



HRSA Grantee Conference Call and Q&A

US Affiliated Pacific Island Grantees
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



Slide Presentation

The screenshot shows the HRSA website at the URL hrsa.gov/grants/manage-your-grant/training. The page features the HRSA logo (Health Resources & Services Administration) and a search bar with an "Advanced Search" button. A navigation menu includes "Grants", "Loans & Scholarships", "Data Warehouse", "Training & TA Hub", and "About HRSA". The breadcrumb trail is "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 section titled "Recent Webcasts and Presentations" lists two items: "October Grantee Conference Call Recordings" and "October 2019 Conference Call" (with toll-free number 800-839-4838 and a download link for "October 2019 Conference Call Slides" (PPT - 2.3 MB)), and "October 2019 Pacific Basin Conference Call" (with toll-free number 800-944-3294, toll number 402-220-4884, and a download link for "October 2019 Pacific Basin Conference Call Slides" (PPT - 2.3 MB)). On the right side, there are three sidebar sections: "Contact Us" with a link to "Email us" (include your 10-digit grant number), "Announcements" with a link to "Get the latest grants' announcements", and "Electronic Handbooks (EHBs)" with a "Log In" link.



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](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



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/>

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

The screenshot displays a web application interface. At the top, there is a table with the following data:

Icon	Report Title	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. To the right of the "Help" button is a "Resources" section with the following links:

- > What's New
- > HRSA Contacts
- > FAQs
- > View All Videos

Below the navigation bar is a video player. The video title is "How to Access Your Performance Reports". The video player shows a woman standing in front of a computer monitor. The video progress bar indicates 3:08 / 6:28.



How are we doing?

- Please take the time at the end of the call to complete the poll for this TA call.





Salary Cap and System Updates

Division of Grants Policy (DGP)

February 2020

Ericka Williams

Grant Policy Analyst, Division of Grant Policy

Office of Federal Assistance Management (OFAM)

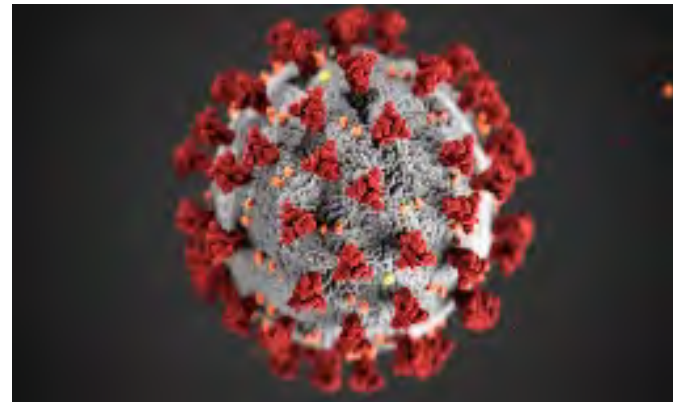
Vision: Healthy Communities, Healthy People

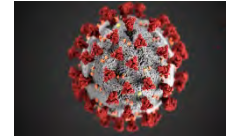


COVID -19 Policy Update

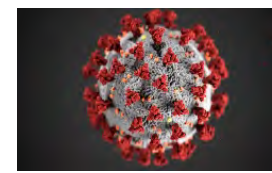
On January 31, 2020 a public health emergency was declared for the United States of America in response to the novel 2019 coronavirus.

- 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.





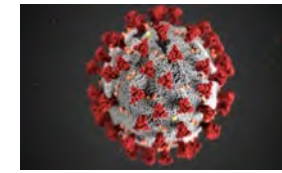
- HRSA's website contains policy and procedures specific to COVID-19
 - Policies Referenced Include:
 - M-20-11: Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19)
 - M-20-17: Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations



- 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

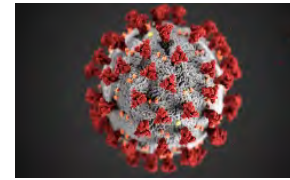
COVID -19 Policy Update



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 received 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

October 2020:

FFR Integration
into PMS

August 2020 (TBD):

FFR Training for
HRSA Recipients



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:

Mausami Kothari

- Supervisory Financial Management Specialist, PMS
- Office: 301-492-5505
- Mobile: 202-868-7701
- Email:
Mausami.Kothari@psc.hhs.gov

[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





Fiscal Technical Assistance

Division of Financial Integrity

June 2020

Wayne Bulls
Fiscal Technical Assistance Lead, Office of the Director
Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People



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.



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 flexibilities¹
 - 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

Fiscal Technical Assistance Team
Division of Financial Integrity
Office of Federal Assistance Management

OFAMFTA@hrsa.gov

Stephanie Sowalsky
Special Assistant

Wayne Bulls
Auditor



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

Wayne Bulls

Division of Financial Integrity

WBulls@hrsa.gov

301-443-7764

Sarah Hammond

Division of Grants Management Operations

SHammond@hrsa.gov

301-443-9022

Ericka Williams

Division of Grants Policy

EWilliams@hrsa.gov

301-443-4489

Melissa Reyes

OFAM/ODOM EHB Support

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





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