An Overview of Activities in The Federal Grants Process

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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;
“Hopes” to Gain

I ___________________hope to gain information on

• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________
• ______________________

Federal Financial Assistance

• Grant
  - Mandatory
  - Discretionary
• Cooperative Agreement
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
- Scholarship

- Loan Repayments
- Direct Payment & Reimbursements
Knowledge Check

General Order of Precedence

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

• Budget Formulation
• Budget Presentation/Congressional Action
• Budget Execution

Significant Budget Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Between the 1st Monday in January and the 1st Monday in February</td>
<td>President transmits the budget</td>
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<tr>
<td>Six weeks later</td>
<td>Congressional committees report budget estimates to Budget Committees</td>
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<tr>
<td>April 15</td>
<td>Action to be completed on congressional budget resolution</td>
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<tr>
<td>May 15</td>
<td>House consideration of annual appropriations bills may begin even if the budget resolution has not been agreed to.</td>
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<tr>
<td>June 10</td>
<td>House Appropriations Committee to report the last of its annual appropriations bills.</td>
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<tr>
<td>June 15</td>
<td>Action to be completed on “reconciliation bill” by the Congress.</td>
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<tr>
<td>June 30</td>
<td>Action on appropriations to be completed by House</td>
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<tr>
<td>July 15</td>
<td>President transmits Mid-Session Review of the Budget</td>
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<tr>
<td>October 1</td>
<td>Fiscal year Begins</td>
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Significant Budget Actions (charted)

Before FY
- Formulation of President’s Budget (beginning 13 months before Fiscal Year)
- Congressional Budget Process (beginning to 12 months before Fiscal Year)

Fiscal Year
- Formulation, Presentation/Congressional Action FY 16 & 17
- Review and Audit

After FY
- Execution of Enacted Budget (Starting Fiscal Year)

HRSA ACTIVITIES
- Announcement
- Application & Evaluation
- Negotiation & Award
- Award Closeout
- Post Award
- Execution FY 15

Planning
- Execution FY 15
- Formulation FY, 16

The Federal Budget Process and HRSA Activities

Budget Years FY 15, 16, 17
Knowledge Check

HRSA Roles & Responsibilities in the Awards Process (It's 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
HRSA Roles & Responsibilities in the Awards Process

(Who’s Who)

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

Bureau & Office Project Officer

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

OFAM Division of Independent Review (DIR)
- Review Administrator

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

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.

Planning

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.

Announcement

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.

Application & Evaluation

15

16
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. Activities also include issuance of Notice of Awards to successful applicants as well as notifications to unsuccessful applicants.

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).

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).

Where’s ORO??

Voice

Outreach

Financial Integrity

Program Integrity

Feedback

Technical Assistance

Message
Knowledge Check

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

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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.
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?

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?
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

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
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

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
**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?

**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
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

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
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)

Any Others?
Let’s hear from you…..
Knowledge Check

Apply For A Grant: 10 Tips

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

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U.S. Department of Health and Human Services
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

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
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.

The Busy B’s

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

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
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 section of the application
• Upload required forms in the proper order

Print/Proof/Review

• 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
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.

Contact Information

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Knowledge Check