RWHAP Part A Expenditures Report
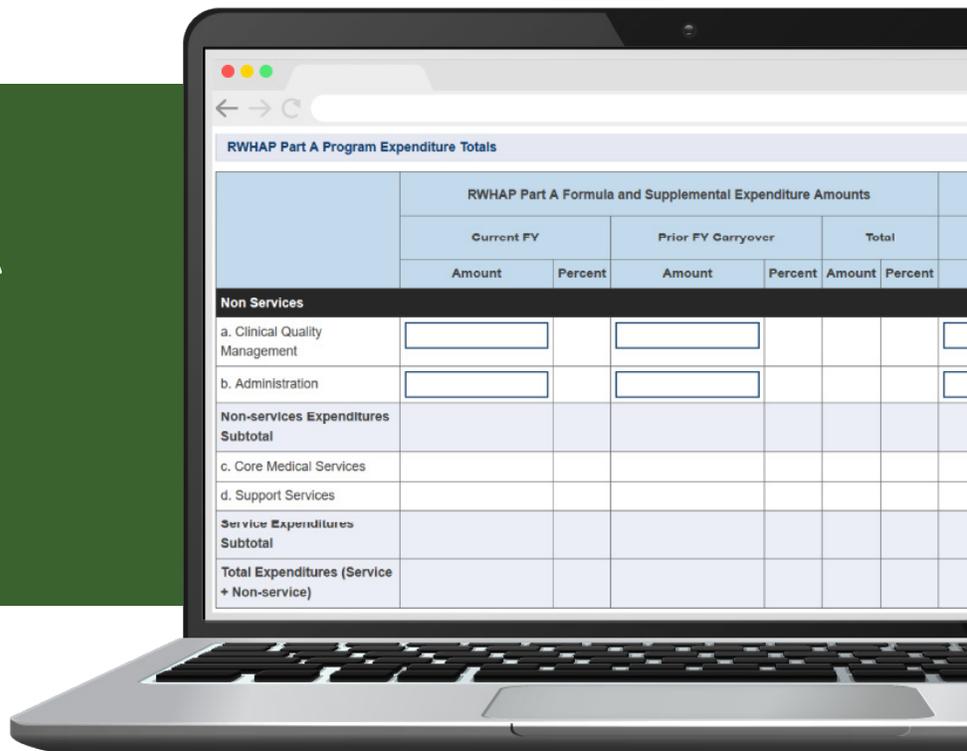

FY25 Instruction Manual

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Health Resources and Services Administration
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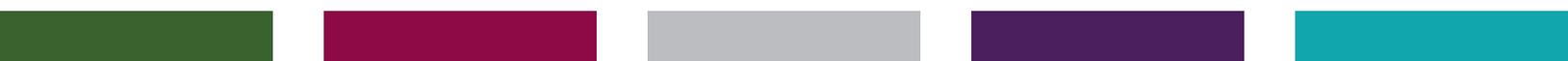
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Icons Used in This Manual

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

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 asked with answers provided.

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

Background

The Ryan White HIV/AIDS Program (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 the HIV epidemic.

RWHAP Part A grant recipients are required as a condition of award 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 RWHAP Part A recipients must submit no later than 90 days after the budget period end date. It serves as a reference to determine how recipients expended funds that were allocated to them for the budget period and initially reported on in the Program Terms Report (PTR). There are no changes to the FY25 RWHAP Part A Expenditures Report from the previous year's version and updates to this manual are a result of technical assistance activities.

If you have programmatic questions about the RWHAP Part A Expenditures Report, please contact your Division of Metropolitan HIV/AIDS Programs (DMHAP) project officer. If you need additional assistance or have technical questions about the RWHAP Part A Expenditures Report, please contact RWHAP Data Support at 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.
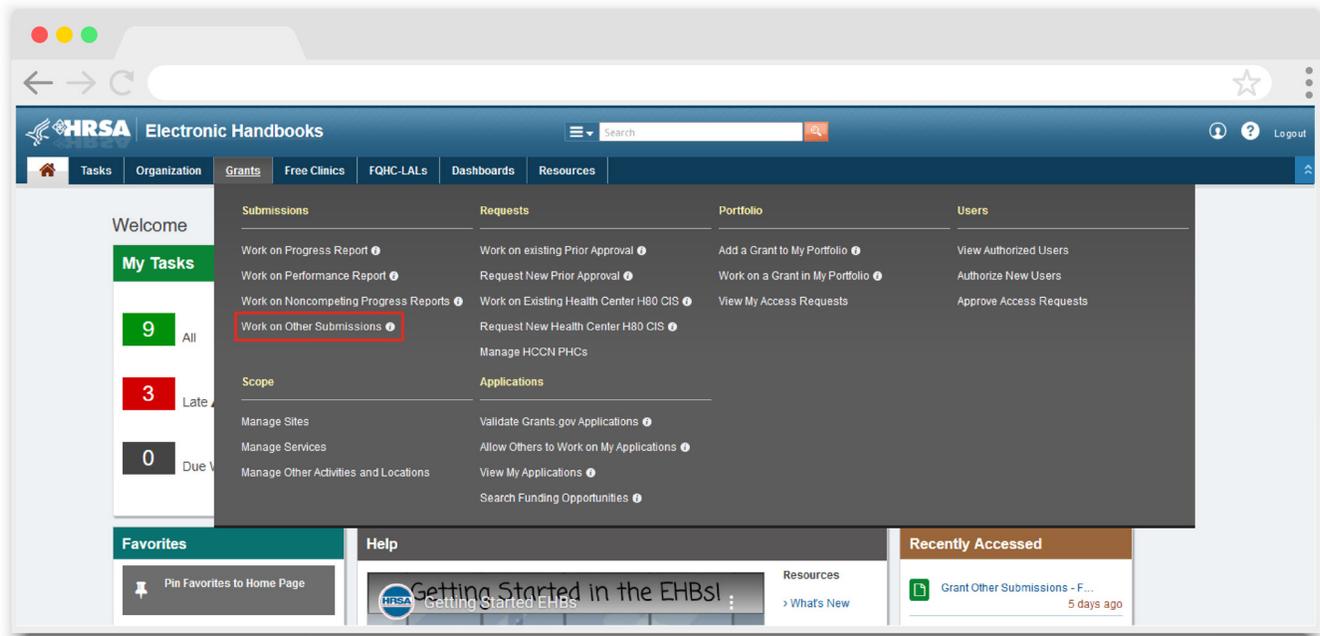
Accessing the Expenditures Report

The RWHAP Part A 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 RWHAP Part A Expenditures Report, follow the steps below:

STEP ONE: Log in to the HRSA EHBs site. From the HRSA EHBs homepage, hover your cursor over the "Grants" tab at the top of the screen and select "Work on Other Submissions" under the "Submissions" header (Figure 1).

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

Figure 1. HRSA EHBs: Screenshot of the Grants Dropdown Menu

STEP TWO: On the next page (Figure 2), "Submissions – All," under the "Submission Name" column, locate the Expenditures Report you want 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 EHBs: Screenshot of the Submissions - All Page

Search for "Expenditures" in the filter header of the "Submission Name" column to narrow your list of submissions and locate your Expenditures Report faster.

If you need assistance navigating the HRSA EHBs to locate your Expenditures Report, contact the HRSA EHBs Customer Support Center at 1-877-464-4772.

STEP THREE: You are now in the Expenditures Report Inbox (Figure 3). Select the envelope icon in the "Action" column to open your agency's report. The first time you access the report, the envelope icon will read "Create," but once the report has been started, the icon will instead read "Open."

Figure 3. RWHAP Part A Expenditures Report: Screenshot of the Expenditures Report Inbox
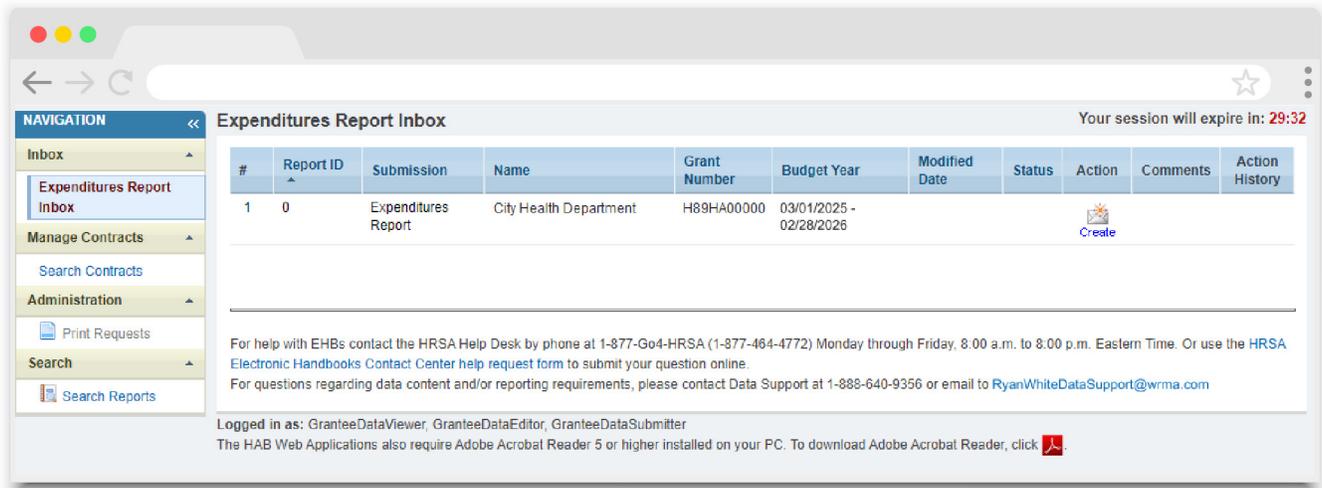
?	**I see that I can search for my Grantee Contract Management System (GCMS) contracts in the Expenditures Report system. Is the Expenditures Report linked to those contracts?**
	No, the Expenditures Report is not linked to the contracts in the GCMS. Access to the GCMS through the Expenditures Report system is solely for your reference.

Completing the Expenditures Report

The RWHAP Part A 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 itself. The Expenditures Report is not linked to your agency's contracts in the GCMS.

Once you have entered all values and completed your report, you must validate and submit it, at which point it is sent to your project officer for review.

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

Expenditures Report Navigation

Navigation through the Expenditures Report 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 system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email RyanWhiteDataSupport@wrma.com.

Figure 4. Expenditures Report Navigation Panel Guide
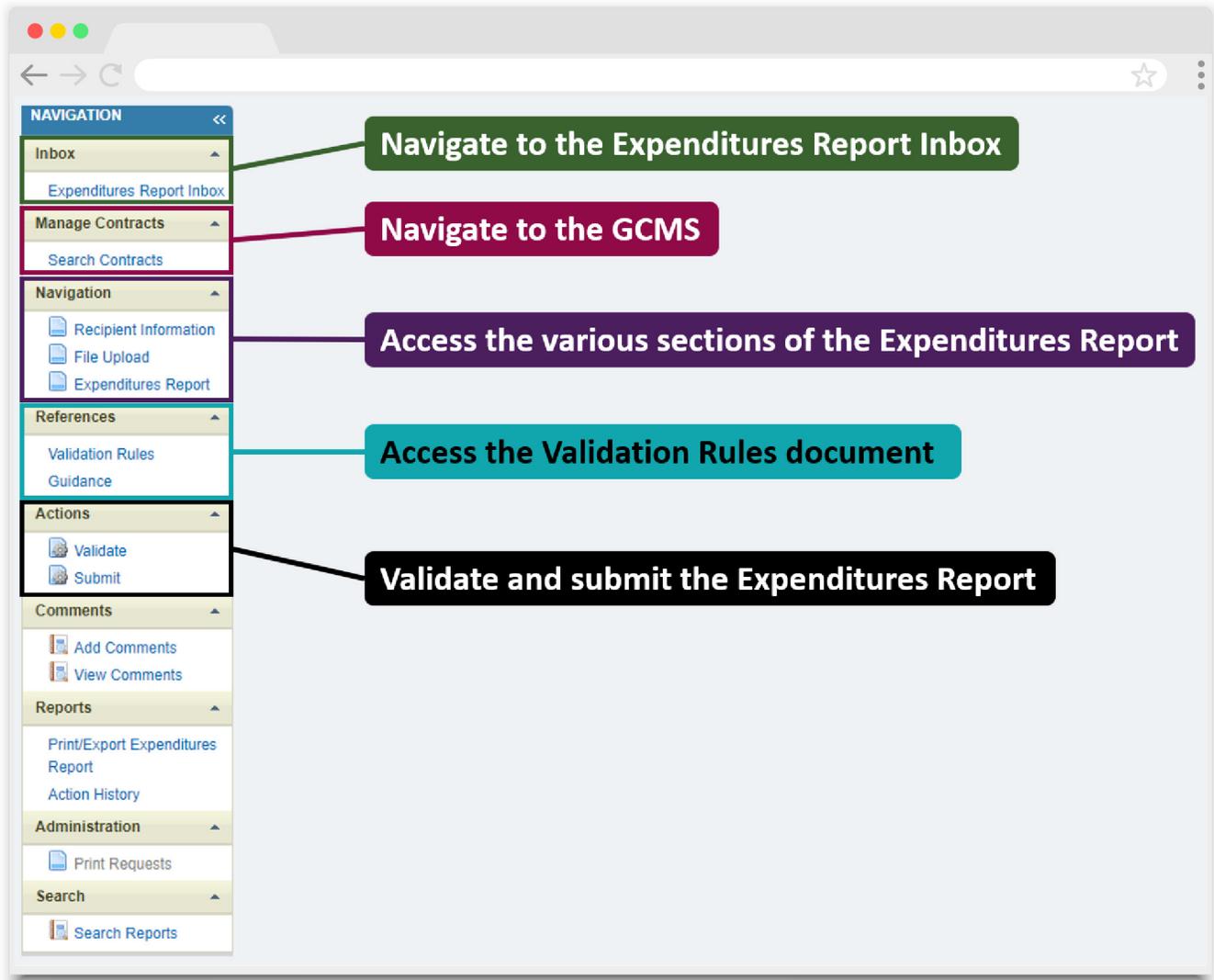
Recipient Information

Opening the Expenditures Report will take you to the Recipient Information page (Figure 5). This section is pre-populated by the HRSA EHBs and includes your organization's address, Employer Identification Number (EIN), Unique Entity Identifier (UEI), and contact information of the person responsible for the Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

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

File Upload

For the RWHAP Part A Expenditures Report, there are no required additional forms to upload to your agency's report. 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 to your report.

Figure 6. RWHAP Part A Expenditures Report: Screenshot of the File Upload Page
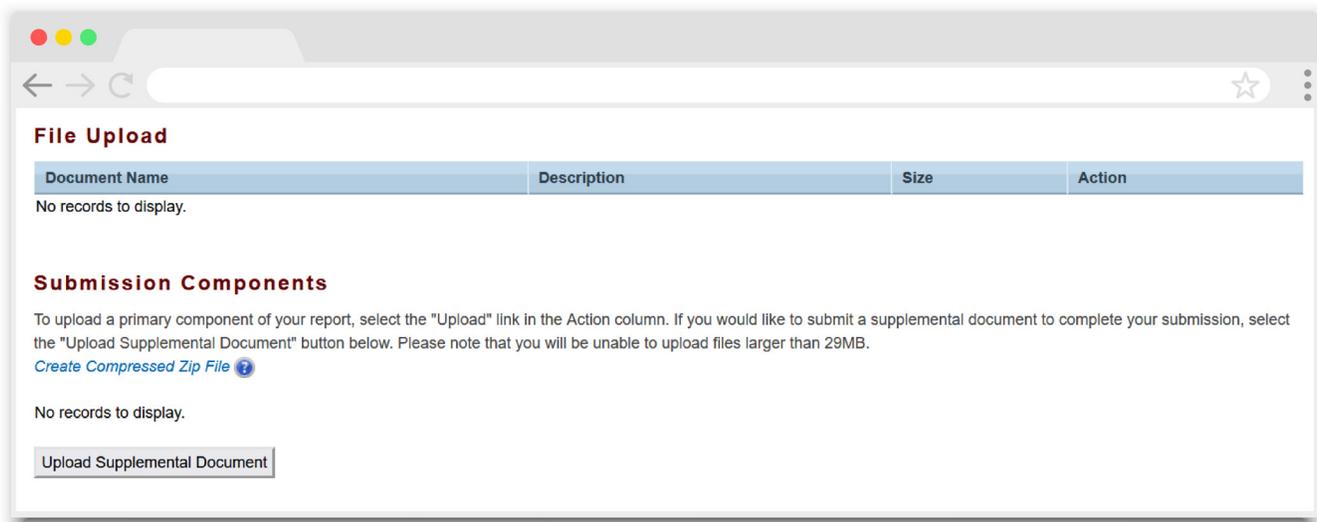
? Do I need to upload the Excel version of my agency's Expenditures Report?

No, there are no required uploads for the RWHAP Part A Expenditures Report. An Excel version of the Expenditures Report is not required.

Expenditures Report

To access the Expenditures Report page, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header (Figure 4). The RWHAP Part A Expenditures Report comprises six subsections:

- *Award Information*
- *RWHAP Part A Program Expenditure Totals*
- *RWHAP Part A and MAI Service Category Expenditures*
- *Summary of Expenditures*
- *Legislative Requirements Checklist*
- *Certification of Subrecipient Aggregate Administrative Expenditures*

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

The RWHAP Part A Expenditures Report page contains 131 editable fields that you must complete. All fields require a response. Therefore, if you do not have any expenditures in a particular category, enter a "0" for that field. You may only enter whole numbers. 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 for which your agency does not have any expenditures to report.

Award Information

The *Award Information* section (Figure 7) of the RWHAP Part A Expenditures Report has five editable fields that must be completed:

1. *RWHAP Part A Formula Award Amount*
   - *Current FY:* Enter the total amount of your agency's RWHAP Part A formula award indicated on your agency's final Notice of Award (NoA).
   - *Prior FY Carryover*: Enter the total unobligated RWHAP Part A formula award amount remaining at the end of the previous year's budget period that, with the approval of the grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

2. *RWHAP Part A Supplemental Award Amount*

- *Current FY:* Enter the total amount of your agency's RWHAP Part A supplemental award indicated on your agency's final NoA.

> **!** RWHAP Part A supplemental funding is not eligible for carryover.

3. *RWHAP Part A MAI Award Amount*

- *Current FY:* Enter the total RWHAP Part A Minority AIDS Initiative (MAI) award amount indicated on your agency's final NoA.
- *Carryover:* Enter the total unobligated RWHAP Part A MAI award amount remaining at the end of the previous year's budget period that, with the approval of the GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

> **!** The total award amounts entered in the *Award Information* section of the RWHAP Part A Expenditures Report should exactly match the award amounts listed on your agency's final NoA. You will receive a validation error on your validation report if these values do not match.

Figure 7. RWHAP Part A Expenditures Report: Screenshot of the Award Information Section
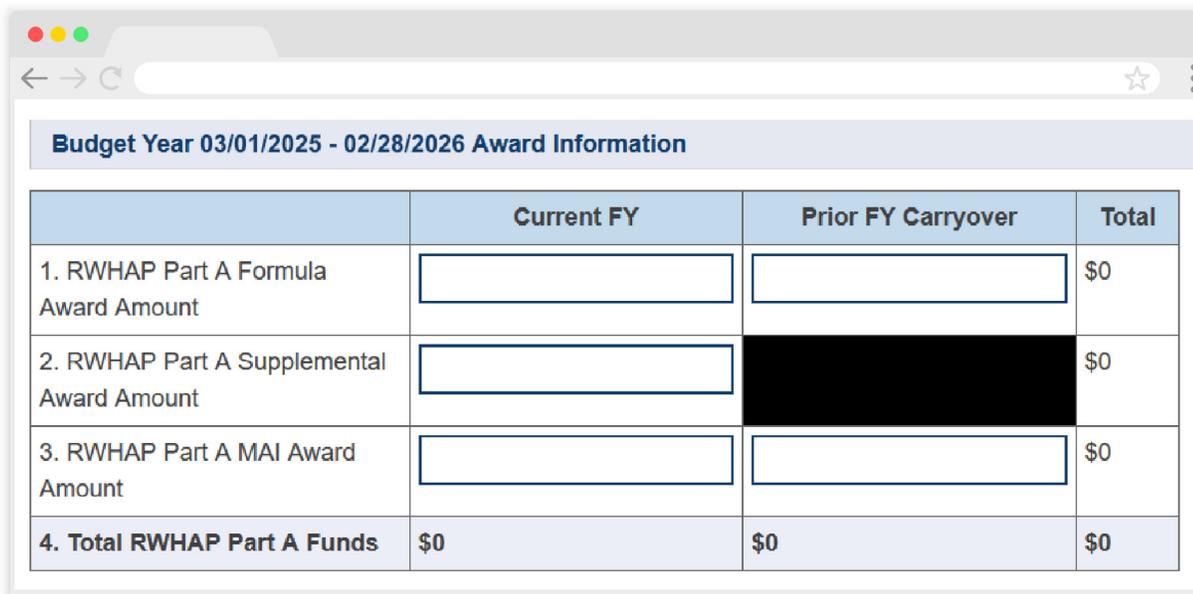
Budget Year 03/01/2025 - 02/28/2026 Award Information			
	Current FY	**Prior FY Carryover**	**Total**
1. RWHAP Part A Formula Award Amount			$0
2. RWHAP Part A Supplemental Award Amount			$0
3. RWHAP Part A MAI Award Amount			$0
4. Total RWHAP Part A Funds	$0	$0	$0

RWHAP Part A Program Expenditure Totals

The *RWHAP Part A Program Expenditure Totals* section ([Figure 8](#)) of the RWHAP Part A Expenditures Report contains eight editable fields that must be completed:

a. **Clinical Quality Management**

- *RWHAP Part A Formula and Supplemental Expenditure Amounts*

  - *Current FY*: Enter the combined amount of your agency's RWHAP Part A formula and supplemental awards that was expended to support clinical quality management activities.

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

- *RWHAP Part A MAI Expenditure Amounts*

  - *Current FY:* Enter the amount of your agency's RWHAP Part A MAI award that was expended to support clinical quality management activities.

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

> **!** The total amount expended on clinical quality management must not exceed 5 percent of your agency's total current year award or $3 million (whichever is smaller).

b. **Administration**

- *RWHAP Part A Formula and Supplemental Expenditure Amounts*

  - *Current FY*: Enter the combined amount of your agency's RWHAP Part A formula and supplemental awards that was expended to support administration activities.

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

- *RWHAP Part A MAI Expenditure Amounts*

  ▪ *Current FY:* Enter the amount of your agency's RWHAP Part A MAI award that was expended to support administration activities.

  ▪ *Prior FY Carryover:* Enter the approved amount of your agency's RWHAP Part A MAI award carryover from the previous year that was expended to support administration activities in the current budget year.

> **!** The total amount expended on recipient administration must not exceed 10 percent of your agency's total current year award.

Figure 8. RWHAP Part A Expenditures Report: Screenshot of the RWHAP Part A Program Expenditure Totals

RWHAP Part A Program Expenditure Totals	RWHAP Part A Formula and Supplemental Expenditure Amounts						RWHAP Part A MAI Expenditure Amounts						Total RWHAP Part A Expenditure Amounts	
	Current FY		Prior FY Carryover		Total		Current FY		Prior FY Carryover		Total			
	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent
Non Services														
a. Clinical Quality Management														
b. Administration														
Non-services Expenditures Subtotal														
c. Core Medical Services														
d. Support Services														
Service Expenditures Subtotal														
Total Expenditures (Service + Non-service)														

> **💡** The additional fields in this table are automatically calculated by the system once you have entered and saved values for the core medical and support service categories as detailed in the next section.

RWHAP Part A and MAI Service Category Expenditures

The *RWHAP Part A and MAI Service Category Expenditures* section (Figure 9 and Figure 10) is composed of two subsections: *Core Medical Services* and *Support Services*. In each part, enter the funding amount that was used to support each service category.

There are four fields (represented by the table columns) that must be entered for each service category as detailed below:

- *RWHAP Part A Formula and Supplemental Expenditure Amounts*

  - *Current FY*: Enter the combined amount of your agency's RWHAP Part A formula and supplemental awards that was expended to support the service category.

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

- *RWHAP Part A MAI Expenditure Amounts*

  - *Current FY:* Enter the amount of your agency's RWHAP Part A MAI award that was expended to support the service category.

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

> To review the RWHAP core medical and support service category definitions, see Policy Clarification Notice (PCN) #16-02 RWHAP Services: Eligible Individuals and Allowable Uses of Funds on the HRSA HAB website.

> At least 75 percent of your agency's total award (less clinical quality management and recipient administration) must be expended on core medical services, unless your agency has received an approved core medical services waiver.

Figure 9. RWHAP Part A Expenditures Report: Screenshot of the RWHAP Part A and MAI Service Category Expenditures Core Medical Services Table

	RWHAP Part A Formula and Supplemental Expenditure Amounts						RWHAP Part A MAI Expenditure Amounts						Total RWHAP Part A Expenditure Amounts	
	Current FY		Prior FY Carryover		Total		Current FY		Prior FY Carryover		Total			
	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent
Core Medical Services														
a. AIDS Drug Assistance Program Treatments	☐		☐				☐		☐					
b. AIDS Pharmaceutical Assistance	☐		☐				☐		☐					
c. Early Intervention Services (EIS)	☐		☐				☐		☐					
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	☐		☐				☐		☐					
e. Home and Community-Based Health Services	☐		☐				☐		☐					
f. Home Health Care	☐		☐				☐		☐					
g. Hospice Services	☐		☐				☐		☐					
h. Medical Case Management, including Treatment Adherence Services	☐		☐				☐		☐					
i. Medical Nutrition Therapy	☐		☐				☐		☐					
j. Mental Health Services	☐		☐				☐		☐					
k. Oral Health Care	☐		☐				☐		☐					
l. Outpatient/Ambulatory Health Services	☐		☐				☐		☐					
m. Substance Abuse Outpatient Care	☐		☐				☐		☐					
1. Core Medical Services Expenditures Subtotal														

Figure 10. RWHAP Part A Expenditures Report: Screenshot of the RWHAP Part A and MAI Service Category Expenditures Support Services Table

Summary of Expenditures Table

Below the *RWHAP Part A and MAI Service Category Expenditures* table, there is an additional summary table (Figure 11). This table will populate with the total award amounts as entered in the *Award Information* section of the Expenditures Report. Once recipients have entered a response for every field in this table and saved, the table will automatically calculate the remaining unobligated balance from each award type. There are five fields that recipients must complete as described below.

1. *RWHAP Part A Formula Award Amount*: Enter the total amount of your agency's RWHAP Part A formula award that was expended during the budget year.

2. *RWHAP Part A Formula Carryover Amount*: Enter the total amount of your agency's RWHAP Part A formula award carryover from the previous year that was expended during the current budget year.

3. *RWHAP Part A Supplemental Award Amount*: Enter the total amount of your agency's RWHAP Part A supplemental award that was expended during the budget year.

4. *RWHAP Part A MAI Award Amount*: Enter the total amount of your agency's RWHAP Part A MAI award that was expended during the budget year.

5. *RWHAP Part A MAI Carryover Amount*: Enter the total amount of your agency's RWHAP Part A MAI award carryover from the previous year that was expended during the current budget year.

> **!** The expenditure amounts entered into the *Summary of Expenditures* table should match the total amounts expended from each award type in the *RWHAP Part A Program Expenditure Totals* and *RWHAP Part A and MAI Service Category Expenditures* tables.

Underneath the expenditures summary table there is a checkbox that recipients can select if they have received a waiver for the 75 percent core medical services requirement.

> **!** Recipients will receive a validation message on their report if they do not select the waiver checkbox and have not met the 75 percent core medical services requirement. Contact your DMHAP project officer if you are unsure if your agency received the waiver.

Figure 11. RWHAP Part A Expenditures Report: Screenshot of the Summary of Expenditures Table and Core Medical Services Requirement Waiver Checkbox

	RWHAP Part A Award	Expenditures	Unobligated Balance
1. RWHAP Part A Formula Award Amount	$0		
2. RWHAP Part A Formula Carryover Amount	$0		
3. RWHAP Part A Supplemental Award Amount	$0		
4. RWHAP Part A MAI Award Amount	$0		
5. RWHAP Part A MAI Carryover Amount	$0		
6. Total	$0		

☐ Recipient received waiver for 75% core medical services requirement.

Legislative Requirements Checklist

The next section of the Expenditures Report, the *Legislative Requirements Checklist* (Figure 12), 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 your agency is complying, including the 75 percent core medical services requirement as well as capped amounts for clinical quality management and recipient administration.

Figure 12. RWHAP Part A Expenditures Report: Screenshot of the Legislative Requirements Checklist

Certification of Subrecipient Aggregate Administrative Expenditures

The last section of the Expenditures Report is where recipients will certify the amount of funding expended on subrecipient administration (Figure 13). Enter the total aggregate amount expended on subrecipient administration in the specified box.

The financial officer responsible for the RWHAP Part A funds must then attest that the amount entered does not exceed 10 percent of the aggregate total of all HIV service dollars expended by selecting the checkbox and entering their name in the signature box.

Figure 13. RWHAP Part A Expenditures Report: Screenshot of the Certification of Subrecipient Aggregate Administrative Expenditures Box

Validating and Submitting the Expenditures Report

After you have completed all required sections of the report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review your report before it is sent to your project officer.

In the Navigation panel on the left of the screen, under the "Actions" header, select "Validate." A system message will appear indicating your validation request is processing and that you will need to refresh the page to see your results after several minutes.

Select "Validate" again in the Navigation panel to refresh the page. If your validation request has been processed, you will see your results. Otherwise, continue to wait, and refresh until the process completes.

If you receive a green congratulations message, then you have no validations to address and are ready to move on to submitting your report. Otherwise, the system will sort your validation results (Figure 14) into three categories:

- **Errors** must be corrected before submitting the Expenditures Report.
- **Warnings** must be addressed 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 address 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 after validating, you must validate your report again using these instructions. You should resolve all validation messages whenever possible to prevent your report being returned for changes by your project officer. Once you have addressed all validation messages as necessary, you are ready to submit the report.

Figure 14. RWHAP Part A Expenditures Report: Screenshot of the Validation Results Page

> If you make any changes to your report after validating, you must revalidate your report before submitting.

> If you need assistance resolving or understanding a specific validation message, contact RWHAP Data Support for assistance at 1-888-640-9356 or at RyanWhiteDataSupport@wrma.com.

To submit the report, select "Submit" in the Navigation panel on the left side of the screen, under the "Action" header. On the new page that appears (Figure 15), enter a comment in the comments text box with any meaningful feedback you have related to the Expenditures Report submission. Read and acknowledge the statement under the comment box by checking the box. Lastly, select the "Submit" button at the bottom of the page.

Figure 15. RWHAP Part A Expenditures Report: Screenshot of the Submit Report Page

? 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 Ending the HIV Epidemic (EHE) initiative awards?

Yes, you must complete a separate Expenditures Report for each award or grant your agency receives. The RWHAP Part A Expenditures Report should not include funding expended from your agency's EHE initiative award or any other RWHAP grant your agency receives.

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 management and recipient administration are based on your agency's current year award only. 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 their different service categories.

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

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

Grantee Contract Management System (GCMS): A data storage system within the EHBs that allows recipients to enter and maintain RWHAP contracts.

Minority AIDS Initiative (MAI): MAI is statutorily required funding "[f]or the purpose of carrying out activities … To evaluate and address the disproportionate impact of HIV/AIDS on, and the disparities in access, treatment, care and outcomes, for racial and ethnic minorities." 42 U.S.C. 300ff-121. By law, "the Secretary shall provide [MAI funding] for … emergency assistance under Part A." 42 U.S.C. 300ff-121(b)(1)(A).

Notice of Award (NoA): An official document from the Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's RWHAP funding amount and funding terms and conditions.

Provider: An agency funded to provide services. Services may include direct core medical and support services to clients as well as administrative and technical services.

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant.

Recipient Administration (Administrative): Activities relating to routine grant administration and monitoring activities.

RWHAP-related Funding (program income and pharmaceutical rebates): Program income means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided on 45 CFR §75.307(f). See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

Subrecipient: An organization that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds. Subrecipients may provide direct client services or administrative and technical 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.

Unobligated Balance: The amount of funds authorized under a federal award that the non-federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-federal entity's unliquidated obligations and expenditures of funds under the federal award from the cumulative amount of the funds that the federal awarding agency or pass-through entity authorized the non-federal entity to obligate.

Validation: A system-administered check that reviews all data entered into the Expenditures Report for consistency with RWHAP guidelines.