



## Grants Policy Bulletin Salary Rate Limitation

**Bulletin Number:** 2024-01E

**Release Date:** March 22, 2024

**Related Bulletin(s):** Replaces 2023-03E Salary Rate Limitation

**Issued by:** Office of Federal Assistance and Acquisition Management (OFAAM)

### **Purpose**

This grants policy bulletin informs HRSA recipients of the change to the [Office of Program Management's \(OPM\) Salary Table](#) for Level II Executives, which is based on Congressional Appropriations.

### **Background**

Through annual appropriations, Congress limits the direct salary amount an individual may be paid under HHS grants and cooperative agreements. Award funds may not be used to pay an individual's salary at a rate more than the Executive Level II according to OPM's *Rates of Basic Pay for the Executive Schedule (EX)*. OPM updates the [Salary Table](#) to reflect an Executive Order or Congressional appropriations for that fiscal year.

### **Implementation**

Per the legislative salary rate limitation, HRSA adjusts recipients' budgets where requests for direct salaries are over the applicable rate. HRSA notifies recipients of adjustments for current and future years in the Notice of Award (NOA). HRSA will not award or commit to funding for salaries above the salary rate limitation.

The salary rate limitation limits the amount that may be awarded and charged to HRSA awards. For individuals whose salary rates are more than Executive Level II, the non-federal entity may pay the excess from non-federal funds. For current recipients, who may have adequate funds available, rebudgeting awarded funds to meet the current Salary Table level is acceptable. HRSA will not provide supplemental funding to increase previously awarded salaries.

Recipients are responsible for ensuring compliance with the limitation. The salary rate limitation also applies to all sub-awards and subcontracts. The recipient is responsible for monitoring the compliance of all subrecipients and contractors.

OFAM will no longer issue an annual Grants Policy Bulletin that communicates the changes to the salary limitation. Instead, OFAM maintains a Salary Cap Summary Table as a resource on HRSA's "Manage Your Grant" website and the General Terms and Conditions page. Recipients should continue referring to these documents and the available resources for updates.

**Resources**

- [OPM Salary Table](#)
- [How to Compute Rates of Pay](#)
- [Salary Cap Summary Table](#)
- [General Terms and Conditions](#)

**Inquiries**

Inquiries regarding this bulletin should be directed to the HRSA Project Officers (PO) and/or Grant Management Specialist (GMS), named on the Notice of Award for your grant.