



# Ryan White HIV/AIDS Program (RWHAP)

## Part B Reporting Requirements

### 2023 Administrative Reverse Site Visit

*November 14, 2023*

Health Resources and Services Administration (HRSA)  
HIV/AIDS Bureau (HAB)  
Division of State HIV/AIDS Programs (DSHAP)

**Vision: Healthy Communities, Healthy People**



# Purpose

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- To provide a “year in the life” overview of the reporting requirements for RWHAP Part B grant funds
  - RWHAP Part B Base (X07)
  - RWHAP Part B Supplemental (X08)
  - RWHAP AIDS Drug Assistance Program (ADAP) Emergency Relief Fund (ERF) (X09)
- To provide the connection between the reporting requirements, what project officers look for during their review of the reporting requirements, and best practices for recipients to successfully and meaningfully complete reports on time and efficiently.

# Objectives

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- Provide a comprehensive review of all RWHAP Part B (X07, X08, and X09) reporting requirements, their legislative and programmatic purpose, and best practices for successful completion.
- Provide a detailed description of how project officers review reporting requirements, including budget narratives, allowable and unallowable costs, and analysis of annual progress reports compared to program terms reports.
- Provide the opportunity for participants to share experiences completing reporting requirements and provide recommendations for improving documents for structure and submission.

# Reports for Review

## RWHAP Part B Base (X07):

- Program Terms Report (PTR)
- Minority AIDS Initiative (MAI) Annual Plan
- Interim Federal Financial Report (FFR)
- Estimated Unobligated Balance (UOB) and Carryover Report
- Annual Progress Report (APR)
- RWHAP Part B and MAI Expenditures Report
- Final FFR

## RWHAP Part B Supplemental (X08):

- PTR
- APR
- Expenditures Report
- FFR

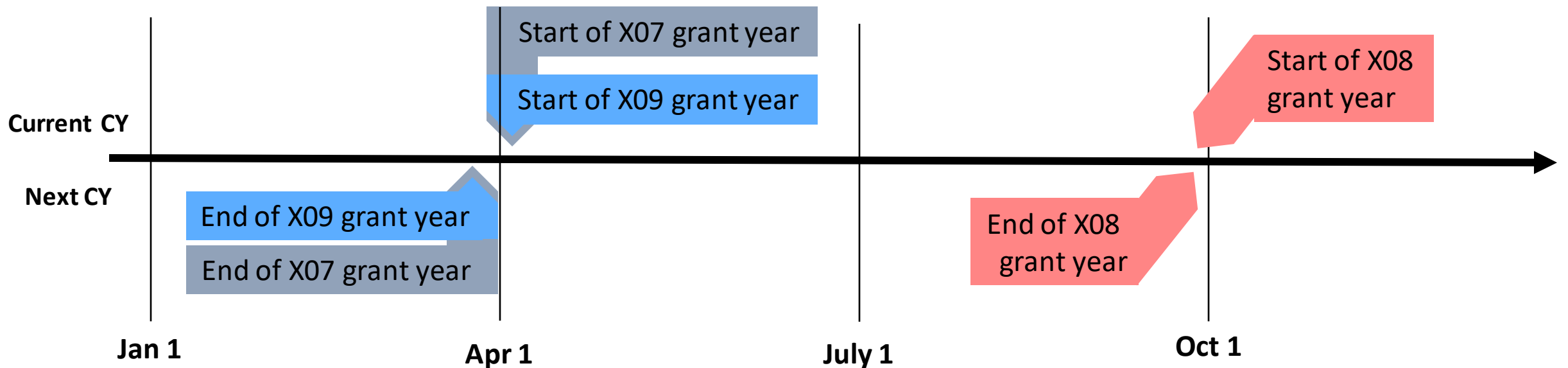
## ADAP ERF (X09):

- PTR
- Semi-Annual Progress Report
- Final Annual Progress Report
- Expenditures Report
- FFR



# Budget Cycles

- RWHAP Part B Base (X07) April 1 – March 31
- **RWHAP Part B Supplemental (X08)** September 30 – September 29
- **ADAP ERF (X09)** April 1 – March 31



# Notice of Award Review

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- Please bring up your Notices of Award for FY 2023 for X07, X08, and X09, as applicable on your laptop.



# RWHAP Part B Base (X07) Reporting Requirements

April 1-March 31



# Program Terms Report (PTR) (X07)

- Submitted in Program Terms Report Web Application
- Components:
  - Consolidated List of Contractors (CLC)
  - Allocations Report
  - SF-424A
  - Indirect Cost Rate Agreement (If applicable)
  - Budget Narrative Spreadsheet
  - Implementation Plan Spreadsheet
  - Contract Review Certification (CRC)
  - Early Identification of Individuals with HIV/AIDS (EIIHA) Plan





# Program Terms Report (PTR) (X07)

## Comparative Review

Report	Compare it to:	Ensure that these funding amounts align:
<b>Budget Narrative</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notice of Award (NoA)</li> <li><input type="checkbox"/> SF-424A</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allocations for grant year:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Administration</li> <li><input type="checkbox"/> Quality Management</li> <li><input type="checkbox"/> Planning and Evaluation (P&amp;E)</li> <li><input type="checkbox"/> ADAP</li> <li><input type="checkbox"/> Direct Services</li> <li><input type="checkbox"/> Emerging Communities</li> <li><input type="checkbox"/> MAI</li> </ul> </li> </ul>
<b>Allocations Report</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> NoA</li> <li><input type="checkbox"/> Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Amounts allocated for each funded service category</li> </ul>
<b>Consolidated List of Contractors (CLC)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allocations Report</li> <li><input type="checkbox"/> Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Amounts allocated for each funded service category</li> </ul>
<b>Contract Review Certification (CRC)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allocations Report</li> <li><input type="checkbox"/> CLC</li> <li><input type="checkbox"/> Budget Narrative</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Total amount awarded for core medical and support services contracts</li> </ul>



# MAI Annual Plan (X07)

- Submitted in the Electronic Handbooks (EHBs).
- Components:
  - MAI Annual Plan spreadsheet demonstrating funds allocated for Outreach and/or Education service categories
  - MAI narrative
- Must be submitted along with PTR.
- Information provided in the MAI Annual Plan (e.g., service goals, objectives, and projected outcomes, projected number of clients served, projected number of service units, and projected funds allocated) must align with information provided on the Allocations Report and on the Implementation Plan Spreadsheet.



# MAI Annual Plan (X07)

## Comparative Review

Report	Compare it to:	Ensure that these funding amounts align:
MAI Plan	<ul style="list-style-type: none"><li><input type="checkbox"/> Notice of Award (NoA)</li><li><input type="checkbox"/> Allocations Report</li><li><input type="checkbox"/> Budget Narrative Spreadsheet</li><li><input type="checkbox"/> Implementation Plan Spreadsheet</li><li><input type="checkbox"/> MAI Narrative Plan</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Education amounts align</li><li><input type="checkbox"/> Outreach amounts align</li></ul>



# Annual Progress Report (APR) (X07)

- Submitted in EHBs portal.
- Components:
  - Implementation Plan Spreadsheet Update
  - Progress Report Narrative
    - ✓ EIIHA Update
    - ✓ Integrated HIV Prevention and Care Plan Update
  - Certification of Aggregate Administrative Cost
  - Women, Infants, Children, and Youth (WICY) Report Worksheet
  - Clinical Quality Management (CQM) Program Update



# MAI Annual Report (X07)

- Submitted in EHBs portal.
- Components:
  - Update to the MAI Annual Plan spreadsheet submitted using an Excel spreadsheet
  - MAI narrative report
- Must be submitted at the same time as the APR.
- Information provided in the MAI Annual Report (e.g., service goals, objectives, and actual outcomes, actual number of clients served, actual number of service units provided, and actual amount of funds expended) must align with information provided on the RWHAP Part B and MAI Final Expenditures Report and on the Implementation Plan Spreadsheet Update.



# RWHAP Part B and MAI Expenditures Report (X07)

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- Submitted in PTR web application.
- RWHAP Part B and MAI Expenditures Report should reflect expenditures reported in APR (including Implementation Plan Update) and MAI Annual Report.
- Expenditures must reflect Final FFR.



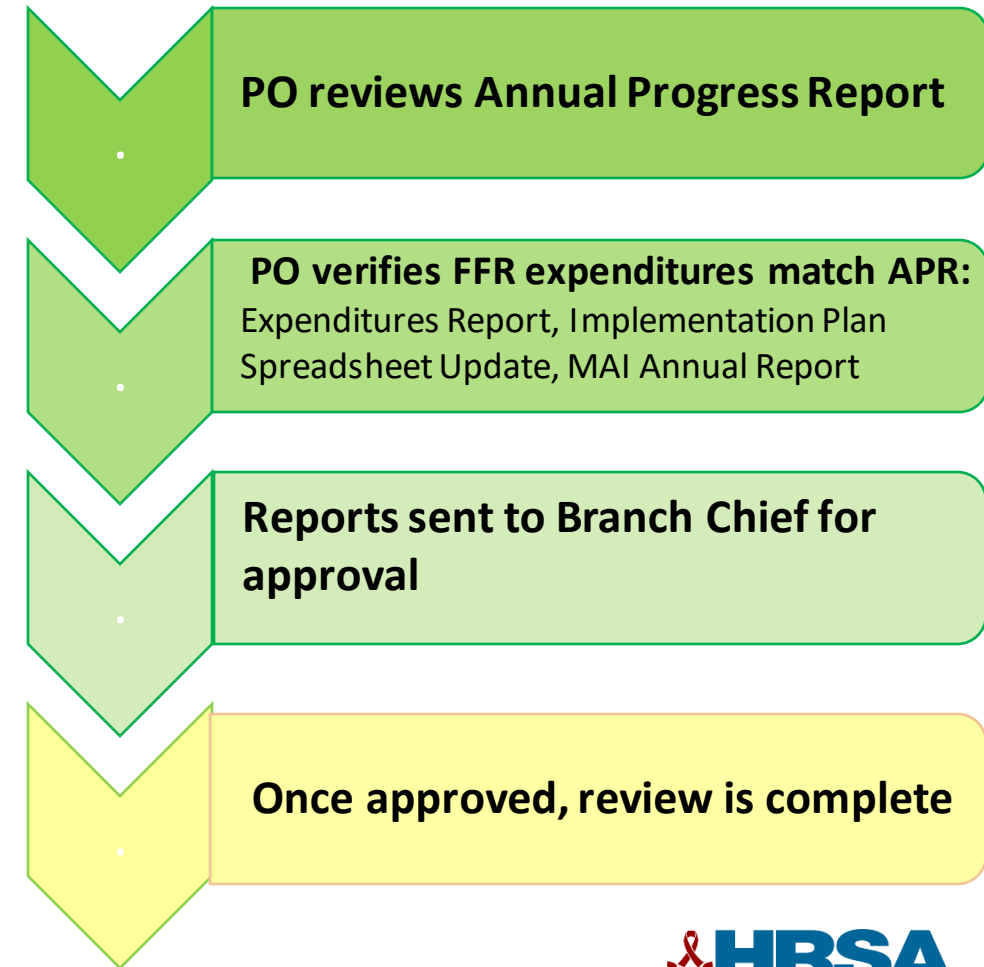
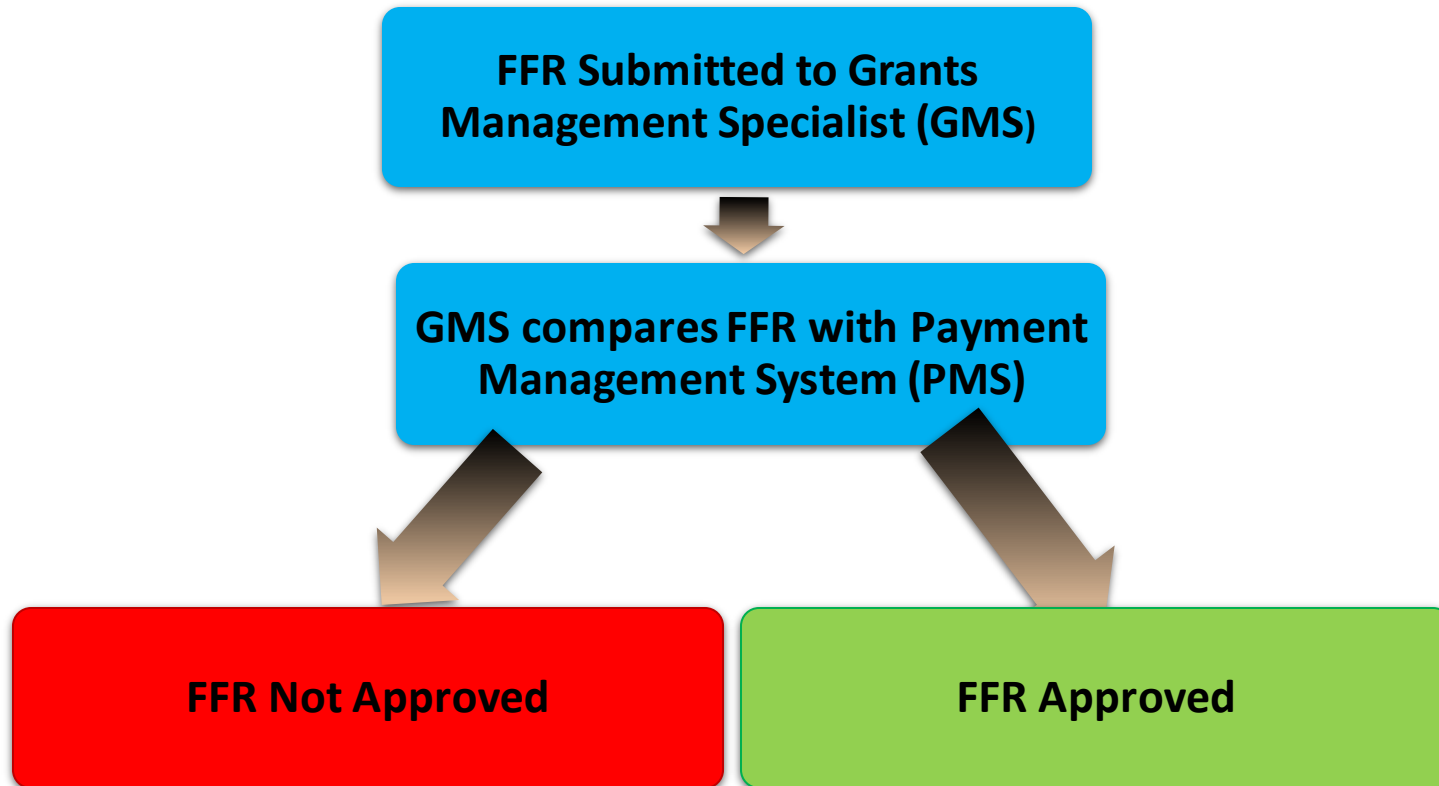
# Final FFR (X07)

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- Submitted in Payment Management System (PMS).
- Reporting on information from April 1-March 31.
- No deadline extensions are allowed.
- Expenditures should align with expenditures provided in RWHAP Part B and MAI Expenditures Report.
- Recipients who are obligated to provide a state match (ADAP Supplemental match and/or Part B match) must report this on the final FFR.
- Unobligated Balance (UOB)/carryover requests cannot be approved until the Final FFR is approved.

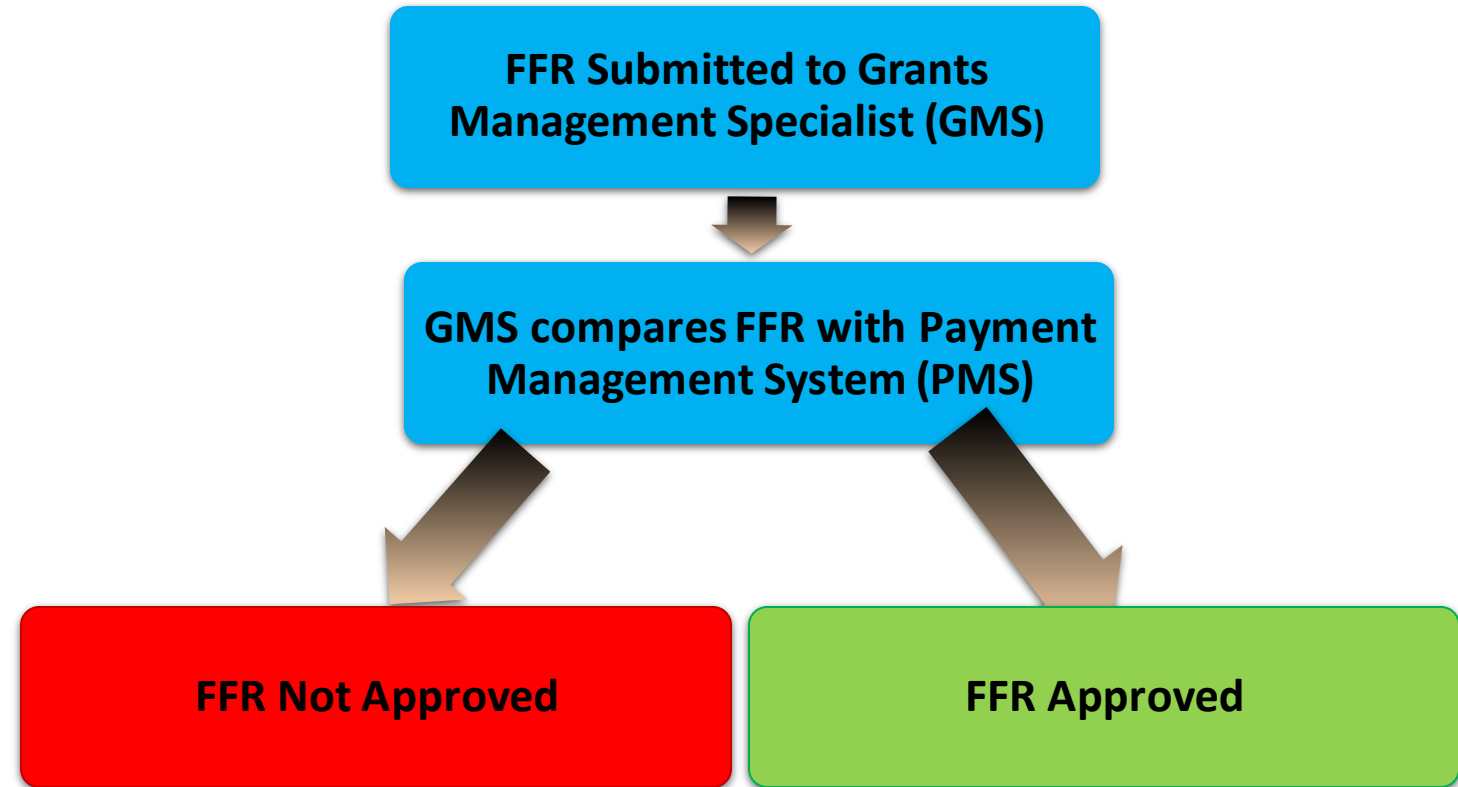
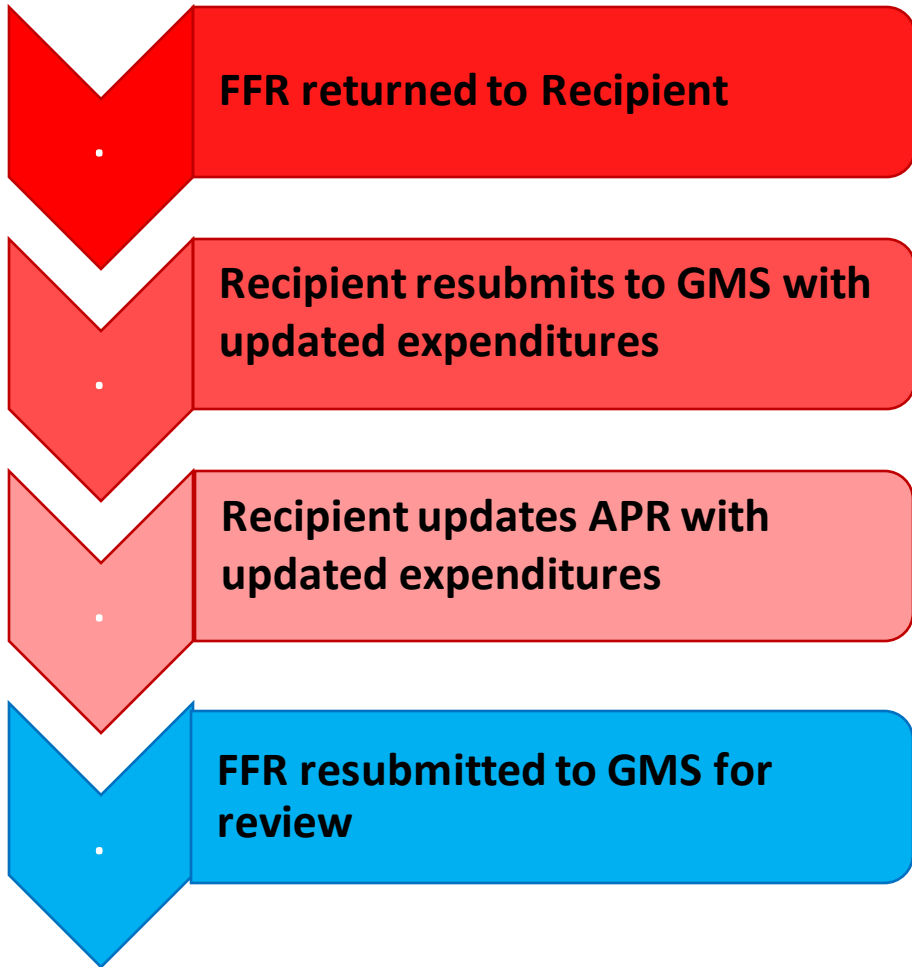


# Final FFR (X07) Flow Chart





# Final FFR (X07) Flow Chart – Cont'd



# Components and Due Dates (X07)

Report	Components	Due Date
<b>Program Terms Report (PTR)</b>	<ul style="list-style-type: none"> <li>• CLC</li> <li>• Allocations Report</li> <li>• SF-424A</li> <li>• Indirect Cost Rate Agreement (If applicable)</li> <li>• Budget Narrative Spreadsheet</li> <li>• Implementation Plan spreadsheet</li> <li>• CRC</li> <li>• EIIHA</li> </ul>	90 days after final award
<b>MAI Plan</b>	MAI Plan and Annual Report Spreadsheet + narrative	90 days after final award
<b>Interim FFR</b>	SF-425	150 days after final award
<b>Non-Competing Continuation (NCC) Progress Report</b>	<ul style="list-style-type: none"> <li>• Required Form SF-PPR</li> <li>• Required Form SF-PPR2</li> <li>• Program Specific Form</li> </ul>	Specified in EHBs



# Components and Due Dates (X07)—Continued

Report	Components	Due Date
<b>Annual Progress Report (APR)</b>	<ul style="list-style-type: none"> <li>• Progress Report Narrative, includes</li> <li>• Implementation Plan Update spreadsheet</li> <li>• Women, Infants, Children, Youth (WICY) spreadsheet</li> <li>• Certificate of Aggregate Administrative Cost</li> <li>• CQM Update</li> </ul>	90 days after end of budget period
<b>Expenditures Report</b>	<ul style="list-style-type: none"> <li>• Expenditures Report</li> </ul>	90 days after end of budget period
<b>MAI Annual Report</b>	MAI Plan and Annual Report spreadsheet update	90 days after end of budget period
<b>Final FFR</b>	SF-425	90 days after end of budget period

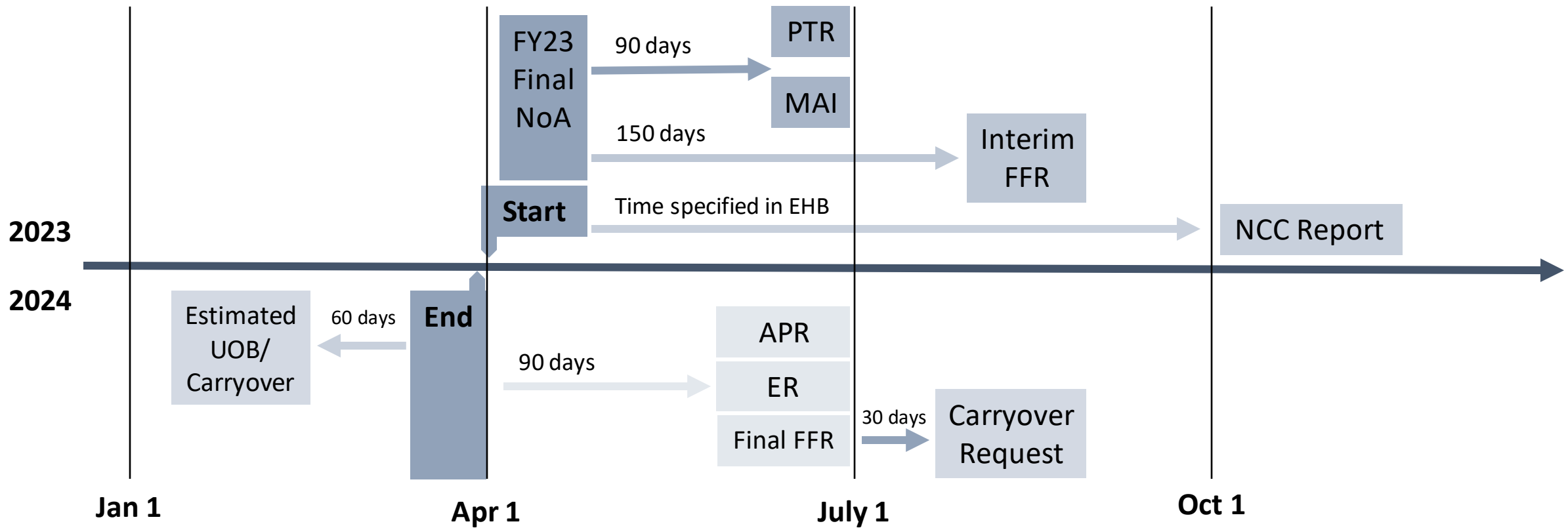


# Components and Due Dates (X07)—Continued

Report	Components	Due Date
<b>UOB Estimate and Estimated Carryover</b>	Part B UOB Estimate and Estimated Carryover Request Form	60 days before end of budget period
<b>RWHAP Services Report (RSR)</b>	<ul style="list-style-type: none"> <li>• RSR Grantee Report</li> <li>• RSR Provider Report</li> <li>• RSR Client-level Data Report</li> </ul>	Last Monday in March
<b>ADAP Data Report (ADR)</b>	<ul style="list-style-type: none"> <li>• ADR Grantee Data Report</li> <li>• ADR Client-level Data Report</li> </ul>	In June



# Reporting Cycle – X07



# Take-Aways (X07)

- Work with your fiscal department and/or individual who submits the FFRs.
- Ensure numbers from the program match what is submitted on the APR, RWHAP Part B and MAI Expenditures Report, and FFR.
- If FFR is returned:
  - APR will be returned.
  - RWHAP Part B and MAI Expenditures Report will be returned.
  - APR and RWHAP Part B and MAI Expenditures Report must be resubmitted with updated figures to align with Final FFR.
- Ask your project officer for assistance.



# RWHAP Part B Supplemental (X08) Reporting Requirements

September 30-September 29



# Program Terms Report (PTR) (X08)

- Submitted in Program Terms Report Web Application.
- Components:
  - Consolidated List of Contractors (CLC)
  - Allocations Report
  - SF-424A
  - Indirect Cost Rate Agreement (If applicable)
  - Budget Narrative Spreadsheet
  - Implementation Plan Spreadsheet
  - Contract Review Certification (CRC)





# Annual Progress Report (APR) (X08)

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- Submitted in EHBs portal.
- Components:
  - Implementation Plan Spreadsheet Update
  - Narrative Report



# Expenditures Report (X08)

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- Submitted in PTR web application.
- Expenditures Report should reflect expenditures reported in APR (including Implementation Plan Spreadsheet Update).
- Expenditures must reflect FFR.



# FFR (X08)

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- Submitted in Payment Management System (PMS).
- Reporting on information from September 30-September 29.
- No deadline extensions are allowed.
- Expenditures should align with expenditures provided in Expenditures Report.



# Components and Due Dates (X08)

Report	Components	Due Date
<b>PTR</b>	<ul style="list-style-type: none"><li>• CLC</li><li>• Allocations Report</li><li>• SF-424A</li><li>• Indirect Cost Rate Agreement (If applicable)</li><li>• Budget Narrative Spreadsheet</li><li>• Implementation Plan spreadsheet</li><li>• CRC</li></ul>	90 days after final award
<b>RSR</b>	<ul style="list-style-type: none"><li>• RSR Grantee Report</li><li>• RSR Provider Report</li><li>• RSR Client-level Data Report</li></ul>	Last Monday in March

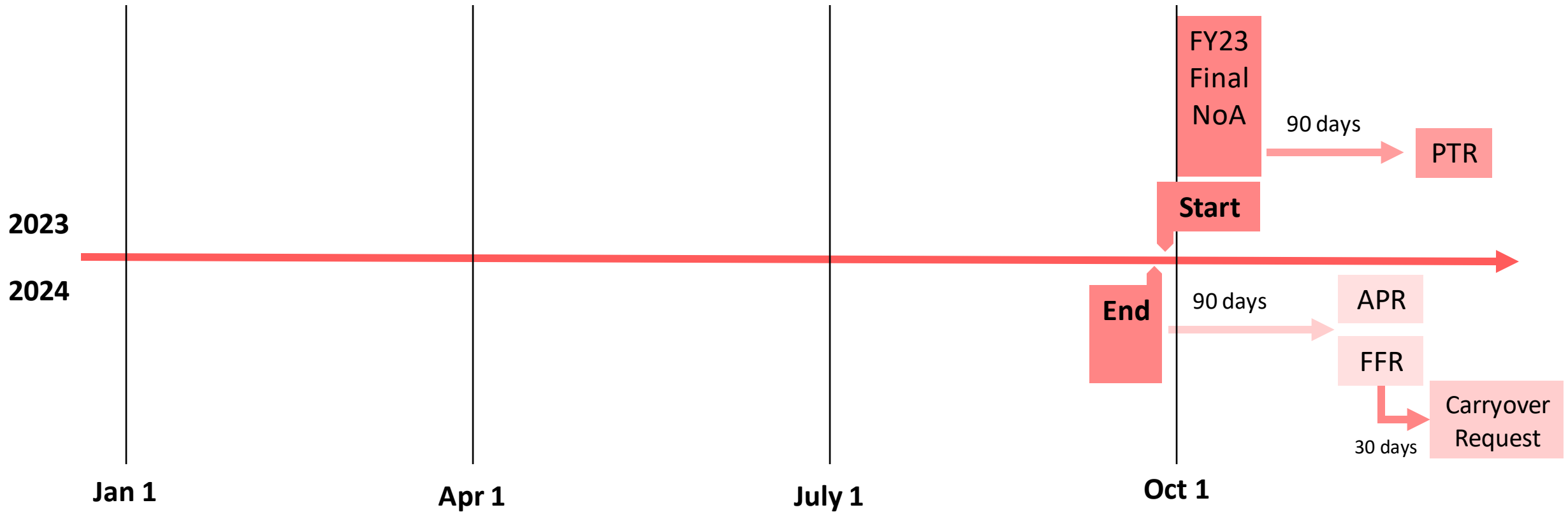


# Components and Due Dates (X08)

Report	Components	Due Date
<b>APR</b>	<ul style="list-style-type: none"> <li>• Implementation Plan Spreadsheet Update</li> <li>• APR Narrative</li> </ul>	90 days after end of budget period
<b>Expenditures Report</b>	<ul style="list-style-type: none"> <li>• Expenditures Report</li> </ul>	90 days after end of budget period
<b>FFR</b>	<ul style="list-style-type: none"> <li>• SF-425</li> </ul>	90 days after end of budget period
<b>Carryover Request</b>	<ul style="list-style-type: none"> <li>• Part B Supplemental UOB/Carryover Request</li> </ul>	Within 30 days of FFR



# Reporting Cycle – X08



# Take-Aways (X08)

- Work with your fiscal department and/or individual who submits the FFRs.
- Ensure numbers from the program match what is submitted on the APR, Expenditures Report, and FFR.
- If FFR is returned:
  - APR will be returned.
  - Expenditures Report will be returned.
  - APR and Expenditures Report must be resubmitted with updated figures to align with FFR.
- Ask your project officer for assistance.



# ADAP ERF (X09) Reporting Requirements

April 1-March 31





# Program Terms Report (PTR) (X09)

- Submitted in EHBs portal.
- Components:
  - CLC
  - Allocations Report
  - Revised SF-424A
  - Indirect Cost Rate Agreement (If applicable)
  - Revised Budget Narrative Spreadsheet
  - Revised Work Plan
  - Revised Work Plan Narrative
  - CRC



# Semi-Annual Progress Report (X09)

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- Submitted in EHBs portal.
- Reporting Information from April 1-September 30.
- The template includes both the Semi-Annual Progress Report and the Final Annual Progress Report.
- For the Semi-Annual Progress Report, recipient only needs to complete tab marked “Semi-Annual Report”.
- Information provided must align with Revised Work Plan from PTR.



# Final Annual Progress Report (APR) (X09)

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- Submitted in EHBs portal.
- Reporting information from October 1-March 31.
- The template includes both the Semi-Annual Progress Report and the Final Annual Progress Report.
- For the Final Annual Progress Report, recipient only needs to complete tab marked “Final Annual Report”.
- Information from tab marked “Semi-Annual Report” will carry over in formula cells on Final Annual Progress Report.
- Information provided must align with Expenditures Report and FFR.



# Expenditures Report (X09)

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- Submitted in EHBs portal.
- Reporting information from April 1-March 31.
- Expenditures Report must align with Final APR and FFR.



# FFR (X09)

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- Submitted in Payment Management System (PMS).
- Reporting on information from April 1-March 31.
- No deadline extensions are allowed.
- Expenditures should align with expenditures provided in Final Annual Progress Report and Expenditures Report.

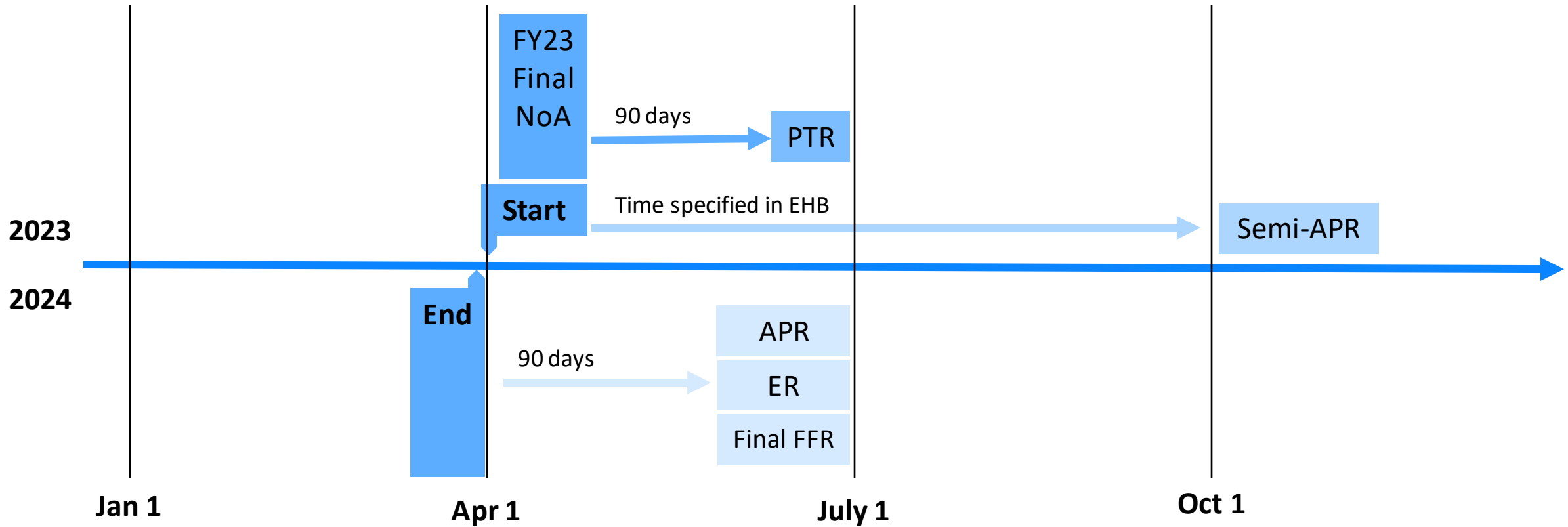


# Components and Due Dates (X09)

Report	Components	Due Date
<b>PTR</b>	<ul style="list-style-type: none"> <li>• CLC</li> <li>• Allocations Report</li> <li>• Revised SF-424A</li> <li>• Indirect Cost Rate Agreement (If applicable)</li> <li>• Revised Budget Narrative Spreadsheet</li> <li>• Revised Work Plan + Work Plan Narrative</li> <li>• CRC</li> </ul>	90 days after final award
<b>Semi-Annual Progress Report</b>	<ul style="list-style-type: none"> <li>• Semi-Annual Report spreadsheet tab</li> </ul>	30 days after first 6 months of award.
<b>Final Annual Progress Report</b>	<ul style="list-style-type: none"> <li>• Final Annual Progress Report spreadsheet tab</li> </ul>	90 days after end of budget period
<b>Expenditures Report</b>	<ul style="list-style-type: none"> <li>• Expenditures Report</li> </ul>	90 days after end of budget period
<b>FFR</b>	<ul style="list-style-type: none"> <li>• SF-425</li> </ul>	90 days after end of budget period



# Reporting Cycle – X09



# Take-Aways (X09)

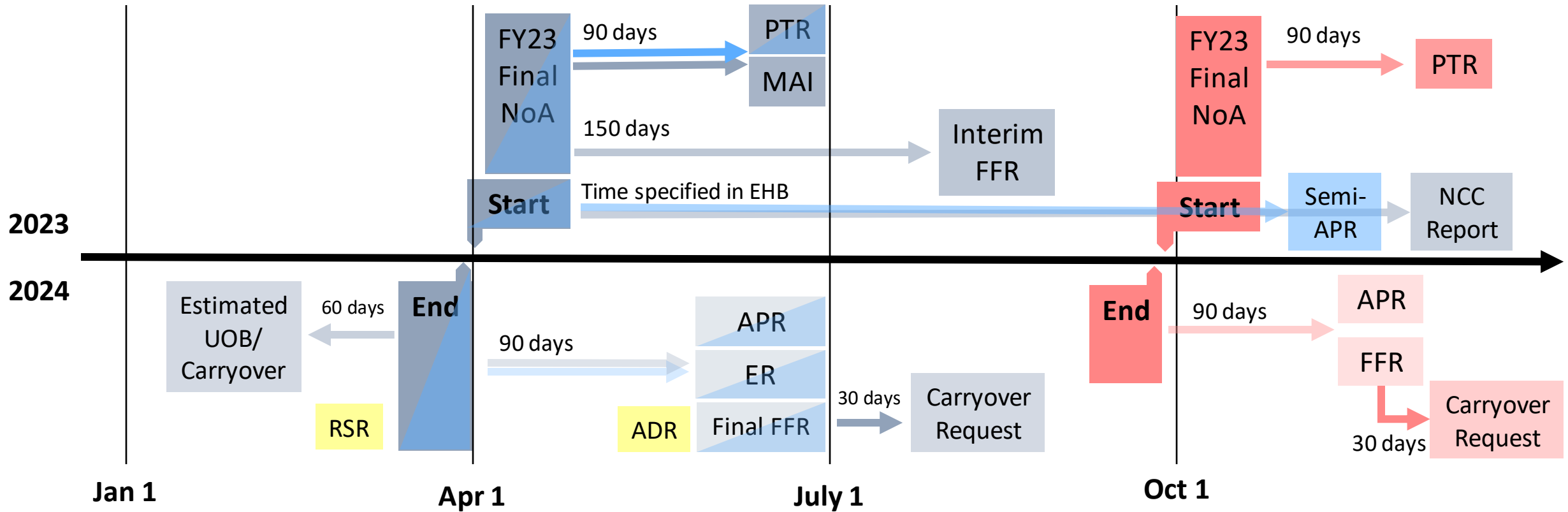
- Work with your fiscal department and/or individual who submits the FFRs.
- Ensure numbers from the program match what is submitted on the APR, Expenditures Report, and FFR.
- If FFR is returned:
  - APR will be returned.
  - Expenditures Report will be returned.
  - APR and Expenditures Report must be resubmitted with updated figures to align with FFR.
- Ask your project officer for assistance.





# Reporting Cycle – All 3 Grants

X07 X08 X09



# Take-Aways—X07, X08, and X09

- Recipients are responsible for notifying their project officer immediately if they are unable to access portals to complete reporting requirements.
- Recipients are responsible for asking questions if unclear about instructions.
- Recipients are responsible for ensuring that all reporting requirements are submitted on time, in full, and that information provided is accurate.
- Project officers have the right and the responsibility to return incomplete or incorrect reports back to recipients for revisions.
- APRs, Expenditures Reports, and UOB/Carryover requests cannot be approved by the project officer until the FFR is approved.
- Good communication between fiscal staff, program staff, and your project officer can help to ensure that reporting requirements are approved in a timely manner.



# Contact Information

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