

Ryan White (RW) GY36 Provider Deliverables Calendar				
Grant	GY36 Reporting Requirements	Components	Submission method	Due date
<b>March</b>				
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
		<a href="#">2. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>				
	4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Part A	GY35 Quarterly Program Income (PI) and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables using the quarterly reporting template.</a>	EGMS or email to PO	3/15/2026
	GY36 PI and 340B Program Expenditure Reporting	<a href="#">Option 1*: Submit a forecasted PI and 340B Revenue budget.</a> <a href="#">Note: Option 2 is to report expenditures monthly.</a>	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	<a href="#">Submit using the Cost Allocation Plan template</a>		Email to PO & GMS
Part A & B	Quality Management Plan	<a href="#">Submit to quality team.</a>	Email to CQI coach, PO, and rw. quality@dc.gov	3/30/2026

April				
Part A & B	Case Management Quarterly Training	Virtual	Attendance	4/9/2026
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	4/15/2026
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>		
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			
Part B	GY35 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables using the quarterly reporting template.</a>	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 <a href="#">closeout narrative report template sent by your PO.</a>		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 <a href="#">Cost Allocation Plan</a> template		Email to PO & GMS

May					
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare		5/15/2025
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS		
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov		
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>			
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>			
		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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>		
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	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				
Part A & B	Q1 Quality Deliverables	<a href="#">(1) QIP Report (Choose either template Option 1 or Option 2**)</a>	Email to CQI coach, PO, and rw. quality@dc.gov	7/1/2026
		<a href="#">(2) Quality Committee Meeting Minutes</a>		
		<a href="#">(3) Performance Measure Summary</a>		
		<a href="#">(4) Any Documentation of Customer Involvement</a>		
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	7/15/2026
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>		
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	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS		
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov		
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>			
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>			
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS		

September				
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	9/15/2026
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>		
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	EGMS or email to PO	9/15/2026
Part A & B	GY35 PI and 340B Program Expenditure Reporting	<a href="#">Submit your Final PI expenditure report using the monthly expenditures tab of the Program Income Expenditures Coversheet.</a> <a href="#">Part A: June 1 - Dec 31, 2025</a> <a href="#">Part B: April 1 - Dec 31, 2025</a>	Email to PO and cc Jason.Edmonds@dc.gov	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	<a href="#">(1) QIP Report (Choose either template Option 1</a>	Email to CQI coach, PO, and rw. quality@dc.gov	10/1/2026
		<a href="#">(2) Quality Committee Meeting Minutes</a>		
		<a href="#">(3) Performance Measure Summary</a>		
		<a href="#">(4) Any Documentation of Customer Involvement</a>		
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	10/15/2026
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>		EGMS		
<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>				
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>				
4. Submit the PAN into DIFS within 3 days of receipt	DIFS			
Part B	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS		
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov		
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>			
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>					
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					
Part A & B	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare		12/15/2026
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS		
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov		
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>			
		<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>			
4. Submit the PAN into DIFS within 3 days of receipt	DIFS				
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	EGMS or email to PO		12/15/2026

January				
Part A & B	Q3 Quality Deliverables	<a href="#">(1) QIP Report (Choose either template Option 1 or Option 2**)</a>	Email to CQI coach, PO, and rw. quality@dc.gov	1/2/2026
		<a href="#">(2) Quality Committee Meeting Minutes</a>		
		<a href="#">(3) Performance Measure Summary</a>		
		<a href="#">(4) Any Documentation of Customer Involvement</a>		
	Monthly reporting	1. Client-level data in HAHSTA data system (CAREWare for HRSA-funded)	CareWare	1/15/2027
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>		EGMS		
<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>				
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>				
	4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Part B	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>		
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>				
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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS		
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov		
		<a href="#">3a. Progress Report / Narrative and CAREWare Financial Report, Part A</a>	EGMS		
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>			
<a href="#">3c. Progress Report / Narrative and CAREWare Financial Report, EHE</a>					
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS		
Part A	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	EGMS or email to PO		3/15/2027
	Annual Closeout Report Narrative	<a href="#">Use the closeout narrative report template sent by your PO.</a>	Email to PO		30 days after the end of the Grant Year (3/30/2027)

April				
Part A & B	Q4 Quality Deliverables	<a href="#">(1) QIP Report (Choose either template Option 1 or Option 2**)</a>	Email to CQI coach, PO, and rw. quality@dc.gov	4/1/2026
		<a href="#">(2) Quality Committee Meeting Minutes</a>		
		<a href="#">(3) Performance Measure Summary</a>		
		(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
		<a href="#">2a. Expense and Reimbursement Report / Invoices</a>	EGMS	
		<a href="#">2b. 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.</a>	Email to PO and cc Jason.Edmonds@dc.gov	
		<a href="#">3b. Progress Report / Narrative and CAREWare Financial Report, Part B</a>	EGMS	
		4. Submit the PAN into DIFS within 3 days of receipt	DIFS	
	GY36 Quarterly PI and 340B Program Revenue Reporting	<a href="#">Submit this alongside your monthly reporting deliverables.</a>	EGMS or email to PO	
Annual Closeout Report Narrative	<a href="#">Use the closeout narrative report template sent by your PO.</a>	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.

<b>Legend</b>
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

Option 2: Submit a program income invoice monthly with your regular

**\*\* 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

**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