OFAM Recipient Technical Assistance Conference Call

March 2021

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


• 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 Independent Review
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

• 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 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
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
• 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
Required by October 2020 Implementation for all FY21 Awards
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)
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
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
• 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):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda A. Authorizer</td>
<td>Authorizing Official</td>
<td><a href="mailto:a.a.authorizer@grantee.org">a.a.authorizer@grantee.org</a></td>
</tr>
<tr>
<td>Brian B. Business</td>
<td>Business Official</td>
<td><a href="mailto:b.b.business@grantee.org">b.b.business@grantee.org</a></td>
</tr>
<tr>
<td></td>
<td>Program Director</td>
<td></td>
</tr>
</tbody>
</table>

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
- **Total Federal Funds > $750k**: Single Audit Required

**45 CFR §75.501**
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

<table>
<thead>
<tr>
<th>Fiscal Year End</th>
<th>Normal Due Date</th>
<th>Extended Due Date¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year-ends provided with a 3 month single audit extension under the 2020 Compliance Supplement Addendum</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>November 2, 2020</td>
<td>February 2, 2021</td>
</tr>
<tr>
<td>February 29, 2020</td>
<td>November 30, 2020</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>December 31, 2020</td>
<td>March 31, 2021</td>
</tr>
<tr>
<td>April 30, 2020</td>
<td>February 1, 2021</td>
<td>May 3, 2021</td>
</tr>
<tr>
<td>May 31, 2020</td>
<td>March 1, 2021</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>March 31, 2021</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>July 31, 2020</td>
<td>April 30, 2021</td>
<td>August 2, 2021</td>
</tr>
<tr>
<td>August 31, 2020</td>
<td>June 1, 2021</td>
<td>September 1, 2021</td>
</tr>
<tr>
<td>September 30, 2020</td>
<td>June 30, 2021</td>
<td>September 30, 2021</td>
</tr>
</tbody>
</table>
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

Ericka Williams
Division of Grants Policy
EWilliams@hrsa.gov
301-443-4489

Wayne Bulls
Division of Financial Integrity
WBulls@hrsa.gov
301-443-7764

Victoria Carper
Division of Grants Management Operations
VCarper@hrsa.gov
301-443-5617

Lessia Middleton-Seeney
Division of Grants Management Operations
LMiddleton-Seeney@hrsa.gov
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
To learn more about our agency, visit

www.HRSA.gov

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