

Ryan White (RW) GY36 Provider Deliverables Calendar

Grant	GY36 Reporting Requirements	Components	Submission method	Due date
March				
Part A & B	RSR Provider Report Target Date	Recommended submission deadline for all year-end 2025 RSR Provider Reports and client-level data. RSR Provider Reports should be in Review or Submitted Status.	Via the HRSA EHB Handbook	3/2/2026
	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		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
3c. Progress Report / Narrative and CAREWare Financial Report, EHE				
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			
Part A	GY35 Quarterly Program Income (PI) and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables using the quarterly reporting template.	EGMS or email to PO	3/15/2026
	GY36 PI and 340B Program Expenditure Reporting	Option 1*: Submit a forecasted PI and 340B Revenue budget. Note: Option 2 is to report expenditures monthly.	Email to PO	Option 1: Due 30 days after the start of the Grant Year (3/30/2026). Option 2: Due monthly with invoices
	Annual Closeout Report Narrative	Use the GY35 closeout narrative report template sent by your PO.		30 days after the end of the Grant Year (3/30/2026)
	340B Disclosure	Applicable only to those who have 340B contract pharmacy arrangements		15 business days from receipt of grant award
	Data-Sharing Agreement	Sign by organization leadership		3/30/2026
	Cost Allocation Plan	Submit using the Cost Allocation Plan template		Email to PO & GMS
Part A & B	Quality Management Plan	Submit to quality team.	Email to CQI coach, PO, and rw.quality@dc.gov	3/30/2026

April

	Case Management Quarterly Training	Virtual	Attendance	4/9/2026
		1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	

Part A & B	Monthly reporting	2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	4/15/2026
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part B	GY35 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables using the quarterly reporting template.	EGMS or email to PO	4/15/2026
	GY36 PI and 340B Program Expenditure Reporting	Option 1: Submit a forecasted PI and 340B Revenue budget. Note: Option 2 is to report expenditures monthly.	Email to PO	Option 1: Due 30 days after the start of the Grant Year (4/30/2026). Option 2: Due monthly with invoices
	Annual Closeout Report Narrative	Use the closeout narrative report template sent by your PO.		30 days after the end of the Grant Year (4/30/2026)
	340B Disclosure	Applicable only to those who have 340B contract pharmacy arrangements		15 business days from receipt of grant award
	Data-Sharing Agreement	Sign by organization leadership. Note: if this has already submitted for Part A, no need to submit again.		4/30/2026
	Cost Allocation Plan	Submit using the Cost Allocation Plan template	Email to PO & GMS	3/30/2026

May				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	5/15/2025
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		

		3c. Progress Report / Narrative and CAREWare Financial Report, EHE			
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS		

June					
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare		6/15/2026
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS		
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A			
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B			
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE			
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO		6/15/2026
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		6/15/2026 Note: Submission period closes at 6:00PM ET

July					
	Q1 Quality Deliverables	(1) QIP Report (Choose either template Option 1 or Option 2**)	Email to CQI coach, PO, and rw. quality@dc.gov		7/1/2026
		(2) Quality Committee Meeting Minutes			
		(3) Performance Measure Summary			
		(4) Any Documentation of Customer Involvement			
			1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	

Part A & B	Monthly reporting	2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	7/15/2026
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
	4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Case Management Quarterly Training	Virtual	Attendance		
Part B	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	7/15/2026

August

Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	8/15/2026
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			

September

		1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	
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Part A & B	Monthly reporting	2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	9/15/2026
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
	4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	9/15/2026
Part A & B	GY35 PI and 340B Program Expenditure Reporting	Submit your Final PI expenditure report . Part A: June 1 - Dec 31, 2025 Part B: April 1 - Dec 31, 2025	Email to PO	9/30/2026
	Annual Audit Submission for Subrecipients	If your organizations expends over \$1,000,000 in federal grant funds, you must submit this audit.	Audit Clearinghouse	
	RSR	Mid-year report to HAHSTA. Pull your report from CAREWare.	Via ShareFile	

October				
Part A & B	Q2 Quality Deliverables	(1) QIP Report (Choose either template Option 1 or Option 2**) (2) Quality Committee Meeting Minutes (3) Performance Measure Summary (4) Any Documentation of Customer Involvement	Email to CQI coach, PO, and rw. quality@dc.gov	10/1/2026
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded) 2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet. 3a. Progress Report / Narrative and CAREWare Financial Report, Part A 3b. Progress Report / Narrative and CAREWare Financial Report, Part B 3c. Progress Report / Narrative and CAREWare Financial Report, EHE	CareWare EGMS	10/15/2026

		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part B	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	10/15/2026
Part A & B	Case Management Quarterly Training	In-person at HSEMA	Attendance	10/15/2026
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	10/15/2026 Note: Submission period closes at 6:00PM ET

November				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	11/15/2026
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
		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	11/15/2026 Note: Submission period closes at 6:00PM ET

December				
		1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	

Part A & B	Monthly reporting	2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	12/15/2026
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	12/15/2026

January

Part A & B	Q3 Quality Deliverables	(1) QIP Report (Choose either template Option 1 or Option 2**)	Email to CQI coach, PO, and rw. quality@dc.gov	1/2/2026
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary		
		(4) Any Documentation of Customer Involvement		
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	1/15/2027
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part B	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	1/15/2027

February				
Part A & B	RSR Provider Report Start Date	System opens for providers to begin work on their year-end 2026 RSR Provider Reports and upload their client-level data files	Via HRSA EHB Handbook	2/1/2027
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	2/15/2027
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
3c. Progress Report / Narrative and CAREWare Financial Report, EHE				
	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	2/15/2027 Note: Submission period closes at 6:00PM ET
Part A & B	Other RSR Provider Report Deadlines	Year-end report	Via HRSA EHB Handbook	TBD - yet to be released by HRSA

March				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	3/15/2027
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3a. Progress Report / Narrative and CAREWare Financial Report, Part A		

		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
		3c. Progress Report / Narrative and CAREWare Financial Report, EHE		
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	3/15/2027
	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 (3/30/2027)

April				
Part A & B	Q4 Quality Deliverables	(1) QIP Report (Choose either template Option 1 or Option 2**)	Email to CQI coach, PO, and rw. quality@dc.gov	4/1/2026
		(2) Quality Committee Meeting Minutes		
		(3) Performance Measure Summary		
		(4) Any Documentation of Customer Involvement		
Part B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	4/15/2027
		2. Expense and Reimbursement Report / Invoices If you have opted for PI/340B Expenditure Option 2* in GY36, report your expenditures on your RW program using a separate invoice cover sheet.	EGMS	
		3b. Progress Report / Narrative and CAREWare Financial Report, Part B		
	4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
	GY36 Quarterly PI and 340B Program Revenue Reporting	Submit this alongside your monthly reporting deliverables.	EGMS or email to PO	
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 (4/30/2027)	

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

*** GY36 Program Income (PI) and 340B Program Revenue Reporting**

Option 1: Submit a detailed budget itemizing the Ryan White services to be covered. Reporting requirements include:

- quarterly reports on income generated

Option 2: Submit a program income invoice monthly with your regular invoices. Reporting requirements include:

- monthly invoices on income expended on your RW program
- quarterly reports on income generated

**** QIP Template Options**

QIP Template Option 1: An updated version of Option 2, based on Provider feedback received by the Quality Coaches. It asks for largely the same information as Option 2 but with updated instructions and added definitions.

QIP Template Option 2: The older version that has been used over the last few years.

Acronyms

HAHSTA = HIV/AIDS, Hepatitis, STD and TB Administration
 HRSA = Health Resources and Services Administration
 DIFS = District Integrated Financial System
 PAN = Payment Authorization Notice
 CQI coach = Continuous Quality Improvement coach
 EGMS = Enterprise Grants Management System
 RSR = Ryan White Services Report

PI = Program Income
 PO = Program Officer
 EHE = Ending the HIV Epidemic
 EHB = Electronic Handbook
 ART = Antiretroviral Treatment
 QIP = Quality Improvement Project