RWHAP Part B
Reporting Requirements
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Overview

- **Program Terms Report**
- **Minority AIDS Initiative**
  - MAI Annual Plan
  - MAI Annual Report
- **Annual Progress Report**
- **Expenditure Report**
- **Federal Financial Report**
- **Policy Clarification Notices**

Program Terms Report

RWHAP Part B Reporting Requirements

- **Purpose:** Program planning for current grant year; HHS Grant Requirement
  - Due 90 days after final award
  - Located in Program Terms Report (PTR) Web Application
  - Templates to complete and upload into PTR Web Application:
    - SF-424A
    - Budget Narrative Spreadsheet
    - Implementation Plan
    - Contract Review Certification
  - Must complete via information provided by recipient in PTR No templates provided, but instructions provided in PTR Web Application:
    - Consolidated List of Contractors (CLC)
    - RWHAP Part B and MAI Allocations Report

Program Terms Report Continued

RWHAP Part B Reporting Requirements

Reminders:

- **Information provided in CRC and CLC must align with information in CLC**
  - Exception: If the recipient has a consortia model, uses a fiduciary or fee-for-service
- **Information in RWHAP Part B and MAI Allocation Report must align with information provided in Implementation Plan**
- **Information provided in SF-424A must align with information provided in Budget Narrative Spreadsheet**
- **Information provided in RWHAP Part B and MAI Allocation Report must show Core Medical Service Allocations are 75%**
  - Exception: If the recipient has a Core Medical Service Waiver
- **All spreadsheets must be submitted in the format provided**

Annual Progress Report

RWHAP Part B Reporting Requirements

Purpose: Informs DSHAP progress made in the administration of the recipients' RWHAP Part B grant. Identifies accomplishments and challenges in meeting goals and objectives; addresses recipients' need for technical assistance. Requirement under OMB Circular and Code of Federal Regulations

- Due 120 days after end of grant period
- Templates to complete and upload into EHB:
  - Women, Infant, Children, and Youth (WICY) Report Spreadsheet
- Must complete using information provided in Annual Progress Report Instructions. No templates provided:
  - Annual Progress Report Narrative
  - Updated Implementation Plan

Annual Progress Report Continued

RWHAP Part B Reporting Requirements

Reminder

- Information provided in Implementation Plan must align with information in RWHAP Part B and MAI Expenditure Report
- Information provided in narrative must align with information provided in Updated Implementation Plan and MAI Report (if applicable)

MAI Plan and Report

RWHAP Part B Reporting Requirements

MAI Plan:

Purpose: Legislative mandate; program planning for grant year

- Due 90 days after final award (same time as Program Terms Report)
- Located in EHB
  - Spreadsheet template provided

MAI Report:

Purpose: Legislative mandate; program outcomes for grant year

- Due 120 days after end of grant period (same time as Final FFR)
- Located in EHB
  - Update spreadsheet template used for MAI Plan
  - Must provide narrative report using instructions provided

MAI Plan and Report Continued

RWHAP Part B Reporting Requirements

Reminders:

- **MAI Plan**
  - Must use required template
  - Information must align with information provided in Implementation Plan
  - Information must align with information provided in MAI section of RWHAP Part B and MAI Allocation Report

- **MAI Report—Important to remember!**
  - Must use required template
  - Information must align with information provided in Annual Progress Report - Implementation Plan submission
  - Information must align with information provided in MAI section of RWHAP Part B and MAI Expenditure Report

Expenditure Reports

RWHAP Part B Reporting Requirements

Purpose: Provides an overview of services and funds provided for the grant period

- Due 120 days after the end of the grant period
- Must use the approved Expenditure Report template provided
- Must meet the Core Medical Service expenditures of 75% or more
    - Exception, if the recipient has a Core Medical Service Waiver
- Must match the Annual Progress Report – Implementation Plan

Federal Financial Reports
RWHAP Part B Reporting Requirements

- **Interim FFR:**
  - Due 90 days after final award
  - Must complete by due date in EHB
  - Must show that 75% of grant funds are obligated (not expended)

- **Final FFR:**
  - Due July 30
  - Must include:
    - Rebate Information
    - Program Income
    - State and ADAP Supplement Match amounts
  - No Unobligated Balance (UOB) Carryover requests can be approved until Final FFR is approved

Policy Clarification Notices (PCN)

- **PCN #15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Part A, B, C, and D**
  - PCN #15-04 Utilization and Reporting of Pharmaceutical Rebates
  - Frequently Asked Questions for PCNs #15-03 and #15-04
  - Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income
- **#16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds (Effective for awards made on or after October 1, 2016)**
  - Housing Services Frequently Asked Questions for PCN #16-02
  - Standalone Dental Insurance Frequently Asked Questions for PCN #16-02
  - Frequently Asked Questions for PCN #16-02

Questions

Interactive Session

Evaluation Survey

- Please use the following link to complete a short evaluation of this session
- The link may also be found on your agenda

https://www.surveymonkey.com/r/ARSV2017_ReportingRequirements

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