



# **HRSA Grantee Conference Call and Q&A**

## **US Affiliated Pacific Island Grantees**

### **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>

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text 'SEARCH: Grant Opportunities Enter Keyword...' and a 'GO' button. Below the search bar is a navigation menu with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The 'OUTREACH' link is highlighted. Below the navigation menu, the breadcrumb trail reads 'GRANTS.GOV > Outreach > Grants Gov Notices'. The main heading is 'GRANTS.GOV NOTICES'. On the left side, there is a sidebar menu with links: About Grants.gov, Grants.gov Notices, URL Redirect Support, Grants.gov Calendar, Grants.gov Pilots, Grants.gov Releases, Grants.gov Logo Usage, and Program Management Office. The main content area features a large image of a microphone and the heading 'Summary of Upcoming Changes with User Impacts' (Updated August 29, 2016). Below this heading is a table with two columns: 'AFFECTED USERS' and 'CHANGE DESCRIPTION'. The table contains two entries: one for June 30, 2017, regarding XML Extract changes, and another for December 2017, regarding the phasing out of the Legacy PDF Application Package.

AFFECTED USERS	CHANGE DESCRIPTION
Effective Date: <b>June 30, 2017</b> Grantor, Applicant, Grantor S2S, Applicant S2S	<b>Enhanced XML Extract to include Forecast available June 18, 2016. Old and new formats available until June 30, 2017.</b> <ul style="list-style-type: none"> <li>Users of XML Extract should transition to using the new format</li> </ul>
Effective Date: <b>December 2017</b> Grantor, Applicant	<b>Legacy PDF Application Package will be phased out in December 2017.</b> <ul style="list-style-type: none"> <li>Applicants will no longer be able to apply using the older, single PDF application package of forms.</li> <li>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.</li> <li>The new online forms interface will be added to Grants.gov and will only be accessible through Workspace in mid-2017.</li> <li>For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package.</li> <li>Applicants may continue to submit applications using the submission method that is available to them in the funding opportunity.</li> </ul> For more information about Grants.gov Workspace, please visit our various Workspace resources: <ul style="list-style-type: none"> <li>Grants.gov Workspace Overview</li> <li>Grants.gov Workspace Training Video Series</li> <li>Grants.gov Community Blog articles on Workspace</li> </ul>

# 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:

OPPORTUNITY STATUS:

Forecasted (17)

Posted (15)

Closed (10)

Archived (871)

▼ FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (3)

Grant (14)

▼ ELIGIBILITY:

All Eligibilities

City or township governments (3)

County governments (3)

For profit organizations other than small businesses (2)

Independent state districts (0)

▼ CATEGORY:

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) ▾

DATE RANGE: All Available ▾

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 EHs

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**

- Grant Folder | H80CS06445: last week
- Organization Folder: 3 weeks ago
- Grant Folder | 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

User Information	
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"/>

Contact Information	
* Email Address	[REDACTED] (username@domain.com)
* Phone Number	[REDACTED] - [REDACTED] Ext. <input type="text"/>
Fax Number	<input type="text"/> - <input type="text"/>

* Mailing Address (Required)	
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)



# 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" value="Org Name"/>	HOUSTON	TX	<input type="text" value=""/>	AO	<input type="text" value=""/>	<a href="#">Click to see more options</a> Organization Folder

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

Organization Home | EU | ...

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

HRSA Electronic Handbooks

Tasks Organizations Grants Free Clinics FQHC-LALS

Browse Guide Me Friday 26<sup>th</sup> February 2016 01:24:39 P.M.

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

### 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

ALL FUNCTIONS <<

Organization Folder

Organization Overview

Home

Profile

Users

Entitles

Funded Grants

Designated LALs

Sites

Performance Sites

Navigation Functions

Return to Organization List



# Updating Organization Roles and Privileges

The screenshot shows a web browser window displaying the HRSA Electronic Handbooks interface. The page title is "Organization Role - Change". The breadcrumb trail is "Home » Organizations » Browse". The main content area shows the "Organization Role - Change" form for the organization "HOUSTON, TX". The form includes fields for "CRS.EIN:", "Organization Type: Corporate Entity, Federal Tax Exempt", and "Organization Role: AO". Below these fields, there is a section for "Fields with \*are required" with the instruction "Choose a role from the following that best describes your participation in the HRSA grants management process". The "Role" field has three radio button options: "Authorizing Official (AO)" (selected), "Business Official (BO)", and "Other Employee (Project Director, AO Designee, Staff)". There is also a checkbox for "Financial Grant Reporting" with the note "Note: Only Authorizing Official (AO) or Business official (BO) can be responsible for Financial Grant Reporting." The form has "Cancel" and "Save and Continue" buttons. The footer contains links for "Acceptable Use Policy", "Accessibility", "Viewers And Players", and "Contact Us", along with "Last Login: 02/26/16 1:10:00 PM ET" and "Product: EPS". The Windows taskbar at the bottom shows the time as 1:25 PM on 2/26/2016.



# Updating Organization Roles and Privileges

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

https://ehbos2.hrsa.gov/2010/WebEPSEExternal/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 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

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

# 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)



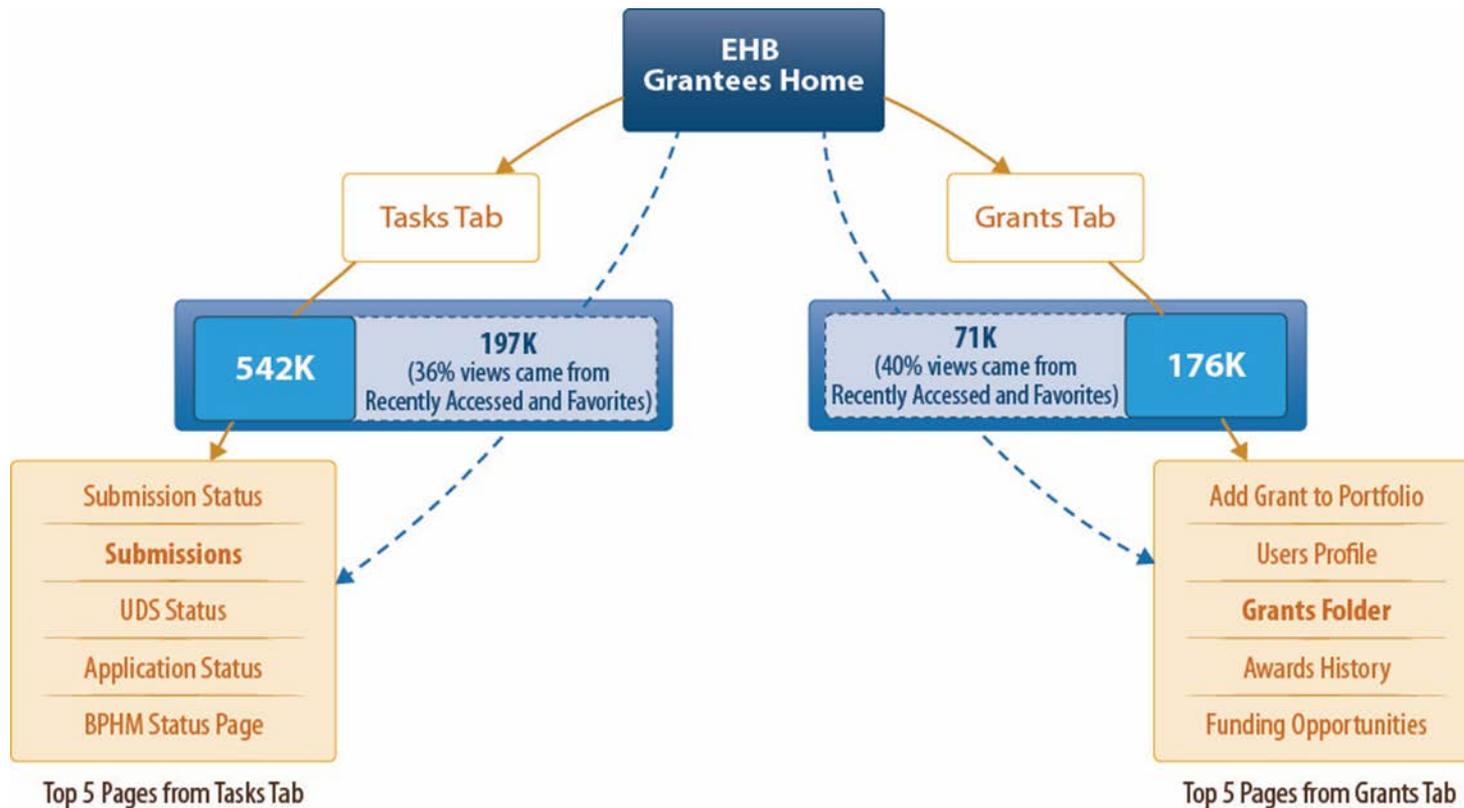
Qualitative analysis of User Satisfaction Data conducted in FY 2015



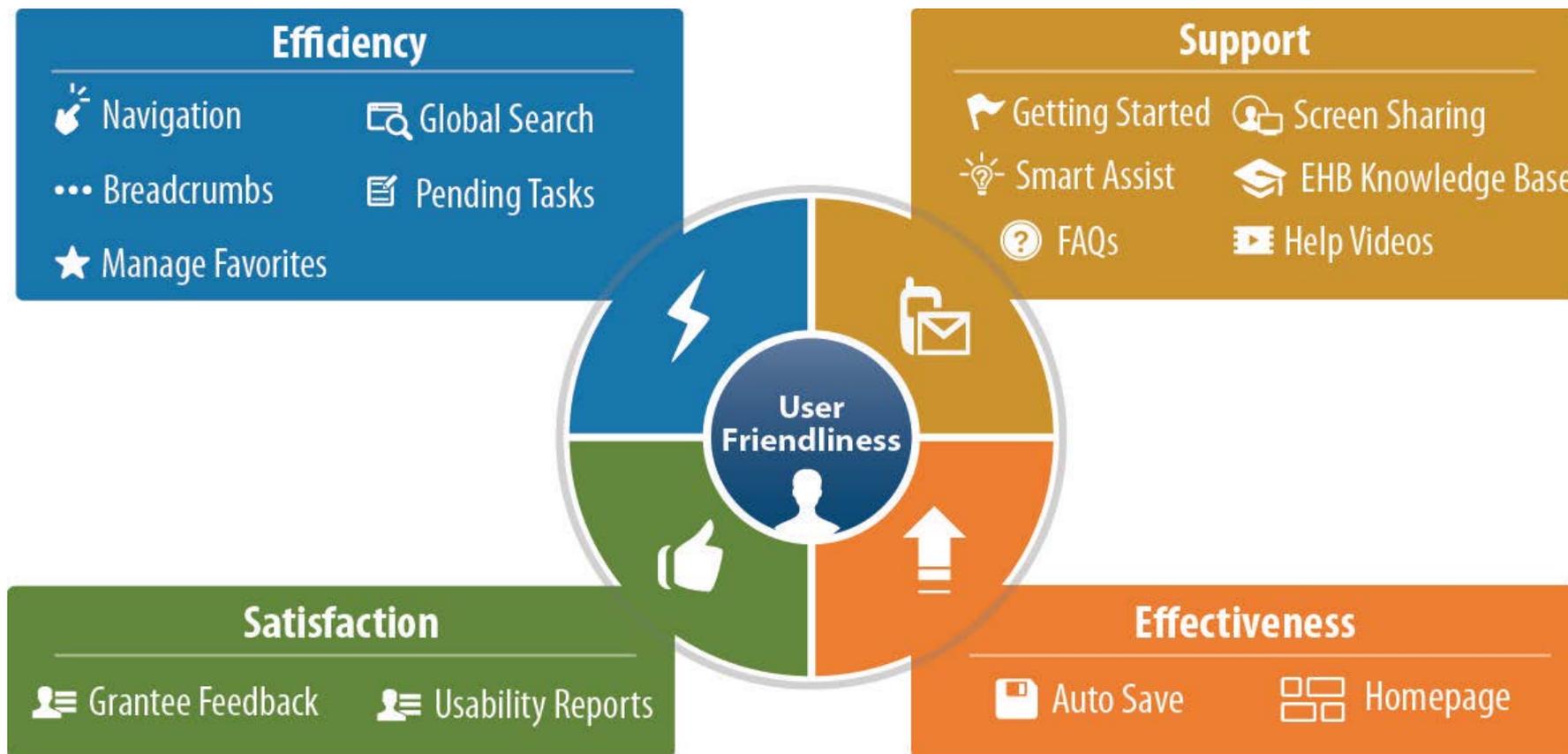
*Note: Based on the 1500+ user feedback received on EHBs from Grantees*

# 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-JeBBIWO2w>
- 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

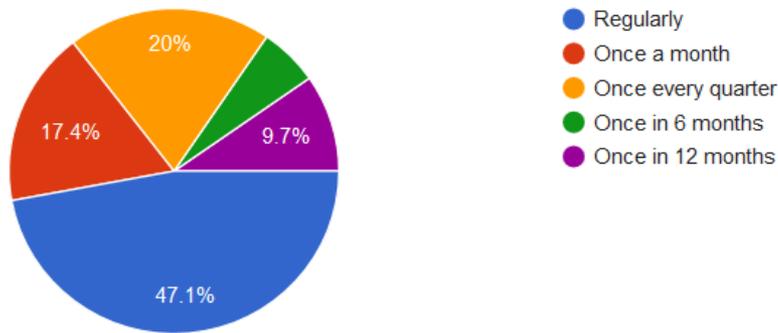
<http://bit.do/ehbsnew>



# EHBs New UI Grantee feedback survey Results

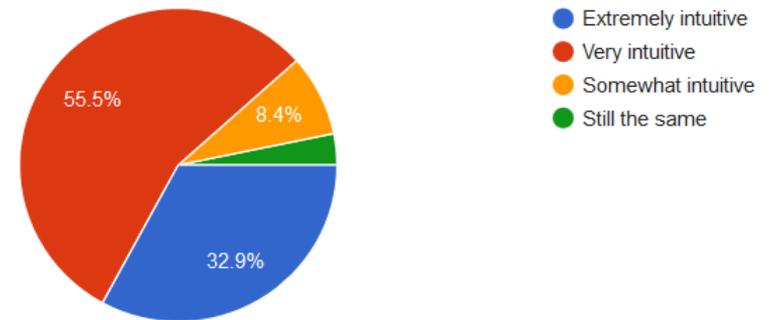
## Survey responses from Aug 5 – Aug 28 BPHC: 63, HAB: 92; Total:155

How often do you use HRSA EHBs?



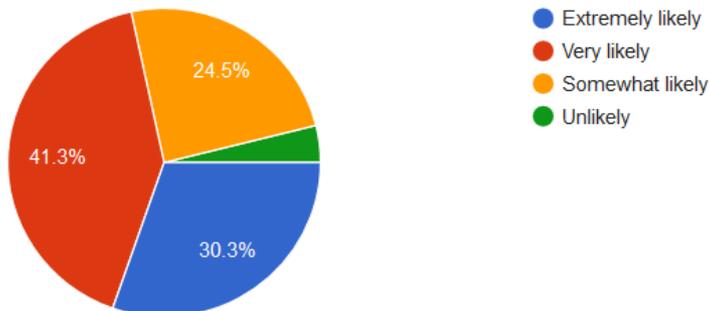
Are the Home Page changes intuitive and user friendly?

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



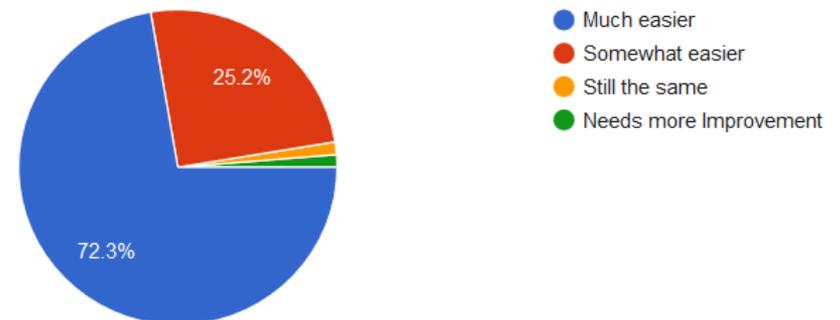
How likely are you to access FAQs and Help Videos from the new EHBs Home page?

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?

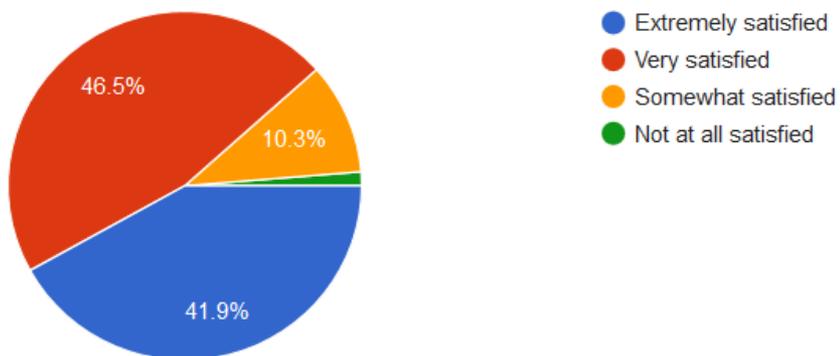
Total percentage of users find navigation easier: **97.5%**



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

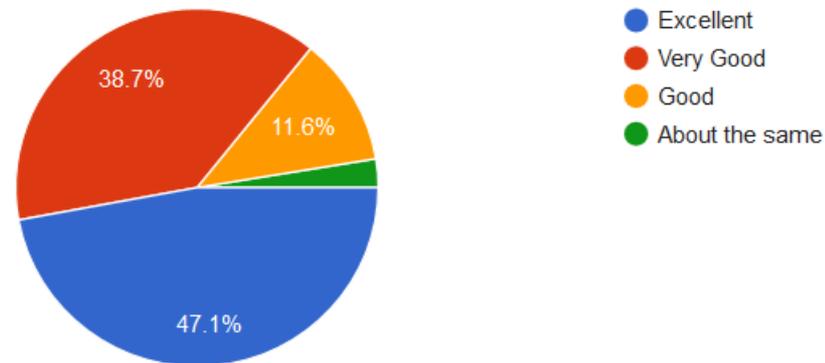
Overall, how satisfied are you with these changes?

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



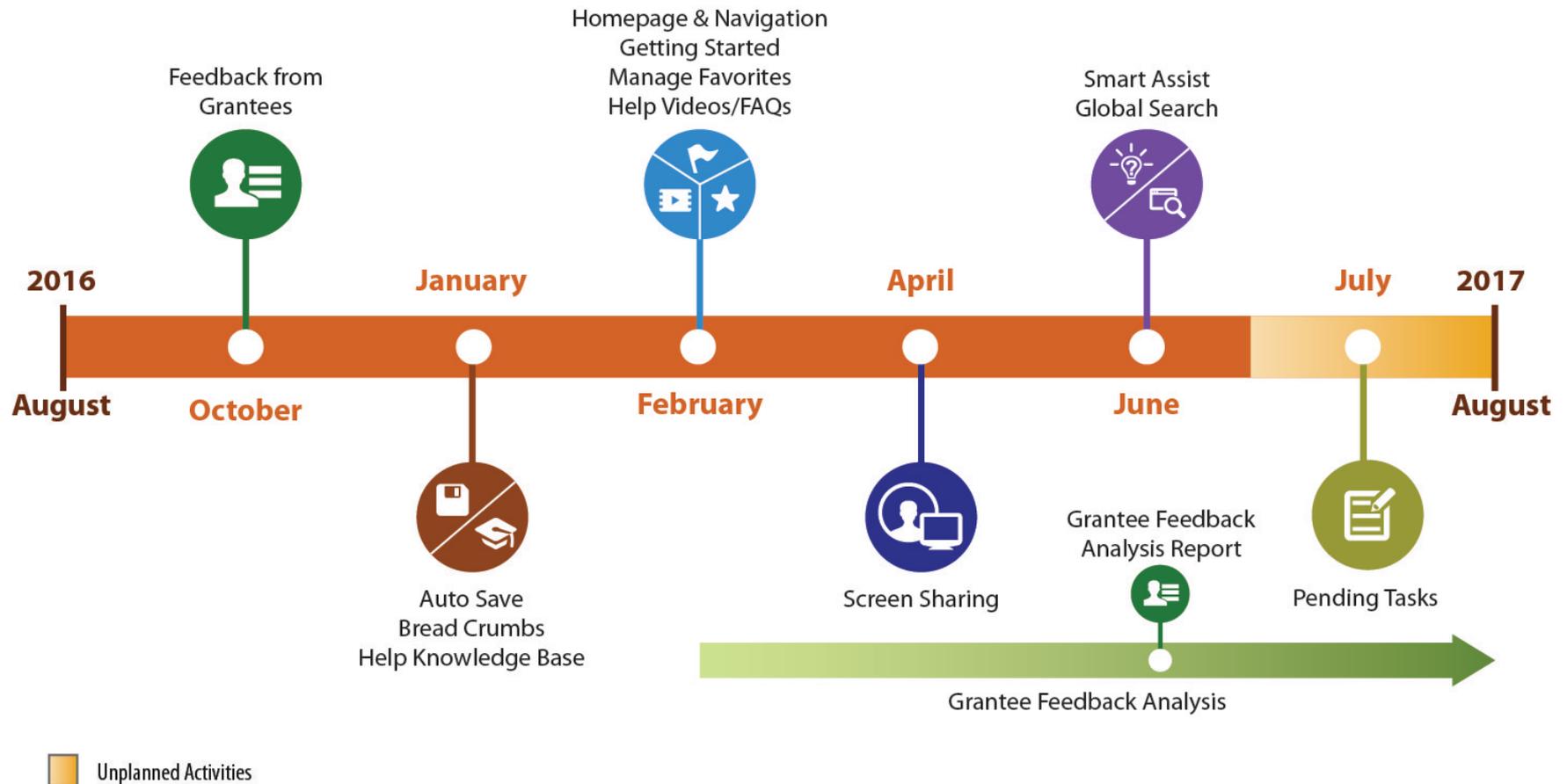
How is the user experience with the new EHBS site as compared to the current EHBS site?

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](mailto:HRSAPostAward@hrsa.gov)