



MSPI & DVPI Important Updates and Q&A Webinar

March 9, 2016

Division of Behavioral Health

Webinar Recording link:

<http://ihs.adobeconnect.com/p2isv4xhn25/>



Topics

- Housekeeping Items
 - Listservs
 - Contact lists
- Submission SF-425s
- Continuation Application Kits
- Year 2 Project Narrative development
 - TA Webinars
- Allowable/Unallowable costs
- Technical Assistance Contact Information
- Q&A Session

Housekeeping Items

Listservs

Official Contacts List

MSPI & DVPI Listservs

- All grantees/awardees are asked sign-up for the MSPI and/or DVPI listserv.
- Listserv sign-up is located on the MSPI & DVPI website landing pages, near the bottom right-hand corner of the webpage in a box labeled, “**STAY CONNECTED**”.
- MSPI: https://www.ihs.gov/listserv/index.cfm/topics/signup/?list_id=165
- DVPI: https://www.ihs.gov/listserv/index.cfm/topics/signup/?list_id=187

Staying Connected

- The listservs provide important updates to the grantees/awardees – project staff, grants staff, tribal finance staff, individuals who complete reporting, etc., who sign-up.
- Information disseminated via the listservs provides those staff who are **not** currently listed as “official contacts” with the IHS Division of Grants Management (grantees) or the IHS Division of Behavioral Health (federal awardees) important updates.

Contact Lists: “Official”

- Official contact lists are maintained by the Division of Grants Management (DGM) for grantees and the Division of Behavioral Health (DBH) for federal awardees.
- The DGM official contact list is provided to the DBH Program Officials for contacting grantees.
- The Division of Behavioral Health does not modify (add/delete/update) this official contacts list from DGM.

Grantees: Official Contacts

Grantees:

- The IHS Division of Grants Management maintains the official contact list for each grant.
- The **Authorizing Official** and the official **Project Director** are the official contacts.
- These individuals receive all communication regarding the grant.
- Changes to the official contact(s) for a grant must be submitted to the assigned Grants Management Specialist and guidance will be given to the project on how to submit the request for changes.

Federal Awardees: Official Contacts

Federal Awardees:

- The IHS Division of Behavioral Health maintains the official contact list for each federal awardees.
- The official Project Director is listed as the official contact for each federal award.
- This individual receives all communication regarding the federal program award.
- Changes to official contact(s) for the federal program awards must be submitted to the IHS Program Official. Guidance will be given to the projects on what needs to be submitted for review.

Submission of Quarterly Financial Statements (SF-425s)

Grantees (continued):

Submission of Quarterly Financial Statements

- The SF-425 financial forms/statements are due **QUARTERLY** as listed in the official Notice of Award.
- Quarterly reports are due within 30 days following the end of the quarter. The following dates indicate the end of the quarter:
 - *December 2015*
 - *March 2016*
 - *June 2016*
 - *September 2016*
- Grantees will submit the SF-425 quarterly financial reports to **both** the Payment Management System and the GrantSolutions system.

Grantees:

Submission of Quarterly Financial Statements

- If grantees have questions regarding the **Payment Management System** (PMS):
 - Visit the Division of Payment Management webpage at: <http://www.dpm.psc.gov/>;
 - Contact the PMS Tribal Contact, Katia Proctor at katia.proctor@psc.hhs.gov or visit the PMS contacts page at: http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx
- If grantees have questions about how to upload the SF-425 to **GrantSolutions**, please contact your assigned Grants Management Specialist for MSPI or DVPI for assistance.

Federal Awardees:

Submission of Quarterly Financial Statements

- The Federal Awardees were notified on **March 7, 2016** via email to move forward with the submission of the first SF-425 submission.
- **FIRST SUBMISSION ONLY**: Allowed to submit a six-month SF-425 due to the confusion and delay in requesting this information by DBH.
- Otherwise, the SF-425 financial forms/statements are due QUARTERLY. The SF-425 quarterly reports are due within 30 days following the end of the quarter. The following dates indicate the end of the quarter:
 - ~~December 2015~~ – will not submit a quarterly SF-425
 - March 2016 – will submit a 6 month SF-425 (for first 6 months of spend down)
 - June 2016 – quarterly submission
 - September 2016 – quarterly submission

Federal Awardees:

Submission of Quarterly Financial Statements

- IHS Federal projects will submit SF-425 directly to the IHS Division of Behavioral Health **via email** at DBH@ihs.gov.
- **Please note for future submissions of the SF-425:** Federal awardees will be required to submit all financial paperwork via the MSPI & DVPI **online portals**.
- DBH is working to get the portals operational and the information disseminated to all IHS Federal awardees as soon as possible.

Continuation Application Kits

Grantees – Specific requirements

Federal awardees – specific requirements

Continuation Application Kits

Grantees:

- Continuation Application Kits were made available on the GrantSolutions system on **Thursday, March 3, 2016**.
- The official Project Director (who is listed on the official Notice of Award) was notified via email by GrantSolutions of the availability of the continuation application kit.
- The continuation application kit is available on the GrantSolutions system.
 - The Project Director will have only received an email stating the continuation application kit is available.
 - No “hard-copy” packets or kits were mailed to projects.

Continuation Application Kits

Federal Awardees:

- Continuation Application Kits will be emailed to the federal awardee official contacts by **Friday, March 11, 2016.**
- The required documents for submission of the continuation application kit will be provided to the awardees in the email dissemination.
- Instructions will be provided on how to submit the continuation application documents with the email.

Continuation Application Kit: SF-PPR

Grantees ONLY:

Interim Performance Progress Report

- SF-PPR (*Interim Performance Progress Report*)
- As part of the requirements to receive Project Year 2 funding, **grantees** are required to submit an ‘interim’ performance progress report to show progress to-date on activities, spend-down, etc.
- Templates are available for each MSPI and DVPI Purpose Area that include the objectives for each purpose area.
 - Available to download on the MSPI & DVPI webpages, respectively.

Continuation Application Kit: SF-PPR

FEDERAL AWARDEES:

- Federal Awardees are **NOT** required to complete the interim progress report (SF-PPR).
- This will be noted on the MSPI & DVPI webpages as well.
- Please inform all individuals who will be working on the continuation application kit.

Continuation Application Kit Templates

Grantees:

- ***Additional required templates*** are provided to grantees via the GrantSolutions system and are available for download at the time they access GrantSolutions.
- For example, there are required forms that only grantees are required to fill out – those will be provided by GrantSolutions via download.

Continuation Application Templates

BOTH Federal Awardees & Grantees:

- Templates will be available on the MSPI & DVPI webpages for the following:
 - Project Narrative template;
 - Budget and Budget Narrative template;
 - Project Timeline template;
 - Biographical Sketch template.
- Other templates may be available on the webpages and will be determined soon by DBH.

Year 2 Project Narrative Development

Year 2 Project Narrative Development

- **REMINDER: Project Narrative revisions for Project Year 1 are no longer a requirement for submission.**
- Official contacts for all projects were emailed on February 1, 2016 to inform that they were no longer required to submit project narrative revisions for YR1.
- Official contacts were also informed in that same email that they **could begin developing their YR2 project narratives.**

Technical Assistance Webinars

- Technical Assistance (TA) webinars were held to assist with the development of Year 2 Project Narratives for MSPI & DVPI.
- The webinar series were recorded and are available on the **MSPI & DVPI webpages** – click on “*Technical Assistance*”, then on “*Webinars*”
- MSPI: <https://www.ihs.gov/mspi/techassistance/Webinars/>
- DVPI: <https://www.ihs.gov/dvpi/techassistance/webinars/>

Allowable Costs

Allowable Costs

- All projects are currently in the process of developing the Year 2 Project Narratives and Budgets.
- You may have some questions about whether or not certain items are “allowable” to purchase for your grant and/or federal award.
- **STANDING GUIDANCE:** Please direct all questions about allowable or unallowable costs to your assigned Grants Management Specialist – especially if you are unclear certain items to include in your budget.

Food Purchases

- In the past, DBH and DGM were providing guidance to projects that “food” was an allowable purchase, if it could be justified as a “healthy cooking demonstration” or related in some way to healthy food preparation.
- DBH was recently informed by DGM that the purchase of food is **NOT an allowable purchase** with grant funds.
- There are some projects who have already made purchases with their Year 1 funds and that will be allowed; however for the Year 2 budgets, **food purchases cannot be included.**

Food Purchases

- Please Note for **Federal Awardees**: Were not allowed to include food in the budget prior to this notification.
 - Food has been an unallowable cost for federal program awards.
- Some examples of what is NOT allowed:
 - The purchase of Subway gift cards as an incentive;
 - Purchase of food as “supplies” for a healthy cooking demonstration;
 - Food vouchers as an incentive.
- For guidance, you can reference the “**HHS Policy on the Use of Appropriated Funds for Food**”:

<http://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-food/index.html>

Questions about Allowable/Unallowable Costs

- Please direct all questions regarding allowable/ unallowable costs to your assigned Grants Management Specialist.
- You can also reach out to your Project Officer for questions regarding allowable/unallowable costs.

Project Officers: Project Narrative Development

Who should I contact for questions?

Grants Management Specialists:

Grants Procedures

IHS Program Officials: New Funding Cycle

MSPI/DVPI Regional Project Officers:

Project Narrative Development

- **Alaska** – Elisa Bruns
- **Albuquerque** – *hiring in progress*
- **Bemidji** – Pamela End of Horn
- **Billings** – Leon Eagle Tail (*Acting*)
- **California** – Walter Castle
- **Great Plains** – William Carr (*Acting*)
- **Nashville** – Sean Bennett
- **Navajo** – Patricia Olson (*Acting*)
- **Oklahoma City** – Karen Hearod
- **Phoenix** – Terry McDowell (*Acting*)
- **Portland** – Georgianna Old Elk
- **Tucson** – Terry Friend
- **Urban** – Steven Whitehorn

MSPI Grants Management Specialists:

Grants Procedures for Tribal & Urban MSPI Grantees ONLY

Responsible for Grant #'s:

BH16IHS0001 – BH16IHS0053

Donald W. Gooding, Jr.

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Responsible for Grant #'s:

BH16IHS0054 – BH16IHS0103

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DVPI Grants Management Specialist:

Grants Procedures for Tribal & Urban DVPI Grantees ONLY

Andrew Diggs

Sr. Grants Management Specialist

Division of Grants Management

Indian Health Service

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Email: Andrew.Diggs@ihs.gov

Role of the IHS Division of Grants Management

- The IHS Division of Grants Management (DGM) works with the **Tribal and Urban grantees ONLY**.
- DGM staff **do not** provide technical assistance to IHS Federal project awardees.

Technical Assistance Offered by DGM

- DGM provides technical assistance to the **Tribal and Urban grantees** with:
 - Submission of required grant documents;
 - Budget/Budget Narrative revisions;
 - Access to GrantSolutions system;
 - Provide copies of the official Notice of Award;
 - Answer questions about the Payment Management System;
 - Provide guidance on incentives and allowable/unallowable costs.

DBH Program Official Contact

Sean Bennett

Public Health Advisor

Division of Behavioral Health

Office of Clinical and Preventive Services

Indian Health Service, Headquarters

Email: sean.bennett@ihs.gov

- **Please Note**: MSPI Program Official, **Audrey Solimon**, will not be available due to transitioning out of the role of Project Officer for the Albuquerque IHS Area. She hopes to be available again soon as an IHS HQ employee.