HRSA Grantee Conference
Call and Q&A

October, 2020

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

Vision: Healthy Communities, Healthy People
Operator

• Listen-only mode initially

• How/when to ask a question

• HRSA personnel will present information. Then open the call for questions and answers
Agenda

• Welcome
• Reminders
• 2 CFR Revisions
• Grant Expenditure Reminders
• Q&A
Training

We provide multiple training options so you understand how to manage your HRSA grant.

Recent Webcasts and Presentations

**October Grantee Conference Call Recordings**

- **October 2019 Conference Call**
  - Toll-Free: 800-839-4838 | No Passcode
  - Download: [October 2019 Conference Call Slides](#) (PPT - 2.3 MB)

- **October 2019 Pacific Basin Conference Call**
  - Download: [October 2019 Pacific Basin Conference Call Slides](#) (PPT - 2.3 MB)
Contact Information

- HRSA Contact Center number: (877) 464-4772
- EHBs Help and Ticketing System: http://www.hrsa.gov/about/contact/ehbhelp.aspx
- Payment Management Services (PMS): 877-614-5533 or https://pms.psc.gov/
- Bureau of Primary Health Care: 1-877-974-2742. or http://www.hrsa.gov/about/contact/bphc.aspx
Electronic Handbook Help and Knowledge Base


• The HRSA Grants TA webpage: http://www.hrsa.gov/grants/apply/
SAM.gov and Grants.gov

- Update your SAM.gov and Grants.gov registrations.
- SAM.gov and Grants.gov are free
- Expired registrations will not receive HRSA funding
Become a HRSA Grant Reviewer

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
• Register in the HRSA Reviewer Recruitment Module (RRM)

https://rrm.grantsolutions.gov/

Division of Independent Review
HRSA Healthy Grants Web Series

• The 8-part Adobe series ran June through September.
  ▪ Offered a total of 20 presentations, each focusing on specific grants administration topics.

• Please visit https://www.hrsa.gov/grants/manage-your-grant/training/workshops for a list of all recordings and FAQs.

• Planning for the 2021 Web Series/Workshops is underway.
Highlights

• Financial Reporting for HHS grant recipients consolidated through the Payment Management System (PMS), effective October 1, 2020

• The EHBs will no longer accept FFRs

• Recipients will be notified when FFRs are available in PMS
How to Update Permissions or Request Access

PMS New User Access Request
https://pms.psc.gov/grant-recipients/access-newuser.html

Update PMS Permissions
https://pms.psc.gov/grant-recipients/access-changes.html

It can take up to 3 days to process the User Access Request
Recipient Resources

• FFR transition resources on the HRSA website: https://www.hrsa.gov/grants/manage-your-grant/training
  ▪ Presentation Slides
  ▪ Recording of Past Training
  ▪ FAQs
PMS Help Desk
PMSFFRSsupport@psc.hhs.gov
How are we doing?

• Please take the time at the end of the call to complete the poll for this TA call.
2 CFR Revisions
Division of Grants Policy (DGP)

October, 2020

Ericka Williams
Grant Policy Analyst, Division of Grant Policy
Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People
The Office of Management and Budget (OMB) is revising sections of OMB Guidance for Grants and Agreements. The revisions to 2 CFR support four strategies:

- Strategy 1: Operationalize the Grants Management Standards
- Strategy 2: Establish a Robust Marketplace of Modern Solutions
- Strategy 3: Manage Risk
- Strategy 4: Achieve Program Goals and Objectives
The revisions affect the following Parts of Title 2:

- 25 Universal Identifier and System for Award Management
- 170 Reporting Sub-award and Executive Compensation Information
- 183 Never Contract with the Enemy (proposed new Part to Title 2)
- 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR Revision-

• The proposed revisions are:
  ❖ Limited in scope
  ❖ Implementation of statutory requirements
  ❖ Alignment of 2 CFR with other authoritative source requirements
  ❖ Clarifications of existing requirements in particular areas within 2 CFR

• HHS will be revising and updating 45 CFR 75 to match the 2 CFR 200 updates.
Grant Expenditure Reminders

- Maintain supporting documentation for all expenditures
- Ensure all draws from PMS are for expenditures which are:
  - **Allowable** – Purchase dates must fall within period of performance
    - Unless explicitly authorized for pre-award costs
  - **Reasonable** – Maintain cost comparisons and bids
  - **Allocable** – Connection to the grant in general ledger
  - **Budgeted** – Adherence to the budget
- All salaries and wages must be based on records that accurately reflect the work performed 45 CFR 75.430(I)(1)
Time and Effort Records (Personnel)

- Charges for personnel must be based on **ACTUAL TIME**
- Must be incorporated into **OFFICIAL RECORD**
- Be **DOCUMENTED**
- Supported by **INTERNAL CONTROLS**
- Represent **TOTAL COMPENSATED ACTIVITY**
- **CONSISTENT** for all funding sources
- Must **NOT EXCEED 100%**
## Time and Effort Records - Example

### Personnel Activity Report Example

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start Time</th>
<th>Ending Time</th>
<th>Hours Worked</th>
<th>Time Off Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>3/18/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Tues</td>
<td>3/19/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>3/20/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Thurs</td>
<td>3/21/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>3/22/19</td>
<td>9 am</td>
<td>5 pm</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Sat</td>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>3/25/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Tues</td>
<td>3/26/19</td>
<td>10 am</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
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<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>3/29/19</td>
<td>9 am</td>
<td>5 pm</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sat</th>
<th></th>
</tr>
</thead>
</table>

**Totals:**

- **72** hours
- **80** total hours

**Administrative:**

- **Admin:** 6
- **RW Food:** 2v
- **RW TSA:** 2
- **MHW:** 2
- **MCM:** 2
- **EIS:** 2
- **RHCS:** 2

**Additional Information:**

- Identification of grant/funding source
- Signature of employee and supervisor
- Total hours agree to paystub

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**Notes:**

- **Please Remember Total All Changes**

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**Office of Federal Assistance Management**

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Questions and Answers

• Please have your grant number ready

• If we cannot answer your question, we will take your contact information and get back to you
Contact Information

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Topic Ideas

• 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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