



HIV/AIDS Bureau
Rockville, MD 20857

DATE: July 31, 2023

TO: Dan Cline, OMB Desk Officer

FROM: Samantha Miller, HRSA Information Collection Clearance Officer

Request: The Health Resources and Services Administration (HRSA) requests approval for two changes to the Ryan White HIV/AIDS Program (RWHAP) Allocation and Expenditure Forms information collection request (ICR) number: 0915-0318 (expiration date 4/30/2026).

The first proposed change is to add a form that was inadvertently left out of this most recent submission (the Part B X08 Supplemental Allocations Report).

The second proposed change is to update the title of the package as listed in ROCIS. The current title is “Ryan White HIV/AIDS Program Allocation and Expenditure Forms.” HRSA request that the updated title be changed to “Ryan White HIV/AIDS Program Allocation Forms.”

Purpose: The RWHAP Allocation Forms allows HRSA 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 Allocation Reports is one of HRSA’s mechanisms to implement that requirement. The other mechanism is the Ryan White HIV/AIDS Program Expenditure forms, which is currently approved under ICR number 0915-0390.

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: (1) to determine whether or not grant requirements were met and (2) to enable HRSA to monitor grant funds for compliance on the amounts allocated and spent on specific program components and service categories.

The title change in ROCIS is to reflect the fact that the package only contains the Ryan White HIV/AIDS Program Allocation forms, since the Ryan White HIV/AIDS Program Expenditure forms are currently being approved in a separate package.

Changes: 1) HRSA is requesting to add the Part B X08 Supplemental Allocations Report to the current ICR. The Part B X08 Supplemental Allocations Report was part of the previously approved ICR through a change memo from May 2021. The Report remains unchanged from this version of the document.

2) HRSA will update the title of the “Ryan White HIV/AIDS Program Allocation Forms” package in ROCIS. No additional changes are requested for currently approved forms.

Time Sensitivity: HRSA requests the form to be approved by the end of September to allow time for the updated form to be programmed into the Program Terms Report (PTR) web system (available via the HRSA Electronic Handbooks).

Burden: This request does not change the burden estimate for the Ryan White HIV/AIDS Program Allocation and Expenditure Forms as the missing form was included in the burden estimate provided in Supporting Statement A.