

**DATE:** January 22, 2021  
**TO:** Stephanie Mok, OMB Desk Officer  
**FROM:** Lisa Wright-Solomon, HRSA Information Collection Clearance Officer

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**Request:** The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau requests approval for non-substantive changes to the financial reports for recipients in program Parts A, B and B supplemental, C, and D (OMB #0915-0318, expires 7/31/2020). The data collection instruments consist of three documents: 1) Allocations forms, 2) Expenditures forms, and the 3) Consolidated List of Contractors (CLC). No changes were made to the CLC.

**Purpose:** The purpose of these proposed changes is to ensure consistent reporting of the financial data captured in the Allocations and Expenditures (A&E) forms across all program parts. These changes will also ensure that all micro-level financial data reported to HRSA, as required by Congress, are accurate. Minor changes were made to the forms.

**Time Sensitivity:** Accurate allocation, expenditure, and service contract records of the grant recipients receiving Ryan White HIV/AIDS Program (RWHAP) funding are critical to the implementation of the Ryan White HIV/AIDS Treatment Extension Act (originally passed in 1990 as the Ryan White Care Act, and amended in 1996, 2000, 2006, and 2009), and thus are necessary for HRSA to fulfill its responsibilities. The primary purposes of these forms are to provide information on the number of grant dollars spent on various services and program components and oversee compliance with the intent of Congressional appropriations in a timely manner. In addition to meeting the goal of accountability to the Congress, clients, and the general public, information collected on these reports is critical for HRSA, state and local recipients, and individual providers

Every year in May, the electronic data entry system (HRSA's Electronic Handbook, or EHB) is opened for RWHAP grant recipients to begin preparing and entering allocations data for the coming fiscal year (FY) and allocations and expenditures reports for the previous fiscal year. Designed to be compatible with the narrative and data requirements that

are outlined in the Allocations, Expenditures and CLC Guidance, release of the data entry system to the grant recipients is contingent on the approval of the non-substantive changes outlined in this memo. Once the changes are approved and incorporated in the A&E report and CLC templates, additional quality assurance testing will be required before the data entry system can be released.

Grant recipients starting submitting their A&E and CLC reports within the data entry system on or before June 30 of each year. Given this due date, delayed release of the EHB data entry system will impact the amount of time that RWHAP grant recipients have to complete the FY 2018 Allocations and FY 2017 Allocations and Expenditures Report.

**Burden:** It is anticipated that the revisions included herein will not impact reporting burden on RWHAP grant recipients.

#### **PROPOSED CHANGES FOR THE RYAN WHITE HIV/AIDS PROGRAM GRANT RECIPIENTS' ALLOCATIONS AND EXPENDITURE REPORTS:**

1. Part A Allocations Report 30MAR2017 final
  - a. Removal of the word "Grant" from lines 10, 11 and 13.
2. Part A Expenditures Report 30MAR2017 final
  - a. Removal of the word "Grant" from lines 10, 11, and 13
3. Part B Allocations Suppl Allocations Report combined 13Mar2017
  - a. modifications to what was submitted to OMB are:
    - i. Tab Suppl Expenditures Report, line 31 rows D and E – the cells are no longer blocked out
    - ii. Tab Suppl instructions – Section B: Breakdown of Funding, the previous number 3 related to the cells blocked out was removed
4. Part B Expenditures Report Suppl Expenditures combined 4132017
  - a. modifications to what was submitted to OMB are:
    - i. Tab Suppl Expenditures Report, line 31 rows D and E – the cells are no longer blocked out
    - ii. Tab Suppl instructions – Section B: Breakdown of Funding, the previous language about the cells blocked out was removed

#### **Attachments:**

1. Part A Allocations Report 30MAR2017 final
2. Part A Expenditures Report 30MAR2017 final
3. Part B Allocations Suppl Allocations Report combined 13Mar2017
4. Part B Expenditures Report Suppl Expenditures combined 4132017

**All proposed changes are indicated with tracked changes in the attached documents.**