

SAMHSA
Office of Program Services
Division of Grants Management

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Division of Grants Management
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Topics

- Grants Management Branch
- Grants Management's Role
- Prior Approval Requirements
- Method for Requesting Prior Approval
- Reporting Requirements
- Web sites
- Instructions for E-mail Submission
- Closeout Requirements

Division of Grants Management

- Division of Grants Management is responsible for all business management matters associated with the review, negotiation, award, and administration of grants and interprets grants administration policies and provisions
- Division of Grants Management works closely with the Division/Branch's grant programs and are responsible for the technical and programmatic aspects of the projects

Grants Management's Role

- **Responsible for business management matters:**
 - Grants Management Officer (GMO) is the only individual who has signatory authority for obligation of federal funds
 - GMO approves post award actions that require prior approval
 - GMO approves/removes conditions
 - Audit resolution
 - Monitors fiscal/compliance issues
 - Close-out of the grant

Prior Approval Requirements

- Significant Re-budgeting
- Transfer of Substantive Programmatic Work to a Contractor
- Change of Key Staff
- Alterations and Renovations (A&R)
- Change in Scope
- Change of Contractor or Sub-recipient
- High Risk Status

Prior Approval Requirements (con.)

- Carryover of Un-obligated funds from one consecutive budget period to another
- No Cost or Low Cost Extension of the Budget/Project Period period to another
- Equipment costs exceeding \$25,000 per unit
- Restrictions/Conditions on Notice of Grant Award (NGA)

Method For Requesting Prior Approval

- **Request submitted in writing as follows:**
 - Address to Grants Management Specialist
 - Reference Grant Number
 - Signed by both Program Director and Business Official
 - Programmatic and detailed Budget and Narrative Justification
- **Reviewed by Grants Management Specialist in consultation with Project Officer**
- **Response in writing by GMO**

Method for Requesting Prior Approval (con.)

- **Carryover of Funds from one budget period to another:**
 - Indicate the amount of funds for carryover only
 - Submit the SF-269 - Financial Status Report (FSR) reflecting the un-obligated balance

Reporting Requirements

<u>Reports</u>	<u>Responsibility</u>	<u>Sent to</u>
Semi-annual Progress Report	Project Director	GPO designee
Quarterly Financial Report (PMS-272)	Grantee Organization	DPM
Annual Financial Status Report (every 12 months)-(SF-269)	Grantee Organization	DGM
GPRA	Project Director	Program Div.

Refer to: <http://www.samhsa.gov/grants/management.aspx>

Other Information

Website Addresses:

- www.hhs.gov/grantsnet/roadmap/
 - PHS Grants Policy Statements
 - OMB Circulars
- <http://harvester.census.gov/sac/>
 - Federal Audit Clearinghouse
- www.samhsa.gov
 - Request For Applications (RFAs)
 - Useful Information

Instructions for E-Mail Submissions

- Submitted by the Program Director only and include as a signature line his/her name, title and grantee institution, telephone number, fax number, e-mail address and grant number with a cc forwarded to the institution's business official.

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Office of Program Services
Substance Abuse and Mental Health Services Administration (SAMHSA)

CLOSEOUT REQUIREMENTS

Division of Grants Management

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Topics

- Final Financial Status Report (SF 269)
 - Instructions for No-Cost Extension
- Equipment/Supplies
 - Definition and Reporting Requirements
- Final Progress Report
- Records Retention Requirements
- Online Sources

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Final Financial Status Report (SF 269)

- **Must submit:**
 - Original plus two copies
 - Within 90 days of expiration of the grant; with exception of time extension.
- **Must :**
 - Have no un-liquidated obligations
 - Indicate the exact balance of un-obligated balance of funds
 - Reconcile with the Payment Management System (PMS)
 - Have no deficit

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Instructions for no-cost extension

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Equipment & Supplies

Definitions:

Equipment -each item purchased under the grant with an acquisition cost of \$5,000 or more

Supplies - all unused: exceeding \$5,000 in total aggregate fair market value upon termination or completion of the project or program

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Equipment & Supplies (Con.)

- **Requirements:**
 - Provide detailed list of equipment purchased under the grant with acquisition cost of \$5,000 or more.
 - Report Unused supplies:
If TOTAL value of unused supplies exceeds \$5,000 an acquisition cost and description is required.

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Final Progress Report

Requirements:

- Submit original and two copies
- Instructions and guidelines are included in the Closeout letter from the Division of Grants Management
- Due within 90 days after the expiration of grant; with exception to time extension

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Records Retention

~Required by the DHHS Code of Federal Regulations* all grant records are required to be retained for three (3) years.

***(45 CFR 74.53 and 45 CFR 92.42)**

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Online Sources

Websites:

- ☒ www.samhsa.gov
 - ↓ Link on “Grant Opportunities”
 - Current Grant Funding Opportunities
 - SAMHSA Future Year Grantee Awards
 - Assistance with Grant Applications
 - Special Notices
 - SAMHSA’s snapshot
 - Useful Information
 - Archives of SAMHSA Grant Information

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Online Sources (con.)

and

- ☒ www.whitehouse.gov/OMB/Grants/index.html
 - ↓ Link on “Forms”
 - Financial Status Report (SF 269 - Long Form)
 - Cash Management Report (SF 272)

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