



HRSA
HealthyGrants
WORKSHOP

OFAM Panel

How Legislation Becomes a Grant Program

It's Quite an Operation

April 17, 2019



Welcome!

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Office for the Advancement of Telehealth (OAT)
Federal Office of Rural Health Policy (FORHP)

Office of Federal Assistance Management (OFAM)

What do we do....

Award and administer HRSA's grant programs

Ensure financial integrity

Assist applicants and award recipients

- Provide grants policy guidance
- Deliver Technical Assistance

Program Partnership

Collaborate with other agencies

Organization:

3 Offices: Administrator; Operations; Data & Organizational Management

4 Divisions: Division of Grants Policy (DGP), Division of Independent Review (DIR), Division of Grants Management Operations (DGMO), Division of Financial Integrity (DFI)

Today's Session

- **HRSA Grant Lifecycle Overview**
- **Examine a few sample programs**
- **How a legislation becomes a grant award**

How a Bill Becomes a Law



Credit: School House Rock

HRSA Grant Lifecycle



MISSION: To improve health and achieve health equity through access to quality services, a skilled health workforce and innovative programs

HRSA Grant Lifecycle – Planning and Announcement

Program Officer:

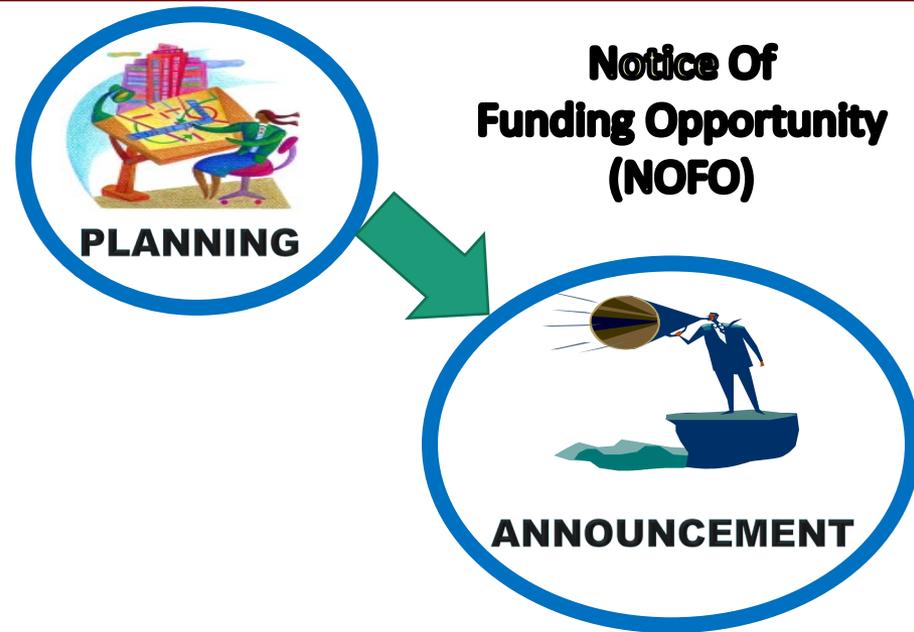
- Develop Bureau focused grant programs to meet the HRSA mission
- Prepare NOFO

Grants Management:

- Review NOFO

Shared Responsibilities:

- Identify Timing/Resources
- Provide Technical Assistance



Applicant:

- Read NOFO
- Participate in Technical Assistance

Agency Planning

Prerequisites for a Federal grant program

- Statutory program authorization and appropriation

HRSA Planning Process

- Begins two fiscal years in advance
- HRSA program offices develop proposals and draft NOFOs

Grants.gov Forecast

- Projected funding opportunities for potential applicants to view

Advanced Nursing Education Authorizing Legislation for Title VIII Programs

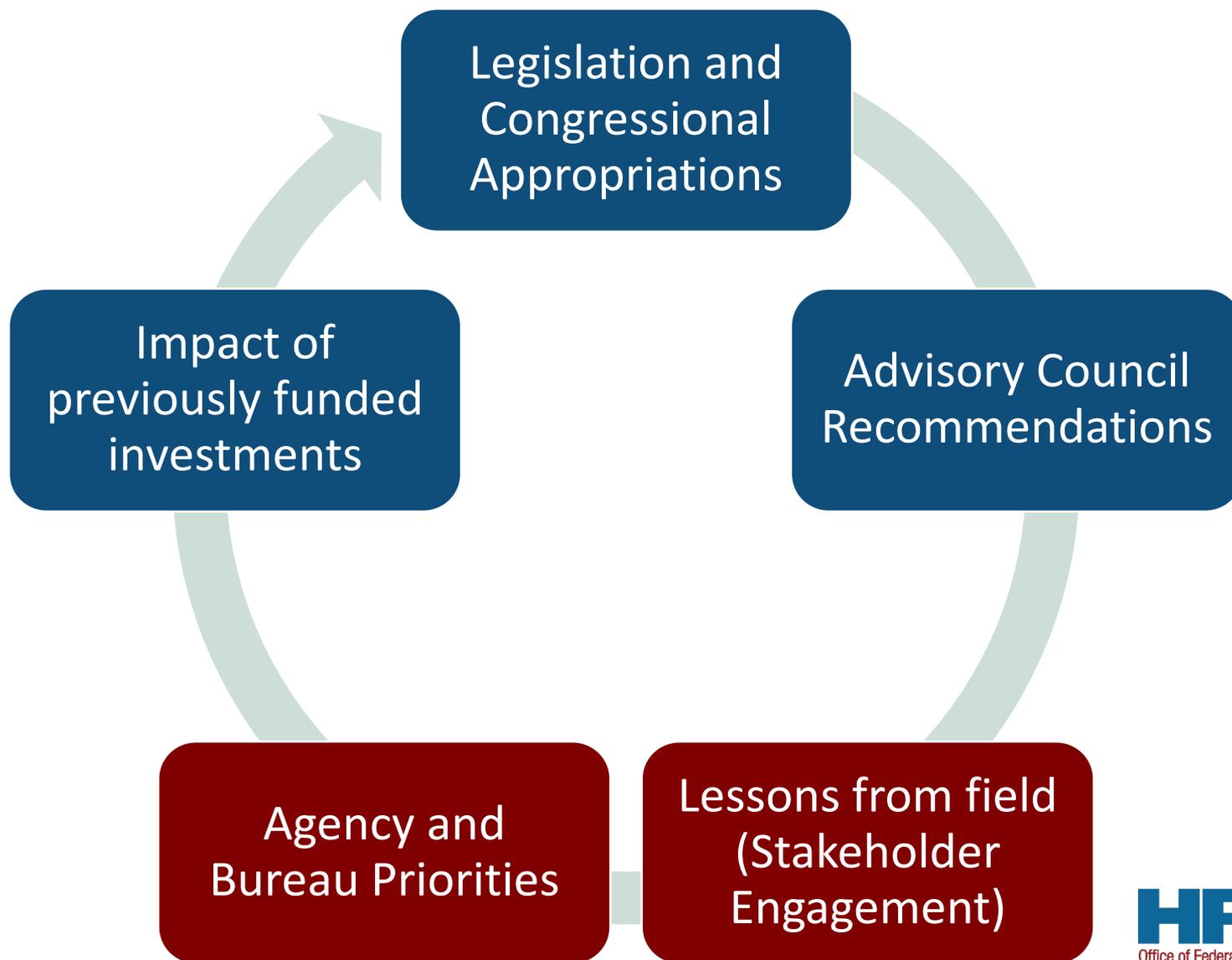
Authorizing Legislation:

Title VIII, Section 811 of the Public Health Service Act
(42 U.S.C. § 296j)

Statutory Funding Preference:

Section 805 of the Public Health Service Act provides a funding preference for qualified applicants for projects that will substantially benefit rural or underserved populations, or help meet public health nursing needs in state or local health departments

Advanced Nursing Education: Considerations for Programmatic Planning



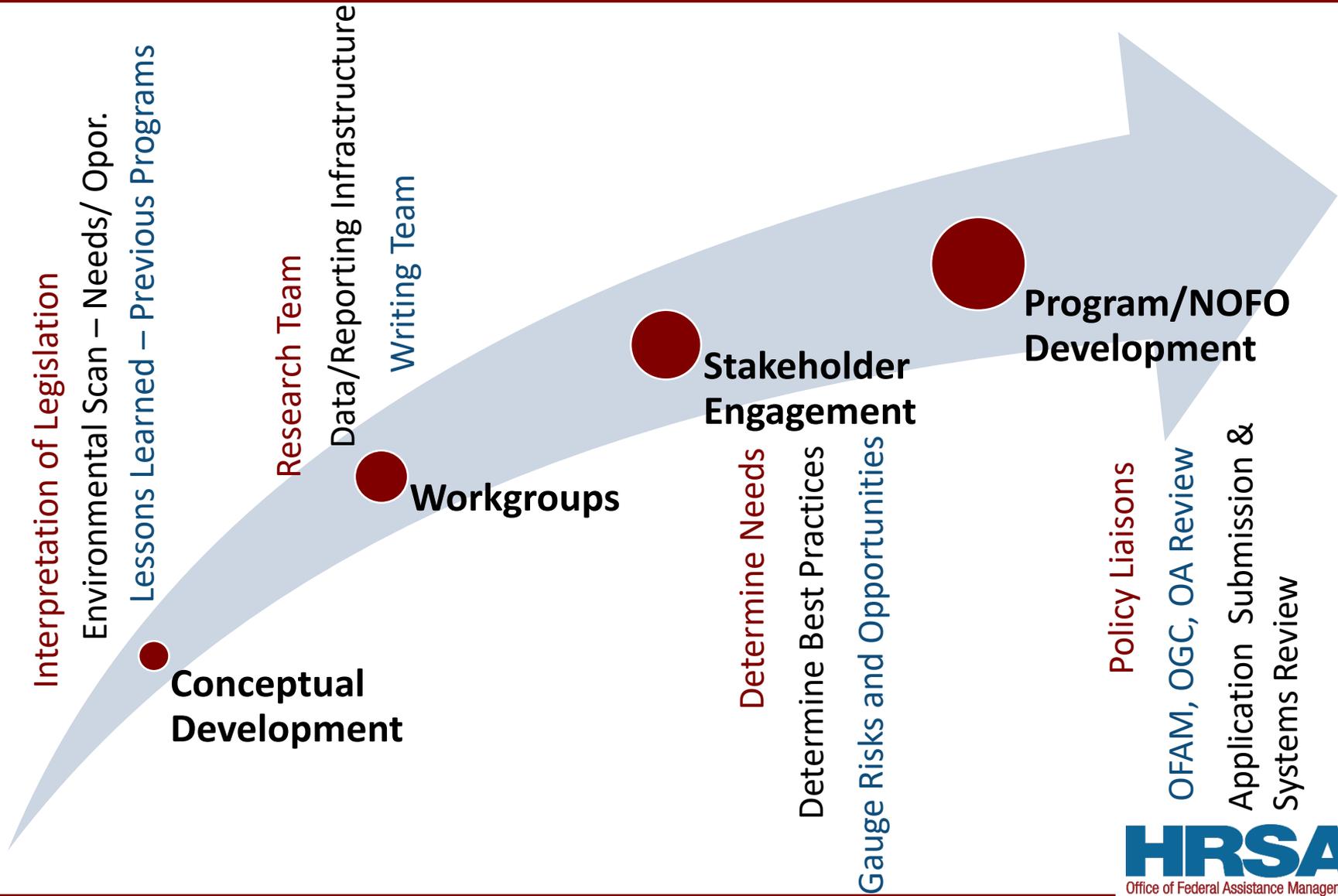
Telehealth Network Grant Program

Authorizing Legislation:

Public Health Service Act, Title III, Section 330(A) as Amended

- Section 330I(d)(1) of the Public Health Service Act (42 USC 254c14), as amended by The Health Care Safety Net Amendments of 2002 (Public Law 107251)

Advanced Nursing Education: New Program Planning Stages



Announcement Phase

Step 1 - HRSA Program Offices use HHS template to draft NOFOs

Step 2 - NOFOs are submitted to OFAM for review and clearance

The NOFO review includes:

Division of Grants Policy (DGP) – Compliance with statute, Federal/HHS grants regulation and policy?

Division of Independent Review (DIR) – Clear review criteria?

Division of Grants Management Operations (DGMO) – Any grants management concerns?

Office of Budget – Sufficient funding for the program?

Office of General Counsel – Are there any legal concerns?

HRSA Leadership – Alignment with HHS/HRSA priorities, if applicable?

Step 3 - NOFO is published at Grants.gov!

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Federal Office of Rural Health Policy
Office for the Advancement of Telehealth

Telehealth Network Grant Program

Announcement Type: New
Funding Opportunity Number: HRSA-16-012

Catalog of Federal Domestic Assistance (CFDA) No. 93.211

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2016

Application Due Date: April 8, 2016

*Ensure SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.*

Release Date: February 8, 2016
Issuance Date: February 8, 2016

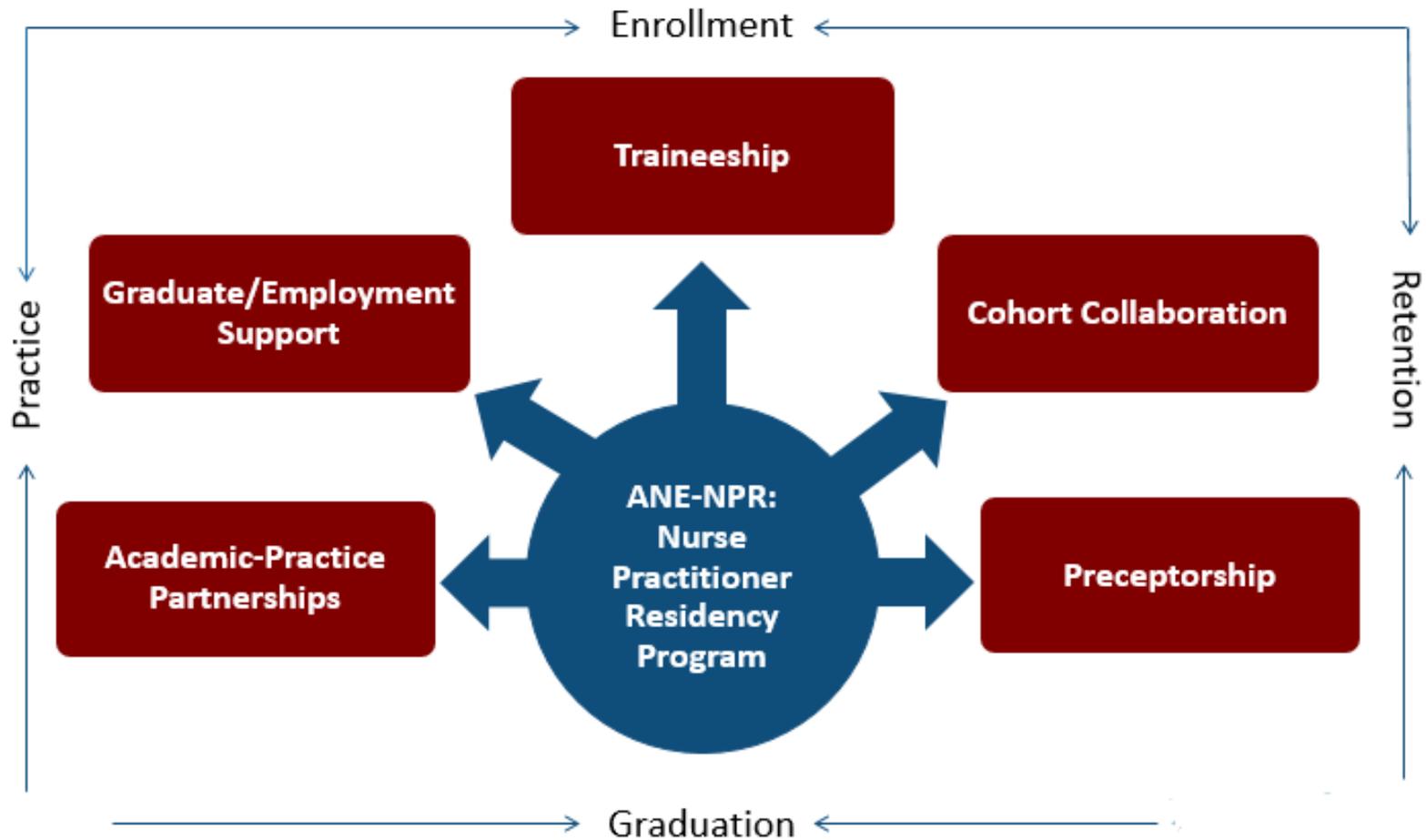
Carlos Mena, MS
Public Health Analyst
Federal Office of Rural Health Policy
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Email: cmena@hrsa.gov
Telephone: (301) 443-3198
Fax: (301) 443-1330

Authority: Section 330I(d)(1) of the Public Health Service Act (42 USC 254c-14), as amended; P.L. 114-53

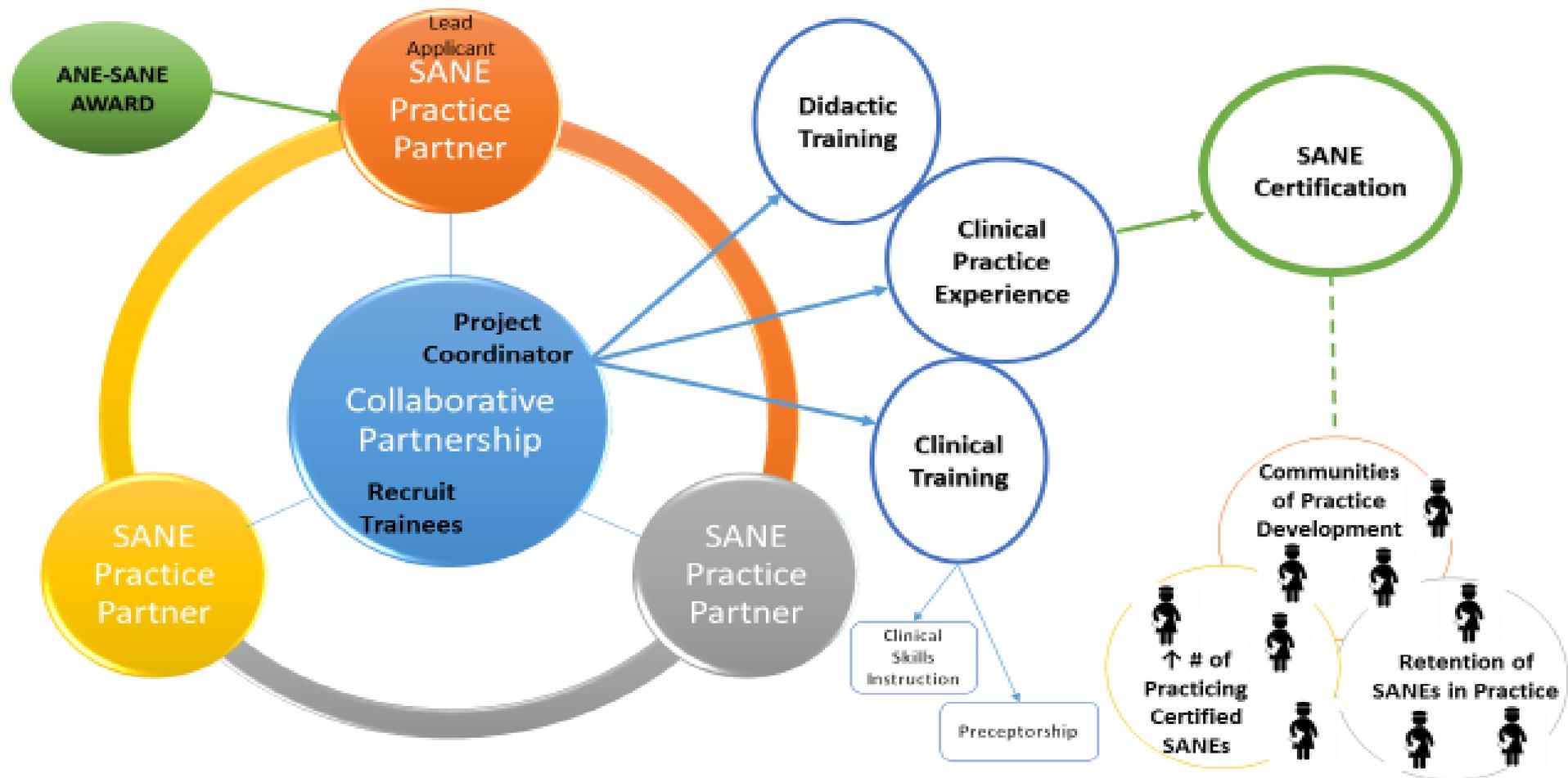
Sections of the NOFO

- Executive Summary
- Purpose
- Background
- Eligibility
- Applications Program Specific Instructions
- Review Criteria
 - Evaluation – KEY
 - Outcomes – KEY
 - Evidence Base – KEY

Advanced Nursing Education: Legislative Interpretation and Implementation



Advanced Nursing Education: Conceptual Model - Sexual Assault Nurse Examiners (ANE-SANE)



HRSA Grant Life Cycle - Application Evaluation and Negotiation

DIR

- Conduct review meetings and issue Summary Statements

Program Official:

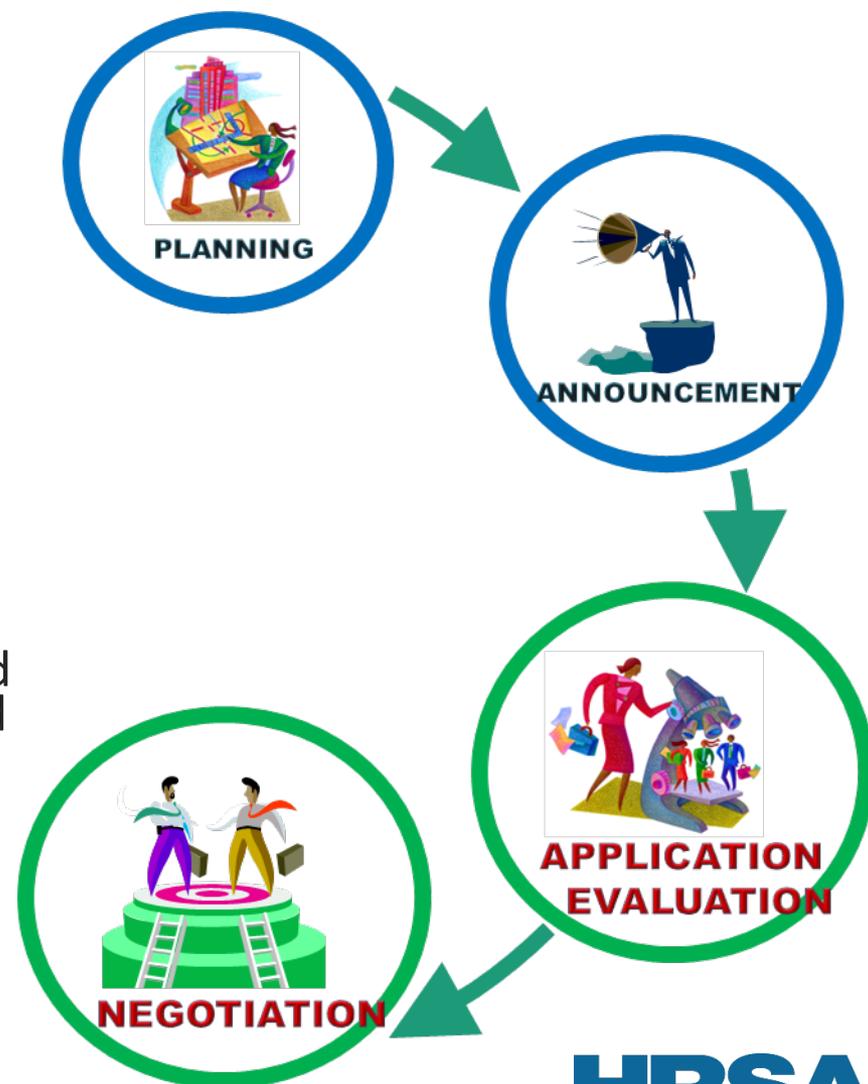
- Attend review meetings and provide clarification on program requirements if needed
- Recommend program specific terms

Grants Management:

- Attend review meetings
- Provide clarification on fiscal and administrative requirements and record reviewers budget notes
- Negotiate revised budget/items and terms of award

Shared Responsibilities:

- Review applications to certify eligibility



Completeness & Eligibility

- **HRSA definition of “Rural”**
 - All non-metropolitan counties determined by Office of Management and Budget (OMB)
 - Rural Urban Commuting Area Codes (RUCAs)
- **Telehealth spoke sites must be Rural**
- **Applicants must be not-for-profit**

DGMO's Role During Review

- **Provide instructions on grants management issues with a focus on the applicant's requested budget**
- **Interpret grants management policies**
- **Answer reviewer inquiries**
- **Capture reviewer's budget recommendations**

Pre-award Financial Assessment

What? Objective financial review to capture financial risk of the organization

Who? DFI performs the review of HRSA applicants and awardees

When? Pre-award and on an annual basis

Why? Crucial in HRSA's decision making process

- Used to mitigate risk to HRSA
- Ensures our recipients are set-up for success

HRSA Grant Life Cycle - Award

Recipient:

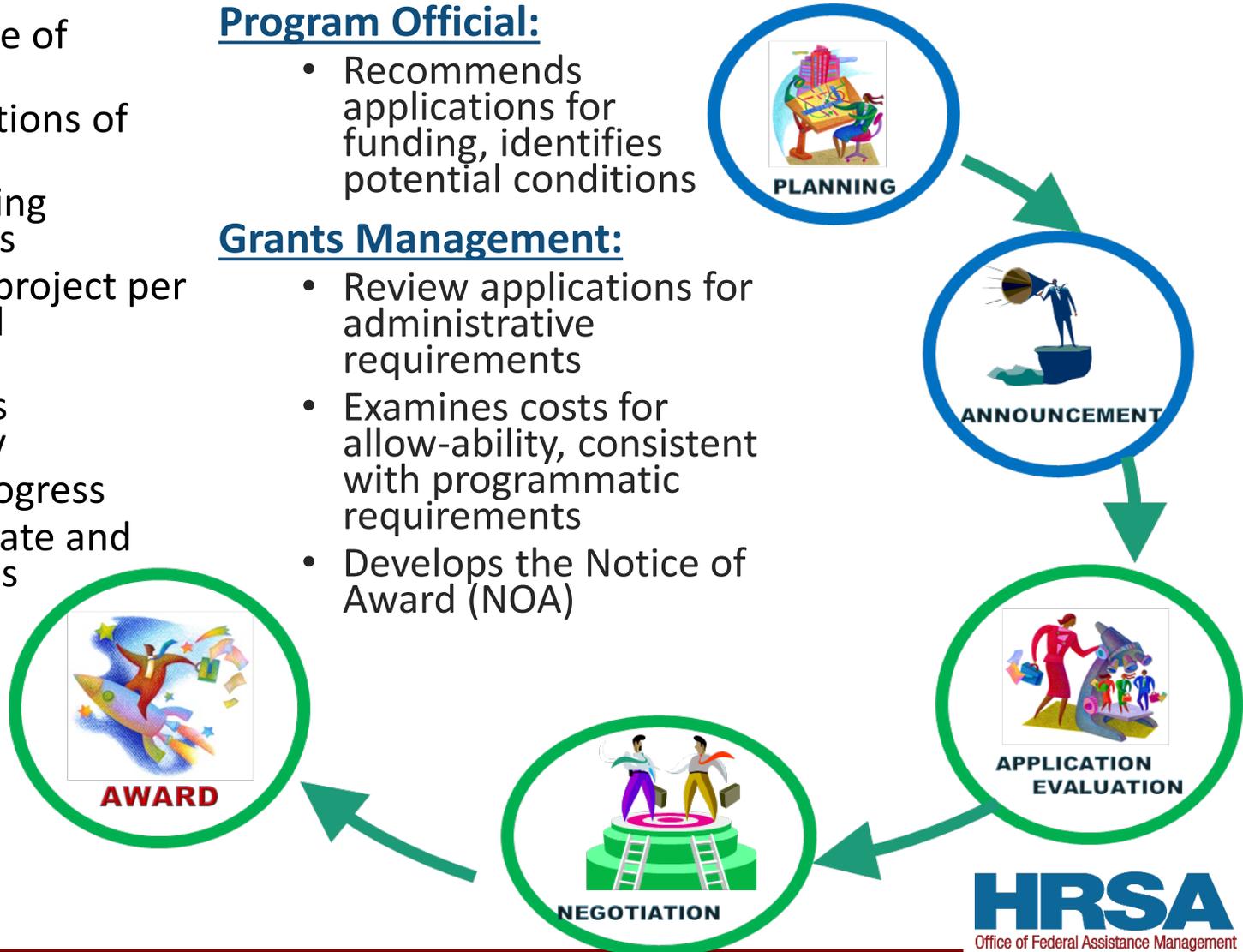
- Review Notice of Award
- Act on Conditions of Award
- Meet Reporting Requirements
- Perform the project per the approved application,
- Expend funds appropriately
- Report on progress
- Submit accurate and timely reports

Program Official:

- Recommends applications for funding, identifies potential conditions

Grants Management:

- Review applications for administrative requirements
- Examines costs for allow-ability, consistent with programmatic requirements
- Develops the Notice of Award (NOA)



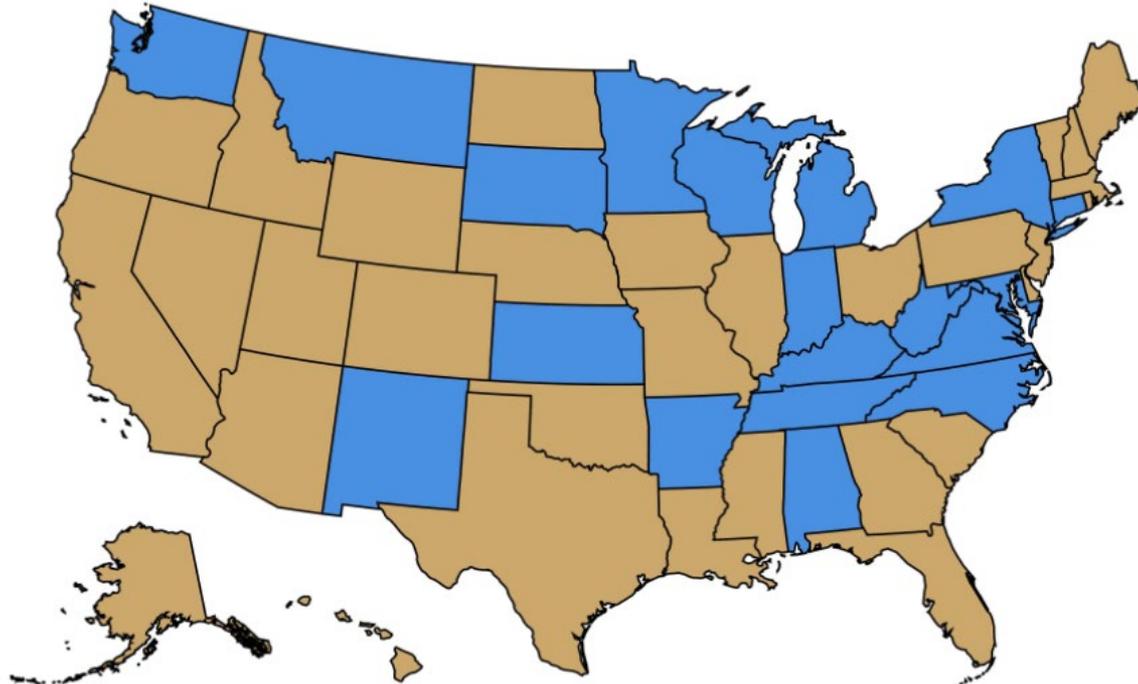
Specialized NOFO Language

“In awarding grants, the Office For The Advancement of Telehealth (OAT) will ensure, to the greatest extent possible, that grants are equitably distributed among the geographical regions of the United States (Section 330I(j)(1) of the Public Health Service Act). As a result, grants could be limited to one per State.”

Special Program Considerations

Geographic Distribution considerations

*21 Telehealth Network
Network Grant Program recipients – States in blue*



The Award Phase

Funding memo



Award Phase:

DGMO reviews each applicant to ensure there is no federal debt delinquency

Budget review

- GMS analyze the budget
- Additional information may be requested

For previously funded recipients: a check is done for:

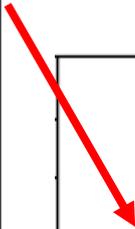
- Prior conditions of award are met
- Payment Management System reporting
- Prior Federal Financial Reports (FFR)

Terms, Conditions and Reporting Requirements are added

The Notice of Award is Generated

Notice of Award (NoA)

1. DATE ISSUED:		2. PROGRAM CFDA: 93.211									
3. SUPERSEDES AWARD NOTICE dated: <small>except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.</small>											
4a. AWARD NO.:	4b. GRANT NO.:	5. FORMER GRANT NO.:									
1 H2ARHXXXXX-01-00	H2ARHXXXXX										
6. PROJECT PERIOD: FROM: 09/01/2016 THROUGH: 08/31/2020											
7. BUDGET PERIOD: FROM: 09/01/2016 THROUGH: 08/31/2017											
8. TITLE OF PROJECT (OR PROGRAM): Telehealth Network Grant Program											
9. GRANTEE NAME AND ADDRESS:		10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)									
11. APPROVED BUDGET: (Excludes Direct Assistance) <input checked="" type="checkbox"/> Grant Funds Only <input type="checkbox"/> Total project costs including grant funds and all other financial participation		12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:									
a. Salaries and Wages : \$138,289.00		a. Authorized Financial Assistance This Period \$300,000.00									
b. Fringe Benefits : \$38,721.00		b. Less Unobligated Balance from Prior Budget Periods									
c. Total Personnel Costs : \$177,010.00		I. Additional Authority \$0.00									
d. Consultant Costs : \$0.00		II. Offset \$0.00									
e. Equipment : \$44,000.00		c. Unawarded Balance of Current Year's Funds \$0.00									
f. Supplies : \$7,310.00		d. Less Cumulative Prior Awards(s) This Budget Period \$0.00									
g. Travel : \$6,203.00		e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$300,000.00									
h. Construction/Alteration and Renovation : \$0.00		13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)									
i. Other : \$5,795.00		<table border="1"> <thead> <tr> <th>YEAR</th> <th>TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>\$300,000.00</td> </tr> <tr> <td>03</td> <td>\$300,000.00</td> </tr> <tr> <td>04</td> <td>\$300,000.00</td> </tr> </tbody> </table>		YEAR	TOTAL COSTS	02	\$300,000.00	03	\$300,000.00	04	\$300,000.00
YEAR	TOTAL COSTS										
02	\$300,000.00										
03	\$300,000.00										
04	\$300,000.00										
j. Consortium/Contractual Costs : \$30,238.00		14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)									
k. Trainee Related Expenses : \$0.00		a. Amount of Direct Assistance \$0.00									
l. Trainee Stipends : \$0.00		b. Less Unawarded Balance of Current Year's Funds \$0.00									
m. Trainee Tuition and Fees : \$0.00		c. Less Cumulative Prior Awards(s) This Budget Period \$0.00									
n. Trainee Travel : \$0.00		d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$0.00									
o. TOTAL DIRECT COSTS : \$270,559.00											
p. INDIRECT COSTS (Rate: % of S&W/ATDC) : \$29,441.00											
q. TOTAL APPROVED BUDGET : \$300,000.00											
I. Less Non-Federal Share: \$0.00											
II. Federal Share: \$300,000.00											
15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: A=Addition B=Deduction C=Cost Sharing or Matching D=Other [A]											
Estimated Program Income: \$3,905.00											
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: <small>a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.</small>											
REMARKS: (Other Terms and Conditions Attached [X] Yes [] No)											
Electronically signed by Brad Barney, Grants Management Officer on : 07/19/2016											
17. OBJ. CLASS: 41.51	18. CRS-EIN:	19. FUTURE RECOMMENDED FUNDING: \$0.00									





U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulation)
Public Health Service Act, Title III, Section 330(A) as Amended
Public Health Service Act, Title III, Section 330A
Public Health Service Act, Title III, Section 330(I), P.L. 107-251
Public Health Service Act, Title III, Section 330 (I), P.L. 107-251
Sec 330L of Public Health Service Act, 42 USC 254c-18
Section 330I(d)(1) of the Public Health Service Act as amended, (42 USC 254c-14)
Section 330I(d)(1) of the Public Health Service Act (42 USC 254c-14), as amended by The Health Care Safety Net Amendments of 2002 (Public Law 107-251)
Section 330I(d)(1) of the Public Health Service Act (42 USC 254c-14(d)(1)), as amended

HRSA Grant Life Cycle - Post-Award and Monitoring

Recipient:

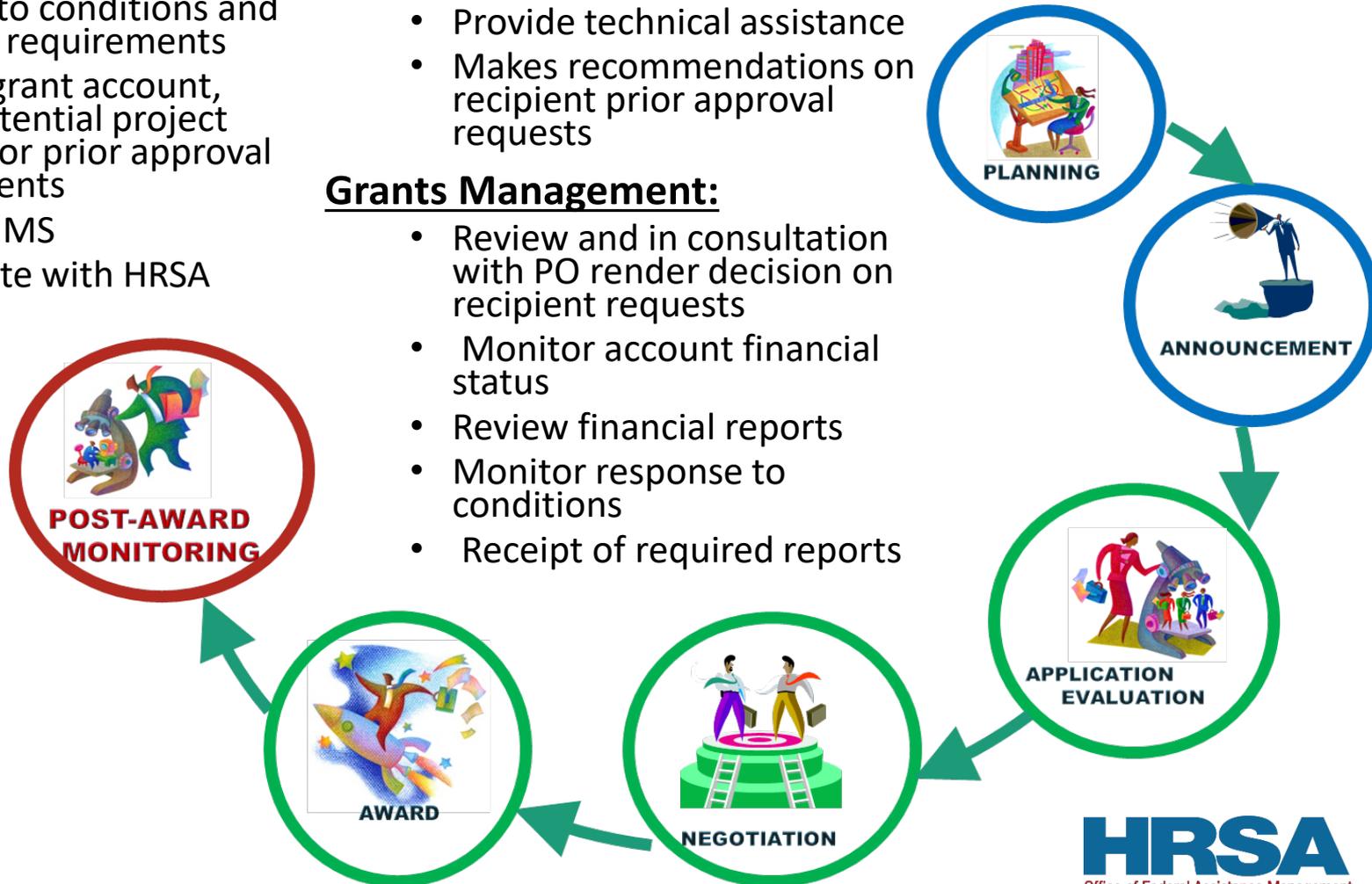
- Manage award activities
- Respond to conditions and reporting requirements
- Monitor grant account, assess potential project changes for prior approval requirements
- Consult GMS
- Collaborate with HRSA

Program Official:

- Monitors performance
- Provide technical assistance
- Makes recommendations on recipient prior approval requests

Grants Management:

- Review and in consultation with PO render decision on recipient requests
- Monitor account financial status
- Review financial reports
- Monitor response to conditions
- Receipt of required reports



Post Award - DGMO

- **Ensure compliance by monitoring**
 - Terms and Conditions
 - Reporting Requirements
 - Financial Status

- **Act on requests**

- **Provide customer service**

Post-Award Fiscal Technical Assistance

Fiscal TA Site-Visits

Policy and Procedure Review

Virtual Fiscal TA

HRSA Manage Your Grants Webpage

Technical Assistance Calls

Financial Management Tip Sheets

Fiscal Technical Assistance Topics

- Reporting and Recordkeeping
- Cash Management
- Program Income
- Allowable and Unallowable Costs
- Procurement and Contracting
- Financial Management Systems
- Subrecipient Monitoring
- Budget Management
- Time and Effort Reporting

Post-Award Fiscal Best Practices

- **Know the purpose of your award**
 - terms and conditions
 - allowable uses of funding
- **Maintain sufficient oversight of your grant**
- **Separate funding in your general ledger**
- **Maintain current and complete financial records**
- **Only draw funds for allowable costs**
- **Maintain adequate documentation**
 - Expenditures
 - Grant Compliance

Post-Award Fiscal Best Practices (cont'd)

- **Follow**
 - your budget
 - federal record retention policy
- **Conduct**
 - internal reviews (internal audit)
 - external reviews (*if subrecipients*)
 - timely reconciliations
- **Annually review written polices and procedures**
- **Timely submit your Single Audit**

Post Award – Track to Statute

- **Evaluation thru:**
 - Annual Data Collection Reports
 - Semi-Annual Progress Reports aka Non-Competing Continuation reports
 - Annual Progress Reports
- **Summary Reports to:**
 - Congress
 - HHS
- **Is continued funding in the best interest of the Government**

Performance Measures... PO Examples

Telehealth – As a result of grant dollar support:

- How many patients is the recipient seeing?
- How many sites has the recipient expanded to? What kinds of settings?
- How many miles have been saved for the patient?
- Sustainability Plan?

Advance Nursing Education data-funding impact:

- Number, types, and characteristics of training provided to NP residents, faculty, and staff
- Number, setting, and types of collaborative partnerships formed
- Number of professional development opportunities utilized by preceptors
- Number, specialty, and demographics of NP residents trained

Closeout Final Progress Report

Report

- Sustainability Strategy
- Inventory list of equipment purchased with grant dollars
- Any planned manuscripts as a result of HRSA support
- Submission of performance data

Questions?



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