



## Program Support Center

### ABOUT PSC

The Program Support Center (PSC) is the largest multi-function shared service provider to the federal government. Hosted by the U.S. Department of Health and Human Services (HHS), PSC provides our customers support services focused on their needs — so they can focus on their core missions.

Established 20 years ago to reduce HHS's annual spending and to increase the quality of its administrative services, PSC today offers over 40 services to HHS and other federal agencies. PSC operates on a competitive fee-for-service basis in four key markets: administrative operations, real estate and logistics, financial management and procurement, and occupational health.

For more information contact  
**(301) 492-4600**  
**[www.psc.gov](http://www.psc.gov)**

## GRANTS MANAGEMENT

### Simplifying the Grants Management Lifecycle

The **Program Support Center (PSC)** is one of only two designed civilian grant payment organizations approved by the federal government's Chief Financial Officers Council to provide grant program support to federal agencies.

Customers and grantees rely on PSC Grants Management turn-key service to disburse grants payments, centralize cash management applications, run real-time reports, and enable grantees to submit payment requests and upload required documents — anytime, anywhere.

### Structured. Streamlined. Seamless.

PSC takes on the entire grants management lifecycle for maximum agency efficiencies.

- **Facilitate grantee enrollment** including the completion of Direct Deposit Sign-Up Form (SF-1199A), bank account registration, and quarterly Federal Financial Reports (FFR) filing.
- **Process payment requests** from grantees — within 24 hours.
- **Edit payment submissions** for accuracy to reduce fraud, waste, and abuse.
- **Transmit payments** to the Federal Reserve Bank (FRB) or Department of Treasury for deposit into grantees' commercial account.
- **Record payment transactions and corresponding disbursements** to ensure all grant funds have been spent properly on legitimate costs.
- **Manage next-day payments** through FRB Automated Clearing House (ACH) transactions, same-day payments for customer authorized emergencies and special circumstances, and foreign payments.
- **Generate, reconcile, and submit the Classification Transactions and Accountability (CTA)** to Department of Treasury's Central Accounting Reporting System (CARS).
- **Central collections point** for interest earned on all federal grant funds and refunds.
- **Create scheduled or ad-hoc detail reports** to review grant activity, close out, and monitor disbursement activity.

### Did You Know PSC...

- Disburses 78 percent of all civilian grant payments.
- Paid \$479 billion in grant payments in FY 2015.
- Customers include approximately 47 percent of Cabinet-level departments.
- Services nearly 950 internationally grantees in 146 countries.



## FEDERAL SHARED SERVICES

### Accounting Services

- Accounting
- Debt Collection
- Financial Reporting

### Acquisition Management Services

- Acquisitions

### Behavioral Health Services

- Employee Assistance Program
- Organizational Development and Leadership
- Psychological Testing and Evaluation Program
- Work / Life Programs

### Building Operations Services

- Facilities Operations and Maintenance
- Room Scheduling
- Shredding

### Clinical Health Services

- FedStrive*
- Health Clinics
- Medical Employability
- Medical Surveillance
- Workers Compensation Management

### Environmental Health and Safety Services

- Automated External Defibrillator
- Environmental Health and Safety

### FedResponse Services

- Customer Contact Center

### Grants Finance and Administration Services

- Grants Management
- Indirect Cost Negotiations

### Mail and Publishing Services

- Departmental Forms Management
- Digital Document Management
- Graphic Arts
- Mail Operations
- Mail Screening
- Printing Program Management
- Section 508 Compliance

### Real Property Management Services

- Real Estate Strategy
- Real Property Disposal
- Space Design and Construction

### Supply Chain Management Services

- Labor and Moving
- Medical Supply Fulfillment
- Personal Property Disposal
- Personal Property Management
- Publications Fulfillment
- Storage

### Transportation Services

- Fleet Operations
- Transit Subsidy Program Management
- Travel Program Management

### Wellness and Health Promotion Services

- Wellness and Fitness

- **Provide independent review** facilitating annual audit requirement in compliance with the Office of Management and Budget (OMB) Circular A-123, Statement on Standards for Attestation Engagements (SSAE) No. 16, Agreed Upon Procedures SSAE No. 4, and supports agency financial statement audits.
- **Mitigate compliance risk** by providing customers support related to the Cash Management Improvement Act (CMIA) and OMB Circular A-133 audit confirmation and resolution support.

## Automate Processes Through a Governmentwide Accepted Grants System

PSC Grants Management features a fully automated online Payment Management System (PMS) which streamlines the entire grants process. PMS is a governmentwide, recognized web-based system which allows customers and grantees to collect, analyze, and manage grants all in one integrated platform.

PMS enables customers to disburse payments and gain instant visibility into grantee information to review transactions and conduct audits to verify submissions for reimbursement. For grantees, the system permits them to submit payment requests, upload required documents, and manage their grant expenses — in a mouse click.

PMS shortens the grants lifecycle, eliminates manual tasks, and streamlines operations so customers can reallocate resources to focus on core missions.

## Centralized Grants Management Solution

**PSC** Grants Management assists customers ensure grantees use funds in the most appropriate and efficient manner. Offering customers access to PMS, provide customers with a single source to automate processes, manage and monitor transactions, ensure compliance with federal regulations and policies, and gain control of payment disbursements to relieve staff of administrative tasks and support grantees to achieve proposed program goals.


