



HRSA **Healthy Grants** WORKSHOP

Your HRSA Grant Award Workout June 26-27, 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

DEADLINE



Prior Approval Requests (Cont.)

Key Personnel: Change in Program Director



Prior Approval Requests (Cont.)

Budget: Rebudgeting



Prior Approval Requests (Cont.)

Use of Unobligated Balance for Carryover



Prior Approval Requests (Cont.)

No-Cost Extension: Extension of Project Period to Complete Approved Activities

**DEADLINE
* EXTENDED ***



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



Prior Approval Requests (Cont.)

Name Change



Prior Approval Requests (Cont.)

Change in Scope: Major Change to Scope/Objectives of Project



Prior Approval Requests (Cont.)

Change of Recipient: Successor-in-Interest

Merger



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](#)



Questions?



Contact Information

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