Rural Health Network Development Planning Program

2016 Welcome Webinar
June 22nd, 2016

Meriam Mikre, MPH
Rural Health Network Development Planning Program Coordinator
Federal Office of Rural Health Policy (FORHP)
Health Resources and Services Administration (HRSA)
Webinar Outline

• FORHP Structure
• Rural Health Network Development Planning Grant Program Overview
• Notice of Award Overview
  • Terms and Conditions
  • Reporting Requirements
• HRSA Electronic Handbook
• Payment Management System
• Helpful Resources
• HRSA Contacts
FORHP Structure

Federal Office of Rural Health Policy

Office of the Associate Administrator

Associate Administrator
Tom Morris

Deputy Associate Administrator
Sahira Rafiullah
Senior Advisor and Associate Director
Heather Dimeris
(RH)

Hospital State Division
Director
Kristin Martinsen
(RH1)

Community-Based Division
Director
Nisha Patel
(RH2)

Office for the Advancement of Telehealth
Director
William England
(RH4)

Policy Research Division
Director
Curt Mueller
(RH5)

Administrative Operations Division
Executive Officer
Linda Bahrami
(RH6)
FORHP Structure - CBD Overview

- **Programs:**
  - 330a of Public Health Service Act (PHS)
    - Rural Health Outreach
    - Rural Network Development
    - Rural Network Planning
    - Quality Improvement
    - Delta States Network
    - HIT/Workforce
    - Allied Health Training
    - Care Coordination
  - Black Lung & Radiation Exposure Screening Education
  - Rural Access Emergency Devices (RAED)
    - Opioid Overdose Reversal

- **Community Need**
- **Funding**
- **Build the Rural Evidence Base**
- **Sustainability**
- **Performance Data/Outcomes**
Rural Health Network Development Planning Grant Program Overview

**Purpose:** To assist in the planning and development of an integrated healthcare network.

- **Project Start Date:** June 1\(^{st}\), 2016
- **Project End Date:** May 31\(^{st}\), 2017
- **Number of Awards:** 23
- **Maximum Funding Amount:** $100,000
What’s New for FY’16?

Focus on Alleviating Loss of Local Services and Access to Care


Previous Network Planning Grants

Find active and awarded HRSA grants from fiscal year 1999 through the current date.

To select multiple items in any dropdown, hold down the “Ctrl” key while clicking (Cmd-Click on iOS).

**Key Program:**

- Office of the Administrator
- Primary Health Care
- Rural Health

**Active or Awarded Fiscal Year:**

- FY 2016
- FY 2015

**Program Name:**

- Rural Health Clinic Technical Assistance Cooperative Agreement (UG6)
- Rural Health Network Development Planning Grant Program (P10)
- Rural Health Network Development Program (D06)

**State:**

- All States
- Alaska
- Arizona

**County:**

- All Counties
- Juneau Borough
- Cochise County
# Managing Your Grant: A Team Approach

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Grantee**                      | • Responsible for achieving project goals and activities  
                                  | • Ensure programmatic and grant compliance  
                                  | • Manage federal funds                                                                 |
| **Project Officer (PO)**         | • Responsible for monitoring grantee’s project and progress  
                                  | • Assist with programmatic issues                                                                 |
| **Grants Management Specialist (GMS)** | • Assist with budgetary and financial matters                                                                 |
| **Technical Assistance Provider (TA)** | • Rural Health Innovations, LLC                                                                 |
Grants Management Specialist

• Business management contact for the grant.
  • Provides information on all budgetary and financial issues

• Addresses questions about how to fill out budget forms, budget revisions, Federal Financial Report (FFR) etc.
Technical Assistance

Kap Wilkes, MBA
Director of Program Development

Becky Gourde, MPA
Program Coordinator II

Cassandra Rockers
Program Coordinator
Notice of Award (NoA)

Overview
Notice of Award (NOA)

• What is an NoA?
  • Official document that states the terms, conditions, and amount of an award.
  • Signed by the Grants Management Officer (GMO) who is authorized to obligate funds on behalf of HRSA.
  • Shows the amount of funds authorized for obligation and any future-year commitments.
  • Contains enclosures that give further guidance on administrative procedures.
  • Copies of the NoA are emailed to each successful applicant.
    • Copies may be sent to either the Authorized Representative or the Program Director.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Award Number</td>
<td>B. Grant Number</td>
<td>C. Approved Project and Budget Period</td>
</tr>
<tr>
<td>D. Grantee Info</td>
<td>E. PD Info</td>
<td>F. Approved Budget</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE ISSUED:</td>
<td>2. PROGRAM CFDA: 93.912</td>
<td></td>
</tr>
<tr>
<td>05/20/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. SUPERSEDES AWARD NOTICE dated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4a. AWARD NO.:</td>
<td>4b. GRANT NO.:</td>
<td>5. FORMER GRANT NO.:</td>
</tr>
<tr>
<td>P10RH</td>
<td>P10RH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PROJECT PERIOD:</td>
<td>C.</td>
<td></td>
</tr>
<tr>
<td>FROM: 06/01/2016 THROUGH: 05/31/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. BUDGET PERIOD:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM: 06/01/2016 THROUGH: 05/31/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. TITLE OF PROJECT (OR PROGRAM):</td>
<td>Rural Health Network Development Planning Grant Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. GRANTEE NAME AND ADDRESS:</td>
<td>D.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DUNS NUMBER:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)</td>
<td>E.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. APPROVED BUDGET: (Excludes Direct Assistance)</td>
<td>F.</td>
<td></td>
</tr>
<tr>
<td>[X] Grant Funds Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Authorized Financial Assistance This Period</td>
<td>$100,000.00</td>
<td></td>
</tr>
<tr>
<td>b. Less Unobligated Balance from Prior Budget Periods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Additional Authority</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>ii. Offset</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>c. Unawarded Balance of Current Year's Funds</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>d. Less Cumulative Prior Awards(s) This Budget Period</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td>
<td>$100,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEAR</td>
<td>TOTAL COSTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Amount of Direct Assistance</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
Notice of Award (NOA)
Electronic Handbooks & Terms and Conditions

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit https://grants3.hrsa.gov/2010/WebEPSEnternal/Interface/common/accesscontrol/login.aspx to use the system. Additional help is available online and/or from the HRSA Call Center at 877-GO4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Term(s)

1. Effective December 26, 2014, all references to OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR 200 as codified by HHS at 45 CFR 75.
Notice of Award (NOA)
Reporting Requirements

Reporting Requirement(s)

1. Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due Quarter End Date after 90 days of reporting period.

   The grantee must submit an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period and must be submitted using the Electronic Handbooks (EHBs). The FFR due dates have been aligned with the Payment Management System quarterly report due dates, and will be due 90, 120, or 150 days after the budget period end date. Please refer to the chart below for the specific due date for your FFR:
   - Budget Period ends August – October: FFR due January 30
   - Budget Period ends November – January: FFR due April 30
   - Budget Period ends February – April: FFR due July 30
   - Budget Period ends May – July: FFR due October 30

2. Due Date: Within 90 Days of Project End Date

   A self-assessment report is due within 90 days of the project end date. The format will be prescribed by the Project Officer at a later date. Please upload the required documentation in the HRSA Electronic Handbooks.
# Notice of Award (NOA)

## Grantee and HRSA Contacts

### Contacts

**NoA Email Address(es):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorizing Official, Point of Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Director</td>
<td></td>
</tr>
</tbody>
</table>

Note: NoA emailed to these address(es)

### Program Contact:

For assistance on programmatic issues, please contact Meriam Mikre at:

5600 Fishers Lane  
Rockville, MD,  
Email: mmikre@hrsa.gov  
Phone: (301) 945-3110

### Division of Grants Management Operations:

For assistance on grant administration issues, please contact Benoit Mirindi at:

MailStop Code: 10N - 108F  
DHHS/HRSA/OFAM/DGMO/RHB  
5600 Fishers Ln  
Rockville, MD, 20852-1750  
Email: bmirindi@hrsa.gov  
Phone: (301) 443-6606  
Fax: (301) 443-6343
Notice of Award (NOA)
Terms and Conditions

• Review all terms and conditions listed on your NoA
  • Grant Specific
  • Program Specific
  • Standard

• Submit information as indicated by terms and conditions, pay attention to due dates
  • Once approved, a new NoA will be issued removing the term or condition
Reporting Requirements
Reporting Requirements Overview

1. Performance Improvement Management System - PIMS
2. Final Programmatic Report
3. Self-Assessment
4. Strategic Plan
1. Performance Measures Report (or PIMS)

- What is PIMS?
- Why is it required?
- Due Date: June 30, 2017
2. Self-Assessment

- **Purpose**: To serve as a review of current work and help identify network strengths as well as areas needing improvement.

- **Due Date**: 90 days after project end date
Reporting Requirements

3. Strategic Plan

• Purpose: To establish goals and objectives.

• Due Date: 90 days after project end date
4. Final Programmatic Report

• Purpose: To provide a summary of the project’s accomplishments and future plans.

• Due Date: 90 days after project end date
HRSA Electronic Handbooks (EHB)

- **ALL** programmatic documents **MUST** be submitted through EHB.
  - Condition Submissions
  - Prior Approval Requests
  - Extension Requests
  - Reporting Requirements
- **Official Grant Record**
HRSA Electronic Handbooks (EHB)

EHB Site:  
https://grant.hrsa.gov/

EHB Help Desk:  
Phone - 877-464-4772
HRSA Electronic Handbooks (EHB)

- Common EHB Actions
  - Submit Prior Approvals
    - Change in Project Director or Key Personnel
    - Change in Project Scope
    - Budget Revisions (> 25% of budget)
    - No-cost Extensions
  
  - Submit Reporting Requirements

  - Submit Final Federal Financial Report
Accessing Award Funds
Accessing Award Funds
Payment Management System (PMS)

• PMS - Provides awarding Agencies and Grant recipients with the tools to manage grant payment requests and disbursement reporting activities.

• Grantees must register with PMS and follow instructions for HHS Agencies
  • Complete SF-1199A and PMS/FFR User forms

• PMS Help Desk: (877) 614-5533 or PMSSupport@psc.gov
Accessing Award Funds
Payment Management System (PMS)

• Federal Cash Transaction Report

  • The Federal Cash Transaction Report identifies cash expenditures against the authorized funds for the grant.

  • Financial Reporting Administrator (as listed in HRSA EHB) should submit the quarterly electronic Cash Transaction Report via PMS

  • Must be filed for each calendar quarter. Failure to submit the report may result in the inability to access award funds.

  • PMS site - [http://www.dpm.psc.gov](http://www.dpm.psc.gov)
Resources
# Resources: Grant Management

<table>
<thead>
<tr>
<th>Resource</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HRSA Website: Manage Your Grant</strong></td>
<td>• HRSA resources&lt;br&gt;• <a href="http://www.hrsa.gov/grants/manage/index.html">http://www.hrsa.gov/grants/manage/index.html</a></td>
</tr>
<tr>
<td><strong>HRSA Electronic Handbook (EHB)</strong></td>
<td>• HRSA help desk - 1-877-464-4772</td>
</tr>
<tr>
<td><strong>Division of Payment Management (PMS)</strong></td>
<td>• PMS help desk - 1-877-614-5533&lt;br&gt;• <a href="http://www.dpm.psc.gov/">http://www.dpm.psc.gov/</a>&lt;br&gt;• Online training is available</td>
</tr>
<tr>
<td><strong>The System for Award Management (SAM)</strong></td>
<td>• <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a></td>
</tr>
</tbody>
</table>
Manage Your Grant

Legislative Mandates in Grants Management for FY 2016

The FY 2016 Consolidated Appropriations Act, 2016 (Public Law 114-113), signed into law on December 18, 2015, provides funding to HRSA for the fiscal year ending September 30, 2016. The intent of this Policy Bulletin is to provide information on the following statutory provisions that limit the use of funds on HRSA grants and cooperative agreements for FY 2016.

Reminder: SAM and DUNS

Applicants, recipients and subrecipients must:
- Maintain an active SAM registration.
- Keep your SAM registration current.
- Renew and revalidate your registration at least once a year.

Provide your DUNS number in each application or plan you submit.
Resources: Program Specific

**Rural Health Information Hub**
- Rural health updates
- Data and statistics
- Online library
- Resource and Referral Service:
  - Customized assistance: 800-270-1898
  - info@ruralhealthinfo.org

**Rural Community Health Gateway**
- Evidence-based toolkits
- Rural health models

https://www.ruralhealthinfo.org/community-health

**FORHP Grants in Motion**
- Highlights how FORHP grants are benefiting rural communities.

https://www.ruralhealthinfo.org/
Resources: Program Specific

National Rural Health Association (NRHA)

- Annual policy brainstorming sessions
- State Rural Health Associations support
- Rural medical educators
- Partner in Rural Hospital Issues Group

http://www.ruralhealthweb.org/
Resources: Program Specific

Rural Health Research Gateway
- Provides access to publications and projects funded through FORPH
- [http://www.ruralhealthresearch.org](http://www.ruralhealthresearch.org)

Rural Policy Research Institute (RUPRI)
- Provides unbiased analysis and information on the challenges, needs, and opportunities facing rural America
- [http://www.rupri.org/](http://www.rupri.org/)

National Organization of State Offices of Rural Health (NOSORH)
- Find your State Office of Rural Health representative
- [www.nosorh.org](http://www.nosorh.org)
HRSA Contact Information
Program

Project Officers:

Meriam Mikre
301-945-3110
mmikre@hrsa.gov

Alexa Ofori
301-945-3986
aofori@hrsa.gov
Grants Management Specialists:

Nancy Gaines
301-443-5382
ngaines@hrsa.gov

Benoit Mirindi
301-443-6606
bmirindi@hrsa.gov

Ann Maples
301-443-2963
amaples@hrsa.gov

Adejumoke Busola Oladele
301-443-2441
aoladele@hrsa.gov
Webinar Audio Replay

Phone: 866-485-0040
Passcode: 5570358

Available until: 08.22.2016
Next:

Presentation from the Network TA Team - Rural Health Innovations, LLC
Questions