



# Grants Management

THURSDAY, NOVEMBER 4  
1:15 -1:45 PM ET

*THE HEALTHY START TA & SUPPORT CENTER IS OPERATED BY THE NATIONAL INSTITUTE FOR CHILDREN'S HEALTH QUALITY (NICHQ). THIS PROJECT IS SUPPORTED BY THE HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) OF THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) UNDER GRANT NUMBER 1 UF5MC327500100 TITLED SUPPORTING HEALTHY START PERFORMANCE PROJECT.*

**NICHQ**  
National Institute for  
Children's Health Quality

**HEALTHY**  
**start**  
TA & SUPPORT CENTER

A logo graphic consisting of four colored squares (two orange, two red) arranged in a 2x2 grid, with a green plant stem growing from the center.



# Our Speakers

**Cardora Barnes, MS**

ACTING TEAM LEAD & PROJECT OFFICER  
DIVISION OF HEALTHY START AND PERINATAL SERVICES  
MATERNAL AND CHILD HEALTH BUREAU  
HEALTH RESOURCES AND SERVICES ADMINISTRATION

**Tonya Randall**

GRANTS MANAGEMENT SPECIALIST  
OFFICE OF FINANCIAL ASSISTANCE MANAGEMENT  
DIVISION OF GRANTS MANAGEMENT OPERATIONS HEALTH  
RESOURCES AND SERVICES ADMINISTRATION

**NICHQ**  
National Institute for  
Children's Health Quality

**HEALTHY  
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*2021 HEALTHY START VIRTUAL GRANTEES' MEETING  
HOSTED BY THE HEALTHY START TA & SUPPORT CENTER AT NICHQ  
ON NOVEMBER 3, 2021*

**#HealthyStartVGM2021**  
**#HealthyStartStrong**  
**@HS\_TASC @NICHQ**

# HEALTHY START VIRTUAL GRANTEES' MEETING

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**TONYA RANDALL**  
**GRANTS MANAGEMENT SPECIALIST**

**MATERNAL AND CHILD HEALTH SERVICES BRANCH**  
**DIVISION OF GRANTS MANAGEMENT OPERATIONS**



# AGENDA

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- **ROLES AND RESPONSIBILITY OF A GRANTS MANAGEMENT SPECIALIST**
- **NOA INFORMATION**
- **EHB**
- **FFR**
- **EXPANDED AUTHORITY**
- **CARRYOVER**
- **PRIOR APPROVAL**
- **REVISED BUDGET**



# Roles and Responsibilities: GMS

(Budget/Grants Management)

- 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)



# NoA Information

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- **Standard Terms**

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

- **Reporting Requirements**

- Identifies the various reporting requirements and due dates of the award, such as FFRs and Progress Reports

# NoA Information

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- **Program/Grant Conditions of Award**

- Always require a response by a specific date – please respond to the HRSA Division of Grants Management Operations in a timely manner to avoid reporting issues
- 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)

- **Contacts**

- Identifies the Federal contacts for assistance



# The HRSA Electronic Handbooks (EHBs)

- All post award administration is done through EHBs
- Register for EHBs. <https://grants.hrsa.gov/webexternal/login.asp> “create account” link
- Project Directors/Principal Investigators are responsible for the user management and permissions for their cooperative agreement
- If you have a registered account but do not have the permission to access the given Grant Portfolio, then login to HRSA EHBs and click on the ‘Add Portfolio’ link on the side menu. Follow the instructions on the Add Portfolio page to gain access to the Grant Portfolio
- If you need assistance regarding registering with HRSA EHBs, gaining access to the Grant Portfolio, or other EHBs issues, please contact the HRSA Call Center by email: [CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov) or by phone 1-877-464-4772. The HRSA Call Center is available 9:00 am to 5:30 pm ET, Monday through Friday



# Managing your Grant

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- **Federal Financial Report (FFR) – SF 425**
  - FFR combines Quarterly Report SF-272 Federal Transaction Report and Financial Status Report SF-269.
  - Submit within 120 days after the end of budget period.
  - FFR form must be submitted through PMS. This change from submitting the FFR from EHB to PMS ensures all financial data is reported consistently through one source.



# Managing your Grant – continued

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- **EXPANDED AUTHORITY**
- Allows HRSA grant recipients to carryover unobligated funding into the subsequent funding period without the need to submit a separate prior approval request. You can simply identify your intent for the UOB in the “Remark” section of the Federal Financial Report (FFR)
- Prior Approval is required via EHB if the carryover request is \$250,000 or more than 25% of the amount awarded whichever is less.
- The NoA will indicate in the remark section of NOA if your grant is under Expanded Authority
- Contact your Grants Management Specialist about appropriate use of carryover funds.



# Managing your Grant- continued

- **CARRYOVER**

- Carryover Definition – unspent funds from previous funding period available for use in the current funding period.
- Carryover funds must be used for the original approved purpose(s) of the award.
- Recipients should use the FFR Remarks section regarding the intent to carryover funds, including the use of any expanded authority.
- If request occurs at time of FFR submission, submit letter request and budget justification via EHB Prior Approval.
- If request is not at the time of FFR submission, recipient should submit a prior approval request to carryover a UOB within 30 days of submitting the FFR.

# Managing your Grant - continued

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- **REVISED BUDGET**

- HRSA recipients are allowed to make post-award programmatic and budget revisions within and between approved budget categories.
- Significant re-budgeting requires prior approval via EHB. Significant re-budgeting occurs when transfers among line item categories for the current budget period exceeds 25% of the total approved budget.
- Where prior approval is needed for re-budgeting, the prior approval request must include a revised SF-424A, line item budget and narrative justification.

# Managing Your Grant- continued

- **Prior Approval\***

- Change in Project Director
- Replacement of Key Personnel Specified in the NoA
- Change of Awardee Organization
- Changes in Scope, Goals & Objectives
- Revisions in Budget and/or Budget Justification
- Carryover Request

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

# Tips and Reminders

- ❑ Read your NoA carefully
- ❑ Make sure that the contact information, including e-mail addresses, of the Project Director, Business Official and other key persons 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)
- ❑ Resource: <http://hrsa.gov/grants/hhsgrantspolicystatement.pdf>

## Contact Information

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**Tonya Randall**  
**Grants**  
**Management**  
**Specialist**

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