



OFAM Pacific Basin Technical Assistance Conference Call

March 2021

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

Vision: Healthy Communities, Healthy People



Operator

- Listen-only mode
- HRSA personnel present information
- Questions and Answers



Agenda

- Welcome
- Reminders
- Healthy Grants Workshop
- Division of Grants Policy
- Civil Rights and Accessibility
- New Notice of Award (NoA)
- Financial Reporting Migration
- Division of Financial Integrity



Presentation Location

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

HRSA
Health Resources & Services Administration

Advanced Search

Grants ▾ Loans & Scholarships ▾ Data Warehouse ▾ Training & TA Hub ▾ About HRSA ▾

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[Home](#) > [Grants](#) > [Manage Your Grant](#) > Training

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
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](#)



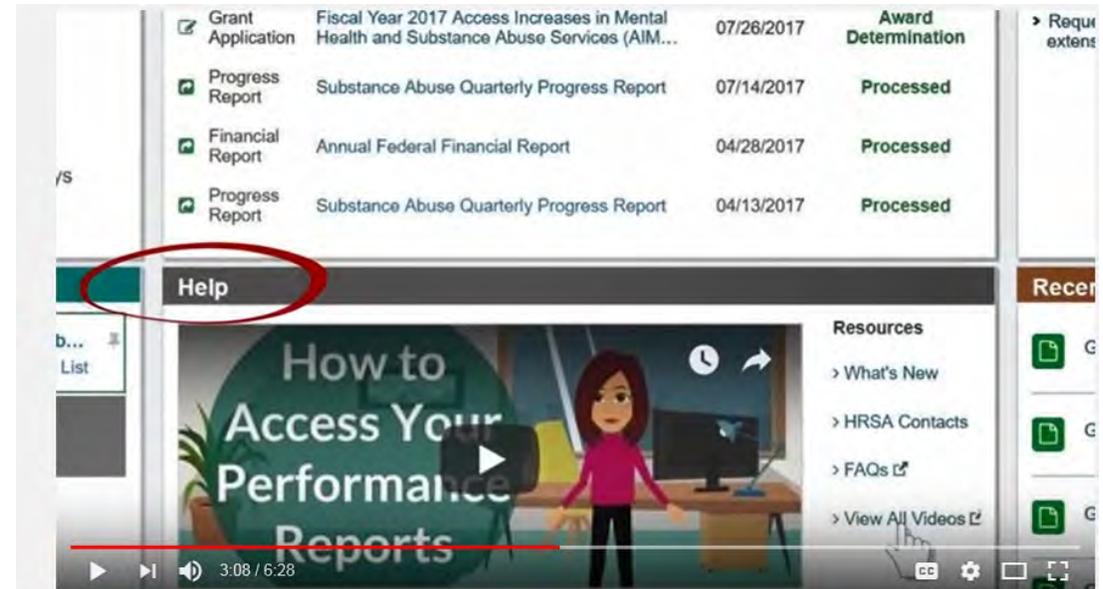
Contact and Technical Assistance Information

- 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/>



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 **I**ndependent **R**eview





HRSA Healthy Grants Workshop

Lessia Middleton-Seeney
Division of Grants Management Operations
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People



Healthy Grants Workshop

- No cost and held virtually in 2021.
- Beginning in May, running through September.
- Please visit our website below for more information, including the agenda: <https://www.hrsa.gov/grants/manage-your-grant/training/workshops>





Division of Grants Policy (DGP) Update

Ericka Williams
Division of Grants Policy
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People



Division of Grants Policy

- New Salary Cap Limitation
- New Legislative Mandates
- Guidance for HRSA Recipients to Implement 2 CFR 200.216 – Prohibition on Certain telecommunications
- UEI delay





Civil Rights & Accessibility for HRSA Recipients

Sarah Williams
Section Chief, Civil Rights Coordination & Compliance
Office of Civil Rights, Diversity, & Inclusion

Vision: Healthy Communities, Healthy People



Civil Rights Coordination & Compliance (CRCC)

Mission: CRCC promotes compliance with federal civil rights law through research, partnerships, and technical assistance to improve care for underserved populations.

Goals:

- To establish HRSA as a federal leader and innovator in the provision and promotion of accessible services.
- To ensure HRSA conducted programs and services are accessible to individuals who experience barriers to participation.
- To support HRSA recipients in achieving compliance with relevant civil rights laws to reduce barriers to obtaining health services.



Enforcement v. Proactive Compliance

**HHS Office for Civil Rights
(OCR)**

Enforcement Agency

**Investigation and
Resolution**

HRSA

Funding Agency

**Proactive
Compliance**



Application

Federal civil rights laws have **two** levels of application. They mandate that federal agencies (HRSA) and their funding recipients (grantees):

Do not discriminate against individuals due to race, disability, national origin, sex, and other protected bases.

Ensure that their **programs and activities are accessible** to people with disabilities, non-English speakers, and other populations.



Civil Rights Protections & Requirements

Language Access
(Title VI)

Accessibility &
Disability
Discrimination
(Section 504)

Sexual Harassment
& Discrimination
(Title IX)

Conscience
Protections
(Church
Amendments)

Age Discrimination
(Age
Discrimination Act)





New Notice of Award (NoA) Format

Victoria Carper
Division of Grants Management Operations
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People



HHS Notice of Award (NoA)

GOALS:

- Develop Standard Administrative Data Elements and Associated Definitions
- Compose a Standard Uniform Page 1 NoA Used by All HHS Agencies
- Facilitate Digital Communications with Grant Recipients
- Promote More Electronic Data Sharing Within Grants Management



Survey



Download

126 items in 9 page(s)

| Issue Date | CRSE-IN | Budget Period | Project Period | Financial Assistance This Action | Authorized Amount This Period | Options |
|------------|---------|-------------------------|-----------------------|----------------------------------|-------------------------------|---------|
| 01/08/2021 | | 01/01/2021 - 12/31/2021 | 1/1/2018 - 12/31/2021 | \$138,180.00 | \$2,274,007.00 | NoA |
| 12/01/2020 | | 01/01/2021 - 12/31/2021 | 1/1/2018 - 12/31/2021 | \$1,219,165.00 | | |
| 07/08/2020 | | 01/01/2020 - 12/31/2020 | 1/1/2018 - 12/31/2021 | \$0.00 | \$2,371,997.00 | NoA |

CLICK HERE

View
NoA
Download NoA

- Designed to transfer NoA data to your organizations grants system - Called System-to-System (S2S) functionality
- Downloaded into .JSON format and then loaded into your grants system
- HRSA is seeking recipients to test new S2S functionality



HHS NoA Page 1 Format Overview



| Recipient Information | Federal Award Information |
|---|--|
| 1. Recipient Name Name of Recipient Address Line 1 Address Line 2 City, State, ZIP+4-0000 | 11. Award Number 000000000000 |
| 2. Congressional District of Recipient 00 | 12. Unique Federal Award Identification Number (UFAID) 00000000 |
| 3. Payment System Identifier (PSI) 00000000 | 13. Matching Number 000000000000 |
| 4. Employee Identification Number (EIN) 00-000000 | 14. Federal Award Project Title 0000 |
| 5. Data Universal Numbering System (DUNS) 000000000 | 15. Assistance 00000 |
| 6. Recipient's Unique Entity Identifier (UEI) 000000000000 | |
| 7. Project Director or Principal Investigator Name Title Email Address 000-000-0000 | |
| 8. Authorized Official Name Title Email Address 000-000-0000 | |

**Required by October 2020
Implementation for all FY21 Awards**

| Summary Federal Award Financial Information | |
|---|---------|
| 10. Budget Period Start Date (00/00/0000) - End Date (00/00/0000) | |
| 20. Total Amount of Federal Funds Obligated by this Activity | \$ 0.00 |
| 20a. Direct Cost Awarded | \$ 0.00 |
| 20b. Indirect Cost Awarded | \$ 0.00 |
| 21. Authorized Personnel | \$ 0.00 |
| 22. Indirect | \$ 0.00 |
| 23. Total Amount of Federal Funds Obligated this Budget Period | \$ 0.00 |
| 24. Total Approved Cost Sharing or Matching, where applicable | \$ 0.00 |
| 25. Total Federal and Non-Federal Approved this Budget Period | \$ 0.00 |
| 10. Project Period Start Date (00/00/0000) - End Date (00/00/0000) | |
| 26. Total Amount of the Federal Award Including Approved Cost Sharing or Matching this Project Period | \$ 0.00 |
| 27. Authorized Personnel of Program Income | \$ 0.00 |
| 28. Grant's Management Officer Signature | |

29. Remarks
0000



Recipient Information

- 1. Recipient Name**

Address City, State, XXXXX-XXXX

- 2. Congressional District of Recipient**

- 3. Payment System Identifier (ID)**

- 4. Employer Identification Number (EIN)**

- 5. Data Universal Numbering System (DUNS)**

- 6. Recipient's Unique Entity Identifier (UEI)**



Project Director & Authorized Official

7. Project Director or Principal Investigator

Name

Organizational Title {Examples: Chief Development Officer;
Medical Director; State Health Officer; President; Professor}

email@email.com Phone xxx-xxx-xxxx

8. Authorized Official

Name

Title {Examples: Chief Executive Officer; Director Sponsored
Services; Vice President of Development; Grant Associate}

email@email.com Phone xxx-xxx-xxxx



EHB User Profile Information

You are here: Home

View/Update Profile

Fields with * are required

User Information

| | |
|---|-------------------------|
| Username (Email) | Pollywoggle@grantee.org |
| Title (Example: Project Director, Director) | ... |
| Salutation (Example: Mr., Ms., Dr.) | Ms. |
| * First Name | Polly |
| Middle Initial | |



Federal Agency Information

9. Awarding Agency Contact Information

Primary for business management, policy aspects of the grant award:

Grants Management Specialist

email@email.com Phone xxx-xxx-xxxx

10. Program Official Contact Information

Individual responsible for technical aspects of the grant award:

Program/Project Officer Multiple Titles {Examples: Public Health Analyst; Nurse Consultant; Statistician; Social Science Analyst; Health Scientist}

email@email.com Phone xxx-xxx-xxxx



Federal Award Information

13. Statutory Authority – Major change

- From: Displaying Public Health Law and Amendments
- **To: Citing United States Code 42 U.S.C § 254b**

14. Federal Award Project Title

15. Assistance Number Listing 93.224

16. Assistance Listing Program Title Primary Health Care – Health Center



HRSA Specific Award Details



Health Resources and Services Administration

Notice of Award
Award Number:
Federal Award Date: 09/15/2016

21. APPROVED BUDGET (Excludes Direct Assistance)
 Grant Funds Only
 Total project costs including grant funds and all other financial projections

| | |
|---|-----------------------|
| a. Salaries and Wages | \$0.00 |
| b. Fringe Benefits | \$0.00 |
| c. Total Personnel Costs | \$0.00 |
| d. Consultant Costs | \$0.00 |
| e. Supplies | \$0.00 |
| f. Travel | \$0.00 |
| g. Training | \$0.00 |
| h. Construction/Alteration and Renovation | \$0.00 |
| i. Other | \$0.00 |
| j. Conventions/Conferences/Trade Shows | \$0.00 |
| k. Training Related Expenses | \$0.00 |
| l. Training Stipends | \$0.00 |
| m. Training Tuition and Fees | \$0.00 |
| n. Training Travel | \$0.00 |
| o. TOTAL DIRECT COSTS | \$1,609,063.00 |
| p. INDIRECT COSTS (Rate: % of SUBTOTAL) | \$0.00 |
| q. TOTAL APPROVED BUDGET | \$1,609,063.00 |
| Less Non-Federal Share | \$0.00 |
| Federal Share | \$1,609,063.00 |

22. AWARD COMPLETION FOR FINANCIAL ASSISTANCE:

| | |
|---|-----------------------|
| a. Authorized Financial Assistance (This Period) | \$1,609,063.00 |
| b. Less Unobligated Balance from Prior Budget Periods | |
| c. Additional Authority | \$0.00 |
| d. Offset | \$0.00 |
| c. Unobligated Balance of Current Year's Funds | \$0.00 |
| d. Less Cumulative Prior Award(s) This Budget Period | \$0.00 |
| e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION | \$1,609,063.00 |

23. 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 201 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.

24. ACCOUNTING CLASSIFICATION CODES

| FY/IDR | CRDA | DISBURSEMENT NO. | AWR: FWA: JUST. | AWR: DHS: ASST. | HRSA PROGRAM CODE | HRSA ACCOUNT CODE |
|--------|------|------------------|-----------------|-----------------|-------------------|-------------------|
|--------|------|------------------|-----------------|-----------------|-------------------|-------------------|

25. RECOMMENDED FUTURE SUPPORT:
(Subject to the availability of funds and satisfactory progress of project)

| YEAR | TOTAL COSTS |
|----------------|-------------|
| Not applicable | |

26. APPROVED DIRECT ASSISTANCE BUDGET (In lieu of cash):

| | |
|--|---------------|
| a. Amount of Direct Assistance | \$0.00 |
| b. Less Unobligated 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 |

27. FORMER GRANT NUMBER

28. OBJECT CLASS
- 99-15

29. OTHERS



Continuation Pages - Terms and Conditions

- Conditions – Priority; Require Action/Response
- Terms
 - Grant Specific Term(s)
 - Program Specific Term(s)
 - **15 Standard Term(s) - Now displayed as a Link to HRSA Manage Your Grant website.**
- Reporting Requirement(s)
 - Due Dates
 - ✓ Annually
 - ✓ Within xx days of the Budget End Date
 - ✓ Specified Date 2/2/2022



Grant Recipient Contacts

- NoA Email Address(es):

| Name | Role | Email |
|-----------------------------|----------------------|-----------------------------------|
| <u>Amanda A. Authorizer</u> | Authorizing Official | <u>a.a.authorizer@grantee.org</u> |
| | Business Official | |
| <u>Brian B. Business</u> | Program Director | <u>b.b.business@grantee.org</u> |

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov>).



Additional Information

- June 30, 2020 Healthy Grants Workshop Presentation:
<https://hrsaseminar.adobeconnect.com/pos3pm80tm1f>
- Interested participating in testing new System to System (S2S) functionality?
 - ✓ Please send an email with your grant number to:
vcarper@hrsa.gov





Financial Reporting Migration to PMS

Maya Fryar, M.Ed.
Division of Grants Management Operations
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People



Financial Reporting Migration to PMS: Highlights

- **Financial reporting for HHS grant recipients consolidated through the Payment Management System (PMS)**
 - Effective October 2020
- **The EHBs no longer accept FFRs**
- **Recipients are notified when FFRs are available in PMS**



Financial Reporting Migration to PMS: Updating Permissions or Requesting 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



Financial Reporting Migration to PMS: 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

Financial Reporting Migration to PMS: Questions

PMS Help Desk

PMSFFRSupport@psc.hhs.gov





Single Audit

Wayne Bulls
Division of Financial Integrity
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People

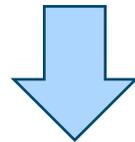


Key Fiscal Reminders

Understand the Single Audit Requirements

Recipient (and sub-recipients) that expend \$750K or more in federal awards (in total) during their fiscal years (FY) are required to have Single Audits performed and submit the reports to the Federal Audit Clearinghouse within 9 months of their FY ends.

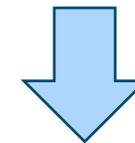
Total Federal Funds
< \$750k



No Audit
Required

45 CFR
§75.501

Total Federal Funds
> \$750k



Single Audit
Required

Current OMB-Approved Single Audit Extensions

- Based on the December 22, 2020 Addendum to the 2020 OMB Compliance Supplement, recipients and sub-recipients of COVID-19 funding with original Single Audit-due dates between October 1, 2020 and June 30, 2021 may have extensions of up to three months to their original Single Audit submission due dates.
- This applies to recipients and sub-recipients with FY ends between January 1, 2020 and September 30, 2020.
- See the descriptive Table in the following Slide.



Single Audit Extensions Table - By FY End

Single audit extensions granted under the 2020 Compliance Supplement Addendum for recipients and sub-recipients that received COVID-19 funding

| Fiscal Year End | Normal Due Date | Extended Due Date ³ |
|-----------------|-----------------|--------------------------------|
|-----------------|-----------------|--------------------------------|

Year-ends provided with a 3-month single audit extension under the 2020 Compliance Supplement Addendum

| | | |
|--------------------|-------------------|--------------------|
| January 31, 2020 | November 2, 2020 | February 2, 2021 |
| February 29, 2020 | November 30, 2020 | March 1, 2021 |
| March 31, 2020 | December 31, 2020 | March 31, 2021 |
| April 30, 2020 | February 1, 2021 | May 3, 2021 |
| May 31, 2020 | March 1, 2021 | June 1, 2021 |
| June 30, 2020 | March 31, 2021 | June 30, 2021 |
| July 31, 2020 | April 30, 2021 | August 2, 2021 |
| August 31, 2020 | June 1, 2021 | September 1, 2021 |
| September 30, 2020 | June 30, 2021 | September 30, 2021 |



Key Fiscal Reminders

- 45 Code of Federal Regulations Part 75 requirements are applicable and must-be followed unless explicitly stated on the Notice of Award or in OMB publications
- All federal funding must be separately accounted for in the General Ledger
- Managing of federal grants should be supported by a system of internal controls



Key Fiscal Reminders Continued

- Organizations must have policies and procedures in place that address unexpected or emergency circumstances (i.e. - hazard/premium pay, furlough pay, leave policy, reassignment, lost productivity, etc.)
- Maintain supporting documentation for all expenditures



Documentation is Key!

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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301-443-4674

Sarah Williams

Civil Rights Coordination & Compliance
Office of Civil Rights, Diversity, and Inclusion

HRSACivilRights@hrsa.gov

Phone: 301-443-5636



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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www.HRSA.gov



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