

RWHAP Part B & GR Contract Deliverables

FY 2025-2026

Upon Contract Execution	Due
Approved Budget Narrative	Within 30 days
Staffing Plan	Within 30 days
Quarterly Financial Report	Within 30 days
Memorandums of Understanding	Within 30 days
Budget Narrative for next fiscal year	Within 30 days
B.1.a.6 – CQM Plan	Within 30 days and annually
B.1.a.20 – Guidelines Acknowledgement Form	Within 30 days
B.1.a.22 – Schedule of Approved Holidays	Within 30 days and annually
B.1.a.6 – Implement the approved CQM Plan	Within 60 days and annually
B.1.a.15 – Response to Contract Monitoring	Within 25 days
B.1.a.16 – Data Security & Confidentiality	At contract execution
Monthly Deliverables	Due
B.1.a.2 – Client Services & Eligibility Report	Within 8 calendar days
B.1.a.3 – Eligibility Verification Summary	Within 8 calendar days
B.1.a.4 – Provide Ryan White Services (CW Support)	Within 8 calendar days
B.1.a.5 – Case Load Report (FTE Detail Summary)	Within 8 calendar days
B.1.a.9 – Enter Data and Missing Data Elements Report	Within 8 calendar days
B.1.a.10 – Collect Service Expenditure Data	Within 8 calendar days
B.1.a.11 – Expenditure Report	Within 8 calendar days
B.1.a.12 – Provider Narrative	Within 8 calendar days
B.1.a.17 – Attend Planning Council Meetings	As scheduled
Quarterly Deliverables	Due
B.1.a.7 – Quarterly CQM Report	Within 30 days of quarter end
B.1.a.14 – RSR Reports (Validation, Client Viewer, Excel)	Within 8 days of quarter end
B.1.a.19 – Attend Quarterly Provider Meetings	As scheduled
B.1.a.21 – Service Detail Report	Within 8 days of quarter end
Program Income Report	Within 30 days of quarter end
Quarterly Financial Report	Within 30 days of quarter end
Annual Deliverables	Due
Annual Financial Report	Within 30 days of contract end
Annual Compensation Report	January 31
Single Audit and Financial Statements	Within 9 mo. of fiscal year end
B.1.a.8 – CQM A3 Report	Within 60 days of contract end
B.1.a.13 – RSR Submission Confirmation Email from EHB	Date TBD
As Needed	Due
B.1.a.1 – Proof of Completion of Eligibility Training	Prior to new client eligibility
B.1.a.18 – Participation in Planning & Evaluation Activities	As notified by Lead Agency