DATE:	May 17, 2021
TO:	Josh Brammer, OMB Desk Officer
FROM:	Lisa Wright-Solomon, HRSA Information Collection Clearance Officer

Request: The Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) requests approval for a non-substantive change to the Ryan White HIV/AIDS Program (RWHAP) Part B Allocation and Expenditure (A&E) Reports (OMB 0915-0318 expiration date 09/30/2023). Updates are needed for the RWHAP Part B regular programmatic and supplemental funding forms (X07 and X08 forms, respectively). These updates include removing a requirement to complete some fields and adding a requirement to complete other previously un-editable fields on the forms. Any additional reporting burden should not be substantial, as RWHAP Part B recipients already collect the information being requested by HRSA HAB. In addition to these changes, HRSA HAB is proposing minor formatting changes (e.g., updating the numbering on the forms) and providing additional guidance to recipients for ease of completion.

Purpose: The RWHAP A&E Reports allow HRSA HAB to collect information from grant recipients that is required through the Ryan White HIV/AIDS Treatment Extension Act of 2009. These reports also allow HRSA HAB to monitor and track the use of grant funds for compliance with program and grants policies. Recipients funded under RWHAP Parts A, B, C, and D are required to report financial data to HRSA at the beginning (Allocations Report) and at the end of their grant budget period (Expenditures Report). The A&E Reports request information recipients already collect, including the use of RWHAP grant funds for core medical and support services and for various program components, such as administration, planning and evaluation, and clinical quality management.

Time Sensitivity: Approval is requested as soon as possible. The updated forms need to be programmed into the Program Terms Report (PTR) web system (available via the HRSA Electronic Handbooks as soon as possible to meet the RWHAP Part B reporting deadline of June 30, 2021.

Burden: This request does not change the burden estimate for the Ryan White HIV/AIDS Program Allocation and Expenditure Reports (OMB 0915-0318 expiration date 09/30/2023). Recipients are already required to collect the information requested; HRSA HAB is asking them to report this information on the A&E forms. Recipients have been submitting these reports to HRSA HAB for over 20 years, the minor changes to the forms will not add any significant time.

Proposed Changes: The following proposed non-substantive changes apply to the RWHAP Part B X07Allocations Report form and are shown in the tracked changes version of the attached form:

1. Require population of line 4b in Section C for Emerging Communities Award
2. Require population of line 5 in Section C for Emerging Communities Award
3. Correct numbering of lines in Section C from lines 5-11
4. Require population of line 1a in Section D for Consortia column
5. Require population of line 1a in Section D for Total column
6. No longer require population of line 1d for Direct Services column
7. Include acronym for LPAP for line 1b

The following proposed non-substantive changes apply to the RWHAP Part B X08 Allocations form and are shown in the tracked changes version of the attached form:

1. Correct numbering for line 4 in Section A and rename to line 4a
2. Add a new line (4b) to capture RWHAP Part B Supplemental HIV Care Consortia Administration
3. Correct numbering for Section B to restart at 1
4. Require population of line 1a in Section B for Consortia column
5. Include acronym for LPAP for line 1b in Section B
6. Add a Combined Total Column in Section B

The following proposed non-substantive changes apply to the Part B X07 Expenditures form and are shown in the tracked changes version of the attached form:

1. First table changes:
   a. Require population of Prior Year Carryover column for RWHAP Part B ADAP Supplemental Award and RWHAP Part B Emerging Communities Award

b. Remove line 6, RWHAP Part B Supplemental Award as it is captured elsewhere

2. Second table (RWHAP Part B AIDS Drug Assistance Program Subtotal) changes:
   a. Require population of Carryover column for lines 1-5 for Emerging Communities Award
   b. Require population of Base Award Carryover and Total Prior Year Carryover columns for RWHAP Part B HIV Care Consortia
   c. No longer require population of line 4a for Base Award, Carryover column and Total Prior Year, Carryover Column
   d. Require population of line 5 for Emerging Communities Award, Carryover column
   e. No longer require population of lines 6-8 for:
      i. Base Award, Carryover column
      ii. ADAP Earmark + ADAP Supplemental, Carryover column
      iii. Total Prior Year Carryover, Amount column

3. Third table (Core Medical Services) changes:
   a. No longer require population of lines d-e for:
      i. Emerging Communities columns
      ii. Prior Year Carryover columns

4. Fourth table (Minority AIDS Initiative - MAI) changes:
   a. No longer require population of lines 3-5 for Prior FY Carryover columns

The following proposed non-substantive changes apply to the Part B X08 Expenditures form and are shown in the tracked changes version of the attached form:

1. Add field at top of form for user to populate total carryover amount
2. First table (RWHAP Part B Supplemental AIDS Drug Assistance
3. Program Subtotal) changes:
   a. Add a Carryover column
   b. No longer require population of lines 4b, and 6-8
4. Second table (Core Medical Services) changes:
   a. Add a Carryover column for Consortia and Direct Services

Attachments:

1. Part B Allocations Report_X07 Revised Version with track change_v02_04132021_OMB mock-up

2. Part B Allocations Report_X08 Suppl Revised Version_v03_04132021_OMB mock-up
3. Part B X07 Expenditures Report (002) sr 4_9_2021_tracked changes
4. Part B X08 Expenditures Report (002) sr 4_9_2021_tracked changes
5. Part B Allocations Report_X07_clean
6. Part B Allocations Report_X08_clean
7. Part B X07 Expenditures Report (002) sr 4_9_2021_clean
8. Part B X08 Expenditures Report (002) sr 4_9_2021_clean
9. Documentation Part B X07 Allocations Report
10. Documentation Part B X08 Allocations Report
11. Documentation Part B X07 Expenditures Report
12. Documentation Part B X08 Expenditures Report
13. Documentation Part B A&E Reports - project