

Health Resources and Services Administration

Supporting Statement

Ryan White HIV/AIDS Program (RWHAP) Parts A and B Unobligated Balances (UOB) and Rebate Addendum Tables

OMB Control No. 0906-0047

Extension

Terms of Clearance: “None”.

A. Justification

1. Circumstances Making the Collection of Information Necessary

This is a request for OMB approval (extension) for the Health Resources and Services Administration’s (HRSA’s) Ryan White HIV/AIDS Program Parts A and B Unobligated Balances and Rebate Addendum Tables.

HRSA’s Ryan White HIV/AIDS Program (RWHAP) funds and coordinates with cities, states and territories, and local clinics/community-based organizations to deliver efficient and effective HIV care, treatment, and support to low-income people with HIV. Nearly two-thirds of RWHAP clients (patients) live at or below 100 percent of the Federal poverty level and approximately three-quarters of RWHAP clients are racial and ethnic minorities. Since 1990, the RWHAP has developed a comprehensive system of HIV service providers who deliver high quality direct health care and support services to over half a million people with HIV—more than 50 percent of all people with HIV in the United States.

Grant recipients funded under Parts A, B, C, and D of the RWHAP (codified under Title XXVI of the Public Health Service Act) are required to report financial data to HRSA at the beginning (Allocations Report) and at the end of each grant budget period (Expenditures Report) using the HRSA grants management system. HAB RWHAP’s Parts A and B collect Unobligated Balances (UOB) of federal funds by subprogram from their grant recipients. The exact amount of UOBs must be reported on the final Federal Financial Report (FFR), due annually 90 days after the end of the budget period, in accordance with the reporting requirements listed on the notice of award (NoA). In addition, RWHAP Part B grant recipients must report anticipated UOB on the interim FFR, due 150 days after receipt of their final award. The interim FFR is submitted to assess the grant recipient’s compliance with the requirement to obligate 75 percent of the RWHAP Part B award within 120 days of receipt of their final award. During the last iteration, HRSA HAB added the Unobligated Balance of Federal Funds by Subprogram Table to both the interim and final FFRs for RWHAP Part B and the FFR for RWHAP Part A.

The RWHAP legislation also requires that rebates collected on AIDS Drug Assistance Program (ADAP) medication purchases must be used for the statutorily permitted purposes under the RWHAP Part B. For any ADAP receiving rebates on medication purchases, the RWHAP legislation has a specific exemption from the UOB penalties provision that applies when a grant recipient is unable to expend grant funds because rebates must be spent first. If a grant recipient would otherwise incur a penalty, that grant recipient may request that the amount of the UOB be reduced by the amount of rebates expended, and that such amount be carried forward to the next budget period without penalty, if a carryover is requested. Such information must be included in the final FFR, and the carryover request is due no later than 30 days after the submission of final FFR. RWHAP Part B grant recipients that fail to report rebates, fail to request a UOB reduction due to expenditure of rebates first, and have an UOB of five percent (5%) or greater, will incur an UOB penalty. To capture this information, a rebates table was added in the last approved iteration.

The purpose of the previously added addendum (i.e., supplemental form and rebates table) was to assess compliance with reporting requirements, tracking of UOB amounts, and process requests for reductions in UOB amounts used to determine the RWHAP Part B five percent (5%) obligation penalty. In July 2021, the supplemental form portion of the addendum was updated to include collection of prior year UOB for both RWHAP Part A and RWHAP Part B.

2. Purpose and Use of Information Collection

Capturing information through the addendum about UOB and rebates is essential for allowing HRSA to ensure that RWHAP grant recipients are meeting the goal of accountability to the Congress, stakeholders, and the general public. Information provided in the FFR, inclusive of the addendum are critical for HRSA, states and territories, and local grant recipients, and individual providers to evaluate the effectiveness of these programs.

RWHAP Parts A and B use the UOB financial information to determine formula funding. Information in the UOB portion of the addendum is used to determine statutory penalties associated with non-compliance with the RWHAP Part B 75 percent obligation requirement and the RWHAP Parts A and B five percent (5%) UOB penalty. These penalties can result in:

- Reductions to recipient formula award amounts,
- Changes in recipient eligibility to apply for supplemental funding opportunities, and
- Changes in the total amount of supplemental funding available for award.

In addition, information available in the addendum about UOB provides totals available for carryover. Since RWHAP Parts A and B awards include multiple subprogram categories with different requirements, UOB approved for carryover must be de-obligated and re-obligated to the same subprogram.

3. Use of Improved Information Technology and Burden Reduction

Before the addendum was added, data for RWHAP Parts A and Part B recipients were collected through a separate document when grant recipients submitted their FFR (SF-425). Previously, grant recipients submitted these financial data (i.e., UOB and rebates information) in a non-electronic form and uploaded them as attachments as a part of their FFR submissions. Since adding the addendum, the process modification decreased administrative burden, increased transparency, and improved the quality of data submitted to HAB. Hence, RWHAP Parts A and B wish to continue capturing the data using the addendum.

4. Efforts to Identify Duplication and Use of Similar Information

Data of the type required to evaluate or monitor each of the RWHAP Parts are not available elsewhere. Currently, recipients report financial data to HRSA at the beginning (Allocations Report) and at the end of each grant budget period (Expenditures Report) using the Electronic Handbooks (OMB control #0915-0318). HAB RWHAP's Parts A and B must collect UOB of federal funds by subprogram from their grant recipients. Therefore, the exact amount of UOB must be reported on the final FFR, due annually 90 days after the end of the budget period.

5. Impact on Small Businesses or Other Small Entities

This information collection does not include small entities. The information being requested or required has been held to the minimum required for the intended use.

6. Consequences of Collecting the Information Less Frequently

HRSA HAB's RWHAP Part A and B recipients report these financial data once each year.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The request fully complies with the regulation.

8. Comments in Response to the Federal Register Notice/Outside Consultation

Section 8A:

A 60-day Federal Register Notice was published in the *Federal Register* on August 29, 2025 (Vol. 90, No. 166, pp. 42253-42255). There were no public comments.

A 30-day Federal Register Notice was published in the *Federal Register* on January 7, 2026 (Vol. 91, No. 4, pp. 510-512).

Section 8B:

In 2022, input on burden and the impact of completing the reporting in an electronic format on the burden was provided by eight (8) recipient representatives outside of the agency. There were four grant recipients representing RWHAP Part A and four representing RWHAP Part B.

9. Explanation of any Payment/Gift to Respondents

Respondents did not receive any payments or gifts.

10. Assurance of Confidentiality Provided to Respondents

The UOB and rebate addendum financial data does not require any information that could identify individual clients. Aggregate data on the amount of funding authorized, unexpended carryover, prior year, and current year balances for RWHAP Parts A and Part B recipients, an aggregate amount of rebates allotted, unexpended and expended will continue to be collected. No personally identifiable information will be collected.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature.

12. Estimates of Annualized Hour and Cost Burden

The estimated average annualized hour burden is 55.5 hours per year. Burden estimates are reported by burden to RWHAP Parts A and Part B grant recipient respondents, as seen in Table 1 (Estimated Annualized Burden Hours to Respondents).

12A. Estimated Annualized Burden Hours to Respondents

Type of Respondent	No. of Respondents	No. Responses per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
RWHAP Part A UOB Table	52	1	52	.5	26
RWHAP Part B UOB Table	59	1	59	.5	29.5
Total	111		111		55.5

12B. Estimated Annualized Burden Costs to Respondents

Type of	Total Burden	Hourly	Total Respondent Costs
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Respondent	Hours	Wage Rate	
RWHAP Part A Grant Recipients	26	\$18.06	\$469.56
RWHAP Part B Grant Recipients	29.5	\$18.06	\$532.77
Total	55.5		\$1002.33

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

Other than their time, there is no cost to respondents.

14. Annualized Cost to Federal Government

The contract task that supports system maintenance and data collection efforts each year is \$40,000. In addition, there will be costs for a GS-14 step 1 at 10 percent (approximately \$13,238.8) and a GS-13 step 1 at 10 percent (approximately \$11,201.5) time to monitor the project. The estimate total cost is \$64,440.30.

15. Explanation for Program Changes or Adjustments

The burden has not changed from the burden shown in the previous inventory.

16. Plans for Tabulation, Publication, and Project Time Schedule

The exact amount of UOB must be reported on the final FFR, due annually 90 days after the end of the RWHAP Parts A and Part B recipient budget period, in accordance with the reporting requirements listed on the NoA. The rebates portion of the addendum is included in the final FFR for RWHAP Part B recipients. In addition, RWHAP Part B recipients must report anticipated UOB on the interim FFR, due 150 days after receipt of their final award. The interim FFR is submitted to assess recipient compliance with the requirement to obligate 75 percent of the RWHAP Part B award within 120 days following receipt of their final award. HRSA HAB added the UOB of federal funds by subprogram table to both the interim and final FFRs for RWHAP Part B and to the final FFR for RWHAP Part A during the last iteration.

HRSA compiles the data received from the grant recipients and produces an annual report for the Secretary of DHHS and Congress.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The OMB number and expiration date will be displayed on every page of every form/instrument.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.

List of Attachments

Tab A: Authorizing Legislation

Tab B: UOB and Rebate Addendum Tables

Tab C: 60-day Federal Register Notice

Tab A: Authorizing Legislation

1. Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program –
Authority: 42 USC §§ 300ff-11 to -20 and 300ff-121 (§§ 2601–2610 and 2693 of the Public Health Service (PHS) Act)
2. Ryan White HIV/AIDS Program Part B States/Territories Grant Program –
Authority: 42 USC §§ 300ff-21 to 331b and 300ff-121 (sections 2611-2623 and 2693 of the Public Health Service (PHS) Act)

Tab B: UOB and Rebate Addendum Tables

2023 APPROVED ICR TABLE FOR RWHAP PART A:

Unobligated Balance (UOB) of Federal Funds by Subprogram				
Category	Federal Funds Authorized	Unexpended Carryover	Prior Year (FY20XX)	Current Year (FY 20XX)
Part A Formula				
Part A Supplemental				
Part A MAI				

2023 APPROVED ICR TABLE FOR RWHAP PART B:Unobligated Balance (UOB) of Federal Funds by Subprogram				
Category	Federal Funds Authorized	Unexpended Carryover	Prior Year (FY20XX)	Current Year (FY 20XX)
Part B Base				
Part B ADAP				
Part B Emerging Communities				
Part B MAI				
Part B ADAP Supplemental				
Part A Transfer				

RWHAP PART B REBATES TABLE:

Ryan White Rebate Funding	
Total Rebates Available	
Expended Rebate Amount	
Unexpended Rebate	
Expended Rebate Amount to be Used to Reduce UOB	