

Ryan White HIV/AIDS Program Part A FY 2024 Program Terms Report

Ryan White HIV/AIDS Program (RWHAP) Part A and Minority AIDS Initiative (MAI)

The Program Terms Report (PTR) is a single submission made up of two parts, the Consolidated List of Contracts (CLC) and the Allocations Report, both found in the PTR Web System; this material relies on contract information entered into the Grantee Contract Management System (GCMS).

EHB SUBMISSION INSTRUCTIONS

Section 1: Consolidated List of Contractors (CLC)

a. CLC Purpose

The CLC identifies subrecipients receiving Part A and MAI funded medical and support services contracts and non-HIV services contracts for the current grant year. Entry of all contract information ensures the generation of a complete CLC submission.

b. Entering Contract Information

Input all contract information into the GCMS ensuring that executed and unexecuted contracts (in process or planned) are entered.

Note: Non-HIV service contracts must be included and entered with a value of zero dollars, (e.g., fiscal fiduciary, CQM, PC/PB, and/or administrative contractor)

Section 2: RWHAP Part A & MAI Allocations Report

a. Allocations Report Purpose

The Allocations Report demonstrates/reflects how Eligible Metropolitan Areas and Transitional Grant Areas plan to use Part A and MAI funds during the grant year to meet the jurisdictions' HIV care continuum goals. The Allocations Report displays budget year award information, non-service allocation amounts, (i.e., clinical quality management (CQM) and administrative), and core medical and support service category allocation amounts. The dollar amounts allocated to service categories prioritized for funding are automatically filled from contract information entered into the GCMS.

b. Modifying Amounts

To alter HIV service category amounts in the Allocations Report changes, must be made in the corresponding GCMS contract data; see the [GCMS Manual](#) for detailed instructions.

c. Entering non-HIV Service Amounts

Manually enter administrative and CQM costs, (non-HIV service dollars), in the Allocations Report.-

GCMS Benefits

The GCMS simplifies data entry by allowing recipients to input HIV service and non-HIV service contract information into one system, creating the CLC and Allocations Report. GCMS and PTR are accessible through the Health Resources and Services Administration's (HRSA) Electronic Handbooks (EHBs).

Instruction Manual

For instructions on how to access and input information in the Program Terms Report submission, please consult the [RWHAP Part A PTR Manual](#) or reach out to your Division of Metropolitan HIV/AIDS Programs (DMHAP) project officer.

PTR System

The PTR system will allow a validation check on Allocations Report amounts; errors and/or warnings must be addressed prior to submission. If any errors or warnings cannot be resolved, please contact Ryan White Data Support, 1-888-640-9356 or RyanWhiteDataSupport@wrma.com.