

HPOG 2.0 End of Grant Guidance

June 3, 2021
Office of Family Assistance

Building Pathways
to a Brighter Future



Health Profession Opportunity Grants

OFFICE OF FAMILY ASSISTANCE



Grant End Date

HPOG 2.0 ends on 9/29/2021

- HPOG 2.0 was originally scheduled to end on 9/29/2020
- ACF granted a ONE TIME supplement and extension year, to extend the grant end date to 9/29/2021
- There will be no more extensions
- There are no current appropriations of funds for an HPOG 3.0

This webinar will cover programmatic and financial end-of-grant closeout activities

- Approaches to covering costs
- Final Reporting
- End of grant timeline



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Approaches to Covering Costs

How to Cover your Closeout Costs

Three Options for Covering Costs

1. Complete all final reports by 9/29/2021
2. Use your organization's indirect cost pool
3. Request a no-cost extension

Complete Final Reports by 9/29/2021

Your first option to is finish everything early

- Grantees may plan to submit all of their reports on or before September 29, 2021.
- This approach should only be taken if the grantee can complete PAGES data entry and liquidate all obligations before the end of the grant.

Your second option to use your indirect cost pool

- Grantees may cover administrative closeout costs for time spent completing final reports during the 90-day closeout period with funds from their indirect cost pool.
- If your organization has more than one federal award, you likely have an indirect cost rate.
- Speak with someone in your organizations' budget or fiscal office for what is included in your indirect cost pool.
- Please contact the OGM, Grants Management Officer Bridget Shea Westfall if you have additional follow-up questions about using the indirect cost pool

Your third option is to request a No-Cost Extension

- Grantees may request a No-Cost Extension to cover administrative closeout costs during the closeout period (9/30/2021 -12/30/2021).
- OFA will not recommend No-Cost Extensions for **programmatic activities** (e.g., case management, new trainings, etc), nor will OFA approve No-Cost Extensions beyond **three months**.

No-Cost Extension

For Administrative Purposes Only!

- No-Cost Extensions must be justified and will only be considered for the purpose of completing closeout documents.
- It is suggested that a No-Cost Extension request be submitted by **July 16, 2021** or at least 45 days before the project period end date (09/29/2021).
- The sooner it is requested the earlier the review and potential award could take place.

What to include in your NCE Request

The request should contain the following information:

- A description of the administrative closeout activities to be completed
- A total number of additional months (no more than three) needed to complete the administrative closeout activities
- A timeline showing when activities will be completed within the extended period
- The No-Cost Extension request should be in form of a letter on your organization's letterhead, and signed by your AO
- Email your letter to Bridget Shea-Westfall, and copy your Program Specialist



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Final Reporting

Closeout Requirements

- Approximately 90 days before the project period end date, the grantee will receive a pre-closeout letter from the ACF Office of Grants Management listing closeout requirements and forms to be submitted.
- For more detailed information about closeout, please refer to the slides from the closeout presentation by the ACF Office of Grants Management held on March 11, 2021.

The following documents are due by 12/30/2021

- Within 90 days after the project period end date the grantee must submit the following documents (reflective of the entire six-year project period):
 - **Final SF-425/ Federal Financial Report (FFR),**
 - Must reflect no unliquidated obligations.
 - Grantees must ensure any unobligated balance reported is accurate as the ACF Office of Grants Management will deobligate these funds from the grant award through an accounting adjustment to Payment Management System (PMS).
 - **Final Performance Progress Report (PPR), and**
 - **Tangible Personal Property Form (SF-428) and the Real Property Status Report (SF-429) if applicable.**

Closeout Notice of Award

What happens after I submit my reports?

- When the closeout review has concluded, the ACF Grants Officer will issue a final closeout Notice of Award.
- The closeout action will be transmitted to the Division of Payment Management to close that grant number from the grantee's payment account.
- ACF reserves the right to re-open a closed grant in the event of subsequent audit disallowances. Grantees should maintain their financial records, supporting documents, statistical records, and any other pertinent records for a period of three years from the date the final FFR was submitted.

There are two PPRs due during the closeout period

- The two PPRs have different sets of instructions, cover different time periods, and contain different information.
- The 2nd Semi-Annual PPR should contain information for the second semester year 5 supplement and extension period only.
 - Due 10/30/2021
 - Significant Finding and Events Section not required (No Success Story or Promising Practice)
- The Final PPR should contain information for the entire six year project period.
 - Due 12/30/201

Due by December 30, 2021

- These are the new requirements for the final report
 - **Cumulative Projections will need to be entered in PAGES** for the following cumulative goals that are not already in the PPR:
 - Cumulative Basic skills Training Enrollment
 - Cumulative Basic Skills Training Completion
 - Cumulative Healthcare Training Enrollment
 - Cumulative Healthcare Training Completion
 - Narrative Sections
 - Intro (same)
 - Challenges and Lessons Learned (New)
 - Other Activities (New)
 - Significant Findings and Events (Participant Success Story from the past 5 years. A prior submission may be used but must be updated).

PAGES Closeout Reminders

- PAGES/Evaluation Closeout Webinar on 06/10/2021
 - You will receive an evaluation and PAGES closeout memo prior to the webinar.
- Feedback Sessions with the PAGES team in June



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Closeout Timeline

Dates to Remember

Timeline through the end of HPOG 2.0 (9/29/2021)

- June 10, 2021 – Evaluation/PAGES Closeout Webinar
- July 1, 2021 (approximately) – Grantees will receive a pre-closeout letter from OGM listing closeout requirements and forms to be submitted
- July 16, 2021 (suggested) – No-Cost Extension Requests Due (can be submitted earlier if desired, but no later than 45 days before the project period end date)
- September 29, 2021 – HPOG 2.0 ends; No ability to obligate funds after this date if not approved for a No-Cost Extension

Dates to Remember, cont.

Timeline during the Closeout Period (9/30/2021-12/30/2021)

- September 30 – December 30, 2021 - grantees can liquidate obligations made prior to September 29, 2021
 - Grantees approved for No-Cost Extensions can obligate/ liquidate funds through 12/30/21.
- October 30, 2021 –Year 5 Supplement and Extension 2nd Semi-Annual Performance Progress Report and SF-425/ FFR Due
- December 30, 2021 – Closeout Documents Due (reflective of the entire project period)
 - **Final SF-425/ FFR**
 - **Final Performance Progress Report (PPR)**
 - **Tangible Personal Property Form (SF-428) and the Real Property Status Report (SF-429)** is due, if applicable

HPOG Calendar

Task	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
OPRE Feedback Sessions	01-30						
Job Developer Affinity Group Call	01			07			
End of Grant Webinar	03						
OPRE Closeout Webinar	10						
Annual Meeting Registration Deadline	25						
Employment VLC Webinar #5	29						
Case Manager Affinity Group Call		06					
NCE submission (suggested)		16					
Annual Meeting		27-29					
PD Affinity Group Call			03				
MDRC Webinar			10				
HPOG Grant Ends				29			
2 nd Semi-Annual PPR DUE					30		
Closeout Docs DUE							30



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Questions?