Process Summary

For Ryan White HIV/AIDS Program (RWHAP) Part A (H89) and Part B (X07) only, HAB grantees are required to identify the Unobligated Balance (UOB) by itemized subprogram/funding stream source using a structured format in their Federal Financial Report (FFR). This requirement applies to awards issued in and after fiscal year 2013 (as indicated by a budget period start date in 2013 and subsequent years), and now uses the automated process described below.

Entering UOB

When working on the FFR report, from the *Financial Report - Status Overview* page navigate to the *Transactions* page.

On the *Transactions* page:

- Enter *Federal Share of Expenditures* (line **e**) and *Federal Share of Unliquidated Obligations* (line **f**).
- *Total Federal Funds Authorized* will be displayed in line **d**; (this is auto-populated by Electronic Handbooks (EHB) using data from the Notice of Award and is displayed in line **d**; (Note: the grantee should check and verify all FFR data, including this amount)
- Sum of lines **e** and **f** will be displayed in line **g;** (auto-calculated by EHB; the grantee should check and verify all FFR data)
- *Total Unobligated Balance of Federal Funds* (line **h**) will be calculated automatically as line **d** minus line **g**.

REQUIREMENT: *Federal Share of Unliquidated Obligations* (line **f**) must be zero for Final FFR.

Entering UOB by Subprogram

HAB grantees receiving funding under RWHAP 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 itemized by subprograms. As illustrated here, the itemized UOB identified by subprograms can be entered in the *Unobligated Balance (UOB) of Federal Funds by Subprogram* table, located at the bottom of the FFR page.

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

Unobligated Balance (UOB) of Federal Funds by Subprogram			
Category	**Federal Funds Authorized**	**Unexpended Carryover**	**Current Year (FY 2013)**
Part A Formula	$2,464,598.00	$ 1,000.00	$ 2,401.00
Part A Supplemental	$964,625.00	$ 100.00	$ 5,478.00
Part A MAI	$325,655.00	$ 7,487.00	$ 3,145.00
Total	**$3,754,878.00**	**$8,587.00**	**$11,024.00**

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

Unobligated Balance (UOB) of Federal Funds by Subprogram			
Category	**Federal Funds Authorized**	**Unexpended Carryover**	**Current Year UOB (FY 2016)**
Part B Base	$5,972,266.00	$ 0.00	$ 0.00
Part B ADAP	$15,190,534.00	$ 0.00	$ 0.00
Part B MAI	$340,654.00	$ 0.00	$ 0.00
Part B ADAP Supplemental	$3,972,304.00	$ 0.00	$ 0.00
Part B Emerging Communities	$0.00	N/A	$ 0.00
Part A Transfer	$0.00	$ 0.00	$ 0.00
Total	**$25,475,758.00**	**$0.00**	**$0.00**

Unobligated Balance of Federal Funds (UOB) by Subprogram table displayed in Figure 1 for RWHAP Part A and Figure 2 for RWHAP Part B allows you to provide UOB resulting from unexpended carryover and current year funds separately.

Unexpended Carryover column is designated for UOB funds that have been approved as carryover from the prior year. Grantees are able to specify unexpended carryover only for funding streams that were eligible for carryover. NOTE: Part B Emerging Communities is not eligible for carryover and hence will be displayed as N/A.

Note: The *Unexpended Carryover* field for ADAP Supplemental has been enabled starting from budget period 2016. It is disabled for prior years.

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

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

For RWHAP Part A (H89):

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

For RWHAP 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 Rebate Funding

Grantees are required to specify Ryan White Rebate Funding received in this fiscal year in the UOB table. Report in the relevant fields the amount of total rebates available (which includes rebates received in the current budget period and the balance of unexpended rebates from previous budget periods) and the amount of expended rebates for the current budget period. The balance of *Unexpended Rebates* will calculate automatically. If you would like to apply any or all of the expended rebate towards reducing the UOB, specify the amount in the *Expended rebate amount to be used to reduce UOB* field. 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 amount listed in *Expended rebate amount to be used to reduce UOB* will not change the amount listed in the overall UOB (line **h**) for the FFR submission. The overall UOB amount (line h) will be adjusted if and when the request to reduce the UOB is approved.

Figure 3: Ryan White Rebate Funding

Note(s): Instruction: If the FFR for the previous budget period shows a balance of unexpended rebates in the Ryan White Rebate Funding section, carry over that amount into the current budget period, adding it to the rebates received in the current budget period to calculate the aggregate total of rebates available. Report this amount on the line titled "Total Rebates Available". Report the amount of rebates expended in the current budget period on the line titled "Expended Rebates". The balance of unexpended rebates will calculate automatically. If applicable, enter the amount of expended rebates you would like apply against your unobligated balance for the current budget period on the line titled "Expended Rebate amount to be used to reduce UOB". This is the case for each budget period.

Ryan White Rebate Funding	
Total Rebates Available	$ 100.00
Expended Rebate Amount	$ 50.00
Unexpended Rebates	$ 50.00
Expended rebate amount to be used to reduce UOB	$ 0.00

Validation of UOB by Subprogram

The system will verify that the total of the *Unexpended Carryover* and *Current Year UOB* is equal to *Total Unobligated Balance of Federal Funds* (line **h**). The system will also ensure that the total of the *Unexpended Carryover* and current year UOB by each subprogram does not exceed Federal Funds Authorized for that subprogram.

Once the data entry on the *Transactions* page is completed, click on the **Save and Continue** button to save data and proceed to other sections of the FFR.