Ryan White HIV/AIDS Program (RWHAP) Part A FY 2027 Non-Competing Continuation (NCC) Progress Report Recipient Technical Assistance Webinar

August 20, 2026, from 2-3:30pm

Questions and Answers

1. **Question:** Is there a list of positions that must be included as key staff in the Key Contact/Principal Form?
   Answer: Yes, the Authorizing Official, Business Contact, and Point of Contact for the grant as listed in HRSA EHBs should be included on the Form.
   - Authorizing Official: acts on behalf of the organization for grant applications, ensures compliance with federal requirements, manages user registrations, and reviews and submits applications.
   - Business Official: reviews and submits financial status reports, interacts with the Payment Management System, and completes financial reviews in the EHB.
   - Project Director: responsible for overseeing the programmatic aspects of the award, managing nonfinancial submissions, and approving privileges for other users.

   Note: Information included in this form does not replace any information required in Section 1 (Project Organizational Structure) of the NCC progress report instructions. Please complete Section 1 as outlined in the NCC instructions, as applicable.

2. **Question:** Are biographical sketches submitted for everyone listed on the budget? If not, what positions require biographical sketches?
   Answer: No, biographical sketches are not required for every individual listed in the Budget Narrative. In section 1, Project Organizational Structure, RWHAP Part A recipients must submit biographical sketches only for new or changed key personnel when staffing or organizational changes have occurred since the most recent competitive application or NCC Progress Report. Key personnel include the Project Director/Principal Investigator and any other individuals who contribute to the programmatic development or execution of the RWHAP Part A program in a substantive, measurable way, regardless of whether they receive compensation from the award; therefore, the determination is based on the individual's role and responsibilities, not solely on position title or inclusion in the budget. If there are no applicable staffing changes, upload a document stating "No Change" as Attachment 1.

Note: The optional biographical-sketch field in the Key Contact/Principal form does not replace the requirements for Section 1—Project Organizational Structure.

3. **Question:** In the HIV Care Continuum Table, what CDC Surveillance data year should be included for "2026 Actuals" data points?
   Answer: In the suggested HIV Care Continuum Table template, RWHAP Part A Recipients should complete Column F, "2026 Actuals," using the provided 2024 CDC surveillance data for each stage of the HIV Care Continuum. For context, use the 2022 CDC data to the Baseline and the 2023 CDC data to "2025 Actuals," each of which have already been reported in the FY 2025 competitive application and the FY 2026 NCC progress report, respectively.
   Note: The difference between the HIV Care Continuum Table template column label and the underlying data year reflects the lag associated with collecting, reporting, validating, and finalizing national CDC surveillance data. Therefore, "2026 Actuals" is the NCC reporting-cycle label; it does not mean that recipients should report calendar year 2026 surveillance data. The 2024 data represent the most recent standardized CDC surveillance data provided for use at the time of the FY 2027 NCC submission.

4. **Question:** How are costs, such as line items under the Supplies object class category, supposed to be calculated?
   Answer: Costs under the Supplies object class category should be based on clear and supportable calculation rather than an unexplained lump sum. Recipients should list supplies separately, categorize them as office, medical, or educational supplies, as applicable, and show the calculation used to determine each amount—for example, unit cost multiplied by quantity. Property with a unit cost under $10,000, including laptops, tablets, and desktop computers below that threshold, is generally classified as supplies. The Budget Impact Justification should also explain why each item is needed and how it supports RWHAP Part A activities.
   Note: This same approach applies across all object class categories—each line item should include an appropriate cost basis, the amount requested, and a sufficient justification demonstrating that the cost is reasonable, allowable, allocable, and supportive of RWHAP Part A service delivery. Recipients should consult pages 16–18 of the FY 2027 NCC Instructions, the instructions within the Budget Narrative template, and Section 3.1.5 of HRSA's SF-424 Application Guide for the specific information required for each object class category.

5. **Question:** Are indirect costs incurred by RWHAP Part A subrecipients/providers considered an administrative cost for the RWHAP Part A grant, which is limited to no more than 10 percent of the total RWHAP Part A award by statute?
   Answer: Subrecipients/providers contracted to deliver HIV core medical and/or support services are subject to a separate aggregate 10 percent administrative cap for subrecipients. Likewise, recipients who provide HIV core medical and/or support services directly must apply administrative costs related to service provision to the subrecipient aggregate 10 percent administrative cost cap. The aggregate total of administrative expenditures for subrecipients, including all indirect costs, may not exceed 10 percent of the aggregate amount of all subawards.

6. **Question:** What information should be reported for the Maintenance of Effort (MOE) section?
   Answer: The MOE for the FY 2027 NCC progress report must show actual non-federal EMA/TGA political-subdivision expenditures for FY 2024 and FY 2025 and estimated FY 2026 non-federal expenditures for HIV-related core medical and support services.