Show Me the Money:
a Beginner's Guide to Grants & Payment Management System

Username Created, Now What?

You will need to fill out the PMS Access Request form:

- Organization information including EIN, PIN, or PAN that you need access to.
  *NOTE the EIN, PIN, or PAN's MUST exist in PMS to be approved by PSC.
  When providing an EIN or PIN the user will need to select the YES option for ALL ACCOUNTS to confirm that they would like access to all PAN's associated with the EIN. If the answer is NO, then the user should input the individual PAN numbers they require access to.

- User Contact information including work address and telephone number.

- Select the type of access you require.

- Include your supervisor's information including their name, title, email, and phone number. If you are the CEO it is ok to put your own information, but they do require that this be verified.

PAN

- PAN is the Payee Account Number

- You will need this to search for Cash Transaction Reports and to search for the Federal Financial Report

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PAN

- Where can I find this number once my account is set up?

  - After logging in you will see 1-3 under notifications.

  - Click on the magnifying glass under 3—Payee Accounts. You will see both the B1 Account and the P1 Account.

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Username Created, Now What?

- Once your request has been initiated keep your Request ID.
  - You will need to input this Request ID on the Retrieve Existing Request tab to make a correction or to check the status of your request.

- The listed Supervisor MUST verify all information for the request to be successful. ***It is important to look for the verification email and link.

- All Users are also required to self-certify annually in the system.

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Adding or Updating Banking Information

- A 1199A Direct Deposit Form must be completed and uploaded for each banking request.

- Follow ALL instructions for this form. Your banking request will be denied if any section is incorrect.

- We will provide instructions for the section for this form from the PMS website.

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I have two accounts, one ending in B1 and one ending in P1, which do I use?

- The P1 accounts are always used for quarterly reporting, so your funds will be under your P1 Account.

  ** Recently confirmed by PMS, 8/6/2021

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Reporting Requirements

Quarterly FFR Reports

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FFR Reports

- Quarterly FFR Reports:

  - 3/31, 6/30, 9/30, & 12/31

- A final FFR report will be submitted at the completion of the award agreement

- To see all instructions for FFR reports:

  - Go to home icon

  - Click disbursement

  - Click FFR Grantee User Guide

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FFR Reports

- You MUST both PREPARE and CERTIFY the FFR report

- Once the agency approves the report the status in Report Workflow changes to Completed

- You may then access and print the repot if you would like to keep a copy

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Documentation

- There is not a requirement to submit receipts or documentation to HRSA.

- If you have questions, consult your CPA or auditor.

- Keep receipts of supplies.

- You can and should document through payroll.

  - Keep records of payroll.

  - Estimate time or percentage as best you can.

  - Do NOT stress over this!

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New USDA Grant – announced today!!!

- https://www.rd.usda.gov/erhc/overview

- This program provides up to $500 million in grant funding to help broaden access to COVID-19 testing and vaccines, rural health care services, and food assistance through food banks and food distribution facilities. Funding is distributed to eligible applicants through two tracks:

  - Track One: Recovery Grants provide immediate relief to address economic conditions arising from the COVID-19 emergency

  - Track Two: Impact Grants advance ideas and solutions to solve regional rural health care problems to support the long-term sustainability of rural health

Future Questions

- Contact me for a free resource about the Payment Management System or for Future Grant Information.

- Elizabeth Morgan Burrows, JD

  - elizabethburrowsconsulting@gmail.com

  - 765-505-3896

  - www.Burrowsconsulting.net

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