HRSA Grantee Conference Call and Q&A

February 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
- Health Insurance Market Place
- Unobligated vs. Unliquidated
- New Prior Approval Requests for Property
- Reviewer Recruitment Module
- Uniform Guidance
- Non Competing Continuations (NCC) Progress Reports
- EHB Roles
- Manage Your Grant
- HRSA Technical Assistance

Welcome

- HRSA Contact Center hours are from 8:00 A.M to 8:00 PM Eastern Time
- The HRSA Contact Center phone number is 877-464-4772.
- Log In Credentials
- The Contact Center Email has been replaced with a web ticketing form. This will speed up the process when submitting an issue to the EHB help desk.
- 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

A Few 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 at
  1-877-974-2742
- BPHC has their own ticketing process for issues or concerns at:
  http://www.hrsa.gov/about/contact/bphc.aspxBPHCHelpline@hrsa.gov
- Please ensure that your SAM.gov registration is up to date. If it expires, you will not be able to apply for or receive a HRSA grant. The renewal process needs to be done at least every 12 months and can take up to five business days.
- Please ensure that your Grants.gov registration information is up to date. It can take 24 hours to renew your registration, so please do this early. For additional information, please visit www.Grants.gov or contact the Grants.gov Help Desk at 800-518-4726.

The Health Insurance Marketplace

The next open enrollment period is November 15, 2014- February 15, 2015

www.healthcare.gov

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.

New Prior Approval Requests for Property

- Property Actions selection for Disposition of Real or Tangible Property
- User Guide for Grant Recipients is available
- Contact your GMS or HRSA Electronic Handbooks Contact Center for assistance
- Property User Guide and Questions:

http://www.hrsa.gov/grants/manage/index.html

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

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

Type 5 Non Competing Continuation (NCC) Progress Report

What is a 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

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

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.

FFR (SF 425) Submission Requirements

- The FFR is a single page form that recipients must use, to file both their cash transactions and their financial status information. Therefore, both HRSA and PMS utilize the FFR to monitor recipients financial data.
- It's important for recipients to know the difference between the FFR reporting requirements to HRSA and in the PMS; to ensure total compliance with your grant award.

FFR (SF 425) Submission Requirements

- One requirement is to file the federal cash transaction report in the PMS on a quarterly basis. In this report, you are reporting cumulatively for the disbursements of the cash that you withdrew from PMS. This is lines 10 a through 10 c on the SF 425 FFR form.
- Then, you are reporting expenditure of funds and if applicable, cost sharing or matching dollars and program income, to HRSA through the EHBs. This is line 10 d through 10 o on the SF 425 FFR form.

FFR (SF 425) Submission Requirements

- The schedule for submitting the FFR to HRSA is on a semi-annual or annual basis. The specific due date is specified in the NoA, under the reporting requirement section.
- Your due date is dependent upon the grant program cycle; so the NoA is your best resource for knowing when the report is due to HRSA.

FFR (SF 425) Submitted Late or Not Submitted at all

- HRSA takes financial reporting requirements very seriously. If you are not in compliance, HRSA may take an adverse action, which can include drawdown restriction, withholding continuous awards and withholding monetary revised awards.
- For example, a request to carryover funds may be denied, if the organization is not compliant with financial reporting requirements.

FFR (SF 425) Submitted Late or Not Submitted at all

- HRSA may also terminate a grant if deemed appropriate.
- Therefore, it is imperative that you comply with both requirements; to ensure continued funding; that recipients have access to the funds when needed, and for future award opportunities.

FFR (SF 425) and GMS Review

- When the GMS receives your financial report through the EHBs; the GMS will review the data that you supplied and the GMS will check for accuracy, reasonableness, and completeness.
- Through your GMS review, they will determine if there are any significant changes in the rate of obligations or expenditures from what is expected and your GMS will ensure consistency with the terms and conditions of the award.

FFR (SF 425) and GMS Review

- If you have a program that requires you to match expenditures, your GMS will also ensure that you are meeting their matching requirements.
- Likewise, if you have a program that contains program income, your GMS will review to ensure you are accounting for program income in accordance with the terms and conditions of the award.

FFR (SF 425) and GMS Review

- If you are submitting a final FFR at the end of the document period, it is expected that your cumulative expenditures match with the cumulative disbursement reporting in PMS.
- The final FFR cannot contain unliquidated expenditures.
- You are expected to liquidate all funds, within 90 days of the end of the grant period.

FFR (SF 425) and GMS Review

- If the GMS finds an error, or a particular piece of the report requires additional information, the GMS may send the FFR back through the EHBs as a change request.
- You will then receive an e-mail notification from the EHBs, that additional information or corrections are needed. It's important to make the changes as soon as possible and to return the revised report to HRSA.

FFR (SF 425) and Carryover Request

- When submitting your FFR, if you have an unobligated balance of funds, the EHBs will ask if you want to carry-over the funds. If you select yes, a separate prior approval request to carry over the funds must be submitted within 30 days of the FFR submission.
- The carryover request is created and submitted through the prior approval module in the EHBs.

FFR (SF 425) and Carryover Request

- Be sure to submit your FFR first before attempting to submit the carryover request. The system will not allow you to submit the carryover request prior to the FFR submission.
- Requested carryover amount must be equal to or less than the unobligated balance of funds.
- Please know that if you have questions pertaining to information or data on the FFR, your GMS is available to assist you. If you have technical issues with the EHBs during the FFR process, call or e-mail the HRSA Contact Center.

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.

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