



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)

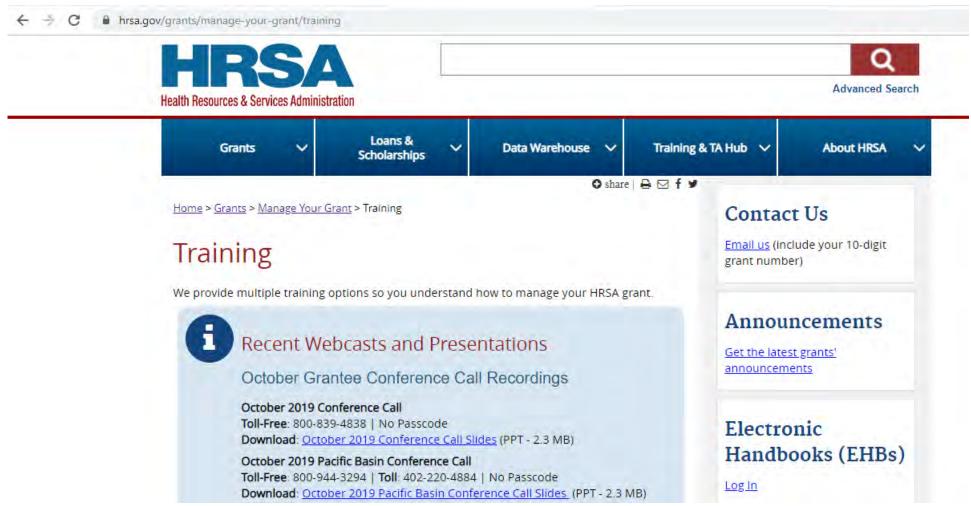
Q&A







Presentation Location







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/grant s/manage/index.html

HRSA Grants TA webpage:
 http://www.hrsa.gov/grant
 s/apply/







Updating and Managing EHBs Contact Information

- Managing Profile Information:
 - https://help.hrsa.gov/display/public/EHBSKBFG/User+Pr ofile+Management+FAQs

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





SAM.gov and Grants.gov

- Update your <u>SAM.gov</u> and <u>Grants.gov</u> registrations.
- SAM.gov and Grants.gov are free
- Expired registrations will not receive HRSA funding













Federal Financial Report (FFR)

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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

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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



- 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?

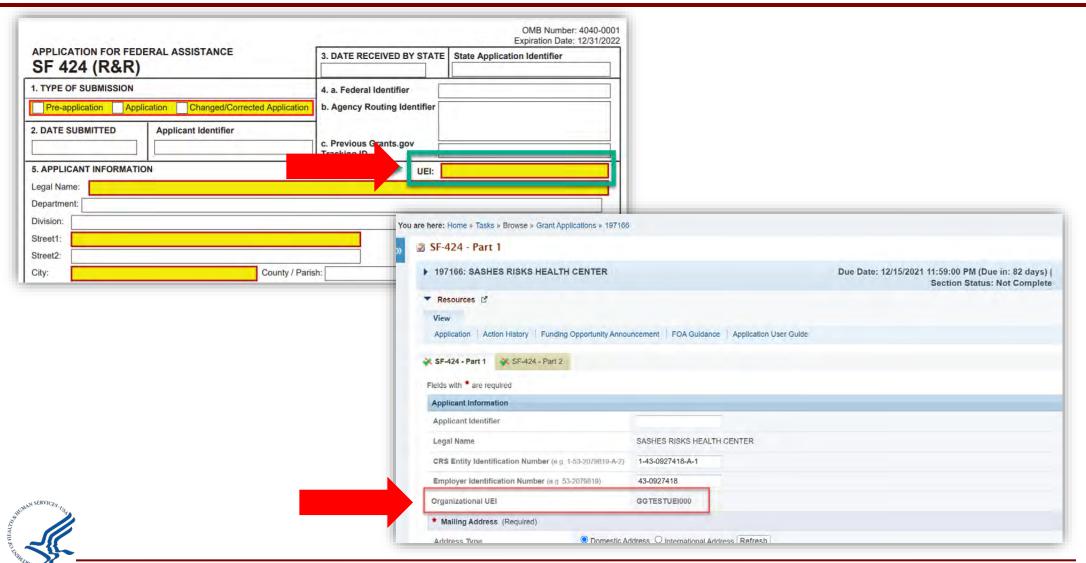
- All organizations will be required to have a UEI to apply for HRSA funding opportunities
- Organizations must enter their UEI on applications and in the EHBs, including registration, data entry, and search features
- Subsequent updates will come through 2022 and UEI will replace DUNS throughout the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



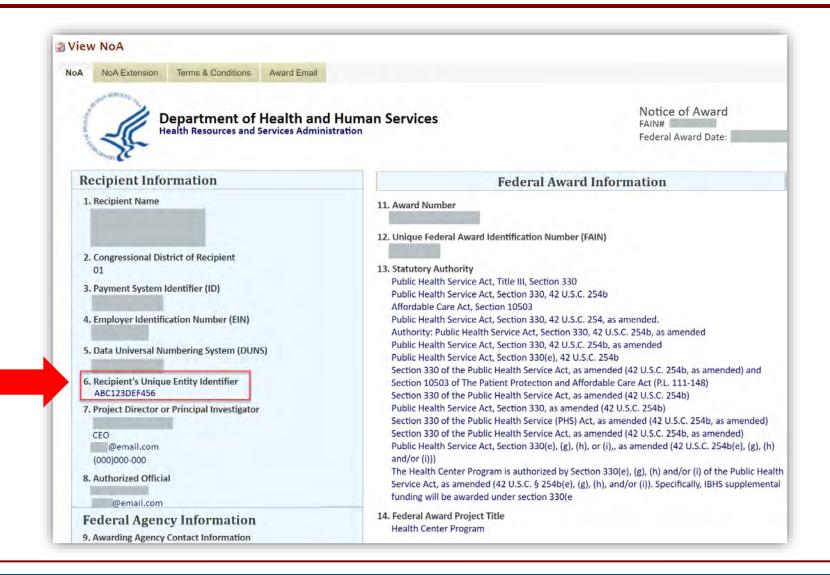




UEI Transition EHBs Screenshots - Applications



UEI Transition EHBs Screenshots - NoA







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



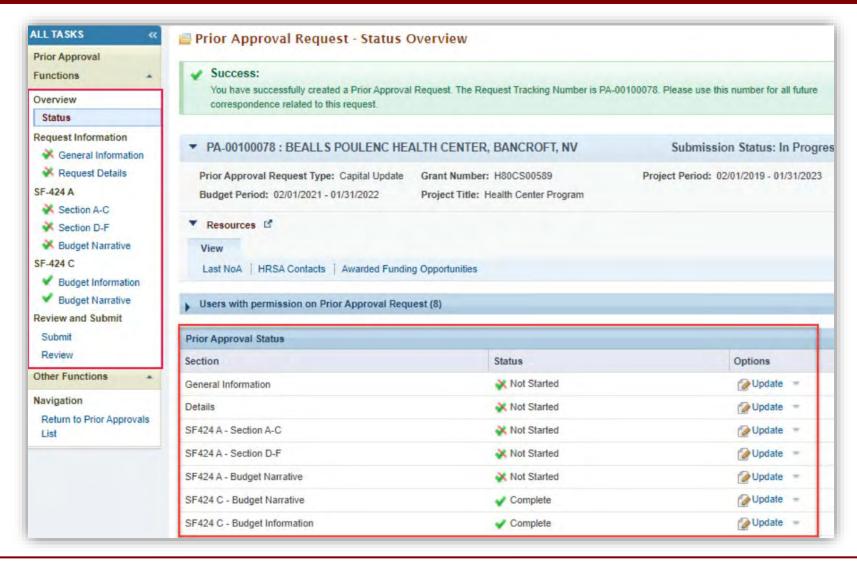


SF-424 Structured Budget Forms

- 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



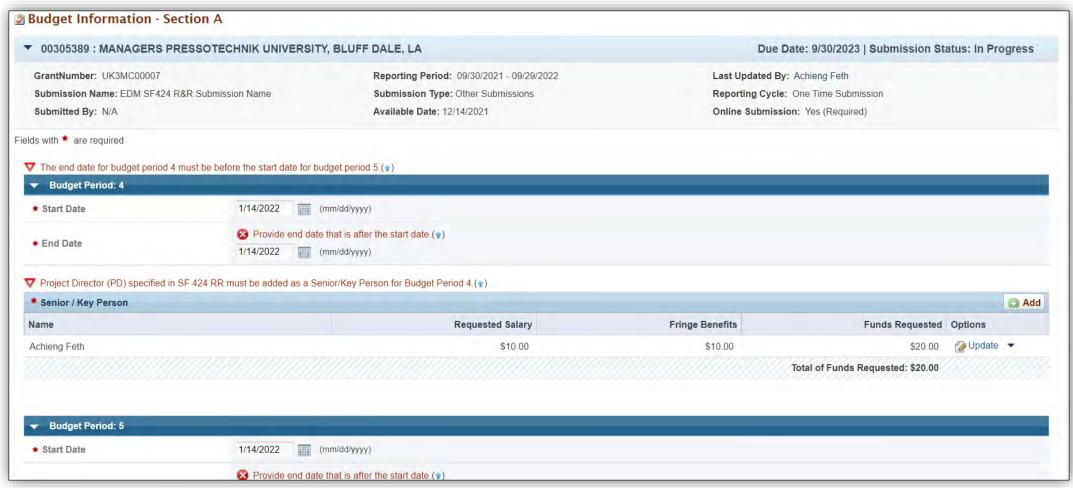
Structured Budget Form Screenshots – Prior Approval Requests







Structured Budget Form Screenshots – Other EDM Submissions







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/alBaAQ
- 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

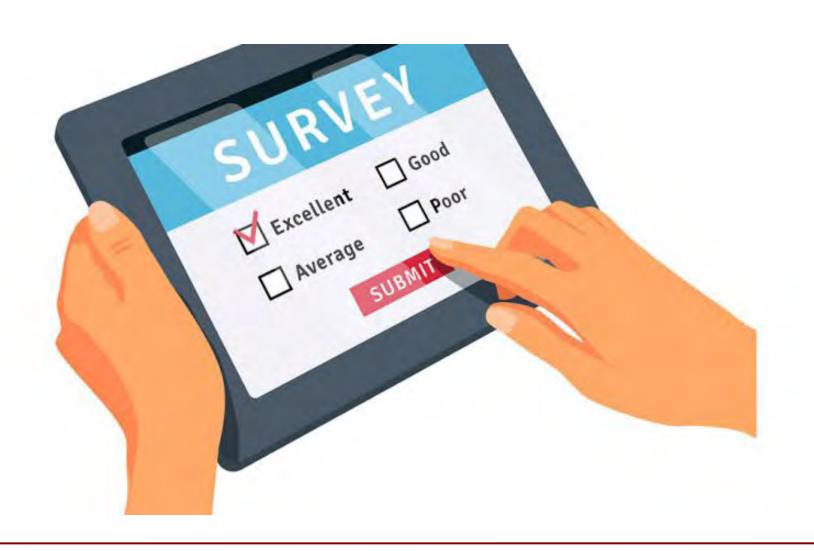








Survey





UEI Contact Information

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Topic Ideas

 Do you have a topic you would like to see presented during an upcoming TA call?

Email your ideas to <u>HRSAPostAwards@hrsa.gov</u>







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