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

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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.

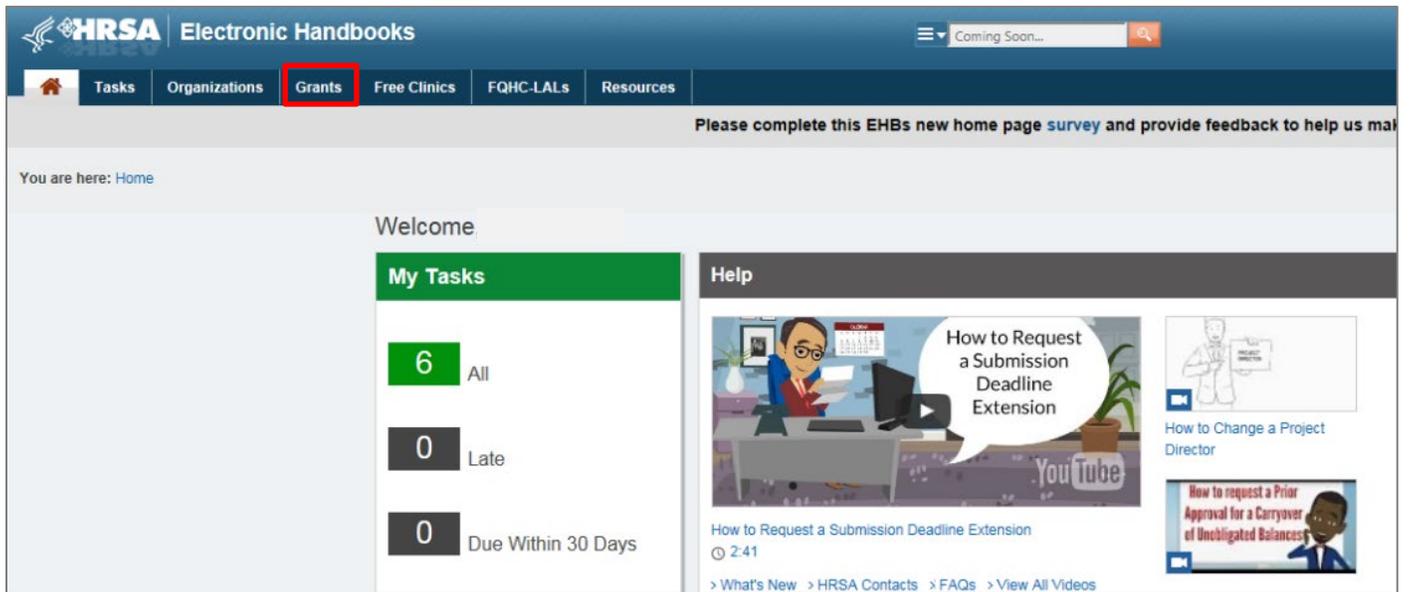
These funding categories are separated into 30 service categories to meet the needs of **people living with HIV (PLWH)**. The amount of funding allocated to these service categories is reported to Congress to show the value of the Ryan White HIV/AIDS Program (RWHAP) and its continuing efforts to meet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

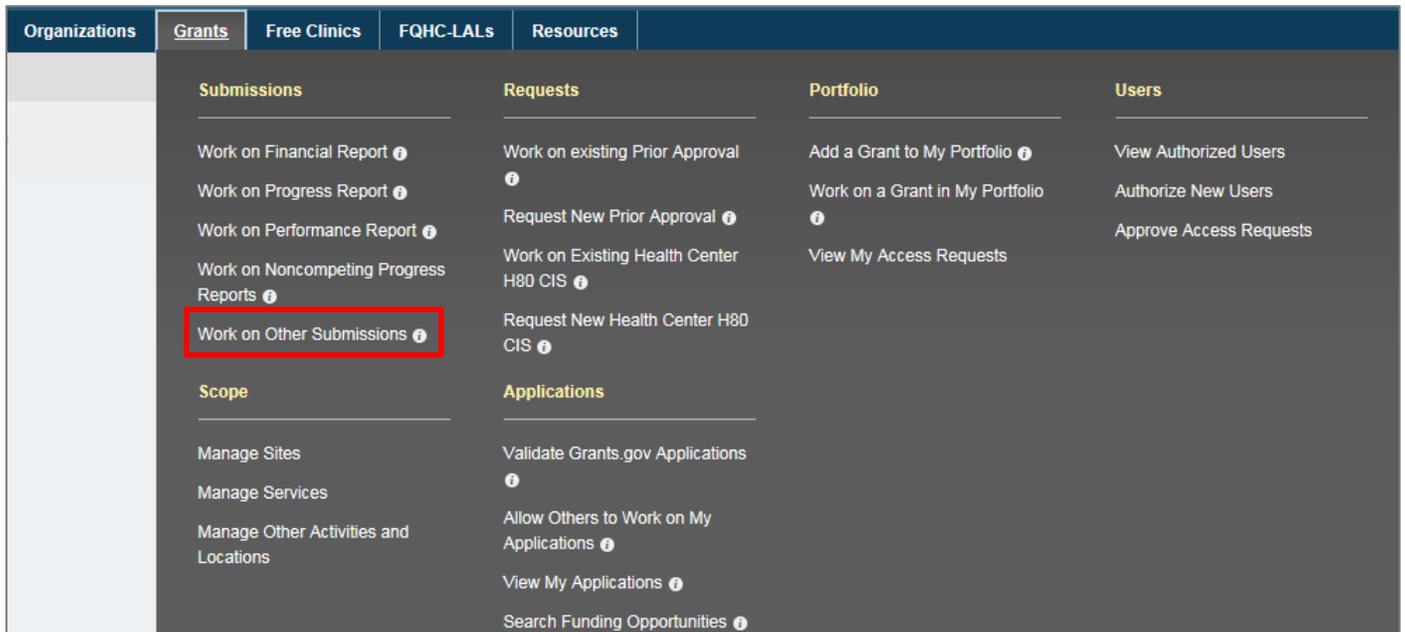
Figure 1. HRSA **HAB** Electronic Handbooks: Screenshot of the Home **Page**



 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**

**Submissions - All**

Not Completed | Recently Completed | All

**Search Filters:**

**Basic Search Parameters**

Grant Number (comma separated list)  (e.g. C80CS16989)      Submission Name Like

Submission Tracking Number Like

Submission Deadline (mm/dd/yyyy) Between  And

Organization  All  Healthy Choice Health Center

Submission Type  All  Financial Report  Noncompeting

**Advanced Search Parameters**

**Display Options**

Sort Method (Grid | Custom)

Search Name:

Page size: 15    Go    120 items in 8 page(s)

| Submission Name              | Submission Type   | Organization                 | Grant #    | Tracking # | Reporting Period   | Deadline  | Submitted Date | Status      | Options   |
|------------------------------|-------------------|------------------------------|------------|------------|--------------------|-----------|----------------|-------------|-----------|
| ▶ FY 2019 Allocations Report | Other Submissions | Healthy Choice Health Center | H76HA00000 |            | 4/1/2019-3/31/2020 | 6/30/2019 |                | Not Started | ▶ Start ▼ |
| ▶ FY 2019 Allocations Report | Other Submissions | Healthy Choice Health Center | H12HA00000 |            | 4/1/2019-3/31/2020 | 6/30/2019 |                | Not Started | ▶ Start ▼ |



**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

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The main content area is titled 'Allocations Report Inbox' and contains a table with the following data:

| # | Report ID | Submission         | Name                         | Grant Number | Budget Year        | Modified Date | Status      | Action |
|---|-----------|--------------------|------------------------------|--------------|--------------------|---------------|-------------|--------|
| 1 | 00000     | Allocations Report | Healthy Choice Health Center | H76HA00000   | 4/1/2019-3/31/2020 |               | Not Started | Create |

Below the table, there is a help section with contact information for HRSA and Data Support. The user is logged in as 'DataSupportUser, ReadOnly'.

## 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**.

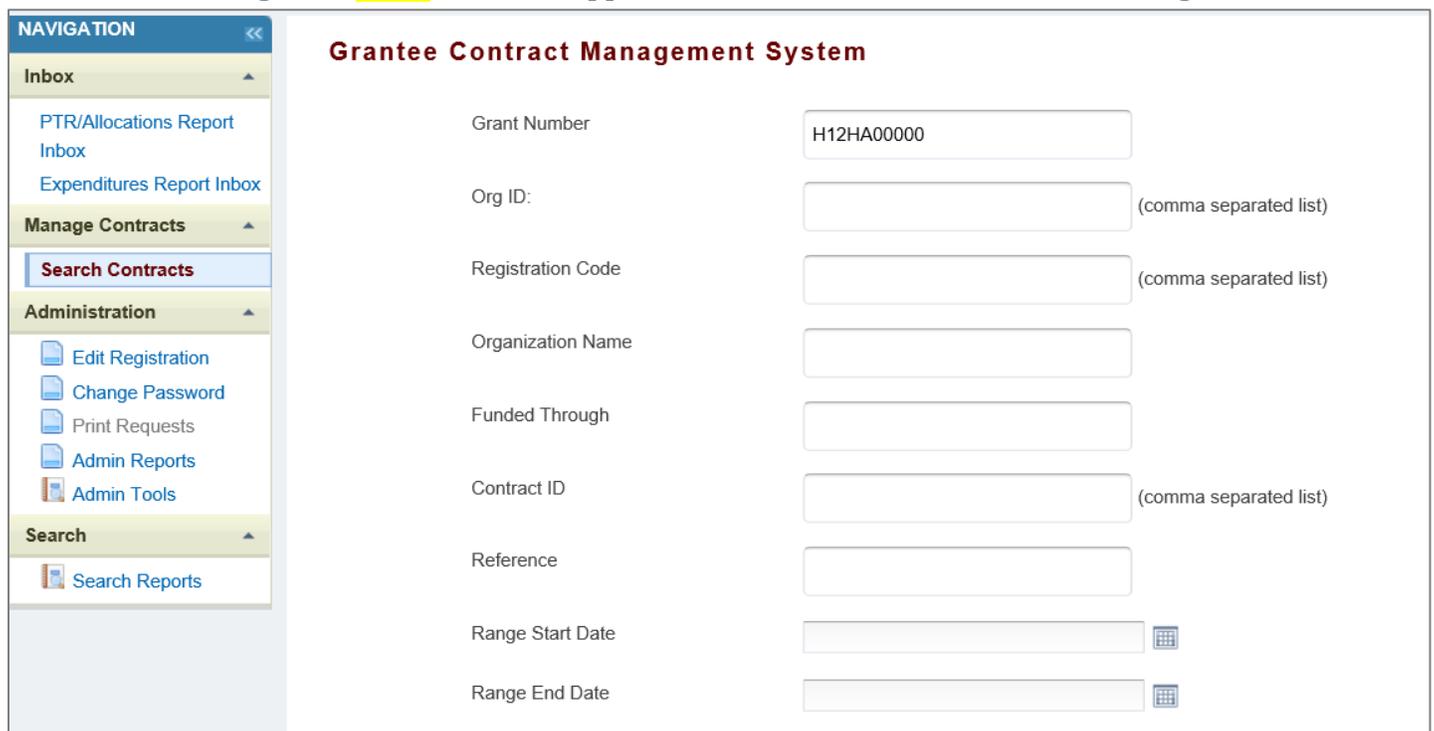
To access the GCMS via the PTR/Allocations Report Inbox, locate the Navigation panel on the left side of the screen. Under the “Manage Contracts” header, select “Search Contracts.”

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

The screenshot displays the HRSA Electronic Handbooks interface. The main content area is titled "Allocations Report Inbox" and contains a table with the following data:

| # | Report ID | Submission         | Name                         | Grant Number | Budget Year        | Modified Date | Status      | Action  |
|---|-----------|--------------------|------------------------------|--------------|--------------------|---------------|-------------|---|
| 1 | 00000     | Allocations Report | Healthy Choice Health Center | H76HA00000   | 4/1/2019-3/31/2020 |               | Not Started |  |

Below the table, there is a help section with contact information for the HRSA Contact Center and Data Support. The user is logged in as "DataSupportUser, ReadOnly". A note at the bottom indicates that Adobe Acrobat Reader 5 or higher is required for the application.

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

**Grantee Information**

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

\* a. Street:

\* b. City:

\* c. State:

\* d. Zip Code:

**2. Organization Identification:**

a. EIN:

b. DUNS:

**3. Contact information of person responsible for this submission:**

\* a. Name:

\* b. Title:

\* c. Phone:

d. Fax:

\* e. E-mail:

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

**Navigation**

- Grantee Information
- File Upload
- CLC Report
- Allocations Report

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- Manage Issues
- Release Lock

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocation Report
- Action History
- Print/Export CLC Report

**Administration**

**Search**

- Search Reports

### Grantee Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

- \* a. Street:
- \* b. City:
- \* c. State:
- \* d. Zip Code:

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

**3. Contact information of person responsible for this submission:**

- \* a. Name:
- \* b. Title:
- \* c. Phone:
- d. Fax:
- \* e. E-mail:

**Save**

## 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

The screenshot shows the HRSA Electronic Handbooks interface. The left navigation menu has 'CLC Report' highlighted with a red box. The main content area displays the 'Consolidated List of Contractors' for organization H89HA00000. A table lists contract details:

| Warning | Id     | Funded By  | Organization                | Reference | Start    | End       | Services |
|---------|--------|------------|-----------------------------|-----------|----------|-----------|----------|
|         | 111111 | H89HA00000 | Health and Happiness Clinic |           | 4/1/2019 | 3/31/2020 | 1        |

Below the table, it indicates 'Funded Services: Outpatient/Ambulatory Health Services'. At the bottom, there is contact information for the HRSA Contact Center and Data Support.

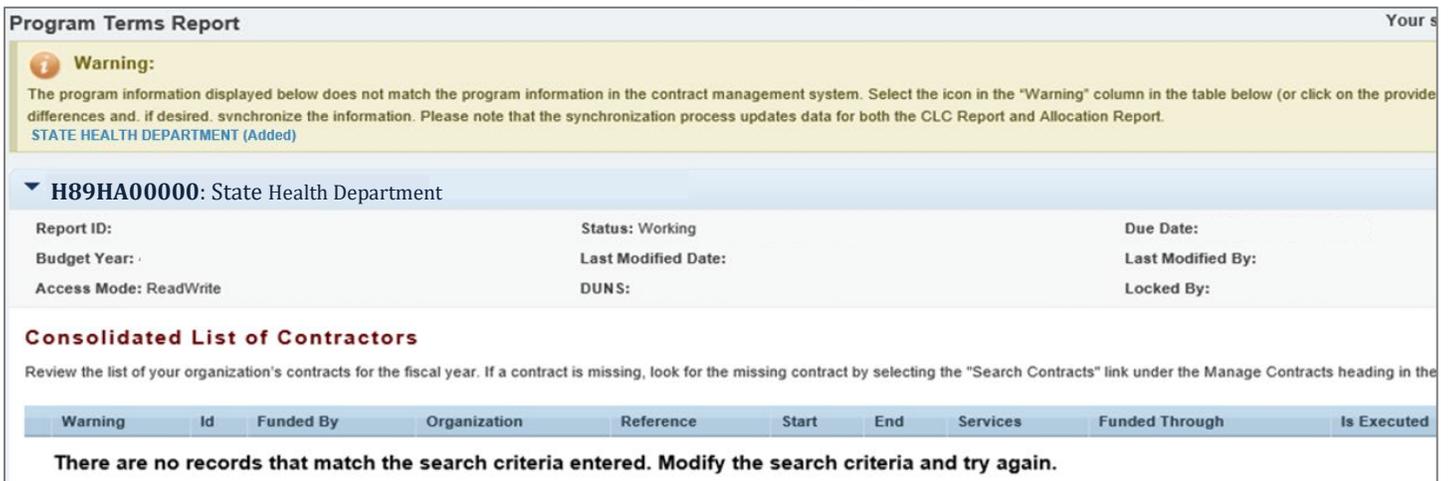
To extract the CLC, follow these steps.

**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

**Allocations Report**  
All fields are required.

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

Base + Supplemental Award Amount:

MAI Grant Request / Award Amount:

Total: Allocation Categories

| Service  | Base + Supplemental Award |         | MAI Award            |         | Combined Total |         |
|--|---------------------------|---------|----------------------|---------|----------------|---------|
|  | Amount                    | Percent | Amount               | Percent | Amount         | Percent |
| <b>Non-services</b>                            |                           |         |                      |         |                |         |
| a. Clinical Quality Management                 | <input type="text"/>      |         | <input type="text"/> |         |                |         |
| b. Grantee Administration                      | <input type="text"/>      |         | <input type="text"/> |         |                |         |
| <b>Non-services Subtotal</b>                   |                           |         |                      |         |                |         |
| c. Core Medical Services                       |                           |         |                      |         |                |         |
| d. Support Services                            |                           |         |                      |         |                |         |
| <b>Total Service Allocations</b>               |                           |         |                      |         |                |         |
| <b>Total Allocations (Service+Non-service)</b> |                           |         |                      |         |                |         |

**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."

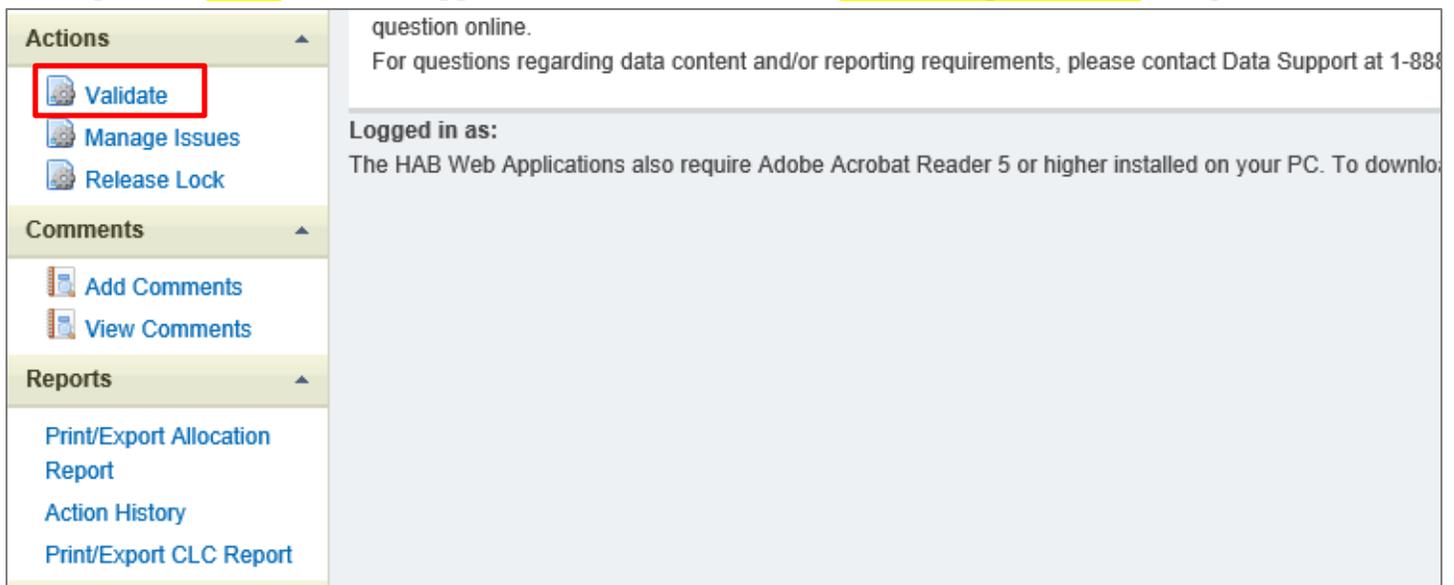
## Validating and Submitting the RWHAP Part A PTR

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**

**Validation Results**

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

**Grantee Information**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

**Required Document**

| Row No. | Check No. | Type    | Comment Count | Action                      |
|---------|-----------|---------|---------------|-----------------------------|
| 1       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 2       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 3       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 4       | 12        | Warning | 0             | <a href="#">Add Comment</a> |

**Consolidated List of**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

**Allocations Report**

| Row No. | Check No. | Message   | Type  | Comment Count | Action |
|---------|-----------|---|-------|---------------|--------|
| 1       | 18        | The amount reported for the Part B Base Award should equal the total calculated for Base Award Amount.  | Alert | 0             |        |
| 2       | 19        | The sum of the amounts reported for Part B ADAP Earmark Award and Part B ADAP Supplemental Award should equal the total calculated for ADAP + ADAP Supplemental Award Amount. | Alert | 0             |        |
| 3       | 20        | The amount reported for Part B Emerging Communities Award should equal the total calculated for Emerging Communities Award (EC) Amount.                                       | Alert | 0             |        |
| 4       | 21        | The amount calculated for Total Part B X07 Award must equal the amount calculated for Total Part B X07 allocations.   | Alert | 0             |        |
| 5       | 22        | No more than 5% of your total award or \$3 million (whichever is smaller) can be allocated to clinical quality management.  | Alert | 0             |        |

**Required Field: Comment (Maximum 3000 Characters):**

Design Preview

Characters left: 3000

Cancel Save

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

The screenshot displays the HRSA HAB Web Application interface. At the top, there are navigation tabs: Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALS, and Resources. Below these are links for Welcome, Recently Accessed, What's New, and Guide Me. The left sidebar contains a 'NAVIGATION' menu with sections for Inbox, Manage Contracts, Navigation (with links for Grantee Information, File Upload, CLC Report, and Allocations Report), References (Validation Rules, Guidance), Actions (Validate, Submit, PO Review, PQC Review, Manage Issues, Release Lock), and Comments (Add Comments). The main content area is titled 'Program Terms Report' and shows details for 'H89HA00000: State Health Department'. It includes fields for Report ID, Budget Year (04/01/2019-03/31/2020), Access Mode (ReadWrite), Status (Working), Last Modified Date, and DUNS. The 'Submit Report' section features a rich text editor with a toolbar and a 'Submit' button highlighted in red. Below the editor, there is a checkbox for certifying the data's accuracy and another 'Submit' button highlighted in red.



## 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](mailto: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](mailto:RyanWhiteDataSupport@wrma.com) via email at [RyanWhiteDataSupport@wrma.com](mailto: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](mailto: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

**Navigation**

- Grantee Information
- File Upload
- CLC Report
- Allocations Report

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- Manage Issues
- Release Lock

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocation Report
- Action History
- Print/Export CLC Report

**Administration**

- Search Reports

**Grantee Information**

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

- \* a. Street:
- \* b. City:
- \* c. State:
- \* d. Zip Code:

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

**3. Contact information of person responsible for this submission:**

- \* a. Name:
- \* b. Title:
- \* c. Phone:
- d. Fax:
- \* e. E-mail:

## 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**

The screenshot shows the HRSA HAB Web Application interface. On the left is a navigation menu with 'File Upload' highlighted. The main content area is titled 'File Upload' and contains a table of documents, a 'Submission Components' section with instructions, and a table of primary documents with 'Upload' buttons.

| Document Name   | Description | Size      | Part   | Budget Year          | Action |
|---|-------------|-----------|--------|----------------------|--------|
| FY 2019 RWHAP Part B Standard Outcomes Measures FINAL.docx  |             | 30.71 KBs | Part B | 3/1/2019 - 2/29/2020 | View   |
| FY 2019 RWHAP Part B Program Terms Report Instructions.docx |             | 66.91 KBs | Part B | 3/1/2019 - 2/29/2020 | 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 |
|---|-------------|---------------|------|---------------|--------|
| <b>Primary Documents</b>  |             |               |      |               |        |
| FY 2019 RWHAP Part B CRC Template (Download Template)                       |             |               |      |               | Upload |
| FY 2019 RWHAP PART B BUDGET NARRATIVE SPREADSHEET FINAL (Download Template) |             |               |      |               | Upload |
| FY 2019 RWHAP PART B IMPLEMENTATION PLAN (Download Template)                |             |               |      |               | Upload |
| SF424A-V1.0 (Download Template)   |             |               |      |               | Upload |

Upload Supplemental Document

**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

The screenshot shows the HRSA HAB Web Application interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The left sidebar contains a 'NAVIGATION' menu with options like 'Inbox', 'Manage Contracts', 'Search Contracts', 'Navigation', 'Grantee Information', 'File Upload', 'CLC Report' (highlighted with a red box), 'Allocations Report', and 'References'. The main content area is titled 'Program Terms Report' for 'X07HA00000: State Health Department'. It displays report details such as Report ID (11111), Budget Year (04/01/2019 - 03/31/2020), Access Mode (ReadWrite), Status (Working), Last Modified Date, and DUNS. Below this is a section titled 'Consolidated List of Contractors' with a descriptive paragraph and a table of contracts.

| Warning | Id     | Funded By  | Organization         | Reference | Start      | End        | Services | Funded Through | Is Executed | Amount      |
|---------|--------|------------|----------------------|-----------|------------|------------|----------|----------------|-------------|-------------|
| +       | 111111 | X07HA00000 | Potomac Clinic, Inc. |           | 04/01/2019 | 03/31/2020 | 2        |                |             | \$36,933.00 |

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**

**Program Terms Report**
Your s

**Warning:**

The program information displayed below does not match the program information in the contract management system. Select the icon in the "Warning" column in the table below (or click on the provide differences and, if desired, svnchronize the information. Please note that the synchronization process updates data for both the CLC Report and Allocation Report.

[STATE HEALTH DEPARTMENT \(Added\)](#)

▼ **X07HA00000: State Heath Department**

|                        |  |                                  |
|------------------------|--|----------------------------------|
| Report ID:             | Status: Working                            | Due Date: 06/30/2019 11:59:59 PM |
| Budget Year: .         | Last Modified Date: 04/15/2019 03:30:15 PM | Last Modified By:                |
| Access Mode: ReadWrite | DUNS:                                      | Locked By:                       |

**Consolidated List of Contractors**

Review the list of your organization's contracts for the fiscal year. If a contract is missing, look for the missing contract by selecting the "Search Contracts" link under the Manage Contracts heading in the

| Warning   | Id | Funded By | Organization | Reference | Start | End | Services | Funded Through | Is Executed |
|---|----|-----------|--------------|-----------|-------|-----|----------|----------------|-------------|
| <b>There are no records that match the search criteria entered. Modify the search criteria and try again.</b> |    |           |              |           |       |     |          |                |             |

# 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  | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| b. Health Insurance to Provide Medications                   | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| c. ADAP Access/Adherence/Monitoring Services                 | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| 2. Part B Health Insurance Premium & Cost Sharing Assistance | <input type="text"/> |                       |                                       |   | <input type="text"/>                  |   |              |                  |
| 3. Part B Home and Community-based Health Services           | <input type="text"/> |                       |                                       |   | <input type="text"/>                  |   |              |                  |
| 4a. Part B HIV Care Consortia/EC Services                    |                      |                       |                                       |   |                                       |   |              |                  |
| 4b. Part B HIV Care Consortia Administration                 | <input type="text"/> |                       |                                       |   |                                       |   |              |                  |
| 5. Part B State Direct Services                              |                      |                       |                                       |   |                                       |   |              |                  |
| 6. Part B Clinical Quality Management                        | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| 7. Part B Grantee Planning & Evaluation Activities           | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| 8. Grantee Administration                                    | <input type="text"/> |                       | <input type="text"/>                  |   | <input type="text"/>                  |   |              |                  |
| 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 %               |
| <b>6. Total MAI Allocations</b>                         | <b>\$0</b>       | <b>0.00 %</b>        |

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.”

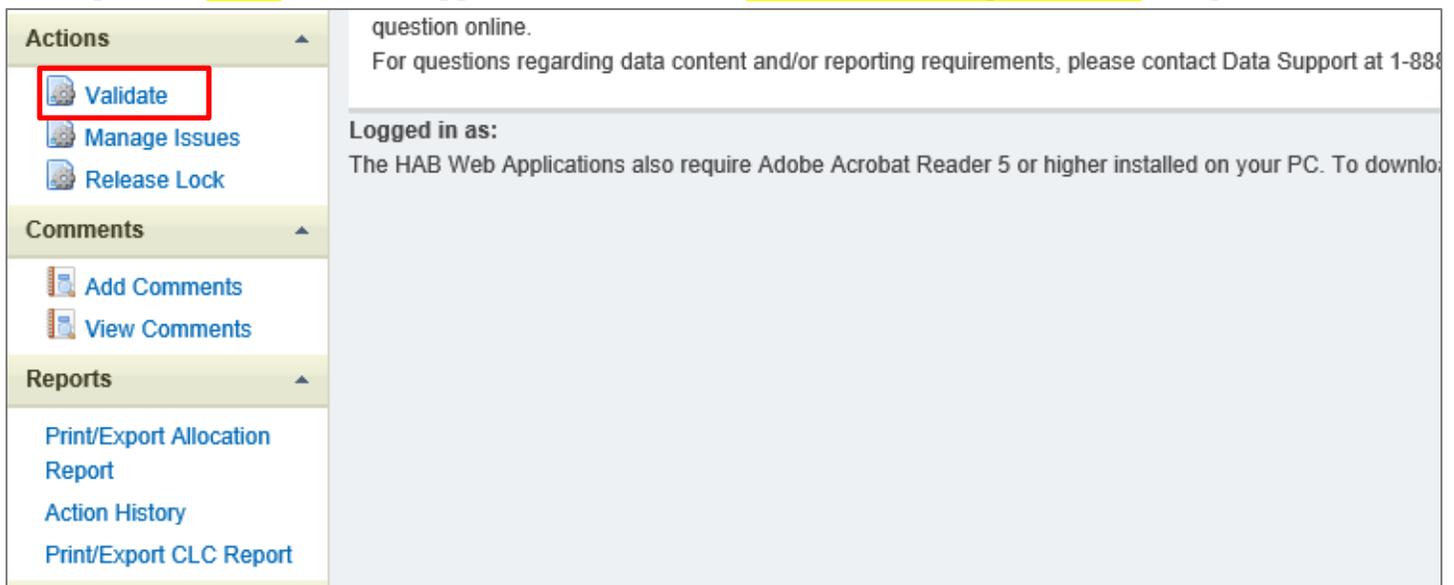
## Validating and Submitting the RWHAP Part B PTR

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

**Validation Results**

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

**Grantee Information**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

**Required Document**

| Row No. | Check No. | Type    | Comment Count | Action                      |
|---------|-----------|---------|---------------|-----------------------------|
| 1       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 2       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 3       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 4       | 12        | Warning | 0             | <a href="#">Add Comment</a> |

**Consolidated List of**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

**Allocations Report**

| Row No. | Check No. | Message   | Type  | Comment Count | Action |
|---------|-----------|---|-------|---------------|--------|
| 1       | 18        | The amount reported for the Part B Base Award should equal the total calculated for Base Award Amount.  | Alert | 0             |        |
| 2       | 19        | The sum of the amounts reported for Part B ADAP Earmark Award and Part B ADAP Supplemental Award should equal the total calculated for ADAP + ADAP Supplemental Award Amount. | Alert | 0             |        |
| 3       | 20        | The amount reported for Part B Emerging Communities Award should equal the total calculated for Emerging Communities Award (EC) Amount.                                       | Alert | 0             |        |
| 4       | 21        | The amount calculated for Total Part B X07 Award must equal the amount calculated for Total Part B X07 allocations.   | Alert | 0             |        |
| 5       | 22        | No more than 5% of your total award or \$3 million (whichever is smaller) can be allocated to clinical quality management.  | Alert | 0             |        |

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**

The screenshot displays the HRSA HAB Web Application interface. At the top, there are navigation tabs: Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALs, and Resources. Below these are sub-tabs: Welcome, Recently Accessed, What's New, and Guide Me. The left sidebar contains a 'NAVIGATION' menu with sections: Inbox, Manage Contracts, Search Contracts, Navigation (with links for Grantee Information, File Upload, CLC Report, and Allocations Report), References (with links for Validation Rules and Guidance), Actions (with links for Validate, Submit, PO Review, PQC Review, Manage Issues, and Release Lock), and Comments (with an Add Comments link). The main content area is titled 'Program Terms Report' and shows details for 'X07HA00000 : STATE HEALTH DEPARTMENT'. The report ID is X07HA00000, Budget Year is 4/1/04/01/2019 - 03/31/2020, Access Mode is Reporting, Status is Working, Last Modified Date is blank, and DUNS is blank. The 'Submit Report' section includes a rich text editor for comments, a 'Submit' button, and a certification checkbox. The 'Submit' button in the left navigation menu is highlighted with a red 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](mailto: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](mailto: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](mailto: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

**Navigation**

- Grantee Information
- File Upload
- CLC Report
- Allocations Report

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- Manage Issues
- Release Lock

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocation Report
- Action History
- Print/Export CLC Report

**Administration**

**Search**

- Search Reports

**Grantee Information**

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

- \* a. Street:
- \* b. City:
- \* c. State:
- \* d. Zip Code:

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

**3. Contact information of person responsible for this submission:**

- \* a. Name:
- \* b. Title:
- \* c. Phone:
- d. Fax:
- \* e. E-mail:

## 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**

The screenshot shows the HRSA HAB Web Application interface. On the left is a navigation menu with sections: Search Contracts, Navigation (with 'File Upload' highlighted), References, Validation Rules, Guidance, Actions, Comments, and Reports. The main content area is titled 'File Upload' and contains the following elements:

| Document Name   | Description | Size      | Part   | Budget Year          | Action |
|---|-------------|-----------|--------|----------------------|--------|
| FY 2019 RWHAP Part B Standard Outcomes Measures FINAL.docx  |             | 30.71 KBs | Part B | 3/1/2019 - 2/29/2020 | View   |
| FY 2019 RWHAP Part B Program Terms Report Instructions.docx |             | 66.91 KBs | Part B | 3/1/2019 - 2/29/2020 | 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 |
|---|-------------|---------------|------|---------------|--------|
| <b>Primary Documents</b>  |             |               |      |               |        |
| FY 2019 RWHAP Part B CRC Template (Download Template)                       |             |               |      |               | Upload |
| FY 2019 RWHAP PART B BUDGET NARRATIVE SPREADSHEET FINAL (Download Template) |             |               |      |               | Upload |
| FY 2019 RWHAP PART B IMPLEMENTATION PLAN (Download Template)                |             |               |      |               | Upload |
| SF424A-V1.0 (Download Template)   |             |               |      |               | Upload |

[Upload Supplemental Document](#)

**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.

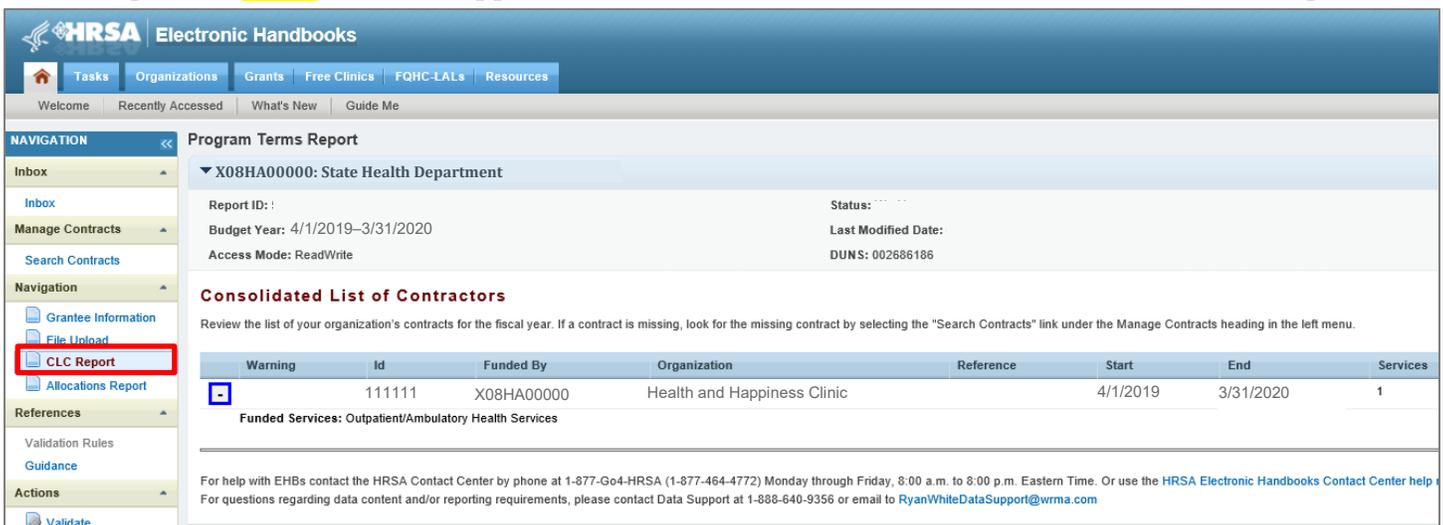
A new field will appear at the bottom of the page. Select “Browse” and locate the additional file you want to upload. Select “Submit” to upload the document.

## 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



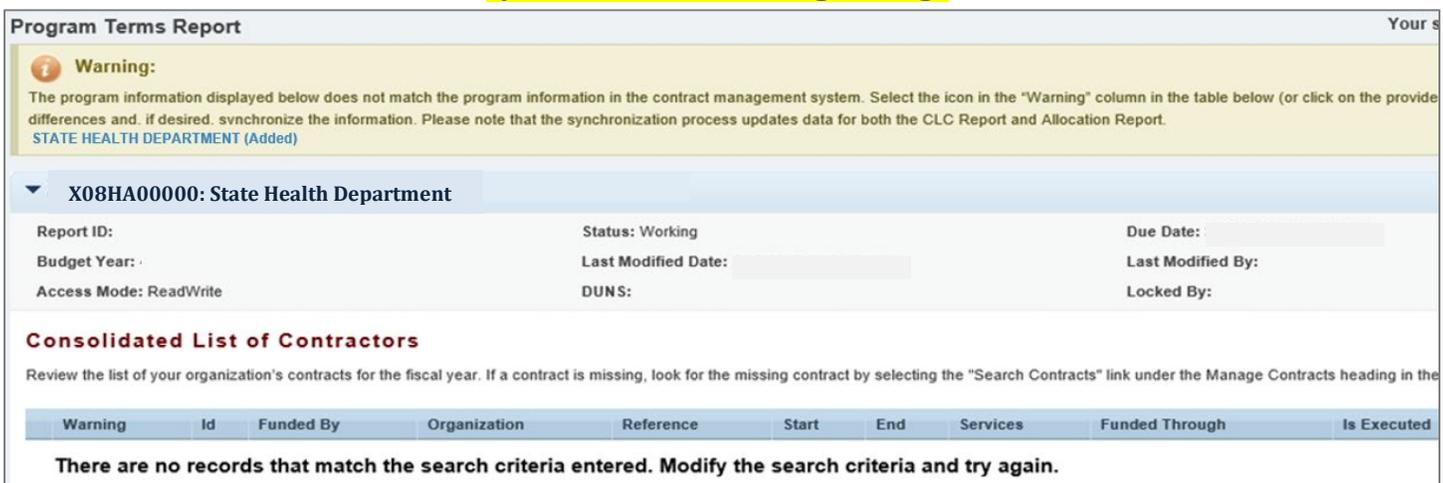
To access the CLC, follow these steps.

**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   | <input style="width: 80%;" type="text"/> |         |
| b. Health Insurance to Provide Medications                    | <input style="width: 80%;" type="text"/> |         |
| c. ADAP Access/Adherence/Monitoring Services                  | <input style="width: 80%;" type="text"/> |         |
| 2. Part B Health Insurance Premium & Cost Sharing Assistance  | <input style="width: 80%;" type="text"/> |         |
| 3. Part B Home and Community-based Health Services            | <input style="width: 80%;" type="text"/> |         |
| 4a. Part B HIV Care Consortia(Provide detail in Section B)    |  |         |
| 4b. Part B HIV Care Consortia/EC Administration               | <input style="width: 80%;" type="text"/> |         |
| 5. Part B State Direct Services (Provide detail in Section B) |  |         |
| 6. Part B Clinical Quality Management                         | <input style="width: 80%;" type="text"/> |         |
| 7. Part B Grantee Planning & Evaluation Activities            | <input style="width: 80%;" type="text"/> |         |
| 8. Grantee Administration                                     | <input style="width: 80%;" type="text"/> |         |
| <b>9. Total Part B Supplemental Funding Amounts</b>           |  |         |

| Service  | Consortia |         | Direct Service |         | Combined Total |         |
|--|-----------|---------|----------------|---------|----------------|---------|
|  | Amount    | Percent | Amount         | Percent | Amount         | Percent |
| <b>Core Medical Services</b>   |           |         |                |         |                |         |
| 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 %  |
| <b>1. Core Medical Services</b>  | \$0       | 0.00 %  | \$0            | 0.00 %  | \$0            | 0.00 %  |
| <b>Support Services</b>  |           |         |                |         |                |         |
| 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."

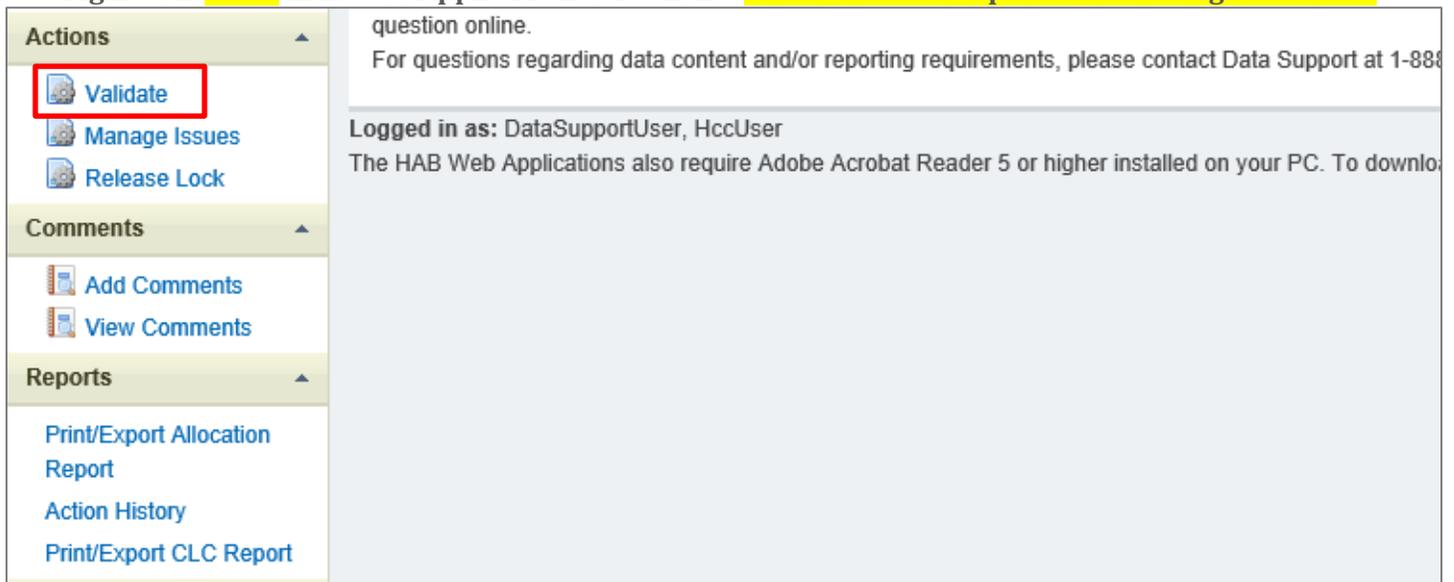
## Validating and Submitting the RWHAP Part B Supplemental Award

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**



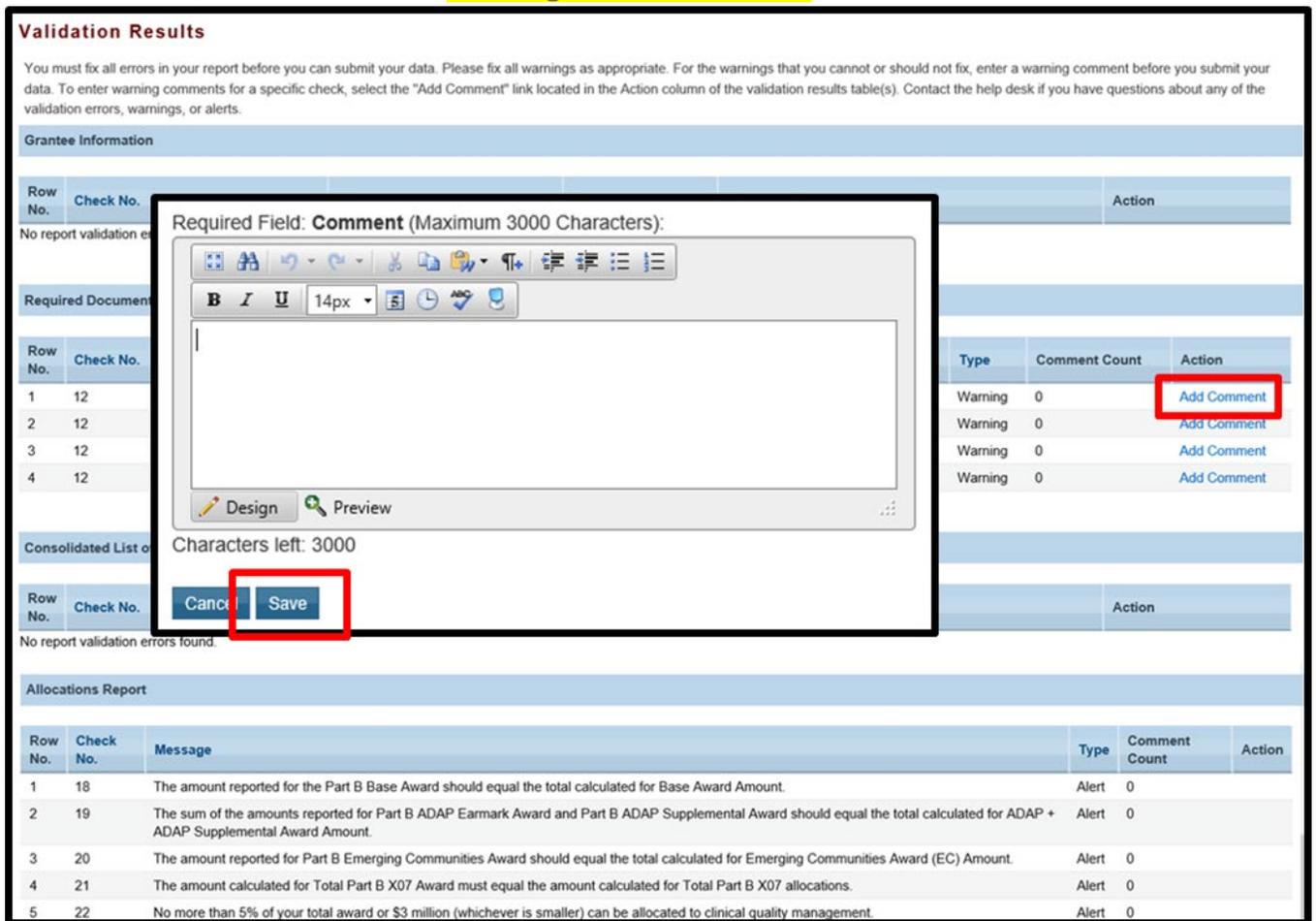
**Step Two:** Once the system displays your validation results, the system will sort validation problems into three categories: Errors, Warnings, and Alerts.

- **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

The screenshot shows the HRSA HAB Web Application interface. At the top, there are navigation tabs: Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALS, and Resources. Below these are sub-tabs: Welcome, Recently Accessed, What's New, and Guide Me. The left sidebar contains a 'NAVIGATION' menu with sections: Inbox, Manage Contracts, Search Contracts, Navigation (with links for Grantee Information, File Upload, CLC Report, Allocations Report), References (Validation Rules, Guidance), Actions (Validate, Submit, PO Review, PQC Review, Manage Issues, Release Lock), and Comments (Add Comments). The main content area is titled 'Program Terms Report' for 'X08HA00000: State Health Department'. It shows report details: Report ID, Budget Year (04/01/2019 - 03/31/2020), Access Mode (ReadWrite), Status (Working), Last Modified Date, and DUNS. The 'Submit Report' section includes a text area for comments with a rich text editor toolbar and a 'Submit' button. Below the text area is a certification checkbox and a 'Submit' button. The 'Submit' button in the navigation menu is highlighted with a red 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](mailto: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](mailto: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

**Navigation**

- Grantee Information
- File Upload
- CLC Report
- Allocations Report

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- Manage Issues
- Release Lock

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocation Report
- Action History
- Print/Export CLC Report

**Administration**

**Search**

- Search Reports

### Grantee Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

- \* a. Street:
- \* b. City:
- \* c. State:
- \* d. Zip Code:

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

**3. Contact information of person responsible for this submission:**

- \* a. Name:
- \* b. Title:
- \* c. Phone:
- d. Fax:
- \* e. E-mail:

# 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 | <a href="#">View</a> |

**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

The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled "Allocations Report" and displays details for "H76HA00000: Health and Happiness Clinic". Below this, there is a section titled "Consolidated List of Contractors" with a table of data. The table has the following columns: Warning, Id, Funded By, Organization, Reference, Start, End, and Services. A single row is shown with a blue square in the Warning column, Id 111111, Funded By H76HA00000, Organization Health and Happiness Clinic, Reference, Start 4/1/2019, End 3/31/2020, and Services 1. Below the table, it says "Funded Services: Outpatient/Ambulatory Health Services".

| Warning                  | Id     | Funded By  | Organization                | Reference | Start    | End       | Services |
|--------------------------|--------|------------|-----------------------------|-----------|----------|-----------|----------|
| <input type="checkbox"/> | 111111 | H76HA00000 | Health and Happiness Clinic |           | 4/1/2019 | 3/31/2020 | 1        |

Funded Services: Outpatient/Ambulatory Health Services

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**

**Allocations Report** Your s

**Warning:**  
 The program information displayed below does not match the program information in the contract management system. Select the icon in the "Warning" column in the table below (or click on the provide differences and, if desired, synchronize the information. Please note that the synchronization process updates data for both the CLC Report and Allocation Report.  
 STATE HEALTH DEPARTMENT (Added)

▼ **H76HA00000: Health and Happiness Clinic**

Report ID: Status: Working Due Date: 06/30/2019 11:59:59 PM  
 Budget Year: Last Modified Date: 04/15/2019 03:30:15 PM Last Modified By:  
 Access Mode: ReadWrite DUNS: Locked By:

**Consolidated List of Contractors**

Review the list of your organization's contracts for the fiscal year. If a contract is missing, look for the missing contract by selecting the "Search Contracts" link under the Manage Contracts heading in the

| Warning   | Id | Funded By | Organization | Reference | Start | End | Services | Funded Through | Is Executed |
|---|----|-----------|--------------|-----------|-------|-----|----------|----------------|-------------|
| <b>There are no records that match the search criteria entered. Modify the search criteria and try again.</b> |    |           |              |           |       |     |          |                |             |

## 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**

**Navigation**

- Grantee Information
- File Upload
- CLC Report
- Allocations Report**

**References**

- Validation Rules
- Guidance

**Actions**

- Validate
- Manage Issues
- Release Lock

**Comments**

- Add Comments
- View Comments

**Reports**

- Print/Export Allocation Report

**Allocations Report**  
 All fields are required.

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

Part C Grant Award Amount:

**Part C Program Total**

| Service  | Base Award Amount    | Base Award Percent |
|--|----------------------|--------------------|
| <b>Non-services</b>                            |                      |                    |
| a. Clinical Quality Management Activities      | <input type="text"/> |                    |
| b. Grantee Administration                      | <input type="text"/> |                    |
| <b>Non-services Subtotal</b>                   |                      |                    |
| <b>Client Services</b>                         |                      |                    |
| c. Core Medical Services                       |                      |                    |
| d. Support Services                            |                      |                    |
| <b>Service Allocation Subtotal</b>             |                      |                    |
| <b>Total Allocations (Service+Non-service)</b> |                      |                    |

**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.”

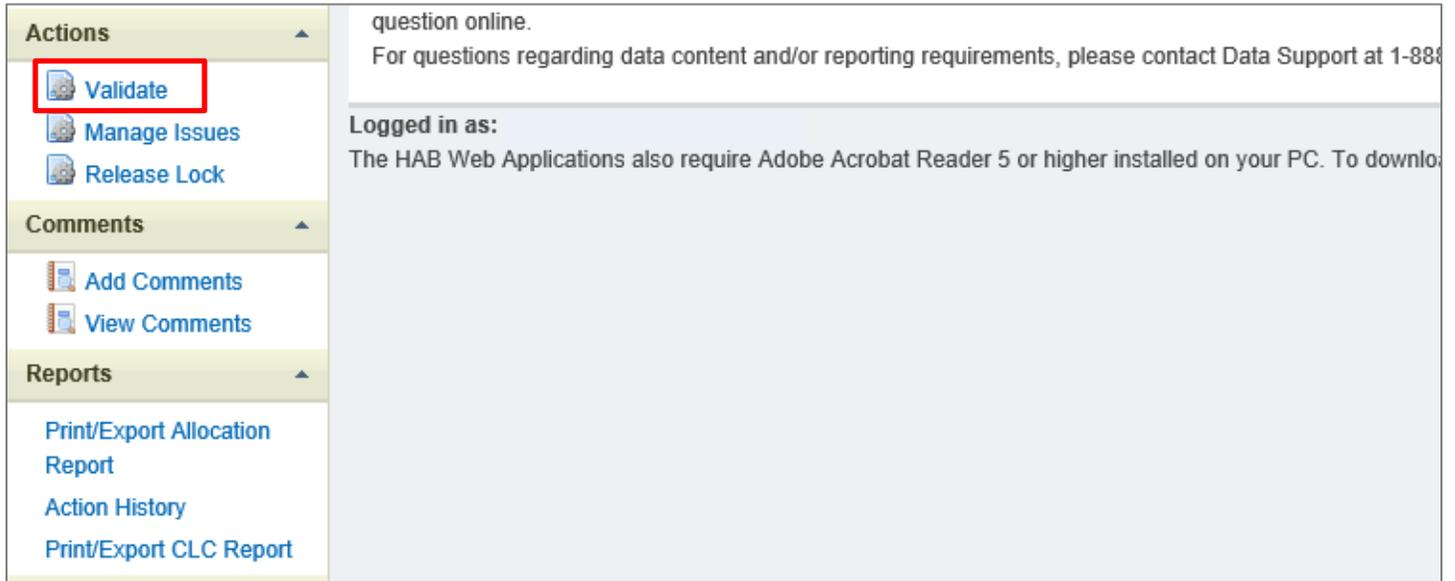
## Validating and Submitting the **RWHAP** Part C Allocations Report

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**

**Validation Results**

You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.

**Grantee Information**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

**Required Document**

| Row No. | Check No. | Type    | Comment Count | Action                      |
|---------|-----------|---------|---------------|-----------------------------|
| 1       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 2       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 3       | 12        | Warning | 0             | <a href="#">Add Comment</a> |
| 4       | 12        | Warning | 0             | <a href="#">Add Comment</a> |

**Consolidated List of**

| Row No.                            | Check No. | Action |
|------------------------------------|-----------|--------|
| No report validation errors found. |           |        |

Required Field: **Comment** (Maximum 3000 Characters):

Rich text editor toolbar: Bold, Italic, Underline, 14px font size, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of Contents, Print, Help.

Design | Preview

Characters left: 3000

**Allocations Report**

| Row No. | Check No. | Message   | Type  | Comment Count | Action |
|---------|-----------|---|-------|---------------|--------|
| 1       | 18        | The amount reported for the Part B Base Award should equal the total calculated for Base Award Amount.  | Alert | 0             |        |
| 2       | 19        | The sum of the amounts reported for Part B ADAP Earmark Award and Part B ADAP Supplemental Award should equal the total calculated for ADAP + ADAP Supplemental Award Amount. | Alert | 0             |        |
| 3       | 20        | The amount reported for Part B Emerging Communities Award should equal the total calculated for Emerging Communities Award (EC) Amount.                                       | Alert | 0             |        |
| 4       | 21        | The amount calculated for Total Part B X07 Award must equal the amount calculated for Total Part B X07 allocations.   | Alert | 0             |        |
| 5       | 22        | No more than 5% of your total award or \$3 million (whichever is smaller) can be allocated to clinical quality management.  | Alert | 0             |        |

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

The screenshot shows the HRSA HAB Web Application interface. At the top, there are navigation tabs: Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALS, and Resources. Below these are sub-tabs: Welcome, Recently Accessed, What's New, and Guide Me. On the left side, there is a 'NAVIGATION' sidebar with sections: Inbox, Manage Contracts, Search Contracts, Navigation (with links for Grantee Information, File Upload, CLC Report, and Allocations Report), References (with links for Validation Rules and Guidance), Actions (with links for Validate, Submit, PO Review, PQC Review, Manage Issues, and Release Lock), and Comments (with an Add Comments link). The 'Submit' link in the Actions section is highlighted with a red box.

The main content area is titled 'Allocations Report' and shows details for 'H76HA00000: Health and Happiness Clinic'. It includes fields for Report ID, Budget Year (04/01/2019 - 03/31/2020), Access Mode (ReadWrite), Status (Working), Last Modified Date, and DUNS. Below this is the 'Submit Report' section, which includes a text area for comments and a 'Submit' button. The text area also has a 'Submit' button highlighted with a red 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](mailto: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](mailto: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

**Navigation** ▲

- Grantee Information
- File Upload
- CLC Report
- Allocations Report

**References** ▲

- Validation Rules
- Guidance

**Actions** ▲

- Validate
- Manage Issues
- Release Lock

**Comments** ▲

- Add Comments
- View Comments

**Reports** ▲

- Print/Export Allocation Report
- Action History
- Print/Export CLC Report

**Administration** ▼

**Search** ▲

- Search Reports

## Grantee Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. Information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

- \* a. Street:
- \* b. City:
- \* c. State:
- \* d. Zip Code:

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

**3. Contact information of person responsible for this submission:**

- \* a. Name:
- \* b. Title:
- \* c. Phone:
- d. Fax:
- \* e. E-mail:

# 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 | <a href="#">View</a> |

**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

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The left sidebar has a 'NAVIGATION' section with 'CLC Report' highlighted in a red box. The main content area is titled 'Allocations Report' and shows details for 'H12HA00000: Health and Happiness Clinic'. Below this, there is a section for 'Consolidated List of Contractors' with a table of contracts.

| Warning                  | Id     | Funded By  | Organization                | Reference | Start    | End       | Services |
|--------------------------|--------|------------|-----------------------------|-----------|----------|-----------|----------|
| <input type="checkbox"/> | 111111 | H12HA00000 | Health and Happiness Clinic |           | 8/1/2019 | 7/31/2020 | 1        |

Below the table, it says 'Funded Services: Outpatient/Ambulatory Health Services'. At the bottom, there is a help section with contact information for HRSA and Data Support.

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**

**Program Terms Report**
Your s

**Warning:**

The program information displayed below does not match the program information in the contract management system. Select the icon in the "Warning" column in the table below (or click on the provided differences and, if desired, synchronize the information. Please note that the synchronization process updates data for both the CLC Report and Allocation Report.

[STATE HEALTH DEPARTMENT \(Added\)](#)

▼ **X07HA00000: State Health Department**

|                        |  |                                 |
|------------------------|--|---------------------------------|
| Report ID:             | Status: Working                          | Due Date: 3/31/2018 11:59:59 PM |
| Budget Year: .         | Last Modified Date: 5/19/2017 8:49:45 AM | Last Modified By:               |
| Access Mode: ReadWrite | DUNS:                                    | Locked By:                      |

**Consolidated List of Contractors**

Review the list of your organization's contracts for the fiscal year. If a contract is missing, look for the missing contract by selecting the "Search Contracts" link under the Manage Contracts heading in the

| Warning   | Id | Funded By | Organization | Reference | Start | End | Services | Funded Through | Is Executed |
|---|----|-----------|--------------|-----------|-------|-----|----------|----------------|-------------|
| <b>There are no records that match the search criteria entered. Modify the search criteria and try again.</b> |    |           |              |           |       |     |          |                |             |

## 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

| Service  | Base Award Amount    | Base Award Percent |
|--|----------------------|--------------------|
| <b>Non-services</b>                            |                      |                    |
| a. Clinical Quality Management Activities      | <input type="text"/> |                    |
| b. Grantee Administration                      | <input type="text"/> |                    |
| c. Indirect Costs                              | <input type="text"/> |                    |
| <b>Non-services Subtotal</b>                   |                      |                    |
| <b>Client Services</b>                         |                      |                    |
| d. Core Medical Services                       |                      |                    |
| e. Support Services                            |                      |                    |
| <b>Service Allocation Subtotal</b>             |                      |                    |
| <b>Total Allocations (Service+Non-service)</b> |                      |                    |

**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.”

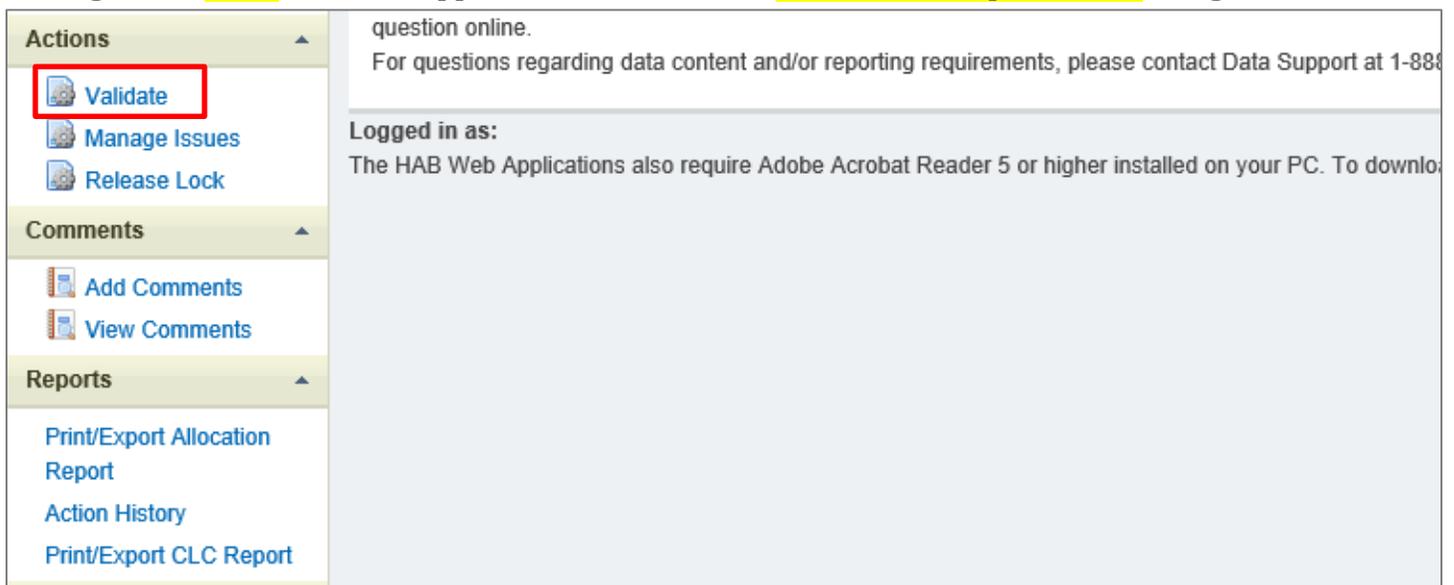
## Validating and Submitting the RWHAP Part D Allocations Report

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

The screenshot displays the 'Validation Results' section of the HRSA HAB Web Application. At the top, a message states: 'You must fix all errors in your report before you can submit your data. Please fix all warnings as appropriate. For the warnings that you cannot or should not fix, enter a warning comment before you submit your data. To enter warning comments for a specific check, select the "Add Comment" link located in the Action column of the validation results table(s). Contact the help desk if you have questions about any of the validation errors, warnings, or alerts.'

Below this message is a table of validation results. The table has columns for 'Row No.', 'Check No.', 'Type', 'Comment Count', and 'Action'. The 'Action' column contains 'Add Comment' links for each row. A red box highlights one of these 'Add Comment' links.

A modal window titled 'Required Field: Comment (Maximum 3000 Characters):' is open over the table. It features a rich text editor with a toolbar (bold, italic, underline, font size, etc.) and a large text area. Below the text area, it shows 'Characters left: 3000' and two buttons: 'Cancel' and 'Save'. A red box highlights the 'Save' button.

At the bottom of the screenshot, an 'Allocations Report' table is visible, listing various checks and their messages. The table has columns for 'Row No.', 'Check No.', 'Message', 'Type', 'Comment Count', and 'Action'.

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**

The screenshot shows the HRSA HAB Web Application interface. At the top, there are navigation tabs for Tasks, Organizations, Grants, Free Clinics, FQHC-LALs, and Resources. Below this is a secondary navigation bar with Welcome, Recently Accessed, What's New, and Guide Me. The main content area is titled 'Allocations Report' and shows details for a specific report: 'H12HA00000: Health and Happiness Clinic'. The report ID is H12HA00000, the budget year is 4/1/2018 to 08/01/2019 - 07/31/2020, and the access mode is ReadWrite. The status is Working, and the last modified date is listed. Below the report details is the 'Submit Report' section, which includes a rich text editor for comments and a 'Submit' button. A certification checkbox is also present, with the text 'I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant a'. The 'Submit' button in the 'Actions' menu on the left is highlighted with a red 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](mailto: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](mailto: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) | MAJ Award (Do not include Program Income and Pharmaceutical Rebates dollars) | Total       |
|---|-------------------------------------|---|--|--|-------------|
| <b># Service Category: Core Medical Services</b>                                |                                     |   |  |  |             |
| Outpatient/Ambulatory Health Services   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | 100  |  | \$100       |
| AIDS Pharmaceutical Assistance (LPAP, CPAP)                                     | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Oral Health Care  | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                               |  |  |             |
| Early Intervention Services (EIS)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | 61000  |  | \$61,000    |
| Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | 91325  |  | \$91,325    |
| Home Health Care  | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Home and Community-Based Health Services  | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Hospice   | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Mental Health Services  | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Medical Nutrition Therapy   | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |
| Medical Case Management, including Treatment Adherence Services                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | 1086746  |  | \$1,086,746 |
| Substance Abuse Outpatient  | <input type="checkbox"/>            | <input type="checkbox"/>  |  |  |             |

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.