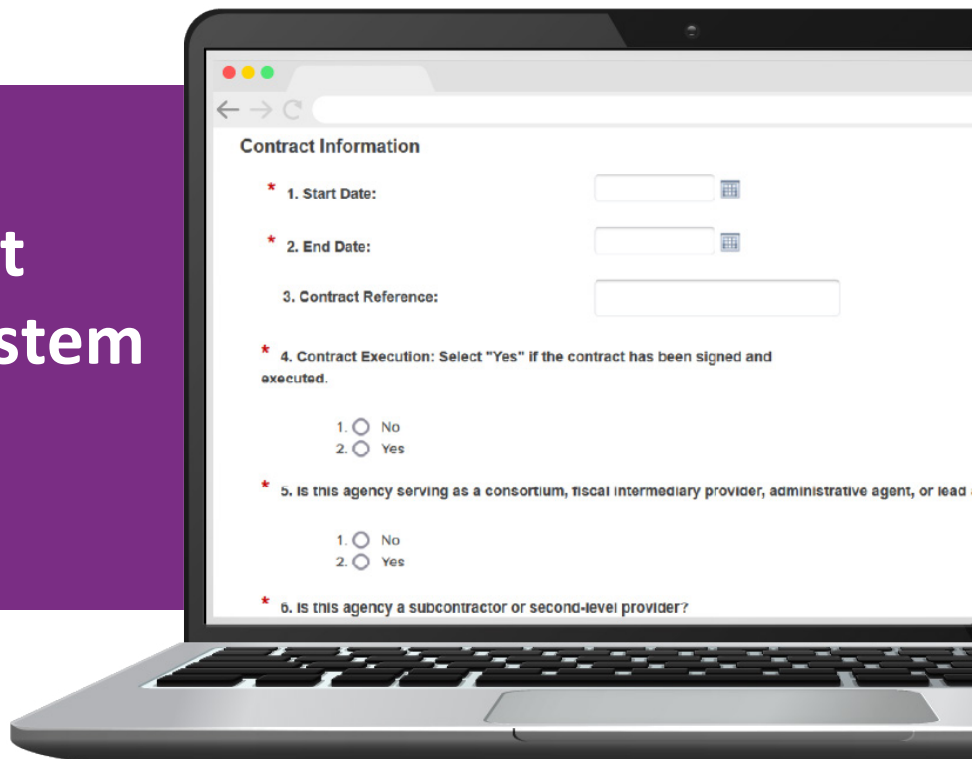


Grantee Contract Management System (GCMS)



Contract Information

* 1. Start Date: 

* 2. End Date: 

3. Contract Reference:

* 4. Contract Execution: Select "Yes" if the contract has been signed and executed.

1. ☐ No
2. ☐ Yes

* 5. Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead?

1. ☐ No
2. ☐ Yes

* 6. Is this agency a subcontractor or second-level provider?

2025 Instruction Manual

Release Date: September 12, 2025

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



Table of Contents

Icons Used in This Manual	1
Background	2
Terminology	3
Classification of Organizations	3
RWHAP Services.....	4
Accessing the GCMS	5
Via the PTR/Allocations Report.....	5
Via the RSR or EHE Triannual Report.....	8
Using the GCMS.....	11
Searching for Contracts.....	11
Adding a Contract	13
Copying a Contract.....	22
Editing/Deleting a Contract	24
Frequently Asked Questions	26
Appendix A. Administrative and Technical Services Definitions.....	29
Glossary	31

Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/or useful information.



The Note icon highlights information you should know when completing this section.



The Tip icon points out recommendations and suggestions that can make it easier to complete this section.



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.

Background

The Grantee Contract Management System (GCMS) is a data storage system in the HRSA Electronic Handbooks (EHBs) for Ryan White HIV/AIDS Program (RWHAP) and Ending the HIV Epidemic (EHE) initiative contract information. Contract information is entered and maintained in one place to decrease recipients' data entry burden. The GCMS captures budgetary information entered by recipients including contract dates, funding relationship structures, funded service categories, and funding amounts.

Multiple data reports are populated with the information entered in the GCMS including the:

- RWHAP Services Report (RSR)
- Program Terms Report (PTR)/Allocations Report
- EHE Triannual Report

Recipients typically add their contracts in the GCMS during completion of the PTR/Allocations Report with the intended allocation of their award funding for the budget year. Recipients can edit these contracts with any necessary updates during the later completion of the agency's RSR or EHE Triannual Report (if applicable).

Every organization funded to provide services with a recipient's award (including the recipient itself if applicable) should have a contract in the GCMS. Providers must have a separate contract for each budget year. Contract dates should match the dates of the recipient's budget period.



Recipients cannot reuse the same contracts from year to year. Enter a new contract for each provider each budget year.



If you have any questions about the GCMS, please contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com for assistance.

Terminology

This section provides an overview of select terms used throughout this manual and the GCMS that will be helpful for agencies to understand.

Classification of Organizations

Recipient: A recipient is an organization that receives funding directly from HRSA HAB. Recipients may provide services themselves or allocate funding to other organizations to provide services.

Provider: A provider is any organization that provides services including direct services to clients and/or administrative and technical services. A provider may be a recipient, subrecipient, and/or second-level provider.

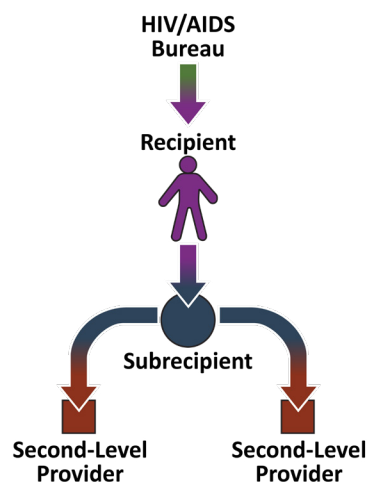
Subrecipient: A subrecipient ([Figure 1](#)) is an organization that receives funding directly from a recipient to provide services.

Second-level Provider: A second-level provider ([Figure 2](#)) is an organization that receives funding through a subrecipient to provide services. Occasionally, recipients will use an administrative agent to award and/or monitor the use of their funds. In this situation, the administrative agent (or fiscal intermediary provider) is the recipient's subrecipient. When this subrecipient enters into a contract with another provider to use the recipient's funds to deliver services, that provider is considered a second-level provider to the recipient.

Figure 1. Subrecipient



Figure 2. Second-level Provider



RWHAP Services

Funded services are divided into three groups:

- Administrative and technical services
- Core medical services
- Support services

Definitions for administrative and technical service categories can be found in [Appendix A](#) of this manual. RWHAP core medical and support service categories are listed and explained in [Policy Clarification Notice \(PCN\) #16-02 “Eligible Individuals and Allowable Uses of Funds.”](#)



For agencies that received EHE initiative funds

The “EHE Initiative Services” category includes those services that are funded through EHE initiative funding that do not meet the definition of one of the existing RWHAP core medical or support service categories as outlined in PCN #16-02.

EHE initiative funding dedicated to services that do meet the definition of one of the existing RWHAP core medical or support service categories should be reported under that specific service category.



If you have any questions or need assistance with service category definitions, please contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com for assistance.

Accessing the GCMS

The GCMS is accessible via the HRSA EHBs through any of the reports that use the system. These include the RSR, PTR/Allocations Report, and EHE Triannual Report. By accessing the most recent version of any of these reports in the HRSA EHBs, you can navigate to the GCMS and work on your agency's contracts. Further detailed instructions for accessing the GCMS through each report follow below.

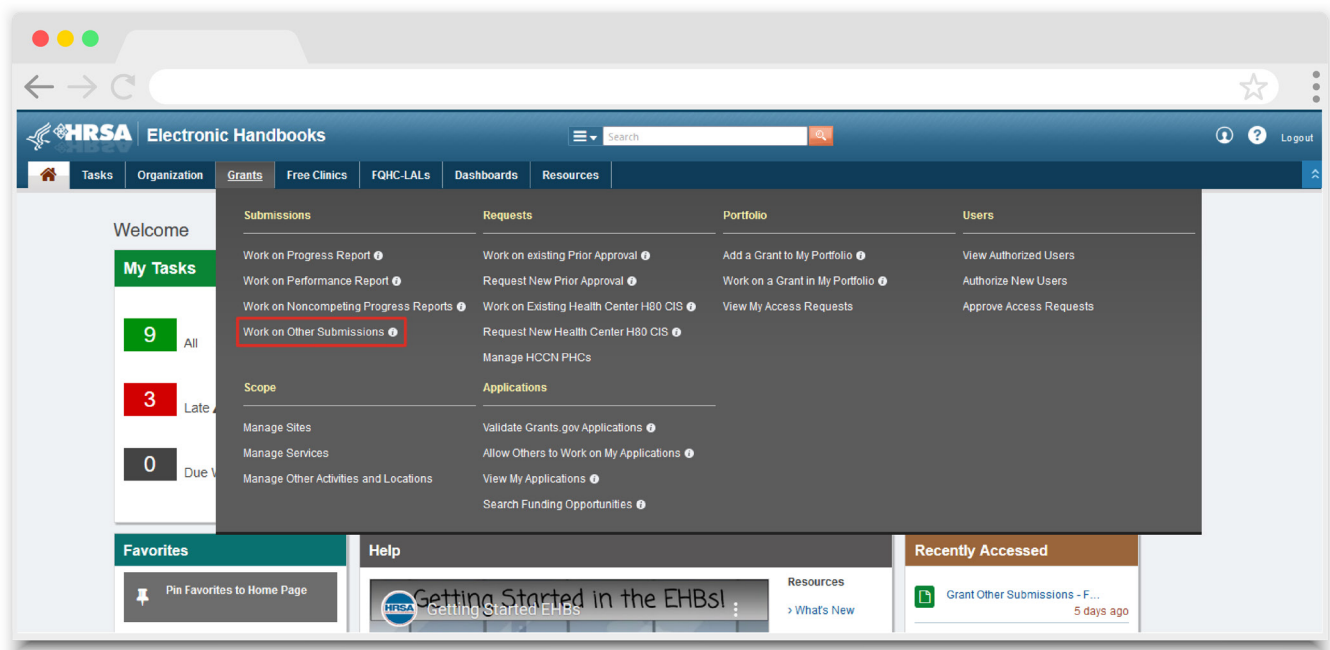
Via the PTR/Allocations Report

STEP ONE: Log in to the [HRSA EHBs](#). Hover your cursor over the “Grants” tab at the top of the page. In the resulting dropdown menu, select “Work on Other Submissions” (Figure 3).



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 3. HRSA EHBs: Screenshot of the Grants Dropdown Menu



STEP TWO: On the next page, “Submissions - All,” locate your most recent PTR/ Allocations Report submission ([Figure 4](#)). Select “Start” or “Edit” in the far right “Options” column. If your agency’s report has not been started, the link will read “Start,” and after it has been started the link will instead read “Edit.”



The GCMS is grant-specific. If your organization has more than one RWHAP or EHE initiative award, you must access the GCMS through each grant’s submission separately.

Figure 4. HRSA EHBs: Screenshot of the Submissions - All Page

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom)

Search Name: Save Parameters Search

Export To Excel

Search | Saved Searches

Page size: 15 Go 53 items in 4 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2025 Program Terms Report	Other Submissions	State Health Department	X08-HA00000		09/30/2025 - 09/29/2026	12/30/2025		Not Started	Start
FY 2024 Program Terms Report	Other Submissions	State Health Department	X08-HA00000	123456	09/30/2024 - 09/29/2025	12/30/2024	12/18/2024	Submitted	Submission

STEP THREE: In the new window (the “Program Terms Report Inbox” or “Allocations Report Inbox”), select “Search Contracts” in the Navigation panel on the left side of the page ([Figure 5](#)). You will now be in the GCMS.

Figure 5. PTR/Allocations Report: Screenshot of the Program Terms Report Inbox

HRSA Electronic Handbooks

Support Logout

Welcome Recently Accessed What's New Guide Me

NAVIGATION

Search

Inbox

PTR/Allocations Report Inbox

Manage Contracts

Search Contracts

Search

Search Reports

Program Terms Report Inbox

Your session will expire in: **29:25**

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1		Program Terms Report	State Health Department	X08HA00000	09/30/2025 - 09/29/2026		Not Started	Create	Comment	History

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.

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 [here](#).

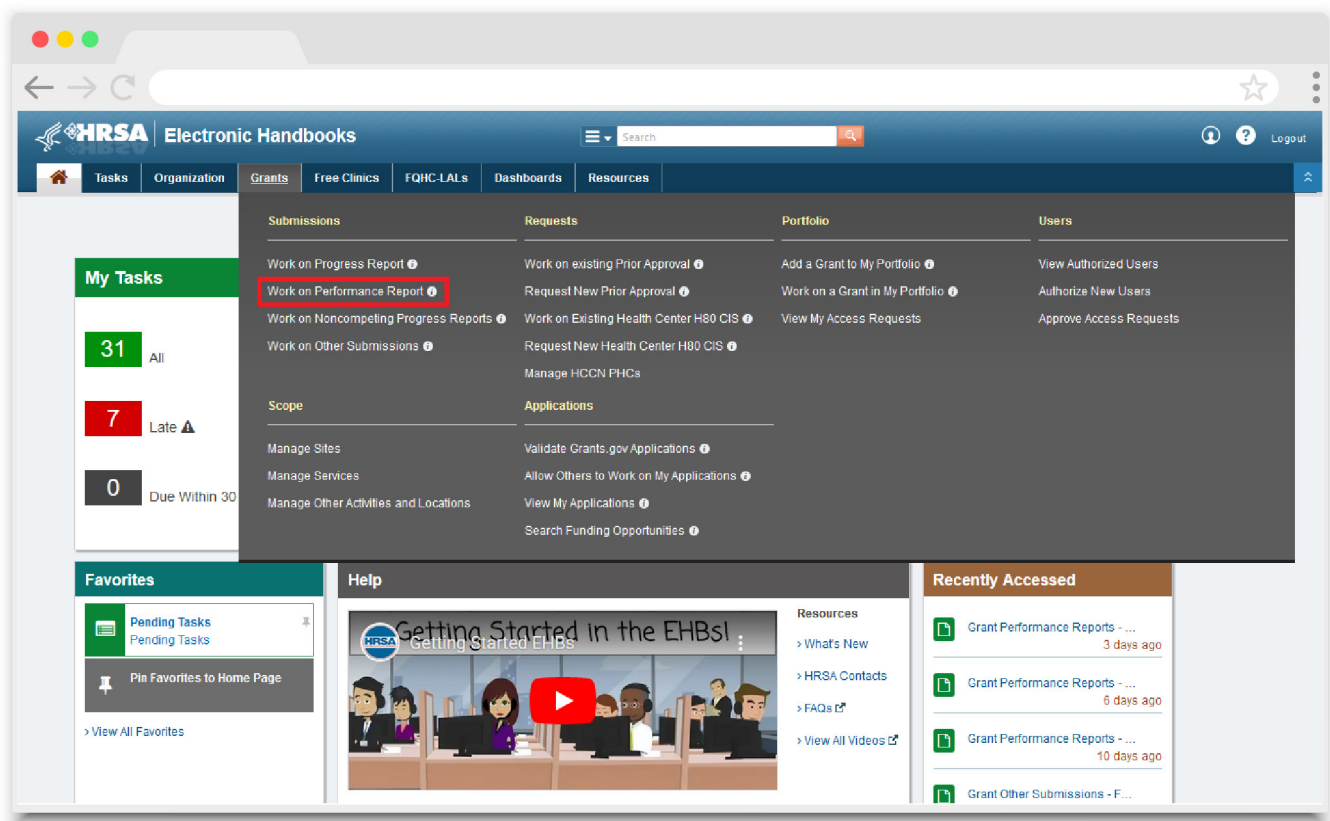
Via the RSR or EHE Triannual Report

STEP ONE: Log in to the [HRSA EHBS](#). Hover your cursor over the “Grants” tab at the top of the page. In the resulting dropdown menu, select “Work on Performance Report” ([Figure 6](#)).



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 6. HRSA EHBS: Screenshot of the Grants Dropdown Menu

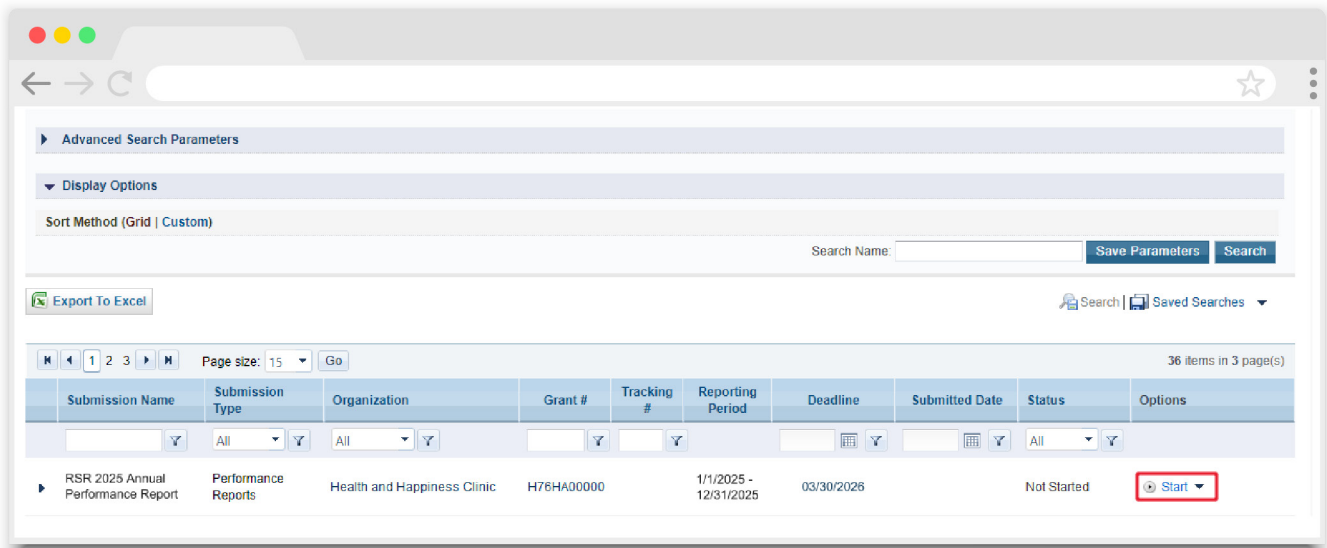


STEP TWO: On the next page, “Submissions - All” (Figure 7), locate your most recent RSR or EHE Triannual Report (if applicable) submission. Select “Start” or “Edit” in the far right “Options” column. If your agency’s report has not been started, the link will read “Start,” and after it has been started the link will instead read “Edit.”



The GCMS is grant-specific. If your organization has more than one RWHAP or EHE initiative award, you must access the GCMS through each grant’s submission separately.

Figure 7. HRSA EHBs: Screenshot of the Submissions - All Page



STEP THREE: In the new window (the “RSR Recipient Report Inbox” or “EHE Triannual Recipient Report Inbox” depending on the report selected on the previous page), select “Search Contracts” in the Navigation panel on the left side of the page (Figure 8 and Figure 9). You will now be in the GCMS.

Figure 8. RSR Recipient Report: Screenshot of the RSR Recipient Report Inbox

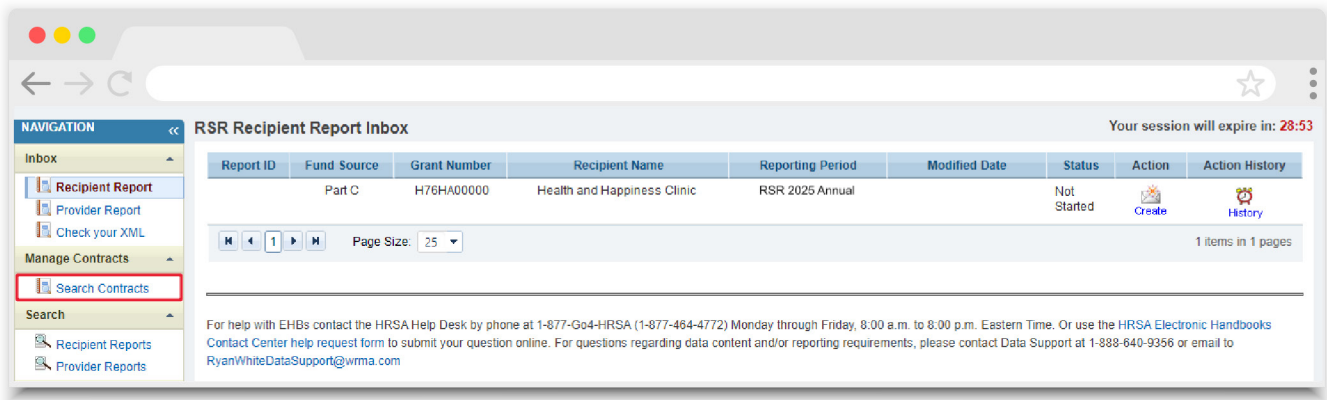


Figure 9. EHE Triannual Recipient Report: Screenshot of the EHE Triannual Recipient Report Inbox

HRSA Electronic Handbooks | Support | Logout

Welcome | Recently Accessed | What's New | Guide Me

NAVIGATION << EHE Triannual Recipient Report Inbox Your session will expire in: 29:31

Inbox

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Manage Contracts

Search Contracts

Search

- EHE Triannual Recipient Report
- EHE Triannual Provider Report

Report ID	Fund Source	Grant Number	Recipient Name	Reporting Period	Modified Date	Status	Action	Action History
	EHE	UT8HA00000	County Health Department	05/01/2025 - 06/31/2025		Not Started	Create	

Page Size: 25 1 items in 1 pages

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

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

Using the GCMS

Accessing the GCMS will first bring you to the GCMS search page. Before you can add, copy, edit, or delete contracts, you must perform a search.

Searching for Contracts

To find a contract, you can search by any criterion or combination of criteria. Searching without entering any search criteria will return all contracts associated with your agency's grant that have previously been entered in the GCMS.

Performing a search will return all contracts that match the entered criteria exactly. Therefore, if you are unsure of the exact name or spelling of an organization, try searching using broader criteria such as a portion of a provider's name. Below are descriptions of the fields present on the GCMS search page ([Figure 10](#)).

- **Grant Number:** This field is prepopulated with the grant number of the submission you used to access the GCMS.



If you need to access the contracts for a grant other than the one listed in the Grant Number field, then you must access the GCMS through a different report tied to that grant number.

- **Org (Organization) ID:** A system-generated number unique to each organization in the system. Searching by this criterion will return all contracts associated with the specified organization.
- **Registration Code:** A system-generated number unique to each organization in the system. Searching by this criterion will return all contracts associated with the specified organization.
- **Organization Name:** The title or name listed for an organization in the system directory. You may search for the entire name or a portion of the agency's name. Searching by this criterion will return all contracts associated with the specified organization name.



You must spell the organization name or portion of the agency's name exactly as it is listed in the system, including any punctuation.

- **Funded Through:** The name of the fiscal intermediary provider administering the contract for the recipient (if applicable). This includes administrative agents, consortia, fiscal intermediaries, and lead agencies. Searching by this criterion will return all contracts where the specified name is functioning as a fiscal intermediary provider for the recipient.
- **Contract ID:** A system-generated number unique to each individual contract entered in the system. Searching by this criterion will return the single contract that corresponds with the specified number.
- **Reference:** A user-generated contract identifier. Recipients may enter any identifier they wish in the optional “Reference” field of their contracts such as internal tracking numbers. Searching by this criterion will return all contracts with the specified identifier.
- **Range Start Date:** Corresponds to the contract dates. Searching by this criterion will return all contracts that were funded on or at any point after the specified date.
- **Range End Date:** Corresponds to the contract dates. Searching by this criterion will return all contracts that were funded on or at any point prior to the specified date.



Using the reporting period dates of a report as the Range Start Date and Range End Date in a search will return all contracts that overlap with the reporting period.

Figure 10. GCMS: Screenshot of the GCMS Search Page

Grantee Contract Management System

Your session will expire in: 29:28

Grant Number:

Org ID: (comma separated list)

Registration Code: (comma separated list)

Organization Name:

Funded Through:

Contract ID: (comma separated list)

Reference:

Range Start Date:

Range End Date:

Project Officer:

Adding a Contract

Recipients must add a new contract each budget year for every organization funded to provide services with their award. When adding a new contract, recipients have two options: copy an existing contract or add a new one. Copying a contract allows a recipient to copy the provider selection from a prior contract and is the easiest option when the recipient is funding the same provider from year to year (see [Copying a Contract](#) for further instructions).

If it does not make sense for your agency or if you are unable to copy an existing contract, you must add a new contract. To add a new contract, follow these steps:

STEP ONE: Start by performing a search in the GCMS (see [Searching for Contracts](#) for further instructions) to confirm that the contract you wish to add has not already been entered into the system. Beneath the search results, select the “Add Contract” button ([Figure 11](#)).

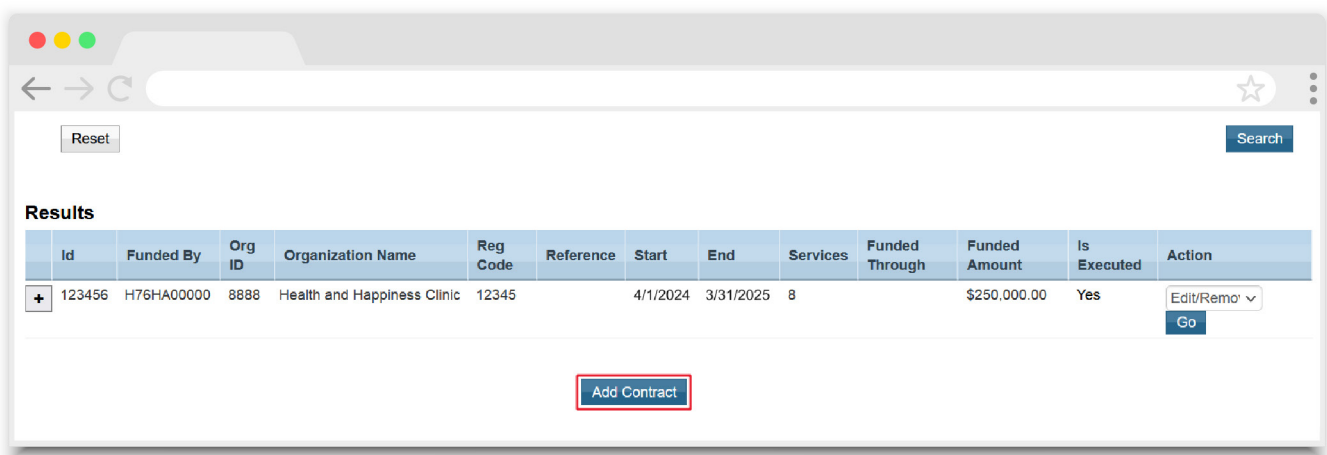


Your agency should establish guidelines on who will be responsible for accessing the GCMS to make modifications and enter any new contracts.



Recipients cannot reuse the same contracts from year to year. Enter a new contract for each provider each budget year by copying an existing contract or adding a new one.

Figure 11. GCMS: Screenshot of the GCMS Search Results Page



STEP TWO: On the next page, “Select Contractor,” you must search for and identify the organization for which you are adding a contract. The fields available to search include the Reg (Registration) Code, Organization Name, City, and State. You may use any combination of these criteria to search the system directory. Enter your desired search criteria and then select the “Search” button ([Figure 12](#)).



Recipients must add a contract with themselves for the services their agency provides.



Using the registration code is the best way to ensure the correct agency is being added to the contract. If you need help identifying or confirming a registration code, contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 12. GCMS: Screenshot of the Select Contractor Page

Select Contractor Your session will expire in: 29:42

Grant Number: H76HA00000 Organization Name: Health and Happiness Clinic

Reg Code Organization Name City State

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

STEP THREE: Locate the provider you wish to add to the contract in the search results. Select “Add” in the “Action” column to add the agency to the contract.



If you need help locating a provider within the GCMS, contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.



If you need to add a new provider to the system directory, email RWHAP Data Support at RyanWhiteDataSupport@wrma.com. In your email include the provider's name, address, EIN, and a point of contact including the person's name, title, phone number, and email address.

STEP FOUR: The next page, "Edit Contract Details," begins with three sections of information prepopulated from the HRSA EHBs about your recipient organization and the agency for which you are adding the contract. Scroll to the "Contract Information" section ([Figure 13](#)) to begin entering your contract details. Once you have entered a response for all required fields, select "Save" at the bottom of the page. A detailed description of each field follows below.

1. **Start Date:** Enter the start date of the contract by typing it into the text box or selecting the date from the calendar. To enter the contract start date, use the format "MM/DD/YYYY."
2. **End Date:** Enter the end date of the contract by typing it into the text box or selecting the date from the calendar. To enter the contract end date, use the format "MM/DD/YYYY."



The contract Start Date and End Date should match the start and end dates of the budget year for which you are adding the contract.

3. **Contract Reference (if applicable):** Enter any combination of letters, numbers, and/or special characters to make the contract easier to identify such as an internal contract ID. This item is for your reference and is not required for you to be able to enter the contract.
4. **Contract Execution:** Select "Yes" if the contract has been signed and executed. Otherwise, select "No."
5. **Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?** Select "Yes" or "No." Recipients may use a fiscal intermediary or similar provider to award and/or monitor the use of their funds. If the organization in this contract is functioning as one of the listed designations for the recipient and one or more second-level providers, select "Yes." If you select "Yes," choose the appropriate designation in question 5a that appears after you select "Yes." See the [Glossary](#) for definitions of each of these terms.



A recipient cannot serve as an administrative agent, consortium, fiscal intermediary, or lead agency for its own grant. Select “No” if adding a contract for your own recipient agency.



For further assistance selecting the correct type of fiscal intermediary, contact your HRSA HAB project officer.

- 6. Is this agency a subcontractor or second-level provider?** Select “Yes” or “No.” For the purposes of the GCMS a subcontractor or second-level provider is a provider that receives funding to provide services through a fiscal intermediary. If you select “Yes,” a dropdown menu will appear as question 6a where you must select the provider’s fiscal intermediary.



A recipient cannot be a second-level provider for its own grant. Select “No” if adding a contract for your own recipient agency.



If adding a contract for a second-level provider, make sure you have added the fiscal intermediary’s contract first. You will not be able to save the contract of the second-level provider without specifying the associated fiscal intermediary.



Pay attention to the contract dates of any fiscal intermediary contract selected in question 6a. The fiscal intermediary contract selected should be from the same budget year as the second-level provider’s contract.

Figure 13. GCMS: Screenshot of the Contract Information Section

Contract Information

* 1. Start Date:

* 2. End Date:

3. Contract Reference:

* 4. Contract Execution: Select "Yes" if the contract has been signed and executed.

1. ☐ No

2. ☐ Yes

* 5. Is this agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency under this contract?

1. ☐ No

2. ☐ Yes

* 6. Is this agency a subcontractor or second-level provider?

1. ☐ No

2. ☐ Yes

7. Does this agency provide direct client services? Select "Yes" or "No."

8. If applicable, select the administrative and technical services that are funded for this contractor. Select all administrative and technical services that the provider is funded to provide with your agency's award. See [Appendix A](#) for definitions of the administrative and technical service categories.



The GCMS does not capture funding amounts allocated to administrative and technical services. Enter these values directly into your agency's PTR or Allocations Report.

9. **If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the “Update Services” button.** Select the “Update Services” button to add any core medical or support services the provider is funded to provide with your agency’s award. A new window will appear with a table containing the list of possible services. This table will differ based on the grant you are adding the contract for [see [RWHAP Grant \(including RWHAP Parts A, B, B Supplemental, C, and D\)](#) or [EHE Initiative Award](#) for further instructions]. Once you have finished entering the provider’s services, select the “Done Updating Services” button.



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



To save the contract, you must mark at least one service the provider is funded to provide in either question 8 or 9.



Do not enter funding amounts for RWHAP-related funding or RWHAP award carryover into your contracts.

Figure 14. GCMS: Screenshot of the Service Information Section

The screenshot shows a web browser window with the title "Service Information". The page contains the following content:

Service Information

*** 7. Does this agency provide direct client services?**

1. ☐ No
2. ☐ Yes

8. If applicable, select the administrative and technical services that are funded for this contractor.

1. ☐ Planning or evaluation
2. ☐ Administrative or technical support
3. ☐ Fiscal intermediary support
4. ☐ Other fiscal services
5. ☐ Technical assistance
6. ☐ Capacity development
7. ☐ Quality management
8. ☐ Other

9. If applicable, indicate the core medical and essential support services that are funded for this contract by selecting the "Update Services" button.

RWHAP Grant (including RWHAP Parts A, B, B Supplemental, C, and D)

The Update Services table contains the following columns when entering a contract for a RWHAP grant:

- **RWHAP Funding:** Select the checkbox for any service the provider is funded to provide with your agency's grant funding.
- **RWHAP-Related Funding (Program Income and Pharmaceutical Rebates):** Select the checkbox for any service the provider is funded to provide with your agency's RWHAP-related funding (including RWHAP-related program income and pharmaceutical rebates).
- **Funding Amount:** The number and titles of the columns in which to enter funding amounts varies based on the grant type for which you are adding the contract. The funding amount box(es) will unlock for any service selected as being funded with RWHAP funding. Enter the funding amount(s) in the appropriate column(s) for each service funded with RWHAP funding. Do not enter any RWHAP-related funding into the funding amount column(s). The titles of the funding amount columns by program part are listed below:
 - a. **RWHAP Part A:** Base, MAI Award, and Supplemental
 - b. **RWHAP Part B:** Consortia, Direct Service, and Emerging Communities
 - c. **RWHAP Part B Supplemental:** Consortia and Direct Service
 - d. **RWHAP Part C:** Base Award
 - e. **RWHAP Part D:** Base Award



RWHAP Part A recipients should combine their formula and supplemental award amounts into the "Base" column. Do not enter any funding amounts in the "Supplemental" column.

Figure 15. GCMS: Screenshot of the RWHAP Part B Update Services Table

Services

Select the core medical and essential support services for this contract that are funded either through RWHAP or RWHAP-related expenditures (Program Income and Pharmaceutical Rebates). For each service category funded through RWHAP, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds or RWHAP-related expenditures.

[Done updating services](#)

* Your changes will not be saved until you select the "Save" button on the contract details page.

Service Name	RWHAP Funding	RWHAP-Related Funding (Program Income and Pharmaceutical Rebates)	Consortia (Do not include Program Income and Pharmaceutical Rebates dollars)	Direct Service (Do not include Program Income and Pharmaceutical Rebates dollars)	Emerging Communities (Do not include Program Income and Pharmaceutical Rebates dollars)	Total
Service Category: Core Medical Services						
Outpatient/Ambulatory Health Services	☐	☐				
AIDS Pharmaceutical Assistance	☐	☐				

EHE Initiative Award

The Update Services table contains the following columns when entering a contract for an EHE initiative award:

- **EHE Funding:** Select the checkbox for any service the provider is funded to provide with your agency's EHE initiative award funding.
- **EHE Carryover Funding:** Select the checkbox for any service the provider is funded to provide with your agency's EHE initiative award carryover funding.
- **Base:** Enter the amount of EHE initiative award funding given to the provider to support the indicated service category. The box will unlock for any service category selected in the "EHE Funding" column. Please do not enter any RWHAP, RWHAP-related, or EHE carryover funding amounts in this column.
- **EHE Carryover Funding Amount:** Enter the amount of EHE initiative award carryover funding given to the provider to support the indicated service category. The box will unlock for any service category selected in the "EHE Carryover Funding" column. Only enter EHE initiative award carryover funding amounts into this column.

Figure 16. GCMS: Screenshot of the EHE Update Services Table

Services

Select the core medical, essential support and EHE initiative services for this contract that are funded through EHE program. For each service category funded through EHE, enter a funding amount in the corresponding column. The award amount should reflect the current year and should not include carryover funds.

Done updating services *

* Your changes will not be saved until you select the "Save" button on the contract details page.

Service Name	EHE Funding	EHE Carryover Funding	Base	EHE Carryover Funding Amount
Service Category: Core Medical Services				
Outpatient/Ambulatory Health Services	☐	☒		
AIDS Pharmaceutical Assistance	☐	☐		
Oral Health Care	☐	☐		
Early Intervention Services (EIS)	☐	☐		
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	☐	☐		
Home Health Care	☐	☐		

Copying a Contract

Recipients may copy an existing contract in the GCMS if they need to add a contract for a provider with which they have an existing contract. Copying a contract allows recipients to skip the extra step of searching for and adding the specific provider to the contract. You may not change the provider when copying a contract. To copy one of your agency's contracts, follow the steps below:

STEP ONE: Search for the contract you wish to copy using the instructions detailed in the [Searching for Contracts](#) section of this manual.

STEP TWO: In the "Action" column on the right side of the search results table, select "Copy Contract" in the dropdown menu ([Figure 17](#)). Then select the "Go" button.

Figure 17. GCMS: Screenshot of Search Results Table

Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
123456	H76HA00000	8888	Health and Happiness Clinic	12345		4/1/2024	3/31/2025	8		\$250,000.00	Yes	Edit/Remove Edit/Remove Copy Contract

STEP THREE: On the next page ([Figure 18](#)), enter the dates of the new contract by typing them into the text boxes or selecting the dates from the calendar.



If you are copying the contract of a fiscal intermediary, the corresponding subcontracts of all second-level providers will also be copied with the same contract dates.

Figure 18. GCMS: Screenshot of the Specify Contract Dates Page

Copy Contract Your session will expire in: 29:45

Specify Contract Dates

Enter start and end dates of the copied contract. If you have selected a prime contract, the corresponding subcontracts will also be copied with the same contract dates. You may update this information in the subsequent page.

Start Date:

End Date:

STEP FOUR: You will then be directed to the Edit Contract Details page. The details from the previously copied contract will be prepopulated into the current contract. Update all contract details for the current contract. See [Adding a Contract](#) for further instructions. Once you have updated all fields as necessary, click “Save” at the bottom right of the page.

Editing/Deleting a Contract

The GCMS is open year-round, allowing recipients to edit and/or remove contracts as needed throughout the year. Recipients will typically update their contracts with any changes during submission of the RSR and they should establish policies and procedures for who will be responsible for making any necessary contract updates. As a reminder, historical contract information should not be deleted from the GCMS. Recipients should only delete a contract if they did not have a contract in place with the provider during the specified period. To edit or remove a previously added contract, use the instructions detailed below:



The GCMS populates multiple HRSA HAB deliverables. Only delete a contract from the GCMS if you no longer have a contract in place during the specified period.

STEP ONE: Search for the contract you wish to edit or remove using the instructions detailed in the [Searching for Contracts](#) section of this manual.

STEP TWO: In the “Action” column on the right side of the search results table, select “Edit/Remove” in the dropdown menu ([Figure 19](#)). Then select the “Go” button.

Figure 19. GCMS: Screenshot of the Search Results Table

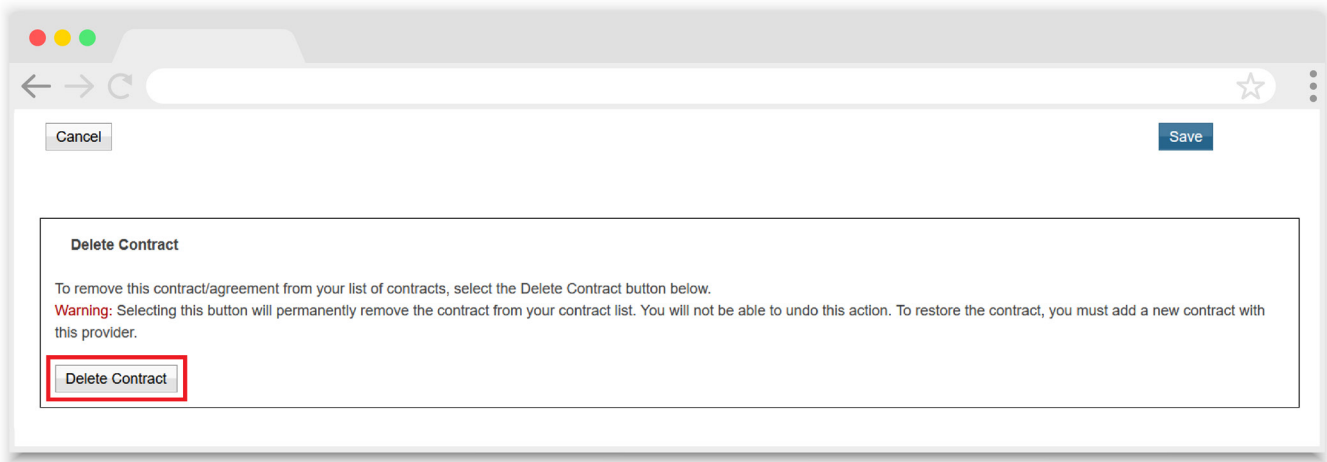
Id	Funded By	Org ID	Organization Name	Reg Code	Reference	Start	End	Services	Funded Through	Funded Amount	Is Executed	Action
123456	H76HA00000	8888	Health and Happiness Clinic	12345		4/1/2024	3/31/2025	8		\$250,000.00	Yes	Edit/Remove Go

STEP THREE: You will then be directed to the Edit Contract Details page. If you wish to edit the contract, make any necessary updates using the instructions in [Adding a Contract](#) and then click “Save” at the bottom right of the page to save the contract edits. To remove the contract, scroll to bottom of the page ([Figure 20](#)). Select the “Delete Contract” button and then confirm you wish to delete the contract.



Deleting a contract cannot be undone. Only delete a contract if you are certain it should be removed.

Figure 20. GCMS: Screenshot of the Delete Contract Box



Frequently Asked Questions

In the services table, our agency selected that we fund a service through RWHAP-related funding (program income or pharmaceutical rebates), but we are unable to enter a funding amount. Where do we enter this amount?

The GCMS does not capture dollar amounts for services funded with program income or pharmaceutical rebates. Recipients must select the checkboxes under the RWHAP-related funding column for all services provided through RWHAP-related funding in question 9, but the funding amounts entered in your contracts must only include RWHAP funding from the specific grant for which you are adding the contract. If a provider is funded solely with RWHAP-related funding, add a contract selecting each RWHAP-related funded service and do not enter any funding amounts. Funding amounts for services supported by RWHAP carryover funding are reported in the recipients' annual RWHAP Expenditures Reports.

Do we include Housing Opportunities for Persons with AIDS (HOPWA) funds in the GCMS?

No, HOPWA funds are not reported within the GCMS. Housing services provided using RWHAP funding are recorded in the GCMS under the appropriate service category. Non-RWHAP, state, or private funds are not recorded in the GCMS.

Where do I list HIV Counseling & Testing (HC&T) funds in the GCMS?

HC&T is not a distinct RWHAP service category, but HC&T could be an activity funded within a RWHAP service category such as Early Intervention Services (EIS) or Outreach Services. Recipients should review the RWHAP core medical and support service categories in [PCN 16-02](#) to determine under which service category HC&T activities should be reported.

I receive funds directly from HRSA HAB. Why am I not a lead agency?

A recipient cannot serve as a lead agency for its own grant. To be considered a lead agency, you must be managing the funds for a RWHAP recipient and have the authority from that recipient to enter into contracts on its behalf.

My agency directly funds a subrecipient to provide multiple services. Would I select "yes, the provider is a subcontractor or second-level provider" in question 6 of the contract?

An agency that receives funding directly from a recipient to provide direct client services is considered a subrecipient (see [Classification of Organizations](#)). Only mark "yes" for question 6 if the provider is funded through a fiscal intermediary.

What is my contract reference, or Q3, in the GCMS?

The contract reference is an optional field where recipients can enter additional information to distinguish contracts.

My fiscal intermediary funds a second-level provider. Where do I list funding amounts in the GCMS?

Funding amounts should be listed in the contract for the agency that is providing the service. Any services provided by the second-level provider should be listed in the second-level provider's contract. Any services provided by the fiscal intermediary should be listed in the fiscal intermediary's contract. For more information on fiscal intermediaries and second-level providers, see [Classification of Organizations](#).

I entered a contract with my own agency. Where do I list my agency's administrative amounts in the GCMS?

Funds for administrative services are not captured in the GCMS. Report funding amounts for administrative services in your agency's PTR/Allocations Report and Expenditures Report. Contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com for further instructions.

I fund an agency on a fee-for-service basis. Do I capture that funding in the GCMS? If so, how?

Yes. Your agency should create a contract with itself in the GCMS and enter the amount(s) set aside for fee-for-service providers into the appropriate service categories. If any fee-for-service providers are required to report client-level data for services provided in the RSR, your agency will need to create contracts with these providers in the GCMS and reallocate the funding to these organizations later in the year.

I have searched my provider's organization name, and it says "duplicate," "inactive," or "do not use." Why?

This message indicates that Ryan White Data Support has conducted a thorough search of the web system and determined that the provider you have located is a duplicate of another in the system. Try broadening your search criteria or contact RWHAP Data Support at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com for help locating the agency's correct registration code.

Our agency reallocated the funding of some providers. Should we update the GCMS?

Yes. The GCMS is accessible year-round for agencies to adjust funding amounts or enter new contracts.

If I make a contract update while working on my RSR, will that mess up my Allocations Report that was submitted earlier?

No. All contract updates to an existing report must be manually synchronized by the recipient. Recipients are expected to update their contracts during completion of the RSR Recipient Report to indicate any deviations from their initial planned allocations reported on in the PTR/Allocations Report.

I accidentally deleted a contract. Can I restore the contract?

No. Once a contract has been deleted from the GCMS, it is permanently erased. To restore the contract, you must re-enter it.

My agency funds all client services using rebate dollars. Where are these dollars captured in the GCMS?

The GCMS does not capture dollar amounts for services funded with RWHAP-related funding (program income or pharmaceutical rebates). However, services funded through RWHAP-related funding are required to be reported in question 9 of a contract. Select the checkboxes under the RWHAP-related funding column for all services provided with RWHAP-related funding in question 9. Do not include any RWHAP-related funding amounts in your agency's contracts.

Why are the amounts I entered into the GCMS not equal to my entire award amount?

Funding amounts for administrative and technical services are not captured in the GCMS. The total amount entered in the GCMS will reflect only core medical and support services.

Appendix A. Administrative and Technical Services Definitions

Administrative or Technical Support: The provision of quality and responsive support services to an organization. These may include human resources, financial management, and administrative services (e.g., property management, warehousing, printing/publications, libraries, claims, medical supplies, and conference/training facilities).

Capacity Development: Services to develop a set of core competencies that in turn help organizations foster effective HIV health care services, including the quality, quantity, and cost-effectiveness of such services. These competencies also sustain the infrastructure and resource base necessary to develop and support these services. Core competencies include management of program finances; effective HIV service delivery, including quality assurance, personnel management, and board development; resource development, including preparation of grant applications to obtain resources and purchase supplies/equipment; service evaluation; and development of cultural competency.

Fiscal Intermediary Support: The provision of administrative services to the recipient of record by a pass-through organization. The responsibilities of these organizations may include determining the eligibility of providers, deciding how funds are allocated to providers, awarding funds to providers, monitoring providers for compliance with RWHAP-specific requirements, and completing required reports.

Other Fiscal Services: The receipt or collection of reimbursements on behalf of health care professionals for services rendered or other related fiduciary services pursuant to health care professional contracts.

Planning or Evaluation: The systematic (orderly) collection of information about the characteristics, activities, and outcomes of services or programs to assess the extent to which objectives have been achieved, identify needed improvements, and/or make decisions about future programming.

Quality Management: The coordination of activities aimed at improving patient care, health outcomes, and patient satisfaction. To be effective, a CQM program requires:

- Specific aims based in health outcomes
- Support by identified leadership
- Accountability for CQM activities
- Dedicated resources
- Use of data and measurable outcomes to determine progress and make improvements to achieve the aims cited above

Please see [PCN #15-02](#) for further information.

Technical Assistance: Identifying the need for and delivery of practical program and technical support to the RWHAP community. These services should help recipients, planning bodies, and communities affected by HIV to design, implement, and evaluate RWHAP-supported planning and primary care service-delivery systems.

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).

Consortium: A group of providers, consumers, and others who perform a planning and advisory function to regions or the entire state in determining needs and planning for the delivery of essential health and support services for people with HIV.

Contract: For the purposes of the GCMS, contracts include formal contracts, memoranda of understanding, or other agreements.

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. For definitions of each core medical service category, please see [PCN 16-02: RWHAP Services: Eligible Individuals and Allowable Uses of Funds](#) on the HRSA HAB website.

Ending the HIV Epidemic (EHE) Initiative: Launched by the federal government in 2020, the EHE initiative focuses on four strategies—diagnose, treat, prevent, and respond—that together can end the HIV epidemic in the U.S. To accomplish these goals, HRSA awarded funding to HIV/AIDS Bureau EHE recipients to link people with HIV to critical care and treatment services as well as provide workforce training, technical assistance, and systems coordination.

Fee-for-service: The method of billing for health services whereby a physician or other health service provider charges the payer (whether it be the RWHAP, patient, or health insurance plan) separately for each patient encounter or service rendered.

Fiscal Intermediary: An administrative agent that acts on behalf of the recipient to monitor the use of its RWHAP funds.

GCMS: The Grantee Contract Management System. An electronic data system that RWHAP recipients use to manage their subrecipient contracts.

HOPWA: Housing Opportunities for Persons With AIDS. A program administered by the U.S. Department of Housing and Urban Development (HUD) that provides funding to support housing for people with HIV and their families.

Lead Agency: An organization that provides fiscal and administrative management, monitoring, and oversight to providers of direct RWHAP services on behalf of a RWHAP recipient or consortia with which it has contracted.

Provider: An agency that provides direct services to clients (and their families) or the recipient. A provider may receive funds as a recipient (such as under RWHAP Parts C and D) or through a contractual relationship with a recipient funded directly by RWHAP. See also subrecipient.

Recipient: An organization receiving financial assistance directly from HRSA HAB 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-provider: An organization that receives RWHAP funds directly from HRSA HAB and provides direct client services.

RWHAP Part A: RWHAP Part A funds grants to Eligible Metropolitan Areas (EMAs) and Transitional Grant Areas (TGAs) to provide medical and support services to people with HIV in cities and counties that are most severely affected by HIV.

RWHAP Part B: RWHAP Part B provides grants to states and territories to help them improve HIV medical and support services. The improvements focus on making these services better, easier to access, and more organized. RWHAP Part B provides medications to low-income people with HIV through the AIDS Drug Assistance Program (ADAP).

RWHAP Part C: RWHAP Part C Early Intervention Services (EIS) provides grants to federally qualified health centers, rural health clinics, health facilities operated by or pursuant to a contract with the Indian Health Service, community-based organizations, clinics, hospitals, other health facilities, and nonprofit private entities that provide comprehensive primary care services, including faith-based and community-based organizations, for comprehensive primary health care and support services in outpatient settings for people with HIV.

RWHAP Part D: RWHAP Part D provides grants to local, community-based organizations to provide outpatient family-centered primary and specialty medical care and support services to low-income women, infants, children, and youth with HIV.

Second-level Provider: An organization that receives RWHAP funds from a recipient through a fiscal intermediary service provider.

Subrecipient: The legal entity that receives funds from a recipient and is accountable to the recipient for the use of the funds provided. Subrecipients may provide direct client services or administrative services to a recipient.

Support Services: A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV. For definitions of each support service category, please see [PCN 16-02: RWHAP Services: Eligible Individuals and Allowable Uses of Funds](#) on the HRSA HAB website.

Synchronization: The process of incorporating changes made in the GCMS into the corresponding report.