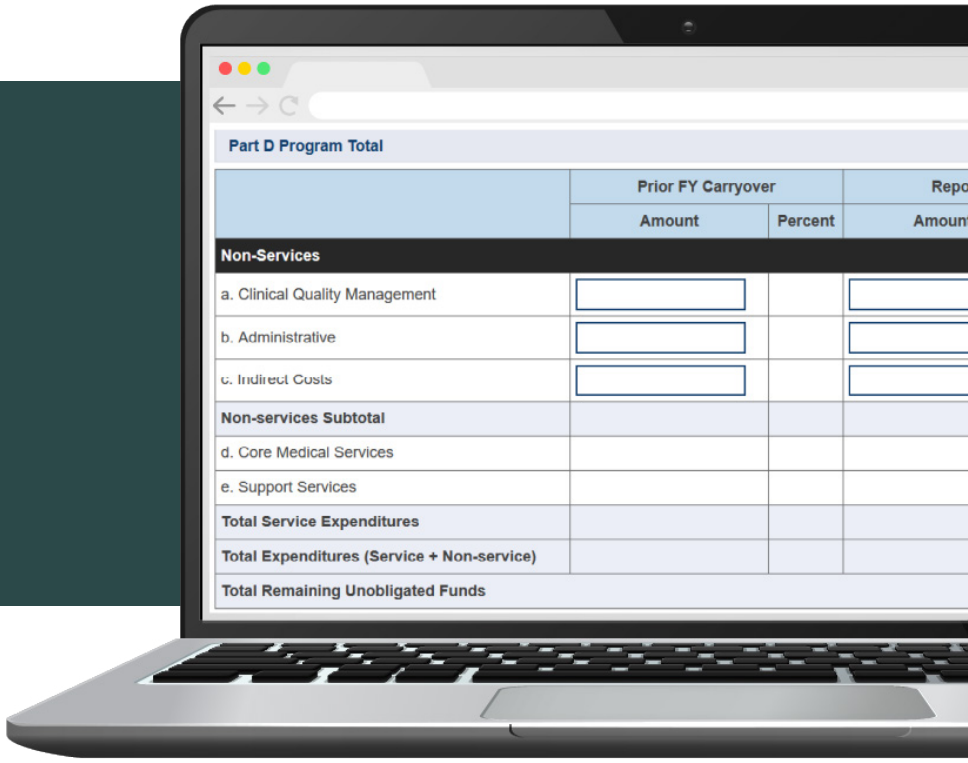
RWHAP Part D Expenditures Report



FY25 Instruction Manual

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HRSA Health Resources & Services Administration

RWHAP DATA SUPPORT

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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 program and fiscal reports each year, including an annual Expenditures Report. In the RWHAP Part D Expenditures Report, recipients report on how they expended their grant funding during the budget period. 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. There are no changes to the FY25 RWHAP Part D 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 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.

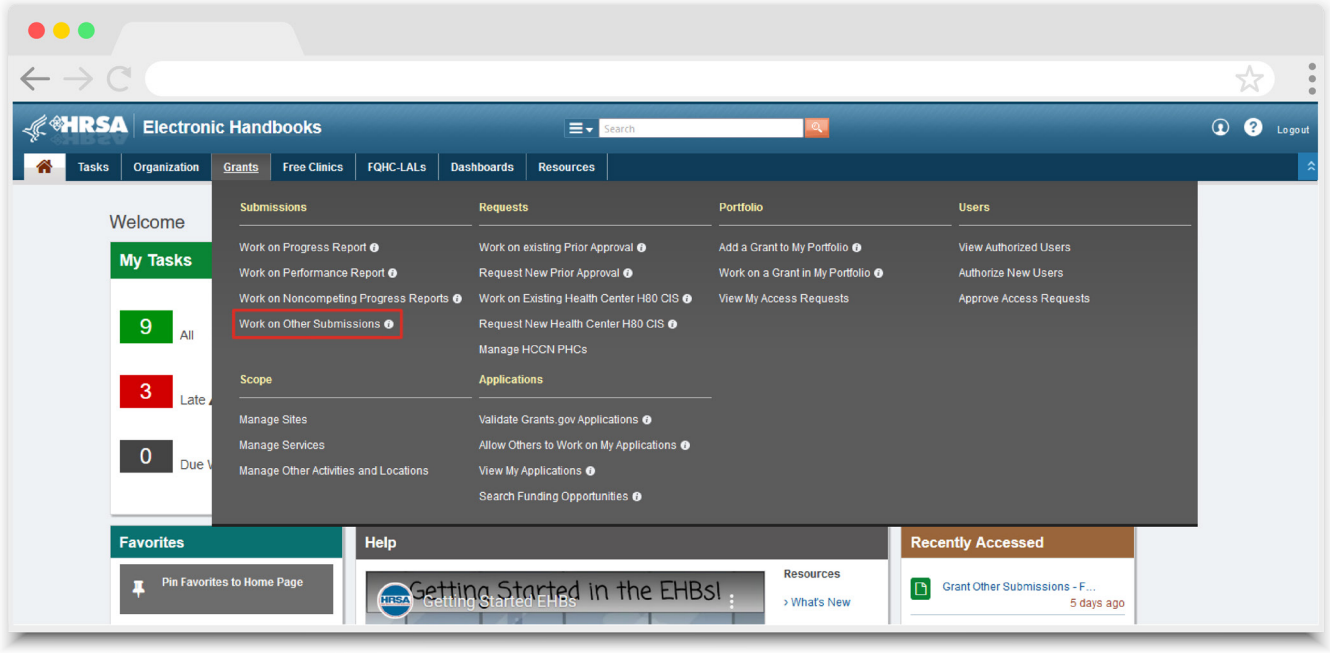
Accessing the Expenditures Report

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).

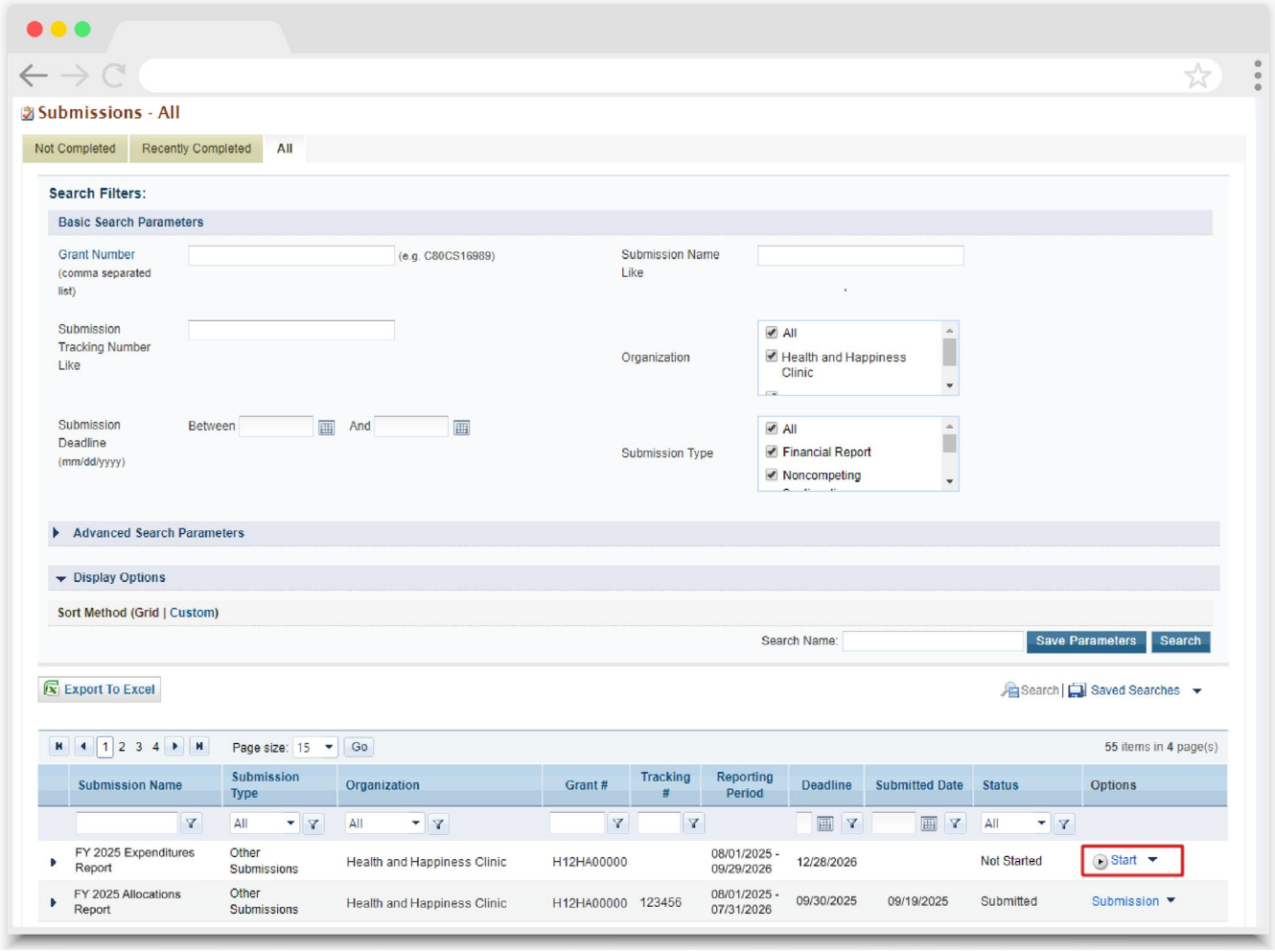
If you need assistance with your Login.gov username or password, contact the Login.gov Support Team at (844) 875-6446 or submit a help ticket online.

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

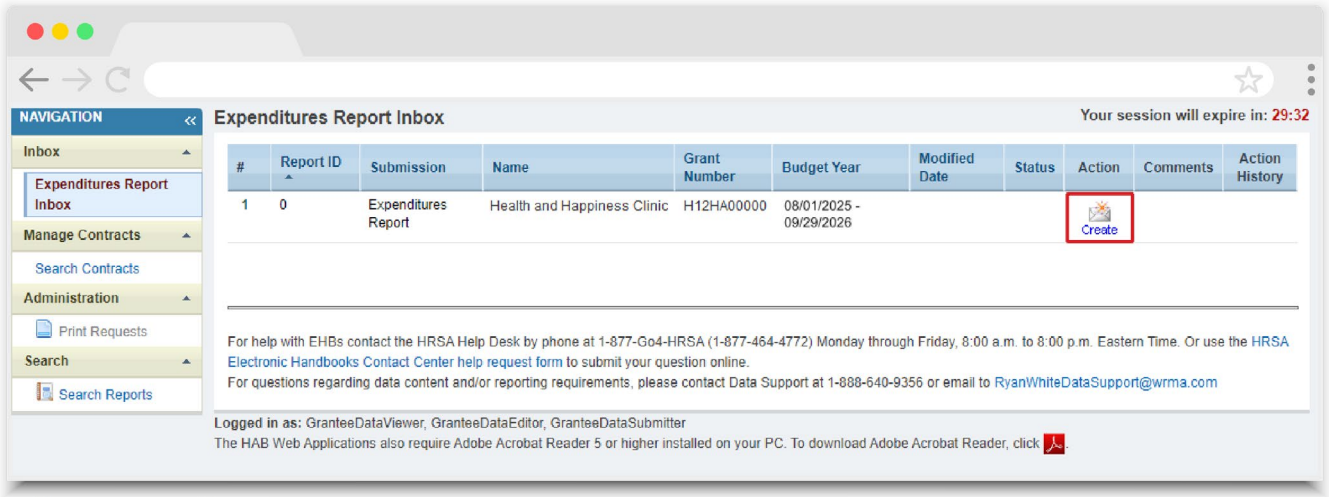


Searching for "Expenditures" in the filter header of the "Submission Name" column may help you find your current Expenditures Report faster.

If you need help navigating the EHBs to find your agency's 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 the 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 D Expenditures Report: Screenshot of the Expenditures Report Inbox Page



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 their reference. The RWHAP Part D 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.

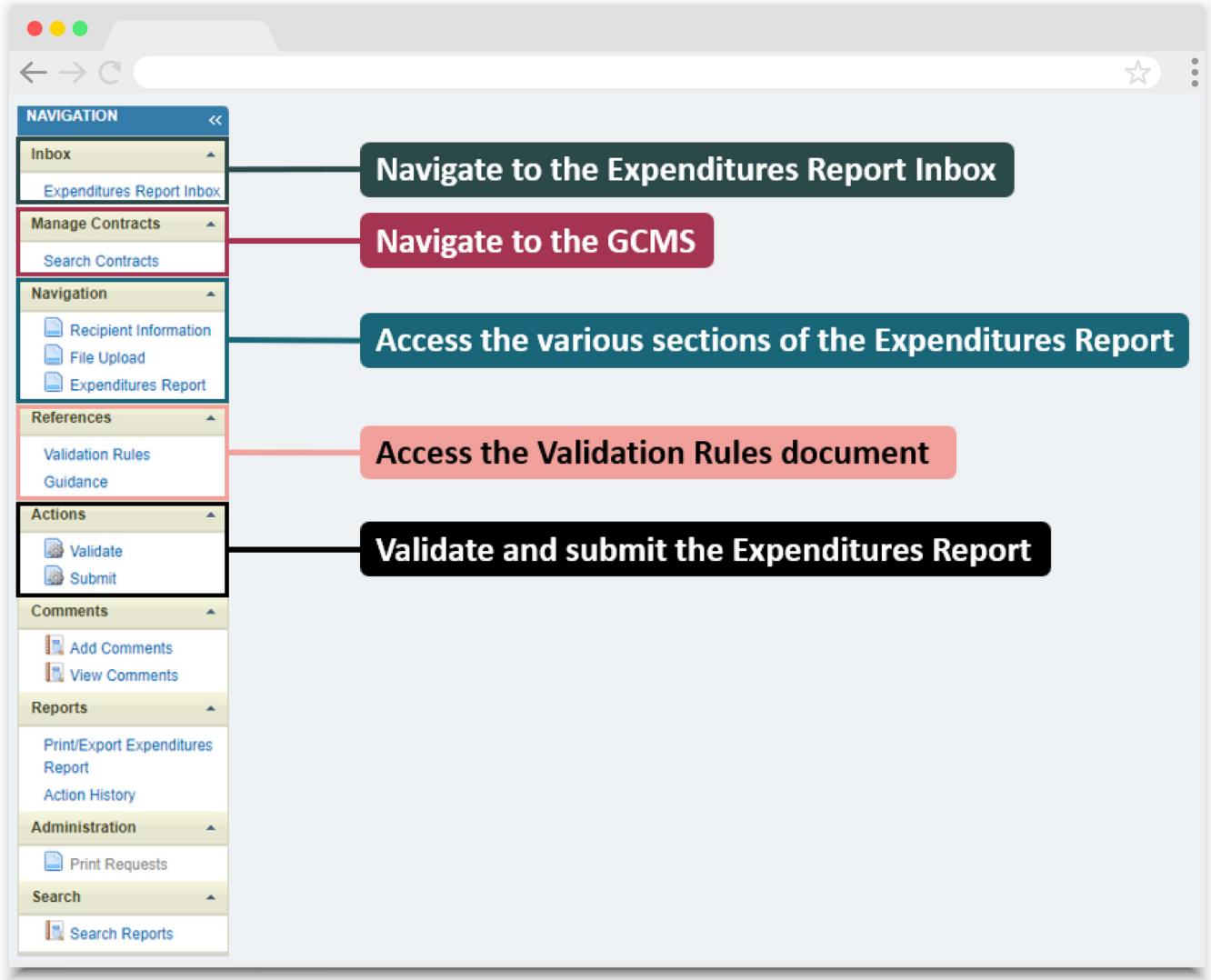
Once recipients have entered all values and completed their report, they must validate and submit it, at which point it is sent to their DCHAP project officer for review. If you have programmatic questions about the RWHAP Part D Expenditures Report submission, please contact your DCHAP project officer.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

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

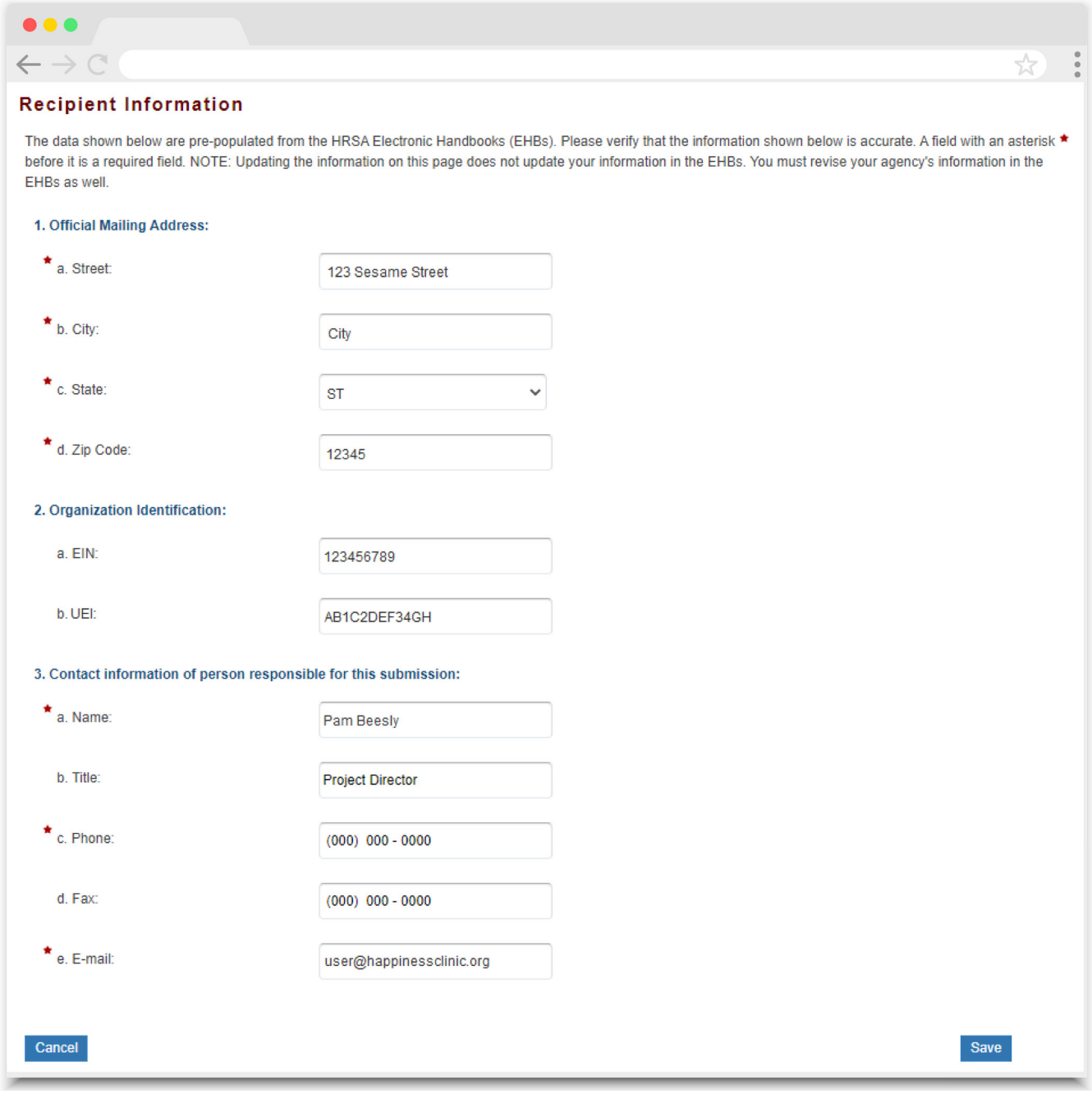


Recipient Information

Opening the RWHAP Part D Expenditures Report will bring you to the Recipient Information section of the report (Figure 5). This section is pre-populated with information 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.

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

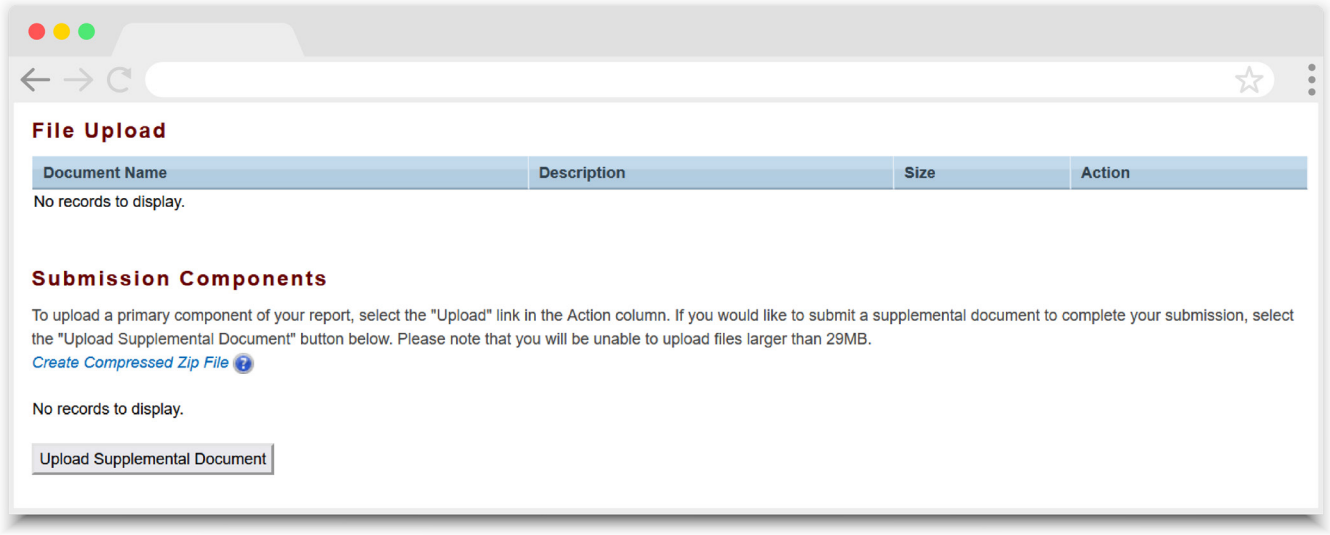
Figure 5. RWHAP Part D Expenditures Report: Screenshot of the Recipient Information Page



File Upload

For the RWHAP Part D Expenditures Report, there are no required additional forms to upload to your agency's report. If your project officer requests supplemental documentation as part of your 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 your agency's 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*
- *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 on each category listed.

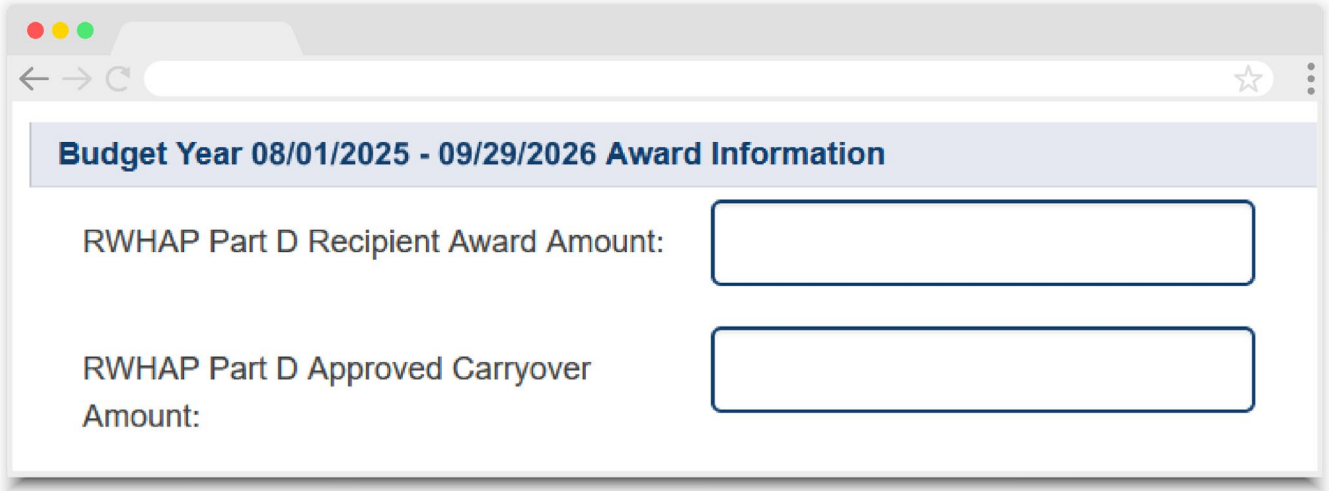
The Expenditures Report section has 62 editable fields that you must complete with a response. If your agency does not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

Award Information

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

- *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



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 your agency's 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 your agency's RWHAP Part D award carryover from the previous year that was expended to support its administrative 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 its administrative activities.

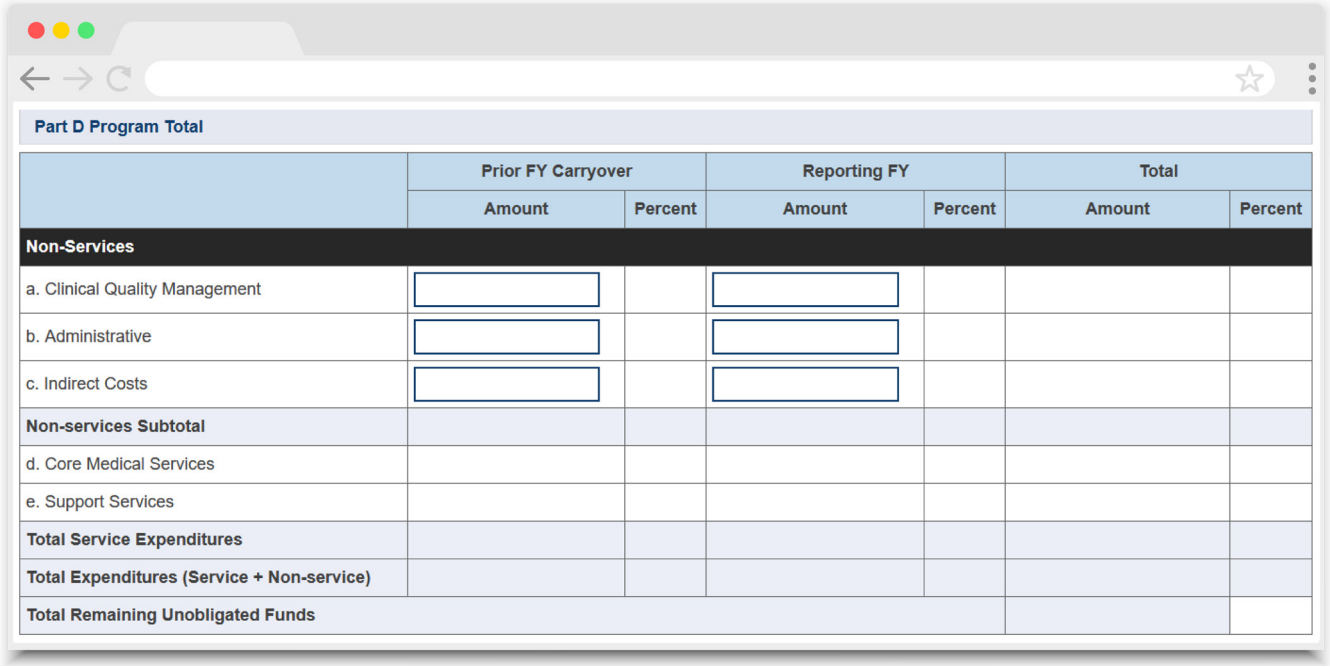
The total amount expended on recipient administration, including from your agency's prior year carryover and current year award, may not exceed 10 percent of your agency's total combined award (**current year and carryover**).

c. *Indirect Costs*

- *Prior FY Carryover:* Enter the approved amount of your agency's RWHAP 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 agency's RWHAP Part D Award that was expended on indirect costs.

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

Figure 8. RWHAP 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
Non-Services						
a. Clinical Quality Management						
b. Administrative						
c. Indirect Costs						
Non-services Subtotal						
d. Core Medical Services						
e. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						
Total Remaining Unobligated Funds						

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 Policy Clarification Notice #16-02 RWHAP Services: Eligible Individuals and Allowable Uses of Funds on the HRSA HAB website.

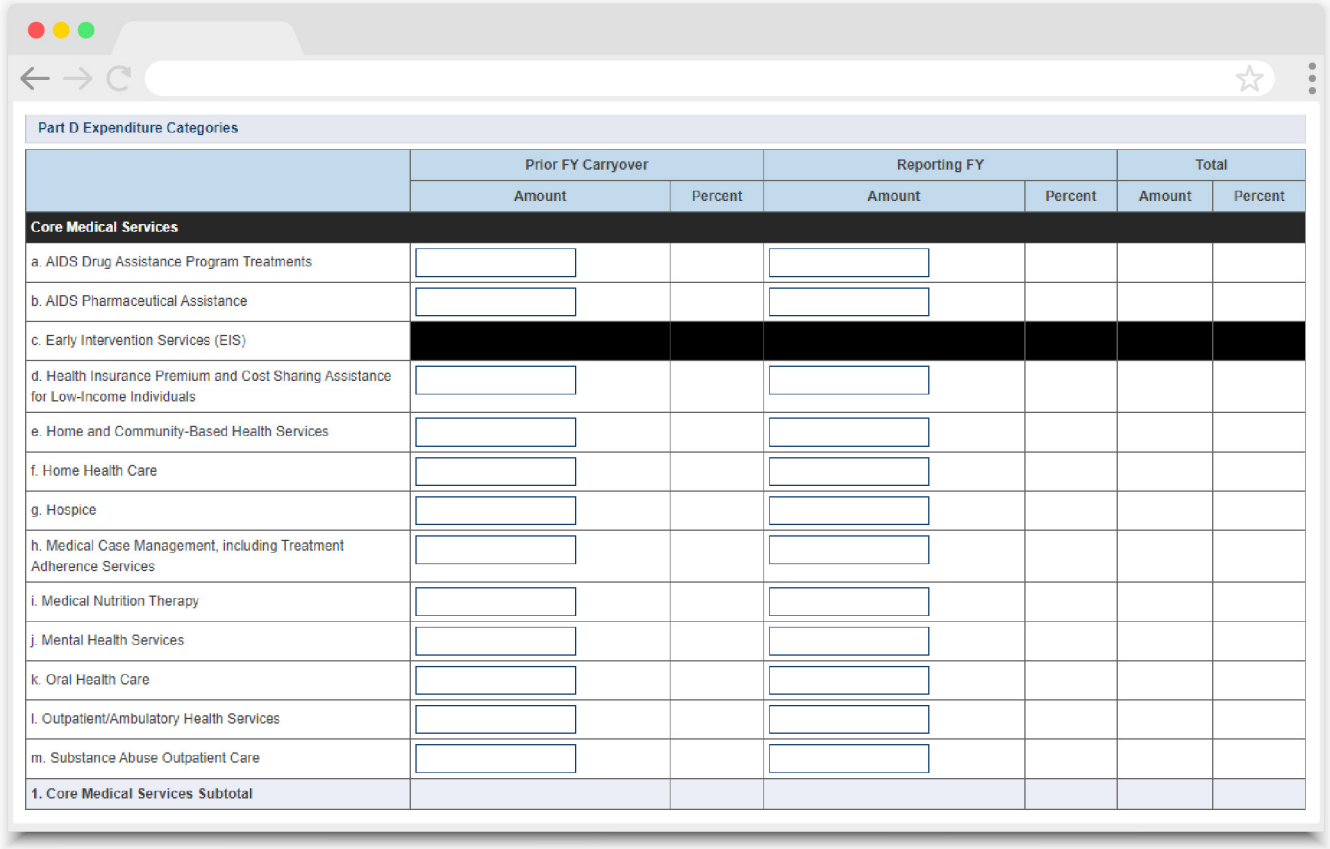
In each *Prior FY Carryover* field, enter the approved amount of your agency's RWHAP Part D award carryover from the previous year that was expended to support that service category in the current budget year.

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.

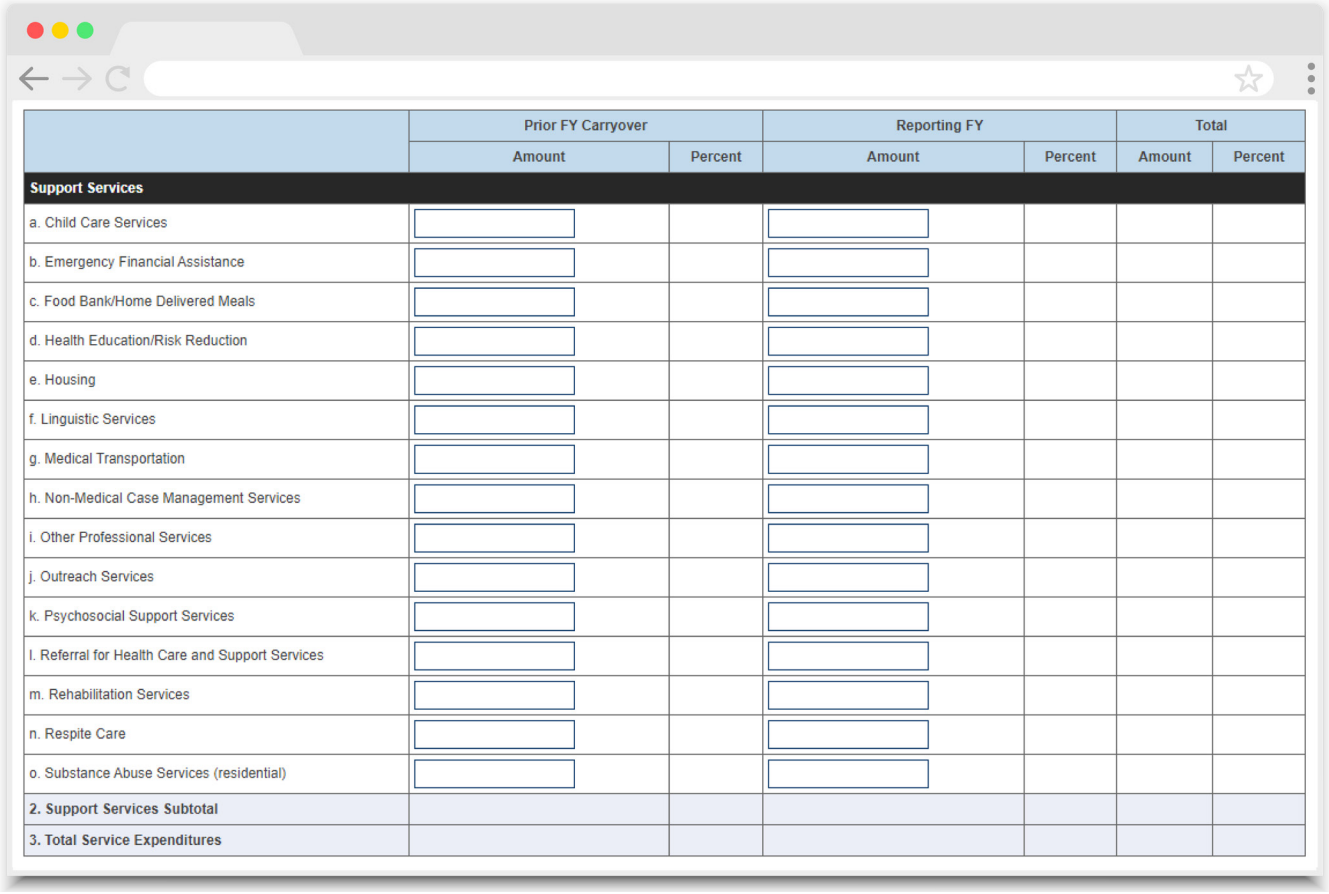
Figure 9. RWHAP Part D Expenditures Report: Screenshot of the Part D Expenditures Categories - Core Medical Services Section



Part D Expenditure Categories

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
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						

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



	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
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						

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.

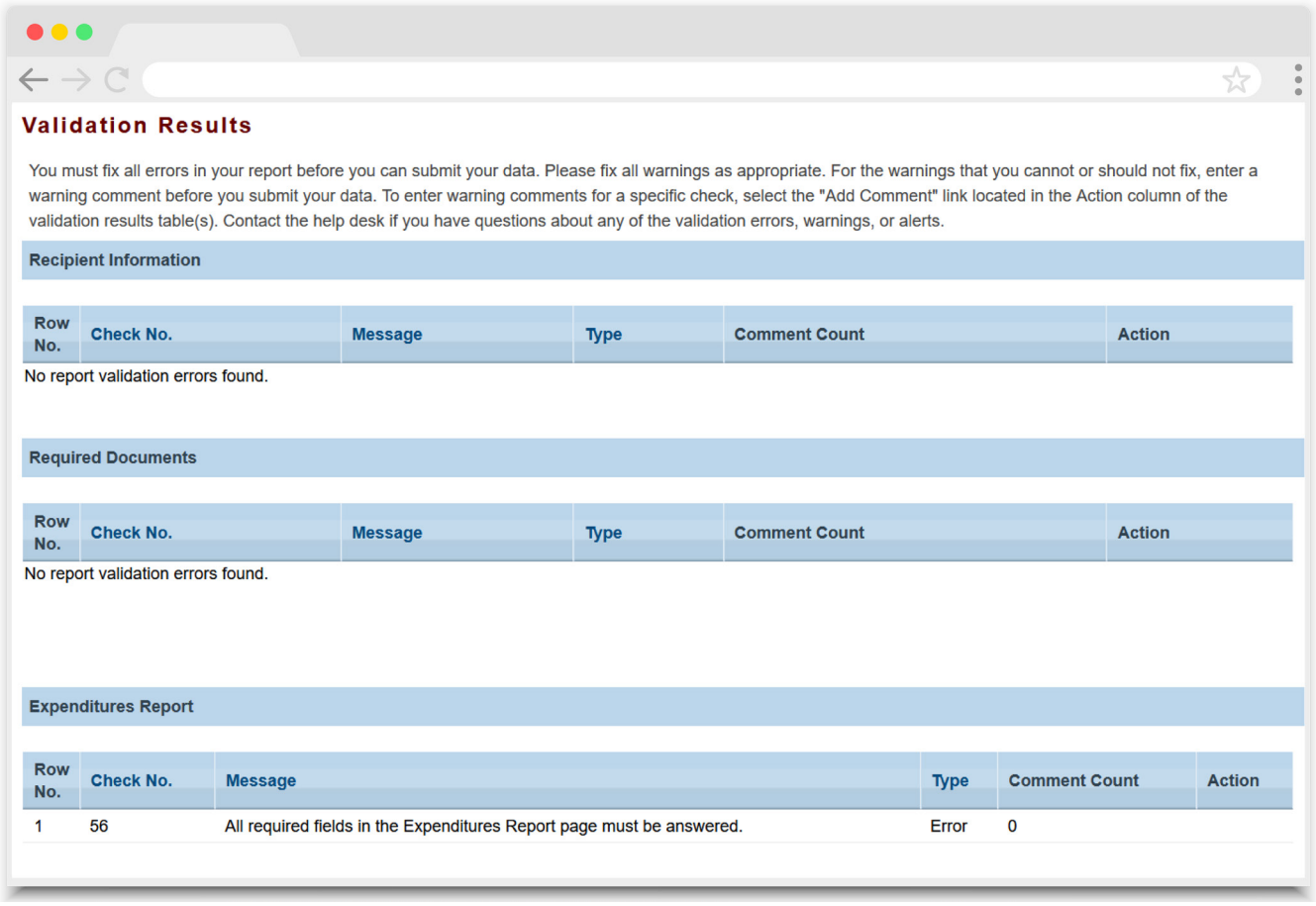
Select “Validate” in the Navigation panel on the left side of the screen to begin the validation process. Wait a few minutes for the process to complete and then refresh the page by selecting “Validate” in the Navigation panel again. The system will either display your validation results or ask you to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

If you receive a green congratulations message, then you can proceed to submitting the report. Alternatively, you will see a table of validation results (Figure 11). For the RWHAP Part D Expenditures Report, there are two categories of validation messages that you may receive:

- **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 agency's 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 the report, you must validate the 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 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

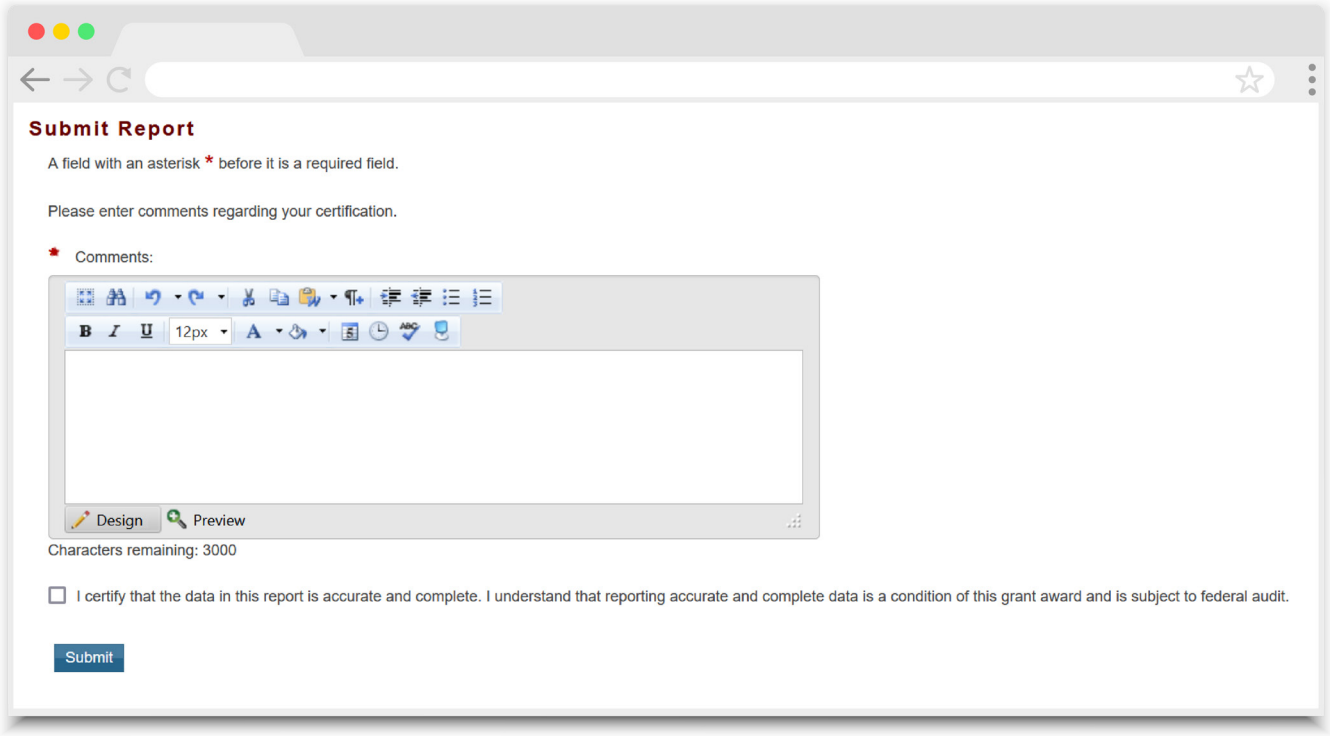
Row No.	Check No.	Message	Type	Comment Count	Action
1	56	All required fields in the Expenditures Report page must be answered.	Error	0	

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 the report after validating, you must revalidate it before submitting.

Once you have addressed all validation messages, you are ready to submit the 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 agency's 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 D Expenditures Report: Screenshot of the Submit Report Page



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.

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?

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. 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. 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 RWHAP Services: Eligible Individuals and Allowable Uses of Funds.

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 in the HRSA EHBs where recipients 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.

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 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 the list of support services and their definitions, see PCN #16-02 RWHAP Services: Eligible Individuals and Allowable Uses of Funds.

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.