

DATE: April 17, 2026
TO: Libby Ashley, OMB Desk Officer
FROM: Lisa Wright-Solomon, HRSA Information Collection Clearance Officer

Request: The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB) requests approval for non-substantive changes to the AIDS Education and Training Centers (AETC) Program Event Record (ER) Form in the Ryan White HIV/AIDS Program (RWHAP) Part F (OMB #0915-0281, expires 06/30/2022).

Purpose: The purpose of the proposed changes is to include additional sources of funding on the ER Form- the Coronavirus Aid, Relief, and Economic Security (CARES) Act and Ending the HIV Epidemic (EHE) initiative

Time Sensitivity: On February 26, 2020, the U.S. Department of Health and Human Services (HHS), through HRSA, awarded approximately \$117 million to expand access to HIV care, treatment, medication, and prevention services. This investment is a critical component of the Administration's [Ending the HIV Epidemic: A Plan for America \(EHE\)](#) initiative. In addition, on April 15, 2020, HHS, through HRSA, awarded \$90 million for RWHAP recipients across the country to prevent, prepare for, and respond to coronavirus disease 2019 (COVID-19).

The Event Record form provides a summary of the national scope of RWHAP AETC professional training, consultation, and events. These data are collected using Microsoft (MS) Excel then submitted online through HRSA's Electronic Handbook (EHB) system.

Every year from July through August, the electronic data entry system, HRSA's EHB, is opened for all RWHAP AETC grant recipients to prepare and submit data for the designated reporting period. Each RWHAP AETC will submit a data set one time per year. Data set files are submitted using MS Excel through HRSA's EHB.

Recipients will need to begin making changes to their data collection systems so the systems can contain required reporting elements before July 13, 2020. Given this key due date, delayed release of reporting requirements will affect the quality and completeness of the 2019 data collected by RWHAP AETC grant recipients.

Burden: It is anticipated that the changes included herein will have minimal impact on reporting burden.

PROPOSED CHANGES FOR THE AIDS Education Training Center Event Record (ER) Form:

1. **Which of the following sources of funds was also used to support this event. (Select one)**
 - a. Response options:
 - I. Current: MAI, AETC, CDC Funding.
 - II. Add three new options: Coronavirus Aid, Relief, and Economic Security (CARES) Act; Ending the HIV Epidemic (EHE) initiative; Other, (specify:_____)

All proposed changes are indicated with tracked changes in the attached document.