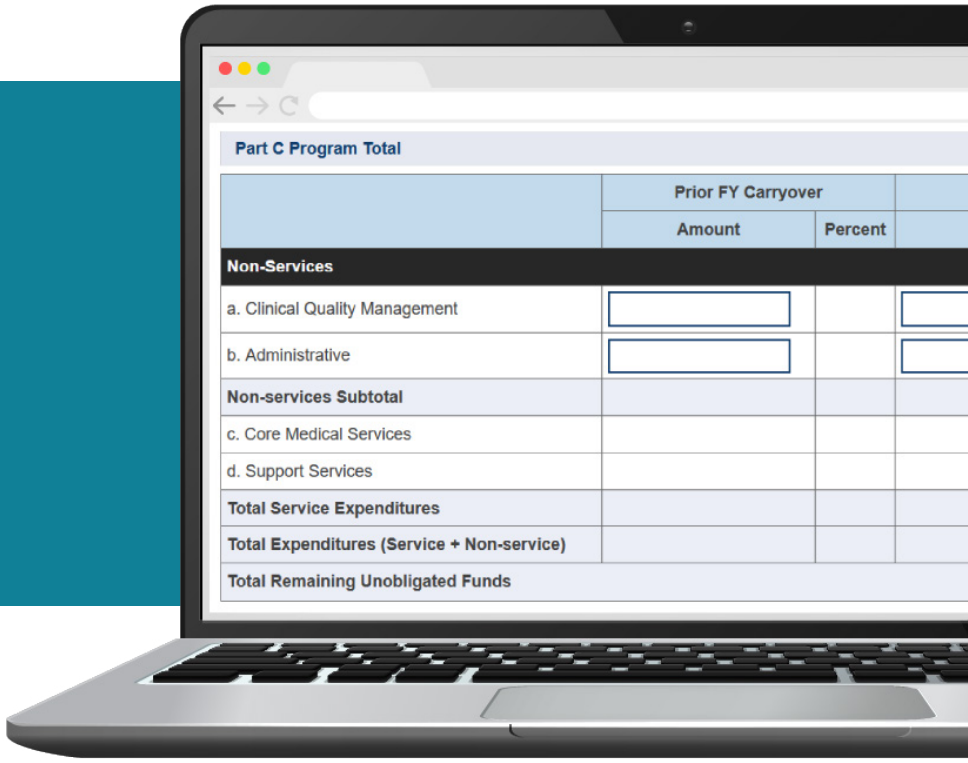
RWHAP Part C Expenditures Report



FY25 Instruction Manual

Release Date: April 17, 2026

Reporting Periods: 1/1/2025 - 12/31/2025, 4/1/2025 - 3/31/2026, and 5/1/2025 - 4/30/2026

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 7/31/2026. 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

HRSA Health Resources & Services Administration

RWHAP DATA SUPPORT

Table of Contents

Icons Used in This Manual **1**

Background **2**

Early Intervention Services Guide **3**

Accessing the Expenditures Report **4**

Completing the Expenditures Report **7**

Expenditures Report Navigation 8

Recipient Information 9

File Upload 10

Expenditures Report 11

Validating and Submitting the Expenditures Report 16

Frequently Asked Questions **19**

Glossary **21**

Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/or helpful information for filling out the Expenditures Report.

The note icon indicates important supplemental information for filling out this section of the report.

The tip icon points out recommendations and suggestions that can make it easier to complete this section of the report.

The question mark icon indicates common questions and their answers.

All new text in the document is indicated with a gray highlight.

Background

The Ryan White HIV/AIDS Program (RWHAP) Part C Early Intervention Services (EIS) provides grants directly to community-based organizations, health centers, health departments, and university or hospital-based clinics. RWHAP Part C supports comprehensive primary health care and support services in an outpatient setting for people with HIV who are low income, uninsured, and disproportionately impacted by this chronic disease.

RWHAP Part C EIS grant recipients are required to complete specific program and fiscal reports each year, including an annual RWHAP Part C Expenditures Report. The RWHAP Part C Expenditures Report collects data on how recipients expended funds that were allocated for a budget period and were first reported in the RWHAP Part C Allocations Report. RWHAP Part C EIS recipients must submit the 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. There are no changes to the FY25 RWHAP Part C Expenditures Report from the previous year's version and updates to this manual are a result of technical assistance activities.

If you have programmatic questions about the RWHAP Part C 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 C Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

Early Intervention Services Guide

At least 50 percent of your RWHAP Part C grant funds must be spent on Early Intervention Services (EIS). You may provide these services directly or through referrals, contracts, or memorandums of understanding (MOUs).

These required EIS activities include:

- Targeted HIV testing
- Other HIV-related clinical and diagnostic services, including regular medical checkups for people with HIV
- Referral and linkage to outpatient ambulatory health services, medical case management, outpatient substance abuse care, and other services that are part of a comprehensive system of care that supports clinical care and diagnostic services related to HIV
- Treatment to prevent or manage damage to the immune system and to prevent or treat HIV-related conditions

For the RWHAP Part C EIS program, the 50 percent requirement is determined by how much funding you allocate to the EIS cost category in your agency's line-item budget. It is **not** based on the EIS service category as defined in Policy Clarification Notice #16-02 and shown in your agency's annual RWHAP Part C Allocations and Expenditures Reports.

Because EIS represents a combination of required activities that align with multiple service categories, expenditures for those activities should be reported in the core or support service category that best reflects the actual service delivered in your agency's Allocations and Expenditures Reports. Refer to the most recent competitive RWHAP Part C EIS Notice of Funding Opportunity (HRSA-25-002, HRSA-25-003, HRSA-25-004, and HRSA-25-052) budget section IV.2.ii.1 for further information.

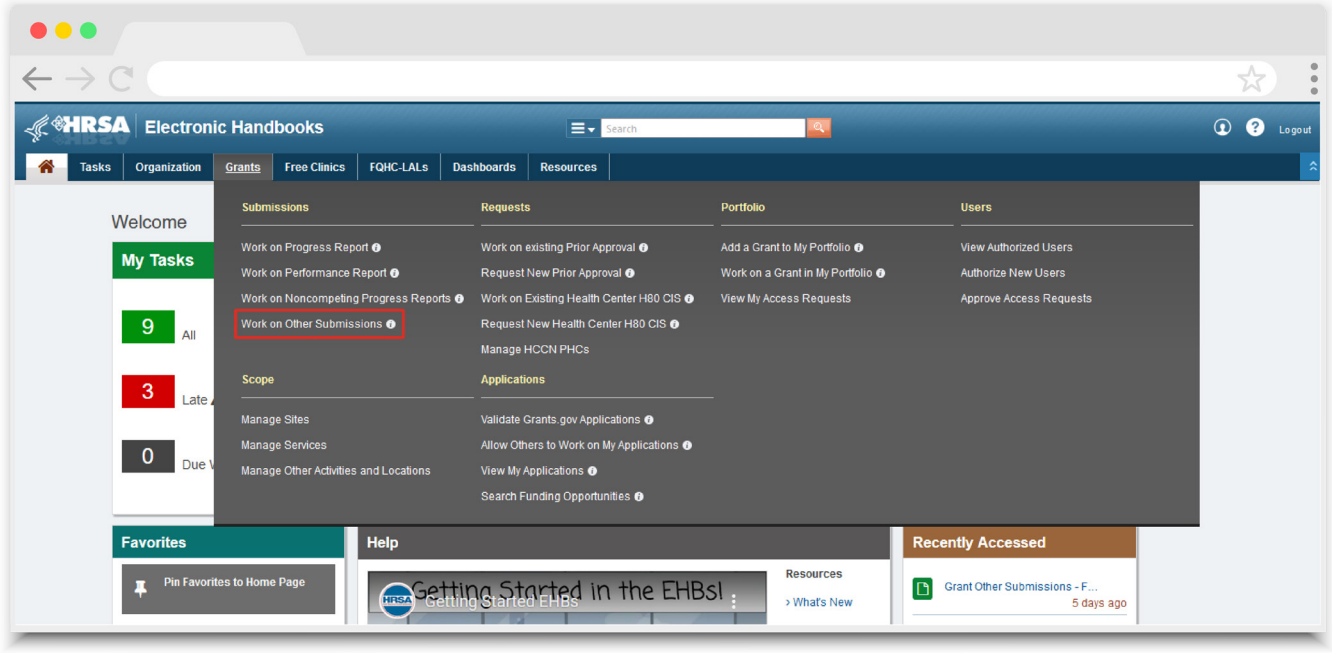
Accessing the Expenditures Report

The RWHAP Part C 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 C 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).

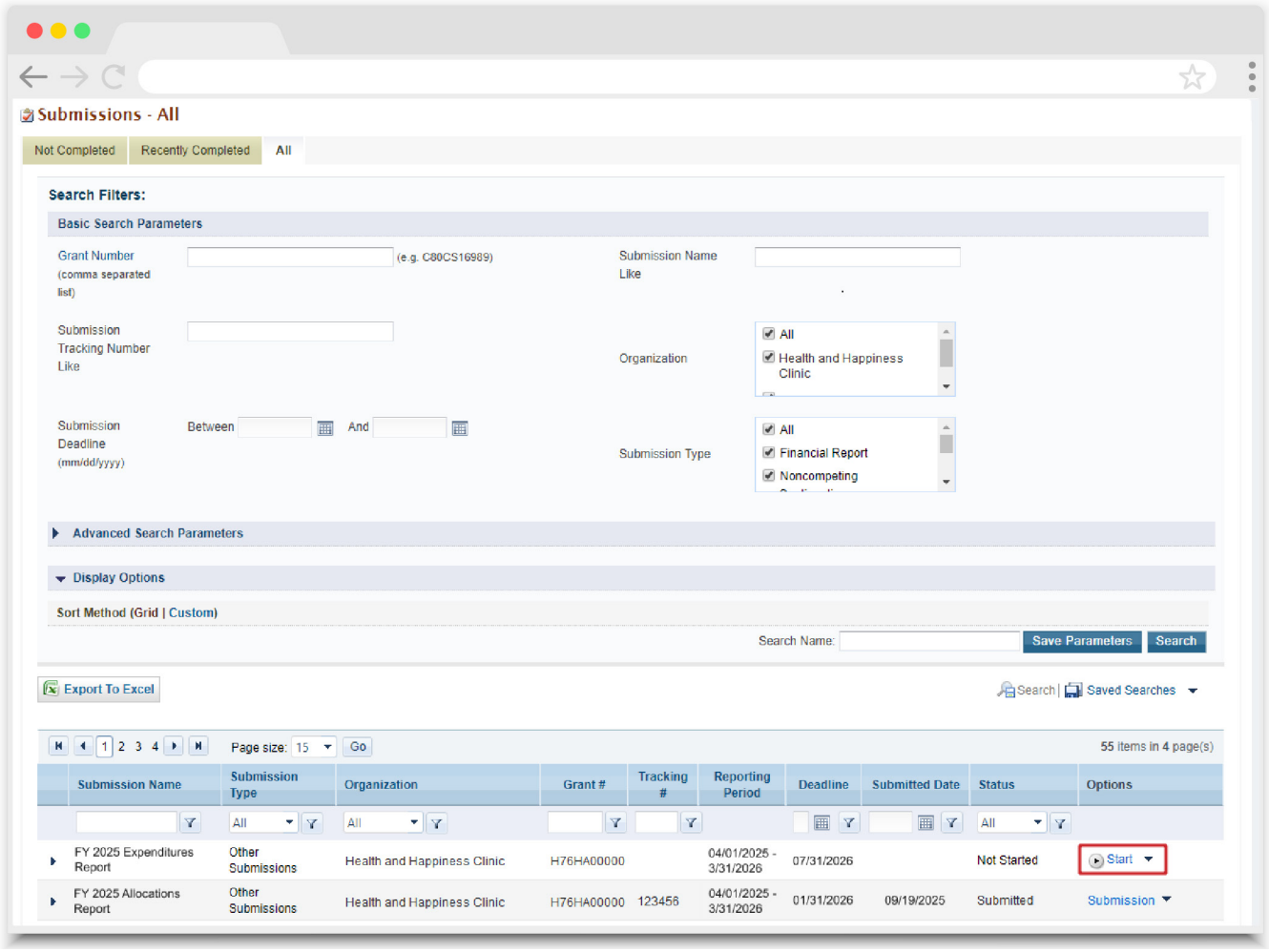
If you need assistance with your Login.gov username or password, contact the Login.gov Support Team at (844) 875-6446 or submit a help ticket online.

Figure 1. HRSA EHBs: Screenshot of the Grants Dropdown 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

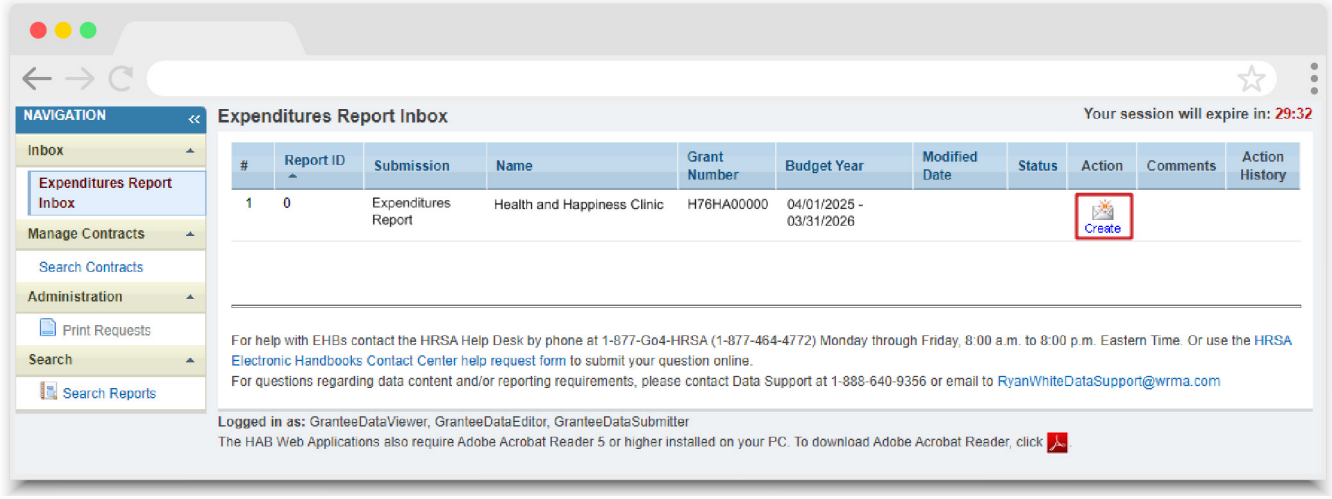


Searching for "Expenditures" in the filter header of the "Submission Name" column may help you find your current Expenditures Report faster.

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. RWHAP Part C Expenditures Report: Screenshot of the Expenditures Report Inbox Page



Completing the Expenditures Report

The RWHAP Part C 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 C Expenditures Report does not use your agency's contracts in the GCMS, and all expenditures data are entered directly into your agency's Expenditures Report.

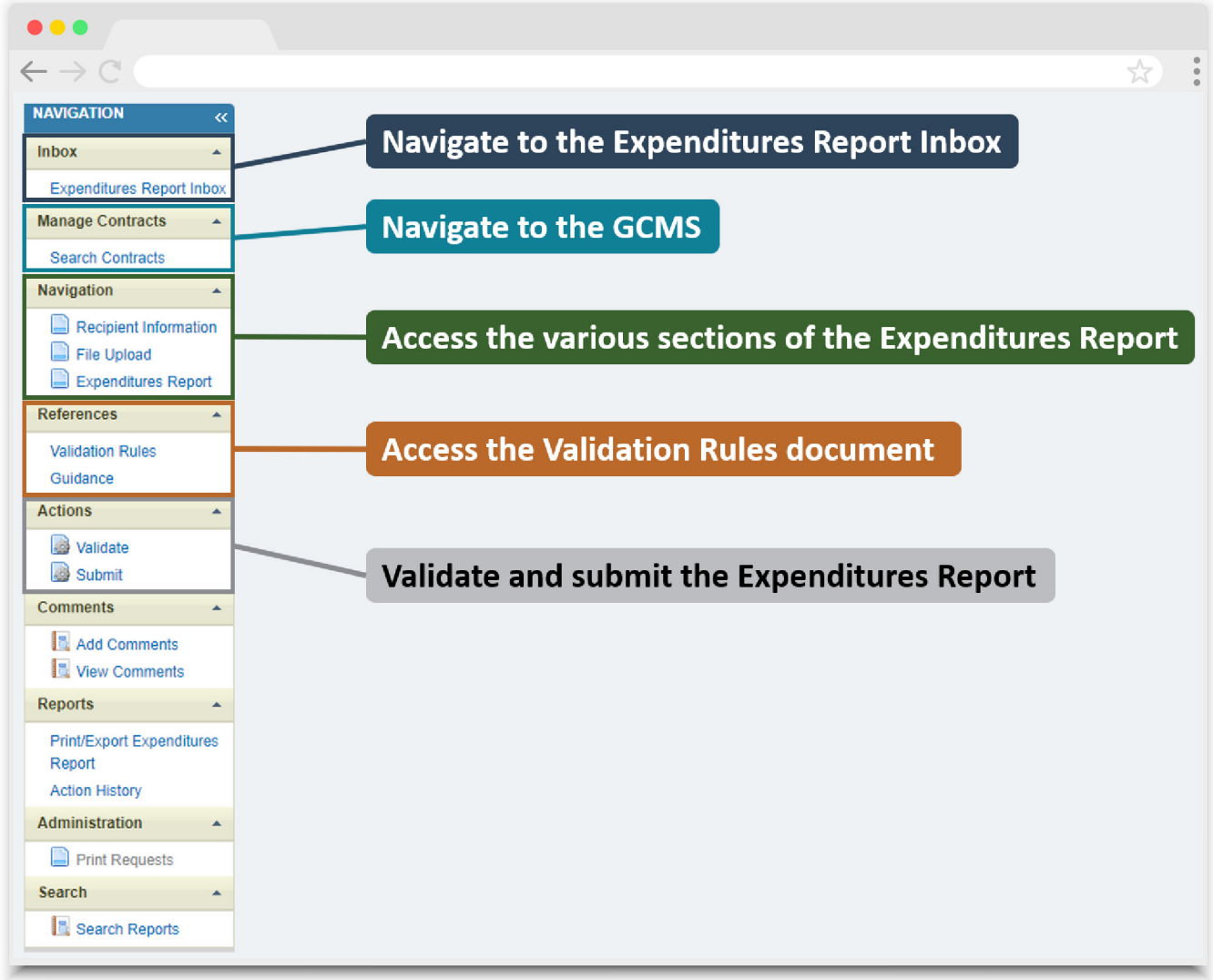
Once recipients have entered all values and completed their report, they must validate and submit it, at which point it is sent to their DCHAP project officer for review. If you have programmatic questions about the RWHAP Part C Expenditures Report submission, please contact your DCHAP project officer. If you need additional assistance or have technical questions about the RWHAP Part C Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

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.

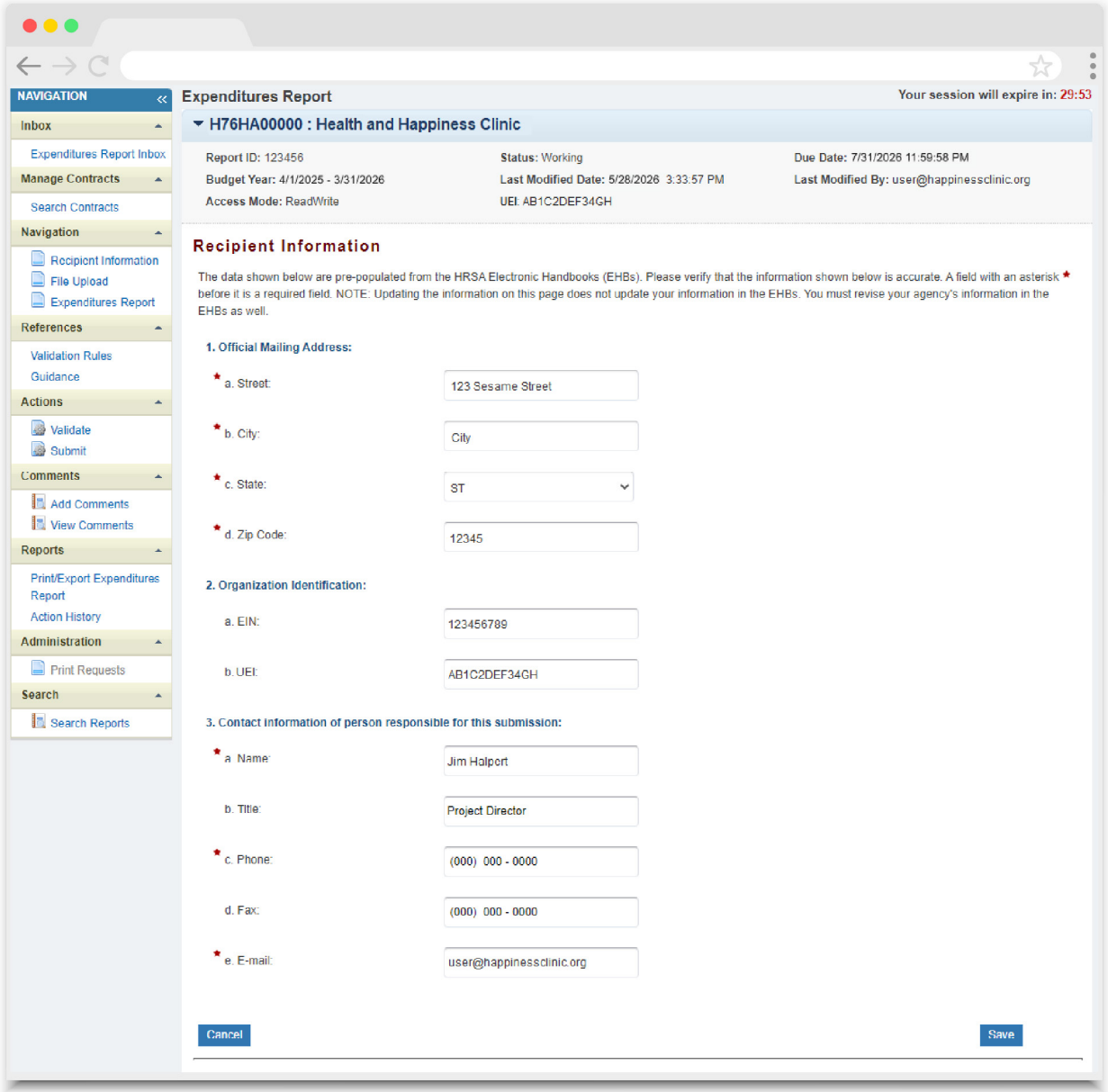
Figure 4. Expenditures Report Navigation Panel Guide



Recipient Information

Opening the Expenditures Report will bring you to the Recipient Information page (Figure 5). This section is pre-populated from the HRSA EHBs and includes your organization's address, Employer Identification Number (EIN), Unique Entity Identifier (UEI), and contact information of the person responsible for the 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 making any necessary updates, select "Save" on the lower-right corner of the page.

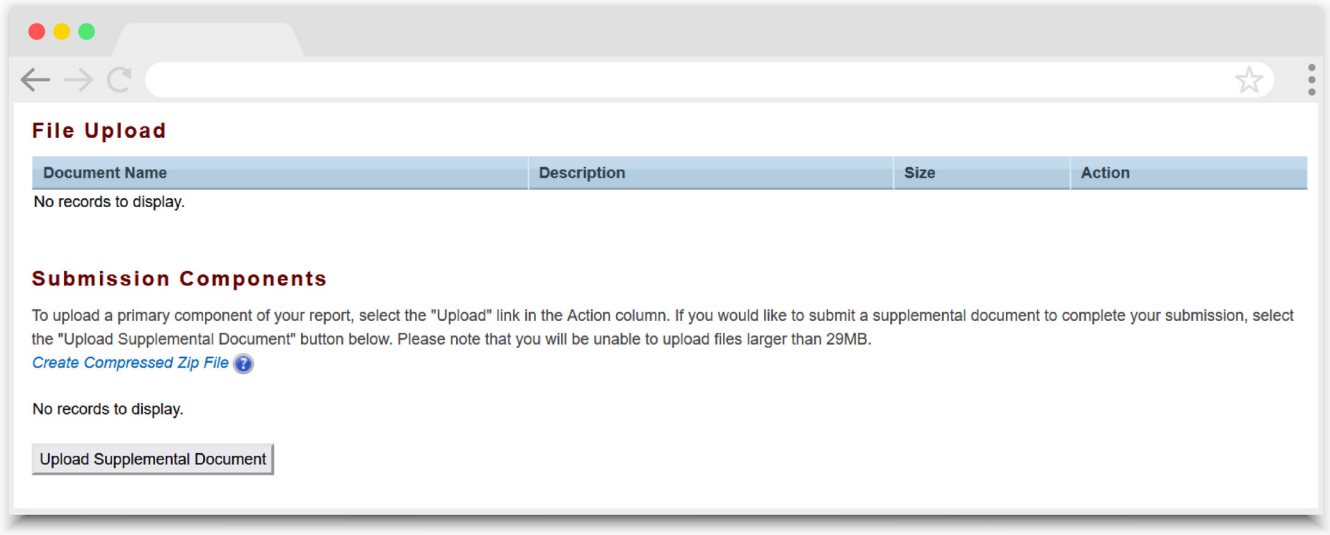
Figure 5. RWHAP Part C Expenditures Report: Screenshot of the Recipient Information Page



File Upload

For the RWHAP Part C EIS Expenditures Report, there are no required additional forms to upload to your agency's report. If your project officer requests additional supplemental documentation as part of your agency's Expenditures Report submission, use the supplemental document upload feature in the File Upload section of the report. 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 the report.

Figure 6. RWHAP Part C 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 C Program Total*
- *Part C Expenditure Categories,* including *Core Medical Services* and *Support Services*

Each component captures budgetary information on the award amount expended during the budget period on 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.

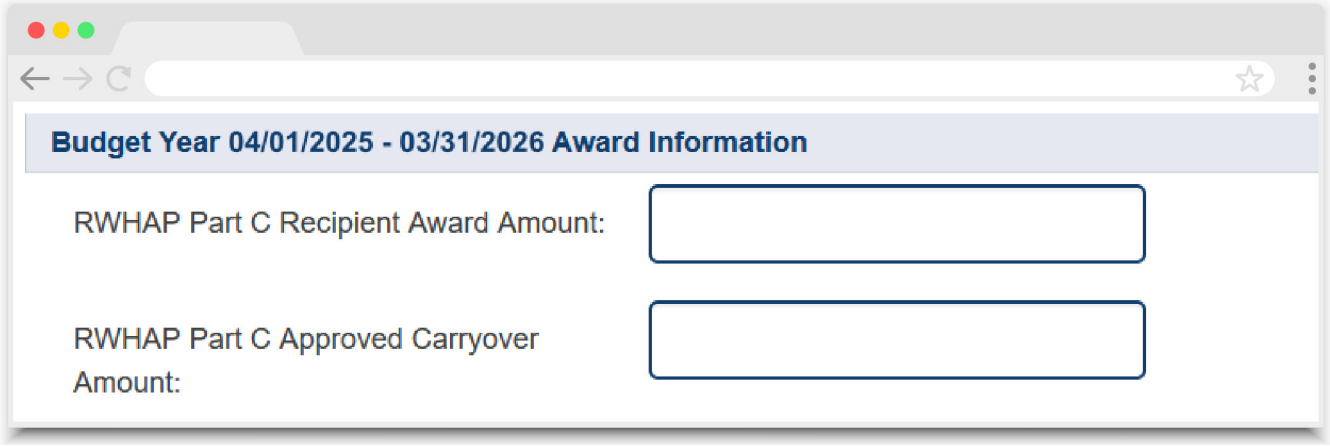
Do not leave any fields blank. Enter a "0" for any field for which your agency does not have any expenditures to report.

Award Information

The Award Information section (Figure 7) contains two editable fields that must be completed:

- *RWHAP Part C Grant Award Amount:* Enter the total amount of your agency's RWHAP Part C award indicated on your agency's final Notice of Award (NoA).
- *RWHAP Part C Approved Carryover Amount:* Enter the total unobligated RWHAP Part C award amount remaining at the end of the previous year's budget period that, with the approval of both HAB program staff and 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 C Expenditures Report: Screenshot of the Award Information Section



Part C Program Total

The *Part C Program Total* section (Figure 8) of the RWHAP Part C Expenditures Report has four editable fields that must be completed:

a. *Clinical Quality Management*

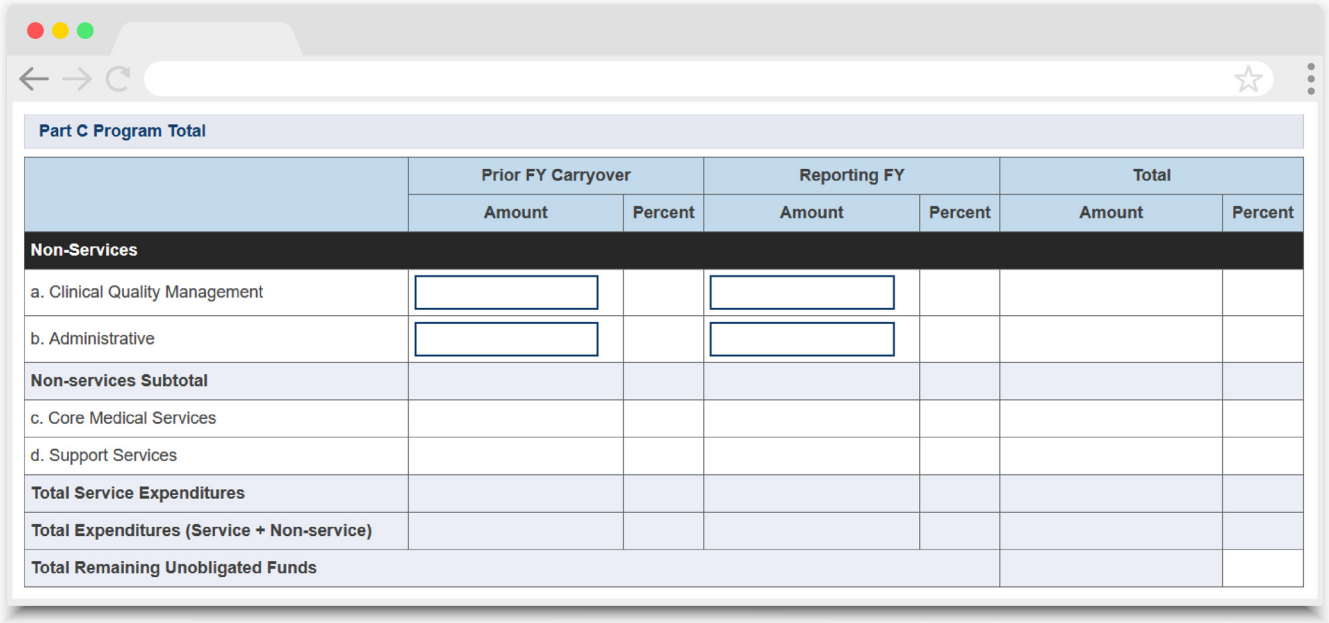
- *Prior FY Carryover:* Enter the approved amount of your agency's RWHAP Part C award carryover from the previous year that was expended to support clinical quality management activities in the current budget year.
- *Reporting FY:* Enter the total amount of your agency's RWHAP Part C award that was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

b. *Administrative*

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

The total amount expended (including approved carryover) on recipient administration may not exceed 10 percent of your agency's total award (**current year and carryover**).

Figure 8. RWHAP Part C Expenditures Report: Screenshot of the Part C Program Total Section



Part C Program Total

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Non-Services						
a. Clinical Quality Management						
b. Administrative						
Non-services Subtotal						
c. Core Medical Services						
d. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						
Total Remaining Unobligated Funds						

Part C Expenditures Categories

The *Part C 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.

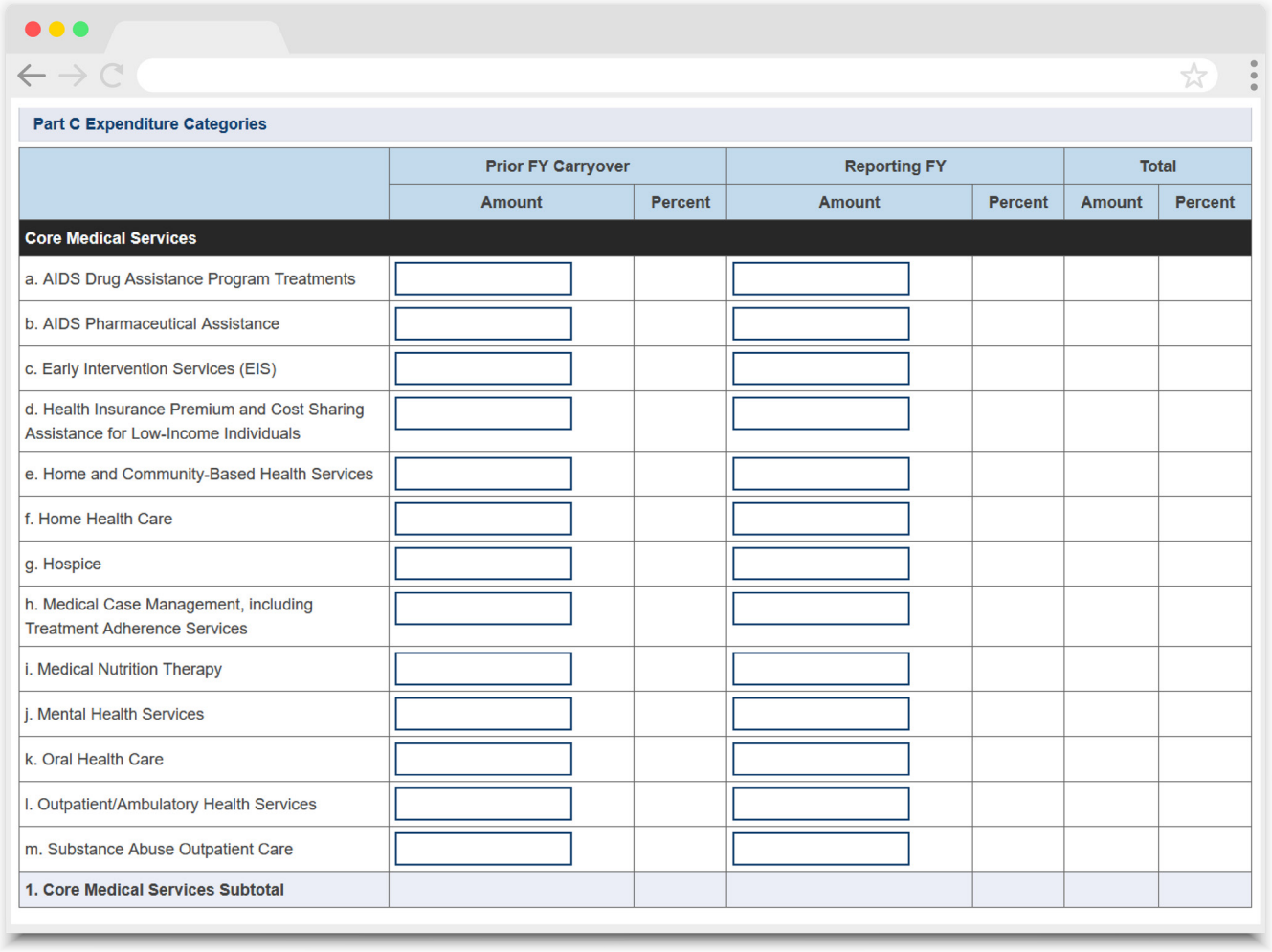
In each *Prior FY Carryover* field, enter the approved amount of your agency's RWHAP Part C award carryover from the previous year that was expended to support that row's service category in the current budget year.

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

Before indicating that RWHAP Part C funding has been expended on EIS, review the core medical and support service category definitions in PCN #16-02, available on the HRSA HAB website. The majority of your award should not be entered under the EIS service category. Please see Early Intervention Services Guide for further information.

At least 75 percent of your agency's total award (minus funding expended on recipient administration and clinical quality management) must be expended on core medical services unless your agency has received an approved core medical services waiver.

Figure 9. RWHAP Part C Expenditures Report: Screenshot of Part C Expenditures Categories, Core Medical Services Subsection



Part C Expenditure Categories

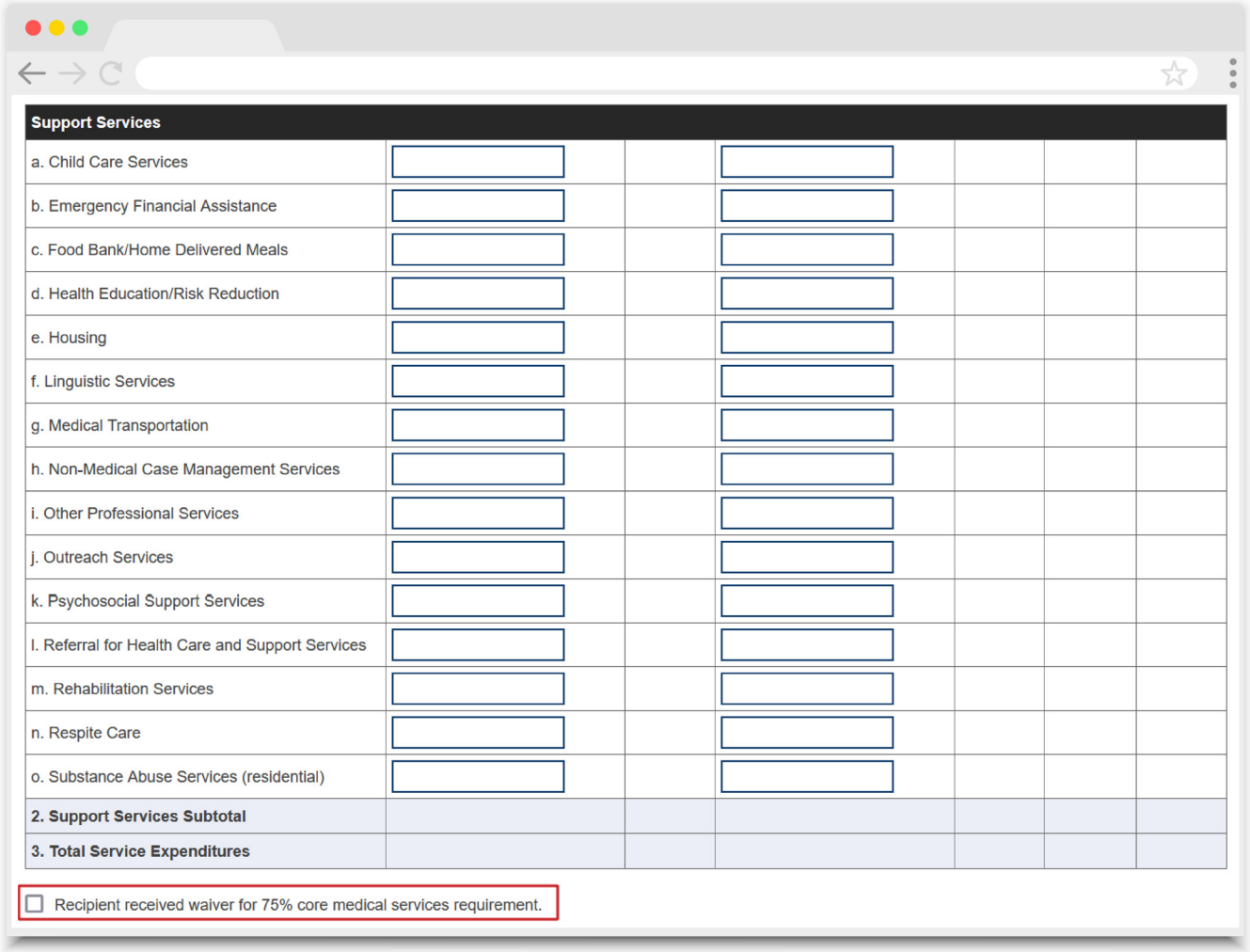
	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services						
a. AIDS Drug Assistance Program Treatments						
b. AIDS Pharmaceutical Assistance						
c. Early Intervention Services (EIS)						
d. Health Insurance Premium and Cost Sharing Assistance 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						

Below the *Support Services* section (Figure 10), there is a checkbox that you must select if your agency received a waiver for the 75 percent core medical services requirement. You will receive a validation message on the report if you do not select the waiver checkbox and have not met the 75 percent core medical services requirement based on the expenditures entered.

A HRSA RWHAP Part C recipient's request for a waiver should be submitted as an attachment to the grant application or the mandatory Non-competing Continuation (NCC) progress report. Requests for waivers should not be submitted prior to the grant application or mandatory NCC progress report, nor should they be submitted after the start of the budget period for which the waiver is being requested. Refer to PCN 21-01: Waiver of the Ryan White HIV/AIDS Program Core Medical Services Expenditure Requirement for further information. If you are unsure if your organization's waiver was approved, please contact your DCHAP project officer for further assistance.

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

Figure 10. RWHAP Part C Expenditures Report: Screenshot of Part C Expenditure Categories Support Services Subsection and Core Medical Services Requirement Waiver Checkbox



Support Services						
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						

☐ Recipient received waiver for 75% core medical services requirement.

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.

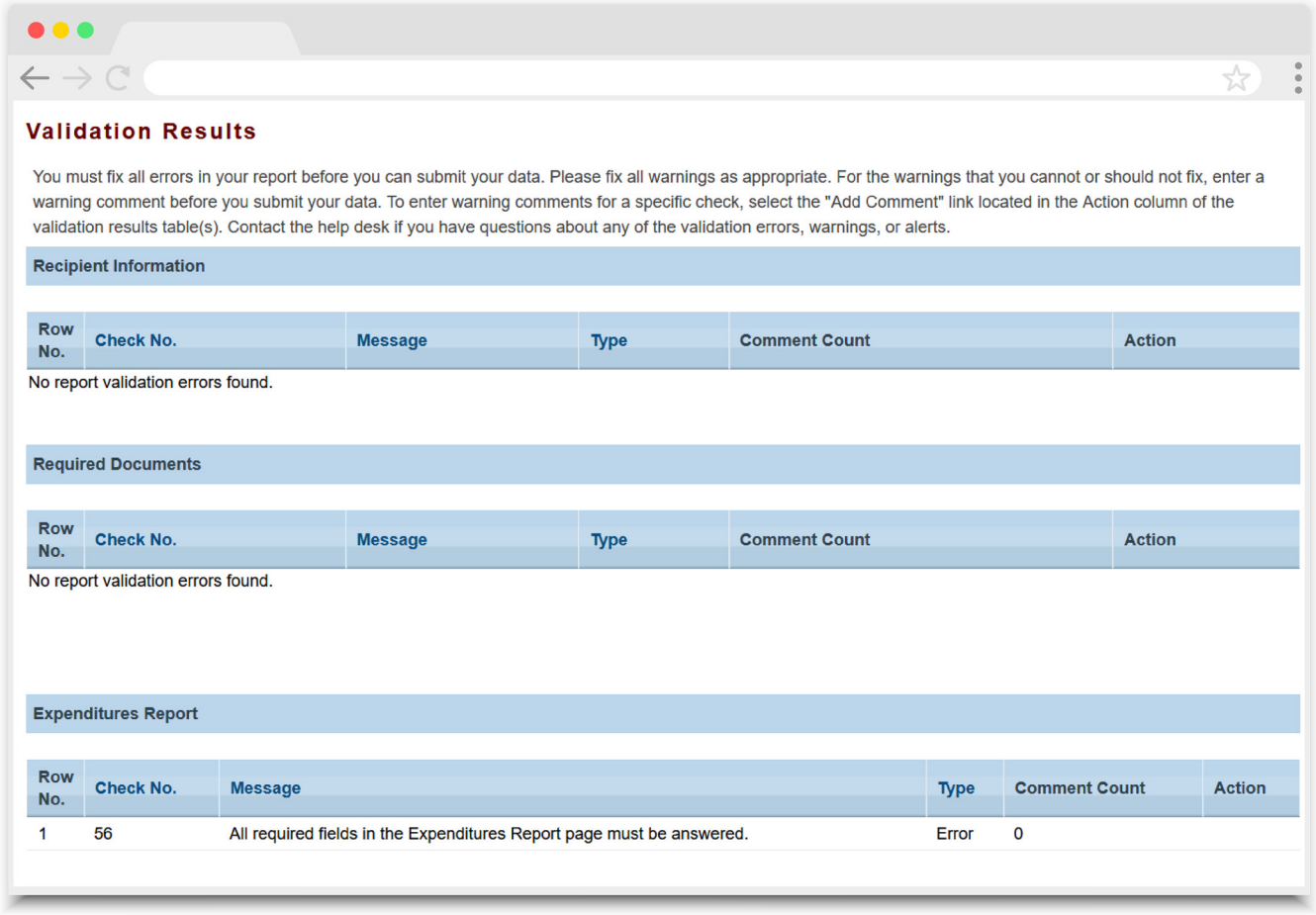
If you receive a green congratulations message, then you can proceed to submitting your report. Alternatively, you will see a table of validation results (Figure 11). Validation messages are sorted into three categories: errors, warnings, and alerts.

- **Errors** must be corrected before submitting the 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 the report with warnings by adding a comment for each one you receive.
- **Alerts** are informational, but you should still review and address them if possible. You may submit the 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.

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 the report.

Figure 11. RWHAP Part C 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

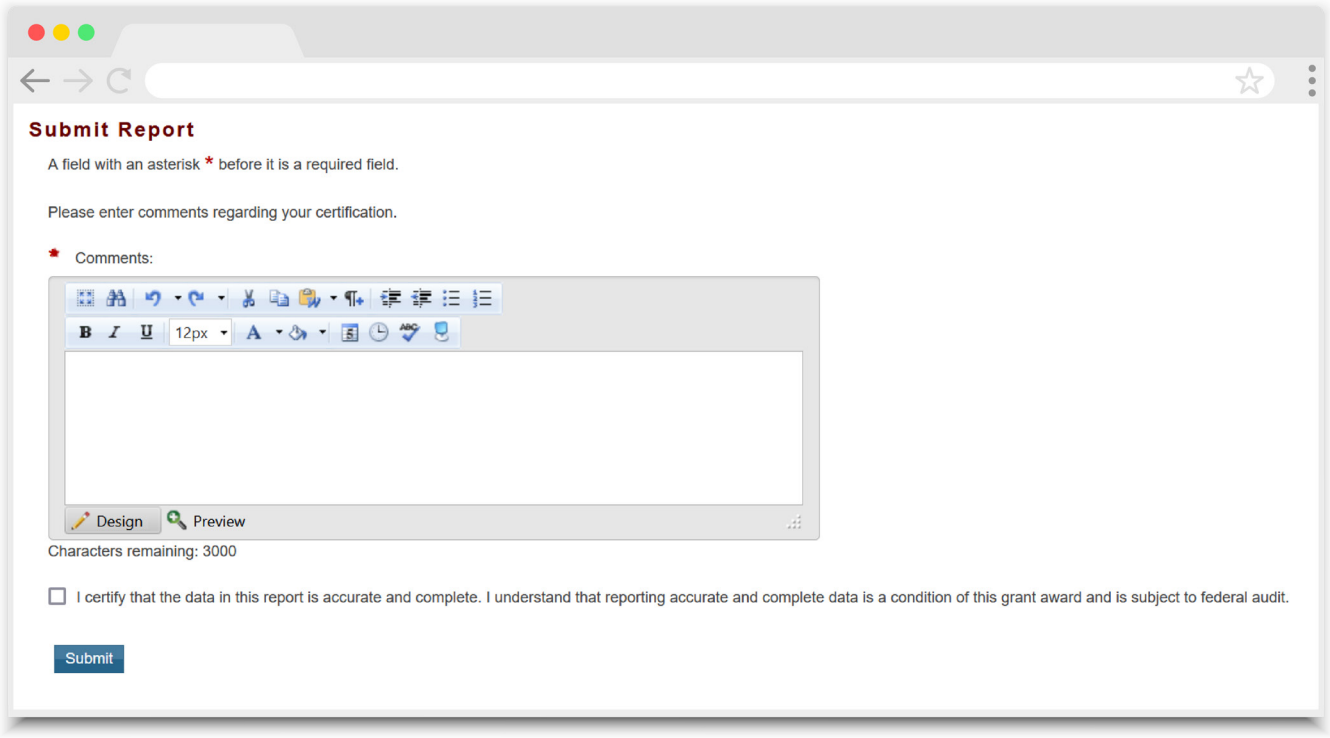
Row No.	Check No.	Message	Type	Comment Count	Action
1	56	All required fields in the Expenditures Report page must be answered.	Error	0	

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.

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

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 the 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.

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



Frequently Asked Questions

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

No, unlike the Allocations Report, the Expenditures Report is not linked to the contracts in the GCMS. Access to the GCMS from the Expenditures Report system is there solely for your reference.

My agency expended all of its funding on the EIS category. Is this correct?

Agencies that are providing RWHAP Part C EIS clinical and diagnostic services with their grant funding should allocate that funding in the system to the appropriate service categories. For example, funding expended toward a case manager providing medical case management should be entered under the Medical Case Management service category and not EIS even though the funding will count toward the agency's 50 percent RWHAP Part C EIS requirement.

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 RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

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.

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.

Is the capped amount we can spend on recipient administration based on our combined total award or just the current year award?

The capped amount for recipient administration is based on your agency's total combined award (current year and carryover). For example, if your agency received $80,000 for its current year award and $20,000 in carryover, the maximum amount that could be expended on recipient administration would be $10,000, or 10% of the total combined award.

I'm receiving a validation message stating my recipient administration expenditures are too high even though the value I entered is exactly 10% of my current year award. How can I fix this?

Check to make sure that the value entered has not been rounded up. For example, if 10% of your agency's award is $1,000.51 and you entered a rounded value of $1,001, the system will read your expenditures as too high. Only whole number values are allowed to be entered in the Expenditures Report and therefore the legislative requirement capped amounts are rounded down to the nearest whole dollar amount. If you need additional assistance, contact RWHAP Data Support at 1-888-640-9356 or at RyanWhiteDataSupport@wrma.com.

Glossary

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 the list of core medical services and their definitions, see PCN 16-02.

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

Grantee Contract Management System (GCMS): A data storage system within the EHBs that allows recipients to enter and maintain RWHAP contracts.

Notice of Award (NoA): An official document from the Health Resources and 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 (Program Income and Pharmaceutical Rebates): 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 the list of support services and their definitions, see PCN 16-02.

Unobligated Balance: The amount of funds authorized under a federal award that the non-federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-federal entity's unliquidated obligations and expenditures of funds under the federal award from the cumulative amount of the funds that the federal awarding agency or pass-through entity authorized the non-federal entity to obligate.

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