

FY 23 & FY 24 RWHAP Part A

Reporting Requirements Recipient Training

April 4, 2024

Question and Answer Session:

Question: For the HIV Care Continuum data, we had been instructed to use the provided CDC data, however it has not been updated, with the most recent year being 2020.

How do we access the updated data?

Answer: The most recent CDC data is provided on Target HIV located under the FY 2023 Annual Progress Report section. The 2021 CDC data is available in the link noted "CDC Data Tables for HCC."

Question: Can we submit carryover requests after June 28th?

Answer: No, the carryover submission deadline is June 28, 2024.

Question: What is the difference between PMS and EHB? For the FFR do I need to submit in both systems?

Answer: The PMS or Payment Management System provides centralized electronic grant and grant-type payment, cash management, and grant accounting support services to the Department of Health and Human Services (HHS) and other federal departments and agencies. HRSA Electronic Handbooks (EHBs) is a web system that HRSA uses to support grant management and monitoring activities. The Federal Financial Report (FFR) is a report used to submit financial information about individual grant awards--in our case (Part A), expenditure information. RWHAP Part A recipients submit the FFR in PMS and it is transferred into HRSA EHBs for grants management and programmatic review.

Question: Will we receive our final award notice for RWHAP Part A before the Program Terms Report is due?

Answer: The Program Terms Report (and Program Submission) reporting requirement is tied to the date that the final Notices of Award (NoA) are issued to RWHAP Part A recipients—more specifically, the Program Terms Report is due 60 days after the final NoAs are issued. So, the final NoA release date will always precede the Program Terms Report submission deadline.

Question: For the new contract monitoring requirement on the APR, do we report information on subrecipient monitoring done in FY 2023?

Answer: Yes, that is correct.

Questions: Do deadlines change year to year?

Answer: Some deadlines have specific dates, other are determined based on a set number of days—however, the duration of time to respond before the submission deadline for every reporting requirement is consistent year to year.

Question: Can you share an estimated release date for the new NOFO?

Answer: The estimated release timeline for the FY 2025 Part A NOFO is July 2024.

Question: I noticed on the slide for the HIV Care Continuum Table that there is a column to list service categories, I do not see that column on the template.

Answer: The HIV Care Continuum (HCC) Table submitted with the Annual Progress Report provides details on the actual results for each stage and provides an opportunity to explain variances. The service category correlation is on the HCC you submit as part of the Program Submission, where you input your targets and tie the stages to services provided to reach the target.

Question: The new ID.me system for accessing the PMS has been problematic. Is there a different way to access the system?

Answer: In response to the recent incidents of fraudulent activity, the Payment Management System (PMS) is changing its login process to implement improved identity assurance in conjunction with multi-factor authentication. Starting February 10, 2024, grant recipients MUST register and enable multi-factor authentication with ID.me in order to log in. See [PMS System Access | HHS PSC FMP Payment Management Services](#) for additional information.

Question: Is the “Manage Contracts” section in the actual GCMS?

Answer: When in either the PTR or Expenditures Report system, in the navigation panel on the left side of the screen there is a header that says, “Manage Contracts” from that link you will select “Search Contracts,” which will get you into the Grants Contract Management System (GCMS).

Question: Will the new Expenditure Table allow dollars and cents to be entered (i.e., no rounding)?

Answer: The expenditure report tables require whole number value input.