



**RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM
 LAS VEGAS TRANSITIONAL GRANT AREA (TGA)**

Quarterly Progress Reports — Administrative Policy and Procedures

Effective Date	Updated Date
June 2022	N/A

I. PURPOSE:

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.

II. 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
- Clark County Ryan White Part A Contract/Agreement

III. POLICY

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.

IV. PROCEDURES

A. 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.

B. Subrecipients must submit Quarterly Progress Reports which shall consist of, but not be

limited to, narrative, qualitative and quantitative information indicating progress toward meeting stated goals and objectives of the program.

C. Quarterly Reports are due to the Office of HIV no later than the 30th calendar day of the month directly after the close of the quarter.

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

1. If a deadline falls on a weekend, the report must be received on the Friday prior to the **deadline to be considered on time**.

D. All Quarterly Progress Reports must be submitted on the standard “Quarterly Report Form” (Attachment A) and 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.

E. The “Quarterly Report Form” must be approved by the agency’s designee.

F. Reporting shall be considered a deliverable under the Clark County Ryan White Part A contract/agreement for purposes of determining fulfillment of subrecipient obligations.

G. Subrecipients may be held in non-compliance 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 subrecipient, and the subrecipient will be required to submit new report with corrected information within 10 workings days of non-compliance notification.

H. Formal extensions of the deadlines for quarterly reporting may only be granted by the Compliance/Monitoring Management Analyst and/or Grant Administrator.