



Accessing Award Funds

This topic will address the method to access your award funds as well as the requirements associated with award payments. Once an award is made by HRSA, the funds are posted in recipient accounts established in the Division of Payment Management's (DPM) PMS. Complete instructions and requirements may be found under the "Grant Recipient Info" area of the DPM Web site located at <http://www.dpm.psc.gov>.

Funds are accessed through the PMS which is maintained by the DPM, Program Support Center.

Upon receipt of your award you will need to register and set up an account with PMS. A packet is sent by PMS to the requesting recipient to establish an account to draw funds in PMS/Smartlink. The packet includes the Recipient Payee Identification Number (PIN), a Direct Deposit Sign-Up Form SF-1199A (SF-1199A), a Recipient Training CD and a Primary Contact Person Form. The setup process itself is simple:

Complete the SF-1199A and Primary Contact Person forms; return both forms to the designated Account Liaison; the Account Liaison will then provide requesting recipient temporary password for PMS/Smartlink access via certified mail.

The SF-1199A provides the recipient's banking information in order to have funds electronically transmitted to recipient's banking institution. The form and its instructions - although the hardcopy is contained in the packet mentioned above - can be obtained on the PMS Web site.

Draw downs

Recipients draw down funds as necessary through the PMS web-based portal.

Grant payments may be made by one of several advance payment methods or by cash request on a reimbursement basis. If the cash request is for an advance payment, the recipient may request funds monthly on the basis of expected disbursements during the succeeding month and the amount of Federal funds already on hand. A request for reimbursement may be submitted more often, if authorized.

Federal funds advanced to the recipient should be fully disbursed (checks written, signed, and issued to the payees) by the close of business the next work day after receipt of the funds.

Federal funds should be placed in an interest bearing account. Any interest earned by recipients on advances of Federal funds under all Federal grant awards and subawards that,



in the aggregate, exceeds \$250 per year (nongovernmental) or \$100 per year (governmental other than States) must be remitted annually to PMS.

Recipients must submit the required FFR/SF-425 report in a timely manner. The FFR submitted through the PMS monitors the timing of cash advances and disbursements and is submitted quarterly.