

**Administrative & Fiscal
Requirements for Grantees**

Monique Weatherspoon
Grants Management Specialist

1

Topics

- Grant Reporting Requirements
- Grant Actions
- Helpful Web Sites
- OGM Contacts
- Other Issues
- Open Discussion & Questions

2

Financial Status Report (SF-269)

- Semi-annual reporting after second and fourth quarters (every six months) for duration of project period
- Due 30 days after end of quarter
- For project period 9/30 – 9/29:
 - 1st Report: Due 4/29 (covers 9/30-3/31)
 - 2nd Report: Due 10/31 (covers 4/1-9/29)

3

Financial Status Report (SF-269)

- A final SF-269 is due 90 days after the end of the project period. The SF-269 and the Payment Management System (PMS) expenditures report for the reporting period must reconcile.

4

Program Progress Reports

- Semi-annual reporting after second and fourth quarters (every six months) for duration of project period
- Due 30 days after end of quarter
- For project period 9/30 – 9/29:
 - 1st Report: Due 4/29 (covers 9/30-3/31)
 - 2nd Report: Due 10/31 (covers 4/1-9/29)

5

Program Progress Reports – Content

- Status of Project
- Status of Meeting Goals
- Problems Encountered and Plans for Resolving Them
- Personnel Changes
- Financial Management

6

Submit the original Financial Status and Program Progress Reports to:

Mailing Address

Attention: [Name of Grants Management Specialist]
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
6th Floor East
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

7

Budget Modifications

- Report any modifications of the budget and program activities as outlined in the original application
- Includes change in scope and key personnel changes
- See 45 CFR 74.25

8

No-cost Extensions

- Requested to complete activities of the grant prior to the end of the Project Period and are not permitted to merely use unobligated balances
- One-time extensions of the expiration date up to 12 months

9

No-cost Extensions – 5-year Project Periods

- Federal appropriations law (P.L. 101-510 National Defense Authorization Act of 1991) dictates that funds expire at the end of 5 years and are no longer available for draw down
- For grants with 5-year project periods, all funds must be drawn down by the original end date of the project period
- No-cost extensions may still be granted for the completion of incomplete program activities, but grant funds not drawn down by the end of the project period will be lost

10

Web Sites

- Standard grant forms - <http://www.acf.hhs.gov/programs/ofs/forms.htm>
- OMB circulars - <http://www.whitehouse.gov/omb/circulars/index.html>
- Online CFR - <http://www.gpoaccess.gov/cfr/index.html>
- HHS Grants Policy Statement - <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>

11

Grants Management Contacts

- The Grants Management Specialist identified on your award letter should be consulted on all financial and non-programmatic aspects of the grants.
- If you are unsure of your assigned grants specialist contact:
 - For CED grants – Monique Weatherspoon, 202-401-9236
 - For JOLI grants – Anthony Hilliard, 202-205-3585

12

Other Issues

- For grant projects in which Federal interest is generated, a Notice of Federal Interest must be filed and a copy must be sent to the Office of Grants Management
- For grant projects that involve loans or equity investments, grant funds will remain restricted until a Disposition of Assets is submitted to the Office of Grants Management

13

**Questions and answers...
Thank You!**

14
