

Quick Reference Guide for SOT Recipients

Grant Point of Contacts			
Programmatic Questions/Concerns	Program Officer- Tim Kelly, tim.kelly@acf.hhs.gov Program Officer- Sabrina Torres, Sabrina.torres@acf.hhs.gov		
Office of Grants Management (OGM) Fiscal Reports and Budget Amendments/Questions	<ul style="list-style-type: none">OGM Grants Management Specialist- Bernard Morgan, bernard.morgan@acf.hhs.gov<ul style="list-style-type: none">Recipient Locations- CA, FL, KY, MA (Boston), MI (Dearborn), MO, NY, OR, PA, SC, TX, VA, VT, WAOGM Grants Management Specialist- Girma Araya, girma.araya@acf.hhs.gov<ul style="list-style-type: none">Recipient Locations- AZ, CA (Sacramento), CO, GA, IL, MA (Lowell), MD, MI (Detroit), MN, NM, UTOGM Grants Management Supervisor- Manolo Salguero, manolo.salguero@acf.hhs.gov		
Payment Management System (PMS)- Issues with funds or Financial Federal Reports (FFR)	PMS Liaison- Find POC		
Refugee Arrivals Data System (RADS)- Technical difficulties, access issues <i>*New users to RADS- please reach out to Sabrina Torres (Program Officer) to request access</i>	RADS Team- radsadmin@gdit.com		
Issues with Grant Solutions	Help Desk- help@grantsolutions.gov , 1-866-577-0771 (M-F, 7am-8pm)		
Reporting Requirements			
Report Name	Total number of reports per fiscal year	Reporting Period	Due Date
<u>Annual Program Data Indicators</u> Provides program outputs <i>*Submit in RADS</i>	1	9/30/XX-9/29/XX	10/31
<u>Semi-Annual PPR</u> Performance Progress Report (PPR) Narrative and Metrics- Details program activities and outputs/outcomes for the reporting period. The second semi-annual report should include annual achieved metrics and goals. <i>*Upload in Grant Solutions</i>	2	9/30/XX–3/31/XX 4/1/XX–9/29/XX	4/30 10/31
<u>Final PPR</u> Performance Progress Report Narrative and Metrics- Details program activities and achieved outputs/outcomes for the entire project period. <i>*Upload in Grant Solutions</i>	1 (at the end of 5-year grant)	9/30/22-9/29/27	12/29/27
<u>Semi-annual FFR-FSR (SF-425)</u> Federal Financial Report-Financial Status Report Reports expenditures, obligations, and liquidations. <i>*Upload in PMS</i>	2	9/30/XX–3/31/XX 4/1/XX–9/29/XX	4/30 10/29
<u>Annual FFR-FSR (SF-425)</u> Reports expenditures, obligations, and liquidations for the entire fiscal year. <i>*Upload in PMS</i>	1	9/30/XX–9/29/XX	12/28

When do I need to submit an amendment in Grant Solutions?

Some examples (not a complete list):

- Change in indirect cost rate
- Change in Authorizing Official/Authorized Representative (AO/AR) or Principal Investigator/Project Director (PI/PD)
 - *Must be submitted at least week before the current AO/AR or PI/PD leaves the position*
- Budget Revision
- Carryover Request
 - *Requests must be submitted 90 days after the end of the budget period*
- No-cost extension
 - *Request must be submitted 45-90 days prior to the end of the project period*

Which amendments require prior approval by ORR?

Some examples (not a complete list):

- Change in scope of the grant activities
- Change in AO/AR or PI/PD
- Budget revisions
- Carryover request
- No-cost extension

When in Doubt...

- Contact your program officer and/or your OGM contact.
- Check the HHS Grants Policy Statement for a full list of amendments requiring prior approval; link provided below.
 - All amendments require some action by the program officer and OGM contact; notify them of any changes.

Resources

- **The HHS Grants Policy Statement:** <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>
- **Managing Federal Grants:** <https://www.acf.hhs.gov/orr/resource/managing-federal-grants>
- **Grant Solutions Recipient Support and Reference Page:** <https://home.grantsolutions.gov/home/grant-recipient-support-and-reference/>
- **Request Access to Grant Solutions:** <https://home.grantsolutions.gov/home/getting-started-request-a-user-account/>
- **Technical Assistance**
 - **Webinars/resources from NCB and ORR:** <https://www.healtorture.org/>
 - **Trainings/resources for refugee providers:** <https://switchboardta.org/>

Office of Refugee Resettlement
Survivors of Torture Program
November 2022