



Adolescent Pregnancy Prevention Program

Grant Management Training Webinar

Title V CSRAE, GD-SRAE and CPREP



**Wednesday, October 25, 2023
2:00 – 3:00 p.m. ET**

Office of Grants Management

Health Promotion Portfolio

Webinar Presenters

Roni Brooks - Grants Management Specialist

Girma Araya - Grants Management Specialist

Today's Agenda

- OGM Roles, Responsibilities, and Services
- Grants Policies & Regulations
- Payment Management System (PMS)
- Submission of Federal Financial Status Reports & Program Progress Reports
- Review of Federal Financial Status Reports
- SF-428 Report
- Grant Solutions
- Post Award Amendments Requiring Prior Approval
- Closeout Process

Roles of the Grants Management Office

- Responsible for fiscal management and administration of grant award.
- Ensuring compliance with applicable laws, regulations, policies, and procedures and technical aspects of grants and fiscal monitoring.
- Provide guidance on fiscal requirements related to grant awards, terms and conditions, post-award changes, reporting, and closeout procedures.

Roles of the Grants Management Office (Cont.)

- Contact OGM for the following:
 - Requesting amendments to the original grant application, such as changes in key personnel, budget modification, and no-cost extension
 - Clarification of budget issues, particularly allowable costs
 - Guidance on submitting fiscal reports and other official correspondence

Grants Policies & Regulations

- HHS Grants Policy Statement
 - Provides general terms and conditions for all HHS discretionary grants and cooperative agreements
- 45 CFR Part 75
 - Uniform Administrative Requirements, Costs Principles, and Audit Requirements for HHS Awards.
 - Codified from OMB Circular : 2 CFR Part 200
 - <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>

Payment Management System (PMS)

- Part of the HHS Program Support Center, which is separate from ACF.
- PMS provides the payment and accounting system for all HHS grants.
- Grantees are responsible for requesting payments and reporting expenditures to the Payment Management System.
- Grantee has to spend funds within 72 hours after requesting drawdown.

Payment Management System (PMS) Cont.

- Visit PMS website - <https://pms.psc.gov/> to find your PMS Accountant contact info for PMS access assistance or any draw down questions.
- PMS phone: 877-614-5533

Submission of Federal Financial Status Reports & Program Progress Reports



Performance Progress Reports (PPR)

- Program Progress Reports are due semi-annually.
- Submit reports via GrantSolutions
- Semi-annual Reports due 30 days after end of the reporting period
- Final Report due 120 days after the end of the project period
- For project period start date: 09/30
 - 1st Report: Due 04/30/24 (covers 09/30-03/31)
 - 2nd Report: Due 10/30/24 (covers 04/01-09/29)
 - Final Report: Due 1/30 (covers project period)

Federal Financial Reporting (SF-425)

- FFR (SF-425) must be completed and submitted through Payment Management System (PMS).
- SF-425 is due semi-annually and dues 30 days after the end of reporting period.
- Annual SF-425 is due 90 days after the end of the budget period
- Final SF-425 is due 120 days after the end project period
- FFR due dates for 9/30 project period start:
 - 1st Report: Due 04/30/24 (covers 09/30/23-03/31/24)
 - 2nd Report: Due 10/30/24 (covers 4/1/ - 9/29/24)
 - Annual Report: Due 12/30 (covers 9/30-9/29)
 - Final: Due 1/30 (covers project period)

Federal Financial Reporting (SF-425)

[View Burden Statement](#)

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014

Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted <input type="text"/>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <input type="text"/>	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: <input type="text"/>			
Street1: <input type="text"/>			
Street2: <input type="text"/>			
City: <input type="text"/>		County: <input type="text"/>	
State: <input type="text"/>		Province: <input type="text"/>	
Country: USA: UNITED STATES		ZIP / Postal Code: <input type="text"/>	
4a. UEI <input type="text"/>	4b. EIN <input type="text"/>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
		8. Project/Grant Period From: <input type="text"/> To: <input type="text"/>	
		9. Reporting Period End Date <input type="text"/>	
10. Transactions			Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>			
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			<input type="text"/> 0.00
b. Cash Disbursements			<input type="text"/> 0.00
c. Cash on Hand (line a minus b)			<input type="text"/> 0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			<input type="text"/> 0.00
e. Federal share of expenditures			<input type="text"/> 0.00
f. Federal share of unliquidated obligations			<input type="text"/> 0.00
g. Total Federal share (sum of lines e and f)			<input type="text"/> 0.00
h. Unobligated balance of Federal Funds (line d minus g)			<input type="text"/> 0.00
Recipient Share:			
i. Total recipient share required			<input type="text"/> 0.00
j. Recipient share of expenditures			<input type="text"/> 0.00
k. Remaining recipient share to be provided (line i minus j)			<input type="text"/> 0.00
Program Income:			
l. Total Federal program Income earned			<input type="text"/> 0.00
m. Program Income expended in accordance with the deduction alternative			<input type="text"/> 0.00
n. Program Income expended in accordance with the addition alternative			<input type="text"/> 0.00
o. Unexpended program Income (line l minus line m and line n)			<input type="text"/> 0.00

Federal Financial Reporting (SF-425)

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:					<input type="text"/>	<input type="text"/>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>			Suffix:	<input type="text"/>	
Title:	<input type="text"/>					
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
<input type="text"/>				<input type="text"/>		
d. Email Address				e. Date Report Submitted		14. Agency use only:
<input type="text"/>				<input type="text"/>		

Standard Form 425

SF-428 Report

- SF-428 Tangible Property Report (example: equipment and supplies purchase \$5,000 or more per item) has three parts: an Annual Report; a Final (Award closeout) Report; and a Disposition Request/Report
- Download SF-428 forms via <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>
- Report is due no later than 120 days after the end of the project period
- Submit the form to the 'Grant Notes' in GrantSolutions

Grant Solutions

- User roles
 - Only AR and PD roles in GrantSolutions have access to make any requests or upload documents; other roles have “read-only” access
 - OGM is responsible for ensuring the AR and PD for grants have access to GrantSolutions www.grantsolutions.gov – direct questions to your Grants Management Specialist
- Grantee control over submission of post-award amendments
- Contact OGM with questions

Post Award Amendments Requiring Prior Approval

Change in Scope
or Objective

Carryovers

Change and/or
Absence in Key
Personnel (PI/PD
or AR)

No-Cost
Extensions

Significant
Re-budgeting

Refer to GrantSolutions Training Video for instructions on post-award amendment submission at

<https://home.grantsolutions.gov/home/recipient-gmm-training-resources/>

AR and PI/PD Changes

- Recipient is required to notify ACF of any changes in the status of the Principal Investigator/Project Director or Authorized Representative and request a change under the following conditions:
 - Replacement for PI/PD and AR or PI/PD and AR's absence for any continuous period of 3 months or more.
 - Reduction of time devoted to project by 25% or more from the level in the approved application.

Required forms:

Cover Letter signed by current or new AR

- Include name and title of the previous and new PI/PD or AR
- Include a brief statement behind the reasoning for the change and background information on the new personnel

SF-424

- Complete form in its entirety

Budget Modifications (Significant Re-Budgeting)

- Prior approval for budget modifications is required when:
 - Federal share of the awarded budget is below \$250,000 AND the cumulative transfer between direct cost categories is above 25% of the total awarded budget
 - Federal share of the awarded budget is above \$250,000 AND the cumulative transfer between direct cost categories is above 10% of the total awarded budget

Budget Modifications (Significant Re-Budgeting) Cont.

- Required Documents:
- Cover Letter signed by the Authorizing Representative
 - If you are writing to inform ACF of a budget revision that does not require prior approval, clearly indicate that budget revisions do not meet the threshold to be considered significant re-budgeting. Grantee should submit a Cover Letter signed by the Authorized Representative to grantsolutions>grant notes detailing their intent to modify their budget for documentation purposes. Modifications to the Personnel line item should be discussed with your project officer prior to submission.
 - If you are writing to request a budget revision that is considered significant, clearly indicate the proposed activities. Requests must be initiated prior to the end of the budget period for which you are requesting the revision.
- SF-424
 - Complete form in its entirety
- SF-424A
 - Complete the form in its entirety, giving special attention the following:
 - Section A columns a, b, e, f, and g
 - Section B columns 1 (federal), 2 (non-federal, if applicable) and 5 (total)
- Budget and Budget Narrative
 - The Budget should be in a spreadsheet or table format. Grantee should show both the approved budget and the revised budget as it relates to the requested changes. Both the federal and non-federal budget line items should be clearly marked if there is a required match. When making your budget, reflect the budget categories outlined in the 424a, Section B and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to allocate funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall success of the project.

Carryover

- These funds are to be used to complete unfinished activities from the prior year and the costs must have been reflected in the approved prior year budget.
 - COB should be requested as soon as possible after the submission of the annual FSR.

Carryover Cont.

- Required Documents:
- Cover Letter signed by the Authorizing Representative
 - Provide the amount of the request. Include unexpended federal funds as well as any non-federal matching funds, if applicable, that were not committed during the budget year. Only include the amount you are requesting, do not include other budget year amounts. Also, clearly indicate that the funds will be used to complete activities which were approved, but not completed by midnight on the last day of the budget period, as allocated in the final budget of record
- SF-424
 - Complete form in its entirety
- SF-424A
 - Complete the form for the amount of the carryover request only, giving special attention to the following:
 - Section A columns a, b, e, and g
 - Section B columns 1 (federal), and 5 (total)
- SF-425
 - You may attach the most recent SF-425; however if you do not have a recent one, you should download and fill out the form. Once completed it, attach it in the SF-425 Upload section.
- Budget and Budget Narrative
 - The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked, if applicable. When making your budget, reflect the budget categories outlined in the 424a, Section B and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to allocate funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall success of the project.

No-Cost Extension

- No-Cost Extensions are requested to complete activities of the grant in the final year of the project period.
- Requests are not approved merely for the purpose of using unobligated balances.
- Requests should be made 45 days prior to the end of the project period and are one-time extensions up to 12 months.
- The no-cost extension does not authorize additional spending or any new activities beyond the purposes consistent with the original award.

No-Cost Extension Cont.

- Follow instructions in GrantSolutions for requesting a no-cost extension
- Requests will include:
 - Cover letter – upload
 - Revised expiration date
 - Supporting reasons for request
 - Remaining balance
- All SF-425s and PPRs from previous and current budget periods must be on file

Change of Scope

- A change of scope occurs when the recipient proposes to change the objectives, aims, or purposes identified in the approved application. This can include shifting emphasis from one area to another, changing the service area, changing the approved design of the program, or making budget changes that cause a project to change substantially from that which was approved.

Change of Scope Cont.

- Required Documents:
- Cover Letter signed by the Authorizing Representative
 - Clearly indicate the new proposed activities and how it deviates from the originally purposed plan. Provide a justification as to why this change of scope is necessary and how it will directly impact the overall success of your project.
- SF-424
 - Complete form in its entirety
- SF-424A
 - Complete the form in its entirety, giving special attention the following:
 - Section A columns a, b, e, f, and g
 - Section B columns 1 (federal), 2 (non-federal, if applicable) and 5 (total)
- SF-425
 - Must be current (record total expenditures at the time of submission).
- Budget and Budget Narrative
 - The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget line items should be clearly marked if there is a required match. When making your budget, reflect the budget categories outlined in the 424a, Section B and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to allocate funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall success of the project.

Change of Scope Cont.

- Project Narrative
 - Project Description. It must address all activities for which federal funds are being utilized. The Project Description must explain how the project will meet the purpose of the Notice of Funding Opportunity. Project Description must be clear, concise, and complete that convey strategies for achieving intended performance.
 - Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.
 - Expected Outcomes. Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program. If research is part of the proposed work, outcomes must include hypothesized results and implications of proposed research.
 - Approach. Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Please reach out to your ACF project officer if you have questions surrounding the Project Narrative.

Closeout

Grant Closeout



Grant Closeouts (Final Reports Required)

45 CFR 75.381 & 2 CFR 200.343

- The Federal awarding agency will close out the Federal award when it determines that all applicable administrative actions and all required work for the Federal award have been completed by the non-Federal entity. This section specifies the actions the non-Federal entity and the Federal awarding agency must take to complete this process at the end of the period of performance.
- The non-Federal entity must submit, no later than 120 days after the end of the period of performance, all performance, financial and Programmatic reports as required by the terms and conditions of the Federal award. The Federal award agency may approve an extension when requested by the non-Federal entity.
- A non-Federal entity must liquidate all obligations incurred under the Federal award no later than 120 calendar days after the end of the period of performance as specified in the terms and conditions of the Federal award.
- The disposition of Property/Equipment must be treated according to Title 45 Code of Federal Regulations (CFR) Part 75.381(if applicable).

Questions?

