



# HRSA Grantee Conference Call and Q&A

November 2015

# Operator

- Operator will advise grantee listeners that they are in listen-only mode initially
- How/when to ask a question
- HRSA personnel will present some Grants information and then open the call to Q&A

# Agenda

- Welcome
- Reminders
- Division of Grants Policy Update
- Federal Financial Report (FFR)
- Sub-Accounting
- Manage Your Grant
- HRSA Top Audit Findings
- Q&A



# Welcome

- HRSA Contact Center hours are from 8:00 A.M to 8:00 PM Eastern Time
- The HRSA Contact Center phone number is 877-464-4772.
- Contact Center Email Web Ticketing Form  
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>

## Reminders

- The Payment Management Services (PMS) Help Desk: 877-614-5533 or <http://www.dpm.psc.gov/>
- The Bureau of Primary Health Care has their own Help Line: 1-877-974-2742.
  - BPHC also has their own ticketing process for issues or concerns at: <http://www.hrsa.gov/about/contact/bphc.aspx>
- Please ensure that your SAM.gov and your Grants.gov registrations are up to date. If either one expires, you will not be able to apply for or receive a HRSA grant.

## Reminders

- Prior Approval Requests for Property
  - Contact your GMS or HRSA Electronic Handbooks Contact Center for assistance
  - Property User Guide and Questions:  
<http://www.hrsa.gov/grants/manage/index.html>
- The HRSA Grants TA webpage:  
<http://www.hrsa.gov/grants/apply/>
  - This is a one-stop-shop for potential applicants on how to apply for HRSA Federal assistance.

# Reminders

- Redesigned Grants.gov webpage:  
[www.grants.gov/web/grants/learn-grants.html](http://www.grants.gov/web/grants/learn-grants.html)
- Provide Feedback on your Grant Experiences through the Data Act:  
<https://cxo.dialogue2.cao.gov/>

# Division of Grants Policy Update

- Grants.gov – new option to use “Workspace”
- A shared, online environment where members of the same organization may simultaneously access and edit different forms within an application.
- <http://www.grants.gov/web/grants/applicants/workspace-overview.html>



[« Back to Packages](#) | [Print Package Details](#) ?

You have chosen the following Opportunity Package:

**Funding Opportunity Number – Title:** HRSA-16-021 – Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program  
**Opportunity Package ID:** PKG00218358  
**CFDA:** 93.914 – HIV Emergency Relief Project Grants  
**Competition ID – Title:** HRSA-16-021 – Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program  
**Agency:** Department of Health and Human Services – Health Resources and Services Administration  
**Opening Date:**  
**Closing Date:** Nov 02, 2015

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. [If you would like to receive notifications please click here.](#)

**⚠ Please review [Applicant FAQs](#) as you prepare and submit your application.**

### Option 1: Download Instructions and Package

Download Instructions and Package by clicking the appropriate button below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the Instructions or the Package once you save them to your computer.

[Download Instructions »](#)  
[Download Package »](#)

### Option 2: Create a Grants.gov Workspace

Login to create a Workspace, where your organization's applicants can download, complete, and upload individual forms of an opportunity package.  
[Learn more about Workspaces »](#)

[Login for Workspace Features »](#)

# Division of Grants Policy Update

- Upcoming outreach to our constituent community on the Uniform Guidance requirements for:
  - Procurement System Standards and Requirements (Section 45 CFR 75.327)
  - Lobbying Activities (Section 45 CFR 75.214 and 75.450)
- Question about implementation of Uniform Guidance at your organization? [Uniformguidance@HRSA.gov](mailto:Uniformguidance@HRSA.gov)

# Federal Financial Reporting (FFR) – SF425

- EHB FFR vs. PMS FFR
  - Annually (typically) vs. quarterly
  - Reporting expenditure of funds vs. reporting cumulative disbursements of cash withdrawn from PMS
- FFRs submitted late or not submitted at all can/will have a negative effect on your future funding.

# Federal Financial Reporting (FFR) – SF425

- An overview of things that GMS's look for while reviewing the FFR:
  - Accuracy, reasonableness, completeness
  - Consistency with the terms and conditions
  - Final FFR reconciling with disbursement reporting in PMS
  - Unliquidated expenditures
- The FFR and carryover request via Prior Approval
  - The unobligated balance of funds

# Sub-Accounting

- Background on Sub-Account Creation
- Carryover Considerations
  - Expanded Authority: HRSA will transfer the UOB from the G account to the P account automatically
  - No Expanded Authority (or UOB exceeds EA limits): prior approval is required to carryover funds
- Accessing Funds in the Payment Management System
  - PMS Account Number (ending in a P or B)
  - Sub-Account Code (located on NoA, bottom right box)

# EHBs Help and Information on Managing Your Grant

- EHBs Help and Ticketing System:
  - Select “Support” and then “EHBs Help” from the Homepage; or
  - Submit a help ticket at <http://www.hrsa.gov/about/contact/ehbhelp.aspx>
- HRSA is on You Tube!
- Additional Resources: tutorials, past conference calls, and useful guides, “Whom To Call” for programmatic or administrative questions, etc. Visit: <http://www.hrsa.gov/grants/manage/index.html>

# Top Audit Findings

- Webcast
- Recap HRSA's Top 5
- FAQs

## Question and Answer

- When asking a question, please have your grant number ready!
- If we cannot answer your question immediately, we will take your contact information and get back to you.