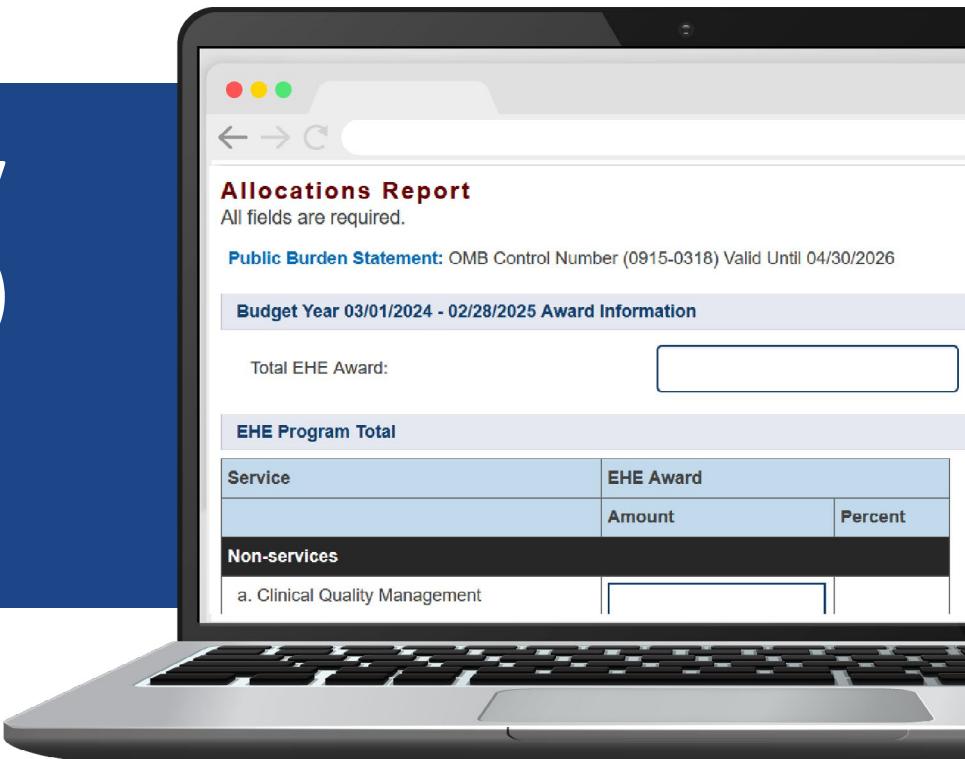


# Ending the HIV Epidemic (EHE) Allocations Report



## 2024 Instruction Manual

Release Date: January 2, 2024

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Health Resources & Services Administration

RWHP  
**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.

# Background

The federal Ending the HIV Epidemic in the U.S. (EHE) initiative is an ongoing effort to reduce the number of new HIV infections in the United States by at least 90% by 2030. The multiyear EHE initiative currently focuses on 48 counties, Washington, D.C., San Juan, Puerto Rico, and seven states that have a substantial rural HIV burden (collectively referred to as “EHE jurisdictions”). The four pillars of this initiative — diagnose, treat, prevent, and respond — represent a strategic approach to ending the HIV epidemic in the United States.

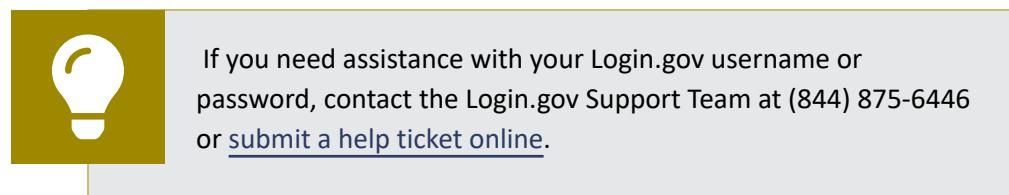
EHE initiative award recipients are required to provide certain program and fiscal reports each year, including an annual Allocations Report. The Allocations Report is an aggregate report submitted through the HRSA Electronic Handbooks (EHBs) that all EHE initiative recipients must submit within 90 days of the release of their final Notice of Award (NoA).

The Allocations Report serves as a reference to determine how recipients allocate funds each budget period and allow 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 Allocations Report.

# Accessing the Allocations Report

The EHE Allocations Report is submitted via the HRSA EHBs. You must have an EHBs user account with the appropriate access to your agency's grant to view and complete the report. To access the EHE Allocations 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](#)).



**Figure 1. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu**

The screenshot shows the HRSA Electronic Handbooks homepage. The 'Grants' tab is selected, opening a dropdown menu. The 'Work on Other Submissions' option is highlighted with a red box. The menu includes sections for Submissions, Requests, Portfolio, and Users, each with several options. The 'Scope' section also contains some items. At the bottom of the page, there are 'Favorites' and 'Help' sections, and a 'Recently Accessed' sidebar.

**STEP TWO:** On the next page, “Submissions – All,” ([Figure 2](#)) under the “Submission Name” column, locate the Allocations 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 2024 Allocations Report	Other Submissions	County Health Department	UT8HA00000		03/01/2024 - 02/28/2025	05/30/2024		Not Started	Start
FY 2023 Allocations Report	Other Submissions	County Health Department	UT8HA00000	123456	03/01/2023 - 02/28/2024	06/23/2023	06/21/2023	Submitted	Submission



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



If you need help navigating the EHBs to find your annual Allocations Report, contact the EHBs Customer Support Center at 1-877-464-4772.

**STEP THREE:** You are now in the Allocations Report Inbox (Figure 3). From here, you can access your contracts in the GCMS and your report. To access the GCMS, select “Search Contracts” in the Navigation panel on the left side of the page. To access your Allocations 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. EHE Allocations Report: Screenshot of the Allocations Report Inbox Page**

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes links for Tasks, Organizations, Grants, Dashboards, Free Clinics, FQHC-LALs, and Resources. Below the navigation is a welcome message and links for Recently Accessed, What's New, and Guide Me. A session expiration notice says "Your session will expire in: 29:25".

The left sidebar has a "NAVIGATION" section with links for Search, Inbox (selected), PTR/Allocations Report (selected), Manage Contracts, and Search Reports.

The main content area is titled "Allocations Report Inbox". It displays a table with the following columns: #, Report ID, Submission, Name, Grant Number, Budget Year, Modified Date, Status, Action, Comments, and Action History. One row is shown:

#	Report ID	Submission	Name	Grant Number	Budget Year	Modified Date	Status	Action	Comments	Action History
1	Allocations Report	County Health Department	UT8HA00000	03/01/2024 - 02/28/2025			Not Started	 Create	 Comment	 History

Below the table, there is a note about contacting the HRSA Help Desk and a link to the HRSA Electronic Handbooks Contact Center help request form. It also mentions data support contact information and a note about Adobe Acrobat Reader.

At the bottom, it says "Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter" and provides instructions for HAB Web Applications.

# Completing the Allocations Report

The EHE Allocations Report is an aggregate report that captures budgetary information on the allocation of award funding for the specified budget year. The fiscal data submitted as part of the Allocations Report are entered in two places in the EHE Allocations Report web system: within the Allocations Report itself and in the agency's contracts in the GCMS.

EHE initiative recipients must have a contract in the GCMS for each agency funded to provide services with their EHE initiative award. These contracts include values for the amount of funding allocated to core medical and support services. Details from the GCMS contracts are then imported into the Allocations Report, where recipients will also enter values for their total award amount and funding allocated toward clinical quality management, recipient administration, initiative infrastructure, and planning and evaluation.

Once recipients have entered all values and completed their report, they can validate and submit it, at which point it is sent to their project officer for review. If you need assistance or have questions about the required EHE Allocations Report submission, please contact your project officer.

## The Grantee Contract Management System (GCMS)

As part of the EHE Allocations Report submission, recipients must have contracts present in the GCMS for all agencies funded to provide services with their EHE initiative award. This includes providers of direct core medical and support services to clients as well as providers of administrative and clinical quality management services. Information from the contracts in the GCMS is imported into both the CLC and Allocations Report sections of the EHE Allocations Report.

Contracts are typically added to the GCMS during submission of the Allocations Report. It is recommended that recipients add their contracts before beginning the Allocations Report, as this saves you the extra step of synchronizing any contract updates with the report. Agencies should also be sure to align their contract dates in the GCMS with the dates of their award's budget period. Each provider should have a separate contract for each year they are funded to provide services. Do not reuse the prior year's contracts by updating the dates to the current year.

You can access the GCMS at any time in the EHE Allocations Report web system by selecting "Search Contracts" in the Navigation panel on the left side of the screen.

For further instructions on adding your contracts to the GCMS, please see the [GCMS Manual](#) and the [Completing the GCMS webinar](#) available on the TargetHIV website.

**Figure 4. HRSA Electronic Handbooks: Screenshot of the GCMS Homepage**

NAVIGATION

Grantee Contract Management System

Your session will expire in: 29:48

Grant Number: UT8HA00000

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: All Project Officers

Reset

Search

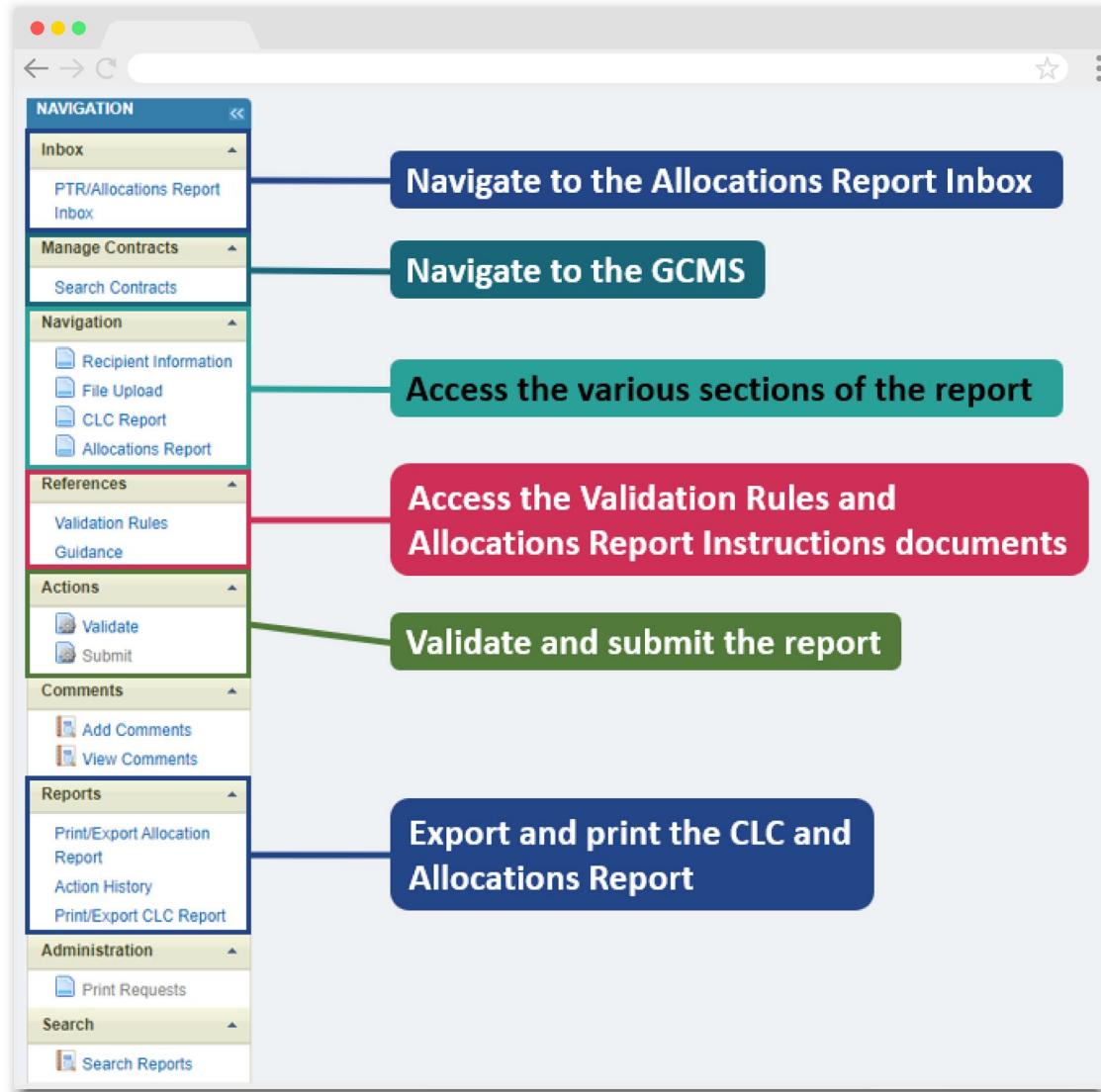
# Allocations Report Navigation

Navigation through the Allocations Report web system and within the Allocations 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 Allocations Report as well as validate and submit it.



If you need help navigating the Allocations Report web system, contact RWHAP Data Support for assistance at 1-888-640-9356 or email [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com).

**Figure 5. EHE Allocations Report Navigation Panel Guide**



# Recipient Information

Once you open the Allocations Report, you will be taken to the Recipient Information section (Figure 6). This section is pre-populated with information from the HRSA EHBs. Review all fields and ensure they are 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 6. EHE Allocations Report: Screenshot of the Recipient Information Page**

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:

**Comments**

Add Comments

View Comments

**Actions**

Validate

Submit

**Reports**

Print/Export Allocation Report

Action History

Print/Export CLC Report

**Administration**

Print Requests

**Search**

Search Reports

Cancel

Save

## File Upload

For the EHE Allocations Report, there are no required additional forms to upload. In rare instances, your project officer may request additional supplemental documentation as part of your Allocations Report submission. In these cases, 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 7. EHE Allocations Report: Screenshot of the File Upload Page**

Document Name	Description	Size	Action
No records to display.			

**Submission Components**

To upload a primary component of your report, select the "Upload" link in the Action column. If you would like to submit a supplemental document to complete your submission, select the "Upload Supplemental Document" button below. Please note that you will be unable to upload files larger than 29MB.

[Create Compressed Zip File](#)

No records to display.

[Upload Supplemental Document](#)

## Consolidated List of Contractors (CLC)

To access the Consolidated List of Contractors (CLC) Report, select “CLC Report” in the Navigation panel on the left side of the screen. The CLC is a list of all organizations that are funded to provide services with your agency’s EHE initiative award, including providers of core medical and support services to clients as well as providers of administrative and technical services. The list is generated automatically based on the information entered into the GCMS.

Review the CLC Report ([Figure 8](#)) for accuracy and completeness, paying attention to the contract dates, funding amounts, and funded services (select the expansion button to view for each provider). All agencies funded to provide services with your EHE initiative award (including your own organization if it provides services) should have a contract in the GCMS and be listed in the CLC Report. The contract dates should align with your budget year to prevent future reporting issues.

To update the CLC, you must modify the associated contract(s) in the GCMS. For further instructions on editing contracts, see the [GCMS Manual](#).

**Figure 8. EHE Allocations Report: Screenshot of the Consolidated List of Contractors Page**

The screenshot shows the 'Allocations Report' interface for the 'County Health Department'. The left sidebar contains navigation links for 'Inbox', 'Manage Contracts' (selected), 'Search Contracts', 'Navigation', 'CLC Report' (selected), 'Allocations Report', 'References', 'Actions', and 'Comments'. The main content area shows the 'Allocations Report' for 'UT8HA00000 : County Health Department'. It includes fields for 'Report ID: 123456', 'Status: Working', 'Due Date: 5/30/2024 11:59:58 PM', 'Budget Year: 3/1/2024 - 2/28/2025', 'Last Modified Date: 3/27/2024 11:18:59 AM', 'Access Mode: ReadWrite', and 'UEI: AB1C2DEF34GH'. Below this is the 'Consolidated List of Contractors' section, which lists two contracts:

Warning	ID	Funded By	Organization	Reference	Start	End	Services	Funded Through	Is Executed	Amount
[+]	000001	UT8HA00000	Health and Happiness Clinic		3/1/2024	2/28/2025	6		Yes	\$100,000.00
[+]	000002	UT8HA00000	Speedy Transport		3/1/2024	2/28/2025	1		Yes	\$9,000.00

At the bottom, there is a note about contacting the HRSA Help Desk and a link to the 'HRSA Electronic Handbooks Contact Center help request form'.

If you make any changes to your contracts in the GCMS after starting your Allocations Report, you will need to synchronize these changes to add them to your report. You will know that you have pending changes to synchronize if a yellow warning banner is present at the top of the page ([Figure 9](#)). Select the “Synchronize All” button to synchronize all changes at once or synchronize changes individually by selecting the agency’s name in blue in the yellow warning banner.

**Figure 9. EHE Allocations Report: Screenshot of the Consolidated List of Contractors Page with Synchronization Warning Banner**

The screenshot shows the 'Allocations Report' interface for the 'County Health Department', similar to Figure 8. The left sidebar contains the same navigation links. The main content area shows the 'Allocations Report' for 'UT8HA00000 : County Health Department'. A yellow warning banner at the top states: 'Warning: The program information displayed below does not match the program information in the Grantee Contract Management system (GCMS). Click the provider name listed in blue font below or select the icon in the "Warning" column below to review the updates for each provider and, if correct, synchronize the information. To synchronize program information across all providers, click the "Synchronize All" button. Please note that the synchronization process updates data for both the CLC Report and Allocation Report.' The banner also mentions 'Health and Happiness Clinic (Modified)' and has a red box around the 'Synchronize All' button. Below the banner is the 'Consolidated List of Contractors' section, which lists the same two contracts as Figure 8.

On the next page ([Figure 10](#)), review the changes for accuracy and select the “Synchronize” button to add the contract updates to your report.

### Figure 10. EHE Allocations Report: Screenshot of the Synchronize Contract Page

The screenshot shows a web-based application window titled "Allocations Report". At the top, it displays the report ID "UT8HA00000 : County Health Department", the status "Working", and the last modified date "3/27/2024 11:18:59 AM". A message at the top right indicates "Your session will expire in: 29:57". Below this, a section titled "Review the changes below and click the 'Synchronize' button to synchronize these data." lists "The following contract(s) have been modified". A table follows, showing changes made to the "Health and Happiness Clinic" (Contract ID: 987654). The table has columns for Change, Service Name, and Funding Type. The "Synchronize" button is highlighted with a red box.

Change	Service Name	Funding Type
Added	Administrative or technical support	Base Award
Unchanged	Outpatient/Ambulatory Health Services	Base Award
Unchanged	Home Health Care	Base Award
Unchanged	Mental Health Services	Base Award
Unchanged	Medical Case Management, including Treatment Adherence Services	Base Award
Unchanged	Child Care Services	Base Award
Unchanged	Medical Transportation	Base Award
Unchanged	Outreach Services	Base Award
Unchanged	Other Professional Services	Base Award

**Synchronize**

# Allocations Report

To access the Allocations Report section, select “Allocations Report” in the Navigation panel on the left side of the screen. The EHE Allocations Report ([Figure 9](#)) comprises three sections: *Award Information*, *EHE Program Total*, and the *EHE Allocations Categories*.

Only whole number values are allowed in the editable fields. Each field requires a response. Therefore, if you don’t have any allocations to report for a specific category, enter a “0.”

The Allocations Report section contains five editable fields that you must complete using your agency’s final Notice of Award (NoA). Once you have entered a value for every field, select “Save” at the bottom-right of the page.

## Award Information

- *Total EHE Award:* Enter the total amount of your agency’s EHE initiative award as indicated on the final NoA.

## EHE Program Total

- a. *Clinical Quality Management:* Enter the amount of your agency’s EHE initiative award that is allocated for supporting clinical quality management activities.



The total amount allocated for clinical quality management may not exceed 5% of your total award.

- b. *Recipient Administration:* Enter the amount of your agency’s EHE initiative award that is allocated for supporting recipient administration activities.



The total amount allocated for recipient administration may not exceed 10% of your total award.

- c. *Initiative Infrastructure:* Enter the amount of your agency’s EHE initiative award that is allocated for supporting 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:* Enter the amount of your agency's EHE award that is allocated 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 combined total amount allocated for recipient administration and planning and evaluation may not exceed 15% of your total award.

**Figure 11. EHE Allocations Report: Screenshot of the Award Information and EHE Program Total**

The screenshot shows a web-based application titled "Allocations Report". At the top, it displays a "Public Burden Statement: OMB Control Number (0915-0318) Valid Until 04/30/2026". Below this, a section titled "Budget Year 03/01/2024 - 02/28/2025 Award Information" contains a field labeled "Total EHE Award:" followed by a large empty input box.

The main content area is titled "EHE Program Total" and features a table with three columns: "Service", "EHE Award", and "Amount / Percent". The table is organized into sections: "Non-services", "Client Services", and "Service Allocation Subtotal".

Service	EHE Award	Amount / Percent
<b>Non-services</b>		
a. Clinical Quality Management	[Empty Input Box]	
b. Recipient Administration	[Empty Input Box]	
c. Initiative Infrastructure <sup>1</sup>	[Empty Input Box]	
d. Planning and Evaluation <sup>2</sup>	[Empty Input Box]	
<b>Non-services Subtotal</b>		
<b>Client Services</b>		
e. EHE Initiative Services		
f. Core Medical Services		
g. Support Services		
<b>Service Allocation Subtotal</b>		
<b>Total Allocations (Service+Non-service)</b>		

## EHE Allocations Categories

All fields in the EHE Allocations Categories table ([Figure 12](#)) are populated from the GCMS. The table is split into three sections: EHE Initiative Services, Core Medical Services, and Support Services. Review the amounts listed here, and if you need to adjust any amount, you must modify the associated contract(s) in the GCMS for the organization(s) providing the service. See the [GCMS Manual](#) for further assistance editing contracts in the GCMS.



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



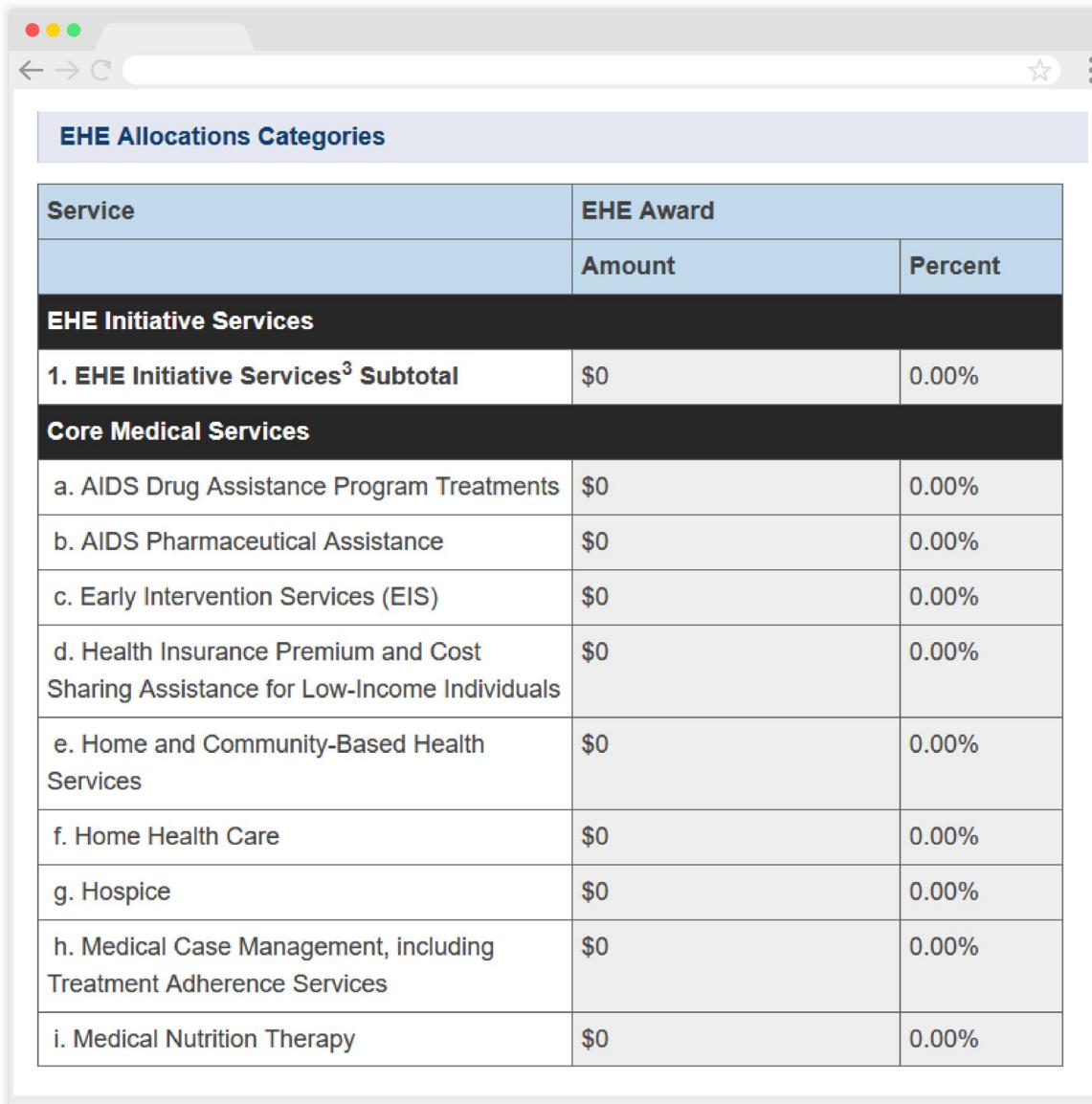
*EHE Initiative Services* includes any service provided with your EHE initiative award that does not meet the definition of one of the RWHAP service categories.



### Shouldn't I report all of my EHE-funded services under the EHE Initiative Services category?

No, the EHE Initiative Services category should only be used when services do not meet the definition of one of the other RWHAP service categories. For example, if you fund a provider for Medical Case Management with your EHE initiative award, you must report that as Medical Case Management.

**Figure 12. EHE Allocations Report: Screenshot of the EHE Allocations Categories**



The screenshot shows a web-based application titled "EHE Allocations Categories". The interface includes a header bar with browser controls (back, forward, search, etc.) and a title bar. Below the title bar is a table with three columns: "Service", "EHE Award", and "Amount / Percent". The table is organized into sections: "EHE Initiative Services" (containing a single row for a subtotal), "Core Medical Services" (containing nine rows labeled a through i), and a final section at the bottom.

Service	EHE Award	
	Amount	Percent
<b>EHE Initiative Services</b>		
<b>1. EHE Initiative Services<sup>3</sup> Subtotal</b>	\$0	0.00%
<b>Core Medical Services</b>		
a. AIDS Drug Assistance Program Treatments	\$0	0.00%
b. AIDS Pharmaceutical Assistance	\$0	0.00%
c. Early Intervention Services (EIS)	\$0	0.00%
d. Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	\$0	0.00%
e. Home and Community-Based Health Services	\$0	0.00%
f. Home Health Care	\$0	0.00%
g. Hospice	\$0	0.00%
h. Medical Case Management, including Treatment Adherence Services	\$0	0.00%
i. Medical Nutrition Therapy	\$0	0.00%

# Validating and Submitting the Allocations Report

After you have completed all required sections of the Allocations 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 submitting your report. Alternatively, you will see a table of validation results ([Figure 13](#)). Validation messages are sorted into categories: errors, warnings, and alerts. For the EHE Allocations Report, there is only one type of validation message: errors. Errors must be corrected before you are able to submit your Allocations Report.

If you receive an error, correct the information in your report based on the validation message and revalidate your report using the instructions above.



If you need help understanding or resolving a specific validation message, contact RWHAP Data Support by phone at 1-888-640-9356 or via email at [RyanWhiteDataSupport@wrma.com](mailto: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.

**Figure 13. EHE Allocations 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.					

**Consolidated List of Contractors**

Row No.	Check No.	Message	Type	Comment Count	Action
1	29	At least one contract with at least one service must be specified. To correct this issue, please add a contract in the GCMS and/or synchronize contracts into your report.	Error	0	

**Allocations Report**

Row No.	Check No.	Message	Type	Comment Count	Action
No report validation errors found.					

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 14](#)), enter a comment in the text box with any meaningful feedback you have related to your Allocations 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 14. EHE Allocations Report: Screenshot of the Submit Report Page**

The screenshot shows a web browser window titled "Submit Report". The page contains the following elements:

- Section Header:** "Submit Report"
- Text:** "A field with an asterisk \* before it is a required field."
- Text:** "Please enter comments regarding your certification."
- Required Field:** "Comments" (marked with an asterisk \*)
- Editor:** A rich text editor toolbar with various formatting options like bold, italic, underline, and font size (12px). Below the toolbar is a large text area for input.
- Toolbar Buttons:** Design, Preview
- Text:** "Characters remaining: 3000"
- Certification Statement:** "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." (preceded by an empty checkbox)
- Submit Button:** A blue "Submit" button at the bottom left.

# Frequently Asked Questions

## **How can we correct funding amounts within the report if we need to make changes?**

If your agency needs to change amounts allocated to administrative activities, update those amounts in the “Allocations Report” section of your Allocations Report. If your agency needs to change amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. See the [GCMS Manual](#) for more details.

## **Why are we required to enter new contracts into the GCMS each year?**

Your agency is required to enter new contracts for your own agency and/or subrecipients into the GCMS every year to ensure that the GCMS shows accurate funding amounts and subrecipient relationships.

## **In the Allocations Report, there are fields that I cannot edit, such as Core Medical Services. How do I edit them?**

Funds allocated to core medical services and support services are captured in your contracts in the GCMS. Therefore, you will need to make the required updates in the GCMS. See the [GCMS Manual](#) for more details. Once you have updated any core medical or support services, you will need to synchronize the changes in the CLC.

## **The Allocations Report or CLC are not capturing my contracts even though I have entered them in the GCMS. What do I do?**

Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency’s Allocations Report has been opened. You will need to synchronize the changes you have made with your report. See the [CLC](#) section for details.

## **My Allocations Report says that 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](mailto:RyanWhiteDataSupport@wrma.com).

## **If my agency awards part of our grant to subrecipients, why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?**

Based on HRSA HAB’s reporting requirements, recipients cannot indicate themselves as an administrative agent, fiscal intermediary, or lead agency for their grant. As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes but is not limited to selecting subrecipients, awarding contracts, providing clinical quality management guidelines, and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency’s responsibilities. If your agency does choose to delegate some responsibilities to a

third party, the third-party entity would be classified as an administrative agent, fiscal intermediary, or lead agency. See the [Glossary](#) for definitions of these terms.

**Are the contracts I entered into the GCMS also used for other RWHAP reports?**

Yes, the EHE contract information entered into the GCMS populates the EHE Allocations Report, the Ryan White HIV/AIDS Program Services Report (RSR), and the EHE Triannual Report. Please see the [GCMS Manual](#) for more details.

# 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).

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

**Consolidated List of Contractors (CLC):** Summarizes each EHE-funded contract, the contract amount, and the service(s) provided under the contract.

**Consortia:** An association of public and nonprofit health care and support service providers and community-based organizations with which the state/territory establishes a legal agreement to conduct specific activities outlined in the RWHAP legislation for a specific region(s) or the entire state/territory.

**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.

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

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

**Grantee Contract Management System (GCMS):** A data-storage system that allows recipients to enter and maintain EHE initiative contracts.

**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.

**Lead Agency:** An entity with which the state/territory establishes a legal agreement to do one or more of the following: conduct needs assessments, engage in planning activities, manage procurement processes, ensure delivery of comprehensive services to people with HIV, and/or conduct program and fiscal monitoring.

**Notice of Award (NoA):** An official document from Health Resources 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.

**Synchronization:** The process of incorporating changes made in the GCMS into the report that is being updated.

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