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**DATE:** March 3, 2021  
**TO:** Josh Brammer, OMB Desk Officer  
**FROM:** Lisa Wright-Solomon, HRSA Information Collection Clearance Officer

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**Request:** The Health Resources and Services Administration (HRSA) Bureau of HIV/AIDS (HAB) requests approval for changes to the Ryan White HIV/AIDS Program (RWHAP) Allocation and Expenditure Forms (OMB 0915-0318 expiration date 09/30/2023). The proposed change is to add a form that was inadvertently left out of this most recent submission (the Part B X08 Supplemental Allocations Report) and modify the CARES Act RWHAP Part B Allocation and Expenditure (A&E) Reports to track consortia funding by service categories.

**Purpose:** The RWHAP Allocation and Expenditure Forms, 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 statute, recipients submit financial reports annually to HRSA and the A&E Reports and the CLC are HAB's mechanism to implement that requirement.

States and territories use RWHAP Part B X08 Supplemental Grant Program funding in conjunction with RWHAP Part B HIV Care Grant Program funding to develop and/or enhance access to a comprehensive continuum of high quality care and treatment services for low-income individuals living with HIV. The data collected and reported on the Part B X08 Supplemental Allocations Report will be used for two purposes: To determine whether or not grant requirements were met and to enable HAB to monitor grant funds for compliance on the amounts allocated and spent on specific program components and service categories.

States may, at their discretion, establish an HIV care consortia to help implement priorities for the allocation of funds. A consortia can be associations of one or more public health care and support service providers, and community-based organizations operating within geographic areas determined by the State to be most affected by HIV. Currently, only two RWHAP Part B recipients utilize a consortia, but

tracking the funding amounts these recipients put toward their consortia by service category is necessary for optimal Part B programmatic monitoring by HRSA HAB and the recipients; thus it is necessary to update the CARES Act Part B A&E Reports.

**Time Sensitivity:** Approval for all three of the forms is requested as soon as possible. Work on this needs to start as soon as possible through programming into an electronic grantee contract management system so the forms will be ready to release to RWHAP recipients within the next three months.

**Burden:** This request does not change the burden estimate for the Ryan White HIV/AIDS Program Allocation and Expenditure Forms (OMB 0915-0318 expiration date 09/30/2023), as the missing form was included in the burden estimate provided in Supporting Statement A. The modifications to the CARES Act A&E forms only affects two recipients, and this change is expected to actually reduce respondent burden because the modifications will bring these forms into alignment with how those recipients complete their RWHAP Part B funding (X07 and X08) A&E reporting for HRSA HAB.

**Proposed Changes:** The following proposed non-substantive changes to the RWHAP Part B X08 Allocations Report are below and shown in tracked changes in the attached form.

1. Added descriptive title to top of form: RWHAP Part B X08 Allocations Report
2. Item 4b has been removed
3. Title of Section B has been revised to read: Breakdown for Consortia and State Direct Services, Final Funding
4. Item 10b has been revised to remove LPAP
5. Item 10d has been revised to read: Health Insurance Premium & Cost Sharing Assistance for Low Income Individuals
6. Item 10o has been revised to read: Substance Abuse Services (Residential)

The following proposed non-substantive changes to the CARES Act RWHAP Part B Allocations and Expenditures Reports are below and shown in tracked changes in the attached form.

Allocations Report

1. Spelled out the full name of the CARES Act on first use

2. Revised title above table to be more specific to read: FYXX Ryan White HIV/AIDS Program (RWHAP) Part B CARES Act (X7C) Allocations Report
3. Inserted “CARES Act” for each row in Section A table to be more specific on type of Part B award
4. Added a Consortia column to Section B table
5. Updated footnote section to specify the type of Part B award

#### Expenditures Report

1. Spelled out the full name of the CARES Act on first use
2. Added X7C in the title to be more specific on type of Part B award
3. Inserted “CARES Act” for rows 2, 3 and 8 in Section A table to be more specific on type of Part B award
4. Added new row, 4b, to Section A table to capture Consortia administration
5. Added Consortia column to Section B table
6. Updated footnote section to specify the type of Part B award

#### **Attachments:**

1. Part B X08 Supplemental Allocations Report clean
2. Part B X08 Supplemental Allocations Report tracked changes
3. Documentation Part B X08 Supplemental Allocations Report
4. CARES Act Part B Allocation Report\_updated\_01.27.2021\_clean
5. CARES Act Part B Allocation Report\_updated\_01.27.2021\_tracked changes
6. Documentation CARES Act Part B Allocation Report
7. CARES Act Part B Expenditures Report\_updated\_01.27.2021\_clean
8. CARES Act Part B Expenditures Report\_updated\_01.27.2021\_tracked changes
9. Documentation CARES Act Part B Expenditures Report