



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Setting Up Your Organization for a Successful HRSA Grant Award

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Vision: Healthy Communities, Healthy People



Today's Topics

- ❑ Key Sources
- ❑ HRSA's Improvement Efforts
- ❑ Roles and Responsibilities
- ❑ Reporting Requirements
- ❑ Financial Management
- ❑ Systems
- ❑ Resources & Training



Key Sources of Information

Authorizing Statute – A law to establish, continue, or modify federal programs.

<https://uscode.house.gov/>

Appropriation – A law authorizing the payment of funds from the Treasury.

<https://crsreports.congress.gov/AppropriationsStatusTable>

Program-specific regulations – Provide the requirements for implementing a statutory program.

Federal-wide / HHS grant regulations

- 2 CFR Part 200 (OMB)
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- 45 CFR Part 75 (HHS)
<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>



Grant Regulations

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Established in 2014. Combined various grant administrative regulations into one “super reg.”
- Last updated in August 2020.

45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

- Codified 2 CFR Part 200 (the 2014 version) for HHS.
- HHS currently follows 45 CFR Part 75 (but it’s complicated!).
- HHS will eventually implement the updated 2 CFR Part 200.



OMB Resources

Executive Orders

- Issued by the Office of the President and used to direct the Executive Branch of the U.S. Government.
- <https://www.whitehouse.gov/omb/information-for-agencies/memoranda/>
- Executive Order 13985 – Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

Office of Management and Budget (OMB) Memos

- <https://www.whitehouse.gov/omb/information-for-agencies/memoranda/>
- OMB M-21-20: Promoting Public Trust in the Federal Government through Effective Implementation of the American Rescue Plan Act and Stewardship of the Taxpayer Resources.

Grants Policy Changes

- Federal grants policy changes usually take the following path:
OMB → HHS → HRSA → Recipients

Notice of Funding Opportunity (NOFO)

- **Pre-application Technical Assistance Webinars**
- **Section IV: Application and Submission Information**
May help answer questions about funding restrictions
- **Section VI – Award Administration Information**
May help answer questions about reporting and administrative and national policy requirements



HRSA's Focus on Equity in Grants

Integrate Health Equity

- Use an equity lens to diversity and expand the types of organizations we fund to provide services to the populations we serve.
- Encourage partnerships with community and grassroots organizations
- Provide examples of health disparities the program seeks to address

Grants.gov Notice of Funding Opportunity (NOFO) Forecast

- Publish earlier in the year
- More frequent updates
- <https://www.grants.gov/web/grants/search-grants.html>



HRSA's Focus on Equity in Grants (NOFOs)

Improve NOFO Readability

- Follow standards in Section 508 of the Rehabilitation Act
- Avoid jargon!
- Shorter sentences using Active Voice

Streamline NOFOs

- Shorter NOFOs (20-30 pages)
- Less duplication in sections
- Shorter application page limits



Applicant Responsibilities

- Understand Code of Federal Regulations (CFR) and HHS Grant Policies
- Develop applicant policies compliant with Federal
- Review Notice of Funding Opportunity (NOFO) for HRSA program requirements
- Fully complete all required forms



Organizational Roles

Roles:

- Authorizing Official
- Project Director
- Business Official

**Managing recipient information and EHB User Roles
is a Critical Recipient Responsibility**



Recipient Responsibilities

- Develop and implement policies compliant with Federal
- Ensure organizational policies are updated, employee training and knowledge of Federal and organizational policies, identify best practices
- Use available systems and resources (SAM.gov)
- Provide complete information and respond timely to HRSA requests for information
- Assign and monitor correct User Roles in EHB
- Read and understand Notice of Award
- Communicate with Grants Management Specialist/Program Officer

HRSA Responsibilities

- Implement and execute all CFR Requirements, HHS Policies and HRSA program requirements
- Provide technical assistance and resources
- Identify best practices
- Work with recipients to ensure performance
- Report non-compliance to authorities
- Render appropriate actions for non-compliance or non-performance



Your Notice of Award (NoA)



Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIR#
Federal Award Date: .

Recipient Information	Federal Award Information
<p>1. Recipient Name</p> <p>2. Congressional District of Recipient</p> <p>3. Payment System Identifier (ID)</p> <p>4. Employer Identification Number (EIN)</p> <p>5. Data Universal Numbering System (DUNS)</p> <p>6. Recipient's Unique Entity Identifier</p> <p>7. Project Director or Principal Investigator</p> <p>8. Authorized Official</p>	<p>11. Award Number</p> <p>12. Unique Federal Award Identification Number (FAIN)</p> <p>13. Statutory Authority</p> <p>14. Federal Award Project Title</p> <p>15. Assistance Listing Number</p> <p>16. Assistance Listing Program Title</p> <p>17. Award Action Type</p> <p>18. Is the Award R&D?</p>
<p>Federal Agency Information</p> <p>9. Awarding Agency Contact Information</p> <p>10. Program Official Contact Information</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Summary Federal Award Financial Information</p> <p>19. Budget Period Start Date 09/01/2020 - End Date 08/31/2021</p> <p>20. Total Amount of Federal Funds Obligated by this Action \$0.00</p> <p style="padding-left: 20px;">20a. Direct Cost Amount</p> <p style="padding-left: 20px;">20b. Indirect Cost Amount</p> <p>21. Authorized Carryover \$0.00</p> <p>22. Offset \$0.00</p> <p>23. Total Amount of Federal Funds Obligated this budget period \$300,000.00</p> <p>24. Total Approved Cost Sharing or Matching, where applicable \$0.00</p> <p>25. Total Federal and Non-Federal Approved this Budget Period \$300,000.00</p> <p>26. Project Period Start Date 09/01/2020 - End Date 08/31/2024</p> <p>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$300,000.00</p> </div> <p>28. Authorized Treatment of Program Income</p> <p>29. Grants Management Officer - Signature</p>
<p>30. Remarks</p>	

Notice of Award Contacts

NoA Email Address(es): 

Name	Role	Email
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The Project Director listed in Item #7 on the Notice of Award, always receives an email version of every NoA.

The grant recipient has the ability to list multiple staff to receive email NoA:

- Authorizing Official
- Business Official
- Other Employees



Notice of Award – Standard Terms

Example: Standard Term # 14 §75.113 Mandatory disclosures

- Applicants and non-federal entities must disclose all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
- Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment (See 2 CFR parts 180 and 376 and 31 U.S.C. § 3321). You must include this mandatory disclosure requirement in all subawards and contracts under this award. Non-federal entities that have received a federal award must report certain civil, criminal, or administrative proceedings as set forth in 45 CFR part 75 Appendix XII to www.SAM.gov. Recipient integrity and performance matters.



Reporting Requirements

- Federal Funding and Transparency Act (FFATA)
- Federal Financial Report (FFR)
- Noncompeting Continuation (NCC) Progress Reports
- Property Reports
- Closeout Documents



Financial Management



Division of Financial Integrity (DFI)

[Developing Effective Financial Management Practices](#)

18 Management Control Areas

[financial-management-requirements.pdf](#)

Two examples of Management Control Areas: Accounting System and Consultants

Systems for Success

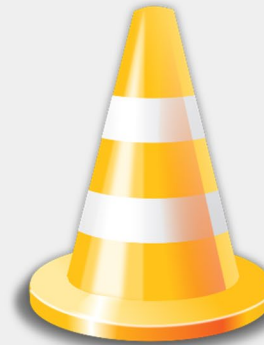
- Federal
- Department
- Agency
- Track Updates
- Training Available



Prepare for
Success

**“The Road to
Success is always
under construction.”**

- Anonymous



Federal Systems

Update your [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) registrations

- Active registration is required to receive HRSA funding
- Registration in both systems is free

Everify.gov

- Web-based system
- Employers electronically confirm the employment eligibility of employees
- Webinars provided



Payment Management System (PMS)



- [PMS](https://pms.psc.gov) (<https://pms.psc.gov>) is a shared service provider and processes grant payments for the federal government.
- PMS provides awarding agencies and Grant recipients with cash management services, centralized payment services, grant accounting support, and Financial Reporting Support.
- PMS promotes financial integrity and operational efficiencies within the federal government through exceptional accounting practices.

Resources, EHB Help and Knowledge Base

- **Manage Your Grant:**
<http://www.hrsa.gov/grants/manage/index.html>
- **Interactive EHB Videos:**
<https://help.hrsa.gov/display/public/EHBSKBFG/Interactive+Videos>



Updating and Managing EHB Users

Managing Profile Information:

<https://help.hrsa.gov/display/public/EHBSKBFG/User+Profile+Management+FAQs>

Interactive Videos:

<https://help.hrsa.gov/display/public/EHBSKBFG/Interactive+Videos>



New EHBs Login Process

By Thursday, May 25, 2023 – Establish Login.gov credentials

- Login.gov account must be created with the same email address used to log into the EHBs.
- If you already have a Login.gov account, you must ensure it is active and the same email address used to log into the EHBs.

May 26, 2023 -- Applicants/Grantees and Service Providers

Login.gov and 2 Factor Authentication **REQUIRED** to login to EHBs.



New EHBs Login Resources

- January 27, 2023 -Wiki Help page: <https://help.hrsa.gov/x/8gESCw>
 - Emails sent to Applicants/Grantees/Service Providers
 - Banner posted in EHBs - Will be updated
 - New EHBs login process goes live on May 26, 2023
- All Applicants/Grantees and Service Providers must have a Login.gov account**
- Access Login.gov: <https://login.gov/>
 - Login.gov Help Center: <https://login.gov/help/>



Upcoming EHB Changes for Non-Competing Continuation (NCC) Progress Reports

Background: Principals are not captured in a structured format within the Non-competing Continuation (NCC) progress reports

Goal: Reduce burden, increase efficiency, improve customer satisfaction

Enhancement: Include new key contact form to capture principal information in NCC progress reports

Release Date: Implementation Fall 2023 for Fiscal Year 24 (Oct 1, 2023) and future NCCs

Key Point: More information to follow



Resources and Technical Assistance Information

- HRSA Electronic Handbooks (EHB)(877) 464-4772
8:00am – 8:00pm EST
- EHBs Help and Ticketing System:
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>
- Grants Management Specialist or Program Officer listed on your Notice of Award (NOA)
- Bureau of Primary Health Care: 1-877-974-2742 or
<http://www.hrsa.gov/about/contact/bphc.aspx>



Training



Health Resources & Services Administration

[Home](#) » [Grants](#) » [Manage Your Grant](#) » Training

Apply for a Grant

Manage your Grant

Training

Administrative
Management

Financial Management

Reporting Requirements

Policies, Regulations, &
Guidance

Become a Grant Reviewer

Frequently Asked Questions

Training

Our training options help you manage your HRSA grant.

Watch the latest technical assistance webinar

April 2023 webinar

Watch: [April 2023 HRSA Recipient Technical Assistance Webinar](#)

Download: [April 2023 HRSA Recipient Technical Assistance slides](#) (PDF - 583 KB)

HRSA Grants Training Webinars



Health Resources & Services Administration

Healthy Grants Workshop

Register Today

Workshop Schedule Available

First Session May; New sessions June, July, and August

No Cost



HRSA Grants Training Webinars (Cont.)

HRSA **HealthyGrants** **Workshop** PRESENTED AS A WEB SERIES

Webinar Registration

[https://www.hrsa.gov/grants/Healthy Grants Workshop](https://www.hrsa.gov/grants/Healthy%20Grants%20Workshop)

Register



How do you spell Success?

- **S**ources
- **U**nderstanding
- **C**ompliance
- **C**ommunication
- **E**xecution
- **S**tewardship
- **S**ystems



Questions and Answers

If your question can not be answered during this session, please provide your question and email contact in the chat. We will follow-up and provide a response via email after the session.



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