



HRSA Grantee Conference Call and Q&A

April 2015

Operator

- Operator will advise grantee listeners that they are in listen-only mode initially.
- How/when to ask a question
- HRSA personnel will present some Grants information and then open the call to Q&A.

Agenda

- Welcome
- Reminders
- Uniform Guidance
- EHB Roles
- Federal Financial Reporting (FFR) – SF425
- Unobligated vs. Unliquidated
- Non Competing Continuations (NCC) Progress Reports
- Cash Management
- Manage Your Grant
- HRSA Technical Assistance
- Reviewer Recruitment Module
- Q&A

Welcome

- The HRSA Contact Center hours are from 8:00 A.M to 8:00 PM Eastern Time.
 - HRSA Contact Center phone number is 877-464-4772.
- The Contact Center Email has been replaced with a web ticketing form.
 - You can find the form in the EHBs on the top right corner under the tab “Support”. Select “Contact” and then click on the link under “Contact Us” or at the following link:
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>

Reminders

- The Payment Management System (PMS) Information: Help Desk # is 877-614-5533. The link to the PMS is: <http://www.dpm.psc.gov/>
- The Bureau of Primary Health Care has their own Help Line you can call at 1-877-974-2742.
 - BPHC also has their own ticketing process for issues or concerns at: <http://www.hrsa.gov/about/contact/bphc.aspx>
- Please ensure that your SAM.gov and your Grants.gov registrations are up to date. If either one expires, you will not be able to apply for or receive a HRSA grant.

New Uniform Guidance

- Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Goal = streamline and reduce administrative burden

| Subject | Regulation | Entity |
|-----------------------------|-----------------------------------|---|
| Cost Principles | 2 CFR 225 (OMB Circular A-87) | State, Local, and Indian Tribal Governments |
| | 2 CFR 220 (OMB Circular A-21) | Institutions of Higher Education |
| | 2 CFR 230 (OMB Circular A-122) | Nonprofit Organizations |
| Administrative Requirements | 2 CFR 215 (OMB Circular A-110) | Educational Institutions, Hospitals, and Nonprofits |
| | OMB Circular A-102 | State and Local Governments |
| Audits | OMB Circular A-133 | State and Local Governments, Educational Institutions, and Nonprofits |
| | OMB Circular A-50 | Federal |
| CFDA | OMB Circular A-89 | Federal |

New Uniform Guidance

- HHS/HRSA has implemented the Uniform Guidance at [45 CFR 75](#).
- The administrative requirements and cost principles are effective for new awards and to additional funding on existing awards as of December 26, 2014.
- The audit requirements apply to audits of organizations with fiscal years beginning on/after December 26, 2014.
- Existing awards that do not receive additional funding will continue to be administered by the terms and conditions in effect at the time of the original award.

New Uniform Guidance

- Question about implementation of Uniform Guidance at your organization?
- Budget, administrative requirements, reporting – contact the Grants Management Specialist listed on your Notice of Award.
- Project goals, programmatic requirements – contact the Project Officer listed on your Notice of Award.
- Uniformguidance@HRSA.gov

EHB Roles

Organization Roles

Authorizing Official: The individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards. If you are the designated authorizing official for your organization use this role.

Business Official: The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system. If you are the designated business official for your organization use this role.

Other: All other individuals of an organization who wish to participate in the electronic process should register using this role. HRSA's electronic process allows for additional functional roles such as Application Preparer, Project Director, Communication Contact etc.

EHB Roles

Grant Roles

Project Director (PD): This is the individual who is most closely tied to programmatic aspects of the grant. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the grant after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions.

Financial Reporting Administrator (FRA): This is the individual who is responsible for financial reporting for grants given to the organization. The FRA is typically the Business Official for the organization and must use the PIN from the Payment Management System (PMS) to register to the grant. The FRA will have all permissions to financial reports for the grant after successful registration and will be responsible for approving privileges to financial reports for other individuals in the organization. The Federal Financial Report (FFR), SF269, is currently the only Financial Report available for submission in the EHBs.

Other Employee (Grant Reporting Support): Other individuals include anyone from the organization, other than the PD or FRA, who will need access to financial or non-financial submissions for a grant. It includes: Users responsible for assisting in the non-financial post award activities for the grant and who are not the PD; Approval and authorization by the PD are required to access the non-financial grant reports. Users responsible for viewing, editing or submitting financial reports for a grant, but who do not have the PIN from PMS; Approval and authorization by the FRS are required to access the financial grant reports.

Federal Financial Reporting (FFR) – SF425

- EHB FFR vs. PMS FFR
 - Annually (typically) vs. quarterly
 - Reporting expenditure of funds vs. reporting cumulative disbursements of cash withdrawn from PMS
- FFRs submitted late or not submitted at all can/will have a negative effect on your future funding.

Federal Financial Reporting (FFR) – SF425

- An overview of things that GMS's look for while reviewing the FFR:
 - Accuracy, reasonableness, completeness
 - Consistency with the terms and conditions
 - Final FFR reconciling with disbursement reporting in PMS
 - Unliquidated expenditures
- The FFR and carryover request via Prior Approval
 - The unobligated balance of funds

Unobligated vs. Unliquidated

- Unobligated balance is that portion of the funds authorized for expenditure under an award that has not been obligated by the end of a budget period.
- Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded.

Type 5 Non-Competing Continuation (NCC) Progress Report

- Type 5 NCC award: the Non-Competing Continuation is the grantee funding for the next budget period
 - Also referred as the Progress Report
 - Submitted electronically via EHB
 - Available to grantee 120 days BPSD/Due 90 days BPSD
 - Notification/Message from EHB
 - Progress Report info under Task Tab
 - <http://www.hrsa.gov/grants/manage/reportuserguideforgenericgrants.pdf>
 - <http://www.hrsa.gov/grants/manage/researchgrantsuserguide.pdf>
 - <http://www.hrsa.gov/grants/manage/userguideforh80grants.pdf>

Cash Management

- HRSA continues to find grantees with federal audit issues
- A grantee must not draw down grant funds in excess of need, or post deferred revenue in year end financial statements.
- A grantee must spend HRSA funds on activities within their scope and maintain adequate documentation of their spending plans
 - These rules must be followed so that the grantee does not have to return funds to HRSA.

EHBs Help and Information on Managing Your Grant

- The EHBs Help has a wealth of information. While in EHB, select Support in the upper right hand corner of the page. You can select EHBs Help or put in an automated ticket for an issue you are having.
- HRSA is on You Tube (HRSATube)!! Just type in HRSA or the Electronic Handbooks in the search area for many useful videos.
- You can also find tutorials, past conference calls, FFR and other useful guides, along with “Whom To Call” when you have programmatic or administrative questions about your grant. Visit: <http://www.hrsa.gov/grants/manage/index.html>

Technical Assistance Resources

- HRSA has developed the: HRSA Grants Technical Assistance (TA) Webpage, viewed at: <http://www.hrsa.gov/grants/apply/>
- This is a one-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and other relevant & useful information and links tailored to HRSA-specific process and requirements.
- Please utilize this resource to better understand the HRSA grant application process.



Reviewer Recruitment Module (RRM)

- The RRM link is:

<https://rrm.grantsolutions.gov/AgencyPortal/hrsa.aspx>

- The RRM link can also be found at :

<http://www.hrsa.gov/grants/reviewers/index.html>

- The TA mailbox address is:

RRMTechAssistance@hrsa.gov



Question and Answer

- When asking a question, please have your grant number ready.
- If we cannot answer your question immediately, we will take your contact information and get back to you as soon as we can.