**Ryan White HIV/AIDS Program Part A**

**Fiscal Year 2021 Program Terms Report**

**Program Terms Report Purpose**

The Program Terms Report (PTR) is a single submission consisting of two components, the Consolidated List of Contracts (CLC) and the Allocations Table, which are located in the Program Terms Report (PTR) Web System. The PTR components are dependent on the entry of contract information into a single system called the Grantee Contract Management System (GCMS). The GCMS reduces burden by allowing recipients to enter both HIV service and non-HIV service contract information into one system, which then generates both the CLC and Allocations Table. Both the GCMS and PTR Web Application can be accessed via the Health Resources and Services Administration (HRSA) Electronic Handbooks (EHB).

If you require assistance or have questions about the Program Terms Report submission, please contact your Division of Metropolitan HIV/AIDS Program (DMHAP) Project Officer.

**Section 1: Consolidated List of Contractors (CLC)**

* The CLC identifies Ryan White HIV/AIDS Program (RWHAP) Part A and Minority AIDS Initiative (MAI) service providers receiving funds for the current grant year. It also identifies non-HIV service contracts funded under the RWHAP Part A award.
* Information entered into the GCMS generates the CLC. Therefore, update all contract information in GCMS for the current grant/budget year.
* Enter into the GCMS information on all executed contracts, contracts in the process of execution, and any planned contracts. GCMS enhancements now allow entry of unexecuted contract information, as well as placeholder information on intended or planned contracts (e.g. a subrecipient provider or contractor not yet identified). The entry of information on all contract types ensures the generation of a complete CLC submission.

**Section 2: Part A & MAI Allocations Table**

* The Allocations Table reflects the service categories prioritized for funding by the Planning Council (PC) or Planning Body (PB) and the dollar amount of Fiscal Year (FY) 2021 RWHAP Part A and MAI funds allocated to each core medical and support service category.
* The service category amounts from contract information entered in the GCMS automatically populate the Allocations Table. To change HIV service category amounts on the Allocations Table, change service category amounts in the applicable contract information in GCMS.
  + *Manually* enter non-HIV service allocations (i.e. administrative and clinical quality management (CQM) costs) in the Allocations Table.
* Note: There are two service categories listed that are **not applicable** to RWHAP Part A recipients: MAI Education and MAI Outreach. No dollar amount should be entered in these categories. Recipients may allocate MAI funding to outreach by populating the Outreach Services field in the MAI Award column.

* The PTR Web System will allow recipients to perform a validation check on the amounts in the Allocations Table. Errors and/or warnings (e.g., caps on Administrative and CQM allocations, core medical and support service percentage requirements, etc.) presented must be addressed prior to submission of the Allocations Table. Should you encounter an error or warning that you cannot resolve, please contact Ryan White Data Support, 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.