Office of Grants Management

Community Services Block Grant (CSBG)
Disaster Relief Funds FY20 (COSD)
Grants Management Introductory Webinar

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ADMINISTRATION FOR
CHILDREN & FAMILIES

Overview

- Roles and Responsibilities of OCS and OGM
- Policy Guidance for the Use of Grant Funds
- GrantSolutions
- Division of Payment Management
- Reporting
- Post-award Amendments
- Frequently Asked Questions

CSBG Disaster Supplemental Funds

The Three-Stage Distribution Process

CSBG Disaster Supplemental funds released in three stages as part of a continuous state and community effort.

Stage 1

Initial Planning, Needs Assessment and Cost Documentation

Stage 2

Interim Recovery Efforts

Stage 3

Longer Term Recovery Efforts

Roles and Responsibilities

The Office of Grants Management (OGM) and the Office of Community Services (OCS) jointly administer the OCS grants. OCS and OGM have different areas of responsibility and expertise and the roles are distinct and complementary:

- **Office of Grants Management** – Responsible for financial oversight and monitoring, providing financial technical assistance and support on all issues related to financial stewardship that align with grants policy, legislation, federal regulations, and ACF policies and procedures.

- **Program Office** – Responsible for the programmatic and/or technical aspects of applications and grant and/or program implementation.

OGM Roles for Grants Administration

- Financial oversight and other non-programmatic areas of grant award and administration

- Providing financial training and technical assistance to grantees

- Ensuring compliance with applicable laws, regulations, CFR, policies, and procedures

- Fiscal monitoring via SF-425 reports

- Official receipt point for all official correspondence (e.g. post-award amendment requests, any queries regarding fiscal, business management and administrative issues and program progress reports via GrantSolutions)

Policy Guidance for the Use of Federal Funds

Code of Federal Regulations (CFR) Title 45 Subtitle A Subchapter A Part 75

Provides administrative guidance for both HHS agencies and grant recipients and can be found online at:

https://www.ecfr.gov/cgiin/retrieveECFR?gp=1&SID=df3c54728d090168d3b2e780a6f6ca7c&ty=HTML&h=L&mc=true&n=pt45.1.75&r=PART

Pay particular attention to the following:

- Subpart D – Post-Federal Award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements

HHS Grants Policy Statement

Provides general terms and conditions for all HHS discretionary grants and cooperative agreements and is made of <u>four</u> sections:

- Part I: HHS Grants Process
- Part II: Terms and Conditions of HHS Grant Awards
- Part III: Points of Contact
- Available online at
  https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

Important Considerations about Your CSBG Disaster Supplemental Funds

- These funds will be distributed to states and eligible entities based on need and should address necessary expenses <u>directly related to the consequences of the disaster</u>.

- States and territories are required to use at least 90 percent of the allocations for grants to "eligible entities" as defined in CSBG Act, as amended.

- States and territories may use up to 10 percent of allocated funds for discretionary use, with the additional limitation that no state may spend more than the greater of $55,000 or 5 percent of the grant received for administration expenses.

Managing your Award

1   Notice of Award

2   Obtain access to GrantSolutions

3   Obtain an account through Payment Management System (PMS)

GrantSolutions (GS) Online Grants Management System

GS is an online grants management system that allows OGM, OCS, and grantees to view information, input information regarding the grant, and that serves as the official grant file.

For example: *Grantees can access all Notices of Award (NoAs) using the assigned grant number*

User Roles:

- **The grantee** AO or PI/PD are the primary and authorized users of GS. The AO/PI/PD have access to upload documents. General grantee staff have read-only access.

- **OGM** works with grantees to ensure the AO or PI/PD have access to GS.
  - To receive access, fill out the Grantee User Request Form.
  - This form is found on the "Getting Started – Request a User Account" page of the GrantSolutions website.
  - The grantee should direct questions to your assigned Grants Management Specialist (GMS)
  - Grantee should visit the website for forms and more information: https://home.grantsolutions.gov/

On-line Data Collection (OLDC) Module in GrantSolutions

SF-425 reporting is completed in this module of GrantSolutions.

- State Plans and Annual Reports are submitted through OLDC.

- To receive access to OLDC, please complete and submit the OLDC Access Form.

- Submit Access Forms to Niki Frazier Nikita.Frazier@acf.hhs.gov

Request for Online Data Collection (OLDC) Access

Instructions

To request a new OLDC account or to add additional permissions to an existing account, please complete the OLDC Request Form on the following page. When complete, e-mail or fax the form to your ACF Grants Office. Account information (ID and Password) is automatically e-mailed to the new user.

Helpful Hints

Save and name the completed form to be returned as an e-mail attachment. To submit multiple requests, save each completed form as its own file name. Attach saved files to an e-mail message addressed to your ACF Grants Officer. ACF no longer accepts ZIP files.

List of Job Types

ACF Staff	Grant Partners
C/O Grants Officer - All grant information from the Central Office Grants Specialists is reviewed by a Central Office Grants Officer. Central Office Grants Officers have the authority to review and approve the grant information of a specific program.	**Grant Administrator** - Person responsible for assigning roles to staff members working with a specific program or grant. May also create new users for their organization The Grant Administrator is assigned all roles available to non-federal customers.
C/O Specialist - Receives Recommendations from the Regional Grants Officers and prepares the grant for the Central Office Grants Officer.	**Data Entry Person** - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.
R/O Grants Officer - The authority to review and approve the grant information of a specific grantee within a particular region.	**Authorized Official** – Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.
R/O Specialist - The authority responsible for processing the grant information of a specific grantee within a particular region.	**Grant Director** - Manager of the grant recipient. The default roles are View-only and Certify. The Grant Director may be given other available permissions if required.
View-Only – Read and print report forms, but cannot perform any action such as data entry.	**View-Only** – Read and print report forms, but cannot perform any action such as data entry.

List of Roles

Roles	Role Abbreviation	Roles	Role Abbreviation
Certify with Signature Authority	C	Delete Grant Form[†]	DF
Director Signature Authority	D	Revise Submitted Grant Form[†]	RF
Submit Grant Form*	S	Export Files from OLDC[†]	EX
Unsubmit Grant Form*	US	Import Files to OLDC[†]	IM
Add File Attachments[†]	AA	RO Acceptance**	RA
Create New Grant Form[†]	CF	CO Acceptance**	CA
Edit Existing Grant Form[†]	EF		

Payment Management System (PMS)

PMS is a part of the HHS Program Support Center, which is separate from ACF.

- **PMS provides the <u>payment and accounting system </u>for all HHS grants**

- **Grantees use the Payment Management System to directly request funds.**
  - Grantees should contact the PMS Liaison Accountant (available on the PMS website) https://pms.psc.gov/find-pms-liaison-accountant.html
  - As needed, OGM will act as a liaison if problems arise (OGM has no direct control over PMS operations).
  - Frequency of Reporting
    - **Federal financial reporting on the authorization is required Semi-Annually (ACF requirement).**

Required Reports for CSBG Disaster

- A CSBG Disaster Supplemental annual report detailing performance is required.

- Semi-annual SF-425 Federal Financial Reports are required.
  - Submit via On-line Data Collection System (OLDC) in GrantSolutions.

- SF-428 (Tangible Personal Property) is required at the close of the project period.

These forms can be found at
http://www.acf.hhs.gov/grants-forms

Notice of Federal Interest

- If a Grantee receives a <u>waiver</u> to undertake renovations, repairs, or rebuilding to a property, there may be federal interest.
- If these modifications to a property exceeds the lesser of $200,000 or 25 percent, the recipient must file a Notice of Federal Interest (NFI) in the appropriate property records for the jurisdiction in which the property is located. Real property recording uses a SF429 form.

SF-429 (Real Property – Land & Buildings)

- SF-429 are to be submitted at the <u>end</u> of the project period.
- If this report is not applicable to your project, submission is not required.
- This form can be found at http://www.acf.hhs.gov/grants-forms

SF-425 – Federal Financial Report (FFR)

- All reports must be submitted in the <u>On-line Data Collection (OLDC) system</u>.

- Grants Management Specialists (GMS) are responsible for review and acceptance of FFR.

- Semi-annual reports are due 30 days after end of reporting period.

- The Federal share of expenditures reported on the final cumulative FFR should match the disbursements reported to PMS and the charge advance reported to PMS.

- Discrepancies between reported disbursements and actual cash withdrawn must be corrected as soon as possible.

2020-2021 Financial Reporting Schedule

- Semi-annual reports are due 30 days after end of reporting period.

- **First Semi-annual Report** covering the period of <u>January 1 – June 30</u> is due July 30.

- **Second Semi-annual report** covering the period of <u>July 1 – December 30</u> is due January 30.

- **FINAL Federal Financial Report** covering the entire project period is due December 30, 2021.

Required Program Reporting

- All grantees will be required to submit a <u>final program report</u> related to this supplemental award outlining accomplishments and lessons learned.

- OCS will be convening a working group to discuss adaptations to regular annual report format and best practices for adaptation of current data systems for disaster supplemental.

Post Award Amendments

Submit all amendment requests via GrantSolutions.

Most common amendments include:
- A state changes its administrative share– request prior approval for any significant change in allocations (e.g. administrative share, eligible entity shares, or state-level discretionary amounts)
- Change in Authorized Official or Program Director
- Change of scope – major changes in activities, objectives, program design

NOTE: OGM has up to 30 days to review and approve all administrative actions (the clock starts once ALL documentation is received by OGM).

Financial Obligating & Liquidating of Funds

- Grantees must expend all obligated funds within the fiscal year the funds were awarded or within the subsequent year.

- Grantees that have not been able to obligate and expend funds available in FY 2021 may have total planning amounts adjusted downward.

- Grantees that have documented successful service delivery, expenditure of prior awards, and ongoing need will receive remaining amounts.

- Grantees will be notified as the deadline to obligate and expend funds approaches through monitoring calls and letters.

- Contact OGM for assistance with any problems encountered during the reporting process.

Liquidation Period

- Grantees have **90 days** from the end of the grant period (**September 30, 2021**) to pay for expenditures incurred through September 30, 2021.

- Unobligated or unexpended CSBG Supplemental Funds must be reported on the SF425 Federal Financial Report.

- Grantees must return the balance of these funds to the ACF Division of Payment Management via FedWire.

https://pms.psc.gov/grant-recipients/returning-funds-interest.html

Answers to Frequently asked Questions

- Guidance on **Financial Management Standards and Internal Controls** is contained in 45 CFR 75.302 and 75.303

- 45 CFR 75.302 states that recipients' financial management systems must provide for the following (among other things):
  - Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

- Spend funds as budgeted. Failure to do so could result in corrective actions such as cost reimbursement or even disallowance.

- Communicate with your program Federal Project Officer (FPO) and Grants Management Specialist (GMS) <u>before</u> you make major changes.

Answers to Frequently Asked Questions (Continued)

- ALL post-award amendments require **prior approval** and are **ONLY** approved via a new Notice of Award (NOA).

- In PMS, discrepancies between reported disbursements and actual cash withdrawn must be corrected as soon as possible to prevent the appearance of a debt on the account.

Resources

HHS Grants Policy Statement Link:
https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

GrantSolutions (GS) Help Guides:
- Grants Management Module Materials (including videos):
https://www.grantsolutions.gov/support/granteeUsers.html
- Frequently Asked Questions (FAQs) Link:
https://home.grantsolutions.gov/home/frequently-asked-questions/
- GS Help Desk Information Link:
https://home.grantsolutions.gov/home/frequently-asked-questions/

HHS Payment Management Services User Guide Link:
https://pms.psc.gov/training/pms-user-guide.html

CSBG Disaster Relief Grants Contacts

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