



# HRSA **Healthy Grants** WORKSHOP

## Grants Management Delta States Rural Development Network Program

**NOFO – HRSA-23-031**

**Presenter:**

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**Office of Federal Assistance Management (OFAM)**



# Objectives

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- Provide an overview of Federal Grants Management, Budget, Policies, and Reporting Requirements

# Grants Management Specialist – Role

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Grants Management Specialist (GMS) is:

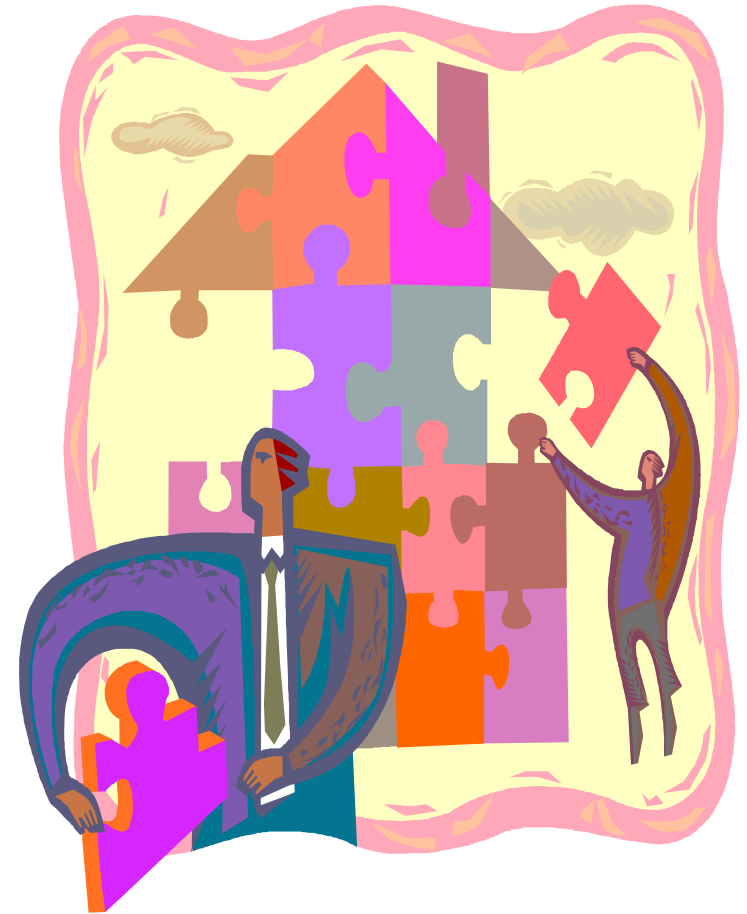
- Responsible for the oversight of the business management associated with the Federal grant
- Make recommendations on continued Federal support, monitor compliance with award requirements and cost policies, monitor receipt for all financial/administrative required reports, and follow up as necessary to obtain delinquent reports

# HRSA Grants Management Process - Cycle



# It's All About Partnership...Between:

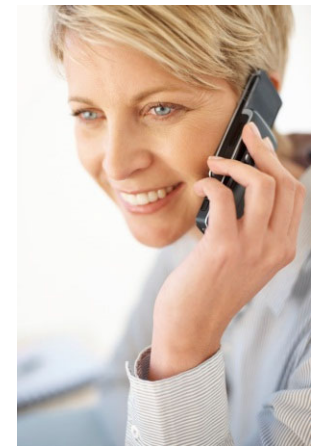
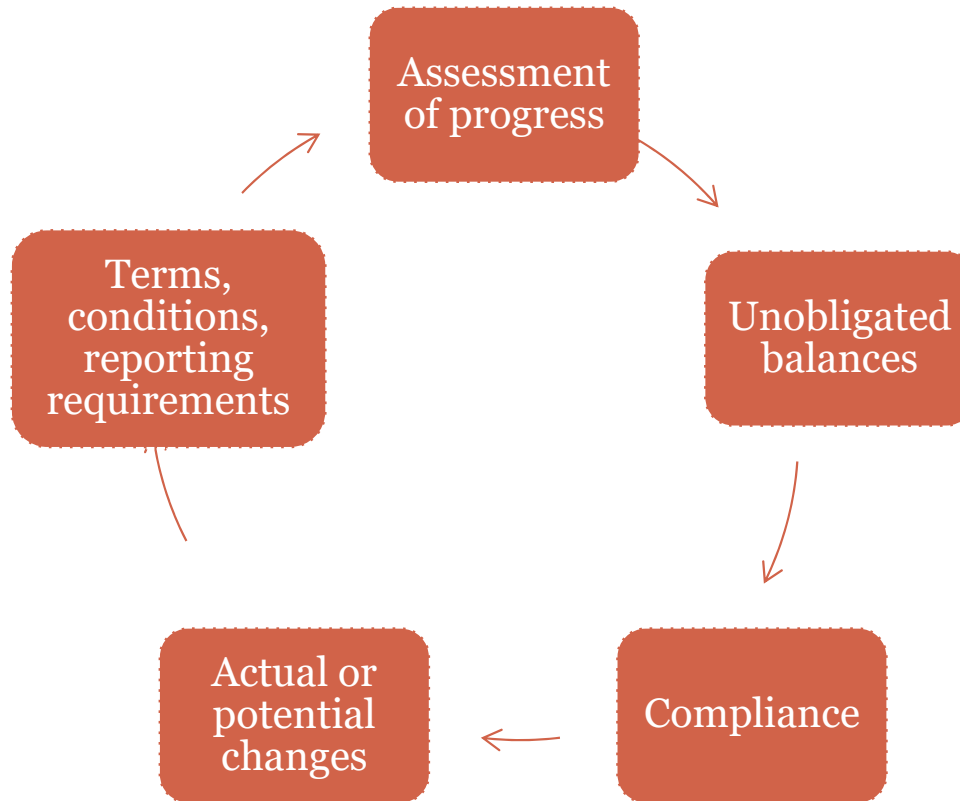
- **Grants Management Specialist**
- **Project Officer**
- **Our Recipients or Non-Federal Entity's business officials and Program Director**



# Monitoring and Reporting Program Performance



PO



GMO/GMS

# Monitoring and Reporting Program Performance

## Recipient:

Manage award activities; respond to conditions and reporting requirements; monitor grant account, assess potential project changes for prior approval requirements; consult GMS; collaborate with HRSA

## Program Official:

Monitors performance; Consult with GMS on grant-related matters, provides technical assistance; makes recommendations on prior approval requests

## Grants Management:

Reviews, negotiates, and approves budgets, Consults with PO on important program-related matters, Renders decision on submitted requests; monitors account financial status; reviews financial reports; monitor response to conditions; receives and approves required reports

# Who Do You Call?





# Remember: WE'RE A TEAM

- **GMS – For budget, Fiscal questions, Fiscal Financing, and Other Award Administrative Requirement questions**, contact your Grants Management Specialist (on the first page of your Notice of Award).
- **PO – For project goals, the scope of the project, programmatic reporting, and other program requirements questions**, contact your Project Officer.

Feel free to include both your GMS and PO in any correspondence. We are a team!



# Reports and Records

- **Monitoring and Reporting Program Performance**

- Monitoring is the process by which programmatic and business management performance of a grant is continually assessed by the program and grants officials responsible for the award.

- **Financial Reporting**

- HRSA requires annual submission of the FFR. Although it is reported annually, it is a cumulative report for all expenditures over the document project period.
  - Please use the comment section at the end of the annual FFR to explain the unobligated balance.
- FFR submission is now uploaded into the PMS and then transferred to the EHBs and is submitted by the financial official or other designee determined by recipient.

- **Record keeping and Record Retention**

# Recommendations for Drawdown and Retention of Funds cont'd

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- Establish and maintain a Financial Management System to accurately manage your HRSA funds.
- Make sure to spend down your funds appropriately.
- Monitor regularly to address any issues as soon as they become available.
- Work with your HRSA and PMS liaisons if you have any concerns and/or issues.

# Prior Approval Requests

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- When a recipient needs to change certain aspects of the approved application (such as budget revision or change of scope), HRSA approval is required
- Recipients must submit a formal requests through the EHB
- Formal, documented, authorized requests must be submitted in advance of making proposed change.
- Prior approval requests require a 30-day response from HRSA

# Policy Overview of Prior Approvals

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- Authorizing Statutes
- HRSA Mission
- Code of Federal Regulation
- HHS Grants Policy
- Notice of Funding Opportunity

Serve as the basis for completing HRSA Prior Approval (PA) review activities



# Most Common Types of Prior Approval Requests

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- Change in Key Personnel
- Rebudgeting
- Change in Scope
- Carryover Unobligated Balance
- Extension without Funds (No-cost Extension)
- Property Disposition
- Organizational Name Change
- Change of Recipient
- Relinquishment



# Rebudgeting: Changes Requiring PAR

- **Line Item Deviations of 25% or More:** The HHS Grants Policy Statement notes that deviations among Federal cost categories of 25% or more of the total amount awarded require prior approval.
- **Federal Equipment:** Any additional equipment purchase(s).
- **Construction/A&R:** Transferring funds between construction and non-construction work.
- **Transfers to \$0 Line Items:** Transferring funds to a Federal cost category that listed \$0 in the approved budget.
- **New Expenditures:** If the recipient is adding an expenditure that was not in the original, HRSA approved budget.



# Rebudgeting: Required Documentation

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- Cover Letter stating the nature and reason for the request
- Budget Forms:
  - SF-424A (non-construction programs) or
  - SF 424C (construction programs)
- Budget and Narrative Justification including detailed salary information
- Equipment List (if applicable)





# Rebudgeting – Equipment

- Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.
- Items identified in the budget that do not meet the Federal definition are considered Supplies



# Change in Scope – Indicators

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- Activities that are different from those in the NOFO Project Description “Purpose”
- Change in specific aspects listed in the Application’s project narrative
- Proposing new activities that are inconsistent with the HRSA mission
- Rebudgeting – Excessive or New Items
- Change represents an outlier from other grants in the program portfolio



# Extension Without Funds (No-cost extension)

- Request for more time to complete a project, not to exceed 12 months
- Not merely for the purpose of using an unobligated balance (45 CFR 75.308d(2))



# Carryovers & Rebudgeting

- **Carryover Requests**

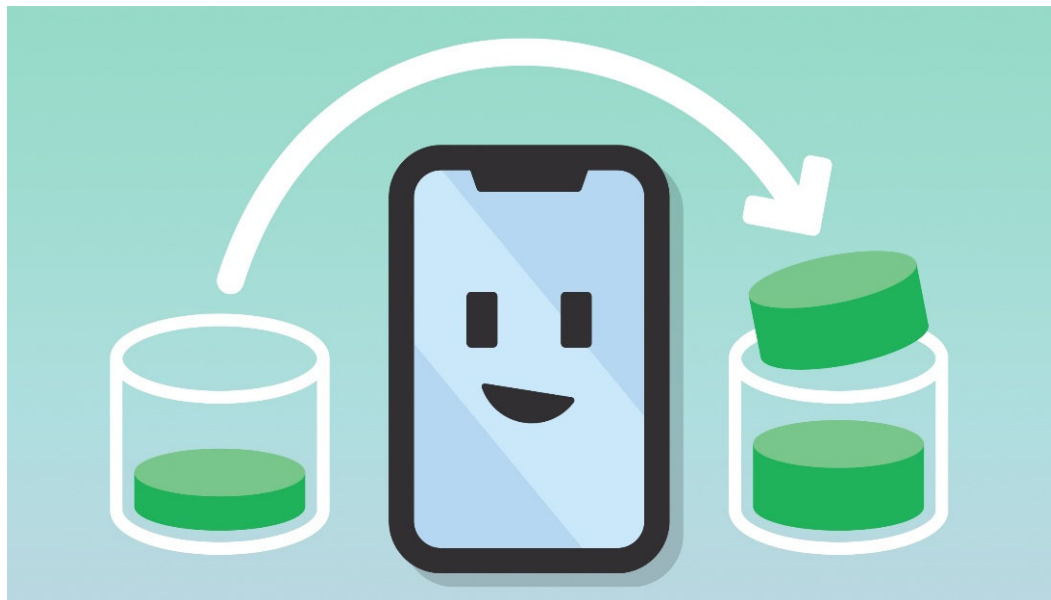
- Allows unobligated balance from the previous Budget Period to be carried over and utilized in the current Budget Period.

- **Re-budgeting**

- Funds may be revised within and between approved budget line items up to 25% of the recipient's annual budget amount without Prior Approval from HRSA.
  - Although the total authorized amount on the Notice of Award reflects 3 years of funding, the 25% rule is determined based on the recipient's annual budget amounts provided in the original application.
- Rebudgeting exceeding the 25% limit is consider significant re-budgeting and requires a prior approval request submitted in the Electronic Handbooks (EHB).

# Carryover Requests

- Request to use unobligated balance in subsequent budget period
- Submitted no later than 30 days after the submission/acceptance of the Federal Financial Report



# Information on accessing grant systems

## HRSA Manage Your Grant (HRSA Website)

- HRSA & HHS Grant Policy and Management
- <http://www.hrsa.gov/grants/manage/index.html>

## HRSA Electronic Handbook (EHB)

- Must register in EHB to access your grant in the system
- Electronic System for Grant Management & Submitting Reporting Requirements
- HRSA Call Center (1-877-464-4772)

## Division of Payment Management (the “bank”)

- Must register in PMS to access your grant funds
- PMS Help Desk 1-877-614-5533
- <http://www.dpm.psc.gov/>
- Online training is available

## The System for Award Management (SAM)

- Registration system for entities in order to do business with the federal government
- To keep your SAM registration active, be sure to renew at least once each year
- <https://www.sam.gov/portal/public/SAM/>

# Resources for Managing Your HRSA Grant

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- **Please visit the “Manage Your Grant” website for help with;**
  - Financial Reporting
  - Uniform administrative requirements
  - Policies
  - Progress Reports
  - Dates for upcoming technical assistance conference calls

<https://www.hrsa.gov/grants/manage/index.html>

# Contact Information

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