy; training of staff and providers on collecting and using data; and employing experts to provide accurate and in-depth data analysis.

Lead Agency: An entity with which the state/territory establishes a legal agreement to do one or more of the following: conduct needs assessments, engage in planning activities, manage procurement processes, ensure delivery of comprehensive services to people with HIV, and/or conduct program and fiscal monitoring.

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

Provider: An agency funded to provide services. Services may include direct core medical and support services to clients as well as administrative and technical services.

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant.

Subrecipient: An organization that receives EHE initiative 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.

Support Services: A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV.

Synchronization: The process of incorporating changes made in the GCMS into the report that is being updated.

Validation: A system-administered check that reviews all data entered into the Allocations or Expenditures Report for consistency with EHE guidelines.