



HRSA Grantee Conference Call and Q&A

US Affiliated Pacific Island Grantees

July 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
- 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/>

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

Division of Grants Policy update

- Grants.gov
 - User Blog <https://blog.grants.gov>
 - Workspace Feature



The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a large banner for 'About Grants.gov' featuring an image of the U.S. Capitol building. To the right of the banner, there is a 'Grants.gov Updates' section with several links: 'Grants.gov Calendar', 'Grants.gov Production Release R15.2' (dated June 20, 2016), 'Grants.gov Community Blog' (circled in red), 'Grants.gov Notices', 'Grants.gov Releases', and 'DATA Act Section 5 Pilot Program Presentation'. Below the banner, there is a section for 'Find Open Grant Opportunities' with buttons for 'NEWEST OPPORTUNITIES', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES'. A table of grant opportunities is displayed below these buttons.

Funding Opportunity Number	Opportunity Title	Agency
NNH16ZDA001N-HSR	ROSES 2016: Heliophysics Supporting Research	NASA Headquarters
NPS-DOIP15AC01031	Nome Community Archaeology Expedition	National Park Service
F16AS00263	Natural Resource Damage Assessment and Restoration Program	Fish and Wildlife Service
SSH-508-16-300	Ambassador's Self Help Fund, Embassy Kinshasa	U.S. Mission to the Democratic Republic of the Congo

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

Division of Grants Policy update

- Application Guide updates

The link is in every Funding Opportunity Announcement

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

Maternal and Child Health Bureau
Division of Home Visiting and Early Childhood Systems

*Early Childhood Comprehensive Systems:
Building Health Through Integration*

Assessment Type: New, Continuing Construction
Assessment Number: HRSA-13-177
Catalog of Federal Domestic Assistance (CFDA) No. 93.118

FUNDING OPPORTUNITY ANNOUNCEMENT
Fiscal Year 2013

Application Due Date: April 26, 2013

*Disaster relief Grants are registration and passwords are waived immediately!
Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.*

Release Date: March 1, 2013
Issuance Date: March 1, 2013

Program Contact
Dena Green
Senior Public Health Analyst
Email: dena@hrsa.gov
Telephone: (301) 443-6198
Fax: (301) 443-4818

Authority: Title V, § 501003(b) of the Social Security Act as amended, (42 U.S.C. 701003(b))



U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Non-Construction Application Kit

To be used with HRSA funding opportunity announcements (FOAs) specifying the use of the SF-424 Non-Construction Application Kit

Updated April 10, 2013

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

The screenshot shows the HRSA Electronic Handbooks web application. The browser address bar displays <https://ehbos2.hrsa.gov/2010/WebEPSExternal/Interface/Home.aspx>. The page header includes the HRSA logo and navigation tabs for Tasks, Organizations, Grants, Free Clinics, and FQHC-LALS. A user profile dropdown menu is open, showing options like 'View/Update Profile', 'Change Password', and 'Logout'. The main content area features a 'Getting Started with the Handbooks' section with links for 'Recommended Settings', 'What Would You Like To Do Today?', 'Handbook Screen Elements', and 'Tour the Handbooks'. Below this are two panels: 'Items We Are Tracking For You' and 'My Recently Accessed'. The 'Items We Are Tracking For You' panel shows a list of tasks with counts: 'Task with a deadline' (8), 'Due within 30 days Tasks' (1), 'Late' (0), 'Tasks without a deadline' (5), and 'Unread News' (0). The 'My Recently Accessed' panel shows a list of folders: 'Grant Folder | H80CS06445' (last week), 'Organization Folder' (3 weeks ago), and 'Grant Folder | C8ACS23702' (3 weeks ago). The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with the 'Product: EPS' and 'Last Login: 02/26/16 1:10:00 PM ET'.



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 26th 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=""/>	Click to see more options 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 26th 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 "I am also responsible for Approving/Submitting the Financial Grant Reports" with a note: "Note: Only Authorizing Official (AO) or Business official (BO) can be responsible for Financial Grant Reporting." At the bottom of the form are "Cancel" and "Save and Continue" buttons. The footer of the page 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 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

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 26th February 2016 01:27:35 P.M.

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

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 – Health Center grants (H80)
 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

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