Healthy Start
Virtual Grantees' Meeting

Grants Management

Tonya Randall, HRSA, OFAM

June 24, 2020
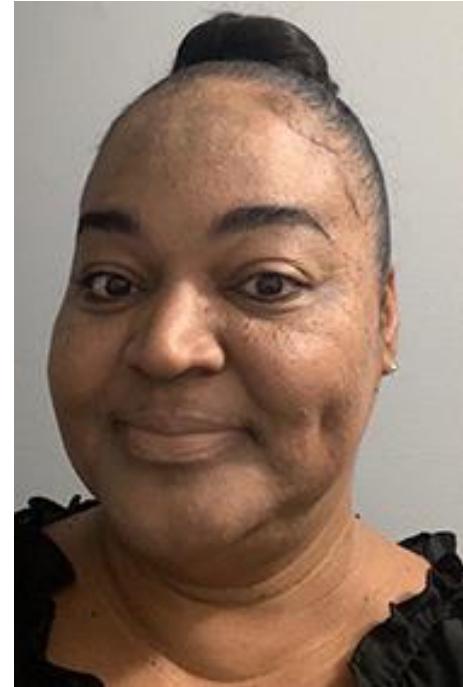
Agenda

Introductions	Benita Baker, MCHB, DHSPS
Grants Management	Tonya Randall, HRSA, OFAM
Closing	Kenn Harris, NICHQ

Health Resources & Services Administration

Office of Finance and Management

Division Of Grants Management Operations

Tonya Randall

Roles & Responsibilities: GMS

- **Provides clarification on grants regulations and financial aspects of the project**

- **Reviews and make recommendations on continued Federal support**

- **Monitors compliance with grant requirements and cost policies**

- **Monitors receipt of all required reports and follow-up as necessary to obtain delinquent reports**

- **Issues Notice of Awards (Signed by the HRSA GMO)**

HRSA
Office of Federal Assistance Management

NoA Information

- **Program/Grant Conditions of Award**
  - Always require a response by a specific date – failure to respond to the HRSA Division of Grants Management Operations in a satisfactory manner may result in an adverse action
  - HRSA will remove the condition once it is met (by issuing a new NoA)

- **Program/Grant Terms**
  - Generally informational and advisory by nature (e.g., uses and limitations of funds and post award administration)

HRSA
Office of Federal Assistance Management

NoA Information

- **Standard Terms**
  - Appears on the initial award for the budget/project period and describes general terms and conditions of the grant

- **Reporting Requirements**
  - Identifies the various reporting requirements and due dates of the grant, such as FFRs and Progress Reports

- **Contacts**
  - Identifies the Federal contacts for assistance

HRSA Electronic Handbooks (EHBs)

- All post award administration is done through EHBs

- Register for EHBs. HRSA EHBs can be accessed going to the URL: https://grants.hrsa.gov/webexternal/login.asp and clicking the "create account' link

- Project Directors/Principal Investigators are responsible for the user management and permissions for their grant

- Need permission to access the given Grant Portfolio, login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu.

- Assistance regarding registering with HRSA EHBs, gaining access to the Grant Portfolio, or other EHBs issues, contact the HRSA Call Center 1-877-464-4772.

HRSA
Office of Federal Assistance Management

Financial Reporting: Part 1

Submit Through Payment Management System (PMS)

- SF-272, Federal Cash Transactions Report
- Part 1 – Report Federal Cash Transactions
- Top portion: sections 10.a, 10.b and 10.c
- Report is due quarterly

Submit through Payment Management System (PMS)

- SF-425, Federal Financial Report (FFR)
- Lower portion: sections 10.d through 10.o
- Report is due Annually via EHB

Prior Approval

- **Change in Project Director**

- **Replacement of key personnel specified in the NoA**

- **Change of grantee organization**

- **Changes in Scope, Goals & Objectives**

- **Revisions in Budget and/or Budget Justification**

- **Budgeting funds to an unapproved budget category**

- **Prior approval not necessary if changes within budget line items do not exceed 25% of total budget**

- **Carry-over that exceeds 25% of a given budget period**

- **Any line item budget changes >25%**

Carryover of unobligated balance

- **Select EA option when you submit your FFR**
- **The options include:**
  - Yes, for the amount covered under expanded authority
  - Yes, for the amount covered, and part of or entire marginal amount over expanded authority. The carryover request is included.
  - Yes, for the amount covered, and part of or entire marginal amount over expanded authority. Grantee will request carryover within 30 days of FFR submission date.
  - No
  - Not Applicable

HRSA
Office of Federal Assistance Management

Carryover Requests

- **Definition**
  - Unspent funds from one budget period to another

- **When to Carryover**
  - At time of FFR submission or 30 days after

- **What should be included**
  - PMS has to be current and grant conditions must be satisfied
  - Budget form SF-424
  - Budget Justification: Include a reason why you have an unobligated balance and how you're going to allocate funds
  - SF-424 or budget justification is NOT required if the grantee is within the expanded authority guidelines of up to 25% or $250,000 (whichever is less)

Tips & Reminders

- Read your NoA carefully

- EHB is your portal

- Make sure that the contact information, including e-mail addresses, of the Business Official and person identified in the application are correct

- Submit financial reports on time

- Exercise sound fiscal responsibility

- Regularly communicate with your GMS & PO

- Maintain accuracy and currency of your information in the System for Award Management (SAM)

- OMB Circular replaced by the Uniform 2 CFR 200 codified by HHS at 45 CFR 75

- Resource: http://hhs.gov/grants/grants/grants-policies-regulations/index.html

Up Next

Updates from the Division
of Healthy Start & Perinatal Services
(DHSPS) on Maternal Health
Investments