


Office of Grants
Office of the Assistant Secretary for Financial Resources
Room 511D – Hubert Humphrey Building
200 Independence Ave., S.W.
Washington, D.C. 20201
ACTION TRANSMITTAL – INTERNAL

Transmittal No.: OG AT 2020 – 02

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Effective Date: March 9, 2020

TO: HHS Grants and Cooperative Agreements Awarding Agencies

FROM: Alice Bettencourt 
Deputy Assistant Secretary
Office of Grants (OG)
Office of the Assistant Secretary for Financial Resources (ASFR)
U.S. Department of Health and Human Services (HHS)

SUBJECT:

Obligating Awards under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 [P.L. 116-123]

APPLICABILITY:

HHS Awarding Agencies making grant or cooperative agreement awards (collectively grants) under the COVID-19 Preparedness and Response Supplemental Appropriations Act, (Fiscal Year (FY)) 2020. All HHS Awarding Agencies are required to comply with the policy guidance within this Action Transmittal.

EFFECTIVE DATE: March 6, 2020

PURPOSE AND BACKGROUND:

The Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020, was enacted into law on March 6, 2020. This supplemental appropriation provides \$8.3 billion in emergency funding for federal agencies to respond to the coronavirus (COVID-19) outbreak.

Within the Department of Health and Human Services (HHS), the bill provides FY2020 supplemental appropriations for the:

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- Food and Drug Administration (FDA);
- Centers for Diseases Control and Prevention (CDC);
- National Institutes of Health (NIH);
- Public Health and Social Services Emergency Fund; and,
- Health Resources and Services Administration.

HHS Awarding Agencies will be subject to reporting requirements in accordance with the emergency funding legislation. The Office of Grants (OG) also anticipates a broad spectrum of other reporting requirements to include ad hoc data requests for the number of individual HHS federal awards issued with emergency COVID-19 funding.

Therefore, all HHS OPDIVs must implement internal tracking methods as part of their respective financial assistance lines of business to track all supplemental COVID-19 related federal awards issued as of March 6, 2020.

The following COVID-19 emergency policy directive serves to support the tracking of individual HHS federal awards issued with COVID-19 supplemental funding:

ACTION:

- Effective March 6, 2020, all HHS federal financial assistance awards issued with COVID-19 supplemental funding must use the letters “CV” as the suffix (at the end) of the obligating Document Number; and,
- Awarding agencies issuing COVID-19 supplemental funding must use unique subaccounts in HHS’ Payment Management System (PMS) including when supplements are made to existing awards.

All affected HHS Awarding Agencies are required to establish or update internal financial assistance management guidance in accordance with this policy directive. Additionally, HHS Awarding Agencies must incorporate into their respective financial assistance lines of business, a documented validation review of the Document Number field in accordance with this policy directive, prior to the issuance of all COVID-19 federal financial assistance awards.