



# HRSA Grantee Conference Call and Q&A

US Affiliated Pacific Island Grantees  
*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

The screenshot shows the HRSA website interface. At the top, the browser address bar displays "hrsa.gov/grants/manage-your-grant/training". The HRSA logo and "Health Resources & Services Administration" are on the left, and an "Advanced Search" box is on the right. A navigation menu includes "Grants", "Loans & Scholarships", "Data Warehouse", "Training & TA Hub", and "About HRSA". Below the menu, a breadcrumb trail reads "Home > Grants > Manage Your Grant > Training". The main heading is "Training", followed by the text "We provide multiple training options so you understand how to manage your HRSA grant." A light blue box titled "Recent Webcasts and Presentations" contains information about two conference calls: the "October 2019 Conference Call" and the "October 2019 Pacific Basin Conference Call", each with toll-free numbers and download links for PPT slides. On the right side, there are three sidebar sections: "Contact Us" with an "Email us" link, "Announcements" with a link to "Get the latest grants' announcements", and "Electronic Handbooks (EHBs)" with a "Log In" link. The HRSA logo and "Office of Federal Assistance Management" are in the bottom right corner.

hrsa.gov/grants/manage-your-grant/training

**HRSA**  
Health Resources & Services Administration

Advanced Search

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

share | [social icons]

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](#)

**HRSA**  
Office of Federal Assistance Management



# 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 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

# 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](mailto: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: \_\_\_\_\_

*Tricia Williams*  
*[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													
<b>TOTALS</b>				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





## Connect with HRSA

To learn more about our agency, visit

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



Sign up for the HRSA *eNews*

FOLLOW US:



# 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

---

## **Stephanie Sowalsky**

Division of Financial Integrity

[SSowalsky@hrsa.gov](mailto:SSowalsky@hrsa.gov)

215-861-4392

## **Ericka Williams**

Division of Grants Policy

[EWilliams@hrsa.gov](mailto:EWilliams@hrsa.gov)

301-443-4489

## **Melissa Reyes**

OFAM/ODOM EHB Support

[MReyes2@hrsa.gov](mailto:MReyes2@hrsa.gov)

301-443-5157

**Web:** <https://www.hrsa.gov/about/organization/bureaus/>

**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](mailto:HRSAPostAwards@hrsa.gov)





## Connect with HRSA

To learn more about our agency, visit

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



Sign up for the HRSA *eNews*

FOLLOW US:    