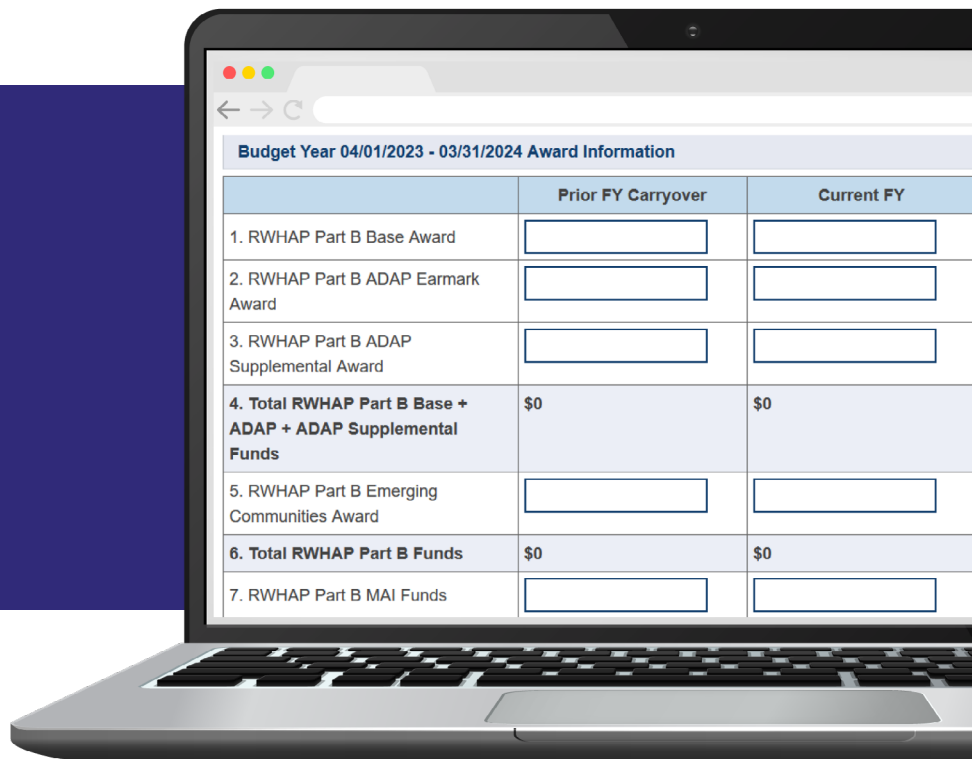# RWHAP Part B Expenditures Report

Budget Year 04/01/2023 - 03/31/2024 Award Information	Prior FY Carryover	Current FY
1. RWHAP Part B Base Award		
2. RWHAP Part B ADAP Earmark Award		
3. RWHAP Part B ADAP Supplemental Award		
4. Total RWHAP Part B Base + ADAP + ADAP Supplemental Funds	$0	$0
5. RWHAP Part B Emerging Communities Award		
6. Total RWHAP Part B Funds	$0	$0
7. RWHAP Part B MAI Funds		

FY2023 Instruction Manual

Manual Release Date: April 5, 2024
Reporting Period: 4/1/2023 - 3/31/2024

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 0915-0390, and the expiration date is 07/31/2026. Public reporting burden for this collection of information is estimated to average four 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
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HRSA
Health Resources & Services Administration

RWHAP DATA SUPPORT

Table of Contents

Icons Used in This Manual

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

The note icon highlights information 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.

The no icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances.

Background

The Ryan White HIV/AIDS Program (RWHAP) Part B provides grants to states and territories to improve HIV health care and support service quality, availability, and organization.

RWHAP Part B grant recipients are required as a condition of award to provide certain program and fiscal reports each year, including an annual Expenditures Report. The Expenditures Report serves as a reference to determine how recipients subsequently expended funds that were allocated to them for the budget period and initially reported on in the RWHAP Part B Program Terms Report (PTR). RWHAP Part B recipients must submit the 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 HRSA Electronic Handbooks (EHBs).

If you have programmatic questions about the RWHAP Part B Expenditures Report, please contact your Division of State HIV/AIDS Programs (DSHAP) project officer. If you need additional assistance or have technical questions about the RWHAP Part B Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

What's New for 2023

Reporting Health Insurance Premium and Cost Sharing Assistance and Home- and Community-Based Health Services

Previously, recipients primarily reported expenditures toward Health Insurance and Cost Sharing Assistance and Home- and Community-Based Health Services in rows 2 and 3 respectively of the *RWHAP Part B Expenditures by Program Component* table. Expenditures for both service categories from all award types are now reported with the rest of the core medical and support service categories in the *RWHAP Part B Expenditures Categories* table. For further instructions, please see the Expenditures Report section of this manual.

New Consortia Expenditures Rows

Two rows have been added to the RWHAP Part B Expenditures by Program Component table to capture expenditures for consortia planning and evaluation and consortia clinical quality management (CQM):

- 4b. *RWHAP Part B HIV Care Consortia Planning & Evaluation*
- 4c. *RWHAP Part B HIV Care Consortia CQM*

For further instructions, please see the RWHAP Part B Expenditures by Program Component section of this manual.

New Certification of Aggregate Administrative Costs Table

An additional table has been added to the Expenditures Report section of the RWHAP Part B Expenditures Report. Recipients must certify that the actual aggregate amount of funds expended on administrative costs by subrecipients does not exceed 10 percent of the aggregate total of all HIV service dollars expended. This must be completed by the recipient's financial officer or designee. Recipients will not be able to submit their report without completing this section and certifying their subrecipients' aggregate administrative expenditures amount. For further instructions, please see the Certification of Aggregate Administrative Costs section of this manual.

Figure 1. RWHAP Part B Expenditures Report: Screenshot of the Certification of Aggregate Administrative Costs Table

Notice of Award Validation Warnings

There are 10 new validation warnings all related to each agency's Notice of Award (NoA). Recipients will receive an error message in their validation results if they enter a value for any of their award amount totals in the *Award Information* section that does not match the corresponding value in their NoA. If you have any questions about your agency's NoA, please contact your DSHAP project officer.
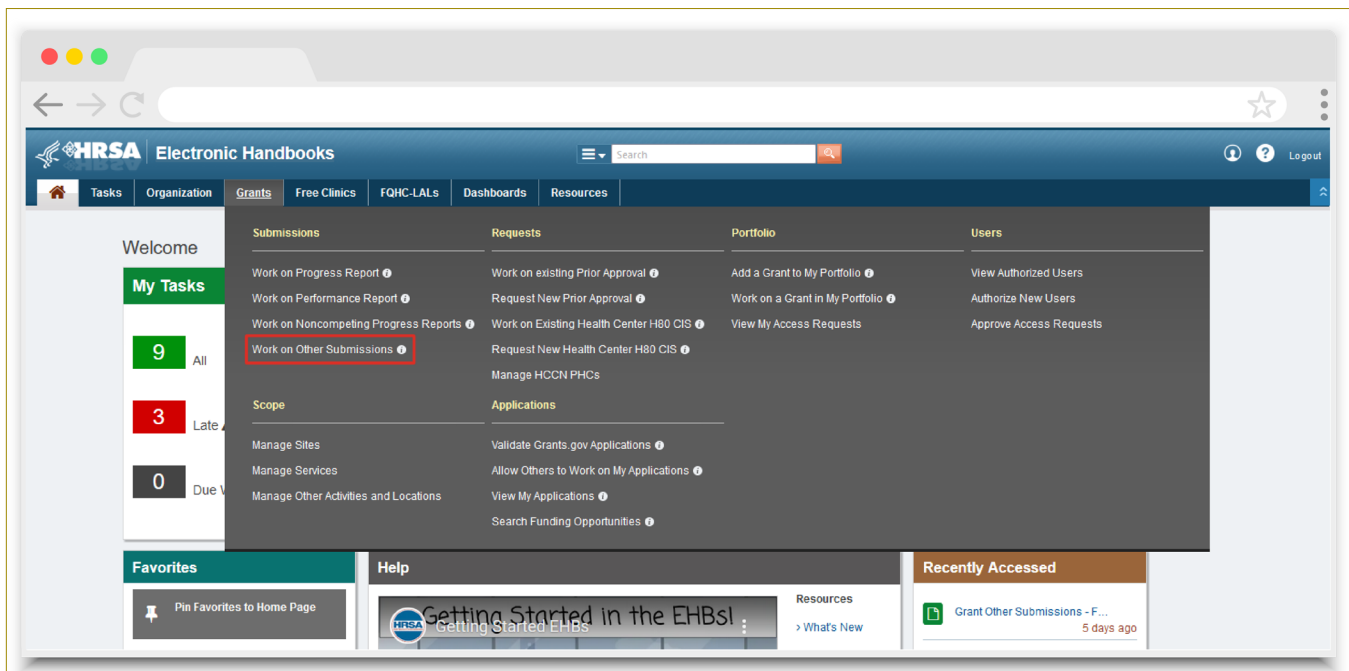
Accessing the Expenditures Report

The RWHAP Part B Expenditures Report is accessible via the HRSA EHBs. You must have a HRSA EHBs user account with appropriate access to your agency's grant to view and complete the report. To access the RWHAP Part B 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 2).

> 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 2. HRSA EHBs: Screenshot of the Grants Dropdown Menu

STEP TWO: On the next page, "Submissions – All," under the "Submission Name" column, locate the Expenditures Report you would like to access (Figure 3). 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 3. HRSA EHBs: Screenshot of the Submissions - All Page
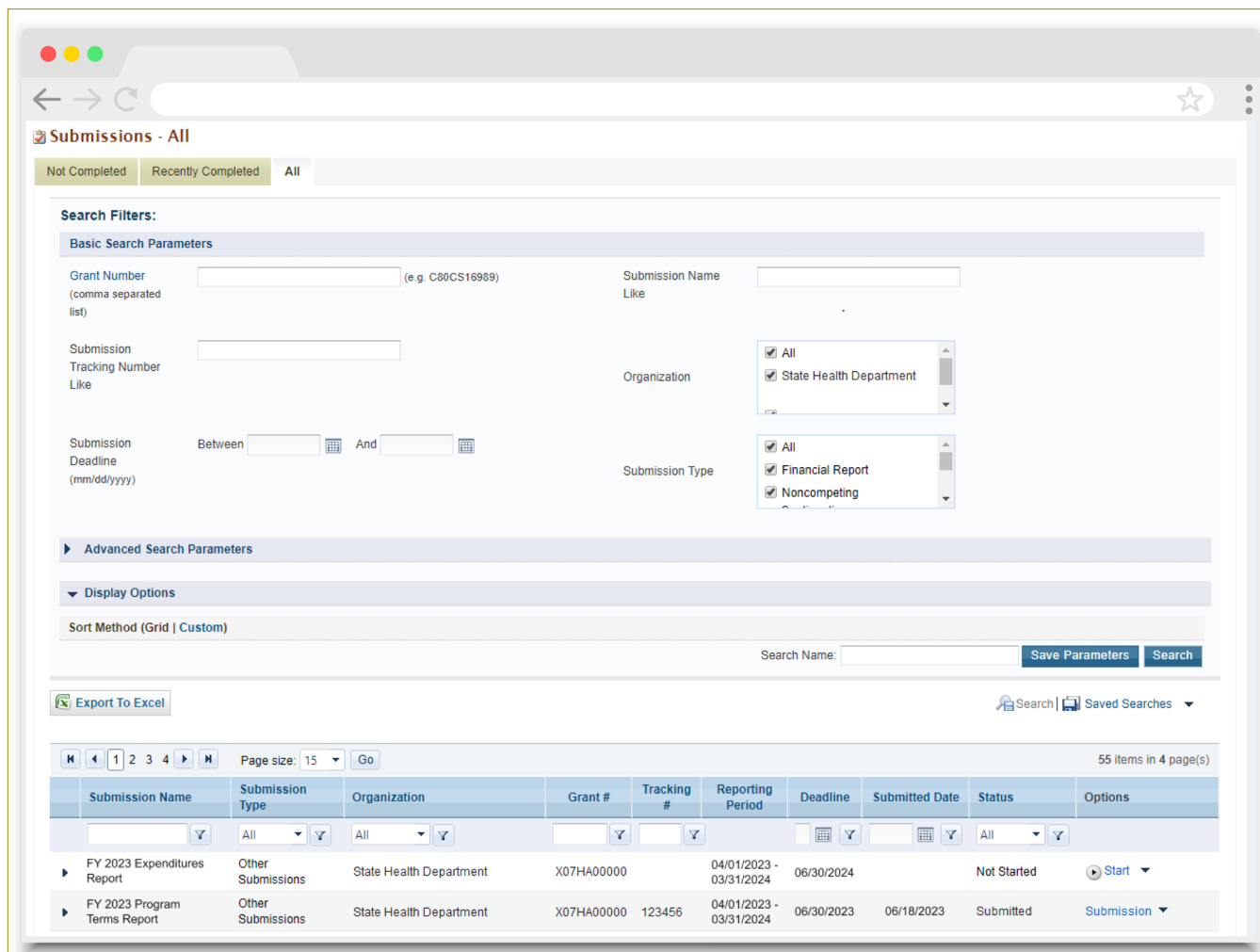
💡 Searching for "Expenditures" in the filter header of the "Submission Name" column may help you find your current Expenditures Report faster.

💡 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 4). 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 4. RWHAP Part B Expenditures Report: Screenshot of the Expenditures Report Inbox Page

Completing the Expenditures Report

The RWHAP Part B 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 RWHAP Part B 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 DSHAP project officer for review. If you need assistance or have questions about the RWHAP Part B Expenditures Report submission, please contact your DSHAP 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 5). Use the links in the Navigation panel to access the different sections of the Expenditures Report as well as to 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 5. Expenditures Report Navigation Panel Guide
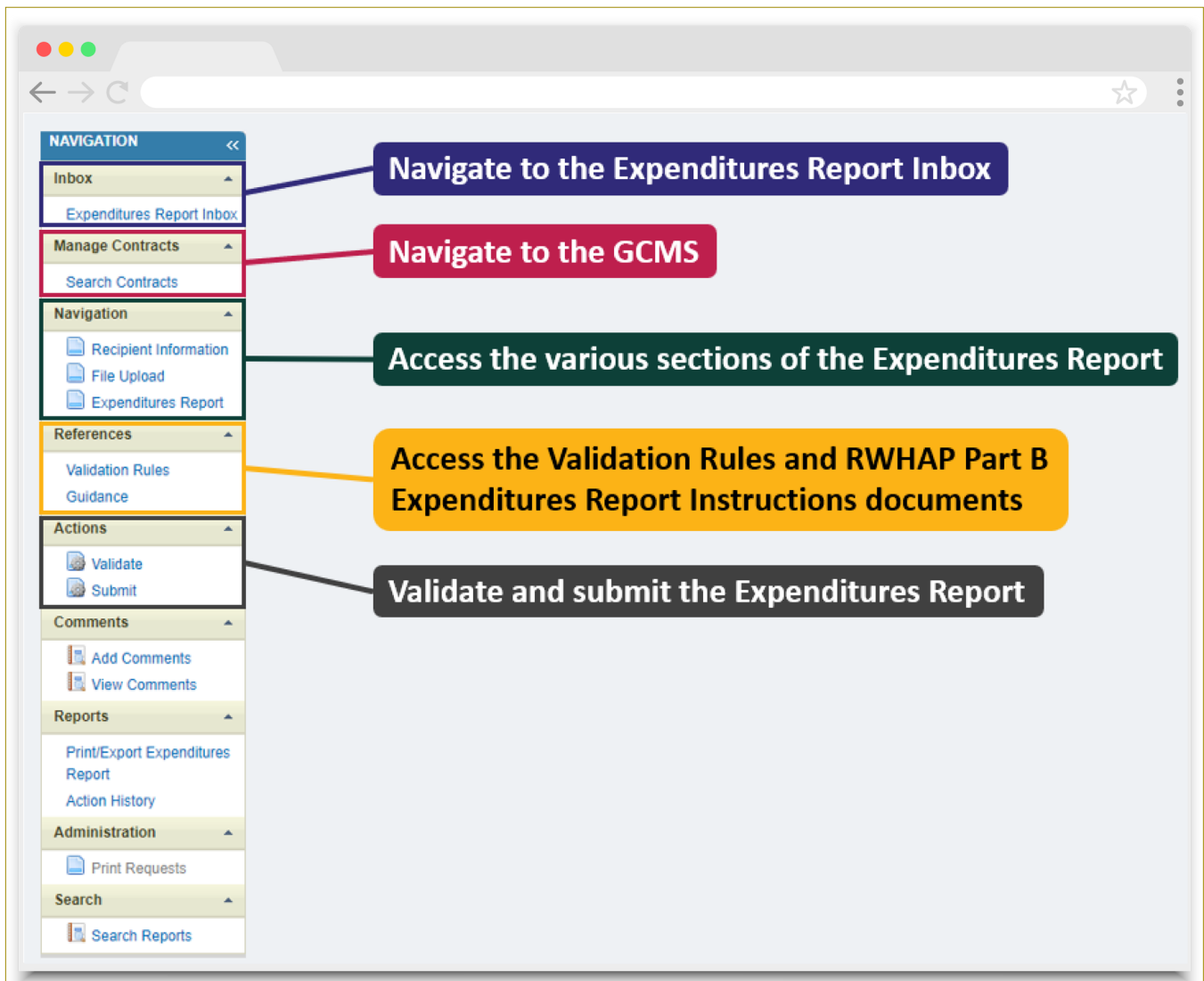
Recipient Information

Once you open the Expenditures Report, you will be taken to the Recipient Information section of the report (Figure 6). 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 6. RWHAP Part B Expenditures Report: Screenshot of the Recipient Information Page

File Upload

For the RWHAP Part B 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 7. RWHAP Part B Expenditures Report: Screenshot of the File Upload Page
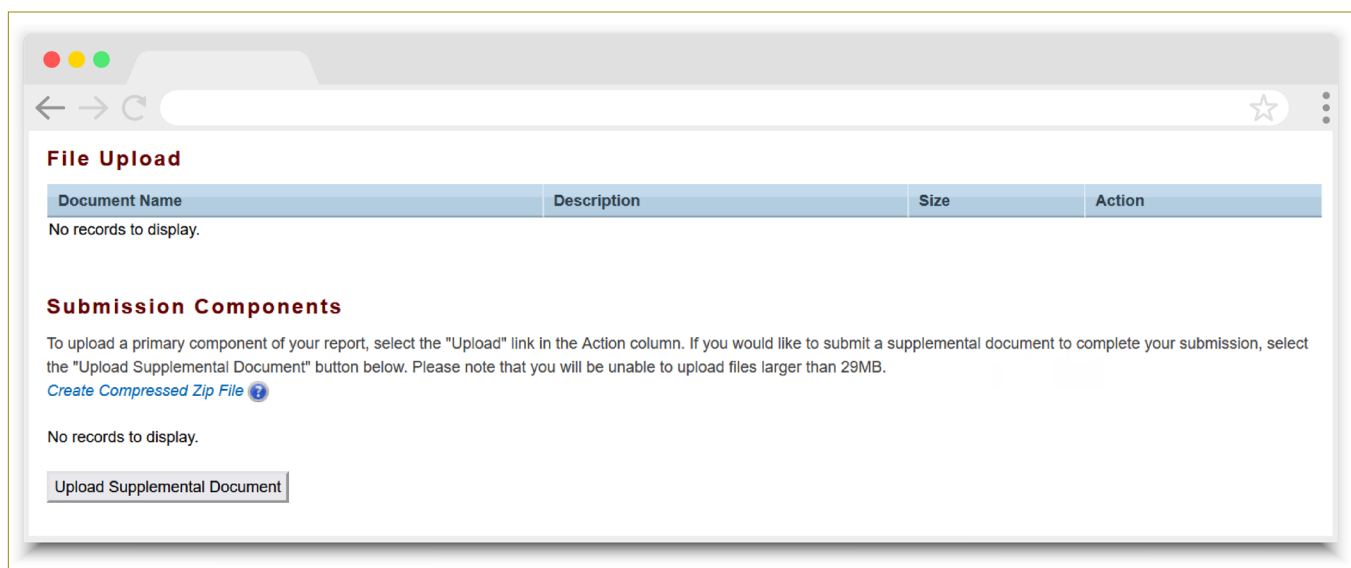
Expenditures Report

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 RWHAP Part B Expenditures Report comprises four editable sections: *Award Information, RWHAP Part B Expenditures by Program Component, RWHAP Part B Expenditures Categories,* and *MAI Expenditure by Program Component*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part B Expenditures Report section contains 170 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 8) of the RWHAP Part B Expenditures Report has 10 editable fields that require a response:

1. *RWHAP Part B Base Award*

   - *Prior FY Carryover:* Enter the total unobligated RWHAP Part B base award remaining at the end of the previous year's budget period that, with the approval of the Division of Grants Management Operations (DGMO) or grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

   - *Current FY:* Enter the total amount of your agency's RWHAP Part B base award indicated on your agency's final NoA.

2. *RWHAP Part B ADAP Earmark Award*

   - *Prior FY Carryover:* Enter the total unobligated RWHAP Part B ADAP earmark award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

   - *Current FY:* Enter the total amount of your agency's RWHAP Part B ADAP earmark award indicated on your agency's final NoA.

3. *RWHAP Part B ADAP Supplemental Award*

   - *Prior FY Carryover:* Enter the total unobligated RWHAP Part B ADAP supplemental award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

   - *Current FY:* Enter the total amount of your agency's RWHAP Part B ADAP supplemental award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B ADAP Supplemental award. If your agency did not receive one, enter a "0" in this field.

5. *RWHAP Part B Emerging Communities Award*

   ▪ *Prior FY Carryover:* Enter the total unobligated RWHAP Part B Emerging Communities award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

   ▪ *Current FY:* Enter the total amount of your agency's RWHAP Part B Emerging Communities award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B Emerging Communities award. If your agency did not recieve one, enter a "0" in this field.

7. *RWHAP Part B MAI Award*

   ▪ *Prior FY Carryover:* Enter the total unobligated RWHAP Part B MAI award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

   ▪ *Current FY:* Enter the total amount of your agency's RWHAP Part B MAI award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B MAI award. If your agency did not receive one, enter a "0" in this field.

Figure 8. RWHAP Part B Expenditures Report: Screenshot of the Award Information Table

Budget Year 04/01/2023 - 03/31/2024 Award Information	Prior FY Carryover	Current FY	Total
1. RWHAP Part B Base Award			$0
2. RWHAP Part B ADAP Earmark Award			$0
3. RWHAP Part B ADAP Supplemental Award			$0
4. Total RWHAP Part B Base + ADAP + ADAP Supplemental Funds	$0	$0	$0
5. RWHAP Part B Emerging Communities Award			$0
6. Total RWHAP Part B Funds	$0	$0	$0
7. RWHAP Part B MAI Funds			$0
8. Total RWHAP Part B + MAI Funds	$0	$0	$0

RWHAP Part B Expenditures by Program Component

The *RWHAP Part B Expenditures by Program Component* section (Figure 9) of the RWHAP Part B Expenditures Report has 41 total fields, 37 of which require a response:

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

1a. *ADAP Services*

- *Base Award*

    - *Prior FY Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    - *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended on ADAP medication purchases.

- *ADAP Earmark + ADAP Supplemental*

    - *Prior FY Carryover:* Enter the combined total approved amount of ADAP earmark and ADAP supplemental award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    - *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended on ADAP medication purchases.

- *Emerging Communities Award*

    - *Prior FY Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    - *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended on ADAP medication purchases.

1b. *Health Insurance to Provide Medications*

- *Base Award*

    - *Prior FY Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

    - *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended on ADAP insurance purchases for clients.

- *ADAP Earmark + ADAP Supplemental*

    - *Prior FY Carryover:* Enter the combined total approved amount of ADAP earmark and ADAP supplemental award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

    - *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended on ADAP insurance purchases for clients.

- *Emerging Communities Award*

  ▪ *Prior FY Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

  ▪ *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended on ADAP insurance purchases for clients.

1c. *ADAP Access/Adherence/Monitoring Services*

- *Base Award*

  ▪ *Prior FY Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  ▪ *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended to support ADAP access, adherence, and monitoring activities.

- *ADAP Earmark + ADAP Supplemental*

  ▪ *Prior FY Carryover:* Enter the combined total approved amount of ADAP earmark and ADAP supplemental award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  ▪ *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended to support ADAP access, adherence, and monitoring activities.

- *Emerging Communities Award*

  ▪ *Prior FY Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  ▪ *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended to support ADAP access, adherence, and monitoring activities.

4. *RWHAP Part B HIV Care Consortia*

- *Base Award*

  ▪ *Prior FY Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to directly fund HIV care consortia in the current budget year.

- *Current FY:* The amount of your agency's RWHAP Part B base award that was expended to directly fund HIV care consortia. This amount is calculated automatically from the values entered in the *RWHAP Part B Expenditures Categories* table.

- *Emerging Communities Award*

    - *Prior FY Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly fund HIV care consortia in the current budget year.

    - *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended to directly fund HIV care consortia.

4a. *RWHAP Part B HIV Care Consortia Administration*

- *Base Award*

    - *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended on HIV care consortia administrative activities.

- *Emerging Communities Award*

    - *Current FY:* Enter the total amount of your agency's Emerging Communities award that was expended on HIV care consortia administrative activities.

> **!** The total amount expended on HIV care consortia administration must not exceed 10 percent of your total consortia funding.

> **!** The combined amount expended on HIV care consortia administration and recipient administration must not exceed 10 percent of your total award.

4b. RWHAP *Part B HIV Care Consortia Planning and Evaluation*

- *Base Award*

    - *Current FY*: Enter the amount of your agency's RWHAP Part B base award that was expended on HIV care consortia planning and evaluation activities.

- *Emerging Communities Award*

    - *Current FY*: Enter the amount of your agency's Emerging Communities award that was expended on HIV care consortia planning and evaluation activities.

4c. RWHAP *Part B HIV Care Consortia CQM*

- *Base Award*

    - *Current FY*: Enter the amount of your agency's RWHAP Part B base award that was expended on HIV care consortia clinical quality management (CQM) activities.

- *Emerging Communities Award*

    - *Current FY*: Enter the amount of your agency's Emerging Communities award that was expended on HIV care consortia CQM activities.

5. *RWHAP Part B State Direct Services*

- *Base Award*

    - *Prior FY Carryover:* The approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to directly provide RWHAP Part B direct services in the current budget year. This amount is calculated automatically from the values entered in the *RWHAP Part B Expenditures Categories* table.

    - *Current FY:* The amount of RWHAP Part B base award that was expended to directly provide RWHAP Part B direct services in the current budget year. This amount is calculated automatically from the values entered in the *RWHAP Part B Expenditures Categories* table.

- *Emerging Communities Award*

    - *Prior FY Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly provide RWHAP Part B direct services in the current budget year.

    - *Current FY:* The amount of your agency's Emerging Communities award that was expended to directly provide RWHAP Part B direct services in the current budget year. This amount is calculated automatically from the values entered in the *RWHAP Part B Expenditures Categories* table.

6. *RWHAP Part B Clinical Quality Management*

- *Base Award*

    ▪ *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended to support CQM activities.

- *ADAP Earmark + ADAP Supplemental*

    ▪ *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended to support CQM activities.

- *Emerging Communities Award*

    ▪ *Current FY:* Enter the amount of your agency's Emerging Communities award that was used to support CQM activities.

> **!** The total amount expended on clinical quality management (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 5 percent of your total X07 award or $3 million (whichever is smaller).

7. *RWHAP Part B Recipient Planning & Evaluation Activities*

- *Base Award*

    ▪ *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended to support planning and evaluation activities.

- *ADAP Earmark + ADAP Supplemental*

    ▪ *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended to support planning and evaluation activities.

- *Emerging Communities Award*

    ▪ *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended to support planning and evaluation activities.

> **!** The total amount expended on planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

8. *Recipient Administration*

- *Base Award*

  - ▪ *Current FY:* Enter the amount of your agency's RWHAP Part B base award that was expended to support recipient administration activities.

- *ADAP Earmark + ADAP Supplemental*

  - ▪ *Current FY:* Enter the combined total amount of your agency's ADAP earmark and ADAP supplemental awards that was expended to support recipient administration activities.

- *Emerging Communities Award*

  - ▪ *Current FY:* Enter the amount of your agency's Emerging Communities award that was expended to support recipient administration activities.

> **!** The total amount expended on recipient administration (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 10 percent of your total X07 award.

> **!** The combined total amount expended on recipient administration and planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 15 percent of your total X07 award.

Figure 9. RWHAP Part B Expenditures Report: Screenshot of the RWHAP Part B Expenditures by Program Component Table

RWHAP Part B Expenditures by Program Component

	1. Base Award			2. ADAP Earmark + ADAP Supplemental			3. Emerging Communities Award			4. Total Prior FY Carryover		5. Total (including carryover)	
	Prior FY Carryover	Current FY	Percent	Prior FY Carryover	Current FY	Percent	Prior FY Carryover	Current FY	Percent	Amount	Percent	Amount	Percent
1. RWHAP Part B AIDS Drug Assistance Program Subtotal													
a. ADAP Services										$0	0.00 %	$0	0.00 %
b. Health Insurance to Provide Medications										$0	0.00 %	$0	0.00 %
c. ADAP Access/Adherence/Monitoring Services										$0	0.00 %	$0	0.00 %
2. RWHAP Part B Health Insurance Premium & Cost Sharing Assistance													
3. RWHAP Part B Home and Community-based Health Services													
4. RWHAP Part B HIV Care Consortia		$0	0.00 %							$0	0.00 %	$0	0.00 %
4a. RWHAP Part B HIV Care Consortia Administration												$0	
4b. RWHAP Part B HIV Care Consortia Planning & Evaluation												$0	
4c. RWHAP Part B HIV Care Consortia CQM												$0	
5. RWHAP Part B State Direct Services	$0	$0	0.00 %					$0	0.00 %	$0	0.00 %	$0	0.00 %
6. RWHAP Part B Clinical Quality Management												$0	
7. RWHAP Part B Recipient Planning & Evaluation Activities												$0	
8. Recipient Administration												$0	
9. Column Totals	$0	$0	0.00 %	$0	$0	0.00 %	$0	$0	0.00 %	$0	0.00 %	$0	
10. Total RWHAP Part B Expenditures (excluding carryover)	$0												

RWHAP Part B Expenditures Categories

The RWHAP Part B Expenditures Categories section (Figure 10) comprises two subsections: *Core Medical Services* and *Support Services.*

There are four fields (109 total) (represented by the table columns) that must be entered for each service category in the *Core Medical Services* and *Support Services* subsections as detailed below:

1. *Consortia*
   - *Award:* Enter the amount of consortia funding from your RWHAP Part B base award that was expended to support the service category.

2. *Direct Services*
   - *Award:* Enter the amount of direct services funding from your RWHAP Part B base award that was expended to support the service category.

3. *Emerging Communities*
   - *Award:* Enter the amount of your Emerging Communities award that was expended to support the service category.

4. *Prior Year Carryover*
   - *Amount*: Enter the approved amount of RWHAP Part B base award carryover from the prior budget year that was expended to support the service category in the current budget year.

> **!** At least 75 percent of your total award (not including clinical quality management, recipient administration, and planning and evaluation) must be expended on core medical services.

> **!** Expenditure amounts for ADAP Treatments from your *Direct Services, Emerging Communities, and Prior Year Carryover* funding are entered into the *RWHAP Part B Expenditures by Program Component* table unless used for consortia.

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

Figure 10. RWHAP Part B Expenditures Report: Screenshot of the RWHAP Part B Expenditure Categories Table

RWHAP Part B Expenditures Categories	1. Consortia		2. Direct Services		3. Emerging Communities		4. Prior FY Carryover		5. Total (including carryover)	
	Award	Percent	Award	Percent	Award	Percent	Amount	Percent	Amount	Percent
Core Medical Services										
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 Services									$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									$0	0.00 %
m. Substance Abuse Outpatient Care									$0	0.00 %
1. Core Medical Services Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
Support Services										
a. Child Care Services									$0	0.00 %
b. Emergency Financial Assistance									$0	0.00 %
c. Food Bank/Home Delivered Meals									$0	0.00 %
d. Health Education/Risk Reduction									$0	0.00 %
e. Housing									$0	0.00 %
f. Linguistic Services									$0	0.00 %
g. Medical Transportation									$0	0.00 %
h. Non-Medical Case Management Services									$0	0.00 %
i. Other Professional Services									$0	0.00 %
j. Outreach Services									$0	0.00 %
k. Psychosocial Support Services									$0	0.00 %
l. Referral for Health Care and Support Services									$0	0.00 %
m. Rehabilitation Services									$0	0.00 %
n. Respite Care									$0	0.00 %
o. Substance Abuse Services (residential)									$0	0.00 %
2. Support Services Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
3. Total Service Expenditures	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %

MAI Expenditure by Program Component

The *MAI Expenditure by Program Component* section (Figure 11) of the RWHAP Part B Expenditures Report has seven editable fields that require a response:

1. *Education to increase minority participation in ADAP*

   ▪ *Prior FY Carryover:* Enter the approved amount of MAI award carryover from the previous budget year that was expended to support MAI education in the current budget year.

   ▪ *Current FY:* Enter the amount of your agency's MAI award that was expended to support MAI education.

2. *Outreach to increase minority participation in ADAP*

   ▪ *Prior FY Carryover:* Enter the approved amount of MAI award carryover from the previous budget year that was expended to support MAI outreach in the current budget year.

   ▪ *Current FY:* Enter the amount of your agency's MAI award that was expended to support MAI outreach.

3. *Clinical Quality Management*

   ▪ *Current FY:* Enter the amount of your agency's MAI award that was expended to support CQM activities.

> **!** The total amount expended on CQM (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 5 percent of your total X07 award or $3 million (whichever is smaller).

4. *Recipient Planning & Evaluation Activities*

   ▪ *Current FY*: Enter the amount of your agency's MAI award that was expended to support planning and evaluation activities.

> **!** The total amount expended on planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

5. *Recipient Administration*

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

> **!** The total amount expended on recipient administration (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 10 percent of your total X07 award.

> **!** The combined total amount expended on recipient administration and planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP supplemental, Emerging Communities, and MAI awards) must not exceed 15 percent of your total X07 award.

Figure 11. RWHAP Part B Expenditures Report: Screenshot of the MAI Expenditure by Program Component Section

MAI Expenditure by Program Component	Prior FY Carryover		Current FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
1. Education to increase minority participation in ADAP					$0	0.00 %
2. Outreach to increase minority participation in ADAP					$0	0.00 %
3. Clinical Quality Management					$0	
4. Recipient Planning & Evaluation Activities					$0	
5. Recipient Administration					$0	
6. Total MAI Expenditures	$0	0.00 %	$0	0.00 %	$0	

☐ Recipient received waiver for 75% core medical services requirement.

Below the *MAI Expenditure by Program Component* table, there is a checkbox that you should select if your agency received a waiver for the 75 percent core medical services requirement (Figure 11). You will receive a validation message on your report if you do not select the waiver checkbox and have not met the 75 percent core medical services requirement based on the expenditures entered. If you are unsure if your organization received a waiver, please contact your DSHAP project officer for further assistance.
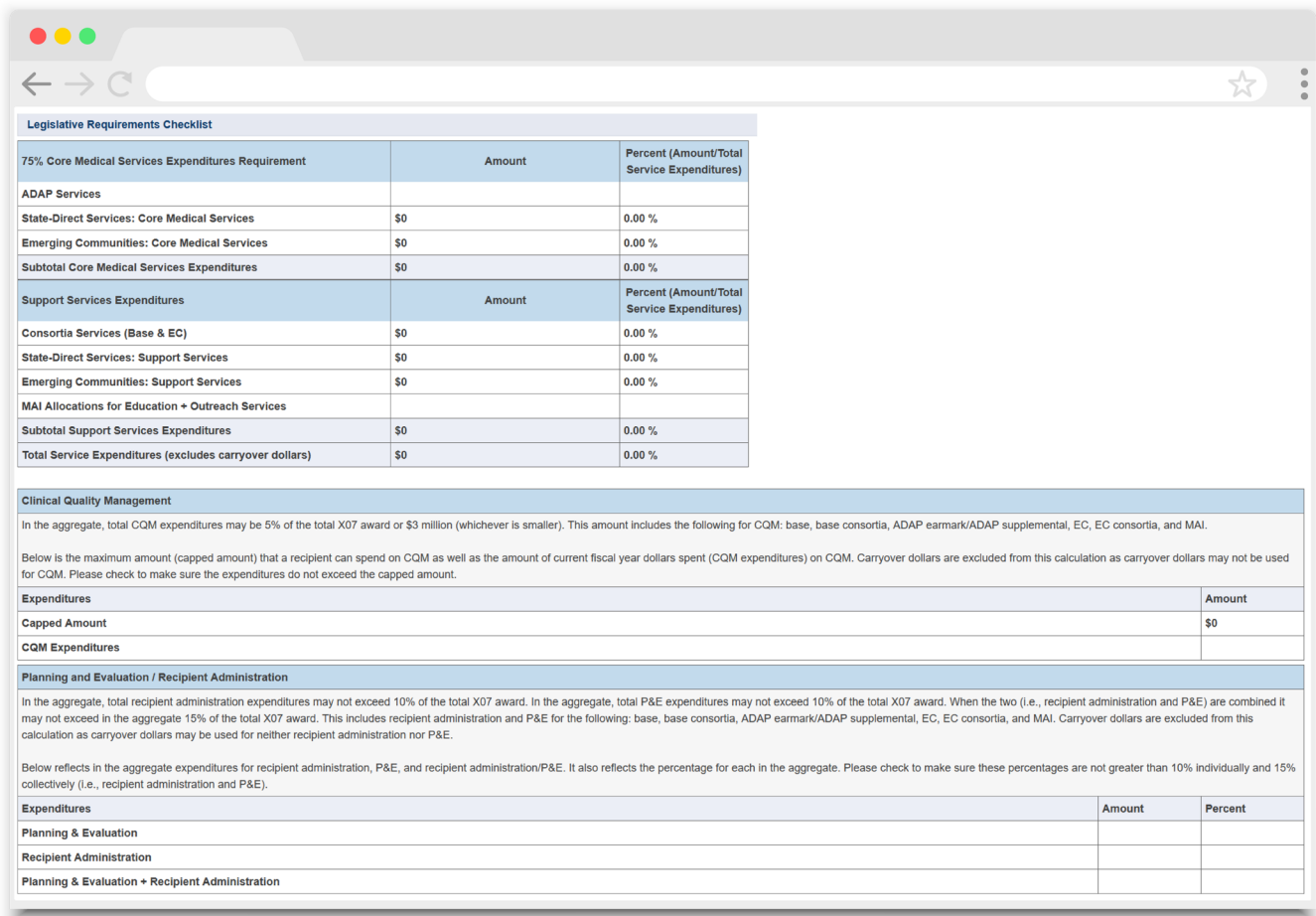
Legislative Requirements Checklist

The Legislative Requirements Checklist (Figure 12) is there for your reference when completing the report. You can quickly view the capped amounts that pertain to each legislative requirement once you have saved your expenditures to make sure that your agency is in compliance.

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

Figure 12. RWHAP Part B Expenditures Report: Screenshot of the Legislative Requirements Checklist

Certification of Aggregate Administrative Costs

In the *Certification of Aggregate Administrative Costs* section, recipients must certify that the actual aggregate amount of funds expended on administrative costs by subrecipients does not exceed 10 percent of the aggregate total of all HIV service dollars expended. This section (Figure 13) contains five fields that require a response:

1. *Total Current FY Grant Award (including approved Prior FY carryover)*: Enter the amount of your agency's total X07 award as indicated on your agency's final NoA. Include the total amount of your agency's prior FY carryover in this field.

2. *Recipient Administrative Expenses*: Enter the total amount of your agency's X07 award that was expended to support recipient administration activities.

> ! Do not include pharmacy benefits manager and insurance benefits manager administrative costs in the total administrative expenses.

3. *Recipient Planning and Evaluation Expenses*: Enter the total amount of your agency's X07 award that was expended to support recipient planning and evaluation activities.

4. *Recipient Clinical Quality Management Expenses*: Enter the total amount of your agency's X07 award that was expended to support recipient CQM activities.

7. *Actual Subrecipients Administrative Costs: Enter the total amount of your agency's X07 award that was expended to support subrecipient administrative activities.*

The financial officer responsible for the RWHAP Part B funds must then attest that the amount entered in row 7 does not exceed 10 percent of the aggregate total of all HIV service dollars expended in row 5 by selecting the checkbox and entering their name in the signature box.

> ! Recipients are not required to submit a separate Certification of Aggregate Administrative Costs outstide of the RWHAP Part B Expenditures Report.

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 14). 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 necessary. 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 14. RWHAP Part B Expenditures Report: Screenshot of the Validation Results Page

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

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

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 15), 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 15. RWHAP Part B Expenditures Report: Screenshot of the Submit Report Page

? Frequently Asked Questions

Is the Expenditures Report linked to the GCMS?

No, unlike the PTR, the Expenditures Report is not linked to the contracts in the GCMS. Access to the GCMS in the Expenditures Report system is there solely for your reference while you complete the Expenditures Report.

Should I enter RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report?

No, recipients should not enter any RWHAP-related funding (including program income or pharmaceutical rebates) in the Expenditures Report.

My Expenditures Report says 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 DSHAP 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 their different service categories.

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.

Emerging Community Funding: Funding distributed to the states or territories for communities that report between 500 and 999 cumulative reported AIDS cases over the most recent five years.

Expenditures: The actual allotment of funds to their 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 RWHAP contracts.

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.

Minority AIDS Initiative (MAI): A national Department of Health and Human Services (HHS) initiative that provides special resources to reduce the spread of HIV and improve health outcomes for people with HIV within communities of color. MAI was enacted to address the disproportionate impact of the disease on such communities. Formerly referred to as the Congressional Black Caucus Initiative because of that body's leadership in its development.

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: 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.

Recipient Administration: Activities relating to routine grant administration and monitoring activities.

RWHAP-related Funding of Services: Refers to RWHAP-eligible services that are funded with program income or pharmaceutical rebates, as distinguished from direct RWHAP grant funds. See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

Subrecipient: An organization 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.

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

Unobligated Balance: The amount of funds authorized under a federal award that the non-federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-federal entity's unliquidated obligations and expenditures of funds under the federal award from the cumulative amount of the funds that the federal awarding agency or pass-through entity authorized the non-federal entity to obligate.

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