HRSA Grantee Conference
Call and Q&A

June, 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
• Policy Updates and CARES Act
• Payment Management Updates
• Fiscal and Grant Assistance Reminders
• Q&A
HRSA Contact

- HRSA Contact Center hours: 8 a.m. to 8 p.m. (ET)
- HRSA Contact Center number: (877) 464-4772
Payment Management System

• 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
Resources

• EHBs Help and Ticketing System:  
  http://www.hrsa.gov/about/contact/ehbhelp.aspx

• 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 and Grants.gov registrations.
• SAM.gov and Grants.gov are free
• Expired registrations will not receive HRSA funding
Update to eSRS and FSRS Users

• eSRS and FSRS users now require a Login.gov account.
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/](https://rrm.grantsolutions.gov/)

Division of Independent Review
HRSA Healthy Grants Web Series

• Please visit https://www.hrsa.gov/grants/manage-your-grant/training/workshops for dates/information on our ongoing HRSA Healthy Grants Web Series.
Electronic Handbook Help and Knowledge Base
How are we doing?

• Please take the time at the end of the call to complete the poll for this TA call.
Policy Updates and CARES Act
Division of Grants Policy (DGP)

June 2020

Ericka Williams
Grant Policy Analyst, Division of Grant Policy
Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People
COVID-19 Policy Update

On January 31, 2020 a public health emergency was declared for the United States of America in response to the novel 2019 coronavirus.

• What does an Emergency Declaration mean?
  • Gives state, tribal, and local health departments more flexibility to request that HHS authorize them to temporarily reassign state, local, and tribal personnel to respond to 2019-nCoV if their salaries normally are funded in whole or in part by Public Health Service Act programs.
COVID-19 Policy Update

- HRSAs website contains policy and procedures specific to COVID-19
- Policies Referenced Include:
COVID-19 Policy Update

• Policies Referenced Include:
   HRSA’s Electronic Handbook: How to request an extension

   Indirect Cost Rate Questions: HHS PSC Cost Allocation Services and The NIH Division of Financial Advisory Services Indirect-Cost Branch.

   Department of Labor’s: COVID-19 effects on wages, work hours, and leave categories.

   PAL 2014-05: Updated Process for Requesting a Change in Scope to Add Temporary Sites in Response to Emergency Events
COVID-19 Policy Update

- **COVID-19 Appropriation-**
  - Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020
    - This bill provides $8.3 billion in emergency funding for federal agencies to respond to the coronavirus outbreak.
    - Emergency funding for the Department of Health and Human Services (HHS), the State Department, and the Small Business Administration to respond to the coronavirus outbreak.

- Families First Coronavirus Response Act (CARES Act)
  - This bill responds to the COVID-19 outbreak by providing paid sick leave, tax credits, and free COVID-19 testing; expanding food assistance and unemployment benefits; and increasing Medicaid funding. (HRSA did not receive funding)
COVID-19 Policy Update

COVID-19 Appropriation-
  • Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
    ➢ This bill responds to the COVID-19 outbreak and its impact on the economy, public health, state and local governments, individuals, and businesses.

    ➢ This bill establishes the Paycheck Protection Program to provide eight weeks of cash flow assistance to small businesses through federally guaranteed loans to employers who maintain their payroll.

Grantees Frequently Asked Questions related to COVID-19-
https://www.hrsa.gov/grants/manage-your-grant/COVID-19-frequently-asked-questions
Federal Financial Report Transition to the Payment Management System: Updates

June, 2020

Mausami Kothari
Supervisory Financial Management Specialist
Payment Management System

Vision: Healthy Communities, Healthy People
Goals

Consolidate financial reporting through the Payment Management System for recipients by October 2020

- Improve consistency with one source reporting
- Share financial data across HHS
- Assist in grant monitoring and closeout
- Reduce expired award payments
PMS Functionality for Users

• Provides ability to search FFRs based on different criteria (e.g., Payee Account, Grant Document Number)

• Ability to upload supporting documentation

• Group Functionality allowing recipients to certify, download, or print multiple FFRs at the same time

• Section 10 fields can be set up as editable, non-editable, pre-populated, auto-calculated, or validated
Controls and Validations Implemented in PMS

• Final FFR cannot have unliquidated obligations
• Cash Receipts (10a) = Cash Disbursements (10b) = Expenditures (10e) on Final FFRs
• FFR cannot be edited during agency review
• Excess cash on hand (10c) requires justification
• FFR changes require detailed explanation
How to Update Permissions or Request Access

Recipients who do not have access to PMS must submit a new user access request
https://pms.psc.gov/grant-recipients/access-newuser.html

Recipients who currently have access to PMS and are submitting/certifying the FFR’s on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module
https://pms.psc.gov/grant-recipients/access-changes.html

It can take up to 3 days to process the User Access Request
Upcoming Trainings

July 7, 2020:
FFR Training for HRSA Recipients

August 2020 (TBD):
FFR Training for HRSA Recipients

October 2020:
FFR Integration into PMS
Resources:

Questions about the FFR Transition into PMS?
PMSFFRSupport@psc.hhs.gov

PMS FFR Training Website:
https://pms.psc.gov/training/gr-ffr-training.html
Thank You

CONTACT INFORMATION:

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Internet Access
Payment Management Services
Home Page
pms.psc.gov

Hours of Operation
Monday through Friday:
5:00 a.m. until 11:00 p.m. ET*

Saturday and Sunday:
9:00 a.m. until 9:00 p.m. ET*

*Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

Help Desk Number
Telephone #: 877-614-5533
E-Mail: PMSFFRSupport@psc.hhs.gov
Key Fiscal Reminders and Grant Reminders

Understand the audit requirements

Any recipient (including sub-recipients) of federal award that expends $750k in federal funds (total) is required to have a Single Audit.

- Total Federal Funds < $750k
  - No Audit Required

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

45 CFR 75.501
Key Fiscal and Grant Management Reminders

• Account for all funding separately in General Ledger

• Managing of federal grants should be supported by a system of internal controls

• 45 CFR Part 75 requirements are still applicable and need to be followed unless explicitly stated on the NOA or noted in the OMB flexibilities\(^1\)
  ▪ Single Audit completion and submission flexibility of up to 12 months beyond the normal due date for non-delinquent audits

\(^1\) OMB M-20-11 and OMB M-20-17
Key Fiscal and Grant Management Reminders continued

• Organizations must have policies and procedures including:
  ▪ to address unexpected or emergency circumstances (hazard/premium pay, furlough pay, leave policy, reassignment, lost productivity, etc.)

• Maintain supporting documentation for all expenditures
  ▪ Including pre-award costs (January 20, 2020 – April 1, 2020)

Documentation is Key!
DFI Contact Information

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Connect with HRSA

To learn more about our agency, visit

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
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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
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www.HRSA.gov

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