Rural Health Care Services Outreach Program

Grant Closeout Process
March 23, 2021

Agenda

- **Welcome/Housekeeping**

- **Wrapping up the Grant Period – What to Expect & Program Deliverables Review**

- **Year 3 PIMS Reporting**

- **Grant Closeout Process**

- **Resources**

Closeout Deliverables

Deliverable	Deadline	Submission Type (EHB or Email)	Deadline Impacted by a No-Cost Extension?
Sourcebook Template Entry	**March 15, 2021**	**Email** *sent to PO & TA provider	*Not Applicable*
Draft Closeout Report *for those requesting a NCE. Optional if not requesting a NCE	**March 20, 2021**	**Email** *sent to PO & TA provider	**Yes (see details below)**
No-Cost Extension Request *if needed	**March 26, 2021** *or earliest date possible	**EHB** *Prior Approval 'No Cost Extension without Funds'	*Not Applicable*
Final TA Exit Calls	**April, 2021**	Not Applicable	*Not Applicable*
PIMS Reporting	**May 31, 2021**	**EHB**	**No**
Final Closeout Report	**July 30, 2020** *Noting EHB list July 29	**EHB**	**Yes (see details below)**
Final Assessment Plan	**July 30, 2020** *Noting EHB list July 29	**EHB**	**Yes (see details below)**

*If you receive a **No Cost Extension (NCE)**, final deadlines will change for these deliverables.

Year 3 PIMS
Due: May 31, 2021

Submission:

- Submitted in the EHB PIMS system

About:

- Year 3 annual performance reporting reflective of project data from the most recent grant year (5/1/2020-4/30/2021).

- Data reported should continue to be reflective of the implementation of your grant project's activities in alignment with funded project goals and objectives

Important Note:

- Year 3 PIMS reporting includes the addition of the HRSA Return on Investment (ROI) measure using the Economic Impact Analysis (EIA) Tool. This is the only measure that should reflect _**all three years**_ of your funded project.

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A Few Notes About Year 3 PIMS Reporting…

About PIMS

- Reporting requirement due annually at the end of each budget period

- Enables a "fillable form" of program measures to complete in EHB

- Opens in EHB 30 days prior to the reporting deadline

- Provides uniformly defined program performance data for FORHP grant programs to quantify funding impacts

Reporting PIMS

- Report for project activities directly funded by your Outreach grant **_only_**

- Refer to the PIMS measure guide for instruction and definitions

- Due date applicable for completed projects _and_ those on an approved NCE

A Few Notes About Year 3 PIMS Reporting (cont.)

PIMS Reporting Tips

- Utilize the form comment boxes to clarify / provide additional context (*ex. other – please specify*)

- Option available to share additional project data attachments, as applicable and desired for your project

- Report mindfully – for example *"0"*, "*not applicable*" and "*don't know*" all communicate different results.

- Look at PIMS as a piece of a bigger picture – value in using PIMS reporting to communicate data and outcomes for efforts that span beyond grant work

- Linking PIMS data to program sustainability – using reporting outcomes as a way to market program and demonstrate results.

- Ask for assistance from your Project Officer and TA provider if you have questions

3-Year Sustainability Measure (ROI)

	Year 3 Sustainability Measures – To be collected during Year 3 reporting period	
1	**What is your ratio for Economic Impact vs. HRSA Program Funding?** Use the HRSA's Economic Impact Analysis Tool (https://www.ruralhealthinfo.org/econtool) to identify your ratio.	**Ratio**
2	**Will the consortium/network sustain?** (Y/N)	
3	**Will any of the program's activities be sustained after the project period?** If yes, please select how the program activities will be sustained (drop down menu) • Absorption of services or other means of in-kind support • Reimbursement by third party payers • Grant funding • Fees • Other: please describe	

Using the Economic Impact Analysis Tool

About the EIA Tool:
The Economic Impact Analysis (EIA) tool shows how your community health project's spending on staff, supplies, equipment, and other expenses benefits your community. Essentially, the tool functions to translate project-specific impacts into community-wide effects. The EIA Tool can be used by any community health organization wanting to understand how its activities affect the community.

Accessing the EIA Tool:
The tool can be accessed on the Rural Health Information Hub (RHIhub) website. To use the EIA Tool, you will have to create an account with RHIhub or log into an existing account. **https://www.ruralhealthinfo.org/econtool**

EIA Tool Resource Guides

- Example Scenario: https://www.ruralhealthinfo.org/econtool/example

- Program Spending Tracking Worksheet: https://www.ruralhealthinfo.org/assets/835-2702/spending-worksheet.pdf

- EIA Tool User Guide: https://www.ruralhealthinfo.org/assets/835-2732/econ-tool-user-guide.pdf

EIA Tool Resource Videos

- Introducing the EIA Tool: https://www.youtube.com/watch?v=pvb0kYm-Gpo&feature=youtu.be

- Tips for Collecting Project Spending Information: https://www.youtube.com/watch?v=DAoG0BpAT8g&feature=youtu.be

- Creating Your Economic Impact Report https://www.youtube.com/watch?v=75zqlWhfLLg&feature=youtu.be

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Final Assessment Plan
Due: July 30, 2021

Submission:

- Submitted in EHB under the task category *"other"* submissions titled *"Final Evaluation Plan"*
- *Noting EHB indicates a due date of 7/29/21

About:

- Comprehensive evaluative report intended to provide a high-level assessment of project outcomes resulting from project implementation across the 3 year project period.

- Should map back to the Assessment Plan submitted earlier in your grant

- Qualitative and quantitative (program specific).

*If you receive a **No Cost Extension (NCE)**, final deadlines will change for this deliverable.

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Final Closeout Report
Due: July 30, 2021

Submission:

- Submitted in EHB under task category "*Other*" submissions titled "*Final Closeout Report*"

About:

- Describes the results of grant-supported activity

- Reporting period reflective of <u>all 3 years</u> of the grant program

- Builds off of the draft closeout report (if a draft is completed)

*If you receive a **No Cost Extension (NCE)**, final deadlines will change for this deliverable.*

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Annual Financial Report / Final Financial Report
Due: July 30, 2019

Submission:

- Submitted in EHB under task category "*Financial Report*" EHB submission tasks titled "*Financial Report*"

About:

- Annual Federal Financial Report (FFR)

- Reflects the budget period 5/1/20-4/30/21

Important Note:

- If your grant has an approved NCE, you will still be required to submit your ***Annual*** FFR in the Payment Management System. Final FFRs will be due 90 days after the approved NCE end date.

- If your grant is completed (no NCE requested), you will submit your ***Final*** FFR.

*If you receive a **No Cost Extension (NCE)**, final deadlines will change for this deliverable.*

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Grant Closeout Process

No Cost Extension (NCE)

What if I Expect to Have Leftover Funds?
Because a carryover cannot be completed at the end of the grant, the option to either _return funds_ or to _request an extension of the project period_ in order to use funds may be requested.

How Do I Request An Extension?
To request an extension of the project period, this must be completed as a prior authorization request for a "_Prior Approval-Extension Without Funds_" submitted in the EHB system, also referred to as a **No Cost Extension** (NCE).

- Requests need to include proper documentation and completed as a submission in the EHB before the expiration of the final budget period: **Request Narrative describing 1) the total amount of unobligated grant funds, 2) the remaining incomplete project activities for which the funds were originally awarded, 3) the reason these activities were not completed prior to the expiration of the project period, and 4) the activities requested to be completed if the no-cost extension is approved;**
  1. _SF424A Budget Form_
  2. _Budget Justification Narrative:_ Describing justification for the use of the unobligated funds/un-used grant funds for each of the requested remaining activities identified for completion during the proposed NCE.

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Grant Closeout Process - *Overview*

What It Is: HRSA requires submission of information on progress, equipment (purchase & disposition), supplies and a final Federal Financial Report (totally liquidated) at the conclusion of grant funding.

When should you prepare for award closeout? Three months prior to the grant's end date. This is so you can accurately forecast expenses and make entry adjustments.

Within 90 Days Of Expiration of Grant Document *if on an NCE, this is 90 days after the approved NCE end date*
- Reconcile financial expenditures by liquidating all obligations incurred for all budget categories
- Complete and submit the final FFR (SF 425) into the EHBs
    - It must not include any unliquidated obligations
    - It must account for all funds awarded within the grant document
    - It must reconcile with PMS expense reporting
- Submit final program reporting for review and approval (i.e. Final Closeout Report and Final Assessment Plan)
- Complete and submit your final quarterly report in PMS
- If you purchased equipment under the grant account, submit a final equipment list
- Return any unspent funds, or those due because of refunds, corrections, or audits to the PMS
- Complete and submit a final audit, if required (you will be contacted by HRSA's Division of Financial Integrity if this is the case)

What is the Grant Closeout Process?:
https://www.hrsa.gov/grants/manage-your-grant/training/how-to-manage-grant-guide

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Grant Closeout Process – *Continued*

What are your responsibilities related to record keeping? You must retain:

- Financial and programmatic records

- Supporting documents

- Statistical records

- All other records that we require in the terms of your award or that we consider relevant to your award

How long must you keep these records?

- You must keep these records for a period of three years from the date you submit your final FFR.

- If your records are undergoing an audit, litigation, or other action, keep the records until the end of the appropriate retention period, or until the action is completed, whichever is later.

Refer to the HHS Grants Policy Statement (GPS) (PDF - 1.3 MB), Record Retention and Access (II-89), for additional information

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Notice of Closeout Action

- Once all closeout documents are processed and approved, a revised Notice of Award (NoA) specifying document is closed will be issued
- Unobligated balance of funds will be de-obligated on closeout NoA
- NoA will also specify record retention instructions

Grant Closeout Process - *Resources*

- Manage Your Grant Guide
  - https://www.hrsa.gov/grants/manage-your-grant/training/how-to-manage-grant-guide

- Post Award Forms and Form Instructions (i.e. Property report form, SF424A form, FFR form, etc.)
  - https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Grant Project Resources – Share Your Success, Tell Your Story!

Rural Health Information Hub (RHIhub)

- **Dissemination Best Practices:** https://www.ruralhealthinfo.org/toolkits/rural-toolkit/6/disseminating-best-practices

- **Rural Health Value - Telling Your Story: Using Data to Show Value:** https://www.ruralhealthinfo.org/resources/10391

- **Share your story with RHIhub for inclusion in Rural Health Models and Innovations.**

National Rural Health Resource Center

- **The Art of Storytelling (Webinar & PDF):** https://www.ruralcenter.org/events/what%E2%80%99s-your-2021-story-the-art-of-storytelling

Centers for Disease Control and Prevention:

- **Success Story Workbook (PDF -52 pages):** https://www.cdc.gov/oralhealth/publications/library/pdf/success_story_workbook.pdf

- **How to Create a Success Story (PDF – 16 pages):** https://www.cdc.gov/healthyschools/stories/pdf/howto_create_success_story.pdf

Community Catalyst

- **Roadmaps to Health - Telling Your Story:** https://www.communitycatalyst.org/resources/tools/roadmaps-to-health/telling-your-story

FORHP & Other HRSA Funding Opportunities

FY2020 FORHP Funding Opportunities

Deadlines and grants.gov posting details will become available next year.

Title	Announcement Number	Program Category	Status	Application Deadline
Telehealth Centers of Excellence	HRSA-21-030	Federal Office of Rural Health Policy	Open ✅	04/20/2021
Rural Communities Opioid Response Program- Psychostimulant Support	HRSA-21-091	Federal Office of Rural Health Policy	Open ✅	04/12/2021
Evidence Based Telehealth Network Program	HRSA-21-082	Federal Office of Rural Health Policy	Open ✅	04/02/2021

Upcoming HRSA Funding Opportunities

- **HRSA Grants Web Page:** https://www.hrsa.gov/grants/index.html

Stay in Touch!

- Subscribe to FORHP weekly announcement for rural health grantees and stakeholders by e-mail
- Subscribe to Rural Health Research Gateway e-mail updates
- HRSA News & Events

Rural Resources to Keep in Mind

- Rural Health Information Hub
- Rural Health Research Gateway
- Rural Community Health Gateway
- HHS Rural Action Plan
- National Advisory Committee on Rural Health & Human Services

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Questions?