



OFAM Recipient Technical Assistance Conference Call

June 2021

**Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration (HRSA)**

Vision: Healthy Communities, Healthy People



Welcome

- Listen-only mode
- HRSA personnel present information
- Questions and Answers



Agenda

- Welcome
- Reminders
- Division of Grants Policy
- Transition from DUNS
- Civil Rights and Accessibility
- Division of Financial Integrity



Presentation Location

← → ↻ hrsa.gov/grants/manage-your-grant/training

HRSA
Health Resources & Services Administration

Advanced Search

Grants ▾ Loans & Scholarships ▾ Data Warehouse ▾ Training & TA Hub ▾ About HRSA ▾

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[Home](#) > [Grants](#) > [Manage Your Grant](#) > Training

Training

We provide multiple training options so you understand how to manage your HRSA grant.

Recent Webcasts and Presentations

October Grantee Conference Call Recordings

October 2019 Conference Call
Toll-Free: 800-839-4838 | No Passcode
Download: [October 2019 Conference Call Slides](#) (PPT - 2.3 MB)

October 2019 Pacific Basin Conference Call
Toll-Free: 800-944-3294 | Toll: 402-220-4884 | No Passcode
Download: [October 2019 Pacific Basin Conference Call Slides](#) (PPT - 2.3 MB)

Contact Us

[Email us](#) (include your 10-digit grant number)

Announcements

[Get the latest grants' announcements](#)

Electronic Handbooks (EHBs)

[Log In](#)



Contact and Technical Assistance Information

- HRSA Contact Center number: (877) 464-4772
- EHBs Help and Ticketing System:
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>
- Payment Management Services (PMS):
877-614-5533 or <https://pms.psc.gov/>
- Bureau of Primary Health Care: 1-877-974-2742. or
<http://www.hrsa.gov/about/contact/bphc.aspx>



Electronic Handbook Help and Knowledge Base

- Additional Resources: Visit <http://www.hrsa.gov/grants/manage/index.html>
- HRSA Grants TA webpage: <http://www.hrsa.gov/grants/apply/>

The screenshot displays the HRSA Grants TA webpage. At the top, there is a table with the following data:

| Report Type | Report Title | Due Date | Status |
|-------------------|--|------------|---------------------|
| Grant Application | Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIM...) | 07/26/2017 | Award Determination |
| Progress Report | Substance Abuse Quarterly Progress Report | 07/14/2017 | Processed |
| Financial Report | Annual Federal Financial Report | 04/28/2017 | Processed |
| Progress Report | Substance Abuse Quarterly Progress Report | 04/13/2017 | Processed |

Below the table, a navigation bar contains a "Help" button, which is circled in red. Underneath the navigation bar is a video player with the title "How to Access Your Performance Reports". To the right of the video player is a "Resources" section with links for "What's New", "HRSA Contacts", "FAQs", and "View All Videos".



SAM.gov and Grants.gov

- Update your [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) registrations.
- [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) are free
- Expired registrations will not receive HRSA funding



Become a HRSA Grant Reviewer

HRSA has specific interest in the following areas:

- Health Professions training
- HIV/ AIDS
- Maternal and child health
- Organ transplantation
- Primary care for underserved people
- Rural health
- Register in the HRSA Reviewer Recruitment Module (RRM)
- <https://rrm.grantsolutions.gov/>

Division of **I**ndependent **R**eview



Healthy Grants Workshop

- No cost and held virtually in 2021.
- Began in May, running through September.
- Please visit our website below for more information, including the agenda:

<https://www.hrsa.gov/grants/manage-your-grant/training/workshops>





Division of Grants Policy (DGP)

Ericka Williams
Division of Grants Policy
Office of Federal Assistance Management

Vision: Healthy Communities, Healthy People



Division of Grants Policy (DGP) Update

- The Office of Management and Budget (OMB) revised 2CFR 200.
- HHS is updating 45 CFR 75.
- Until further notice you should adhere to what is in your Notice of Award (NoA), which for most awards is 45 CFR 75.





UEI Transition from DUNS

Kasey Morrow
REI Systems
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UEI Transition

- EHBs updates to support new Unique Entity Identifier (UEI)
- UEI is replacing Data Universal Numbering System (DUNS)
 - April 2022, the federal government will stop using the DUNS.
 - For details, refer to GSA Web site: <https://gsa.gov/entityid>
- EHBs updates to change all DUNS fields to UEI fields
 - First changes went live June 10, 2021
 - Organization Registration pages and the Grantee My Portfolio pages



UEI Transition EHBs changes

- UEIs from SAM.gov imported automatically into the EHBs for all existing organizations with a valid DUNS and as organizations are registered in EHBs.
 - If your organization has already been assigned a UEI from SAM.gov, you will start to see your UEI in the EHBs.
- During the transition, you can search for your organization in the EHBs, using either the UEI or the DUNS.



UEI Transition EHBs Timeline

- EHBs changes will be rolling out incrementally:
 - June 10, 2021: Organization Registration pages, Grantee My Portfolio pages
 - October 21, 2021: Applications and Grants.gov forms
 - Late-2021/2022: Phase two, all remaining pages that mention DUNS, including program-specific pages
- Keep an eye out for EHBs notifications as timelines are subject to change



UEI Transition EHBs Screenshots

Organizations - Search

You may use this option if you know your organization's Unique Entity Identifier (UEI) or DUNS Number. The system will automatically search for the organization in SAM if it is not found in EHBs

Associate Account to Organization Select Your Role

Organization Parameters

UEI (i)

UEI (Go to SAM) 7798WER47798 (e.g. 120983745 or 3/45ABC83/45)

Cancel Search

Organization Information (i)

These changes went live June 10, 2021.

My Registered Organizations - List

✓ **Success:**
Registration successful.

Register to Another Organization Detailed View

Page size: 15 Go 2 items in 1 page(s)

| Organization Name | City | State | CRS-EIN | Organization Role | UEI | Options |
|-------------------|---------|-------|--------------|-------------------|--------------|---------------------|
| Healthcare, Inc. | Corning | AR | 1711711718A1 | AO | 7798WER47798 | Organization Folder |

Page size: 15 Go 2 items in 1 page(s)



UEI Transition References

- For more information on the UEI changes in the EHBs check out the EHBs Help wiki page:
 - <https://help.hrsa.gov/x/8gF7Bw>
- Refer to the GSA website for information on the transition
 - <https://gsa.gov/entityid>





Civil Rights & Accessibility for HRSA Recipients

Sarah Williams
Section Chief, Civil Rights Coordination & Compliance
Office of Civil Rights, Diversity, & Inclusion

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Civil Rights Coordination & Compliance (CRCC)

Mission: CRCC promotes compliance with federal civil rights law through research, partnerships, and technical assistance to improve care for underserved populations.

Goals:

- To establish HRSA as a federal leader and innovator in the provision and promotion of accessible services.
- To ensure HRSA conducted programs and services are accessible to individuals who experience barriers to participation.
- To support HRSA recipients in achieving compliance with relevant civil rights laws to reduce barriers to obtaining health services.



Enforcement v. Proactive Compliance

**HHS Office for Civil Rights
(OCR)**

Enforcement Agency

**Investigation and
Resolution**

HRSA

Funding Agency

**Proactive
Compliance**

Application

Federal civil rights laws have **two** levels of application. They mandate that federal agencies (HRSA) **and** their funding recipients (grantees):

Do not discriminate against individuals due to race, disability, national origin, sex, and other protected bases.

Ensure that their **programs and activities are accessible** to people with disabilities, non-English speakers, and other populations.



Civil Rights Protections & Requirements

Language Access
(Title VI)

Accessibility &
Disability
Discrimination
(Section 504)

Sexual Harassment
& Discrimination
(Title IX)

Conscience
Protections
(Church
Amendments)

Age Discrimination
(Age Discrimination
Act)





Fiscal Policies and Procedures

Wayne Bulls
Division of Financial Integrity
Office of Federal Assistance Management

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OMB Memo 21-20

- Issued on March 19, 2021
- Includes a six- month extension to the Single Audit report due date for recipients and subrecipients that have not yet filed their Single Audits that have FY ends from **December 31, 2019** through **June 30, 2021**.
- Provides Federal awarding agencies with the authority to grant flexibilities to recipients affected by the pandemic. These flexibilities are not limited only to recipients that received COVID-19 Federal funding, rather any Federal funding.
- Supersedes all previous OMB Single Audit extensions.

Example: A recipient with a FY end of June 30, 2021 received Federal funding during their audit period. Their FY 2021 Single Audit is normally due March 31, 2022. Therefore, they would receive a 6-month extension to September 30, 2022.



Policies and Procedures



- Recipient organizations must have documented policies and procedures to ensure effective control and accountability of federal funds.
- Responsibilities for financial management are outlined in 45 Code of Federal Regulations (CFR) §75.302.

Policies and Procedures – Cash Management

Recipients must maintain written Policies and Procedures to minimize the time elapsing between the transfer of funds from the Payment Management System (PMS) and the disbursement of those funds by the recipient. The written P&Ps must reference the process for drawdowns from PMS under HHS awards, and:

- Be limited to the minimum amounts needed to cover allowable project costs;
- Be timed in accordance with the actual immediate cash requirements of carrying out the approved project; and
- Not be made to cover future expenditures

See 45 CFR §75.302(b)(6) and §75.305, and HHS Grants Policy Statement



Policy and Procedure Example

- **Date**: 5/5/20XX **Reviewed**: 5/5/20XX
- **Policy**: It is the policy of ABCXYZ, Inc. to expend federal funds drawn from the Payment Management System within X days after receipt. Draws are made based on actual expenses incurred from managing the grants program.
- **Procedure**: List the step by step process for arriving at the amount of funds to be drawn from the PMS and the steps to execute a drawdown



Key Fiscal Reminder

- Organizations must have policies and procedures in place that -address unexpected or emergency circumstances (i.e. - hazard/premium pay, furlough pay, leave policy, reassignment, lost productivity, etc.)



Documentation is Key!

Questions and Answers

- Please have your grant number ready
- If we cannot answer your question, we will take your contact information and get back to you



Survey



Contact Information

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Topic Ideas

- Do you have a topic you would like to see presented during an upcoming TA call?
- Email your ideas to HRSAPostAwards@hrsa.gov





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www.HRSA.gov



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