

**NWX-HHS HRSA OFAM**

**Moderator: Christopher Suzich  
November 14, 2013  
6:00 pm CT**

Coordinator: (Unintelligible) and thank you for standing by. Your lines will be on listen-only mode until the question-and-answer session for today's conference. At that time if you would like to ask a question you may do so by pressing star-1.

Today's conference is being recorded. If you have any objection you may disconnect at this time. I would now like to turn the call over to Chris Suzich. Sir, you may begin.

Christopher Suzich: Thank you, Operator. Good morning and good afternoon everyone depending on where you're located. Thank you for joining us today. We are fortunate to have a number of subject matter experts with us today regarding the HRSA grant process and the Electronic Handbooks.

We are looking forward to answering questions that you might have about EHBs or any other issues that you've been having regarding the grants process here at HRSA.

My name is Chris Suzich and as you heard this call is being recorded. The purpose of that is so that's - anybody that could not join us today will be able

to dial in a phone number that the operator will give us shortly and listen to a recording of this call beginning in about an hour after this call ends.

In addition to that we will put a transcript of this call - of this conference call up on the HRSA.gov website in about a week and if anybody choose to, of course, they can access that transcript and read about our call today.

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

Kerry Paige Nessler: Hi, thank you, Chris. And hello, yes, good morning, good afternoon, and good evening to everyone on the phone. I'd like to wish a warm welcome to our grantees in the US Pacific Islands and us here around the table are betting that your weather is a bit warmer than we are here in D.C.

But we also want you to know that our thoughts are with you from all the devastation from the typhoon Hayian and we hope that everyone is recovering from that in well and good fashion. But our thoughts are with you.

We're pleased that you can join us today because your work is important to HRSA and especially for the populations that you serve. Today this call is for you to 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 Region 9 San Francisco, CDC, and SAMSHA who may have dialed in as well.

Project officers and grantees management specialists work together as a team to assist and support you and the great work that you're doing in the Pacific.

The HRSA Office of Global Health Affairs' mission is to improve the health of Americans through global action by developing linkages, fostering interconnectedness, and facilitating a mutual exchange of expertise that strengthens health systems, access, equity, and quality.

As you know, the Pacific region is a big part of where we focus our work. In fact, a key goal for our office is to improve health access and outcomes in the USA PI. We are very committed to you and to your successes because we share your goal of improving health in the Pacific.

Tonight once again - or this morning depending on where you are, we've partnered with the HRSA Office of Federal Assistance Management to provide the fourth USA PI technical assistance call to better serve you, our Pacific grantees.

As we have done in the previous three 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 can better serve you in the future.

And we did hear last time from you that you were appreciated having some PowerPoint's. I hope you all have received a copy of the PowerPoint's for today. So we're hopeful that that will be a - help you to facilitate in following our presenters.

So anyway, we're excited to have you with us today and thanks so much to Chris and his staff from the Office of Federal Assistance Management here at

HRSA for taking the time with us this evening. And I'll turn it over to you, Chris, thank you.

Christopher Suzich: Thank you, Kerry. Just a few housekeeping items for everybody for all of our listeners today. If you could - I think it would be good to have a piece of paper and a pen or pencil handy. You might want to jot down some notes and some phone numbers and website addresses that we will be giving out during our discussion today. So keep a pen and pencil handy if you have one close by.

In addition to that, I'm going to give you an email address. If for some reason you are dropped from the call today and you're - or you're having other connection problems we know sometimes it can be a challenge maintaining the connection to the conference call.

Please jot down this email address and (Alexis) will do her best to get you - to get in touch with the operator and get you dialed back in to the call today. And (Alexis)' email address is A - that's A like apple, B like boy, E-Y-E - R like Robert, the at sign, HRSA.gov, that's H-R-S-A dot gov.

So if for some reason you're having any connection issues during the call please let (Alexis) know on email and we will do our best to get you back on the call.

As the Rear Admiral mentioned, we will be stepping through - in part on this conference call PowerPoint slides that we tried to get out to everybody. We can also post a copy of the PowerPoint slides on the HRSA.gov website at the end of our call for anybody that wants to refer to them that may not have received them via email today.

I mentioned at the beginning of our call, as did the operator, that this call is being recorded. I'm going to ask the operator to give us that playback number. You can dial this number and listen to the call shortly after this call ends. And you can also distribute this phone number for the recording out to your colleagues that perhaps could not join us today.

Operator, can you give all of our listeners that playback number, please?

Coordinator: The toll free playback number will be 800-860-4707. The toll number is 402-280-9971.

Christopher Suzich: Thank you, Operator. All right, we're going to - I'm going to start off. As I mentioned before, we have a number of subject matter experts with us today. We're fortunate to be able to speak with you today about a number of EHB's issues and navigation throughout EHB so hopefully assist you as you work within our grants system.

I'm going to start things off by - you may already know this but it never hurts repeating, the contact information for our - the HRSA contact center, that is often the first stop for you when you have an EHB question or problem.

The 800 number - I'm sorry, the toll free number, I know, may not be helpful sometimes because of the difference in time but I'll go ahead and give the toll free phone number followed by the email address for the HRS contact center.

And again, that is typically the first stop that you want to go to when you have an EHB problem. The toll free number for the HRS contact center is 877-464-4772. And they have standard hours, 9:30 until 7:00 pm I believe, that's Eastern Time.

But the contact information that might be more relevant to our listeners this evening is their email address and that email address is Call Center - that's C-A-L-L-C-E-N-T-E-R - the at sign, at HRSA.gov, that's H-R-S-A dot gov.

If you do send them a query on email please try to include any specific grant information that you would have such as your grant number or a prior approval tracking number for assistance, that often helps the call center personnel research any issues that you might be having.

As Kerry mentioned, we look forward to answering any questions that you might have at the end of our brief presentation and comments. We allow for plenty of time at the end of our discussion to field any questions that you might have about EHBs and hopefully to get your feedback on the conference call today.

I'll make some brief comments regarding the distinction between the EHBs - the Electronic Handbooks that you are possibly all familiar with and the Payment Management System.

Most of you probably already know that the Electronic Handbooks is not the system that you would go to - that you go to to drawdown your grant funds. When you want to drawdown your grant funds you go into the Payment Management System and we've provided that URL address for you as part of the PowerPoint presentation.

What I did want to mention in addition to that is they have a separate helpdesk phone number. Unfortunately I believe they just have a phone number as opposed to an email address also. But I'd like to give you that toll free phone number. Again, this is for the Payment Management System if you are having any issues related specifically to drawing down your grant funds.

And the Payment Management System helpdesk number is - just a toll free number, 877-614-5533.

And at the risk of confusing anybody I just want to mention that you are probably familiar with the Payment Management System for its quarterly reports - it's quarterly financial reports that you are required to do and we will have (Kelly Long) speaking to us shortly about the specifics of the quarterly reporting that you all do within the Payment Management System and how that reporting - how that financial reporting is different from the financial reporting that you do in EHBs.

At this time I'd like to introduce (Darrin Buckner). He's going to talk to us a little bit about what we call sub accounting which might sound intimidating but (Darrin)'s going to walk us through it.

It's receiving a lot of attention here internally within HRSA and if you have a notice of award handy you notice that the notice of award is our official grant documentation.

And there's a field on the notice of award called the sub account field. Some of our grants are already sub accounted and some are not. (Darrin), I'm going to turn it over to you now to talk a little bit more about this.

(Darrin Buckner): Thank you, Chris. Can you hear me? Okay, good afternoon, good morning, or good afternoon to all of you in Pacific Basin Region. Just a little bit about sub accounting.

Sub accounting is not a new concept here at HRSA. But it's a concept that is spreading throughout Health and Human Services, HHS, because of a

mandate that we switch our accounts from what we call - switch the majority of our grants from pooled payments to sub accounted payments.

Sub accounting involves awarding funds to grantees into a separate and identifiable account and not a pooled account. Basically we will award in 2000 - for FY 2014 all new and competing continuation awards and we call those Type 1s or Type 2 awards.

So if you get a notice of award from HRSA this year that has a one in front of it or a two in front of it that award will be in a sub accounted document number.

And in some cases if the number has a three - but for the most part all of our awards that have a one, that might start with a one plus your activity code, would be a sub accounted award.

It's not a new concept if you have one of our (Ryan White) Part A or B grants or a grant from the Maternal Child Health Bureau, the (unintelligible) grant, as well as some Affordable Care Act and some - ARRA, American Recovery Reinvestment Act Grants, they're already in sub accounts.

The good part about the sub accounting is that you as the grantee when you go into the Division of Payment Management you will be able to see your particular award when you do your drawdown.

This process will be saved in during this year and we will be fully compliant by FY 2015. On the PowerPoint slide or the agenda, we did include a URL for the Division of Payment Management whereas they're giving some guidance in terms of grantees and how they would access PMS to do their recipient draws.

Again, the benefit by this would be that you as the grantee, you would be able to see your particular HRSA award and you'll be able to do your draws against that individual award and not an award that's in a pooled account. And I guess I can go on through the Type 5s.

Christopher Suzich: Yes, please continue, (Darrin).

(Darrin Buckner): Okay, also going to share some information on the Type 5 awards or what we call your noncompeting continuation or the NCC progress report. Noncompeting continuation award is your award for the next funding - the next budget period.

Your initial award was during a competitive year and in the next year if you have out years visa two, three, four, or five out years those would be your NCC years. And what you would have to do basically is submit to HRS at a designated time what's called the progress report.

The progress report is something that's submitted through the Electronic Handbooks, our HRSA EHBs. You as a grantee, your registered users, will get them - receive a message 120 days before the budget period - the new budget period start date.

As that time is there you will have access to submit what's called the progress report. You will see the notification and you'll be able to go in under the task section in the Electronic Handbook and read just what are the specific bureau requirements of what's needed or what should comprise this progress report.

The NCC progress report is due 90 days prior to the budget period start date. Again, you'll receive a message, a notification from EHB and you will then

have access. Again, also the progress report in EHB would be under the task tab.

And if you would go to the HRSA - I'm sorry, the HRSA grants website there are three tutorials that would help you through the basic type of grant that you would have. If you have one of - a generic grant there's a certain progress report, PDF file that you can follow as a guide.

If you have a research grant we have a research user guide. And if you have one of the Bureau of Primary Healthcare H80 awards, which are the health centers, there is a guide for you to follow as well.

These three guides would have information on how to access the system, how to change users, how to move - maneuver or navigate the Electronic Handbooks in terms of the NCC submission.

Please visit the HRSA grants website which is [www.HRSA.gov/Grants/Manage](http://www.HRSA.gov/Grants/Manage). Once you get to the Manage Your Grant tab there's a wealth of information that's on the site that would help you as a grantee do various things in terms of submissions, not only the NCC, but other information in terms of submitting reports.

But that's it for the noncompeting continuation progress report. Thank you.

Christopher Suzich: Thank you, (Darrin). (Alexis), unless you want us to pause for anything we're going to turn it over to (Kelly Long) so she can give us some information on federal financial reports. Is that okay, (Alexis)?

(Alexis Beyer): That would be great, no need to pause. Thanks, Chris.

Christopher Suzich: Thank you. I'd like to introduce (Kelly Long). She is an expert here within HRSA on the Federal Financial Reporting Requirements that our entire grantee community is subject to. And she'll be able to answer any questions you have at the end of our discussion but before that she's going to explain the process and the various forms for us right now. (Kelly)?

Kelly Long: Thank you, Chris. Again, my name is (Kelly Long) and I work in the Divisions of Grants Management Operations here at HRSA. And my team is primarily responsible for assisting the grants staff in their day-to-day operations of grants management, particularly in the postal work monitoring and closeout components of the grants management cycle.

So I'm here to talk with you today about the federal financial report, that is the FFR. The FFR is a single page form that recipients must use to file both their cash transactions and then their financial status information.

So therefore, both HRSA and the Payment Management System - so again, the Payment Management System is the place where you're drawing your grants funds, both entities utilize the FFR to monitor the recipient's financial data.

So the one requirement is to file on a quarterly basis a cash transaction through the Payment Management System. In this report you are providing cumulative disbursements of the cash that you withdrew from PMS.

On the FFR form, this is Lines 10A through 10C. The due date for this reporting requirement is no later than the 30th of the month following the end of the quarter. So that would be April 30, July 30, October 30, and then January 30.

The Payment Management System will place the account on a manual review if the federal cash transaction report is not submitted or if it's not submitted timely. So this means that they will not permit you to draw your funds until the report is submitted.

The other requirement is your reporting on the expenditure of funds to the grants office here at HRSA, and if applicable cost sharing or matching dollars in program income. This is accomplished through the HRSA Electronic Handbooks. On the FFR form this is Lines 10D as in dog through 10O.

Some of HRSA programs have a semi-annual reporting requirement and some are an annual requirement. The schedule for submitting the semi-annual or annual report is specified on your notice of award under the reporting requirement 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.

It's important to know the difference between these two FFR reporting requirements, so again, that's the payment management and then to HRSA, to ensure total compliance with your grant.

So I'm going to talk to you quickly about the FFRs being submitted timely and the importance of that. HRSA does take financial 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, or even withholding a monetary revised award.

So for example, a request to carry over funds could potentially be denied if the organization is not compliant with the financial reporting requirements.

They may also terminate in extreme circumstances. They may terminate a grant if it's deemed appropriate. Therefore it's imperative that you comply with both requirements to ensure continued funding, that you have access to your funds through the Payment Management System when you need it, and for future award opportunities.

Next I'm going to briefly talk about what your grants management specialist is looking at when reviewing the FFR. The GMS receives your financial report through the Electronic Handbook. They will carefully review the data that you supplied and they're going to check it for accuracy, reasonableness, and completeness.

Through their review they'll determine if there are any significant changes in the rate of obligation or expenditure from that of what is expected and they will ensure consistency with the terms and conditions of the award.

If you have a program that requires you to match expenditures your GMS will also ensure that you're meeting your matching requirements. Likewise, if you have a program that contains program income your specialist will review it to ensure you're accounting for program in accordance with the terms and conditions of the award.

If you're submitting a final FFS at the end of a document period it is expected that your cumulative expenditures match with the cumulative disbursement reporting in PMS. So a final FFR would be submitted at the completion of a particular grant segment or a document.

Also the final report cannot contain unliquidated obligations. You're expected to liquidate all funds within 90 days of the end of the grant period. If the grant specialist finds an error or that a particular piece of the report requires additional information they may send it back through a change request in the Electronic Handbook.

You will 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. Failure to do so will bring you out of compliance with your grant.

Please know that if you have question pertaining to information or data on the FFR your grant specialist is available to assist you. If you have technical issues with the Electronic Handbooks during the FFR process you can call or email the HRSA contact center.

And then finally, to talk about the FFR in relation to a carry over request, when submitting an FFR with an unobligated balance of funds the system will ask you if you wish to carry over those funds. If you select yes then a prior approval request to carry over the funds must be submitted within 30 days of the FFR submission.

Now this request is created and submitted through the prior approval module in the EHB. The system can or will take you straight from the FFR to the prior approval module but it's important to know that you have to first submit that FFR.

The system will not allow you to submit the carry over request prior to the FFR submission. So I know that's a ton of information for the FFR

requirements. If you have questions following this presentation I will be available to answer those questions.

And as (Darrin) mentioned, you can also log on to HRSA's website at [www.HRSA](http://www.HRSA.gov) - that's H-R-S-A dot gov and then navigate to the Grants section and then to the Manage Your Grants section.

And then we have a Federal Financial Report section there where you can access a quick user guide for submitting your FFR. And there's also a comprehensive recorded webcast on completing and submitting the FFR.

So with that, Chris, I will turn it back over to you.

Christopher Suzich: Thank you, (Kelly). Some important information and that (Kelly) mentioned, if you have any questions at the end we'll be happy to answer those. If we don't have an immediate answer for you we will take your contact information and get back in touch with you.

Now I'd like to turn it over to (Melissa). As all of our EHB users know there are multiple roles in the EHB system. We have a number of grantee roles in particular that allow users to do different things in EHBs, that is to complete different tasks.

And each role has its own specific purpose and its own privileges in terms of what it can submit and the screens in EHBs that a role can navigate. To give us a little bit more information about the EHBs grantee roles and their purpose and usefulness, (Melissa)'s going to talk to us now. (Melissa)?

Melissa: Yes, thank you, Chris. And thank you everybody for joining. I'm going to go over organization roles as well as grant roles. I'll go over organization roles

first. Organization roles are the roles that you would choose when you register to the organization. They include the authorizing official role, the business official role, or other.

The authorizing official role is the person at the organization who is authorized to act for the organization to assume the obligations imposed by federal laws, regulations, requirements, and conditions of the award.

If you are designated as an authorizing official this is the role you should choose.

The business official role is the person at the organization who's authorized to review and submit the financial status report and to act with the Payment Management System. And if this best describes you you should choose the business official role.

The other role is someone other than the authorizing official or business official, might be the project director, communication contact, etc., or someone - you know, working on applications.

The roles can actually be changed if you happen to choose the incorrect role. To update your organization role the best way to do this is to - when you're in the EHB is to go to the Organization's tab, click the Organization folder link, and then there's the link to Update My Role.

Now I'm going to go over the grant roles. These are the roles you would select when adding the grant to your portfolio. The first one I'll go over is the project director role. The project director role - the project director's pretty much the person at the organization that handles the scope of the grant within the organization.

The project director's name actually is the name that appears on the notice of award. By default, the project director actually will have all nine financial report privileges and is responsible for granting nine financial report privileges to other staff.

Now the financial reporting administrator is the person who's responsible for approving the financial report. One thing (unintelligible) about the FRA is that you should have either the business official or the authorizing official organizational role, that's a requirement in order to add the grant to your portfolio of financial reporting administrator.

Also, when you add the grant to your portfolio as the FRA you would need the account ID and PIN from the Payment Management System.

Now the financial reporting administrator automatically has the financial report privileges and is responsible for granting financial report privileges to other staff.

If you're neither a project director or the financial reporting administrator you would choose other and this is for staff that wish to work on reports. You can request access for both financial and non-financial reports using the other role.

One thing that I wanted to point out, this information on roles as well as grant registration frequently asked questions on various topics like noncompeting continuation, prior approval request, EDMs or conditions of award, this can actually be found in the EHB's help section.

Most of you are probably familiar with the EHB's website. I'll go ahead and read it here. It's <https://Grants.HRSA.gov/WebExternal/Login.asp>. When

you're there there's a couple different ways to access the EHB's help. In the upper right hand corner there's the support tab. If you place your cursor over that there's a dropdown, one of which is EHB's help.

Also in the bottom right there's a question mark icon which will bring up the EHB's help and as I mentioned, it has a wealth of information so it's definitely useful.

Another area of help I'd like to mention is YouTube. If you go to YouTube.com and type in HRSA Tube or Electronic Handbooks there's some useful videos on EHBs.

The last thing I'll mention - and it was mentioned by (Darrin) as well - (Kelly) is the HRSA website, [www.HRSA.gov/Grants/Manage/Index.html](http://www.HRSA.gov/Grants/Manage/Index.html). And that's actually listed on the PowerPoint. That will have transcripts from previous calls, award management tutorial, FFR user guides, etc.

And that was all I had to say as far as the EHB help. Chris?

Christopher Suzich: Thank you, (Melissa). As indicated, there's a lot of useful information on the - regarding EHBs on the HRSA.gov website on the Grants Management page, that's the Grants tab. And (Kelly) also alluded to some of the useful FFR documentation that we have there.

There is also useful information within the EHB's application itself on the Help tab. And the videos are also nice because they - I know it's easier for some people to watch a short video than it is to go through and read a quick reference guide of some sort on different functionality within EHBs. So we do have some videos available to that - that (Melissa) talked about.

Kerry, we're going to open it up for questions unless you or your team would like to add anything at this time?

Kerry Paige Nessler: No, I think question is a perfect segue in. Thanks, Chris. Y our staff did a great job, we appreciate it.

Christopher Suzich: Thank you. At this time I'm going to ask the operator to provide the instructions again for anybody that might want to ask a question and in addition to that I'm going to ask the operator to once again provide that call back number that you can jot down and listen to this - a recording of this call again in about an hour. That will be available for 60 days from today for you to listen to.

And Operator, could you please provide that number again?

Coordinator: If you would like to ask a question at this time you may do so by pressing star-1 on your phone. You'll be prompted to record your name which is used to introduce your question. Again, to ask a question please press star-1.

While we're waiting for parties to queue up the phone number for the replay is toll free 800-860-4707. The toll number is 402-280-9971.

Christopher Suzich: Thank you, Operator. We'll pause now. If anybody has a question please go ahead and press star-1 and we'll do our best to answer any EHB questions you might have.

Coordinator: The first question is from (Maliah). Your line is open.

(Maliah): Okay, thank you. We're from America Samoa and most likely we're the sub-recipient to the (unintelligible) Hawaii. So we're listening to all this report for

the HRSA, like, the FFR and then the PMS, the Payment Management System because from what I know we don't access (this) online reporting.

We (go) with Hawaii like (unintelligible) invoices and then we give them - we sent them our (unintelligible) report. And is - are they one that submit our reports online?

Christopher Suzich: So you would call - you work directly with somebody in Hawaii, is that it?  
I'm sorry.

(Maliah): Yes, we are the sub recipient to Hawaii.

Christopher Suzich: I see. You're a sub recipient.

(Maliah): Yes.

Christopher Suzich: Kerry or (Alexis), do you want to take that one or do you want me to go ahead?

(Alexis Beyer): Go ahead, Chris, thank you.

Christopher Suzich: Caller, I think as a sub recipient you wouldn't be - I'll ask my colleagues to also offer any input that they have but as a sub recipient you - relationship - the HRSA grant relationship is with the awardees, not with the sub awardees.

So you would not subject to the reporting that we talked about by and large.  
(Darrin), did you want to add anything to that?

(Darrin Buckner): No, but that is correct. Since there is probably an entity in Hawaii that would serve as the grantee you are responsible to them to do any type of reporting.

They handle the particular draws, drawdowns with PMS. They would be the ones to also submit the noncompeting continuation which you are a part of as a sub recipient.

But you do - should you ever or if the situation were to occur that you would become the grantee of record these would be some of the processes and some of the obligations you would have.

(Maliah): Okay.

Christopher Suzich: Okay, caller, does that answer your question?

(Maliah): Yes, thank you.

Christopher Suzich: Thank you.

Coordinator: And just one moment for our next question. Our next question is from (Darnel). Your line is open.

Christopher Suzich: Hi, go ahead, caller.

(Darnel): Good morning. My question is in regards to the carry over request. (Unintelligible), we're on a one-year budget period and my question is are we eligible for carry over request?

Christopher Suzich: Do you have your grant number handy, caller?

(Darnel): Yes, grant number is HA0, C as in cat, S as in Sam, 02467-28-10.

Christopher Suzich: Okay, that was HA0? The first three characters, caller?

(Darnel): Yes, H80.

Christopher Suzich: H80, thank you, H80, I'm sorry. (Kelly), do you want to take that one?

(Kelly Long): Yes, Chris. I can take that. The health center program, you can request carry over of funds. So again, you would want to make sure that first your FFR is submitted and then second you would request the carry over through the prior approval module through the Electronic Handbooks.

Christopher Suzich: Okay, caller. Does that answer your question?

(Darnel): Yes.

Christopher Suzich: Did you have a follow up or no?

(Darnel): No, I think that should take care of it. We'll just go ahead and do our request.

Christopher Suzich: Okay, thank you, caller.

Coordinator: There are no other questions in the queue at this time.

Christopher Suzich: Operator, can you provide the instructions one more time in case anybody has a question?

Coordinator: If you would like to ask a question please press star-1 on your phone. One moment while we see if there are any further questions. Next question is from (Francis). Your line is open.

(Francis): This is (Francis) from (CNMI). I have a question on the FFR. Okay, the (unintelligible) preparation in the (unintelligible) out of the central government. So we would normally - you know, the central government normally prepares this report.

But I always wonder why they always (put) a zero on the (unintelligible) applications when, you know, sometimes we were not able to meet the (unintelligible) period. So is there any way that we can utilize (unintelligible) and then (unintelligible) the report (unintelligible) if there's an amount or is there any other way of doing this?

Christopher Suzich: I'm sorry, caller. You were breaking up a little bit on that. (Kelly), did you follow that? I could only catch part of that question due to the bad connection.

(Kelly Long): I could not catch it, Chris.

Christopher Suzich: I'm sorry. (Alexis), do you want to - did you hear the jest of that. I'm sorry, I could not catch it.

(Alexis Beyer): We actually didn't catch it either, Chris. I believe that the call was breaking up too bad.

(Francis): Okay.

Woman: All I heard was something about - there was always a zero taken out or a zero at the end of something.

(Francis): Yes, okay. On the expenditure - on obligated balance of the FFR portion, you know, we wanted to find out if the (unintelligible) line can be utilized for amount that we were not able to liquidate it when the FFR is due.

Christopher Suzich: Okay, so you had an unliquidated...

(Francis): (Unintelligible) reported is in the final report type or is it pending until it becomes a zero on that line item?

Christopher Suzich: So you have an unliquidated balance, is that it, caller?

(Francis): Yes, sometimes we do but, you know, our (unintelligible) government finance would just - if it's not liquidated at the time of the final FFR they will just (unintelligible) to the unobligated (unintelligible).

(Alexis Beyer): Okay, Chris. I think I can address that.

Christopher Suzich: Thank you.

(Alexis Beyer): So if you're at the end of the project period, so this would be the last FFR submission for your project period HRSA would expect to receive a final report.

However, if you have funds that are unliquidated at the end you would want to submit an annual report and then report those funds as unliquidated.

Once they are liquidated you can revise that report and submit the final. Does that address your question?

(Francis): That is great, that is a great answer. And how long was that - you know, reporting to be reported (unintelligible) FFR final? How long would that be?

(Alexis Beyer): How long - I'm sorry, I didn't catch the question.

(Francis): Okay, so when you - the annual report when you need to go back and report the actual liquidated obligations becoming a zero, so how long would that be? Is it within another year that you can? Or is there a timeframe for it be final?

(Alexis Beyer): There is a - you are supposed to liquidate your funds within 90 days of the project period end date. However, there is exceptions. If you need additional times you would simply request an extension to liquidate those funds through your grants management specialist. And then provide them with the timeframe or recommendation on how much additional time you need.

(Francis): Okay, that is great, thank you.

(Alexis Beyer): Sure.

Coordinator: The next question is from (Margarita Gay). Your line is open.

(Margarita Gay): I know we just - you just had your shutdown. Does it make a difference with our expiration date of - our end period of our grant that because of that time? Did they extend the budget period?

Christopher Suzich: (Unintelligible) do you have your...

(Margarita Gay): My grant number? I'm sorry, H18MC23552.

(Darrin Buckner): This is (Darrin). You're basically asking since we had the federal shutdown are any of our grant programs arbitrarily being extended?

(Margarita Gay): Yes, correct.

(Darrin Buckner): Okay, basically there is - there is no particular decision on that matter but if there is a situation where as you - where as you as a grantee would need additional time you have the right to do so.

But as a point of information, we - though it was a federal shutdown we did not say that grantees could not continue to work on their grant programs. It was just limited availability of federal personnel if need - if issues arose on certain programs.

(Margarita Gay): Okay.

(Darrin Buckner): But we did not - it was not our intention for any grantees to stop work on grant programs.

(Margarita Gay): Because also we had our system down for two weeks so - at the same time. Where would I get the additional - where would I request from my project officer?

(Darrin Buckner): If you need additional time, if this is the last year of your...

(Margarita Gay): Grant.

(Darrin Buckner): Criteria, you would do a request through the prior approval for a no-cost extension.

(Margarita Gay): No cost, okay.

Christopher Suzich: That would be done through EHB, caller.

(Margarita Gay): Okay, thank you. And then one more, will you ever have a longer period in your help call center? Because when it's daylight here they're already going home. And the only thing - it was just hard. If there's any plans to extend your hours.

Christopher Suzich: I know it's a challenge for you all to reach a human person - a human (unintelligible).

(Margarita Gay): Yes, 11 hours to get to another - to get you guys back online to answer questions. But you know, I know it's not your area but if you can request that Pacific Region would like to consider just an extension or earlier or later.

Christopher Suzich: Okay, we will certainly carry that message forward and thank you for that input. As you indicated, it's really - it comes down a cost issue for us. It's expensive, of course, to keep those people - as much as we would like to have them available for you all to answer your questions on a frequent basis it's costly. But I will certainly carry that message forward, caller.

Any other questions?

Coordinator: Our next question is from (Tekiko). Your line is open.

(Tekiko): Hi, I have two questions here regarding drawdown and submission of final FFR. The first one is how long for a drawdown to be received from the (unintelligible) from your end to our bank? And the second question is do we submit the final FFR after we receive the cash in our bank since the PMS and the FFR should match and be reconciled?

Christopher Suzich: Thank you, caller. (Kelly), do you want to take both of those?

(Kelly Long): Sure, I can. HRSA is not the operating division that maintains the Payment Management System to address your first question of the drawdown and the timing. However, from what I know generally the drawdown requests, you know, would hit the bank account within a few days.

Of course, there would be exceptions to that if it has to go through a manual review or if the account representative has to call you for - you know, a potential question if there's a flag on the request. It might take a little longer but generally I would think within a few days.

As far as the final FFR, you do want to make sure that your - all of your incurred expenses are liquidated to submit that final FFR. But again, that should be done within the 90 day liquidation period.

So the timing of the submissions should correlate with the PMS quarterly reporting. The due dates for the FFRs to HRSA are the same as the due dates to the Payment Management System. Does that help?

(Tekiko): (Unintelligible) until now we haven't received our final drawdown request - drawdown yet in our bank. And we try to submit the final FFR. And where it says the amount (unintelligible) - amount of fund we'll receive, which showed the previous drawdown that we received on the FFR cash receipt - amount of cash receipt.

And we didn't report the whole amount of the difference of the second drawdown because we haven't received that money in the bank yet.

And our GMS requires us to report the whole amount of the expenditure as cash receipt, that's why I'm asking. Do we submit the final FFR after receive the total amount of drawdown as expenditure?

(Kelly Long): Well, we want to make sure that your FFR submission is timely. So if there is going to be a little bit of a delay on reimbursing yourself then what you can do is ask for an extension through the Electronic Handbooks to submit your FFR a little later.

Okay, then you would not be deemed noncompliant. So if there is a need to submit a little later than what your due date is go into the Electronic Handbooks and request an extension to submit.

(Tekiko): Extension to submit. Okay, thank you very much.

(Kelly Long): Okay.

Coordinator: The next question is from Dr. (unintelligible). Your line is open.

Woman: Hello everyone, just want to clarify the total number of federal financial reports that we should do. So (unintelligible) are supposed to submit four quarterly reports in (unintelligible), one semi-annual report in each and another final FFR. Am I correct?

(Kelly Long): That is correct if you have the semi-annual reporting requirement. If that requirement is listed on your notice of award then you have it correct.

Woman: Okay, so some grants don't require a semi-annual report.

(Kelly Long): That's correct. Some of our programs are an annual report only.

Woman: And the final FFR are submitted in both the PMS and the EHB.

(Kelly Long): That's correct.

Woman: Thank you.

Coordinator: There are no other questions on the phone line at this time.

Christopher Suzich: Can you - Operator, tell us our listeners one more time how they could ask a question?

Coordinator: If you would like to ask a question you may press star-1. One moment while we see if there are any other questions. There are no questions on the phone line at this time.

Christopher Suzich: Thank you, Operator. Kerry, would you like to say anything in closing?

Kerry Paige Nessler: Yes, thank you, Chris. Again, I'd like to thank you and your staff for sharing their expertise and dedication and providing technical assistance to the Pacific population.

You folks really are the experts here in HRSA and we really do appreciate your spending the time. It's 8:15 at night here and I realize your staff have really gone above and beyond so thanks so much to you and your staff.

I'd also like to thank (unintelligible) who I think might be on the call and all of our project officers and program managers from HRSA, Region 9 from San Francisco, CDC, SAMSHA, and my two staff here, Lieutenant Commander (Alexis Buyer) and Lieutenant (Dave Young) for helping to make this call a success as well.

And of course, last but not least, I'd like to thank each and everyone of our grantees for participating on this call to help better serve you. Our next call is scheduled tentatively for February 2014 of next year. As you know, we plan on doing this quarterly unless we really hear from you that we - that we might need to relook at that timeline.

So please watch for that invitation and feel free to share any of this information that you received today with your other grantees in the Pacific there.

And if there's any further topics that you'd like to see covered we'd love to hear about what those are. Please email Lieutenant Commander (Alexis Beyer), again her email is A as in apple, B as in boy, E-Y-E-R at HRSA.gov, that's A-B-E-Y-E-R at HRSA - H-R-S-A dot gov.

And thanks again for your work to improving the health of the people in the United States and the Pacific Islands. I think are we going to...

Christopher Suzich: Yes, let's go into post conference, Kerry, if all the speakers could please stay on the line for a few minutes. Operator, could you transition us into post conference?

Coordinator: This concludes today's conference. Thank you for your attendance. You may disconnect at this time.

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