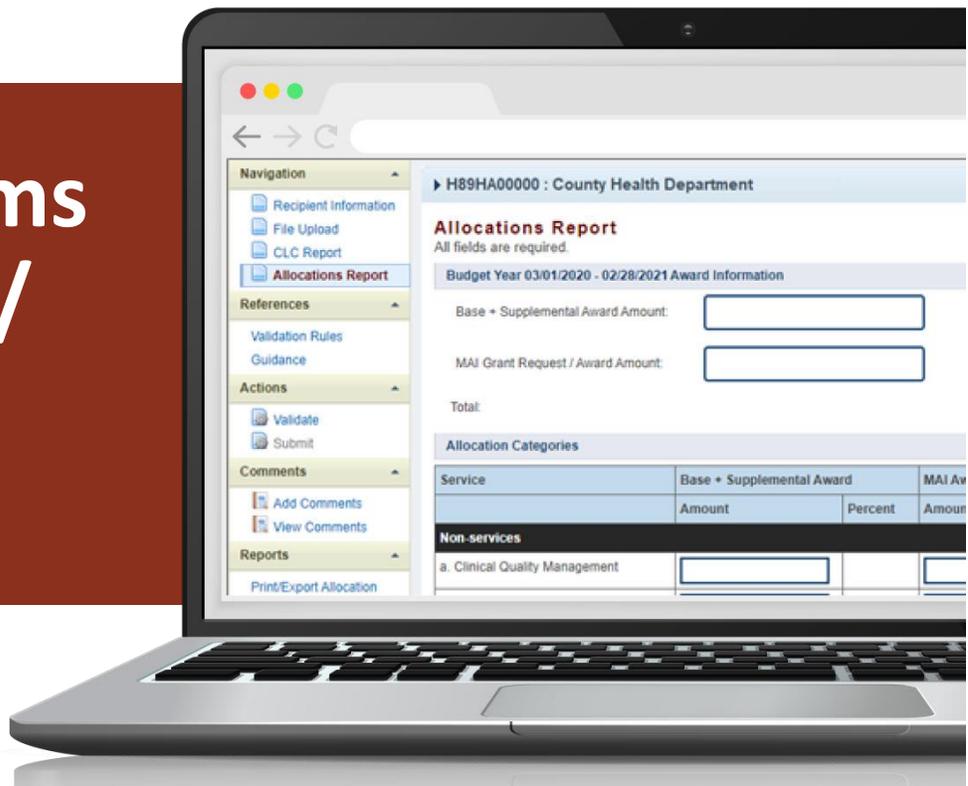


Program Terms Report (PTR)/ Allocations Report



Part B Excerpt of the Instruction Manual 2021

Release Date: June 25, 2021

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0318, and the expiration date is 9/30/2023. Public reporting burden for this collection of information is estimated to average 4 hours per respondent annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, MD 20857.

**HIV/AIDS Bureau Division of
Policy and Data Health Resources
and Services Administration
U.S. Department of Health and
Human Services 5600 Fishers
Lane, Room 9N164A
Rockville, MD 20857**

HRSA
Health Resources & Services Administration

WRMA
A TRIMETRIX COMPANY

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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.



The No icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances

Introduction

Ryan White HIV/AIDS Program (RWHAP) Recipients are required to submit an annual allocations report to indicate how their funding will be distributed to meet the needs of people with HIV. Funding can be allocated to three funding categories:

- Non-services,
- Core Medical Services, and
- Support Services.

RWHAP specific core medical and support categories are listed and explained in the [Policy Clarification Notice \(PCN\) #16-02](#). The amount of funding allocated to the 29 service categories is reported to Congress to show the value of the RWHAP and its continuing efforts to meet the needs of people with HIV in the United States and its territories. Information on Clinical Quality Management and Administrative Services are further expanded upon in [PCN #15-02](#) and [#15-01](#) respectively.

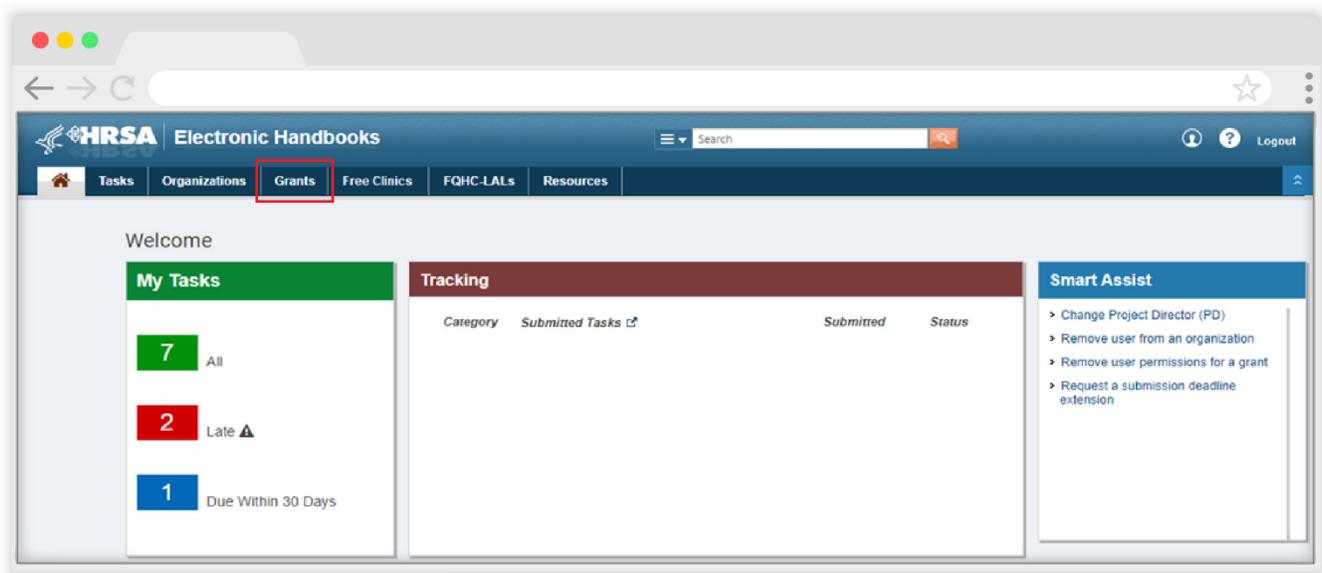
For Part A recipients, the PTR is a reporting requirement that includes the Consolidated List of Contracts (CLC) and the Allocations Report. All remaining reporting requirements are submitted in the EHBs. Part B recipients, and recipients of the Part B Supplemental grant submit a Program Terms Report (PTR) and an Allocations Report. The PTR combines all program term requirements from the Notice of Award into one report. The Allocations Report captures budgetary information on the award amount allocated for each service category during the grant period. Parts C, D, and EHE do not submit information under the PTR section. Instead, those recipients only complete entries for an Allocations Report.

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. From the EHBs Home page, hover your mouse over the “Grants” tab, on the top-left side of the screen.

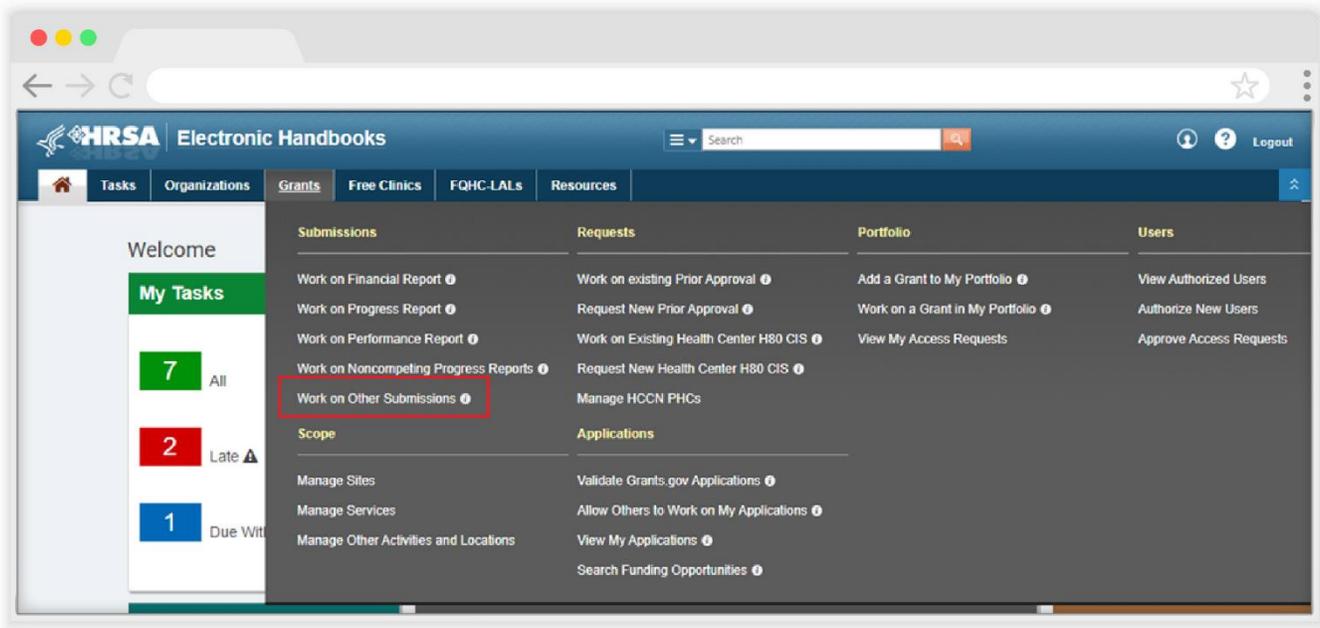
Figure 1. HRSA HAB Electronic Handbooks: Screenshot of the Home Page



If you need assistance with your credentials for the EHBs, call the EHBs 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” or “Edit” under the “Options” header for your PTR/Allocations Report submission to open the report. A new window will appear. (See Figure 3)

! 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 Ryan White HIV/AIDS Program Services Report (RSR).

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

Submissions - All

Not Completed | Recently Completed | All

Search Filters:

Basic Search Parameters

Grant Number (comma separated list) (e.g. C60CS16989) | Submission Name Like

Submission Tracking Number Like | Organization All Healthy Choice Health Center

Submission Deadline (mm/dd/yyyy) Between And | Submission Type All Financial Report Noncompeting

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

Search Name: Save Parameters Search

Export To Excel Search | Saved Searches

Page size: 15 Go 55 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2021 Allocations Report	Other Submissions	Healthy Choice Health Center	H76HA00000		04/01/2021 - 03/31/2022	06/30/2021		Not Started	Start
FY 2020 Allocations Report	Other Submissions	Healthy Choice Health Center	H76HA00000	11111	04/01/2020 - 03/31/2021	06/30/2020	05/20/2020	Submitted	Submission



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



RWHAP Parts C, D, and EHE recipients: 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 EHBs Customer Support Center at 1-877-464-4772.

STEP FOUR: You are now in the PTR/Allocations Report Inbox. For RWHAP Parts A and B recipients, and recipients of the part B Supplemental grant, the window will indicate the “Program Terms Report Inbox.” For RWHAP Parts C, D, and EHE recipients, the new window will indicate the “Allocations Report Inbox.” From here, you can access the GCMS and your 2021 report.

STEP 5A: 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 5B: 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



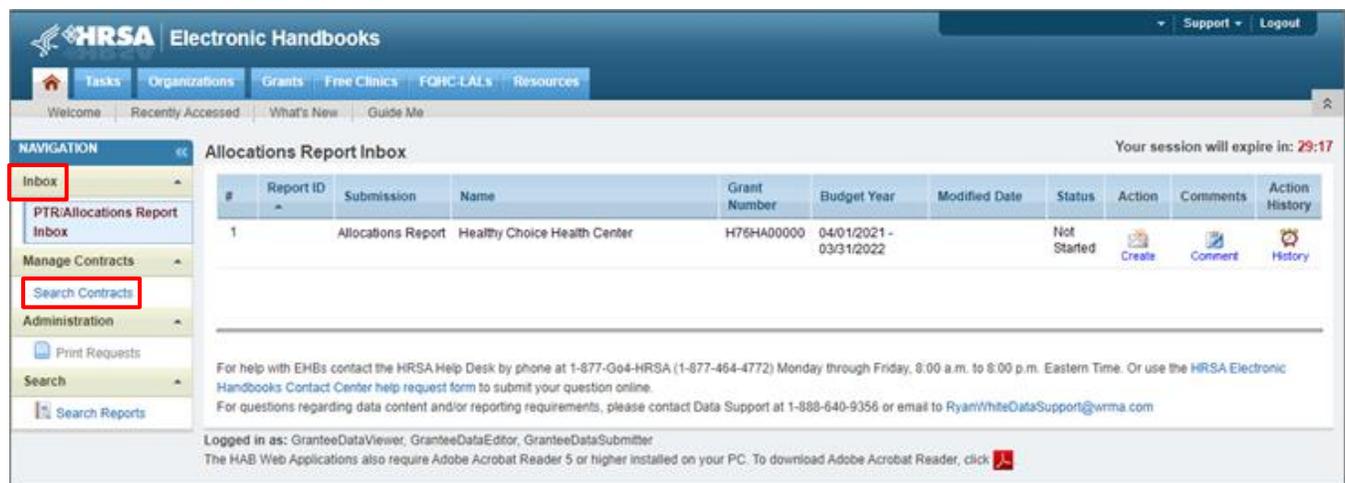
Accessing the GCMS

The PTR/Allocations Report 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.

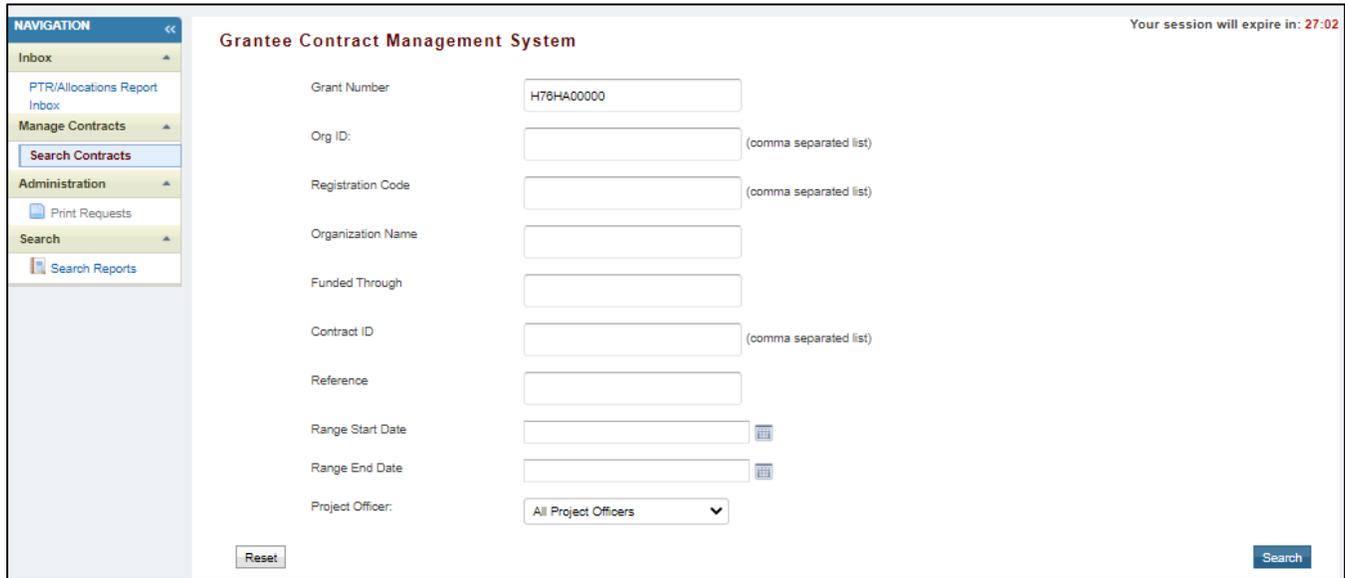
To access the GCMS via the PTR/Allocations Report Inbox, locate the Navigation panel on the left side of the screen. Under the “Manage Contracts” header, select “Search Contracts.”

Figure 5. HRSA HAB Web Application: Screenshot of the Allocations ReportInbox 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 read “Create.” If you are returning to continue working on the report, the envelope will read “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. If recipients have RWHAP-related funding (program income and pharmaceutical rebates) it is required to indicate which service categories for that organization in their respective contract in the GCMS.

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 SF-424A,
4. RWHAP Part B Budget Narrative Spreadsheet,
5. RWHAP Part B 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 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 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, 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 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 by phone at 1-888-640-9356 or via email at 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 18. HRSA HAB Web Application: Screenshot of the Recipient Information Page

The screenshot displays the HRSA HAB Web Application interface. On the left is a navigation sidebar with sections: NAVIGATION, Manage Contracts, Navigation, References, Actions, Comments, Reports, Administration, and Search. The 'Recipient Information' link in the Navigation section is highlighted with a red box. The main content area is titled 'Program Terms Report' and shows details for report X07HA00000: State Health Department. Below this is the 'Recipient Information' section, which includes a disclaimer and a form with the following fields:

- 1. Official Mailing Address:**
 - a. Street:
 - b. City:
 - c. State:
 - d. Zip Code:
- 2. Organization Identification:**
 - a. EIN:
 - b. DUNS:
- 3. Contact information of person responsible for this submission:**
 - a. Name:
 - b. Title:
 - c. Phone:
 - d. Fax:
 - e. E-mail:

At the bottom of the form are 'Cancel' and 'Save' buttons.

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 19 below) to view a list of all required documents and templates.

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

The screenshot shows the HRSA HAB Web Application interface. On the left is a navigation sidebar with categories like 'Inbox', 'Manage Contracts', 'Navigation', 'References', 'Actions', 'Comments', 'Reports', and 'Administration'. The 'File Upload' option is highlighted in the 'Navigation' section. The main content area is titled 'Program Terms Report' and shows details for report ID 12345, status 'Working', and due date 7/3/2021. Below this is the 'File Upload' section, which contains a table with the following data:

Document Name	Description	Size	Part	Budget Year	Action
FY 2021 RWHAP Part B Standard Outcomes Measures FINAL.docx		30.71 KBs	Part B	4/1/2021 - 3/31/2022	View
FY 2021 RWHAP Part B Program Terms Report Instructions.docx		66.91 KBs	Part B	4/1/2021 - 3/31/2022	View

Below the 'File Upload' table is the 'Submission Components' section. It includes instructions on how to upload documents and a table of primary documents:

Document Name	Description	Uploaded File	Size	Date Attached	Action
Primary Documents					
FY 2021 RWHAP Part B CRC Template (Download Template)					Upload
FY 2021 RWHAP Part B BUDGET NARRATIVE SPREADSHEET FINAL (Download Template)					Upload
FY 2021 RWHAP Part B IMPLEMENTATION PLAN (Download Template)					Upload
SF424A-V1.0 (Download Template)					Upload

At the bottom of the 'Submission Components' section is an 'Upload Supplemental Document' button.

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 organizations 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 organization listed using the instructions below.

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

The screenshot shows the HRSA HAB Web Application interface. On the left is a navigation menu with sections like 'Inbox', 'Manage Contracts', 'Navigation', 'References', and 'Actions'. The 'Navigation' section is expanded, and 'CLC Report' is highlighted with a red box. The main content area displays 'Program Terms Report' for 'X07HA00000 : State Health Department'. Below this is the 'Consolidated List of Contractors' section, which includes a table of contractors.

Warning	Id	Funded By	Organization	Reference	Start	End	Services	Funded Through	Is Executed	Amount
+	000001	X07HA00000	Healthy Choice Health		3/1/2021	2/28/2022	6		Yes	\$50,000.00
+	000002	X07HA00000	Local Clinic, Inc.		3/1/2021	2/28/2022	5		Yes	\$20,000.00
+	000003	X07HA00000	Speedy Transport		3/1/2021	2/28/2022	1		Yes	\$6,000.00
+	000004	X07HA00000	Lawyer & Lawyer Legal		3/1/2021	2/28/2022	1		Yes	\$9,000.00

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

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

STEP TWO: Within the CLC, on the left side of each organization listed, select the expansion button to display the services for the organization (see Figure 20 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 21. HRSA HAB Web Application: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

The screenshot displays the HRSA HAB Web Application interface. On the left is a navigation menu with options like 'Inbox', 'PTR/Allocations Report', 'Manage Contracts', and 'CLC Report'. The main content area is titled 'Program Terms Report' and includes a yellow warning banner at the top. The banner contains a warning icon and text explaining that the program information does not match the GCMS data, with a 'Synchronize All' button. Below the banner, details for 'X07HA00000 : State Health Department' are shown, including report ID, budget year, and status. The 'Consolidated List of Contractors' section follows, with a table listing contractors and their contract details.

	Warning	Id	Funded By	Organization	Reference	Start	End	Services	Funded Through	Is Executed	Amount
+	!	000001	X07HA00000	Healthy Choice Health		3/1/2021	2/28/2022	6		Yes	\$50,000.00
+		000002	X07HA00000	Local Clinic, Inc.		3/1/2021	2/28/2022	5		Yes	\$20,000.00
+		000003	X07HA00000	Speedy Transport		3/1/2021	2/28/2022	1		Yes	\$6,000.00
+		000004	X07HA00000	Lawyer & Lawyer Legal		3/1/2021	2/28/2022	1		Yes	\$9,000.00

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

Budget Year 04/01/2021 - 03/31/2022 Award Information								
1. Part B Base Award:	<input type="text"/>							
2. Part B ADAP Base Award:	<input type="text"/>							
3. Part B ADAP Supplemental Award:	<input type="text"/>							
4. Total ADAP Award (ADAP Base + Supplemental):	<input type="text"/>							
5. Part B Emerging Communities Award:	<input type="text"/>							
6. Total Part B X07 Funds:	<input type="text"/>							
7. Part B MAJ Award:	<input type="text"/>							
8. Total Part B X07 Award:	<input type="text"/>							
Part B Allocations by Program Component								
Service	Base Award Amount	Base Award Percentage	ADAP + ADAP Supplemental Award Amount	ADAP + ADAP Supplemental Award Percentage	Emerging Communities Award(EC) Amount	Emerging Communities Award(EC) Percentage	Total Amount	Total Percentage
1. Part B AIDS Drug Assistance Program Subtotal								
a. ADAP Service	<input type="text"/>		<input type="text"/>		<input type="text"/>			
b. Health Insurance to Provide Medications	<input type="text"/>		<input type="text"/>		<input type="text"/>			
c. ADAP Access/Adherence/Monitoring Services	<input type="text"/>		<input type="text"/>		<input type="text"/>			
2. Part B Health Insurance Premium & Cost Sharing Assistance	<input type="text"/>				<input type="text"/>			
3. Part B Home and Community-based Health Services	<input type="text"/>				<input type="text"/>			
4a. Part B HIV Care Consortia					<input type="text"/>			
4b. Part B HIV Care Consortia Administration	<input type="text"/>				<input type="text"/>			
5. Part B Emerging Community Services								
6. Part B State Direct Services								
7. Part B Clinical Quality Management	<input type="text"/>		<input type="text"/>		<input type="text"/>			
8. Part B Recipient Planning & Evaluation Activities	<input type="text"/>		<input type="text"/>		<input type="text"/>			
9. Recipient Administration	<input type="text"/>		<input type="text"/>		<input type="text"/>			
10. Column Totals								
11. Total Part B X07 Allocations								

STEP TWO: The Allocations Report page has several editable fields that you must complete using your agency's final NoA and 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.
2. *RWHAP Part B ADAP Base Award:* The total amount of your agency's RWHAP Part B ADAP Base 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 Base 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 Base 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 Base 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

1a. ADAP Service

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is given to the ADAP to purchase medications.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is given to the ADAP to purchase medications.
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is given to the ADAP to purchase medications.

1b. Health Insurance to provide medications

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is given to the ADAP to purchase insurance for clients.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is given to the ADAP to purchase insurance for clients.
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is given to the ADAP to purchase insurance for clients.

1c. ADAP Access/Adherence/Monitoring Services

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is given to the ADAP to support ADAP access, adherence, and monitoring activities.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is given to the ADAP to support ADAP access, adherence, and monitoring activities.
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is given to the ADAP to support ADAP access, adherence, and monitoring activities.

2. RWHAP Part B Health Insurance Premium and Cost Sharing Assistance

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to directly purchase health insurance and assist with cost sharing.
- Emerging Communities Award Amount: The amount of your

agency's Emerging Communities Award that is used to directly purchase health insurance and assist with cost sharing.

3. RWHAP Part B Home and Community Based Services

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to directly provide home- and community-based services.
- Emerging Communities Award Amount: The amount of your Emerging Communities Award that is used to directly provide home- and community-based services.

4a. RWHAP Part B HIV Care Consortia/EC Services:

- Base Award Amount: The total amount of your agency's RWHAP Part B Base Award that is allocated in the GCMS under the Consortia funding column.
- Emerging Communities Award Amount: The total amount of your agency's Emerging Communities Award that is allocated in the GCMS under the Consortia funding column.

4b. HIV Care Consortia Administration

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to cover HIV care consortia administrative costs.
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is used to cover HIV care consortia administrative costs.

5. Emerging Communities Services

- Base Award Amount: 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.

6. RWHAP Part B State Direct Services

- Base Award Amount: 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.

7. *RWHAP Part B Clinical Quality Management*

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to cover clinical quality management activities.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is used to cover clinical quality management activities
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is used to cover clinical quality management activities.

8. *RWHAP Part B Planning and Evaluation*

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to cover planning and evaluation activities.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is used to cover planning and evaluation activities.
- Emerging Communities Award Amount: 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 Emerging Communities Planning and Evaluation. When combined with Administration, the combined total cannot be greater than 15 percent of your total RWHAP Part B Award Amount.

9. *Recipient Administration*

- Base Award Amount: The amount of your agency's RWHAP Part B Base Award that is used to cover recipient administration.
- ADAP + ADAP Supplemental Award Amount: The amount of your agency's ADAP + ADAP Supplemental Award that is used to cover recipient administration.
- Emerging Communities Award Amount: The amount of your agency's Emerging Communities Award that is used to cover recipient administration.

Note: All Recipient Administration may not exceed more than 10 percent of your total RWHAP Part B award amount. This includes ADAP + ADAP Supplemental Award Recipient Administration and Emerging Communities Recipient Administration. When combined with Planning and Evaluation, the combined total cannot be greater than 15 percent of your total RWHAP Part B Award Amount.

10. **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.**
11. **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.**

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.



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.



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.

 The core medical service category “AIDS Drug Assistance Program Treatments” is no longer in use, except for consortia. For all other cases, trying to add a funded amount in the GCMS for this category will result in an error.

 No funding amount should be entered in the Direct Services and Emerging Communities columns for Home and Community Based Health services, except for consortia. For all other cases, trying to add a funded amount in the GCMS for this category will result in an error.

 No funding amount should be entered in the Direct Services and Emerging Communities columns for Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals, except for consortia. For all other cases, trying to add a funded amount in the GCMS for this category will result in an error.

MAI Allocations by Program Component

Figure 23. HRSA HAB Web Application: Screenshot of the RWHAP PartB MAI Allocations Table and Core Medical Services Waiver

MAI Allocations by Program Component		
	MAI Award Amount	MAI Award Percentage
1. Education to increase minority participation in ADAP	<input type="text"/>	
2. Outreach to increase minority participation in ADAP	<input type="text"/>	
3. Clinical Quality Management	<input type="text"/>	
4. Recipient Planning & Evaluation Activities	<input type="text"/>	
5. Recipient Administration	<input type="text"/>	
6. Total MAI Allocations		

Recipient received waiver for 75% core medical services requirement.

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. **Recipient Planning & Evaluation Activities:** The amount of your agency's MAI funding that is allocated for planning and evaluation.
5. **Recipient Administration:** The amount of your agency's MAI funding that is allocated for recipient 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.



Underneath the MAI Allocations Table there is an additional checkbox that recipients can select if they have received a waiver for the 75 percent core medical services requirement.



Recipients will receive a validation message on their report if they do not select the waiver checkbox and have not met the 75 percent core medical services requirement based on their allocations entered.

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."

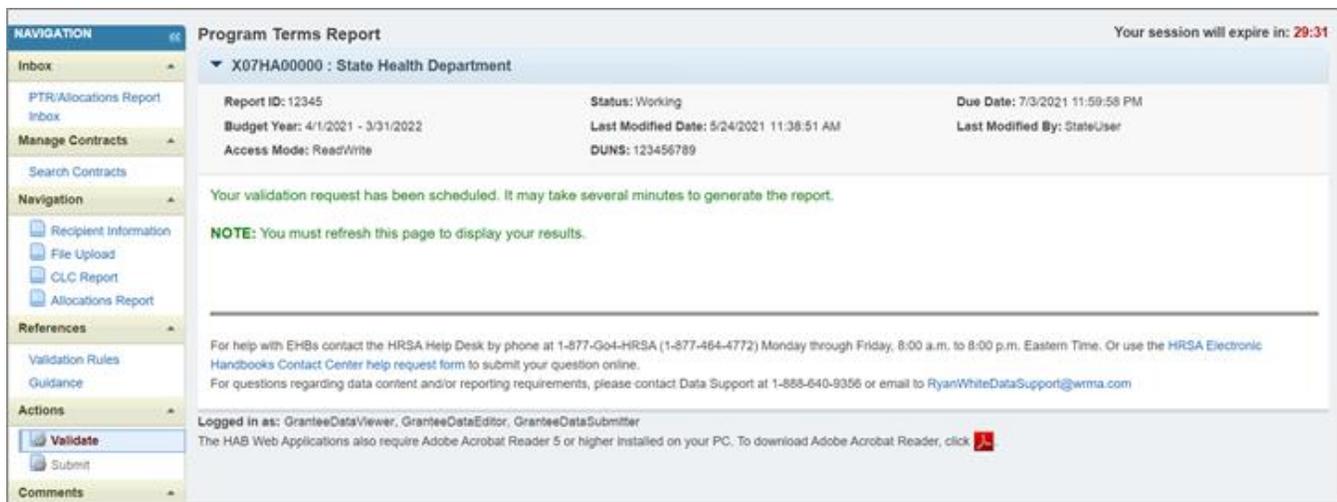
Validating and Submitting the RWHAP Part B PTR

After you have completed all required sections of your report, the next step is to validate it. 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 24. 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 25. HRSA HAB Web Application: Screenshot of the Validation Results Page

Program Terms Report Your session will expire in: 29:41

▼ X07HA00000 : State Health Department

Report ID: 12345 Status: Working Due Date: 7/3/2021 11:59:58 PM
 Budget Year: 4/1/2021 - 3/31/2022 Last Modified Date: 5/24/2021 11:38:51 AM Last Modified By: StateUser
 Access Mode: ReadWrite DUNS: 123456789

Validation Results

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

Recipient Information

Row No.	Check No.	Message	Type	Comment Count	Action
1	3	Recipient Information page: Title is missing	Alert	0	

Required Documents

Row No.	Check No.	Message	Type	Comment Count	Action
1	12	FY 2020 RWHAP Part B CRC Template is required and must be uploaded.	Warning	0	Add Comment

Consolidated List of Contractors

Row No.	Check No.	Message	Type	Comment Count	Action
1	29	At least one contract with at least one service must be specified. To correct this issue, please add a contract in the GCMS and/or synchronize contracts into your report.	Error	0	

Allocations Report

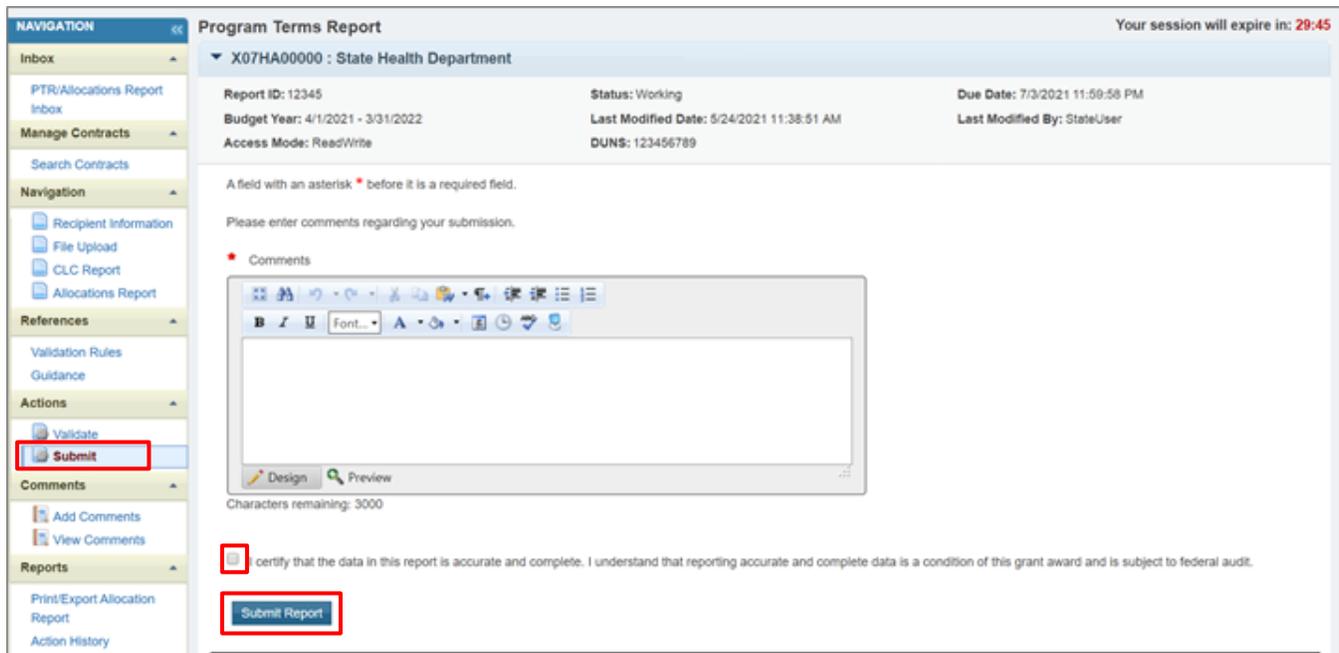
Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

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 Ryan White Data Support by phone at 1-888-640-9356 or via email at 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 26. HRSA HAB Web Application: Screenshot of the Submit Report Page



Frequently Asked Questions



The service information data table in the Allocations Report is empty, and I cannot edit the field. What do I do?

The information displayed in the 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 by phone at 1-888-640-9356 or via email 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), DUNS number, whether the organization is part of a real time electronic data network, and the person of contact, their phone number, email address, and title.



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 Ryan White Data Support by phone 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 base 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 4 different RWHAP reports. Those reports include the Ryan White HIV/AIDS Program Services Report (RSR), the PTR/Allocations Report and the accompanying CLC, The COVID-19 Data Report (CDR), and the Ending the Epidemic (EHE) Triannual report. Please 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) need to be entered into your contracts in the GCMS but are not pulled into the PTR. The PTR only captures RWHAP funding. Services funded with RWHAP-related funding will be reported in the RSR and it is required to indicate what those services are when completing your PTR.

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.

Recipient Administration (Administrative): 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 referred to as the Congressional Black Caucus Initiative because of that body's leadership in its development.

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

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

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant. Recipient of record (or recipient) replaces the term "Grantee of record."

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

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

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

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