

ORR Grant Administration Tips, How-To's and Reporting Reminders

Holly Herrera, Services for Survivors of Torture
Program Manager, Office of Refugee Resettlement,
Administration for Children and Families

Ben Sharp, Grant Officer, Office of Grants
Management, Administration for Children and Families

Performance Progress Report

ACF grantees required to use the new
Standard Form Performance Progress Report
(SF-PPR)

The SF-PPR includes:

- Coversheet (ACF-OGM-SF-PPR Coversheet)
- Program Indicators (ACF-OGM-SF-PPR Attachment B)
<http://www.acf.hhs.gov/grants/pdf/ACF-OGM-SF-PPR-Coversheet-AttachmentB.pdf>
- Reports are due semi-annually
 - First reporting period: September 30 – March 31 Due April 30
 - Second reporting period: April 1 – September 29 Due October 31

Online Data Collection

- ACF Online Data Collection System (OLDC) – electronic reporting
- Log-In information sent to Grants Administrator
- OLDC Teletrainings: 2:00–3:30 pm EDT on March 31 & April 6

Reporting of ORR 17 Data Points

- Data Points apply only to the ORR Direct Services for Survivors of Torture Program
- Data Points Semi-Annual Reporting Form: ORR-ZT-SF-PPR-B

Office of Grants Management (OGM)

Division of Discretionary Grants

- Negotiates and issues all mandatory and discretionary grant awards for the Administration for Children and Families
- Complements technical knowledge of the program office with expertise in business and non-programmatic areas of grant administration

Office of Grants Management....

- Monitors and guarantees the integrity of the competitive process.
- Serves as the official receipt point for all official communications and contacts with grantees which commit or may result in committing the grant budget, or changing terms and conditions of the grant (that could impact the scope or objectives of the grant) rebudgeting or for specific types of cost.

Office of Grants Management...

- Serves as the official receipt point for all required reports from grantees.
- Assures that both program office and grantees fulfill all requirements of laws, regulations and policies.

OGM Staff

Ben Sharp – Grants Management Officer/Team Leader 202/260-6607

Roni Brooks – 202/401-5283

Theresa Hall – Senior Grants Management Specialist 202/401-5402

Diane Alexander – Grants Management Specialist 202/690-8110

Bernard Morgan – Grants Management Specialist 202/205-8022

Trang Le – Grants Management Specialist 202/690-7053

Catherine Silver – Grants Management Specialist 202/401-4726

Marc Hill – Grants Management Specialist 202/690-5800

Patryce Peden – Grants Management Technician 202/260-6383

OGM Staff Assignment by States

AL	Catherine Silver	NC	Marc Hill
AK	Diane Alexander	ND	Catherine Silver
AR	Catherine Silver	NE	Theresa Hall
AZ	Catherine Silver	NH	Trang Le
CA	Bernard Morgan	NJ	Bernard Morgan
CO	Marc Hill	NM	Trang Le
CT	Marc Hill	NV	Diane Alexander
DE	Catherine Silver	NY	Marc Hill
FL	Theresa Hall	OH	Bernard Morgan
GA	Diane Alexander	OK	Bernard Morgan
HI	Diane Alexander	OR	Diane Alexander
IA	Diane Alexander	PA	Theresa Hall
ID	Diane Alexander	PR	Catherine Silver
IL	Marc Hill	RI	Trang Le
IN	Diane Alexander	SC	Marc Hill
KS	Catherine Silver	SD	Marc Hill
KY	Trang Le	TN	Diane Alexander
LA	Marc Hill	TX	Marc Hill
MA	Theresa Hall	UT	Diane Alexander
MD	Trang Le	VA	Theresa Hall
ME	Trang Le	VI	Trang Le
MI	Theresa Hall	VT	Theresa Hall
MO	Trang Le	WA	Theresa Hall
MS	Trang Le	WI	Catherine Silver
MT	Catherine Silver	WV	Catherine Silver
		WY	Catherine Silver

Standard Terms and Conditions

- All recipients of ACF discretionary grants and cooperative agreements are legally bound by the standard terms and conditions.
- Replaced by HHS Grants Policy Statement, which can be found at http://www.hhs.gov/grantsnet/docs/HHSGPS_107.doc
- Based on Statutes, Regulations and Policies.

Common Grant Actions

- ORR “Managing Federal Grants” web page:
<http://www.acf.hhs.gov/programs/orr/funding/mfgrants.htm>

Revision of Budget and Program Plans

Title 45 CFR 74.25

- Report any modification of the budget and program activities as outlined in the original application.
- Written prior approval is necessary for:
 - Extension of budget and/or project period
 - Changes in budget
 - Change in scope of work or objectives of the project (even if the budget does not change)

Written Prior Approval, cont.

- Change in the Project Director (PD) or Principal Investigator (PI) or other key personnel specified in the grant application
- Absence for more than 3 months or 25% reduction in time devoted to the project by the PD or PI
- Need for additional Federal funding
- Foreign travel
- Equipment or capital expenditures
- Contractual

Other Post Award Activities

- Revision
- Unobligated Balance
- No-Cost Extension

Budget Revisions

- Cover Letter Signed by an Authorizing Official:
 - ✓ If you are writing to inform ACF of a budget revision that does not require prior approval, clearly indicate that the funds will be used to complete activities which have already been approved.
 - ✓ If you are writing to request a budget revision that includes a change in scope of activities, clearly indicate the proposed activities. Requests must be initiated prior to the end of the budget period for which you are requesting the revision.
- 424a – Complete the form in its entirety, giving special attention to the following:
 - ✓ Section A columns a, b, e, f, g
 - ✓ Section B columns 1 (Federal) 2 (non-Federal), and 5 (total)

Budget Revisions, cont.

- Budget and Budget Narrative:
 - ✓ The budget may be in a spreadsheet or table format, this is not a requirement. Grantee should show both the approved budget and the revised budget as it relates to the requested changes. Both the Federal and non-Federal budget items should be clearly marked if there is a required match. When making your budget, reflect the budget categories outlined in the 424a (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
 - ✓ The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.

Carry Over Requests

- Cover Letter:
 - ✓ Request should state the amount to be carried forward. Include unexpended Federal funds as well as any non-Federal matching funds that were not committed during the budget year. Only include the amount you are requesting, do not include your third year budget amount. Also, clearly indicate that the funds will be used to complete activities which were approved but not completed by the end of the budget period, as allocated in the final budget of record for that particular budget period.
- 424 – Complete the form in its entirety, giving special attention to the following:
 - ✓ Include the Federal Identifier, which is your grant number.
 - ✓ The name of the person to be contacted on matters involving this application should be the person responsible for the day-to-day operation of the project.
 - ✓ Select “Revision” as the Type of Application.
 - ✓ Complete the Federal, Applicant and Total Funding figures.
 - ✓ Provide the original signature of the Authorized Representative.

Carry Over Requests, cont.

- 424a—Complete the form in its entirety, giving special attention to the following:
 - ✓ Section A columns a, b, e, f, g
 - ✓ Section B columns 1 (Federal), 2 (non-Federal), and 5 (total)
- Budget and Budget Narrative:
 - ✓ The Budget may be in a spreadsheet or table format, this is not a requirement. Both the Federal and non-Federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in the 424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
 - ✓ The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.

Carry Over Requests, cont.

- Financial Status Report (SF-269):
 - ✓ The FSR from which you are requesting carry over must reflect an unobligated balance of at least the amount of funds being requested for carry over.

Checklist for Continuation Applications

SF-424 Application for Federal Assistance

Tips

- Grant award number should be listed in the “Federal Identifier” block.
- Applicant Information must be current and accurate, including DUNS number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
- Check “Continuation” in Block 2.
- Indicate in Block 19 whether or not your continuation application was reviewed in accordance with the intergovernmental review process.
- Block 18 must include your Federal funding and non-Federal sources of funding.
- The entire form must be completed, signed and dated.

Checklist for Continuation Applications, cont.

❑ SF-424A Budget Information – Non-Construction Programs

Tips

- In Section A, column (e) – indicate Federal costs in each applicable object class category. In column (f) indicate non-Federal costs in each applicable object class category. In column (g) indicate the total.
- In Section F, line 22, state the type of indirect cost rate (i.e., provisional, fixed, etc.) and provide computation (i.e. base X rate = total indirect expense).

Checklist for Continuation Applications, cont.

SF-424B Assurances – Non-Construction Programs

Tips

- Make sure the form is signed and dated.

Lobbying Certification

Tips

- If applicable, make sure the form is signed.
- If not applicable, indicate “not applicable” on form and return with package.

Checklist for Continuation Applications, cont.

Program Narrative

Tips

- Provide your goals and objectives for the new year (12 months) of your project. Describe planned activities.
- Describe major activities and accomplishments to date. This may include a project task chart/timeline or project work plan indicating completed tasks.
- Describe any deviations or departures from project plan, including major staff changes, and corrective action plan.
Project changes may be necessary but it is important that these changes do not deviate substantially from the scope of the original project proposed.

Checklist for Continuation Applications, cont.

Budget and Budget Narrative

Tips

- Detail required for all line items. This includes calculations on how costs were derived and showing Federal and nonfederal cost items.
- Narrative should explain how these costs are directly related to the overall success of the project.
- Travel budget: Local (in-state travel) should be placed under budget line item h – “Other.”
- Travel narrative: Out-of-state travel should be separated from in-state travel. Out-of-state travel narrative should include cost per ticket, hotel stay and per diem, per person.
- Copy of indirect cost agreement should be included.
- If any budget line item changes are being proposed, contact your project officer and discuss changes before submitting package.

SF 269 Financial Report

- Used to report budget period expenditures on a semi-annual basis.
- Financial status reports (SF-269s) are due 30 days after the end of the second and fourth quarters of the budget period.
- A final cumulative SF-269 is due 90 days after the end of the project period.
- Award amount for 12-month budget period should be entered in Box 10.o. – “Total Federal Funds Authorized.”
- Fillable SF 269 and instructions available at <http://www.acf.hhs.gov/programs/ofs/grants/sf269.pdf>

Payment Management System (PMS)

Was developed for the purpose of creating a central system that is capable of paying most Federal assistance grants, block grants, and contracts. The main purpose of this system is to serve as the fiscal intermediary between awarding agencies and the recipients of grants and some types of contracts, with particular emphasis on:

- Expediting the flow of cash between the Federal Government and the recipients
- Transmitting recipient disbursement data back to the awarding agencies; and
- Managing cash flow advances to grant recipients

- Questions?