

# Money Matters

## Tuesday, August 29, 2017

**Brad Barney**

**Branch Chief**

**OFAM, DGMO, HRHB**

**HIV/AIDS Bureau (HAB)**

**Health Resources and Services Administration  
(HRSA)**



# Division of Grants Management Operations (DGMO)

## Roles and Responsibilities

- **There are 3 primary roles within DGMO:**
  - Grants Management Specialist (GMS)
  - Team Lead/Quality Control (QC)
  - Grants Management Officer (GMO)



# Division of Grants Management Operations

## Roles and Responsibilities

- **Grants Management Specialist (GMS):** The HRSA official responsible for the business management and other non-programmatic aspects of an award. These activities include, but are not limited to:
  - Review and comment on NOFOs, reporting requirements, and other issuances to recipients
  - Evaluation of grant and cooperative agreement applications for administrative content and compliance with statutes, regulations, and the requirements within the NOFO. This includes budget reviews and cost analysis
  - Providing consultation and technical assistance to applicants and recipients including interpretation and the administration of grants administration policies and provisions
  - Serving as the primary point of contact for the recipient when dealing with grants administration issues such as requests for prior approval or changes in the terms and conditions of award. This ensures timely response by HRSA, appropriate monitoring, and consistency of advice and interpretation of grants administration issues



# Division of Grants Management Operations (Cont.)

## Roles and Responsibilities

- Throughout the life cycle of an award, the GMS:
  - Provides clarification on administrative requirements, business, and financial aspects of the award
  - Issues Notices of Awards (initial award and subsequent amendments)
  - Monitors compliance with the terms and conditions, administrative requirements, and cost principals
  - Monitors receipt of the required Federal Financial Reports and follows up as necessary to obtain delinquent reports
  - Reviews and make recommendations on continued federal support
  - Administers the closeout phase

**The HRSA grants management officer (GMO) is the only official authorized to obligate HRSA funds for expenditure under a grant or cooperative agreement, change the level of funding, duration, scope, or terms and conditions of an award. The GMS performs most of these activities on behalf of the GMO.**



# Tracking of Funds by Funding Source

- **The RWHAP Part B provides grants to States and Territories to improve the quality, availability, and organization of HIV/AIDS health care and support services. Recipients are required to carefully track all funding by funding source**
  - Base/Formula
  - ADAP
  - ADAP Supplemental
  - MAI
  - Emerging Communities
- **In addition, recipients must track carryover funding separately from current year funding, also by funding source**
- **The amounts awarded for each of these can be located on the first page of your Notice of Award (NOA)**



# Financial Reporting

- **Federal Financial Report (FFR):**

- Interim FFR: Must be submitted annually through the EHBs; due date is 150 days after receipt of final award
- Final FFR: Must be submitted annually through the EHBs; due date aligned with PMS quarterly due date
- PMS FFR (SF-425): Must be submitted to the Payment Management System (PMS) quarterly

- **Common errors or problems with financial reporting:**

- Accounts not reconciled between EHB and PMS
- Match amounts not reported on Final FFR
- Rebates not reported on Final FFR, or reported incorrectly
- Unobligated balance reported incorrectly when broken out by funding stream, especially when dealing with reporting on unexpended carryover reporting



# FFR Example

10. Transactions	<a href="#">Hide Details</a> Previously Reported	This Period	Cumulative
<b>Federal Cash (To report multiple grants, also use FFR Attachment) (Use lines a-c for single or multiple grant reporting)</b>			
a. Cash Receipts			\$0.00
b. Cash Disbursements			\$0.00
c. Cash on Hand (line a minus b)			\$0.00
<b>Federal Expenditure and Unobligated Balance (Use lines d-o for single grant reporting)</b>			
d. Total Federal Funds Authorized			\$34,280,775.00
e. Federal Share of Expenditures	\$7,564,590.50	\$4,586,476.40	\$12,151,066.90
f. Federal Share of Unliquidated Obligations			\$0.00
g. Total Federal Share (sum of lines e and f)			\$12,151,066.90
h. Unobligated balance of Federal Funds (line d minus g)			\$22,129,708.10
<b>Recipient Share</b>			
i. Total recipient share required	\$0.00	\$0.00	\$0.00
j. Recipient share of expenditure	\$3,782,295.25	\$13,358,092.25	\$17,140,387.50
k. Remaining recipient share to be provided (line i minus j)			\$0.00
<b>Program Income</b>			
l. Total Federal Program Income earned			\$0.00
m. Program income expended in accordance with the deduction alternative			\$0.00
n. Program income expended in accordance with the addition alternative			\$0.00
o. Unexpended program income (line l minus line m or line n)			\$0.00

Unobligated Balance (UOB) of Federal Funds by Subprogram			
Category	Federal Funds Authorized	Unexpended Carryover	Current Year (FY 2014)
Part B Base	\$8,796,771.00	\$0.00	\$1,390,858.46
Part B ADAP	\$25,072,742.00	\$0.00	\$20,738,849.64
Part B Emerging Communities	\$0.00	N/A	\$0.00
Part B MAI	\$411,262.00	\$0.00	\$0.00
Part B ADAP Supplemental	\$0.00	N/A	\$0.00
Part A Transfer	\$0.00	\$0.00	\$0.00



# FFR Example (Cont.)

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Part B ADAP Supplemental	\$0.00	N/A	\$0.00
Part A Transfer	\$0.00	\$0.00	\$0.00

Ryan White Rebate Funding	
Total Rebates Available	\$ 100.00
Expended Rebate Amount	\$ 50.00
Unexpended Rebates	\$ 50.00
Expended rebate amount to be used to reduce UOB	\$ 0.00



# PMS Example

## Recipient X07HA99999

\*\*\*\*FCO\*\*\*\*\* \*\*\*\*FUTURE AUTH\*\*\* \*\*FCO DISBURSED\*\* \*\*\*FCO CHG-  
ADV\*\*\* FS

3	16X07HA99999	15,000,000.00	12,000,000.00	12,000,000.00
7/30/2016				

2016-1234567-4115	5,000,000.00
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2016-1234568-4115	9,000,000.00
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2016-1234569-4115	250,000.00
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2015- 1234569-4115	250,000.00
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# Matching Requirements

## State and ADAP Supplemental

- **Types of Allowable State Contributions:**

- State contributions to ADAP and/or other RWHAP services
- Rebate funds received from pharmaceutical companies for prescription drug purchases
- State Pharmacy Assistance Program (SPAP) funds
- State-funded HIV-related salaries (DIS, ADAP, pharmacy, program staff, home care, etc.)
- State funds spent on health insurance for HIV positive individuals not served by the RWHAP
- ADAP delivery/courier fees
- Department of Corrections funds for medical care to incarcerated individuals living with HIV
- State share of Medicaid expenses for HIV positive individuals
- State-funded HIV prevention, HIV care and/or surveillance efforts

- **State contributions may be made in cash or in in-kind contributions**

**The RWHAP Part B State and ADAP Supplemental matching amounts are based on the amount of the award, not the amount of grant funds actually expended**



# State Match

- **Determining the Rate of State Match Section 2617(d) of the Ryan White HIV/AIDS Program legislation outlines how the rate of state match is determined for relevant grantees:**
  - For the first fiscal year of payments under the grant, not less than 16 2/3 percent of such costs (\$1 for each \$5 of Federal funds provided in the grant);
  - For any second fiscal year of such payments, not less than 20 percent of such costs (\$1 for each \$4 of Federal funds provided in the grant);
  - For any third fiscal year of such payments, not less than 25 percent of such costs (\$1 for each \$3 of Federal funds provided in the grant); 66 Ryan White HIV/AIDS Program Part B Manual—Revised 2015
  - For any fourth fiscal year of such payments, not less than 33 1/3 percent of such costs (\$1 for each \$2 of Federal funds provided in the grant); and
  - For any subsequent fiscal year of such payments, not less than 33 1/3 percent of such costs (\$1 for each \$2 of Federal funds provided in the grant)

# ADAP Supplemental Match

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- **ADAP Supplemental State Matching Requirement States applying for and receiving ADAP Supplemental awards are required to match their award at a rate of \$1 in state funds for each \$4 of federal funds provided in the supplemental grant.**



# Contact Information

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**Brad Barney**

**Branch Chief, OFAM, DGMO, HRHB**

**HIV/AIDS Bureau (HAB)**

**Health Resources and Services Administration (HRSA)**

**Email: [BBarney@hrsa.gov](mailto:BBarney@hrsa.gov)**

**Phone: (301) 443-6916**

**Web: [hab.hrsa.gov](http://hab.hrsa.gov)**

**Twitter: [twitter.com/HRSAgov](https://twitter.com/HRSAgov)**

**Facebook: [facebook.com/HHS.HRSA](https://facebook.com/HHS.HRSA)**

