

**DATE:** June 10, 2020  
**TO:** Libby Ashley, 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 (HAB) requests approval for non-substantive changes to the Allocations and Expenditures Reports for recipients of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for Ryan White HIV/AIDS Program (RWHAP) Parts A, B, C and D (OMB #0915-0318, expires 7/31/2020). The data collection instruments currently consist of two documents: 1) Allocations Report and the 2) Expenditures Report (A&E). Based on the recent passage of the CARES Act, these recipients received supplemental funds on April 15, 2020, to prevent, prepare for, and respond to COVID-19 among RWHAP eligible clients and immediate household members. Recipients are required to use allocation and expenditure forms similar to but separate from those they use for their standard grants, to report their CARES Act RWHAP allocations and expenditures. The proposed change is to add 1 additional allocation form and 1 additional expenditure form for each funding RWHAP Part (A, B, C, and D) to the current A&E forms to streamline and expedite clearance of CARES Act RWHAP reporting. Other minor changes include changes to report titles, wording and other labels.

**Purpose:** The purpose of these proposed non-substantive changes is to support both recipient monitoring and national analyses of CARES Act RWHAP activities. Specifically, these modifications will allow HRSA HAB to understand how RWHAP recipients funded by the CARES Act intend to use the funds soon after the grant is awarded and to capture and assess how CARES Act RWHAP funds are actually used.

**Time Sensitivity:** The Ryan White HIV/AIDS Program Allocation and Expenditure Forms (A&E Reports), in conjunction with the Consolidated List of Contractors (CLC), enables HAB to monitor and track the use of grant funds for compliance with program and grants policies and requirements under the statute. By regulation, recipients submit financial reports annually to HRSA and the A&E Reports and the CLC are HAB's mechanism to implement that requirement.

Recipients funded under the CARES Act will be required to report financial data to HRSA at the beginning (Allocations Report) and at the end of their grant cycle (Expenditures Report).

The type of information collected on the Allocations Report is the same as the information collected on the Expenditures Report. Allocations Reports are typically due to HRSA within 90 days of the award. Because CARES Act RWHAP funds were awarded on April 15, 2020, recipients will need to be able to submit Allocations Reports by July 15, 2020, and will need an Allocations Report template available prior to that date. The first report tracks the allocation of the award at the beginning of the award cycle and the second report tracks actual expenditures at the end of the award cycle.

**Burden:** It is anticipated that the changes included herein will not impact reporting burden on CARES Act RWHAP award recipients.

## **PROPOSED CHANGES FOR THE CARES Act RWHAP Allocations and Expenditures Reports**

### **DATA:**

#### Page 1

- Name of the report
- Set formulas

#### Section B

- Removed Formula Award, Minority AIDS Initiative (MAI), and Supplemental Award lines
- Renamed Total line

#### Section C

- Renamed Ryan White Part A Funds columns to Total CARES Act RWHAP Part A Funds
- Deleted MAI, Supplemental Award, and (previous) Total columns
- Updated footnotes

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

Attachment: Part A Allocations Report CARES Act RWHAP markup copy to OMB

Attachment: Part A Expenditures Report CARES Act RWHAP markup copy to OMB