



OFAM Recipient Technical Assistance

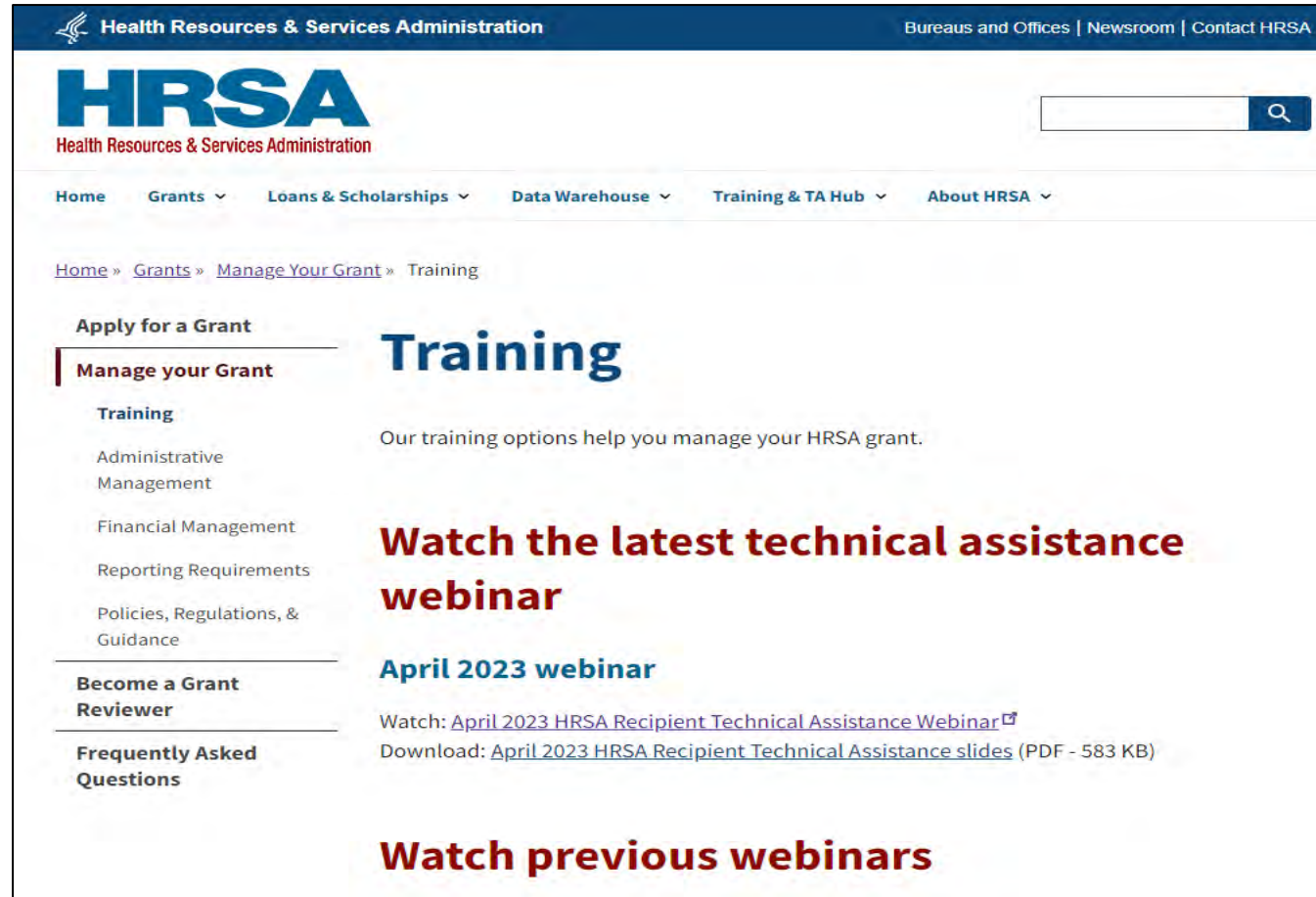
October 18, 2023

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

Vision: Healthy Communities, Healthy People



Today's Presentation Location



The screenshot shows the HRSA website interface. At the top, there is a navigation bar with the HRSA logo and the text "Health Resources & Services Administration". Below the logo, there is a search bar. The main navigation menu includes "Home", "Grants", "Loans & Scholarships", "Data Warehouse", "Training & TA Hub", and "About HRSA". The breadcrumb trail reads "Home » Grants » Manage Your Grant » Training". The left sidebar contains a menu with "Apply for a Grant", "Manage your Grant", "Training", "Administrative Management", "Financial Management", "Reporting Requirements", "Policies, Regulations, & Guidance", "Become a Grant Reviewer", and "Frequently Asked Questions". The main content area features the heading "Training" and the text "Our training options help you manage your HRSA grant." Below this, there is a section titled "Watch the latest technical assistance webinar" with a sub-heading "April 2023 webinar". It includes links for "Watch: April 2023 HRSA Recipient Technical Assistance Webinar" and "Download: April 2023 HRSA Recipient Technical Assistance slides (PDF - 583 KB)". At the bottom of the main content area, there is a link to "Watch previous webinars".

Visit the
[HRSA public website](#)



Agenda

- Recap Responsibilities
- Noncompeting Continuation (NCC)
New Key Contact/Principal Form
- NOFO Simplification
- Closeout
- Helpful Hints
- Resources
- Questions & Answers



Applicant Responsibilities

- Understand Code of Federal Regulations (CFR) and HHS Grant Policies
- Develop applicant policies compliant with Federal Requirements
- Review Notice of Funding Opportunity (NOFO) for HRSA program requirements
- Fully complete all required forms



The Certification Process

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Recipient Responsibilities

- Develop and implement policies compliant with Federal Regulations
- Ensure organizational policies are updated, employee training and knowledge of Federal and organizational policies, identify best practices
- Use resources (SAM.gov)
- Provide complete information and respond timely to HRSA requests for information
- Read and understand Notice of Award
- Communicate with Grants Management Specialist/Program Officer



Critical Recipient Responsibility

Managing Recipient Information:

- Provide Complete and up to date contacts
- Always provide as much information as possible
- Respond timely to HRSA requests for information

Electronic Hand Book (EHB) Access:

Assign, monitor, and update EHB users

3 Roles:

- **Authorizing Official**
- **Project Director**
- **Business Official**

Determine who receives Notice of Awards



Updating and Managing EHB Users

- **Managing Profile Information:**

[Visit HRSA.gov Help](https://www.hrsa.gov/help)

- **Interactive Videos:**

[Visit HRSA.gov Help Interactive Videos](https://www.hrsa.gov/help/interactive-videos)



Suspension and Debarment Overview

2 CFR 180 and HHS 2 CFR Part 376

Safeguard federal funds, prevent poor performance, fraud, waste and abuse

Ensures federal government does business with responsible entities and individuals

An organization and/or an individual designated as a principal may be excluded from receiving or participating in federal government transactions

Government Transaction: Grants, cooperative agreements, scholarships, fellowships, loans, insurance programs and contracts.



Key Contact Principal Form

Vision: Healthy Communities, Healthy People



Important Terms

Principal 2 CFR § 180.995

- A person with management or supervisory responsibilities; or
- A consultant or other person, who is in a position to:
 - handle federal funds;
 - influence or control the use of those funds; or
 - occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction

Per 2 CFR § 376.995

Individuals who participate in HHS covered transactions, including:

- Providers of federally required audit services; and
- Researchers



Important Terms (Cont.)

Key personnel:

- Principal Investigator/Project Director (PI/PD) and
- Other Individuals:
 - who contribute to the programmatic development or
 - execution of a project or programin a substantive, measurable way, whether or not they receive salaries or compensation under the award.

Additional personnel:

- Critical to the project
- their removal or absence from the project would have a significant impact

Identified by HRSA in a Term on the Notice of Award



Key Contact Form Required

Key Contacts Form

*** Applicant Organization Name:**

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:**

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Street1:**

Street2:

*** City:**

County:

*** State:**

Province:

*** Country:**

*** Zip / Postal Code:**

*** Telephone Number:**

Fax:

*** Email:**

Noncompeting Continuation Progress Report (NCC-PR) Key Contact/Principal Form

ALL TASKS <<

NCC Progress Report ▾

Overview

Status

Basic Information

- ✓ SF-PPR
- ✓ SF-PPR-2
- ✓ Key Contact/Principal** A
- ✓ Performance Narrative

Budget Information

- ✓ Section A
- ✓ Section B
- ✓ Section C
- ✓ Section D
- ✓ Section E
- ✓ Section F
- ✓ Section G - J
- ✓ Section K

Other Information

- ✓ Appendices

Review and Submit

- Review
- Submit

Other Functions ▾

Navigation

- Return to Submissions List

NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

NCC Progress Report Tracking # : 00213819 Due Date: 09/02/2023 (Due In: 52 Days) | Status: In Progress

Grant Number: [REDACTED] **Original Deadline:** 09/02/2023 **Created On:** 06/07/2023

Project Officer: [REDACTED] **Project Officer Email:** [REDACTED] **Project Officer Contact #:** (000) 000-0000

Last Updated By: Sherry, Daisy 7/12/2023 2:20:29 PM

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Users with Permissions on NCC Progress Report (2)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2	✓ Complete	Update B
Key Contact/Principal	✓ Complete	Update
Performance Narrative	✓ Complete	Update
Budget Information		
Section A	✓ Complete	Update
Section B	✓ Complete	Update

Noncompeting Continuation Progress Report (NCC-PR) Key Contact/Principal Form

- NCC Progress Reports (NCC-PR) available after 8/24/2023
- Now Part of the Basic Information Section of the NCC-PR submission
- Principals will be pre-populated
- Project Director/Principal Investigator must always be on Key/Contact Form

Action Needed:

- **Recognize the different Roles: Principals and Key Personnel**
- **Read NCC-PR Instructions**
- **Review list of Names – Add; Delete or Edit the Key Contact/Principal Form**
- **Include ALL Principals involved in the Project**
- **Provide as much information on the form as possible**
- **Review SAM.gov for any Principal personnel**
- **Certify or explain non-certification in "Other Relevant Documents" attachment**
- **[Visit HRSA's public web site](#) for resources**



Noncompeting Continuation Progress Report (NCC-PR) and Prior Approval Request for Key Personnel

- NCC-PR may not be used to report required Prior Approval items
- Change in Key Personnel requires
 - A Prior Approval Request (PAR) submitted in EHB
 - HRSA review and approval
 - HRSA reply -- Revised Notice of Award or email





Notice of Funding Opportunity (NOFO) Simplification Initiative

Vision: Healthy Communities, Healthy People



HHS Notice of Funding Opportunity (NOFO) Simplification Process

Foundation: 1/20/21 Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities

- Whole-of-government equity agenda that matches the scale of opportunities and challenges.
- Systematic approach to embedding fairness in decision-making processes by readdressing inequities in current policies and programs that serve as barriers to equal opportunities.
- Create opportunities for the improvement of communities that have been historically underserved.

Advancing Equity: Visit [Advancing Equity at HHS](#)

NOFO Initiative:

- Opportunities more accessible, readable
- Develop a NOFO prototype
- Reduce applicant burden
- Improve Grants.gov



HRSA's New Notice of Funding Opportunity (NOFO) Format

Supports HHS's Efforts to Increase Equity

Addresses HHS priority areas and advances HRSA's mission

HRSA streamlined NOFO

- Focus on plain language - Uses first person = “We” instead of “HRSA”
- Simple Headings - Shorter sentences - Bulleted or numbered lists

Reduces applicant burden



HRSA's Equity in Grants

Means:

- Making the opportunity for Federal Financial Assistance equally available to:
 - All eligible applicants
 - Diversify the successful applicant pool
 - Encourage new ideas
 - Enter hard to reach communities

Ultimately equity in grants will help us achieve health equity



HRSA's NOFOs

Expect more than 90 NOFO's for FY2024

As of 9/22/2023 - Total of 79 Forecasted:
9 are posted and currently accepting applications



HHS Priority Areas:

- COVID-19
- Environment as it relates to climate change and health disparities/equity
- Equity in HHS Service Delivery (racial, LGBTQ)
- New Tribal Communities
- Reproductive Health/Family Planning/teen pregnancy initiatives
- Refugee/Immigration/unaccompanied children
- Maternal Health
- Mental Health
- SUD/Opioids



Closeout

Vision: Healthy Communities, Healthy People



2 CFR 200.344 Closeout

9/15/2023 Federal Register Notice – Change in Federal Award Closeout Provisions

- Timeline Changes:
 - Increase the number of days from 90 to **120 calendar days after the end of the period of performance**
 - ✓ For recipients to liquidate all financial obligations and
 - ✓ submit closeout reports
 - HRSA must close within 1 year of the period of performance end date

IMPACT:

Recipient: Benefit of more time to comply with closeout requirement; Increased responsibility for time reporting

HRSA: Required to close within a year; close using available information and report non-compliant recipients to FAPIIS

- [Visit Federal Register Notice](#)

SF-428 Tangible Personal Property Report

TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 6/30/2020

1. Federal Agency and Organizational Element to Which Report is Submitted		
[Redacted]		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	3b. EIN
[Redacted]	[Redacted]	[Redacted]
4. Recipient Organization (Name and complete address including zip code)		
Recipient Organization Name: [Redacted]		
Street1: [Redacted]		
Street2: [Redacted]		
City: [Redacted] County: [Redacted]		
State: [Redacted] Province: [Redacted]		
Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]		
5. Recipient Account or Identifying Number	6. Attachment (Check applicable)	7. Supplemental Shipment
[Redacted]	<input type="checkbox"/> Annual Report (SF-428-A) <input type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Comments		
[Redacted] <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="Yes"/>		
9a. Typed or Printed Name and Title of Authorized Certifying Official		
Prefix: [Redacted] First Name: [Redacted] Middle Name: [Redacted]		
Last Name: [Redacted] Suffix: [Redacted]		
Title: [Redacted]		
9b. Signature of Authorized Certifying Official		
[Redacted]		
9c. Telephone (area code, number, extension)		
[Redacted]		
9d. E-Mail Address		
[Redacted]		
9e. Date report submitted (MM/DD/YYYY)	10. Agency use only	
[Redacted]	[Redacted]	

IMPORTANT REMINDERS:

Complete all required boxes –
Provide as much information as possible

Item #2 – Use Federal Award Identification Number (FAIN)
Found on the Top Right of your Notice of Award (2 Letters and 6 Digits)

Example: PO123456

Item #6 – Final Award Closeout Report SF-428-B

Item #7 – Yes, if providing a listing of equipment

Tangible Personal Property Report Final Report SF-428-B

**TANGIBLE PERSONAL PROPERTY REPORT
Final Report SF-428-B**

OMB Number: 4040-0018
Expiration Date: 6/30/2020

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).

1. Report (Select all that apply)

a. Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)

b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below).

c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects (Complete Section 2c below).

d. None of the above

2. Complete relevant section(s)

2a. Federally-owned Property (Select one or more).

(i) Request transfer to Award

(ii) Request Federal Agency disposition instructions

(iii) Other (Provide detail in Block 3 or attach request)

2b. Acquired Equipment (Select one or more).

(i) Request unconditional transfer of title with no further obligation to the Federal Government

(ii) Request Federal Agency disposition instructions

Note: If the awarding agency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.

2c. Reportable Residual Unused Supplies

(i) Sale proceeds or Estimate of current fair market value \$

(ii) Percentage of Federal participation %

(iii) Federal share \$

(iv) Selling and handling allowance \$

(v) Amount remitted to the Federal Government \$

3. Comments

FINAL REPORT ATTACHMENT TO SF-428

Agency Use Only

Agency response to requested disposition of Federally owned property:

(i) Recipient request approved denied

Agency response to requested disposition of acquired equipment:

(i) Recipient request approved denied

(ii) Dispose in accordance with attached instructions:

Name: _____ Phone: _____

Title: _____ E-Mail: _____

IMPORTANT REMINDERS:

USE FAIN

#1. At least 1 box must be checked

If a. is selected, SF-428S must be completed and 2a below. If b. is selected, SF-428S must be completed and 2b below. If d. is selected; no additional forms are necessary.

#2a. At least 1 box must be checked.

#2b. Only ii can be selected. HRSA need not response. See Note: Recipient may continue to use equipment for federal projects. Grey Agency Box is for HRSA.

Tangible Personal Property Report Supplemental Sheet SF-428-S

**TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428-S**

OMB Number: 4040-0018
Expiration Date: 6/30/2020

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)

Attachment Type

- Annual Report (SF-428-A)
- Final (Award Closeout) Report (SF-428-B)
- Disposition Report/Request (SF-428-C)

Complete one row for each item:

Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acquired Date (e)	Condition Code (f)	Acquisition Cost (In Dollars) (g)	Disposition Request (h)

IMPORTANT REMINDERS:
USE FAIN
Select Final Award Closeout Report

Equipment: Nonexpendable personal property whose original acquisition cost exceeded \$5,000) purchased with these awards funds. Final inventory must list all purchased equipment >\$5,000.

Supplies: Aggregate value over \$5,000.

You may include a statement addressing supplies.
Example: We have no unused supplies exceeding \$5,000.

List any unused supplies that have an aggregate value over \$5,000.



Reminders and Helpful Hints

Vision: Healthy Communities, Healthy People



Help Us Help You

- **Provide as much information as possible**
 - Following Instructions for Required Forms
 - Grant Number
 - Full Contact information – Name and email
- **Monitor grant funds**
 - The Payment Management Services is not part of HRSA.
PMS User Guide: [Visit the PMS public site](#)
 - Obligate funds as soon as possible; paying attention to the projects budget period end dates
 - Timely and Accurate FFRs
- **Keep EHB Contact Information Current**
- **Stay Informed**
 - Review your Notice of Award timely
 - Resources



Topic Ideas

Do you have a topic you would like to see presented during an upcoming TA call?

[Email us your ideas!](#)



Contact and Technical Assistance Information

- HRSA Electronic Handbooks (EHB) – Call (877) 464-4772, 8 a.m. to 8 p.m. EST
- [Visit the EHBs Help and Ticketing System](#)
- Grants Management Specialist or Program Officer listed on your Notice of Award (NOA)
- [Visit Bureau of Primary Health Care](#) or call 1-877-974-2742
- [Visit Payment Management Services \(PMS\)](#) or call 877-614-5533



Resources, EHB Help and Knowledge Base

- [Visit Manage Your Grant](#)
- [Watch Interactive EHB Videos](#)



HRSA Grants Training Webinars

HRSA **Healthy Grants** **Workshop** PRESENTED AS A WEB SERIES

[Visit the Healthy Grants Workshop page](#) to see presentation slides and recordings of past sessions.



Questions and Answers

If your question cannot be answered, during this session, your contact information will be gathered for follow-up response after the session.



Survey



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www.HRSA.gov



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