



# Changes in Financial Reporting

## FFR Integration into PMS

### Training for Grant Recipients

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**Vision: Healthy Communities, Healthy People**



# Background

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- Standard Form 425/Federal Financial Report (FFR) data reported to different systems
  - Quarterly reporting in Payment Management System (PMS)
  - Annual reporting in the Electronic Handbook (EHB)
- **HHS Government-wide objectives to reduce recipient burden**
  - DATA Act Section 5 Grants Pilot
  - OMB Memo 18-24
  - President's Management Agenda (PMA)



# Goals

## Consolidate financial reporting through the Payment Management System for recipients by October 2020

- Improve consistency with one source reporting
- Share financial data across HHS
- Assist in grant monitoring and closeout
- Reduce expired award payments



# Payment Management System

Federal Financial Report (FFR) Module



# PMS Functionality for Users

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- Provides ability to search FFRs based on different criteria (e.g., Payee Account, Grant Document Number)
- Ability to upload supporting documentation
- Group Functionality allowing recipients to certify, download, or print multiple FFRs at the same time
- Section 10 fields can be set up as editable, non-editable, pre-populated, auto-calculated, or validated



# Controls and Validations Implemented in PMS

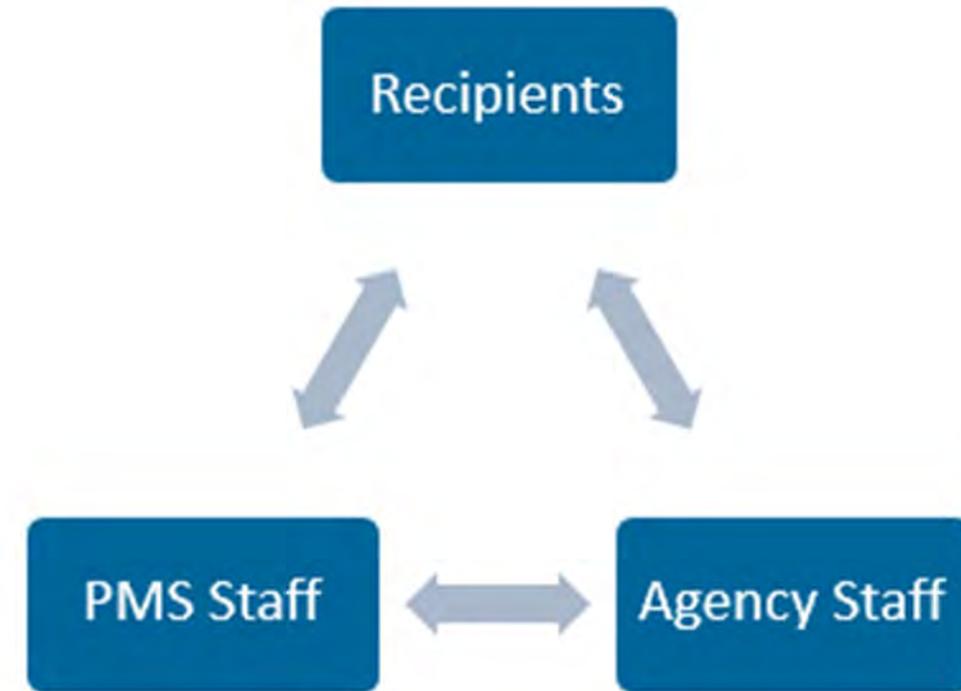
- Final FFR cannot have unliquidated obligations
- Cash Receipts (10a) = Cash Disbursements (10b) = Expenditures (10e) on Final FFRs
- FFR cannot be edited during agency review
- Excess cash on hand (10c) requires justification
- FFR changes require detailed explanation



# PMS FFR User Roles and Responsibilities

## Recipients:

- Request access to FFR
- View, Prepare, Revise and/or certify report
- Combine Authorities on the same account
- View Submission History
- Upload supporting documentation



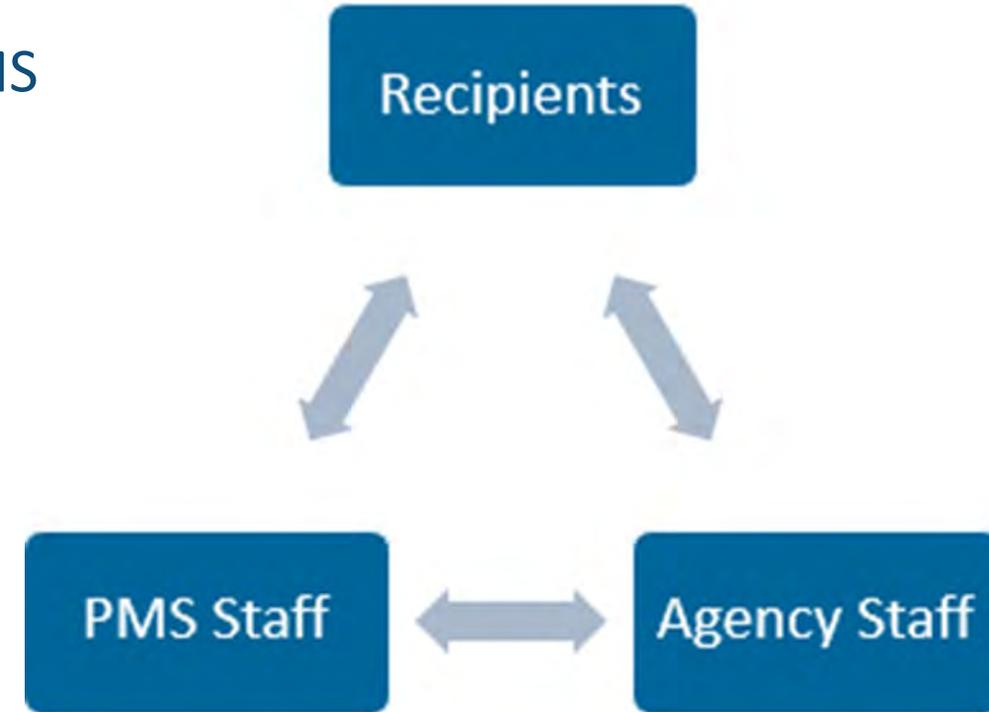
# PMS FFR User Roles and Responsibilities Cont'd

## Agency Users

- Provide information for FFR's to be created in PMS
- Review (Approve or Reject) FFR report
- Run Compliance Reports

## PMS Staff

- Grant access to recipient and agency users
- Create FFRs based on agency specifications
- Provide technical support to recipients
- Provide FFR trainings



# How to Update Permissions or Request Access

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Grantees who do not have access to PMS must submit a new user access request

<https://pms.psc.gov/grant-recipients/access-newuser.html>

Grantees who currently have access to PMS and are submitting/certifying the FFR's on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module

<https://pms.psc.gov/grant-recipients/access-changes.html>

**It can take up to 3 days to process the User Access Request**



# Payment Management System

## System Workflow



# Navigating to the Federal Financial Report

The screenshot shows the main page of the PSC Payment Management System. On the left is a vertical navigation menu with the following items: Inquiry, Payment, Disbursement, View PSC272 Reports, FFR Cash Transaction Report, FFR Interest Income, Federal Financial Report (highlighted with an orange arrow), FFR File Transfer, My User Info, and Account Maintenance. The main content area features the PSC logo, the text 'Payment Management System Main Page', and the Department of Health & Human Services USA logo. At the bottom, contact information is provided: 1 - 877 - 614 - 5533 | PMSSupport@psc.gov.



# Navigating to the Federal Financial Report

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- Log into the Payment Management System website ([www.pms.psc.gov](http://www.pms.psc.gov))
- From the navigation menu, select the “Disbursements” section then select “Federal Financial Report”



# FFR Search

- [Inquiry](#)
- [Payment](#)
- [Disbursement](#)
- [View PSC272 Reports](#)
- [FFR Cash Transaction Report](#)
- [FFR Interest Income](#)
- [Federal Financial Report](#)
- [FFR File Transfer](#)
- [My User Info](#)
- [Account Maintenance](#)

## Federal Financial Report - Search

To search for a Financial Status Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (\*). Select other optional fields to refine your search.

Reporting Period: 
 Report Status:

Delinquent Reports:

Search Results (11)									Group Actions
Payee	Federal Grant ID	Agency ID	Frequency	Report End Date	Report Due Date	Report Submit Date	Report Status	Delinquent	Actions
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	Report Available to be Complete	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2017-09-30	2017-12-29	2016-09-26	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> Review
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	HQ Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2017-09-30	2017-12-29	2016-09-26	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Review Rejection	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Semi-Annual	2018-03-31	2018-04-30	2018-04-06	HQ Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-29	2019-01-30	2018-12-14	Report Certified/Pending Agency Approval	<input type="checkbox"/> <input type="checkbox"/>



# FFR Search

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- Recipients will be able to search for FFRs based on different criteria (e.g., Payee Account; Document Number)
- From the FFR search results under “Actions”, select “Review” to display the FFR
- Note that the Federal Grant ID is the Document Number



# FFR Workflow and Basic Information

Federal Financial Report - Details

REPORT WORKFLOW: Report Available → **Prepare Report** → Certify Report → Agency Review → Completed

Prepare Report | Report Details | Status History | Documents | Revision History

**FEDERAL FINANCIAL REPORT** (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:	ADMINISTRATION FOR CHILDREN
2. Federal Grant / Subaccount:	10AA000001
3. Recipient Organization (Name and complete address including Zip code):	CENTER FOR GENERIC RESEARCH 100 Some Street Anywhere, VA 22222
4a. DUNS Number:	100000001
4b. EIN:	1000000001A1
*5. Recipient Account Number or Identifying Number:	0000P 



# FFR Workflow and Basic Information

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- Recipients will navigate through several sections of the FFR to enter financial data
- Users can access details about specific FFRs (e.g., status history, uploaded documents, version history)
- The “Prepare Report” section of the FFR has several pre-populated fields including Federal agency name; grant number; organization name; DUNS number; EIN



# FFR Basic Information Continued

6a. Report Frequency:	Semi-Annual	
*6b. Report Type:	Interim Report ▼	
*7. Basis of Accounting:	Accrual ▼	
8. Project/Grant Period (month,day,year):	From: 09/30/2016	To: 09/29/2019
9. Reporting Period End Date (month,day,year):	03/31/2017	



# FFR Basic Information Continued

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- The FFR Report Frequency, as well as the Report Type are pre-populated fields based on awarding agency requirements
- The Basis of Accounting must be selected by the recipient; cash or accrual.
- The Project Period and Reporting Period End Date will also be pre-populated from the awarding agency



# FFR Transactions Section

\*10. Transactions:

Cumulative

*(Use lines a-c for single or multiple grant reporting)*

**Federal Cash (on the GRANT LEVEL) for 10AA000001:**

a. Cash Receipts:

153,257.23

b. Cash Disbursements:

153,257.22

c. Cash on Hand (line a minus b):

0.01



# FFR Transactions Section

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- In the FFR Transactions section, the first three fields (10a-10c) have always been captured in PMS
  - **Cash Receipts** – (pre-populated based on the current drawdowns in PMS)
  - **Cash Disbursements** – (pre-populated based on the disbursements last reported in PMS)
  - **Cash on Hand** (auto-calculated)



# FFR Transactions Section Continued

## Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized:

200,000.00

e. Federal share of expenditures:

f. Federal share of unliquidated obligations:

g. Total Federal share (sum of lines e and f):

0.00

h. Unobligated balance of Federal funds (line d minus g):

200,000.00



# FFR Transactions Section Continued

- Lines 10d-10h of the FFR Transactions section have been reported to the HRSA EHBs; these fields will be reported to PMS with the financial reporting consolidation
  - **Total Federal Funds Authorized** – Pre-populated from the award document
  - **Federal Share of Expenditures** – Entered by the recipient and should be cumulative for the grant document number
  - **Federal Share of Unliquidated Obligations** – Costs that have been incurred, but not yet paid (cash basis) or costs incurred, but expenditure not recorded (accrual basis).
  - **Unobligated Balance of Federal Funds** - Pre-populated based on the funds authorized minus the reported expenditures



# FFR Recipient Share and Program Income

## Recipient Share:

i. Total recipient share required:

20,000.00

j. Recipient share of expenditures:

k. Remaining recipient share to be provided (line i minus j):

0.00

## Program Income:

l. Total Federal program income earned:

m. Program income expended in accordance with the deduction alternative:

n. Program income expended in accordance with the addition alternative:

o. Unexpended program income (line l minus line m or line n):



# FFR Recipient Share

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## Recipient Share:

- **Total Recipient Share Required (10i)** – pre-populated, if required by the program
- **Recipient Share of Expenditures (10j)** - cumulative amount of all recipient share expenses incurred
- **Remaining recipient share to be provided (10k)** – auto-calculated



# FFR Program Income

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## Program Income:

- **Total Federal Program Income Earned (10l)** - amount of Federal program income earned
- **Program Income Expended, Deduction Alternative (10m):** amount of program income used to reduce Federal share of the total project costs
- **Program Income Expended, Addition Alternative (10n):** amount of program income added to funds committed to the total project costs and expended to further eligible project or program activities
- **Unexpended Program Income (10o)** – auto-calculated; equals the program income that has been earned but not expended, as of the reporting period end date



# FFR Indirect Expense

## 11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text" value=""/> 	<input type="text" value=""/>	 <input type="text" value=""/>	 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value=""/>
<input type="text" value=""/> 	<input type="text" value=""/>	 <input type="text" value=""/>	 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value=""/>
g. Totals:				<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>



# FFR Indirect Expense

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- Recipients must report Indirect Expenses on the FFR, if applicable
- Report the cumulative amounts from award inception through reporting period end date
- The indirect cost type must be specified (provisional, predetermined, final, or fixed), along with the rate
- Recipients should use the FFR Remarks for additional details, as appropriate



# FFR Remarks

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

\*Prepared by:

Phone No.:

+1 (888) 777-6666

Email Address:

email.address@mail.com

Date Report Prepared:

02/28/2019



# FFR Remarks

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- The FFR Remarks should be used to provide further details and explanations regarding the report
- If a change is necessary to prior year expenditures, recipients must specify the:
  - Value
  - Budget Period being changed
  - Reason for the change
- FFR Remarks should also be used to explain excess cash on hand; expanded authority being used; and any other information the organization needs to communicate



# Upcoming Enhancements for CY2020

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- Scheduled Changes:
  - System Automation for an extension of liquidation date and/or FFR submission dates
  - Supplemental questions pertaining to the intent to carryover funds
- Communication will be sent out when the new functionality is available

# System Manual and Reports

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## Available Reports:

- Adhoc Grantee Inquiry Report: <https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html>
- Apex Manual: <https://pms.psc.gov/grant-recipients/apex-manual.html>

## User Guides:

- Adhoc Grantee Inquiry User Guide: <https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html>
- FFR User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>
- Apex Manual: <https://pms.psc.gov/pms-user-guide/apex-reports-manual.html>



# PMS Information

## Internet Access

Payment Management Services

Home Page

[pms.psc.gov](https://pms.psc.gov)

## Hours of Operation

Monday through Friday:

5:00 a.m. until 11:00 p.m. ET\*

Saturday and Sunday:

9:00 a.m. until 9:00 p.m. ET\*

\*Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

## Help Desk Number

Telephone #: 877-614-5533

E-Mail: [PMSFFRSupport@psc.hhs.gov](mailto:PMSFFRSupport@psc.hhs.gov)

## PMS Federal Holidays

Payment Management Services is considered an Essential Government Office due to the nature of its business activities. This means as a general rule, PMS remains open for business year round except Federal Holidays and bank holidays.

### **Payment Management Services is closed on the following Federal holidays**

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Fourth of July

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day



# Impact to the HRSA Electronic Handbooks (EHB)

Features that will Remain As-Is



# As-Is: View FFR Status

The screenshot displays the HRSA Electronic Handbooks interface. At the top, there is a navigation bar with the HRSA logo and the text "Electronic Handbooks". Below this is a search bar and a menu with options: Home, Tasks, Organizations, Grants, Free Clinics, FQHC-LALs, and Resources. The main content area is divided into three sections: "My Tasks", "Tracking", and "Smart Assist".

The "My Tasks" section shows a summary of tasks: 128 All, 3 Late (with a warning icon), and 0 Due Within 30 Days.

The "Tracking" section contains a table with the following data:

Category	Submitted Tasks	Submitted	Status
Financial Report	<a href="#">Annual Federal Financial Report</a>	01/29/2020	Under Review
Financial Report	X07 Final FFR	01/29/2020	Processed
Financial Report	<a href="#">Annual Federal Financial Report</a>	01/27/2020	Under Review
Financial Report	FY16 X07 Final FFR	01/27/2020	Processed
Financial Report	<a href="#">Single Federal Financial Report</a>	01/23/2020	Processed

The "Smart Assist" section on the right lists several actions: Change Project Director (PD), Remove user from an organization, Remove user permissions for a grant, and Request a submission deadline extension.

A green callout box points to the "Tracking" table with the text: "The status of the Grantees FFR submission will continue to be displayed."



# As-Is: View FFR Status

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- The status of submitted FFRs will be available in a read-only format from the EHBs
- To access the Completed FFRs list, click on the “Grants” tab from the EHBs home page and go to Submissions
- *Note that this will go into effect after the FFR migration into PMS*



# As-Is: Prior Approval Requests to Carryover Funds

You are here: [Home](#) » [Grants](#) » Browse » Grant Folder [ ] » [Grant Home](#) » [Acknowledgment](#) » Acknowledge Documentation Review

## Prior Approval Request Type - Select

UNIVERSITY OF MICHIGAN - VIRGIN BLAGOJEVICH DEPARTMENT OF HEALTH & SPECIAL FUNDS BY Thomas W

Current Budget Period: 04/01/2019 - 03/31/2020	Current Project Period: 04/01/2019 - 03/31/2024	CRS-EIN: 4876200000
Budget Support Year: 11	Project Title: State Primary Care Offices	Grant Period: 05/01/2009 - 03/31/2024

Resources

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Fields with \* are required

\* Request Type

- Administrative Supplements
- Approval To Draw-Down Funds
- Carryover of Unobligated Balances
- Extension with Funds
- Extension without Funds (No Cost Extension)
- Other (e.g. Name Change, Deviation from Terms etc)
- Project Director(PD) Change
- Property Actions (e.g. Disposition, Encumbrance)
- Rebudgeting (e.g. A&R, Transfers etc)

**Grantee will have the option to submit prior approval request to Carryover Unobligated Balance**



# As-Is: Prior Approval Requests to Carryover Funds

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- Prior Approval requests to carryover unobligated balances will still be submitted to HRSA through the EHBs
- Prior approval requests should be submitted within 30 days of submitting the FFR



# As-Is: Email Notifications

- Notifications from the EHBs:
  - Financial Report Available in PMS
  - Financial Report reminders (before due date) and delinquent notices (after due date)
  - Financial Report Returned for Changes
  - **NEW**: Financial Report Approval
- Notifications from the PMS:
  - Financial Report Submitted
  - Financial Report Certified



# Impact to the HRSA Electronic Handbooks (EHB)

Features that are Changing



# EHB Change: Financial Reporting Administrator

- The Financial Reporting Administrator (FRA) role in the EHBs will no longer be supported
- Recipients who are responsible for submitting, reviewing, and/or approving the FFR will need to request access to or update permissions in PMS



# EHB Change: Access to “Work on Financial Report”

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes the HRSA logo, the text 'Electronic Handbooks', a search bar, and a 'Logout' link. Below this is a secondary navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Resources' tab is active, displaying a grid of options categorized into 'Submissions', 'Requests', 'Portfolio', and 'Users'. The 'Submissions' category includes 'Work on Financial Report', 'Work on Progress Report', 'Work on Performance Report', 'Work on Noncompeting Progress Reports', and 'Work on Other Submissions'. The 'Requests' category includes 'Work on existing Prior Approval', 'Request New Prior Approval', 'Work on Existing Health Center H80 CIS', 'Request New Health Center H80 CIS', and 'Manage HCCN PHCs'. The 'Portfolio' category includes 'Add a Grant to My Portfolio', 'Work on a Grant in My Portfolio', and 'View My Access Requests'. The 'Users' category includes 'View Authorized Users', 'Authorize New Users', and 'Approve Access Requests'. A yellow callout bubble with a red border points to the 'Work on Financial Report' link, containing the text: 'This option will no longer be available for the Grantees'. The URL in the browser address bar is 'https://ehbos2.hrsa.gov/EPSEExternal/Common/Gettingstarted?PRoleId=18'.



# EHB Change: Access to “Work on Financial Report”

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- The ‘Work on Financial Report’ link will not be available in the EHBs – recipients will submit FFRs through PMS
- Note that other EHB reporting requirements (e.g., Progress or Performance Reports) will continue to be submitted through the EHBs



# EHB Change: Financial Report Tasks

**Financial Report related Pending Tasks will no longer be created within the EHBs. Grantees will receive an email with a link to PMS to submit their Financial Report(s)**

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
07/30/2021 11:59 PM (528 Days)	Grant Submissions	FFR000000001	Financial Report	HRSA	HRSA	Start
01/30/2021 11:59 PM (347 Days)	Grant Submissions	FFR000000001	Financial Report	HRSA	HRSA	Start
11/29/2020 11:59 PM	Grant Submissions	00238877	Other Submissions	HRSA	HRSA	Start



# EHB Change: Financial Report Tasks

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- Recipients will not see Financial Reports in the EHBs Pending Tasks list after the FFR transitions into PMS
- FFR availability notifications will inform recipients to go to PMS to submit the FFR



# EHB Change: Request FFR Extension

## Submissions - Incomplete List

Not Completed **Recently Completed** All

[Export To Excel](#)

The below set of Actions will not be available for the Grantee.  
 Note: 'Request Extension' capability will not be available from the EHBs

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Page size: 15 Go

16 items in 2 page(s)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period
43 Days	Quarterly Expenditure Report 1	Other Submissions	U.S. Virgin Islands Department of Health, VI	H18MC23554	00253675	12/01/2019 - 11/30/2020
72 Days	Financial Report	Financial Report	U.S. Virgin Islands Department of Health, VI	H18MC23554	FFR00097191/2	12/01/2018 - 11/30/2019
72 Days	Financial Report	Financial Report	VIRGIN ISLANDS DEPT OF HEALTH GROUP, VI	Z01MC30737	FFR00083825/1	12/01/2018 - 11/30/2019
101 Days	Non Competing Continuation Performance Report	Performance Reports	U.S. Virgin Islands Department of Health, VI	H18MC23554	DG00002963	12/01/2018 - 11/30/2019
134 Days	Quarterly Expenditure Report 2	Other Submissions	U.S. Virgin Islands Department of Health, VI	H18MC23554	00253674	12/01/2019 - 11/30/2020
163 Days	Financial Report	Financial Report	VIRGIN ISLANDS DEPARTMENT OF HEALTH-SPECIAL FUNDS, VI	U68HP13030	FFR00099832/1	04/01/2019 - 03/31/2020
163 Days	Financial Report	Financial Report	U.S. Virgin Islands Department of Health, VI	H61MC23642	FFR00099720/1	04/01/2019 - 03/31/2020

**Action**

- [Edit](#)
- [Submit](#)
- [Request Extension](#)

**View**

**Current Document**

- [Financial Report](#)
- [Action History](#)
- [Authorized Users](#)

**Grant**

- [Related NoA](#)
- [NoA Condition Released](#)
- [Last NoA](#)
- [Related Condition/Reporting Requirement](#)

**Others**

- [PMS Data Report](#)
- [Last Submitted Report](#)
- [OMB Instructions](#)



# EHB Change: Request FFR Extension

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- Recipients will not be able to request an extension to the FFR from the EHBs, but the capability may be available in PMS in the near future
- Recipients should make every effort to submit FFRs on time; if it cannot be submitted by the deadline, contact your Grants Management Specialist



# EHB Change: Previously Reported Expenditures

**Note(s):**  
 You will be able to view updated values for 'This Period' column upon clicking the "Save" button.  
 'Previously Reported' values are pre-populated by the system from the previous FFR if any within the document number.

Due Date: 7/30/2020 (Due In: 151 Days) | Status: Submission In Progress

Resources

Current Document | Grant | PMS Data Report | Others

Financial Report | Action History

Fields with \* are required

	Previously Reported	This Period	Cumulative
<b>10. Transactions</b>			
<b>Federal Cash</b>			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
<b>Federal Expenditures and Unobligated Balance</b>			
d. Total Federal Funds Authorized			\$650,000.00
* e. Federal Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds (line d minus line g)			\$ 650,000.00
<b>Recipient Share</b>			
i. Total Recipient Share Required	\$ 0.00	\$ 0.00	\$ 0.00
* j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
<b>Program Income</b>			
* l. Total Federal Program Income Earned			\$ 0.00
* m. Program Income Expended In Accordance With the Deduction			\$ 0.00
* n. Program Income Expended In Accordance With the Addition			\$ 0.00
* o. Unexpended Program Income (line l minus line m or line n)			\$ 0.00

Go to Previous Page

Save Save and Continue

The "This Period" and "Previously Reported" columns will not be available in PMS. Expenditures will always be reported in the "Cumulative" column.

Previously Reported

This Period



# EHB Change: Previously Reported Expenditures

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- The “Previously Reported” and “This Period” fields will not be available on the FFR after the migration
- Recipients will be expected to report cumulative expenditures for the document number
- If changes are necessary to prior expenditures, use the FFR Remarks to specify the value; budget period; and reason for change



# EHB Change: Intent to Carryover Funds

**Financial Report - Submit Confirm**

**Note(s):**  
Provide your carryover decision on the unobligated balance you reported in the financial report. The UOB reflected on this page is cumulative and has not been adjusted for funds already approved as carryover or used as offset (if applicable); as such, the full balance may not be available for use. If you have questions about how much of the cumulative UOB is available, please contact your Grants Management Specialist.

**FFR00097634/1: Prymed Medical Care, Inc., Ciales, PR** Due Date: 4/30/2020 (Due In: 73 Days) | Status: Submission In Progress

**Resources** [↗](#)

Current Document | Grant | Others

[Financial Report](#) | [Action History](#)

Fields with \* are required

**\* Carryover Request Decision**

You have reported unobligated balance in this Financial Report. The details are in the table below. Do you intend to request a carryover for this amount?

(i) Unobligated Balance reported on Financial Report	\$ 3,383,666.00
(ii) Total Current Period Federal Authorized amount for Expanded Authority	\$ 3,433,666.00
(iii) Allowable Carryover amount under Expanded Authority (25% of Field ii Total Current Period Federal Authorized amount or \$250,000, whichever is less.)	\$ 250,000.00
(iv) Amount over expanded authority (i minus iii)	\$ 3,133,666.00

Select	Option
<input type="radio"/>	Yes - for the amount covered under expanded authority.(No additional action is necessary. A remark will be added to your Financial Report.)
<input type="radio"/>	Yes - for the amount covered under expanded authority and part of, or entire marginal amount over expanded authority. The carryover request is included with this Financial Report
<input type="radio"/>	Yes - for the amount covered under expanded authority and part of, or entire marginal amount over expanded authority. I will create and submit carryover prior approval within 30 days of Financial Report submission date.
<input type="radio"/>	No
<input type="radio"/>	Not Applicable

**\* Financial Report Certification** [View SF-425](#) [↗](#)

I, Gladys Rivera-Estela, have the authority and certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Please check the box to electronically sign the Financial Report.

**Grantee will no longer have the ability to notify HRSA about their intent to carry over unobligated balance**



# EHB Change: Intent to Carryover Funds

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- The “Carryover Request Decision” will not be available in the EHBs after the migration
- PMS is working with the Department to potentially add questions to all HHS FFRs regarding the intent to carryover funds
- Recipients should use the FFR Remarks regarding the intent to carryover funds, including the use of any expanded authority
- Reminder: recipients should submit a prior approval request to carryover a UOB within 30 days of submitting the FFR



# Contact Information

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**Questions about the FFR integration into PMS?**

**[PMSFFRSupport@psc.hhs.gov](mailto:PMSFFRSupport@psc.hhs.gov)**

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