



# OFAM USAPI Recipient Technical Assistance Conference Call

*September 2021*

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

**Vision: Healthy Communities, Healthy People**



# Welcome

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



# Agenda

- Welcome
- Reminders
- Division of Grants Policy
- Civil Rights and Accessibility
- Budgeting
- Division of Financial Integrity



# Presentation Location

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

# HRSA

Health Resources & Services Administration

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

The screenshot displays the HRSA Grants TA webpage. At the top, there is a table with the following data:

Report Type	Report Title	Due 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

Below the table, a navigation bar contains a "Help" button, which is circled in red. Underneath the navigation bar is a video player with the title "How to Access Your Performance Reports". The video player shows a woman standing in front of a computer monitor. To the right of the video player, there is a "Resources" section with links for "What's New", "HRSA Contacts", "FAQs", and "View All Videos".



# Updating and Managing EHBs Contact Information

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- **Managing Profile Information:**

- <https://help.hrsa.gov/display/public/EHBSKBFG/User+Profile+Management+FAQs>

- **Interactive Videos:**

- <https://help.hrsa.gov/display/public/EHBSKBFG/Interactive+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/>

**D**ivision of **I**ndependent **R**eview





# Division of Grants Policy (DGP)

**Ericka Williams**  
**Division of Grants Policy**  
**Office of Federal Assistance Management**

**Vision: Healthy Communities, Healthy People**



# Division of Grants Policy (DGP) Update

- The HHS Grants Policy Statement is currently being rewritten and updated.
- In the fall of 2020, OMB updated the regulations 2 CFR 200.
  - ❖ HRSA is adhering to 45 CFR 75 for all current awards.
  - ❖ HHS will be moving to the updated 2 CFR 200 but award recipients are to adhere to 45 CFR 75 until further notice.



# Division of Grants Policy (DGP) Reminder

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- Grants.gov website under Search Grants
  - ❖ Forecast for planned NOFOs and proposed dates are posted.
  - ❖ Sign up for notifications from Grants.gov





# Grant Budgeting

**Rachel Holmes, MPA**  
**Division of Grants Management Operations**  
**Office of Federal Assistance Management (OFAM)**

**Vision: Healthy Communities, Healthy People**



# Welcome and Overview

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## Grant Budgeting Overview

- Become a master at determining whether budget costs meet the Allowable, Reasonable and Allocable “test”
- Gain a better understanding of what HRSA reviewers are looking for when they review your budget
- Review example of costs to understand the level of detail HRSA reviewers are seeking
- Understand the issues with improper budgeting and the dangers that accompany errors





# Allowable, Reasonable & Allocable

## Allowable – Code of Federal Regulations (CFR) §75.403

Program legislation, grant or other regulations, and the specific terms and conditions of the award determine whether federal funds can be used to cover a particular cost

- ✓ Based on the items noted, can federal funds be used to cover a particular cost?

## Reasonable – CFR §75.404

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- ✓ Would you, as a reasonable person, be willing to spend the amount of money requested on the item requested?

## Allocable – CFR §75.405

A cost is allocable to Federal award if the goods or services are chargeable or assignable to that Federal award.

- ✓ Is this cost necessary and directly connected to carrying out the goals and objectives of the grant?



# Budget Categories: A Closer Look

## SF-424 A

- Personnel
- Fringe
- Travel
- Equipment
- Supplies
- Construction/Renovation
- Contractual
- Other
  - ✓ Facility Rental/User Fees
  - ✓ ADP/Computer Services
- Indirect Costs

## SF-424 R&R Additional Categories

- Participant/Trainee Support Costs:
  - ✓ Tuition/Fees/Health Insurance
  - ✓ Stipends
  - ✓ Subsistence
- Senior Key Personnel (other than PD/PI)
- Other More Detailed Personnel Costs
- Incentive Costs as Supported by Program Require

## SF-424 C Additional Categories

- Land, Structural, Right-of-way, Appraisal
- Relocation Expenses
- Architectural and Engineering Fees
- Project Inspection Fees
- Site Work
- Demolition and Removal
- Construction
- Equipment
- Contingencies



# Budget Documents

## Budget

### Narrative/Justification

Details each item of cost under each budget category

Budget Justification Grant#:	FY 20XX Budget Period		Total
	Federal Grant - Base Grant	Non-Federal Resources	
<b>SUPPLIES</b>			
4 laptop computers @ \$X each			-
Office Supplies (\$X per month x 12 months)			-
Printing Costs (\$X.XX per brochure x 4 brochures x X,000 copies)			-
Medical Supplies (\$X.XX per visit x X,XXX visits)			-
Dental Supplies (\$X.XX per visit x X,XXX visits)			-
<b>TOTAL SUPPLIES</b>			-
<b>Contractual - Include sufficient detail to justify costs.</b>			
Pharmacy Services (\$X per contract)			-
Laboratory Services (\$X per sample x X,XXX samples)			-
Housekeeping Services (\$X per month x 12 months)			-
Ophthalmology Services (\$X per patient x XXX patients)			-
Waste Removal (\$X per month x 12 months)			-
<b>TOTAL CONTRACTUAL</b>			-

Additional Documents – if applicable:

- Personnel Justification Table
- Equipment List



# Travel

## Local Travel:

Example:

Community Health Worker visits school based clinic: \$.56/mile  
x 10 miles (per trip) x 25 trips

Total: \$140.00

## Long Distance Travel:

Example:

Four staff to attend the \_\_\_\_\_ Conference in Denver:  
4 flights x \$350/flight = \$1,400; 3 nights in a hotel \$125/night  
for four staff = \$1,500; Per diem (\$65/day) for four staff x 4  
days = \$1,040,  
Car rental \$100/day x 4 days = \$400.

Total = \$4,340



# Examples of Unallowable Costs: Faux Budget

TRAVEL				
Travel to DC to meet with Senators: \$200/flight x 2 people, \$180/night hotel x 2 people for 2 nights, per diem \$46/per day for 2 people for 2 days	\$ 1,304	\$ -	\$ 1,304	While the costs are broken down clearly here, a trip to meet with a senator is considered lobbying and therefore an unallowable cost.
Staff Training: 2 trainings in QI/QA @ \$20,000 per person x2 FTEs; 5 hotel nights @ \$800 per night x 2 FTEs x 2 trainings	\$ 43,200	\$ -	\$ 43,200	A \$20,000 conference fee and \$800/night hotel rooms are considered unreasonable.
Staff trip to waterpark: \$20/staff x 100	\$ -	\$ 2,000		This cost would be unallowable if paid out of federal funds. It is fine to be paid out of non-federal resources.
Travel tokens for patients or participants: \$100/token x 50 tokens	\$ 5,000	\$ -	\$ 5,000	\$100/token is unreasonable.
<b>TOTAL TRAVEL</b>	<b>\$ 49,504</b>	<b>\$ 2,000</b>	<b>\$ 51,504</b>	



# Unallowable Costs and Improper Budgeting

## Examples of Unallowable Costs

- Bad debt
- Cash reserves/Miscellaneous funds
- Donations and Contributions
- Entertainment
- Fundraising costs
- Fines, Penalties
- Lobbying
- Meals (“generally” unallowable)
- Honoraria (except as a payment for services rendered, such as a speaker’s fee under a conference grant)

## Improper Budgeting: Potential Issues

- Lower application score
- Additional terms and/or conditions of award
- Delayed award of funding
- Disallowed costs
- Audit findings





# Additional Information

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Watch the full [Grant Budgeting Presentation](#)  
from the 2021 Healthy Grants Workshop

(Grant Budgeting Presentation starts about half way through at the 1hour and 4minute marker.)

[HRSA's Healthy Grants Workshop 2021](#)





# 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)

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

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**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.

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# 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)







# Fiscal Policies and Procedures

**Wayne Bulls**  
**Division of Financial Integrity**  
**Office of Federal Assistance Management**

**Vision: Healthy Communities, Healthy People**



# Discussion Topics

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- Federal Suspension and Debarment Requirements
- SAM.gov Checks



# Federal Suspension and Debarment Requirements

## 2 CFR Part 180

- Recipients are prohibited from contracting with or making subawards for goods and services with parties that are suspended or debarred by the Federal Government.
- Prior to hiring employee or contracting with or making subawards to an entity, recipients must verify that the individual or entity is not suspended or debarred or otherwise excluded from receiving federal funds.



# Federal System for Award Management (SAM.gov)

- Prior to hiring new employees, consultants or contractors, the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/> should be checked to ensure they are not prohibited from receiving federal funds.
- Rechecks should be conducted at least annually.
- Documentation of these checks should be saved in personnel/vendor file.

45 CFR §75.327 and 45 CFR §75.335



# 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



# Survey





# Contact Information

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## **Fiscal Technical Assistance Team**

Division of Financial Integrity

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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](mailto:HRSAPostAwards@hrsa.gov)





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[www.HRSA.gov](http://www.HRSA.gov)



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