Program Terms Report (PTR)/ Allocations Report

Instruction Manual 2020

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HRSA Health Resources & Services Administration

WRMA A TRIMETRIX COMPANY

Table of Contents

Icons Used in this Manual

The following icons are used throughout this manual to alert you to important and/or useful information.

The note icon highlights information that you should know when completing this section.

The tip icon points out recommendations and suggestions that can make it easier to complete this section.

The question mark icon indicates common questions asked with answers provided.

All new text in the document is indicated with a gray highlight.

Introduction

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 details are 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 with HIV. 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 people with HIV 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
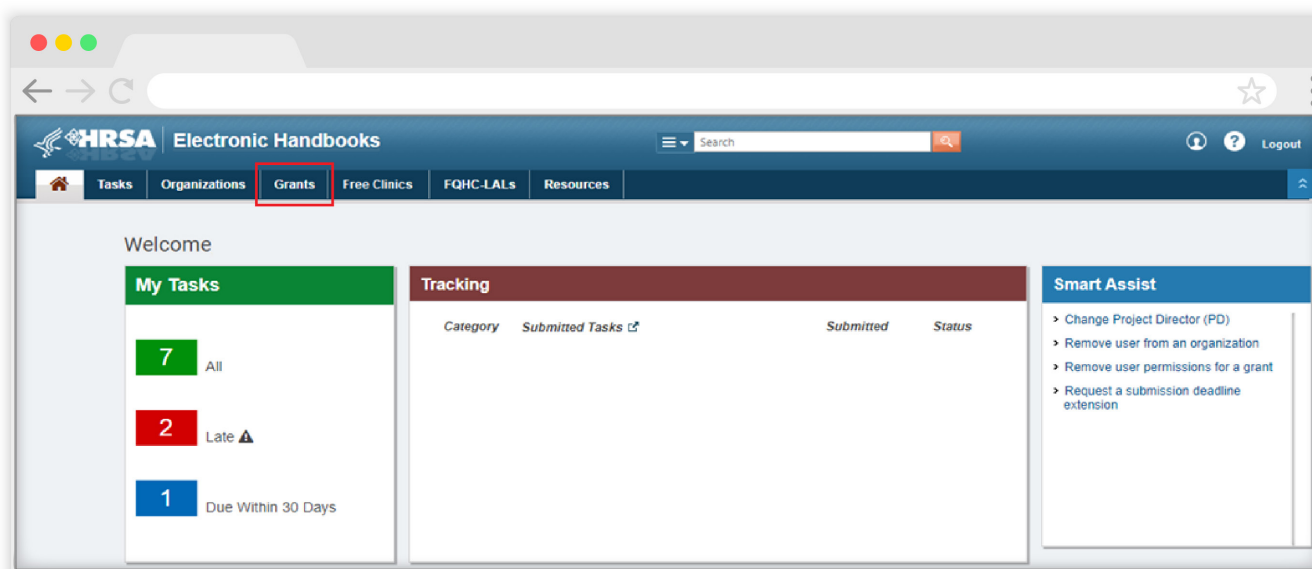
If you need assistance with your credentials for the EHBs, call the EHB Customer Support Center at 1-877-464-4772.

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 Grants Drop-Down Menu
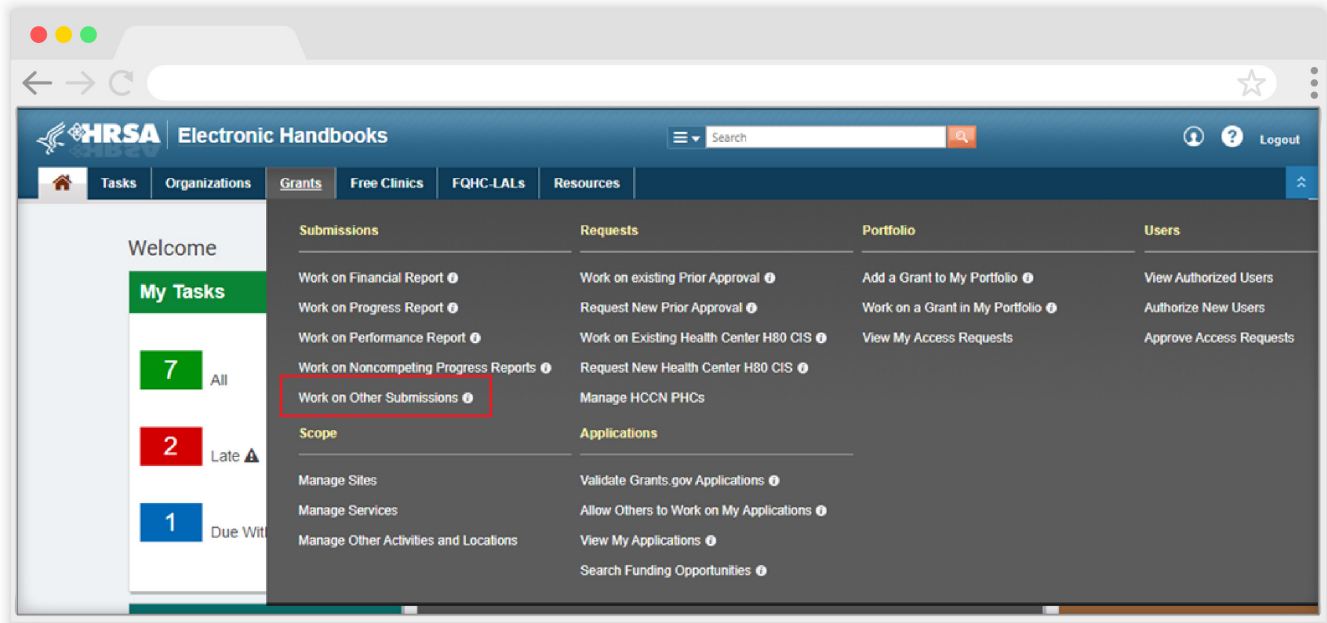
STEP THREE: On the bottom of the Submissions - All page, under "Submission Name," locate the PTR/Allocations Report submission you want to access. Then select "Start" (to start a new report) or "Edit" (to continue a report already in progress) listed under the "Options" header for your PTR/Allocations Report submission. A new window will appear.

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

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

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

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

💡 If you need help navigating the EHBs to find your annual PTR/ Allocations Report, call the EHB Customer Support 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 2020 report.

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

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

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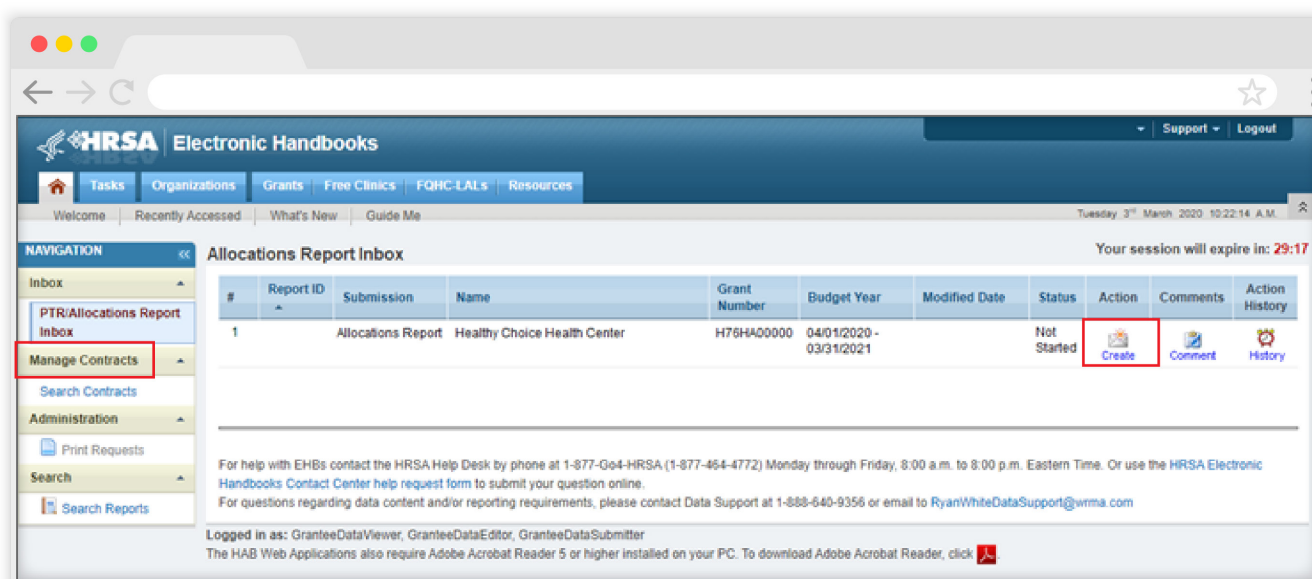
Accessing the GCMS

The PTR is one of several RWHAP reports that are linked to the Grantee Contract Management system (GCMS). 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 on 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
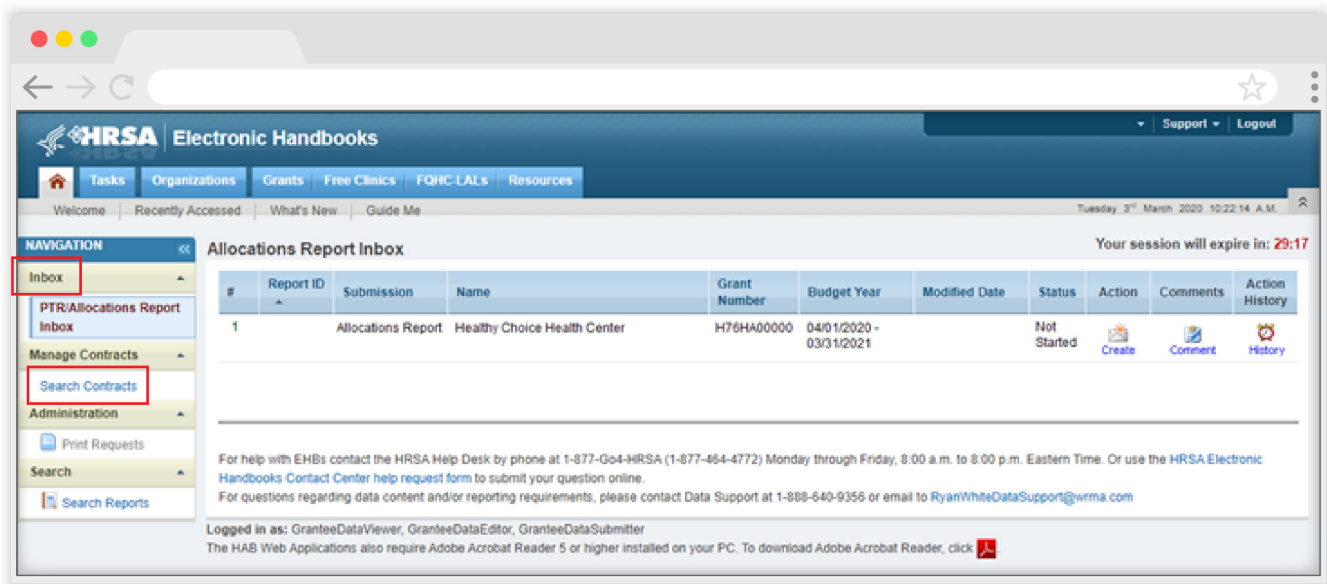
You have now accessed the GCMS and can search, modify, and delete contracts. For instructions on how to do this, please refer to the GCMS Manual available on the TargetHIV website.

Figure 6. HRSA HAB Web Application: Screenshot of the GCMS Home Page
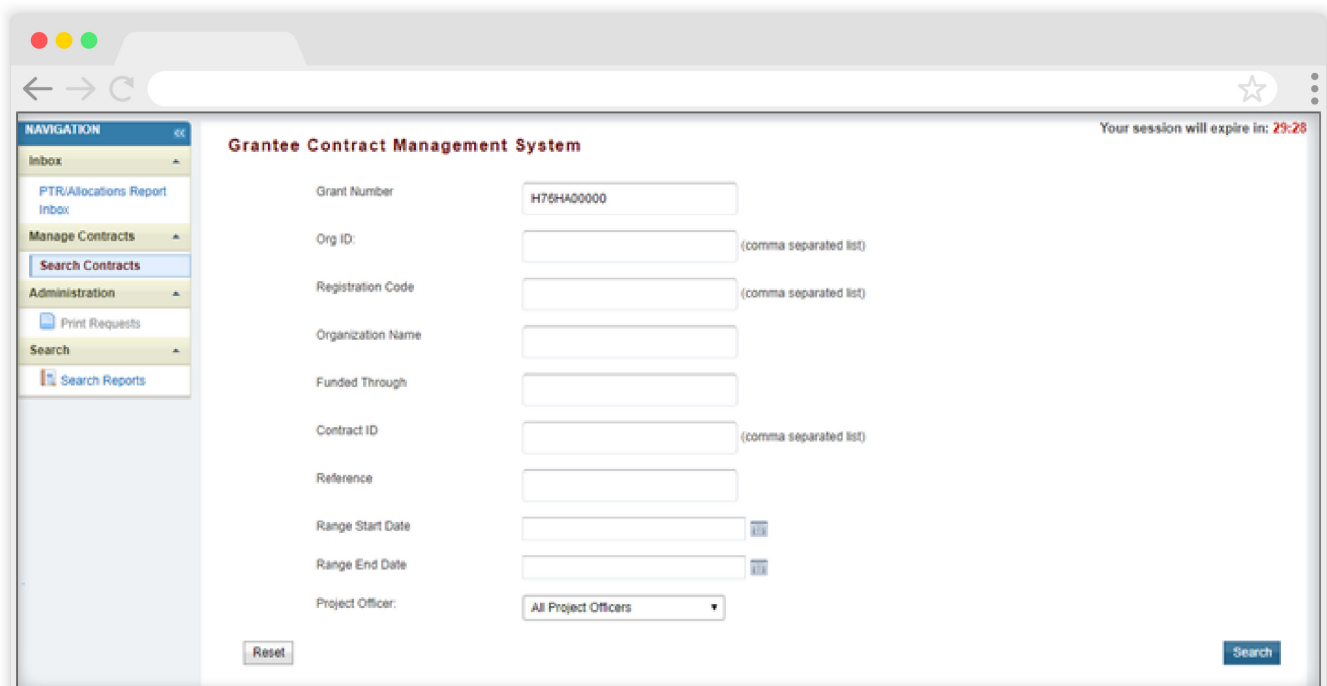
Accessing the PTR/Allocations Report

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

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

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

All recipients must complete a separate PTR/Allocations Report for each RWHAP grant they receive. Recipients should not enter RWHAP-related funding (program income and pharmaceutical rebates) in the PTR/Allocations Report.
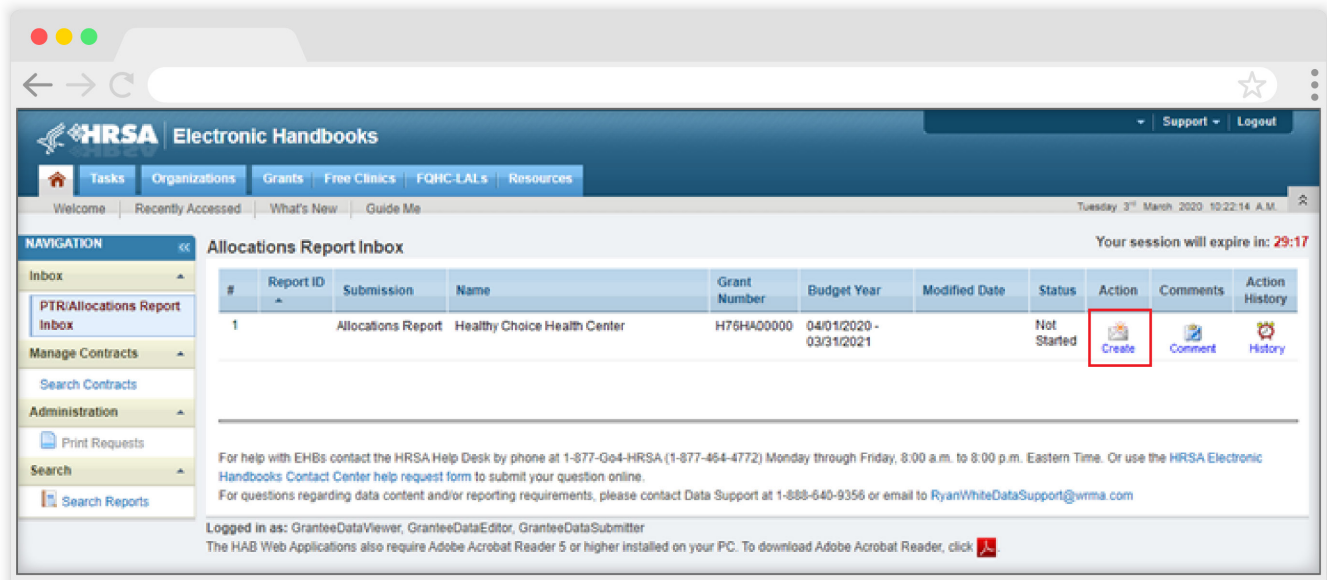
The next sections of the manual are divided by RWHAP Part. Use the links below to navigate to the section of the manual pertinent to your agency.

- 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

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 and 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 2020 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.

Completing the RWHAP Part A PTR Recipient Information

Once you open the PTR, you will see the Recipient Information page. This section is prepopulated with information from the EHBs. 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 8. HRSA HAB Web Application: Screenshot of the Recipient Information Page

Uploading RWHAP Part A PTR Forms

For RWHAP Part A recipients, upload all required PTR forms within the "Program Submissions Report" in the EHBs system. Do not upload PTR forms in the "File Upload" section of the PTR. Please contact your project officer or the EHB Customer Support Center for instructions and assistance uploading required RWHAP Part A forms. These include: the RWHAP Part A and 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 2020 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 EHB Customer Support 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. Review each subrecipient listed and, when finished, extract a copy of the CLC in PDF form to be uploaded to the EHBs for your project officer to review.

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 9 below). Confirm that the services and funding amounts for each subrecipient are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for more information.

Figure 9. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page

If you have made any changes to your contracts, synchronize the changes you have 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 "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 10. 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."
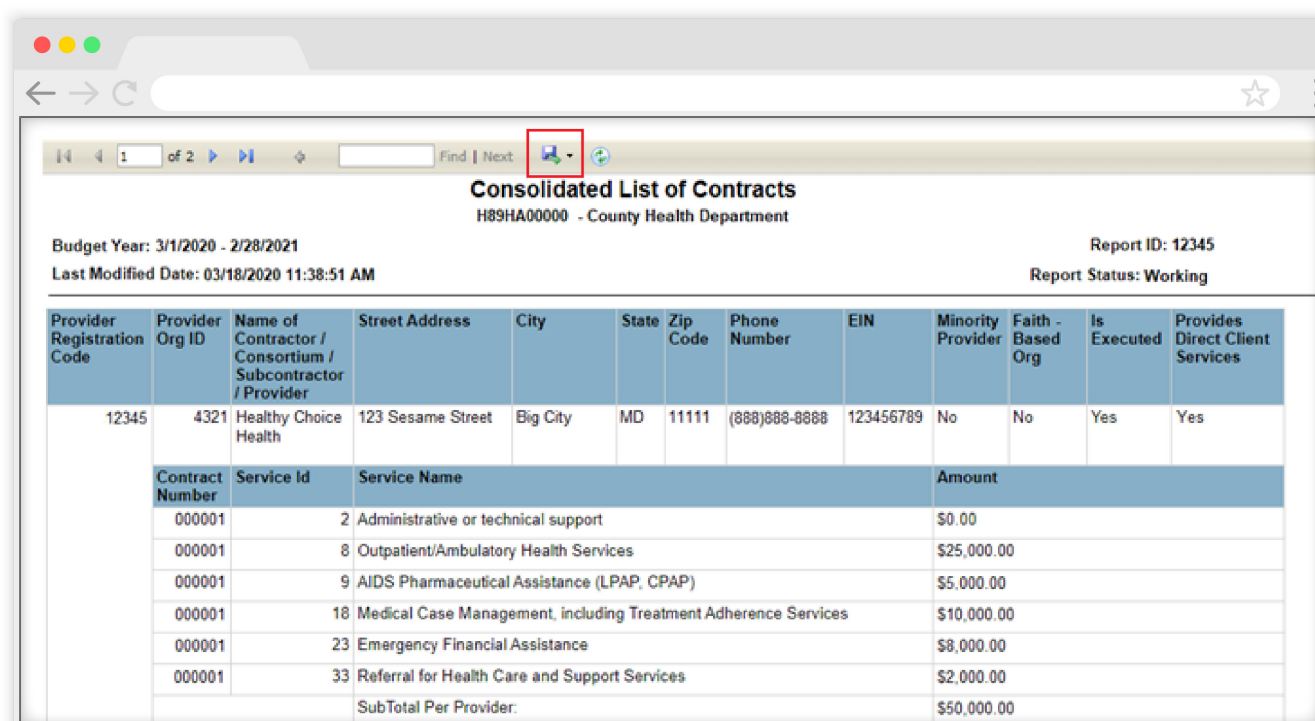
Figure 11. HRSA HAB Web Application: Screenshot of the "Reports" Header in the Navigation Panel

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 12. 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 13. HRSA HAB Web Application: Screenshot of the RWHAP Part A Allocations Report Page

STEP TWO: The Allocations Report page has six editable fields that you must complete using your most recent or final NoA.

Award Information

1. *Base + Supplemental Award Amount*—The total base and supplemental 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 may not exceed more than five 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.**

2. *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 five 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.**

The additional Core Medical and Support Services tables are populated by contracts input into the GCMS. Review the amounts listed here and if you need to modify service category totals, you must modify the contracts in the GCMS that you have in place with the subrecipients providing the service. See the GCMS Manual for further assistance.

Please note that only RWHAP-funded contracts will be imported from the GCMS. RWHAP-related funded services (program income and pharmaceutical rebates) as well as contracts that only contain RWHAP-related funded services will not populate in the PTR.

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 completed all required sections of the report, the next step is to validate. 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 refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the PTR validation request continues to process.

Figure 14. HRSA HAB Web Application: Screenshot of the Validation Processing Page

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

- Errors must be corrected before submitting the PTR.

- Warnings should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.

- Alerts are informational but you should still review and address them, 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 15. HRSA HAB Web Application: Screenshot of the Validation Results Page

If you make changes to the information in your report, you must validate your report again using the instructions on the previous page. Once you have addressed all validation messages, as necessary, you are ready to submit your report.

💡 If you need help understanding or resolving a specific validation message, contact Data Support at 1-888-640-9356 or **RyanWhiteDataSupport@wrma.com**.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your PTR submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 16. HRSA HAB Web Application: Screenshot of the Submit Report Page

Frequently Asked Questions

?

Where do I upload my completed PTR templates?

RWHAP Part A programs must upload all required PTR templates into a separate report in the EHBs. Contact the EHB Customer Support Center at 1-888-464-4772 or your project officer for assistance.

?

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 the GCMS Manual 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. If your agency needs to make changes to amounts allocated to client services, update those amounts in the GCMS. 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.

?

How do I add a new organization to the Grantee Contract Management System subrecipient directory?

Contact Ryan White Data Support at RyanWhiteDataSupport@wrma.com to have the organization added to the directory. In the email, be sure to include the organization's full name, complete street address, Federal Employer Identification Number (EIN), and DUNS number, if available.

?

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

Funds allocated to core medical services and support services are captured in your contracts in the GCMS. 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 has been 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 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 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 entered into the GCMS also used for other RWHAP reports?**

Yes, this contract information is also used to populate the Ryan White HIV/AIDS Program Services Report (RSR). See the GCMS Manual for more details.

?

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

Services funded through RWHAP-related funding (program income and pharmaceutical rebates) may be entered into your contracts in the GCMS but are not pulled into the PTR. The PTR only captures RWHAP funding. **Do not enter funding amounts for RWHAP-related funding (program income and pharmaceutical rebates) into the GCMS or PTR.**

Recipient Reporting Requirements: RWHAP Part B

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 Contract Review Certification (CRC),
7. RWHAP Part B Early Identification of Individuals with HIV/AIDS (EIIHA) Plan.

RWHAP Part B recipients must submit the RWHAP Part B PTR, with all items listed above, through the PTR web application. The RWHAP Part B Revised Budget Narrative Spreadsheet and RWHAP Part B CLC are submitted as Excel spreadsheets. 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 your Division of State HIV/AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

Completing the RWHAP Part B PTR Recipient Information

Once the PTR has been opened, you will see the Recipient Information page. This section is prepopulated with information from the EHBs. 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 17. HRSA HAB Web Application: Screenshot of the Recipient Information Page

Uploading RWHAP Part B PTR Forms

For RWHAP Part B recipients, all required PTR forms must be uploaded into the PTR web application. Templates for these forms 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 18 below) to view a list of all required documents and templates.

Figure 18. HRSA HAB Web Application: Screenshot of the File Upload Page

STEP TWO: Under the "File Upload" section, download and review the RWHAP Part B PTR instructions by clicking "View" under the Action column. This document outlines specific 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" under the "Document Name" column for each required document to download a copy of each document template. Complete the template 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" button.

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 (CLC) is a list of all RWHAP subrecipients that are funded with your agency's RWHAP Part B grant. The list is generated automatically based on the information you entered into the GCMS. Review each subrecipient listed using the instructions below.

Figure 19. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page

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

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

STEP TWO: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for the subrecipient (see Figure 19 above). Confirm that the services and funding amounts are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for more information.

If you make any changes to your contracts, you must 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 "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 20. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

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 the 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 21. HRSA HAB Web Application: Screenshot of the RWHAP Part B Allocations Report Page

STEP TWO: The Allocations Report page has several editable fields that you must complete using your agency's final NoA and final budget. These fields include the following information.

Award Information

1. *RWHAP Part B Base Award*—The total amount of your agency's RWHAP Part B Base Award 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 Base 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 Base 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 five percent of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplemental 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 Supplemental 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 Supplemental 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 Supplemental Award Amount*

   1. RWHAP Part B AIDS Drug Assistance Program Subtotals

      a. *ADAP Services*—The amount of your agency's ADAP + ADAP Supplemental 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 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 ADAP + ADAP Supplemental 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 Supplemental Award that is used to cover clinical quality management activities. **Note: All Clinical Quality Management may not exceed more than five 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 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 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 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 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 five percent of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplemental 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 Supplemental 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 Supplemental 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.
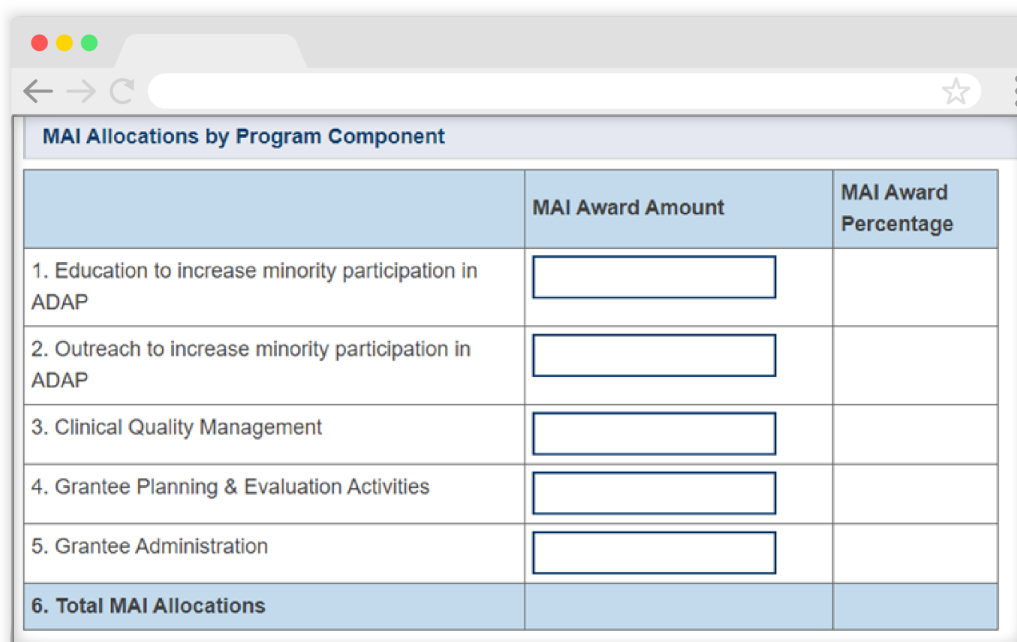
Breakdown for Consortia, State Direct Services, and Emerging Communities

The breakdown of the funds used for Consortia, State Direct Services, and Emerging Communities will appear in the next table. All fields in this table are populated by the GCMS. Review the amounts listed here and if you need to modify service category totals, modify the associated contract(s) in the GCMS for the subrecipients(s) providing the service. See the GCMS Manual for further assistance.

Please note that only RWHAP-funded contracts will be imported from the GCMS. RWHAP-related funded services (program income and pharmaceutical rebates) as well as contracts that only contain RWHAP-related funded services will not populate in the PTR.

MAI Allocations by Program Component

Figure 22. HRSA HAB Web Application: Screenshot of the RWHAP Part B MAI Allocations Table

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 & 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.

> ! Do not enter RWHAP Part B MAI funding into the Consolidated List of Contracts (CLC). MAI funding information should manually be entered into the MAI Allocations by Program Component section of the Allocations Report.

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."
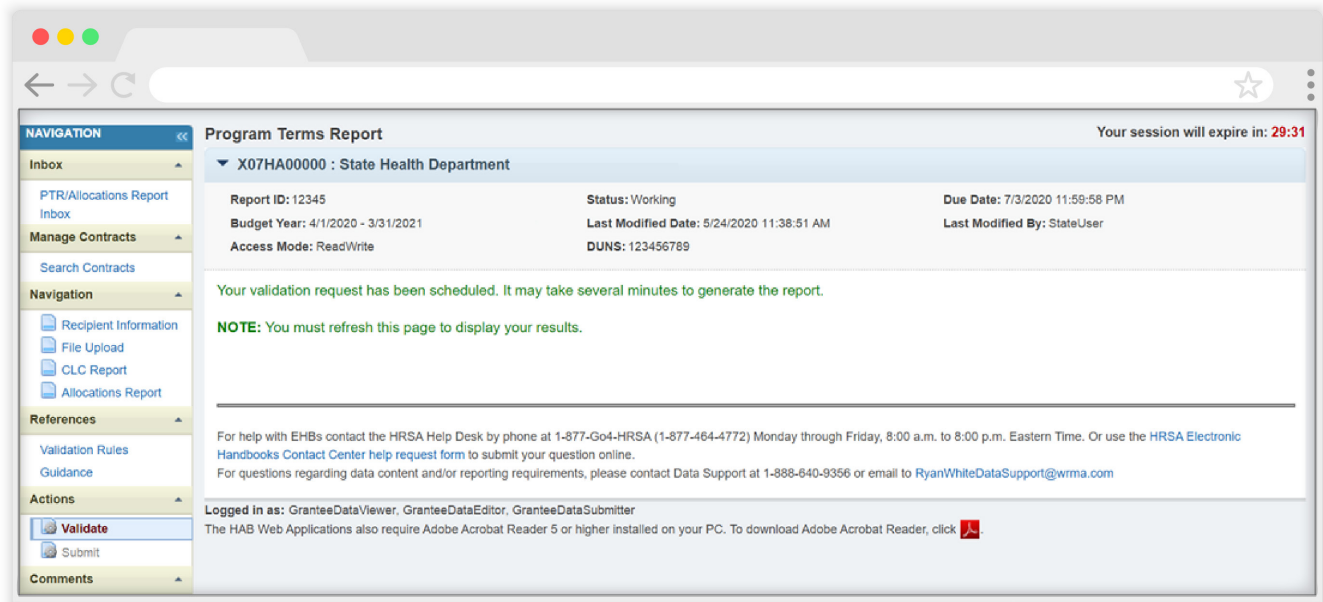
Validating and Submitting the RWHAP Part B PTR

After you have completed all required sections of your report, the next step is to validate. 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 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 refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the PTR validation request continues to process.

Figure 23. HRSA HAB Web Application: Screenshot of the Validation Processing Page

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

- **Errors** must be corrected before submitting the PTR.
- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.
- **Alerts** are informational but you should still review and address them, 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 24. HRSA HAB Web Application: Screenshot of the Validation Results Page

If you make changes to the information in your report, you must validate your report again using the instructions on the previous page. Once you have addressed all validation messages, as necessary, you are ready to submit your report.

If you need help understanding or resolving a specific validation message, contact Data Support at 1-888-640-9356 or **RyanWhiteDataSupport@wrma.com**.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your PTR submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 25. HRSA HAB Web Application: Screenshot of the Submit Report Page

Frequently Asked Questions

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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 the contracts you entered into 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, review the GCMS Manual for further instructions.

?

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 the contracts you entered into the GCMS. If there are no contracts listed in the CLC Report, you may have pending changes that need to be synchronized or you may not have any contracts entered that overlap your grant's budget year.

Please refer to **Reviewing the Consolidated List of Contracts for the RWHAP Part B PTR** for more information on reviewing and synchronizing contract changes or the **GCMS Manual** for assistance adding and modifying contracts.

?

How can I tell if my PTR was submitted?

The status of your report is listed in the status column in your PTR Inbox as well as the status field of the report header. If your report has been submitted, it will advance to "Review" status. It will advance to "Submitted" status once it has been accepted by your project officer and "Accepted" status once it has been accepted by the project quality controller (PQC).

?

Can I edit my information after I submit?

No. Once your report has been submitted, you cannot edit your report. However, you may ask your project officer or PQC to return your report to you for changes.

?

How do I add a new organization to the Grantee Contract Management System subrecipient directory?

Contact Ryan White Data Support at RyanWhiteDataSupport@wrma.com to have the organization added to the directory. In the email, be sure to include the organization's full name, complete street address, Federal Employer Identification Number (EIN), and DUNS number, if available.

?

Are MAI funds captured within the GCMS or within the PTR?

For RWHAP Part B Programs, MAI funds allocated to administration and client services are captured on the RWHAP Part B Allocations Report. Do not enter MAI funding information into contracts in the GCMS. 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?

Yes, RWHAP Part B recipients must complete and upload the required documents as listed in the RWHAP Part B PTR Instructions document in the "File Upload" section of the PTR. 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 in the Allocations Report section of your PTR. If your agency needs to make changes to amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. 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 has been opened. You will need to synchronize the changes that you have made to your contracts with your report. See the Reviewing the Consolidated List of Contracts for the RWHAP Part B PTR section for details.

Should 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 receive. Each RWHAP Part has its own version of the PTR/Allocations Report.

My PTR says that it is "locked," and I cannot edit anything. What does that mean?

Another user from your agency is accessing your report. If you believe this is an error, contact Data Support at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

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

As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes but is not limited to selecting subrecipients, awarding contracts, providing clinical quality management guidelines, and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate

some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary, or lead agency. See the Glossary for definitions of these terms.

Do you enter contracts into the GCMS for RWHAP Part B ADAP earmarked funds?

No. RWHAP Part B ADAP funds are only entered into the Allocations Report section of the PTR.

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

Yes, this contract information is also used to populate the Ryan White HIV/AIDS Program Services Report (RSR). See the GCMS Manual for more details.

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

Services funded through RWHAP-related funding (program income and pharmaceutical rebates) may be entered into your contracts in the GCMS but are not pulled into the PTR. The PTR only captures RWHAP funding. **Do not enter funding amounts for RWHAP-related funding (program income and pharmaceutical rebates) into the GCMS or PTR.**

Recipient Reporting Requirements: RWHAP Part B Supplemental

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, and
6. RWHAP Part B Supplemental Contract Review Certification (CRC).

RWHAP Part B Supplemental recipients must submit the RWHAP Part B Supplemental PTR, with all items listed above, through the PTR web application. The RWHAP Part B Supplemental Revised Budget Narrative Spreadsheet and RWHAP Part B Supplemental CLC are submitted as Excel spreadsheets. 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, you must 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 your Division of State HIV/AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or at RyanWhiteDataSupport@wrma.com.

Completing the RWHAP Part B Supplemental Recipient Information

Once you open the PTR, you see the Recipient Information page. This section is prepopulated with information from the EHBs. 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 26. HRSA HAB Web Application: Screenshot of the Recipient Information Page

Uploading RWHAP Part B Supplemental PTR Forms

For RWHAP Part B Supplemental recipients, all required PTR forms must be uploaded to the PTR web application. Templates for these forms 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 27. HRSA HAB Web Application: Screenshot of the File Upload Page

STEP TWO: Under the "File Upload" section, download and review the RWHAP Part B Supplemental PTR instructions by clicking "View" under the "Action" column. This document outlines specific 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" under the "Document Name" column for each required document to download a copy of each document template. Complete the template 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 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. Review each subrecipient listed using the instructions below.

Figure 28. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page
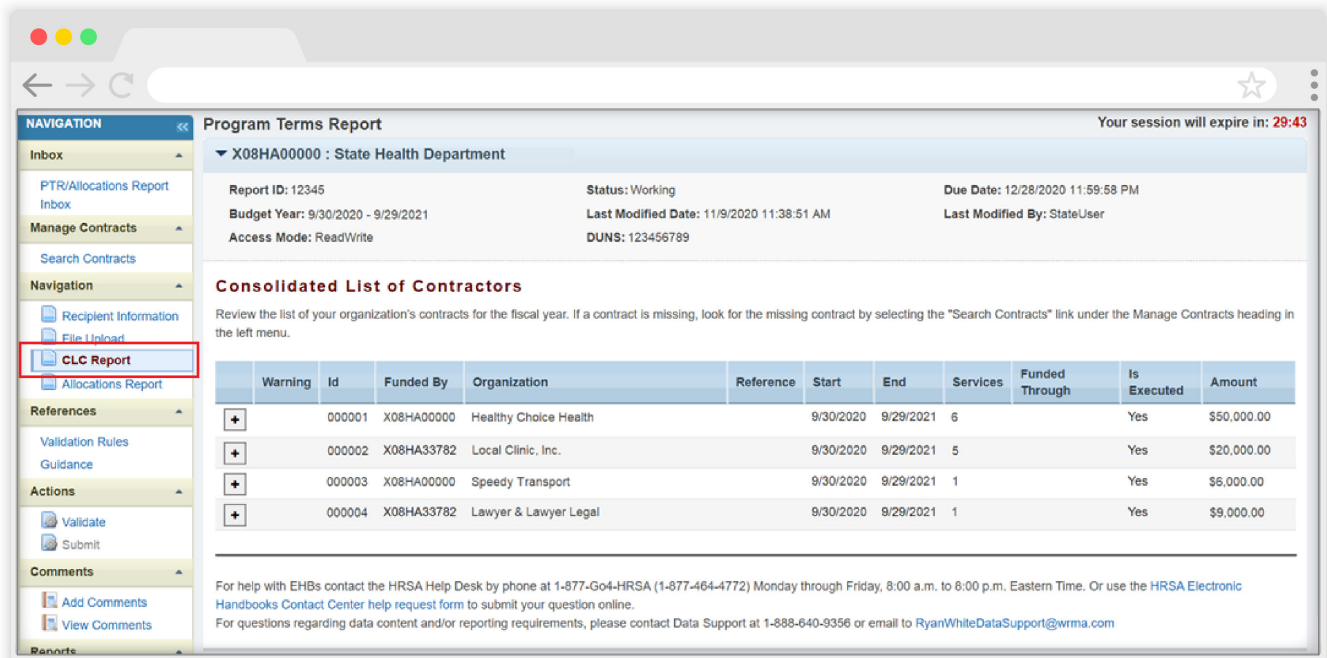
To access the CLC, follow these steps.

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 each subrecipient (see Figure 28 above). Confirm that the services and funding amounts for each subrecipient are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for more information.

If you make any changes to your contracts, you must 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 "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 29. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

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 the 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 30. HRSA HAB Web Application: Screenshot of the RWHAP Part B Supplemental Allocations Report Page

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:

Award Information

1. Enter your Ryan White HIV/AIDS Part B Supplemental Program Award— The total amount of your agency's RWHAP Part B Supplemental Award as indicated on the final NoA.

Funding by Program Component

2. 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.

3. *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.**

4. *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.**

5.

> 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.

6. *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.**

7. *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 five percent of your total RWHAP Part B Supplemental Award amount.**

8. *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.**

9. *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.**

10. *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.**

Breakdown for Consortia, State Direct Services, and Emerging Communities Final Funding

The breakdown of the funds used for Consortia, State Direct Services, and Emerging Communities will appear in the next table. All fields in this table are populated by the GCMS. Review the amounts listed here and if you need to modify service category totals, modify the associated contract(s) in the GCMS for the subrecipients(s) providing the service. See the GCMS Manual for further assistance.

Please note that only RWHAP-funded contracts will be imported from the GCMS. RWHAP-related funded services (program income and pharmaceutical rebates) as well as contracts that only contain RWHAP-related funded services will not populate in the PTR.

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."
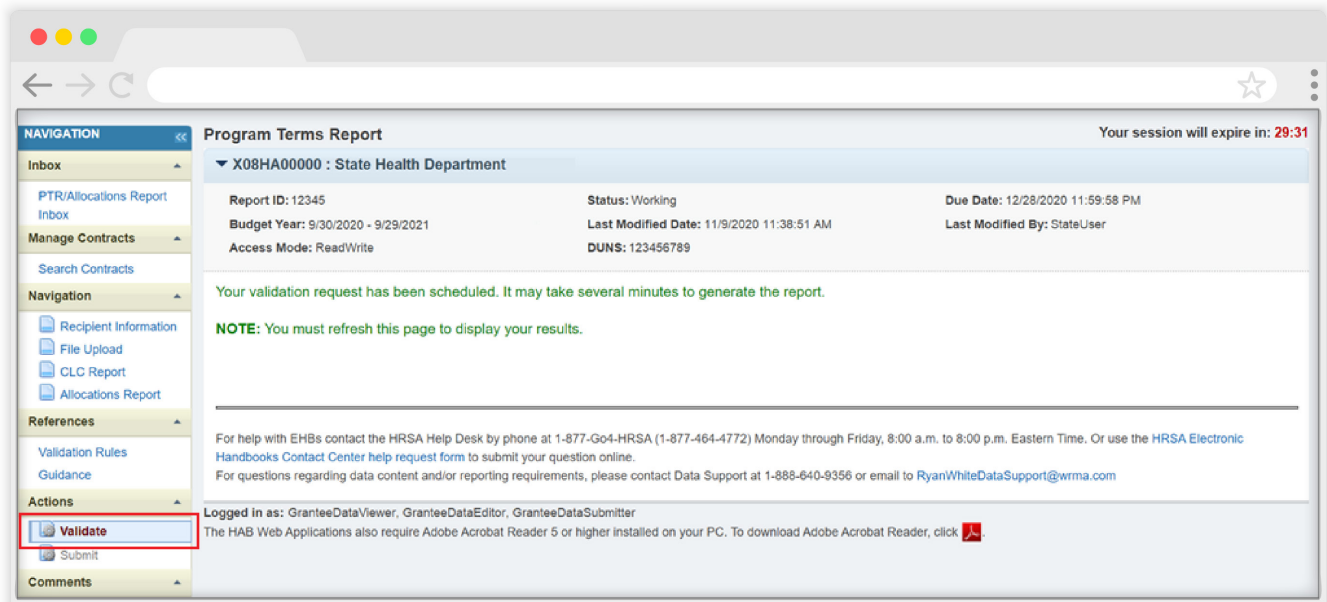
Validating and Submitting the RWHAP Part B Supplemental Award

After you have completed all required sections of your report, the next step is to validate. 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 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 refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the PTR validation request continues to process.

Figure 31. HRSA HAB Web Application: Screenshot of the Validation Processing Page

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

- **Errors** must be corrected before submitting the PTR.

- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.

- **Alerts** are informational but you should still review and address them, 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 32. HRSA HAB Web Application: Screenshot of the Validation Results Page

If you make changes to the information in your report, you must validate your report again using the instructions on the previous page. Once you have addressed all validation messages, as necessary, you are ready to submit your report.

💡 If you need help understanding or resolving a specific validation message, contact Data Support at 1-888-640-9356 or **RyanWhiteDataSupport@wrma.com**.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your PTR submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 33. HRSA HAB Web Application: Screenshot of the Submit Report Page

Frequently Asked Questions

Is my agency required to upload documents to complete the PTR?

Yes, RWHAP Part B recipients must complete and upload the required documents as listed in the RWHAP Part B PTR Instructions document in the "File Upload" section of the PTR. 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 in the "Allocations Report" section of your PTR. If your agency needs to make changes to amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. 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 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 your contracts in the GCMS. 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 has been opened. You will need to synchronize the changes that you have made with your report. See the Reviewing the Consolidated List of Contracts for the RWHAP Part B Supplemental PTR section for details.

?   **Should 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 receive. 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 at RyanWhiteDataSupport@wrma.com.

?

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

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

?

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

Yes, this contract information is also used to populate the Ryan White HIV/AIDS Program Services Report (RSR). See the GCMS Manual for more details.

Recipient Reporting Requirements: RWHAP Part C

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. RWHAP Part C recipients must complete the Allocations Report which reflects 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 primary medical care service categories, which include:

- 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.

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 at RyanWhiteDataSupport@wrma.com.

Completing the RWHAP Part C Allocations Report Recipient Information

Once the Allocations Report has been opened, you will be brought to the Recipient Information page. This section is prepopulated with information from the EHBs. 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 34. HRSA HAB Web Application: Screenshot of the Recipient Information Page

Uploading RWHAP Part C Allocations Report Forms

For RWHAP Part C recipients, there are no required Allocations Report forms to upload to your report. 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" button 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 35. HRSA HAB Web Application: Screenshot of the File Upload Page

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 organizations, including recipient-providers and 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. Review each subrecipient listed using the instructions below.

Figure 36. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page

To review the CLC, follow these steps.

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

STEP TWO: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for each subrecipient (see Figure 37 above). Confirm that the services and funding amounts for each subrecipient are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for further instructions.

If you make any changes to your contracts, you must 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 "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 37. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

Completing the Allocations Report for the RWHAP Part C Allocations Report

The RWHAP Part C Allocations Report section has three components: Award Information, Program Total, and Allocations Categories. Each component captures budgetary information on the award amount allocated during the 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 38. HRSA HAB Web Application: Screenshot of the RWHAP Part C Allocations Report Page

STEP TWO: On the "Allocations Report" page, there are only three editable fields that you must complete using your agency's final NoA and your agency's final budget. These fields include:

Award Information

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

RWHAP Part C Program Total

1. 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.**

RWHAP Part C Allocations

A breakdown of the funds used for core medical and support services will appear in the next table. All fields in this table are populated by the GCMS. Review the amounts listed here and if you need to modify service category totals, modify the associated contract(s) in the GCMS for the organization(s) providing the service. See the GCMS Manual for further assistance.

Please note that only RWHAP-funded contracts will be imported from the GCMS. RWHAP-related funded services (program income and pharmaceutical rebates) as well as contracts that only contain RWHAP-related funded services will not populate in the Allocations Report.

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."
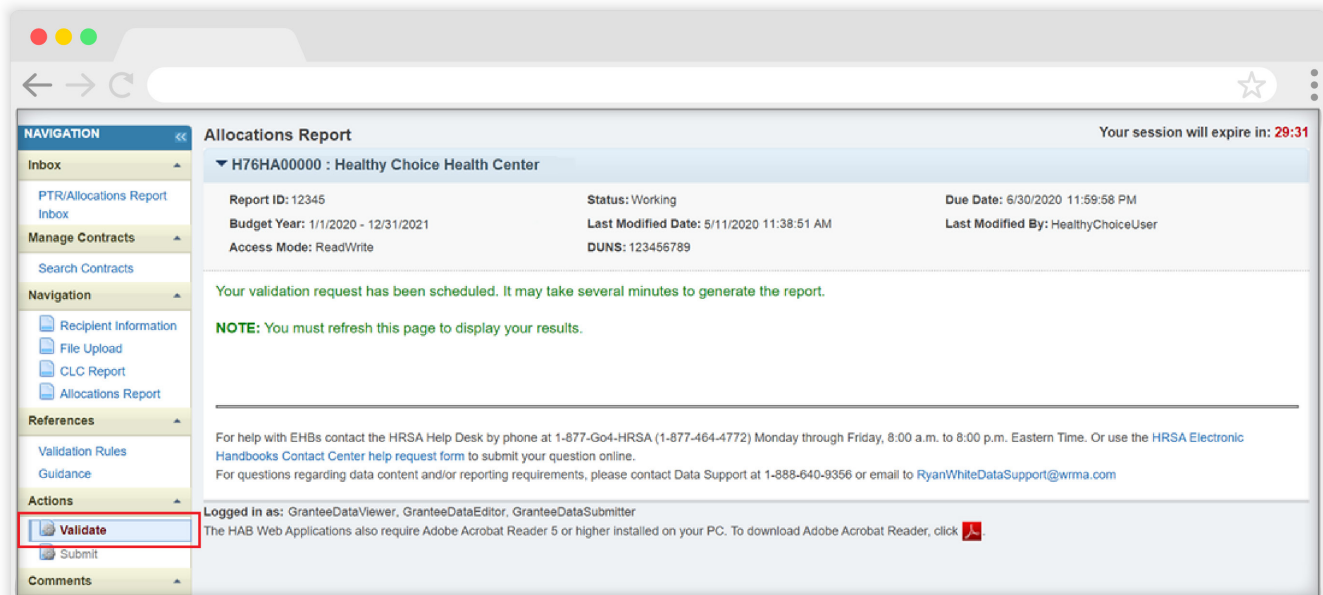
Validating and Submitting the RWHAP Part C Allocations Report

After you have completed all required sections of your report, the next step is to validate. 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 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 refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the Allocations Report validation request continues to process.

Figure 39. HRSA HAB Web Application: Screenshot of the Validation Processing Page

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

- **Errors** must be corrected before submitting the Allocations Report.

- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.

- **Alerts** are informational but you should still review and address them, 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 40. HRSA HAB Web Application: Screenshot of the Validation Results Page

If you make changes to the information in your report, you must validate your report again using the instructions on the previous page. Once you have addressed all validation messages, as necessary, you are ready to submit your report.

> If you need help understanding or resolving a specific validation message, contact Data Support at 1-888-640-9356 or **RyanWhiteDataSupport@wrma.com**.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your Allocations Report submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 41. HRSA HAB Web Application: Screenshot of the Submit Report Page

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 and support services are captured in the GCMS. See the GCMS Manual for more details. Funds allocated to administrative activities are captured in the "Allocations Report" section of your 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.

The EIS service category in the GCMS is defined as a set of four services that must be included for RWHAP Part C programs: counseling individuals with respect to HIV, high risk targeted HIV testing, referral and linkage to care, and other clinical and diagnostic services related to HIV diagnosis. 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 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 the GCMS Manual for more details.

Is my agency required to upload documents to complete the Allocations Report?

There are no required documents to upload as part of the RWHAP Part C Allocations Report. If your project officer requests or you would like to include additional documentation, use the "Upload Supplemental Document" link in the "File Upload" section of your report to upload the documentation to your report. 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 in the "Allocations Report" section of your Allocations Report. If your agency needs to make changes to amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. 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 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 and support services are captured in your contracts in the GCMS. 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 Allocations Report has been opened. You will need to synchronize the changes that you have made with your report. See the Reviewing the Consolidated List of Contracts for the RWHAP Part C Allocations Report section for details.

Should 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 receive. Each RWHAP Part has its own version of the PTR/Allocations Report.

My 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 at RyanWhiteDataSupport@wrma.com.

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

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

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

Yes, this contract information is also used to populate the Ryan White HIV/AIDS Program Services Report (RSR). See the GCMS Manual for more details.

Recipient Reporting Requirements: RWHAP Part D

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 which reflects the required RWHAP Part D legislative requirements.

The RWHAP statute specifies criteria for the expenditure of RWHAP Part D grant funds. 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.

If you need assistance or have questions about the required RWHAP Part D 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 at RyanWhiteDataSupport@wrma.com.

Completing the RWHAP Part D Allocations Report Recipient Information

Once the Allocations Report has been opened, you will be brought to the Recipient Information page. This section is prepopulated with information from the EHBs. 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 42. HRSA HAB Web Application: Screenshot of the Recipient
Information Page

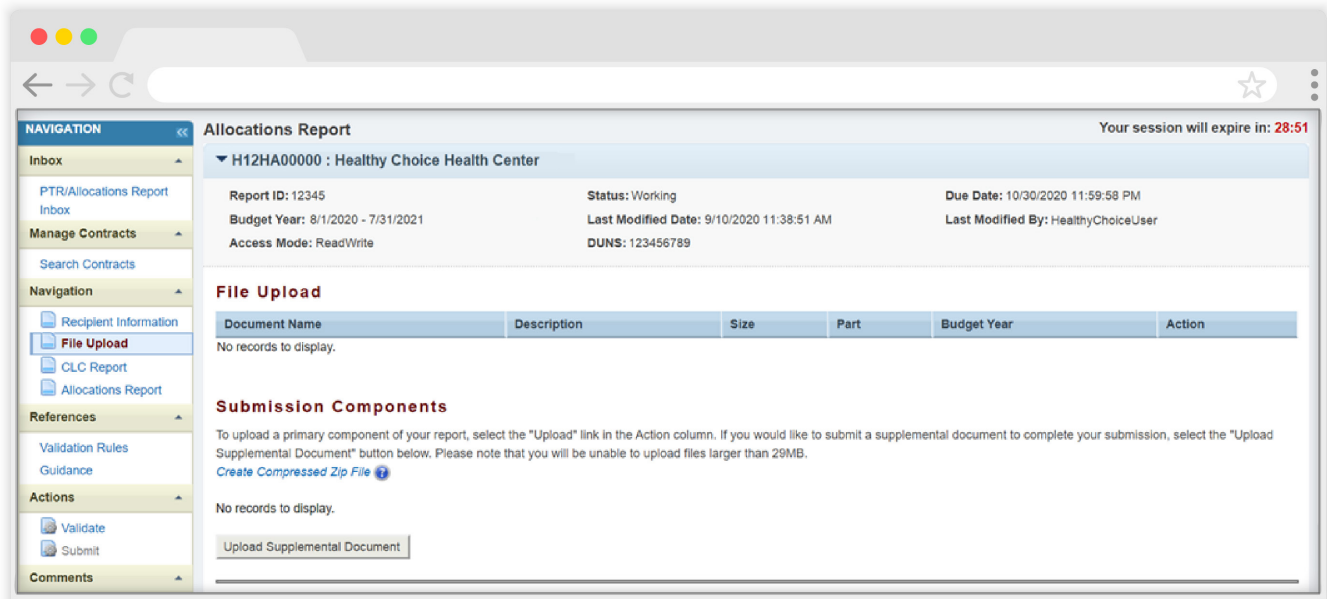# Uploading RWHAP Part D Allocations Report Forms

For RWHAP Part D recipients, there are no required Allocations Report forms to upload to your report.

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" button, 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 43. HRSA HAB Web Application: Screenshot of the File Upload Page

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 organizations, including recipient-providers and 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. Review each subrecipient listed using the instructions below.

Figure 44. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page

To review the CLC Report, follow these steps.

STEP ONE: On the Navigation panel, under the "Navigation" header, select "CLC Report."

STEP TWO: Within the CLC, on the left side of each subrecipient listed, select the expansion button to display the services for each subrecipient (see Figure 37 above). Confirm that the services and funding amounts for each subrecipient are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for further instructions.

If you make any changes to your contracts, you must 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 "Synchronize All" button to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 45. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

Completing the Allocations Report for RWHAP Part D

The RWHAP Part D Allocations Report section has three components: Award Information, Program Total, and Allocations Categories. Each component captures budgetary information on the award amount allocated during the 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 46. HRSA HAB Web Application: Screenshot of the RWHAP Part D Allocations Report Page

STEP TWO: On the Allocations Report page, there are only four 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 indicated on your agency's final NoA.

RWHAP Part D Program Total

1. 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. Additionally, Grantee Administration and Indirect Costs combined 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 RWHAP Part D 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."
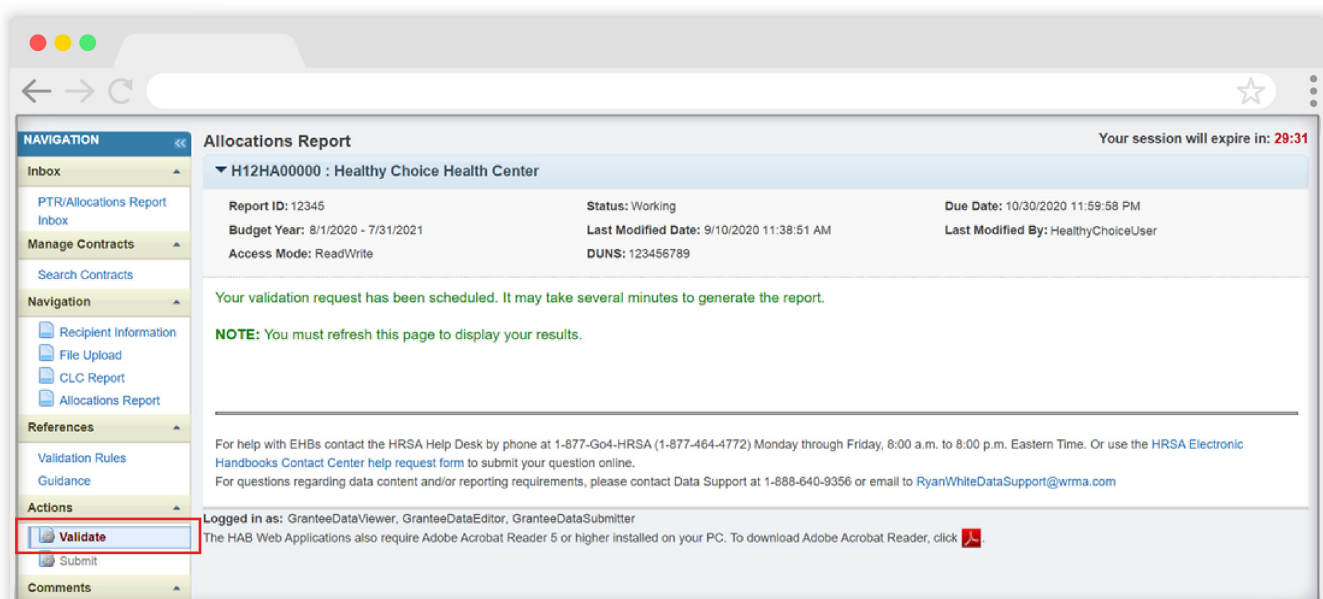
Validating and Submitting the RWHAP Part D Allocations Report

After you have completed all required sections of your report, the next step is to validate. 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 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 refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the Allocations Report validation request continues to process.

Figure 47. HRSA HAB Web Application: Screenshot of the Validation Processing Page

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

- **Errors** must be corrected before submitting the Allocations Report.

- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.

- **Alerts** are informational but you should still review and address them, 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 48. HRSA HAB Web Application: Screenshot of the Validation Results Page

If you make changes to the information in your report, you must validate your report again using the instructions on the previous page. Once you have addressed all validation messages, as necessary, you are ready to submit your report.

If you need help understanding or resolving a specific validation message, contact Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your Allocations Report submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 49. HRSA HAB Web Application: Screenshot of the Submit Report Page

Frequently Asked Questions

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

Funds allocated to core medical and support services are captured in the GCMS. See the GCMS Manual for more details. Funds allocated to administrative activities are captured in the "Allocations Report" section of your report. See the Completing the Allocations Report for RWHAP Part D section for details on how to enter and modify these amounts.

? **Are MAI funds captured within the GCMS or within the 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 the GCMS Manual for more details.

? **Is my agency required to upload documents to complete the PTR/ Allocations Report?**

There are no required documents to upload as part of the RWHAP Part D Allocations Report. If your project officer requests or you would like to include additional documentation, use the "Upload Supplemental Document" link in the "File Upload" section of your report to upload the documentation to your report. 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 in the "Allocations Report" section of your Allocations Report. If your agency needs to make changes to amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. 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 every year to ensure that accurate funding amounts and subrecipient relationships are indicated within the GCMS.

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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 Allocations Report has been opened. You will need to synchronize the changes you have made with your report. See the Reviewing the Consolidated List of Contracts for the RWHAP Part D Allocations Report section for details.

Should 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 receive. Each RWHAP Part has its own version of the PTR/Allocations Report.

My Allocations Report says that it is "locked," and I cannot edit anything. What does that mean?

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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 entered into the GCMS also used for other RWHAP reports?

Yes, this contract information is also used to populate the Ryan White HIV/AIDS Program Services Report (RSR). See the GCMS Manual for more details.

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 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 five 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 Health and Human Services (HHS) initiative that provides special resources to reduce the spread of HIV/AIDS and improve health outcomes for people with HIV/AIDS within communities of color. MAI was enacted to address the disproportionate impact of the disease on such communities. Formerly