Your HRSA Grant Award Workout
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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
Prior Approval Requests (Cont.)

Key Personnel: Change in Program Director
Prior Approval Requests (Cont.)

Budget: Rebudgeting
Use of Unobligated Balance for Carryover

2019 2020
Prior Approval Requests (Cont.)

No-Cost Extension: Extension of Project Period to Complete Approved Activities
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
Change of Recipient: Successor-in-Interest

Merger
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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