

FY 2020 CARES Act Supplemental Funding Guidance:
Initial Response Report Requirements for Ryan White HIV/AIDS Program –
National Technical Assistance Programs

Purpose

The fiscal year (FY) 2020 Coronavirus Aid, Relief and Economic Security Act -P.L. 116- 136 (CARES Act) provides one-time funding to help current Ryan White HIV/AIDS Program (RWHAP) recipients prevent, prepare for, and respond to novel coronavirus disease 2019 (COVID-19).

The Health Resources and Services Administration (HRSA) has issued CARES Notice of Awards (NoA) and award terms to funded recipients. As a requirement of the award, CARES recipients must submit an Initial Response Report (IRR). This document outlines the project and budget information required for completing the IRR and provides general guidance on the scope of funding activities. Recipients must complete and submit the IRR in the HRSA Electronic Handbook (EHBs) within 30 days of the release of the award.

Funding Summary

The [CARES Act](#) appropriated \$90 million to help recipients respond to COVID-19 related health service needs for RWHAP clients. The CARES funding in large measure will support core medical and support services for RWHAP clients. However, funds have also been strategically allocated to several RWHAP national technical assistance programs. These funds will support activities to ensure that HIV healthcare organizations and professionals have timely access to the most current training and technical assistance needed to address COVID-19 related issues impacting people with or at risk for HIV. These funds are being made available to the following RWHAP technical assistance programs to increase their current scope of activities to address the surge in workforce development needs, as a result of challenges presented by COVID-19.

- AIDS Education and Training Centers (AETC), National Clinician Consultation Center (NCCC)
- AETC, Enhancement and Update of the National HIV Curriculum (NHC) e-Learning Platform
- AETC, National Coordination and Resource Center
- AETC, Regional Centers
- Ryan White HIV/AIDS Program- AIDS Drug Assistance Program (ADAP) Training and Technical Assistance Program

All the current RWHAP funding restrictions and limitations for these programs will also apply to the CARES awards.

All activities and purchases supported by RWHAP CARES awards issued to technical assistance programs must be used for activities and supplies needed to help prevent or minimize the impact of COVID-19 on people with or at risk for HIV and HIV healthcare organizations. As required

by the appropriations language, HRSA has developed data driven methodologies to calculate award amounts for each of the RWHAP Parts. Awards are aligned with current RWHAP recipient's funding proportions and may support a wide range of in-scope activities, dating back to January 20, 2020.

These awards provide flexibility in how recipients can use the funding to prevent, prepare for, and respond to COVID-19 as needs evolve among people with HIV or people who are at risk for HIV, as well as HIV treatment and care organizations.

Additionally, CARES recipients will have other time-limited award administration flexibilities currently extended under the Office of Management and Budget (OMB) Memorandum [M-20-17](#) - Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19).

Funding may support a range of in-scope (allowable RWHAP) activities for the targeted technical assistance programs. Funds may be used to support, but are not limited to, the following activities:

- Marketing of consultation services to healthcare professionals to prevent, prepare for, and respond to coronavirus for people with or at risk for HIV;
- Collaborate with RWHAP Part A and B recipients, local and state public health authorities, and clinical and community-based organizations;
- Hire and contract personnel, i.e., expert clinical consultants;
- Purchase equipment to support consultation (e.g., videoconferencing equipment, hardware and equipment - webcams, microphones, speakers, monitors/screens, and videoconferencing software); and
- Enhance health information technology (e.g., technology to support tracking, sharing, and reporting capacity);
- Provide technical assistance to RWHAP recipients and other HIV healthcare organizations to address COVID-19 issues.

Specific for the ADAP Technical Assistance Program

- Provide increased technical assistance for AIDS Drug Assistance Program to address changes in client eligibility and recertification processes and formulary/medication management in response to the pandemic

Specific for the AETC Programs:

- Provide technical assistance and training to clinicians and other HIV care professionals to support their response to the COVID-19 pandemic, particularly as it pertains to people with HIV. Activities may include, but are not limited to:
 - Online, remote, and in person training
 - Development and dissemination of resources for clinicians
 - Enhancing hours of operation and staffing to respond to clinicians' educational and consultation needs regarding COVID response

Examples of uses of funding are available on the [COVID-19 Technical Assistance webpage](#).

Required Supporting Documents

As stated in your NoA, you should submit the following information via the HRSA EHBs within 30 days of award release date. Recipients are reminded that you are able to begin expending your funds upon acceptance of the award. You are not required to wait until this report is submitted.

1. **CARES Activity Overview.** Provide a brief narrative (1-2 pages) describing how funds have been (dating back to January 20, 2020) or will be used to support activities to prevent, prepare for, and respond to COVID-19 using the categories below. Descriptions of each category only provides general guidance; HRSA recognizes that many CARES activities and uses of funds may apply to more than one category.
 - **Prevent**— Provide training, technical assistance and consultation services to healthcare professionals on prevention practices and countermeasures to reduce risk of COVID-19 among people with HIV or at risk for HIV
 - **Prepare**—Provide clinical consultation, training and technical assistance services to healthcare professionals on readiness actions to prepare for COVID-19
 - **Respond**— Provide training and clinical consultation services to healthcare professionals in order to assess, test, diagnose, treat, and limit the spread of COVID-19 among people with or at risk for HIV.

NOTE: HRSA acknowledges that your plans to use CARES funds may change over time to respond to changing circumstances. Re-budgeting is allowed as long as activities as long as activities meet the intent of CARES funding (adhere to the CARES Act funding authority) and continue to support in-scope CARES -related prevention, preparation, and response activities, consistent with the terms and conditions of the award.

2. **Budget Form.** Provide an SF-424A budget form that includes only the CARES funds awarded. This award amount must be tracked separately from the funds awarded under any existing RWHAP award issued to your organization.

The following are ineligible costs per the RWHAP legislation:

- Cash payment to intended recipients of services
- Clinical research
- International travel
- Construction or land purchases (minor alterations and renovations to an existing facility to make it more suitable for the purposes of the award are currently allowable with prior HRSA approval)
- Syringe Services Programs (SSPs). Some aspects of SSPs are allowable with prior approval from HRSA and are in compliance with HHS and HRSA policy.
- Pre-Exposure Prophylaxis (PrEP) medications and related medical services or Post-Exposure Prophylaxis (PEP), as the person using PrEP or PEP does not have HIV and therefore, not eligible for CARES funded medication.
- Funds may not be used for payments for any item or service to the extent that payment has been made, or reasonably can be expected to be made, with

respect to that item or service under any state compensation program, insurance policy, federal or state health benefits program or by an entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Services).

3. **Budget Narrative.** Your budget narrative must clearly detail costs for each federal object class category, with calculations for how each cost is derived, and not include any ineligible cost. As provided for in OMB Memorandum [M-20-17](#) - *Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19)*, your budget should include any requested reimbursement of allowable costs incurred retroactive to January 20, 2020.
4. **Equipment List (as indicated).** If your budget includes equipment, provide an Equipment List Form. Equipment is tangible personal property (including information technology systems) that has a useful life of more than one year and a per-unit acquisition cost of at least \$5,000. Moveable equipment can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space. Any equipment purchased with award funds must be pertinent to the CARES activities, procured through a competitive process, and maintained, tracked, and disposed of in accordance with [45 C.F.R. Part 75](#). While M-20-17 remains in effect, you may request that HRSA waive the procurement requirements contained in 2 CFR § 200.319(b) regarding geographical preferences, and 2 CFR § 200.321 regarding contracting small and minority businesses, women's business enterprises, and labor surplus area firms.

For each item on the Equipment List Form, the following fields must be completed:

- **Type** – Select clinical or non-clinical.
- **Item Description** – Provide a description of each item.
- **Unit Price** – Enter the price of each item.
- **Quantity** – Enter of the number of each item to be purchased.
- **Total Price** – The EHBs system will calculate the total price by multiplying the unit price by the quantity entered.

The selection of all equipment should be based on a preference for recycled content, non-hazardous substances, non-ozone depleting substances, energy and water efficiency, and consideration of final disposal (disposed in a manner that is safe, protective of the environment, and compliant with all applicable regulations), unless there are conflicting health, safety, and performance considerations. You are strongly encouraged to employ the standards established by either the Electronic Product Environmental Assessment Tool (EPEAT) or ENERGY STAR®, where practicable, in the procurement of equipment. Following these standards will mitigate the negative effects on human health and the environment. Additional information for these standards can be found at [EPEAT Registry](#) and [Energy Star](#).

Post Award Reporting

Per sections 15010 and 15011 of the Coronavirus Aid, Relief, and Economics Security (CARES) Act (P.L. 116-136), not later than 10 days after the end of each calendar quarter, any Recipient that is an entity receiving more than \$150,000 total in funds under the CARES Act , the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain, as prescribed by the Director of the Office of Management and Budget:

1. the total amount of funds received from HHS under one of the foregoing enumerated Acts;
2. the amount of funds received that were expended or obligated for reach project or activity;
3. a detailed list of all projects or activities for which large covered funds were expended or obligated, including:
 - a. the name and description of the project or activity, and
 - b. the estimated number of jobs created or retained by the project or activity, where applicable; and,
4. detailed information on any level of sub-contracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals.

Technical Assistance

See the [CDC Coronavirus Guidelines](#)

See the [COVID-19 technical assistance webpage](#): Access information for a technical assistance call to support your 30-day reporting requirement submission

- Example uses of funding
- Blank and/or sample forms

Questions regarding your CARES funding, the 30-day reporting requirement should be submitted to your HRSA Project Officer.