



POLICY AND PROCEDURE NOTICE: PPPN-055 QUARTERLY REPORTS

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure legislative, contractual, fiscal and programmatic requirements are followed by Part A-funded sub-recipients and to verify that funds are expended in an appropriate manner.

Authority:

- Section 2604(h) of Title XXVI of the PHS Act as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)
- 45 CFR 75.351-75.353
- 74 CFR 74.51(a)
- 2 CFR 215.51(a)
- 2 CFR 75 Subpart F – Audit Requirements
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B
- NOA Program Specific Terms
- Fulton County Ryan White Part A Contract/Agreement
- Oversight of Ryan White Part A/B Grantees: <https://careacttarget.org>
- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedures:

Subrecipients shall provide timely quarterly reports to the Ryan White Part A Program Office with the information required by the Ryan White Part A Program Office.

1. Subrecipients must submit Quarterly Progress Reports which shall consist of, but not be limited to, narrative and quantitative information indicating progress toward meeting goals and objectives as well as the number and demographic characteristics of clients served. The Quarterly Progress Report is processed utilizing e2Fulton. It will be certified by the appropriate Programmatic Designee and Data Designee.
2. Quarterly Reports are due to the assigned Project Officer not later than the 20th calendar day after the close of the quarter.
 - A. If a deadline falls on a weekend, the report must be received on the Friday prior to the deadline to be considered on time.

| SUBMISSION | REPORTING PERIOD | DUE DATE |
|----------------------------------|-----------------------------|--|
| 1 st Quarterly Report | March 1 – May 31 | 20 th business day of June |
| 2 nd Quarterly Report | June 1 – August 31 | 20 th business day of September |
| 3 rd Quarterly Report | September 1 – November 30 | 20 th business day of December |
| 4 th Quarterly Report | December 1 – February 28(9) | 20 th business day of March |

3. All quarterly reports shall contain narrative descriptions that are concise and informational, including sufficient detail to allow evaluation of funded efforts. Tables and exhibits may be substituted for narrative descriptions, where appropriate.
4. All Quarterly Progress Reports must be submitted on the standard “Quarterly Report Form” and must address:
 - A. Part I: Activities & Progress
 - Even though this is a report of activities conducted during a given quarter, unduplicated year-to-date numbers should be provided beginning with the second quarterly report and updated for each subsequent quarter.
 - Unduplicated number of new clients included for each service should also be provided. Numbers reported must match the RDR numbers.
 - B. Part II: Narrative
 - Major challenges
 - Accomplishments documented in terms of increased numbers of people in care, new services added, new access points to Part A care services, etc.
 - Significant changes in goals/objectives (including both personnel and programmatic changes).
 - Progress in integration of CLAS Standards.
 - Technical assistance needs.
 - C. Part III: Other Requirements
 - Collections from third party payers and use of these funds to support HIV services/programs.
 - Income documented by charges, collections, and adjustment reports or by the application of a revenue allocation formula.
 - Documentation of Consumer Advisory Board meetings, membership, and minutes.
 - Current Data Validation Report and Completeness Report with each Quarterly Progress Report. Plan and timeline for correcting errors, warnings, or alerts and an explanation for those which cannot/should not be corrected.
 - Projected spending plan.
 - A description of the implementation and progress on any Plans of Corrective Action submitted to the recipient.
 - A copy of the subrecipient’s Quality Management Plan must be submitted with the second Quarterly Progress Report.
 - Client Satisfaction Survey results, analysis, and use of results shall be submitted

with the second Quarterly Progress Report.

5. The “Quarterly Report Form” must be signed by the agency’s Programmatic, Fiscal and Data Designees.
6. Subrecipients receiving MAI funds must submit a separate “Quarterly Report Form” for MAI-funded programs.
7. Subrecipients must include all required information for services provided by subcontractors.
8. Reporting shall be considered a deliverable under the Fulton County Ryan White Part A contract/agreement for purposes of determining fulfillment of subrecipient obligations. Failure to produce timely and adequate reports may jeopardize the subrecipient’s funding during the current award period, as well as its eligibility or consideration for funding in subsequent years, and shall result in a delay in payment. Furthermore, the recipient reserves the right to withdraw an award if it determines the subrecipient has failed to make substantial progress on its goals and objectives, that such failure is unreasonable, and the subrecipient does not demonstrate an adequate strategy to address obstacles to that progress.

Subrecipients may be held in non-compliance at the end of each month if they do not meet the reporting requirements listed above. This includes non-submission of required information and incorrect or incomplete submission. If submitted reporting is incorrect and/or incomplete, it will be returned to the agency and the agency will be required to submit new corrected information. Agencies are notified of non-compliance in writing.

Payment will be held if complete quarterly reports are not received when due and/or if fiscal documentation is incomplete. Non-compliance shall be lifted as soon as all submissions are complete.

Formal extensions of the deadlines for quarterly reporting are not granted under any circumstance.

Verification:

- Review of Quarterly Reports for completeness and correctness.
- Review of actual submittal dates for Quarterly Reports.

Approved: June 2016

Reviewed March 2021