NEW GRANTEE ORIENTATION #1
GETTING STARTED WITH YOUR CED GRANT

Division of Community Discretionary & Demonstration Programs
Office of Community Services

November 3, 2016
<table>
<thead>
<tr>
<th>Create job opportunities for individuals with low income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and expand businesses in distressed communities</td>
</tr>
<tr>
<td>Increase investment in distressed communities</td>
</tr>
<tr>
<td>Improve access to healthy, affordable food within low-income food deserts</td>
</tr>
</tbody>
</table>

CED-HFFI projects only:
ACF Offices & Roles

Department of Health & Human Services (HHS)

Administration for Children & Families (ACF)

Office of Community Services (OCS)

Division of Community Discretionary and Demonstration Programs (DCDDP)

Payment Management Services (PMS)

Office of Administration

Office of Grants Management (OGM)
## Systems for Grant Management

<table>
<thead>
<tr>
<th>GrantSolutions</th>
<th>Payment Management System (PMS)</th>
<th>On-Line Data Collection System (OLDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants management tool that allows grantee, OCS, and OGM to monitor project progress and initiate post-award action</td>
<td>Financial Tool used by grantee and OGM to manage disbursement of funds.</td>
<td>Reporting tool used by grantee and OCS to share bi-annual progress on business and job creation, and other aspects of the project</td>
</tr>
</tbody>
</table>
## Working with OCS

### Aims
- Increase capacity of individuals and families to become self-sufficient through the creation of employment and business opportunities
- 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 welcome letter from OCS

- Contact your Program Specialist to:
  - Obtain guidance on program design issues, compliance with applicable laws, Federal regulations, policies, and procedures
  - Request technical assistance
  - Report achievements and submit data that will be used for the Annual Report to Congress
## Contacting OCS

<table>
<thead>
<tr>
<th>Program Specialist</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolalene Giles</td>
<td><a href="mailto:Carolalene.Giles@acf.hhs.gov">Carolalene.Giles@acf.hhs.gov</a>; 202–401–5261</td>
</tr>
<tr>
<td>Karen Harris</td>
<td><a href="mailto:Karen.Harris@acf.hhs.gov">Karen.Harris@acf.hhs.gov</a>; 202–205–2674</td>
</tr>
<tr>
<td>MiChelle-Serena Lopes</td>
<td><a href="mailto:MiChelle-Serena.Lopes@acf.hhs.gov">MiChelle-Serena.Lopes@acf.hhs.gov</a>; 202–401–6979</td>
</tr>
<tr>
<td>Gerald Shanklin</td>
<td><a href="mailto:Gerald.Shanklin@acf.hhs.gov">Gerald.Shanklin@acf.hhs.gov</a>; 202–401–5559</td>
</tr>
<tr>
<td>Harold Taylor</td>
<td><a href="mailto:Harold.Taylor@acf.hhs.gov">Harold.Taylor@acf.hhs.gov</a>; 202–401–5711</td>
</tr>
<tr>
<td>Keri Williams</td>
<td><a href="mailto:Keri.Williams@acf.hhs.gov">Keri.Williams@acf.hhs.gov</a>; 202–205–3586</td>
</tr>
<tr>
<td>Sharon Williams</td>
<td><a href="mailto:Sharon.Williams@acf.hhs.gov">Sharon.Williams@acf.hhs.gov</a>; 202–401–6411</td>
</tr>
<tr>
<td>Lauren Wyatt</td>
<td><a href="mailto:Lauren.Wyatt@acf.hhs.gov">Lauren.Wyatt@acf.hhs.gov</a>; 202-260-5329</td>
</tr>
</tbody>
</table>
## Contacting OGM

<table>
<thead>
<tr>
<th>Grants Management Officer</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridget Shea Westfall</td>
<td><a href="mailto:bridget.shea@acf.hhs.gov">bridget.shea@acf.hhs.gov</a>, 202-401-5542</td>
<td></td>
</tr>
<tr>
<td>Grants Management Specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandra Adams</td>
<td><a href="mailto:sandra.adams@acf.hhs.gov">sandra.adams@acf.hhs.gov</a>, 202-401-4663</td>
<td></td>
</tr>
<tr>
<td>Britney Burke</td>
<td><a href="mailto:britney.burke@acf.hhs.gov">britney.burke@acf.hhs.gov</a>, 202-401-5680</td>
<td></td>
</tr>
<tr>
<td>Telina Bennett-Reed</td>
<td><a href="mailto:telina.bennett-reed@acf.hhs.gov">telina.bennett-reed@acf.hhs.gov</a>,</td>
<td>202-401-4609</td>
</tr>
<tr>
<td>Tony Hilliard</td>
<td><a href="mailto:anthony.hilliard@acf.hhs.gov">anthony.hilliard@acf.hhs.gov</a>, 202-205-3585</td>
<td></td>
</tr>
<tr>
<td>Twanna Nickens</td>
<td><a href="mailto:twanna.nickens@acf.hhs.gov">twanna.nickens@acf.hhs.gov</a>, 202-260-5319</td>
<td></td>
</tr>
<tr>
<td>Marcus Perkins</td>
<td><a href="mailto:marcus.perkins@acf.hhs.gov">marcus.perkins@acf.hhs.gov</a>, 202-690-7883</td>
<td></td>
</tr>
<tr>
<td>Monique Weatherspoon</td>
<td><a href="mailto:monique.weatherspoon@acf.hhs.gov">monique.weatherspoon@acf.hhs.gov</a>,</td>
<td>202-401-9236</td>
</tr>
</tbody>
</table>
Working with OGM

• Oversees fiscal aspects of grant awards & admin.
  • 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

• Find out who your Grants Management Specialist is:
  • In GrantSolutions, select Project Assignments icon under “Actions”
Working with Payment Management Services (PMS)

- Fiscal intermediary between HHS, ACF, and grantee
- Centralized electronic grant payments, cash management, and grant accounting services through the Payment Management System (PMS)

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 – (Standard Form 425)
Contacting PMS

- PMS Help Desk provides assistance Monday – Friday 7a.m. to 9p.m. EST (except Federal Holidays):
  - (877) 614-5533
  - 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
Notice of Grant Award

- The Notice of Grant Award (NGA) is accessible through GrantSolutions.
- GrantSolutions is a management tool that facilitates sharing of grant information across OGM, OCS, and grantees. It’s the Official File for grant documents.
  - [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 (Eastern Standard Time)
  - [help@grantsolutions.gov](mailto:help@grantsolutions.gov)
  - 1.866.577.0771 or 202.401.5282
Accessing the Notice of Grant Award

- To access the NGA via GrantSolutions, locate your 2016 CED Grant and select “View NGA” icon under “Actions” Column
Notice of Grant Award

• Fundamental grant information including:
  • Grant Number
  • Award Amount
  • Project and Grant Periods

• Pay attention to grant-specific items in “Remarks” section 26

• Information about standard terms and conditions
Forms and Reporting

• Required forms and reports for all grants
  • SF-425 (Federal Financial Form)
  • Federal Cash Transaction Report (FCTR)
  • Performance Progress Report (PPR)

• Forms required under certain circumstances
  • Disposition of Asset Plan of Loan
  • Disposition of Asset Plan of Stocks
  • SF-428 (tangible personal property)
  • SF-429 (real property)

• Information and forms at: http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1
SF-425 and FCTR

- SF-425 (Federal Financial Reports) report on project expenditures
- Federal Cash Transaction Reports (FCTR) summarize grant transactions
- Beginning in 2016, grantees submit SF-425 and FCTR forms to PMS
- For project period 9/30 – 9/29
  - 1st Report: Due 4/30 (covers 9/30-3/31)
  - 2nd Report: Due 10/31 (covers 4/1-9/29)
- ACF and HHS Program Support Center collaborating in the submission of this form to:
  - Reduce grantee burden, and
  - Assist with reconciling expenditures and disbursements to support timely grant close-out.
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 signed form 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 signed forms through GrantSolutions
SF-428 and SF-429

- 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
Notice of Federal Interest (NFI)

- A Notice of Federal Interest (NFI) must be filed for grant projects in which Federal interest is generated, such as when:
  - Grant-funded construction begins;
  - Major alterations or renovation begins;
  - An existing facility or land is acquired with grant funds.
Accessing Grant Funds

- Grant award paid through Payment Management Services (PMS).
  - First time grantees receive email instructions from PMS about creating an account
  - Returning grantee organizations use existing account information
- Funds drawn electronically
- PMS is primary point of contact
- Grants Management Specialists can provide assistance
Accessing Grant Funds (cont.)

- Payments made by HHS Payment Management Services (PMS): [http://www.dpm.psc.gov](http://www.dpm.psc.gov)

- New recipients *must* complete Direct Deposit Sign-up Form (SF-1199A) and Payment Management System Access Form

- PMS support:
  - 1-877-614-5533
  - 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
Performance Progress Report

- Captures project outcomes related to jobs and businesses created

- Semi-annual
  - April 30 (covering period of September 30-March 31)
  - October 30 (covering period of April 1-September 29)
  - Final Report (90 days after end of grant)

- Submit through OLDC (which is accessed through GrantSolutions)
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)
- Plan with timeline and realistic milestones
  - Business creation/expansion
  - Job creation
  - Leveraging funds
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
- No-cost extensions and scope changes:
  - No-cost extensions not allowed beyond 5 year project period without Department Approval
  - Change of scope in the last year of the project is not permissible
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

- 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 December 26, 2014 are found in 45 CFR Part 74 (financial management systems requirements at 45 CFR 74.21).

- Cost principles are under 45 CFR Part 75 for FY 2016 grantees.
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

More information at: http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-4
Grantee Assistance/Technical Assistance

• For assistance or answers to questions regarding your grant, e-mail your OCS Program Specialist or OCSRegistrar@icfi.com

• Technical Assistance and Resources includes:
  • Webinars
  • Annual Grantee Conference
  • Direct, on-site technical assistance from Community Development experts
Helpful Websites

• ACF Post Award Requirement Website: http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1

• OCS Website: www.acf.hhs.gov/programs/ocs

• CED Website: www.acf.hhs.gov/programs/ocs/programs/ced

• PMS Website: www.dpm.psc.gov

• GrantSolutions Login: www.grantsolutions.gov/gs/
Helpful Websites (cont.)

• HHS Grants Policy Statement:  

• Standard Grant Forms:  
  http://www.grants.gov/web/grants/forms.html

• SF-425 Federal Financial Report:  
  www.whitehouse.gov/omb/grants_forms

• OMB Circulars:  
  www.whitehouse.gov/omb/circulars

• Code of Federal Regulations:  
  http://www.ecfr.gov/cgi-bin/ECFR?page=browse
Upcoming New Grantee Sessions

• Using GrantSolutions for Your CED Grant
  • November 10, 2-3pm eastern

• OGM Policies and Procedures
  • November 17, 2-3pm eastern

• How to Start Collecting Data for Your PPR
  • December 1, 2-3pm eastern

• Reporting through the On-Line Data Collection System (OLDC)
  • Date TBD (March 2017)
Questions?

Submit a written question via LiveMeeting

Press *1 on your phone

Contact OCSRegistrar@icfi.com with additional questions