

Office of Program Services
Division of Grants Management

Gwendolyn Simpson
Lead Grants Management Specialist
Office Number: 240-276-1408
E-Mail: gwendolyn.simpson@samhsa.hhs.gov

**Garrett Lee Smith State/Tribal/Campus Suicide
Prevention
Grantee Meeting
January 4-9, 2009**

TOPICS

- Grants Management Role and Responsibilities
- Prior Approval Requirements
- Method for Requesting Approval
- Reporting Requirements
- Other Grants Management Issues

Grants Management's Role

- Separate office.
- Partners with SAMHSA Program Officials.
- Expertise in business and non-programmatic matters associated with the review, negotiation, award, and administration of grants and cooperative agreements.

Actions Requiring Prior Approval

- **Change in Scope:** (i.e. reduction in services originally proposed, reduction in number of clients).
- **Change of a subcontract.**
- **Transfer of Substantive Programmatic Work to a Contractor**
- **(Re-budgeting) of funds:**
 - ❖ Cumulative amount of transfers among direct/indirect cost categories exceeding 25% of the total award amount or \$250,000, whichever is less.
- **Extension of the Budget Period with or without Additional Funds.**
- **Carryover of Un-obligated Funds from one Budget Period to another.**

SAMPLE Budget Revision over 25% Rebudgeting

Ceiling

EXAMPLE	Original Yr. 1 Budget	Yr. 1 Re-Budget
Personnel Joe Smith, P.D., (Old FTE = 100% FTE, New FTE = 63% FTE. @ \$60,000 Ann.Sal.) Harry Snow, Admin. Ass. (100% FTE @ \$38400 Ann. Sal.) SUBTOTAL <i>Justification: Reduction in Program Director's Time & Effort. Because the Admin. Assistant is 100%..</i>	Federal 60,000 38,400 98,400	Federal 37,800 38,400 76,200
Travel •One trip for 2 ppl (6-day/5 nights). Airfare (\$500 x 2), per diem (\$65 x 2 x 6 days), hotel (\$150 per night x 2 ppl x 5 nights). •Local Milage - .405/mile X 74 miles X 2 Staff X 12 months SUBTOTAL	2,280 720 3,000	2,280 720 3,000
Supplies General office supplies for Project Director/Prin. Invest. (\$200 x 12 months) SUBTOTAL	1,800 1,800	1,800 1,800
Contractual GGS Contractor – Evaluation and mental health services SUBTOTAL <i>Justification: Cost increased due to the additional services and responsibilities given to the contractor.</i>	21,000 21,000	43,200 43,200
Total	\$124,200	\$124,200

Process for Requesting Approval

- **Request submitted in writing by Grantee organization:**
 - ❖ Address to Grants Management Specialist
 - ❖ Reference Grant Number (e.g. SM-12345)
 - ❖ Provide Programmatic and detailed budget and budget justification (if applicable).
 - ❖ Sign by both Program Director and Business Official
- **Requests may be submitted via email attachment to your Grants Management Specialist, Gwendolyn Simpson (and a copy to your Government Project Officer). (Make sure the request is on organization letterhead).**
- **Request must come from the grantee organization only (not a Contractor).**
- **Reviewed by both Grants Management Specialist and Government Project Officer.**
- **Approval will be official with a revised Notice of Grant Award mailed to the grantee organization.**

Method for Requesting Approval: (Carryover)

- **Carryover of funds from one budget period to another:**
 - ❖ To expedite the request, submit the Financial Status Report (**SF-269 Long Form**) with the carryover request. Due Date will be provided by the Government Project Officer.

- **The request must include the following:**
 - ❖ Amount of carryover funds requested, showing Direct and Indirect Cost Categories, broken down by line item budget with budget narrative.
 - ❖ Justification and plans for use of carryover.
 - ❖ Programmatic need.
 - ❖ Explanation of why funds were not spent in previous year.

Reporting Requirements

<u>REPORTS</u>	<u>RESPONSIBILITY</u>	<u>SENT TO</u>
Programmatic Quarterly, Annual and Final Progress Reports	Program Director	Division of Grants Management (DGM) (and a copy to Government Project Officer (GPO))
Quarterly Financial Reports (PMS-272)	Grantee Organization	Division of Payment Management (DPM)
Annual Financial Status Reports (SF-269 Long form)	Grantee Organization	Division of Grants Management (DGM)

Grants Management
Topics

- **Drawdown of Funds are made through another Federal office:**
Division of Payment Management (DPM)
 - ❖ University & Non-Profit Payment Branch
Contact : (301) 443-9183
 - ❖ Gov't & Tribal Payment Branch
Contact: (301)443-1558

- Website Address: **www.dpm.psc.gov**

Helpful Grants Management
Websites:

- **Post award Administrative Requirements**
 - *Prior Approval, Re-budgeting etc.*
www.samhsa.gov
 - ✓ Click on "Grants," then "Grants Management," and scroll down till you see the heading titled "**Postaward Administrative Requirements**" there you will be able to find all Post award Administrative Requirements.

- **HHS Grants Policy Statements/OMB Circulars**
(“google:” HHS Grants Policy Statement)

- **Financial Status Report (FSR), SF-Form 269**
www.whitehouse.gov/omb/grants/sf269.pdf

IMPORTANT DATES TO REMEMBER:

- 1. December 19, 2008** – Continuation Letter Mailed.
- 2. December 31, 2009** – Financial Status Report (FSR-SF-269) due to SAMHSA Grants Management
- 3. December 31, 2009 (?)** – Program Report due to Government Project Officer.