



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



Slide Presentation

← → ↻ hrsa.gov/grants/manage-your-grant/training

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Training

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

i **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
Toll-Free: 800-944-3294 | Toll: 402-220-4884 | No Passcode
Download: [October 2019 Pacific Basin Conference Call Slides](#) (PPT - 2.3 MB)

Contact Us

[Email us](#) (include your 10-digit grant number)

Announcements

[Get the latest grants' announcements](#)

Electronic Handbooks (EHBs)

[Log In](#)



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

- Additional Resources: etc.
Visit
<http://www.hrsa.gov/grants/manage/index.html>
- The HRSA Grants TA webpage:
<http://www.hrsa.gov/grants/apply/>

The screenshot displays a table of reports and a video player. The table lists various reports with their dates and statuses. A red circle highlights the 'Help' button in the navigation menu. Below the table is a video player with the title 'How to Access Your Performance Reports' and a play button. The video player shows a woman standing in front of a desk with a computer monitor.

Report Type	Description	Date	Status
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIM...)	07/26/2017	Award Determination
Progress Report	Substance Abuse Quarterly Progress Report	07/14/2017	Processed
Financial Report	Annual Federal Financial Report	04/28/2017	Processed
Progress Report	Substance Abuse Quarterly Progress Report	04/13/2017	Processed

Resources

- > What's New
- > HRSA Contacts
- > FAQs
- > View All Videos



SAM.gov and Grants.gov

- Update your [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) registrations.
- [SAM.gov](https://sam.gov) and [Grants.gov](https://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



Manage Your Grant



Training

- Conference Calls
- Guide: How to Manage Your Grant
- Grants Management Workshops

Questions

PMS Help Desk

PMSFFRSupport@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



2 CFR Revision-

- 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



2 CFR Revision-

- 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

Division of Financial Integrity

October 2020

Stephanie Sowalsky

Special Assistant to the Director of Division of Financial Integrity

Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People



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

No White Out

ABC Company
BI-MONTHLY TIME SHEET

Please Remember
Initial All Changes

Employee Name: Tricia Williams
PAY PERIOD BEG: 3/16/19
PAY PERIOD END: 3/31/19

*Identification of grant /
funding source*

Employee Signature: _____

Supervisor Signature: _____

*Signature of
employee and
supervisor*

Day	Date	Start Time	Ending Time	Hours Worked	Time Off Hours	Total Hours	ADMIN	RW FOOD	RW TSA	MAI	MCM	EIS	RHSS
Sun													
Mon	3/18/19	10 am	6 pm	8		8					6 ✓		2
Tues	3/19/19	10 am	6 pm		8	8					6v ✓		2v
Wed	3/20/19	10 am	6 pm	8		8					6 ✓		2
Thurs	3/21/19	10 am	6 pm	8		8					6 ✓		2
Fri	3/22/19	9 am	5 pm	8		8					6 ✓		2
Sat													
Sun													
Mon	3/25/19	10 am	6 pm	8		8					6 ✓		2
Tues	3/26/19	10 am	6 pm	8		8					6 ✓		2
Wed	3/27/19	10 am	6 pm	8		8					6 ✓		2
Thurs	3/28/19	10 am	6 pm	8		8					6 ✓		2
Fri	3/29/19	9 am	5 pm	8		8					6 ✓		2
Sat													
TOTALS				72	8	80					54/6v		18/2v

*Total hours
agree to
paystub*



ALSO Place your Time Off Totals Below – Separated by Category

Time Off Hours	B-Bereavement	H-Holiday	J-Jury Duty	P-Personal	S-Sick	V-Vacation	CTE-Comp Time Earned	CTU-Comp Time Used



HRSA
Office of Federal Assistance Management



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www.HRSA.gov



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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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Twitter: <https://twitter.com/HRSAgov>

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



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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