

# NEW GRANTEE ORIENTATION #1 GETTING STARTED WITH YOUR CED GRANT

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Division of Community Discretionary Programs  
Office of Community Services

November 12, 2015



# CEDE

Community Economic Development

# Agenda

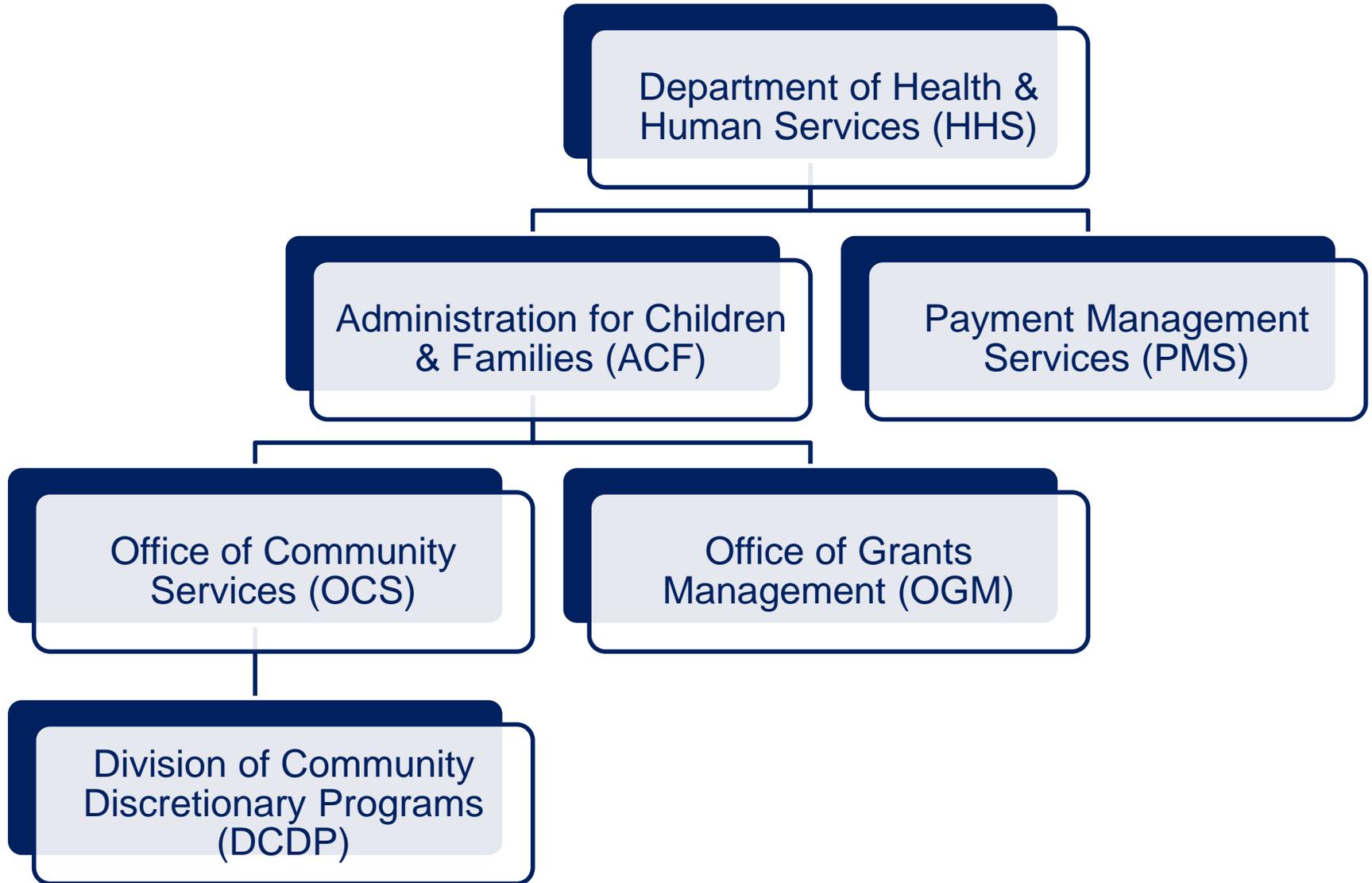
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- Program Objectives
  - ACF Offices and Roles
  - Award Package
  - Accessing Grant Funds
  - Program Requirements
  - Federal Requirements
  - Helpful Resources

# CED & CED-HFFI Program Objectives

CED-HFFI  
projects also:

<p>Job opportunities key to reaching economic self-sufficiency</p>	<p>CED programs help create job opportunities for low-income individuals</p>	<p>Impact enhanced through successfully implemented projects</p>	<p>Improve access to healthy, affordable food within low-income food deserts</p>
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# ACF Offices & Roles



# Working with OCS

## Aims

- Increase capacity of individuals and families to become self-sufficient
- Revitalize communities
- Build stability and capacity so people can create their own opportunities

## Responsibilities

- Issue CED funding opportunity announcements
- Review proposals and award CED grants
- Provide day-to-day guidance to CED grantees
- Help CED grantees maximize performance

# Working with OCS (cont.)

- Your Program Specialist is identified in your letter from OCS
- Contact your Program Specialist to:
  - Obtain guidance on program design issues, compliance, and regulatory matters
  - Request technical assistance
  - Report achievements and submit data that will be used for the annual report to Congress

# Contacting OCS

Program Specialist	Contact Information
Carolalene Giles	<a href="mailto:Carolalene.Giles@acf.hhs.gov">Carolalene.Giles@acf.hhs.gov</a> 202-401-5261
Karen Harris	<a href="mailto:Karen.Harris@acf.hhs.gov">Karen.Harris@acf.hhs.gov</a> 202-205-2674
Andrew Kolly	<a href="mailto:Andrew.Kolly@acf.hhs.gov">Andrew.Kolly@acf.hhs.gov</a> 202-401-5663
MiChelle-Serena Lopes	<a href="mailto:MiChelle-Serena.Lopes@acf.hhs.gov">MiChelle-Serena.Lopes@acf.hhs.gov</a> 202-401-6979
Gerald Shanklin	<a href="mailto:Gerald.Shanklin@acf.hhs.gov">Gerald.Shanklin@acf.hhs.gov</a> 202-401-5559
Harold Taylor	<a href="mailto:Harold.Taylor@acf.hhs.gov">Harold.Taylor@acf.hhs.gov</a> 202-401-5711
Sharon Williams	<a href="mailto:Sharon.Williams@acf.hhs.gov">Sharon.Williams@acf.hhs.gov</a> 202-401-6411

# Working with OGM

- Oversees fiscal aspects of grant awards and administration
  - Issues grant awards
  - Receives original reports
  - Processes changes in key personnel, agency leadership, or other project revisions
  - Ensures grantee compliance with applicable laws, Federal regulations, policies, and procedures
  - Coordinates with OCS on programmatic issues

# Working with OGM (cont.)

- Find out who your Grants Management Specialist is by looking in GrantSolutions:
  - under “grant assignments” or
  - in Grant Notes via Notice of Grants Management Specialist Assignment Letter
- Contact your Grants Management Specialist to:
  - Submit original requests for post-award changes, including revisions and no-cost extensions
  - Update key personnel or other fundamental details listed in your NOA
  - Submit official, original copies of Federal Financial Reports (SF-425)
  - Request guidance on Federal regulations and allowable costs

# Contacting OGM

Grants Mgmt. Specialist	Contact Information
Sandra Adams	<a href="mailto:sandra.adams@acf.hhs.gov">sandra.adams@acf.hhs.gov</a> 202-401-4663
Britney Burke	<a href="mailto:britney.burke@acf.hhs.gov">britney.burke@acf.hhs.gov</a> 202-401-5680
Telina Bennett-Reed	<a href="mailto:telina.bennett-reed@acf.hhs.gov">telina.bennett-reed@acf.hhs.gov</a> 202-401-4609
Tony Hilliard	<a href="mailto:anthony.hilliard@acf.hhs.gov">anthony.hilliard@acf.hhs.gov</a> 202-205-3585
Twanna Nickens	<a href="mailto:twanna.nickens@acf.hhs.gov">twanna.nickens@acf.hhs.gov</a> 202-260-5319
Marcus Perkins	<a href="mailto:marcus.perkins@acf.hhs.gov">marcus.perkins@acf.hhs.gov</a> 202-690-7883
Monique Weatherspoon	<a href="mailto:monique.weatherspoon@acf.hhs.gov">monique.weatherspoon@acf.hhs.gov</a> 202-401-9236

# Working with Payment Management Services (PMS)

- Fiscal intermediary between HHS, ACF and grantee
- Provides centralized electronic grant payments, cash management, and grant accounting services through the Payment Management System (PMS)
  - Tools to manage grant payment requests and disbursement reporting activities
  - Direct Deposit Form receipt
  - Electronic transfer
  - Draw down of Federal funds
  - Audit Assistance
  - Debt Management

# Working with PMS (cont.)

- Contact PMS to:
  - Establish electronic funds transfer process using 1199A Form
  - Access grant funds
  - Return unused Federal funds at end of grant period
  - File quarterly Federal cash transaction reports

# Contacting PMS

- PMS Help Desk provides assistance Monday – Friday 7a.m. to 9p.m. EST (except Federal Holidays):
  - (877) 614-5533
  - [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)
- Regular Mailing Address:
  - Payment Management Services
  - P.O. Box 6021
  - Rockville, MD 20852
- Overnight Mailing Address:
  - U.S. Department of Health and Human Services
  - Payment Management Services
  - 7700 Wisconsin Avenue, Suite 920
  - Bethesda, MD 20814

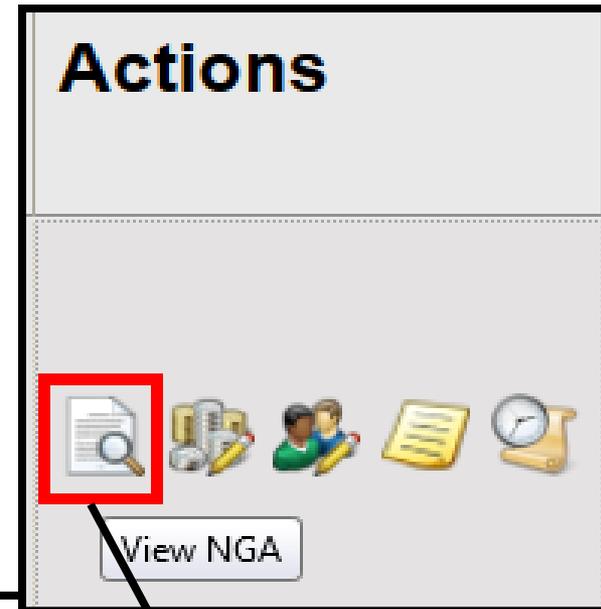
# Award Package

- Award Package or Notice of Grant Award (NGA) accessible through GrantSolutions
- GrantSolutions is a management tool that facilitates sharing of grant information across OGM, OCS, and grantees
  - [www.grantsolutions.gov](http://www.grantsolutions.gov)
- Authorizing officials and program directors new to GrantSolutions received two emails with login credentials
- GrantSolutions User Support:
  - Monday-Friday 8 AM - 6 PM ET
  - [help@grantsolutions.gov](mailto:help@grantsolutions.gov)
  - 1.866.577.0771 or 202.401.5282

# Accessing Award Package

- To access Award Package/NGA via GrantSolutions, locate your 2015 CED Grant and select “View NGA” icon under “Actions” Column

## Actions



View NGA

Grant Number	90EE								
Organization									
Search within results									
Search		Export Results		Hide Columns					
1 - 1 of 1 item									
50		100		150		200		All	
<input type="checkbox"/>	Program Office	Grant Program	1	Grant Numbe2	Organization	Project Perio3 Start Date	Project Period End Date	Amendment Status	Actions
<input type="checkbox"/>	ACF/OCS - Division of Community Discretionary Programs	EE - Community Economic Development		90EE		09/30/2013	09/29/2016	No Amendments In-Progress	

# Notice of Grant Award (NGA)

- Fundamental grant information including:
  - Grant Number
  - Award Amount
  - Project and Grant Periods
- Information about standard terms and conditions
- Pay attention to grant-specific items in “Remarks” section

# SF-428 and SF-429 Notification

- Filed at end of budget period only in the following circumstances:
  - CED grant funds used to purchase equipment with unit cost of \$5,000 or more - Submit SF-428
  - CED grant funds used to acquire (i.e. purchase, construct) or renovate real property - Submit SF-429
- Upload to GrantSolutions as grant note
- Access forms at:  
[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)

# Single Audit Basics & Where to Get Help

- A Single Audit combines annual financial statement audits with additional audit coverage of Federal funds
  - Non-federal entities that expend \$750,000 or more of Federal awards in a year required to obtain annual audit
  - Entities expending less than \$750,000 in a year exempt from Federal audit requirements, but must make records available for review or audit
- Direct questions about Single Audits to PMS

# Disposition of Asset Plan of Loan

- Agreement to be signed by the Authorizing Official stating that the grantee will disclose the following information once the loan is executed:
  - Interest rates
  - Length and terms of loan(s)
  - Payment schedule
- Submit through GrantSolutions

# Disposition of Asset Plan of Stocks

- Agreement to be signed by Authorized Official stating grantee will disclose the following information at conclusion of grant:
  - Stock cost per share
  - Current value
  - Number of shares held
  - Percentage of ownership held
- Submit through GrantSolutions

# Reporting Requirements

- Performance Progress Report (PPR)
  - Semi-annual
  - Submit through OLDC
- Federal Financial Report (SF-425)
  - Quarterly
  - Access SF-425 at:  
[www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)
  - Submit through GrantSolutions as grant note
  - AND submit in PMS through website

# Requesting Payment for Federal Funds

- Explains that grant award will be paid through Payment Management Services (PMS).
  - Refer to this form for information on requesting payment for federal funds
  - First time grantees should have received email instructions from PMS about creating an account
  - Returning grantee organizations use existing account information

# Accessing Grant Funds

- Funds drawn electronically
- PMS is primary point of contact
- Program Specialists & Grants Management Specialists can provide assistance

# Accessing Grant Funds (cont.)

- Payments made by HHS Payment Management Services (PMS): <http://www.dpm.psc.gov>
- New recipients *must* complete Direct Deposit Sign-up Form (SF-1199A) and Payment Management System Access Form
  - Access SF-1199A from under “Grant Recipient Forms” section of website:  
[http://www.dpm.psc.gov/grant\\_recipient/grantee\\_forms.aspx?explorer.event=true](http://www.dpm.psc.gov/grant_recipient/grantee_forms.aspx?explorer.event=true)
- PMS support:
  - 1-877-614-5533
  - [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)

# Accessing Grant Funds (cont.)

- PMS will reject SF-1199A if:
  - Organization name, authorizing official, or financial institution does not match NGA
  - Form contains alterations (erasures, strike-outs, correction fluid)
  - Signatures are not original and in ink
- Submit Payment Management Access Form
- Submit original to PMS

# Accessing Grant Funds (cont.)

- PMS utilizes two payment request systems
  - Cashline: grantees dial a “voice response” computer via touchtone phone
  - Smartlink II: grantees request payment via computer through the internet
- Funds electronically deposited into bank account next business day

# Program Requirements

- General program requirements include:
  - Meeting project milestones
  - Use of project partner agreements
  - Adhering to applicable rules and regulations

# Project Milestones

- Projects last three or five years
  - 3 years for non-construction CED projects
  - 5 years for CED construction projects
- Project period specified in Notice of Grant Award (NGA)

# Project Milestones (cont.)

- Plan with timeline and realistic milestones
  - Business creation/expansion
  - Job creation
  - Leveraging funds
- Continue to assess progress and adjust plans throughout the course of your grant

# Project Milestones (cont.)

- Work closely with OCS Program Specialist and OGM Grants Management Specialist regarding changes to project plan approved in application
  - Submit written project change request to your OGM Grants Management Specialist via GrantSolutions

# Project Partner Agreements

- Grantees required to use written and signed agreements with project partners.
- Project partners include:
  - Investors
  - Donors
  - Partner agencies
  - Borrowers
  - Investees
  - Subsidiaries
- Copies of project partner agreements should be submitted to OCS and OGM through GrantSolutions

# Project Partner Agreements (cont.)

- Agreements usually in form of:
  - Letters of commitment
  - Memorandums of understanding (MOU)
  - Loan commitments
- Agreements should include:
  - Description of roles and relationships
  - Explicit strategies for collaborations
  - Specific contribution of the partner
  - Signatures of all parties

# Federal Requirements

- HHS Grants Policy Statement
  - General terms & conditions for HHS discretionary grants
  - <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>
- Uniform Administrative Requirements
  - 45 CFR Part 75
  - Financial management systems requirements at 45 CFR 75.30

*Note, Uniform Administrative Requirements for CED grants awarded prior to 2015 found in 45 CFR Part 74 (financial management systems requirements at 45 CFR 74.21).*

- Cost Principles
  - Allowable costs for Federal grants & cooperative agreements
  - 2 CFR Parts 220, 225, and 230

# Grantee Assistance/Technical Assistance

- For assistance or answers to questions regarding your grant or to request one-on-one TA from one of our experts, e-mail your OCS Program Specialist or [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com)

# Helpful Websites

- ACF Website: [www.acf.hhs.gov](http://www.acf.hhs.gov)
- OCS Website: [www.acf.hhs.gov/programs/ocs](http://www.acf.hhs.gov/programs/ocs)
- CED Website:  
[www.acf.hhs.gov/programs/ocs/programs/ced](http://www.acf.hhs.gov/programs/ocs/programs/ced)
- PMS Website: [www.dpm.psc.gov](http://www.dpm.psc.gov)
- GrantSolutions Login: [www.grantsolutions.gov/gs/](http://www.grantsolutions.gov/gs/)

# Helpful Websites (cont.)

- HHS Grants Policy Statement:  
<http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>
- Standard Grant Forms:  
<http://www.grants.gov/web/grants/forms.html>
- SF-425 Federal Financial Report:  
[www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)
- OMB Circulars: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)
- Code of Federal Regulations:  
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

# Upcoming New Grantee Sessions

- **Data Collection and Reporting**
  - *November 19<sup>th</sup>, 2-3pm eastern*
- **Using GrantSolutions for Your CED Grant**
  - *December 3<sup>rd</sup>, 2-3pm eastern*
- **OGM Policies and Procedures**
  - *December 10th, 2-3pm eastern*
- **Using the On-Line Data Collection System (OLDC)**
  - *Date TBD (March 2016)*

# Questions?



Submit a written question via  
LiveMeeting



Press \*1 on your phone



Contact [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com)  
with additional questions