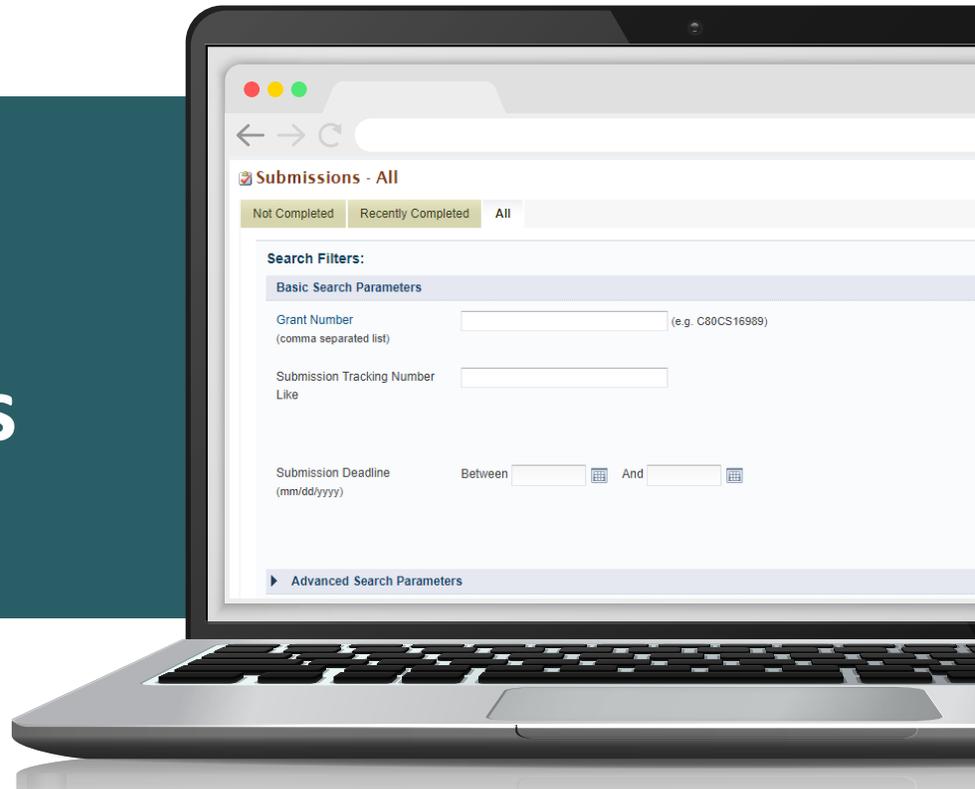


# RWHAP CARES Act Expenditures Report



## Instruction Manual 2021

Release Date: July 13, 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



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# Icons Used in this Manual

The following icons are used throughout the 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.

# Introduction

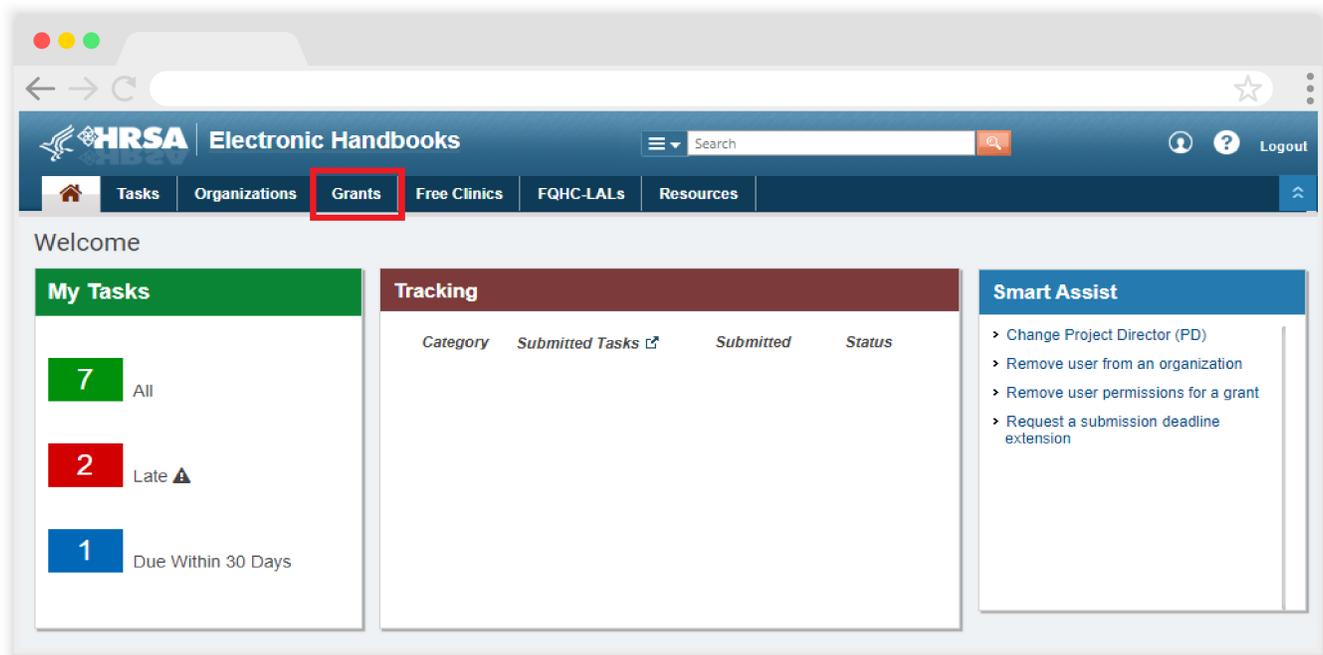
Ryan White HIV/AIDS Program (RWHAP) Parts A, B, C, and D Coronavirus Aid, Relief and Economic Security (CARES) Act recipients must submit the RWHAP CARES Act Expenditures Report.

This report serves as a reference to determine how recipients expended funds during the budget period. It is important to note that the RWHAP CARES Act Expenditures Report does not serve as a source for determining the total amount of funds awarded and unspent by recipients. This manual provides instructions on how to access, complete, and submit the CARES Act Expenditures Report.

# Accessing the CARES Act Expenditures Report via the EHBs<sup>1</sup>

**STEP 1:** Log in to the [HRSA Electronic Handbooks \(EHBs\) site](#). From the EHBs Home page (Figure 1), hover your mouse over the “Grants” tab, on the top-left side of the screen.

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

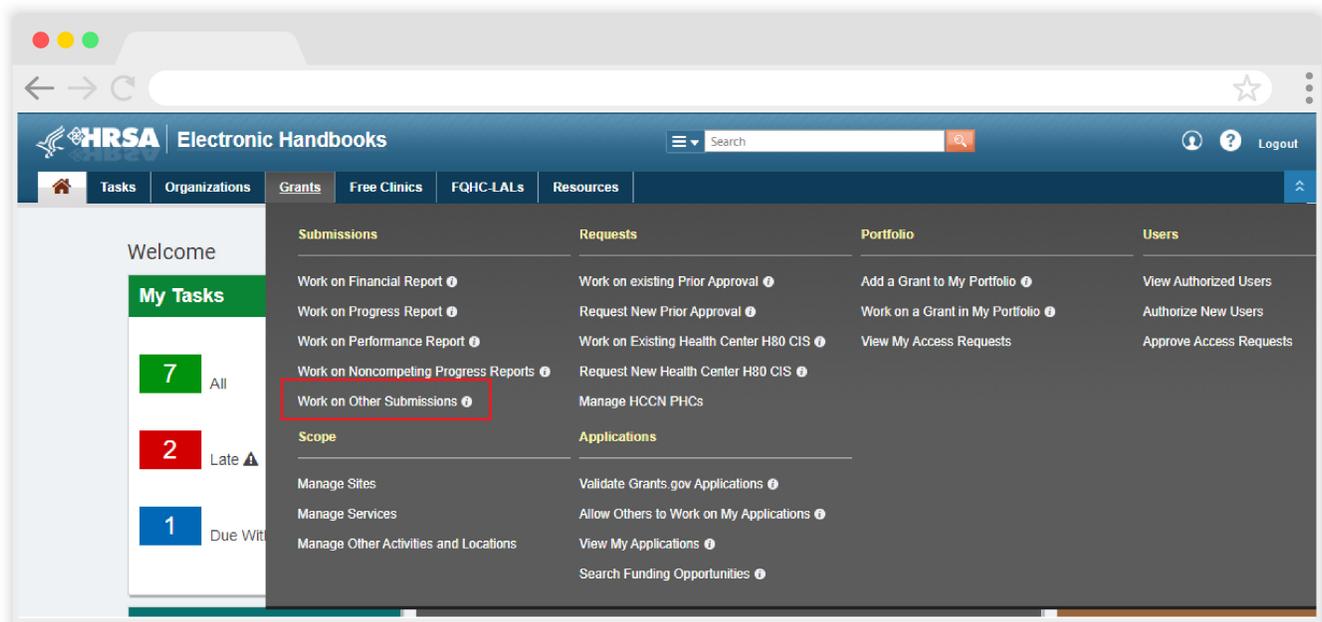


If you need assistance with your credentials or logging into the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

<sup>1</sup> The screenshots depict the process for accessing the RWHAP Part B CARES Act Expenditures Report. However, the steps are the same for RWHAP Part A, C, and D CARES Act grant recipients.

**STEP 2:** From the resulting drop-down menu (Figure 2), under the “Submissions” header, select “Work on Other Submissions.”

**Figure 2. HRSA HAB Electronic Handbooks: Screenshot of the Grants Drop-Down Menu**



**STEP 3:** On the bottom of the Submissions-All page (Figure 3), under the “Submission Name” header, locate your FY 2020 Expenditures Report for your CARES Act grant number. Under the “Options” column on the right, select “Start” (to start a new report) or “Edit” (to continue a report already in progress).

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

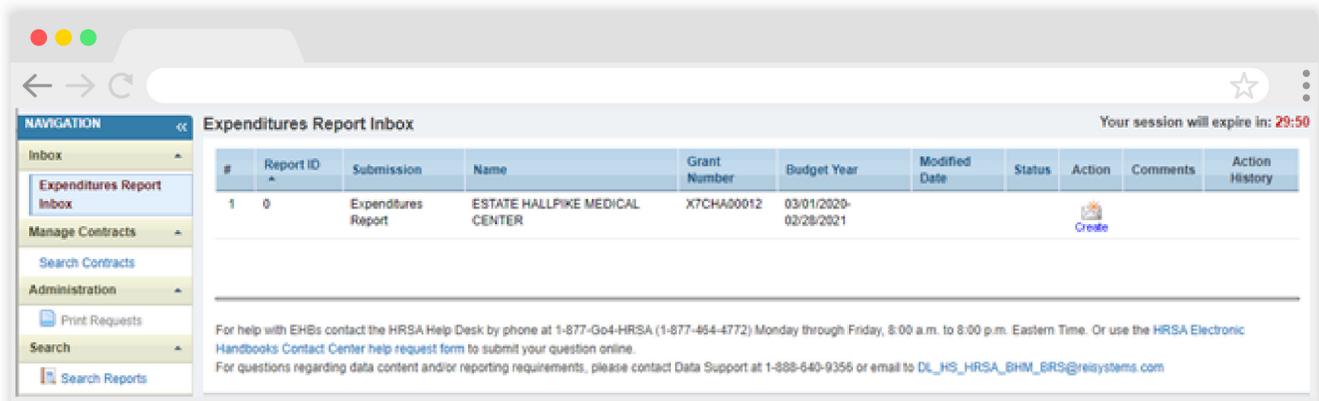
Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2021 Program Terms Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X07HA00020		04/01/2021 - 03/31/2022	07/01/2021		Not Started	Start
FY 2020 Expenditures Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X07HA00020		04/01/2020 - 03/31/2021	07/30/2021		Not Started	Start
FY 2021 Program Terms Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X08HA00027		01/01/2021 - 12/31/2021	10/31/2021		Not Started	Start
FY 2020 Expenditures Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X08HA00027		2020/03/01 - 2021/02/28	10/31/2021		Not Started	Start
FY 2020 Expenditures Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X7CHA00013		2020/03/01 - 2021/02/28	10/31/2021		Not Started	Start
FY 2021 RWHAP Part B Annual Progress Report	Other Submissions	RAVENS CROFT MONO HEALTH CARE FUND, AZ	X07HA00020	00286136	04/01/2021 - 03/31/2022	07/29/2022		Not Started	Start



If you need assistance navigating the EHBs to locate your 2020 Expenditures Report submission, contact the EHBs Customer Support Center at 1-877-464-4772.

**STEP 4:** You are now in the CARES Act Expenditures Report Inbox (Figure 4). 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 4. HRSA HAB Web Application: Screenshot of the Expenditures Report Inbox Page**



**Question:** I see that I can search my GCMS contracts in the CARES Act Expenditures Report System. Is the Expenditures Report linked to those contracts?

**Answer:** No, the CARES Act Expenditures Report is not linked to the contracts in the GCMS. You may view them in the CARES Act Expenditures Report system for your reference.

You are now within the CARES Act Expenditures Report, where you will be able to enter your expenditures, validate, and submit your report to your project officer for review.

All recipients must complete a separate CARES Act Expenditures Report for each RWHAP CARES Act grant received. Recipients should not enter RWHAP-related funding (program income and pharmaceutical rebates) in the CARES Act Expenditures Report. Expenditures as a percentage of award requirements for specific categories (ex. Recipient administration, planning and evaluation (P&E), and clinical quality management (CQM) expenses) are outlined in the [Ryan White HIV/AIDS Treatment Extension Act of 2009](#).

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.

- [CARES Act Expenditures Reporting Requirements: RWHAP Part A \(H9A\)](#)
- [CARES Act Expenditures Reporting Requirements: RWHAP Part B \(X7C\)](#)
- [CARES Act Expenditures Reporting Requirements: RWHAP Part C \(H7C\)](#)
- [CARES Act Expenditures Reporting Requirements: RWHAP Part D \(H1X\)](#)

# CARES Act Expenditures Reporting Requirements: RWHAP Part A (H9A)

The CARES Act Expenditures Report is a single report that all RWHAP Part A CARES Act recipients must submit each budget period as a requirement for the RWHAP Part A CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part A CARES Act Expenditures Report no later than 90 days after the budget period end date, consistent with reporting guidelines, instructions, and/or reporting templates provided in the EHBs. RWHAP Part A CARES Act recipients must submit the CARES Act Expenditures Report through the EHBs.

If you need assistance or have questions about the required RWHAP Part A CARES Act Expenditures Report submission, please contact your Division of Metropolitan HIV/AIDS Programs project officer or contact Ryan White Data Support at 1-888-640-9356 or [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

## RWHAP Part A CARES Act Expenditures Report Recipient Information

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 5). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/Unique Entity Identifier (UEI) number, and contact information of the person responsible for the CARES Act Expenditures Report submission. 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.



**Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, [Accessing the CARES Act Expenditures Report via the EHBs](#), for step-by-step instruction on accessing your report.

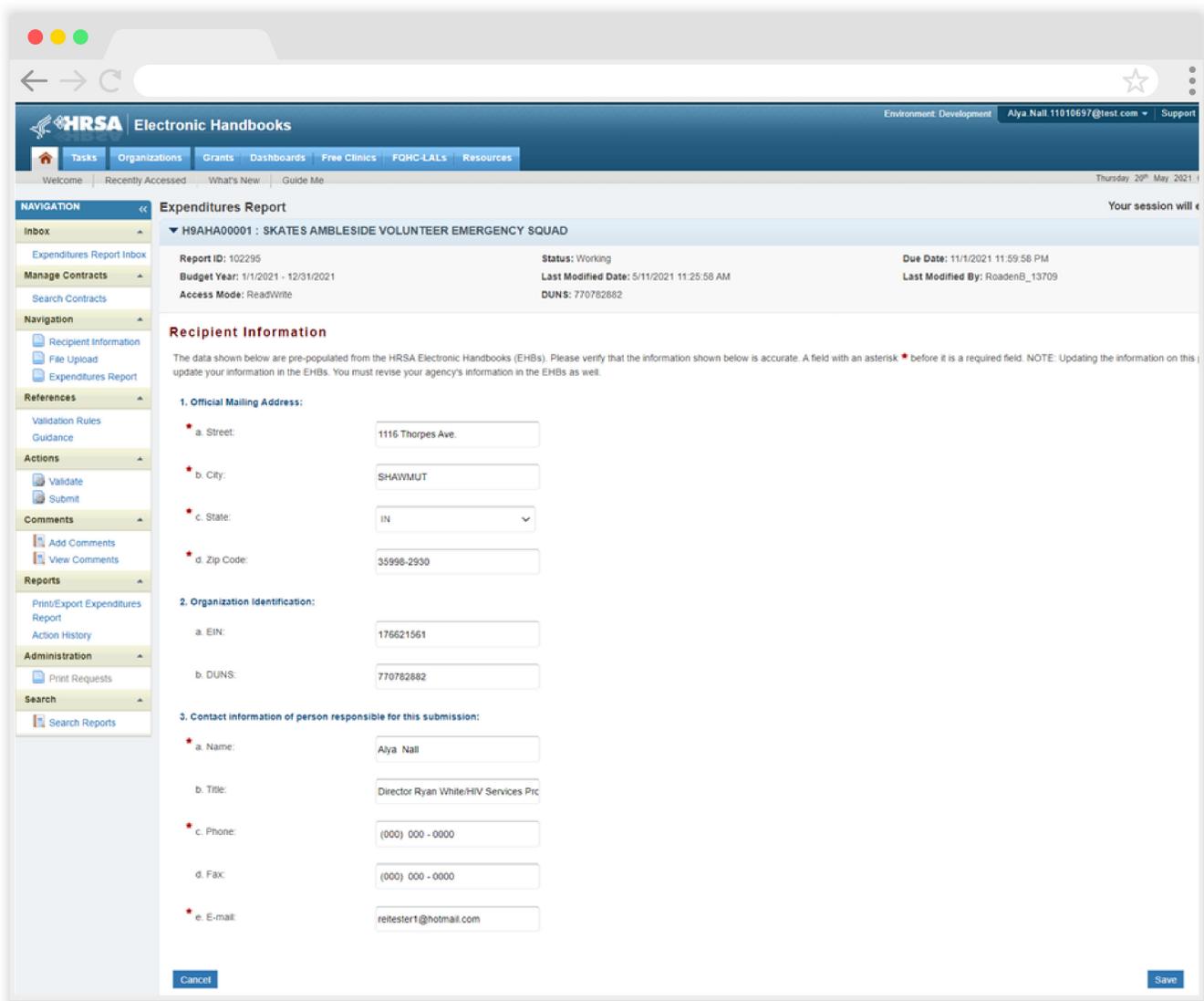


**Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS.**

To support this transition, HRSA’s EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

**Figure 5. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Recipient Information Page**

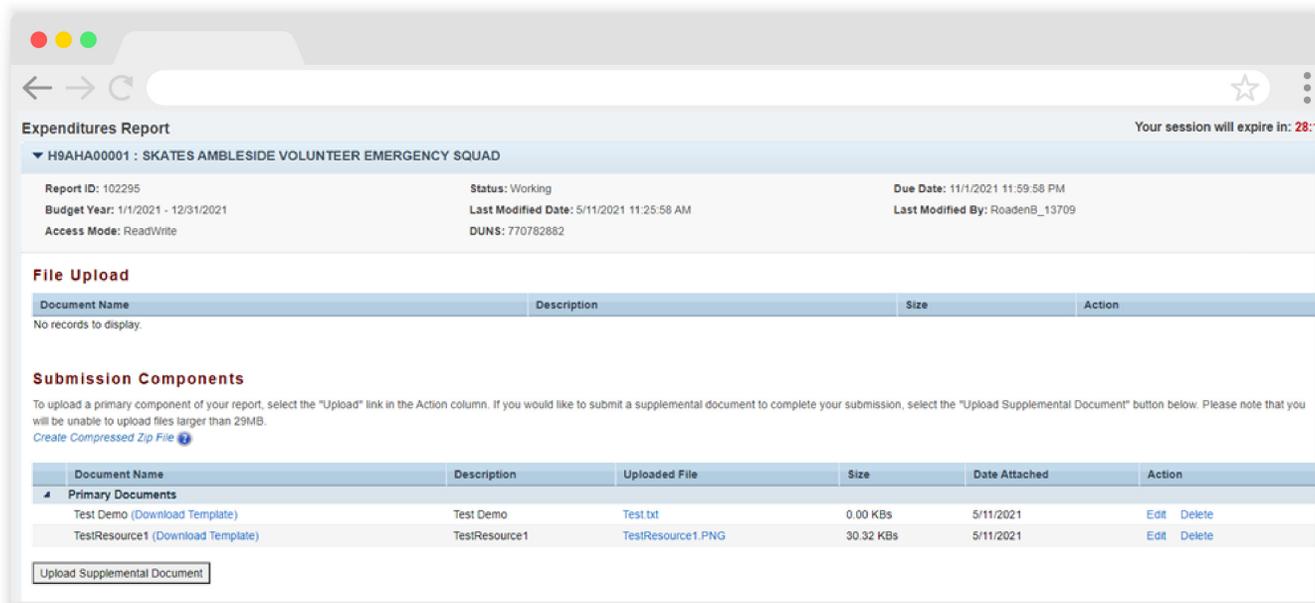


## RWHAP Part A CARES Act Expenditures Report File Upload

For RWHAP Part A CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 6).

To access this feature, select “File Upload” in the Navigation panel on the left side of the screen under the “Navigation” header. Select the “Upload Supplemental Document” button and a new field will appear at the bottom of the page. Select “Browse” and locate the file you would like to upload on your computer. Select “Submit” to upload the document.

**Figure 6. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report File Upload Page**



## RWHAP Part A CARES Act Expenditures Report

To access the RWHAP Part A CARES Act Expenditures Report section, select “Expenditures Report” in the Navigation panel on the left side of the screen under the “Navigation” header. The RWHAP Part A CARES Act Expenditures Report is comprised of three editable sections: *Award Information*, *Part A CARES Act Program Total*, and *Part A CARES Act Expenditure Categories*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part A CARES Act Expenditures Report section contains 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a “0” for that field. After entering a value for every field, select “Save” at the lower-right corner of the page.



**Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

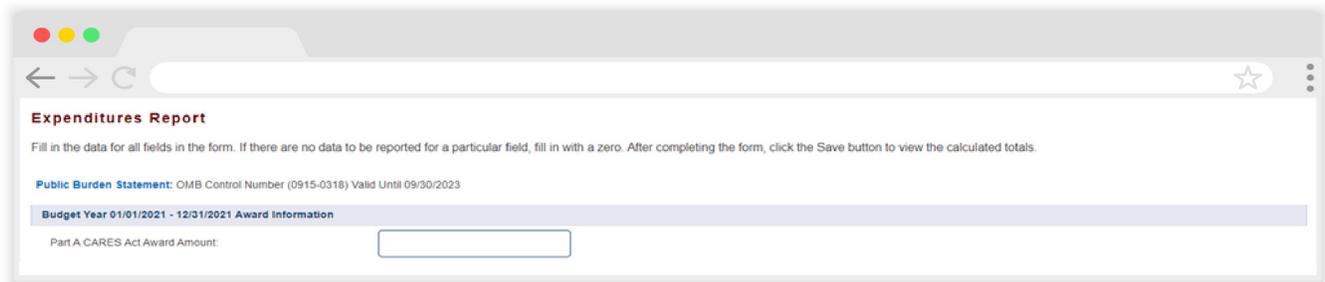
**Answer:** See the above chapter, [Accessing the CARES Act Expenditures Report via the EHBs](#), for step-by-step instruction on accessing your report.

## Award Information

The *Award Information* section (Figure 7) of the RWHAP Part A CARES Act Expenditures Report has one editable field that must be completed:

- *RWHAP Part A CARES Act Award Amount*
  - *Reporting FY:* The total RWHAP Part A CARES Act award indicated on your agency’s final NoA.

**Figure 7. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Award Information Section**



## RWHAP Part A CARES Act Program Total

The RWHAP *Part A CARES Act Program Total* section (Figure 8) of the RWHAP Part A CARES Act Expenditures Report contains two editable fields that must be completed:

- *Clinical Quality Management*
  - *Reporting FY:* The amount of your agency’s RWHAP Part A CARES Act award that was expended to support clinical quality management activities.



The total amount expended on clinical quality management for the Reporting FY from the RWHAP Part A CARES Act award must not exceed 5% of your total award or \$3 million (whichever is smaller).

- *Recipient Administration*
  - *Reporting FY:* The amount of your agency’s RWHAP Part A CARES Act award that was expended to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of your total award.

**Figure 8. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Program Total Section**

Service	Reporting FY	
	Amount	Percent
<b>Non-Services</b>		
a. Clinical Quality Management	<input type="text"/>	
b. Recipient Administration	<input type="text"/>	
<b>Non-services Subtotal</b>		
c. Core Medical Services		
d. Support Services		
<b>Total Service Expenditures</b>		
<b>Total Expenditures (Service + Non-service)</b>		
<b>Total Remaining Unobligated Amount</b>		



The additional fields in this table will be automatically calculated by the system once you have entered and saved values for the core medical and support service categories as detailed in the next section.

## RWHAP Part A CARES Act Expenditure Categories

The RWHAP Part A CARES Act Expenditure Categories section (Figure 9 and Figure 10) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

There are 13 fields that must be completed for the Core Medical Services and 15 fields that must be completed for the Support Services as detailed below:

### *RWHAP Part A CARES Act Award Applied to Core Medical and Support Services*

- *Reporting FY*: The amount of your agency's RWHAP Part A CARES Act award that was expended to support the service category.



To review the RWHAP core medical and support service categories, see [PCN #16-02](#) on the HRSA HAB website.

Figure 9. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Core Medical Services Subsection

Service	Reporting FY	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	<input type="text"/>	
b. AIDS Pharmaceutical Assistance	<input type="text"/>	
c. Early Intervention Services (EIS)	<input type="text"/>	
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="text"/>	
e. Home and Community-Based Health Services	<input type="text"/>	
f. Home Health Care	<input type="text"/>	
g. Hospice	<input type="text"/>	
h. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	
i. Medical Nutrition Therapy	<input type="text"/>	
j. Mental Health Services	<input type="text"/>	
k. Oral Health Care	<input type="text"/>	
l. Outpatient/Ambulatory Health Services	<input type="text"/>	
m. Substance Abuse Outpatient Care	<input type="text"/>	
<b>1. Core Medical Services Total</b>		

**Figure 10. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Support Services Subsection**

<b>Support Services</b>		
a. Child Care Services	<input type="text"/>	
b. Emergency Financial Assistance	<input type="text"/>	
c. Food Bank/Home Delivered Meals	<input type="text"/>	
d. Health Education/Risk Reduction	<input type="text"/>	
e. Housing	<input type="text"/>	
f. Linguistic Services	<input type="text"/>	
g. Medical Transportation	<input type="text"/>	
h. Non-Medical Case Management Services	<input type="text"/>	
i. Other Professional Services	<input type="text"/>	
j. Outreach Services	<input type="text"/>	
k. Psychosocial Support Services	<input type="text"/>	
l. Referral for Health Care and Support Services	<input type="text"/>	
m. Rehabilitation Services	<input type="text"/>	
n. Respite Care	<input type="text"/>	
o. Substance Abuse Services (residential)	<input type="text"/>	
<b>2. Support Services Total</b>		
<b>3. Total Service Expenditures</b>		

See the [Validating and Submitting the RWHAP CARES Act Expenditures Report](#) section for guidance on how to validate and submit the RWHAP Part A CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part B (X7C)

The CARES Act Expenditures Report is a single report submitted through the EHBs that all RWHAP Part B CARES Act recipients must submit as a requirement for the RWHAP Part B CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

If you need assistance or have questions about the required RWHAP Part B CARES Act Expenditures Report 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](mailto:RyanWhiteDataSupport@wrma.com).

## RWHAP Part B CARES Act Expenditures Report Recipient Information

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 11). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for the CARES Act Expenditures Report submission. 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.



**Question: How do I get to my CARES Act Expenditure Report in the EHBs?**

**Answer:** See the above chapter, [Accessing the CARES Act Expenditures Report via the EHBs](#), for step-by-step instruction on accessing your report.



**Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government. **The UEI will replace DUNS.**

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

Figure 11. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Recipient Information Page

**Expenditures Report** Your session will expire in: 29:19

Report ID: 112018      Status: Working      Due Date: 11/1/2021 11:59:58 PM  
 Budget Year: 3/1/2020 - 2/28/2021      Last Modified Date: 6/16/2021 3:55:35 PM      Last Modified By: Zahrah Lauderman 56279843@test.com  
 Access Mode: Read/Write      DUNS: 076893015

**Recipient Information**

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field.  
 NOTE: Updating the information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

**1. Official Mailing Address:**

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

**2. Organization Identification:**

- a. EIN:
- b. DUNS:

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

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

## RWHAP Part B CARES Act Expenditures Report File Upload

For RWHAP Part B CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 12).

To access this feature, select “File Upload” in the Navigation panel on the left side of the screen under the “Navigation” header. Select the “Upload Supplemental Document” button and a new field will appear at the bottom of the page. Select “Browse” and locate the file you would like to upload on your computer. Select “Submit” to upload the document.

**Figure 12. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report File Upload Page**



## RWHAP Part B CARES Act Expenditures Report

To access the CARES Act Expenditures Report section, select “Expenditures Report” in the Navigation panel on the left side of the screen under the “Navigation” header. The RWHAP Part B CARES Act Expenditures Report is comprised of three editable sections: *Award Information*, *Part B CARES Act Program Total*, and *Part B CARES Act Expenditure Categories* including *Core Medical Services* and *Support Services*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part B CARES Act Expenditures Report section contains 60 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a “0” for that field. After entering a value for every field, select “Save” at the lower-right corner of the page.

## Award Information

The *Award Information* section (Figure 13) of the RWHAP Part B CARES Act Expenditures Report contains one editable field that must be completed:

- *RWHAP Part B CARES Act Award Amount*
  - *Reporting FY:* The total amount of your agency’s RWHAP Part B CARES Act award indicated on your agency’s final NoA.

**Figure 13. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Award Information Section**

## RWHAP Part B CARES Act Program Total

The *RWHAP Part B CARES Act Program Total* Section of the RWHAP Part B CARES Act Expenditures Report has nine editable fields that you must complete (Figure 14).

### 1a. ADAP Services

- *Reporting FY:* The amount of your agency’s RWHAP Part B CARES Act award that was given to the ADAP to purchase medications.

### 1b. Health Insurance to Provide Medications

- *Reporting FY:* The amount of your agency’s RWHAP Part B CARES Act award that was given to the ADAP to purchase health insurance for clients.

### 1c. ADAP Access/Adherence/Monitoring Services

- *Reporting FY:* The amount of your agency’s RWHAP Part B CARES Act award that was given to the ADAP and expended to support ADAP access, adherence, and monitoring activities.

### 2. RWHAP Part B CARES Act Health Insurance Premium and Cost Sharing Assistance for Low Income Individuals

- *Reporting FY:* The amount of your agency’s RWHAP Part B CARES Act award that was used to directly purchase health insurance for non-ADAP clients and assist with cost sharing for eligible clients.

**3. RWHAP Part B CARES Act Home and Community-based Health Services**

- *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was used to directly provide home- and community-based health services.

**4b. RWHAP Part B CARES Act HIV Care Consortia Administration**

- *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was expended on HIV care consortia administrative activities.



The total amount expended on recipient administration may not exceed 10% of the RWHAP Program Part B CARES Act award. Consortia administrative costs are part of the recipient administration costs.

**6. RWHAP Part B CARES Act Clinical Quality Management**

- *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was used to support clinical quality management activities.



The total amount expended on clinical quality management may not exceed 5% or \$3 million (whichever is less) of the FY RWHAP Program Part B CARES Act award.

**7. RWHAP Part B CARES Act Recipient Planning & Evaluation Activities**

- *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was used to support planning and evaluation activities.



The total amount expended on planning and evaluation activities may not exceed 5% of the RWHAP Program Part B CARES Act award.

**8. RWHAP Part B CARES Act Recipient Administration**

- *Reporting FY:* The amount of your agency's RWHAP Part B CARES Act award that was used to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of the RWHAP Program Part B CARES Act award.



The combined total amount expended on recipient administration and planning and evaluation (Item 4b, Item 7, and Item 8) may not exceed 15% of your total RWHAP Program Part B CARES Act award.

Figure 14. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Program Total Section

Part B CARES Act Program Total		
Service	Reporting FY	
	Amount	Percent
1. RWHAP Part B CARES Act AIDS Drug Assistance Program Subtotal		
a. ADAP Services	<input type="text"/>	
b. Health Insurance to Provide Medications	<input type="text"/>	
c. ADAP Access/Adherence/Monitoring Services	<input type="text"/>	
2. RWHAP Part B CARES Act Health Insurance Premium & Cost Sharing Assistance for Low Income Individuals	<input type="text"/>	
3. RWHAP Part B CARES Act Home and Community-based Health Services	<input type="text"/>	
4a. RWHAP Part B CARES Act HIV Care Consortia (Provide detail in Section B)		
4b. RWHAP Part B CARES Act HIV Care Consortia Administration	<input type="text"/>	
5. RWHAP Part B CARES Act State Direct Services (Provide detail in Section B)		
6. RWHAP Part B CARES Act Clinical Quality Management	<input type="text"/>	
7. RWHAP Part B CARES Act Recipient Planning & Evaluation Activities	<input type="text"/>	
8. RWHAP Part B CARES Act Recipient Administration	<input type="text"/>	
9. Total RWHAP Part B CARES Act Funding Amounts		
10. Total Remaining Unobligated Amount		

## RWHAP Part B CARES Act Expenditure Categories

The *RWHAP Part B CARES Act Expenditure Categories* section (Figure 15 and Figure 16) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

There are two fields (represented by the table columns) that must be entered for each service category in the *Core Medical Services* and *Support Services* sections as detailed below:

### *Current FY*

#### 1. *Consortia*

- *Amount:* The amount of consortia funding from your RWHAP Part B CARES Act award that was expended to support the service category.

#### 2. *Direct Services*

- *Amount:* The amount of direct services funding from your RWHAP Part B CARES Act award that was expended to support the service category.



To review the RWHAP core medical and support service categories, see [PCN #16-02](#) on the HRSA HAB website.

Figure 15. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Core Medical Services Subsection

Service	Reporting FY					
	Consortia		Direct Service		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
<b>Core Medical Services</b>						
a. AIDS Drug Assistance Program Treatments						
b. AIDS Pharmaceutical Assistance	<input type="text"/>		<input type="text"/>			
c. Early Intervention Services (EIS)	<input type="text"/>		<input type="text"/>			
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals						
e. Home and Community-Based Health Services						
f. Home Health Care	<input type="text"/>		<input type="text"/>			
g. Hospice	<input type="text"/>		<input type="text"/>			
h. Medical Case Management, including Treatment Adherence Services	<input type="text"/>		<input type="text"/>			
i. Medical Nutrition Therapy	<input type="text"/>		<input type="text"/>			
j. Mental Health Services	<input type="text"/>		<input type="text"/>			
k. Oral Health Care	<input type="text"/>		<input type="text"/>			
l. Outpatient/Ambulatory Health Services	<input type="text"/>		<input type="text"/>			
m. Substance Abuse Outpatient Care	<input type="text"/>		<input type="text"/>			
<b>1. Core Medical Services Total</b>						

**For ADAP Consortia:**

Health Insurance Premium and Cost Sharing for Low-Income Individuals, and Home and Community-Based Health Services will be available for reporting. Funds can be allocated to these services for Consortia but not Direct Service.

**Figure 16. HRSA HAB Web Application: Screenshot of the RWHAP Part B CARES Act Expenditures Report Support Services Subsection**

Support Services						
a. Child Care Services	<input type="text"/>		<input type="text"/>			
b. Emergency Financial Assistance	<input type="text"/>		<input type="text"/>			
c. Food Bank/Home Delivered Meals	<input type="text"/>		<input type="text"/>			
d. Health Education/Risk Reduction	<input type="text"/>		<input type="text"/>			
e. Housing	<input type="text"/>		<input type="text"/>			
f. Linguistic Services	<input type="text"/>		<input type="text"/>			
g. Medical Transportation	<input type="text"/>		<input type="text"/>			
h. Non-Medical Case Management Services	<input type="text"/>		<input type="text"/>			
i. Other Professional Services	<input type="text"/>		<input type="text"/>			
j. Outreach Services	<input type="text"/>		<input type="text"/>			
k. Psychosocial Support Services	<input type="text"/>		<input type="text"/>			
l. Referral for Health Care and Support Services	<input type="text"/>		<input type="text"/>			
m. Rehabilitation Services	<input type="text"/>		<input type="text"/>			
n. Respite Care	<input type="text"/>		<input type="text"/>			
o. Substance Abuse Services (residential)	<input type="text"/>		<input type="text"/>			
<b>2. Support Services Total</b>						
<b>3. Total Service Expenditures</b>						

See the [Validating and Submitting the RWHAP CARES Act Expenditures Report](#) section for guidance on how to validate and submit the RWHAP Part B CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part C (H7C)

The CARES Act Expenditures Report is a single report that all RWHAP Part C CARES Act recipients must submit each budget period as a requirement for the RWHAP Part C CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part C CARES Act Expenditures Report after the budget period end date, consistent with reporting guidelines, instructions, and/or reporting templates provided in the EHBs. The CARES Act Expenditures Report must be completed through the EHBs.

If you need assistance or have questions about the required RWHAP Part C Expenditures 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](mailto:RyanWhiteDataSupport@wrma.com).

## RWHAP Part C CARES Act Expenditures Report Recipient Information

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 17). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for Expenditures Report submission. 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.



**Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, [Accessing the CARES Act Expenditures Report via the EHBs](#), for step-by-step instruction on accessing your report.



**Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government.

**The UEI will replace DUNS.**

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

Figure 17. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Recipient Information Page

**Expenditures Report** Your session will expire in: 29:41

H7CHA00055 : FELT TIERNAN VOLUNTEER RESCUE SQUAD

### Recipient Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. NOTE: Updating the information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

- Official Mailing Address:**
  - \* a. Street: 1179 Fountaintree Ave.
  - \* b. City: RIPPEY
  - \* c. State: NC
  - \* d. Zip Code: 09993-9617
- Organization Identification:**
  - a. EIN: 112569509
  - b. DUNS: 334978145
- Contact information of person responsible for this submission:**
  - \* a. Name: Marquise Vankoten
  - b. Title: Program Coordinator
  - \* c. Phone: (000) 000 - 0000
  - d. Fax: (000) 000 - 0000
  - \* e. E-mail: reilester1@hotmail.com

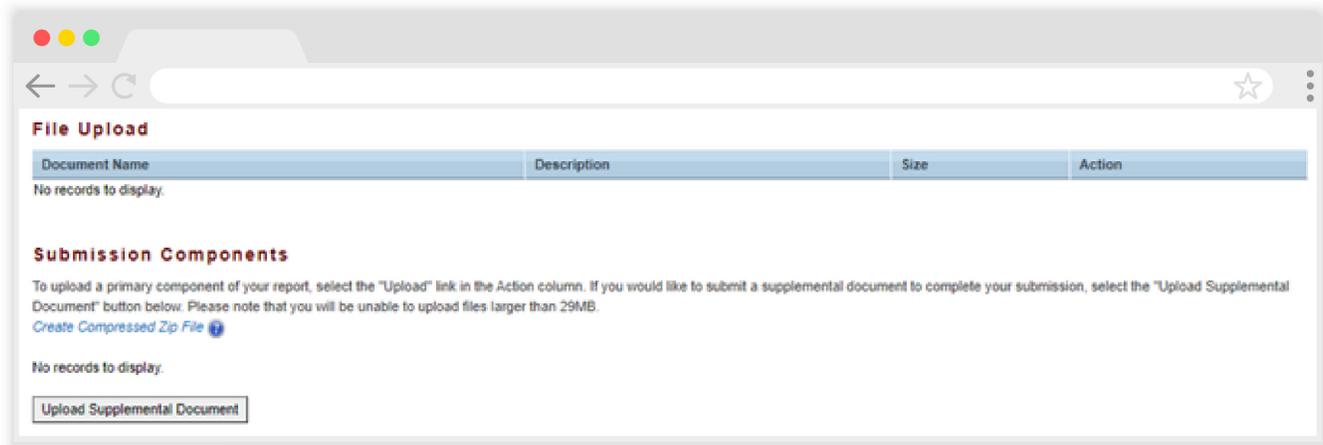
Cancel Save

## RWHAP Part C CARES Act Expenditures Report File Upload

For RWHAP Part C CARES Act recipients, there are no required CARES Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 18).

To access this feature, select “File Upload” in the Navigation panel on the left side of the screen under the “Navigation” header. Select the “Upload Supplemental Document” button and a new field will appear at the bottom of the page. Select “Browse” and locate the file you would like to upload on your computer. Select “Submit” to upload the document.

**Figure 18. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report File Upload Page**



## RWHAP Part C CARES Expenditures Report

To access the CARES Act Expenditures Report section, select “Expenditures Report” in the Navigation panel on the left side of the screen under the “Navigation” header. The RWHAP Part C CARES Act Expenditures Report is comprised of three editable sections: *Award Information*, *Part C CARES Act Program Total*, and *Part C CARES Act Expenditure Categories* including *Core Medical Services* and *Support Services*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part C Expenditures Report section has 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a “0” for that field. After entering a value for every field, select “Save” at the lower-right corner of the page.

### Award Information

The *Award Information* section (Figure 19) of the RWHAP Part C CARES Act Expenditures Report contains one editable field that must be completed:

- *RWHAP Part C CARES Act Award Amount*
  - *Reporting FY*: The total amount of your agency’s RWHAP Part C CARES Act award indicated on your agency’s final NoA.

**Figure 19. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Award Information Section**

**Expenditures Report**

Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Budget Year 03/01/2020 - 02/28/2021 Award Information

Part C CARES Act Award Amount:

## RWHAP Part C CARES Act Program Total

The *RWHAP Part C CARES Act Program Total* section (Figure 20) of the RWHAP Part C CARES Act Expenditures Report has two editable fields that must be completed:

- *Clinical Quality Management*
  - *Reporting FY:* The total amount of your agency’s RWHAP Part C CARES Act award that was expended to support clinical quality management activities.
- *Recipient Administration*
  - *Reporting FY:* The total amount of your agency’s RWHAP Part C CARES Act award that was expended to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of your total award.

**Figure 20. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Program Total Section**

Service	Reporting FY	
	Amount	Percent
<b>Non-Services</b>		
a. Clinical Quality Management	<input type="text"/>	
b. Recipient Administration	<input type="text"/>	
Non-services Subtotal		
c. Core Medical Services		
d. Support Services		
Total Service Expenditures		
Total Expenditures (Service + Non-service)		
Total Remaining Unobligated Amount		

## RWHAP Part C CARES Act Expenditures Categories

The *Part C CARES Act Expenditure Categories* section (Figure 21 and Figure 22) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

### *RWHAP Part C CARES Act Award Applied to Core Medical and Support Services*

- **Reporting FY:** The amount of your agency's RWHAP Part C CARES Act award that was expended to support the service category.



**Question: What services should be reported under the Early Intervention Services (EIS) service category?**

**Answer:** The EIS service category in your CARES Act Expenditures Report is not the same as the EIS in the title of the RWHAP Part C EIS grant. The EIS service category for RWHAP Part C CARES Act recipients is a set of four services including HIV counseling, high-risk targeted HIV testing, referral, and linkage to care, and other clinical and diagnostic services related to an HIV diagnosis.



To review the RWHAP core medical and support service categories, see [PCN #16-02](#) on the HRSA HAB website.

**Figure 21. HRSA HAB Web Application: Screenshot of the RWHAP Part C CARES Act Expenditures Report Core Medical Services Subsection**

Service	Reporting FY	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	<input type="text"/>	
b. AIDS Pharmaceutical Assistance	<input type="text"/>	
c. Early Intervention Services (EIS)	<input type="text"/>	
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="text"/>	
e. Home and Community-Based Health Services	<input type="text"/>	
f. Home Health Care	<input type="text"/>	
g. Hospice	<input type="text"/>	
h. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	
i. Medical Nutrition Therapy	<input type="text"/>	
j. Mental Health Services	<input type="text"/>	
k. Oral Health Care	<input type="text"/>	
l. Outpatient/Ambulatory Health Services	<input type="text"/>	
m. Substance Abuse Outpatient Care	<input type="text"/>	
<b>1. Core Medical Services Total</b>		

**Figure 22. HRSA HAB Web Application: Screenshot of RWHAP Part C CARES Act Expenditures Report Support Services Subsection**

<b>Support Services</b>		
a. Child Care Services	<input type="text"/>	
b. Emergency Financial Assistance	<input type="text"/>	
c. Food Bank/Home Delivered Meals	<input type="text"/>	
d. Health Education/Risk Reduction	<input type="text"/>	
e. Housing	<input type="text"/>	
f. Linguistic Services	<input type="text"/>	
g. Medical Transportation	<input type="text"/>	
h. Non-Medical Case Management Services	<input type="text"/>	
i. Other Professional Services	<input type="text"/>	
j. Outreach Services	<input type="text"/>	
k. Psychosocial Support Services	<input type="text"/>	
l. Referral for Health Care and Support Services	<input type="text"/>	
m. Rehabilitation Services	<input type="text"/>	
n. Respite Care	<input type="text"/>	
o. Substance Abuse Services (residential)	<input type="text"/>	
<b>2. Support Services Total</b>		
<b>3. Total Service Expenditures</b>		

See the [Validating and Submitting the RWHAP CARES Act Expenditures Report](#) section for guidance on how to validate and submit the RWHAP Part C CARES Act Expenditures Report.

# CARES Act Expenditures Reporting Requirements: RWHAP Part D (H1X)

The CARES Act Expenditures Report is a single report that all RWHAP Part D CARES Act recipients must submit each budget period as a requirement for the RWHAP Part D CARES Act award. It serves as a reference to determine how recipients subsequently expended funds allocated to them for the budget period.

According to the Notice of Award (NoA), the recipient must submit the RWHAP Part D CARES Act Expenditures Report after the budget period end date, consistent with reporting guidelines, instructions and/or reporting templates provided in the EHBs. The CARES Act Expenditures Report must be completed through the EHBs.

If you need assistance or have questions about the required RWHAP Part D CARES Act Expenditures 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](mailto:RyanWhiteDataSupport@wrma.com).

## RWHAP Part D CARES Act Expenditures Report Recipient Information

Opening the CARES Act Expenditures Report will bring you to the Recipient Information page (Figure 23). This section is prepopulated from the EHBs and includes your organization's address, EIN, DUNS/UEI number, and contact information of the person responsible for CARES Act Expenditures Report submission. 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.



**Question:** How do I get to my CARES Act Expenditure Report in the EHBs?

**Answer:** See the above chapter, [Accessing the CARES Act Expenditures Report via the EHBs](#), for step-by-step instruction on accessing your report.



**Question: What is a UEI?**

**Answer:** HRSA will be making updates to the EHBs to support the transition to the Unique Entity Identifier (UEI). The UEI is a new 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government.

**The UEI will replace DUNS.**

To support this transition, HRSA's EHBs are being incrementally updated to change all DUNS number fields to UEI fields and to update the associated processes, such as the grant folder search pages. **Please note, you do not need to take any action.** The UEI will automatically be created by SAM.gov and will be imported into EHBs for all actively registered organizations.

Figure 23. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Recipient Information Page

**Expenditures Report** Your session will expire in: 28:48

H1XHA00022 : MALLOCH ENGINEERUNG INC.

### Recipient Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk \* before it is a required field. NOTE: Updating the information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

- Official Mailing Address:**
  - a. Street: 1122 Brosian Wall
  - b. City: MCDONOUGH
  - c. State: OK
  - d. Zip Code: 86134-1201
- Organization Identification:**
  - a. EIN: 195320422
  - b. DUNS: 366492067
- Contact information of person responsible for this submission:**
  - a. Name: Alycia MacKinnon
  - b. Title: Project Director (PI)
  - c. Phone: (000) 000 - 0000
  - d. Fax: ( ) - -
  - e. E-mail: reitester1@hotmail.com

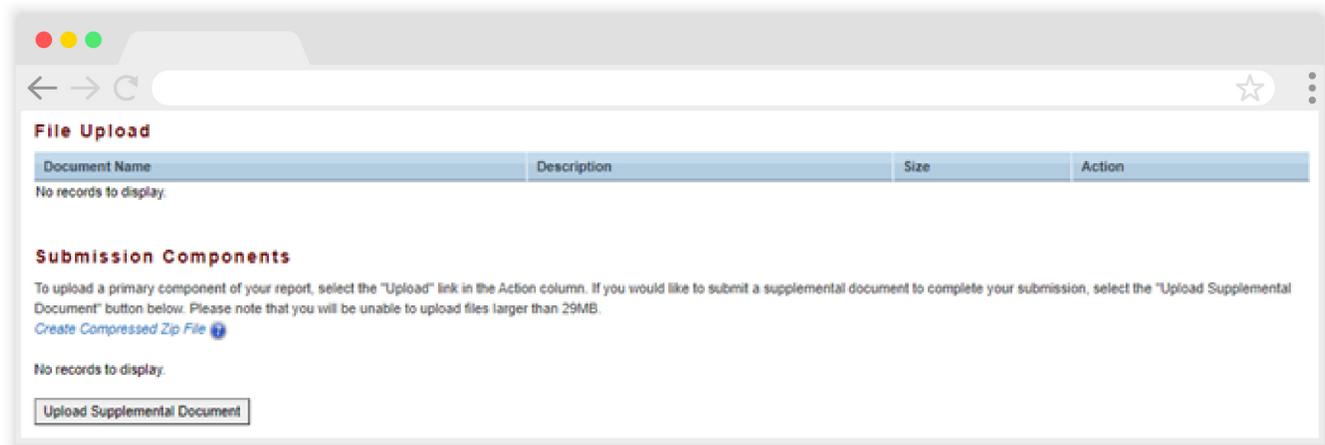
Cancel Save

## RWHAP Part D CARES Act Expenditures Report File Upload

For RWHAP Part D CARES Act recipients, there are no required CARES Act Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, you may do so in the File Upload section (Figure 24).

To access this feature, select “File Upload” in the Navigation panel on the left side of the screen under the “Navigation” header. Select the “Upload Supplemental Document” button and a new field will appear at the bottom of the page. Select “Browse” and locate the file you would like to upload on your computer. Select “Submit” to upload the document.

**Figure 24. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report File Upload Page**



## RWHAP Part D CARES Act Expenditures Report

To access the CARES Act Expenditures Report section, select “Expenditures Report” in the Navigation panel on the left side of the screen under the “Navigation” header. The RWHAP Part D Expenditures Report is comprised of three editable sections: *Award Information*, *Part D CARES Act Program Total*, and *Part D CARES Act Expenditure Categories* including *Core Medical Services* and *Support Services*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part D CARES Act Expenditures Report section has 31 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a “0” for that field. After entering a value for every field, select “Save” at the lower-right corner of the page.

### Award Information

The *Award Information* section of the RWHAP Part D CARES Act Expenditures Report contains one editable field that must be completed (Figure 25).

- *RWHAP Part D CARES Act Award Amount*
  - *Reporting FY:* The total amount of your agency’s RWHAP Part D CARES Act award indicated on your agency’s final NoA.

**Figure 25. HRSA HAB Web Application: Screenshot of RWHAP Part D CARES Act Expenditures Report Award Information Section**

**Expenditures Report**

Fill in the data for all fields in the form. If there are no data to be reported for a particular field, fill in with a zero. After completing the form, click the Save button to view the calculated totals.

Public Burden Statement: OMB Control Number (0915-0318) Valid Until 09/30/2023

Budget Year 03/01/2020 - 02/28/2021 Award Information

Part D CARES Act Award Amount:

## RWHAP Part D CARES Act Program Total

The RWHAP *Part D CARES Act Program Total* section (Figure 26) of the RWHAP Part D CARES Act Expenditures Report contains three editable fields that must be completed:

- *Clinical Quality Management*
  - *Reporting FY:* The total amount of your agency's RWHAP Part D award expended to support clinical quality management activities.
- *Recipient Administration*
  - *Reporting FY:* The total amount of your agency's RWHAP Part D award expended to support recipient administration activities.



The total amount expended on recipient administration may not exceed 10% of the RWHAP Part D CARES Act award.

- *Indirect Costs*
  - *Reporting FY:* The total amount of your RWHAP Part D CARES Act award expended on indirect costs.

**Figure 26. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Program Total**

Part D CARES Act Program Total		
Service	Reporting FY	
	Amount	Percent
<b>Non-Services</b>		
a. Clinical Quality Management	<input type="text"/>	
b. Recipient Administration	<input type="text"/>	
c. Indirect Costs	<input type="text"/>	
<b>Non-services Subtotal</b>		
d. Core Medical Services		
e. Support Services		
<b>Total Service Expenditures</b>		
<b>Total Expenditures (Service + Non-service)</b>		
<b>Total Remaining Unobligated Amount</b>		

### RWHAP Part D CARES Act Expenditure Categories

The *Part D CARES Act Expenditure Categories* section (Figure 27 and Figure 28) is comprised of two subsections: *Core Medical Services* and *Support Services*. In each section, enter the funding amount that was used to support each service category.

*RWHAP Part D CARES Act Award Applied to Core Medical and Support Services*

- *Reporting FY*: The amount of your agency’s RWHAP Part D CARES Act award that was expended to support the service category.



To review the RWHAP core medical and support service categories, see [PCN #16-02](#) on the HRSA HAB website.

Figure 27. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Core Medical Services Subsection

Service	Reporting FY	
	Amount	Percent
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	<input type="text"/>	
b. AIDS Pharmaceutical Assistance	<input type="text"/>	
c. Early Intervention Services (EIS)		
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="text"/>	
e. Home and Community-Based Health Services	<input type="text"/>	
f. Home Health Care	<input type="text"/>	
g. Hospice	<input type="text"/>	
h. Medical Case Management, including Treatment Adherence Services	<input type="text"/>	
i. Medical Nutrition Therapy	<input type="text"/>	
j. Mental Health Services	<input type="text"/>	
k. Oral Health Care	<input type="text"/>	
l. Outpatient/Ambulatory Health Services	<input type="text"/>	
m. Substance Abuse Outpatient Care	<input type="text"/>	
<b>1. Core Medical Services Total</b>		

**Figure 28. HRSA HAB Web Application: Screenshot of the RWHAP Part D CARES Act Expenditures Report Support Services Subsection**

Support Services		
a. Child Care Services	<input type="text"/>	
b. Emergency Financial Assistance	<input type="text"/>	
c. Food Bank/Home Delivered Meals	<input type="text"/>	
d. Health Education/Risk Reduction	<input type="text"/>	
e. Housing	<input type="text"/>	
f. Linguistic Services	<input type="text"/>	
g. Medical Transportation	<input type="text"/>	
h. Non-Medical Case Management Services	<input type="text"/>	
i. Other Professional Services	<input type="text"/>	
j. Outreach Services	<input type="text"/>	
k. Psychosocial Support Services	<input type="text"/>	
l. Referral for Health Care and Support Services	<input type="text"/>	
m. Rehabilitation Services	<input type="text"/>	
n. Respite Care	<input type="text"/>	
o. Substance Abuse Services (residential)	<input type="text"/>	
<b>2. Support Services Total</b>		
<b>3. Total Service Expenditures</b>		

See the [Validating and Submitting the RWHAP CARES Act Expenditures Report](#) section for guidance on how to validate and submit the RWHAP Part D CARES Act Expenditures Report.

# Validating and Submitting the RWHAP CARES Act Expenditures Report<sup>2</sup>

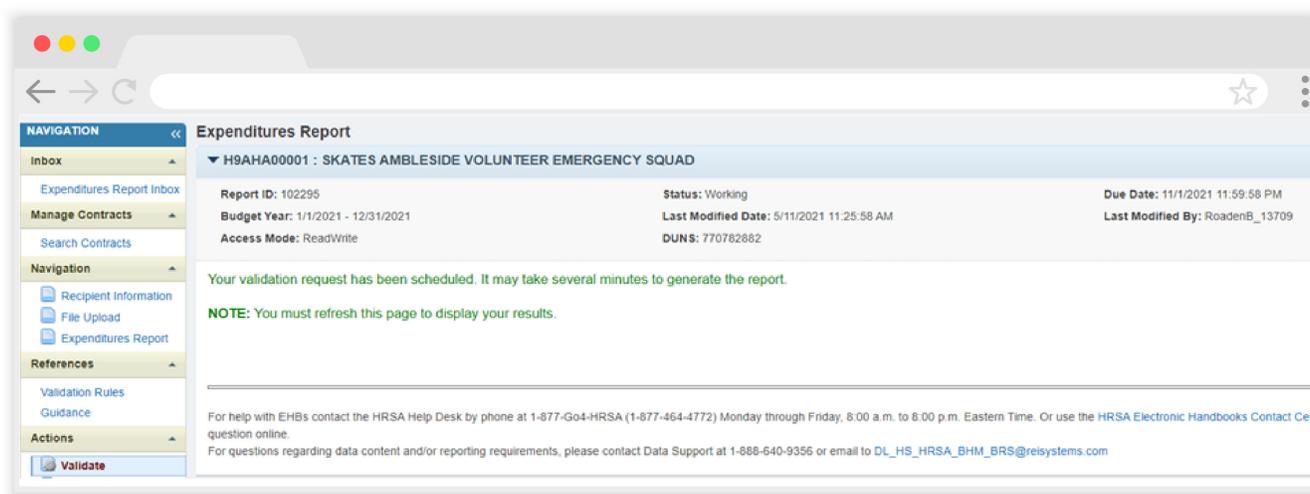
After you have completed all required sections of the report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review your report before it is sent to your project officer.

To validate and submit your CARES Act Expenditures Report, follow these steps.

**STEP 1:** In the Navigation panel on the left of the screen, under the “Actions” header, select “Validate.” A system message will appear indicating your validation request is processing (Figure 29) and that you will need to refresh the page to see your results after several minutes.

Select “Validate” again or refresh the page using your web browser. If your validation request has processed, you will see your results. If your validation results are not displayed, continue to wait, and refresh until the process completes.

**Figure 29. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Validation Processing Page**



<sup>2</sup> The screenshots depict the validation process for the RWHAP Part A CARES Act Expenditures Report. However, the validations steps are the same for RWHAP Part B, C, and D CARES Act grant recipients.

**STEP 2:** If you receive a congratulations message and have no validation messages to address, you are ready to move on to submitting your report (Step Three). Otherwise, the system will sort your validation results into three categories: errors, warnings, or alerts (see Figure 30 for sample validation results):

- **Errors** must be corrected before submitting the CARES Act Expenditures 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 CARES Act Expenditures 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.

Once you have addressed all validation messages as necessary, you are ready to submit your report.

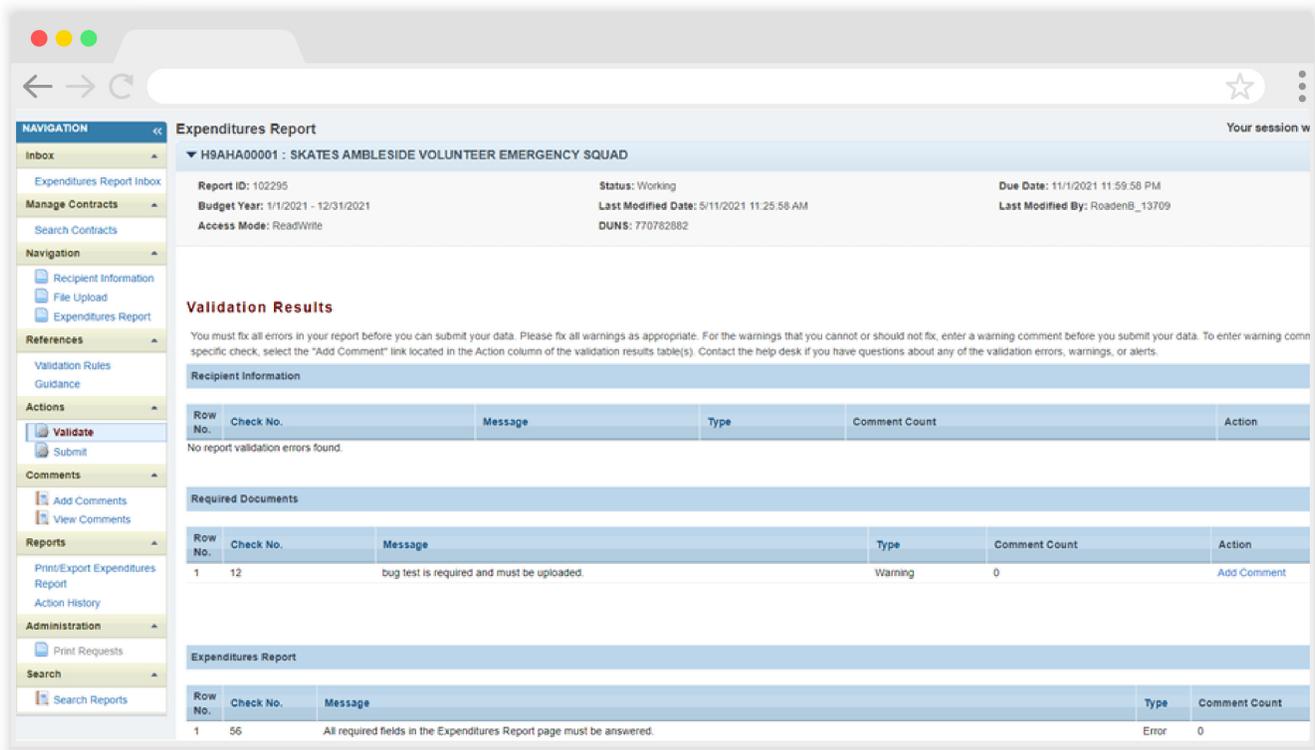


If you make any changes to your report after validating, you must revalidate your report before submitting.



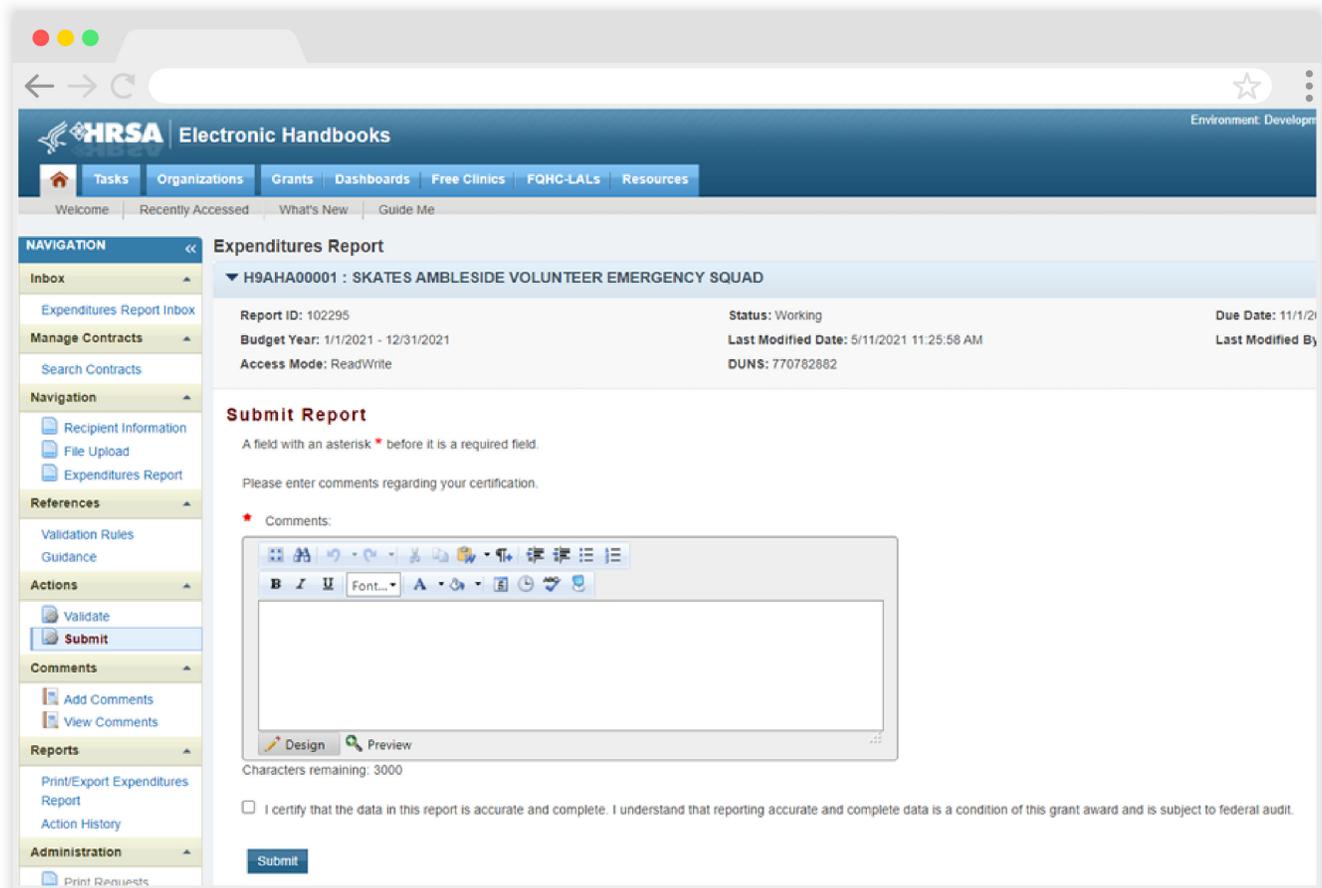
If you need assistance resolving or understanding a specific validation message, contact Ryan White Data Support for assistance at 1-888-640-9356 or at [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**Figure 30. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Validation Results Page**



**STEP 3:** In the Navigation panel, under the "Action" header, select "Submit." On the new page that appears (Figure 31), enter a comment in the comments text box with any relevant information you have related to your CARES Act Expenditures Report submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 31. HRSA HAB Web Application: Screenshot of the RWHAP Part A CARES Act Expenditures Report Submit Report Page



# 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.

**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.

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

**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.

**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."

**Recipient Administration:** Activities relating to routine grant administration and monitoring activities, such as the development of applications for RWHAP funds; the receipt and disbursement 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.

**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 because 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.

**Validation:** A system-administered check that reviews all data entered in the RWHAP CARES Act Expenditures Report for consistency with RWHAP guidelines.