OFAM Panel

How Legislation Becomes a Grant Program

It’s Quite an Operation

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Welcome!

Victoria Carper, MPA Office of the Director, Division of Grants Management, (DGMO)
Will Davis, JD Supervisory Grants Management Specialist HIV/AIDS and Rural Health Branch, DGMO
Matt Jones Deputy Director, Division of Grants Policy
Stephanie Sowalsky, CPA Division of Financial Integrity

Tracy Gray, MBA, MS, RN Chief, Advanced Nursing Education Branch, Division of Nursing and Public Health Bureau of Health Workforce

Carlos Mena, MS Public Health Analyst 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
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

Notice Of Funding Opportunity (NOFO)
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
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

Legislation and Congressional Appropriations

Impact of previously funded investments

Advisory Council Recommendations

Agency and Bureau Priorities

Lessons from field (Stakeholder Engagement)
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

- Conceptual Development
- Workgroups
- Stakeholder Engagement
- Program/NOFO Development
- Determine Needs
- Determine Best Practices
- Gauge Risks and Opportunities
- Policy Liaisons
- OFAM, OGC, OA Review
- Application Submission & Systems Review

Interpretation of Legislation
Environmental Scan – Needs/Opor.
Lessons Learned – Previous Programs
Research Team
Data/Reporting Infrastructure
Writing Team

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!
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 inquires

• 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)
“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.”
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)

[Notice of Award form with text and details]

HRSA
Health Resources and Services Administration

NOTICE OF AWARD

...
Recipients:
- 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
Grants Management Process – Closeout

**Recipient:**
- Submit final reports, account for all expenditures

**Grants Management:**
- Receives, evaluates final reports for adherence on fiscal/administrative requirements and terms of award.
- Rectifies final costs, determines final disposition amounts resulting in closing grant account

**Shared with Program:**
- Review final reports to ensure awarded purposes were accomplished
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?
Contact Information

Victoria Carper, MPA
Office of the Director
Division of Grants Management
Email: vcarper@hrsa.gov    Phone: 301-443-5617

Will Davis, J.D.
Supervisory Grants Management Specialist
HIV/AIDS and Rural Health Branch
Division of Grants Management
Email: wDavis@hrsa.gov    Phone: 301-443-8217
Contact Information

Tracy L. Gray
Chief, Advanced Nursing Education Branch
Division of Nursing and Public Health
Bureau of Health Workforce
Email: tgray1@hrsa.gov  Phone: 301-443-3346

Matt Jones
Deputy Director, Division of Grants Policy
Office of Federal Assistance Management
Email: mjones@hrsa.gov  Phone: 301-443-0431
Contact Information

Carlos Mena, MS
Public Health Analyst
Office for the Advancement of Telehealth (OAT)
Federal Office of Rural Health Policy (FORHP)
Email: cmena@hrsa.gov    Phone: 301-443-3198

Stephanie Sowalsky, CPA
Division of Financial Integrity
Office of Federal Assistance Management
Email: ssowalsky@hrsa.gov    Phone: 215-861-4392
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