



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Setting Up for Success and Understanding Your Award

HRSA Healthy Grants Workshop
May 13, 2026

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Office of Federal Assistance and Acquisition Management

Vision: Healthy Communities, Healthy People



Agenda

- Key Regulations and Information
- Federal Systems
- Notice of Funding Opportunity (NOFO)
- Grant Roles and Responsibilities
- Overview of the Notice of Award (NoA)
- Grant Terms and Conditions
- Reporting Requirements
- Prior Approvals
- Payment Management System
- Financial Management Control Areas



Key Regulations and Information

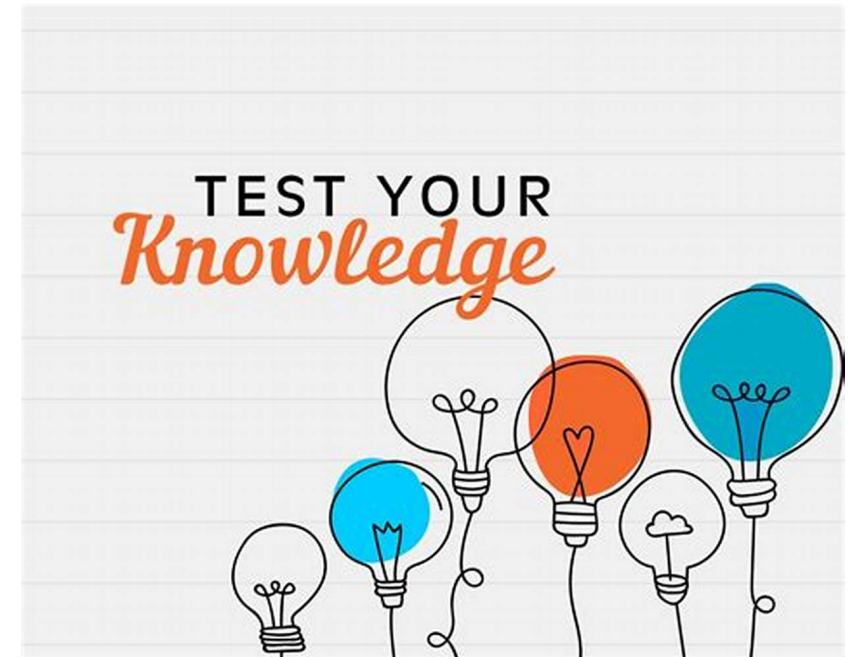
- **Authorizing Statute** – A law to establish, continue, or modify federal programs
 - <https://uscode.house.gov/>
- **Appropriation** – A law authorizing the payment of funds from the Treasury
 - <https://crsreports.congress.gov/AppropriationsStatusTable>
- **Program-specific regulations** – Provide the requirements for implementing a statutory program
- **Federal-wide / HHS grant regulations** – 2 CFR Part 200
 - [Federal-wide grant regulations, ECFR.gov](https://www.ecfr.gov/)



Knowledge Check #1

What is the Federal Grants Regulation that applies to your HRSA award?

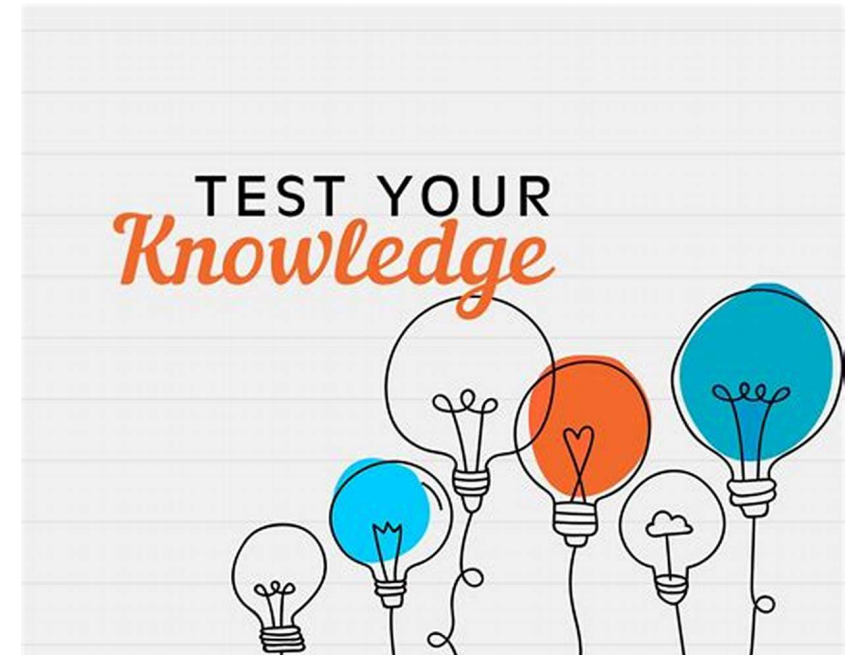
- A. 45 CFR 75
- B. 16 CFR 3220
- C. The US Constitution
- D. 2 CFR 200



Knowledge Check #1 – Answer

What is the Federal Grants Regulation that applies to your HRSA award?

- A. 45 CFR 75
- B. 16 CFR 3220
- C. The US Constitution
- D. 2 CFR 200**



Federal Systems

Grants.gov



SAM.gov



Electronic Handbooks (EHB)



Grant Solutions



Payment Management System (PMS)



Notice of Funding Opportunity (NOFO)

Snapshot of NOFO

HRSA

Health Resources & Services Administration

Bureau of Primary Health Care

Health Center Program

Service Area Competition

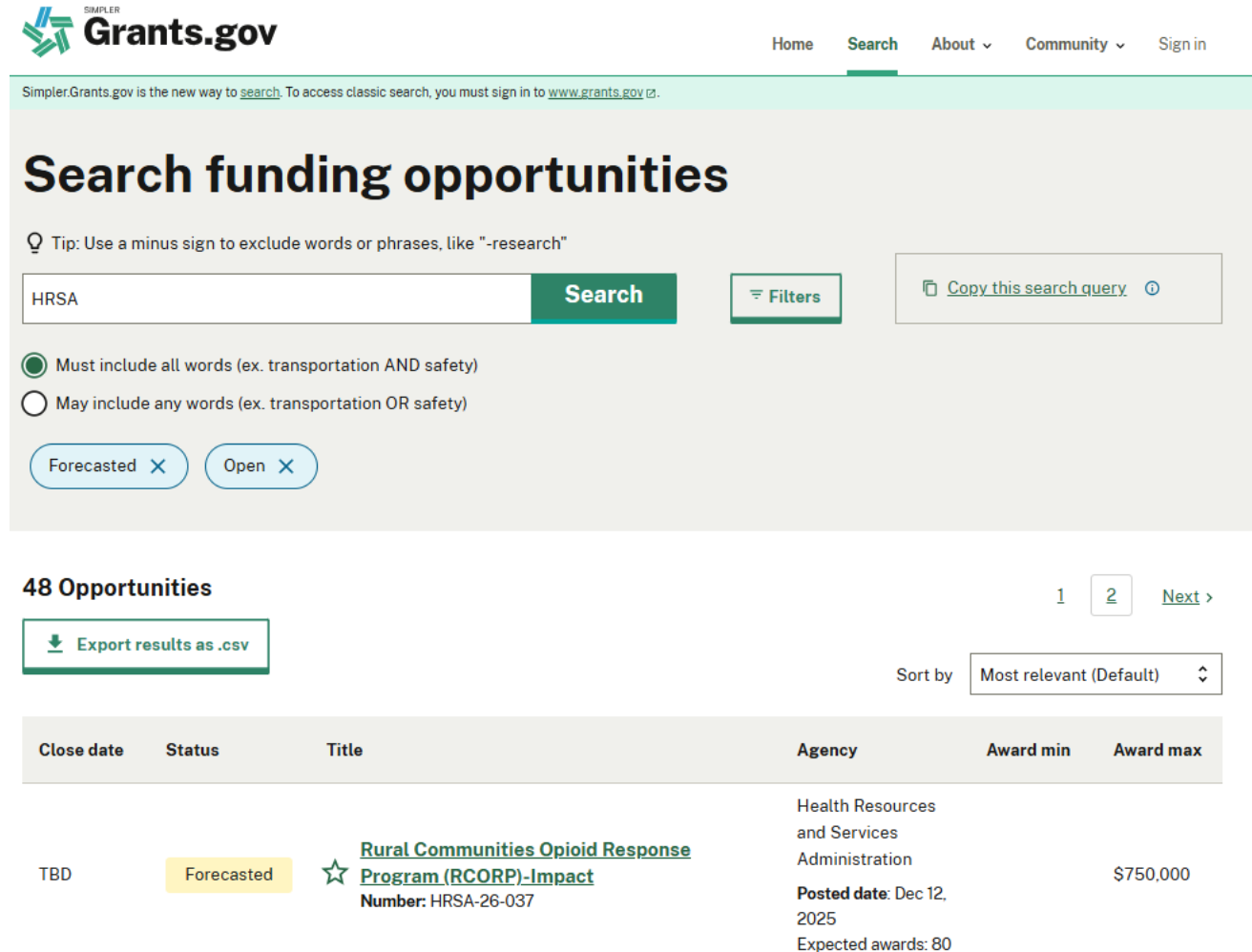
Opportunity number: HRSA-26-002



Notice of Funding Opportunity (NOFO) (continued)

To access HRSA's latest NOFOs:

- Visit Grants.gov, click 'Search Grants'
- On the funding opportunities page, search HRSA
- Use Filters: in the Agency field, select Health Resources and Services Administration
- Review results, select any Funding Opportunity for more info



The screenshot shows the Grants.gov search results page. At the top, the Grants.gov logo is visible, along with navigation links for Home, Search, About, Community, and Sign in. A message states: "Simpler.Grants.gov is the new way to search. To access classic search, you must sign in to www.grants.gov". The main heading is "Search funding opportunities". Below this, a search tip is provided: "Tip: Use a minus sign to exclude words or phrases, like '-research'". The search input field contains "HRSA", and the "Search" button is highlighted. To the right of the search field are buttons for "Filters" and "Copy this search query". Below the search field, there are two radio button options: "Must include all words (ex. transportation AND safety)" (selected) and "May include any words (ex. transportation OR safety)". There are also buttons for "Forecasted" and "Open". Below the search options, it says "48 Opportunities". To the right of this, there are page numbers "1" and "2", and a "Next" link. Below the page numbers is a button "Export results as .csv". To the right of this button is a "Sort by" dropdown menu set to "Most relevant (Default)". Below the sort menu is a table with the following columns: "Close date", "Status", "Title", "Agency", "Award min", and "Award max". The table contains one row of results:

Close date	Status	Title	Agency	Award min	Award max
TBD	Forecasted	★ Rural Communities Opioid Response Program (RCORP)-Impact Number: HRSA-26-037	Health Resources and Services Administration		\$750,000

Below the table, the "Posted date" is "Dec 12, 2025" and the "Expected awards" are "80".



Applicant Responsibilities

- Understand the Code of Federal Regulations (CFR) for grants management and HHS Grant Policies
- Review the Notice of Funding Opportunity (NOFO) for HRSA program requirements
- Fully and accurately complete all required application forms



Recipient Responsibilities

- Develop and implement organizational policies compliant with Federal regulations
- Ensure policies and employee training are updated to reflect best practices for award management
- Provide complete information and respond timely to HRSA requests for information
- Assign and monitor correct User Roles in EHB
- Read and understand the Notice of Award
- Communicate with the Project Officer and Grant Management Specialist (GMS)

Organizational Roles

Roles:

- Project Director (PD)
- Authorizing Official (AO)
- Business Official (BO)

**Managing recipient information and EHB User Roles
is a critical recipient responsibility.**

HRSA Responsibilities

- Implement and execute all CFR Requirements, HHS Policies and HRSA program requirements
- Provide technical assistance and resources to recipients
- Work with recipients to support successful grants management and program performance
- Report non-compliance to authorities and render appropriate actions



HRSA Project Officer (PO) Roles and Responsibilities

- Primary contact for grant recipient on programmatic aspects
- Monitors recipient's scientific, technical, and programmatic performance
- Conducts site visits
- Ensures proper documentation of program deliverables
- Reviews and makes recommendations for continued federal support



HRSA Grants Management Specialist (GMS) Roles and Responsibilities

- Primary contact for budgetary and financial aspects of award
- Explains regulations and policies
- Source of information on cost principles (allowable vs. unallowable costs)
- Oversees receipt and review of all required financial reports
- Reviews and makes recommendations on continued federal support



Overview of the Notice of Award (NoA)

The HRSA NoA is the official legally-binding award document that:

- Notifies recipient of an awarded grant
- Contains the terms & conditions of the grant and federal funding limits
- Provides documentation for recording the obligation of federal funds



Overview of the NoA – Page 1

 Department of Health and Human Services Health Resources and Services Administration		Notice of Award FAIN# : Federal Award Date: :	
Recipient Information		Federal Award Information	
1. Recipient Name		11. Award Number	
2. Congressional District of Recipient		12. Unique Federal Award Identification Number (FAIN)	
3. Payment System Identifier (ID)		13. Statutory Authority	
4. Employer Identification Number (EIN)			
5. Data Universal Numbering System (DUNS)			
6. Recipient's Unique Entity Identifier		14. Federal Award Project Title	
7. Project Director or Principal Investigator		15. Assistance Listing Number	
8. Authorized Official		16. Assistance Listing Program Title	
		17. Award Action Type	
		18. Is the Award R&D?	
Federal Agency Information		Summary Federal Award Financial Information	
9. Awarding Agency Contact Information		19. Budget Period Start Date 09/01/2020 - End Date 08/31/2021	
		20. Total Amount of Federal Funds Obligated by this Action \$0.00	
		20a. Direct Cost Amount	
		20b. Indirect Cost Amount	
		21. Authorized Carryover \$0.00	
		22. Offset \$0.00	
		23. Total Amount of Federal Funds Obligated this budget period \$300,000.00	
		24. Total Approved Cost Sharing or Matching, where applicable \$0.00	
		25. Total Federal and Non-Federal Approved this Budget Period \$300,000.00	
10. Program Official Contact Information		26. Project Period Start Date 09/01/2020 - End Date 08/31/2024	
		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$300,000.00	
		28. Authorized Treatment of Program Income	
		29. Grants Management Officer – Signature	
30. Remarks			



Overview of the NoA—Page 1 (continued)

Page 1 – Summary Federal Award Financial Information

19. Budget Period Start Date **XX/XX/XXXX** – End Date **XX/XX/XXXX**

20. Total Amount of Federal Funds Obligated by this Action \$ 0

20a. Direct Cost Amount \$ 0

20b. Indirect Cost Amount \$ 0

21. Authorized Carryover \$ 0

22. Offset \$ 0

23. Total Amount of Federal Funds Obligated this budget period \$ 0

24. Total Approved Cost Sharing or Matching, where applicable \$ 0

25. Total Federal and Non-Federal Approved this Budget Period \$ 0

26. Project Period Start Date **XX/XX/XXXX** – End Date **XX/XX/XXXX**

27. Total Amount of the Federal Award including Approved
Cost Sharing or Matching this Project Period \$ 0

28. Authorized Treatment of Program Income

XXXX {A: Addition; B: Deduction; C: Cost Sharing or Matching}

29. Grants Management Officer - Signature

Signature



Overview of the NoA – Page 2

NOTICE OF AWARD (Continuation Sheet)

Date Issued: 10/7/2020 7:03:07 AM

HRSA

Health Resources & Services Administration

Health Resources and Services Administration

Notice of Award

Award Number: 6 H2ARH39960-01-01

Federal Award Date: 10/07/2020

31. APPROVED BUDGET: (Excludes Direct Assistance)

☒ Grant Funds Only

☐ Total project costs including grant funds and all other financial participation

a. Salaries and Wages:	\$130,000.00
b. Fringe Benefits:	\$32,500.00
c. Total Personnel Costs:	\$162,500.00
d. Consultant Costs:	\$0.00
e. Equipment:	\$32,000.00
f. Supplies:	\$3,800.00
g. Travel:	\$12,000.00
h. Construction/Alteration and Renovation:	\$0.00
i. Other:	\$47,700.00
j. Consortium/Contractual Costs:	\$42,000.00
k. Trainee Related Expenses:	\$0.00
l. Trainee Stipends:	\$0.00
m. Trainee Tuition and Fees:	\$0.00
n. Trainee Travel:	\$0.00
o. TOTAL DIRECT COSTS:	\$300,000.00
p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$0.00
q. TOTAL APPROVED BUDGET:	\$300,000.00
i. Less Non-Federal Share:	\$0.00
ii. Federal Share:	\$300,000.00

32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:

a. Authorized Financial Assistance This Period	\$300,000.00
b. Less Unobligated Balance from Prior Budget Periods	
i. Additional Authority	\$0.00
ii. Offset	\$0.00
c. Unawarded Balance of Current Year's Funds	\$0.00
d. Less Cumulative Prior Award(s) This Budget Period	\$300,000.00
e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$0.00

33. RECOMMENDED FUTURE SUPPORT:

(Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
02	\$300,000.00
03	\$300,000.00
04	\$300,000.00

34. APPROVED DIRECT ASSISTANCE BUDGET: (in lieu of cash)

a. Amount of Direct Assistance	\$0.00
b. Less Unawarded Balance of Current Year's Funds	\$0.00
c. Less Cumulative Prior Award(s) This Budget Period	\$0.00
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00

35. FORMER GRANT NUMBER

36. OBJECT CLASS

41.51

SR

38. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

39. ACCOUNTING CLASSIFICATION CODES

FY-CAN	CFDA	DOCUMENT NO.	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
		B	\$0.00	\$0.00		NP

HRSA

Office of Federal Assistance & Acquisition Management

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Overview of the NoA—Page 2 (continued)

Page 2 – Approved Budget

31. Approved Budget: (Excludes Direct Assistance)

☐ Grant Funds Only

☐ Total project costs including grant funds and all other financial participation

a. Salaried and Wages:	\$1,983,100.00
b. Fringe Benefits:	\$329,992.00
c. Total Personnel Costs:	\$2,313,092.00
d. Consultant Costs.	\$0.00
e. Equipment:	\$14,000.
f. Supplies	\$ 1,010.00
g. Travel:	\$20,150.0
h. Construction/Alteration and Renovation:	\$0.00
i. Other:	\$242,586.00
j. Consortium/Contractual Costs:	\$187,019.00
k. Trainee Related Expenses	\$0.00
l. Trainee Stipends	\$0.00
m. Trainee Tuition and Fees	\$0.00
n. Trainee Travel	\$0.00
o. TOTAL DIRECT COSTS:	\$2,887,857.00
p. INDIRECT COSTS (Rate: % of S&W/TADC)	\$0.00
q. TOTAL APPROVED BUDGET:	\$2,887,857.00
i. Less Non-Federal Share:	\$1,782,671.00
ii. Federal Share:	\$1,105,186.00



Overview of the NoA—Page 2 (continued)

Page 2 – Award Computation of Financial Assistance

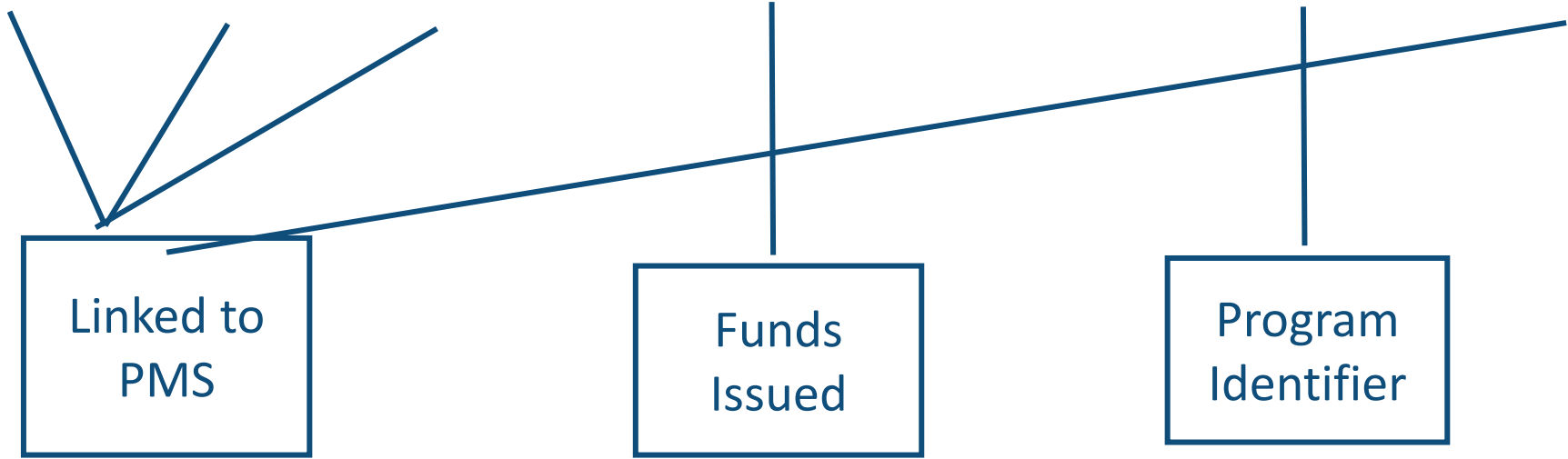
32. Award Computation for Financial Assistance:	
a. Authorized Financial Assistance This Period	\$1,105,186.00
b. Less Unobligated Balance from Prior Budget Periods	
i. Additional Authority	\$0.00
ii. Offset	\$0.00
c. Unawarded Balance of Current Year's Funds	\$0.00
d. Less Cumulative Prior Award(s) This Budget Period	\$1,066,200.00
e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$38,986.00



Overview of the NoA—Page 2 (continued)

Page 2 – Accounting Classification Codes

39. ACCOUNTING CLASSIFICATION CODES						
FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
26 - 999999	93.224	26H80CS00000	\$373,561.00	\$0.00	CHC	26H80CS00000
26 - 999999	93.224	26H80CS00000	\$888,627.00	\$0.00	CHC	26H80CS00000



Grant Terms and Conditions

- **Legal requirements** – must meet according to statute, regulation, or policy
- **Conditions** – specified in the NoA, require a response submitted through the EHBs
- **Acceptance of Terms** – recipient indicates acceptance of award and terms & conditions by drawing down funds from PMS
- Keep in mind HRSA's [General Terms and Conditions](#)



Reporting Requirements

Types of Reporting Requirements	
Non-Competing Continuation Progress Report (NCC)	• Annually for programs that are renewed on an annual basis
Annual Performance Report	• Due date varies according to program
Federal Financial Report (FFR)	• Every 12 months (annual and final)
Final Performance Report	• End of Project Period

Other Reporting Requirements

- **Other Submissions**
 - Conditions of Award (i.e., revised budget)
- **Federal Funding and Transparency Act (FFATA) subaward reporting**
- **Closeout Documents**



Knowledge Check #2

The acronym 'FFR' stands for:

- A. Federal Fiduciary Report
- B. Federal Financial Report
- C. Fancy Finances Report
- D. Financial Fairness Report



Knowledge Check #2 – Answer

The acronym 'FFR' stands for:

- A. Federal Fiduciary Report
- B. Federal Financial Report**
- C. Fancy Finances Report
- D. Financial Fairness Report



Prior Approval Overview

- Prior Approval Types: Some Examples
- Expanded Authority

What is a Prior Approval Request?

- A recipient needs to change certain aspects of the approved application after the award is issued
- Requires submission in Electronic Handbooks (EHBs) Prior Approval (PAR) Module
- 30-day response timeframe from HRSA
- Recipients may not move forward until HRSA approval is received, either via Notice of Award (NoA) or an EHB email notification



Common Prior Approval Request Types

- Change in Key Personnel (Project Director)
- Significant Rebudgeting (25% or more of award)
- Carryover of Unobligated Balance
- Project Extension
- Organizational Name Change
- Change of Recipient

**PRIOR
APPROVAL
REQUIRED**



Change in Key Personnel

- A change in Project director, principal investigator, or other individuals who contribute to the programmatic development or execution of a project or program in a measurable way
- Must provide a resume or Curriculum Vitae (CV) so HRSA staff can verify the person is qualified for the position
- Provide justification, reasoning, and effective date of the change
- Consider if the change will have any budget implications



Other Prior Approval Requests

Rebudgeting

- Significant Rebudgeting—cumulative changes over 25% of the originally-approved budget *and/or*
- Addition of a new proposed cost line-item within the SF-424A cost categories (i.e., equipment)

SECTION B - BUDGET CATEGORIES			
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY		
	(1)	(2)	(3)
a. Personnel			
b. Fringe Benefits			
c. Travel			
d. Equipment			
e. Supplies			
f. Contractual			
g. Construction			
h. Other			
i. Total Direct Charges (sum of 6a-6h)			
j. Indirect Charges			
k. TOTALS (sum of 6i and 6j)			



Expanded Authority

- Some awards have expanded authority, which waives certain prior approval requirements for some actions
- **Carryovers**
 - Carryover of a threshold amount—check with your grants management specialist for the maximum (you may need to submit a prior approval to request more)
- **Extension without Funds or No Cost Extension (NCE)**
 - A one-time, no-cost extension of the budget and project period end date up to 12 months
 - As allowed by the program



Payment Management System (PMS)



- PMS (<https://pms.psc.gov>) is a shared service provider and processes grant payments for the federal government
- PMS provides awarding agencies and grant recipients cash management services and centralized payment. This is also where you submit your Federal Financial Reports
- You will have a PMS liaison accountant who reviews and approves your drawdown of funds and can help with certain access issues: [Find PMS Liaison Accountant | HHS PSC FMP Payment Management Services](#)

Key Takeaways: Setting up for Success

- Be aware of the Key Regulations that govern your award
- Register for the necessary federal systems
- Understand grant roles and responsibilities
- Review Notice of Funding Opportunity and Notice of Award
- Be up to date with the terms and conditions of your award



Financial Management Control Areas



Management Control Areas

Financial Management Control Areas

<i>Cash Management</i>	Credit Cards
Annual Audits	<i>Timekeeping</i>
<i>Accounting System</i>	Travel
Bank Statements	Property Control
<i>Disbursements/Procurement</i>	Conflict of Interest
Matching or Cost Sharing	Mandatory Disclosures
Consultants and Contractors	Limitation on Use of HRSA Funds
Expenditure Analysis	<i>Allowability of Costs</i>
Indirect Costs	Program Income



Management Control Areas (Continued)

Financial Management Control Areas

<i>Cash Management</i>	Credit Cards
<i>Annual Audits</i>	<i>Timekeeping</i>
<i>Accounting System</i>	Travel
Bank Statements	Property Control
<i>Disbursements/Procurement</i>	Conflict of Interest
Matching or Cost Sharing	Mandatory Disclosures
Consultants and Contractors	Limitation on Use of HRSA Funds
Expenditure Analysis	<i>Allowability of Costs</i>
Indirect Costs	Program Income

Cash Management

- Written policies and procedures must minimize the time between PMS drawdown and disbursement
- Drawdowns must be limited to the minimum amount needed for allowable project costs
- Funds must match immediate cash needs and cannot be drawn for future expenditures
- Drawing down too early can result in holding excess federal cash and can trigger monitoring concerns



Reference: 2 CFR 200.302; 2 CFR 200.305

Annual Audits

- Prepare the Schedule of Expenditures of Federal Awards (SEFA) each fiscal year
- Determine whether the organization meets the threshold requiring a single audit
 - Non-profit federal expenditure threshold: \$1,000,000
 - For-profit federal funding received threshold: \$1,000,000
- Select and engage an audit firm
- Submit required audit reports to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt or nine months after fiscal year-end
- Late FAC submission or incomplete SEFA preparation can escalate oversight and/or jeopardize funding



Reference: 2 CFR 200.501-512, 300.218

Accounting System

- The accounting system must separately track revenue and expenditures by federal program
- The chart of accounts must identify all federal awards received and expended
- Records must show the source and application of funds, including receipts, disbursements, obligations, balances, assets, expenditures, income, and interest
- All records must be supported by source documentation



Reference: 2 CFR 200.302

Disbursement/Procurement

- Maintain documentation supporting all disbursements
- Require pre-approval for purchases, including both small and large dollar transactions
- Ensure expenditures are reasonable through bids, quotes, or other methods
- Safeguard blank checks
- Maintain segregation of duties for vendor setup and EFT payments
- Define check-signature thresholds and authorized signers

Reference: 2 CFR 200.302, 303, 318 – 327



Timekeeping

- Describe timekeeping controls and compliance monitoring
- Base salary and wage charges on actual employee activity
- Require after-the-fact personnel activity reports or timesheets
- Include total activity for which employees are compensated
- Require certification by the employee or a knowledgeable supervisor
- Nonprofits may not charge salary based on budget estimates alone
- When timekeeping records are incomplete or inaccurate, payroll costs may be difficult to support during monitoring or audit



Reference: 2 CFR 200.430

Allowability of Costs

- To be allowable, costs must be reasonable, allocable, and adequately documented
- A cost is **reasonable** if it does not exceed what a prudent person would incur under similar circumstances,
- A cost is **allocable** to a federal award to the extent the goods or services benefited the program, and
- A cost is **adequately documented** if it is supported by accounting records and source documentation such as purchase orders, vouchers, invoices, payroll allocation reports, payroll summaries, timesheets, etc.



Reference: 2 CFR 200.403-405

Knowledge Check #3

A recipient charges staff time to the grant based on budget estimates, draws down funds in advance for upcoming expenses, and keeps minimal documentation for purchases under \$5,000. Which statement best describes this situation?

- A. This is compliant if the organization has prior grant experience
- B. This is compliant if a supervisor approves all actions
- C. This is not compliant
- D. This is only an issue for large organizations



Knowledge Check #3 – Answer

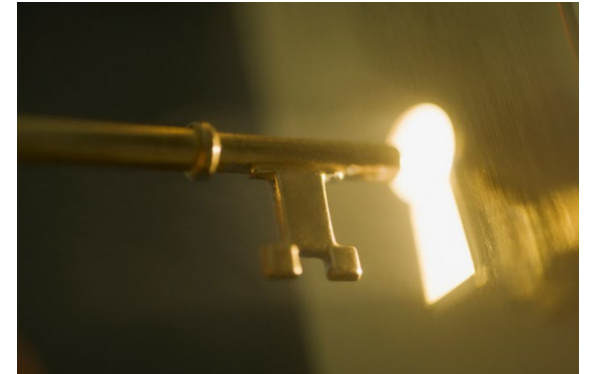
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- A. This is compliant if the organization has prior grant experience
- B. This is compliant if a supervisor approves all actions
- C. This is not compliant**
- D. This is only an issue for large organizations



Key Takeaways: Financial Management Controls

- These control areas are essential to managing federal funds responsibly.
- Strong written policies and procedures are not enough; they must match actual practice.
- These controls help ensure compliance with 2 CFR 200 and 2 CFR 300.
- The common thread is documentation, timeliness, and segregation of duties.



Key Takeaways: Financial Management Controls (Continued)

- Weaknesses in these control areas can lead to:
 - Audit findings
 - Questioned Costs
 - Repayment risks
- When in doubt, ask three questions:
 - Is it allowable?
 - Is it properly approved and documented?
 - Can we support it in an audit?



Resources

- [2 CFR 200: Uniform Administrative Requirements](#)
- [HHS Grants Policy Statement](#)
- [General Terms and Conditions](#)
- [Manage Your Grant](#)
- [HRSA EHBs Help](#)
- [Prior Approval FAQs](#)



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