

This document includes links to relevant templates and materials. Some documents are also available in PDF format on the Ryan White Training Center website (Ryan White Subrecipient Resources – Effi Barry Training Institute).

Ryan White GY35 Part A & B Combined Deliverables Calendar				
Grant	GY35 Reporting Requirements	Components	Submission method	Due date
June				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	6/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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	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

July				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	7/15/2025
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
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)
Part B	Data-Sharing Agreement	Sign by organization leadership.	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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	

September				
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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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 A & B	Quarterly Quality Deliverables	(1) QIP Report	Email to CQI coach and PO	10/1/2025
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary		
		(4) Any Documentation of Customer Involvement		
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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A & B	Case Management Quarterly Training	In-person	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	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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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

December				
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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	

January				
Part A & B	Quarterly Quality Deliverables	(1) QIP Report	Email to CQI coach	1/1/2026
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary		
		(4) Any Documentation of Costumer Involvement		
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	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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	2/15/2026
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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	Via the HRSA EHB Handbook	46068
Part A & B	RSR	Year-end report	Via HRSA EHB Handbook	Last Thursday in February (2/26/2026)

March				
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	3/15/2026
		2. Expense and Reimbursement Report / Invoices	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		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 A & B	Quarterly Quality Deliverables	(1) QIP Report	Email to CQI coach	4/1/2026
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary		
		(4) Any Documentation of Costumer Involvement		
Part B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	4/15/2026
		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	
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)

* Note: Deliverables that span from pre- to post-award include certifications, assurances and disclosures as applicable and an optional organizational assessment, scheduled with your CQI coach.

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