



HRSA Grantee Conference Call and Q&A

November 2014

Agenda

- Welcome
- EHB Contact Center and Log In Credentials
 - Reminders
 - Subaccounting
 - Federal Financial Reporting (FFR)
 - Unobligated vs. Unliquidated
 - New Prior Approval Requests for Property
- Non Competing Continuations (NCC) Progress Reports
 - EHB Roles
 - Manage Your Grant
 - HRSA Technical Assistance

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

Welcome

HRSA Contact Center has expanded the help desk hours

- The new hours are from 8:00 A.M to 8:00 PM Eastern Time
- HRSA Contact Center phone number is 877-464-4772.
- Log In Credentials Update
- The Contact Center Email has been replaced with a web ticketing form. This will speed up the process when submitting an issue to the EHB help desk.
- You can find the form in the EHBs on the top right corner under the tab “Support”. Select Contact” and then click on the link under Contact Us or at the following link:
<http://www.hrsa.gov/about/contact/ehbhelp.aspx>
- The next slide will show a screen shot of the new automated form.



Screen Shot for the EHB Contact Center

Web Ticket Form

HRSA Electronic Handbooks Contact Center

For help with HRSA Electronic Handbooks (EHBs) grant management system and other grant-related questions.

* Name:

Phone

* Email:

EHB Username:

* How would you like us to respond:

* Are you a:

* Context:

Grant Number:

* What is the nature of your inquiry?

* Please tell us the specifics of your inquiry:

A Few Reminders

- The Payment Management System (PMS) Information:
Help Desk # is 877-614-5533. The link to the PMS is:
http://www.dpm.psc.gov/grant_recipient/access_procedure/access_procedure.aspx?explorer.event=true
- The Bureau of Primary Health Care has their own Help Line you can send specific questions to, the email address is: BPHCHelpline@hrsa.gov, 1-877-974-2742
- Please ensure that your SAM.gov registration is up to date. If it expires, you will not be able to apply for or receive a HRSA grant. The renewal process needs to be done at least every 12 months and can take up to five business days.
- Please ensure that your Grants.gov registration information is up to date. It can take 24 hours to renew your registration, so please do this early. For additional information, please visit <http://www.Grants.gov> or contact the Grants.gov Help Desk at 800-518-4726.
- HRSA is always looking for new objective reviewers. If interested, please visit: <https://rrm.grantsolutions.gov/AgencyPortal/hrsa.aspx>



The Health Insurance Marketplace

The next open enrollment period is
November 15, 2014- February 15, 2015

www.healthcare.gov

Subaccounting

- Subaccounting involves awarding funds to grantees into a separate account instead of pooled accounts;
- Ability to see the HRSA award and the applicable draws from PMS;
- Phased in, fully compliant in FY15;
- http://www.dpm.psc.gov/grant_recipient/hhs_subaccounting/hhs_subaccounting.aspx?explorer.event=true

Federal Financial Reporting (FFR)

Drawing Funds from the Payment Management System and FFR (SF425) Submission

- PMS Implementation of Post Period Drawdown Requests – “Expired Grant Functionality”
- FFR (SF425) submissions done through EHBs (typically annually) vs. quarterly submissions done through PMS
- FFRs submitted late or not submitted at all can/will have a negative effect on your future funding.
- An overview of things that GMS’s look for while reviewing the FFR.
- FFR carry-over request, grantee must complete FFR and submit it before they get the carryover option in EHBs.

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.



New Prior Approval Requests for Property

- Property Actions selection for Disposition of Real or Tangible Property
- User Guide for Grant Recipients is available
- Contact your GMS or HRSA Electronic Handbooks Contact Center for assistance

Type 5 Non Competing Continuation (NCC) Progress Report

What is a type 5 NCC award?

The Non Competing Continuation is the grantee funding for the next budget period

- Also referred as the Progress Report
- Submitted electronically via EHB
- Available to grantee 120 days BPSD/Due 90 days BPSD
- Notification/Message from EHB
- Progress Report info under Task Tab
- <http://www.hrsa.gov/grants/manage/reportuserguideforgenericgrants.pdf>
- <http://www.hrsa.gov/grants/manage/researchgrantsuserguide.pdf>
- <http://www.hrsa.gov/grants/manage/userguideforh80grants.pdf>

EHB Roles

Organization Roles

Authorizing Official: The individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards. If you are the designated authorizing official for your organization use this role.

Business Official: The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system. If you are the designated business official for your organization use this role.

Other: All other individuals of an organization who wish to participate in the electronic process should register using this role. HRSA's electronic process allows for additional functional roles such as Application Preparer, Project Director, Communication Contact etc.



EHB Roles

Grant Roles

Project Director (PD): This is the individual who is most closely tied to programmatic aspects of the grant. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the grant after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions.

Financial Reporting Administrator (FRA): This is the individual who is responsible for financial reporting for grants given to the organization. The FRA is typically the Business Official for the organization and must use the PIN from the Payment Management System (PMS) to register to the grant. The FRA will have all permissions to financial reports for the grant after successful registration and will be responsible for approving privileges to financial reports for other individuals in the organization. The Federal Financial Report (FFR), SF269, is currently the only Financial Report available for submission in the EHBs.

Other Employee (Grant Reporting Support): Other individuals include anyone from the organization, other than the PD or FRA, who will need access to financial or non-financial submissions for a grant. It includes: Users responsible for assisting in the non-financial post award activities for the grant and who are not the PD: Approval and authorization by the PD are required to access the non-financial grant reports. Users responsible for viewing, editing or submitting financial reports for a grant, but who do not have the PIN from PMS; Approval and authorization by the FRS are required to access the financial grant reports

EHBs Help and Information on Managing Your Grant

- The EHBs Help has a wealth of information. While in EHB, select Support in the upper right hand corner of the page. You can select EHBs Help or put in an automated ticket for an issue you are having.
- HRSA is on You Tube (HRSATube)!! Just type in HRSA or the Electronic Handbooks in the search area for many useful videos
- You can also find tutorials, past conference calls, FFR and other useful guides, along with “Whom To Call” when you have programmatic or administrative questions about your grant. Visit:
<http://www.hrsa.gov/grants/manage/index.html>

Technical Assistance Resources

- HRSA has developed the: HRSA Grants Technical Assistance (TA) Webpage, viewed at: <http://www.hrsa.gov/grants/apply/>
- This is a one-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and other relevant & useful information and links tailored to HRSA-specific process and requirements.
- Please utilize this resource to better understand the HRSA grant application process.



Question & Answer

- When asking a question, please have your grant # ready
- If we cannot answer your question immediately, we will take your contact information