



Record Keeping and Reporting

2018 Title VI National Training and Technical Assistance
Conference

Washington, DC

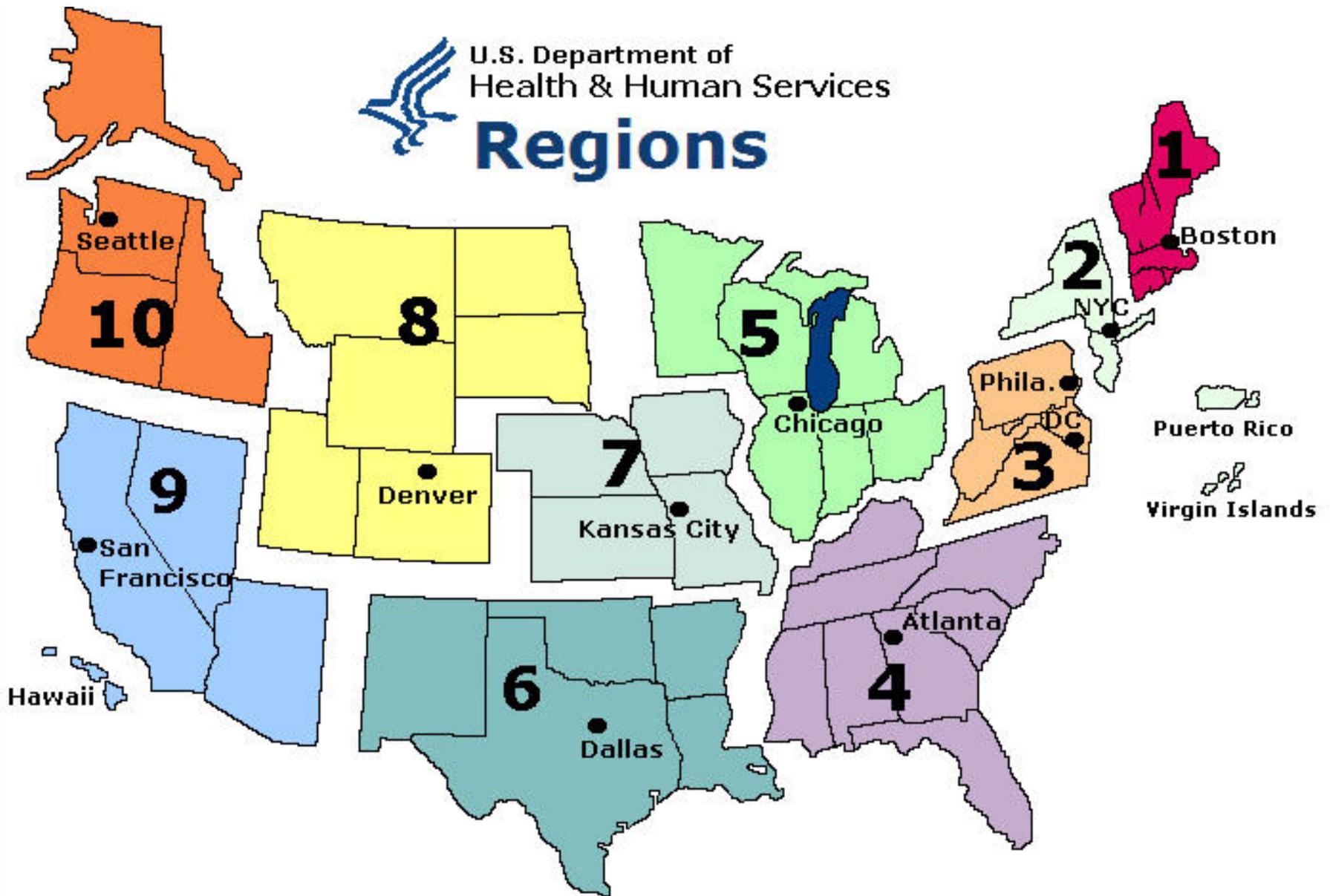
August 13, 2018





U.S. Department of
Health & Human Services

Regions



2017-2020 Title VI Grantees by Regions

| Regions | Part A | Part C |
|------------------------------------|----------------------|------------|
| I (CT, MA, ME, RI) | 8 | 5 |
| II (NY) | 4 | 4 |
| Total Regions I & II | 12 | 9 |
| III | 0 | 0 |
| IV (AL, MS, NC, SC) | 4 | 4 |
| Total Regions III & IV | 4 | 4 |
| V (MI, MN, WI) | 28 | 24 |
| VII (IA, KS, NE) | 8 | 7 |
| Total Regions V & VII | 36 | 31 |
| VI (AR, LA, NM, OK, TX) | 53 | 48 |
| VIII (CO, MT, ND, SD, UT, WY) | 24 | 20 |
| Total Regions VI & VIII | 77 | 68 |
| IX (AZ, CA, HI, NV)) | 60 Part A + 1 Part B | 50 |
| X (AK, ID, OR, WA) | 80 | 75 |
| Total Regions IX & X | 141 | 125 |
| Total Tribal Grantees | 270 | 237 |

Tribal Eligibility Requirements For a Grant

- **Part A – Native American Program**
 - Federally recognized tribe; and
 - Represent at least 50 individuals who are 60 years of age or older; and
 - Demonstrate the ability to deliver supportive services, including nutritional services.
- **Part B – Native Hawaiian Program**
 - A public or non-profit private organization with the capacity to provide services for Native Hawaiians; and
 - Represent at least 50 individuals who are 60 years of age or older; and
 - Demonstrate the ability to deliver supportive services, including nutritional services.
- **Part C – Native American Caregiver Support Program**
 - Have an approved Part A or Part B application.

Required Services

- **Parts A and B**
 - Nutrition services; and
 - Supportive Services (Information and Assistance).
- **Part C**
 - Information to caregivers about available services;
 - Assistance to caregivers in gaining access to the services;
 - Individual counseling, organization of support groups, and caregiver training to assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles;
 - Respite care to enable caregivers of a frail elders to be temporarily relieved from their caregiving responsibilities; and
 - Supplemental services, on a limited basis, for caregivers of frail elders to complement the care provided by caregivers.

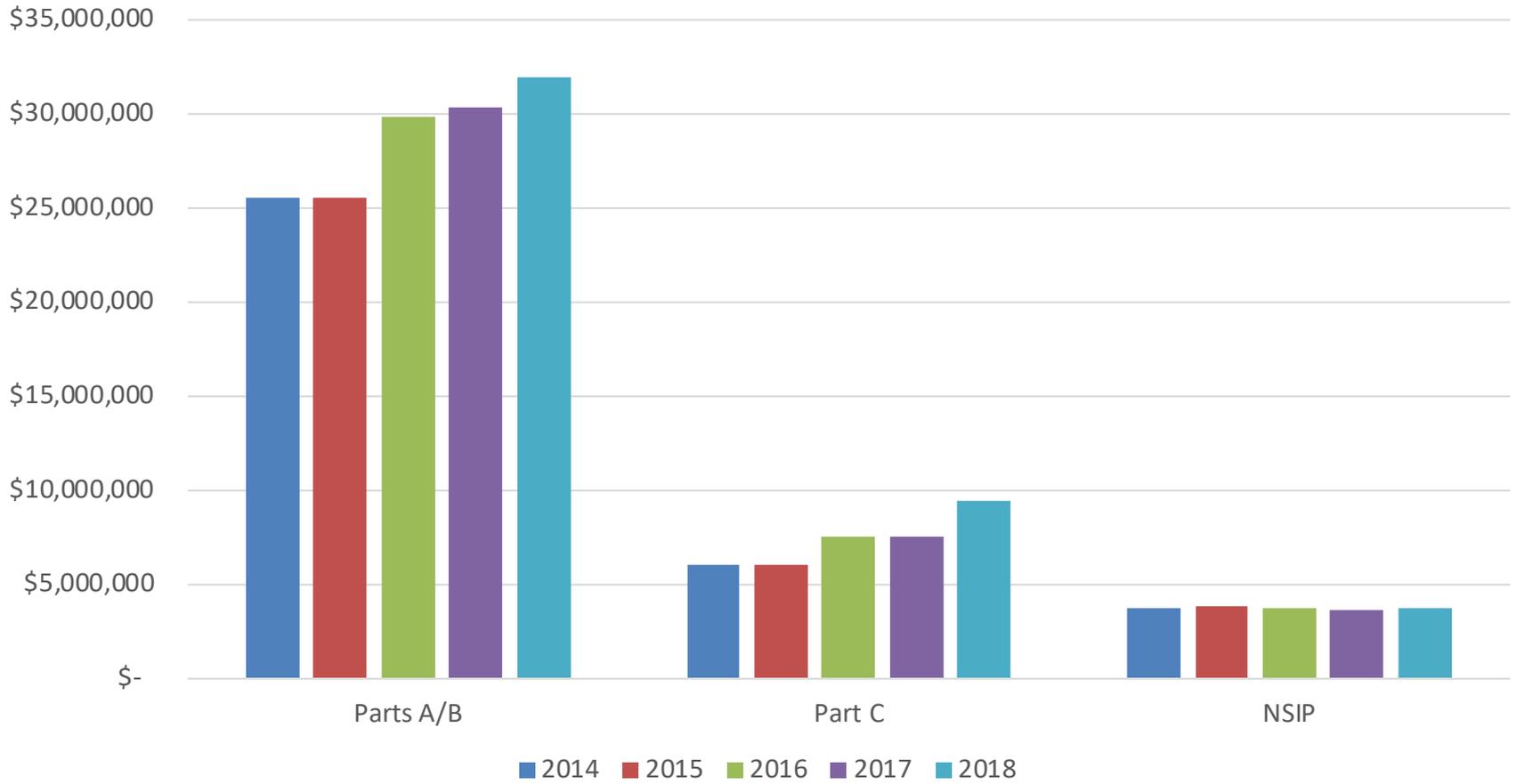
How Awards are Determined?

- Title VI Part A and Part C awards are based on numbers of eligible elders in your service areas.
- NSIP awards are based on:
 1. Federal appropriations, and
 2. Numbers of total meal counts submitted by states and tribal grantees, and
 3. Numbers of meal counts from tribe's previous year's Program Performance Report.

Title VI Awards: 2014-2018

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Part A/B | \$25,538,883 | \$25,526,394 | \$29,773,242 | \$30,272,931 | \$31,923,872 |
| Part C | \$6,038,882 | \$6,015,922 | \$7,474,517 | \$7,478,530 | \$9,372,923 |
| NSIP | \$3,727,434 | \$3,844,457 | \$3,734,285 | \$3,650,440 | \$3,742,922 |
| Total | \$35,305,199 | \$35,386,773 | \$40,982,044 | \$41,401,901 | \$45,039,717 |

2014-2018 Title VI Awards





| | Awards | PMS expenditures | % of award | PMS drawdown | % of award |
|------------|--------------|------------------|------------|-----------------|------------|
| Part A/B | \$62,196,803 | \$32,149,032.92 | 51.69% | \$32,889,967.22 | 52.88% |
| Part C | \$16,724,343 | \$6,737,154.74 | 40.28% | \$6,760,567.06 | 40.42% |
| NSIP | \$7,433,164 | \$3,472,091.86 | 46.71% | \$3,771,403.29 | 50.74% |
| 2017 MIPPA | \$270,000 | \$91,790.99 | 34.00% | \$84,246.61 | 31.20% |
| 2016 MIPPA | \$264,000 | \$192,505.63 | 72.92% | \$186,818.95 | 70.76% |

Part A Funding Bands

| # of Eligible Elders | 2017 | 2018 |
|----------------------|-----------|-----------|
| 50-100 | \$73,990 | \$77,950 |
| 101-200 | \$83,960 | \$88,440 |
| 201-300 | \$95,340 | \$100,430 |
| 301-400 | \$107,430 | \$113,170 |
| 401-500 | \$118,820 | \$125,170 |
| 501-1500 | \$137,640 | \$144,990 |
| 1501+ | \$180,720 | \$190,380 |
| Largest | \$181,831 | \$191,612 |

Part C Funding Bands

| # of Eligible Elders | 2017 | 2018 |
|----------------------|----------|----------|
| 50-100 | \$13,820 | \$16,940 |
| 101-200 | \$20,730 | \$25,420 |
| 201-300 | \$27,460 | \$33,890 |
| 301-400 | \$34,550 | \$42,370 |
| 401-500 | \$41,470 | \$50,850 |
| 501-1500 | \$48,380 | \$59,310 |
| 1501+ | \$55,280 | \$67,800 |
| Largest | \$56,560 | \$69,253 |



Notice of Award

Older Americans Act Title VI, Part A – Grants for Native Americans

17: Fiscal year
01: Award number
XX: State
T6NS: Title VI Nutrition Services
T6CG: Title VI Caregiver
NSIT: Nutrition Services Incentive Program for Tribe

Grantee:
Chairperson

Date:
April 1, 2017

Grant No.: 1701XXT6NS **Seq. No.:** 2017 / 1

Award Instrument: Grant

Budget Period: 04/01/2017 – 03/31/2020

Project Period: 04/01/2017 – 03/31/2020

Award Authority: P.L. 114-144

1-xxxxxxxx-A1

EIN:

DUNS:

| CFDA Program Title | Award This Action | Cumulative Grant Award to Date | Appropriation | Object Class Code |
|-------------------------------------|-------------------|--------------------------------|---------------|-------------------|
| 93.047: Grants for Native Americans | \$53,330 | \$53,330 | 75-7-0142 | 41.15 |
| Total | \$53,330 | \$53,330 | | |



Notice of Award

Older Americans Act Title VI, Part A – Grants for Native Americans

Grantee:
Chairperson

Date:
June 22, 2017

Grant No.: **Seq. No.: 2017 / 2**
Award Instrument: Grant
Budget Period: 04/01/2017 – 03/31/2020
Project Period: 04/01/2017 – 03/31/2020

Award Authority: P.L. 114-144

EIN:
DUNS:

Award on 6/22/17

Cumulative award =
\$53,330 + \$54,100

| CFDA Program Title | Award This Action | Cumulative Grant Award to Date | Appropriation | Object Class Code |
|-------------------------------------|-------------------|--------------------------------|---------------|-------------------|
| 93.047: Grants for Native Americans | \$54,100 | \$107,430 | 75-7-0142 | 41.15 |
| Total | \$54,100 | \$107,430 | | |



Notice of Award

Older Americans Act Title VI, Part A – Grants for Native Americans

Grantee:
Chairperson

Date:
April 1, 2018

Grant No.: Seq. No.: 2018 / 1

Award Instrument: Grant

Budget Period: 04/01/2018 – 03/31/2020
Project Period: 04/01/2017 – 03/31/2020

Award Authority: P.L. 114-144

EIN:
DUNS:

~25% of 2018 award

Cumulative award =
\$107,430 (2017
award) + \$26,512
(partial 2018
award)

CFDA Program Title

93.047: Grants for Native Americans

**Award This
Action**

\$26,512

**Cumulative Grant
Award to Date**

\$133,942

App

75

Total

\$26,512

\$133,942



Notice of Award

Older Americans Act Title VI, Part A – Grants for Native Americans

Grantee:

Chairperson
Aleutian Pribilof Islands Association, Inc.
1131 East International Airport Road
Anchorage, AK 99518-1408

Date:

June 14, 2018

Grant No.:

Seq. No. 2018 / 2

Award Instrument: Grant

Budget Period: 04/01/2018 – 03/31/2020

Project Period: 04/01/2017 – 03/31/2020

Award Authority: P.L. 114-144

EIN:

DUNS:

Remaining
2018 award

Cumulative 2017 and
2018 awards

| CFDA Program Title | Award This Action | Cumulative Grant Award to Date | Appropriation | Object Class Code |
|-------------------------------------|-------------------|--------------------------------|---------------|-------------------|
| 93.047: Grants for Native Americans | \$86,658 | \$220,600 | 75-8-0142 | 41.15 |
| Total | \$86,658 | \$220,600 | | |

Don't stop here – continue to Terms and Conditions

Notice of Award (Continued)

Terms and Conditions:

1. The terms and conditions of this Notice of Award and other requirements have the following order of precedence: (1) the Older Americans Act of 1965, as amended through P.L. 114-144, Enacted April 19, 2016; (2) other applicable Federal statutes and their implementing regulations; (3) program regulations; and (4) terms and conditions of award.
2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved application and will comply with the terms and conditions and other requirements of this award.
3. This grant is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR Part 75. These requirements and additional terms and conditions that are applicable to this award can be found on the ACL website: <https://www.acl.gov/grants/managing-grant> including the following:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - HHS Grants Policy Statement, Part II
 - Trafficking Victims Protection Act
 - Federal Funding Accountability and Transparency Act (FFATA)
 - SAM / DUNS Requirements
 - Consolidated Appropriations Act, 2017, Pub. L. 115-31, signed into law on May 5, 2017
4. A Program Performance Report (PPR) is due annually. The annual report covers the period beginning April 1st and ending March 31st and is due within 90 days of March 31st (**June 30th**).
5. This grant action is issued as a supplemental award to the Fiscal Year 2017 grant and is effective April 1, 2018. The supplemental funds cannot be obligated before April 1, 2018. If there is an unobligated balance at the end of 3/31/2018 (from your FY2017 award), you are required to identify the unobligated amount on line 10.h. of the SF-425 and provide or attach a brief explanation as denoted in "Box 12. Remarks" near the bottom of the SF-425. The first annual SF-425 report is due by **July 30, 2018**. The second annual SF-425 report (covers the period beginning April 1, 2017 and ending March 31, 2019) shall reflect cumulative expenditures and is due by **July 30, 2019**.

Notice of Award (Continued)

Remarks:

1. This Title VI grant award has been approved for the current budget period in the amount shown above. This award represents FY 2018 annual funding. The future years' balance will be awarded at a later date subject to the availability of ACL funds.
2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. **When requesting payment from PMS, please use your P account login and reference the sub-account code [Grant No. listed above] for payment.** Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your [PSC Account Liaison](#); 1-877-614-5533; PMSSupport@psc.gov.
3. Federal Cash Reporting: On the SF-425 form, lines 10 a through c are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS Departmental Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

ACL Contact Information:

ACL Program Specialist

Name: Shelly Zylstra

Telephone: (206) 615-2299

E-mail: rachelle.zylstra@acl.hhs.gov

ACL Fiscal Specialist

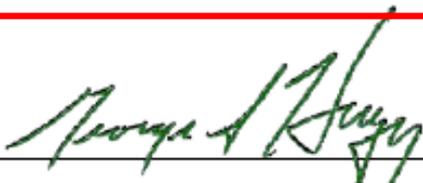
Name: Fong Yee

Telephone: (415) 437-8784

E-mail: fong.yee@acl.hhs.gov



ACL Authorizing Official



Funds Certifying Official



ACL Grants Officer

2018 NSIP Notice of Award

Terms and Conditions:

7. NSIP provides additional funding to States, Territories and eligible Tribal organizations that is used exclusively **to purchase food**, not meal preparation and may not be used to pay for other nutrition-related services such as nutrition education or for state or local administrative costs.
8. NSIP Performance requirements:
 - a. A meal reported for the Nutrition Services Incentive Program (NSIP) is required to meet the Older Americans Act (OAA) nutrition requirements of complying with the most recent *Dietary Guidelines for Americans* and having a nutrient content that meets one third of the Dietary Reference Intakes.
 - b. A meal reported for NSIP is to be served to individuals who meet the service criteria in the OAA and regulations, including not being means-tested for participation and being provided the opportunity to voluntarily contribute to the cost of service.
 - c. A meal can only be reported once, either by State Units on Aging on the State Program Report or by Indian Tribal Organizations on the Program Performance Report.
 - d. Reports for the NSIP are to meet the timelines and data quality standards established by the Administration on Aging.

Report Submission

- Grantees are encouraged to complete and submit reports online. If you need help to access the online system, contact Cecelia Aldridge (202-795-7293 or cecelia.aldridge@acl.hhs.gov), Lacey Boven (312-938-9856 or lacey.boven@acl.hhs.gov), or ACL regional office staff.
- Contact ACL regional office if you forget your ID or password.
- If you cannot complete reports online, you can send scanned hard copies as email attachment or fax to ACL regional office.

How to Request Access to Online Report System?

- Email ACL regional office to remove any current user.
- Complete the following questionnaire and send to Cecelia Aldridge, or ACL regional staff:
 - Tribe's name:
 - User's Name:
 - Title:
 - Address:
 - City:
 - State:
 - ZIP:
 - Phone:
 - Fax:
 - EIN: (listed on Notice of Award)
 - Grant Number: (listed on Notice of Award)
 - SF425/PPR:
 - (Preferred) User ID:
 - (Preferred) password:



Title VI Reports

U.S. Department of Health & Human Services

Login | Create Profile

Site Requirements:

Acceptable Browsers

- Internet Explorer 5.0 or greater
- Netscape Navigator 6.0 or greater
- Mozilla Firefox 3.0 or greater

Login to Title VI Reports

Using the menus above, please Create a Profile (if you have not already done so) in order to login to the site. Otherwise enter in your Login and Password to begin using the system.

Login

Login :

Password :

https://apps.acl.gov/aoa-tvi/title_vi/Login/Login_Tribe.asp

- Javascript must be enabled on your browser. Click [here](#) to find out how to enable Javascript on your browser.

2017 PPRs and SF425s ended 3/31/18 should be submitted to ACL by NOW.

When you first log in...

U.S. Department of Health & Human Services

Report Summary

The following reports are available for you to work with. Select a report to work with or click the submit button if the forms in that report have all been completed

Legend

| Report Status | |
|---------------|---|
| P | Report Pending |
| W | Report Waived |
| E | Report Being Edited by Organization |
| S | Report Submitted; Waiting for Regional Approval |
| A | Report Approved |

Actions

[Submit](#) Submit a Report

Reports

+ Name of your tribe

Click on the “+” sign to see your reports

SF425



Reporting Timeline

Financial Status Report

Separate Federal Financial Reports (SF-425s) for Part A/B, Part C and NSIP are due annually.



12-month SF425s ended 3/31/18:
due by 7/30/18



Cumulative 24-month SF425s
ended 3/31/19: due by 7/30/19



Final cumulative 36-month SF425s
ended 3/31/20: due by 6/30/20

Legend

Report Status

| | |
|----------|---|
| P | Report Pending |
| W | Report Waived |
| E | Report Being Edited by Organization |
| S | Report Submitted; Waiting for Regional Approval |
| A | Report Approved |

Actions

Submit a Report

You will see only PPR or SF425 reports depending on setup of your profile.

Reports

Name of your tribe



Upper Skagit Indian Tribe

| Grant Number | Report Ending | | Year | Forms Completed | Work On | Action |
|--------------------|---------------|----------|------|-----------------|---------|--------|
| 269 Reports | | | | | | |
| Grant numbers | 3/31/2006 | A | 2005 | 3/3 | | |
| | 3/31/2007 | A | 2006 | 3/3 | | |
| | 3/31/2008 | A | 2007 | 3/3 | | |
| | 3/31/2009 | A | 2008 | 3/3 | | |
| | 3/31/2010 | A | 2009 | 3/3 | | |
| 425 Reports | | | | | | |
| Grant numbers | 3/31/2011 | A | 2010 | 3/3 | | |
| | 3/31/2012 | A | 2011 | 3/3 | | |
| | 3/31/2013 | A | 2012 | 3/3 | | |
| | 3/31/2014 | A | 2013 | 3/3 | | |
| | 3/31/2015 | A | 2014 | 3/3 | | |
| | 3/31/2016 | S | 2015 | 3/3 | | |

S: reports are submitted and waiting for ACL review/approval

Report Details Instructions:

1. This page shows you the forms that make up this grant report. You may either View or Edit the report by clicking on the links under the 'Actions' column.
2. Select an action (ie: View/Print, Edit Report) to continue.
3. If you have completed each of the forms that make up this grant report you will see a 'Submit Report' button below. When you are ready you can click this button to submit your grant report.

Report Information

Organization Name :
Grant Number :

Address :
City :
State :
Zip Code :

Generated by ACL

Type : 425

Forms to Complete This Report

When ALL reports are completed please be sure to click the **Submit Report** button below.

| Form | Actions | Completed | Has ? | Part | Description |
|------|---|--------------------------|---|----------|--|
| NSIP | View / Edit | <input type="checkbox"/> | Has ? <input type="checkbox"/> Date : <input type="text"/> mm/dd/yyyy | NSIP | As of March 1, 2011, Title VI grantees will use the Federal Financial Reports (SF-425) for annual expenditure reporting. |
| T6CG | View / Edit | <input type="checkbox"/> | Has ? <input type="checkbox"/> Date : <input type="text"/> mm/dd/yyyy | Part C | As of March 1, 2011, Title VI grantees will use the Federal Financial Reports (SF-425) for annual expenditure reporting. |
| T6NS | View / Edit | <input type="checkbox"/> | Has ? <input type="checkbox"/> Date : <input type="text"/> mm/dd/yyyy | Part A/B | As of March 1, 2011, Title VI grantees will use the Federal Financial Reports (SF-425) for annual expenditure reporting. |

Select "Edit" otherwise your reports cannot be saved

Update Has Report Status

Sections 1-9: General Information

| | | | |
|----|---|---------------------------------------|-------------------------------|
| 1. | Fed Agency/Organization That Report is Submitted To | U.S. Administration on Aging | |
| 2. | Federal Grant Number | | |
| 3. | Recipient Organization | | |
| 4. | DUNS Number | | |
| 4. | Employer Identification Number | | |
| 5. | Recipient Account Number or Identifying Number | | |
| 6. | Final Report | 425 | |
| 7. | Basis | <input checked="" type="radio"/> Cash | <input type="radio"/> Accrual |
| 8. | Report For Year | 2015 | |

Award amount is generated by system. Don't make change – notify ACL immediately if amount is incorrect.

Enter cumulative federal share of expenditures (direct and indirect expenses). Do not include any tribal funds or program income.

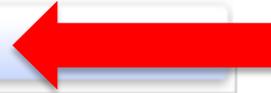
Sections 10: Transactions (cumulative for the project period)

| | Totals |
|---|----------|
| Federal Expenditures and Unobligated Balance: | |
| d. Total Federal funds authorized | 14130.00 |
| e. Federal share of expenditures | 0.00 |
| f. Federal share of unliquidated obligations. | 0.00 |
| g. Total Federal share (line e + f) | 0.00 |
| h. Unobligated balance of Federal Funds (line d - g) | 14130.00 |
| Recipient Share: | |
| i. Total recipient share required | 0.00 |
| j. Recipient share of expenditures | 0.00 |
| k. Remaining recipient share to be provided (line i - j) | 0.00 |
| Program Income: | |
| 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 - (line m or line n)) | 0.00 |

No match requirement for Title VI grants but feel free to enter funds provided by tribe or others in "remark".

Program income and voluntary contributions are used to expand Title VI programs and must be fully expended in final report.

Section 11: Indirect Expenses (Not applicable for the NSIP grant)



| | | | |
|----|------------------------|--|--|
| | | | Provisional <input type="radio"/> |
| | | | Predetermined <input type="radio"/> |
| | | | Final <input type="radio"/> |
| | | | Fixed <input type="radio"/> |
| a. | Type of Rate | | |
| b. | Rate | | <input type="text"/> % |
| c. | Period From/To | | From: <input type="text"/> To: <input type="text"/> |
| d. | Base | | <input type="text"/> |
| e. | Amount Charged (b x d) | | <input type="text"/> |
| f. | Federal Share | | <input type="text"/> |

No indirect cost is allowed for NSIP grant

If you have more than one approved Indirect Cost Plan for the duration of 3-year project period, enter itemized rate, period, base and amount charged under "Remark."

Enter detailed indirect cost charge, tribal / third-party funds, why fund was fully spent, etc.

12. Remarks

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Section 11: Indirect Expenses (Not applicable for the NSIP grant)

| | | | |
|----|------------------------|-------|---|
| a. | Type of Rate | | Provisional <input type="radio"/> Predetermined <input type="radio"/> Final <input type="radio"/> Fixed <input checked="" type="radio"/> |
| b. | Rate | | 20.11% |
| c. | Period From/To | From: | 10/01/2017 |
| | | To: | 03/31/2018 |
| d. | Base | | |
| e. | Amount Charged (b x d) | | |
| f. | Federal Share | | \$21,763.23 |

Sample

12. Remarks

IDC CHARGED 2 DIFFERENT RATES:
 04/01/2017-09/30/2017 @ 21.90% BASE:\$45,298.45 CHARGED:\$9,920.36
 10/01/2017-03/31/2017 @ 20.11% BASE: \$58,890.45 CHARGED: \$11,842.87

TOTAL BASE:\$104,188.90 CHARGED: \$21,763.23

Indirect Cost

- Indirect cost base used to distribute indirect costs to individual federal awards. This results in each award bearing a fair share of the indirect costs in reasonable relation to the benefits received from those costs.
- Different types of indirect cost rates:
 1. Provisional rate: limited time until “final rate” is established
 2. Final rate: applicable to a specific time period based on actual, allowable costs of that period
 3. Predetermined rate: applies to a specific current or future time period
 4. Fixed rate: applies to a specific current or future time period and is subject to later adjustment

13. Certification

* Report Completed By :

* Phone Number :

Email :

Enter contact name, phone number and email address

Date Report Submitted :

Press this button if you wish to save your work on the report but have not completed it yet.

Save Report

Save the report for future review/edit

If you have completed the report press this button.

Complete Report

Click here if this report is completed and is ready for submission

After all reports are completed, click "Submit" button

Report Details Instructions:

1. This page shows you the forms that make up this grant report. You may either View or Edit the report by clicking on the links under the 'Actions' column.
2. Select an action (ie: View/Print, Edit Report) to continue.
3. If you have completed each of the forms that make up this grant report you will see a 'Submit Report' button below. When you are ready you can click this button to submit your grant report.

Please choose from the following available report options below.

Report Information

Organization Name :

Grant Number :

Address :

City :

State :

Zip Code :

Type :

Forms to Complete This Report

When ALL reports are completed please be sure to click the **Submit Report** button below.

| Form | Actions | Completed | Has ? | Part | Description |
|------|---|-------------------------------------|--|----------|---|
| T6CG | View / Edit | <input checked="" type="checkbox"/> | Has ? <input checked="" type="checkbox"/> Date : <input type="text" value="7/28/2016"/> mm/dd/yyyy | Part C | Title VI grantees are required to submit the Program Progress Reports annually. |
| T6NS | View / Edit | <input checked="" type="checkbox"/> | Has ? <input checked="" type="checkbox"/> Date : <input type="text" value="7/28/2016"/> mm/dd/yyyy | Part A/B | Title VI grantees are required to submit the Program Progress Reports annually. |

Click here to submit completed reports

Allowable Costs

- Accounting services
- Advisory councils
- Audit services
- Budgeting
- Building lease
- Communication
- Compensation for personnel services
- Employee fringe benefits
- Maintenance and repair
- Material and supplies
- Printing and reproduction
- Procurement services
- Taxes
- Training and education
- Transportation
- Travel

Unallowable Costs

- Advertising
- Bad debts
- Donation to charity organizations
- Entertainment
- Fines and penalties
- Indirect cost for NSIP grant
- Interest and other financial cost
- Lobbying expenses and financial cost
- Under-recovery of costs under grant agreements

Common Errors – Financial Reports

- SF425s for 2nd and 3rd years are not cumulative as instructed in Notice of Award
- Incorrect award amount
- Indirect cost is charged against NSIP award (see Terms and Conditions #10 in 2015 Notice of Award)
- Final AoA SF425 and Payment Management System (PMS) reports do not match
- Reports are late or missing

Payment Management System (PMS)



Welcome

Payment Management System (PMS) is a one-stop shop for grant recipients. PSC is committed to improving the quality of our solutions for our customers. Please note, our Web address has changed to <https://pms.psc.gov>.

[Learn More About Us](#)

<https://pms.psc.gov>

Secure PMS Login

I agree to the [Government terms of use](#)

[Reset Password](#) | [Operating Hours](#) | [Request Access](#)

Grant Recipients

The Payment Management System (PMS) is a tool to help grant recipients draw down funds and file the Federal Financial Report (FFR). Primary responsibilities include: Executing awards; Maintaining minimum federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement (3 business days) and reimbursement unless otherwise specified in your Notice of Award; Reporting cash disbursements to the Payment Management System and Maintaining your accounting records.



[Find your PMS Liaison Accountant](#)



[Request Access to PMS](#)



[Change User Access](#)

SYSTEM CRITICAL!

4/4/2018 - System Maintenance

The Payment Management System will be unavailable on Saturday April 8, 2018 for system maintenance. We apologize for any inconvenience this may cause.

BUSINESS INFORMATION

Payment Management System (PMS)

- PMS is a full service centralized grants payment and cash management system. The system is fully automated to receive payment requests, edit them for accuracy and content, transmit the payment to either the Federal Reserve Bank or the U.S. Treasury for deposit into the grantee's bank account, and record the payment transactions and corresponding disbursements to the appropriate account(s).
- Helpdesk: 1-877-614-5533 (Monday to Friday: 7A – 9P Eastern Time except Federal holidays).
- ACL does not own or maintain PMS.

Request Access to PMS

<https://pmsapp.psc.gov/pms/app/userrequest>

Request Access ×

 **Create a PMS New User Account**
To create a new user in PMS you must fill out a New User Access Request form by completing all of the requested information, and submitting it.

[Create New User >](#)

 **Retrieve an Existing PMS User Request**
To retrieve an existing user request in PMS you must fill out a Retrieve Existing Access Request form by completing all of the requested information, and submitting it.

[Retrieve Existing Request >](#)

 **Deactivate an Existing PMS User Account**
To deactivate an existing PMS user account in PMS you must fill out a Deactivate User Access Request form by completing all of the requested information, and submitting it.

[Deactivate User >](#)

*ACCT** *PIN* ****EIN***** *****DUNS***** *****Organization Name*****

HHS-REG: 10 STATE: AK PMT: ACH STOP: N MAN-REV: N 272: File GROUP: F42B USER: Katia Proctor

AGY* *****GRANT***** *****AUTHORIZED***** *****DISBURSED***** *****CHG-ADV*****
*****CANCELED AUTH***** *****CANCELED DISB***** *****CANCELED CHG*****
*****FCO***** *****FCO AUTHORIZED***** *****FCO DISBURSED***** *****FCO CHG-ADV*****

| | | | | |
|---|-------------------|------------|--|------------|
| 2 | NSIP | 12,063.00 | 5,673.00 | 3,621.00 |
| | | .00 | .00 | .00 |
| | 2017-2994325-4115 | 5,673.00 |  | 3,621.00 |
| | 2018-2994325-4115 | 6,390.00 | | .00 |
| 2 | Part C | 107,690.00 | 47,206.59 | 38,032.94 |
| | | .00 | .00 | .00 |
| | 2017-2995149-4115 | 48,380.00 |  | 38,032.94 |
| | 2018-2995149-4115 | 59,310.00 | | .00 |
| 2 | Part A | 282,630.00 | 169,691.83 | 137,640.00 |
| | | .00 | .00 | .00 |
| | 2017-2994322-4115 | 137,640.00 |  | 137,640.00 |
| | 2018-2994322-4115 | 144,990.00 | | 32,051.83 |

PMS Federal Financial Reports Training

It is mandatory for Grant Recipients to report and account for their financial expenditures. This provides the essential information required to facilitate the completion and submission of the mandatory Federal Financial Report (FFR).

Overview of the FFR (FCTR)

The Federal Financial Report (FFR) consists of both the Federal Cash Transaction Report (FCTR) and the Financial Statement (FSR).

The FFR Federal Cash Transaction Report must be filed within 30 days at the end of each of the following quarters:

- December 31 (1st Quarter of fiscal year)
- March 31 (2nd Quarter of fiscal year)
- June 30 (3rd Quarter of fiscal year)
- September 30 (4th Quarter of fiscal year)

Adjustments to cumulative disbursements may be saved (to be completed at a later date) or *certified* before the deadline date).

If the FCTR is not filed before or on the due date, funds will be frozen until the report has been submitted.

FFR Cash Transaction Report

Federal Cash Transaction Report Search

Enter Your Search Criteria (Full or Partial)

*Payee Account Number:

Reporting Period(s): Current All

Delinquent Report(s) Only: Yes No

Select Report Status:

- N -- Report Available/To Be Completed
- C -- Report Prepared/Not Certified
- B -- Report Certified/Posting In Progress
- P -- Report Completed/Posted
- A -- Report in Adjustment Process
- X -- Report Not Filed in Past Periods
- ALL Report Statuses

Extended Search Criteria

Report Quarter End Date:

Note: Please use leading and/or trailing * for partial search on field Payee Account.

Soon-to-Expire 2013 Awards

[1/3/2018 - CANCELLATION: 2013 Fixed Year Funds Will Cancel on September 30, 2018](#)

Awards funded using a 2013 fixed appropriation will cancel on September 30, 2018. Undrawn award funding issued from 2013 fixed appropriation account funds will no longer be available for program expenditures, obligations or payment requests in the Payment Management System.

What Should You Do for 2013 Closeout?

- You might receive email notification from ACL Regional Office regarding 2013 grant discrepancies between PMS drawdown with expenditure reported in ACL SF425 and PMS Cash Transaction Report. **Follow instruction - DON'T IGNORE!!!**
- Review all expiring award documents in your PMS account to ensure that all disbursements have been reported on FFR-Cash Transaction Report.
 - Request funds from PMS if your expenditure is more than current drawdown; or
 - Return excessive drawdown if your drawdown is more than reported expenditure.
 - Contact ACL to unlock Title VI reports for correction if needed.
- Your last opportunity to report disbursements on the 2013 fixed appropriation awards is September 30, 2018 FFR Cash Transaction Report.
- Your prompt action is needed!

PMS Drawdown Process

- HHS/Program Support Center (PSC) implemented a policy starting 8/1/2013 on the payments to grantees based on OMB and Congressional interest in unliquidated and unobligated funds being returned to the U.S. Treasury as soon as possible.
- PMS defined an “expired award” 90 days after the program end date as noted in the PMS system. Any draws made after this 90-day period has to be approved by the Grants Office.
- Due to this process, grantees would expect a 24 to 48 hours delay drawing from an “expired award.”

ACL and PMS Financial Reports

| ACL | PMS |
|--|--|
| <p>Annual SF425s for 1st and 2nd years are due on 7/30; final 3-year SF425s are due on 6/30</p> | <p>Quarter FCTRs are due on 4/30, 7/31, 10/31 and 12/31</p> |
| <p>Final ACL SF425 should match PMS Federal Cash Transaction Report (FCTR) and drawdown</p> | <p>PMS expenditures and drawdown should match final ACL SF425</p> |
| <p>Completed SF425s can be submitted to:</p> <ul style="list-style-type: none">• https://apps.acl.gov/aoa-tvi/title vi/Login/Login_Tribe.asp;or• As email attachment to ACL regional staff | <p>Online submission to: https://pms.psc.gov/</p> |

NOTE: ACL and PMS do not share reports

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