



The banner features a dark blue background with a light blue section on the left. It includes the Department of Health and Human Services logo, the Administration for Children & Families logo, and the Office of Family Assistance logo. The event title 'POLICY ACADEMY FOR INNOVATIVE EMPLOYMENT STRATEGIES' is in white on a light blue background. The dates 'January 7-9, 2019' and 'Kickoff Meeting' are in white on a dark blue background. The location 'Renaissance Arlington Capital View Hotel • Arlington, VA' is also in white. Two photographs of Washington D.C. landmarks, the Washington Monument and the Jefferson Memorial, are shown in the top right corner.

DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN & FAMILIES

OFFICE OF FAMILY ASSISTANCE
An Office of the Administration for Children & Families

POLICY ACADEMY FOR INNOVATIVE EMPLOYMENT STRATEGIES

>> January 7-9, 2019

Kickoff Meeting

Renaissance Arlington Capital View Hotel • Arlington, VA

Grants Management Overview

Roy Ricky Payne

Successfully Managing PAIES Grants



Office of Grants Management Staff

Tim Chappelle - Grants Management Officer

Roy Payne - Grants Management Specialist

Roy.Payne@acf.hhs.gov

(202) 401-4807



Topic Areas

- I. Annual Federal Financial Report (FFR) (SF-425)
Payment Management System Account (PMS)
Program Progress Report (PPR)
Post-Award Monitoring

II. Other Grants Administration Topics

- Budget Revisions requiring prior approval
- Budget Modifications
- Cash on Hand
- Expired Funding Approval Process
- Grant Closeout Notice of Award



The importance of meeting grants management reporting deadlines and what those are?

- *Failure to submit reports when due will be indicative of non-compliance with award terms and conditions.*
- The submission of interim *FFRs* are on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/30, 6/30, 9/30, or 12/30. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.



I. Payment Management System Account (PMS)

- Quarterly Federal Cash Transaction Report (FCTR)
- Authorized, Disbursed and Charges Advanced
- In Sync with Annual SF-425 report



I. Program Progress Report

- Receipt of 4th Quarter PPR
- PPR Must Contain Factual Information
- PPR Must be Reviewed and Approved by FPO



Post-Award Monitoring

- Monthly monitoring both fiscal and programmatic aspects of your project.
- Monitor budgeting versus actuals in approval budget per the Notice of Award.
- Determine if there are cost overruns in areas to determine if budget modification is needed.
- Ensure the SF-425 (Federal Financial Report) and Payment Management System (PMS) financial reports reconcile when reporting disbursement to PMS and expenditure to ACF.
- Ensure that the programmatic reports have been submitted in a timely fashion.
- Ensure to report any challenges or issues you may have had trying to achieve the goals and objectives of the project



III. Other Grants Administration Topics

Budget Revisions requiring prior approval

Budget Modifications

Cash on Hand

Expired Funding Approval Process

Grant Closeout Notice of Award



When should a grantee submit a budget modification and what constitutes a budget modification?

Change in Scope or Objective

Change and/or Absence in Key Personnel

Transfer of Funds Budgeted for Participant Support

Transfer or Contract Out Work Not Approved in Application

Changes in the Amount of Approved Cost-Sharing or Matching

Need for Additional Funds

Alteration & Renovation of Real Property

No Cost Extensions

Significant Re-budgeting

Budget Revisions requiring prior approval

Regulatory Requirements 45 CFR Part 75.308

A. Submission of an amendment in Grant Solutions

B. Required Documents

- 1. Cover Letter
- 2. SF-424
- 3. SF-424A
- 4. Budget (inclusive of line item detail and narrative justification)
- 5. SF-425
- 6. Indirect Cost Rate Agreement (Current, if applicable)



Cash on hand – What is allowed and what precautions or internal controls should the grantee take, implement to ensure compliance?

- This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency requires that it be returned to PMS or interest should be paid on these funds to ensure compliance.
- Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense.
- The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-Federal entity for direct program or project costs and the proportionate share of any allowable indirect costs.
- The non-Federal entity must make timely payment to contractors in accordance with the contract provisions.



Expired Funding Approval Process

- In order for the Office of Grants Management to consider approval for draw down of payment from an expired grant, at a minimum the following information needs to be obtained from you.
 1. An explanation for making an untimely draw from an expired budget period.
 2. Assurance safeguards are in place to prevent untimely draw down of grant funds in the future.
 3. Confirmation that the requested funds were obligated and recorded on your books prior to the expiration date of the budget period.
 4. A breakdown of the expenditures showing how the requested funds will be distributed to the approved cost categories, e.g. personnel, fringe benefits, travel and etc.
- After receipt and review of the above requested information, a determination regarding approval can be made. Please note that your annual SF-425 needs to reconcile with your PMS account.



I. Closeout of Project Period

Process that takes place following the expiration of the budget period for a discretionary grant or cooperative agreement.

- 90-day Liquidation Period
- Federal and Matching Requirement
- Indirect Cost Calculation Correct & Valid
- Unobligated Balances & Unliquidated Balances
- In Sync with PMS Account



I. Closeout of Project Period Cont..

Grant Closeout Notice of Award

- Automated Closeout Action by GS - When all three “buckets” equal in PMS
- Manual Closeout Action by Office of Grants Management - When all three “buckets” equal in PMS and when Fund must be deobligated
- Treatment of Unobligated Balance - Offset, Deobligate, COB
- Closeout Action Transmitted to PMS
- Grantees liable for any disallowances or monetary audit findings post closeout



QUESTIONS

