

# **Ryan White GY35 Part A & B Combined Deliverables Calendar**

Grant	GY35 Reporting Requirements	Components	Submission method	Due date	Deliverables that span from pre- to post-award
<b>June</b>					
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded) 2. Expense and Reimbursement Report / Invoices 3. Progress Report / Narrative and CAREWare Financial Report 4. Submit the PAN into DIFS within 3 days of receipt	CareWare EGMS EGMS DIFS	6/15/2025	
Part A EHE	HRSA Ending the HIV Epidemic Triannual Report	This report is submitted three times a year and includes aggregate data on the number of clients receiving certain service categories and clients prescribed ART.	Via the HRSA EHB Handbook	6/15/2025	
Part A	340B Disclosure	Applicable only to those who have 340B contract pharmacy arrangements	Email to PO	15 business days from receipt of grant award (6/20/2025)	
Part A	Data-Sharing Agreement	Sign by organization leadership	Email to PO	6/30/2025	
Part A	Quality Management Plan	Submit to quality team.	Email to CQI coach and PO	6/30/2025	
<b>July</b>					
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded) 2. Expense and Reimbursement Report / Invoices 3. Progress Report / Narrative and CAREWare Financial Report 4. Submit the PAN into DIFS within 3 days of receipt	CareWare EGMS EGMS DIFS	7/15/2025	
Part A & B	Case Management Quarterly Training	In-person	Attendance	7/17/2025	
Part B	340B Disclosure	Applicable only to those who have 340B contract pharmacy arrangements	Email to PO	15 business days from receipt of grant award (7/20/2025)	

		Sign by organization leadership.		
Part B	Data-Sharing Agreement	Note: if this has already submitted for Part A, no need to submit again.	Email to PO	7/30/2025
Part B	Quality Management Plan	Note: if this has already submitted for Part A, no need to submit again.	Email to CQI coach	7/30/2025

August				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	8/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	

September				
Part A	Quarterly Quality Deliverables	(1) QIP Report (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach and PO	9/1/2025
Part A	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	9/15/2025
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	9/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A & B	Annual Audit Submission for Subrecipients	If you spend over \$750,000 in federal dollars, you must submit this audit.	Audit Clearinghouse	9/30/2025
Part A & B	RSR	Mid-year report to HAHSTA. Pull your report from CAREWare.	Via ShareFile	8/28/2025

October				
Part B	Quarterly Quality Deliverables	(1) QIP Report (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach and PO	10/1/2025
Part B	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	10/15/2025
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	10/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
Part A & B	Case Management Quarterly Training	4. Submit the PAN into DIFS within 3 days of receipt In-person	DIFS Attendance	10/16/2025
Part A EHE	HRSA Ending the HIV Epidemic Triannual Report	This report is submitted three times a year and includes aggregate data on the number of clients receiving certain service categories and clients prescribed ART.	Via the HRSA EHB Handbook	10/15/2025

November				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	11/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A EHE	HRSA Ending the HIV Epidemic Triannual Report	This report is submitted three times a year and includes aggregate data on the number of clients receiving certain service categories and clients prescribed ART.	Via the HRSA EHB Handbook	11/15/2025

Certifications, Assurances and Disclosures as applicable

Optional Organizational Assessment, scheduled with your CQI coach

December				
Part A	Quarterly Quality Deliverables	(1) QIP Report (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach	12/1/2025
Part A	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	12/15/2025
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	12/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	

January				
Part B	Quarterly Quality Deliverables	(1) QIP Report (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach	1/1/2026
Part B	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	1/15/2026
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	1/15/2026
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	

February				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	
		2. Expense and Reimbursement Report / Invoices	EGMS	2/15/2026
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A EHE	HRSA Ending the HIV Epidemic Triannual Report	This report is submitted three times a year and includes aggregate data on the number of clients receiving certain service categories and clients prescribed ART.	Via the HRSA EHB Handbook	2/15/2026
Part A & B	RSR	Year-end report	Via HRSA EHB Handbook	Last Thursday in February (2/26/2026)

March				
Part A	Quarterly Quality Deliverables	(1) QIP Report		
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary	Email to CQI coach	3/1/2026
		(4) Any Documentation of Customer Involvement		
Part A	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	3/15/2026
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	
		2. Expense and Reimbursement Report / Invoices	EGMS	3/15/2026
		3. Progress Report / Narrative and CAREWare Financial Report	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A	Annual Closeout Report Narrative	Use the closeout narrative report template sent by your PO.	Email to PO	30 days after the end of the Grant Year (3/30/2026)

April				
Part B	Quarterly Quality Deliverables	(1) QIP Report (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach	4/1/2026
Part B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded) 2. Expense and Reimbursement Report / Invoices 3. Progress Report / Narrative and CAREWare Financial Report 4. Submit the PAN into DIFS within 3 days of receipt	CareWare EGMS EGMS DIFS	4/15/2026
Part B	Quarterly Program Income and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	4/15/2026
Part B	Annual Closeout Report Narrative	Use the closeout narrative report template sent by your PO.	Email to PO	30 days after the end of the Grant Year (4/30/2026)

Legend
Part A = light pink
Part B = light purple
Part A EHE = light green
Combined = light grey

Acronyms
HAHSTA = HIV/AIDS, Hepatitis, STD and TB Administration
HRSA = Health Resources and Services Administration
PO = Program Officer
CQI coach = Continuous Quality Improvement coach
EGMS = Enterprise Grants Management System
PAN = Payment Authorization Notice
DIFS = District Integrated Financial System
EHE = Ending the HIV Epidemic
EHB = Electronic Handbook
ART = Antiretroviral Treatment
QIP = Quality Improvement Project
RSR = Ryan White Services Report