2017 ANNUAL PROGRAM TERMS REPORT (PTR)/ALLOCATIONS INSTRUCTION MANUAL

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INTRODUCTION

(Last Updated: October 27, 2017)

One of the goals of the original National HIV/AIDS Strategy (NHAS), released in 2010, included achieving a more coordinated national response to the HIV epidemic. In support of this goal, the HIV/AIDS Bureau (HAB) within the Health Resources Service Administration (HRSA) committed to decreasing the data reporting burden of its grant recipients. In support of this goal, steps were taken to integrate reporting obligations. The final phase of this initiative was the digitization of the Program Terms Report (PTR)/Allocations Report. The PTR/Allocations Report is linked to the following:

- Consolidated List of Contractors (CLC); and
- Ryan White HIV/AIDS Program Services Report (RSR) Grantee Report.

This data linkage is accomplished through the Grantee Contract Management System (GCMS). The GCMS is a data warehouse that shares information between various reports. Contract information is entered into the GCMS and retrieved automatically by the various reports that need the information.

With the integration of the PTR/Allocations Report through the GCMS, HAB has reached the goal of reducing the data reporting burden and streamlining data collection across all data and program deliverables.

The PTR/Allocations Report is a financial report that accounts for all funding received from HAB. Funding can be allocated to three funding categories:

- Administrative Services;
- Core Medical Services; and
- Support Services.

These funding categories are separated into 30 service categories to meet the needs of HIV-affected clients. The amount of funding allocated to these service categories is reported to Congress to show the value of the Ryan White HIV/AIDS Program (RWHAP) and its continuing efforts to meet the needs of the HIV-affected population in the U.S. and its territories.

ACCESSING THE GRANTEE CONTRACT MANAGEMENT SYSTEM VIA THE PROGRAM TERMS REPORT (PTR)/ ALLOCATIONS REPORT

(Last Updated: October 27, 2017)

The PTR is one of several RWHAP reports that are linked to the Grantee Contract Management system, or GCMS. The GCMS decreases data entry by sharing information between multiple HAB reports.

Before you can enter your PTR/Allocations Report information, you must ensure all your current RWHAP funded contracts are entered into the GCMS. The GCMS is a data entry system that allows you to enter and maintain your agency's RWHAP contracts. For a detailed explanation of the GCMS and how the system interacts with the PTR/Allocations Report, refer to the **GCMS Manual** available at the TARGET Center. Below you can find information on how to access the GCMS via the PTR.

Step One: Log in to the HRSA electronic handbooks (EHBs) site at **https://grants.hrsa.gov/webexternal.** From the EHBs Homepage, select the "Grants" tab, on the top-left side of the screen. This will take you to a list of all the grants with which you are affiliated.

Figure 1. HRSA Electronic Handbooks: Screenshot of the "Homepage"
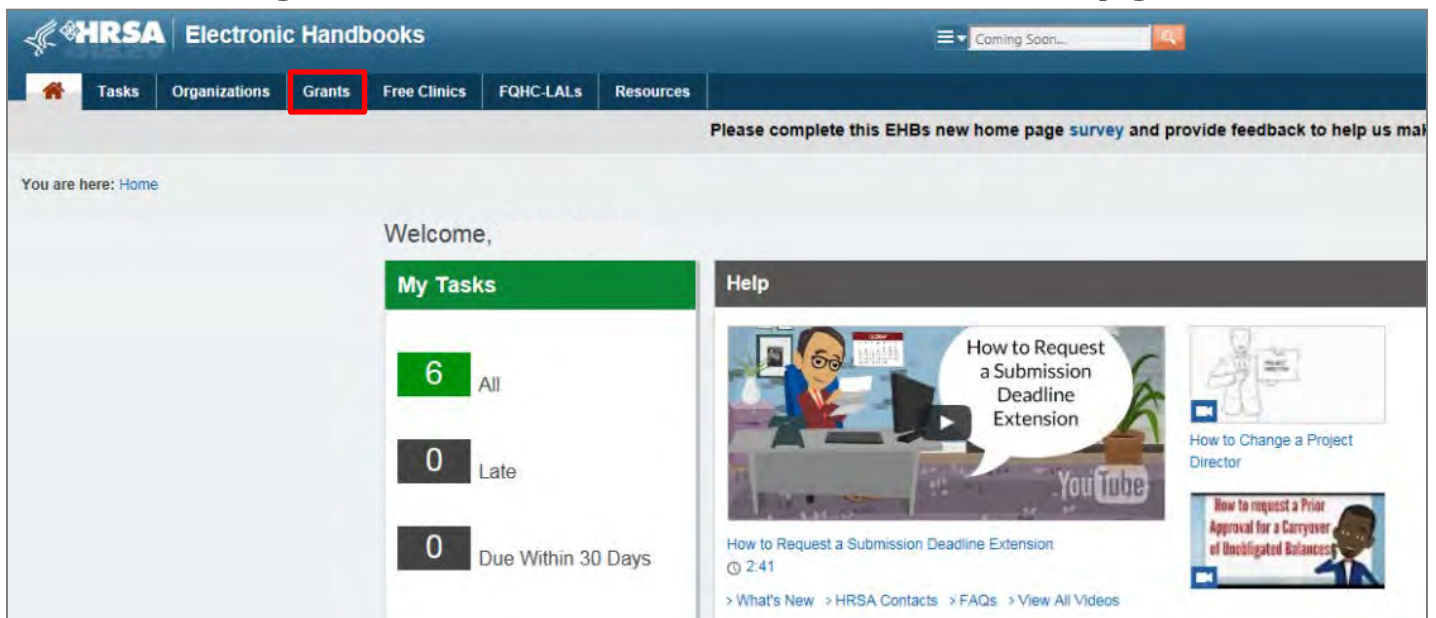
If you need assistance with your credentials for the EHBs, call the HRSA Contact Center at 1-877-464-4772.

Step Two: On the "My Grant Portfolio Page" on the "Grants" drop-down menu, select "Work on Other Submissions" under the "Submissions" header.

Figure 2. HRSA Electronic Handbooks: Screenshot of the "My Grant Portfolio" Page
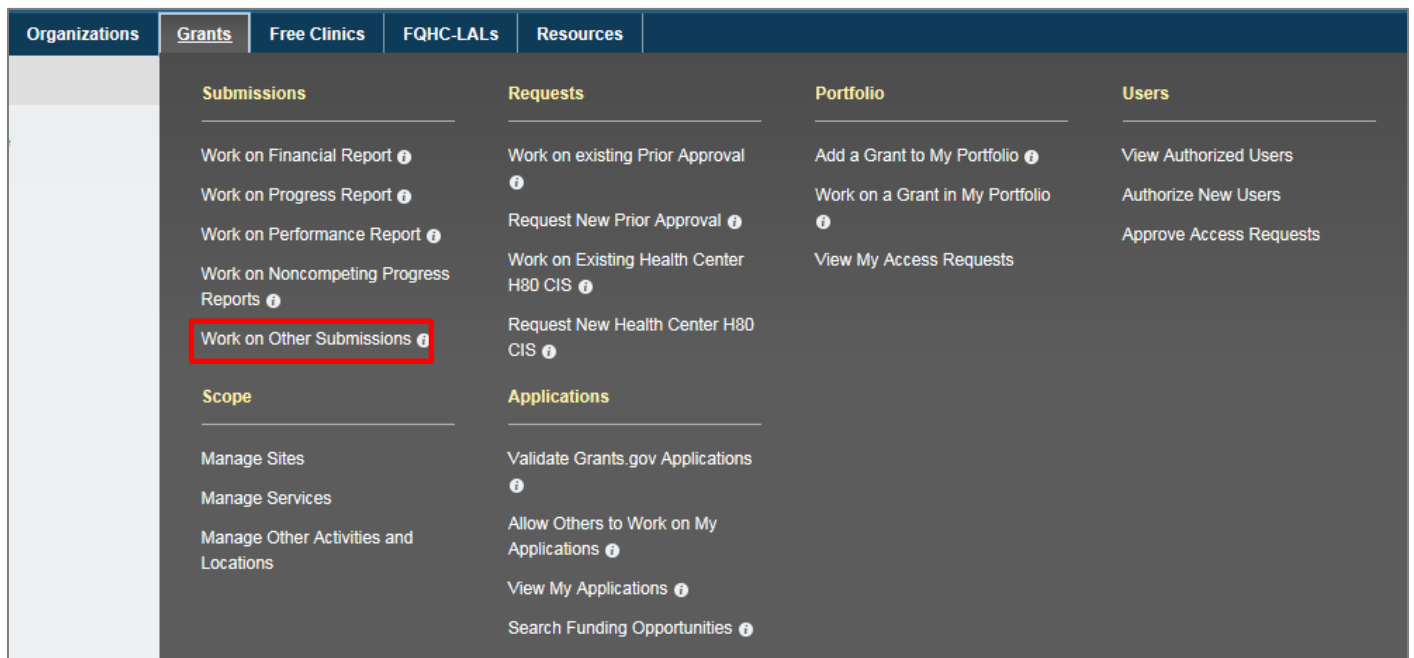
Step Three: On the bottom of the "Submissions - All" page, under "Submission Name" at the bottom of the page, locate your current PTR/Allocations Report submission. For that submission, select the "Start" (to start a new report) or "Open" button (to continue a report already in progress) listed under the "Options" header for your PTR/Allocations Report submission. A new window will appear*.*

> **If you are attempting to create contracts in the GCMS before the submission period begins, you must access the GCMS through your previous year's PTR/Allocations Report.**

Figure 3. HRSA Electronic Handbooks: Screenshot of the "Submissions - All" Page

> **RWHAP Parts A, B, and B Supplemental:** Searching for "Terms" in the filter header under the "Submission Name" may help you find your current Program Terms Report faster.

> **RWHAP Parts C and D: Searching for "Allocations" in the filter header under the "Submission Name" may help you find your current Allocations Report faster.**

> **If you need help navigating the EHBs to find your annual PTR/Allocations Report, call the HRSA Contact Center at 1-877-464-4772.**

Step Four: In the new window, locate the Navigation panel on the left-hand side. For Parts A, B, and B Supplemental, the new window will be the "Program Terms Report Inbox." For Parts C and D, the new window will be the "Allocations Report Inbox." Under the "Manage Contracts" header, select "Search Contracts".

Figure 4. HAB Web Application: Screenshot of the "Allocations Report Inbox" Page

Step Five: You have now accessed the GCMS and can search, modify, and delete contracts. For instructions on how to do this, proceed to the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of this manual.

Figure 5. HAB Web Application: Screenshot of the "GCMS Home" Page

SEARCHING, ENTERING, AND MODIFYING CONTRACTS IN THE GCMS

Entering Search Criteria

In the GCMS, to find a contract, you can search by any criterion or combination of criteria. When searching the GCMS, if you are not sure of the exact name, date, etc., you should use broader criteria to search. For example: If an agency's name is "Health and Happiness Clinic," searching for "Happiness" in the GCMS may return more results but is more likely to return the desired result. You can also narrow your search by adding a date range.

> Every subrecipient in the GCMS receives a Registration Code or "Reg Code". This five-digit code is unique and does not change year to year. Keeping track of this code will ensure you always select the correct subrecipient.

Entering and Modifying Contracts

Once you have searched in the GCMS, you will see all contracts for your agency that match the search criteria you entered. All users in your agency with access to the GCMS will be able to add, delete, and modify contracts in the system using the "Edit/Remove" link to the right of each contract. Select the contract for which you would like to enter information into the GCMS. **Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts your agency establishes.** Below you will find instructions for entering information into the GCMS.

Adding Contracts into the GCMS

Before adding a contract into the GCMS, you must first search for the contract to ensure it has not already been added. If you are unable to locate the contract and need to add a contract with a subrecipient, follow the steps below:

1. Click the "Add Contract" button below the search results table.

2. Search for the organization by registration code, name, or City/State.

Figure 6. HAB Web Application: Screenshot of the "Select Contractor" Page

3. Locate the subrecipient in the results table, and click "Add" under the action column.

4. Complete questions 1–9.

> If you need help locating/adding a subrecipient within/ into the GCMS, call Data Support at 1-888-640-9356 or e-mail **ryanwhitedatasupport@wrma.com**.

Entering Contract Information for New Contracts

1. **Contract Start Date:** Enter the start date by typing into the box or selecting the date from the calendar. To enter the contract date, the format is "MMDDYYYY."

2. **Contract End Date:** Enter the end date by typing into the box or selecting the date from the calendar. To enter the contract date, the format is "MMDDYYYY."

3. **Enter the Contract Reference ID (if desired):** You may enter any combination of letters, numbers, and/or special characters to make the contract easier to find. The Reference ID is created internally within your organization and is for your reference only. It is not required for you to be able to enter the contract.

4. **Contract Execution:** Select "Yes" if the contract has been signed and executed.

5. **Is this agency serving as an administrative agent, consortia, fiscal intermediary, or lead agency for the recipient?** Select "Yes" or "No." If you select "Yes," select the appropriate designation in question 4b that appears after you select "Yes." ***Note:*** *If an agency is serving as an administrative agent, consortia, fiscal intermediary, or lead agency, it is helpful to use the Contract Reference ID, by entering the contract year.*

> A recipient cannot serve as a administrative agent, consortia, fiscal intermediary, or lead agency for their own grant.

6. **Is this agency a subcontractor or second-level provider?** Select "Yes" or "No." If you select "Yes," select the provider's fiscal intermediary from the drop-down menu in question 5b.

> The GCMS does not capture funding amounts allocated to administrative and technical services.

Entering Service Information for New Contracts

7. **Does this agency provide direct client services?** Select "Yes" or "No."

8. **If applicable, select the administrative and technical services that are funded for this contractor.** Select all that apply:

   - Planning and evaluation
   - Administrative or technical support
   - Fiscal intermediary support
   - Other fiscal services
   - Technical assistance
   - Capacity development
   - Clinical quality management

9. **If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button**. A screen will pop up with the list of services. Enter the award amount(s) for each service that the subrecipient was funded

to deliver. To review the service category definitions, refer to **Policy Clarification Notice (PCN) 16-02** located on the HAB website.

Once you have entered all the contract information into the system, click the "Done Updating Services" link. Then click "Save" at the bottom of the main page.

> **The GCMS does not capture funding amounts allocated to Administrative and Technical Services. This information is captured on the PTR/Allocations Report Table.**

Editing/Deleting Contracts in the GCMS

If you need to make modifications to a contract that has been entered into the GCMS, you will need to search for the contract within the GCMS, then click the "Edit/Remove" link at the right side of the search results table to open the desired contract. Make the edits, and click "Save." If successful, a green banner with be displayed at the top of the page. You can now exit the GCMS or select "Search Contracts" on the left navigation panel to continue working.

To delete a contract, click the "Edit/ Remove" link on the right side of the table to open the contract you want to delete. Scroll to the bottom of the page. Select the "Delete Contract" button. You will receive a warning message. If you want to proceed, select "Ok." To cancel the deletion process, select "Cancel".

> **The GCMS populates multiple HAB deliverables. Only delete a contract from the GCMS if you no longer have a contract in place during the reporting period.**

Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts your agency establishes.

ACCESSING THE PROGRAM TERMS REPORT (PTR)/ALLOCATIONS REPORT

After you have added all your agency's contracts for the current grant year into the GCMS, you are ready to open your PTR/Allocations Report.

Step One: Log in to the HRSA electronic handbooks (EHBs) site at **https://grants.hrsa.gov/webexternal**. From the EHBs Homepage, select the "Grants" tab, on the top-left side of the screen. This will take you to a list of all the grants with which you are affiliated.

Figure 7. HRSA Electronic Handbooks: Screenshot of the "Homepage"
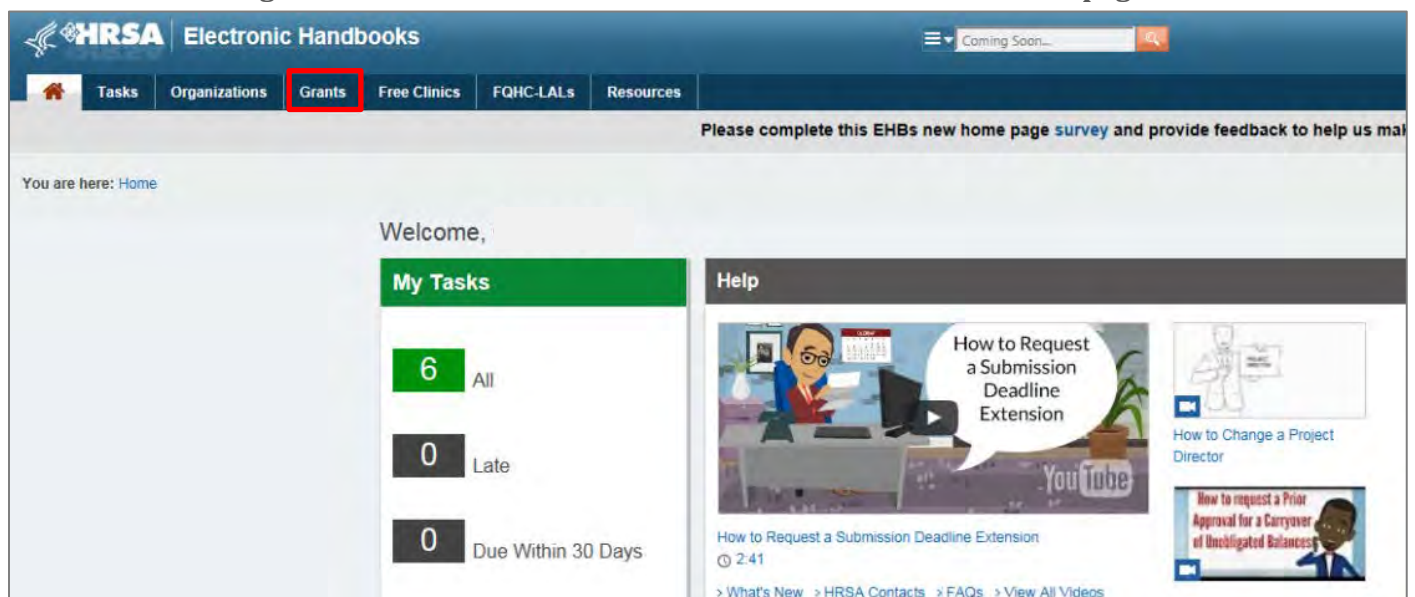
> If you need assistance with your credentials for the EHBs, call the HRSA Contact Center at 1-877-464-4772.

*Step Two***:** On the "My Grant Portfolio Page" on the "Grants" drop-down menu, select "Work on Other Submissions" under the "Submissions" header.

Figure 8. HRSA Electronic Handbooks: Screenshot of the "My Grant Portfolio" Page
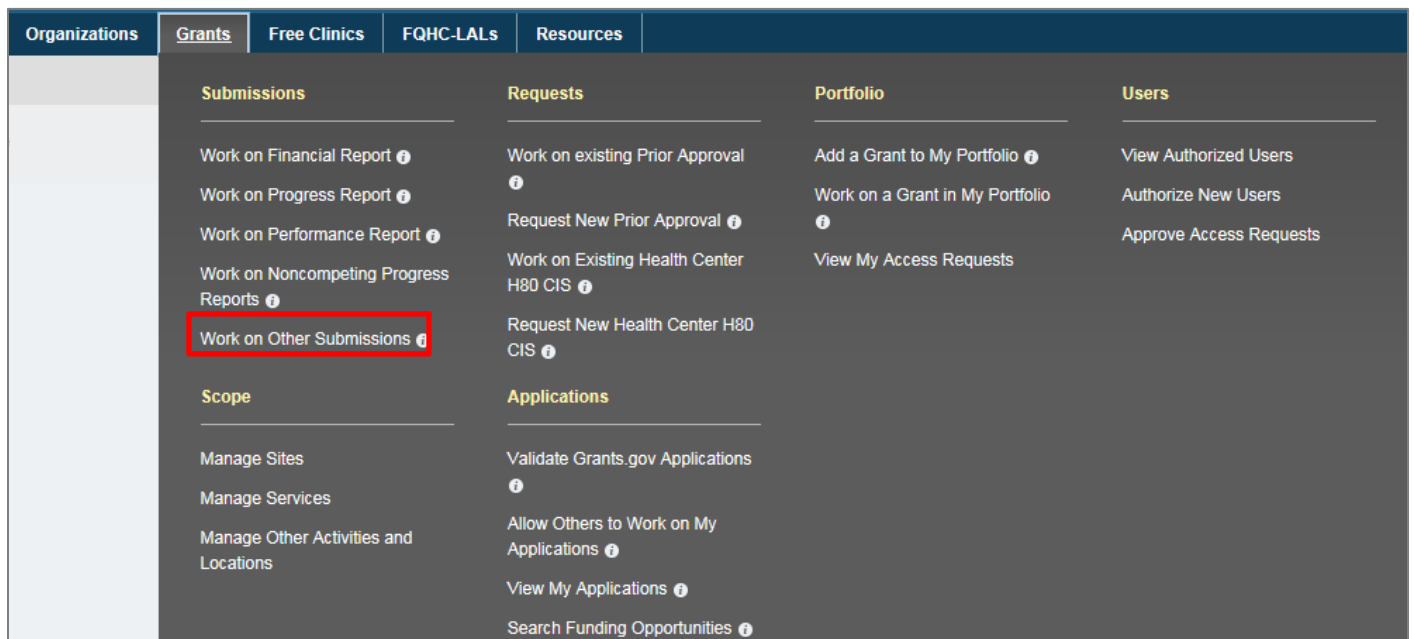
Step Three: On the bottom of the "Submissions - All" page, under "Submission Name" locate the PTR/Allocations Report submission you want to access. Then select the "Start" button (to start a new report) or "Open" button (to continue a report already in progress) listed under the "Options" header for your PTR submission. A new window will appear.

Figure 9. HRSA Electronic Handbooks: Screenshot of the "Submissions - All" Page

RWHAP Parts A, B, and B Supplemental: Searching for "Terms" in the filter header under the "Submission Name" may help you find your current Program Terms Report faster.

RWHAP Parts C and D: Searching for "Allocations" in the filter header under the "Submission Name" may help you find your current Allocations Report faster.

If you need help navigating the EHBs to find your annual PTR/Allocations Report, call the HRSA Contact Center at 1-877-464-4772.

Step Four: In the new window, locate the Navigation panel on the left-hand side. For Parts A, B, and B Supplemental, the new window will be the "Program Terms Report Inbox." For Parts C and D, the new window will be the "Allocations Report Inbox." Locate the envelope icon under the "Action" column and select "Create" or "Open".

Figure 10. HAB Web Application: Screenshot of the "Allocations Report Inbox" Page

Allocations Report Inbox

#	Report ID ▲	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action
1	00000	FY 2017 Allocations Report	Health and Happiness Clinic	H12HA00000	1/1/2017-12/31/2017		Working	Open

You are now within the PTR/Allocations Report. This will allow you to upload required documents, enter administrative costs, synchronize modifications to contracts, validate, and submit your PTR/Allocations Report to your Project Officer for review.

Each recipient must complete a different PTR/Allocations Report for each RWHAP Part for which they receive direct funds. The next sections of the manual are divided by RWHAP Part. You can use the links below to jump to the section of the manual pertinent to your RWHAP Part.

Recipient Reporting Requirements RWHAP Part A

Recipient Reporting Requirements RWHAP Part B

Recipient Reporting Requirements RWHAP Part B Supplemental

Recipient Reporting Requirements RWHAP Part C

Recipient Reporting Requirements RWHAP Part D

RECIPIENT REPORTING REQUIREMENTS RWHAP PART A

(Last Updated: October 27, 2017)

The PTR is a single report that all Part A recipients must submit within 90 days of the release of the final Notice of Award (NoA) as a requirement for the RWHAP Part A award. It combines all program term requirements into one report. The report must include all the following program term requirements according to the NoA:

1. RWHAP Part A & Minority AIDS Initiative (MAI) Planned Allocations Table (compiled from the Grantee Contract Management System) and signed letter from Planning Council Chair(s) endorsing priorities and allocations;

2. **Planning Council Membership Roster and Reflectiveness**;

3. **Revised SF-424A and Budget Narrative**;

4. **FY 2017 Implementation Plan**;

5. Consolidated List of Contractors (CLC) (Compiled from the Grantee Contract Management System); and

6. Local Pharmacy Assistance Program (LPAP) Profile.

The PTR, with all items listed above, must be submitted through the HRSA Electronic Handbooks (EHBs) as specified in your final Notice of Award.

The RWHAP Part A and MAI Allocations Table, RWHAP Part A Revised SF-424A, and RWHAP Part A Revised Budget Narrative Spreadsheet must reflect the total amount indicated on the final NoA. Only RWHAP Part A funds should be included in these documents.

Please do not include rebate funds, program income, or other funding sources in these documents.

If you require assistance or have questions about the required RWHAP Part A PTR submission, please contact your DMHAP Project Officer. Additional information is also available on the TARGET Center page, "**2017 Part A Program Terms Reports**."

Completing the RWHAP Part A PTR Grantee Information

Once the PTR is opened, you will see the "Grantee Information" page. This section is prepopulated with information from your EHBs account. You must review all information and ensure that all information is accurate and up-to-date. You may edit any field by selecting the textbox. Once you have finished reviewing and updating all information, select the "Save" button on the lower-right corner of the page.

Figure 11. HAB Web Application: Screenshot of the "Grantee Information" Page

Uploading RWHAP Part A PTR Forms

For RWHAP Part A recipients, all required PTR forms must be uploaded to the EHBs system directly. Please contact your Project Officer or the HRSA Contact Center for instructions and

assistance uploading required RWHAP Part A forms. These include: the RWHAP Part A & MAI Planned Allocations Table and signed letter from Planning Council Chair(s) endorsing priorities and allocations, Planning Council Membership Roster and Reflectiveness, Revised SF-424A and Budget Narrative, FY 2017 Implementation Plan, Consolidated List of Contractors (CLC) (Compiled from the Grantee Contract Management System), and the Local Pharmacy Assistance Program (LPAP) Profile.

> **If you need help navigating the EHBs, call the HRSA Contact Center at 1-877-464-4772.**

Reviewing and Retrieving the Consolidated List of Contractors (CLC) for the RWHAP Part A PTR

The Consolidated List of Contractors (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part A grant. The list is generated automatically based on the information you entered into the GCMS, as described in the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of the manual. You will need to review each subrecipient listed and extract a copy of the CLC in PDF form to be uploaded to the EHBs for your Project Officer to review. *Note: Directions to extract the CLC are below.*

Figure 12. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page

Step One: On the left-hand navigation panel, under the "Navigation" header, select "CLC Report" to view a full list of subrecipients funded by your RWHAP Part A funding.

Step Two: Within the CLC, on the left-hand side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 12). Confirm that the services for each subrecipient are correct. If you need to make changes to the services listed for a subrecipient you must modify the contract in the GCMS. See page **6** of this manual for instructions on how to modify the GCMS.

Once any changes are made, you will need to synchronize the changes you made in the GCMS with the PTR. If a yellow warning banner is present at the top of the page, the system is indicating you

have changes to synchronize. Select the agency's name in blue in the yellow banner. On the page that populates, select "Synchronize" on the bottom right of the page.

Figure 13. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page with "Synchronization Warning" Banner

Step Three: Once you have confirmed that all contract services are correct, you will need to download a copy of your agency's CLC to be uploaded to the EHBs System. On the left-hand navigation panel, under the "Reports" header, select "Print/Export CLC Report".

Figure 14. HAB Web Application: Screenshot of the "Reports" Header

In the new window that opens, select the disk icon and select "PDF" from the drop-down menu that will appear. You will need to save the exported CLC to your hard drive for upload to the EHBs' system.

Figure 15. HAB Web Application: Screenshot of the "Consolidated List of Contractors Export" Page

Completing the Allocations Report for the RWHAP Part A PTR

The Part A Allocations Report is composed of three components: Award Information; Non-service Information; and Service Information. Each component captures budgetary information on the amount allocated during a grant period for each category listed under the component.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "Allocations Report" to view the RWHAP Part A Allocations Report.

Figure 16. HAB Web Application: Screenshot of the "Part A Allocations Report" Page

Step Two: On the Allocations Report page, there are six editable fields that must be completed using your most recent or final NoA.

Award Information

1. *Base + Supplemental Award Amount*—The total base and supplement RWHAP Part A award amounts indicated on the final NoA.

2. *MAI Grant Request/Award Amount*—The portion of your RWHAP Part A award designated to fund MAI activities as indicated on your final NoA.

Non-service Allocations

3. *Base + Supplemental Award*

   a) *Clinical Quality Management*—The amount of your agency's base and supplemental funding that your agency has allocated to clinical quality management activities. *Note: When combined with the MAI Award – Clinical Quality Management, this may not exceed more than 5% of your agency's total grant award.*

   b) *Grantee Administration*—The amount of your agency's base and supplemental funding that your agency has allocated to Grantee Administration. *Note: When combined with the MAI Award, Grantee Administration may not exceed more than 10% of your agency's total grant award.*

4. *MAI Award*

    a) *Clinical Quality Management*—The amount of your agency's MAI funding that your agency has allocated to clinical quality management activities. *Note: When combined with the Base + Supplemental Award, Clinical Quality Management may not exceed more than 5% of your agency's total grant award.*

    b) *Grantee Administration*—The amount of your agency's MAI funding that your agency has allocated to Grantee Administration. *Note: When combined with the Base + Supplemental Award, Grantee Administration may not exceed more than 10% of your agency's total grant award.*

All other fields are populated by the GCMS. If you need to modify service category totals, you must modify the contracts that you have in place with the subrecipients providing the service. See page **6** for instructions on how to modify GCMS.

Step Three: Once all editable fields are completed, scroll to the bottom of the page. On the right-hand side of the page, select "Save."

> **All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, you must still enter a "0".**

Validating and Submitting the RWHAP Part A PTR

After all service and non-service categories are updated, you will need to validate your report. The validation process looks for potential problems in the information you entered and allows you the opportunity to review the information you entered before the PTR is sent to your Project Officer.

Step One: On the left-hand navigation panel, under the "Actions" header, select "Validate" to validate your RWHAP Part A PTR. A system message will appear indicating that you will need to refresh the page after several minutes. On the left-hand navigation panel, under the "Actions" header, select "Validate" again. Or, in your web browser, select the "Refresh" icon. This will either display your validation results or you will be asked to continue to wait while the PTR Web Application processes.

Figure 17. HAB Web Application: Screenshot of the "Navigation Panel"
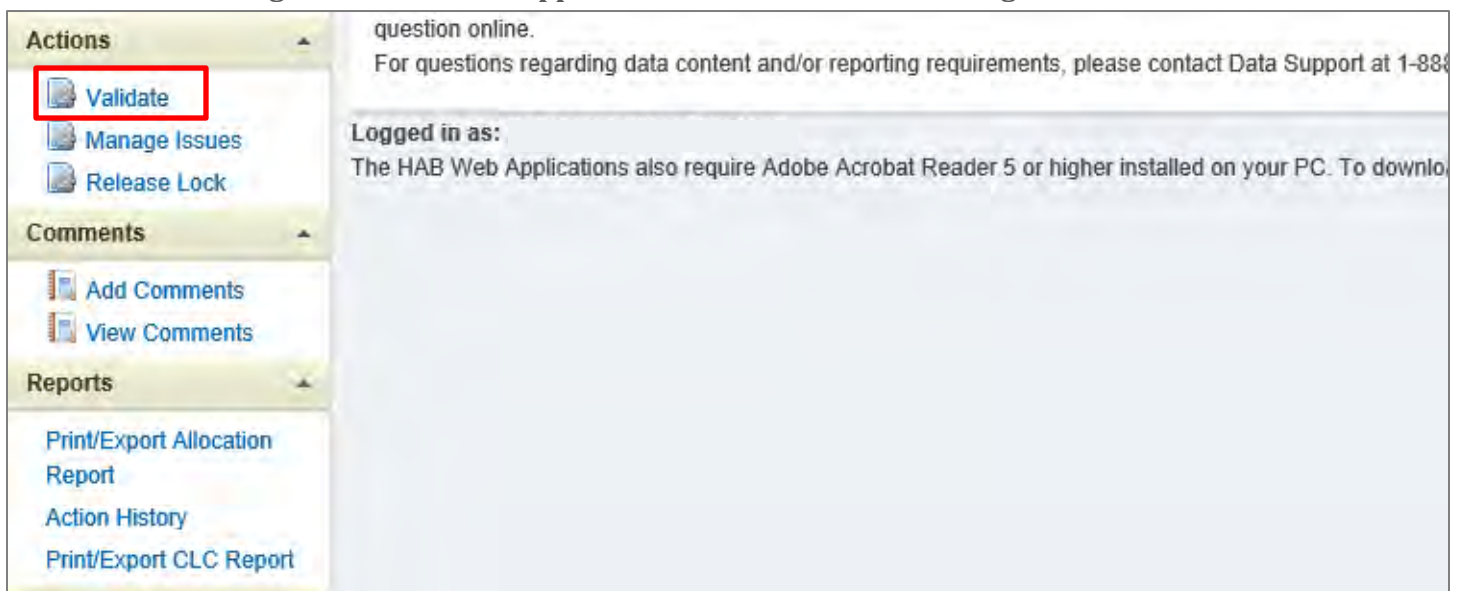
Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts. Errors must be fixed. Warnings require that you add a comment; however, you will want to ensure your comment adequately addresses the validation message to prevent your Project Officer from returning the report to you. Alerts are informational and do not need to be addressed.

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 your comment to be entered. When done entering your comment, select "Save" at the bottom of the textbox where you entered the comment. Entering a comment gives you the opportunity to explain why the warning is inaccurate or erroneous. Entering a 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. If you do not understand the meaning of a specific Error or Warning and do not know how to correct it, please contact Data Support.

Once all errors, warnings, and alerts have been addressed, you are ready to "Submit" your report.

Step Three: On the left-hand Navigation Panel, under the "Action" header, click the "Submit" button. On the new page that appears, there will be a comment box, where you are required to enter a meaningful comment relating to your PTR submission. After entering a comment, read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

Where do I upload my completed PTR templates?
Part A programs must upload all required PTR templates into the EHBs. Contact the HRSA Contact Center at 1-888-464-4772 or your Project Officer for assistance with the EHBs.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For Part A Programs, MAI funds allocated to client services are entered into the GCMS under question 9 in the MAI funding column. This will populate the Allocations Report for your agency's RWHAP Part A PTR. See the "ACCESSING THE GRANTEE CONTRACT MANAGEMENT SYSTEM VIA THE PROGRAM TERMS REPORT (PTR)/ ALLOCATIONS REPORT" section for details.

How can we correct funding amounts within the report if changes need to be made?
If your agency needs to make changes to amounts allocated to administrative activities, you will update those amounts on the "Allocations Report" section of your PTR/Allocations Report. If your agency needs to make changes to amounts allocated to client services, you will update those amounts in the GCMS.

Why are new contracts required to be entered into the GCMS each year?
Your agency is required to enter new contracts with subrecipients every year to ensure accurate funding amounts and subrecipient relationships are indicated within the GCMS.

In the Allocations Report, there are fields that I cannot edit such as Core Medical Services. How do I edit them?
Funds allocated to Core Medical Service and Support Services are captured in the GCMS. See the "ACCESSING THE GRANTEE CONTRACT MANAGEMENT SYSTEM VIA THE PROGRAM TERMS REPORT (PTR)/ ALLOCATIONS REPORT" section for details on how to modify these amounts.

The Allocations Report or CLC is not capturing my contracts even though I have entered them in the GCMS. What do I do?
Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR/Allocations Report is opened. You will need to synchronize the changes that you have made into the report. See the "Reviewing and Retrieving the Consolidated List of Contractors (CLC) for the RWHAP Part A PTR" section for details.

Do I complete a separate PTR/Allocations Report for each of my RWHAP grants?
Yes. You must complete a separate PTR/Allocations report for every RWHAP grant you have. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR/Allocations 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 Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

If my agency awards part of our grant to subrecipients, why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?

As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes, but is not limited to: selecting subrecipients; awarding contracts; providing clinical quality management guidelines; and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary or lead agency. See the **Glossary** for definitions of these terms.

Are the contracts I enter into the GCMS also used for other RWHAP reports?

Yes. See the **GCMS Manual** for more details on how the GCMS is used to populate multiple RWHAP Reports.

RECIPIENT REPORTING REQUIREMENTS RWHAP PART B

(Last Updated: October 27, 2017)

The RWHAP Part B PTR is a single report that all recipients are required to submit within 90 days of the release of the final Notice of Award (NoA) as a requirement for the RWHAP Part B Award. It combines all program term requirements into one report. The report must include all the following program term requirements according to the NoA:

1. RWHAP Part B Consolidated List of Contractors (CLC) (Compiled from the Grantee Contract Management System);

2. RWHAP Part B and Minority AIDS Initiative (MAI) Allocation Report;

3. **RWHAP Part B Revised SF-424A**;

4. **RWHAP Part B Revised Budget Narrative Spreadsheet**;

5. **RWHAP Part B Revised Implementation Plan**; and

6. **RWHAP Part B Contract Review Certification (CRC)**.

The RWHAP Part B PTR, with all items listed above, must be submitted through the PTR Web Application. The RWHAP Part B Revised Budget Narrative Spreadsheet and RWHAP Part B CLC must be submitted as Excel spreadsheets. The RWHAP Part B Revised SF-424A template must be completed and uploaded. See the **Uploading RWHAP Part B PTR Forms** section for instructions.

The RWHAP Part B and MAI Allocations Table, RWHAP Part B Revised SF-424A, and RWHAP Part B Revised Budget Narrative Spreadsheet must reflect the total amount indicated on the final NoA. Only RWHAP Part B funds should be entered into these documents.

Please do not include state funds, rebate funds, program income, or other funding sources in these documents.

Please be advised that all the individual report items listed above must be approved before the entire PTR can be approved by your Project Officer.

If revisions are required for individual report items, you must re-submit the entire report with the revisions.

If you require assistance or have questions about the required RWHAP Part B PTR submission, please contact your DSHAP Project Officer or Ryan White Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

Completing the Part B PTR Grantee Information

Once the PTR is opened, you will see the "Grantee Information" page. This section is prepopulated with information from your EHBs account. You must review all information and ensure that it is accurate and up-to-date. You may edit any field by selecting the textbox. Once you have finished reviewing and updating all information, select the "Save" button on the lower-right corner of the page.

Figure 18. HAB Web Application: Screenshot of the "Grantee Information" Page

Uploading RWHAP Part B PTR Forms

For RWHAP Part B recipients, all required PTR forms must be uploaded into the PTR Web Application. Some of these forms require a template that must be uploaded. All templates are available in the File Upload section next to the corresponding document. To upload the required documents and templates, follow the directions below.

Step One: On the "File Upload Page," on the left-hand navigation panel, under the "Navigation" header, select "File Upload" (see Figure 19) to view a list of all required documents and templates that must be submitted with your Part B PTR.

Figure 19. HAB Web Application: Screenshot of the "File Upload" Page

Step Two: Under the header "File Upload," download and review the RWHAP Part B PTR instructions. This document will outline specific RWHAP Part B instructions on how to complete the "Primary Documents" of the RWHAP Part B PTR.

Step Three: Under the header "Submission Components," locate the "Primary Documents" section. Download and complete the respective templates for each document listed. After completing the template for a respective document, save the completed version in a folder or drive that is easy to access on your computer. Under the "Action" column, select "Upload" and a new field will appear at the bottom of the page. Select "Browse" and locate the completed template. After locating the appropriate template, select "Submit" to upload the document.

> The File Upload feature only stores the most recent version of a file uploaded. The system does not store past versions of files that were uploaded.

Step Four (Optional): Some agencies will be required to submit more documents than those listed under the "Primary Documents" section. If your Project Officer requires additional documentation or your agency needs to upload additional information, you must use the "Upload Supplemental Document" link.

Select the "Upload Supplemental Document" link, and a new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload. After locating the additional file, select "Submit" to upload the document.

Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part B PTR

The Consolidated List of Contractors (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part B grant. The list is generated automatically based on the information you entered into the GCMS, as described in the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of the manual. You will need to review each subrecipient listed.

Figure 20. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page

Step One: On the left-hand navigation panel, under the "Navigation" header, select "CLC Report" to view a full list of subrecipients funded by your RWHAP Part B funding.

Step Two: Within the CLC, on the left-hand side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 20). Confirm that the services for each subrecipient are correct. If you need to make changes to the services listed for a subrecipient you must modify the contract in the GCMS. See page **6** of this manual for instructions on how to modify contracts in the GCMS.

Once any changes are made, you will need to synchronize the changes you made in the GCMS with the PTR. If a yellow warning banner is present at the top of the page, the system is

indicating you have changes to synchronize. Select the agency's name in blue in the yellow banner. On the page that populates, select "Synchronize" on the bottom right of the page.

Figure 21. HAB Web Application: Screenshot of the "Consolidated List of Contractors with Synchronization Warning" Page

Completing the Allocations Report for the RWHAP Part B PTR

The Part B Allocations Report is composed of four components: Award Information; Allocations by Program Component; Breakdown for Consortia, State Direct Services, and Emerging Communities; and MAI Allocations by Program Component. Each component captures budgetary information on the amount allocated during a grant period for each category listed under the component.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "Allocations Report" to view the RWHAP Part B Allocations Report.

Figure 22. HAB Web Application: Screenshot of the "Part B Allocations Report" Page

Budget Year 04/01/2017 - 03/31/2018 Award Information

1. Part B Base Award:

2. Part B ADAP Earmark Award:

3. Part B ADAP Supplemental Award:

4. Total ADAP Award
   (ADAP Base + Supplemental):

5. Part B Emerging Communities Award:

6. Total Part B X07 Funds:

7. Part B MAI Award:

8. Total Part B X07 Award:

Part B Allocations by Program Component

Service	Base Award Amount	Base Award Percentage	ADAP + ADAP Supplemental Award Amount	ADAP + ADAP Supplemental Award Percentage	Emerging Communities Award(EC) Amount	Emerging Communities Award(EC) Percentage	Total Amount	Total Percentage
1. Part B AIDS Drug Assistance Program Subtotal								
a. ADAP Service								
b. Health Insurance to Provide Medications								
c. ADAP Access/Adherence/Monitoring Services								
2. Part B Health Insurance Premium & Cost Sharing Assistance			■	■				
3. Part B Home and Community-based Health Services			■	■				
4a. Part B HIV Care Consortia/EC Services			■	■				
4b. Part B HIV Care Consortia Administration			■	■	■	■		
5. Part B State Direct Services			■	■	■	■		
6. Part B Clinical Quality Management								
7. Part B Grantee Planning & Evaluation Activities								
8. Grantee Administration								
9. Column Totals								
10. Total Part B X07 Allocations								

Step Two: On the Allocations Report page, there are several editable fields that must be completed using your agency's final NoA and your agency's final budget. These fields include:

Award Information

1. *RWHAP Part B Base Award*—The total amount of RWHAP Part B Base Award amount indicated on the final NoA, excluding the AIDS Drug Assistance Program (ADAP) earmark.

2. *RWHAP Part B ADAP Earmark Award*—The total amount of your agency's RWHAP Part B Earmark Award indicated on the final NoA.

3. *RWHAP Part B ADAP Supplemental Award*—The total amount of your agency's RWHAP Part B ADAP Supplemental Award indicated on the final NoA. *Note: Not all states receive RWHAP Part B ADAP Supplemental Awards.*

4. *Total RWHAP Part B ADAP Award*—The total amount of your agency's RWHAP Part B ADAP Base and Supplemental funds. *Note: This field is not editable. The total is generated based on the totals entered for the RWHAP Part B ADAP Earmark Award and the RWHAP Part B ADAP Supplemental Award.*

5. *RWHAP Part B Emerging Communities Award*—The total amount of your agency's RWHAP Part B Emerging Communities funding indicated on the final NoA. *Note: Not all states receive RWHAP Part B Emerging Communities Awards.*

6. *Total RWHAP Part B X07 Funds*—The total amount of all RWHAP Part B funding, excluding MAI funds. *Note: This field is not editable. The total is generated based on the totals entered for the RWHAP Part B Base Award, RWHAP Part B ADAP Earmark Award, RWHAP Part B ADAP Supplemental Award, and RWHAP Part B Emerging Communities Award.*

7. *RWHAP Part B MAI Award*—The total amount of your agency's RWHAP Part B MAI funding indicated on the final NoA.

8. *Total RWHAP Part B X07 Award*—The total amount of your agency's RWHAP Part B funding award across all RWHAP X07 subawards. *Note: This field is not editable. The total is generated based on the totals entered for RWHAP Part B Base Award, RWHAP Part B ADAP Earmark Award, RWHAP Part B ADAP Supplemental Award, RWHAP Part B Emerging Communities Award, and RWHAP Part B MAI Award.*

RWHAP Part B Allocations by Program Component

1. *Base Award Amount*

    1) RWHAP Part B AIDS Drug Assistance Program Subtotals
        a) *ADAP Services*—The amount of your agency's RWHAP Part B Base Award that is given to the ADAP Program to purchase medications.
        b) *Health Insurance to Provide Medications*—The amount of your agency's RWHAP Part B Base Award that is given to the ADAP Program to purchase insurance for clients.
        c) *ADAP Access/Adherence/Monitoring Services*—The amount of your agency's RWHAP Part B Base Award that is given to the ADAP Program to support ADAP access, adherence, and monitoring activities.

    2) RWHAP Part B Health Insurance Premium and Cost Sharing Assistance—The amount of your agency's *RWHAP* Part B Base Award that is used to directly purchase health insurance and assist with cost sharing. *Note: Funds captured here are used directly by*

your agency to purchase insurance for clients and assist with cost sharing. If provided by a subrecipient, this funding amount should be captured in the GCMS.

3) RWHAP Part B Home and Community Based Services—The amount of your agency's *RWHAP* Part B Base Award that is used to directly provide home and community based services. *Note: Funds captured here are used directly by your agency to provide home and community based services. If provided by a subrecipient, this funding amount should be captured in the GCMS.*

4)
   a) *RWHAP Part B HIV Care Consortia/EC Services*—The total amount of your agency's RWHAP Part B total award that is allocated in the GCMS under the Consortia funding column. *Note: This number is generated automatically by the system based on information in the GCMS.*
   b) *HIV Care Consortia Administration*—The amount of your agency's RWHAP Part B Base Award that is used to cover HIV Care Consortia Administrative costs.

5) *RWHAP Part B State Direct Services*—The total amount of your agency's RWHAP Part B award that is allocated in the GCMS under the direct services funding column. *Note: This number is generated automatically by the system based on information in the GCMS.*

6) *RWHAP Part B Clinical Quality Management*—The amount of your agency's RWHAP Part B base award that is used to cover clinical quality management activities. *Note: All clinical quality management may not exceed more than 5% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement award clinical quality management and Emerging Communities clinical quality management.*

7) *RWHAP Part B Planning and Evaluation*—The amount of your agency's RWHAP Part B base award that is used to cover Planning and Evaluation activities. *Note: All Planning and Evaluation may not exceed more than 5% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement Award Planning and Evaluation and Emerging Communities Planning and Evaluation.*

8) *Grantee Administration*—The amount of your agency's RWHAP Part B base award that is used to cover Grantee Administration. *Note: All Grantee Administration may not exceed more than 10% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement Award Grantee Administration and Emerging Communities Grantee Administration.*

9) *Column Total*—This amount is the sum of all amounts listed in the column. *Note: This number is generated automatically by the system based on information in the GCMS and the amounts entered.*

10) Total RWHAP Part B X07 Allocation—This is the total amount of funds entered in the GCMS and the Allocations Report, excluding MAI funding. *Note: This number should match "Total Part B X07 Funds" under the "Award Information" Section. This field is not editable. The total is generated based on all editable and noneditable totals entered for the Allocations by Program Component section.*

2. *ADAP + ADAP Supplement Award Amount*

1) RWHAP Part B AIDS Drug Assistance Program Subtotals

a) *ADAP Services*—The amount of your agency's ADAP + ADAP Supplement Award that is given to the ADAP Program to purchase medications.

b) *Health Insurance to Provide Medications*—The amount of your agency's ADAP + ADAP Supplement Award that is given to the ADAP Program to purchase insurance for clients.

c) *ADAP Access/Adherence/Monitoring Services*—The amount of your agency's ADAP + ADAP Supplement Award that is given to the ADAP Program to support ADAP access, adherence, and monitoring activities.

2) RWHAP Part B Clinical Quality Management—The amount of your agency's ADAP + ADAP Supplement Award that is used to cover clinical quality management activities. *Note: All Clinical Quality Management may not exceed more than 5% of your total RWHAP Part B award amount. This includes RWHAP Part B Base Award and Emerging Communities clinical quality management.*

3) RWHAP Part B Planning and Evaluation—The amount of your agency's ADAP + ADAP Supplement Award that is used to cover Planning and Evaluation activities. *Note: All Planning and Evaluation may not exceed more than 5% of your total RWHAP Part B award amount. This includes RWHAP Part B Base Planning and Evaluation and Emerging Communities Planning and Evaluation.*

4) Grantee Administration—The amount of your agency's ADAP + ADAP Supplement Award that is used to cover Grantee Administration. *Note: All Grantee Administration may not exceed more than 10% of your total RWHAP Part B award amount. This includes RWHAP Part B Base Grantee Administration and Emerging Communities Grantee Administration.*

5) Column Total—The sum of all amounts listed in the column. *Note: This number is generated automatically by the system based on information in the GCMS and the amounts entered.*

3. *Emerging Communities Award Amount*

1) RWHAP Part B AIDS Drug Assistance Program Subtotals

a) *ADAP Services*—The amount of your agency's Emerging Communities Award that is given to the ADAP Program to purchase medications.

b) *Health Insurance to Provide Medications*—The amount of your agency's Emerging Communities Award that is given to the ADAP Program to purchase insurance for clients.

c) *ADAP Access/Adherence/Monitoring Services*—The amount of your agency's Emerging Communities Award that is given to the ADAP Program to support ADAP access, adherence, and monitoring activities.

2) RWHAP Part B Health Insurance Premium and Cost Sharing Assistance—The amount of your agency's Emerging Communities Award that is used to directly purchase health insurance and assist with cost sharing. *Note: Funds captured here are used directly by your agency to purchase insurance for clients and assist with cost sharing. If provided by a subrecipient, this funding amount should be captured in the GCMS.*

3) RWHAP Part B Home and Community Based Services—The amount of your Emerging Communities Award that is used to directly provide home- and community-based services. *Note: Funds captured here are used directly by your agency to provide home-*

and community-based services. If provided by a subrecipient, this funding amount should be captured in the GCMS.

4) *RWHAP Part B HIV Care Consortia/Emerging Communities Services*—The total amount of your agency's RWHAP Part B total award that are allocated in the GCMS under the Emerging Communities funding column. *Note: This number is generated automatically by the system based on information in the GCMS.*

5) RWHAP Part B Clinical Quality Management—The amount of your agency's Emerging Communities Award that is used to cover clinical quality management activities. *Note: All Clinical Quality Management may not exceed more than 5% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement award clinical quality management and RWHAP Part B Base Award clinical quality management.*

6) RWHAP Part B Planning and Evaluation—The amount of your agency's Emerging Communities Award that is used to cover Planning and Evaluation activities. *Note: All Planning and Evaluation may not exceed more than 5% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement Award Planning and Evaluation and RWHAP Part B Base Award Planning and Evaluation.*

7) Grantee Administration—The amount of your agency's Emerging Communities Award that is used to cover Grantee Administration. *Note: All Grantee Administration may not exceed more than 10% of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplement Award Grantee Administration and RWHAP Part B Base Grantee Administration.*

8) Column Total—This amount is the sum of all amounts listed in the column. *Note: This number is generated automatically by the system based on information in the GCMS and the amounts entered.*

Breakdown for Consortia, State Direct Services, and Emerging Communities

The breakdown of the funds used for Consortia, State Direct Services, and Emerging Communities will appear in a table. All fields in this table are populated by the GCMS. If you need to modify service category totals, you must modify the contracts in the GCMS for the subrecipients(s) providing the service. See page **8** for instructions.

MAI Allocations by Program Component

Figure 23. HAB Web Application: Screenshot of the "Part B Allocations Report" Page

1. *Education to increase minority participation in ADAP*—The amount of your agency's MAI funding that is allocated for education.

2. *Outreach to increase minority participation in ADAP*—The amount of your agency's MAI funding that is allocated for outreach.

3. *MAI Quality Management*—The amount of your agency's funding that is allocated for quality management.

4. *Grantee Planning and Evaluation Activities*—The amount of your agency's MAI funding that is allocated for planning and evaluation.

5. *Grantee Administration*—The amount of your agency's MAI funding that is allocated for grantee administration.

Step Three: Once all editable fields are completed, scroll to the bottom of the page. On the right-hand side of the page, select "Save".
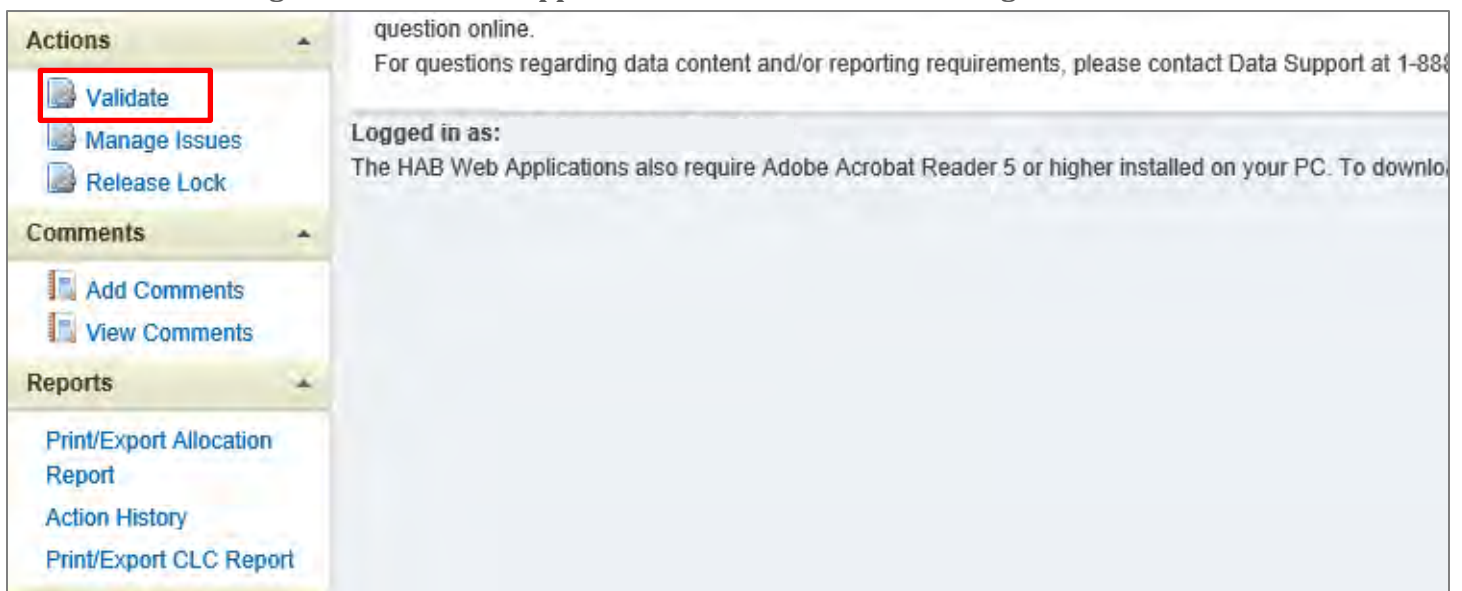
> **All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, you must still enter a "0".**

Validating and Submitting the RWHAP Part B PTR

After all service and non-service categories are updated, you will need to validate your report. The validation process looks for potential problems in the information you entered and allows you to review the information you entered before the PTR is sent to your Project Officer.

Step One: On the left-hand navigation panel, under the "Actions" header, select "Validate" to validate your RWHAP Part B PTR. A system message will appear indicating that you will need to refresh the page after several minutes. On the left-hand navigation panel, under the "Actions" header, select "Validate" again. Or, in your web browser, select the "Refresh" icon. The system will either display your validation results or you will be asked to continue to wait while the PTR Web Application processes.

Figure 24. HAB Web Application: Screenshot of the "Navigation Panel"

Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts. Errors must be fixed. Warnings require that you add a comment; however, you may want to address warnings to prevent your Project Officer from returning the report to you. Alerts are informational and do not need to be addressed.

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 your comment to be entered. When done entering your comment, select "Save" at the bottom of the textbox where you entered the comment. Entering a comment gives you the opportunity to explain why the warning is inaccurate or erroneous. Entering a 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. If you do not understand the meaning of a specific Error or Warning, and do not know how to correct it, please contact Data Support.

Once all errors, warnings, and alerts have been addressed, you are ready to "Submit" your report.

Step Three: On the left-hand Navigation Panel, under the "Action" header, click the "Submit" button. On the new page that appears, there will be a comment box, where you are required to enter a meaningful comment relating to your PTR submission. After entering a comment, read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

The service information data table in the Allocations Report is empty and I cannot edit the field. What do I do?
The information displayed in the service tables of the Allocations Report is populated based on information in the Grantee Contract Management System (GCMS). Please refer to the "**Completing the Allocations Report for the RWHAP Part B PTR**" section for more detailed information. If you need assistance adding contracts, please refer to the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of this manual.

There are no contracts listed on the CLC Report Page. What do I do?
You do not have contracts that overlap your grant's budget period. The information displayed on the CLC Report page is populated based on information in the GCMS. If you do not have contracts that overlap your grant's budget year, this page will not be prepopulated. For more information, please refer to the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of this manual.

How can I tell if my Program Terms Report was submitted?
The status of your report is listed in the status column on the Inbox page. You may also view the status of your report in the Status field of the report header.

Can I edit my information after I submit?
No. Once your report is in "Review" or "Submitted" status, you cannot edit your report. However, you may ask your Project Officer or Project Quality Controller to return your report to you for changes.

How do I add a new organization to the Grantee Contract Management System subrecipient directory?
Contact Ryan White Data Support at **ryanwhitedatasupport@wrma.com** to have the organization added to the directory. In the email, be sure to include the organization's full name, complete street address, and, if available, Federal Employer Identification Number (EIN) and/or DUNS number.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For Part B Programs, MAI funds allocated to administration and client services are captured on the RWHAP Part B Allocations Report. See the, "**Completing the Allocations Report for the RWHAP Part B PTR**" section for details.

Is my agency required to upload documents to complete the PTR/Allocations Report?
If your agency is required to complete and upload a document, the template will be available in the "File Upload" section of the PTR Web Application. See the "**Uploading RWHAP Part B PTR Forms**" section for details.

How can we correct funding amounts within the report if changes need to be made?
If your agency needs to make changes to amounts allocated to administrative activities, you will update those amounts on the "Allocations Report" section of your PTR/Allocations Report. If your agency needs to make changes to amounts allocated to client services, you will update those amounts in the GCMS.

The Allocations Report or CLC is not capturing my contracts even though I have entered them in the GCMS. What do I do?
Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR/Allocations Report is opened. You will need to synchronize the changes that you have made into the report. See the "**Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part B PTR**" section for details.

Do I complete a separate PTR/Allocations Report for each of my RWHAP grants?
Yes. You must complete a separate PTR/Allocations report for every RWHAP grant you have. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR/Allocations 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 Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

If my agency awards part of our grant to subrecipients, why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?
As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes, but is not limited to: selecting subrecipients; awarding contracts; providing clinical quality management guidelines; and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary or lead agency. See the **Glossary** for definitions of these terms.

Do you enter contracts into the GCMS for Part B ADAP earmarked funds?
No. Part B ADAP funds are only entered into the Allocations Report section of the PTR.

Are the contracts I enter into the GCMS also used for other RWHAP reports?
Yes. See the **GCMS Manual** for more details on how the GCMS is used to populate multiple RWHAP Reports.

RECIPIENT REPORTING REQUIREMENTS RWHAP PART B SUPPLEMENTAL

(Last Updated: October 27, 2017)

The RWHAP Part B Supplemental PTR is a single report that all recipients are required to submit within 90 days of the release of the final Notice of Award (NoA) as a requirement for the RWHAP Part B Supplemental Award. It combines all program term requirements into one report. The report must include all the following program term requirements according to the NoA:

1. RWHAP Part B Supplemental Consolidated List of Contractors (CLC) (compiled from the Grantee Contract Management System);
2. RWHAP Part B Supplemental and Minority AIDS Initiative (MAI) Allocation Report;
3. **RWHAP Part B Supplemental Revised SF-424A**;
4. **RWHAP Part B Supplemental Revised Budget Narrative Spreadsheet**;
5. **RWHAP Part B Supplemental Revised Implementation Plan**; and
6. **RWHAP Part B Supplemental Contract Review Certification (CRC)**.

The RWHAP Part B Supplemental PTR, with all items listed above, must be submitted through the PTR Web Application. The RWHAP Part B Supplemental Revised Budget Narrative Spreadsheet and the RWHAP Part B Supplemental CLC must be submitted as Excel spreadsheets. The RWHAP Supplemental Part B Revised SF-424A template must be completed and uploaded. See the **Uploading RWHAP Part B Supplemental PTR Forms** section for instructions.

The RWHAP Part B Supplemental and MAI Allocations Table, RWHAP Part B Supplemental Revised SF-424A, and RWHAP Part B Supplemental Revised Budget Narrative Spreadsheet must reflect the total amount indicated on the final NoA. Only RWHAP Part B Supplemental funds should be entered into these documents.

Please do not include state funds, rebate funds, program income, or other funding sources in these documents*.*

Please be advised that all the individual report items listed above must be approved before the entire PTR can be approved by your Project Officer.

If revisions are required for individual report items, you must re-submit the entire report with the revisions.

If you require assistance or have questions about the required RWHAP Part B Supplemental PTR submission, please contact your DSHAP Project Officer or Ryan White Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

Completing the RWHAP Part B Supplemental Grantee Information

Once the Allocations Report is opened, you will see the "Grantee Information" page. This section is prepopulated with information from your EHBs account. You must review all information and ensure that all information is accurate and up-to-date. You may edit any field by selecting the textbox. Once you have finished reviewing and updating all information, select the "Save" button on the lower-right corner of the page.

Figure 25. HAB Web Application: Screenshot of the "Grantee Information" Page

Uploading RWHAP Part B Supplemental PTR Forms

For RWHAP Part B Supplemental recipients, all required PTR forms must be uploaded to the PTR Web Application. Some of these forms require a template that must be uploaded. All templates are

available in the File Upload section next to the corresponding document. To upload the required documents and templates, follow the directions below.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "File Upload" to view a list of all required documents and templates that must be submitted with your RWHAP Part B Supplemental PTR.

Figure 26. HAB Web Application: Screenshot of the "File Upload" Page

Step Two: Under the header "File Upload," download and review the Part B Supplemental PTR instructions. This document will outline specific Program Part instructions on how to complete the "Primary Documents" of the RWHAP Part B Supplemental PTR.

Step Three: Under the header "Submission Components," locate the "Primary Documents" section. Download and complete the respective templates for each document listed. After completing the template for a respective document, save the completed version in a folder or drive that is easy to access on your computer. Under the "Action" column, select "Upload," and a new field will appear at the bottom of the page. Select "Browse" and locate the completed template. After locating the appropriate template, select "Submit" to upload the document.

> The File Upload feature only stores the most recent version of a file uploaded. The system does not store past versions of files that were uploaded.

Step Four (Optional): Some agencies will be required to submit more documents than those listed under the "Primary Documents" section. If your Project Officer requires additional documentation or your agency would like to upload additional information, you must use the "Upload Supplemental Document" link.

Select the "Upload Supplemental Document" link, and a new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload. After locating the additional file, select "Submit" to upload the document.

Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part B Supplemental PTR

The Consolidated List of Contractors (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part B Supplemental grant. The list is generated automatically based on the information you entered into the GCMS, as described in the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of the manual. You will need to review each subrecipient listed.

Figure 27. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page

Step One: On the left-hand navigation panel, under the "Navigation" header, select "CLC Report" to view a full list of subrecipients funded by your RWHAP Part B Supplemental funding.

Step Two: Within the CLC, on the left-hand side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 27). Confirm that the services for each subrecipient are correct. If you need to make changes to the services listed for a subrecipient, you must modify the contract in the GCMS. See page **6** of this manual for instructions on how to modify contracts in the GCMS.

Once any changes are made, you will need to synchronize the changes you made in the GCMS with the PTR. If a yellow warning banner is present at the top of the page, the system is indicating you have changes to synchronize. Select the agency's name in blue in the yellow banner. On the page that populates, select "Synchronize" on the bottom right of the page.

Completing the Allocations Report for the RWHAP Part B Supplemental Award

The Part B Supplemental Allocations Report is composed of three components: Award Information; Allocations by Program Component; and Breakdown for Consortia, State Direct Services and Emerging Communities. Each component captures budgetary information on the amount allocated during a grant period for each category listed under the component.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "Allocations Report" to view the RWHAP Part B Supplemental Allocations Report.

Figure 28. HAB Web Application: Screenshot of the "Part B Allocations Report" Page

Step Two: On the Allocations Report page, there are several editable fields that must be completed using your agency's final Notice of Award (NoA) and your agency's final budget. These fields include:

1. RWHAP Part B Supplemental AIDS Drug Assistance Program Subtotals

    a) *ADAP Services*—The amount of your agency's RWHAP Part B Supplemental Award that is given to the ADAP Program to purchase medications.

b) *Health Insurance to Provide Medications*—The amount of your agency's RWHAP Part B Supplemental Award that is given to the ADAP Program to purchase insurance for clients.

c) *ADAP Access/Adherence/Monitoring Services*—The amount of your agency's RWHAP Part B Supplemental Award that is given to the ADAP Program to support ADAP access, adherence, and monitoring activities.

2. RWHAP Part B Supplemental Health Insurance Premium and Cost Sharing Assistance— The amount of your agency's RWHAP Part B Supplemental Award that is used to directly purchase health insurance and assist with cost sharing. *Note: Funds captured here are used directly by your agency to purchase insurance for clients and assist with cost sharing. If provided by a subrecipient, this funding amount should be captured in the GCMS.*

3. RWHAP Part B Supplemental Home and Community Based Services—The amount of your agency's RWHAP Part B Supplemental Award that is used to directly provide home and community based services. *Note: Funds captured here are used directly by your agency to provide home- and community-based services. If provided by a subrecipient, this funding amount should be captured in the GCMS.*

4.
   a) *RWHAP Part B Supplemental HIV Care Consortia/EC Services*—The total amount of your agency's RWHAP Part B Supplemental award that is allocated in the GCMS under the Consortia funding column. *Note: This number is generated automatically by the system based on information in the GCMS.*

   b) *HIV Care Consortia Administration*—The amount of your agency's RWHAP Part B Supplemental Award that is used to cover HIV Care Consortia Administrative costs.

5. RWHAP Part B Supplemental State Direct Services—The total amount of your agency's RWHAP Part B award that is allocated in the GCMS under the direct services funding column. *Note: This number is generated automatically by the system based on information in the GCMS.*

6. RWHAP Part B Supplemental Clinical Quality Management—The amount of your agency's RWHAP Part B supplemental award that is used to cover clinical quality management activities. *Note: All clinical quality management may not exceed more than 5% of your total RWHAP Part B supplemental award amount.*

7. RWHAP Part B Supplemental Planning and Evaluation—The amount of your agency's RWHAP Part B base award that is used to cover Planning and Evaluation activities. *Note: All Planning and Evaluation may not exceed more than 5% of your total RWHAP Part B Supplemental award amount.*

8. Grantee Administration—The amount of your agency's RWHAP Part B Supplemental award that is used to cover Grantee Administration. *Note: All Grantee Administration may not exceed more than 10% of your total RWHAP Part B supplemental award amount. This includes Emerging Communities Grantee Administration.*

9. Total RWHAP Part B Supplemental Funding Amount—The sum of all amounts listed in the column. *Note: This field is not editable. The total is generated based on all editable and noneditable totals entered for the Allocations by Program Component section.*
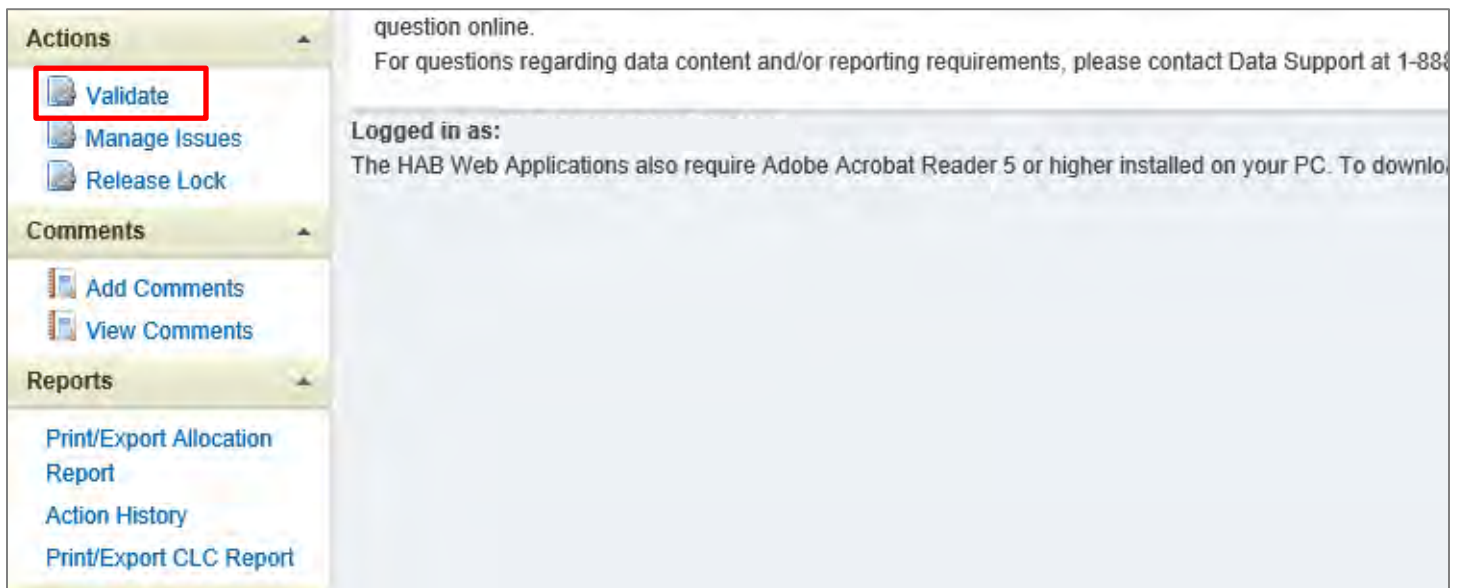
> All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, you must still enter a "0".

Validating and Submitting the RWHAP Part B Supplemental Award

After all service and non-service categories are updated, you will need to validate your report. The validation process looks for potential problems in the information you entered and allows you to review the information you entered before the PTR is sent to your Project Officer.

Step One: On the left-hand navigation panel, under the "Actions" header, select "Validate" to validate your RWHAP Part B Supplemental PTR. A system message will appear indicating that you will need to refresh the page after several minutes. On the left-hand navigation panel, under the "Actions" header, select "Validate" again. Or, in your web browser, select the "Refresh" icon. The system will either display your validation results or you will be asked to continue to wait while the PTR Web Application processes.

Figure 29. HAB Web Application: Screenshot of the "Navigation Panel"

Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts. Errors must be fixed. Warnings require that you add a comment; however, you may want to address warnings to prevent your Project Officer from returning the report to you. Alerts are informational and do not need to be addressed.

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 your comment to be entered. When done entering your comment, select "Save" at the bottom of the textbox where you entered the comment. Entering a comment gives you the opportunity to explain why the warning is inaccurate or erroneous. Entering a 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. If you do not understand the meaning of a specific Error or Warning and do not know how to correct it, please contact Data Support.

Once all errors, warnings, and alerts have been addressed, you are ready to "Submit" your report.

Step Three: On the left-hand Navigation Panel, under the "Action" header, click the "Submit" button. On the new page that appears, there will be a comment box, where you are required to enter a meaningful comment relating to your PTR submission. After entering a comment, read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For programs funded by Part B Supplemental funds, MAI funds allocated to client services are entered into the GCMS under question 9 in the "Direct Services funding column." This will populate the Allocations Report for your agency's RWHAP Part B Supplemental PTR. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details.

Is my agency required to upload documents to complete the PTR/Allocations Report?
If your agency is required to complete and upload a document, the template will be available in the "File Upload" section of the PTR Web Application. See the "**Uploading RWHAP Part B Supplemental PTR Forms**" section for details.

How can we correct funding amounts within the report if changes need to be made?
If your agency needs to make changes to amounts allocated to administrative activities, you will update those amounts on the "Allocations Report" section of your PTR/Allocations Report. If your agency needs to make changes to amounts allocated to client services, you will update those amounts in the GCMS.

Why are new contracts required to be entered into the GCMS each year?
Your agency is required to enter new contracts with subrecipients into the GCMS every year to ensure accurate funding amounts and subrecipient relationships are indicated within the GCMS.

In the Allocations Report, there are fields that I cannot edit such as Core Medical Services. How do I edit them?
Funds allocated to Core Medical Service and Support Services are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details on how to modify these amounts.

The Allocations Report or CLC is not capturing my contracts even though I have entered them in the GCMS. What do I do?
Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR/Allocations Report is opened. You will need to synchronize the

changes that you have made into the report. See the "**Reviewing the Consolidated List of Contractors (CLC) for the Part B Supplemental PTR**" section for details.

Do I complete a separate PTR/Allocations Report for each of my RWHAP grants?
Yes. You must complete a separate PTR/Allocations report for every RWHAP grant you have. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR/Allocations 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 Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

If my agency awards part of our grant to subrecipients why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?
As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes, but is not limited to: selecting subrecipients; awarding contracts; providing clinical quality management guidelines; and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary or lead agency. See the **Glossary** for definitions of these terms.

Are the contracts I enter into the GCMS also used for other RWHAP reports?
Yes. See the **GCMS Manual** for more details on how the GCMS is used to populate multiple RWHAP Reports.

RECIPIENT REPORTING REQUIREMENTS RWHAP PART C

(Last Updated: October 27, 2017)

All RWHAP Part C recipients must submit an Allocations Report within 60 days after the start of the budget period. Recipients can only submit an Allocations Report after they have an approved final budget. A revised budget condition of award must be approved by HRSA before the submission of the Allocations Report. Recipients must complete the Allocations Report and reflect the required the RWHAP Part C legislative requirements.

The Ryan White HIV/AIDS Program statute specifies criteria for the expenditure of RWHAP Part C grant funds. After reserving funds for Administration and Clinical Quality Management, at least 75 percent of the remaining funds must be spent on Core Medical Services, which includes Early Intervention Services (EIS). At least 50 percent of the total funds awarded must be spent on EIS. No more than 10 percent of the funds awarded may be spent on Administrative Costs, including Planning and Evaluation, and excluding costs of a Clinical Quality Management program. The remainder of the funds may be spent on Support Services, defined as those services needed for low-income individuals with HIV to achieve their medical outcomes.

RWHAP Part C funds may **not** be used for the following: inpatient services, residential treatment, clinical research, nursing home care, cash payments to intended recipients of services, purchasing or construction of real property, or payments for any item or service to the extent that payment has been made, or reasonably can be expected to be made, with respect to that item or service under any State compensation program, insurance policy, Federal or State health benefits program or by an entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Services).

If you require assistance or have questions about the required RWHAP Part C Allocations Report submission, please contact your DCHAP Project Officer or Ryan White Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

Completing the RWHAP Part C Allocations Report Grantee Information

Once the Allocations Report is opened, you will see the "Grantee Information" page. This section is prepopulated with information from your EHBs account. You must review all information and ensure that all information is accurate and up to date. You may edit any field by selecting the textbox. Once you have finished reviewing and updating all information, select the "Save" button on the lower-right corner of the page.

Figure 30. HAB Web Application: Screenshot of the "Grantee Information" Page

Uploading RWHAP Part C Allocations Report Forms

For RWHAP Part C recipients, there are no required Allocations Report forms that must be uploaded to the PTR Web Application. If your Project Officer requires additional documentation or your agency would like to upload additional information, you must use the "Upload Supplemental Document" link.

Step One (Optional): On the left-hand navigation panel, under the "Navigation" header, select "File Upload."

Step Two (Optional): On the File Upload Page, select the "Upload Supplemental Document" link, and a new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload. After locating the additional file, select "Submit" to upload the document.

Figure 31. HAB Web Application: Screenshot of the "File Upload" Page

The File Upload feature only stores the most recent version of a file uploaded. The system does not store past versions of files that were uploaded.

Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part C Allocations Report

The Consolidated List of Contractors (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part C grant. The list is generated automatically based on the information you entered into the GCMS, as described in the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of the manual. You will need to review each subrecipient listed to access this list, and then follow the directions below.

Figure 32. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page

Step One: On the left-hand navigation panel, under the "Navigation" header, select "CLC Report" to view a full list of subrecipients funded by your RWHAP Part C funding.

Step Two: Within the CLC, on the left-hand side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 32). Confirm that the services for each subrecipient are correct. If you need to make changes to the services listed for a subrecipient, you must modify the contract in the GCMS. See page **6** of this manual for instructions on how to modify the GCMS.

Once any changes are made, you will need to synchronize the changes you made in the GCMS with the Allocations Report. If a yellow warning banner is present at the top of the page, the system is indicating you have changes to synchronize. Select the agency's name in blue in the yellow banner. On the page that populates, select "Synchronize" on the bottom right of the page.

Figure 33. HAB Web Application: Screenshot of the "Consolidated List of Contractors with Synchronization Warning" Page

Completing the Allocations Report for the Part C Allocations Report

The Part C Allocations Report is composed of three components: Award Information; Program Totals; and Allocations Categories. Each component captures budgetary information on the amount allocated during a grant period for each category listed under the component.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "Allocations Report" to view the RWHAP Part C Allocations Report.

Figure 34. HAB Web Application: Screenshot of the "Part C Allocations Report" Page

Step Two: On the Allocations Report page, there are only three editable fields that must be completed using your agency's final NoA and your agency's final budget. These fields include:

Award Information

1. RWHAP Part C Grant Award Amount—The total amount of your agency's RWHAP Part C award amount indicated on your agency's final NoA.

Part C Program Total

2. Base Award Amount
    a) *Clinical Quality Management Activities*—The total amount of your agency's RWHAP Part C Award allocated to clinical quality management.
    b) *Grantee Administration*—The total amount of your agency's RWHAP Part C Award allocated to Grantee Administration. *Note: This amount may not exceed 10% of your total Part C award.*

Step Three: Once all editable fields are completed, scroll to the bottom of the page. On the right-hand side of the page, select "Save".

> All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, you must still enter a "0".

Validating and Submitting the Part C Allocations Report

After all service and non-service categories are updated, you will need to validate your report. The validation process looks for potential problems in the information you entered and allows you to review the information you entered before the Allocations Report is sent to your Project Officer.

Step One: On the left-hand navigation panel, under the "Actions" header, select "Validate" to validate your RWHAP Part C Allocations Report. A system message will appear indicating that you will need to refresh the page after several minutes. On the left-hand navigation panel, under the "Actions" header, select "Validate" again. Or, in your web browser, select the "Refresh" icon. The system will either display your validation results or you will be asked to continue to wait while the PTR Web Application processes.

Figure 35. HAB Web Application: Screenshot of the "Navigation Panel"

Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts. Errors must be fixed. Warnings require that you add a comment; however, you may want to address warnings to prevent your Project Officer from returning the report to you. Alerts are informational and do not need to be addressed.

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 your comment to be entered. When done entering your comment, select "Save" at the bottom of the textbox where you entered the comment. Entering a comment gives you the opportunity to explain why the warning is inaccurate or erroneous. Entering a 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. If you do not understand the meaning of a specific Error or Warning and do not know how to correct it, please contact Data Support.

Once all errors, warnings, and alerts have been addressed, you are ready to "Submit" your report.

Step Three: On the left-hand Navigation Panel, under the "Action" header, click the "Submit" button. On the new page that appears, there will be a comment box, where you are required to enter a meaningful comment relating to your Allocations Report submission. After entering a comment, read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

I am a Part C grant recipient. Where do I enter funding for the services my agency provides using Ryan White funding?
Funds allocated to Core Medical Services and Support Services are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details on how to enter and modify these amounts. Funds allocated to Administrative Activities are captured on the Allocations Report. See the "**Completing the Allocations Report for the Part C Allocations Report**" section for details on how to enter and modify these amounts.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For Part C Programs, funds designated for MAI activities, such as MAI Education and MAI Outreach, are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details.

Is my agency required to upload documents to complete the PTR/Allocations Report?
If your agency is required to complete and upload a document, the template will be available in the "File Upload" section of the PTR Web Application. See the "**Uploading RWHAP Part C Allocations Report Forms**" section for details.

How can we correct funding amounts within the report if changes need to be made?
If your agency needs to make changes to amounts allocated to administrative activities, you will update those amounts on the "Allocations Report" section of your PTR/Allocations Report. If your agency needs to make changes to amounts allocated to client services, you will update those amounts in the GCMS.

Why are new contracts required to be entered into the GCMS each year?
Your agency is required to enter new contracts with subrecipients every year to ensure accurate funding amounts and subrecipient relationships are indicated within the GCMS.

In the Allocations Report, there are fields that I cannot edit such as Core Medical Services. How do I edit them?

Funds allocated to Core Medical Service and Support Services are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details on how to modify these amounts.

The Allocations Report or CLC is not capturing my contracts even though I have entered them in the GCMS. What do I do?

Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR/Allocations Report is opened. You will need to synchronize the changes that you have made into the report. See the "**Reviewing the Consolidated List of Contractors (CLC) for the Part C Allocations Report**" section for details.

Do I complete a separate PTR/Allocations Report for each of my RWHAP grants?

Yes. You must complete a separate PTR/Allocations report for every RWHAP grant you have. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR/Allocations 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 Data Support at 1-888-640-9356 or via email at ryanwhitedatasupport@wrma.com.

If my agency awards part of our grant to subrecipients why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?

As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes, but is not limited to: selecting subrecipients; awarding contracts; providing clinical quality management guidelines; and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary or lead agency. See the **Glossary** for definitions of these terms.

Are the contracts I enter into the GCMS also used for other RWHAP reports?

Yes. See the **GCMS Manual** for more details on how the GCMS is used to populate multiple RWHAP reports.

RECIPIENT REPORTING REQUIREMENTS RWHAP PART D

(Last Updated: October 27, 2017)

All RWHAP Part D recipients must submit an Allocations Report, within 60 days after the start of the budget period. Recipients can only submit an Allocations Report after they have an approved final budget. A revised budget condition of award must be approved by HRSA before the submission of the Allocations Report. Recipients must complete the Allocations Report and reflect the required RWHAP Part D legislative requirements.

The Ryan White HIV/AIDS Program statute specifies criteria for the expenditure of RWHAP Part D grant funds. After reserving funds for Administration and Clinical Quality Management, at least 75 percent of the remaining funds must be spent on Core Medical Services. No more than 10 percent of the funds awarded may be spent on Administrative Costs, including Planning and Evaluation, and excluding costs of a Clinical Quality Management program. The remainder of the funds may be spent on support services, defined as those services needed for low income individuals with HIV to achieve their medical outcomes.

RWHAP Part D funds may **not** be used for the following: inpatient services, residential treatment, clinical research, nursing home care, cash payments to intended recipients of services, purchasing or construction of real property, or payments for any item or service to the extent that payment has been made, or reasonably can be expected to be made, with respect to that item or service under any State compensation program, insurance policy, Federal or State health benefits program or by an entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Services).

If you require assistance or have questions about the required RWHAP Part D Allocations Report submission, please contact your DCHAP Project Officer or Ryan White Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com**.

Completing the RWHAP Part D Allocations Report Grantee Information

Once the Allocations Report is opened, you will see the "Grantee Information" page. This section is prepopulated with information from your EHBs account. You must review all information and ensure that all information is accurate and up to date. You may edit any field by selecting the textbox. Once you have finished reviewing and updating all information, select the "Save" button on the lower-right corner of the page.

Figure 36. HAB Web Application: Screenshot of the "Grantee Information" Page

Uploading RWHAP Part D Allocations Report Forms

For RWHAP Part D recipients, there are no required Allocations Report forms that must be uploaded to the PTR Web Application. If your Project Officer requires additional documentation or your agency would like to upload additional information, follow the steps below.

Step One (Optional): On the left-hand navigation panel, under the "Navigation" header, select "File Upload."

Step Two (Optional): Select the "Upload Supplemental Document" link, and a new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload. After locating the additional file, select "Submit" to upload the document.

Figure 37. HAB Web Application: Screenshot of the "File Upload" Page

File Upload

Document Name	Description	Size	Part	Budget Year	Action
Part D RWHAP Allocation Report Instructions.doc		45.00 KBs	Part C EIS	7/1/2017-6/30/2018	View

Submission Components

To upload a primary component of your report, select the "Upload" link in the Action column. If you would like to submit a supplemental document to complete your submission, select the "Upload Supplemental Document" button below. Please note that you will be unable to upload files larger than 29MB.
Create Compressed Zip File ❓

Document Name	Description	Uploaded File	Size	Date Attached	Action
No records to display.					

[Upload Supplemental Document]

> The File Upload feature only stores the most recent version of a file uploaded. The system does not store past versions of files that were uploaded.

Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part D Allocations Report

The Consolidated List of Contractors (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part D grant. The list is generated automatically based on the information you entered into the GCMS, as described in the "**Searching, Entering, and Modifying Contracts in the GCMS**" section of the manual. You will need to review each subrecipient listed to access this list, and then follow the directions below.

Figure 38. HAB Web Application: Screenshot of the "Consolidated List of Contractors" Page

Step One: On the left-hand navigation panel, under the "Navigation" header, select "CLC Report" to view a full list of subrecipients funded by your RWHAP Part D funding.

Step Two: On the left-hand side of each subrecipient listed, select the expansion button to display the services for the subrecipient. Confirm that the services for each subrecipient are correct. If you need to make changes to the services listed, see page **8** of this manual for instructions on how to modify the GCMS.

Once any changes are made, you will need to synchronize the changes you made in the Allocations Report with the GCMS. You will know that you must synchronize if a yellow banner is present at the top of the page. Select the agency's name in blue in the yellow banner. On the page that populates, select "Synchronize" on the bottom right of the page.

Figure 39. HAB Web Application: Screenshot of the "Consolidated List of Contractors with Synchronization Warning" Page

Completing the Allocations Report for the RWHAP Part D Allocations Report

The Part D Allocations Report is composed of three components: Award Information; Program Totals; and Allocations Categories. Each component captures budgetary information on the amount allocated during a grant period for each category listed under the component.

Step One: On the left-hand navigation panel, under the "Navigation" header, select "Allocations Report" to view the RWHAP Part D Allocations Report.

Figure 40. HAB Web Application: Screenshot of the "Part D Allocations Report" Page

Step Two: On the Allocations Report page, there are only three editable fields that must be completed using your agency's final Notice of Award (NoA) and your agency's final budget.

Award Information

1. RWHAP Part D Grant Award Amount—The total amount of your agency's RWHAP Part D award amount indicated on your agency's final NoA.

RWHAP Part D Program Total

2. Base Award Amount
   a) *Clinical Quality Management Activities*—The total amount of your agency's RWHAP Part D Award allocated to clinical quality management.
   b) *Grantee Administration*—The total amount of your agency's RWHAP Part D Award allocated to Grantee Administration. *Note: This amount may not exceed 10% of your total RWHAP Part D award.*
   c) *Indirect Costs*—The total amount of your RWHAP Part D Award allocated to indirect costs, such as the cost of operating and maintaining facilities, depreciation, and

administrative salaries, etc. *Note: Indirect costs may not exceed 10% of your total grant award when combined with grantee administration.*

Step Three: Once all editable fields are completed, scroll to the bottom of the page. On the right-hand side of the page, select "Save".

> **All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, you must still enter a "0".**

Validating and Submitting the RWHAP Part D Allocations Report

After all service and non-service categories are updated, you will need to validate your report. The validation process looks for potential problems in the information you entered and allows you to review the information you entered before the Allocations Report is sent to your Project Officer.

Step One: On the left-hand navigation panel, under the "Actions" header, select "Validate" to validate your RWHAP Part D Allocations Report. A system message will appear indicating that you will need to refresh the page after several minutes. On the left-hand navigation panel, under the "Actions" header, select "Validate" again. Or, in your web browser, select the "Refresh" icon. The system will either display your validation results or you will be asked to continue to wait while the PTR Web Application processes.

Figure 41. HAB Web Application: Screenshot of the "Navigation Panel"

Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts. Errors must be fixed. Warnings require that you add a comment; however, you may want to address warnings to prevent your Project Officer from returning the report to you. Alerts are informational and do not need to be addressed.

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 your comment to be entered. When done entering your comment, select "Save" at the bottom of the textbox where you entered the comment. Entering a comment give you the opportunity to explain why the warning is inaccurate or erroneous. Entering a 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. If you do not understand the meaning of a specific Error or Warning and do not know how to correct it, please contact Data Support.

Once all errors, warnings, and alerts have been addressed, you are ready to "Submit" your report.

Step Three: On the left-hand Navigation Panel, under the "Action" header, click the "Submit" button. On the new page that appears, there will be a comment box, where you are required to enter a meaningful comment relating to your Allocations Report submission. After entering a comment, read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

FREQUENTLY ASKED QUESTIONS

I am a Part D grant recipient. Where do I enter funding for the services my agency provides using Ryan White funding?
Funds allocated to Core Medical Services and Support Services are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details on how to enter and modify these amounts. Funds allocated to Administrative Activities are captured on the Allocations Report. See the "**Completing the Allocations Report for the Part D Allocations Report**" section for details on how to enter and modify these amounts.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For Part D Programs, funds designated for MAI activities, such as MAI Education and MAI Outreach, are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details.

Is my agency required to upload documents to complete the PTR/Allocations Report?
If your agency is required to complete and upload a document, the template will be available in the "File Upload" section of the PTR Web Application. See the "**Uploading RWHAP Part D Allocations Report Forms**" section for details.

How can we correct funding amounts within the report if changes need to be made?
If your agency needs to make changes to amounts allocated to administrative activities, you will update those amounts on the "Allocations Report" section of your PTR/Allocations Report. If your agency needs to make changes to amounts allocated to client services, you will update those amounts in the GCMS.

Why are new contracts required to be entered into the GCMS each year?
Your agency is required to enter new contracts with subrecipients every year to ensure accurate funding amounts and subrecipient relationships are indicated within the GCMS.

In the Allocations Report, there are fields that I cannot edit such as Core Medical Services. How do I edit them?

Funds allocated to Core Medical Service and Support Services are captured in the GCMS. See the "**Accessing the Grantee Contract Management System via the Program Terms Report (PTR)/ Allocations Report**" section for details on how to modify these amounts.

The Allocations Report or CLC is not capturing my contracts even though I have entered them in the GCMS. What do I do?

Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR/Allocations Report is opened. You will need to synchronize the changes that you have made into the report. See the "**Reviewing the Consolidated List of Contractors (CLC) for the RWHAP Part C Allocations Report**" section for details.

Do I complete a separate PTR/Allocations Report for each of my RWHAP grants?

Yes. You must complete a separate PTR/Allocations report for every RWHAP grant you have. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR/Allocations 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 Data Support at 1-888-640-9356 or via email at **ryanwhitedatasupport@wrma.com.**

If my agency awards part of our grant to subrecipients why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?

As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes, but is not limited to: selecting subrecipients; awarding contracts; providing Clinical Quality Management guidelines; and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary or lead agency. See the **Glossary** for definitions of these terms.

Are the contracts I enter into the GCMS also used for other RWHAP reports?

Yes. See the **GCMS Manual** for more details on how the GCMS is used to populate multiple RWHAP reports.

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).

Clinical Quality Management: The evaluation of clinical outcomes of clients that participate with the RWHAP receiving Core Medical Services and Support Services.

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

Consortia: Groups of providers, consumers, and others who perform a planning and advisory function to regions, or the entire state, in determining needs and planning for the delivery of essential health and support services for PLWH.

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.

Fiscal Intermediary: An administrative agent that acts on the behalf of the recipient to monitor the use of their RWHAP funds.

GCMS (Grantee Contract Management System): A data-storage system that allows recipients to enter and maintain RWHAP subrecipient contracts.

Grantee Administration: Activities relating to routine grant administration and monitoring activities, such as: the development of applications for RWHAP funds; the receipt and disbursal of program funds; the development and establishment of reimbursement and accounting systems; the development of a clinical quality management program; the preparation of routine programmatic reports, financial reports, and compliance with grant conditions and audit requirements; activities associated with the recipient contract award procedures; activities carried out by the HIV health services planning council; the development of requests for proposals; contract proposal review activities; negotiation and awarding of contracts; monitoring of contracts through telephone consultation; written documentation or onsite visits; reporting on contracts; and funding reallocation activities.

Lead Agency: An organization that provides fiscal and administrative management, monitoring and oversight often to HIV disease providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

Minority AIDS Initiative: A national HHS initiative that provides special resources to reduce the spread of HIV/AIDS and improve health outcomes for people living with HIV/AIDS within communities of color. It 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, HIV/AIDS Bureau stating an agency's RWHAP funding amount and funding terms and conditions.

Provider: The agency that provides direct services to clients (and their families). A provider may receive funds as a grant recipient (such as under Parts C and D) or through a contractual relationship with a grant recipient funded directly by HRSA's RWHAP. Also see subrecipient.

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 of record (or recipient) replaces the term "Grantee of record."

Subrecipient: The legal entity that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds provided. Subrecipients may provide direct client services or administrative services directly to a recipient.

Synchronization: The process of incorporating changes made in the GCMS, into the respective report being worked on, i.e. the RSR, PTR, or Allocations Reports.

Validation: A system administered check that views all data entered into the PTR/Allocations Report for consistency with RWHAP guidelines.