

# SAMHSA GRANTS MANAGEMENT

## Suicide Prevention Grantee Meeting

December 14, 2005

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## TOPICS

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

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## GRANTS MANAGEMENT'S ROLE

- **Partners with SAMHSA Program Officials**
- **Responsible for business management matters.**
  - Award Negotiations
  - Official Signatory for Obligation of Federal Funds
  - Official Signatory for Prior Approvals
  - Fiscal/Compliance Monitoring

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## Prior Approval Requirements

- **Change in Scope** (i.e. reduction in services originally proposed, reduction in number of clients).
- **Change of subcontract.**
- **Transfer of Substantive Programmatic Work to a Contractor.**
- **Reallocation (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.**

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## Method for Requesting Approval

- **Request submitted in writing by Grantee -**
  - ✍ Address to Grants Management (copy to the Government Project Officer)
  - ✍ Reference Grant Number
  - ✍ Signed by both the Program Director and Business Official
  - ✍ Include Programmatic and Budget Justification

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Method for Requesting Approval (Cont.'d)

• Carryover, all of the above plus

⌘ Budget breakdown by cost category.

⌘ Financial Status Report (FSR) reflecting the unobligated balance.

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**Carryover Budget Breakdown/Budget Justification Illustration  
Based on \$25,000 Carryover of Funds**

	Original Budget	Yr. 2 Carryover Budget	New Year 2 Budget
<b>Personnel</b>			
Joe Blow, Project Director, (.25)	16,000	4,000	20,000
Harry Snow, Prin. Investigator (1.0)	28,000	2,000	30,000
Salary increase for additional responsibilities for overseeing project.			
<b>SUBTOTAL</b>	<b>44,000</b>	<b>6,000</b>	<b>50,000</b>
<b>Travel</b>			
Two trips for 2 persons (6-day/5 nights). Airfare, per diem, hotel, local travel. Increased travel costs.	5,800	2,000	7,800
<b>SUBTOTAL</b>	<b>5,800</b>	<b>2,000</b>	<b>7,800</b>
<b>Supplies</b>			
General office supplies for Project Director/Prin. Invest. Increased costs. (\$185 months x 12 months)	2,220	5,000	7,220
<b>SUBTOTAL</b>	<b>2,220</b>	<b>5,000</b>	<b>7,220</b>
<b>Contractual</b>			
GGS Contractor –to perform additional Evaluation and mental health services	25,000	12,000	37,000
<b>SUBTOTAL</b>	<b>25,000</b>	<b>12,000</b>	<b>37,000</b>
<b>Total</b>	<b>\$77,020</b>	<b>\$25,000</b>	<b>\$102,020</b>

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Reporting Requirements

<u>Reports</u>	<u>Responsibility</u>	<u>Sent To</u>
(1) Quarterly or Annual Progress Report	Program Director	Division of Grants Management (DGM) (See Terms and Conditions of Award)
Quarterly Financial Reports	Grantee Organization	Division of Payment Management (DPM)
Annual Financial Status Reports (SF Form 269)	Grantee Organization	Division of Grants Management (DGM)

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## **Other Grants Management Issues**

- **Websites-**
  - Post award Administrative Requirements
    - Carryover and No Cost Extension
      - [www.samhsa.gov](http://www.samhsa.gov). Click on “Grants,” “Grants Supporting Information,” “Useful Information for Applicants,” “Grants Management,” then “Postaward Administrative Requirements.”
    - PHS Grants Policy Statements/OMB Circulars
      - [www.hhs.gov/grantsnet/roadmap/index.html](http://www.hhs.gov/grantsnet/roadmap/index.html)
    - Financial Status Report (FSR), SF-Form 269
      - [www.whitehouse.gov/omb/grants/sf269.pdf](http://www.whitehouse.gov/omb/grants/sf269.pdf)

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## **Other Grants Management Issues (Cont'd)**

- **Drawdown of Funds:**
  - Division of Payment Management (DPM)
    - \$ University & Non-Profit Payment Branch - 301/443-9183
    - \$ Gov't & Tribal Payment Branch - 301/443-1558
  - DPM Account Representative
    - Personal Identification Number (PIN)
- Website Address: [www.dpm.psc.gov](http://www.dpm.psc.gov)

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## **Other Grants Management Issues (Cont'd)**

- **Electronic Grantee Application System:**
  - Now submit through [www.Grants.gov](http://www.Grants.gov)
    - Continuation applications
    - New applications
  - The process:
    - Step 1 –
      - Register for a Data Universal Numbering System (DUNS) Number.
        - ✓ Nine-digit identification number by Dun & Bradstreet
        - ✓ Call 1-866-705-5711

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**Other Grants Management Issues (Con'td)**

– Step 2

- Register your organization with the Central Contractor Registry (CCR)
- Logging in to Grants.gov as a registered member

Only need to register once to apply for grants across the entire Federal government

Step 3

Apply for your grant.

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Other Grants Management Issues (Cont'd)

✓ User Guide available at [www.Grants.gov](http://www.Grants.gov)

✓ Customer Support -

➤ Call 1-800-518-4726 (1-800-518-GRANTS)

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