



The HRSA GRANTS PROCESS

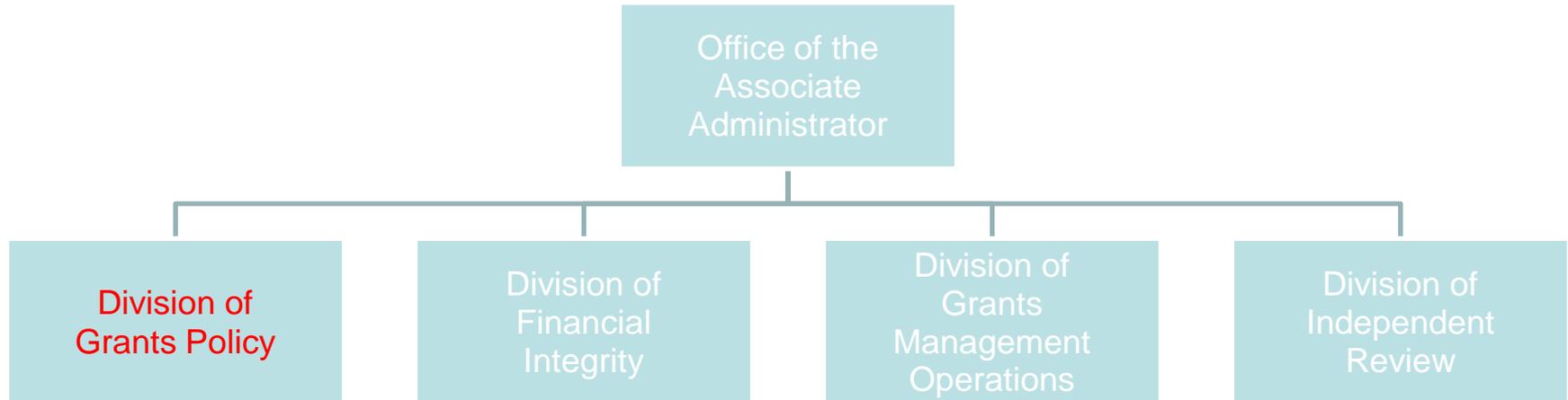
Presented By:

*Darren S. Buckner, Jeannie Davis & Sarah Hammond
HRSA Office of Federal Assistance Management (OFAM)*

May 19, 2010

Philadelphia, PA

OFAM Organizational Chart



Office of Federal Assistance Management



Division of Grants Policy (DGP)

Sarah Hammond, MPA

Policy Analyst

Presenter





Division of Grants Policy

- Work with Program Offices to create and publish Funding Opportunity Announcements (FOAs)
- Work with Program Offices to ensure FOAs are in line with legislation and consistent with government-wide requirements
- Coordinate with Division of Grants Management, Division of Financial Integrity, and Division of Independent Review
- Post FOAs on Grants.gov



Division of Grants Policy

- Lifecycle of an Application
 - **Registration**
 - Find Opportunities and Download Application Package
 - Navigating an FOA
 - Forms and Assurances
 - Application Process
 - Issues with Submission
 - Follow-up
- Provide Resources



GET

REGISTERED!

Registration

- None of it matters if you aren't registered!
- Allow plenty of time for registration
- D&B, CCR, Grants.gov
- What you provide
 - Organization name and address
 - Name of CEO/organization owner
 - Legal Structure of the organization
 - Year the organization started
 - Primary type of business
 - Total number of employees

Dun and Bradstreet

- Step 1: Get a DUNS Number (same day)
<http://fedgov.dnb.com/weform/.displayHomePage.do>

Get an Expedited D-U-N-S Number

Purchase our **DUNS File Creator** service and you'll not only get a D&B D-U-N-S Number in **5 business days or less**, but we will also begin to establish a D&B credit file for your company.

Go >

Or opt for a free DUNS number which you will receive within 30 days.

Go >

If your company is located outside of the U.S., please contact your respective D&B Worldwide Office.

Get a D-U-N-S Number for Government Purposes

Are you a business required to register with the US Federal government for contracts or grants?

Go >

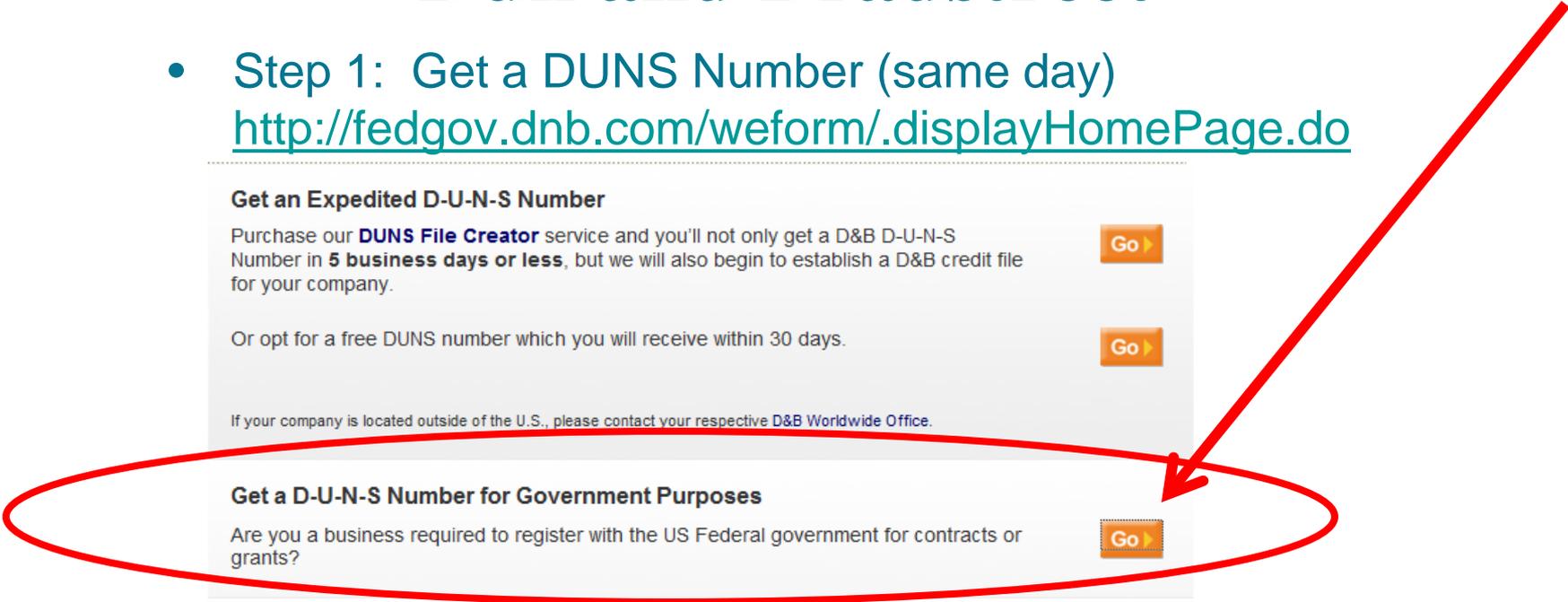
Update My D&B D-U-N-S Profile

Do you have a D-U-N-S Number and want to update your file with D&B?

Go >

Have a Web Site and Your D-U-N-S Number Already?
Get the D-U-N-S® Registered™ Smart Seal

Go >



Central Contractor Registry (CCR)

- Step 2: Register with CCR (2-3 days)
<https://www.bpn.gov/ccr/default.aspx>
- Must be updated annually, which can take up to 5 days!
- Registration is an eligibility **requirement** to submit applications through Grants.gov for Federal funding

Central Contractor Registration

Central Contractor Registration

CCR Home | CCR Search | Federal Agency Registration | News | Release Notes | Request Data Access | Help

Contractors | Grantees | International Registrants | Small Businesses | Security Notes | **596,512 Active Registrants**

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

Log in to CCR

User ID:
Password:

[Forgot Password](#) [Forgot User ID](#)

Create New Registration

CCR Registrations Over Time

CCR Registrations Choosing Contracts, Grants, or Both Over Time

Date	Contracts	Grants	Contracts and Grants
2/7/2010	~22,000	~7,000	~18,000
2/1/2010	~22,000	~7,000	~18,000
3/7/2010	~22,000	~7,000	~18,000
3/1/2010	~22,000	~7,000	~18,000
4/5/2010	~22,000	~7,000	~18,000



CCR Registration

- Designate an E-Biz Point of Contact
 - Has M-PIN (gives authority to AOR to submit applications)
 - AOR- Authorized Organization Representative
- AORs must have complete profiles
- E-Biz POC must approve AORs to submit applications on behalf of the organization

Grants.gov

- Step 3: Register with Grants.gov (same day)
www.grants.gov
- AORs must complete their profile on Grants.gov.
(wait 1 day after CCR registration)
- Need DUNS
- Create username and password- serve as electronic signature when submitting



Grants.gov

- Step 4: AOR Authorization (Immediate)
- E-Biz POC will get an email when an AOR registers
- Must login and approve the AOR to submit
- AOR gets confirmation email and can submit
- AOR can also check status
- Registration must be updated annually



Find Opportunities

- Grants.gov
- HRSA Website
- All open opportunities
- Register to get email notifications when opportunities are available:
 - http://www.grants.gov/applicants/email_subscription.jsp
 - <http://www.hrsa.gov/grants>



[HRSA Home](#)

[Get Health Care](#)

[Grants](#)

[Loans & Scholarships](#)

[Data & Statistics](#)

[Public Health](#)

[About HRSA](#)

[Apply for a Grant](#)

[Manage Your Grant](#)

[Funded Projects](#)

[Grant Reviewers](#)

[HRSA Home](#) > [Grants](#)

 [Share](#) |    

Open Opportunities

[Sign up for e-mail notification](#) each time a HRSA grant application becomes available (Grants.gov).

[Health Professions opportunities to be reissued.](#)

HRSA provides leadership and financial support to health care providers in every state and U.S. territory. HRSA grantees provide health care to uninsured people, people living with HIV/AIDS, and pregnant women, mothers and children. They train health professionals and improve systems of care in rural communities. Current grant opportunities are listed below.

On this page: [Health Professions](#) | [HIV/AIDS](#) | [Maternal & Child Health](#) | [Office of the Administrator](#) |

Next Steps

[Register with Grants.gov](#)

[Register with Electronic Hand Books \(EHBs\)](#)

[Apply for Grants](#)

[Report Your Grant Data](#)

[Become a Grant Reviewer](#)

Related Links

[HHS Grants Policy Statement \(PDF\)](#)

[HRSA Details & Guidance](#) (current

Grants.gov: Find Opportunities

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).



In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)

[Feature Stories](#)



Recovery Act Grant Opportunities

Archived Webinars

Alert: The Grants.gov AT07 environment will be unavailable from Saturday May 1, 12:00 AM ET to Sunday, May 2, 2010 11:59 PM ET in order to enhance and improve our testing environment. As a precautionary measure, the Grants.gov Production environment will be unavailable on Saturday May 1, from 12:00 AM - 8:00 AM ET. We apologize for this inconvenience.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities**
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information





Grants.gov: Find

FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

Search Grant Opportunities

Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.

Basic Search



Search by a variety of categories of funding activities.

Browse by Category



Search from a list of agencies offering grant opportunities.

Browse by Agency



Search by more specific criteria such as: Funding Instrument Type, Eligibility or Sub-agency.

Advanced Search



Search for Recovery Act Opportunities.

Find Recovery Act Opportunities





Search Results

[New Search](#)

Sort: Close Date, Ascending

[Sort by Open Date](#)

Results 1 - 20 of 25

Close Date	Opportunity Title	Agency	Funding Number
04/23/2010	EMSC Targeted Issue Grants	Health Resources & Services Administration	HRSA-10-062
04/30/2010	Geriatric Education Centers	Health Resources & Services Administration	HRSA-10-091
04/30/2010	Health Care and Other Facilities	Health Resources & Services Administration	HRSA-10-041
04/30/2010	Rural Training Track- Technical Assistance Demonstration Program	Health Resources & Services Administration	HRSA-10-192
04/30/2010	Geriatric Training Program for Physicians, Dentists, And Behavioral And Mental Health Professions	Health Resources & Services Administration	HRSA-10-044
04/30/2010	Rural Health Workforce Development Program	Health Resources & Services Administration	HRSA-10-193
05/03/2010	Service Area Competition-Additional Areas (SAC-AA)	Health Resources & Services Administration	HRSA-10-204
05/03/2010	Hepatitis C Treatment Expansion Initiative Evaluation and Technical Assistance Center	Health Resources & Services Administration	HRSA-10-216
05/05/2010	Nurse Faculty Loan Program	Health Resources & Services Administration	HRSA-10-142



Grants.gov: Find

Fetal Alcohol Spectrum Disorders



Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **04/13/2010** . If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#) . The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Attach application package and guidance

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HRSA-10-034
Opportunity Category:	Discretionary



Grants.gov: Download FOA and Package

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.110	HRSA-10-034	3671	Fetal Alcohol Spectrum Disorders	Health Resources & Services Administration	download



Funding Opportunity Announcement

- Explains the available funding and application information
- All Federal announcements must follow the same format (set by OMB)
- Has the information applicants need to apply for funding



Funding Opportunity Announcement

- Overview Content (in this order)
 - Federal Agency Name
 - Funding Opportunity Title
 - Announcement Type
 - Funding Opportunity Number (HRSA-11-XXX)
 - Catalog of Federal Domestic Assistance Number (CFDA)
 - Key Dates



FOA: Sections

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information

I. Funding Opportunity Description

- Funding description
- Funding priorities
- Program History
- Indicators of successful projects
- Citations for authorizing statutes
- Regulations for funding opportunity



II. Award Information

- Type of award (grant or cooperative agreement)
- Total amount of funding
- Number of awards
- Average award amount
- Anticipated start date
- Number of budget periods

III. Eligibility Information

- What makes an application eligible?
 - 1. Eligible applicants
 - 2. Cost Sharing or Matching Requirements
 - 3. Other eligibility criteria
 - Maintenance of Effort or Non-supplant
 - Collaboration?
 - Sustainability?



IV. Application and Submission Information

- Address to request application package
- Content and form of application submission
- Submission Dates and Times
- Intergovernmental review
- Funding Restrictions
- Other submission requirements

V. Application Review Information

- Review and selection process
- Anticipated announcement and award dates
- Review criteria- how the application will be evaluated



HRSA Standard Review Criteria

- Need
- Response
- Impact
- Support Requested
- Evaluative Measures
- Resources/Capabilities



VI. Award Administration Information

- Award notices- what they are and how they are sent
- Administrative and National Policy Requirements
- HHS Grants Policy Statement:
<http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>
- Reporting



VII. Agency Contacts

- Program Contact
- Grants Management Contact
- Grants.gov Help Desk
- EHBs Help Desk

VIII. Other Information

- Other relevant information
- Definitions, Web links for relevant programmatic information, etc.
- FOA gives all the information needed to create and submit an application
- Use the FOA and application package to apply for funding

Grants.gov: Download Package

- Application Package
- Save package to your computer and complete it off line.
- Forms will be moved from the left side of the screen to the right as you complete them.

Grants.gov: Forms Package

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Application for Federal Assistance (SF-424)
Budget Information for Non-Construction Program
Project Narrative Attachment Form
Grants.gov Lobbying Form
Budget Narrative Attachment Form
Assurances for Non-Construction Programs (SF-424)
HHS Checklist Form PHS-5161

Move Form to
Complete



Move Form to
Delete



Mandatory Documents for Submission

[Open Form](#)

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)
Attachments

Move Form to
Submission List



Move Form to
Delete



Optional Documents for Submission



Grants.gov Forms and Assurances

- Not all opportunities use the same forms
- All required forms are in the downloaded package
- Completed off-line and saved to your computer
- Forms will be available in the Office of Federal Assistance (OFAM) Resource Center after the presentation

Assurances

- SF 424B (Non-Construction) and SF 424 D (Construction)
- Applicant will comply with
 - Civil Rights Assurance (45 CFR 80): Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352)
 - Assurance Concerning the Handicapped (45 CFR 84): Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112)
 - Assurance Concerning Sex Discrimination (45 CFR 86): Title IX of the Education Amendments of 1972 (Pub. L. 92-318)
 - Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91): The Age Discrimination Act of 1975 (Pub. L. 94-135)
 - Human Subjects Confirmation, when applicable (45 CFR 46)

Certifications

- Human Subjects
- Delinquent Debt
- Lobbying
 - Grants.gov Lobbying Form : Certifies that organization does not lobby or, if they do, that they have filled out the SF-LLL
 - SF –LLL: Disclosure of Lobbying Activities, pursuant to 31 U.S.C 1352- describe any lobbying activities



Executive Order 12372

- Executive Order 12372 (45 CFR Part 100):
 - FOA will indicate if EO 12372 applies to the specific program
 - If the program is subject to intergovernmental review, send a copy of the proposal to the Single State Point of Contact and note the date it was sent.
 - http://www.whitehouse.gov/omb/grants_spoc



Grants.gov: Submit

- Save completed application
- Click on “Check for Errors”
- Click on “Save and Submit”
- Enter Username and Password



Grants.gov: Tracking

- Confirmation email with tracking number
- Validation
 - Grants.gov email verifying successful submission
 - OR rejection due to errors
- Transmission to HRSA
 - Email sent when HRSA retrieves application



Grants.gov

- Registration and incorrect DUNS are the top two reasons applications are rejected- check carefully!
- Allow enough time!
- Deadlines are real!
- Update registration often!
- Avoid Special Characters in file names
- Limit File Size/Name Characters
- Register and Submit Early
- Be proactive and track your application (GRANTXXXXXXXX)
- Resources: <http://www.grants.gov/applicants/resources.jsp>



2-Tier Applications

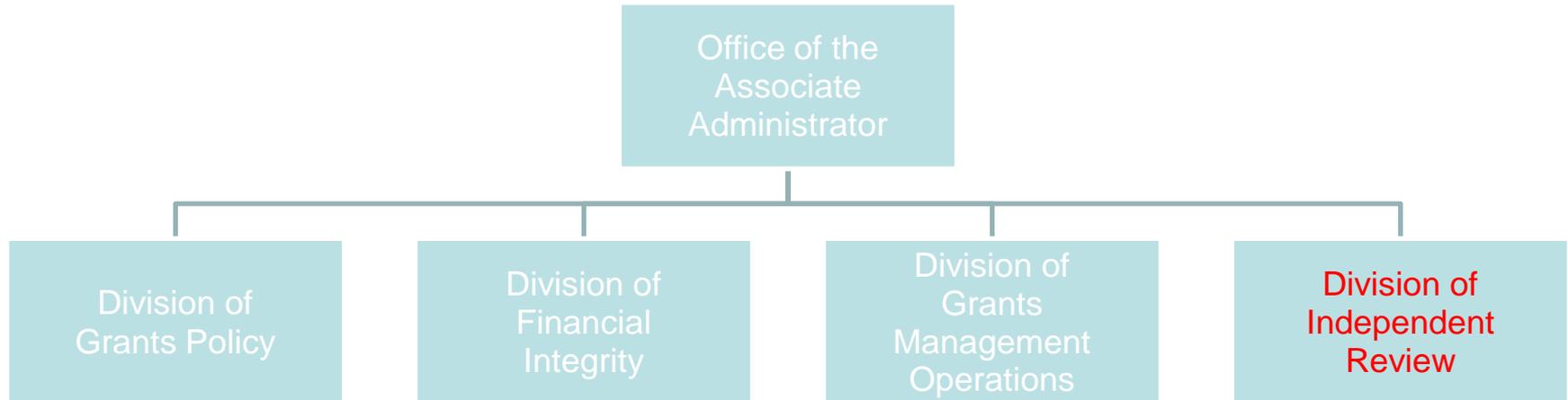
- Some applications also come through the HRSA Electronic Handbooks (EHBs)
- HRSA's Electronic Submission Guide:
<http://www.hrsa.gov/grants/index.html>



Successfully Submitted!

- Application will go to the Division of Independent Review (DIR) and be reviewed by a review panel
- *I would like to introduce you to my colleague Jeannie Davis, DIR*

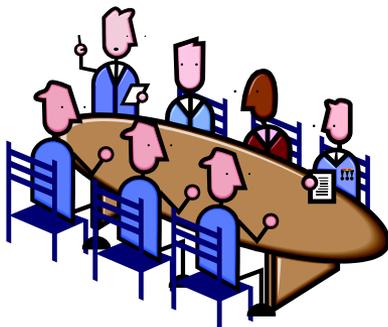
OFAM Organizational Chart



HRSA COMPETITIVE APPLICATION OBJECTIVE REVIEW PROCESS



Division of Independent Review (DIR)



Jeannie B. Davis,
Review Administrator
Presenter





DIR Mission

**To ensure a fair,
ethical and objective review
of each application**

Responsibility of DIR

- Plan, direct, and carry out HRSA's independent review process of applications for discretionary grants and cooperative agreements

Types of Review

- Face-to-face meeting
- Teleconference
- Field reader review



How Applications are Reviewed

- By outside expert reviewers
- Each HRSA application must be reviewed by three reviewers
- Each application is reviewed according to criteria set forth in the Program Guidance



Grant Reviewer Selection

- Reviewer expertise -specialty/education/experience
 - Health professions training
 - HIV / AIDS
 - Maternal and child health
 - Organ transplantation
 - Primary care for underserved people
 - Rural health



Grant Reviewer Selection (continued)

- Representation by
 - Race / ethnicity
 - Gender
 - Geographic locale



Reviewer Requirements

- Free from conflict of interest
- Must maintain confidentiality



What Constitutes a Conflict?

- The reviewer is a consultant on any application
- The reviewer, professional associate or their immediate family member:
 - Serves as an officer, director, trustee, partner or employee of an applicant
 - Is negotiating employment with an applicant
 - Has a financial interest in the application
 - Has a known close friendship or relationship with key applicant staff

Reviewer Confidentiality

- No discussions are held outside the review
- All results are confidential
- Confidentiality exists at all times!!!
(Before, during, and after the meeting)



Key Rules for Reviewers

- Evaluate each application on its own merit
- No outside information
- No comparison of applications



Key Roles and Responsibilities

Panel Reviewer

Chairperson

HRSA Staff

Reviewers Responsibilities

- Read and be thoroughly familiar with Program Guidance
- Read and be thoroughly familiar with assigned applications
- Develop preliminary statements of strengths and weaknesses for each assigned application.
- Independently review, evaluate and preliminarily score each application based on the Review Criteria.



Reviewers Responsibilities

Cont'd

- Participate in open panel discussion
- Develop consensus of strengths and weaknesses
- Provide final score for all applications against published review criteria



Chairperson Responsibilities

- Facilitate the review panel meeting
- Keep the discussion focused and on the specifics
- Listen to each reviewer's presentation for completeness and consistency
- Encourage full participation

Chairperson Responsibilities (continued)

- Act as timekeeper
- Minimize redundant or circular discussion
- Facilitate budget discussions
- Obtain a general level of consensus
- Certify review results

HRSA Staff

- **Review Administrator:**
Guides, oversees, and verifies the integrity of the objective review process
- **Program:**
Responds to specific technical and programmatic issues
- **Grants Management Specialist:**
Assists with budget issues



Summary of Application Review Process

1. Introduction
2. Overview
3. Initial Scoring
4. Open Discussion
5. Formulating and Editing the Summary Statements
6. Scoring the application
7. Budget Discussion
8. Funding Factors (if applicable)
9. Recommendations to HRSA

Products of the Review Process

- Rank Order List
 - List of Applicant Scores, in Rank Order, from Highest to Lowest
 - Rank is Established by Scoring Criteria, plus Priority Points and Funding Preferences (if any)

Products of the Review Process

- Summary Statement
 - Developed and edited by the panel
 - Reflects the panel's consensus
 - Gives examples, where appropriate
 - Goal is to provide constructive feedback



Be A Grant Reviewer

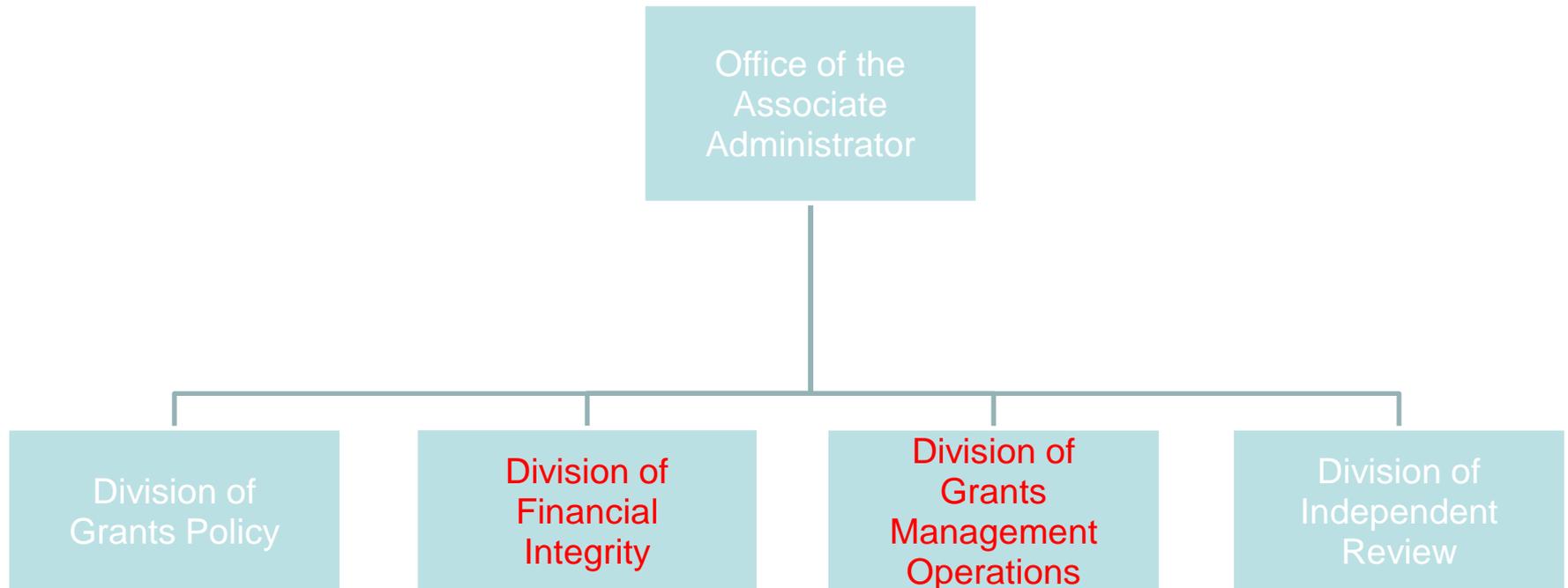
<https://grants.hrsa.gov/webReview/>

Successfully Reviewed

- Applications will go on to Division of Grants Management (DGMO) for further review and award.

I would like to present my colleague in OFAM, Darren Buckner of the Division of Grants Management Operations, (DGMO) to speak about DGMO and DFI

OFAM Organizational Chart





**Division
of
Grants
Management
Operations**



**Darren S. Buckner
Lead Grants Management
Specialist
Presenter**



**Division
of
Financial
Integrity**



GRANTS PROCESS

The Grants Process is a phase and a partnership.

Pre Award

(HRSA PO and OFAM)

Post Award

(HRSA PO and OFAM)

Grant Close Out

(OFAM)

The Pre-Award Process

These partners includes HRSA Program Offices, and various components of OFAM:

Division of Grants Management Operations (DGMO), Division of Grants Policy (DGP), and HRSA Program Offices, can work together on:

- Award Instrument selection
- Guidance development and review
- Scheduling Project Period start and end dates.



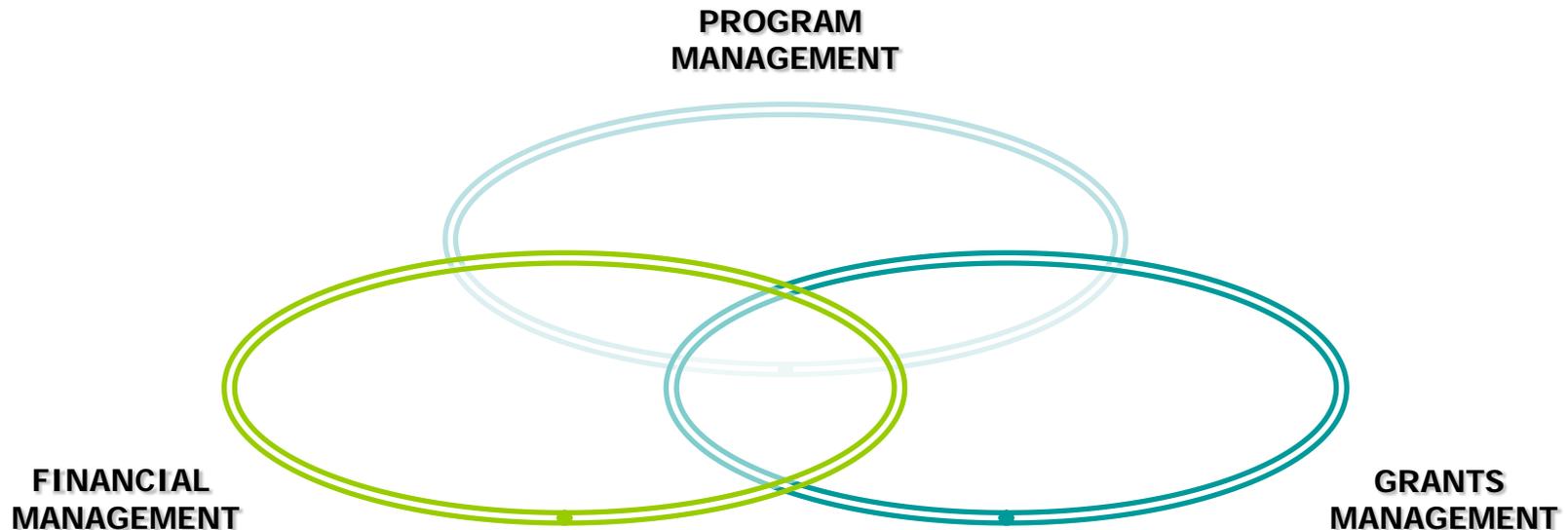
The Pre-Award Process

With the Division of Independent Review (DIR), DGMO staff participates in the Objective Review process. The staff will:

- Serve as monitors
- Provide advice and clarity on budget and fiscal related concerns
- Provide and interpret grants management policy to reviewers, as necessary and when requested, when proposed actions are in conflict with policy and procedures

The Pre-Award Process

DGMO works with the Division of Financial Integrity (DFI) in the evaluation of financial information (audits) for perspective grantees. These reviews are integral to the post award monitoring process.





The Pre-Award Process

In some instances where there are collaborative programs, DGMO will work with the designated Federal Partners in planning and development of guidance's for programs where joint federal interest occurs.

The most important part of the Pre-Award process is assisting applicants or potential grantees with questions in and around preparation of the response to proposals. During the Pre-Award process DGMO staff members are available to answer questions from interested parties on matters relating to business and fiscal related matters, general information on EHB registration, and information sharing on Grants.gov, and eligibility.



The Award Process

After the Objective Review and recommendations are given to HRSA application recommendation are forwarded to the Grants Management Officer for funding.

The Grants Management Officer is responsible for the obligation and signature of Notice of Grant Awards.

The NGA will stipulate the project and budget period, amount of federal assistance, terms, conditions of awards, and any reporting requirements.



Awarding Instruments

The Federal Grant and Cooperative Agreement Act provides the differences between the award tools available to recipients (contracts, grants or cooperative agreements). At HRSA, the Office of Federal Assistance Management is responsible for Grants & Cooperative Agreements.

Contracts are used for procurement of services.

Grants and Cooperative Agreements are used to provide assistance.

The main difference between the Grants and the cooperative agreement is the level of programmatic involvement in the activities. Both follow the same administrative requirements

Budget Basics

- HRSA Program Office is responsible for informing the grants office of specific technical budget requirements ie (budgets by objectives, budget limitations etc). This should also be stated in the guidance for applicants to adhere to in making their submissions.
- HRSA Grants Office specifically responsible for reviewing allowability, reasonability, and allocability of costs.
- HRSA Grants Office will perform cost analysis, IDCR/NICRA assurances, calculations, and other action involved with the overall review of the grant application. (*See Next Slide*)
- Must be specifically tied to the objectives.
- Must be necessary, reasonable allowable and allocable.

Budget Basics

Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization. A HRSA GMS will:

- Review any rate charged
- Verify the active dates or period of rate agreement
- Verify the categories included or excluded in rate agreement
- Provide information for grantees/applicants with no negotiated rates

Helpful Hint: If an organization is planning to negotiate an IDC rate, the organization may request 10% of salaries/wages until the rate is determined.



Budget Basics

Unallowable or Restricted Costs

- DGMO evaluates to see if adherence to program guidance pertaining to budget matters has been exercised.
- This can include significant legislation language or basic policy related matters as well.
- There is a review on the original budget submission during the ORC. The Grants Office does a final budget review prior to awarding. If there are no conditions on the budget, then the grantee should consider the budget approved.



FINAL WORDS

- Lastlythe Grants Management Office is responsible for making all final determination on budgets.
- The staff will review all budgets of approved applications in accordance with grant policies an procedure---taking in advisement any committee or program recommendations on disallowed costs or reduced funding levels.

Your Financial Management Systems

- Federal grantees are required to have financial management systems that provide for timely, accurate, current, and complete disclosure of financial information while providing oversight and protection of Federal funds. If a grantee does not have an adequate system it can prevent successful accomplishment of grant objectives.

HHS Standards

Financial Management Requirements

- 45 CFR Part 74.21 Educational Institutions, Hospitals, and Non-Profit Organizations
- 45 CFR Part 92.20 State, Local Government and Tribal Organizations

COST PRINCIPLES

What are they?

A set of rules that are used to achieve uniformity in the treatment of costs by specific type of recipient organization.

Specific Types are:

- Education
- States, Local, and Indian Tribal Governments
- Non-profits

Federal Cost Principles

Federal Regulations

Entity Type	Circulars	Grants-wide	HHS Programs
Education Institutions	OMB A-21	2 CFR 220	45 CFR 74.27
State and Local Governments	OMB A-87	2 CFR 225	45 CFR 74.27
Non-Profits	OMB A-122	2 CFR 230	45 CFR 74.27

AUDIT REQUIREMENTS

Annual Audits

- Grantees must have an audit performed in accordance with OMB Circular A-133 for FYs with Federal expenditures of \$500,000 or more.
- HRSA's Bureau of Primary Health Care grantees are legislatively required to have an annual audit. This should be an A-133 audit if the \$500,000 threshold is met or a financial statement audit if the threshold **is not** met.

Post Award

- The Post Award phase of grants management is where and when the day to activities of grant monitoring occurs. Grants Management Office is responsible for all business management aspects associated with award and administration of grants i e
 - signing awards
 - lifting of conditions
 - prior approvals
 - review of any NICRAs or Indirect Cost Agreements
 - responses to Freedom of Information Act (FOIA) requests
 - notices of suspension/termination
 - continuous monitoring of fiscal management (in conjunction with our Division of Financial Integrity (DFI))

Post Award

Reporting

- Progress – Grantees are required to submit to HRSA periodic reports to reflect the progress on activities to date. NGA would spell out the frequency and information to be included in the report.
- FFR – Federal Financial Report for HRSA grantees are due 90 days after the budget period ends. This report will give the details of the grantees spending for the period. Continued funding decisions can be made based on the reports.

Close Out

The final phase of the grant life cycle or Project Period End Date.

Grantees are required to submit information on progress (template to be designed by programming office, equipment (purchase & disposition), supplies and final FFR (totally liquidated)



In Closing

**“The difference between try and triumph
is a little *umph.*”**

~Author Unknown

**The application and awards process is not a hard
process.**

The process requires effort & attention to detail

**Remember the HRSA staff is available for general
technical assistance.**



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