An Overview of Activities in The Federal Grants Process

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U.S. Department of Health and Human Services

1

Goals & Objectives

Upon completion of today's session, participants should

- have an insight into HRSA's mission, programs, services and priorities (as well as other Health and Human Services (HHS) agencies);
- have idea about the Technical Assistance resources and funding support through HRSA;
- have gained insight into the federal grant-making process, and HRSA activities in awarding federal assistance;
- be aware of myths and facts about federal award assistance;
- be able to describe the components of a responsive application;
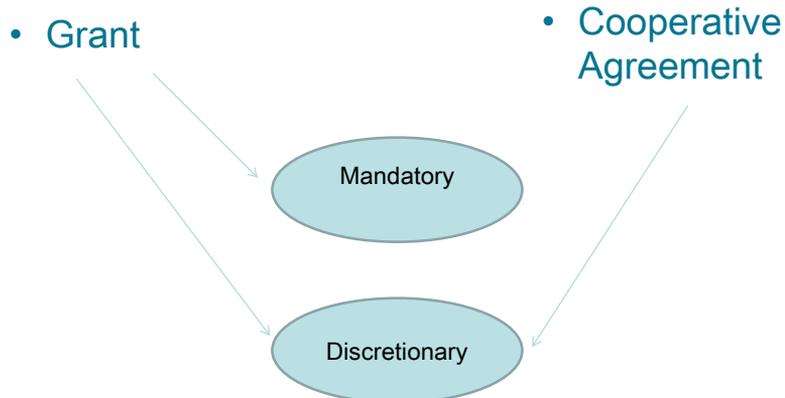
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1

"Hopes" to Gain

I _____ hope to gain information on

- _____

- _____

- _____

- _____

- _____

3

Federal Financial Assistance

- Grant

- Cooperative Agreement

Mandatory

Discretionary

4

Federal Financial Assistance

Grant

Used when the transfer of value is to accomplish public support or stimulation for the government. Primary benefactor is the awardee for the public;

The government monitors, but has less oversight. Non-federal entity still has performance obligations to the awarding agency.

Cooperative Agreement

Used when the transfer of value is to accomplish public support or stimulation for the government. Primary benefactor is the awardee for the public;

The government monitors and has substantial involvement through collaboration and certain decision making actions.

Federal Financial Assistance

- Loans

- Scholarships

- Loan Repayments

- Direct Payment & Reimbursements

Knowledge Check

General Order of Precedence

General Order of Precedence

- ❖ Programmatic Statute / Legislation
  - ➢ Authorization
  - ➢ Appropriation
- ❖ National Policy Requirements
- ❖ Executive Orders
- ❖ Program Regulations
- ❖ Administrative Regulations (45 CFR Part 75)
- ❖ OMB Circulars (2 CFR Part 200)
- ❖ HHS Grants Policy Statement
- ❖ Grants Policy Administration Manual (GPAM) and the Awarding Agency Grants Administration Manual (AAGAM)
- ❖ Office Procedures

CONGRESS

OMB
Office of
Management
and Budget

AGENCIES

(Federal) Budget Process

- Budget Formulation
- Budget Presentation/Congressional Action
- Budget Execution

9

Significant Budget Actions

|	
Between the 1st Monday in January and the 1st Monday in February	President transmits the budget
Six weeks later	Congressional committees report budget estimates to Budget Committees
April 15	Action to be completed on congressional budget resolution
May 15	House consideration of annual appropriations bills may begin even if the budget resolution has not been agreed to.
June 10	House Appropriations Committee to report the last of its annual appropriations bills.
June 15	Action to be completed on "reconciliation bill" by the Congress.
June 30	Action on appropriations to be completed by House
July 15	President transmits Mid-Session Review of the Budget
October 1	Fiscal year Begins

10

Significant Budget Actions
(charted)

11
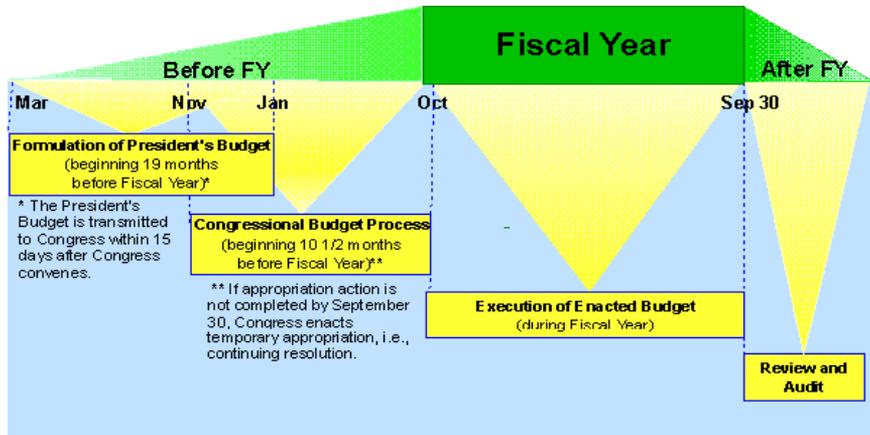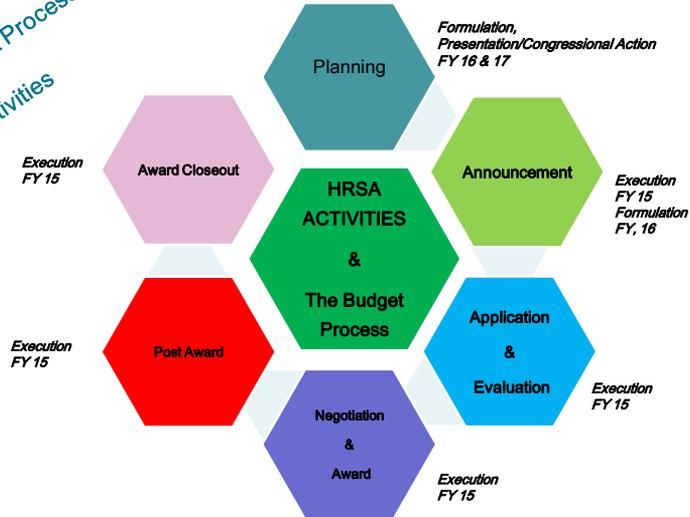
Budget Years FY 15, 16, 17

12

Knowledge Check

13

HRSA
Roles & Responsibilities
in the Awards Process
(*Its a Collaborative Partnership*)

HRSA Bureaus & Offices

- Bureau of Primary Healthcare
- Bureau of Health Workforce
- HIV AIDS Bureau
- Federal Office of Rural Health Policy
- Healthcare Systems Bureau
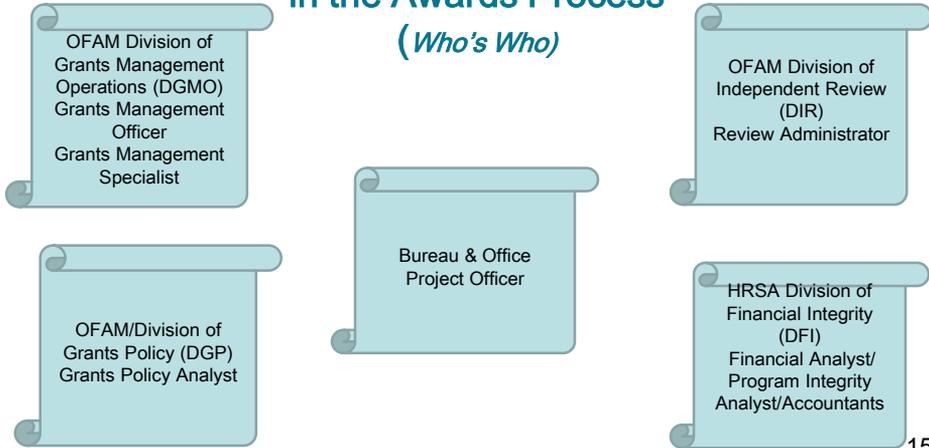- Maternal & Child Health Bureau

HRSA Office of Federal Assistance Management

- Immediate Office of the Associate Administrator
- Division of Grants Policy
- Division of Independent Review
- Division of Financial Integrity
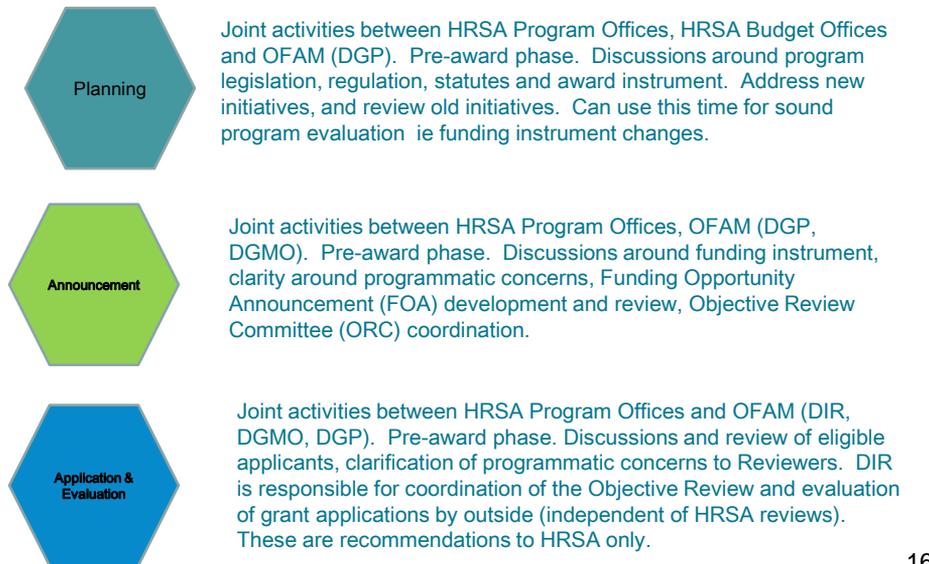- Division of Grants Management Operations

14

7

HRSA
Roles & Responsibilities
in the Awards Process
(*Who's Who*)

OFAM Division of
Grants Management
Operations (DGMO)
Grants Management
Officer
Grants Management
Specialist

OFAM Division of
Independent Review
(DIR)
Review Administrator

Bureau & Office
Project Officer

OFAM/Division of
Grants Policy (DGP)
Grants Policy Analyst

HRSA Division of
Financial Integrity
(DFI)
Financial Analyst/
Program Integrity
Analyst/Accountants

15

Planning

Joint activities between HRSA Program Offices, HRSA Budget Offices and OFAM (DGP). Pre-award phase. Discussions around program legislation, regulation, statutes and award instrument. Address new initiatives, and review old initiatives. Can use this time for sound program evaluation ie funding instrument changes.

Announcement

Joint activities between HRSA Program Offices, OFAM (DGP, DGMO). Pre-award phase. Discussions around funding instrument, clarity around programmatic concerns, Funding Opportunity Announcement (FOA) development and review, Objective Review Committee (ORC) coordination.

Application & Evaluation

Joint activities between HRSA Program Offices and OFAM (DIR, DGMO, DGP). Pre-award phase. Discussions and review of eligible applicants, clarification of programmatic concerns to Reviewers. DIR is responsible for coordination of the Objective Review and evaluation of grant applications by outside (independent of HRSA reviews). These are recommendations to HRSA only.

16

Negotiation & Award

Joint activities between HRSA Program Offices and OFAM (DGMO, DFI). Activities include discussions around funding recommendations, entity fiscal viability reviews, as well as cost analysis. Actiuvites also include issuance of Notice of Awards to successful applicants as well as notifications to unsuccessful applicants.

Post Award Monitoring & Oversight

Joint activities between HRSA Program Offices and OFAM (DGMO, DFI, DGP). Review of performance and progress information, expenditures, activities that will aid in determining continued support of grantees (non-competing continuations).

Award Closeout
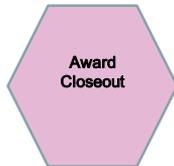
Joint activities between HRSA Program Offices and OFAM (DGMO). Closeout activities include ensuring all programmatic and performance reports for the project period have been received; all terms and conditions have been handled accordingly; and that the final Federal Financial Report has been received and the funding balance reconciles with the Payment Management System (PMS).

17

Where's ORO??

Voice

Outreach

Financial Integrity

Program Integrity

Feedback

Technical Assistance

Message

18

Knowledge Check

Debunking The Myths About
Grant Applications
(http://www.hrsa.gov/grantmyths/index.html)

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Myths vs. Facts

I'm not eligible

The application period is too short

I should only focus on the higher review criteria

DEBUNKED!

My organization is too small

myth

Funds are predetermined

I'm the incumbent, they have to award the grant to my agency

My SAM.gov validation is pending. I can get an extension

21

Myth #1: The Funds Are Available For All

- Can I receive funding?
- Who can receive funding?
- Jane Doe (an individual) received the HRSA Rural Outreach Grant!!!
- John Doe Community Health Center Manhattan, NY can't apply for the HRSA Rural Health Outreach Program Grant.

22

Myth #2: …..I have a project. the HRSA grant will cover all costs

- Grant funds rarely cover all cost.
- Best used for allowable direct programmatic expenses.
- May require matching funds.
- What are the organizations resources and capabilities???
- What happens after the grant??
- Sustainability…..*can we talk about it?*

23

Myth 3: I have read the FOA and now I'm ready to write.

- No…………*or* not necessarily.
- Is there a team?
- Matching the organization to the funder's requirements.
- Are you familiar with all parts of the FOA, or just parts that's in your section or purview?

24

Myth #4: Just fill out the forms, and most of the work is done.

- All applications are different
- Average of 20-30 hours
- Know the correct forms to use
- Only use the forms from Grants.gov
- Reviewing prior successful or funded projects
- Review all funders offering opportunities to or for your type of project

25

Myth #5: Good proposals are always funded

- Defining a good proposal
- Assistance awards are highly competitive
- Available resources
- Know the Awarding agency's funding rules
- Good Proposal / Successful Proposal / Funded Proposal………..*how to know the difference*

26

Myth #6: I was approved!! I was funded!!! Time to rest.

- First step to defunded projects
- Manage the project
- Accountability
- Reporting
- Achieving the goals
- Guarding the resources: federal funding
- Project or program integrity
- Safeguard yourselves from audit findings

27

Myth #7: Grant Writers = Successful Grant Proposal

- The response is the best guarantee
- Project design and explanation by the applicant
- Eligibility
- Submission package
- Understanding of the project need
- Understanding of the applicant
- What about the team aspect????
- Agency resources

28

Myth #8: I submitted my application on time, I'm Done

- Partially correct.
- Encouraged to submit early
- Check your registrations.
- Did you check the submission package?
- Did you see an error message
- Were all errors resolved?
- Did you receive a message informing you of a successful submission??
- Did you follow the instruction of the FOA??
- Are you adhering to the page limit?

29

Myth #9: HRSA's Grants.gov grant system is slow

- Not a HRSA system
- Existence since 2003
- Portal used by 26 federal agencies
- Great features
- Electronic system
- Technology often updated
- Processing glitches can occur due to volume, or seasonal factors

30

Myth #10: HRSA only awards to the same and larger applicants

- Fair review process (Objective Review Committee)
- Screened for conflict
- Competitions are competitions
- Level playing field
- Applications are ranked
- Selection process includes factors stated by statute, populations and/or geographic equity

31

Myth #11: Anyone can be a HRSA Grant Reviewer

- Not just anyone
- Experts/Subject Matter Experts/Peer Review
- Majority Non-federal
- Screened for conflict
- Able to render unbiased evaluations
- Reviewers must register

32

Myth #11: Anyone can be a HRSA Grant Reviewer *(cont'd)*

- HRSA seeks diverse groups to serve as panel members
- HRSA is committed to continue to recruit qualified reviewers;
- Reviewers are self nominated or nominated (suggested) Program Staff
- Register in the RRM (Recruitment Reviewer Module)

33

Any Others? Let's hear from you.....

34

17

Knowledge Check

Apply For A Grant: 10 Tips

http://www.hrsa.gov/grants/apply/grantips.html

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Health Resources and Services Administration
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Start preparing the application early

Time is needed to:
- ensure registration,
- assemble team,
- review materials, outreach to funder,
- participate in Technical Assistance events
- Respond to the FOA
- Submit before the deadline

37

Follow the instructions in the Funding Opportunity Announcement

All information should be placed in the order requested. A careful and ordered response is key because it

- Allows an applicant ease of review before submission

- Eliminates the possibility of Reviewers having to look for information or possibly overlooking information

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

Office of Rural Health Policy
Rural Health Network Development Program

Rural Health Network Development (RHND) Grant Program

Announcement Type: New
Announcement Number: HRSA-14-044

Catalog of Federal Domestic Assistance (CFDA) No. 93.912

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2014

Application Due Date: December 6, 2013

Ensure your Grants.gov registration and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.

10/23/13- Deadline Extended to 12/6/13 & Updated Technical Assistance Conference Call Information (Page 28)
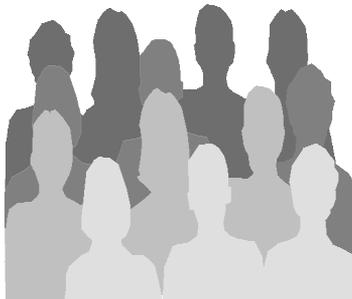
Release Date: September 25, 2013

Issuance Date: September 25, 2013

38

19

Keep Your Audience In Mind

Reviewers can not include outside information and will review what is in your proposal.

Responses should speak to the program requirements.

Assume nothing, and keep the Review criteria in mind.

39

The Busy B's

- Be Brief
- Be Concise
- Be Clear
- Be Consistent
- Be Confident
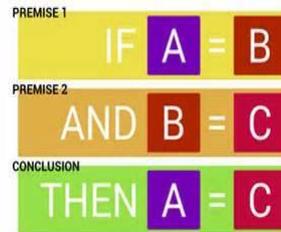- Be Specific
- Be On Time (in submitting, registrations)

40

Be organized and logical

Applications that fail to
project a complete and
thorough thought
process, run the risk of
receiving low scores
during the review
process.
Completeness is key in
thought as well as
required attachments.

41

Evidence of Fiscal Health and Financial Viability

- Review your internal fiscal operations.
- Do you have the capacity to handle federal funds.
- Cite past experiences where and when possible
- At the end of the project, where does your organization sit financially?
- The possible award would be what percentage of your Annual Operating Revenue?
- HRSA assesses and organization risk possibilities

42

Attend to Technical Details

Top Grants.gov failures:
- invalid DUNS numbers
- and SAM.gov expirations
- File type associations

Careful and Correct Use of Attachments

- Do not use attachments for information required in the narrative
- Cross reference tables and attachments to the appropriate setion of the application
- Upload required forms in the proper order

43

Print/Proof/Review

the quick fox
brown
jumped over the lazy
dog dog.
Capitalise   Remove
Insert
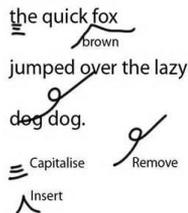
- Print the planned electronic submission.
- Proof and Review for accuracy and completeness
- Check all attachments
- Check page limits and font sizes
- Share with a colleague

Quality Review

44

Submit All Information at One Time and On Time

- HRSA will not review additional information submitted after the deadline passes;
- If information is omitted, applicant must submit (to Grants.gov) a complete package prior to the due date
- Supplemental information can not be emailed for consideration
- Remember due dates and times.
- Recommend that you submit a minimum of 24 hours before deadline

45

Contact Information

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46

Knowledge Check

47