



## Federal Grant Writing Workshop “Altering Course” Breakout Session

Mike McNeely  
Sarah Young

U.S. Department of Health & Human Services  
Health Resources & Services Administration  
Federal Office of Rural Health Policy

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## Session Overview

- Brief Context
- Work Plan Challenges
- Unmet Goals
- Flexibility
- EHB – the **E**lectronic **H**and**books**
- Budgets/Forecasting
- Participant Questions/Dialogue



## Hospital State Division Grant Programs

- **The Rural Hospital Flexibility Grant Program**
  - \$25 million to 45 States with CAHs – competitive in FY 2015
- **The Small Hospital Improvement Grant Program**
  - \$15 million to more than 1,500 Small Rural Hospitals
- **The State Office of Rural Health Grant Program**
  - \$8 million to 50 States, matched 3X by state funds



## WORK PLAN CHALLENGES



## We can't see the future!

- The work plan is your roadmap for the next budget year of the grant
- You write the work plan 4 – 6 months before the budget year starts
- **Something will change** between writing the work plan and starting the project



## Roadblocks to Flex Activities

- Hospital boards
- Hospital administrators
- Slow contracting processes
- Staff vacancies
- Changing Quality Improvement Organizations
- Turnover in hospital QI staff
- Local EMS organizations
- State EMS directors
- Community resistance to change
- Limited state data on workforce, health status, referral patterns...
- Lack of expertise on EHRs, QualityNet reporting, CAH cost reports...



## Tools to move forward

- Use your work plan – recheck often to see where you’ve been and keep on track
- Develop relationships with your stakeholders
- Ask for help



## Don't Forget Your Partners!

- TASC
- FMT
- NOSORH
- Your fellow Flex Coordinators
- Your PO
- Your GMS



National Organization of State Offices of Rural Health  
The Membership Organization of State Offices of Rural Health



## UNMET GOALS



## What do you do now?

- Assess
- Reflect and record lessons learned
- Regroup



## YOU DO HAVE SOME FLEXIBILITY...



### Budget Adjustments

- You can adjust up to 25% of the total award without prior approval from HRSA
- Larger changes require a *Rebudgeting* prior approval
- **Exception:** a revised budget is always required if awarded amount is **more** than requested



## Change of Scope

- Significant change of project objectives
- Both additions and deletions
- Always requires *Change of Scope* prior approval



## The wonderful world of EHB Prior Approvals!

- Changes in Work Scope
- Budget Revisions
- Key Personnel Changes
- Carryover Requests
- And more!



## Prior Approval References

- Online step-by-step of how to submit a Prior Approval in EHB
  - <https://help.hrsa.gov/display/public/EHBSKBFG/Prior+Approval+Requests+FAQs>
- The *HHS Grants Policy Statement* with official policy requirements
  - <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>
- HRSA Award Management Tutorial
  - <http://www.hrsa.gov/grants/manage/index.html>



## ALL EHB QUESTIONS ANSWERED HERE!!

- Searchable online EHB help
  - <https://help.hrsa.gov/display/public/EHBSKBFG/Index>
- HRSA Help Desk
  - Open 8 AM – 8 PM Eastern Time
  - 877-464-4772
  - <http://www.hrsa.gov/about/contact/ehbhelp.aspx>





## BUDGETS/FORECASTING



### Monitor your Budget

- Review actual spending monthly and compare to budget
- Review drawdown of grant funds and compare to spending
- Have a back up plan in place, try to avoid having a carryover



## How much will this cost?

- Past experience (if you've done something similar before)
- Estimate time and materials
- Ask your partners for examples



## PARTICIPANT QUESTIONS/DIALOGUE



## Contact Information



Mike McNeely  
[mmcneely@hrsa.gov](mailto:mmcneely@hrsa.gov)

Sarah Young  
[syoung2@hrsa.gov](mailto:syoung2@hrsa.gov)