



OFAM Recipient Technical Assistance Call I

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

Vision: Healthy Communities, Healthy People



Welcome

- Listen-only Mode
- HRSA Topics
- Questions and Answers



Agenda

- Reminders
- Federal Financial Report (FFR)
- Unique Entity Identifier (UEI)
- Q&A



Presentation Location

← → ↻ hrsa.gov/grants/manage-your-grant/training

HRSA

Health Resources & Services Administration

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[Home](#) > [Grants](#) > [Manage Your Grant](#) > Training

Training

We provide multiple training options so you understand how to manage your HRSA grant.

Recent Webcasts and Presentations

October Grantee Conference Call Recordings

October 2019 Conference Call
Toll-Free: 800-839-4838 | No Passcode
Download: [October 2019 Conference Call Slides](#) (PPT - 2.3 MB)

October 2019 Pacific Basin Conference Call
Toll-Free: 800-944-3294 | Toll: 402-220-4884 | No Passcode
Download: [October 2019 Pacific Basin Conference Call Slides](#) (PPT - 2.3 MB)

Contact Us

[Email us](#) (include your 10-digit grant number)

Announcements

[Get the latest grants' announcements](#)

Electronic Handbooks (EHBs)

[Log In](#)



Contact and Technical Assistance Information

- HRSA Contact Center number: (877) 464-4772
- EHBs Help and Ticketing System:
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>
- Payment Management Services (PMS):
877-614-5533 or <https://pms.psc.gov/>
- Bureau of Primary Health Care: 1-877-974-2742. or
<http://www.hrsa.gov/about/contact/bphc.aspx>



Electronic Handbook Help and Knowledge Base

- Additional Resources: Visit <http://www.hrsa.gov/grants/manage/index.html>
- HRSA Grants TA webpage: <http://www.hrsa.gov/grants/apply/>

The screenshot displays a webpage interface for HRSA Grants TA. At the top, there is a table with the following data:

Report Type	Report Title	Due Date	Status
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIM...)	07/26/2017	Award Determination
Progress Report	Substance Abuse Quarterly Progress Report	07/14/2017	Processed
Financial Report	Annual Federal Financial Report	04/28/2017	Processed
Progress Report	Substance Abuse Quarterly Progress Report	04/13/2017	Processed

Below the table, a navigation bar contains a "Help" button, which is circled in red. Underneath the navigation bar is a video player with the title "How to Access Your Performance Reports". To the right of the video player is a "Resources" section with links for "What's New", "HRSA Contacts", "FAQs", and "View All Videos".



Updating and Managing EHBs Contact Information

- **Managing Profile Information:**

- <https://help.hrsa.gov/display/public/EHBSKBFG/User+Profile+Management+FAQs>

- **Interactive Videos:**

- <https://help.hrsa.gov/display/public/EHBSKBFG/Interactive+Videos>



SAM.gov and Grants.gov

- Update your [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) registrations.
- [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov) are free
- Expired registrations will not receive HRSA funding





Federal Financial Report (FFR)

Vision: Healthy Communities, Healthy People



Financial Reporting Migration to PMS Highlights

- Financial reporting for HHS grant recipients consolidated through the Payment Management System (PMS)
 - Effective October 2020
- The EHBs no longer accepts FFRs
- Recipients are notified when FFRs are available in PMS



Updating Permissions or Requesting Access

New user access request

<https://pms.psc.gov/grant-recipients/access-newuser.html>

Update permissions access request

<https://pms.psc.gov/grant-recipients/access-changes.html>

It can take up to 3 days to process a User Access Request



FFR Search Page

- Recipients will be able to search for FFRs based on different criteria (e.g., Payee Account; Document Number)
- From the FFR search results under “**Actions**”, select “**Review**” to display the FFR

Note that the Federal Grant ID is the Document Number



Prepopulated FFR Fields: Editable vs Non-Editable

Federal Financial Report Line	Annual	Final
Federal Agency Name (1)	Non-Editable	Non-Editable
Federal Grant/Subaccount (2)	Non-Editable	Non-Editable
Recipient Organization Name/Address (3)	Non-Editable	Non-Editable
DUNS Number (4a) and EIN (4b)	Non-Editable	Non-Editable
Recipient Account Number (5)	Editable	Editable
Report Type (6)	Non-Editable	Non-Editable
Project/Grant Type (8)	Non-Editable	Non-Editable
Reporting Period End Date (9)	Non-Editable	Non-Editable
Cash Receipts (10a)	Editable	Non-Editable
Cash Disbursements (10b)	Editable	Non-Editable
Authorizations (10d)	Non-Editable	Non-Editable
Total Recipient Share Required (10i)	Editable	Editable



Discontinuation of Federal Cash Transaction Report

Effective April 2022, Recipients will no longer complete lines 10a through 10c of the SF-425 Federal Financial Report (FFR) within PMS.

- New functionality will prepopulate information thus reducing recipient burden and redundancy of reported information
- 10a (cash receipts) and 10b (cash disbursements) will be populated based on funds drawn

FFR reporting requirements and due dates will not be impacted by this change.



Requesting a Carryover

Intent to carryover funds (including Expanded Authority) should be stated in the FFR Remarks

Prior Approval requests to carryover unobligated balances will still be submitted to HRSA through the EHBs

Prior approval requests should be submitted within 30 days of submitting the FFR



Final FFR Special Considerations

Cash Receipts (10a) = Cash Disbursements (10b) = Expenditures (10e) on Final FFRs

- If do not reconcile will not be able to submit

No unliquidated obligations (10f) on Final FFRs

- Request an extension of the FFR due date to liquidate funds



Requesting a Due Date Extension

Internal HRSA process requiring GMS approval

Recipient must provide

- Grant Document Number
- New due date



Revising Federal Financial Reports (FFRs)

FFR cannot be edited during agency review

Revising approved FFRs (detailed explanation required)

- Update cumulative expenditures on current FFR available
- Remarks must specify the: Value being changed; Budget Period being changed; and Reason for the change

Recipients have 15 months after PPED to submit revision



Recipient Resource: Who to Contact

PMS:

Help Desk Self Service Portal

- FFR Access issues
- FFR Submission issues
- Locating the FFR in PMS
- Calculated Field Issues
- 10a/10b (prepopulated)

GMS:

Listed on the Notice of Award

- Header Information Issues (e.g. org. name, EIN, report type, etc.)
- Lines 10d – 10o Issues (e.g. Authorizations)
- FFR Data Entry Questions (e.g. recipient share, indirect expenses, expenditures, etc.)





UEI Transition and SF-424 Budget Form Changes

Vision: Healthy Communities, Healthy People



UEI Transition from DUNS

Information about the UEI Transition and Changes in the EHBs



Unique Entity Identifier (UEI) Transition

- EHBs updates to support the new Unique Entity Identifier (UEI)
- UEI is replacing the Data Universal Numbering System (DUNS) for new and existing organizations
- UEIs from SAM.gov are **imported automatically** into the EHBs for all organizations registered in SAM.gov
- As of **March 24th 2022**, the EHBs transitioned to using the UEI
- **April 4th 2022**, the federal government will use the UEI only
- For details, refer to the GSA Web site: <https://gsa.gov/entityid>



UEI Transition EHBs Timeline

- EHBs changes rolled out incrementally through 2021:
 - Examples: Organization Registration, Grantee My Portfolio pages, Application Tracker, EHBs and Grants.gov Applications, Smart Assist, Notice of Award (NoA)
- Throughout 2022: Remaining pages that mention DUNS will be updated
- Historical records will continue to show DUNS
- Keep an eye out for EHBs notifications as timelines are subject to change.



What do I need to do now?

- As soon as possible check your organization information in the EHBs to ensure a UEI is listed

My Registered Organizations - List

Register to Another Organization

Detailed View

Page size: 15 Go 2 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	UEI	Options
Healthcare, Inc.	Corning	AR	1711711718A1	AO	7798WER47798	Organization Folder

- If a UEI is not listed in the EHBs:
 - Ensure your organization registration is active in SAM.gov
 - If not already registered, register in SAM.gov and provide your UEI to your grant and program office contacts

SAM.gov will be down from April 1 (8pm EST) – April 4 (9am EST)



What's Happening After March 24th?

- All organizations will be required to have a UEI to apply for HRSA funding opportunities
- Organizations must enter their UEI on applications and in the EHBs, including registration, data entry, and search features
- Subsequent updates will come through 2022 and UEI will replace DUNS throughout the EHBs



UEI Transition EHBs Screenshots - Applications

OMB Number: 4040-0001
Expiration Date: 12/31/2022

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

3. DATE RECEIVED BY STATE: State Application Identifier:

1. TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

2. DATE SUBMITTED: Applicant Identifier:

4. a. Federal Identifier:
b. Agency Routing Identifier:
c. Previous Grants.gov Tracking ID:

5. APPLICANT INFORMATION
Legal Name: **UEI:**
Department:
Division:
Street1:
Street2:
City: County / Parish:

You are here: Home » Tasks » Browse » Grant Applications » 197166

SF-424 - Part 1

197166: SASHES RISKS HEALTH CENTER Due Date: 12/15/2021 11:59:00 PM (Due in: 82 days) | Section Status: Not Complete

Resources

View
Application | Action History | Funding Opportunity Announcement | FOA Guidance | Application User Guide

SF-424 - Part 1 SF-424 - Part 2

Fields with * are required

Applicant Information

Applicant Identifier:

Legal Name: SASHES RISKS HEALTH CENTER

CRS Entity Identification Number (e.g. 1-53-2079819-A-2): 1-43-0927418-A-1

Employer Identification Number (e.g. 53-2079819): 43-0927418

Organizational UEI: GGTESTUEI000


* Mailing Address (Required)
Address Type: Domestic Address International Address Refresh



UEI Transition EHBs Screenshots - NoA

View NoA

NoA | NoA Extension | Terms & Conditions | Award Email

 **Department of Health and Human Services**
Health Resources and Services Administration

Notice of Award
FAIN# [REDACTED]
Federal Award Date: [REDACTED]

Recipient Information	Federal Award Information
<p>1. Recipient Name [REDACTED]</p> <p>2. Congressional District of Recipient 01</p> <p>3. Payment System Identifier (ID) [REDACTED]</p> <p>4. Employer Identification Number (EIN) [REDACTED]</p> <p>5. Data Universal Numbering System (DUNS) [REDACTED]</p> <p>6. Recipient's Unique Entity Identifier ABC123DEF456</p> <p>7. Project Director or Principal Investigator [REDACTED] CEO [REDACTED]@email.com (000)000-000</p> <p>8. Authorized Official [REDACTED] [REDACTED]@email.com</p>	<p>11. Award Number [REDACTED]</p> <p>12. Unique Federal Award Identification Number (FAIN) [REDACTED]</p> <p>13. Statutory Authority Public Health Service Act, Title III, Section 330 Public Health Service Act, Section 330, 42 U.S.C. 254b Affordable Care Act, Section 10503 Public Health Service Act, Section 330, 42 U.S.C. 254, as amended. Authority: Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330(e), 42 U.S.C. 254b Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) and Section 10503 of The Patient Protection and Affordable Care Act (P.L. 111-148) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b) Public Health Service Act, Section 330, as amended (42 U.S.C. 254b) Section 330 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 254b, as amended) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) Public Health Service Act, Section 330(e), (g), (h), or (i),, as amended (42 U.S.C. 254b(e), (g), (h) and/or (i))) The Health Center Program is authorized by Section 330(e), (g), (h) and/or (i) of the Public Health Service Act, as amended (42 U.S.C. § 254b(e), (g), (h), and/or (i)). Specifically, IBHS supplemental funding will be awarded under section 330(e)</p> <p>14. Federal Award Project Title Health Center Program</p>

Federal Agency Information

9. Awarding Agency Contact Information



UEI Transition References

- For more information on the UEI changes in the EHBs check out the EHBs Help wiki pages:
 - <https://help.hrsa.gov/x/44McCQ>
- Refer to the GSA website for information on the transition:
 - <https://gsa.gov/entityid>
- To register or check on your registration in SAM.gov, visit:
 - <https://sam.gov>



SF-424 Structured Budget Form

Changes to the Prior Approval Request and Other Electronic Document Management (EDM) Submissions Budget Information



SF-424 Structured Budget Forms

- Effective January 28, 2022 you will no longer use attachments to submit budget information for:
 - Prior Approval Requests (PAR)
 - Other Electronic Document Management (EDM) Submissions
- Moving forward you will use **Structured Budget Forms** in the EHBs to submit budget information
- No changes to the approval process
- Structured budget data collection provides data integrity, avoids manual data entry errors, and makes the process more efficient



Structured Budget Form Screenshots – Prior Approval Requests

ALL TASKS <<

Prior Approval
Functions

Overview

Status

Request Information

- ✗ General Information
- ✗ Request Details

SF-424 A

- ✗ Section A-C
- ✗ Section D-F
- ✗ Budget Narrative

SF-424 C

- ✓ Budget Information
- ✓ Budget Narrative

Review and Submit

- Submit
- Review

Other Functions

Navigation

- Return to Prior Approvals List

Prior Approval Request - Status Overview

Success:
You have successfully created a Prior Approval Request. The Request Tracking Number is PA-00100078. Please use this number for all future correspondence related to this request.

PA-00100078 : BEALLS POULENC HEALTH CENTER, BANCROFT, NV Submission Status: In Progress

Prior Approval Request Type: Capital Update Grant Number: H80CS00589 Project Period: 02/01/2019 - 01/31/2023
 Budget Period: 02/01/2021 - 01/31/2022 Project Title: Health Center Program

Resources [↗](#)

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Users with permission on Prior Approval Request (8)

Prior Approval Status		
Section	Status	Options
General Information	✗ Not Started	Update
Details	✗ Not Started	Update
SF424 A - Section A-C	✗ Not Started	Update
SF424 A - Section D-F	✗ Not Started	Update
SF424 A - Budget Narrative	✗ Not Started	Update
SF424 C - Budget Narrative	✓ Complete	Update
SF424 C - Budget Information	✓ Complete	Update



Structured Budget Form Screenshots – Other EDM Submissions

Budget Information - Section A

00305389 : MANAGERS PRESSOTECHNIK UNIVERSITY, BLUFF DALE, LA Due Date: 9/30/2023 | Submission Status: In Progress

GrantNumber: UK3MC00007	Reporting Period: 09/30/2021 - 09/29/2022	Last Updated By: Achieng Feth
Submission Name: EDM SF424 R&R Submission Name	Submission Type: Other Submissions	Reporting Cycle: One Time Submission
Submitted By: N/A	Available Date: 12/14/2021	Online Submission: Yes (Required)

Fields with * are required

⚠ The end date for budget period 4 must be before the start date for budget period 5. (↑)

Budget Period: 4

* Start Date	1/14/2022 <input type="text"/> (mm/dd/yyyy)
* End Date	⚠ Provide end date that is after the start date. (↑) 1/14/2022 <input type="text"/> (mm/dd/yyyy)

⚠ Project Director (PD) specified in SF 424 RR must be added as a Senior/Key Person for Budget Period 4. (↑)

* Senior / Key Person

Name	Requested Salary	Fringe Benefits	Funds Requested	Options
Achieng Feth	\$10.00	\$10.00	\$20.00	<input type="button" value="Update"/>
			Total of Funds Requested: \$20.00	

Budget Period: 5

* Start Date	1/14/2022 <input type="text"/> (mm/dd/yyyy)
	⚠ Provide end date that is after the start date. (↑)



Structured Budget Form Resources

- For more information on the changes to Prior Approval Requests check out the EHBs Help wiki pages:
 - **Creating Prior Approval Requests:** <https://help.hrsa.gov/x/oHFC>
 - **Prior Approval Requests FAQs:** <https://help.hrsa.gov/x/aIBaAQ>
- For more information on the changes to Other EDM Submissions check out the EHBs Help wiki pages:
 - **Editing and Submitting Other Submissions (EDM):** <https://help.hrsa.gov/x/B4LFC>
 - **Other Submissions (EDM) FAQs:** <https://help.hrsa.gov/x/B4LFC>
- For additional questions, reach out to your Grants Management Specialist (GMS) or Project Officer (PO)



Questions and Answers

- Please have your grant number ready
- If we cannot answer your question, we will take your contact information and get back to you



Survey



UEI Contact Information

Boris de Souza, PMP

Office of Federal Assistance Management

bdesouza@hrsa.gov



Topic Ideas

- Do you have a topic you would like to see presented during an upcoming TA call?
- Email your ideas to HRSAPostAwards@hrsa.gov





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