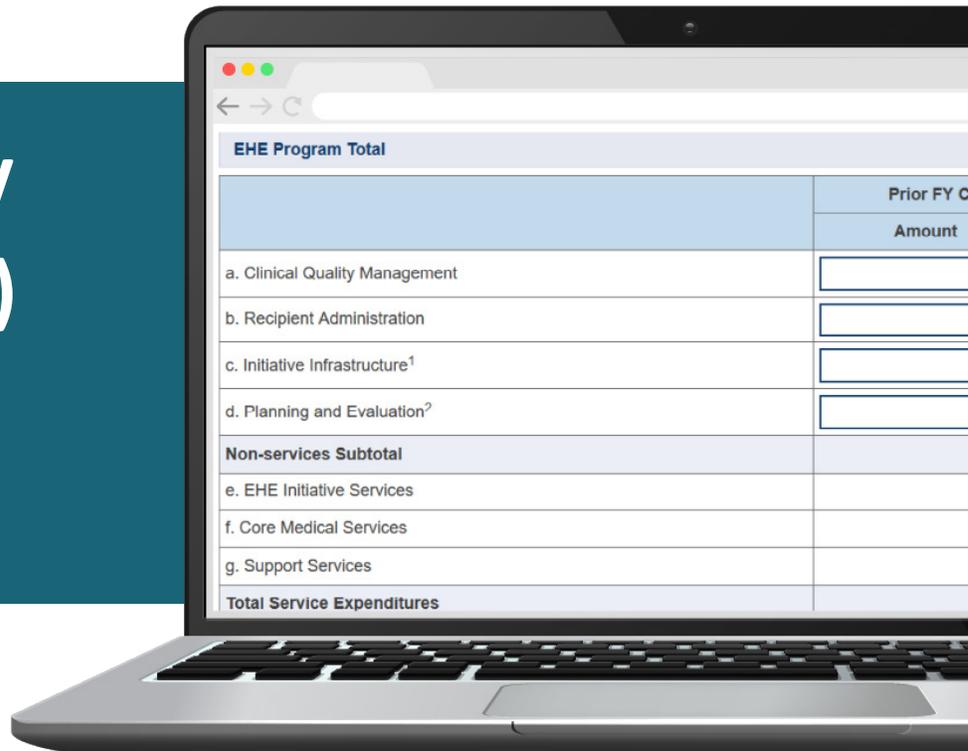


Ending the HIV Epidemic (EHE) Expenditures Report



FY25 Instruction Manual

Release Date: February 27, 2026

Reporting Period: 3/1/2025 - 2/28/2026

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0390, and the expiration date is 7/31/2026. Public reporting burden for this collection of information is estimated to average four hours per respondent annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, MD 20857.

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Health Resources and Services Administration
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Rockville, MD 20857

HRSA
Health Resources & Services Administration

**RWHAP
DATA SUPPORT**

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Icons Used in This Manual

The following icons alert you to important and/or useful information.



The note icon highlights information that 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 asked with answers provided.



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

Introduction

The federal Ending the HIV Epidemic in the U.S. (EHE) initiative focuses on reducing the number of new HIV infections in the United States. The EHE initiative is implemented in 48 counties, Washington, D.C., San Juan, Puerto Rico, and seven states that have a substantial rural HIV impact (collectively referred to as “EHE jurisdictions”). The four strategies of this initiative — Diagnose, Treat, Prevent, and Respond — represent a strategic approach to ending the HIV epidemic in the United States.

EHE initiative award recipients are required to provide certain program and fiscal reports each year, including an annual Expenditures Report. The Expenditures Report is an aggregate report submitted through the HRSA Electronic Handbooks (EHBs) that all EHE initiative recipients must submit within 90 days following the conclusion of each budget year.

The Expenditures Report serves as a reference to determine how recipients expended their EHE initiative funding awarded to them for the budget year and initially reported on in the EHE Allocations Report. The Expenditures Report also allows HRSA to monitor and track the use of grant funds for compliance with program and grants policies. This manual provides instructions on how to access, complete, and submit the EHE Expenditures Report. Please note, there are no changes to the FY25 EHE Expenditures Report from the prior year’s version and updates to this manual are a result of technical assistance activities.

If you have programmatic questions about the EHE Expenditures Report, please contact your EHE project officer. If you need additional assistance or have technical questions about the EHE Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

Accessing the Expenditures Report

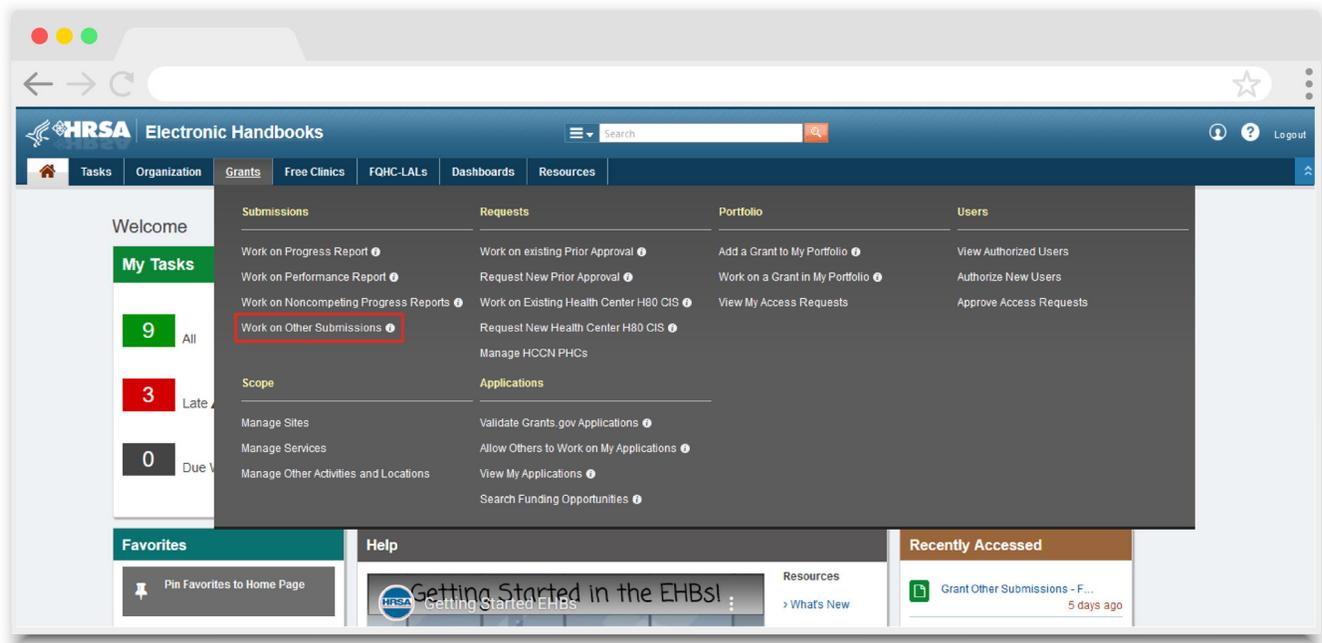
The EHE Expenditures Report is accessible via the HRSA EHBs. You must have a HRSA EHBs user account with the appropriate access to your agency's grant to view and complete the report. To access the EHE Expenditures Report, follow the steps below:

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 Electronic Handbooks: Screenshot of the Grants Dropdown Menu



STEP TWO: On the next page, “Submissions – All,” (Figure 2) under the “Submission Name” column, locate the Expenditures Report you would like to access. 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 Electronic Handbooks: Screenshot of the Submissions - All Page

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
FY 2025 Expenditures Report	Other Submissions	County Health Department	UT8HA00000		03/01/2025 - 02/28/2026	05/30/2026		Not Started	Start
FY 2024 Expenditures Report	Other Submissions	County Health Department	UT8HA00000	123456	03/01/2024 - 02/28/2025	05/30/2025	05/24/2025	Submitted	Submission



You can find your current Expenditures Report faster by searching for “Expenditures” in the filter header under “Submission Name.”



If you need help navigating the EHBs to find your Expenditures Report submission, call the EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the Expenditures Report Inbox (Figure 3). To access your Expenditures Report, select the envelope icon under the “Action” column on the right side of the page. The first time you access the report, the envelope icon will read “Create,” but once the report has been started, the icon will instead read “Open.”

Figure 3. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Inbox Page

The screenshot displays the "Expenditures Report Inbox" page. On the left is a navigation sidebar with options like "Inbox", "Manage Contracts", "Administration", and "Search". The main content area features a table with the following data:

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	0	Expenditures Report	County Health Department	UT8HA00000	03/01/2025 - 02/28/2026					

Below the table, there is contact information for the HRSA Help Desk and Data Support. At the bottom, it shows the user is logged in as "GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter" and provides a link to download Adobe Acrobat Reader.

Completing the Expenditures Report

The EHE 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 include access to the Grantee Contract Management System (GCMS), it is there solely for your reference. The EHE 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 you have entered all values and completed your agency's report, you can validate and submit it, at which point it is sent to your project officer for review.

If you have programmatic questions about the EHE Expenditures Report, please contact your EHE project officer. If you need additional assistance or have technical questions about the EHE Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.

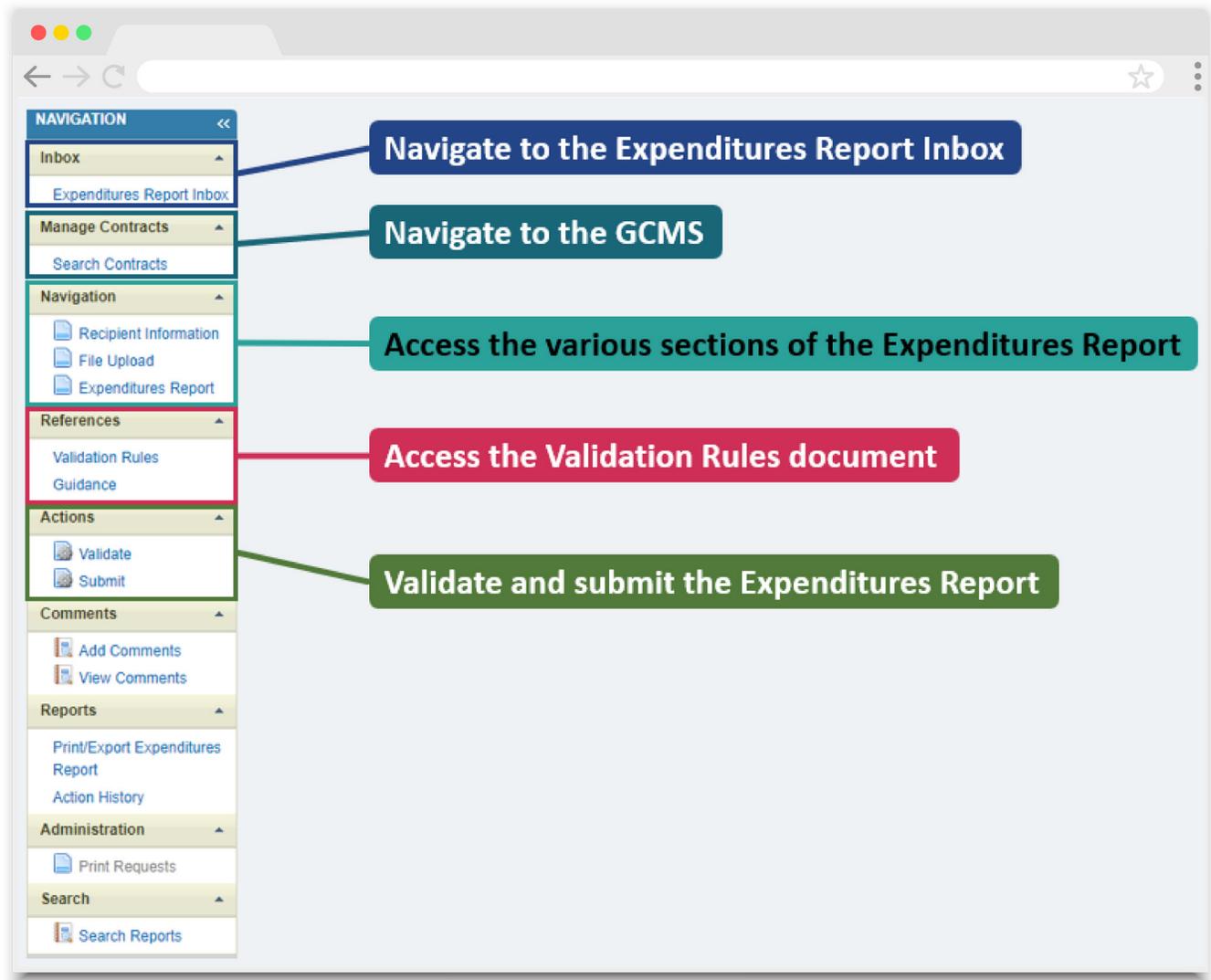
Expenditures Report Navigation

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 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



The screenshot shows a web browser window with a navigation panel on the left. The panel is titled "NAVIGATION" and contains several expandable sections. Callouts point to specific items:

- Navigate to the Expenditures Report Inbox:** Points to the "Inbox" section, which contains the link "Expenditures Report Inbox".
- Navigate to the GCMS:** Points to the "Manage Contracts" section, which contains the link "Search Contracts".
- Access the various sections of the Expenditures Report:** Points to the "Navigation" section, which contains links for "Recipient Information", "File Upload", and "Expenditures Report".
- Access the Validation Rules document:** Points to the "References" section, which contains links for "Validation Rules" and "Guidance".
- Validate and submit the Expenditures Report:** Points to the "Actions" section, which contains links for "Validate" and "Submit".

Recipient Information

Once you open the Expenditures Report, you will be taken to the Recipient Information section of the report ([Figure 5](#)). This section is pre-populated with information from the HRSA EHBs. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and making any necessary updates, select “Save” on the lower-right corner of the page.

Figure 5. EHE Expenditures Report: Screenshot of the Recipient Information Page

NAVIGATION << Expenditures Report Your session will expire in: 29:53

UT8HA00000 : County Health Department

Report ID: 123456 Status: Working Due Date: 5/30/2026 11:59:58 PM
 Budget Year: 3/1/2025 - 2/28/2026 Last Modified Date: 4/15/2026 11:21:05 AM Last Modified By: user@countyhealth.gov
 Access Mode: ReadWrite UEI: AB1C2DEF34GH

Recipient Information

The data shown below are pre-populated from the HRSA Electronic Handbooks (EHBs). Please verify that the information shown below is accurate. A field with an asterisk * before it is a required field. NOTE: Updating the information on this page does not update your information in the EHBs. You must revise your agency's information in the EHBs as well.

1. Official Mailing Address:

* a. Street:

* b. City:

* c. State:

* d. Zip Code:

2. Organization Identification:

a. EIN:

b. UEI:

3. Contact information of person responsible for this submission:

* a. Name:

b. Title:

* c. Phone:

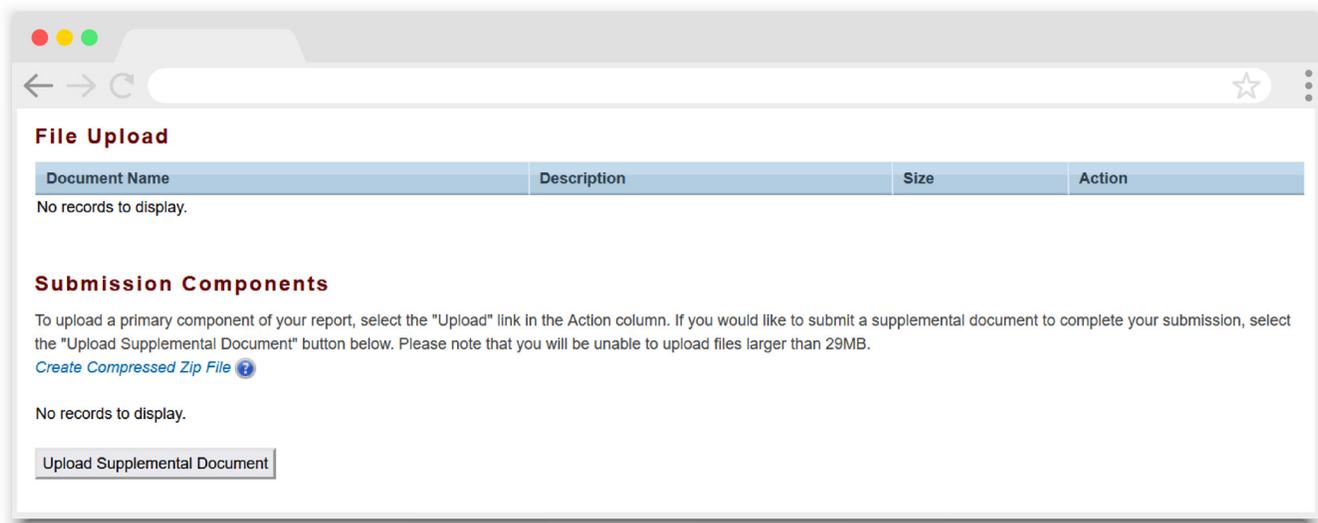
d. Fax:

* e. E-mail:

File Upload

For the EHE Expenditures Report, there are no required additional forms to upload. If your project officer requests additional supplemental documentation as part of your Expenditures Report submission, use the supplemental document upload feature in the File Upload section of the report. Select “File Upload” in the Navigation panel on the left side of the screen and then select the “Upload Supplemental Document” button at the bottom of the page. Locate and select the supplemental documentation saved on your computer to add it to your report.

Figure 6. EHE 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 under the “Navigation” header. The Expenditures Report comprises three editable subsections:

- *Award Information*
- *EHE Program Total*
- *EHE Expenditure Categories* including *EHE Initiative Services*, *Core Medical Services*, and *Support Services*

Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The EHE Expenditures Report section contains 68 editable fields that you must complete with a response; if you do not have any expenditures in a particular category, enter a “0” for that field. After entering a value for every field, select “Save” at the lower-right corner of the page.



Do not leave any fields blank. Enter a “0” for any field that your agency does not have any expenditures to report.

Award Information

The *Award Information* section ([Figure 7](#)) has two editable fields that you must complete:

1. *EHE Grant Award Amount*: Enter the total amount of your agency’s EHE initiative award indicated on your agency’s final Notice of Award (NoA).
2. *EHE Approved Carryover Amount*: Enter the total unobligated EHE initiative 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 fiscal year’s budget period to cover allowable costs of this budget period.

Figure 7. EHE Expenditures Report: Screenshot of the Award Information Section

Budget Year 03/01/2025 - 02/28/2026 Award Information

EHE Grant Award Amount:

EHE Approved Carryover Amount:

Total EHE Initiative Funds:



The *Total EHE Initiative Funds* field is calculated by the system after you have entered and saved values for the *EHE Grant Award Amount* and *EHE Approved Carryover Amount*.

EHE Program Total

The *EHE Program Total* section ([Figure 8](#)) contains eight fields that must be completed:

Figure 8. EHE Expenditures Report: Screenshot of the EHE Program Total Section

	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
a. Clinical Quality Management	<input type="text"/>					
b. Recipient Administration	<input type="text"/>					
c. Initiative Infrastructure ¹	<input type="text"/>					
d. Planning and Evaluation ²	<input type="text"/>					
Non-services Subtotal						
e. EHE Initiative Services						
f. Core Medical Services						
g. Support Services						
Total Service Expenditures						
Total Expenditures (Service + Non-service)						

a. Clinical Quality Management

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



The total amount expended (carryover included) on clinical quality management may not exceed 5 percent of your agency's total **current fiscal year** award.

b. Recipient Administration

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

- **Reporting FY:** Enter the amount of your agency's EHE initiative award that was expended to support its administration activities.



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

c. Initiative Infrastructure

- **Prior FY Carryover:** Enter the approved amount of your agency's EHE initiative award carryover from the previous budget year that was expended to support initiative infrastructure activities in the current budget year.
- **Reporting FY:** Enter the amount of your agency's EHE initiative award that was expended to support initiative infrastructure activities.



What services are included under Initiative Infrastructure?

Initiative Infrastructure are costs associated with the development and expansion of data systems. It may include technical assistance on the type, design, and building of new data systems; bridging existing systems to achieve data integration; improving data entry to decrease burden and increase accuracy; training of staff and providers on collecting and using data; and employing experts to provide accurate and in-depth data analysis.

d. Planning and Evaluation

- **Prior FY Carryover:** Enter the approved amount of your agency's EHE initiative award carryover from the previous year that was expended to support planning and evaluation activities in the current budget year.
- **Reporting FY:** Enter the amount of your agency's EHE initiative award that was expended to support planning and evaluation activities.



What services are included under Planning and Evaluation?

Planning and evaluation are costs associated with stakeholder engagement and process and outcome evaluation activities.



The additional fields in this table are calculated by the system once you have entered and saved your expenditures data.

EHE Expenditure Categories

The *EHE Expenditure Categories* section ([Figure 9](#) and [Figure 10](#)) comprises three subsections: *EHE Initiative Services*, *Core Medical Services*, and *Support Services*. In each subsection, enter the funding amount that was expended to support each service category.

There are two fields (represented by the table columns) that you must fill in for each service category as detailed below:

- *Prior FY Carryover*: Enter the approved amount of your agency's EHE initiative award carryover from the previous budget year that was expended to support the service category in the current budget year.
- *Reporting FY*: Enter the amount of your agency's EHE initiative award that was expended to support the service category.

Below the EHE Expenditure Categories table, there is an additional summary table ([Figure 10](#)) that will populate with your total award amounts, expenditures totals, and the unobligated balance remaining once you have saved all information on this page.



EHE Initiative Services includes any service provided with your EHE initiative award that **does not** meet the definition of one of the existing RWHAP core medical and support service categories.



To review the RWHAP core medical and support service categories, see [Policy Clarification Notice \(PCN\) #16-02](#) on the HRSA HAB website.

Figure 9. EHE Expenditures Report: Screenshot of the Core Medical Services Subsection of the EHE Expenditure Categories

EHE Expenditure Categories	Prior FY Carryover		Reporting FY		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
EHE Initiative Services						
1. Ending the HIV Epidemic Initiative Services ³	<input type="text"/>		<input type="text"/>			
Core Medical Services						
a. AIDS Drug Assistance Program Treatments	<input type="text"/>		<input type="text"/>			
b. AIDS Pharmaceutical Assistance	<input type="text"/>		<input type="text"/>			
c. Early Intervention Services (EIS)	<input type="text"/>		<input type="text"/>			
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	<input type="text"/>		<input type="text"/>			
e. Home and Community-Based Health Services	<input type="text"/>		<input type="text"/>			
f. Home Health Care	<input type="text"/>		<input type="text"/>			
g. Hospice	<input type="text"/>		<input type="text"/>			
h. Medical Case Management, including Treatment Adherence Services	<input type="text"/>		<input type="text"/>			
i. Medical Nutrition Therapy	<input type="text"/>		<input type="text"/>			
j. Mental Health Services	<input type="text"/>		<input type="text"/>			
k. Oral Health Care	<input type="text"/>		<input type="text"/>			
l. Outpatient/Ambulatory Health Services	<input type="text"/>		<input type="text"/>			
m. Substance Abuse Outpatient Care	<input type="text"/>		<input type="text"/>			
2. Core Medical Services Total						

Figure 10. EHE Expenditures Report: Screenshot of the Support Services Subsection of the EHE Expenditure Categories

Support Services						
a.Child Care Services	<input type="text"/>		<input type="text"/>			
b.Emergency Financial Assistance	<input type="text"/>		<input type="text"/>			
c.Food Bank/Home Delivered Meals	<input type="text"/>		<input type="text"/>			
d.Health Education/Risk Reduction	<input type="text"/>		<input type="text"/>			
e.Housing	<input type="text"/>		<input type="text"/>			
f.Linguistic Services	<input type="text"/>		<input type="text"/>			
g.Medical Transportation	<input type="text"/>		<input type="text"/>			
h.Non-Medical Case Management Services	<input type="text"/>		<input type="text"/>			
i.Other Professional Services	<input type="text"/>		<input type="text"/>			
j.Outreach Services	<input type="text"/>		<input type="text"/>			
k.Psychosocial Support Services	<input type="text"/>		<input type="text"/>			
l.Referral for Health Care and Support Services	<input type="text"/>		<input type="text"/>			
m.Rehabilitation Services	<input type="text"/>		<input type="text"/>			
n.Respite Care	<input type="text"/>		<input type="text"/>			
o.Substance Abuse Services (residential)	<input type="text"/>		<input type="text"/>			
3. Support Services Total						
4. Total Service Expenditures						

EHE Award and Expenditure Summary			
	Award	Expenditure	Balance
1.EHE Award Amount			
2. EHE Approved Carryover Amount			
3. Total			

Legislative Requirements Checklist

The last section of the Expenditures Report, the Legislative Requirements Checklist (Figure 11), is there for your reference when completing your report. You can quickly view the capped amounts that pertain to each legislative requirement to make sure that your agency is complying. The requirements included are limits to funding expended on clinical quality management and recipient administration.

Figure 11. EHE Expenditures Report: Screenshot of the Legislative Requirements Checklist

Legislative Requirements Checklist

No More than 5% of your total award can be spent on Clinical Quality Management.

When Reporting Clinical Quality Management, the total (carryover included) must be 5% or less than the EHE Grant Award Amount.

Below is the maximum (Capped Amount) you can spend on Clinical Quality Management (EHE Grant Award Amount * .05) as well as your Total Clinical Quality Management expenditures which includes carryover dollars. Please check to make sure your Clinical Quality Management expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Clinical Quality Management	

No more than 10% of your total award can be spent on Recipient Administration.

When reporting Recipient Administration expenses, the total (carryover included) must be 10% or less than the award amount.

Below is the maximum (Capped Amount) you can spend on Recipient Administration (EHE Grant Award Amount * .10) as well as your Total Recipient Administration expenditures which includes carryover dollars. Please check to make sure your Recipient Administration expenditures do not exceed your Capped Amount.

Expenditures	Amount
Capped Amount	
Admin 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 submit your report. Alternatively, you will see a table of validation results ([Figure 12](#)). Validation messages are sorted into categories: errors, warnings, and alerts.

- **Errors** must be corrected before submitting the Expenditures Report.
- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each one that you receive.
- **Alerts** are informational, but you should still review and correct them whenever possible. You may submit the Expenditures Report with an alert.

To add a comment to a warning, select “Add Comment” under the “Actions” column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select “Save” at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

If you make changes to the information in the report, you must validate it again using these instructions. Once you have addressed all validation messages as necessary, you are ready to submit the report.

Figure 12. EHE 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 for assistance by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.



If you make changes to the information in your report, you must validate your report again using the instructions in this section of the manual.

Once you have addressed all validation messages, you are ready to submit your report. To submit the report, select “Submit” in the Navigation panel on the left side of the screen. On the next page ([Figure 13](#)), enter a comment in the text box with any meaningful feedback you have related to your 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 13. EHE Expenditures Report: Screenshot of the Submit Report Page

Submit Report

A field with an asterisk * before it is a required field.

Please enter comments regarding your certification.

* Comments:

Rich text editor toolbar with icons for bold, italic, underline, font size (12px), text color, background color, link, unlink, and list. Below the toolbar is a large empty text area for entering comments.

Design Preview

Characters remaining: 3000

I certify that the data in this report is accurate and complete. I understand that reporting accurate and complete data is a condition of this grant award and is subject to federal audit.



Frequently Asked Questions

Is the Expenditures Report linked to the GCMS?

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

My Expenditures Report says it is “locked” and I cannot edit anything. What does that mean?

Another user from your agency is accessing your report. If you believe this is an error, contact RWHAP Data Support 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 project officer to return your report to you for changes.

Do I complete a separate Expenditures Report for each of my RWHAP or EHE initiative awards?

Yes, you must complete a separate Expenditures Report for each award or grant you receive. The EHE Expenditures Report should not include funding expended from your RWHAP Part A or RWHAP Part B grant.

Are the capped amounts we can spend on clinical quality management and administration based on our combined total award or just the current year award?

The capped amounts for clinical quality, recipient administration, and planning and evaluation are based on your agency’s current year award only. While you may expend EHE initiative carryover funding on these activities, the cap is based only on the current year portion of your agency’s award. For example, if your agency received \$100,000 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 current year award.

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

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

Glossary

Allocations: The proposed allotment of funds to different service categories.

Core Medical Services: A set of essential, direct health care services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act. To view the list of core medical services and their definitions, see [PCN 16-02](#).

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

Grantee Contract Management System (GCMS): A data-storage system where recipients enter and maintain EHE initiative contracts in the HRSA EHBs.

Initiative Infrastructure: Initiative Infrastructure are costs associated with the development and expansion of data systems. It may include technical assistance on the type, design, and building of new data systems; bridging existing systems to achieve data integration; improving data entry to decrease burden and increase accuracy; training of staff and providers on collecting and using data; and employing experts to provide accurate and in-depth data analysis.

Notice of Award (NoA): An official document from Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's EHE initiative 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.

Subrecipient: An organization that receives EHE initiative 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](#).

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