Managing Your Federal Grant Award

What You Need to Know

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COMMUNITY STRENGTHENING GRANTS PORTFOLIO

ADMINISTRATION FOR CHILDREN & FAMILIES

OVERVIEW

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OGM Roles and Responsibilities

Responsible for business and other non-programmatic areas of grant award and administration.

Ensuring compliance with applicable laws, regulations, policies, and procedures and technical aspects of grants and fiscal monitoring.

Official receipt point for SF-425 reports and requests for prior approval (via Grant Solutions).

- Requesting amendments to the original grant application, such as changes in key personnel.

- Clarification of budget issues, particularly allowable costs.

- Guidance on submitting fiscal reports and other official correspondence.

CSG Team Points of Contact

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HHS Grant Management Process

Closeout · Planning · Announcement · Application Evaluation · Negotiation · Award · Postaward Monitoring

Preparing for your Award

Application Phase

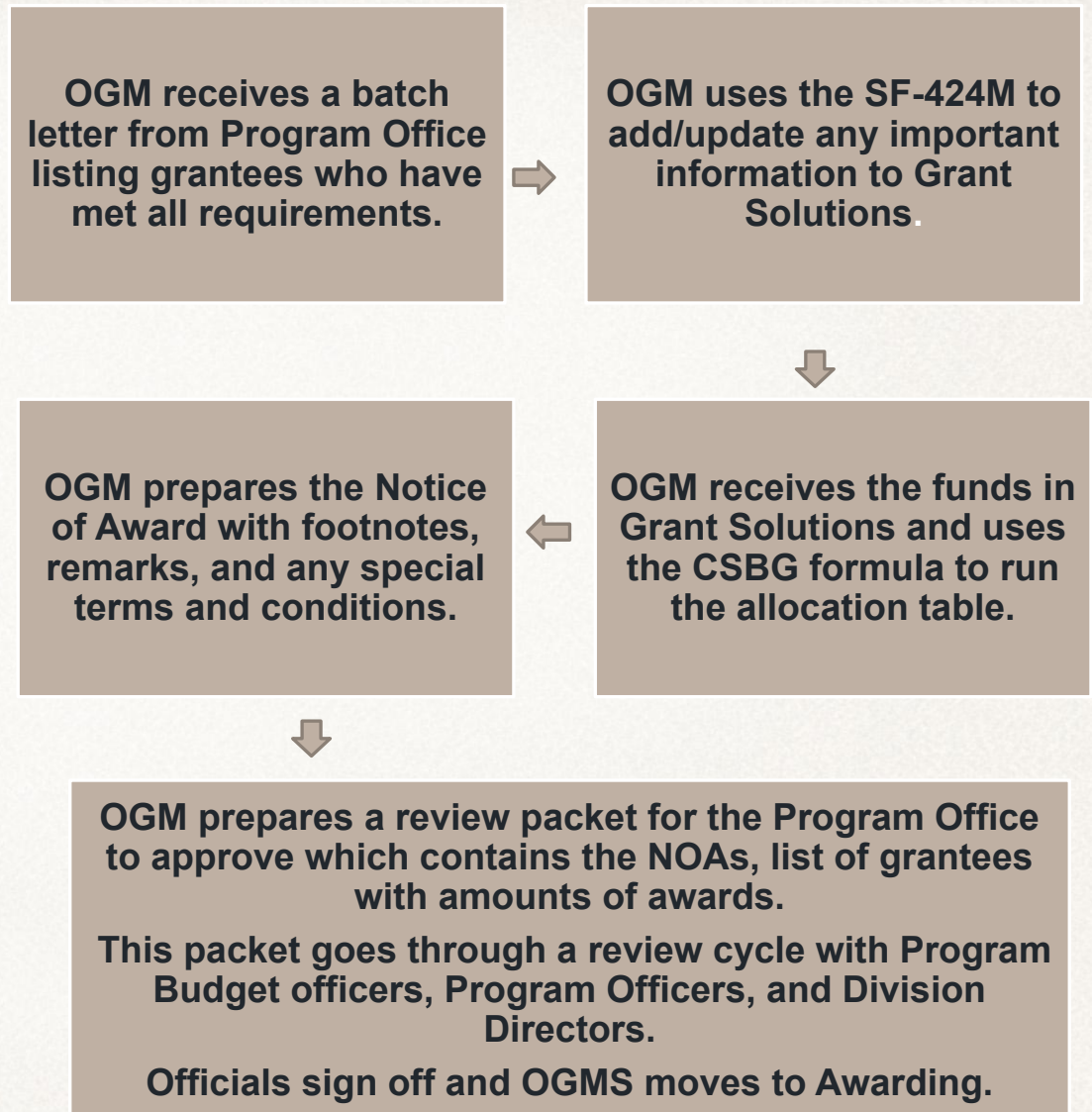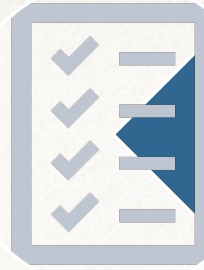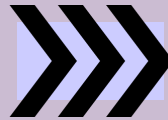|		
	Application Submission to Program Office	State Plan SF424-M
	Program Office Approval	Batch Letter OGM receives SF-424M
	OGM begins award	Grant Solutions Mandatory Grants Module (MGM)

Building your Award

OGM uses Grant Solutions and the Mandatory Grant Module (MGM) to build awards.

OGM receives a batch letter from Program Office listing grantees who have met all requirements.

→

OGM uses the SF-424M to add/update any important information to Grant Solutions.

⬇

OGM prepares the Notice of Award with footnotes, remarks, and any special terms and conditions.

⬅

OGM receives the funds in Grant Solutions and uses the CSBG formula to run the allocation table.

⬇

OGM prepares a review packet for the Program Office to approve which contains the NOAs, list of grantees with amounts of awards.

This packet goes through a review cycle with Program Budget officers, Program Officers, and Division Directors.

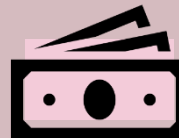Officials sign off and OGMS moves to Awarding.

Award Completion

Grants Management Officer certifies the approved awards

GrantSolutions transfers awards into UFMS overnight

Grantees' awards are in PMS, usually within 24 hours

Intro to the New Award Letter (Notice of Award)

Background on NOAs

❑ **What is a Notice of Award?**
Once the final award decisions are made, the awarding agency sends a Notice of Award (NOA) to the entities selected for funding. The NOA is the official, legally binding issuance of the award. When you or your organization accepts the grant (i.e., by signing the grant agreement or by drawing down funds) you become legally obligated to carry out the full terms and conditions of the grant. As an award recipient, you are also subject to federal statutory and regulatory requirements and policies.

Key Components of the NOA

NOA Key Components

NOA Key Components cont'd

7. **Project Director or Principal Investigator**

8. **Authorized Official**

Federal Agency Information
9. Awarding Agency Contact Information

10. Program Official Contact Information

Summary Federal Award | **Financial Information**

19. **Budget Period Start Date** — **End Date**
20. **Total Amount of Federal Funds Obligated by this Action**
  20a. Direct Cost Amount
  20b. Indirect Cost Amount Administrative Offset
21. Authorized Carryover
22. Offset
23. Total Amount of Federal Funds Obligated this budget period
24. Total Approved Cost Sharing or Matching, where applicable
25. Total Federal and Non-Federal Approved
26. **Project Period Start Date** — **End Date**
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching

28. Authorized Treatment of Program Income

29. Grants Management Officer – Signature

Footnotes

NOA Key Components cont'd

Recipient Information

Employer Identification Number (EIN):

Data Universal Numbering System (DUNS):

Recipient's Unique Entity Identifier:

Object Class:

Financial Information						
Appropriation	CAN	Allotment	Award this action	Cumulative Grant Award to Date	Document Number	Funding Type

Terms and Conditions

Remarks

Terms of the Grant Process

Project period vs. Budget period

Project Period
The period established in the award document during which awarding agency sponsorship begins and ends.

Budget Period
The budget period is the period during which you are authorized to spend the funds awarded, and it is shown in the Notice of Grant Award. Some ACF Programs are awarded on a continuing basis (NCC), while others are awarded at once for the entire budget period.

Period of Performance
The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (Source: 45 CFR 75.2).

Obligation Period vs. Liquidation Period

Obligation Period – Orders placed for goods and services, contracts and subawards made, and similar transactions during the period of performance that requires payment by the non-federal entity (Source: 45 CFR 75.2).

Liquidation Period – The non-Federal entity must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The HHS awarding agency or pass-through entity may approve extensions when requested by the non-Federal entity (Source: 45 CFR 75.381 (a)).

Obligation vs. Liquidation cont'd

- States and eligible entities are permitted to obligate CSBG funds in the year of the award and the subsequent year.

- The HHS Block Grant Rules at 45 CFR Part 96 allow states to spend their block grant funds in the same manner as they spend their own funds. Specifically, 45 CFR Part 96.30(a) states:

- If the funds were obligated by the state or eligible entity within the first 2 years of the award, the state has met the federal statutory requirement. CSBG funds would then be available for draw until the award is closed out.

- The state must follow their own rules on obligation and distribution of funds.

CLOSEOUT and the GONE ACT

- Close-out is the process by which a Federal agency determines that all applicable administrative actions and required work of the Federal award have been completed.

- The GONE Act (Grants Oversight and New Efficiency Act) requires agencies to close out grants that have been expired for two or more years.

- Extension request or extension of the liquidation period. Requests for the liquidation should be sent to the Office of Grants Management (OGM) with a copy to Program Office.

- Unless the HHS awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award. (Source: 45 CFR 75.381 (b)).

Post Award

ADMINISTRATION FOR
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Change in the Point of Contact

- Requests should be submitted in writing to the Office of Grants Management with a copy to the Program Office Specialist.

- Correspondence should be on company letterhead, signed by the Authorized Organizational Representative, and include the name and contact information of the new POC.

- The 424-M should be uploaded into OLDC with the new contact information.

- We will acknowledge your request upon receipt of the updated 424-M.

Reporting Requirements

- Frequency: Semi-annual reporting occurs after the second and fourth quarters (every six months) for duration of project period – same due dates as FFR, with final due 90 days after the end of the project period

- Beginning this **FY 2021**, grantees will submit Federal Financial Reports (SF-425) through the DHHS Payment Management System (PMS).

- Grantees will need to update their PMS access profile to include the ability to electronically access and upload their completed SF-425 reports in PMS.

- The Annual Federal Financial Report should be submitted into PMS no later than 90 days after the end of Year 1.

- The Final Federal Financial Report should be submitted into PMS no later than 90 days after the close of the project period.

- Grantees are encouraged to submit timely reports in PMS.

- Additional guidance is currently being developed by OCS concerning CARES Act reporting.

Reporting in Payment Management System

Recipients who receive grants from FY 2016 forward are required to upload their Federal Financial Status Reports (SF-425) in the Payment Management System. There is no requirement to upload this information in Grant Solutions as a grants note. Grantees will need to update their PMS access profile to include the ability to electronically access and upload their completed SF-425 reports in PMS. Grantees are encouraged to submit timely reports in PMS to avoid drawdown restrictions placed on your accounts.

NOTE: OGM can act as a liaison if problems arise, but has no direct control over PMS operations.

PMS website - http://www.dpm.psc.gov/

UPDATES

COVID-19 Reporting Guidance

The CARES Act, 2020, was passed into law on March 27, 2020, with reporting requirements for COVID-19 related funding. On April 9, 2020, the Office of Grants (OG) issued Action Transmittal OG AT 2020 – 05 INTERIM addressing the new reporting requirements.

On April 10, 2020, OMB issued Memorandum M-20-21: *Implementation Guidance for Supplemental Funding Provided in Response to the Coronavirus Disease 2019 (COVID-19)*, instructing awarding agencies to continue using existing reporting methods to meet the reporting requirements of Sections 15010 and 15011 of the CARES Act. OMB concluded in M-20-21 that it did not expect additional reporting requirements would be necessary to meet the reporting requirements of these sections of the CARES Act. Action Transmittal from the Department officially rescinds OG AT 2020-05 INTERIM.

GRANT SOLUTIONS-SUPPORTED PLATFORMS

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- Due to security and usability concerns, effective August 17, 2021, Grant Solutions will no longer support the Internet Explorer Browser function and related technical support. Grant Solutions users are strongly encouraged to begin use of an alternative browser, Microsoft Edge, Google Chrome or Mozilla Firefox.

QUESTIONS?