

# HIV/AIDS Bureau (HAB) Federal Financial Report (FFR) Quick Reference Guide

A quick reference guide for H89 & X07 HAB grant recipients on how to provide UOB by subprogram

## Process Summary

HAB Part A (H89) and Part B (X07) grant recipients are required to identify the unobligated balance (UOB) by itemized subprogram/funding stream source (Formula, MAI, ADAP, etc.) in their Federal Financial Report (FFR). As of April 22, 2021, H89 and X07 grant recipients must submit the subprogram breakdown of the UOB on their FFR in the Payment Management System (PMS). HRSA will no longer collect the subprogram breakdown of the UOB via the Request for Information feature within the Electronic Handbooks (EHBs). This was a temporary workaround instituted in October 2020, and should not be used after April 19, 2021.

## Providing UOB by Subprogram

HAB recipients receiving funding under Part A (HIV Emergency Relief Grant Program) or Part B (States/Territories Formula and AIDS Drug Assistance Program Formula and ADAP Supplemental Awards) are required to submit their UOB by itemized subprograms. As illustrated here, the itemized UOB identified by Subprograms must be entered in the Unobligated Balance (UOB) of Federal Funds by Subprogram table located on the Supplemental Info tab of the FFR module in PMS.

Figure 1: Unobligated Balance of Federal Funds by Subprogram for Part A (H89) recipients

FEDERAL FINANCIAL REPORT					
HRSA SUPPLEMENTAL FORM TO SF-425					
PART A: Unobligated Balance (UOB) of Federal Funds by Subprogram for <b>Part A (H89) Grantees</b>					
Category	Federal Funds Authorized	Unexpended Carryover	Prior Year (FY YYYY)	Current Year (FY YYYY)	
Part A Formula	\$4,369,501.00	0.00		179,675.21	
Part A Supplemental	\$2,136,888.00	0.00		167,395.74	
Part A MAI	\$551,188.00	0.00		39,558.69	
<b>Total</b>	<b>\$7,057,577.00</b>	<b>0.00</b>		<b>386,629.64</b>	

Figure 2: Unobligated Balance of Federal Funds by Subprogram for Part B (X07) recipients

FEDERAL FINANCIAL REPORT					
HRSA SUPPLEMENTAL FORM TO SF-425					
PART B: Unobligated Balance (UOB) of Federal Funds by Subprogram for <b>Part B (X07) Grantees</b>					
Category	Federal Funds Authorized	Unexpended Carryover	Prior Year (FY YYYY)	Current Year (FY YYYY)	
Part B Base	\$11,639,343.00	150.00	500.00		
Part B ADAP	\$23,480,672.00	120.00			
Part B MAI	\$257,052.00				
Part B ADAP Supplemental	\$0.00				
Part B Emerging Communities	\$0.00				
Part A Transfer	\$0.00				
<b>Total</b>	<b>\$35,377,067.00</b>	<b>270.00</b>	<b>500.00</b>		

  

REBATES: Ryan White Rebate Funding		Funds
Category		
Total Rebates Available		36,358.99
Expended Rebate Amount		19,385.67
Unexpended Rebates		16,973.32
Expended Rebate Amount to be Used to Reduce UOB		0.00

## Entering UOB by Subprogram in the Supplemental Form in PMS

**Unobligated Balance of Federal Funds (UOB) by Subprogram table**, displayed in Figure 1 for Part A and Figure 2 for Part B, allows you to provide UOB resulting from **Unexpended Carryover**, **Prior Year**, and **Current Year** funds separately.

- **Unexpended Carryover** column is designated for approved carryover funds from each funding category that have not been used and/or expended. Grant recipients can only specify unexpended carryover for funding streams that were eligible for carryover.
- **Prior Year (FY -2)** column is designated for unspent offset funds provided in the Notice of Award (NOA) from two (2) fiscal years preceding the fiscal year for which the FFR is being submitted. For example, if the grant recipient's NOA for FY 2020 included offset funds from FY 2018, it was expected that the FY 2018 funds would be spent before the FY 2020 funds. In the event the grant recipient was unable to expend all of the FY 2018 offset funds, the remaining unspent funds should be reported in the Prior Year (FY-2) column on their FY 2020 FFR submission.

NOTE: This column will only be applicable to grant recipients that have offset funds provided in an NOA in the remarks section from two fiscal years preceding the fiscal year for which the FFR is being submitted. Grant recipients that do not have this circumstance will place a zero (0) in the fields for this column.

- **Current Year** column is designated for UOB of federal funds for the current year.

**Federal Funds Authorized** by subprogram will be displayed for your reference in the same table.

The following subprograms fields are available for recipient data entry in the Unobligated Balance (UOB) of Federal Funds by Subprogram table:

### **For Part A (H89):**

- Part A Formula
- Part A Supplemental
- Part A MAI

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### **For Part B (X07):**

- Part B Base
- Part B ADAP
- Part B ADAP Supplemental
- Part B Emerging Communities
- Part B MAI
- Part A Transfer Funds

## Ryan White HIV/AIDS Program Rebate Funding

Grant recipients are required to specify Ryan White HIV/AIDS Program Rebate Funding received in this fiscal year in the UOB table. Use the remarks section to request a reduction in the UOB amount for the purposes of the Penalty Calculation due to the Ryan White HIV/AIDS Program rebate expenditures for the corresponding budget period. If the request to reduce the UOB is approved, the adjusted UOB amount will be used to determine whether the 5% UOB penalty is applicable. NOTE: The Ryan White HIV/AIDS Program Rebate Funding is not included in the overall UOB (line **h**).