



# HRSA Grantee Conference Call and Q&A

April 2016

# 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/Updates
- Reviewer Recruitment Module
- Division of Grants Policy Update
- Unobligated versus Unliquidated
- Updating Organizational Roles and Privileges
- Manage Your Grant
- 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/>

# Reviewer Recruitment Module (RRM)

Being a HRSA Reviewer means:

- Learning how HRSA evaluates grant applications;
- Provides insight on the fundamentals to writing a strong application; and
- Networking with other health professionals.



# Reviewer Recruitment Module (RRM)

- The RRM link is:  
<https://rrm.grantsolutions.gov/AgencyPortal/hrsa.aspx>
- The RRM link can also be found at :  
<http://www.hrsa.gov/grants/reviewers/index.html>
- The TA mailbox address is: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov)

# Division of Grants Policy update

- The Key Contacts Form
  - This is a new form that will be included in the Grants.gov application package
- FAPIIS
  - How you can check it
  - How it will be used
  - Link to the website: <https://www.fapiis.gov>

# Division of Grants Policy update

- Adobe Reader compatibility with Grants.gov
  - There is a work around for Applicants who have had trouble: [www.Grants.gov](http://www.Grants.gov)
- Annual Grantee Satisfaction Survey

# Unobligated vs. Unliquidated

- Unobligated balance is that portion of the funds authorized for expenditure under an award that has not been obligated by the end of a budget period.
- Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded.



# Updating Organization Roles and Privileges

Home | EU | HRSA EHBs

https://ehbos2.hrsa.gov/2010/WebEPSExternal/Interface/Home.aspx

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALS

Welcome Recently Accessed What's New Guide Me

Support Logout

View/Update Profile  
Change Password  
Manage Favorites  
Update Top Favorites

2016 01:17:17 P.M.

### Getting Started with the Handbooks

- Recommended Settings
- What Would You Like To Do Today?
- Handbook Screen Elements
- Tour the Handbooks

#### Items We Are Tracking For You

Task with a deadline	8
Due within 30 days Tasks	1
Late	0
Tasks without a deadline	5
Unread News	0

#### My Recently Accessed

Display 7 | 15 | 20

- Grant Folder | H80CS06445  
H80CS06445 last week
- Organization Folder  
[Redacted] 3 weeks ago
- Grant Folder | C8ACS23702  
C8ACS23702 3 weeks ago

View All + View More

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Last Login: 02/26/16 1:10:00 PM ET

Product: EPS

1:17 PM 2/26/2016



# Updating Organization Roles and Privileges

View/Update Profile | EU | ... X +

https://ehbos2.hrsa.gov/2010/WebEPSEExternal/Interface/Common/AccessControl/ViewUpdateProfile.aspx?controlName=TopMenu&PRoleId=18

## View/Update Profile

Fields with \* are required

<b>User Information</b>	
Username (Email)	[REDACTED]
Title (Example: Project Director, Director)	<input type="text"/>
Salutation (Example: Mr., Ms., Dr.)	<input type="text"/>
* First Name	[REDACTED]
Middle Initial	[REDACTED]
* Last Name	[REDACTED]
Generation Qualifier (Example: Jr., Sr., III)	<input type="text"/>
Highest Degree	<input type="text"/>
Department	<input type="text"/>
School	<input type="text"/>
<b>Contact Information</b>	
* Email Address	[REDACTED] (username@domain.com)
* Phone Number	[REDACTED] - [REDACTED] Ext. <input type="text"/>
Fax Number	<input type="text"/> - <input type="text"/>
<b>* Mailing Address (Required)</b>	
Mailstop Code (Internal Routing)	190 Heights Blvd
Division / Department Name	[REDACTED]
Address Type	<input checked="" type="radio"/> Domestic Address <input type="radio"/> International Address <input type="button" value="Refresh"/>
Specify Domestic Address (Street Address or PO Box Only or Rural Route)	

Windows taskbar: AA, [Icons], [Icons], [Icons], [Icons], [Icons]



# Updating Organization Roles and Privileges

My Registered Organization... X +

https://ehbos2.hrsa.gov/2010/WebEPSEExternal/Interface/Organization/MyRegisteredOrganizations.aspx?controlName=ContentTabs&PRoleId=18

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALS

Browse Guide Me Friday 26<sup>th</sup> February 2016 01:23:16 P.M.

You are here: Home » Organizations » Browse

### My Registered Organizations - List

[Register to Another Organization](#) [Detailed View](#)

Page size: 15 Go 1 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	DUNS	Options
<input type="text"/>	<input type="text"/>	All	<input type="text"/>	All	<input type="text"/>	<a href="#">Click to see more options</a>
Org Name	HOUSTON	TX		AO		<a href="#">Organization Folder</a>

Page size: 15 Go 1 items in 1 page(s)

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Last Login: 02/26/16 1:10:00 PM ET

Product: EPS

https://ehbos2.hrsa.gov/2010/WebEPSEExternal/Interface/Organization/MyRegisteredOrganizations.aspx?controlName=ContentTabs&PRoleId=18#



# Updating Organization Roles and Privileges

The screenshot shows the HRSA Electronic Handbooks interface. The browser address bar displays the URL: <https://ehbos2.hrsa.gov/2010/WebEPSExternal/Interface/Organization/OrganizationHome.aspx?OrgId=eceae73f-700b-4eae-a030-8ca4704adb21&l>. The page title is "Organization Home | EU | ...".

The main navigation bar includes "HRSA Electronic Handbooks" and tabs for "Tasks", "Organizations", "Grants", "Free Clinics", and "FQHC-LALs". The "Organizations" tab is active. The breadcrumb trail reads: "You are here: Home > Organizations > Browse > Organization Folder [ ] > DUNS: [REDACTED]".

The left sidebar contains "ALL FUNCTIONS" with a list of navigation options: Organization Folder, Organization Overview, Home (selected), Profile, Users, Entities, Funded Grants, Designated LALs, Sites, Performance Sites, and Navigation Functions (Return to Organization List).

The main content area is titled "Organization Home" and displays the following information:

- Organization Name: [REDACTED] HOUSTON, TX
- DUNS: [REDACTED]
- CRS-EIN: [REDACTED]
- Organization Type: Corporate Entity, Federal Tax Exempt
- Organization Role: AO

The "Resources" section includes a "View" button and a link to "Authorizing Officials".

The "Organization" section is expanded to show "Organization Role (AO, BO, Other Employee)" with a list of actions:

- Users
  - Add Communication Contact
  - Update Communication Contact
  - + View More
- Organization Role (AO, BO, Other Employee)
  - Update My Role
  - + View More

The "Grants" section is expanded to show three columns of actions:

- Submissions
  - Financial Reports
  - Progress Reports
  - Performance Reports
  - NCC Reports
  - Other Submissions
  - + View More
- Requests
  - Existing Prior Approvals
  - Request New Prior Approval
  - Grant Access Requests
  - Applications
  - Existing H80 Health Center CIS
  - + View More
- Portfolio
  - My Portfolio
  - Add Grant to Portfolio
  - + View More



# Updating Organization Roles and Privileges

Organization Role - Chan... x

https://ehbos2.hrsa.gov/2010/WebEPSExternal/Interface/Organization/UpdateOrganisationRole.aspx?OrgId=eceae73f-700b-4eae-a030-8ca4704adt

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs

Browse Guide Me Friday, 26<sup>th</sup> February 2016 01:25:42 P.M.

You are here: Home » Organizations » Browse

### Organization Role - Change

HOUSTON, TX DUNS: [REDACTED]

CRS.EIN: [REDACTED] Organization Type: Corporate Entity, Federal Tax Exempt Organization Role: AO

Fields with \* are required

Choose a role from the following that best describes your participation in the HRSA grants management process

\* Role

- Authorizing Official (AO)
- Business Official (BO)
- Other Employee (Project Director, AO Designee, Staff)

Financial Grant Reporting

I am also responsible for Approving/Submitting the Financial Grant Reports

Note: Only Authorizing Official (AO) or Business official (BO) can be responsible for Financial Grant Reporting.

Cancel Save and Continue

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us Product: EPS

Last Login: 02/26/16 1:10:00 PM ET

I'm Cortana. Ask me anything.

1:25 PM 2/26/2016



# Updating Contact Information

Users - List | EU | HRSA EH... X +

https://ehbos2.hrsa.gov/2010/WebEPSExternal/Interface/Organization/ManageUsers.aspx?OrgId=eceae73f-700b-4eae-a030-8ca4704adb21

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALS

Browse Guide Me Friday 26<sup>th</sup> February 2010 01:28:30 P.M.

You are here: Home » Organizations » Browse » Organization Folder [ ] » DUNS: [REDACTED]

ALL FUNCTIONS <<

Organization Folder

Organization Overview

Home

Profile

Users

Entities

Funded Grants

Designated LALs

Sites

Performance Sites

Navigation Functions

Return to Organization List

Users - List

[REDACTED] HOUSTON, TX DUNS: [REDACTED]

Resources

View

Authorizing Officials

Add New Communication Contact

Collapse Group Detailed View Search

Page size: 15 Go 56 items in 4 page(s)

Name	Username	Role	Communication Contact	Registration Status	Account Status	Options
[REDACTED]	[REDACTED]	Employee	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	Employee	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	AO	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	AO	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	Employee	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	Employee	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	BO	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	AO	No	Registered	Active	[REDACTED]
[REDACTED]	[REDACTED]	Employee	No	Not Registered	N/A	[REDACTED]

Registered users names

Email address for each registered user

Action

- Update Privileges
- Set as Contact
- Remove User

Update Privileges

Update Privileges

Update Privileges

Update Privileges

Update Privileges



# Updating Organization Roles and Privileges

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALs

Friday 26<sup>th</sup> February 2016 01:27:35 P.M.

You are here: Home » Organizations » Browse » DUNS: [REDACTED] » Users List » Current User: Barnes, Angela F

### ALL FUNCTIONS

- EU
- Organization Overview
  - Home
  - Profile
  - Users**
- Entities
  - Funded Grants
  - Designated LALs
- Sites
  - Performance Sites
- Navigation Functions
  - Return to Organization List

### User Privileges - Update

[REDACTED] HOUSTON, TX DUNS: [REDACTED]

Resources

View

Authorizing Officials

**Barnes, Angela F**

Username	[REDACTED]
Email	[REDACTED]
Phone	[REDACTED]
Fax	[REDACTED]
Role	Employee (Other)

### User Privileges

Select Privileges:

- Create Application
- Submit Applications
- Manage Organization Profile
- Funding Report Admin at Org Level
- Manage Users

Cancel Save and Continue

Windows Taskbar: I'm Cortana. Ask me anything. 1:27 PM 2/26/2016

# 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 5 Audit Findings

- Overview – What are audit findings and why are they important?
- 2015 in Review
- Previous Top 5:
  1. Reporting
  2. Allowable Costs/Cost Principles
  3. Special Tests and Provisions
  4. Program Income
  5. Cash Management

# Top 5 Audit Findings

- What to expect in 2016
- Trending in the wrong direction?
  - A year-by-year look
- Upcoming Events
  - TA Calls, Webcast

## 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.