HRSA Grantee Conference Call and Q&A

April 2017

Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration (HRSA)

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Operator

- Grantees are in listen-only mode initially
- How/when to ask a question
- HRSA personnel will present grants information. Then open the call for questions and answers

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Agenda

- Welcome
- Reminders
- Reviewer Recruitment Module
- Division of Grants Policy Update
- Unobligated versus Unliquidated
- Top Audit Findings
- Q&A

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Welcome

- HRSA Contact Center hours: 8 a.m. to 8 p.m. (ET)

- HRSA Contact Center number: (877) 464-4772.

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Reminders

- Payment Management Services (PMS):

877-614-5533 or http://www.dpm.psc.gov/

- Bureau of Primary Health Care: 1-877-974-2742. or **http://www.hrsa.gov/about/contact/bphc.aspx**

- Update your SAM.gov and Grants.gov registrations.

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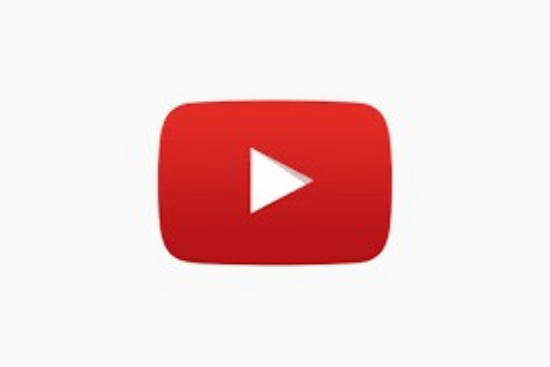
Reminders

- **EHBs Help and Ticketing System:**
  http://www.hrsa.gov/about/contact/ehbhelp.aspx

- **HRSA is on YouTube!**



- **Additional Resources: etc. Visit**
  http://www.hrsa.gov/grants/manage/index.html

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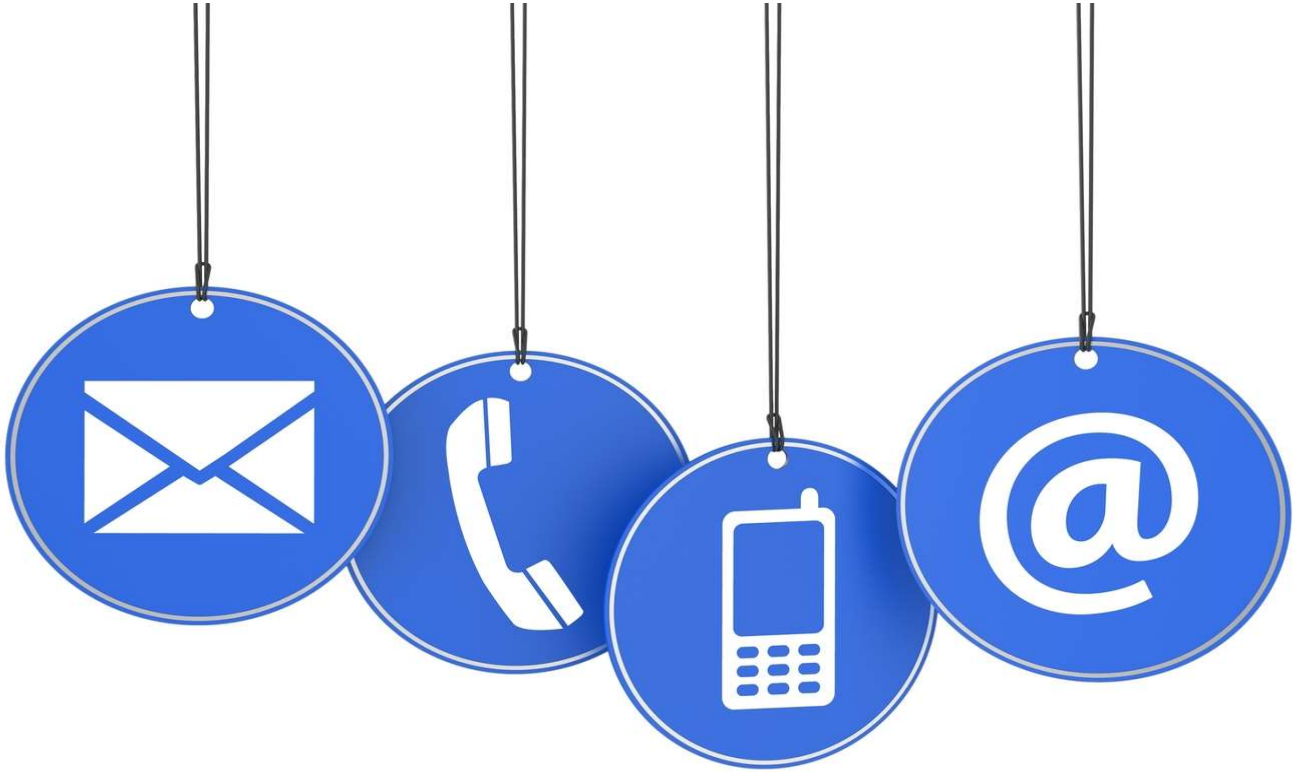
Reminders

Correspondence with HRSA



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Reminders

- The HRSA Grants TA webpage: http://www.hrsa.gov/grants/apply/

- Provide Feedback on your Grant Experiences: https://cxo.dialogue2.cao.gov/

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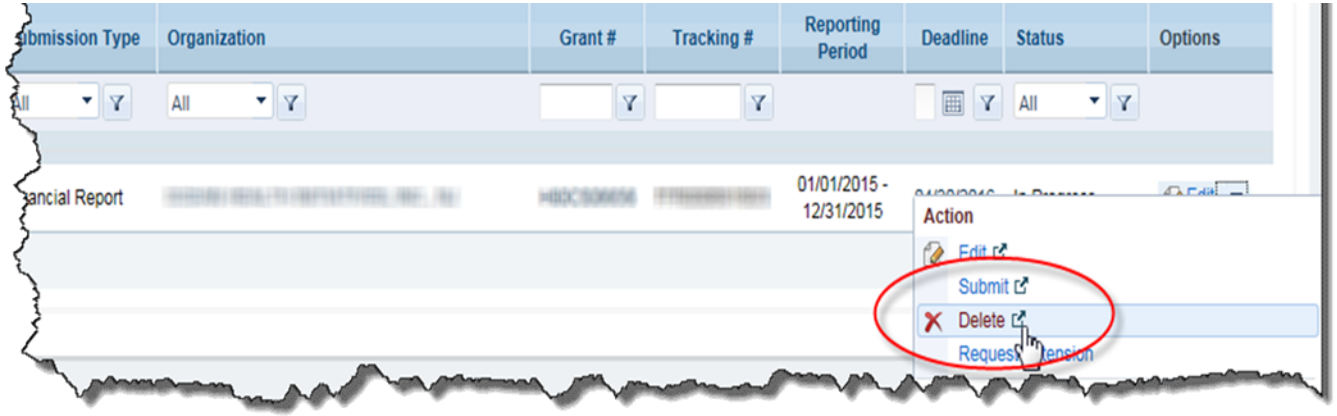
New Feature to the FFR Module in EHB

- With the new FFR module in EHB it will allow recipients to delete an FFR revision that was started in error.



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Division of Independent Review

The role of HRSA's Division of Independent Review (DOR) is to plan, carry out and oversee a fair, ethical and objective review for all discretionary grant applications.

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Division of Independent Review

- HRSA has specific interest in the following areas:
- Health professions training
- HIV/ AIDS
- Maternal and child health
- Organ transplantation
- Primary care for underserved people
- Rural health

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Become a HRSA Reviewer

- Provide a great service to the HRSA mission
- Gain knowledge of the HRSA objective review process
- Discover strategies to writing strong grant applications
- Learn about common problems with grant applications
- Develop relationships with panel members related to your interests
- Register in the HRSA Reviewer Recruitment Module (RRM)
- http://www.hrsa.gov/grants/reviewers/index.html
- **D**ivision of **I**ndependent **R**eview

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Division of Grants Policy – Application Forms

- **Application Guide updates**

  The link is in every Notice of Funding Opportunity

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA

Health Resources & Services Administration

HIV/AIDS Bureau
Division of State HIV/AIDS Programs

Ryan White HIV/AIDS Program States/Territories
Part B Supplemental Grant Program

Funding Opportunity Number: HRSA-17-038

Announcement Type: New, Limited Competition
Catalog of Federal Domestic Assistance (CFDA) No. 93.917

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2017

Application Due Date: May 15, 2017

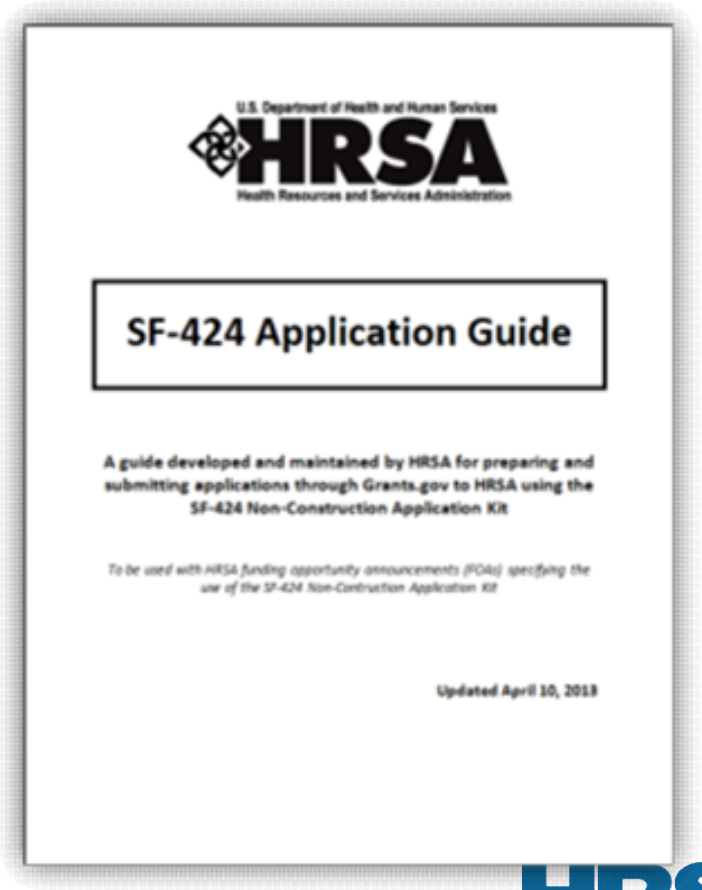
Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.

Issuance Date: March 14, 2017

Modified on 3/17/17 to clarify Eligibility

Michael Goldrosen
Director, Division of State HIV/AIDS Programs
Telephone: (301) 945-9779
Fax: (301) 443-8143
Email: MGoldrosen@hrsa.gov

Authority: Section 2620 of Title XXVI of the Public Health Service Act, (42 U.S.C. § 300ff-29a) as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)



U.S. Department of Health and Human Services

HRSA

Health Resources and Services Administration

SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Non-Construction Application Kit

To be used with HRSA funding opportunity announcements (FOAs) specifying the use of the SF-424 Non-Contruction Application Kit

Updated April 10, 2013

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Division of Grants Policy – Key Contacts Form

Key Contacts Form

*** Applicant Organization Name:**

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:**

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code:

* Telephone Number:

Fax:

* Email:

Next Person

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Division of Grants Policy – Grants.gov

- **Grants.gov Workspace Video**
  - Video: How Grants.gov Workspace Optimizes the Application Experience for Teams
  - https://blog.grants.gov/2016/07/05/video-how-grants-gov-workspace-optimizes-the-application-experience-for-teams/

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Unobligated Balances vs. Unliquidated Obligations

- **Unobligated balance:** 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.

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Delinquent Audits

- **Recipients (and sub-recipients) expending $750K or more in federal awards MUST have a single audit conducted and submitted to the Federal Audit Clearinghouse within the earlier of**
  - **30 days** after receipt of the auditor's report; **OR**
  - **Nine months** after the end of the audit period.

- **An audit is delinquent if it is not submitted timely!**
  - #2 HRSA Audit Finding for FY 2016

- **Single Audit Requirement - 2 CFR 200(f)**
  - Codified for HHS at 45 CFR 75.501

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Audit Confirmation Requests – Single Audit

- **Information typically requested by auditors:**
  - Confirmation of payments to date (grant specific)
    - Budget Period
    - Life of Grant
  - Confirmation of total authorized funding
  - Copies of all monetary awards
  - Copy of approved budget
  - Conditions placed on the award

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How Grantees can gather information for Auditors

- All information is accessible through:

- Notice of Award
- Terms and Conditions
- Approved Budgets

- Payment Data Inquiry

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Audit Confirmation Procedures in PMS

Secure | https://pms.psc.gov/login/loginpage.aspx

Department of Health and Human Services
Program Support Center
Payment Management System

CONTACT US
Login to PMS »

HOME | ABOUT US | AWARDING AGENCIES | GRANT RECIPIENTS | RESOURCES & TRAINING | FAQ

HOME > *Login Page*

» Password Reset
» Hours of Operation
» Contact Us

PMS LOGIN PAGE

Please select your desired service:

Login to the Payment Management

Payment Management System hours are Mond
Saturday and Sunday, 9 a.m. to 9 p.m, Eastern

Password Reset

All users will be required to answer security que
your security questions or reset your password.

If your password expired before you set up your

PMS Training Information

PSC offers training sessions for both grant recip
training today!

- » Audit Confirmation Procedures
- » Cancelled Awards
- » Do Not Pay Information
- » FFR Due Dates
- » FFR Information
- » PMS Access Procedures
- » PMS Payment File Upload
- » PMS User Self Certification
- » Reports
- » Returning Funds / Interest
- » Roles and Responsibilities
- » Administration for Children and Families
- » Department of State
- » NASA
- » USDA - Forest Service
- » USDA - NIFA
- » Grant Recipient Forms

Password Reset page to view instructions on how to update

eset your password.

wards to those recipient/grantee organizations. Register for

SUPPORT:
Web: pms.psc.gov
Email: PMSSupport@psc.gov
Phone: 877-614-5533

Accessibility | Privacy

PSC.gov | HHS.gov | The White House | USA.gov

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Audit Confirmation Procedures in PMS

Secure | https://pms.psc.gov/grant_recipients/auditconfirmation.html

Department of Health and Human Services
Program Support Center
Payment Management System

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HOME > Grant Recipients > *Audit Confirmation Procedures*

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- » NASA
- » USDA - Forest Service
- » USDA - NIFA
- » Grant Recipient Forms

AUDIT CONFIRMATION PROCEDURE

The Payment Management System (PMS) allows grant recipients to provide auditors with confirmation of grant payments during on-site audits.

To obtain grant payment confirmation, recipients can

1. Log into PMS
2. Submit a Payment Data query by entering the account number or sub-account number

A history of all payment related transactions will be displayed in chronological order beginning with the most recent activity. The list of the transactions may include payments of a specific sub-account, payments within specific start and end dates, or payments with a specific confirmation number.

For assistance with the PMS Payment Data inquiry, contact the Accounting and Reports Branch at PMSOIGAudit@psc.hhs.gov.

Please include the contact information of the individual receiving the payment data (name, phone number, fax number and email address).

Programmatic or specific grant award inquiries are handled by the recipient's federal awarding agency.

SUPPORT:
Web: pms.psc.gov
Email: PMSSupport@psc.gov
Phone: 877-614-5533

Accessibility | Privacy Policy | Freedom of Information Act | Disclaimers

PSC.gov | HHS.gov | The White House | USA.gov

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OFAM Technical Assistance Initiative

- **New 2017!**

DFI has been tasked with providing proactive preventative fiscal technical assistance to HRSA grantees.

- **Goal(s):** Ensure recipients are in the best position to achieve operational excellence, properly manage and report on their funding.
  - By implementing preventative technical assistance, DFI will help grantees avoid future audit findings and potential disallowed costs that would need to be returned to HRSA.

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Question & Answer

- Please have your grant number ready
- If we cannot answer your question, we will take your contact information and get back to you

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Upcoming Topics

- **Do you have a topic you would like to see presented during an upcoming TA call?**

- **Email your ideas to HRSAPostAwards@hrsa.gov**

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Contact Information

Jason Mastrangelo
Division of Financial Integrity
JMastrangelo@hrsa.gov
301-443-3626

James Willie
Division of Grants Policy
JWillie@hrsa.gov
301-443-8989

Captain Erik Peirce
Division of Independent Review
EPierce@hrsa.gov
301-443-0838

Melissa Reyes
OFAM/ODOM EHB Support
MReyes2@hrsa.gov
301-443-5157

Web: https://www.hrsa.gov/about/organization/bureaus/

Twitter: https://twitter.com/HRSAgov

Facebook: https://www.facebook.com/HRSAgov/

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