Your HRSA Grant Award Workout
April 16-17, 2019

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Agenda

• Post-Award Administrative Management
  • Recipient Responsibility
  • Types of Post Award Actions
    • Terms and Conditions
    • Reporting Requirements
    • Prior Approvals

• Resources

• Q&A
Monitoring for Compliance

• Grant Award Workout Tip #1
• Actively Monitor Your Award!
Recipient Responsibility

• Monitoring must cover each program, function, or activity (45 CFR Part 75.342)

• Oversight of the operations of the Federal award-supported activities

• Assure compliance with Federal and agency grant requirements

• Respond to conditions and reporting requirements

• Obtain prior approval for certain changes using Prior Approval requests
Terms and Conditions

• Grant Award Workout Tip #2
• Understand your grant terms and respond timely and accurately to conditions!
Terms and Conditions

• **Term:**
  • Provides information and requirements that must be adhered to for the duration of the project

• **Condition:**
  • Is a requirement placed on an award that requires a specific response or deliverable from the Recipient

• **Terms and Conditions may be added to Notices of Award (NoA) for both monetary awards and revisions**
Conditions

The Recipient is notified through the condition of:

• The nature of the additional requirement
• The reason it is being imposed
• The nature of the action needed to remove the condition
• The time allowed to complete the required action
• The method for requesting reconsideration of the additional requirements imposed

• See 45 CFR Part 75.207
Condition Responses

- Recipient is required to provide a response, by a specific date, to a condition imposed through a NoA.
- Recipient must submit responses through the HRSA Electronic Handbooks (EHBs) Electronic Document Management (EDM) Submissions Module.
- Once approved by HRSA, a revised Notice of Award is generated to notify the Recipient that the condition has been lifted.
Conditions: Examples

Budget: Additional/Revised Information

- Budget Form (SF-424A, SF 424C)
- Line Item Budget and Narrative Justification (specific items of cost)
- Funds should not be expended until there is an approved budget in place
Conditions: Examples

Programmatic

- Progressive action conditions
- Capital improvement related conditions
- Submission of a work plan
- Verification of required information
- Contact your Program Officer regarding all programmatic conditions
Reporting Requirements

• Grant Award Workout Tip #3
• Complete timely and accurate reporting!
Reporting Requirements

- Federal Financial Report - FFR (SF 425)
- Program Reporting Requirements (if applicable)
- See 45 CFR Part 75.341 and 75.342
Prior Approval Requests

- Grant Award Workout Tip #4
- Know what changes require prior approval!
Prior Approval Requests (Cont.)

• HRSA approval is required when Recipient has a change to certain aspects of the approved application (such as significant budget revision or change of scope)
  • See 45 CFR §75.308

• Recipient submits request through the EHBs

• Approval of the request is generally provided in the form of a revised NoA
Key Personnel: Change in Program Director
Prior Approval Requests (Cont.)

Budget: Rebudgeting
Use of Unobligated Balance for Carryover
Prior Approval Requests (Cont.)

No-Cost Extension: Extension of Project Period to Complete Approved Activities
Prior Approval Requests (Cont.)

Property Disposition: approval to transfer, sell equipment or transfer, mortgage, or sell real property

See 45 CFR Parts 75.318-75.321
Prior Approval Requests (Cont.)

Other
Change in Scope: Major Change to Scope/Objectives of Project
Change of Recipient: Successor-in-Interest
Prior Approval Requests (Cont.)

Relinquishment: Cannot carry out all or part of award
Resources

• Grant Award Workout Tip #5
• Know where to find policies and procedures!
Resources: Reference Documents

Uniform Administrative Requirements, Cost Principles and Audit Requirements

- 45 CFR Part 75 (HHS awards)
- 2 CFR Part 200 (All Federal awards)

HHS Grants Policy Statement
Resources: Reference Documents (Cont)

• HRSA Manage Your Grant
• HRSA Manage Your Grant Workshops
• Quarterly Conference Calls
• HRSAtube
Resources: Reference Documents (Cont)

• HRSA EHBs Help
  • EDM Submissions FAQs
  • Prior Approval Request FAQs
  • Video: Request Carryover
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