



# Runaway and Homeless Youth Training & Technical Assistance Center

Office of Grants Management  
Family Protection and Resilience Portfolio  
Director: Janice Davis Caldwell

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Grants Management Officer

# Overview

- Roles and Responsibilities of OGM
- Policy Guidance for the Use of Grant Funds
- GrantSolutions
- Division of Payment Management
- Reporting
- Post-award Amendments
- Non-competing Continuations
- Lessons Learned and Common Questions

# Roles and Responsibilities

- The Office of Grants Management (OGM) and the Family and Youth Services Bureau (FYSB) jointly administer the RHY grants.
- FYSB and OGM have different areas of responsibility and expertise
- Roles are distinct and complementary

# OGM Roles for Grants Administration

- Business and other non-programmatic areas of grant award and administration
- Monitoring and guaranteeing the integrity of the competitive process
- Ensuring compliance with applicable laws, regulations, policies, and procedures
- Fiscal monitoring via SF-425 reports
- Official receipt point for all official correspondence, including program progress reports and post-award amendment requests, via GrantSolutions

# OGM Roles for Grants Administration

- Contact OGM for the following:
  - Requesting amendments to the original grant application, such as changes in key personnel.
  - Responding to requests for additional or revised application documentation to resolve funding restrictions
  - Clarification of budget issues, particularly allowability of costs
  - Questions surrounding financial reporting

# Policy Guidance for the Use of Federal Grant Funds

- **45 Code of Federal Regulations (CFR) Part 75**
  - Provides administrative guidance for both HHS agencies and grant recipients
  - Available online at <https://www.ecfr.gov/cgi-bin/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

# Policy Guidance for the Use of Federal Grant Funds

- **HHS Grants Policy Statement**

- Provides general terms and conditions for all HHS discretionary grants and cooperative agreements
- Four sections:
  - Part I: HHS Grants Process
  - Part II: Terms and Conditions of HHS Grant Awards
  - Part III: Points of Contact
  - Part IV: OPDIV-Specific Information and Terms and Conditions
- Available online at  
<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

# GrantSolutions

- Online grants administration system, available at <https://home.grantsolutions.gov/>
- Allows OGM, FYSB, and grantees to add information to the official grant file
- Grantees may access all Notices of Award for a particular grant number
- Provides application kits for the submission of all post-award amendments and non-competing continuation applications
- User Roles
  - Only AO and PI/PD roles In GrantSolutions have access to submit any questions or upload documents; other roles have read-only access
  - OGM is responsible for ensuring AO and PI/PD have access to GrantSolutions – direct questions to your Grants Management Specialist

# Division of Payment Management

- Part of the HHS Program Support Center, which is separate from ACF
- DPM provides the payment and accounting system for all HHS grants
- Grantees use the DPM Payment Management System to directly request funds
- SF-425 reporting is completed in Payment Management System
  - Cash transactions – Quarterly, PMS requirement
  - Federal financial reporting – Semi-Annually, ACF requirement
- OGM can act as a liaison if problems arise, but has no direct control over DPM operations

# SF-425, Federal Financial Report

- All reports must be submitted in the Payment Management System
- Grants Management Specialist responsible for review and acceptance of FFR
- Semi-annual reports due 30 days after end of reporting period
- A final cumulative report is also due 90 days after the budget period end date for each budget period
- Disbursements reported on the final cumulative FFR should match cash draws reported for the budget period via quarterly cash transaction reports
- Discrepancies between reported disbursements and actual cash withdrawn must be corrected as soon as possible

# SF-428 and SF-429

- SF-428 (Tangible Personal Property) and SF-429 (Real Property – Land & Buildings) are to be submitted at the end of the project period.
- If either or both of these reports are not applicable to your project, submission is not required.
- These forms can be found at <http://www.acf.hhs.gov/grants-forms>

# Program Progress Reports

- Semi-annual
- Follow FYSB guidance on completing PPRs
- Submit via grant notes function in GrantSolutions

# Post Award Amendments

- Submit all amendment requests via GrantSolutions
- Most common amendments:
  - Budget revisions – request prior approval for any significant rebudgeting across cost categories or change in key personnel
  - Change in Authorized Official or Principal Investigator/Program Director
  - Change of scope – major changes in activities, objectives, program design
  - Carry over of funds – unobligated balance may be carried into subsequent budget period for the purpose of completing previously approved activities or unmet objectives from the prior year; new activities are not permitted; financial data in PMS must reconcile before OGM can complete a carry over
  - No-cost extension – grantee may request and extension up to 12 months to continue previously approved project activities; new activities are not permitted

# Non-Competing Continuation

- Each budget period requires the submission of a non-competing continuation application prior to award
- FYSB sends out invitation letters that include instructions for applying and expected funding amounts
- NCC kits will soon be available in GrantSolutions
- Contact OGM for assistance with any problems encountered during the application process

# Lessons Learned and Common 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.

# Lessons Learned and Common Questions

- Spend funds as budgeted; failure to do so could result in corrective actions such as cost reimbursement or even disallowance
- Communicate with your Federal Project Officer and/or Grants Management Specialist before you make major changes
- Post-award amendments that require **prior approval** are approved via a new Notice of Award
- Indirect costs – OGM takes into account both rate agreements and approved budgets; if IDC will exceed the amount approved on the Notice of Award (but still fall within the allowed IDC rate), a budget revision is required

# Lessons Learned and Common Questions

- 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 or problems completing a requested carry over of funds
- Do not continue drawing down funds from the previous budget period for activities that are completed in the current budget period – a carry over is required to transfer authorized funds from one PMS document number to another

(Note: A PMS document number is the grant number plus a two-digit budget period identifier, such as 90CX002403)

# OGM Contacts for RHY Grants

- Katrina Morgan, Grants Management Officer
  - [katrina.morgan@acf.hhs.gov](mailto:katrina.morgan@acf.hhs.gov)
  - 202-401-5127
- Grants Management Specialists

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## Runaway and Homeless Youth Training & Technical Assistance Center

### Connect with Us!

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