

**NWX-HHS HRSA OFAM**

**Moderator: Christopher Suzich  
July 25, 2013  
6:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode until the question and answer session of today's conference.

At that time you may press Star 1 on your touch-tone phone to ask a question. I would like to advise all parties at today's conference is being recorded. If you have any objections you may disconnect at this time.

The instant replay recording of today's conference will be available about one hour following the conference and can be accessed over the next six weeks by dialing 866-358-4517 in the United States or Canada or by dialing 203-369-0133 from any other country.

I would now like to turn the call over to Mr. Chris Suzich. Thank you you may begin.

Chris Suzich: Thank you (Sheila). Welcome everybody my name is Chris Suzich, and I'm with the HRSA grants office. Good morning and good afternoon depending on where you're located.

This is an opportunity for myself and my colleagues to provide we hope some useful information about your HRSA grant and managing your HRSA grant to you along with answering any of the questions you might have around your HRSA grant.

Just a few points to keep in mind as we go through our agenda today you might want to keep a piece of paper and pencil handy to jot down some notes for yourself.

Also when we get to the question and answer period if you have a question please (Sheila) will remind us how to ask that question and then we'll do our best to answer those HRSA grant questions for you.

If you - if we don't have an answer for you we may ask for your contact information and then get back to you the next (unintelligible).

(Sheila) mentioned at the top of our call (unintelligible) I'm sorry could all my colleagues mute their phones please.

As (Sheila) mentioned at the beginning of the call this call is being recorded. And that is an opportunity for your colleagues that perhaps are HRSA grantees they could join this call at this time to listen to a recording of this call at a later date and (Sheila) provided that number and she will provide that number again at the end of the call.

In addition to that we will have a transcript of this call available for anybody to read. That transcript will be available on the [hrsa.gov](http://hrsa.gov) grants Web site in approximately one week.

At this time I'd like to introduce Rear Admiral Kerry Paige Nessler. She is the director of HRSA Office of Global Health Affairs and the Chief Nurse Officer of the US Public Health Service. Kerry?

Kerry Paige Nessler: Hi thank you Chris Suzich. And hello I'd like to wish a warm welcome to all of our grantees in the United States Pacific Islands.

We're so pleased that you could join us today, or this morning, or this evening or whatever your time zone might be. I know we're all on different points on the clock right now.

But really your work is so important to HRSA and all of the populations that you serve. And today this call is for you really to help answer your questions and discuss the grants management issues that are most relevant to the Pacific region.

I'd also like to welcome the HRSA project officers and any guests from CDC and SAMHSA who may have dialed in as well.

The project officers and the grants management specialists work together as a team to assist and support you in the great work you're doing in the Pacific.

Our office here is a HRSA Office of Global Health Affairs mission is to improve health worldwide by providing leadership to develop linkages, foster interconnectedness, and to facilitate a mutual exchange of expertise that will strengthen health systems, access to care, equity and quality of care.

As you know the Pacific region is a big part of where our focus is here in this office. And in fact a key goal from my office is to improve the health axis and outcomes in the United States Pacific Islands.

And I hope you know that we're very committed to you and your successes because we share your goal of improving the lives and the health of people in your area.

And tonight once again we've partnered with the HRSA Office of Federal Assistance Management to provide the first, and the second, and now this is the third technical assistance call to better serve you our Pacific grantees.

Chris and his staff have been gracious enough to work with us to plan this call specifically for the grantees in the Outer Pacific.

I'd like to acknowledge and thank Chris Suzich and the HRSA Office of Federal Assistance Management staff for putting this called together.

And I'd also recognize the Pacific Island Health Offices Association or PIHOA and the many HRSA, CDC, and SAMHSA employees for their assistance in disseminating the invitation to our partners in the Pacific.

And as we've done previously in the last two calls we hope to take a few minutes at the end for you to provide us with feedback on the call today and how we better can serve you in the future.

Again thank you all so much for your participation. We're excited to have you with us today. Thanks now back over to you Chris.

Chris Suzich: Thank you Kerry. I apologize in advance there's a little bit of construction going on here in our building so that is the some of the background noise that you might hear.

We'd like to go through a few points all around your management of your HRSA grants. And some information you may already be aware of so bear with us if you already know some of this information but perhaps there's some grantees on the phone that will find this useful.

As you probably know there is a - we have a dedicated HRSA call center for our HRSA grantee community when they have a question about EHBs, or about their award, or anything related to their particular award.

That phone number I'm going to give you it's a toll free number. And I realize there are challenges given the time difference for a lot of our grantees in the Pacific but let me go ahead and give that telephone number just in case you don't have it and could use at an opportune time.

It is 1-877-464-4772 of more use perhaps to you would be the email address for the Contact Center and that email address is call center@hrsa.gov that's call center the at sign hsra H-R-S-A.gov.

And I know (Christina) and her crew at the HRSA Contact Center try their best to return any of those emails within 24 hours probably quicker than that in many instances.

So if you find that you - it's not the right time it isn't the normal business hours to reach them by phone please feel free to send them an email.

And always include any specifics you might have about your grant around your question your grant number that sort of thing that's always useful for the folks at the HRSA Contact Center.

(Christina) we talked briefly (Christina) is one of our lead supervisors over at the HRSA Contact Center.

And she's with us today to offer perhaps some words of wisdom. (Christina) you're aware that many of our grantees in the far Pacific face certain challenges that other people in the Continental US don't face.

But of course there are some similarities around their issues that they face in EHB's and the management of their HRSA grant. (Christina) would you like to say a few words and - to our grantee community in the far Pacific?

(Christina): Yes thank you Chris and hello everyone. I'm (Christina). And I'm the lead over here at the HCC. And its - I did - we did receive a call from one of the project officers who supports the Pacific basin.

And is it Tachigo person who had called in or who needed assistance with a prior approval? So if you do need any assistance if you are on the call you can feel free to send an email to the Contact Center and I can assist you with whatever you need. Just put my name in the subject line and I'll be glad to assist you.

And then I just wanted to bring up a few things that may assist us better when you do email the Contact Center or you call in to the Contact Center providing us with a grand number and/or a submission tracking number, an application tracking number, or an announcement number whatever it is that you may be working on would help us if you have that information ready when you call in so that we can assist you efficiently and effectively. Also knowing exactly where you are in the system that would help us all better assist you.

I also wanted to bring up BPHC. If you have a grant that has a CS in the middle of it -- and the BPHC means of Bureau of Primary Health Care I'm not sure if you do have any of those grants -- but I wanted to bring up that they would be able to assist you in anything that you have questions about.

And their phone number is 877-974-2742 and their BPHC helpline@hrsa.gov. And they can assist you with any grants that have a CS in the middle of them.

And if you call us here at the Contact Center with an issue we will just transfer you over there to the BPHC helpline.

And I'll say that again it's the BPHC helpline B-P-H-C helpline@hrsa.gov and the phone number is 877-974-2742.

And for the system when you're using the system it would - there's a tasks tab. And when you're working within the tasks tab there's going to be a pending tasks section. And then there's going to be different entities on the side on the left-hand side of your account.

The pending tasks tab is just a consolidated view of all of your tasks that you have for your grants. And when you click on the drop down box so you click on Edit you may receive errors or you may not be receiving as many options as you would when you go into any of the other entities.

So if you want more options like submit, or request extension, or anything of that nature or even just the submission you would just want to view the submission it would be best to go into each separate entity whether it's a grant application, a prior approval, or submission or user requests.

Again the pending task is just going to give you a consolidated view of all the tasks whether it's a grant application or prior approval.

And once you get into the separate entities that's when you can have more - you have more functions available to you in your drop down boxes.

Also if you have a grant that has a MC in the middle of it which is from the Maternal and Child Health Bureau or you have a grant that has an HP which is from the Health Professions Bureau those two have performance reports and you will not be able to request extensions through the electronic handbook.

So if you have a Maternal and Child Health grant you would have to contact or just wait for - contact us or you would just wait for the system developers to run a report on the delinquent report.

And once they have all the delinquent reports they send them over to the program's office. The program's office will then approve the extension. And then they'll send you out an email letting you know that your performance report has been extended.

The health professions they - you have to contact your project officers for extensions. And then the project officer should know who they should contact. And if they don't then just have them call us here at the Contact Center and we can assist them with that.

Another thing I wanted to bring up is the escalations. When you have any issue escalated we're not permitted to give you an amount of time on where an escalation may be fixed or resolved.

You will be contacted once it has been resolved. You can call in and get an update on your issue but we can't give you a set amount of days. Some issues may take longer than others and things like that.

And then I also just wanted to bring up when you are a new user you're a new project director you should probably set up someone that has the same type of responsibilities as you just in case you're not in the office, or just in case you leave unexpectedly, or get sick unexpectedly you'll have someone that can go in and do the same functionality as you.

And that makes it easier for the people who are doing the work for you so that they don't have to call in to get back and forth between us and the project officer because we just can't grant you privileges we have to request approval from your project officers in order to go in from the backend and just gives someone who isn't a PD or who does not already have privileges we'd have to get approvals for that.

And that's all I have. Chris thank you.

Chris Suzich: Thank you (Christina). That's good information and that - (Christina) is and her staff are right there answering many questions every day about EHBs about our HRSA grants so thank you (Christina) for that valuable information.

Now I'd like to turn it over to (Melissa). (Melissa) is going to give us a little bit of information on grant conditions along with the various grantee roles that are present in EHB.

If you are likely you are an EHB user already you know that there are various roles in EHB that the role based system depending on what function you like

to do whether that be submit an FFR or approve something in EHB and submit it on to your project officer or on to the grants office.

There are a variety of different roles that people can and do have so (Melissa)'s going to talk a little bit about that in addition to grant conditions. (Melissa)?

(Melissa): Yes thank you Chris and thank you everybody for joining. As Chris mentioned I'm going to go over some user roles and conditions.

I really want to point out that a lot of these answers can be found in the EHB's help. Most of you probably already have the EHB login page but it's <https://grants.hrsa.gov/webexternal/login.afp>.

And once you're there and logged in you could either there is like a question mark on the bottom right where you could get help or on the upper right-hand corner on the drop down there's EHB's help.

EHB's help is going to have a wealth of information including the answer to several of these questions. For example if you're interested in the different roles, you know, and the differences for the organization there is actually on the left side registration in user account FAQs.

One of them goes over the roles. For example the Authorizing Official or the AO this is 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 application or grant award.

If you are the designated authorizing official for your organization for your organization you should have this role.

If you haven't already registered to the EHB's when you create the EHB's accounts you'll be able to select the role. If you need to change your role you can update your personal profile.

The business official role this individual named of applicant organization is authorized to review and submit the financial status report and interact with the payment management system. You know of course if you're the business official you should make sure you have that role.

The other role these are other individuals of an organization who wish to participate in the electronic processes should register using this role.

HRSA's electronic process allows for additional functional roles such as application preparer, project director, communication contact, et cetera.

Now one other thing I wanted to go over is the difference between the project director and the financial reporting administrator.

The project director is generally the person at the organization that handles the scope of the grant (unintelligible) mostly with the nonfinancial reports.

That's not to say that, you know, the project director can't be the financial reporting administrator as well.

But the financial reporting administrator is the person responsible for the federal financial report, they're responsible for giving FFR privileges as well.

One thing I wanted to note the project director by default does not have financial report privileges. That has to be given by the financial reporting administrator.

Another thing that sometimes comes up is how to grant privileges. This is actually available in the help and their grant access and registrations FAQs.

There's a couple of different ways to do this. If someone has actually requested access as (Christina) mentioned, you know, there's a task tab that has, you know, some consolidated task.

There should be a review request length from the left navigation. And, you know, you could just approve grant access from there.

But a different way to do it would be once you're logged into the EHB's you could click on the Grants tab and then the grants folder link.

And once you're there I think there's a users tab on the left. And from here you can grant privileges as well regardless of whether anybody has requested access.

(Christina) did mention, you know, where some of the conditions are located. I did want to mention that for any conditions, or reporting requirements, are prior approvals I'm sure most of you do know that you do need the appropriate privileges to work on the various submissions.

To access the condition, you know, when you log into the EHBs you can click on the Task tab. You know, personally I think it's, you know, from the task tab I like to go to submissions just because it give you, you know, a different view of things.

And as (Christina) mentioned, you know, you could request extensions from here or whatnot. And this is all available in the EHBs help along with other information like prior approval requests noncompeting continuations, et cetera.

On the subject of help there are a couple of other pages that you may be interested in one of which is YouTube.

If you go to YouTube and type in either HRSA tube or electronic handbooks there are several videos, you know, about HRSA, about the electronic handbook, different videos on the EHB's there's a wealth of information there.

Also if you just go to the HRSA Web site [www.hrsa.gov](http://www.hrsa.gov) click on Grants, and then Manage Your grant. From here you're going to find transcripts to previous calls.

You're going to find the award management tutorial. You're going to find federal financial report click guide and whatnot.

And that's also a very useful tool. Again that's [www.hrsa.gov](http://www.hrsa.gov) and you would click on grants and then manage your grants.

So these three things the EHBs help, YouTube, and the HRSA Web site are, you know, three tools for resources. Chris?

Chris Suzich: Thank you (Melissa). Next up we have Kelly. Kelly is going to talk to us about the FFR the FF425. The FFR is one of the most important documents that our grantees submit to us.

It has a lot of financial information on it. It can be a little bit confusing if you're not familiar with it if you haven't done it previously.

But fortunately Kelly is an expert on the SF425. She's also an expert when it comes to HRSA grant closeouts.

So she's going to talk to us a little bit about the SF425 and the submission process for that along with grant closeouts. Kelly?

Kelly Long: Thank you Chris. As Chris mentioned my name is Kelly Long. And I work in the Division of Grants Management Operations at HRSA.

And my team is responsible for assisting the grants staff in their day to day operations of grants management particularly in the areas of post award monitoring and closeout.

So that's why I'm here to talk with you today about the FFR and close out. For the FFR I'll cover three points. First is the difference between the financial reporting, responsibilities to the grant office, and HRSA, and then the financial reporting to the payment management system.

So the payment management system that is the system where you're going to withdraw your federal funds.

Second will be the importance of submitting your FFRs timely and accurately. And then I'll provide just a brief overview of what the grant specialist at HRSA are reviewing when they receive your FFR.

So first the FFR is the Federal Financial Report is a single page form that recipients must use to file both their cash transactions and then their financial status information so both HRSA and payment management therefore utilizing the FFR to monitor your financial data.

It's important to know the difference between the FFR reporting requirement to PMS and to HRSA to ensure that you're in total compliance with your grant award.

One requirement then is to file on a quarterly basis the cash transaction report through the payment management system.

In this report you're reporting your cumulative disbursements of the cash that you withdrew from payment management. On the FFR form this would be lines 10A through 10C.

The due date for this reporting requirement is no later than the 30th of the month following the quarter end.

So that would be April 30 for the March quarter end, July 30 for the June quarter, October 30 for the September quarter and then January 30 for the December quarter.

The payment management system will place your account on a manual review if that federal cash transaction report is not submitted timely. So what this means is that they will not permit you to draw funds until the report is submitted.

Then the next requirement is the reporting on the expenditure of funds to the grants office at HRSA. And then if applicable if you have a cost sharing or

matching program or program income. This is accomplished through the electronic handbooks. On the FFR form this would be lines 10D through 10O.

Some of HRSA programs have a semiannual reporting requirement and others have an annual requirement.

The schedule for submitting whether it's a semiannual or an annual requirement is specified on the notice of award under the reporting requirements section.

The due date for the FFR is dependent upon the grant program cycle. So the NOA is your best resource for knowing when the report is due to HRSA.

So we do want to communicate and let you know that HRSA takes the finance reporting requirements very seriously.

If you're not in compliance HRSA may take an adverse action which can include drawdown restrictions, withholding a continuation award, even withholding a monetary revised award.

So for example a request to carryover funds may be denied if the organization is not in compliance with the financial reporting requirements.

We may also in very extreme cases terminate a grant if we deem it appropriate. Therefore it's imperative that you comply with both reporting requirements.

So again that's quarterly to payment management and then whether it's a semiannual or annual requirement to HRSA to ensure that you receive your

funding on time, that you get your continued funding, and that you have access to the funds when you need it and also for future award opportunities

So just briefly to give you an idea of what the grant specialist are reviewing when your FFR comes in they will carefully review the data that you supplied and will check it for accuracy, reasonableness, and completeness.

Through their review they will determine if there are any significant changes in the rate of obligations or expenditures from what they may expect and they will ensure consistency with the terms and conditions of the award.

If you have a program that has a matching requirement they will also look at the matching dollars to ensure that you're meeting your matching requirements.

If you have a program that contains program income your specialist will review the report to ensure your accounting for program income in accordance with the terms and conditions of the award.

If you're submitting a final FFR so that would be your last FFR submission following the end of a document number it's expected that your cumulative expenditures match with accumulative disbursements reported in payment management.

Also that final FFR cannot contain unliquidated expenditures. You are expected to liquidate all funds within 90 days of the end of the grant period.

If the GMS finds an error or that a particular piece of the report requires additional information they may send it back through a change request through the electronic handbooks.

You will then receive an email notification that additional information or corrections are needed. It's important to make the changes as soon as possible and to return the revised report to HRSA.

And please know that your - if you do have any questions pertaining to information or data on the FFR your grant specialist is available to assist you.

You can find your grant specialist on the - on your Notice of Award. And if you have technical issues with the electronic handbooks using the FFR you can call or email the HRSA Contact Center. They are available to assist you.

And then finally when you're submitting an FFR with an unobligated balance of funds the system will prompt you or ask you if you want to carry over the funds.

I'm now going to turn it over briefly to (Melissa) to explain the prior approval request module (unintelligible) to the FFR submission. And then I'll come back and talk to about closeouts. (Melissa)?

(Melissa): Yes thank you Kelly. I'm going to touch briefly on prior approvals one of them being carryover request.

As I mentioned with grant conditions and reporting requirements you do need privileges. You need privileges to create, and submit, and work on the prior approval request.

To request a prior approval once logged into the grants to the EHB's you would click on the Grants tab, click on the Grant Folder link. And then click on the link to request prior approval.

Once you do that you'll click on an Acknowledgment Statement. And then you'll be able to choose the type of prior approval request that you'd like.

They include administrative supplements. If you're a grantee that is on drawdown restriction (unintelligible) drawdown funds carryover of an unobligated balances.

Now as Kelly mentioned if you have an unobligated balance the FFR would ask you if you'd like to carryover.

If the answer is yes one thing you have to know that the FFR has to be submitted showing the unobligated balance before you could actually request a prior approval. And the prior approval requests have to be submitted separately from the FFR.

When you're actually doing the prior approval for the carryover you have to make sure it's either equal to or less than what was reported on the FFR as far as on the unobligated balance.

Also make sure when you're entering the figure there is no special characters, dollar signs, comma, decimal points, et cetera or the system will give you an error.

Other types of prior approval requests include extension with funds and extension without funds. This is the extension of the grant either project period or budget period. And it's not to be confused with an extension of a submission.

Sometimes we get prior approvals from grantees that are actually requesting extensions on their conditions and this is extension for the grant.

Other prior approval you can choose from as well which would include name change, deviation from terms, relinquishment of the grant also project director change or re-budgeting.

Now once you create the prior approval request you'll get a tracking number. Now this is just the tracking number for the prior approval request.

It doesn't mean that it's been submitted. When you do the prior approval request you actually have to complete a general information and detail section.

And once those two sections have been completed then you can submit. There's usually a page that tells you that the prior approval request was successfully submitted.

Now I'll go ahead and turn it back to Kelly so she can go over closeouts. Kelly?

Kelly Long: Thanks (Melissa). All right so close out is the process that takes place following the expiration or termination of a project period.

The purpose of closeout is to ensure that final reports are being received, evaluated, and that allowable costs are determined.

And that either amounts due to either of us at HRSA or to you the recipient we want to make those determinations and make arrangements for payments where necessary.

Sixty days prior to the expiration of the document you will receive an email outlining your closeout responsibilities. You'll get that automatically.

At the end of a grant period we don't want you to forget about your closeout responsibilities often times that happens because we're focusing on the new upcoming awards and it's understandable.

But it's important to ensure that you're complying with all of the terms, conditions, and reporting requirements of the grant award to ensure that both timely close out of the grant files and the document in the payment management system.

The NOA is your best resource to determine your reporting requirements. And know the noncompliance of closeout responsibilities can affect your current awards and your future award opportunities with HRSA.

So again in order for HRSA to close a document the final FFR expenditures must be in agreement with a cumulative disbursement reporting to payment management.

And the good news to you is that once HRSA closes an expired document you no longer have to report the federal cash transaction report to payment management for that particular document. So there's a benefit to you guys too.

So if you have any questions pertaining to closeout again your grants specialist is your best resource. And you can find them listed on your Notice Of Award or if it's a technical issue pertaining to the EHB the Contact Center is your best resource. Chris back to you.

Chris Suzich: Thank you Kelly. And thank you (Melissa). At this time I'd like to turn it over to Darren. I think all of our grantees likely on the call are familiar with grants.gov and how the - your HRSA application came in through grants.gov and then was electronically brought into the EHB system.

Grants.gov is not operated by this office. And I know that there are sometimes challenges working with grants.gov for our - for the HRSA community to get their applications in.

But it is a good system and a good resource. And I know they're continually making updates to grants.gov to make it more user-friendly.

HRSA is one of 26 I believe federal agencies that use grants.gov as a portal for applications grant applications.

One of the key components to grants.gov is sam.gov. And that used to be called CCR. But I'm going to turn it over to Darren so he can tell a little bit more about that. Darren.

Kerry Paige Nessler: And hi Chris...

Chris Suzich: Yes.

Kerry Paige Nessler: ...this is Kerry Nessler. Sorry to interrupt.

Chris Suzich: That's okay.

Kerry Paige Nessler: We're just getting a couple emails everyone loves the information and it's very, very useful. They're just requesting if everyone just slow down just a touch.

A few of the folks on the line English is not their first language. And they'd and they just requesting that everybody slow down just a tad. Thanks Chris.

Chris Suzich: Thank you Kerry that's good feedback. Darren...

Darren Buckner: Okay.

Chris Suzich: ...you want to take it away?

Darren Buckner: Yes. Yes can you hear me?

Chris Suzich: Yes thank you.

Darren Buckner: Okay good. Good evening, or good morning, good night whatever time of day it is for you. Hope it's going well. My name is Darren Buckner. And I am with the Office of Federal Assistance Management.

And we basically want to share just a little bit of information about sam.gov. sam.gov actually stands for the Systems for Award Management. And the Web site is [www.sam.gov](http://www.sam.gov).

Sam.gov registration is needed and the type of information that you would put with in your SAM registration is your DUNS Number.

And your DUNS Number is the Dun & Bradstreet number that you would register with. And to continue your grant submission in grants.gov actually step number two in the grants.gov submission process involves registration with SAM.

If you've been registered in SAM or if you've already registered in SAM you must make sure that you renew the SAM registration once a year.

HRSA or no other awarding agency will notify you when you're SAM registration is due to be renewed or updated.

So you should it's recommended rather that you keep a date in your institutional files or some type of particular files to serve as a reminder.

If your organization was registered in what was once called the Central Clearinghouse Registry your information would have been transferred over. But again you're still required to update on a yearly basis.

HRSA does not control SAM or grants.gov as Chris said. And these are both independently operated systems but we need the information that you put in SAM for your application to be submitted through grants.gov.

The person who is designated as your E-Biz contact is the person who would be registering your organization and who would also have privileges to grant rights to other individuals in your organization.

We caution you that whenever you are doing any type of updates or registration with sam.gov that you should do it early because the process could take up to five weeks - five days I'm sorry to two weeks.

So if you're at the point of getting ready to submit a response to a funding opportunity announcement or if you are getting ready to submit your noncompeting continuation progress report your information must be updated on a yearly basis.

If you have any questions please send - go to the Web site [www.sam.gov](http://www.sam.gov). And I believe there is also a phone number that I'm looking for.

Okay you probably do best by just going on with the [www.sam.gov](http://www.sam.gov) information. And that's where you could make sure that your registration is up to date.

If you have any questions or concerns check the (E-Biz) site, build your account, log in with your organization's name.

And if you are the E-Biz contact or the authorizing official you'll have access to provide other users in your organization rights and privileges. Okay Chris back to you.

Chris Suzich: Thank you Darren. Kerry we're getting near the end of our agenda would you like to interject anything now before we open it up to questions and answers?

Kerry Paige Nessler: No. I think it's great to hear from our grantees and to have - help us answer some of their specific questions. Thanks again to you Chris and your staff. So let's open it up to questions. Thanks now.

Coordinator: Thank you for we will now begin the question and answer session. If you'd like to ask a question please press Star 1, un-mute your phone, and record your name clearly.

If you need to withdraw your question press Star 2. Again to ask a question please press Star 1. It will take a few moments for the questions to come through. Please standby.

Again as a reminder please press Star 1 on your phone and record your name if you have a question. One moment please. We are showing no questions at this time.

Chris Suzich: Thank you (Sheila). At this time I don't know if Mr. (Epps) if you're on the phone would you like to say a few words? (Sheila) do we show (Michael Epps) on the call?

Coordinator: I'm not sure (Michael Epps) as a speaker one moment while I check participant.

Chris Suzich: Thank you.

Coordinator: You're welcome. He is not on the call. I do however have a couple of questions coming in now if you would like to take them?

Chris Suzich: Yes. Let's take some questions. Thank you.

Coordinator: Okay one moment. Our first question comes from Napula Spock. Your line is open.

Napula Spock: Hi. My name is Napula Spock with the Pacific Islands Primary Care Association. And I was wondering this is very helpful and it's jam-packed with detailed information.

I was seriously trying to write good notes to share with our folks that aren't able to participate. But I feel that I didn't do a good job - good enough job. I wasn't able to keep up. Is there any way that a transcript of the call will be available or at least a recording?

Chris Suzich: That's a good question and fortunately we have a good answer on two fronts for that (Sheila) could you repeat the phone numbers.

The call is being recorded and will be available about an hour after the call ends for anybody like yourself to dial into and listen to the call again.

In addition to that we will be posting a transcript on the hrssa.gov grants Web site. That transcript however takes a few days to a week for us to post. So give us a little time on that. (Sheila) do want to give the call back number?

Coordinator: Absolutely. To access the instant replay recording of today's conference you may do so by dialing from the United States or Canada 866-358-4517 or from any other country you would dial 203-369-0133.

Napula Spock: Thank you so much. This is wonderful. Good news. (Unintelligible) thanks.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (John Gilmatom). Your line is open.

(John Gilmatom): Thank you my name is thank you my name is (John Gilmatom). I have the same concern with Napula. Some of my staff are not -with me and I was wondering (unintelligible) that information for the copy of (unintelligible). Thank you.

Chris Suzich: Okay well again give us a few days to get the transcript of tonight's phone call posted. And then you can read that - you can access that on our Web site and read that at your leisure.

In addition to that we have a recording of today's call that will be available in about one hour. And phone numbers for that call back were - for that recording were given by (Sheila) and feel free to call those if you'd like sir.

(John Gilmatom): Thank you.

Coordinator: And we now show no further questions.

Chris Suzich: Can you remind our listeners how to pose a question please (Sheila)?

Coordinator: Absolutely. To ask a question please press Star 1 and record your name when prompted. One moment please for any further questions.

(Alexis): I also -- this is (Alexis), in the Office of Global Health Affairs -- I wanted to also let everyone know that that transcript that Chris...

Coordinator: We do have an additional question. From (Ivan Blanco). Your line is open.

Woman: Okay.

(Ivan Blanco): Hello?

Chris Suzich: Yes. Go ahead sir.

(Ivan Blanco): Okay thank you. We - I heard there was some mention of grants.gov and then there's also grant Solutions that (HHS) uses or what could you what are your thoughts on that?

Chris Suzich: Okay well grants.gov is the portal in which HHS as well as other agencies use to have applicants submit grant applications.

Grant Solutions is a grants management service that some of the operating divisions under HHS uses in terms of their awards management.

The equivalent to Grant Solutions is what we call the electronic handbook or the EHB that's our grant system.

So once you submit your application for funding in grants.gov and once you are funded then you'll be doing business with HRSA via the electronic handbooks in terms of your submissions, responses to conditions, FFR and other basic reporting requirements.

But the Grant Solutions is another grants management tool that - tool that is utilized by some other HHS operating divisions.

(Ivan Blanco): I see. Thank you.

Coordinator: Again as a reminder please press Star 1 on your phone and record your name if you have a question.

Chris Suzich: (Alexis) I think you had some comments? Do you want to go ahead?

(Alexis): Oh yes. I was just saying that the transcript that you Chris will be sending to us we will be distributing that to all of the project managers project officers at HRSA so that they can - so they can get it out to their grantees.

So in a couple weeks if they grantees haven't heard anything from their project officers just maybe get in touch with your project officer and see if they've received the transcript and can forward it to you.

And like Chris said it'll be on the Web site also. But they can forward you the link directly. And that's all I had. Thank you.

Chris Suzich: Thank you (Alexis).

Coordinator: I am showing no further questions at this time.

Chris Suzich: Okay let's wait about one minute to see if anybody thinks of a question please (Sheila).

Kerry Paige Nessler: And Chris this is Kerry. I would also like to open the lineup for thoughts on when we have our next call in October. We do this call quarterly. So our next grants call would be October of 2013 in just three months.

So if people have some suggestions or ideas of topics that they would like us to address at the next call in October I - we would love to hear the suggestions right now too thanks.

Coordinator: So if you'd like to either ask a question or submit a suggestion for October's meeting you may do so by pressing Star 1. One moment. Our next question or suggestion comes from Napua Spock. Your line is open.

Napua Spock: Hi. This is me again. I'm sorry from Pacific Islands Primary Care Association. But I'm hope - I'm wondering if it would be possible in terms of process for the next call to have a more detailed outline of the agenda available so that - because the - there's so much detail provided and I - the transcript will be very helpful.

But to be able to follow along especially for those that are for whom English is a second language, and it's the middle of the night or, you know, various conditions.

If there's more detailed agenda to follow then at least I was getting lost in the content and I wasn't able to follow the agenda.

And I'm one of the - English is my first language. So I'm hoping that there's some way that maybe we can make it a little bit easier to follow for next time. That's all. Thank you.

Chris Suzich: Thank you. That is good feedback and we'll do our best to work on an agenda maybe getting an agenda out in advance something like that (Alexis) we can talk about that (unintelligible).

(Alexis): Okay great sounds great. Thanks Chris.

Coordinator: To submit further suggestions or questions press Star 1.

Darren Buckner: Hi. This is Darren. Is Mr. (Greg Chin) Cheng on the line?

Coordinator: What was that name again sir?

Darren Buckner: Is (Greg) Cheng C-H-E-N-G.

Coordinator: One moment. I am not showing a (Greg) Cheng on the line.

Darren Buckner: Okay thank you.

Chris Suzich: (Sheila) want to do it one more time for questions or comments how to do it?

Coordinator: Absolutely. To submit a suggestion, a comment, or ask a question please press Star 1 on your phone and record your name at the prompt. One moment please.

I am showing no further comments or questions at this time.

Chris Suzich: Thank you (Sheila). Well Kerry unless you or your staff have anything else should we wrap it up?

Kerry Paige Nessler: Yes. I think that would be great Chris. Thanks so much.

Chris Suzich: Okay. I'd like to thank everybody for joining the call today. Again a recording will be available shortly this afternoon this evening. And we'll get that transcript out to you in a variety of ways as (Alexis) said.

I want to thank everybody for taking the time out of their busy day to join us. And could all my speakers please stay on the call for a post conference. Thank you again.

Coordinator: That concludes today's conference. As a reminder the instant replay recording of today's conference will be available about one hour following the conference and can be accessed over the next six weeks by dialing 866-358-4517 from the United States or Canada or by dialing 203-369-0133 from any other country.

Thank you for your participation you may disconnect at this time. Speakers please allow a moment of silence and standby for your post conference.

Kerry Paige Nesseler: And just before folks hang up I do want to thank Chris and his staff for sharing their expertise and really their dedication provided the technical assistance to the Pacific population this evening.

I really do want to thank all the project office and program managers from HRSA, and CDC, and SAMHSA.

And again please send us your ideas if you have some topics you'd like us to address in October. And I think we did hear everyone loud and clear.

We will get you out an agenda for next time and really try to make sure that we are a little bit more slowed down in our presentation. But thanks to everybody and we will see you all later. Bye-bye now.

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