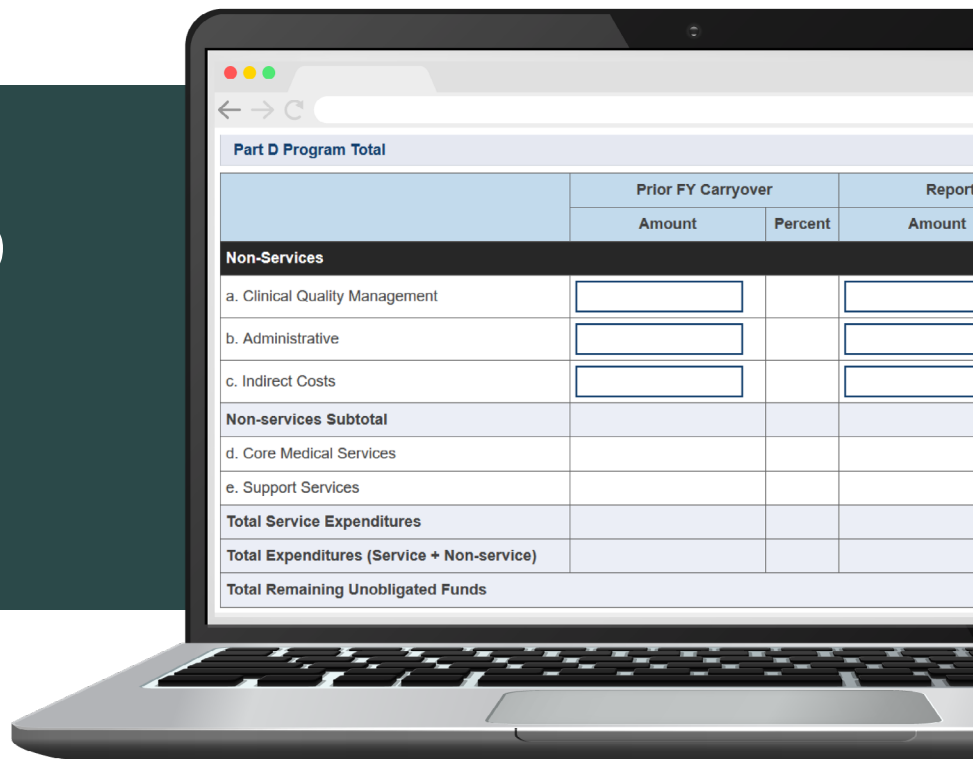


# RWHAP Part D Expenditures Report



Part D Program Total			
	Prior FY Carryover		Report
	Amount	Percent	Amount
<b>Non-Services</b>			
a. Clinical Quality Management	<input type="text"/>		<input type="text"/>
b. Administrative	<input type="text"/>		<input type="text"/>
c. Indirect Costs	<input type="text"/>		<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 Funds</b>			

## FY2023 Instruction Manual

Release Date: August 13, 2024

Reporting Period: 8/1/2023 - 7/31/2024

*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 0915-0390, and the expiration date is 07/31/2026. Public reporting burden for this collection of information is estimated to average four 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



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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 for filling out the Expenditures Report.



The note icon highlights information that you should know.



The tip icon points out recommendations and suggestions that can make it easier filling out your report.



The question mark icon indicates common questions and their answers.



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 in the report.

# Background

The Ryan White HIV/AIDS Program (RWHAP) Part D provides grants to local, community-based organizations to provide outpatient family-centered primary and specialty medical care and support services to help low-income women, infants, children, and youth with HIV.

RWHAP Part D grant recipients are required to provide certain program and fiscal reports each year, including an annual Expenditures Report. The RWHAP Part D Expenditures Report serves as a reference to determine how recipients subsequently expended funds that were allocated to them for the budget period and initially reported on in the RWHAP Part D Allocations Report. RWHAP Part D recipients must submit the RWHAP Part D Expenditures Report in the HRSA Electronic Handbooks (EHBs) no later than 90 days after the budget period end date listed on the Notice of Award.

If you have programmatic questions about the RWHAP Part D Expenditures Report, please contact your Division of Community HIV/AIDS Programs (DCHAP) project officer. If you need additional assistance or have technical questions about the RWHAP Part D Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

# Accessing the Expenditures Report

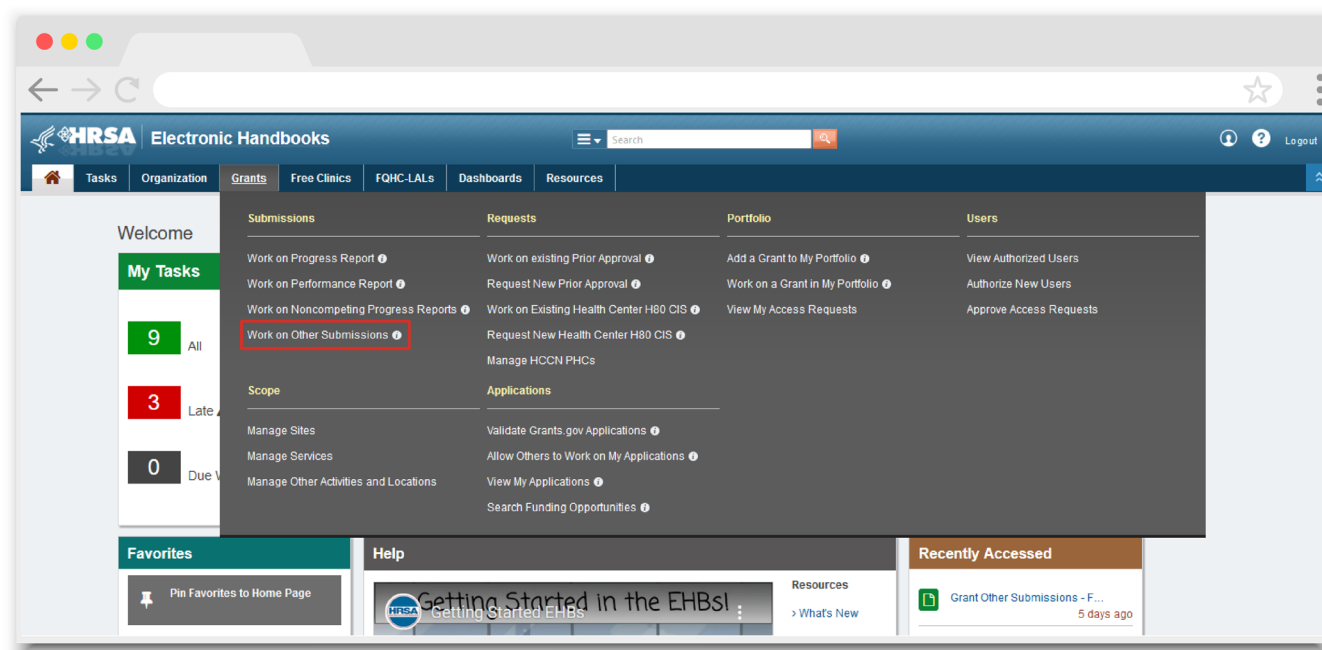
The RWHAP Part D Expenditures Report is accessible via the HRSA EHBs. You must have a HRSA EHBs user account with appropriate access to your agency's grant to view and complete the report. To access the RWHAP Part D Expenditures Report, follow the steps below:

**STEP ONE:** Log in to the [HRSA EHBs](#) site. From the HRSA EHBs homepage, hover your cursor over the "Grants" tab at the top of the screen and select "Work on Other Submissions" under the "Submissions" header ([Figure 1](#)).



If you need assistance with your Login.gov username or password, contact the Login.gov Support Team at (844) 875-6446 or [submit a help ticket online](#).

**Figure 1. HRSA EHBs: Screenshot of the Grants Drop-Down Menu**



**STEP TWO:** On the next page, “Submissions - All,” under the “Submission Name” column, locate the Expenditures Report you would like to access (Figure 2). Under the “Options” column, select “Start” or “Edit.” The first time the report is accessed the link will read “Start,” but once the report has been started, the link will instead read “Edit.” A new window will appear.

**Figure 2. HRSA EHBs: 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. C80CS16989) Submission Name Like

Submission Tracking Number Like

Submission Deadline (mm/dd/yyyy) Between  And

Organization ☒ All ☒ Health and Happiness Clinic

Submission Type ☒ All ☒ Financial Report ☒ Noncompeting

**Advanced Search Parameters**

**Display Options**

Sort Method (Grid | Custom)

Search Name:

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 2023 Expenditures Report	Other Submissions	Health and Happiness Clinic	H12HA00000		08/01/2023 - 07/31/2024	10/31/2024		Not Started	<a href="#">Start</a>
FY 2023 Allocations Report	Other Submissions	Health and Happiness Clinic	H12HA00000	123456	08/01/2023 - 07/31/2024	10/01/2023	09/19/2023	Submitted	<a href="#">Submission</a>



Searching for “Expenditures” in the filter header of the “Submission Name” column may help you find your current Expenditures Report faster.



If you need help navigating the EHBs to find your annual Expenditures Report, call the EHBs Customer Support Center at 1-877-464-4772.

**STEP THREE:** You are now in the Expenditures Report Inbox (Figure 3). To access your Expenditures Report, select the envelope icon under the “Action” column on the right side of the page. The first time you access the report, the envelope icon will read “Create,” but once the report has been started, the icon will instead read “Open.”

**Figure 3. RWHP Part D Expenditures Report: Screenshot of the Expenditures Report Inbox Page**

**Expenditures Report Inbox** Your session will expire in: 29:32

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	0	Expenditures Report	Health and Happiness Clinic	H12HA00000	08/01/2023 - 07/31/2024					

For help with EHBs contact the HRSA Help Desk by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online.  
For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click .

# Completing the Expenditures Report

The RWHAP Part D Expenditures Report is an aggregate report that captures budgetary information on the expenditure of grant funding for the specified budget year. The fiscal data submitted as part of the Expenditures Report are entered directly into the report in the HRSA EHBs.

While the Expenditures Report system does provide recipients access to the Grantee Contract Management System (GCMS), it is there solely for your reference. The RWHAP Part D Expenditures Report does not utilize your agency's contracts in the GCMS, and all expenditures data are entered directly into your agency's Expenditures Report.

Once recipients have entered all values and completed their report, they can validate and submit it, at which point it is sent to their DCHAP project officer for review. If you need assistance or have programmatic questions about the RWHAP Part D Expenditures Report submission, please contact your DCHAP project officer.



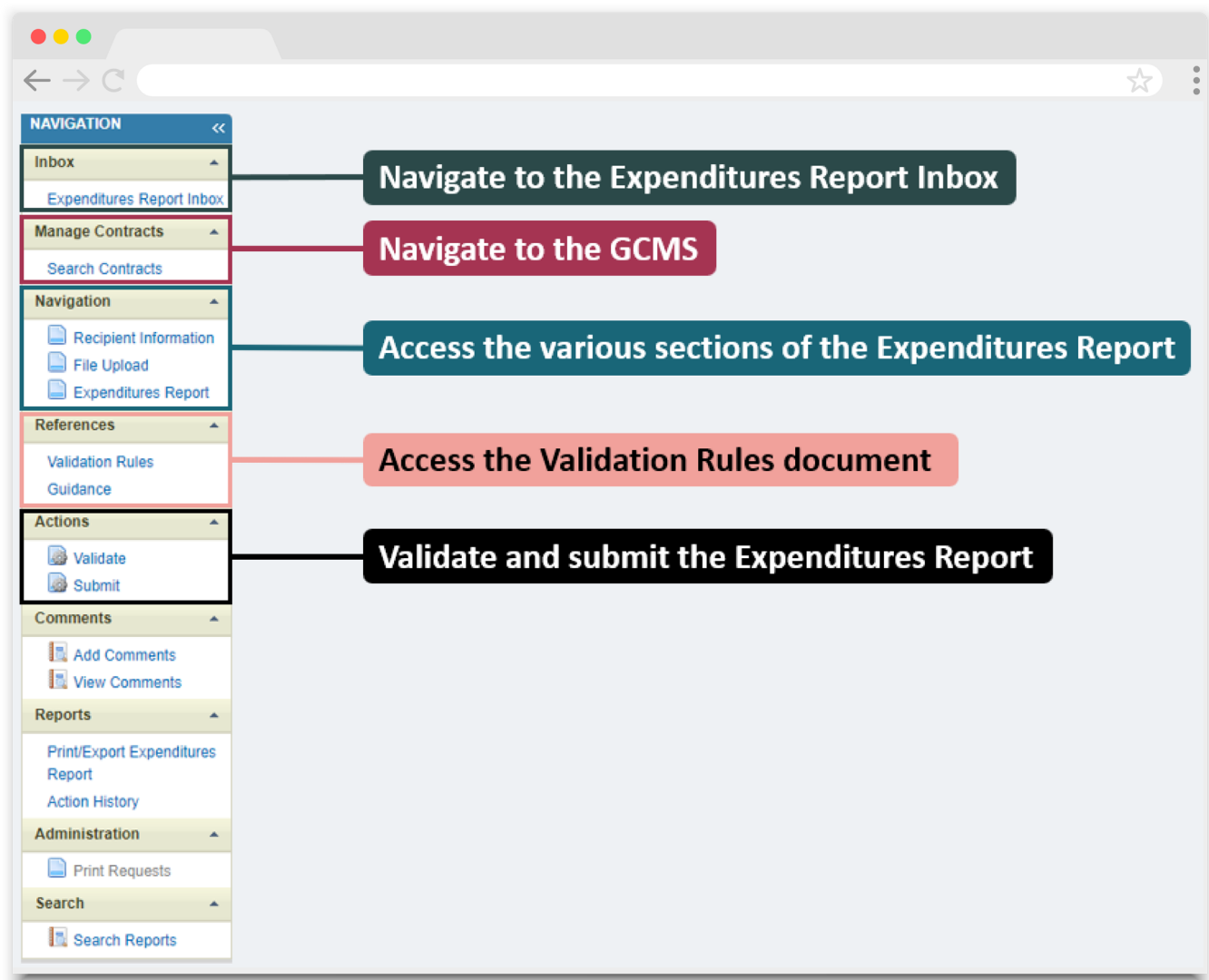
## Expenditures Report Navigation

Navigation through the Expenditures Report web system and within the Expenditures Report itself is done using the Navigation panel on the left side of the screen (Figure 4). Use the links in the Navigation panel to access the different sections of the Expenditures Report as well as to validate and submit it.



If you need help navigating the Expenditures Report web system, contact [RWHAP Data Support](#) for assistance at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**Figure 4. Expenditures Report Navigation Panel Guide**



## Recipient Information

Once you open the RWHAP Part D Expenditures Report, you will be taken to the Recipient Information section of the report ([Figure 5](#)). This section is pre-populated with information from the HRSA EHBs. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and making any necessary updates, select “Save” on the lower-right corner of the page.



When possible, please enter a non-P.O. Box address for your agency’s official mailing address.

**Figure 5. RWHAP Part D Expenditures Report: Screenshot of the Recipient Information Page**

**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: 123 Sesame Street

**\*** b. City: City

**\*** c. State: ST

**\*** d. Zip Code: 12345

**2. Organization Identification:**

a. EIN: 123456789

b. UEI: AB1C2DEF34GH

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

**\*** a. Name: Pam Beesly

b. Title: Project Director

**\*** c. Phone: (000) 000 - 0000

d. Fax: (000) 000 - 0000

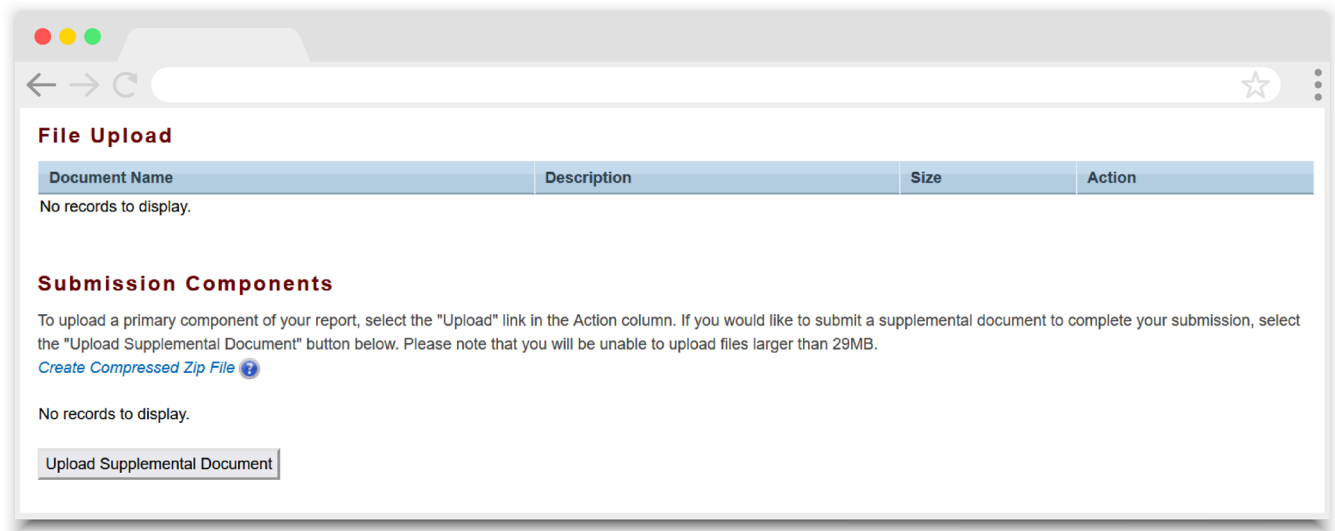
**\*** e. E-mail: user@happinessclinic.org

Cancel Save

## File Upload

For the RWHAP Part D Expenditures Report, there are no required additional forms to upload. If your project officer requests any additional documentation as part of your submission, you can use the supplemental document upload feature. Select “File Upload” in the Navigation panel on the left side of the screen and then select the “Upload Supplemental Document” button at the bottom of the page. Locate and select the supplemental documentation saved on your computer to add it to your report.

**Figure 6. RWHAP Part D Expenditures Report: Screenshot of the File Upload Page**



## Expenditures Report

To access the Expenditures Report section, select “Expenditures Report” in the Navigation panel on the left side of the screen. The Expenditures Report section comprises three editable subsections: *Award Information*, *Part D Program Total*, and *Part D 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 Expenditures Report section has 62 editable fields that you must complete with a response. 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 7](#)) contains two editable fields that you must complete.

- *RWHAP Part D Recipient Award Amount:* Enter the total amount of your agency's RWHAP Part D award indicated on your agency's final NoA.
- *RWHAP Part D Approved Carryover Amount:* Enter the total unobligated RWHAP Part D award amount remaining at the end of the previous year's budget period that, with the approval of the grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

**Figure 7. RWHAP Part D Expenditures Report: Screenshot of the Award Information Section**

**Budget Year 08/01/2023 - 07/31/2024 Award Information**

RWHAP Part D Recipient Award Amount:

RWHAP Part D Approved Carryover Amount:

## Part D Program Total

The *Part D Program Total* section ([Figure 8](#)) of the RWHAP Part D Expenditures Report contains six editable fields that must be completed:

**a. Clinical Quality Management**

- *Prior FY Carryover:* Enter the approved amount of RWHAP Part D award carryover from the previous year that was expended to support clinical quality management activities in the current budget year.
- *Reporting FY:* Enter the total amount of your agency's RWHAP Part D award that was expended to support clinical quality management activities.

### b. Administrative

- **Prior FY Carryover:** Enter the approved amount of RWHP Part D award carryover from the previous year that was expended to support recipient administration activities in the current budget year.
- **Reporting FY:** Enter the total amount of your agency's RWHP Part D award that was expended to support recipient administration activities.



The total amount expended on recipient administration and indirect costs combined may not exceed 10 percent of your total award.

### c. Indirect Costs

- **Prior FY Carryover:** Enter the approved amount of RWHP Part D award carryover from the previous year that was expended on indirect costs in the current budget year.
- **Reporting FY:** Enter the total amount of your RWHP Part D Award that was expended on indirect costs.



The total amount expended on recipient administration, including from your agency's prior year carryover and current year awards, may not exceed 10 percent of your total award.

**Figure 8. RWHP Part D Expenditures Report: Screenshot of the Part D Program Total Section**

Part D Program Total						
	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
<b>Non-Services</b>						
a. Clinical Quality Management	<input type="text"/>		<input type="text"/>			
b. Administrative	<input type="text"/>		<input type="text"/>			
c. Indirect Costs	<input type="text"/>		<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 Funds</b>						

## Part D Expenditure Categories

The *Part D Expenditure Categories* section ([Figure 9](#) and [Figure 10](#)) is split into two parts: *Core Medical Services* and *Support Services*. Each row lists a different service category. There are two columns: *Prior FY Carryover* and *Reporting FY*, with fields for your agency’s expenditures toward each service category.



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

In each *Prior FY Carryover* field, enter the approved amount of RWHAP Part D award carryover from the previous year that was expended to support that service category in the current budget year.

In each *Reporting FY field*, enter the amount of your agency’s RWHAP Part D award that was expended to support that service category.



Early Intervention Services (EIS) is not an allowable service category for RWHAP Part D recipients. This row is blacked out.



If you need help completing the Expenditures Report, contact [RWHAP Data Support](#) for assistance at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**Figure 9. RWHP Part D Expenditures Report: Screenshot of the Part D Expenditures Categories - Core Medical Services Section**

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

**Figure 10. RWHP Part D Expenditures Report: Screenshot of the Part D Expenditures Categories - Support Services Section**

Part D Expenditure Categories						
	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
<b>Support Services</b>						
a. Child Care Services						
b. Emergency Financial Assistance						
c. Food Bank/Home Delivered Meals						
d. Health Education/Risk Reduction						
e. Housing						
f. Linguistic Services						
g. Medical Transportation						
h. Non-Medical Case Management Services						
i. Other Professional Services						
j. Outreach Services						
k. Psychosocial Support Services						
l. Referral for Health Care and Support Services						
m. Rehabilitation Services						
n. Respite Care						
o. Substance Abuse Services (residential)						
2. Support Services Subtotal						
3. Total Service Expenditures						

## Validating and Submitting the Expenditures Report

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

Select “Validate” in the Navigation panel on the left side of the screen to begin the validation process. Wait a few minutes for the process to complete and then refresh the page by selecting “Validate” in the Navigation panel again. The system will either display your validation results or ask you to continue to wait while the validation request continues to process.

If you receive a green congratulations message, then you can proceed to submitting your report. Alternatively, you will see a table of validation results ([Figure 11](#)). Validation messages are sorted into categories: errors, warnings, and alerts. For the RWHAP Part D Expenditures Report, there are only errors and alerts.

- **Errors** must be corrected before submitting the Expenditures Report.
- **Alerts** are informational, but you should still review and address them if possible to prevent your report being returned to you for changes by your DCHAP project officer. You may submit the Expenditures Report with an alert.

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



**Figure 11. RWHAP Part D Expenditures Report: Screenshot of the Validation Results Page**

**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
No report validation errors found.					

**Required Documents**

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

**Expenditures Report**

Row No.	Check No.	Message	Type	Comment Count	Action
1	56	All required fields in the Expenditures Report page must be answered.	Error	0	

Once you have addressed all validation messages, you are ready to submit your report. To submit the report, select "Submit" in the Navigation panel on the left side of the screen. On the next page ([Figure 12](#)), enter a comment in the text box with any meaningful feedback you have related to your Expenditures Report submission. Read and acknowledge the statement under the comment box by selecting the checkbox. Once done, select the "Submit" button at the bottom of the page.



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



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

**Figure 12. RWHAP Part D Expenditures Report: Screenshot of the Submit Report Page**

**Submit Report**

A field with an asterisk \* before it is a required field.

Please enter comments regarding your certification.

\* Comments:

Design Preview

Characters remaining: 3000

☐ I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.

Submit



## Frequently Asked Questions

**I see that I can search my Grantee Contract Management System (GCMS) contracts in the Expenditures Report system. Is the Expenditures Report linked to those contracts?**

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

**Should I enter RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report?**

No, recipients should not enter any RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report.

**My Expenditures Report says 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](mailto:RyanWhiteDataSupport@wrma.com).

**Can I edit my report after I submit it?**

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

# 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).

**Allocations:** The proposed allotment of funds to their different service categories.

**Core Medical Services:** A set of essential, direct health care services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act. To view a list of core medical services, see [PCN #16-02](#).

**Expenditures:** The actual allotment of funds to their different service categories after they have been spent.

**Fiscal Intermediary:** An administrative agent who acts on 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 contracts.

**Indirect Costs:** Costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For some institutions, the term “facilities and administration” (F&A) is used to denote indirect costs. See [PCN #15-01 \(Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program\)](#) or [Appendix IV to Part 75 - Indirect \(F&A\) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations](#) for additional information.

**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:** An agency funded to provide services. Services may include direct core medical and support services to clients as well as administrative and technical services.

**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 Administration (Administrative):** Activities relating to routine grant administration and monitoring activities.

**RWHAP-related Funding of Services:** Refers to RWHAP-eligible services that are funded with program income or pharmaceutical rebates, as distinguished from direct RWHAP grant funds. 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:** An organization 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.

**Support services:** A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV. To view a list of support services, see [PCN #16-02](#).

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