

# Ryan White Part A Unobligated Balance (UOB) Report and Preliminary Carryover Request into FY19

Grant Year 2018

Presented to DHRPC on January 3, 2019



**DENVER**  
PUBLIC HEALTH &  
ENVIRONMENT

*Denver's Nationally Accredited Public Health Department*



# Notice of Award (NoA)

- Official legally binding award document that:
  - Notifies the recipient of the grant award
  - Outlines terms and conditions of the grant and federal funding limits
- **Terms and Conditions** describes the reporting requirements to receiving future funding
  - Conditions have specific due dates and deliverables, and submission is through the EHB;
  - Terms may or may not require a response and can be information only

# Sample NoA – Terms and Conditions

NOTICE OF AWARD (Continuation Sheet)

Date Issued: 1/26/2018 8:32:07 AM  
Award Number: 2 H89HA00027-25-00

## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

### Grant Specific Term(s)

1. Due to the provision of partial funding, this award is being made without all itemized reporting requirements. Award recipients are reminded of the continuation of FY2017 specialized reporting requirements and provided reference to previous HRSA guidelines and instructions. Additional FY2018 reporting requirements to include defined due dates will be contained on the final FY2018 NoA. Failure to comply with reporting requirements will result in deferral or additional restrictions for future funding decisions.

## Reporting Requirement(s)

1. **Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due Quarter End Date after 90 days of reporting period.**

The grantee must submit an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period and must be submitted using the Electronic Handbooks (EHBs). The FFR due dates have been aligned with the Payment Management System quarterly report due dates, and will be due 90, 120, or 150 days after the budget period end date. Please refer to the chart below for the specific due date for your FFR:

- Budget Period ends August – October: FFR due January 30
- Budget Period ends November – January: FFR due April 30
- Budget Period ends February – April: FFR due July 30
- Budget Period ends May – July: FFR due October 30

2. **Due Date: 05/29/2019**

The Ryan White HIV/AIDS Program Expenditure Report is due 90 days after the budget period end date.

3. **Due Date: 03/25/2019**

Submit the Ryan White Services Report (RSR) which consists of recipient, service provider, and patient level reports for the calendar year via the EHBs by 6:00 PM ET on the last Monday in March. See <http://hab.hrsa.gov/manageyourgrant/reportingrequirements.html> for additional information.

4. **Due Date: 12/31/2018**

The recipient must submit an estimate of their FY 2018 Unobligated Balances (UOB) and an estimated carryover request consistent with reporting guidelines and instructions provided via the HRSA's EHBs by December 31, 2018.

5. **Due Date: 05/29/2019**

The recipient must submit a Final FY 2018 Part A Annual Progress Report via the HRSA EHBs within 90 days of the project period end date, consistent with reporting guidelines and instructions provided. The components are listed below.

# Estimated Unobligated Balance

- A grantee wishing to carry over funds is required to submit a carryover waiver application to HRSA with an estimated unobligated balance of Part A and MAI grant funds 60 days prior to the end of the grant year, i.e. by December 31 of every calendar year
- May differ from the exact amount of unobligated funds reported on the Final Financial Report (FFR) submitted 90 days after the end of the grant year
  - Submission of the final annual FFR no later than the July 30 after the closing of the grant year

# Plan for Carryover

- HRSA allows up to 5% of formula funds to be left unspent at the end of the year
- In December, the Council and grantee must submit an “estimated unobligated balance” describing the program need and budget justification for the use of unobligated funds in the carryover year
- At the end of the year, a formal carryover request, using final expenditures and unobligated balances will be developed by the PC and submitted by the grantee for HRSA approval

# Carryover

- A request to transfer unobligated funds from the prior budget period into the current funding period
- Has to contain a viable plan and detailed budget for the use of the funds, and a description of the grantee's capacity to utilize funds within one-grant year
- A carryover should not be requested solely in order to spend down available unobligated funds
- A carryover is not guaranteed

# Unobligated Balance (UOB) Penalties

- If unobligated balances of formula award exceed 5%, the following penalties are imposed:
  - Future year award is reduced by amount of unobligated balance less the amount of approved carry over
  - The grantee is not eligible for a future year supplemental award

# FY 2018 Part A Estimated UOB

## FY 2018 Part A ESTIMATED Unobligated Balances and Carryover into FY 2019

| <b>Fiscal Year<br/>and Source of<br/>Funds</b>  | <b>Award<br/>Amount</b> | <b>Estimated<br/>Expenditures</b> | <b>Estimated<br/>UOB Amount</b> | <b>Estimated<br/>Carryover<br/>Request</b> |
|---|-------------------------|-----------------------------------|---------------------------------|--|
| FY 2018 Part A<br>Formula Funds                 | \$4,892,225             | \$4,647,614                       | \$244,611                       | \$244,611                                  |
| FY 2017 Part A<br>Carryover Funds to<br>FY 2018 | \$0                     | \$0                               | \$0                             | \$0  |
| FY 2018 Part A<br>Supplemental<br>Funds         | \$2,351,906             | \$2,351,906                       | \$0                             | \$0  |
| <b>Part A Subtotal:</b>                         | <b>\$7,244,131</b>      | <b>\$6,999,520</b>                | <b>\$244,611</b>                | <b>\$244,611</b>                           |



# FY 2018 MAI Estimated UOB and Total UOB

## 2018 MAI ESTIMATED Unobligated Balances and TOTAL Carryover into FY 2019

| Fiscal Year and Source of Funds              | Award Amount       | Estimated Expenditures | Estimated UOB Amount | Estimated Carryover Request |
|--|--------------------|------------------------|----------------------|-----------------------------|
| FY 2018 Minority AIDS Initiative (MAI) Funds | \$372,332          | \$353,715              | \$18,617             | \$18,617                    |
| FY 2017 MAI Carryover Funds to FY 2018       | \$0                | \$0                    | \$0                  | \$0                         |
| <b>MAI Subtotal:</b>                         | <b>\$372,332</b>   | <b>\$353,715</b>       | <b>\$18,617</b>      | <b>\$18,617</b>             |
| <b>TOTAL RW GRANT</b>                        | <b>\$7,616,463</b> | <b>\$7,353,235</b>     | <b>\$263,228</b>     | <b>\$263,228</b>            |

# Preliminary Carryover Request into FY 2019

## Estimated UOB Preliminary Carryover Request

| <b>Part A</b>                               | <b>\$244,611</b> | <b>Provides</b>   | <b>Average Cost per Unit</b> |
|---|------------------|---|------------------------------|
| Oral Health Care (Priority 4)               | \$122,306        | Oral health care services for approximately 160 PLWH over six (6) months.               | \$764 / client served        |
| Emergency Financial Assistance (Priority 6) | \$122,306        | Emergency Financial Assistance services for approximately 448 PLWH over six (6) months. | \$273 / client served        |
| <b>MAI</b>                                  | <b>\$18,617</b>  | <b>Provides</b>   | <b>Average Cost per Unit</b> |
| Early Intervention Services (Priority 2)    | \$18,617         | Early Intervention Services for approximately 19 PLWH over six (6) months.              | \$974 / client served        |



Questions?