

**Office of Grants Management (OGM),  
Family Protection and Resilience  
Portfolio**

January 27, 2026

# Welcome

Chenise Purvis, Grants Management Specialist, Office  
of Grants Management (OGM)

# Agenda

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## **Participants will be provided an overview of the:**

- Roles and Responsibilities of OGM
- Federal Financial Reporting (FFR)
- Post-Award Amendments
- Lessons Learned

# Role and Responsibilities



# Roles and Responsibilities

- The Office of Grants Management (OGM) and Survivors of Torture (SOT) jointly administer the ZT grants
- SOT and OGM have different areas of responsibility and expertise
- Roles are distinct and complementary

# OGM Roles and Responsibilities for Grants Administration

- Business and other non-programmatic areas of the grant award and administration
- Monitoring and guaranteeing the integrity of the competitive process
- Ensuring compliance with applicable laws, regulations, policies, and procedures
- Fiscal monitoring via SF-425 reports
- Official receipt point for all official correspondence, including program progress reports and post-award amendment requests, via Grant Solutions



# OGM Roles and Responsibilities for Grants Administration (cont.)

## Contact OGM for the following:

- Requesting amendments to the original grant application, such as changes in key personnel
- Responding to requests for additional or revised application documentation to resolve funding restrictions
- Clarification of budget issues, particularly allowability of costs
- Questions surrounding financial reporting
- Clarification of budget issues, particularly allowability of costs

# Federal Financial Reporting (FFR)



# SF-425, Federal Financial Report

- All reports must be submitted in the Payment Management System
- Grants Management Specialist (GMS) is responsible for review and acceptance of FFR
- **Quarterly** reports are due 30 days after the end of each reporting period. A final cumulative report is also due 90 days after the budget period end date for each budget period.
- Quarterly cash transaction data must still be included in Federal Financial Report (FFR, SF-425) via the Payment Management System (PMS)
  - The cash transaction section (lines 10a–10c) of the FFR is now pre-populated by PMS using real-time cash activity from PMS, so recipients do not separately submit a stand-alone quarterly cash report.
  - Recipients still certify the cash reported in the FFR.
- Cash transactions and drawdowns will be reflected and reported within the FFR (SF-425) submitted as part of your regular financial reporting.
- Discrepancies between reported disbursements and actual cash withdrawn must be corrected as soon as possible

## SF-425, Federal Financial Report Reporting: Helpful Resources

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- Submit SF-425 (FFR) as required per your award terms and conditions. (2 CFR § 200.328)
- **Quarterly** FFRs: Due within 30 calendar days after the end of each reporting period. (2 CFR § 200.328)
- **Annual** FFRs (if applicable): Due within 90 calendar days after the end of the reporting period. (2 CFR § 200.328)
- **Final/Closeout** FFR: Due within 120 calendar days after the conclusion of the period of performance (project end date). (2 CFR § 200.328; 2 CFR § 200.344)
- **Closeout** Reminder: All required closeout reports (financial + other required reports) are due within 120 calendar days after the period of performance ends. (2 CFR § 200.344)

# Post-award Amendments

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# Post Award Amendments

## Submit all amendment requests via Grant Solutions

- Most common amendments:
  - **Budget revisions** – request prior approval for any significant rebudgeting across cost categories or change in key personnel
  - **Change in Authorized Official or Principal Investigator/Program Director**
  - **Change of Scope** – major changes in activities, objectives, program design
  - **Carry over of funds (COB)** – unobligated balance may be carried into subsequent budget period for the purpose of completing previously approved activities or unmet objectives from the prior year; new activities or additional increases across budget categories are not permitted; financial data in PMS must reconcile before OGM can complete a carry over
  - **No-Cost Extension (NCE)** – Recipients may request an extension of up to 12 months to extend the end of the project period in order to complete previously approved project activities. No new activities may be added under an NCE.

# Lessons Learned

- Guidance on Financial Management Standards and Internal Controls is contained in 2 CFR 200.302 and 200.303
  - **2 CFR 200.302 – Financial Management:** Recipients must maintain financial management systems that adequately identify and track the source and application of Federal funds (including awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest) and ensure records are supported by source documentation.
  - **2 CFR 200.303 – Internal Controls:** Recipients must establish and maintain effective internal control over Federal awards that provides reasonable assurance the award is managed in compliance with Federal statutes, regulations, and the terms and conditions of the award.

## Lessons Learned (cont.)

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- Spend funds as budgeted; failure to do so could result in corrective actions such as cost reimbursement or even disallowance
- Communicate with your Federal Project Officer and/or Grants Management Specialist before you make major changes
- Post-award amendments that require prior approval are approved via a new Notice of Award
- In PMS, discrepancies between reported disbursements and actual cash withdrawn must be corrected as soon as possible to prevent the appearance of a debt on the account or problems completing a requested carry over of funds
- Do not continue drawing down funds from the previous budget period for activities that are completed in the current budget period – a carry over is required to transfer authorized funds from one PMS document number to another

*(Note: A PMS document number is the grant number plus a two-digit budget period identifier, such as 90ZT002403)*

# OGM Contacts for SOT Grants

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- **Bernard Morgan, Grants Management Officer**  
[Bernard.Morgan@acf.hhs.gov](mailto:Bernard.Morgan@acf.hhs.gov)
- **Chenise Purvis, Grants Management Specialist:**  
[Chenise.Purvis@acf.hhs.gov](mailto:Chenise.Purvis@acf.hhs.gov)