

Health Center Planning Grants Progress Report Technical Assistance Call Transcript

Moderator: Stephanie Crist
October 25, 2012
12:30 pm CT

Coordinator: ...and thank you for standing by.

At this time all participants are in a listen-only mode until the question-and-answer period. If you would like to ask a question at that time, please dial star then 1 on your phone.

Today's conference is being recorded. If you have any objections, you may disconnect at this time.

And now I'd like to turn your conference over to Ms. Stephanie Crist. You may begin, ma'am.

Stephanie Crist: Hi. Good afternoon everyone and welcome to the Planning Grants Final Report Training for Grantees.

Before we get started with this training, I'd like to give you all a few instructions regarding basic housekeeping for during this session. On the left

hand side of your screen in Adobe you should see a box that says Welcome. If you scroll down, there'll be basic logistical information as well as a link that you can copy and paste that will have the materials on our Web site that we encourage you to download. However, we will be showing the presentation today in Adobe.

There will be a designated time for questions and answer at the end of this session, and possibly I think at the beginning as well. We'll let you know when that is and you can just press star, 1 and the operator will stand by. But, the operator will queue you up. However if you have questions during the presentation, beneath the Welcome box you should see another box that says Submit Your Question. You can type those in and then we will get to them during the Q&A time, when designated, as well.

And finally on the logistics note, if you would like to make the presentation larger, there is a Full Screen button right above the PowerPoint presentation where you see the HRSA logo. If you click on that, the screen will become larger and you should also see a Return to Normal Mode, or just click the Full Screen box again to return if you need to ask any questions or like. These are the logistical notes.

So with that, I am going to turn it over to Tonya Bowers, who is our new Deputy Associate Administrator of BPHC.

Tonya Bowers: Thank you Stephanie. This is really exciting, so good afternoon to everyone here on the East Coast, and good morning to all of our colleagues in the West Coast and the Pacific. I'm really excited to be on the call with you today. Just to make sure everyone knows that you're on the right call, we're going to be talking about the final report requirements and grant closeout process for

the FY 2011 Health Center Program Planning Grantees. So if you're not - if you're on the wrong call, I encourage you to hang up now and move on to something - but additionally is exciting.

But in terms of what's going to happen today, I think we want to start out by saying that we can't state enough how much we appreciate the hard work that you've engaged in over the last year to set up primary care systems where they haven't existed before and to create access to care in communities where there hasn't been access to care before.

We recognize that this is a huge endeavor, and we really want to acknowledge your success that you've achieved over the last year. But also recognizing that this is really a beginning as well, and we'll talk about that in a couple - I will talk about that in a minute or so.

You're going to be getting a lot of instruction today about the process for closing out this grant and for the final reporting, and I just want to reiterate that this final report is your opportunity to tell us about your experience over the last year based on what you said you were going to do and what you ended up doing with your planning grant dollars. It's really the opportunity for you to talk about your successes.

Some of the challenges you faced. We learn a lot from listening to you and to hearing from you about the challenges that you faced. And whether it's in the application process or the challenges you faced in your community to engage in the projects, we really want to hear about those, and particularly the lessons that you've learned. Those really are informative to us and important to be able to document what you've done over the last year.

So as - you know, as we are talking about today, this is the process for closing out this grant, but we know that your work is going to continue and that you're going to continue to do great things in your community to expand access to care. So to that end, I want to make sure that I encourage you to seek out further technical assistance as you continue your work in your communities.

So, to look for technical assistance and training opportunities with your state primary care association or your regional primary care association. And of course, with the many national organizations that support the development of health centers across the country. They have a tremendous amount of information and resources available to you, and we really encourage you to seek that out - to seek out that assistance from them.

I also want to point out that we have a lot of resources available on our Web site that can continue - that you can utilize. And hopefully, we'll be able to support you and answer any questions you have or provide you with samples and information as you continue your developmental activities.

And, that's all as you - because we really want you to be successful with what you've already established. So to that end, I know everyone's very anxious to hear about what the future may hold. And while we don't know everything about the future, I can tell you a little bit about the funding that might be available and some opportunities to you.

There were two - essentially two types of opportunities that are in front of you, and I'll speak a little bit to both of them. The first is for those organizations that have - that are in a position to be able to demonstrate that they're in full compliance with all of the health center program

requirements. Have really fulfilled all the developmental activities and are operating in a full compliant health center model.

There is the opportunity for you to apply for the FQHC Look Alike program. The Look Alike program is a great opportunity for you to be able to continue to expand your program. It gives you access to some essential benefits that can support the operation of your health center.

What's really critical in the application process for Look Alike is that you have to demonstrate that you're already operational and you're operating in a compliant health center model. And all of that is spelled out in all of the application materials that are available on our Web site. So, I encourage you if that is an avenue you are going to pursue, to make sure you spend some time on our Web site to get all of those materials.

Our staff here is always available to answer questions about that program. So, I encourage you to look for that information and to consider that as one of your options.

The other option of course is - for those that are in the position again to continue the growth of their program is to keep an eye out for a funding opportunity that will be available we hope by the end of this calendar year, and that would be the FY 2013 New Access Point funding opportunity.

I'm sure you're all familiar with what that looks like. But just as a summary, that's an opportunity for organizations to compete for grants to operate health centers. So these would be operating grant funds to support the expansion of your health center program.

As part of the President's Budget for 2013, there's about \$19 million available to support approximately 25 New Access Point awards, so that's what this competition will announce is the opportunity for organizations to submit applications to receive one of those New Access Point awards.

That funding opportunity will provide a lot of detailed information about the expectations for applications, the eligibility requirements in particular, as well as the scoring criteria and any available priority points. So, I can't really speak to any of those right now.

But as you probably have heard, and I want to reiterate here, the New Access Point funding opportunity has been extremely competitive over the past couple of years. Historically, it's been very competitive. And so while there's no preference for past planning grantees in that process, I encourage you to be very thoughtful about your development of a - if you are considering a New Access Point, to submit a grant application under that funding opportunity.

To be very thoughtful about putting together that application and really looking at your readiness to take on the commitment of that operational grant in your community.

I know many of you have done amazing things with these dollars, but given the competitiveness of the funding opportunity, I just want to make sure that you consider all of the options in front of you.

One of the questions that have been raised and I think is really one important to bring up is that you can apply for both of these at the same time or in staggered processes. It's really up to you, looking at your organizational

development status and what - and where you are and what you really see as the opportunities in front of you over the next couple of years.

So, you can submit a New Access Point competition application. You can submit a Look Alike application. The two can - will be reviewed in the different processes for those programs. So, there's no potential for any overlap between the two of them, and you could submit the Look Alike at any time. Of course, you'd have to submit a grant application within the established deadlines.

But the Look Alike program - submitting a Look Alike application will not in any way, shape, or form, influence or eliminate your opportunities under a New Access Point competition.

I'm sure there are lots of other questions, but I want to make sure that folks really get to the critical part of this call, which is the information around the final report requirements and grants closeout process, because that's really the purpose of the call today.

But, I - there's lots of staff here who are available to answer all of the remaining questions. So with that, I am pleased to turn the call back over to Avni.

Avni: Thanks, Tonya. Thanks so much for joining us today and for providing that background.

Good afternoon everyone, and good morning to our colleagues on the West Coast and out in the Pacific. As was mentioned, today's call is for the planning grantees that received funding in fiscal year 2011, as well as our

Primary Care Association partners who've been providing ongoing support to these planning efforts.

We're going to spend approximately the next hour or so discussing the two remaining expectations for these FY11 planning grants, and those two are the final year report as well as grant closeout.

As was already mentioned, we're going to leave some time at the end for question and answer, but if you've got some questions that you're thinking of as the presentation is going, please feel free to use the Adobe Chat box to go ahead and get your question in the queue that way.

Today, I'm going to be co-presenting with Travis Wright, who will be providing information on the grants-related topics of our agenda. There are just a few slides for today's call, and as Stephanie has already mentioned, they will be shown through the Adobe session.

But if you'd like to have a printed copy for taking notes or sharing with colleagues that are supporting your organization, please feel free to go to our link that's also shown in Adobe, or within your meeting invitation, to go ahead and download those slides.

So as a reminder, the planning grants were a competitive funding opportunity from fiscal year 2011. They were funded out of the Affordable Care Act, and made available to public and non-profit private organizations with the goal of moving forward in the direction towards becoming a health center.

We understand that the community-based planning work you all have been doing is laborious and full of unexpected turns. Some of them being good, and some of them being not so good.

As Tonya mentioned, the final report is your opportunity to tell us about your journey in pursuing all five areas of your approved work plan.

So let's go ahead and start with discussing the reporting requirements, and then we'll take a look at this reporting template.

Your notice of award has information under a section called reporting requirements. This is where the information was located for your mid year report requirement as well as the report we're going to discuss today, your end of year report.

The notice of award states that for those grantees whose project periods ended at the end of August, your planning grant end of year report or final report is due on or before November 30th of this year. The submission within EHB will close after midnight, so late reports will not be accepted.

For grantees that have approved no-cost extensions, your deadline will be modified so that it is 90 days after the end of your revised project period end date. Please work with your project officer to request an extension through EHB for this final report deadline adjustment.

Doing so formally through EHB will allow your project officer to adjust the due date within the system - within EHB, and this will ensure that the mechanisms within EHB for tracking and issuing reminders remains intact for those grantees with no-cost extensions.

Please note that these grantees with no-cost extensions need to make their formal request for an appropriate extension based on their new project period end date before November 30th. So the module will close for those who need to submit their reports on November 30th as well as those who need to request the extension.

I did also want to point out what's written on the slide that all submissions need to be submitted through the EHB submission portal. Emailed and faxed reports will not be accepted.

Your submission for your final report will be available in your EHB queue after October 31st, so you'll have one month to work on it. The submission will include not only instructions for EHB for the specific task, but it will also include a suggested template for your report. This is exactly how it was done for the mid-year.

The notice of award clearly states what the requirements are for your end of year report. This is slightly different from your mid-year report, as many of you may recall; which was left a little bit more open-ended. And so, I want to be clear in pointing out that the end of year report is - it's slightly different. It's more of a reflection. And like Tonya mentioned, it's an opportunity for us to learn from what went well and what didn't in your journey - in your planning activities.

And at mid-year, as you may all recall, we asked some very directed and pointed questions to in order to help us gauge how progress was going and give us some ample time before the end of your project period to insert

technical assistance or other direct support so that your efforts weren't stalled.

The notice of award also clearly states four questions that we're expecting everyone to answer in their end of year report. Those questions are so that we can learn about the successes that you had in achieving your goals and objectives, the difficulties or challenges that you encountered along the way, what lessons you've learned in the past year, and what your final assessment of health center compliance readiness is.

Please note that the notice of award states that your report can be no longer than 10 pages. This 10-page limit applies to the planning grantee's narrative only. Therefore, the length of the template itself will not be counted against your 10-page balance. The template itself is five pages in length.

So before I discuss the report template itself, I wanted to offer another EHB system resource. As many of you may recall, at the mid-year training call we did have a live demo of EHB so that those of you who may not have used EHB since submitting your applications could see exactly how to navigate through the system to find this submission I keep eluding to, as well as to understand how to upload your response and formally submit. There are a few different steps in that process.

This time around, we're not going to be doing that on today's call, but I did want to include the link here on this slide, Slide 6. It takes you to our Web site where the archive of the mid-year report training is located. And, you're able to just watch that Adobe recording and forward to the section where the demo is, if you want to watch that step-by-step.

You can use this archived demo in addition to or in place of the EHB instructions that will be included in your submission that opens next week.

So Stephanie, if I could ask you to now switch off of the PowerPoint so that we can all take a look at the report template.

Thank you.

So I wanted to point out that this template is optional for all of you as it was at the mid-year report; however, like at mid-year, we're going to strongly suggest that you use this report template because it ensures that you answer all of the questions that are in the notice of award, all four questions, for all of the five areas of your approved work plan.

If you choose not to use this format, that's fine. But, please be sure to answer all of the questions that are listed on this template so that you don't miss anything.

The final report template, as you can see on your screen, does mirror what you used at mid-year. And this should look pretty familiar because it is aligned at least aesthetically to your work plan that you submitted within the original application.

So on this first page of the template, you'll see that as we've done in the past, the gray sections include information from the funding opportunity announcement and your approved work plan. These were the five predetermined sections of your planning activities as well as the sub-goals within those sections. So these are standard and help you just organize your thoughts because they're coming directly off your work plan.

The blue sections, and you'll see there's four blue sections per gray section and these four blue boxes represent the four questions on your notice of award. These are the four areas we want you to comment on.

Again, we want to know about the successes, the challenges you faced, the lessons you've learned, and what you define as your assessment of readiness in terms of compliance.

As we did with mid-year, your responses are requested where the yellow sections are. You'll start with adding your organization name and grant number, and then you'll proceed with filling in these sections where the yellow is.

Again, you don't need to keep any of this section highlighted in yellow. That's just there as a very - I hope - obvious visual queue for where grantees need to be entering their information, should you choose to use this template.

And as you all may recall, as we did with the mid-year report, at the very end of the template are two green small sections dedicated to the internal program review of your final report. None of this formatting from your template will count against your 10-page balance. So you'll see that the actual template is full five pages, and you're welcome to add in ten pages of narrative on top of those five pages of template formatting.

As you noticed, the questions that are in blue are identical for all five sections of your work plan, and they are intended to be open-ended to support your honest reflection of how things went. We will be using the information you provide to guide us in our future efforts, including around

designing technical assistance to support expansion of the health center safety net.

And so I'm going to now ask Stephanie to go ahead and transition back to the PowerPoint slides. And as she's doing that, I did want to point out to all of you that on your notice of award, in addition to the information that I just talked about with your end of year report requirement, there's also information about your grants management specialist contact, like your project officer contact information.

However, I did want to point out that the Division of Grants Management Operations, which is the structure within which your grants management specialists work, was slightly reorganized over the summer. And so who may be listed on your notice of award which was issued months ago may not actually reflect who your current grants management specialist is.

So, please keep an eye out for an email or a request for a conference call in the coming weeks from your project officer so that he or she can do a warm handoff and introduce you to your grants management specialist. Knowing who your grants management specialist is will be vital to you as you pursue grant closeout activities.

So with that, I'm going to turn things over to Travis Wright, who's going to talk to you about that grant closeout process.

Thanks Travis.

Travis Wright: Thank you Avni. Everyone, I would like to thank you. The Division of Grants Management is - has a capable staff of GMS's willing to help you. If you call or email, we can answer any of the questions that you need.

My purpose of this call is for the closeout and to explain the process of Division of Grants Management and how we work together with program to close out your grant.

So defining the close out. Close out is a process that takes place following the expiration and termination of the project period for a discretionary grant or cooperative agreement. The purpose of the close out is to ensure that the final reports are received and evaluated.

The responsibilities for the grantees during the closeout is a very critical part of this process. Preparation for the close out should begin three months prior to the end date of the grant in order to accurately forecast expenses and any adjusting entries that need to be made.

Some of the responsibilities. Within 90 days of the expiration of the grant document, you have to reconcile financial (unintelligible), liquidate all obligations incurred, submit final federal report to HRSA, to FFR, submit quarterly federal financial report to your payment management system, submit final performance progress reports or other reports required by the terms and conditions of your notice of grant award - or notice of award.

Also, account for any real or personal property acquired with federal funds during this process.

(Unintelligible) (P04), return any funds due as a result of refunds, corrections, or audits. Also of course, the final audit.

Retain records for 3 years once your grant is fully closed out.

Our responsibilities as grants management staff here at HRSA, we are going to issue out - close out communications to you guys, provide close out guidance and advice - and that's why it was necessary, as Avni mentioned earlier, to get in contact - after program gives you your new grants management specialist, to get in contact with the ones that you're working with.

I mean, if you don't - if you are working with someone, it's - there has been a change - please ask that current grants management specialist if there has been a change within the organization within your grant.

We also receive and evaluate all your financial - final records, ensure reconciliation of financial reports, and make prompt payments to recipients for allowable reimbursement costs.

Now the most important part of your close out is once you guys - and once program finishes their review, there's going to be - the federal financial report is going to be due. You submit that. And the federal financial report must be - must include unliquidated obligations. It must account for all funds awarded within the grant document. And, it must reconcile with all disbursement reporting with payment management.

Also, if there - if you are - received an approved no-cost extension during your current award, you have 120 days to create - to - excuse me. You also -

you have 120 days to - after that report is SF-FFR is done, you have 120 days to come back to us - to reconcile.

And then also, you have to - if you had that no-cost extension, basically you're going to have two FFRs during that time. The extension, that's the first 12 months, and then after that first 12 months you had come in with the interim FFR, the extension is going to be another FFR, and that's the 120-day - excuse me. I got caught in between my papers.

Also, next is the federal audit. Your federal audit is organizations maintain accounting and internal control systems appropriate to the size and (complexability) of your organization. Organizations that expand over \$500,000 of federal awards in the recipient's fiscal year must have OMB Circular A133 audit performed.

Annual independent federal financial audits must be performed in accordance with the federal audit requirements, including submission of a corrective action plan addressing all findings, questioned costs, reportable conditions, and material weakness cited in the audit report.

Also, this is after - under notice of award, include general terms for a A133. The grantees will submit their audits in compliance with the A133 via EHB. This requirement applies to grantees that receive over \$500,000 for the federal award.

So both the FFR and the - your federal audits are two of the most important parts of your closeout. And call your grants management specialist and your PO during this time when you start trying to close out.

Now in the notice of close out action, once you receive the award, the recipients will receive your notice of award like normal within email and through EHB. Unobligated balances of funds will be de-obligated on the close out NoA award. The NoA will specify record retention instructions.

And so right now, I'll return it back to Avni, and she'll give you some further information as far as program.

Avni: Great. Thank you so much Travis, and thanks for pointing out that important aspect about the final FFR.

For those of you whose project periods have already ended at the end of August, and that is the vast majority of you, your notice of award states that your final FFR is due on January 30th via EHB.

For those of you who have approved no-cost extensions, your FFR due date will need to be revised, again through the system. And, please work with your project officer to have that done so that your FFR will be due 120 days after your new project period end date.

And so I know we've provided a lot of information today in a short amount of time, and we will have some time for Q&A today. But in case any of you have ongoing or additional detailed questions, I did want to point out on Slide 15 that we will continue to offer the project officer and GMS, grants management specialists, as resources for their specific areas of expertise.

Your project officer will be able to answer program related questions such as those that you may have around your actual work plan activities or needing a

no-cost extension, the programmatic work you're doing in health center planning.

And, your grants management specialist will be your lead contact for grant-related questions. That does involve some budget related questions that you may have, as well as anything related to grant close out, and we work very closely together. So if you don't know where to send your questions, feel free to send it to both of them or one of them and we will get you to the right person in order to ensure that your questions get answered.

Additionally as many of you already know, we do have a wonderful BPHC Help Line. It's available by phone or email and you're able to send in any questions that you have around EHB. So I've also included in addition to their contact information the URL link to EHB in case some of you have been out of the system since the mid-year report and want to be able to save that link directly to your favorites.

And then I did want to just also provide the contact information for myself and Travis in case you have specific follow-up questions on the information that was presented today.

Please note that there's a special email inbox here on the slide underneath my phone number, and that email inbox is specific for planning grantee questions, and so I'll be able to directly extract questions from that inbox onto the FAQ, frequently asked questions document. So, that way I'm ensuring that in addition to the questions we gather from today's call that we'll be able to add ongoing questions coming in through email onto the updated frequently asked questions document.

So thanks again for all your time today and for all your hard work in supporting the expansion of the primary care safety net. We sincerely appreciate the work that you've done and the commitment that you have to vulnerable and underserved communities.

I'm going to now turn things over to Stephanie so we can begin the question-and-answer session.

Stephanie Crist: Great. Thank you Avni, and thank you Travis. Very useful information. What we're going to do is I've been getting a few questions in the chat function during the call, but - and we'll get to those. But, I'm going to encourage you if you have additional questions to dial the operator.

And now, I'm going to hand it over for (Theresa), the operator, to give you some instructions on how exactly to do that.

Coordinator: Thank you.

If you'd like to ask a question, please dial star, 1. If you need to withdraw your question once in queue, you may dial star, 2.

Once again, please dial star, 1 for questions. One moment please.

Stephanie Crist: Great, thank you. And (Theresa), while you're doing that, I'll read the questions that we've received via chat, and we'll see if Avni and Travis can answer them.

So one of the questions was if you are able to embed a public broadcasting video link of an event which shows the flavor of the community? Can the reviewers link into the link if it is in the report?

Avni: Great question, (Bev). I would suggest that you provide that via email to your project officer in any ongoing monitoring calls that you all are having. It gets really helpful for us again to get an honest understanding of what's happening in the community and be able to celebrate the good with you as well as learn from the challenges that are happening on the ground.

So, it certainly is very important information to share with us, but the end of year report does need to stick to a narrative format as the guidance in the notice of award states. So I would suggest that you share that, but potentially offline; not embedded within the actual end of year report. You can of course allude to the fact that you've already sent an email on such-and-such date with that link if you'd like.

But I would suggest that you know any of that type of high-tech media - updates that - you know, that that should be occurring outside of the narrative so that you're staying within the page limit with a narrative response.

Stephanie Crist: Great. Thank you Avni. The next question is if you don't have a grant over \$500,000, do you still have to have an audit? That's a great question.

Travis Wright: No, you don't. Well you still have reporting requirements, but as far as the - you - it only applies to \$500,000 or more, so no.

Avni: And I'm just going to add to that a little bit. Thanks Travis.

So although we are very clear as your funder that the award that you were given were \$80,000, the audit requirement is beyond the Bureau of Primary Health Care. It applies to any source of federal funding. If those sources exceed a total of \$500,000 or more, your organization does need to submit an A133 audit that audits all of those grants and the organization as a whole.

So where we know that this planning grant in and of itself does not get you to that audit requirement, it - for those of you that have Ryan White Part C funding or other sources of federal funding that get you to that \$500,000 mark or higher, you would be required to follow the A133 guidelines.

Please refer to your notice of award. There's specific information on how to get to the OMB Web site - I think it's the Web site that's posted on your notice of award, so that you can get more detailed information on what those requirements actually are.

Stephanie Crist: Great. Thank you Avni. Thank you Travis. Last question I'm going to answer for now on the pod, then I'm going to go to (Theresa) and the phone, and then we'll back to the pod, so not to worry if you had presubmitted your question that I don't get to.

This question is, is there a time limit to submit the audit?

Avni: There is a time limit. And again, this information is provided through the OMB circular information. I - Travis, you can correct me if I'm wrong, but I think it's something like nine months after the grantee's end of fiscal year.

Travis Wright: Right.

Stephanie Crist: Great. Now (Theresa), would you mind opening up the queue for questions?

Coordinator: Yes. Our first question comes from (Christina). Your line is open.

(Christina): Hi. Thank you. I was wondering - a clarification on the ten page limit and not counting the template. So if we're filling things in the template, does that mean the final document cannot exceed 15 pages? Or, is this something where we should be compiling our answers in say a Word document and then cutting and pasting it into the template after the fact that we know it's not more than ten pages?

Avni: Great question. You know, I'm going to say that you can submit an attachment that is - with the template and just embed your information right in there if that's easier.

Again, the intent of the template is to make your life a lot easier so you're focusing on that - your actual reflection and not cutting and pasting.

So if you use the template and you fill right in and you submit - you attach it and it's 15 pages by the time it gets to us, we will honor that as you having stayed within your narrative 10 page limit.

You know, the notice of award does not clearly specify, but I think it's fair to assume what was written in the funding opportunity announcement does apply, so you know font size, margins, standard stuff, so hopefully none of you guys are trying to give us eight point font responses with no margins so that you can, you know, try to get in a little bit more information.

We really want to be able to be sincere in our guidance to you all that the intent is not to be overly restrictive, but that you know as Tonya mentioned, for those of you who want to go on to apply for Look Alike status or New Access Point funding or both, you know, the requirements are much more stringent in terms of the page length, the content, specificity, et cetera.

So we're doing our job if we coach you to stay within the parameters and not push the envelope too much. But, you know, we're not going to be nitpicking on whether you used 11.5 font instead of 12. You know, we just want to make some general parameters, and it is officially written on your notice of award that you respond within ten pages.

So whether you do that embedded within a five page template or you decide to do it offline - whatever works best for you. We just want to give you some general parameters within which to work.

(Christina): Got it. Thanks.

Coordinator: We have a question from (Susan). Your line is open.

(Susan): Yes. I was wanting to check and see if there's any procedures or policies that we need to follow in the event that our project has developed national exposure with another federal agency that's going to be being featured at their national conference in part of the National Partnership for Action For Reducing Racial and Ethnic Health Disparity, and this is with EPA.

And, I'm wanting to make sure that as part of our close out if there's any touch base or policies or procedures when something that's funded from HRSA is then showcased or a subject of a video and further case studies in

national kind of dissemination. Is there any internal notification that we're responsible for to making sure that - other than our project officer?

Avni: That's a great question. I think that you've definitely done the right thing in informing your project officer. You know, that's wonderful, and we're always thrilled to hear when organizations are able to leverage a small seed grant such as this planning grant and you know be able to make a meaningful impact that could be used as a model elsewhere.

But we do need to know about it, so it's great that you've informed your project officer just to ensure that any messaging and mention of these activities are appropriately sourced to this HRSA funding announcement.

(Susan): Okay, thank you.

Coordinator: The next comes from (Cathy). Your line is open.

(Cathy): Great. I think that's me.

I just want to makes you're - I had already written the final report before I got notice of this training and before I looked at the template. And so in the final report, answered those four questions that were on the notice of grant award. I can just attach that document to the template and upload that in the EHB. Is that correct?

Avni: So what you're actually going to do is if you've already, you know, written a report in your own format and it doesn't exceed ten pages and it answers all four questions for all five areas of your work plan activities, what you're going to do is when the submission opens next week on the 31st...

(Cathy): Yes.

Avni: And I actually don't know if it's going to open on midnight on the 31st or midnight on the 30th, so bear with me guys. It might be a day off. It might be November 1 in all intents and purposes.

But when that submission opens, you're going to have an option to upload and attach a document. The submission will include our template, but if you choose not to use that, when you click upload you're just going to upload your own report.

(Cathy): Okay.

Avni: So, you're not adding it to the actual template. You're just uploading a separate document all on its own.

(Cathy): Oh, I see. So the Word document that was on the Web site is just a representation of what is in the EHB that you could complete in the EHB if you wanted?

Avni: That's correct.

It's going to be in your submission as an attachment in Word. It's not going to be an actual hard form that you then have to complete and prompt through the system. It's done offline through Word.

(Cathy): I see. Okay. Okay. But we will have the ability to upload a document.

And then for the template, do we have to fill in the template header, or it doesn't matter because we will already be in the EHB and it will have all our information.

Avni: It would be ideal if you inserted a header on your own document that included your organization name and grant number. I recognize your point. It is being submitted through EHB into your specific grant folder. However, in case this gets printed and put in a hard copy file, it is always helpful to have the organization name and grant number associated with the report.

(Cathy): Okay. Yes, it's already on there. Okay.

Avni: Okay, great. Thank you.

(Cathy): Perfect. Thanks.

Stephanie Crist: Thank you.

I'm going to hold - let's hold the phone lines for just a moment, and I'm going to go back to answering a few questions on - that were submitted via online.

So the next question is through the progress report, do we have to restate what we submitted in the semi-annual report, especially if we met the goals at that time?

Avni: Great. Great question. No, you don't need to restate it. You can just write under the successes that you successfully achieved that goal, you know, at the mid-year mark or before.

Stephanie Crist: Great, thank you. Next question. Are you asking grantees to submit any documents developed over the planning grant period, such as the needs assessment?

Avni: Yes. Thanks (Jane) for your question. You know, It's not required by any means, and I wouldn't want any of you spending your ten page limit rehashing anything from mid-year or summarizing any of the products you've created to a great extent. But if you do want to share that again, I would encourage you to do so over email.

Anything that you email to your project officer is getting transmitted into your official grant file so that we've got it if we ever need - you know if somebody comes back to us from the media and asks questions around the impact of the planning grant award in a particular community, you know the more information we have, the more of the story we can tell around what you all were able to achieve in this past year.

So, it's always helpful for us to know, but I wouldn't say that it's a requirement by any means for end of year report to include those types of products that you've achieve, like a needs assessment or copy of your MUA, HPSA status that you have or anything like that.

But as Tonya mentioned, for those of you that are progressing from beyond this planning opportunity to potentially a Look Alike application or a NAP or both, you're going to need those actual documents as submissions for your application. So having those ready is a wonderful thing for those of you who've gotten that far through this planning grant opportunity.

Stephanie Crist: Perfect. Thank you Avni. The next question is from (Alice). Does it have to be a fiscal year? Can it be for a partial?

Avni: Can I ask for a clarification (Alice)? Do you mean for the progress report itself, or do you mean for the audit?

Stephanie Crist: And (Alice) if you want, you can just type the clarification in. I think that might be the easiest. For the...

Avni: Okay, for the audit. Sure. So I might have to send this one over to Travis because audit tends to be more within the grants purview.

But aren't audits done based on organizational fiscal year?

Travis Wright: And it's annual.

Stephanie Crist: Okay. Does that - so next we're going to be going back to the phone with (Theresa).

Coordinator: Thank you. Our question comes from (Sharon). Your line is open.

(Sharon): Yes. This is once again on the audit. We do - I'm a county agency for our County Government, and we do an annual audit and it won't take place until the middle of next year for this year. So that - I'm concerned about the nine months, if we're going to fall within that since it's a regular audit the county does on all of its agencies.

Avni: I see. And is your agency receiving over \$500,000 in federal funds?

(Sharon): We're not, but the county could potentially because of road and bridge, and such things like that. Occasionally, we go over. And in which case, we would do the A133; however, it won't be done until it's done for the entire county.

Avni: And is your organization of record, the actual name of the organization on your notice of award the county?

(Sharon): Yes, I believe so.

Avni: Okay. All right. Can I ask for you to reach out directly to your project officer and grants management specialist and we'll talk out what the options are for audit extensions. I - this is so outside of my area of expertise I don't want to speculate.

(Sharon): Unfortunately my (unintelligible)...

Avni: But, I do know that there are people in the Bureau who know.

(Sharon): Okay, I'll do that.

Avni: All right, sounds good. Thank you.

Coordinator: And we have a question from (Beverly). Your line is open.

(Beverly): Hi. Good morning. Can you hear me?

Travis Wright: Yes.

Avni: Yes.

(Beverly): Okay, cool. I'm calling from Hawaii and we're the only grantee out here. The question I have is our - going through this planning process, one of those things we had to do was to get our (MUA), and we passed - it took awhile. The Department of Health took awhile to get the (MUA), but we have finally obtained it and we have Governor's Letter of Exception and it's headed up to the Bureau of Primary Care.

And the reason we had a problem is because we knew doctors were going to be calling our offices, we just didn't know when. And, doctors have - since we've done the (MUA) have closed their offices. And, another of the last of the doctors is quietly closing their offices. So if the (MUA) has changed once again where it could be falling into a (unintelligible).

Part of my question is, is can I mention that this is all happening in our report and why the health center is a critical crises need?

Also, we are in negotiations and will be getting a Letter of Intent with the doctor as far as absorbing the space and the practice, you know, minus employees and whatever. Should we be speaking to that as our strategic plan and what we - how we plan on doing this in the next year while we apply for the (NAP) and the Look Alike?

Avni: It's a great question, (Bev). So there sadly is not so much room for creativity in the end of year report. We have to adhere to what's clearly written in the notice of award, and that is a reflection looking back on activities pursued through the award approved work plan.

So given that there's a page limit, you could very much add one sentence that mentions that you're going to have ongoing efforts to ensure that you're able to address the unmet need in your community, particularly given the environmental changes with doctor's offices closing and the impact it has on access.

But you know, using this end of year report as a "here's what we're doing next" would not actually satisfy the end of year report requirement and would probably eat up a lot of space in your ten pages.

So although it's wonderful to hear that you guys are moving forward- that this was a seed and it is growing into something much bigger on the ground there in Hawaii, please use your end of year report requirement to actually reflect back on what was done that was funding through the actual work plan.

(Beverly): Okay. All right. Including the emotional letdown of knowing that once you got done with your (unintelligible), there's just no real funding to help you keep going, which is part of our problem right now. So I don't know if that's a good reflection?

Avni: I think you could put that in your lessons learned- that a lack of ongoing planning and/or operational funding proposes some challenges and may directly impact the momentum you all have achieved.

(Beverly): Okay, great. Thank you.

Avni: Thank you.

Coordinator: There are no other questions on the phones at this time.

Stephanie Crist: Great. Thank you. Getting back to the questions online. This is from (Linda). With respect to sharing SOP's and protocols we created, do we also share directly with our project officer because we do not include it in the final report?

Avni: Thanks, (Linda). You certainly can share the actual policies and procedures created with your project officer. Again, if you want us to just have that added into your grant file and have it tucked into our back pocket if and when we're asked questions around the impact of the ACA or you know the outcome of planning grant activities in terms of supporting infrastructure for the primary care safety net expansion.

However, there is a section in your planning grant template that does ask for your input on health center readiness. And, it's divided you know into those five areas within your work plan, and each of those five areas has applicable program requirements, so not all 19 fall under for example your needs assessment or the community development work that you all are doing.

And so in the section that does pertain to the program requirements around having appropriate policies and procedures, you certainly could say that you give yourself full marks. That if you had to submit those policies and procedures for health center readiness that you know you've got products that are completed and in place.

And again, that - without sending us the actual documents, that does allow us to continue to document and reflect on the fact that you all were able to achieve that milestone.

Stephanie Crist: Great, thank you Avni. Next question is how do we find out if our project officer has changed and who that is?

Avni: It's a good question. There have been a few project officer transitions. Like many of you in your work, there are often opportunities for internal promotion, and so some of our project officers have been promoted to supervisors. And therefore, you have all had changes in your project officer assignments.

We always try to have as little disruption as possible in grantee project officer assignments, but sometimes it does happen. So in the case - I would reach out to who you think your project officer is based on your notice of award or your last correspondence with the Bureau and just double check that that's current. And if it's not, then that person will relay you to the correct project officer.

If all else fails, please email me at the email address on your last slide and I would be happy to look it up and confirm the contact information for your project officer and/or grants management specialist.

Stephanie Crist: Perfect. Thank you. So I'm - (Theresa), are there any questions on the...

Coordinator: No, there are not.

Stephanie Crist: Perfect. And so what I'm going to ask is that if you have any other questions you type them into the chat box now. And then, I'm going to open up larger for a moment a poll that you can just click on how you would like to rate today's session. So, we're always appreciative of any feedback we receive.

So - and I see we have one more question coming in. So we'll take time to answer that last question as people are filling in their poll.

The last question is from (Christine), and it says, "One of our findings from this process is that we are not ready to be a CHC at this time. Instead, we will start as a small health clinic but will continue to work towards becoming a CHC."

"However, this process has helped us develop a road map and provided us with much information. Big (unintelligible). Would that be an appropriate thing to note in the report?"

Avni: Absolutely. Thanks for your question (Christine). It certainly can be an outcome to recognize that there may not be CHC readiness at the organizational level, or at the community level. You know as Tonya mentioned, the planning efforts are really hard, and assessing feasibility.

Sometimes what there may be very clear need for on the ground, the other elements of readiness and community, mobility, and leadership isn't there at the same time. And so, you may conclude that you're not CHC ready, and instead going to do other things in the meantime.

And, that certainly is an appropriate outcome of, we did not fund planning grants assuming that all of you would become NAP's one day. We certainly would hope for that, but it's not an expectation by any means. It takes a long time for some communities and some organizations to get to that state of readiness.

So, please know that we understand and respect the hard work that you all have done, and it's certainly not a negative to be able to share that reflection with us.

Stephanie Crist: Great. And this looks like our last question. It is from (Linda), and she asks, "For the purpose of clarification for a project you had a no-cost extension. Please restate the actions needed to ensure extension for the final ten page report and final financial report."

Avni: Sure. Thank you for your question, (Linda).

So for organizations with approved no-cost extensions - and I'm going to define what that looks like. You've used the prior approval module. You've submitted a budget and justification as well as an initial FFR for the project officer and grants management specialist to review. And for it to be approved, it means that you've also received a new notice of award that includes a new project period end date.

This means that your project period started on September 1, 2011, but it is now extending to something beyond August 31, 2012.

All planning grantees were eligible for this type of extension and not all needed it. And for those that did request it, you had the option to ask for a one month increment all the way up to 12 months. So there are some planning grantees that will continue their activities until the end of August of 2013. So that's what I mean by approved no-cost extension.

So once you got the approved no-cost extension, whatever your new project period end date is, your end of year report will be due 90 days from the end

of your new project period end date. So if your project period ends at the end of December, your final report will be due 90 days thereafter, at the end of March, and your final FFR would be due at the end of May.

So you know again, I don't want to give direct parameters other than those timestamps, because everybody requested a different amount of time. So just look at your notice of award that shows that you have an approved no-cost extension and calculate out from the end of your new budget - end of your new project period what 90 days out would be, and that's your end of year report deadline.

And then what the 120 days that would be, that's your final FFR due date. And again, I don't expect all of you to be able to manage that process and create you know internal reminders and all those things. You guys are busy doing your planning work on the ground.

But please work with your project officer to make sure that the system updates these deadlines so that when you're in EHB and you're getting those reminders and you have an active queue, that the deadlines are adjusted.

Stephanie Crist: Great. Thank you Avni. Any final remarks?

Avni: I just want to thank you all again. I realized that we shared a lot of information and that hopefully much of it was not exactly news to you. Our intent of course was to make this end of year report requirement as straightforward and user-friendly as possible.

So for those of you who tuned in at mid-year, thank you for giving us more of your time today. And hopefully, you're feeling prepared for your end of year

report expectations, since they are very much aligned in terms of format and process as what occurred at mid-year.

I'd also like to thank our Primary Care Associations for their ongoing work. Many of you have been incredibly supportive and engaged with the planning efforts and doing State level strategic efforts to ensure that on the areas of highest unmet need within your states and your regions are engaged in planning and capacity-building work to be able to address all of those patients that are going to need care, if they don't already have it.

So a big, big thank you to all of you. And please keep the lines of communication open with us. Today is not the end-all, be-all of this discussion. So if you've got ongoing questions, please reach out to your project officer or GMS, or to myself and Travis, and we'll be able to get back to you with a response.

Stephanie Crist: Good.

Travis Wright: I'd also like to say thank you. And again, Division of Grants Management is here for any questions that you need also. Thank you.

Stephanie Crist: Great. Thank you everyone for participating in this call.

Just a final reminder, we always appreciate any input you have, so feel free to rate this session by just clicking on the Excellent, Good, Fair, Poor, or No Vote as you desire.

And, we will have a recording of this session posted shortly. So thank you again for tuning in. Take care.

Coordinator: This concludes today's conference. You may disconnect at this time. Thank you.

END