

Process Summary

For 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; however the grantee should check and verify all FFR data)
- 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 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 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 (FY 2013)
Part B Base	\$982,126.00	\$ 10.00	\$ 324,664.00
Part B ADAP	\$1,343,568.00	\$ 20.00	\$ 1,000.00
Part B Emerging Communities	\$0.00	N/A	\$ 0.00
Part B MAI	\$0.00	\$ 0.00	\$ 0.00
Part B ADAP Supplemental	\$0.00	N/A	\$ 0.00
Part A Transfer	\$0.00	\$ 0.00	\$ 0.00
Total	\$2,325,694.00	\$30.00	\$325,664.00

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 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, ADAP Supplemental and Part A Transfer funds are not eligible for carryover and hence will be displayed as N/A.

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 Part A (H89):

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

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 Rebate Funding

Grantees are required to specify Ryan White Rebate Funding received in this fiscal year in the UOB table. Specify “*Expended rebate amount to be used to reduce UOB*” to request a reduction in the UOB amount, for the purposes of the Penalty Calculation due to the Ryan White rebate funding amount received 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 Rebate Funding is not included in the overall UOB (line **h**).

Figure 3: Ryan White Rebate Funding

Ryan White Rebate Funding	
Expended Rebate Amount	\$ 100,000.00
Expended rebate amount to be used to reduce UOB	\$ 3,000.00

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.