HRSA Grantee Conference Call and Q&A

October 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
- Top Audit Findings
- Updates to EHB
- 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.

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

- 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

Reminders

- 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.

- Provide Feedback on your Grant Experiences through the Data Act:

  https://cxo.dialogue2.cao.gov/

DIVISION OF INDEPENDENT REVIEW

The role of HRSA's Division of Independent Review (DIR) is to plan, carry out and oversee a fair, ethical and objective review for all discretionary grant applications.

DIVISION OF INDEPENDENT REVIEW

HRSA has specific interest in the following:

Health professions training

HIV/AIDS

Maternal and child health

Organ transplantation

Primary care for underserved people

Rural health

BECOME A HRSA REVIEWER

Provide a great service to the HRSA mission

Gain knowledge of the HRSA objective review process

Discover strategies to writing strong grant applications

Learn about common problems with grant applications

Develop relationships with panel members related to your interests

Register in the HRSA Reviewer Recruitment Module (RRM)

http://www.hrsa.gov/grants/reviewers/index.html

Division of Independent Review

Division of Grants Policy update

- Grants.gov
  - Submission using Workspace only by FY2018: http://www.grants.gov/web/grants/applicants/workspace-overview.html

GRANTS.GOV℠
FIND. APPLY. SUCCEED.®

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV 〉 Outreach 〉 *Grants.Gov Notices*

GRANTS.GOV NOTICES

- » About Grants.gov
- » **Grants.gov Notices**
  - » URL Redirect Support
- » Grants.gov Calendar
- » Grants.gov Pilots
- » Grants.gov Releases
- » Grants.gov Logo Usage
- » Program Management Office

Summary of Upcoming Changes with User Impacts

(Updated August 29, 2016)

AFFECTED USERS	CHANGE DESCRIPTION
Effective Date: June 30, 2017	
Grantor, Applicant, Grantor S2S, Applicant S2S	**Enhanced XML Extract to include Forecast available June 18, 2016. Old and new formats available until June 30, 2017.** • Users of XML Extract should transition to using the new format
Effective Date: December 2017	
Grantor, Applicant	**Legacy PDF Application Package will be phased out in December 2017.** • Applicants will no longer be able to apply using the older, single PDF application package of forms. • Applicants will apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants will apply by creating a workspace, completing the individual PDF forms, and submitting their application workspace package. • The new online forms interface will be added to Grants.gov and will only be accessible through Workspace in mid-2017. • For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package. • Applicants may continue to submit applications using the submission method that is available to them in the funding opportunity. For more information about Grants.gov Workspace, please visit our various Workspace resources: • Grants.gov Workspace Overview • Grants.gov Workspace Training Video Series • Grants.gov Community Blog articles on Workspace

Division of Grants Policy update

- Grants.gov Forecast for Federal Grants

GRANTS.GOV
FIND. APPLY. SUCCEED.

SEARCH: Grant Opportunities | Enter Keyword... | GO

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV 〉 Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s):
Opportunity Number:
CFDA:
SEARCH

OPPORTUNITY STATUS:
- [x] Forecasted (17)
- [ ] Posted (15)
- [ ] Closed (10)
- [ ] Archived (871)

FUNDING INSTRUMENT TYPE:
- [x] All Funding Instruments
- [ ] Cooperative Agreement (3)
- [ ] Grant (14)

ELIGIBILITY:
- [x] All Eligibilities
- [ ] City or township governments (3)
- [ ] County governments (3)
- [ ] For profit organizations other than small businesses (2)

CATEGORY:
- [x] All Categories
- [ ] Health (17)

AGENCY:
- [ ] All Agencies
- [ ] All Department of Health and Human Services [HHS] (106)
- [ ] Administration for Children and

• AGENCY: [X] Health Resources and Services Administration [HHS-HRSA]

Search Tips | Export Detailed Data

SORT BY: Opportunity Number (Ascending) | Update Sort

DATE RANGE: All Available | Update Date Range

1 - 17 OF 17 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
HRSA-17-015	Telehealth Resource Center Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-016	Rural Health Network Development Planning Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-018	Rural Health Network Development Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-019	Evidence-Based Tele-Emergency Network Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-020	Public Access Defibrillation Demonstration Projects	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-021	Rural Access to Emergency Devices Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-022	Rural Access to Emergency Devices – Opioid Overdose Reversal Grant Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-023	Black Lung Clinics Program	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-024	Black Lung Center of Excellence	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-025	Radiation Exposure Screening and Education	HHS-HRSA	Forecasted	04/11/2016	
HRSA-17-055	Service Area Competition	HHS-HRSA	Forecasted	05/03/2016	
HRSA-17-057	State and Regional Primary Care Associations	HHS-HRSA	Forecasted	05/03/2016	
HRSA-17-058	National Training and Technical Assistance Cooperative Agreements (NCAs)	HHS-HRSA	Forecasted	05/03/2016	
HRSA-17-063	Nursing Workforce Diversity Grants	HHS-HRSA	Forecasted	06/28/2016	
HRSA-17-064	Nurse Anesthetist Traineeships (NAT)	HHS-HRSA	Forecasted	06/28/2016	
HRSA-17-066	Nurse Faculty Loan Program	HHS-HRSA	Forecasted	06/28/2016	

Division of Grants Policy update

- Legislative Mandates

http://www.hrsa.gov/grants/manage/bulletin201602.html

1. Salary Limitation
2. Gun Control
3. Anti-Lobbying
4. Acknowledgment of Federal Funding
5. Restriction on Abortions
6. Exceptions to Restriction on Abortions
7. Ban on Funding Human Embryo Research
8. Limit on Use of Funds for Promotion of Legalization of Controlled Substances
9. Dissemination of False or Misleading Information
10. Restriction on Distribution of Sterile Needles
11. Restriction of Pornography on Computer Networks
12. Restriction on Funding ACORN

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

[redacted] Support Logout

View/Update Profile
Change Password
Manage Favorites
Update Top Favorites

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Welcome | Recently Accessed | What's New | Guide Me

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

Product: EPS

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

I'm Cortana. Ask me anything.

1:17 PM
2/26/2016

Updating Organization Roles and Privileges

View/Update Profile | EU | ...

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

View/Update Profile

Fields with * are required

User Information

Username (Email)	[redacted]
Title (Example: Project Director, Director)	
Salutation (Example: Mr., Ms., Dr.)	
* First Name	[redacted]
Middle Initial	[redacted]
* Last Name	[redacted]
Generation Qualifier (Example: Jr., Sr., III)	
Highest Degree	
Department	
School	

Contact Information

* Email Address	[redacted] (username@domain.com)
* Phone Number	[redacted] - [redacted] Ext.
Fax Number	-

*** Mailing Address** (Required)

Mailstop Code (Internal Routing)	190 Heights Blvd
Division / Department Name	[redacted]
Address Type	◉ Domestic Address ○ International Address Refresh

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

Updating Organization Roles and Privileges

My Registered Organizatio...

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

HRSA | Electronic Handbooks

[redacted] Support Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse | Guide Me

Friday 26th February 2016 01:23:16 P.M.

You are here: Home » Organizations » Browse

My Registered Organizations - List

Register to Another Organization

Detailed View

1 Page size: 15 Go

1 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	DUNS	Options
		All		All		Click to see more options
Org Name [redacted]	HOUSTON	TX	[redacted]	AO	[redacted]	Organization Folder

1 Page size: 15 Go

1 items in 1 page(s)

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

Product: EPS

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

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

Updating Organization Roles and Privileges

Organization Home | EU | ...

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

HRSA Electronic Handbooks

[redacted] Support Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse | Guide Me

Friday 26th February 2016 01:24:39 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

Organization Home

[redacted] HOUSTON, TX — DUNS: [redacted]

CRS-EIN: [redacted] | Organization Type: Corporate Entity, Federal Tax Exempt | Organization Role: AO

Resources

View

Authorizing Officials

Organization

Users
- Add Communication Contact
- Update Communication Contact

+ View More

Organization Role (AO, BO, Other Employee)
- Update My Role

+ View More

Grants

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...

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

HRSA | Electronic Handbooks

[redacted] Support Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse | Guide Me

Friday 26th February 2016 01:25:42 P.M.

You are here: Home » Organizations » Browse

Organization Role - Change

[redacted] 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 Organization Roles and Privileges

Users - List | EU | HRSA EH...

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

HRSA | Electronic Handbooks

[redacted] Support | Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse | Guide Me

Friday 26th February 2016 01:26:30 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

1 2 3 4 Page size: 15 Go — 56 items in 4 page(s)

Name	Username	Role	Communication Contact	Registration Status	Account Status	Options
Account Status: Active						
[redacted]	[redacted]	Employee	No	Registered	Active	Action: Update Privileges, Set as Contact, Remove User
		Employee	No	Registered	Active	
		AO	No	Registered	Active	
		AO	No	Registered	Active	
		Employee	No	Registered	Active	Update Privileges
		Employee	No	Registered	Active	Update Privileges
		BO	No	Registered	Active	Update Privileges
		AO	No	Registered	Active	Update Privileges
Account Status: Other						

Registered users names

Email address for each registered user

Updating Organization Roles and Privileges

User Privileges - Update | ...

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

HRSA | Electronic Handbooks

[redacted] Support Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs

Browse | Guide Me

Friday 26th 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

I'm Cortana. Ask me anything.

1:27 PM 2/26/2016

Top 5 Audit Findings

- Overview – Recap last TA call

- Top 5 – HIV/AIDS Programs
  1. Program Income
  2. Reporting
  3. Allowable Costs/Cost Principles
  4. Special Tests and Provisions
  5. Cash Management

Top 5 Audit Findings – H80

- Program Income
  - Alternatives; treatment
- Reporting
  - Timeliness, SEFA
- Special Tests and provisions - upcoming
- Allowable Costs/Cost Principles
  - High-level summary, reaching out
- Cash Management
  - Advance Drawdown/exceed need, deferred revenue, separation of duties

Top 5 Wrap Up

- What's Next?
- Hyde Amendment
- Compliance Supplement

HRSA EHBs New Home Page

Grantee Survey Feedback (FY 2015)

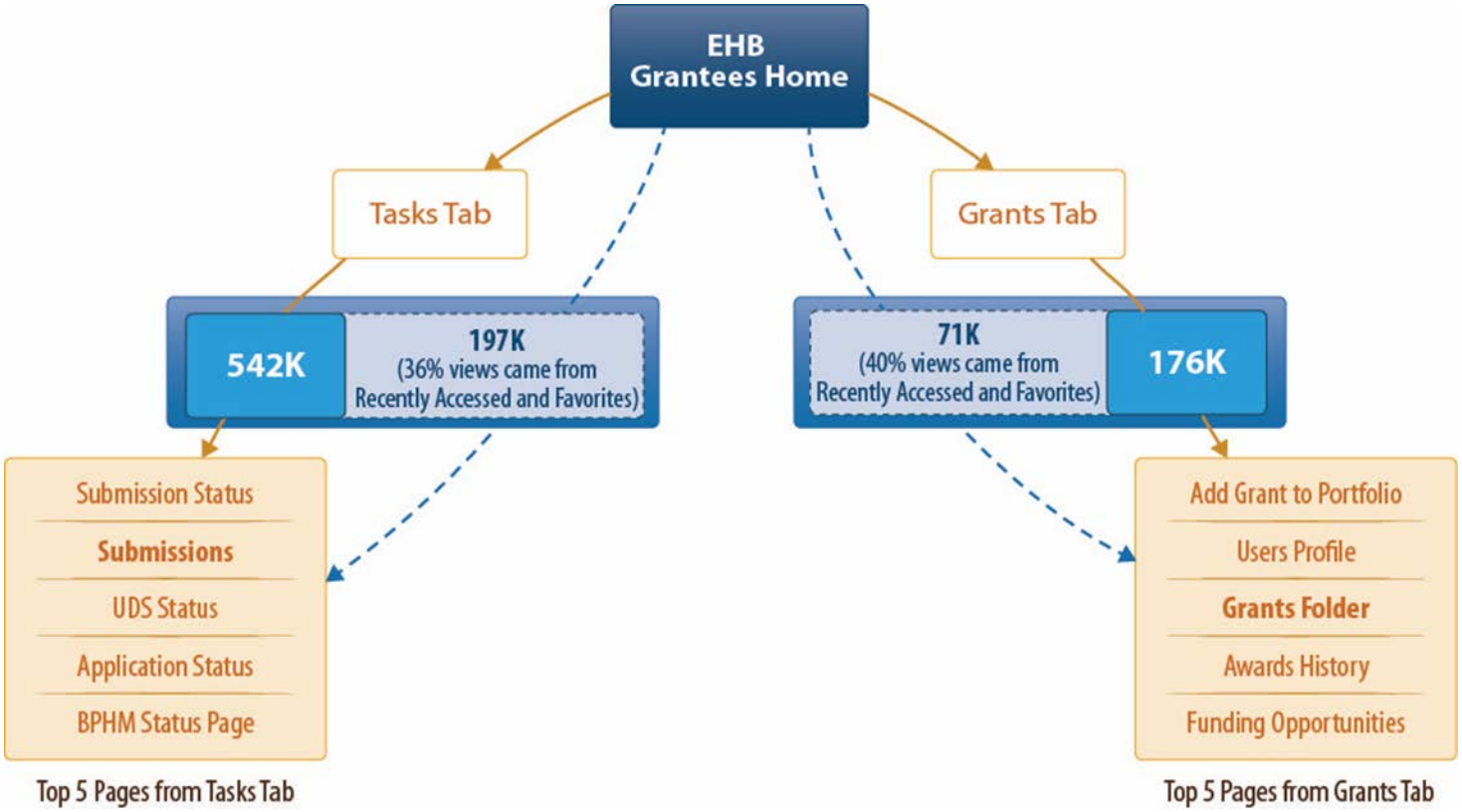
Qualitative analysis of User Satisfaction Data conducted in FY 2015

Note: Based on the 1500+ user feedback received on EHBs from Grantees

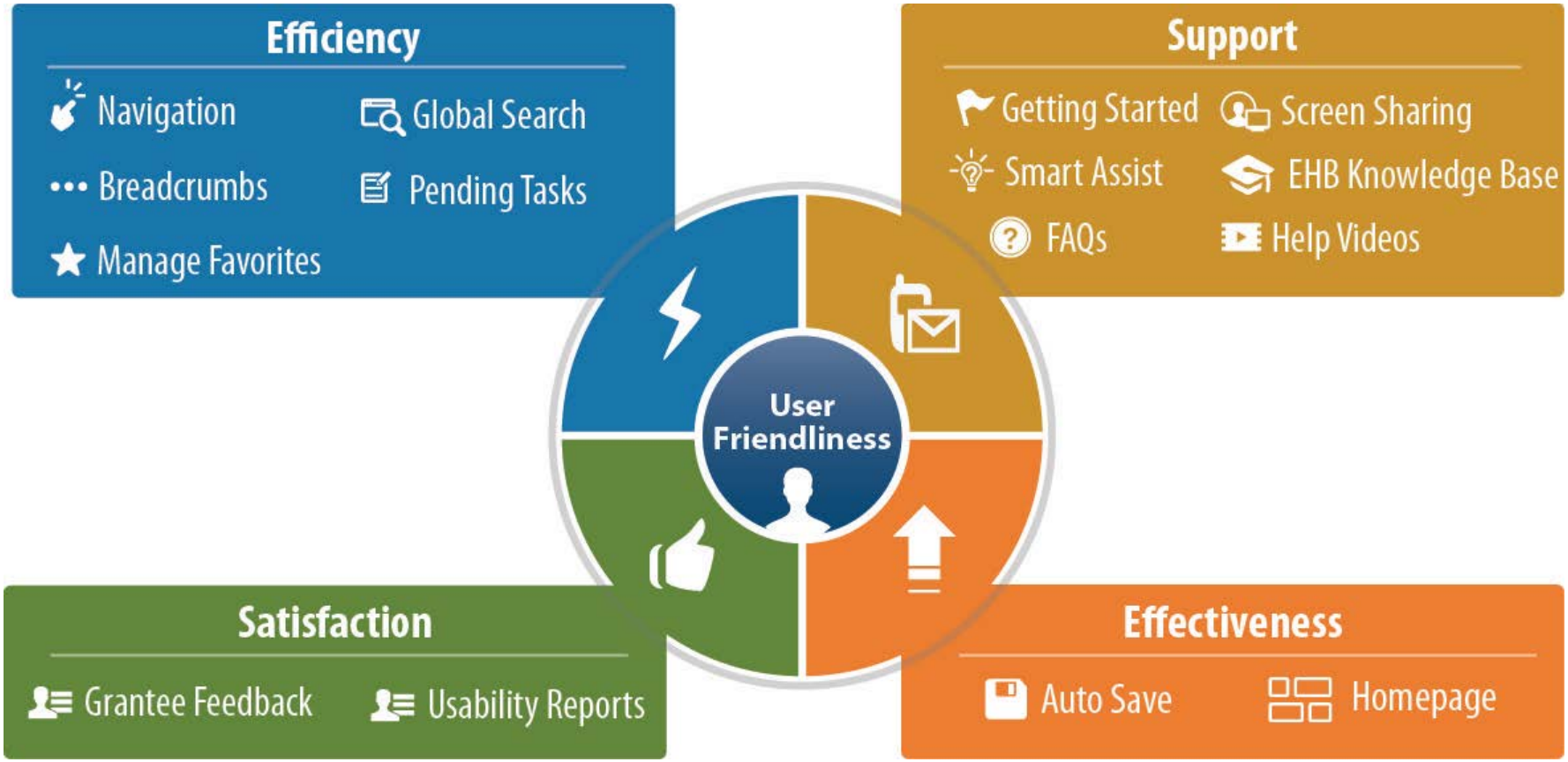
Word cloud graphic was created using Tagul Website

USER NAVIGATION FROM EHBS HOME PAGE

- **Quantitate Analysis - Navigation from top highly accessed pages from EHBs Home**



EHBs User Friendliness Improvement Areas



EHBs User Friendliness framework based on ISO 9241-11

EHBs Usability Enhancements Updates

- EHBs YouTube preview site available!
  https://www.youtube.com/channel/UC6GMRfi2t0BL3-JeBBlWO2w

- Published mockup site URL to BPHC grantees on Friday, August 05, 2016

- Released email to all BPHC grantees
  http://hrsamck.reisys.com/EHBUIExternalNew/Interface/Email/HRSAEHBsPreviewSite.html

- Demonstrated the EHBs new Home page to HAB grantees in Ryan White Conference on August 23-26, 2016.

- Received some positive feedback from Grantees.

EHBs Usability Enhancements

EHBs for Grantees Preview Site Demonstration

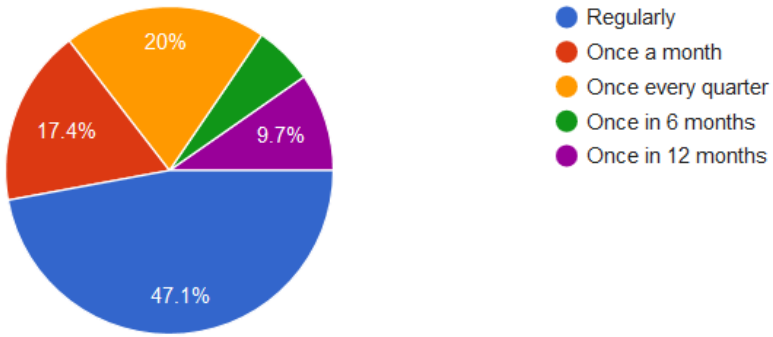
http://bit.do/ehbsnew

EHBs New UI Grantee feedback survey Results

EHBS USABILITY ENHANCEMENTS SURVEY RESPONSES

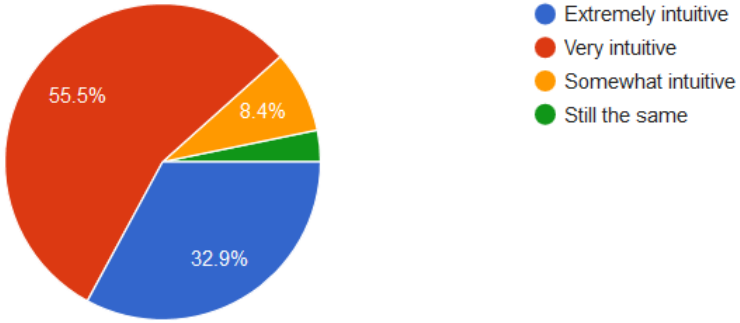
Survey responses from **Aug 5 – Aug 28**
BPHC: 63, HAB: 92; Total:155

How often do you use HRSA EHBs?



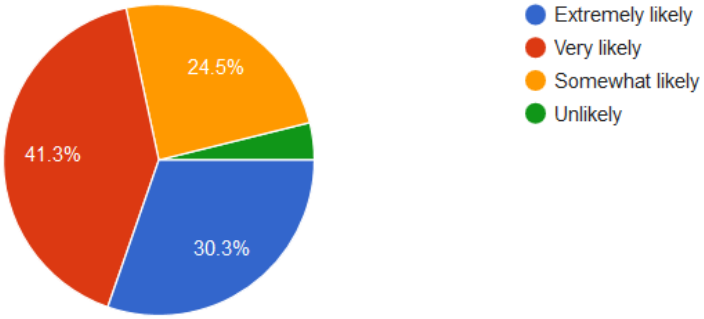
Are the Home Page changes intuitive and user friendly?

Total percentage of users find changes intuitive: **88.4%**



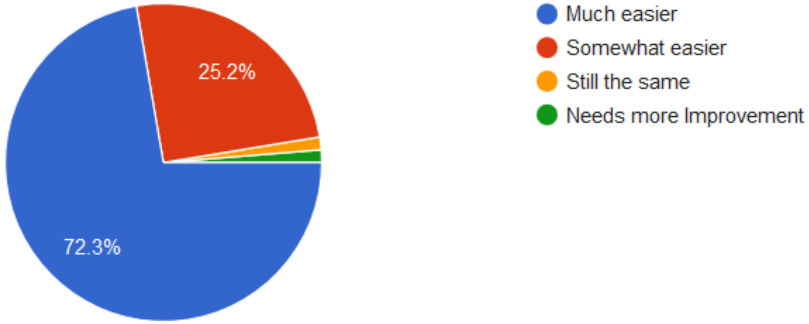
How likely are you to access FAQs and Help Videos from the new EHBs Home page?

Total percentage of users very likely to access FAQs and Videos: **71.6%**



Will the new navigation changes make it easier to find and perform your work?

Total percentage of users find navigation easier: **97.5%**



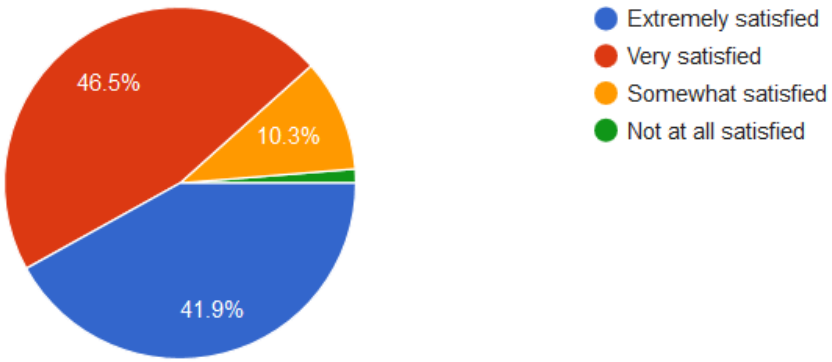
EHBS USABILITY ENHANCEMENTS SURVEY RESPONSES

Survey responses from Aug 5 – Aug 28

BPHC: 63, HAB: 92; Total:155

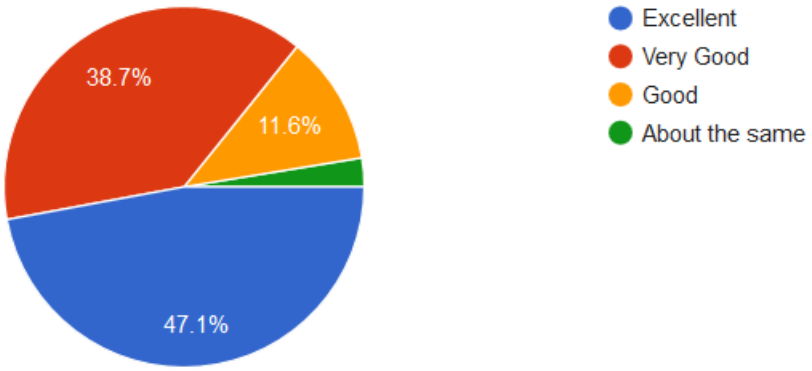
Overall, how satisfied are you with these changes?

Total percentage of users very satisfied with changes: **88.4%**

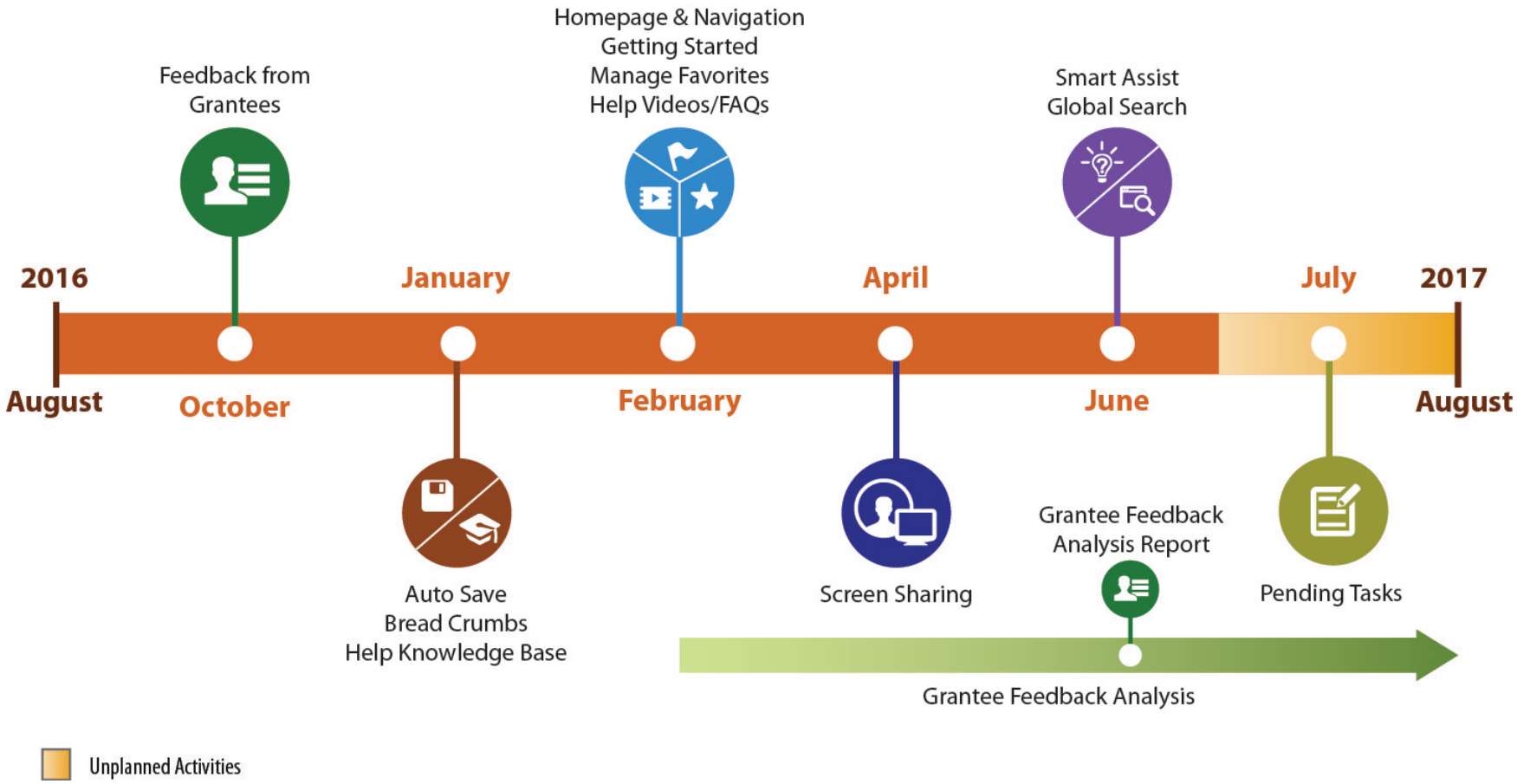


How is the user experience with the new EHBs site as compared to the current EHBs site?

Total percentage of overall user experience very good: **85.8%**



EHBs Usability Enhancements Notional Timelines



Note: Above release timelines are proposed and subject to change

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.

Upcoming Topics

- Do you have a topic you would like to see presented on an upcoming TA call?
- Email your ideas HRSAPostAward@hrsa.gov