2019 ANNUAL PROGRAM TERMS REPORT (PTR)/ALLOCATIONS REPORT INSTRUCTION MANUAL

HIV/AIDS Bureau
Division of Policy and Data
Health Resources and Services Administration
U.S. Department of Health and Human Services
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INTRODUCTION

(Last Updated: March 5, 2019)

One of original national goals to end the HIV epidemic, released in 2010, included achieving a more coordinated national response. 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 and took steps to integrate reporting obligations. This initiative's final phase was digitizing the Program Terms Report (PTR)/Allocations Report. The PTR/Allocations Report is linked to the following:

- Consolidated List of Contracts (CLC) and
- Ryan White HIV/AIDS Program Services Report (RSR) Recipient 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, HRSA 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 HRSA HAB funding. Funding can be allocated to three funding categories:

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

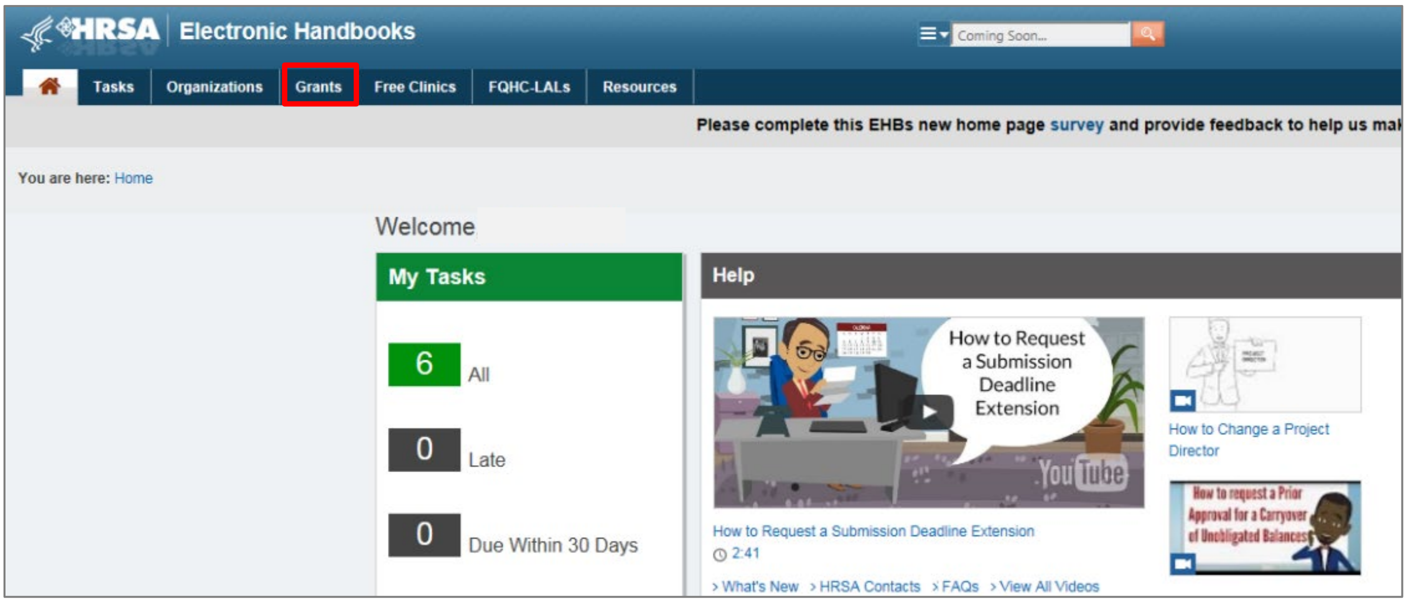
These funding categories are separated into 30 service categories to meet the needs of people living with HIV (PLWH). The amount of funding allocated to these service categories is reported to Congress to show the value of the Ryan White HIV/AIDS Program (RWHAP) and its continuing efforts to meet the needs of PLWH in the United States and its territories.

ACCESSING THE PTR/ALLOCATIONS REPORT

To access the PTR/Allocations Report, follow these steps.

Step One: Log in to the HRSA electronic handbooks (EHBs) site at **https://grants.hrsa.gov/webexternal**. From the EHBs Home page, hover your mouse over the "Grants" tab, on the top-left side of the screen.

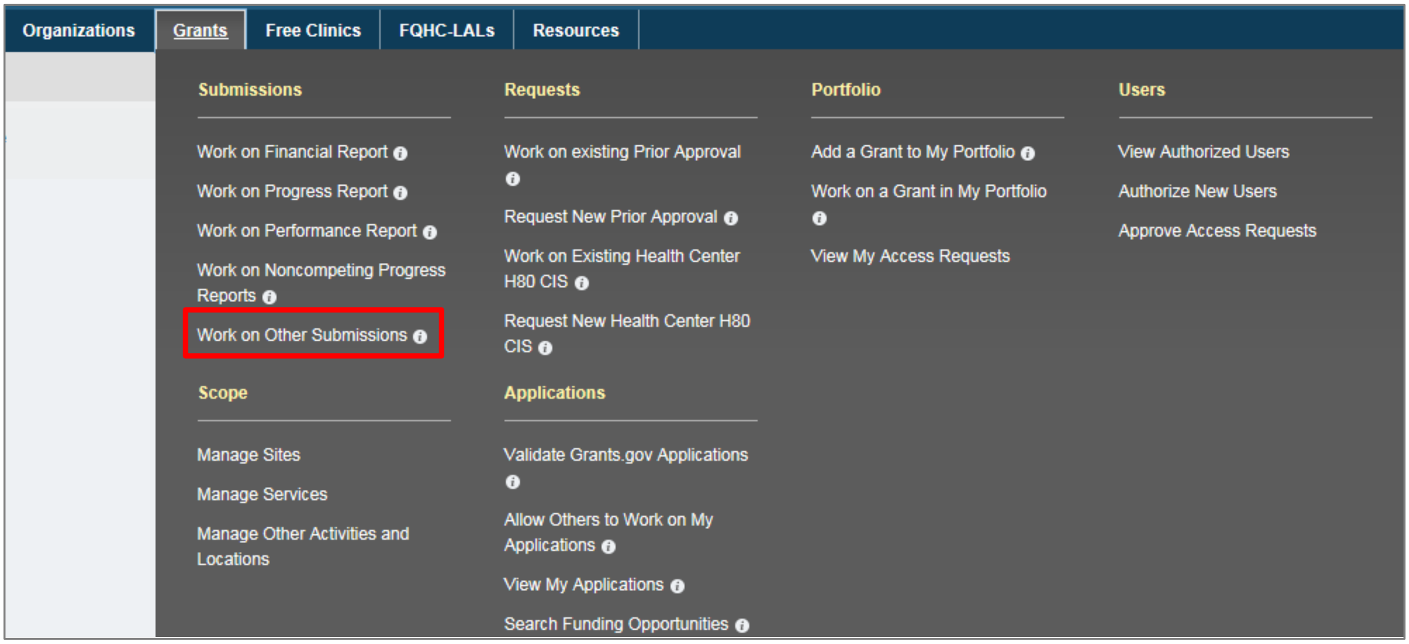
Figure 1. HRSA HAB Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials for the EHBs, call the HRSA Contact Center at 1-877-464-4772.

Step Two: From the resulting drop-down menu, under the "Submissions" header, select "Work on Other Submissions."

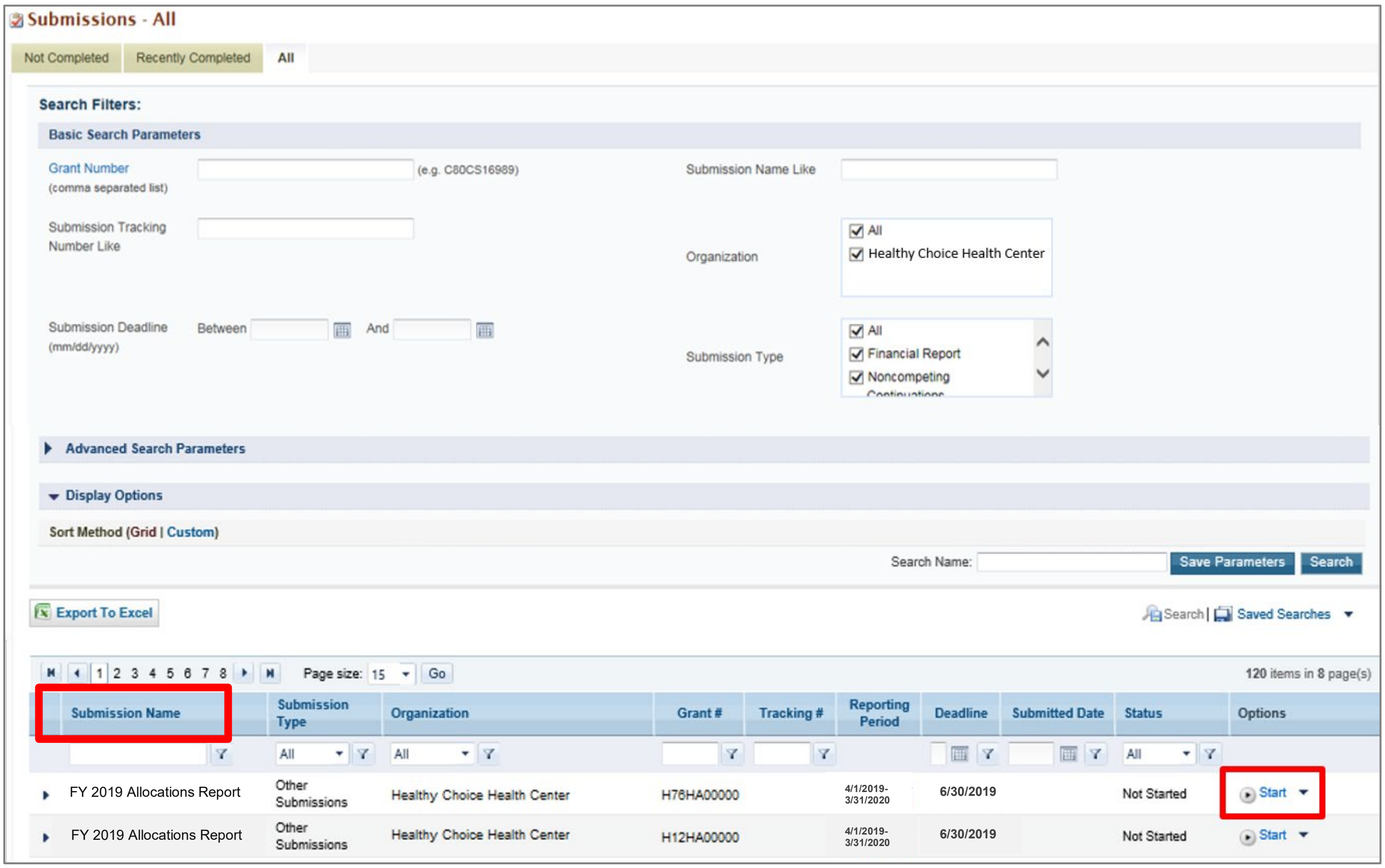
Figure 2. HRSA HAB Electronic Handbooks: Screenshot of the Home Page



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 "Start" (to start a new report) or "Edit" (to continue a report already in progress) listed under the "Options" header for your PTR 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 HAB Electronic Handbooks: Screenshot of the Submissions - All Page



> **RWHAP Parts A, B, and B Supplemental: Searching for "Terms" in the filter header under "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 "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: You are now in the PTR/Allocations Report Inbox. For RWHAP Parts A, B, and B Supplemental, the window will indicate the "Program Terms Report Inbox." For RWHAP Parts C and D, the new window will indicate the "Allocations Report Inbox." From here, you can access the GCMS and your 2019 report.

Step 4a: Before you enter your PTR/Allocations Report information, ensure that all your current RWHAP-funded contracts are entered into the GCMS. Locate the Navigation panel on the left side of the screen. Under the "Manage Contracts" header, select "Search Contracts." Refer to instructions for **Accessing the GCMS** below.

Step 4b: If you have already entered your RWHAP-funded contracts into the GCMS, you can begin working on the PTR/Allocations Report. Locate the envelope icon under the "Action" column and select "Create" or "Open." Refer to instructions for **Accessing the PTR/Allocations Report** below.

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

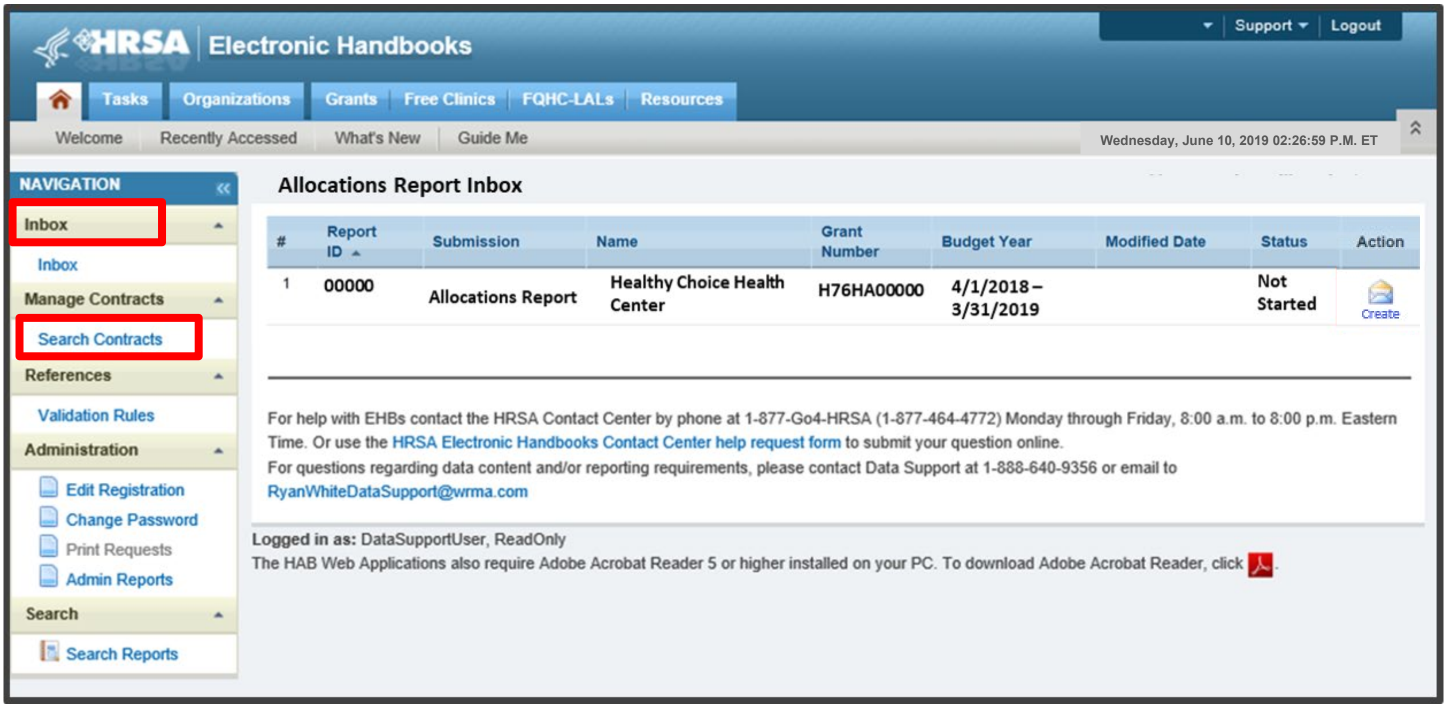
Accessing the GCMS

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

Before you enter your PTR/Allocations Report information, ensure that 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 TargetHIV website.

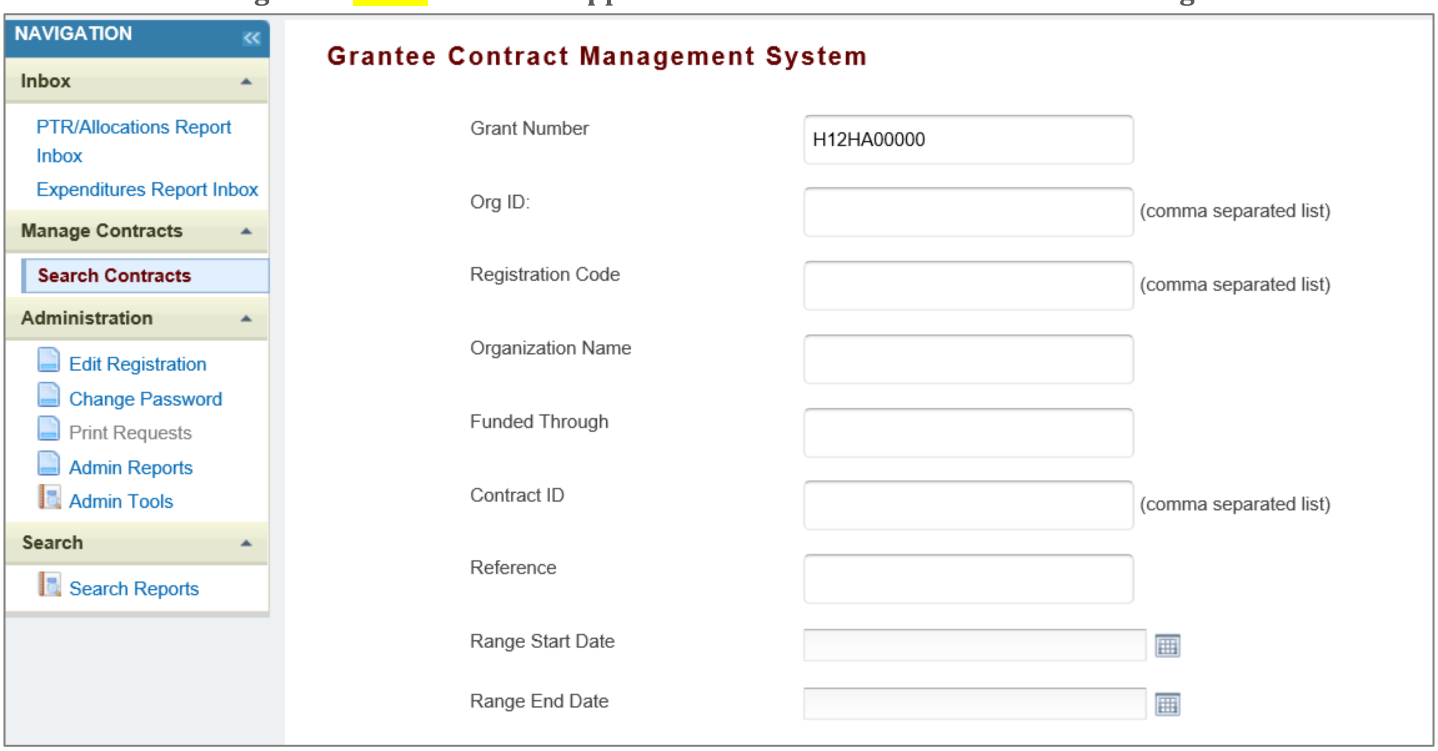
To access the GCMS via the PTR/Allocations Report Inbox, locate the Navigation panel on the left side of the screen. Under the "Manage Contracts" header, select "Search Contracts."

Figure 5. HRSA HAB Web Application: Screenshot of the Allocations Report Inbox Page



You have now accessed the GCMS and can search, modify, and delete contracts. For instructions on how to do this, please refer to Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

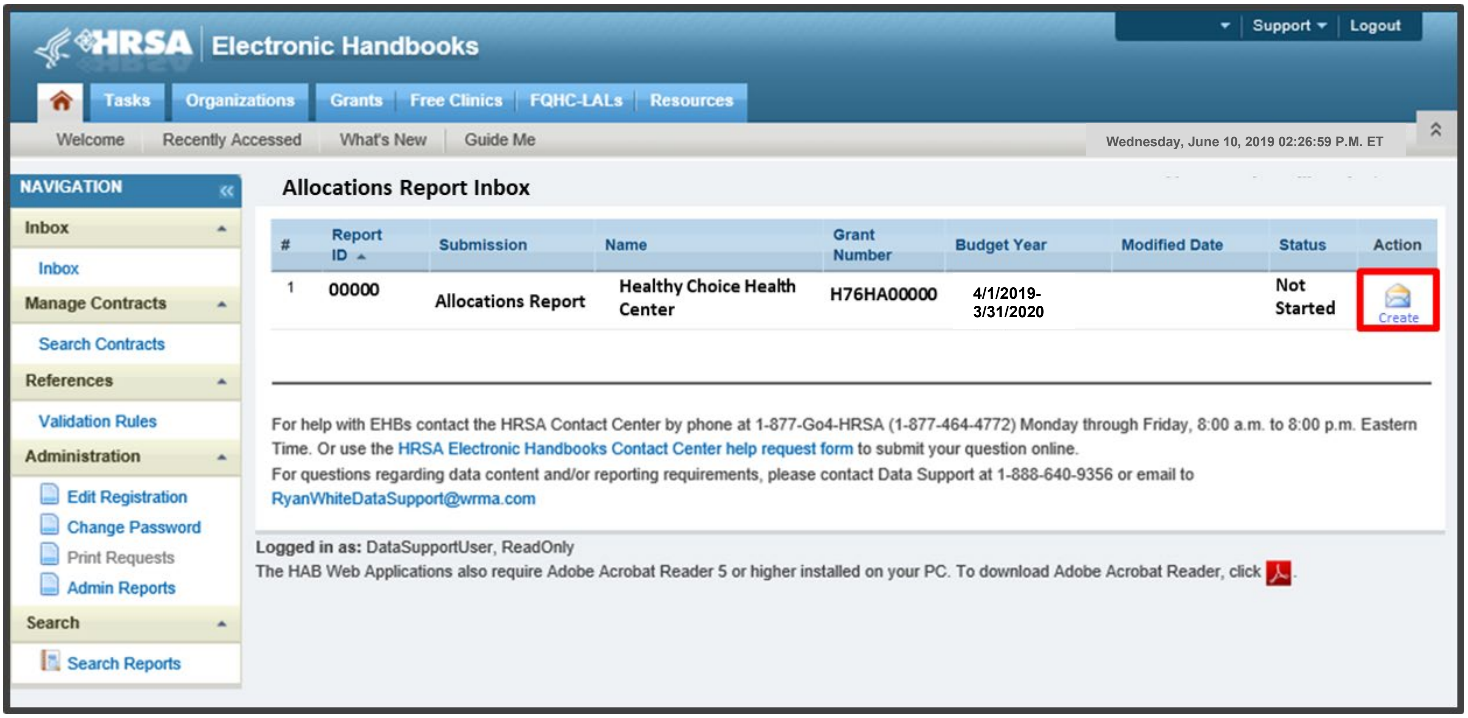
Figure 6. HRSA HAB Web Application: Screenshot of the GCMS Home Page



Accessing the PTR/Allocations Report

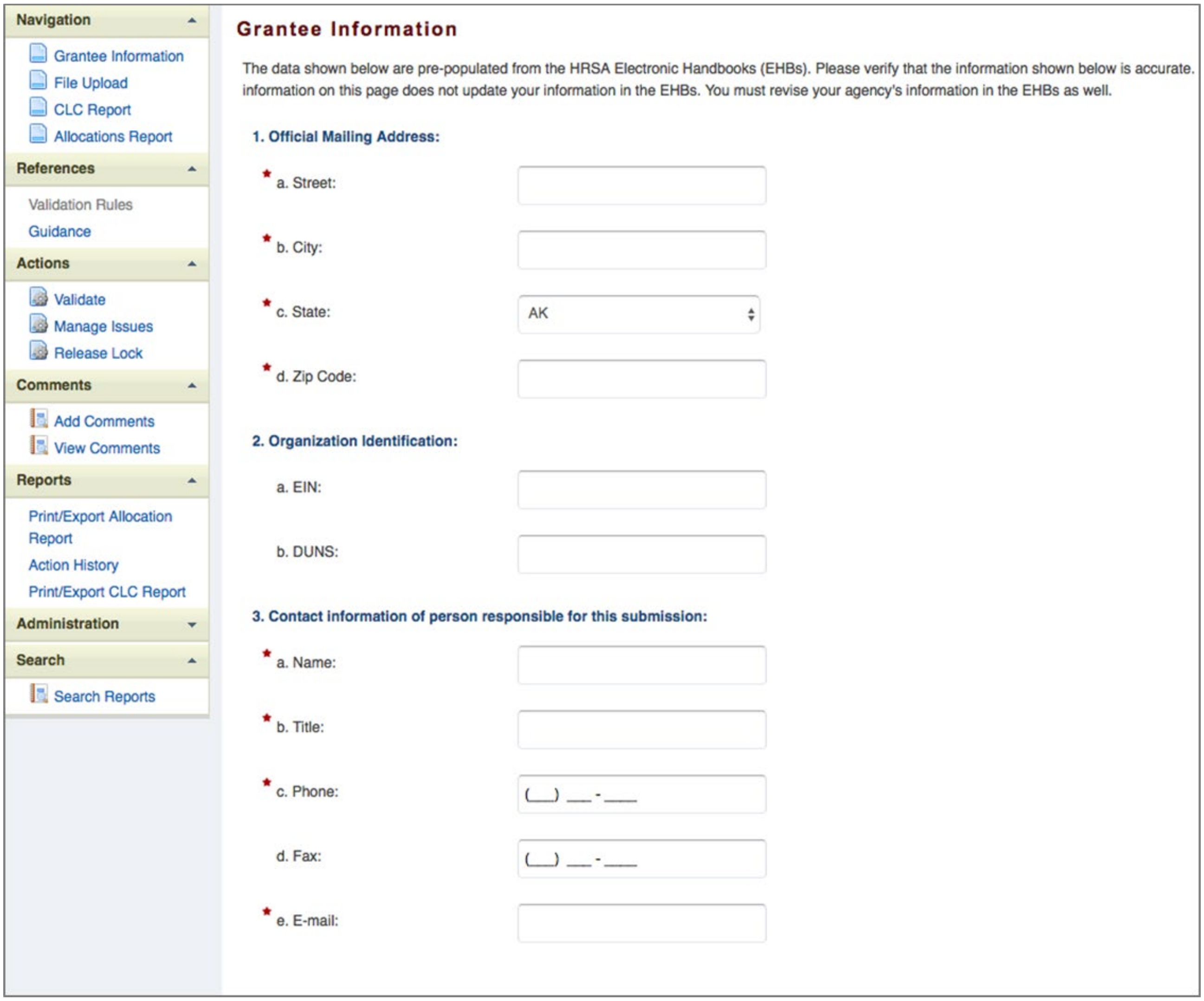
From the PTR/Allocations Report Inbox, locate the envelope icon under the “Action” column and select “Create” or “Open.” If you have not started your report, the envelope will say “Create.” If you are returning to continue working on the report, the envelope will say “Open.”

Figure 7. HRSA HAB Web Application: Screenshot of the Allocations Report Inbox Page



You are now within the PTR/Allocations Report, where you will be able to upload required documents, enter administrative costs, synchronize modifications to contracts, validate, and submit your PTR/Allocations Report to your project officer for review.

Figure 8. HRSA HAB Web Application: Screenshot of the Grantee Information Page



All recipients must complete a different PTR/Allocations Report for each RWHAP Part they receive RWHAP funding for. Recipients should not enter RWHAP-related funding (program income and pharmaceutical rebates) in the PTR.

The next sections of the manual are divided by RWHAP Part. Use the links below to navigate 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: May 8, 2019)

The PTR is a single report that all RWHAP 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 and must include all the following 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 2019 Implementation Plan,
5. Consolidated List of Contracts (compiled from the Grantee Contract Management System), and
6. Local Pharmacy Assistance Program (LPAP) profile.

Submit the PTR, with all items listed above, through the HRSA Electronic Handbooks (EHBs) as specified in your final NoA.

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.

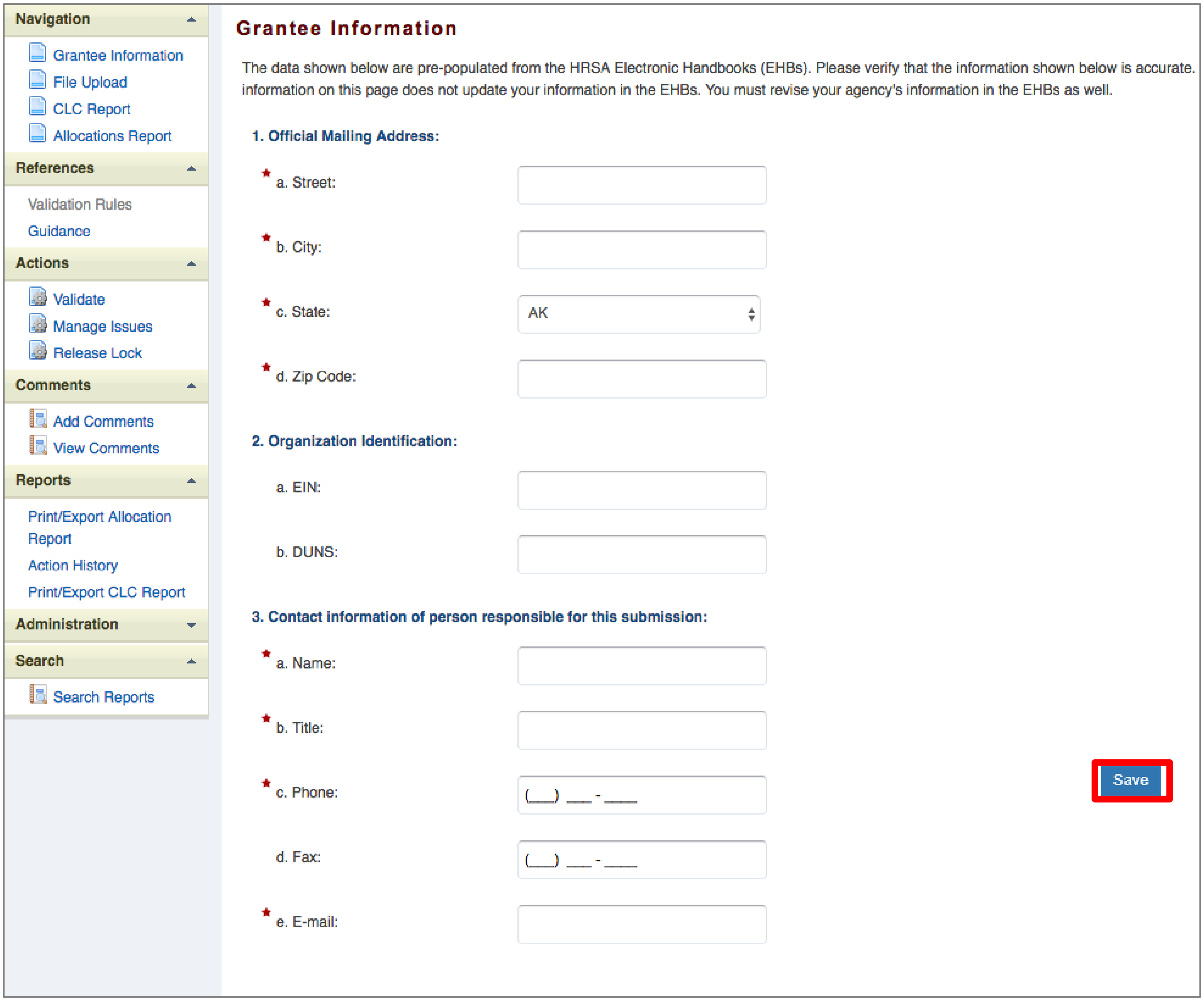
Please do not include program income, pharmaceutical rebates, or any other federal, state, or local funding sources in these documents.

If you need assistance or have questions about the required RWHAP Part A PTR submission, please contact your Division of Metropolitan HIV/AIDS Program project officer. Additional information is also available on the TargetHIV web site, **2019 RWHAP Part A Program Terms Reports**.

Completing the RWHAP Part A PTR Grantee Information

Once you open the PTR, you will see the Grantee Information page. This section is prepopulated with information from your EHBs account. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

Figure 9. HRSA HAB Web Application: Screenshot of the Grantee Information Page



Uploading RWHAP Part A PTR Forms

For RWHAP Part A recipients, upload all required PTR forms within the "Program Submission" section in the EHBs system. Do not upload PTR forms in the "File Upload" section. Please contact your project officer or the HRSA Contact Center for instructions and assistance uploading required

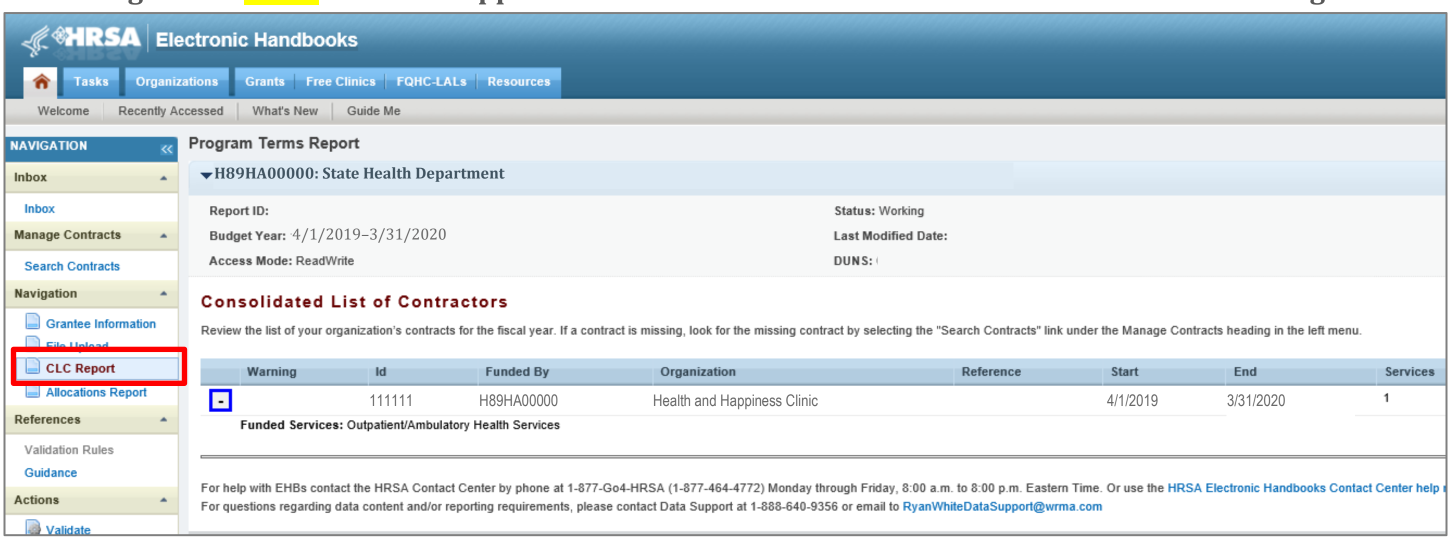
RWHAP Part A forms. These include: the RWHAP Part A & MAI Planned Allocations Table and signed letter from Planning Council Chair(s) endorsing priorities and allocations, Planning Council Membership Roster and Reflectiveness, Revised SF-424A and Budget Narrative, FY 2019 Implementation Plan, Consolidated List of Contracts (compiled from the Grantee Contract Management System), and the 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 Contracts for the RWHAP Part A PTR

The Consolidated List of Contracts (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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**. 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.

Figure 10. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page



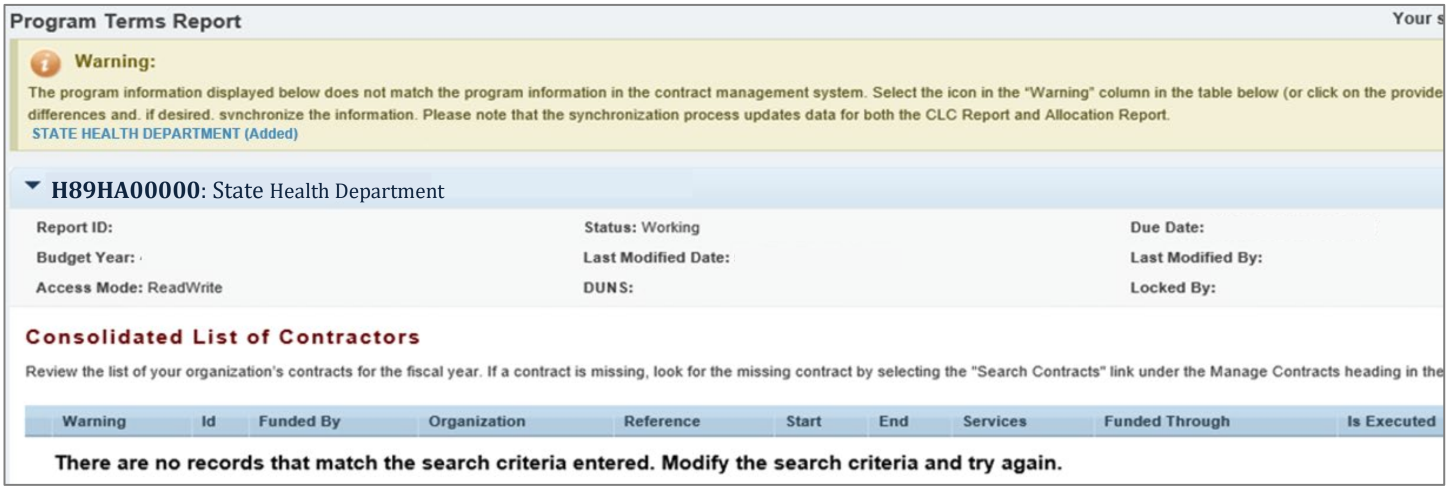
To extract the CLC, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "CLC Report."

Step Two: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 10 above). Confirm that the services for each subrecipient are correct. To make changes to the services, modify the contract in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Once you have made any changes, synchronize the changes you made in the GCMS with the PTR. Once back on the CLC Report page, if a yellow warning banner is 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 11. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

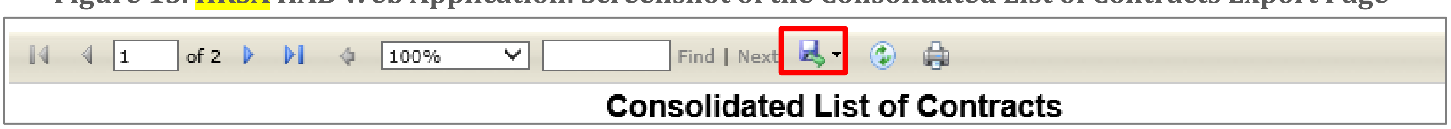


Step Three: Once you have confirmed that all contract services are correct, download a copy of your agency's CLC to be uploaded to the EHBs system. On the Navigation panel, under the "Reports" header, select "Print/Export CLC Report."

Figure 12. HRSA HAB Web Application: Screenshot of the "Reports" Header in the Navigation Panel

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

Figure 13. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Export Page



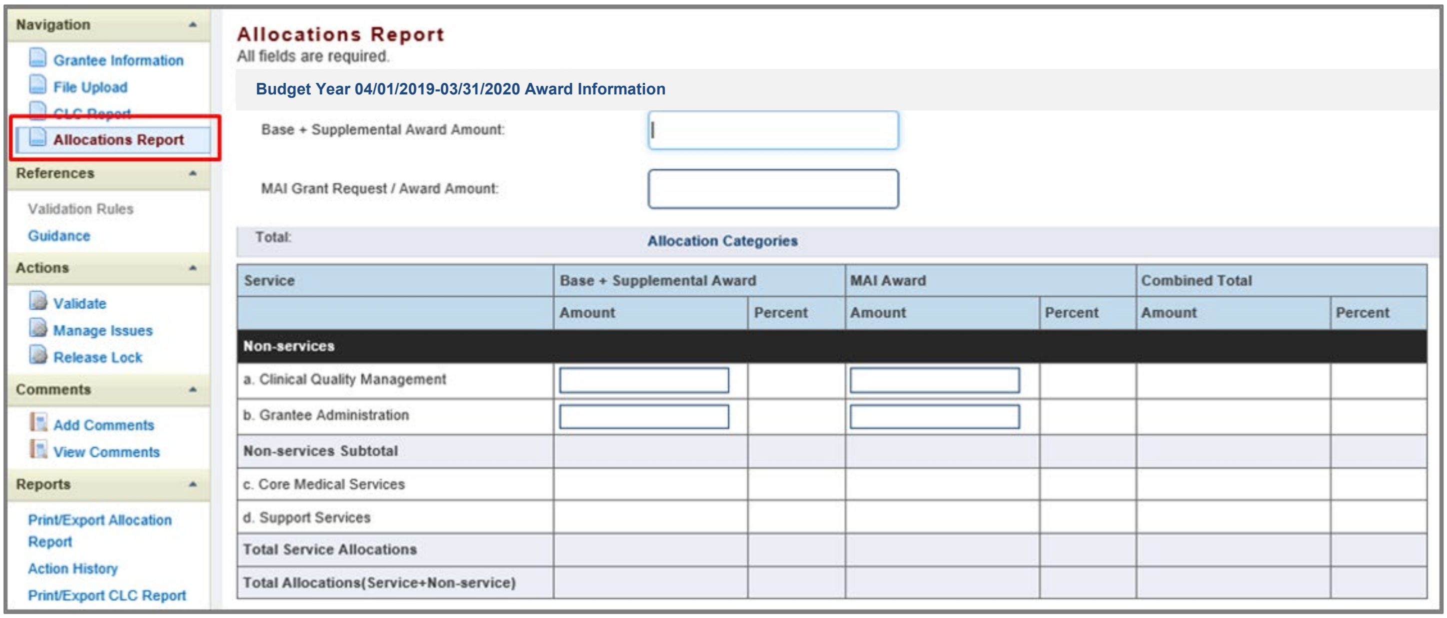
Completing the Allocations Report for the RWHAP Part A PTR

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

To complete the Allocations Report, follow these steps.

Step One: On the Navigation panel on the left of the screen, under the "Navigation" header, select "Allocations Report."

Figure 14. HRSA HAB Web Application: Screenshot of the RWHAP Part A Allocations Report Page



Step Two: The Allocations Report page has six editable fields that you must complete 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 your 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 percent 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 percent 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 percent 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 percent of your agency's total grant award.*

All other fields are populated by the GCMS. Please note that only RWHAP-funded contracts will be populated from the GCMS. No RWHAP-related funded contracts (program income and pharmaceutical rebates) will be populated in the PTR/Allocations Reports. 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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Step Three: Once you have completed all editable fields, scroll to the bottom of the Allocations Report page and select "Save."

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

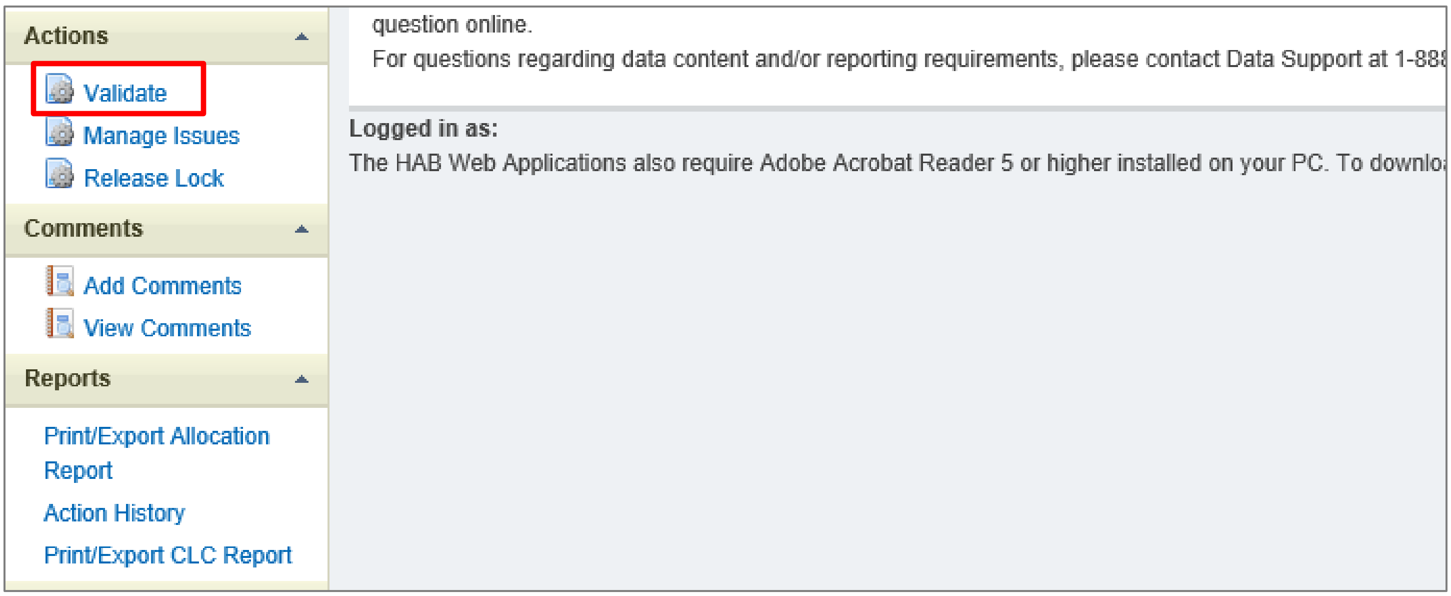
Validating and Submitting the RWHAP Part A PTR

After you have updated all service and non-service categories, validate your report. The validation process looks for potential problems in the information you entered and lets you review it before the PTR is sent to your project officer.

To validate your PTR, follow these steps.

Step One: On the Navigation panel on the left of the screen, under the "Actions" header, select "Validate." A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again, or in your web browser, select the "Refresh" icon. This will either display your validation results or ask you to continue to wait while the PTR web application processes.

Figure 15. HRSA HAB Web Application: Screenshot of the "Validate" option in the Navigation Panel

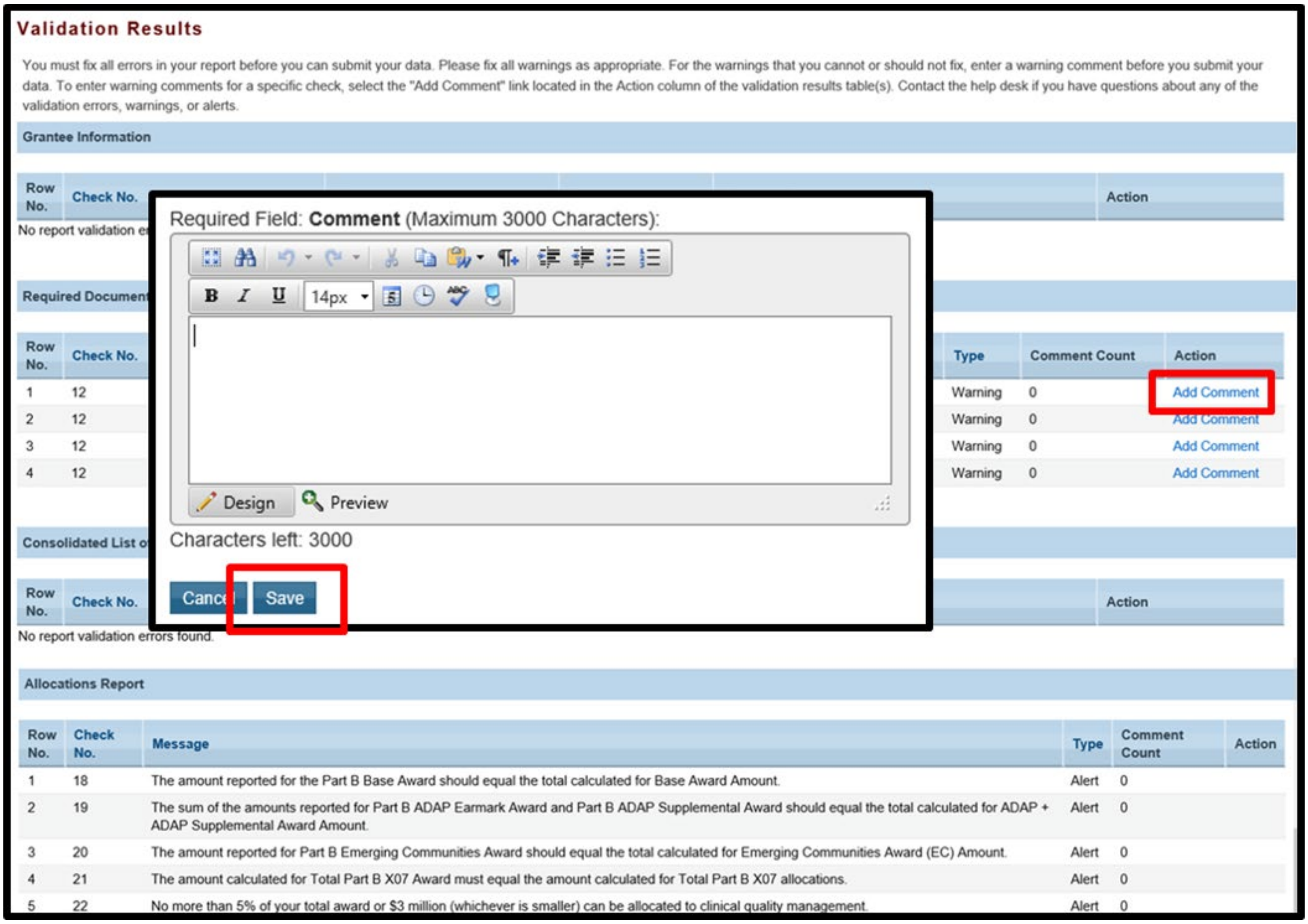


Step Two: Once the system displays your validation results, it will sort validation problems into three categories: Errors, Warnings, and Alerts.

- Errors. You must fix errors before submitting the PTR.
- Warnings. Add comments explaining any warnings, and you may then submit the PTR with a warning; however, address warnings to prevent your project officer from returning the report to you.
- Alerts. Alerts are informational; review them and address, if necessary. You may submit the PTR with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Figure 16. HRSA HAB Web Application: Screenshot of the Validation Results Page and Warning Comments Text Box

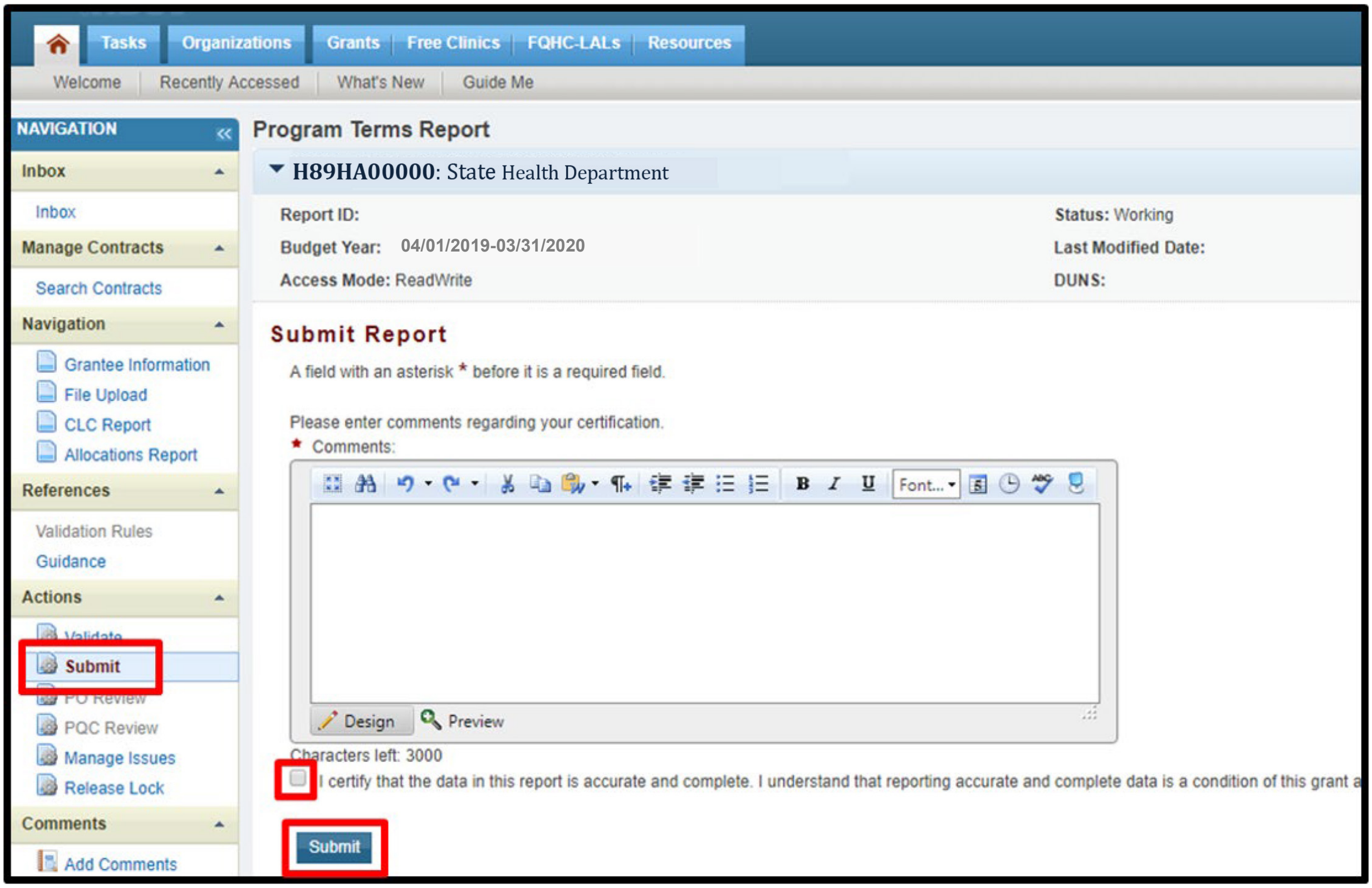


If you make changes to the information in your report, you must validate your report again. If you do not understand the meaning of a specific error or warning and do not know how to correct it, please contact Data Support.

Once you have addressed all errors and warnings, you are ready to submit your report.

Step Three: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a meaningful comment in the comment text box relating to your PTR submission. Read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 17. HRSA HAB Web Application: Screenshot of the Submit Report Page and Comment Text Box



FREQUENTLY ASKED QUESTIONS

Where do I upload my completed PTR templates?
RWHAP 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 RWHAP 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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** for details.

How can we correct funding amounts within the report if we need to make changes?
If your agency needs to make changes to amounts allocated to administrative activities, 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, update those amounts in the GCMS. Please see the **GCMS Manual** for more details or Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

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

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, Federal Employer Identification Number (EIN), and DUNS number, if available.

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 services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more details.

The Allocations Report or CLC are 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 **Reviewing and Retrieving the Consolidated List of Contracts for the RWHAP Part A PTR** 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, call Data Support at 1-888-640-9356 or contact them 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.

Do I need to enter contracts funded through RWHAP-related funding (program income and pharmaceutical rebates) in the PTR/Allocations report?

No. The PTR/Allocations Report will only capture RWHAP funding. Enter services funded through RWHAP-related funding (program income and pharmaceutical rebates) in the GCMS. The RWHAP-related funding amounts will not be captured in the GCMS or in the PTR/Allocations Reports.

RECIPIENT REPORTING REQUIREMENTS: RWHAP PART B

(Last Updated: May 8, 2019)

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 and must include all the following program term requirements according to the NoA:

1. RWHAP Part B Consolidated List of Contracts (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,
6. RWHAP Part B Standard Outcome Measures, and
7. RWHAP Part B Contract Review Certification (CRC).

Submit the RWHAP Part B PTR, with all items listed above, through the PTR web application. Submit the RWHAP Part B Revised Budget Narrative Spreadsheet and RWHAP Part B CLC as Excel spreadsheets. Complete and upload the RWHAP Part B Revised SF-424A template. 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 program income, pharmaceutical rebates funds, or other federal, state, or local funding sources in these documents.

Please be advised that your project officer must approve all the individual report items listed above before approving the entire PTR.

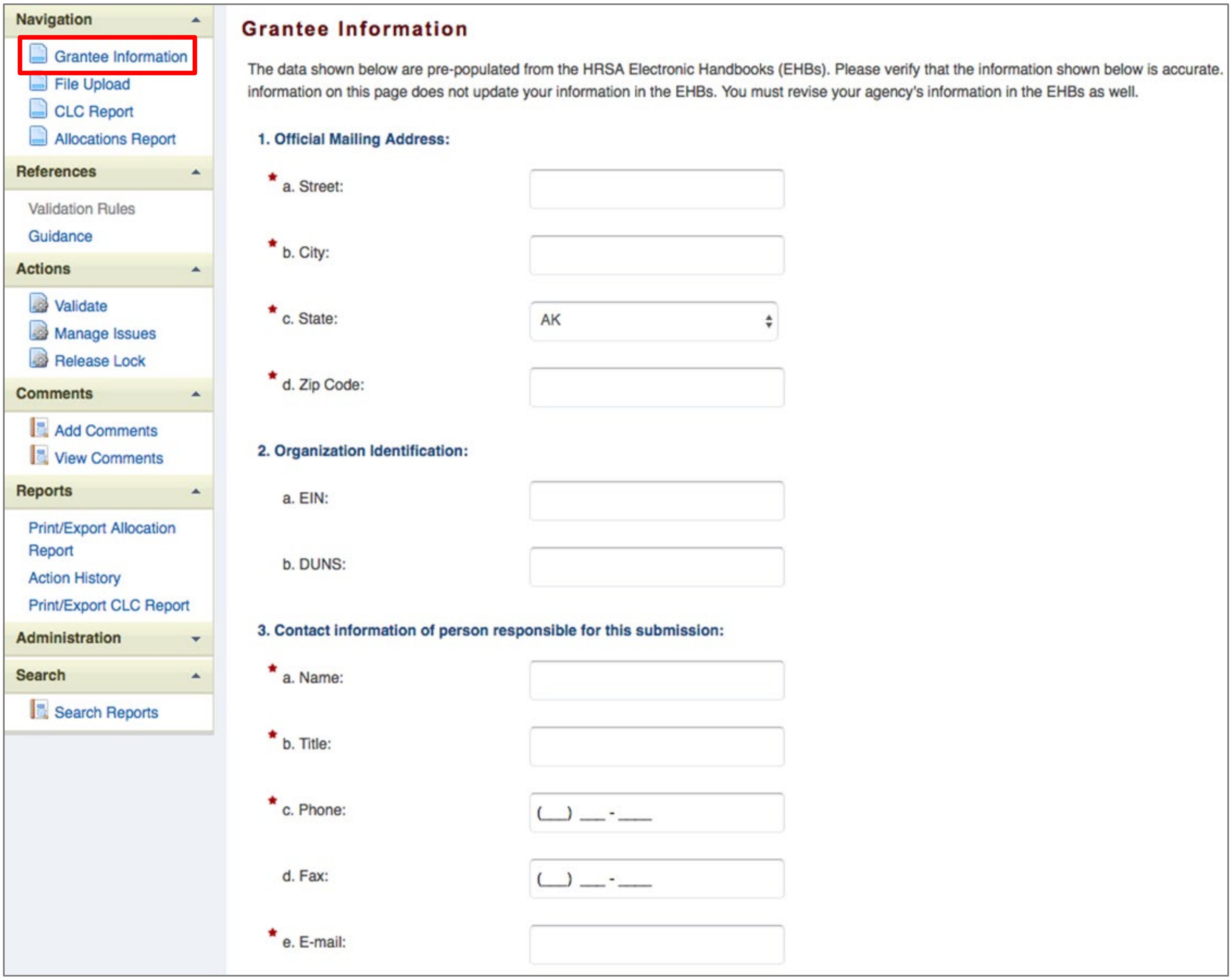
If revisions are required for individual report items, you must resubmit the entire PTR with the revisions.

If you need assistance or have questions about the required RWHAP Part B PTR submission, please contact the Division of State HIV/AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or via email at **RyanWhiteDataSupport@wrma.com**.

Completing the RWHAP 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. Review all information and ensure that it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

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



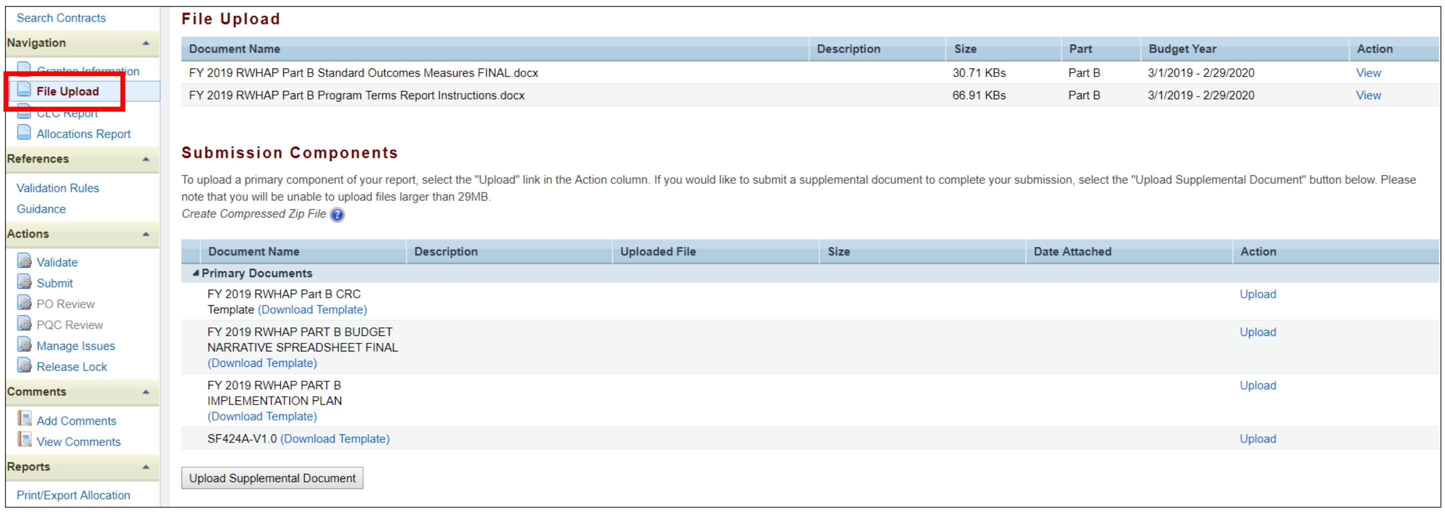
Uploading RWHAP Part B PTR Forms

For RWHAP Part B recipients, all required PTR forms must be uploaded into the PTR web application. Some of these forms require a template; all templates are available in the "File Upload" section next to the corresponding document.

To upload the required documents and templates, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "File Upload" (see Figure 19 below) to view a list of all required documents and templates.

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



Step Two: Under the "File Upload" section, download and review the RWHAP Part B PTR instructions by clicking "View" under the Action header. This document outlines specific RWHAP Part B instructions on how to complete the RWHAP Part B PTR primary documents.

Step Three: Under the "Submission Components" section, locate the "Primary Documents" header. Select "Download Template," complete the templates for each document listed, and save them to a folder or drive on your computer that is easy to access. 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 you saved on your computer. Select "Submit" to upload the document.

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

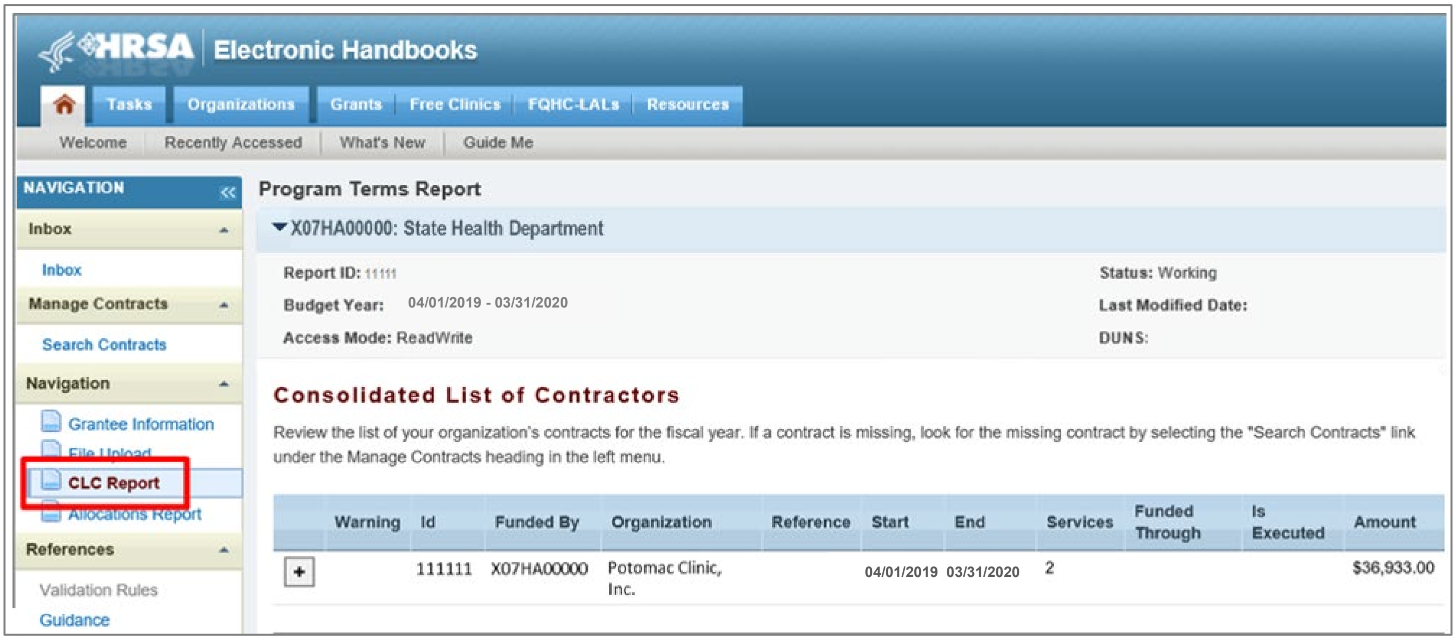
Step Four (Optional): Some agencies will be required to submit more documents than those listed under the "Primary Documents" header. If your project officer requires additional documentation or your agency needs to upload additional information, select the "Upload Supplemental Document" link.

A new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload from your computer. Select "Submit" to upload the document.

Reviewing the Consolidated List of Contracts for the RWHAP Part B PTR

The Consolidated List of Contracts 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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**. You will need to review each subrecipient listed.

Figure 20. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page



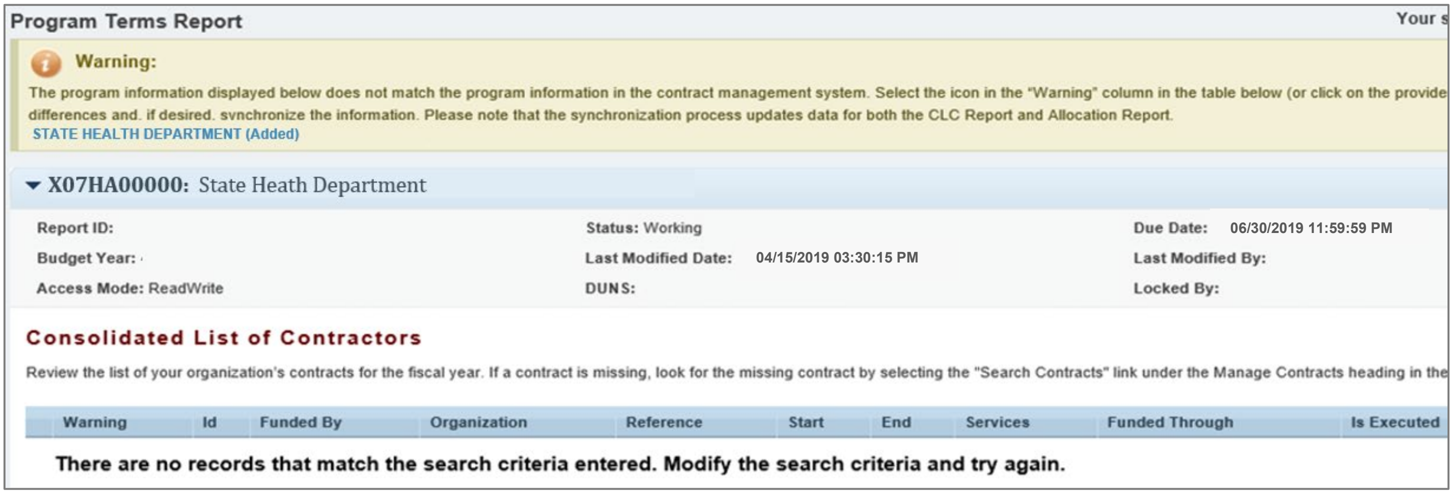
To review the RWHAP Part B CLC, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "CLC Report."

Step Two: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 20 above). Confirm that the services are correct. To make changes to the services, modify the contract in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Once you make any changes, synchronize the changes you made in the GCMS with the PTR. Once back on the CLC Report page, if a yellow warning banner is 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.

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



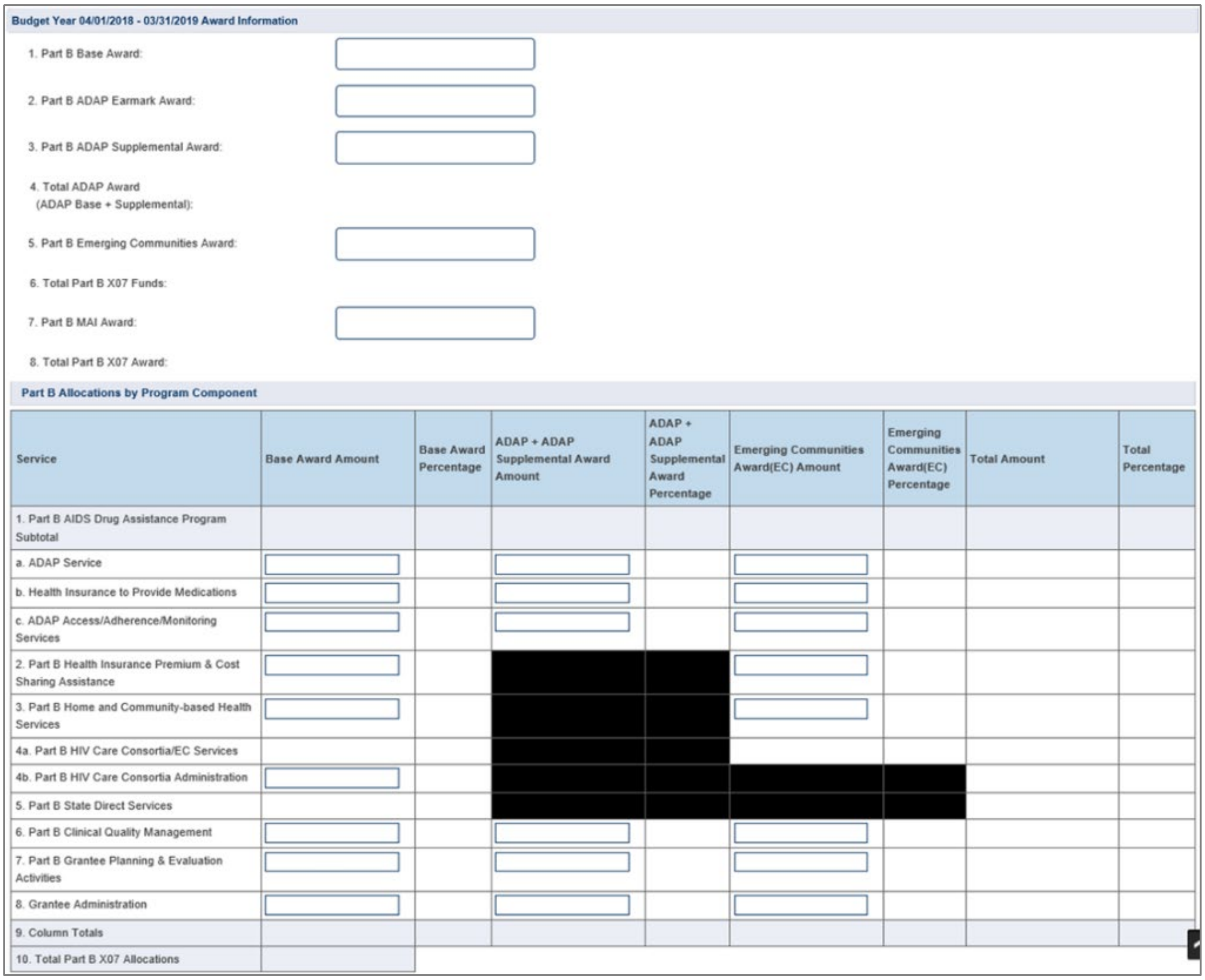
Completing the Allocations Report for the RWHAP Part B PTR

The RWHAP Part B Allocations Report has 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 award amount allocated during a grant period for each category listed.

To complete the Part B Allocations Report, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "Allocations Report."

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



Budget Year 04/01/2018 - 03/31/2019 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: The Allocations Report page has several editable fields that you must complete using your agency's final NoA and your agency's final budget. These fields include the following information.

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 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 percent 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 10 percent 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 percent 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 RWHAP 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 percent 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 10 percent 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 percent 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 award that is 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 percent 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 10 percent 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 percent 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. To modify service category totals, modify the contracts in the GCMS for the subrecipients(s) providing the service. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

MAI Allocations by Program Component

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

MAI Allocations by Program Component

	MAI Award Amount	MAI Award Percentage
1. Education to increase minority participation in ADAP	$0	0.00 %
2. Outreach to increase minority participation in ADAP	$0	0.00 %
3. Clinical Quality Management	$0	0.00 %
4. Grantee Planning & Evaluation Activities	$0	0.00 %
5. Grantee Administration	$0	0.00 %
6. Total MAI Allocations	**$0**	**0.00 %**

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. *Clinical Quality Management*—The amount of your agency's MAI 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 you have completed all editable fields, scroll to the bottom of the page and select "Save."

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

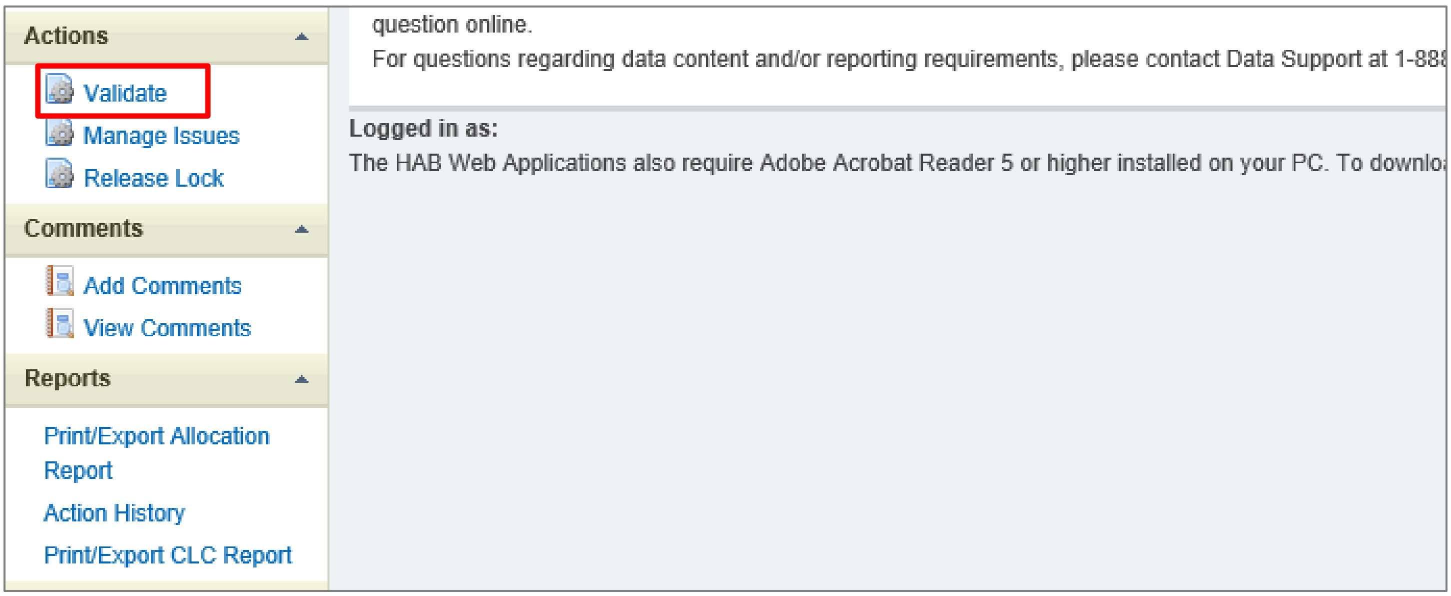
Validating and Submitting the RWHAP Part B PTR

After you have updated all service and non-service categories, validate your report. The validation process looks for potential problems in the information you entered and lets you review it before the PTR is sent to your project officer.

To validate your RWHAP Part B PTR, follow these steps.

Step One: On the Navigation panel, under the "Actions" header, select "Validate." A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again, or in your web browser, select the "Refresh" icon. This will either display your validation results or ask you to continue to wait while the PTR web application processes.

Figure 24. HRSA HAB Web Application: Screenshot of the "Validate" option in the Navigation Panel

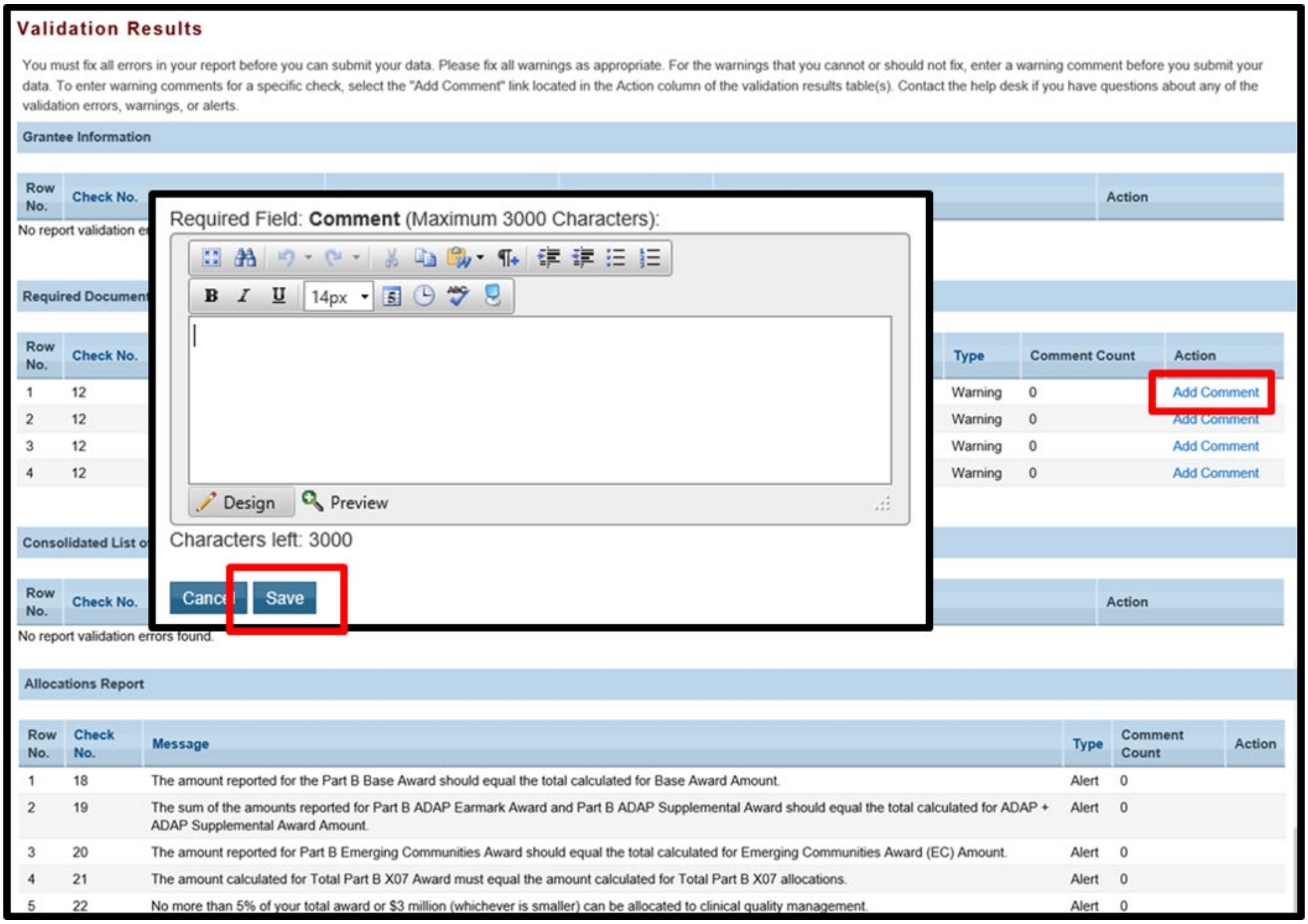


Step Two: Once the system displays your validation results, it will sort validation problems into three categories: Errors, Warnings, and Alerts.

- Errors. You must fix errors before submitting the PTR.
- Warnings. Add comments explaining any warnings, and you may then submit the PTR with a warning. However, address warnings to prevent your project officer from returning the report to you.
- Alerts. Alerts are informational; review them and address, if necessary. You may submit the PTR with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Figure 25. HRSA HAB Web Application: Screenshot of the Validation Results Page and Warning Comments Text Box

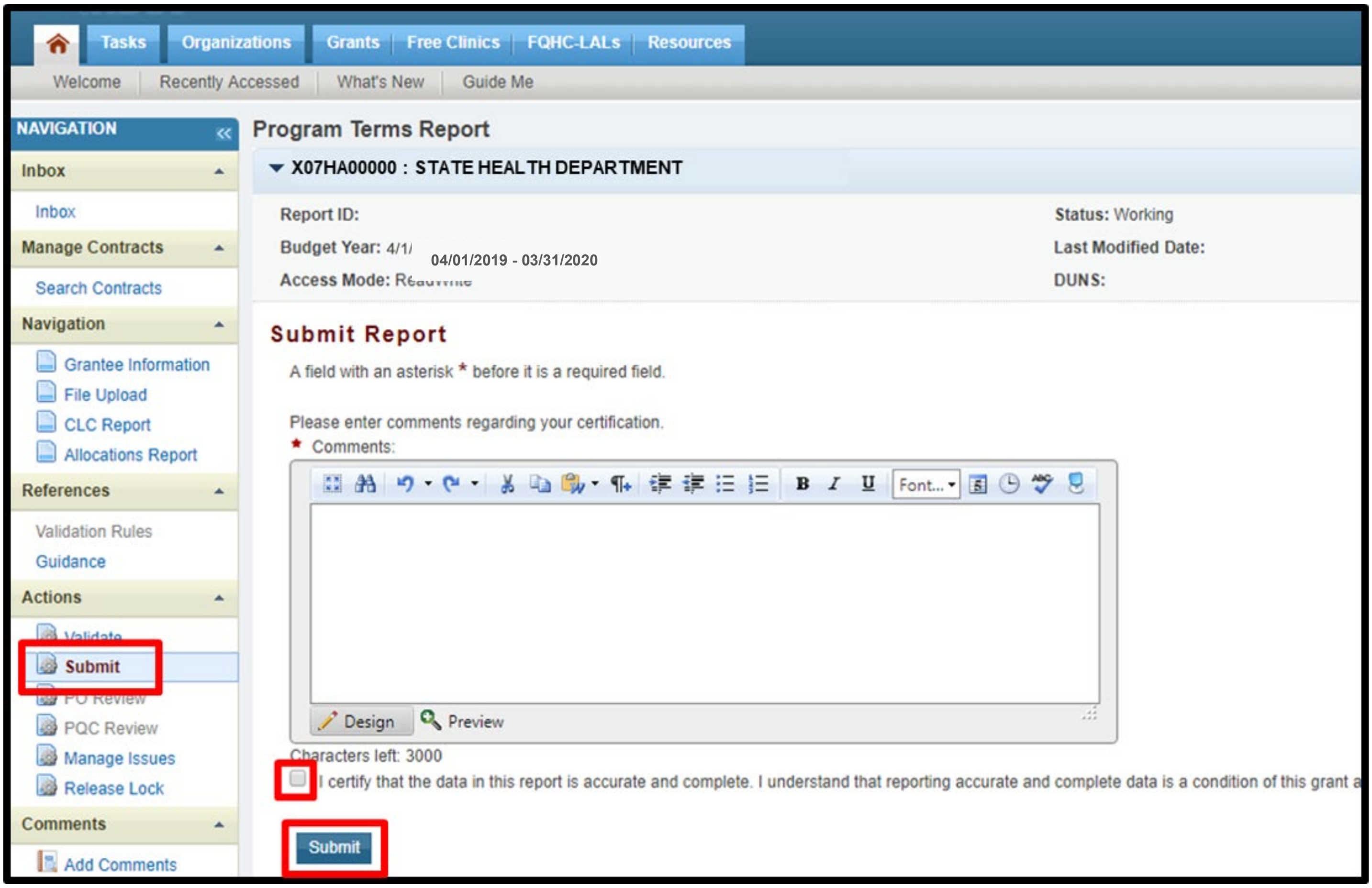


If you make changes to the information in your report, validate your report again. If you do not understand the meaning of a specific error or warning and do not know how to correct it, please contact Data Support.

Once you have addressed all errors and warnings, submit your report.

Step Three: On the Navigation Panel, under the "Action" header, select "Submit." On the new page that appears, enter a meaningful comment in the comment text box relating to your PTR submission. Read and acknowledge that statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 26. HRSA HAB Web Application: Screenshot of the Submit Report Page and Comment Text Box



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 Allocations Report's service tables is populated based on information in the 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, see Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

There are no contracts listed on the CLC Report page. What do I do?
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, see Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

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. The status of your report is also 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, Federal Employer Identification Number (EIN), and DUNS number, if available.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For RWHAP 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 your agency needs to make changes to amounts allocated to administrative activities, 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, update those amounts in the GCMS. Please see the **GCMS Manual** for more details.

The Allocations Report or CLC are 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 Contracts 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 RWHAP Part B ADAP earmarked funds?
No. RWHAP 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: May 8, 2019)

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 and must include all the following program term requirements according to the NoA:

1. RWHAP Part B Supplemental Consolidated List of Contracts (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,
6. RWHAP Part B Supplemental Standard Outcome Measures, and
7. RWHAP Part B Supplemental Contract Review Certification (CRC).

Submit the RWHAP Part B Supplemental PTR, with all items listed above, through the PTR web application. Submit the RWHAP Part B Supplemental Revised Budget Narrative Spreadsheet and RWHAP Part B Supplemental CLC as Excel spreadsheets. Complete and upload the RWHAP Supplemental Part B Revised SF-424A template. 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 enter RWHAP Part B Supplemental funds into these documents.

Please do not include program income, pharmaceutical rebates funds, or any other federal, state, or local funding sources in these documents.

Please be advised that your project officer must approve all the individual report items listed above before approving the entire PTR.

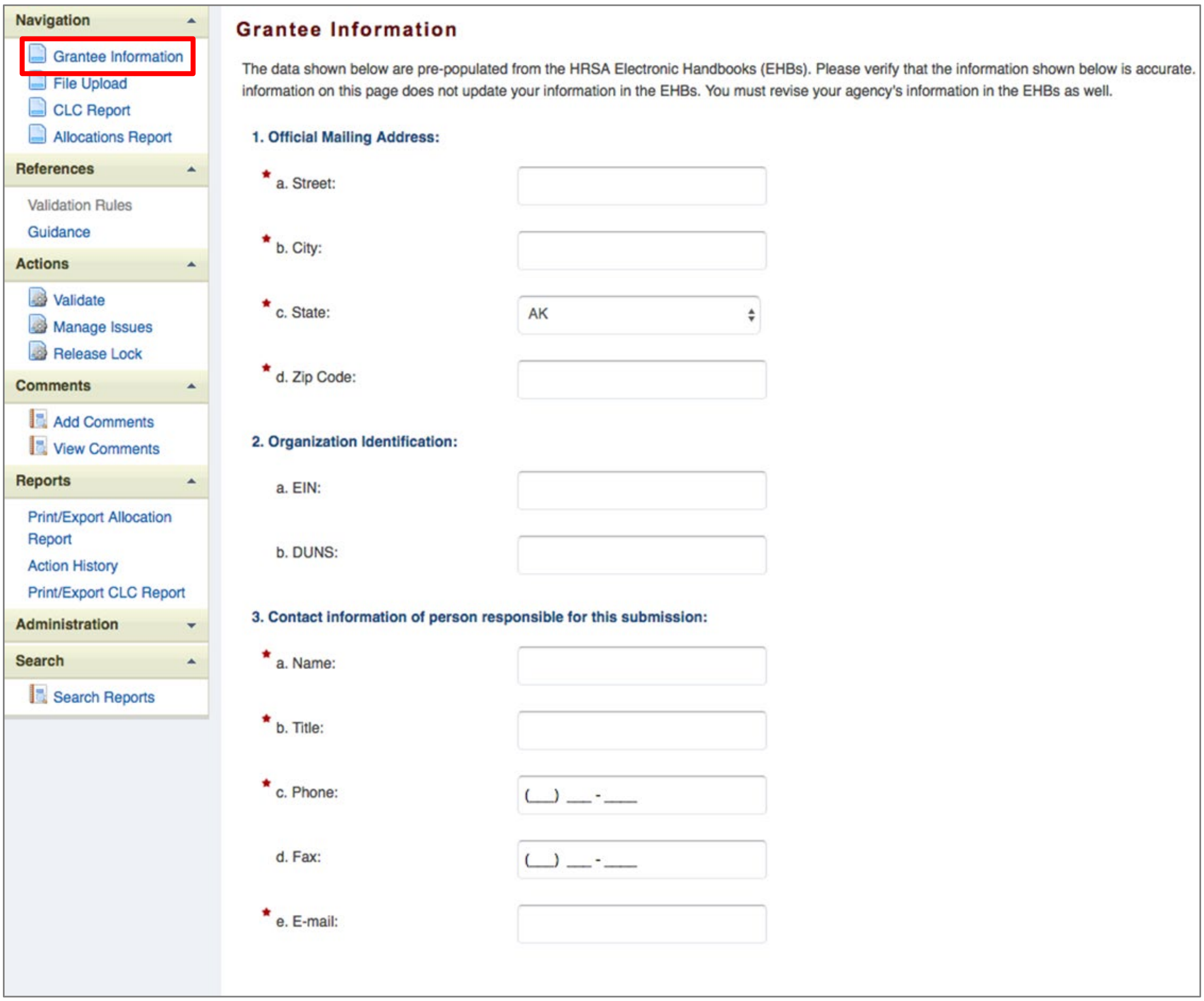
If revisions are required for individual report items, resubmit the entire report with the revisions.

If you need assistance or have questions about the required RWHAP Part B Supplemental PTR submission, please contact the Division of State HIV/AIDS Programs project officer or contact 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 you open the PTR, you see the Grantee Information page. This section is prepopulated with information from your EHBs account. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

Figure 27. HRSA HAB Web Application: Screenshot of the Grantee Information Page



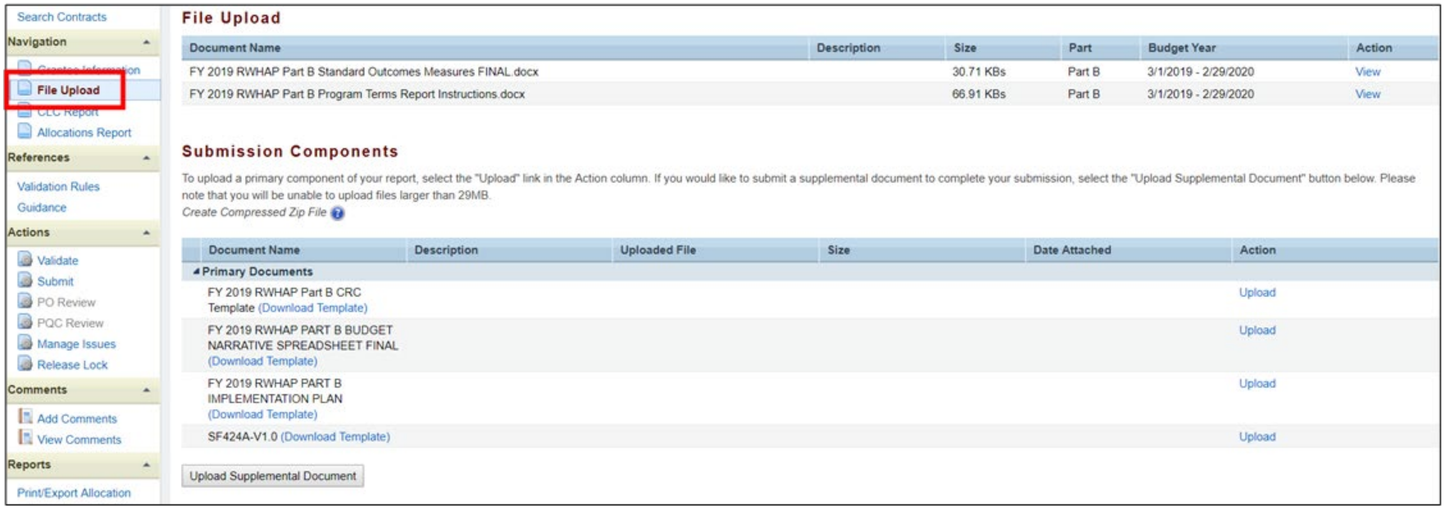
Uploading RWHAP Part B Supplemental PTR Forms

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; all templates are available in the "File Upload" section next to the corresponding document.

To upload the required documents and templates, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the “Navigation” header, select “File Upload” to view a list of all required documents and templates.

Figure 28. HRSA HAB Web Application: Screenshot of the File Upload Page



Step Two: Under the “File Upload” section, download and review the RWHAP Part B Supplemental PTR instructions by clicking “View” under the “Action” header. This document will outline specific program part instructions on how to complete the RWHAP Part B Supplemental PTR primary documents.

Step Three: Under the “Submission Components” section, locate the “Primary Documents” header. Select “Download Template and complete the templates for each document listed. Save the completed templates in a folder or drive on your computer that is easy to access. 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 you saved on your computer. Select “Submit” to upload the document.

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

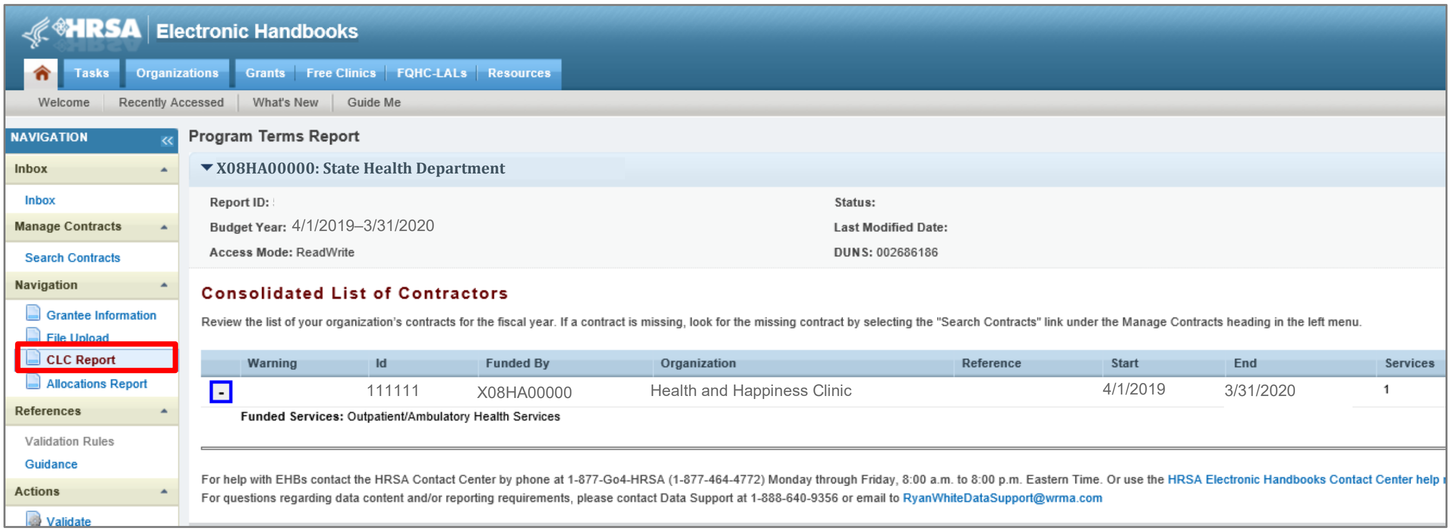
Step Four (Optional): Some agencies will be required to submit more documents than those listed under the “Primary Documents” header. If your project officer requires additional documentation or your agency would like to upload additional information, click the “Upload Supplemental Document” link.

A new field will appear at the bottom of the page. Select “Browse” and locate the additional file you want to upload. Select “Submit” to upload the document.

Reviewing the Consolidated List of Contracts for the RWHAP Part B Supplemental PTR

The Consolidated List of Contracts (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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**. Review each subrecipient listed.

Figure 29. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page



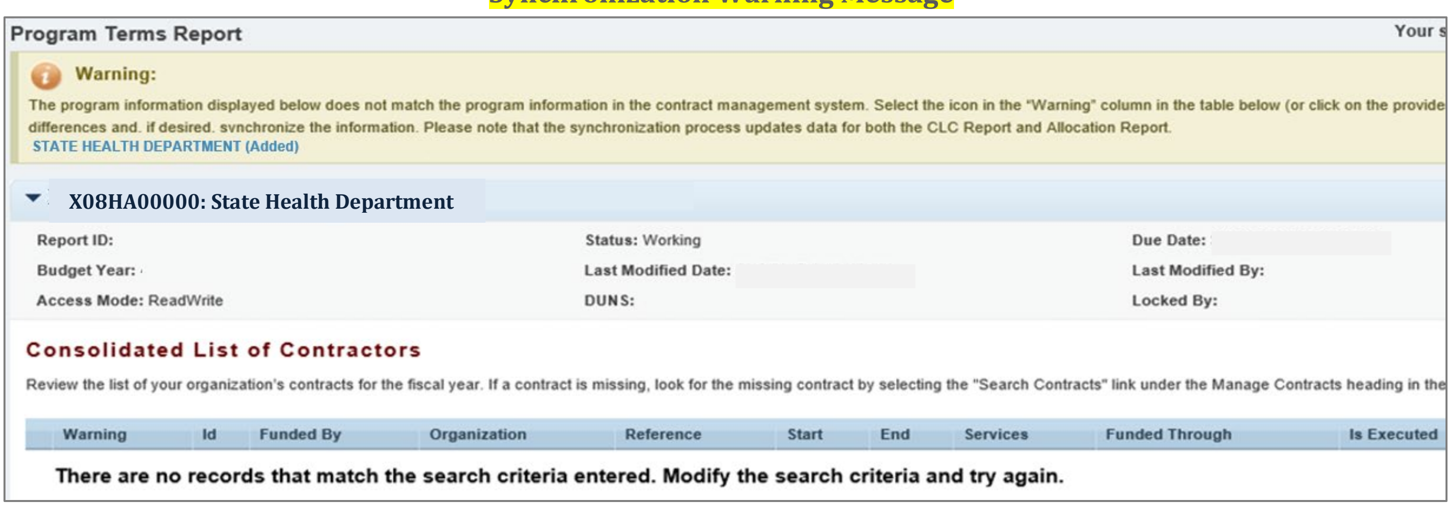
To access the CLC, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "CLC Report."

Step Two: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 29 above). Confirm that the services for each subrecipient are correct. To make changes to the services listed, modify the contract in the GCMS; see Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Once you have made any changes, synchronize the changes you made in the GCMS with the PTR. Once back on the CLC Report page, if a yellow warning banner is 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 30. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with the Synchronization Warning Message



Completing the Allocations Report for the RWHAP Part B Supplemental Award

The RWHAP Part B Supplemental Allocations Report has 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 award amount allocated during a grant period for each category listed.

To complete the Allocations Report, follow these steps.

Step One: On the Navigation panel, under the "Navigation" header, select "Allocations Report."

Figure 31. HRSA HAB Web Application: Screenshot of the RWHAP Part B Supplemental Allocations Report Page

Allocations Report
All fields are required.

Budget Year 04/01/2019 - 03/31/2020 Award Information

Enter your Ryan White HIV/AIDS Part B Supplemental Program Award:

Funding by Program Component

Service	Amount	Percent
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(Provide detail in Section B)		
4b. Part B HIV Care Consortia/EC Administration		
5. Part B State Direct Services (Provide detail in Section B)		
6. Part B Clinical Quality Management		
7. Part B Grantee Planning & Evaluation Activities		
8. Grantee Administration		
9. Total Part B Supplemental Funding Amounts		

Service	Consortia		Direct Service		Combined Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services						
a. Outpatient/Ambulatory Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
b. AIDS Pharmaceutical Assistance (LPAP, CPAP)	$0	0.00 %	$0	0.00 %	$0	0.00 %
c. Oral Health Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
d. Early Intervention Services (EIS)	$0	0.00 %	$0	0.00 %	$0	0.00 %
e. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	$0	0.00 %	$0	0.00 %	$0	0.00 %
f. Home Health Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
g. Home and Community-Based Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
h. Hospice	$0	0.00 %	$0	0.00 %	$0	0.00 %
i. Mental Health Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
j. Medical Nutrition Therapy	$0	0.00 %	$0	0.00 %	$0	0.00 %
k. Medical Case Management, including Treatment Adherence Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
l. Substance Abuse Outpatient Care	$0	0.00 %	$0	0.00 %	$0	0.00 %
m. AIDS Drug Assistance Program Treatments	$0	0.00 %	$0	0.00 %	$0	0.00 %
1. Core Medical Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
Support Services						
a. Non-Medical Case Management Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
b. Child Care Services	$0	0.00 %	$0	0.00 %	$0	0.00 %
c. Emergency Financial Assistance	$0	0.00 %	$0	0.00 %	$0	0.00 %

Step Two: On the "Allocations Report" page, there are several editable fields that you must complete 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 Supplemental 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 percent 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 Supplemental Award that is used to cover planning and evaluation activities. *Note: All Planning and Evaluation may not exceed more than 10 percent 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 percent 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, enter "0."

Validating and Submitting the RWHAP Part B Supplemental Award

After you have updated all service and non-service categories, validate your report. The validation process looks for potential problems in the information you entered and lets you review it before the PTR is sent to your project officer.

To validate your RWHAP Part B Supplemental Award, follow these steps.

Step One: On the Navigation panel, under the "Actions" header, select "Validate." A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again, or in your web browser, select the "Refresh" icon. The system will either display your validation results or ask you to continue to wait while the PTR web application processes.

Figure 32. HRSA HAB Web Application: Screenshot of the "Validate" Option in the Navigation Panel

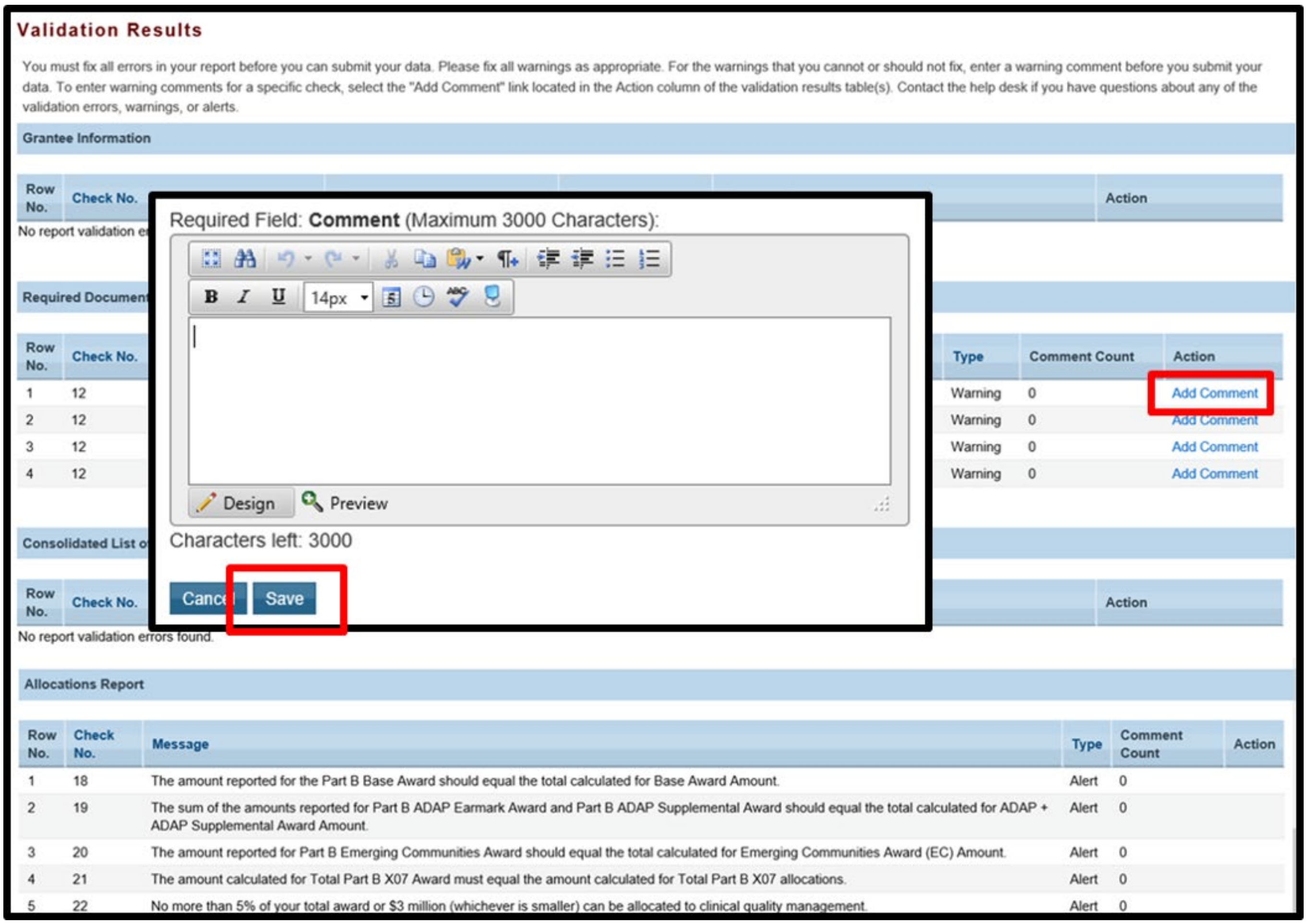
Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts.

- Errors. You must fix errors before submitting the PTR.

- Warnings. Add comments explaining any warnings, and you may then submit the PTR with a warning; however, address warnings to prevent your project officer from returning the report to you.
- Alerts. Alerts are informational; review them and address, if necessary. You may submit the PTR with an alert.

To add a comment to a warning, select “Add Comment” under the “Actions” column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select “Save” at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Figure 33. HRSA HAB Web Application: Screenshot of the Validation Results Page and Warning Comment Text Box

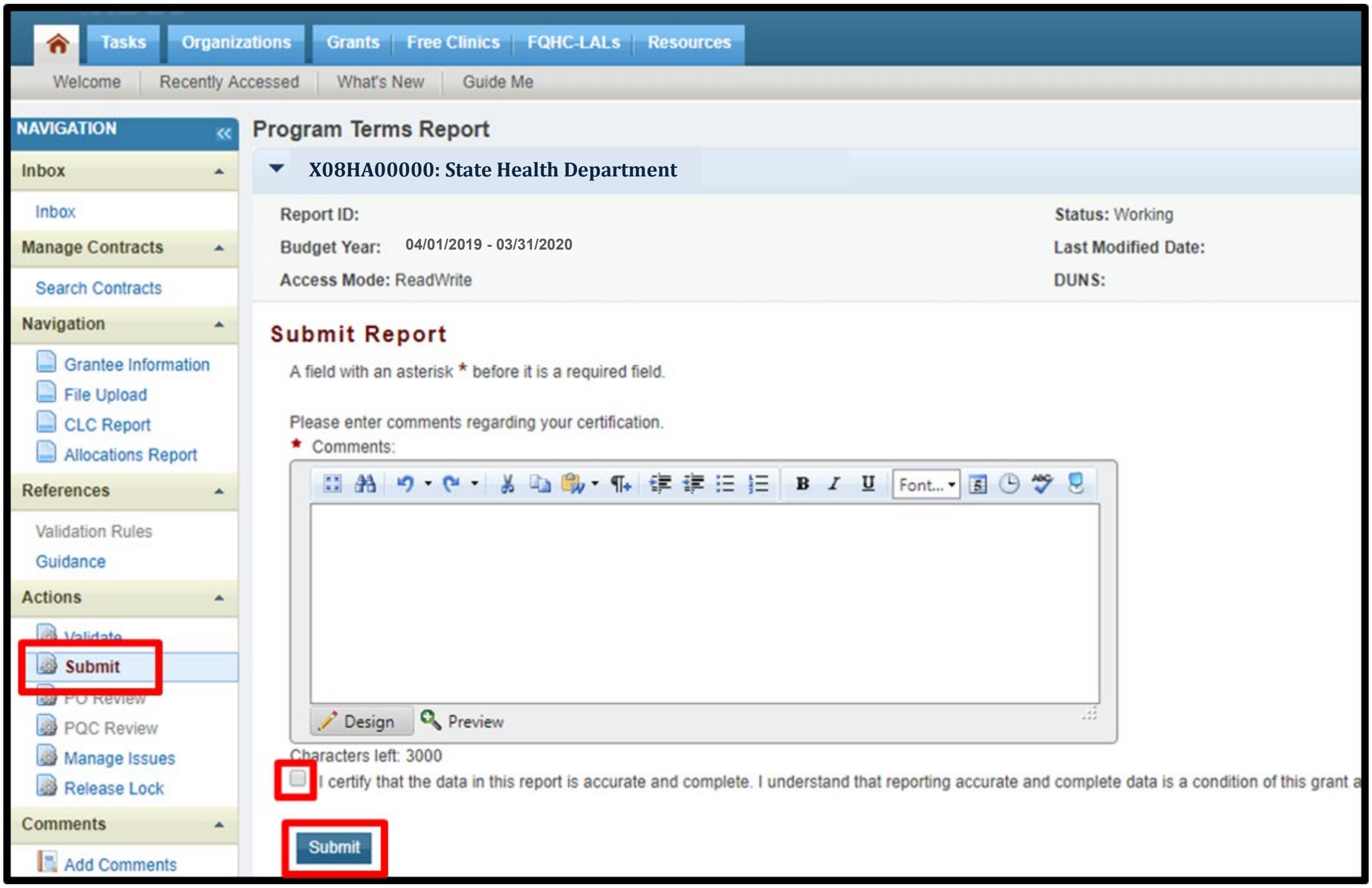


If you make changes to the information in your report, validate your report again. If you do not understand the meaning of a specific error or warning and do not know how to correct it, please contact Data Support.

Once you have addressed all errors and warnings, you are ready to submit your report.

Step Three: On the Navigation panel, under the “Action” header, select “Submit.” On the new page that appears, enter a meaningful comment in the comment text box relating to your PTR submission. Read and acknowledge that statement under the comment box by checking the box. Select “Submit” at the bottom of the page.

Figure 34. HRSA HAB Web Application: Screenshot of the Submit Report Page and Comment Text Box



FREQUENTLY ASKED QUESTIONS

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For programs funded by RWHAP Part B Supplemental funds, MAI funds allocated to client services are entered into the GCMS under question 9 in the "Direct Services Funding column," which relates to the MAI Education, MAI Outreach and Service categories. This will populate the Allocations Report for your agency's RWHAP Part B Supplemental PTR. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more 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 we need to make changes?
If your agency needs to make changes to amounts allocated to administrative activities, 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, update those amounts in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more details.

Why are we required to enter new contracts into the GCMS each year?
Your agency is required to enter new contracts with subrecipients into the GCMS every year to ensure that 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 services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS** or the **GCMS Manual** for more details.

The Allocations Report or CLC are 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 Contracts for the RWHAP 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: May 8, 2019)

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 HRSA HAB approves a revised budget condition of award and a final budget. Recipients must complete the Allocations Report and reflect the required RWHAP Part C legislative requirements.

The RWHAP 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 include early intervention services (EIS). At least 50 percent of the total funds awarded must be spent on EIS, which includes:

- Outpatient/Ambulatory Health Services,
- AIDS Pharmaceutical Assistance (local),
- Oral Health Care,
- Mental Health Services,
- Medical Nutrition Therapy,
- Medical Case Management, including Treatment Adherence Services, and
- Substance Abuse Outpatient Care.

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 people with HIV to achieve their medical outcomes.

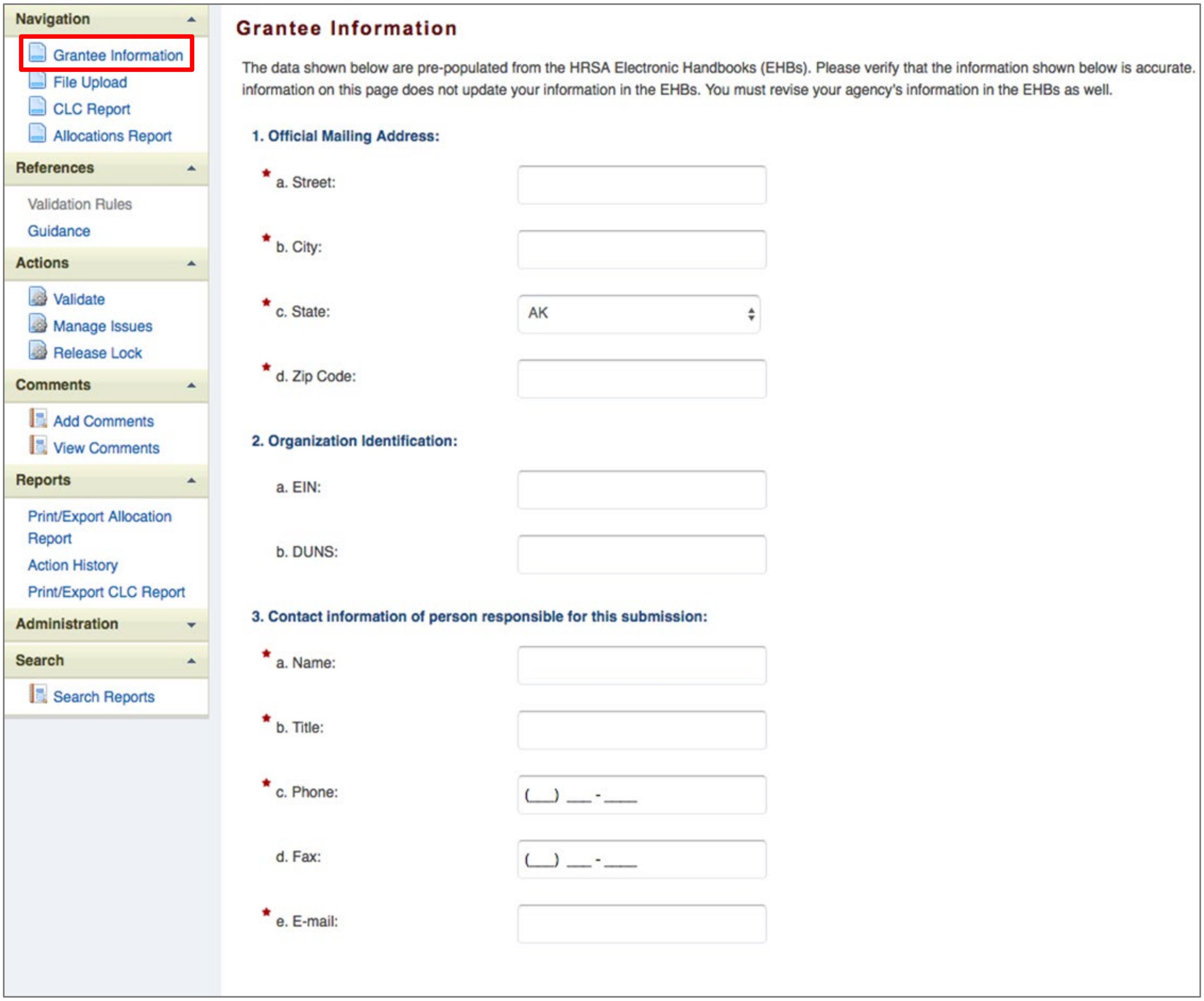
RWHAP Part C funds may **not** be used for the following: inpatient services; residential treatment; clinical research; nursing home care; cash payments to intended recipients of services; purchasing or construction of real property; or payments for any item or service to the extent that payment has 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 need assistance or have questions about the required RWHAP Part C Allocations Report submission, please contact your Division of Community HIV/AIDS Programs Project Officer or contact 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 see the Grantee Information page. This section is prepopulated with information from your EHBs account. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you finish reviewing and updating it, select "Save" on the lower-right corner of the page.

Figure 35. HRSA HAB Web Application: Screenshot of the Grantee Information Page



Uploading RWHAP Part C Allocations Report Forms

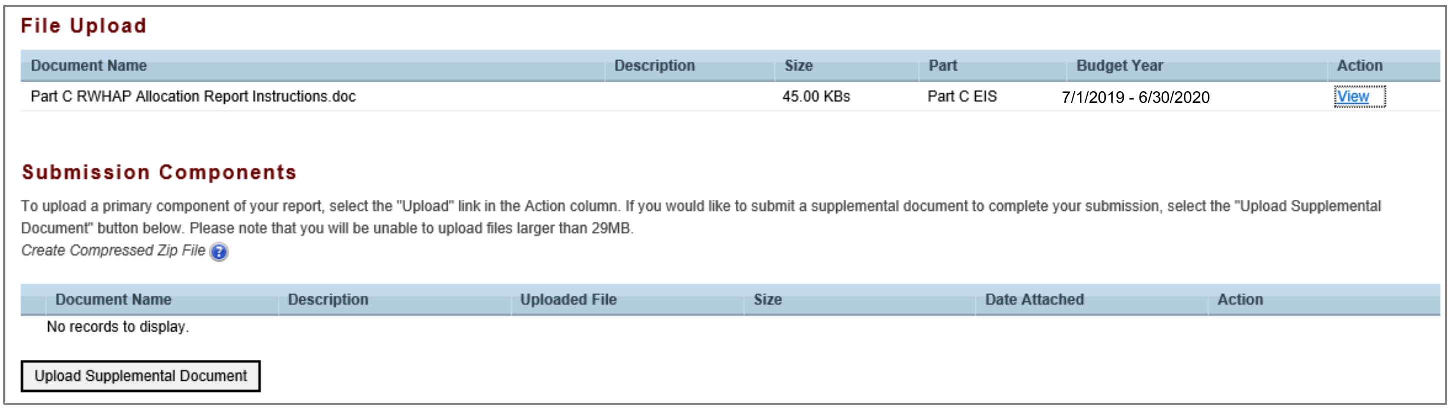
For RWHAP Part C recipients, you have no required Allocations Report forms to upload to the PTR web application. If your project officer requires additional documentation or your agency would like to upload additional information, use the "Upload Supplemental Document" link.

To upload supplemental documents, follow these steps:

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "File Upload."

Step Two: 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 from your computer that you want to upload. Select "Submit" to upload the document.

Figure 36. HRSA HAB Web Application: Screenshot of the File Upload Page



File Upload

Document Name	Description	Size	Part	Budget Year	Action
Part C RWHAP Allocation Report Instructions.doc		45.00 KBs	Part C EIS	7/1/2019 - 6/30/2020	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.					

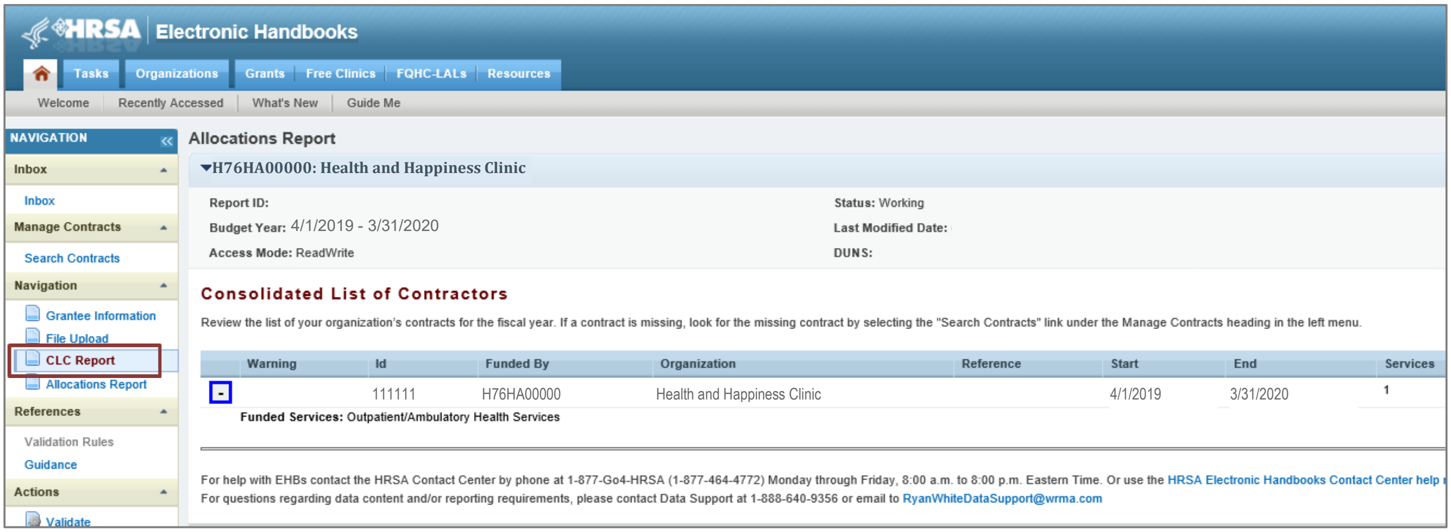
Upload Supplemental Document

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

Reviewing the Consolidated List of Contracts for the RWHAP Part C Allocations Report

The Consolidated List of Contracts (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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**. Review each subrecipient listed.

Figure 37. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page



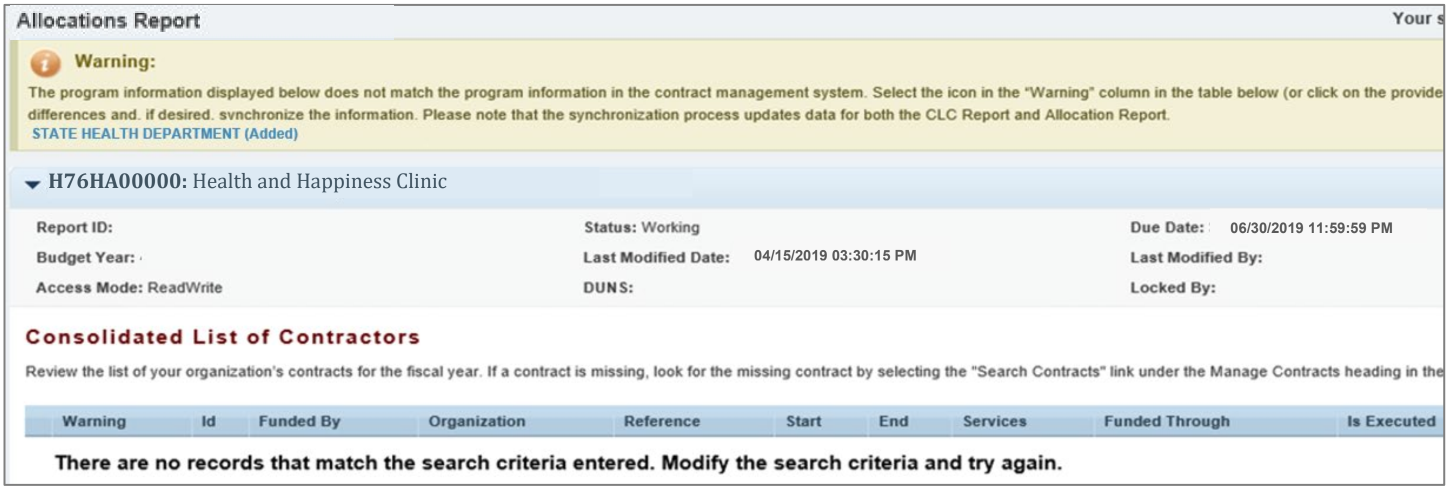
To review the CLC, follow these steps.

Step One: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "CLC Report."

Step Two: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 37 above). Confirm that the services for each subrecipient are correct. To make changes to the services listed for a subrecipient, modify the contract in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Once you make any changes, synchronize the changes you made in the GCMS with the Allocations Report. Once back on the CLC Report page, if a yellow warning banner is 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.

Figure 38. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts with Synchronization Warning Page



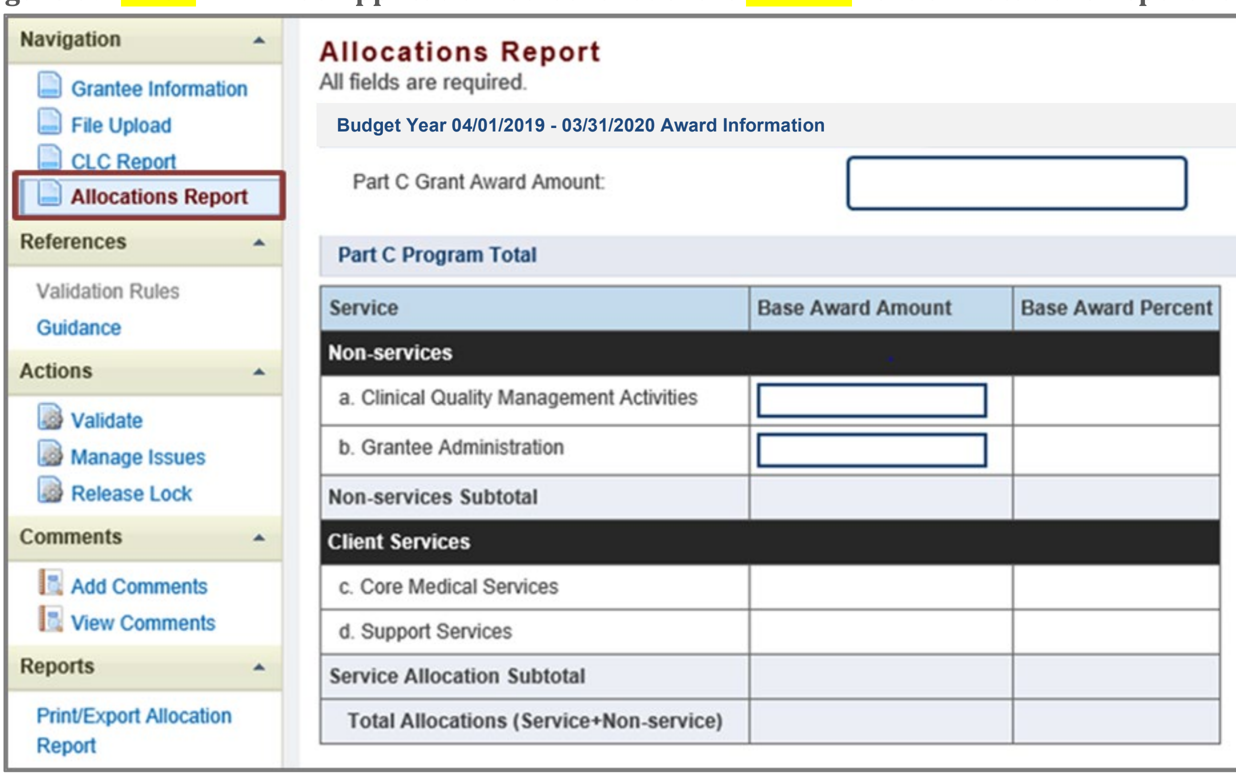
Completing the Allocations Report for the RWHAP Part C Allocations Report

The RWHAP Part C Allocations Report has three components: Award Information, Program Totals, and Allocations Categories. Each component captures budgetary information on the award amount allocated during a grant period for each category listed.

To complete the Allocations Report, follow these steps.

Step One: On the Navigation panel, under the "Navigation" header, select "Allocations Report."

Figure 39. HRSA HAB Web Application: Screenshot of the RWHAP Part C Allocations Report Page



Step Two: On the "Allocations Report" page, there are only three editable fields that you must complete 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.

RWHAP 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 percent of your total RWHAP Part C award.*

Step Three: Once you have completed all editable fields, scroll to the bottom of the page and select "Save."

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

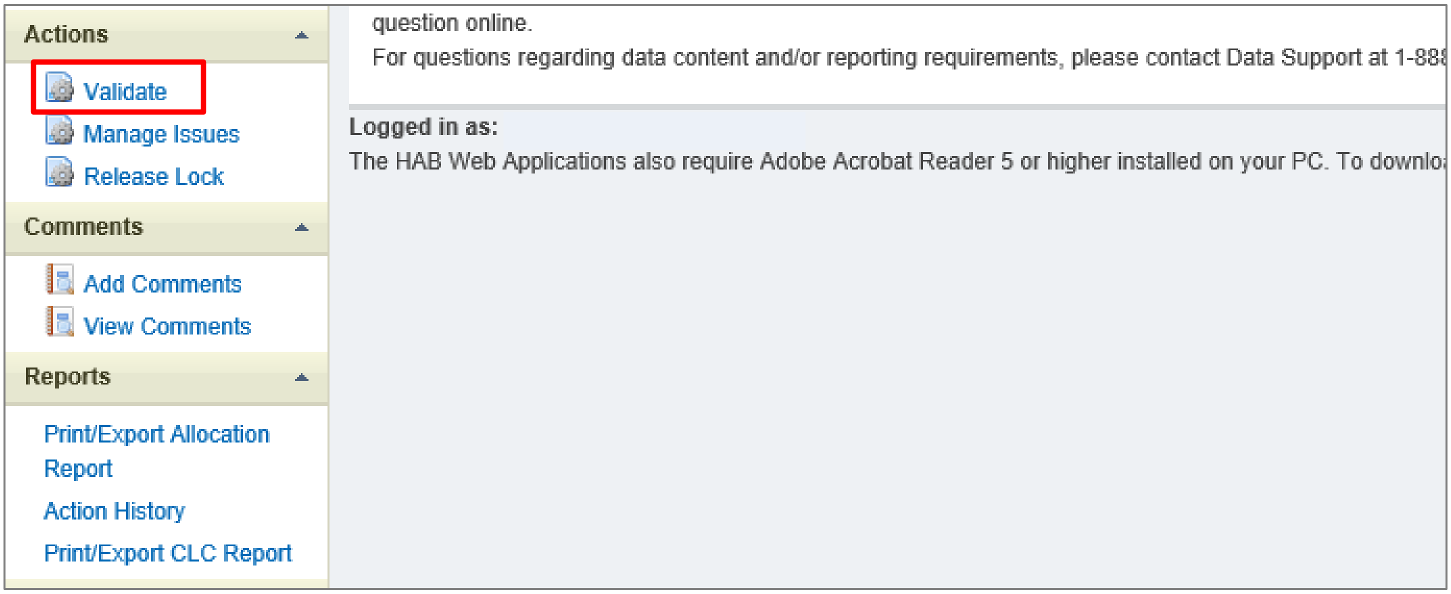
Validating and Submitting the RWHAP Part C Allocations Report

After you have updated all service and non-service categories, validate your report. The validation process looks for potential problems in the information you entered and lets you review it before the Allocations Report is sent to your project officer.

To validate your RWHAP Part C Allocations Report, follow these steps.

Step One: On the Navigation panel, under the "Actions" header, select "Validate." A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again, or in your web browser, select the "Refresh" icon. The system will either display your validation results or ask you to continue to wait while the PTR web application processes.

Figure 40. HRSA HAB Web Application: Screenshot of the "Validate" Option in the Navigation Panel

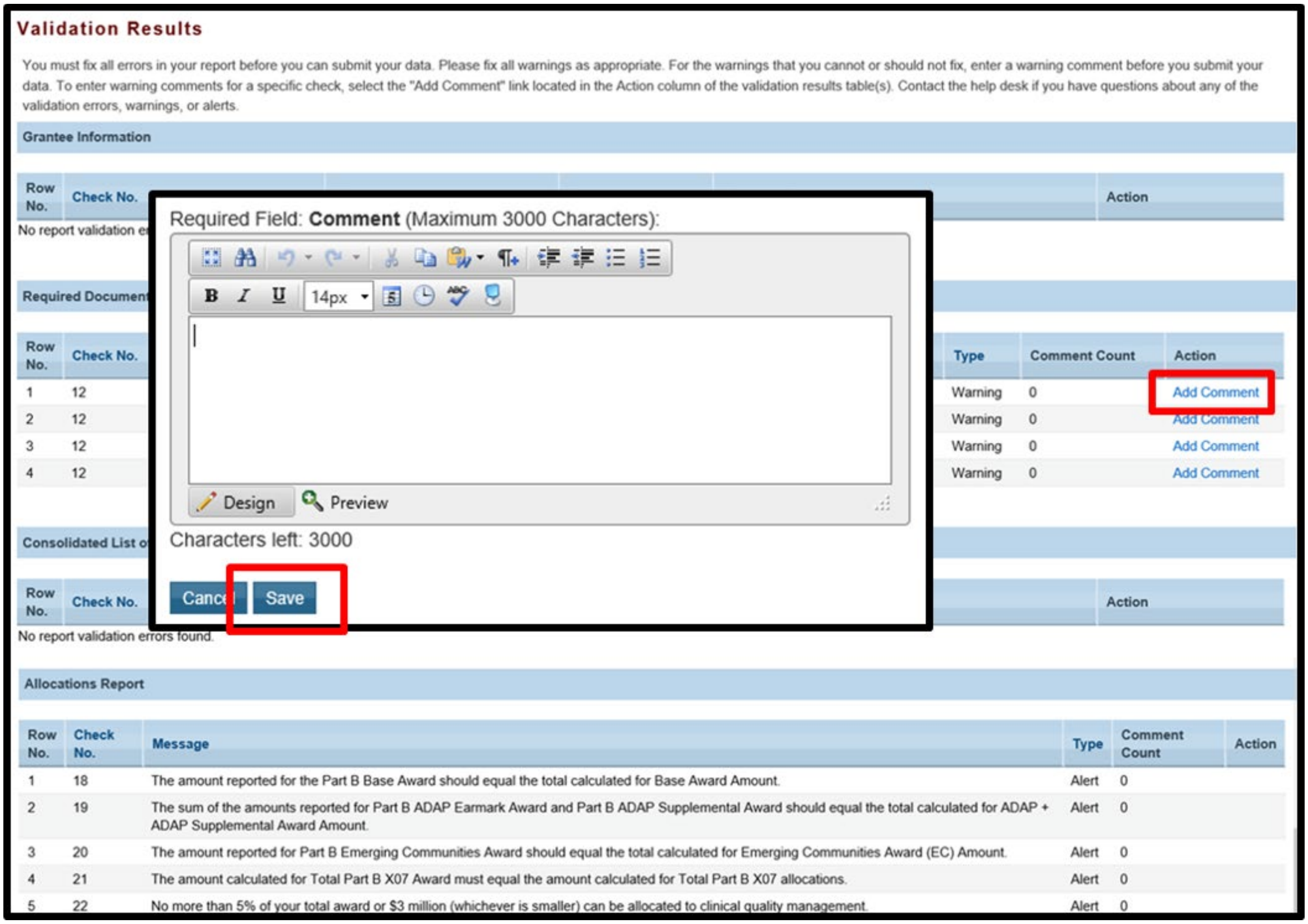


Step Two: Once the system displays your validation results, it will sort validation problems into three categories: Errors, Warnings, and Alerts.

- Errors. You must fix errors before submitting the PTR.
- Warnings. Add comments explaining any warnings, and you may then submit the PTR with a warning; however, address warnings to prevent your project officer from returning the report to you.
- Alerts. Alerts are informational; review them and address, if necessary. You may submit the PTR with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Figure 41. HRSA HAB Web Application: Screenshot of the Validation Results Page and Warning Comments Text Box

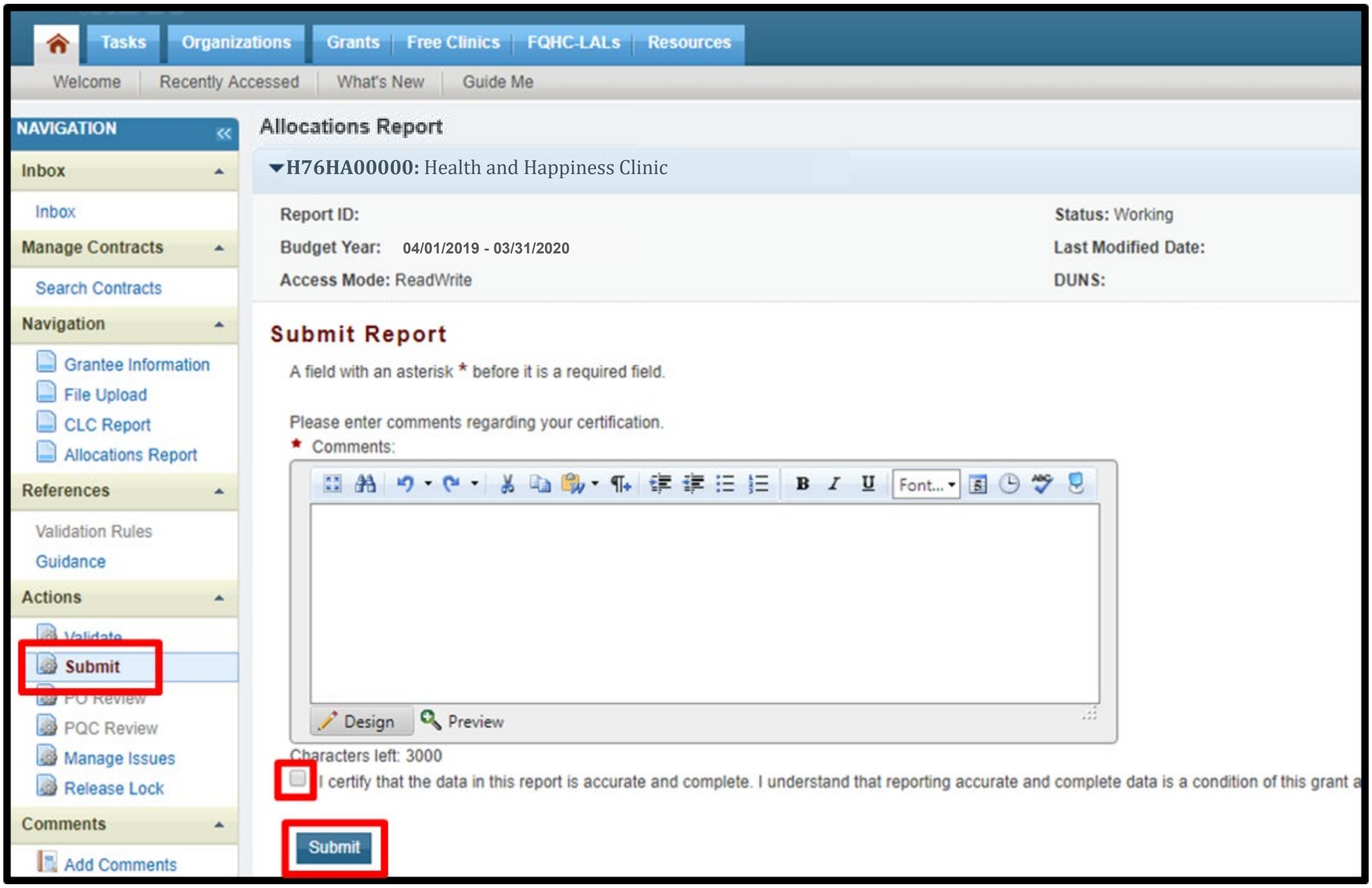


If you make changes to the information in your report, validate your report again. If you do not understand the meaning of a specific error or warning and do not know how to correct it, please contact Data Support.

Once you have addressed all errors and warnings, you are ready to submit your report.

Step Three: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a meaningful comment relating to your Allocations Report submission. Read and acknowledge that statement by checking the box. Select "Submit" at the bottom of the page.

Figure 42. HRSA HAB Web Application: Screenshot of the Submit Report Page and Comment Text Box



FREQUENTLY ASKED QUESTIONS

I am a RWHAP Part C grant recipient. Where do I enter funding for the services my agency provides using RWHAP funding?

Funds allocated to core medical services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS** or the **GCMS Manual** for more details. Funds allocated to administrative activities are captured on the Allocations Report. See the **Completing the Allocations Report for the RWHAP Part C Allocations Report** section for details on how to enter and modify these amounts.

My agency allocated all of its funding to EIS. Why do I receive an error when I go to submit my report?

At least 50 percent of your agency's RWHAP Part C EIS grant must be allocated to the EIS primary medical care service categories. See **Recipient Reporting Requirements: RWHAP Part C**, for the full list of primary medical care service categories. For further details on service category definitions, see **Policy Clarification Notice (PCN) 16-02**, available on the HRSA HAB website.

Are MAI funds captured within the GCMS or within the PTR/Allocations Report?
For RWHAP Part C Programs, funds designated for MAI activities, such as MAI Education and MAI Outreach, are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS** or the **GCMS Manual** for more 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 we need to make changes?
If your agency needs to make changes to amounts allocated to administrative activities, 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, update those amounts in the GCMS. Please see the **GCMS Manual** for more details.

Why are we required to enter new contracts into the GCMS each year?
Your agency is required to enter new contracts with subrecipients every year to ensure that 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 services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more details.

The Allocations Report or CLC are 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. Synchronize the changes that you have made into the report. See the **Reviewing the Consolidated List of Contracts 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.

RECIPIENT REPORTING REQUIREMENTS: RWHAP PART D

(Last Updated: May 8, 2019)

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 HRSA HAB approves a revised budget condition of award and a final budget. Recipients must complete the Allocations Report and reflect the required RWHAP Part D legislative requirements.

The RWHAP 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 people living with HIV to achieve their medical outcomes.

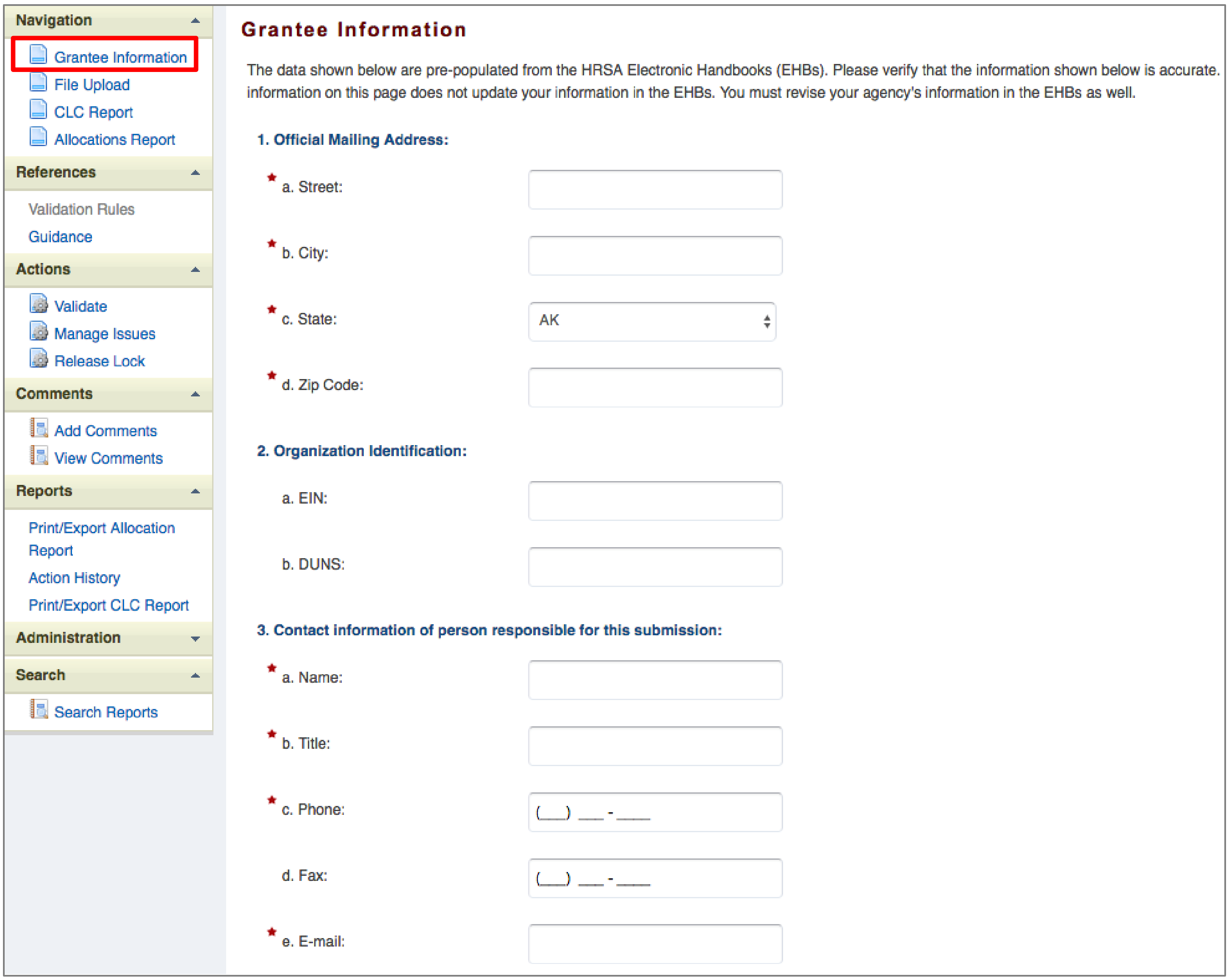
RWHAP Part D funds may **not** be used for the following: inpatient services; residential treatment; clinical research; nursing home care; cash payments to intended recipients of services; purchasing or construction of real property; or payments for any item or service to the extent that payment has 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 need assistance or have questions about the required RWHAP Part D Allocations Report submission, please contact your DCHAP Project Officer or contact 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 see the Grantee Information page. This section is prepopulated with information from your EHBs account. Review all information and ensure it is accurate and up to date. You may edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

Figure 43. HRSA HAB Web Application: Screenshot of the Grantee Information Page



Uploading RWHAP Part D Allocations Report Forms

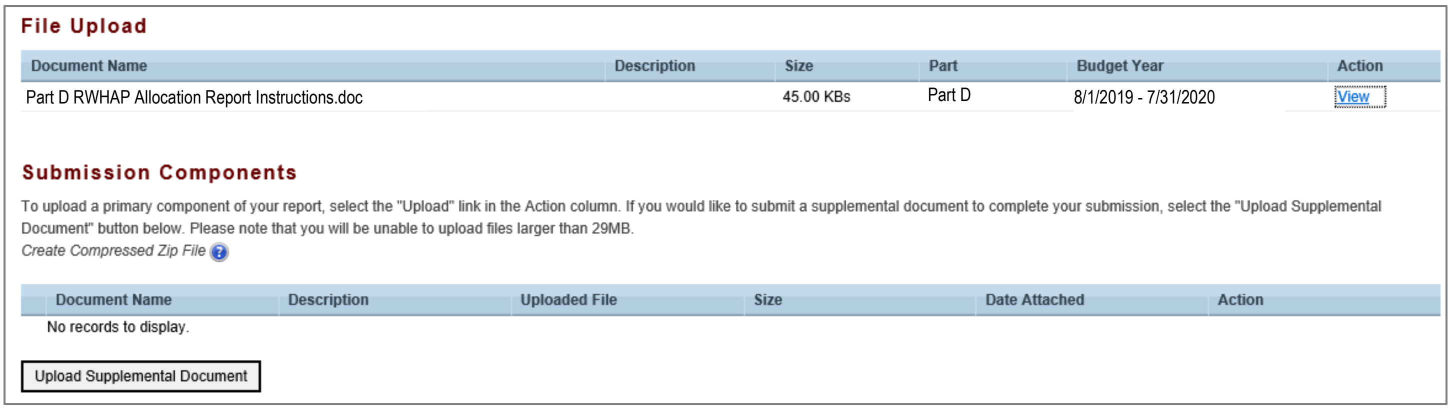
For RWHAP Part D recipients, you have no required Allocations Report forms to upload to the PTR web application.

If your project officer requires additional documentation or your agency would like to upload additional information, follow the steps below.

Step One: On the Navigation panel on the left side of the screen, under the “Navigation” header, select “File Upload.”

Step Two: 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 from your computer that you want to upload. Select “Submit” to upload the document.

Figure 44. HRSA 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 D	8/1/2019 - 7/31/2020	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.					

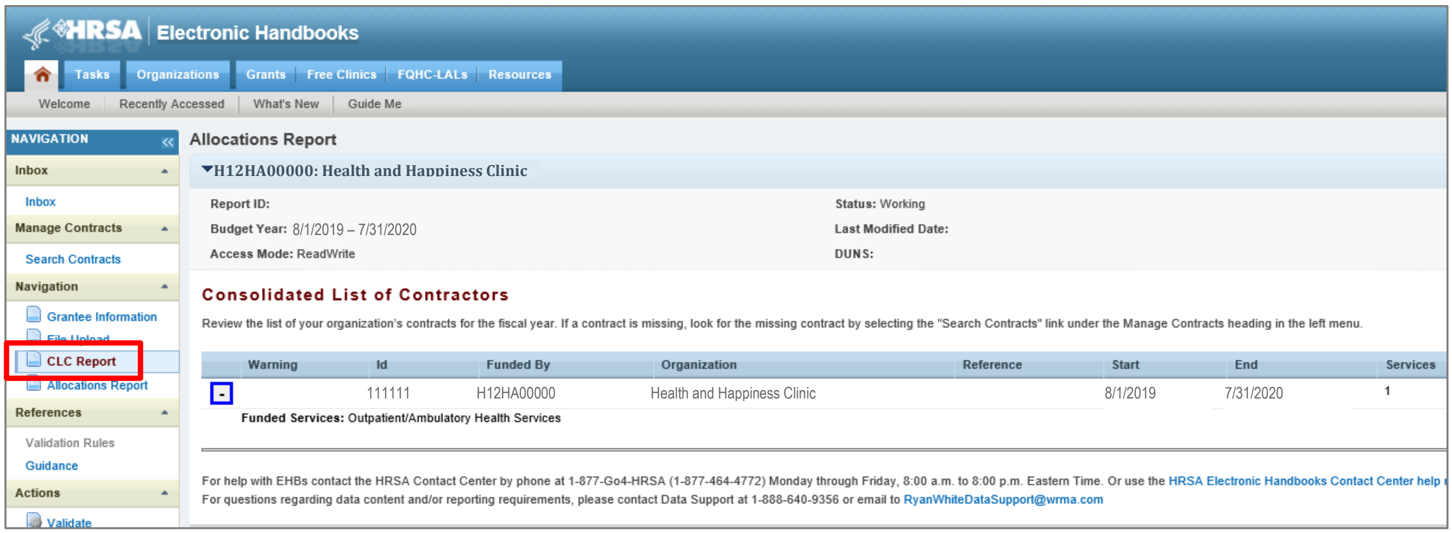
Upload Supplemental Document

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

Reviewing the Consolidated List of Contracts for the RWHAP Part D Allocations Report

The Consolidated List of Contracts (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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**. Review each subrecipient listed to access this list.

Figure 45. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page



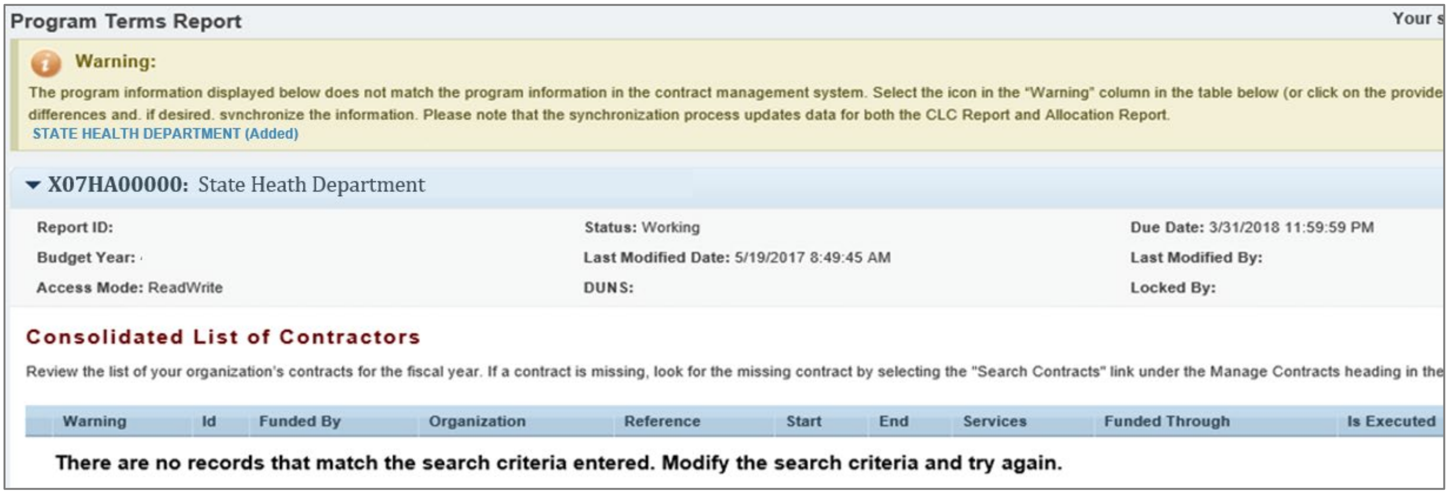
To review the CLC Report, follow these steps.

Step One: On the Navigation panel, under the "Navigation" header, select "CLC Report."

Step Two: On the left 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 Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**.

Once you have made any changes, synchronize the changes you made in the Allocations Report with the GCMS. Once back on the CLC Report page, if a yellow banner is 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.

Figure 46. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts with Synchronization Warning Page



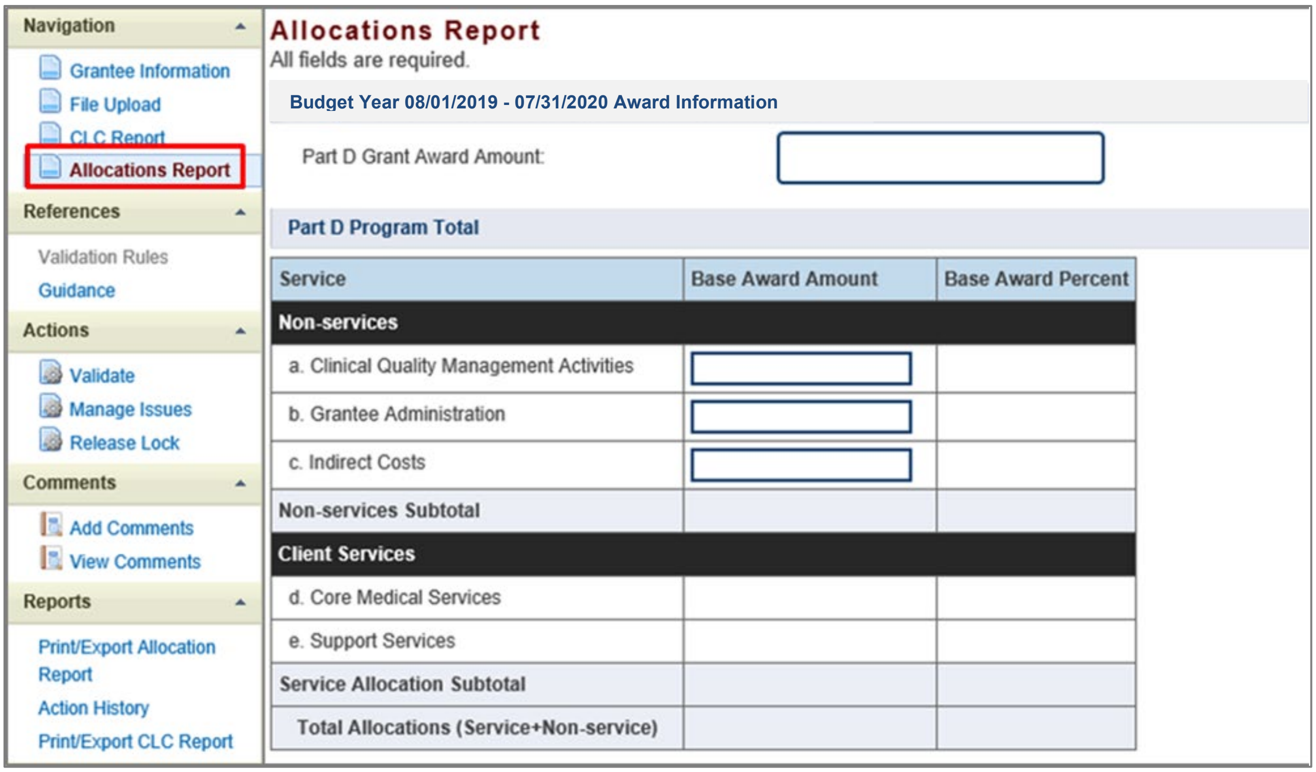
Completing the Allocations Report for RWHAP Part D

The RWHAP Part D Allocations Report has three components: Award Information, Program Totals, and Allocations Categories. Each component captures budgetary information on the award amount allocated during a grant period for each category listed.

To complete the Allocations Report, follow these steps.

Step One: On the Navigation panel, under the "Navigation" header, select "Allocations Report."

Figure 47. HRSA HAB Web Application: Screenshot of the RWHAP Part D Allocations Report Page



Step Two: On the Allocations Report page, there are only three editable fields that you must complete 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 percent 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,

administrative salaries, and so on. *Note: Indirect costs may not exceed 10 percent of your total grant award when combined with grantee administration.*

Step Three: Once you have completed all editable fields, scroll to the bottom of the page and select "Save."

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

Validating and Submitting the RWHAP Part D Allocations Report

After you have updated all service and non-service categories, validate your report. The validation process looks for potential problems in the information you entered and lets you review it before the Allocations Report is sent to your project officer.

To validate your RWHAP Part D Allocations Report, follow these steps.

Step One: On the Navigation panel, under the "Actions" header, select "Validate." A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again, or in your web browser, select the "Refresh" icon. The system will either display your validation results or ask you to continue to wait while the PTR web application processes.

Figure 48. HRSA HAB Web Application: Screenshot of the "Validate" Option in the Navigation Panel

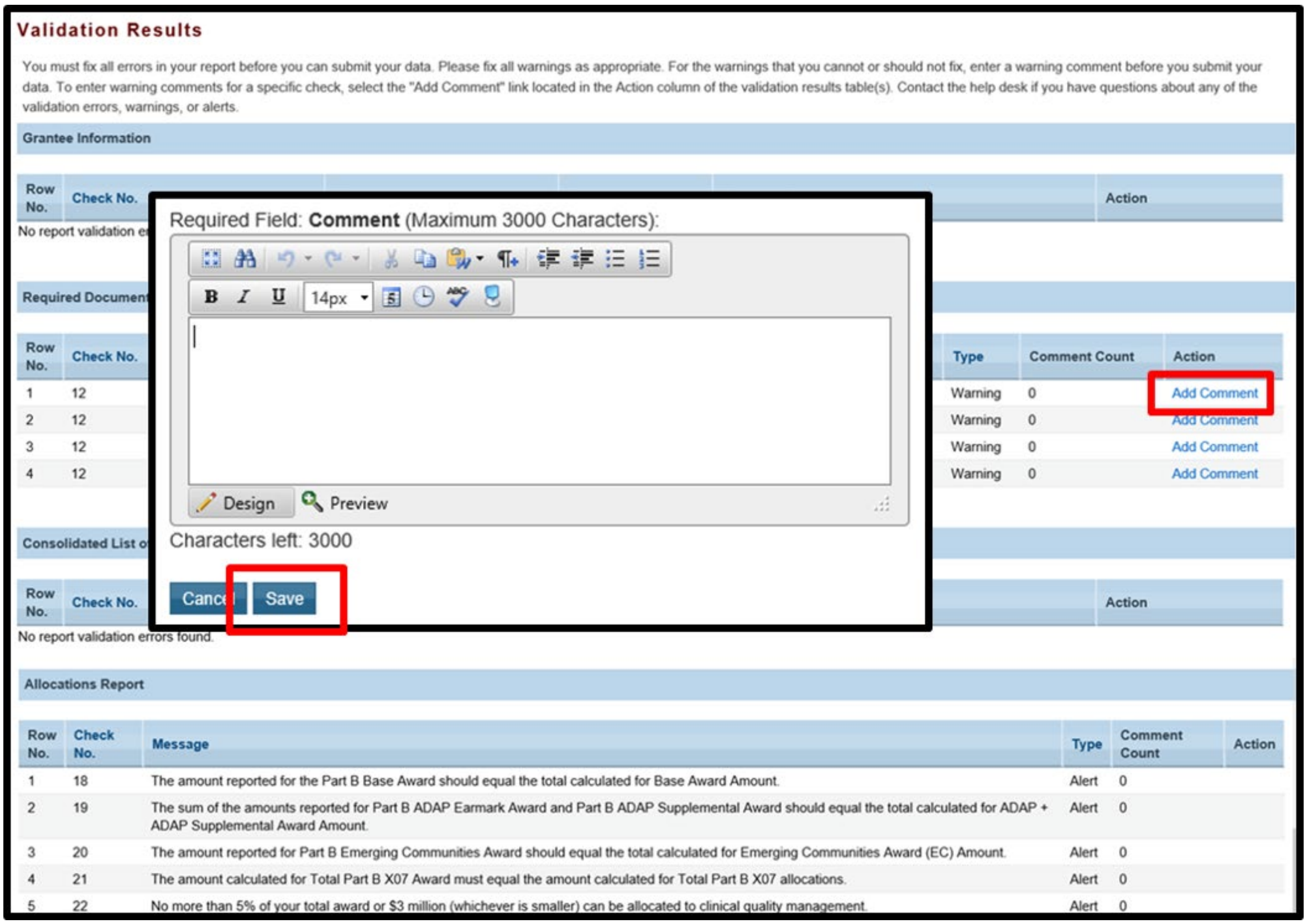
Step Two: Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts.

- Errors. You must fix errors before submitting the Allocations Report.

- Warnings. Add comments explaining any warnings, and you may then submit the Allocations Report with a warning; however, address warnings to prevent your project officer from returning the report to you.
- Alerts. Alerts are informational; review them and address, if necessary. You may submit the Allocations Report with an alert.

To add a comment to a warning, select “Add Comment” under the “Actions” column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select “Save” at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

Figure 49. HRSA HAB Web Application: Screenshot of the Validation Results Page and Warning Comments Text Box

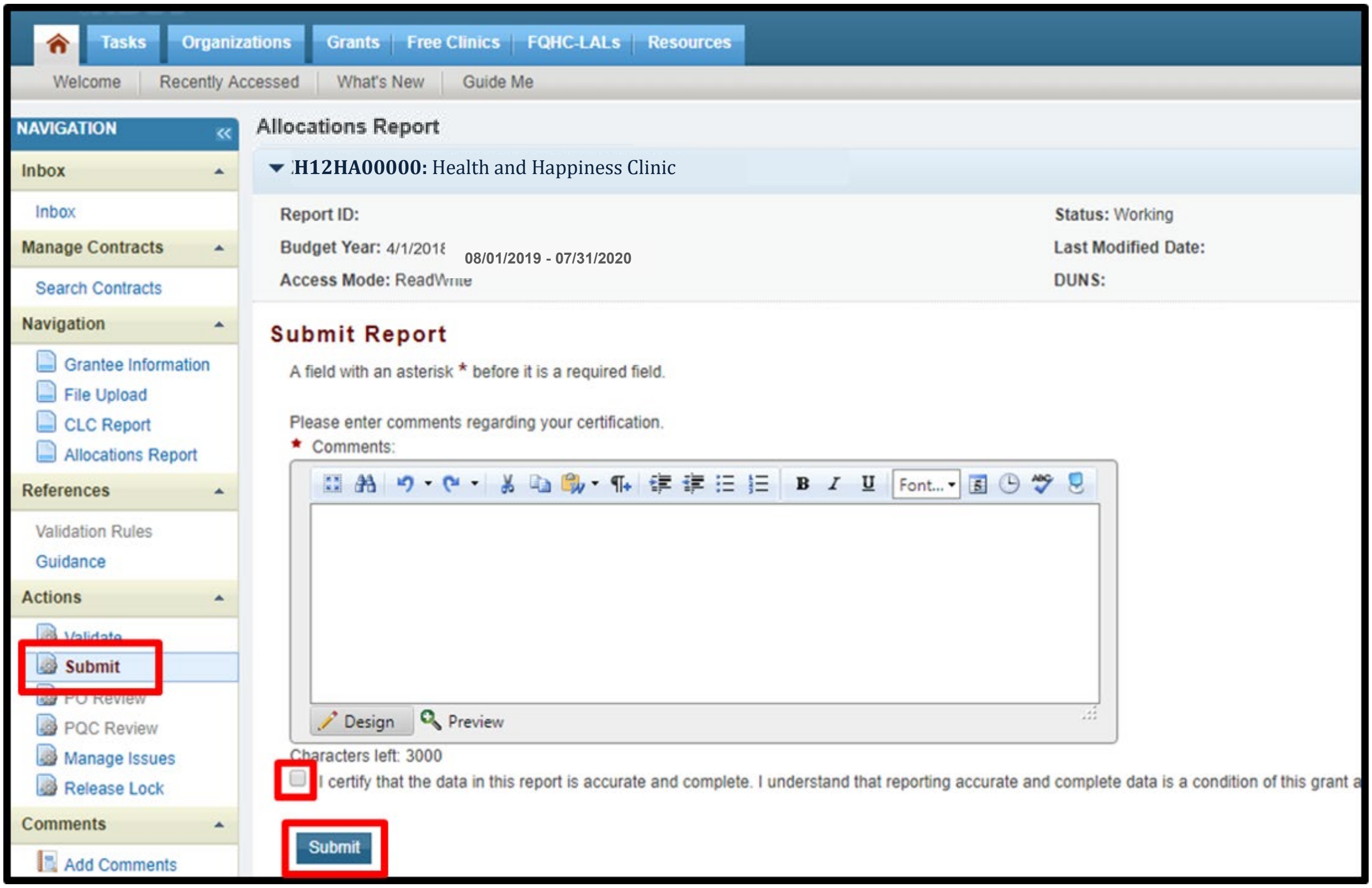


If you make changes to the information in your report, validate your report again. If you do not understand the meaning of a specific error or warning and do not know how to correct it, please contact Data Support.

Once you have addressed all errors and warnings, you are ready to submit your report.

Step Three: On the Navigation panel, under the “Action” header, select “Submit.” On the new page that appears, enter a meaningful comment relating to your Allocations Report submission. Read and acknowledge that statement under the comment box by checking the box. Select “Submit” at the bottom of the page.

Figure 50. HRSA HAB Web Application: Screenshot of the Submit Report Page and Comment Text Box



FREQUENTLY ASKED QUESTIONS

I am a RWHAP Part D grant recipient. Where do I enter funding for the services my agency provides using RWAP funding?

Funds allocated to core medical services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more details. Funds allocated to administrative activities are captured on the Allocations Report. See the **Completing the Allocations Report for the RWHAP 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 RWHAP Part D Programs, funds designated for MAI activities, such as MAI Education and MAI Outreach, are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS**, or the **GCMS Manual** for more 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 Allocations Report web application. See the **Uploading RWHAP Part D Allocations Report Forms** section for details.

How can we correct funding amounts within the report if we need to make changes?
If your agency needs to make changes to amounts allocated to administrative activities, 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, update those amounts in the GCMS. Please see the **GCMS Manual** for more details.

Why are we required to enter new contracts into the GCMS each year?
Your agency is required to enter new contracts with subrecipients every year to ensure that 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 services and support services are captured in the GCMS. See Appendix A, **Searching, Entering, and Modifying Contracts in the GCMS,** or the **GCMS Manual** for more details.

The Allocations Report or CLC are 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. Synchronize the changes you have made into the report. See the **Reviewing the Consolidated List of Contracts for the RWHAP Part D 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.

APPENDIX A: SEARCHING, ENTERING, AND MODIFYING CONTRACTS IN THE GCMS

Entering Search Criteria

To find a contract in the GCMS, you can search by any criterion or combination of criteria. If you are not sure of the exact name, date, etc., use broader criteria to search. For example: If an agency's name is "Health and Happiness Clinic," searching for "Happiness" may more likely 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 5-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

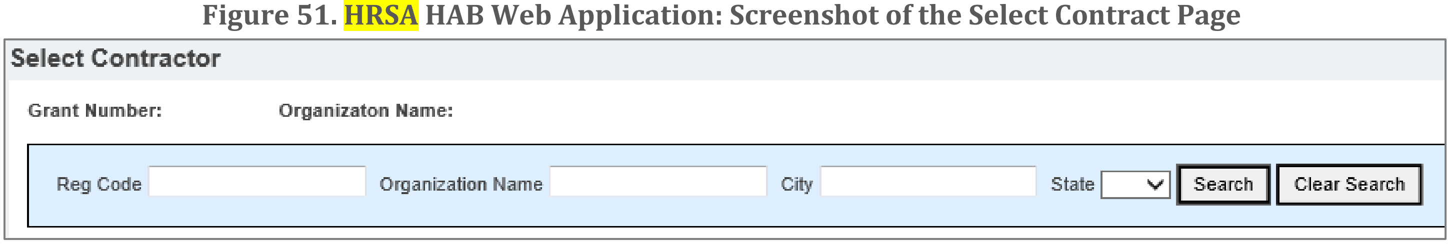
You will see all contracts for your agency that match your search criteria. All users in your agency with access to the GCMS will be able to add, delete, and modify contracts in the system using "Edit/Remove" to the right of each contract. Select the contract you want to enter information for. ***Note***: *Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts.*

Adding Contracts into the GCMS

Before adding a contract, you must first search to be sure it is not already in the system; this prevents you from creating duplicate entries. The "Add Contract" option will only appear after you have performed a search. If you determine that a contract is missing for one of your subrecipients, add the new contract by following these steps:

1. Click "Add Contract" below the search results table.
2. Search for the organization by Registration Code, Name, or City/State.

Figure 51. HRSA HAB Web Application: Screenshot of the Select Contract Page



3. Locate the subrecipient in the results table, and click "Add" under the "Action" header
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 (optional):** You may enter any combination of letters, numbers, and/or special characters to make the contract easier to find. You create the Reference ID internally within your organization and is for your reference only. A Reference ID is not required for you to enter the contract.
4. **Contract Execution:** Select "Yes" if the contract has been signed and executed.
5. **Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?** Select "Yes" or "No." If you select "Yes," choose the appropriate designation in question 5a 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 an administrative agent, consortia, fiscal intermediary, or lead agency for its own grant.

6. **Is this agency a subrecipient 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 6a that appears after you select "Yes."

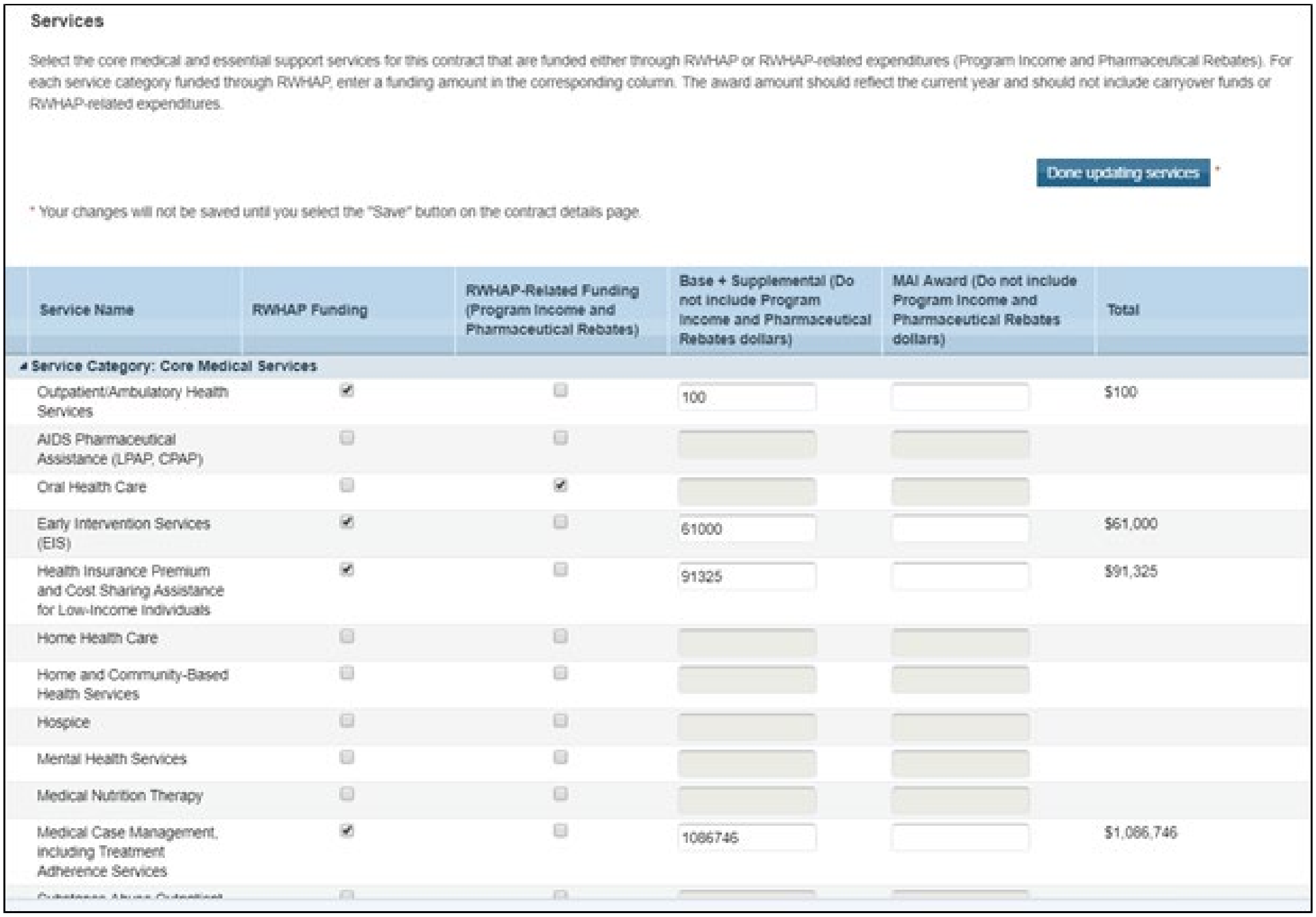
Entering Service Information for New Contracts

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 contract.** Select all that apply:
   - Planning or evaluation
   - Administrative or technical support
   - Fiscal intermediary support
   - Other fiscal services
   - Technical assistance
   - Capacity development
   - Quality management

9. **If applicable, select the core medical and essential support services that are either funded through RWHAP or funded through RWHAP-related funding (program income and pharmaceutical rebates) for this contract by selecting "Update Services."** A screen will pop up with the list of services. Select the corresponding checkbox for services funded through RWHAP or funded through RWHAP-related expenditures (program income and pharmaceutical rebates). For a service category funded through RWHAP, enter a funding

amount in the corresponding column below. The award amount should reflect the current year and should only include whole numbers. The award amount should not include carryover funds or RWHAP-related expenditures. To review the service category definitions, refer to **Policy Clarification Notice (PCN) 16-02** located on the HRSA HAB website.

Figure 52. HRSA HAB Web Application: Screenshot of the Update Services Page



Services

Select the core medical and essential support services for this contract that are funded either through RWHAP or RWHAP-related expenditures (Program Income and Pharmaceutical Rebates). For each service category funded through RWHAP, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds or RWHAP-related expenditures.

Done updating services *

* Your changes will not be saved until you select the "Save" button on the contract details page.

Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Base + Supplemental (Do not include Program Income and Pharmaceutical Rebates dollars)	MAI Award (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services					
Outpatient/Ambulatory Health Services	☑	☐	100		$100
AIDS Pharmaceutical Assistance (LPAP, CPAP)	☐	☐			
Oral Health Care	☐	☑			
Early Intervention Services (EIS)	☑	☐	61000		$61,000
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	☑	☐	91325		$91,325
Home Health Care	☐	☐			
Home and Community-Based Health Services	☐	☐			
Hospice	☐	☐			
Mental Health Services	☐	☐			
Medical Nutrition Therapy	☐	☐			
Medical Case Management, including Treatment Adherence Services	☑	☐	1086746		$1,086,746

Once you have entered all the contract information, select "Done Updating Services." Then select "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 your displayed list of service provider contracts, select "Edit/Remove" at the right side of the table to open the desired contract. Make the edits and select "Save." If successful, a green banner will be displayed at the top of the page. You can now exit the GCMS or select "Search Contracts" on the Navigation panel to continue working.

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

The GCMS populates multiple HRSA 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.

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 who participate with the Ryan White HIV/AIDS Program (RWHAP) receiving core medical services and support services.

Consolidated List of Contracts (CLC): Summarizes each RWHAP-funded contract, 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 people living with HIV.

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 5 years.

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

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.

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

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

Minority AIDS Initiative (MAI): 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. MAI was enacted to address the disproportionate impact of the disease on such communities. Formerly referred to as the Congressional Black Caucus Initiative because of that body's leadership in its development.

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

Provider: 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."

RWHAP-related funding (program income and pharmaceutical rebates): Program income means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided on 45 CFR §75.307(f). See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

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

Synchronization: The process of incorporating changes made in the GCMS into the report being updated: the RSR, PTR, or Allocations Report.

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