

NWX HHS HRSA OFAM

**Moderator: Christopher Suzich
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8:30 am 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 call.

At that time, if you would like to ask a question, please press star 1 on your touchtone phone. Today's call is being recorded. If you have any objections, you may disconnect at this time. Now I would like to turn the call over to Mr. Christopher Suzich. Sir, you may begin.

Christopher Suzich: Thank you, (Laura). Thanks everybody for joining today. This is our Quarterly HRSA Grantee Conference Call. It's an opportunity to hopefully convey some useful information to all of our grantees on the call today and also give you the opportunity to ask any questions you might have about your HRSA award, particularly as it relates to EHBs, any issues or questions you might have in dealing with the electronic handbooks.

And we will be able to get you an answer today on the phone or we will take your contact information and get back to you with a response. If you have been on a call before, we will follow a similar format.

My colleagues and I will go through a series of updates that we hope you will find useful and after that we will open it up to questions and answers. My colleagues and I will be speaking for about 20 or 30 minutes on various HRSA grant updates and then will again, turn it over for questions.

I'd like to start off by saying the HRSA Contact Center is usually your first stop if you have questions or problems related to your HRSA grant or related to EHBs. For those of you on the call that don't have the contact information for the HRSA Contact Center, I wanted to repeat that. It would be useful if you have a pencil and paper handy during the call today to jot down any notes you might have.

This is the first number that you might find useful. It is the toll free number at the HRSA Contact Center and the email address. The HRSA Contact Center phone number 1-877-464-4772 and in the event that you can't reach somebody at that phone number, or it's out of the usual business hours, they also have an email address.

The email address is callcenter@HRSA.gov. That was callcenter@HRSA.gov. If you do send the call center an email, please include any specific information, tracking number from EHBs or at a minimum, your grant number, please, so that the HRSA Contact Center can begin researching any issue that you might be having.

That contact center phone number is different from the Payment Management System Help Desk. You probably already know that you do not draw down any of your grant funds from EHBs directly. If you make any draw downs for your grant from the Payment Management System, what we call PMS.

They have a separate help desk number so if you're having questions or problems specific to your draw down of grant funds, your HRSA funds, that help desk phone number is 877-614-5533 and that is the Payment Management System help desk phone number.

At this time, I am going to turn it over to (Helen). (Helen)'s got an update on some what we call a Salary Limitation Cap that has recently gone into effect. (Helen), can you tell us a little bit about that?

(Helen): Sure, thanks, Chris. The salary limitation rate has been in effect since 2010. This year it was raised by 1%, from 179,700 to 181,500. All HRSA grantees received an email late Friday, January 31, talking about the change.

If you received your grant award for the fiscal year 2014, which for the Federal Government began October 1, 2013, if you received it before January 17, you're still under the old salary cap of 179,700. And that's the rate that you are allowed to pay people on the grant. They can't be paid at a rate that exceeds 179,700 for one FTE.

If you received your FY14 grant January 17, or later, you are covered by the new rate of 181,500. However, if you received your grant award already after January 17, you don't have to come in for re-budgeting to allow more money for salary payment unless it is significant re-budgeting which 25% of the total budget award.

If you change your salary by a few dollars or a couple hundred dollars and it's not changing your total award - it's not a change of 25% or more to your total award, you don't have to come in for re-budgeting.

You just have to keep track of it in your own accounting systems so that when auditors come they'll see that you didn't exceed the federal salary rate limitation. That's all I have to say about that. You can ask questions later on and I'll be happy to answer. Thanks, Chris.

Christopher Suzich: Thank you, (Helen). As (Helen) mentioned, we'll be taking questions shortly. I know that can be a somewhat confusing subject. (Laura), at this time - I know (Laura) at the top of the call mentioned that this call is being recorded.

I wanted (Laura) to give all of our listeners the phone number that they can dial in later on today if for some reason you would like to review the call in an audio format or pass along this following phone number to any of your colleagues that perhaps couldn't join the call, but would like to listen in to at least some of the call. (Laura), could you pass on that phone number listeners could use to hear a recorded version of this call later today?

Coordinator: Yes, sir. That phone number is 888-568-0013. Again, that number is 888-568-0013.

Christopher Suzich: Thank you, (Laura). Again, that's the number you will dial later today and over the next, I believe it's 30 or 45 days and the number will be available for anybody that's wants to listen to a recording of this call. Next up, we have (Sarah).

(Sarah) is going to give us, what we think is good news for all of our listeners, particularly all of our future grant applicants regarding the format for some of our grant applications that come in through of course grants.gov. (Sarah)?

(Sarah): Hi, good morning everyone. We just wanted to let you know that grants.gov has changed the special characters that you can use in a file name attachment. In the past, grants.gov would reject your application from submission if you used a special character like a, for instance a parentheses, brackets or comma in the file name of any attachment in the application.

And grants.gov has recently changed that so that they will accept special characters in the file name attachments and the applications won't get rejected. This is really good news. I don't know how many of you have had applications recently, but if you have had a rejection for this, this is really good news for you. And we do list the special characters on the HRSA Web site.

If you go to HRSA.gov and click on grants, you can find it there and you can also find it on the grants.gov Web site. They have a comprehensive list of all the different special characters that are allowed now. So that's pretty much it.

Christopher Suzich: Thank you, (Sarah). As most of our listeners already know, the FFR, also known as the SF425 is an important financial form that you submit, typically on an annual basis, sometimes differently. And (Kelly) will talk about the difference between the financial forms that all of our grantees submit to the Payment Management System and those that come into the EHBs.

At this time (Kelly) is going to talk a little bit about FFR, the SF425, and we know sometimes our grantees have questions about what can go in certain fields and what should go in. So (Kelly) is going to walk us through that and give us some valuable information. (Kelly)?

(Kelly): Thank you, Chris. I'm going to cover four points for the Federal Financial Report, that is the FFR. As Chris mentioned, first, the difference between the financial reporting to HRSA, the grants office, and then your financial

reporting responsibilities to the Payment Management System. Payment Management system is the place that you're going to withdraw your grant funds.

Second, is an overview of what your grants management specialist is reviewing when they receive your FFR. I'll touch on Carryover Requests in relation to the FFR and the importance of submitting your report timely and accurately.

First, the difference between the financial reporting to HRSA, the grants office, and then to the Payment Management System. The FFR is now a single page form that recipients use to file both their cash transactions and their financial status information.

Therefore, both HRSA and PMS, or the Payment Management System, utilize the FFR to monitor the recipient's financial data. It's important to know the difference between the two reporting requirements to insure that you are in total compliance with your grant award.

The first you're required to file on a quarterly basis, the cash transactions through the payment management system. So, again, that's the system where you're withdrawing your federal dollars. In this report, you are submitting your cumulative disbursements of the cash that you withdrew from PMS. So this would be line 10A through 10C on the FFR form, which is the Standard Form 425.

Then second, you're reporting your expenditure of funds applicable cost-sharing or matching dollars for program income on either a semi-annual or annual basis to HRSA and that is through the electronic handbooks. This defines 10D through 10O are the FFR form.

The schedule for submitting your report to HRSA is specified in your Notice of the Award under the Reporting Requirements section. I highly recommend that you first go to your Notice of Award to determine the schedule of whether you have a program that requires a semi-annual submission or an annual submission.

We do have select programs that waive that requirement altogether and that would be specified on your notice of award. Your due date is dependent on the grant's program cycle, so again the NOA is your best resource when defining your due date.

To provide you with a quick overview of what your grant specialist is reviewing upon receipt of the FFR, they will receive the report through the electronic handbook. They will carefully review the data that you supplied and will check it for accuracy, reasonableness and completeness.

Further review, they'll determine if there are any significant changes in the rate of obligations or expenditures from that expected. Then they will ensure consistency with the terms and conditions of the award.

Your grant specialist will also handle annual expenditures with the disbursement reporting to the Payment Management System, so when submitting a final report, that is your last report of a budget period or a support year within a document. The FFR cannot contain un-liquidated obligations and it must match what it came up with in the disbursements and PMS.

We do expect you to liquidate all of your funds before submitting that final FFR. If you have a program that requires you to match expenditures, your

grant specialist will ensure that you're complying with the cost sharing or matching requirements.

Likewise, if you have a program that contains program income, your grant specialist will review to ensure you're accounting for the program income in accordance with the terms and conditions of your award.

If the specialist has a question or identifies a discrepancy within your report, they may either communicate with you by phone or email or they may return the report to you through the electronic handbook as a change request. In this case, an email is sent to the financial report administrator, directly from the system to notify you that a change has been requested.

For the Carryover Request when submitting your FFR, and you have an unobligated balance of funds, the system will prompt you or ask you if you want to carryover those funds. There are a few options by radio buttons and if you select yes, that you wish to carryover funds, a separate prior approval request must be submitted within 30 days of that FFR submission.

The prior approval request is created and submitted through the EHB that is through the prior approval module. And the system will not allow you to submit that prior approval before the FFR, so please make sure you are first submitting your FFR and then you can submit the prior approval to carry over funds after that.

Also the requested carry over amount cannot exceed your unobligated balance so you want to be sure that you are either requesting the exact amount or an amount less than your unobligated balance.

Finally, just a touch on the importance of submitting your FFRs accurately and timely - please know that HRSA does take the financial reporting requirement very seriously. If you're not in compliance, HRSA may take an adverse action which can include, perhaps draw down restrictions. We can withhold continuations awards or we may withhold monetary revised awards.

So for example, a request to carryover funds could potentially be denied if the organization is not compliant with financial reporting requirements. In extreme cases, we may also terminate a grant if it's deemed appropriate. If you are delinquent on your federal cash transactions reporting to Payment Management, that entity will restrict you from drawing funds until you come into compliance.

Therefore, it is imperative that you comply with both reporting requirements to ensure continued funding and that you have access to the funds when needed and of course for future award opportunities. I will be happy to answer questions pertaining to the FFR in the question and answer session. Thank you, Chris.

Christopher Suzich: Thank you, (Kelly). Next up we have (Dave). (Dave) is going to give us an overview about extended authority. Some of our grantees are subject to expanded authority and some are not and (Dave) is going to tell us a little more about expanded authority. (Dave)?

(Dave): Thank you, Chris. Good morning, all. Expanded authority, first of all, it's important to know that not all HRSA grants are included under expanded authority. Predominantly, our training grants are the ones that are affected or impacted by expanded authority.

Basically, expanded authority is an award management tool that provides grant recipients the authority to perform some prior approval actions. In other words, the institution is the prior approval authority without requesting permission or prior approval from HRSA.

The two most common examples that we deal with are carryover of unobligated balances and a no-cost extension of the project period end date, up to 12 months, in that case and in both cases without seeking prior approval from HRSA.

It's important to also know that grantees, when submitting these actions must notify HRSA that these actions have occurred. How do you know if your grant is included under expanded authority? On our notices of award, we are required to indicate in the Remarks section, which is the lower portion of the Notice of Award, that's signed by the grants management officer.

In the Remarks section, you will see something to the effect, most commonly this grant is included under expanded authority. So if you do not see that, then the grant is most likely not included under expanded authority.

Additionally, the terms and conditions that are attached, we make reference or there's a reference to, grants included under expanded authority. It also refers you to the Department of Health and Human Services grants police, which is available to all on their Web site. That's pretty much it, Chris. Thanks.

Christopher Suzich: Thank you, (Dave). Next up, we're going to hear from (Darren). He's going to talk a little bit about something in HRSA that we call sub-accounting. Some of our grantees are already familiar with sub-accounting because their particular grant has been sub-accounted for many years. The term sub-

accounting will be new to a lot of our grantees also. So (Darren)'s going to explain sub-accounting for us and what it means to our grantees. (Darren)?

(Darren): Good morning. Thank you, Chris. Basically, HRSA as a part of the Department of Health and Human Services, has agreed to comply with the mandate, rather we have a mandate to move all of our awards, all of our grant awards rather, to sub-accounted document numbers.

What that means is our awards need to be awarded in the payment management system into a document number that is directly associated with the HRSA award rather than associate it with other pooled accounts.

For many of - or for some of our grantees - our Part A and B as well as our block grant recipients, as well as some of our affordable care act grantees - this is nothing new. But to a lot of our other discretionary awardees, within the coming year or the coming months, your awards make look a little different.

We have to be fully compliant by this mandate by 2015. So we have a plan to ensure that we've migrated all of our not - that we migrated our non-competing continuation awards by that point in time. So for those of you who have already received a non-competing continuation award it's business as usual.

And while we are working this process through, those of you - until you notice a new document number down at the bottom of your Notice Award - your Notice of Award - your award will still be in a pooled account.

The impact for the grantee is as follows: You as the grantee or awardee will be able to view your own HRSA Award and match your various expenditures. Grantees will be able to see a particular sub-account code that would be

referenced on your Notice of Award that you can look into the Department of Payment Management when you're going to do your draws and report your expenditures. And you'll be able to see that particular award.

By the end of the year when we have a full migration plan in effect, you will receive notice, you will receive as much information as we possibly can. We can also - or we will also provide a training information for you to assist in this process.

And currently, on the Division of Payment Management Web site, there is information about sub-accounting and how it affects and how things would look in the - with division of payment management. But right now it's still business as usual. But we really wanted to let you know that it's something that's coming.

The Department of Payment Management has updated its Web site with some useful information. And as time goes on HRSA will continue to update our Web site as well. You're still required to submit your FFR and your FCTR reports. And if a change occurs in the FFR submission, you will be apprised of any particular change, such as your sub - particular sub-account number or document number.

So basically at this point in time we basically wanted you to know that within the coming year we will be transitioning all awards to sub-accounted document numbers. So that means you will have different document numbers to report on when you do your FFR in the future. Chris?

Christopher Suzich: Thank you (Darren). Next up we're going to hear from (Melissa). (Melissa) is going to tell us about a few things. One of the things she is going to talk about is the importance of having correct email (unintelligible).

(Melissa): Yes, hello, can you hear me?

Christopher Suzich: Sorry. Sorry (Melissa). I was just saying that you were going to tell us a little bit about the contact information and the importance of grantee contact information in EHBs. And also about the multitude of health resources that are available in EHBs. (Melissa)?

(Melissa): Thank you Chris and thank you everyone for joining. I'm going to go over a few things that Chris mentioned. The first of which is I'm going to go over the importance of just keeping your email address up-to-date. If we need to send any communication out to active users or your project officer or grants management specialist needs to get in touch with you via email, it's really important that your information is up-to-date.

The way to update your email address is once you're logged into the EHB, in the upper right-hand corner you'll actually see your user name with a little arrow next to it. And if you click on that it brings down the drop-down menu - one of which is to view update profile. When you're in that screen, there's actually a field for your email address which you can update. So we definitely want to make sure that your email addresses are up-to-date and accurate.

Another thing I want to go over is for users that have completely left the organization, it's important that the primary authorizing official go into the EHBs and remove the user. If you're not sure who the primary authorizing official is at the organization, it's probably best to contact the HRSA Contact Center and they should be able to look it up.

But the way a person would update this information in the EHBs is to go into the organization - to go to the Organization tab and then the organization

folder. There is actually a link for users on the left. And you'll see a list of people that have organizational privileges. There is actually a triangle next to the update privileges link.

One of the options is to remove user. And I just want to caution that if you do remove a user, make sure they have left the organization completely. Sometimes there's instances where perhaps they just transferred to a different building. We might see this in larger organizations. So we definitely don't want to remove a person in that case. They should have completely left the organization.

Another thing that project directors may want to do as well for someone that has actually left a grant is to make sure they don't have grant-level privileges. To do that it's just a matter of clicking on the Grants tab in the EHBs, clicking on the grant folder link. And then similarly there's a link for users on the left under the grant folder.

And then you can just update privileges and check-off - uncheck, sorry - the appropriate privileges. So we just want to make sure that contact information and any privileges, whether it be grant-level privileges or organizational-level privileges are removed should anyone leave.

And then next thing I actually want to go over is some health resources. The first area where you can go is YouTube. I'm sure most of you are familiar with YouTube. If you go to YouTube and type in HRSA (unintelligible) Electronic Handbook - Electronic Handbooks, I'm sorry - there's quite a few videos there.

The next place I like to refer (unintelligible) to is just the HRSA Web site. If you go to the HRSA Web site, click on Grants, and then Manage Your Grant, there is a lot of helpful information there. There's transcripts from previous

calls, award management tutorial, FFR Quick Reference Guide, several useful links non-competing continuation, et cetera.

The last place I'd like to mention is just your EHBs. At the URL for EHBs - I'll go ahead and say that out it's <http://grant.HRSA.gov/webexternallogin.afp>. When you're at the EHB screen there's a couple places where you can go for help. In the upper right-hand corner there is a support link. And if you click on the dropdown there's a link for EHB Health.

Likewise, in the bottom link you'll see a question mark where you can get to the help section from there. And this has a wealth of information as well, a lot of FAQs, you know, for example non-competing continuation, grant access and registration, you know, conditions of award, extension request, et cetera. There's a lot of useful information here. So that is all I have to say for the health resources. Chris?

Christopher Suzich: Thank you, (Melissa). All right everybody, we're almost at the end of our presentations and we're going to turn it over for Q&A shortly. Just a few more notes - (Melissa) did touch on it, but on the HRSA.gov webpage, manage your grants.

We will be posting a transcript of this call so that if you don't want to listen to the audio and you need to access a transcript you'll be able to read the transcript of this call. In about a week we should have that posted.

We have been made aware recently that there have been some longer than usual wait times when users are calling the HRSA Contact Center. And we apologize for that. We wanted everybody to know that we are working

through some staffing issues at the Contact Center. But, please bear with us and be patient.

Also if you'd like, avail yourself of the opportunity to send an email to the HRSA Contact Center so you don't have to necessarily spend an excessive amount of time on - waiting on the phone. So thank you for that - for your patience on that.

And of course something that we didn't mention but were - all of us here at HRSA are here to work with you to help make your grants successful and as part of that on every Notice of Award - at the end of every Notice of Award you have contact information for your grants management specialist and your project officer.

You may need to reach out to your grants management specialist or your project officer for different issues. We won't go into those right now. Typically you're going to reach out to the Contact Center as your first stop. And then you may be - you may find yourself needing to reach out to your grants management specialist or project officer for other issues.

(Laura), could you give us that phone number again in the event that anybody wants to listen to a recording of this call later on today?

Coordinator: Yes Mr. Suzich. That phone number is 888-568-0013. Again that number is 888-568-0013.

Christopher Suzich: Thank you, (Laura). We're going to open it up to questions now. I would just ask that if you are going to ask a question, (Laura) is going to give us some guidance on how you can ask that question.

But please have your grant number ready because we are probably going to ask you what your grant number is early in the conversation in order to get to the answer for your question. So please have your grant number handy.
(Laura) can you tell our callers how they can ask a question?

Coordinator: Yes Mr. Suzich. If you'd like to ask a question, please press star 1 on your touch-tone phone. Please record your first and last name clearly when prompted. If you'd like to withdraw your question at any time please press star 2. Again, if you'd like to ask a question please press star 1 on your touch-tone phone and record your name - one moment for our first question.

One moment, we have our first question from (Jan Alloy). Your line is open.

Christopher Suzich: Go ahead (Jan).

Coordinator: Mr. Suzich, I'll go on to the next question then. (Carrie Meadow), your line is now open.

(Carrie Meadow): Morning, thank you so much for doing this you guys. This is so helpful. I have a question about program income.

Christopher Suzich: Okay.

(Carrie Meadow): We've been a HRSA grantee for about 15 years and have consistently reported zero dollars as program income. And we have a bit of a unique situation in that the medical foundation that I work for is separate from the hospital. We have separate accounting, separate systems, separate everything. So while we accept, receive and manage the grant, the services are provided at the hospital.

So, because of that separation in the entities, we don't get to see what kind of income, if any, there is from the hospital. We just had our HRSA site visit. And the visitors told us that was an incorrect interpretation and that we needed to start reporting on program income. And we're just at a loss as to how best to do that.

Christopher Suzich: (Carrie), does your grant start with H80?

(Carrie Meadow): No, H76.

Christopher Suzich: H76. One second (Carrie).

(Carrie Meadow): Okay.

Christopher Suzich: (Helen) are you still on the line?

(Helen): Yes, I'm here.

Christopher Suzich: You want to try to address that question? It's an H76.

(Helen): I used to work on the H76 program. Grantees are required to report program income if they earn any on the H76. Of course it gets reported on the annual financial - Federal Financial Report. They're not - H76 grantees are not required by their legislation to earn program income. But any grantee that earns program income is supposed to report it on the annual Federal Financial Report.

(Carrie Meadow): And I understand that, and I totally agree with that. And I think that that is great to do. But we don't see any of the program income. And if I have an accountant who's supposed to sign and certify on the FFR that all of this

information is true and correct, I don't see how they can do that when we don't see it.

(Helen): I understand that because you're in a different place in the hospital that you don't see it. If you are the grantee of record and you have your own accountants who do the Federal Financial Reporting, there's no way that - I've heard about this with hospitals before, that they don't give any program income to the direct grantee.

(Carrie Meadows): Right.

(Helen): I don't know how you can overcome that.

(Carrie Meadow): Okay.

(Helen): It may be more of an internal to your organization situation, something that I don't believe we can help you with.

(Carrie Meadow): Oh I see, okay. Would there be any chance to find a grantee who is similar to us or looks like us that might be able to provide some technical assistance in this?

(Darren): What - this is (Darren) - I think you should have a conversation or discussion with your grants management specialist as well as your project officer. They may be able to find a similar look-alike situation and just basically say how it's been handled. But it's just that (Helen) has said that something that's probably more internal, maybe a look-alike could tell you how they may have resolved the issue internally.

(Carrie Meadow): Okay, cool. All right.

(Darren): Get with the grants management specialist and your project officer.

(Carrie Meadow): Thank you so much you guys. I appreciate it.

Christopher Suzich: (Carrie) it's possible that a future person might ask a question or offer some advice also if you're able to stay on the line.

(Carrie Meadow): Sounds good, thank you.

Christopher Suzich: Thank you.

Coordinator: Thank you. Our next question comes from Mr. (Gary Waters). Your line is now open.

(Gary Waters): Yes ma'am. I just have two questions. The first has to do with the \$179,000 cap. Obviously a lot of health care centers have docs that make, you know, \$180,000, \$200,000 - whatever the number might be.

So I'm assuming that when we allocate our 330 dollars we do that with some kind of spreadsheet we can report out of a general ledger to show that we didn't pay anything above \$170,000 for - with our HRSA dollars. I'm a little confused on how we're supposed to keep track of that.

(Helen): It should be - you know, you need to keep track of it in your internal accounting records. The salary rate limitation is - say for example you pay a doc \$200,000 a year. And you pay them their whole one FTE out of our grant. What you have to do is, instead of the base being \$200,000, the base has to be \$179,700. That's all you can pay that doc with our grant fund.

(Gary Waters): Okay you didn't make it clear whether or not we could pay anyone any more than \$179,000 so I understand that and I thank you for that. I do have one more question. And that surrounds the O&E money that was received by a lot of health care centers at the end of last year, was loaded into our 330 dollars. It forces everyone to do a carryover of that money?

(Helen): No, actually an email went out to 330 grantees explaining that because HRSA gave you so many supplements during the FY 2013 budget year that - this year will be special. When you submit your FY13 FFR we are going to treat you for this one year as an expanded authority grantee.

You are allowed and you must - if you have an unobligated balance on your FY13 FFR you must say what stream that unobligated amount comes from. If it's from (O.N.E.), if you got HIV/AIDs, if you got migrant health you have to say on your FFR we have this much unobligated and we are going to use it in the FY14 year. You won't have to submit a Carryover Request unless you received a New Access Point Award in 2013.

(Gary Waters): Okay you say there's an email of the instructions is - I think I read them all but there are so many I must've - where - How can I get a copy of that?

(Helen): Well an email did go out to all of the 330 grantees. I don't recall exactly when that was but it's probably been, I think it may have been October or November. So, I'll try to find it and if you give me your email address I can send it to you. But everyone got it. It went - all those emails always go to the projector director and the business office official. If you are not one of them, you might not have received it.

(Gary Waters): I hear your pain. I mean I hear my pain.

(Helen): Yes.

(Gary Waters): I'll go look for it. You don't have to do that. I was just wondering how we were going to deal with that because it seemed like everybody had a carryover after that.

(Helen): Exactly, and that's why we did not feel that we would have the time to do 1,300 carryovers.

(Gary Waters): Yes.

(Helen): And it would be confusing for everyone. However, (NAP) New Access Point is not included in that. If you got a New Access Point Award you must come in for carryover through a prior approval requests in EHB.

(Gary Waters): I understand that. I sure hope in the future they make a sum grant award for those dollars it makes it a lot easier.

(Helen): Yes. It was - FY13 was quite a year.

(Gary Waters): Yes it was.

(Helen): Yes.

(Gary Waters): Why thank you very much for your time.

(Helen): You're welcome.

Coordinator: Thank you our next question comes from (Sandra Mazlin). Your line is open.

(Sandra Mazlin): Hi, good morning thank you all. My question concerns the new cap rate. We have - we are a T77 grant and we had a competing renewal that started July 2013. So does that mean for July 2014 I could raise the cap rate but I don't have to submit any budget adjustments since it won't be more than 25%?

(Kelly): July 2014 is down the road and at that time your organization will be covered by the new cap limitation of 181.5. If you have to submit a noncompeting continuation at that time...

(Sandra Mazlin): Yes.

(Kelly): ...your budget should reflect the 181.5.

(Sandra Mazlin): Okay perfect thank you.

(Kelly): Okay.

Christopher Suzich: Can we have the next question (Laura)?

Coordinator: Yes, the next question comes from (Lisa Donovan). Your line is now open.

(Lisa Donovan): Hi. Thank you. We are having trouble. We've been trying to have our contact in accounting to link up our bank accounts and it is not occurring. So we are not able to do any draw downs and we've been in contact with the person since November. And we still are unable to do any drawdown.

(Darren): Have you spoken directly to the Division of Payment Management?

(Lisa Donovan): Yes. Yes that's the person.

(Darren): Okay. What is your grant number?

(Lisa Donovan): It is UF1HP26488.

(Kelly): (Lisa) can we get your contact information because the division of payment management is not within HRSA but we can certainly escalate that to a supervisor over there for you.

(Lisa Donovan): Perfect. My direct line is 616-732-1082. And we had a conversation in November and the person was supposed to do it before the holidays and then when we came back we did our report. We tried to do it, it didn't work. Then the person was supposed to do it again and we still haven't had it. And there's been like three different separate whole conversations that have occurred and still it's not linked up.

(Darren): Were you supposed to submit additional information?

(Lisa Donovan): No, because we already have a grant with banking information. And she was going to link that banking information over to the HRSA grant.

(Darren): Okay we will escalate it up to a supervisor.

(Lisa Donovan): Thank you very much for your assistance.

Coordinator: Thank you. Our next question comes from (Jennifer Williams). Your line is open.

(Jennifer Williams): Yes. My question is in regards to the sub-accounting I believe. In 2013 we received the O.N.E. funds and we were pulling down out of our normal HRSA

330 grant. And so I went ahead and I completed the quarterly FFR for the 12/31 period and everything went fine.

But I recently after the 30th of January received a delinquent notice looking like it's for the new sub-account that we have in 2014 saying that I missed it for the 12/31. But we didn't have any dollars to report and I've been trying to send it with \$0 and it keeps giving me an error saying, you know, you have to report cash disbursements and I'm not sure what to do about that.

(Darren): And you're doing this on your '13?

(Jennifer Williams): For the - yes for the year that just ended for 12/31/2013 for the quarter end, the FFR quarterly report. And in 2013 we just used one account number to draw funds down.

(Darren): Did you get a competing continuation in October?

(Kelly): Or November?

(Jennifer Williams): Yes.

(Kelly): Or December?

(Jennifer Williams): Yes, in October we did. And it's for January through December.

(Kelly): If it was a Type 2 award it's in a different account than your FY13 money. So you need to report to both accounts a quarterly report.

(Jennifer Williams): Right, but we didn't pull anything down.

(Kelly): Right I know you - if you just started on December 1. Your quarterly report was due January 30.

(Jennifer Williams): Correct.

(Kelly): Are you saying on the new sub-account it won't let you report zero disbursements?

(Jennifer Williams): Correct.

(Kelly): Oh, well I can't help with that. (Darren) can you help this lady?

(Darren): No, well - yes I can by taking her contact information.

(Kelly): Okay.

(Darren): (Jennifer Williams) what is your grant number?

(Jennifer Williams): It is H80CS00180.

(Darren): And your phone number?

(Jennifer Williams): 731-926-8983.

(Darren): I'm sorry 731...

(Jennifer Williams): 926-8983.

(Darren): Okay. I will get back with you at the end of this call.

(Jennifer Williams): Thank you so much.

Coordinator: Thank you our next question comes from (Cindy Large). Your line is now open.

(Cindy Large): Hi. Thank you. I have - we've had several HRSA grants and I've never done a carryover before. And wanted to - I did not hear what you said on Carryover Requests. You said we must submit an FFR first. But then what is our time frame for submitting carryovers?

(Kelly): Within 30 days of submitting that FFR.

(Cindy Large): Okay, so 30 days after. The grant - our grant would end on August 31. I would have to have that submitted - the Carryover Request submitted within 30 days?

(Kelly): No it's 30 days from submitting your FFR.

(Cindy Large): Oh okay. All right. Thank you.

Coordinator: Thank you. Our next question comes from (Mary Pembroke). Your line is now open.

(Mary Pembroke): Hi thank you. I have two questions. On one of our grants the student loan is an ongoing grant award and we have to report an annual. And the question is, when they ask for carryover why do we have to put yes or no? Can we - why can't we put not applicable because we are not requesting a carryover at that time?

(Darren): Can we have your grant number?

(Mary Pembroke): Okay. It's H56HP00090C0

(Darren): It's a H50. This is the scholarship loan payment program right?

(Mary Pembroke): Yes.

(Darren): Okay.

(Kelly): If you're not requesting carryover you can just select no.

(Mary Pembroke): Select no. Okay. Now the other question we have is on another award in number seven. They ask for our attachment or remark. If we don't have an attachment or anything then do we have to put something there or can we just put - leave it blank?

(Kelly): You can leave it blank.

((Crosstalk))

(Mary Pembroke): It won't go through if we leave it blank.

(Darren): What are you submitting again?

(Mary Pembroke): On number 12 it's asking for a comment or attachment, and on that particular award - on another award we don't have an attachment to put - to attach to it. And we have to put something there.

(Darren): And you are talking about the FFR correct?

(Mary Pembroke):Right.

(Darren): Which award are you - what is the grant number?

(Mary Pembroke):It's another grant number. I don't have it with me, I'm sorry. But it's on some of the others because we had two questions. But it makes the comment please refer to the comment on the next page if we don't put anything there so we can - just have to put no comment or something in that block?

(Kelly): You'll have to look at your notice of award for the reporting requirement. Because some of our - very few of our programs require an attachment or require a submission with the FFR. So if it's one of those programs than to be in compliance you have to submit whatever it is they are asking for. You would look at your notice of award.

(Mary Pembroke):Okay so this one is one that we don't have to. Than we can leave it blank or how do we go about where - because it won't let him - it won't let us submit it if it's not required.

(Kelly): That's correct.

(Mary Pembroke):Okay, so we do - we have to put something even though it tells us it's not required but it won't let us submit it without - leaving it blank.

(Kelly): If you're receiving - if it's not required the system should allow you to proceed without anything. So if that's not happening I'd like to obtain your grant number so we can further research it.

(Mary Pembroke): Okay, well we will have to call you because I don't have that particular grant with me right now. This other account at the time with me they had questions they didn't bring the grant award with them.

(Darren): Can we get your contact information?

(Mary Pembroke): Yes. I can be reached at 504-568-2031. And my name Mary Pembroke.

(Darren): And what's your - which organization is this?

(Mary Pembroke): This is DHH in Louisiana.

((Crosstalk))

(Mary Pembroke): DHH.

(Darren): DH - Okay. Okay we will be in touch (Mary).

(Mary Pembroke): Okay thank you.

Coordinator: Thank you. Our next question comes from (Baneeta Watson). Your line is now open.

(Baneeta Watson): Hi, good morning. I apologize if you've already answered this question. It pertains to the carryover. We just submitted our first annual FFR in January, and I'm not sure again what it is we need to submit to request the carryover.

(Kelly): Okay. You have to go to the prior approval module within the electronic handbook.

(Baneeta Watson):Okay.

(Kelly): On the left side menu. There will be a link for the prior approval.

(Baneeta Watson):Okay.

(Kelly): Okay. And then you have to just follow the table of contents there and provide the documents that it's asking for. But you have to supply a justification stating why you didn't spend the money in the period that it was funded.

(Baneeta Watson):Okay.

(Kelly): You also have to provide a budget for how you plan to spend it in the next year.

(Baneeta Watson):Okay. And I just want to confirm, we actually submitted that on January 22. So we would have to submit the prior approval before February 22 is that right? Within 30 days?

(Kelly): That's right.

(Baneeta Watson):Okay thank you very much.

Coordinator: Thank you. Our next question comes from (Teresa). Your line is now open.

(Teresa): Yes, good morning. My question is pertaining to program income. I thought heard in the beginning of the - of this call you said that it is - I have to report it into the Annual Financial Report. Is that correct?

(Kelly): That's correct.

(Teresa): Okay but I'm having the form right in front of me and it is not there that I can report those numbers. So what do I need to do?

(Kelly): Program income is...

(Teresa): Yes.

(Kelly): ...is lines L through O on the form.

(Teresa): L? To L?

(Kelly): L as in Larry. O as in Oscar.

(Teresa): I don't see it do you?

(Kelly): We don't see it on the form.

(Teresa): I don't see it on the form.

(Darren: Are you looking at the SS425 form Teresa?

(Teresa): I'm looking at the expenditure report.

(Darren): Okay. You're looking at the expenditure report. Are you our HAB grantee?

(Teresa): Yes I'm in the H76 grantee.

(Darren): Okay. You're looking at a particular report that's applicable to have. We thought you were talking about the FFR. I don't know off the top of my head

what are requirements for the HAB design expenditure report that is designed by the program. So my recommendation is that you speak to your HAB project officer.

(Teresa): I am.

(Darren): I'm sorry?

(Teresa): I am doing - oh...

((Crosstalk))

(Teresa): I'm the financial officer.

(Darren): I think you should speak to the HAB program official here at HRSA.

(Teresa): Oh okay.

(Darren): In terms of - because that is a HAB design form. But if you were talking about the FFR financial reporting form where the program income needed to be reported that's when you - use line - but please speak to the HAB project officer.

(Teresa): Okay. Thank you much.

Coordinator: Thank you. Our next question comes from (Bonnie Valverde). Your line is now open.

(Bonnie Valverde): Yes thank you. Again if you've answered this I do apologize. We had some funds carryover to our next - but not a carryover more so, we have a

project that's going past our budget period and it was approved. But you mentioned something that if this cannot be continued as un-liquidated funds. How do those two link together?

(Darren): (Bonnie Valverde) do you have your grant number handy?

(Bonnie Valverde): Yes, yes. See here, hold on. Okay, no that's account number. Okay so it's H2QCS25639.

(Darren): H2QCS25?

(Bonnie Valverde): CS25.

(Kelly): Okay so is it that - I'm not sure that I understood your question. So is it that you received an extension to your grant?

(Bonnie Valverde): Yes, yes. Meaning like we knew like we had - it was designated money for a project that wasn't going to be completed by the end of our budget period. And we talked to our project manager, we requested the extension. It was approved, and then we were concerned about how to - how this effected when we reported out FFRs and he mentions - I'll show you this here.

You move forward with the data warehouse contract in this budget year. Please be aware that when you do your FFR the funds allocated to the contract will have to fall under the un-liquidated obligations section and the un-expense funds still will fall in the unobligated balance sections. And then I just heard you cannot - we cannot have anything on un-liquidated funds. Is that the same thing, or not?

(Kelly): Okay, okay I think I better understand. Thank you. So when you're submitting an annual FFR...

(Bonnie Valverde): Yes.

(Kelly): ...it's perfectly fine to have un-liquidated obligations.

(Bonnie Valverde): Oh okay, okay. Good, good because I got worried.

(Kelly): When you come to the end of your grant we then need what we call a final FFR. So within 90 days of the end of your grant project period you are expected to liquidate all of your funds.

(Bonnie Valverde): Okay.

(Kelly): And cannot report un-liquidated at that time.

(Bonnie Valverde): Okay so meaning, like, the project has to be completed and done with? Is that how - how I interpret that, or how do I interpret when you say liquidated? Or our contract has been signed and entered into an agreement? Or how does HRSA measure that I guess. That would be my question.

(Kelly): When your - it's when the in-card costs are paid out.

(Bonnie Valverde): When in-card costs paid out. Okay. And that's 90 days, right?

(Kelly): That's right.

(Bonnie Valverde): Okay. All right. That was my question. Thank you so much.

Coordinator: Thank you. Our next question comes from Ms. (Mary Fleck). Your line is now open.

(Mary Fleck): Hi. Thank you. My question is also about Carryover Request decision. We recently submitted our annual FFR and we got to the section where it says, do you intend to requests a carry over for this amount, and we selected the radio button that says, yes, for the amount covered under expanded authority. No additional action is necessary. A remark will be added to your financial report.

But then we do get the notice saying we have to submit a Prior Approval Request. So I'm a little confused if it says no additional action is necessary, do we have to go back and submit a Prior Approval Request? We do have expanded authority on this grant.

(Kelly): Are you asking for more than 25%...

(Mary Fleck): No.

(Kelly): ...of the authorized amount? So all of the money that you're asking is covered under the expanded authority?

(Mary Fleck): Yes, it is.

(Kelly): You do not have to submit a Prior Approval Request.

(Mary Fleck): Okay. So I can disregard the message when it comes up? I was a little worried that we were not going to be in compliance if I didn't do something else, but I wasn't sure what to do.

(Kelly): Yes. I'd say ignore it. Can I have your grant number?

(Mary Fleck): Yes. It is D, like in David, 18HP, like in Peter, 23031.

(Kelly): Okay. We'll look into why you're getting that message.

(Mary Fleck): Okay. So I think I'm okay then and I - if somebody - would somebody connect with us if we are not, if we do need to do something more?

(Kelly): That is correct. (David), are you still on the line and do you want to address anything?

(David): Could I heard that grant number again?

(Mary Fleck): D like in David, 18HP, like in Peter, 23031.

(David): You're positive that the amount that you're requesting is 25% or less of the awarded amount for the budget period in question?

(Mary Fleck): As far as I know. I don't have it - all the documents in front of me at this moment, but, I believe that it is.

(David): Okay. Let me have your phone number?

(Mary Fleck): 802-748-2506.

(David): And the last four, I'm sorry?

(Mary Fleck): 2506.

(David): Okay. So it's 802-748-2506?

(Mary Fleck): Yes.

(David): And, (Mary)?

(Mary Fleck): Yes.

(David): Okay. And D18HP, those numbers?

(Mary Fleck): 23031.

(David): 23031. I'll be getting back to you as soon as I can.

(Mary Fleck): Thanks, David.

(David): All right. Thank you.

Coordinator: Thank you. Our next question comes from (Maureen), your line is now open.

(Maureen): Hi, thank you. I recently did my first drawdown, we're new to this and I had a glitch and so I was actually talking with the accountant, and she said that I have to fill out the FFR in the PMS system. And, she actually said that the FFR in the Electronic Handbook and the FFR in the payment system are two different things with - they just happen to have the same name. Is that true?

(Kelly): That is - that is true. We use...

(Maureen): Okay.

(Kelly): We use the same form. But you're essentially completing different sections of the form.

(Maureen): Okay. So I do have to fill out the FFR in the Payment Management System to drawdown?

(Kelly): Not to drawdown. But once you drawdown funds that's your quarterly disbursement reporting, the Federal Cash Transaction Report. That is the FFR, when you do your FCTR.

(Maureen): Okay. But in the Payment Management System? Different from the one in the Electronic Handbook?

(Kelly): That's correct. Quarterly...

(Maureen): Okay.

(Kelly): ...you have to submit the Federal Cash Transaction Report to Payment Management.

(Maureen): Okay.

(Kelly): Every quarter.

(Maureen): All right. I just wanted to verify that. Thank you.

(Kelly): And then you have the annual report to HRSA.

(Maureen): Yes. I understand...

(Kelly): Okay.

(Maureen): ...that part.

(Kelly): Okay.

(Maureen): Okay. Thank you.

Coordinator: Thank you. Our next question comes from Ms. Jennifer Williams, your line is now open.

Jennifer Williams: Yes. I'm sorry, this is me, again. And I was the one having the issue sending the zero dollar FFR for the quarter ending 12/31. And I just wanted to let you know that I heard another person, her name was (Mary Pembroke) and that's the exact error that I'm getting, where it's saying that it needs an attachment.

And I did try to fill out line 12 thinking that that would do it, and that does not let it go through still. So I just wanted to give you guys that additional information.

Christopher Suzich: Jennifer, your grant was the H80, right?

Jennifer Williams: Yes, sir.

(David): Okay. Miss - Jennifer, I have you down as an issue with the sub accountant dock number?

Jennifer Williams: Well, it...

(Kelly): And submitting your quarterly Federal Cash Transaction Report to Payment Management.

(David): That's right.

Jennifer Williams: Right.

(Kelly): Is that not the case?

Jennifer Williams: Yes. Yes. And when I'm trying to submit my quarterly report, it's giving me the errors that Miss (Pembroke) had mentioned to you after my question.

(Kelly): Okay. Well, that would be if Payment Management is requiring you to make a note as you're submitting your quarterly report. That is different than your FFR in the Electronic Handbooks.

Jennifer Williams: Yes. This is through the Payment Management.

(Kelly): Okay. Okay. Thank you. Thank you for that clarification. If Payment Management is requiring you to make a note as you're submitting that report, then you would simply make a comment to, you know, whatever is applicable for that quarter's reporting.

Jennifer Williams: It - I tried to make a comment and it does - it still does not go through. It's asking for an attachment.

(Kelly): Okay.

Jennifer Williams: But there - there is nowhere to put an attachment or anything like that.

(Kelly): Okay. Have you tried to call the PMS help desk?

Jennifer Williams:I have not.

(Kelly): Okay. Well, that would be...

Jennifer Williams:I will do that.

(Kelly): ...the next step then. Contact the PMS...

Jennifer Williams:Okay.

(Kelly): ...help desk. But we, too, can alert management over there that we've received a few inquiries. That you all are getting these errors.

Jennifer Williams:Okay. Well then you can just cross me off your list, because it sounds like you're going to be busy with others anyway.

(Kelly): Okay.

Jennifer Williams:And I just wanted to, more importantly, mention that the both of us were having a similar issue.

Christopher Suzich: Okay. Thank you for that clarification, Jennifer.

Jennifer Williams:Thank you, so much.

Coordinator: Thank you. We do have one additional question. And, again, if you'd like task a question, please press star 1 in your touchtone phone. Our next question comes from (Kim Lamb). Your line is now open.

(Kim Lamb): Good morning. Thank you for call - taking my call. So I have three different questions, maybe four. So first is, how can I tell if my FFR has been accepted in the EBH? Or EHB?

Christopher Suzich: There - there is an indicator that will tell you that. (Melissa), do you want to talk about the status indicator once grantee has submitted?

(Melissa): Let me actually check really quick. I don't have that email. It would have been sent back, you know, to - for changes. Let me take a look to see what the EHB says it won't accept it, FFRs, if anything.

Christopher Suzich: Do you have your grant number right there?

(Kim Lamb): Yes.

Christopher Suzich: Go ahead.

(Kim Lamb): It's P89HP20829.

Christopher Suzich: And did you recently submit the - your FFR?

(Kim Lamb): I recently submitted one in December, 2013.

Christopher Suzich: Okay. We'll take a look at that. Do you want to go on to your next question?

(Kim Lamb): Yes. So, I just gave you the grant number and I looked at my remark section and I didn't see whether this is under expanded authority or not. So, it's a training grant and it's a five-year budget period and a five-year project period.

Actually, the project period and the budget period are the same. So, does it have expanded authority because there's nothing under the remark section?

Christopher Suzich: And it's a T89?

(Kim Lamb): Yes.

Christopher Suzich: It's a five-year?

(Kim Lamb): Yes.

Christopher Suzich: (Dave), do you know off the top of your head if that's expanded authority?

(David): It sounds like one of those fully funded grants. What got - what are you training?

(Kim Lamb): Residency - residents. MDs.

(David): And you got all the funds...

(Kim Lamb): Yes.

(David): ...for five years?

(Kim Lamb): Yes, five years.

(David): (Melissa) can you bring that up?

Christopher Suzich: You're still required to do a Federal Financial Report but if not...

(Kim Lamb): Yes, yes, that's right. I have to submit an annual FFR every year.

Christopher Suzich: Are you - so the Notice of Award does indicate expanded authority?

(Kim Lamb): No.

Christopher Suzich: Do you know who your Grant Management Specialist contact...

(Kim Lamb): Yes, yes. I actually email him when we first received the award. We're on the third year of the award. But when we first received the award I contact him whether do we need to get a Carryover Request from year to year and he said no.

Christopher Suzich: That's correct for the fully-funded - what we call fully-funded grants.

(David): We just pulled it up here (Kim) and you're not under expanded authority.

(Kim Lamb): We're not?

(David): Not.

(Kim Lamb): Okay, so what about the carryover is that automatic or do we need to submit a prior approval?

(Kelly): There is no carryover because your support year is for the five year period. So you have up to that, you know, 2015 date.

(Kim Lamb): Okay. I see. So when I submit the FFR again we have a balance and the system ask me do I want a carryover and of course I say yes. But in this case it really doesn't apply to me to get a prior approval right?

(Kelly): That's correct. Yes, you should say no. It's okay that you said yes but on your future ones you can just simply say no.

(Kim Lamb): Okay, last question. I just noticed I didn't fill anything on 10A to 10C on my FFR I put zero. But I haven't received anything so do I need to make that correction?

(Kelly): Now on your annual FFR to HRSA?

(Kim Lamb): Yes.

(Kelly): That 10A through 10C is what you're reporting quarterly to the payment management system and you - those fields are grade out in the EHB. You can't submit those.

(Kim Lamb): Okay. That makes sense. Okay, that's all I have.

(Melissa): Ma'am I'm sorry - to check like the FFR status and the EHB pretty much what you have to do is you go to your Task tab.

(Kim Lamb): What tab?

(Melissa): Task.

(Kim Lamb): Task, okay.

(Melissa): And then submissions on the left - there's a link for submission. And then there's an All tab.

(Kim Lamb): All tab, okay.

(Melissa): Enter your grant number and click on Search.

(Kim Lamb): Grant number and search, okay.

(Melissa): It'll bring up the list of items you've submitted so you'll see like a triangle next to the financial report. It's on the left. If you click on that it'll say Program Specific Status. And if it says Processed that means it was approved.

(Kim Lamb): Okay, I'll give it a try.

(Melissa): All right.

(Kim Lamb): Thank you very much. Bye.

Coordinator: Thank you. Our next question comes from (Christine Forstner). Your line is now open.

(Christine Forstner): Good morning. As a primary care association with a U58 grant is it a requirement for the outreach and enrollment funds that we received last year to do a Carryover Request and a prior approval?

(Kelly): Yes, it is.

(Christine Forstner): It doesn't state that in the Notice of Grant Award.

(Kelly): Right. It is necessary for you to do that on the U58.

(Christine Forstner): Okay, thank you.

(Kelly): Okay.

Coordinator: Thank you. Our next question comes from Lea Dooley. Your line is now open.

Lea Dooley: Hi, I have a question about Ryan White Part C money. Our Year 1 budget, Allocation Report, Staffing Plan, everything we needed for it was accepted at the beginning of our grant. Eight months into our grant our project officer recalled a portion of our budget and ever since all of our reporting deadlines have been a bit off.

And in EHB the reporting deadlines don't actually track with Year 1, Year 2, Year 3. We're almost at the end of Year 2 but it's unclear to us what reporting deadlines we're being asked for.

It seems that our Allocation Report, our budget, our Staffing Plan, and our work plans are all coming due at different points during the calendar year. And we're having trouble getting clarity around which ones are coming due and which ones are not.

Christopher Suzich: Who did you - did you speak to your grants specialist or your program?

Lea Dooley: Our project - we've spoken to our project officer. We've been on the EHB call center really for the last year. We have not been able to get certain things passed through.

Christopher Suzich: Let me have your grant number Lea.

Lea Dooley: Sure, hold on one second. It's H76HA24736.

Christopher Suzich: So you're basically saying since you had a piece of your award modified the due dates are not aligning correctly?

Lea Dooley: Nothing is aligning correctly and because our Year 1 budget was recalled and has yet to be passed through we have some things that are overdue that are related to Year 2 but we have no place to upload them because Year 1 budget is still hanging.

Christopher Suzich: Okay. We'll just - just as an outreach to your project officer and your grant specialist just to see where they are in terms of resolving and if the call center - the contact center needs to be involved.

Lea Dooley: So actually they've been involved all - both of them - all three of them it's been escalated to every bureau chief and nobody seems to be able figure out at what point people need to push certain buttons. And nothing in EHB is labeled according to the timeline in your grant.

So it will say your Allocation Report is due but because we are so off schedule it is unclear to us if it is the Allocation Report for Year 1 which needs to be resubmitted next to the budget or if it is the Allocation Report for Year 2 which we are currently in and coming towards the end of or if it's for the Allocation Report for Year 3 since sometimes we submit things at the end of the year for the upcoming year.

Christopher Suzich: Okay, why don't - can we take your number?

Lea Dooley: Please take my number. 614-722-4461.

(David): And where are you located Lea?

Lea Dooley: Columbus, Ohio.

(David): Okay, we will make contact with the program office as well as the grants office just to see if there's - what else is needed and someone should get back to you with a response as to the status.

Lea Dooley: Okay.

Coordinator: Thank you. Our next question comes from (Jeanine McHugo). Your line is now open.

(Jeanine McHugo): Thank you. Yes, we submitted the FFR at the end of October and then subsequently submitted a Carryover Request. Our expanded authority is granted. We had unobligated funds over 25% and submitted that by the end of November. When can we expect to hear about the results of that request? We have no communication as of yet.

(Kelly): Do you have your grant number handy?

(Jeanine McHugo): D57HP24688.

(Kelly): Did you say D58?

(Jeanine McHugo): D57.

(Kelly): Sorry. So (Melissa) if you get to that faster than me let me know. Bear with us one moment while we're checking on it for you.

(Jeanine McHugo): That's all right. Thank you.

(Kelly): So I see a carryover. (Melissa), do you see that approved?

(Melissa): Yes, yes.

(Kelly): November.

(Melissa): I think something should be going out like later this week or early next week.

(Jeanine McHugo): Okay, can you indicate - has it been approved or not approved or?

(Melissa): It has been.

(Jeanine McHugo): It has been. Okay, thank you so very much.

(Melissa): Thank you.

Coordinator: Thank you. Our next question comes from (Daniel Burbank). Your line is now open.

(Daniel Burbank): Hi, I have a question about the salary cap. I have a three year grant that began in 2013 and we have set budget periods for this grant. And my question is does the salary cap stay the same across the length of the three year or does it change based on the new budget period? Our next budget period would be September 2014 would be the beginning date.

(Kelly): It changes. So you - what kind of grant did you receive?

(Daniel Burbank): It's a Ryan White Grant.

(Kelly): Ryan White. Yes, if you received your 2013 award before January 16, 2014 the salary cap that applies is 179.7. When you do your next budget for the one that begins September 2014 you will apply the 181.5 salary rate limitation.

(Daniel Burbank): Awesome, that's exactly what I wanted to know. Thank you.

(Kelly): You're welcome.

Coordinator: Thank you. Our next question comes from (Danielle). Your line is now open.

(Danielle): Your line is now open. Hi I was calling because I also submitted my FFR on 10/29. It was due on 10/30. And I hadn't heard anything back so I talked to my project officer. He said he had approved his part and sent it on. I talked to my grants manager.

He is now saying he has approved it and sent it on but we have not received any communication or a new Notice of Grant Award. And I just didn't know if you could see on your side if it's somehow hung up because when I go in EHB I can't, you know, the only status I can see is submitted.

(David): What's your grant number?

(Danielle): H80CS24143.

(David): Okay, just as a point of information we see the same things that grants management specialists would see. So we just want to let you know we have no super powers here.

(Danielle): Okay.

(David): But if it was something that was recently approved within the last day or two what's going to happen is those awards will be released with I think on the 7th? Yes, if it something that was approved last week those awards - late last week those awards will be released on the 7th.

Christopher Suzich: One second. We're going to go ahead and bring that up real quick (Danielle).

(Danielle): Okay, thank you.

(Melissa): Yes, looks like it is going to go out later on this week Chris.

Christopher Suzich: Okay, so you see the approval (Melissa)?

(Melissa): Yes, yes I do.

Christopher Suzich: Okay, so it's good to go (Danielle). It's just delayed in the system for reasons we don't want to go into.

(Danielle): Sure. Okay, well that's all I needed to know. Thank you.

Coordinator: Thank you. Our next question comes from Linda Lovelace. And again if you would like to ask a question please press star 1. Ms. Lovelace, your line is now open.

Linda Lovelace: Thank you. Yes, I had a question regarding the carryover. We are an H80 recipient and we did receive the O&E Grant. And I did have a question regarding the two month carryover that I needed to do. I do not recall receiving the email indicating that we did not have to request the carryover. Is there a way that I can get a copy of that email?

(Kelly): If you send me - if you let me know your email address I will locate that and send it to you.

Linda Lovelace: Okay, great. It's linda.lovelace@hardemanhealth.org.

(Kelly): Okay, I'll send it to you as soon as I locate it.

Linda Lovelace: Thank you very much.

Coordinator: Thank you. Our next question comes from (Natalie Bashinski). Your line is now open.

Natalie Bachynsky: Hello. I have a question about the Federal Financial Report and the Carry Forward Request. I work at a university so we have an Office of Special Programs that assist with our financial portion.

Our financial report was due on 10/30 and they submitted the financial report but then reported back that they did not get approval for the financial report yet so they aren't able to submit the prior approval for our carry-forward.

It's been in EHB since November 18th. I just don't know what to do from here because we're asking for some significant adjustments with the carry-forward funds. And so I wanted to check to see if I could get an update on whether the financial report had been approved or what we should do from here.

Christopher Suzich: Why don't you go ahead and give us your grant number Natalie.

Natalie Bachynsky: Okay, it's UD7HP25066.

Christopher Suzich: UD7HT like Tom?

Natalie Bachynsky: P like Paul.

(David): Five-zero-six-six. Just one second please. (Melissa) can you see that?

(Melissa): Yes, it's coming up now. Yes, the FFR was accepted. You shouldn't have to wait for it to be accepted, you know, to create a prior approval for the carryover.

Natalie Bachynsky: Okay, so it has been accepted?

(Melissa): Yes, the FFR has.

Natalie Bachynsky: Okay, and so if it's in - if it's there and I can see that in the Electronic Handbook but the Prior Approval Request and the Carry-Forward Request is in there it just says pending still. Any update on that or any way I can I find out?

(Melissa): The FFR was accepted but I don't see the prior approval. It doesn't look like it's been submitted. If it says pending on your end that means that you have to submit it still.

Natalie Bachynsky: And can you look at the date on when the FFR - does it show the date that the FFR was accepted because the office there was acting like they're not getting any type of indication that it's been accepted? I want to make sure they know where to look for that.

(Melissa): Yes, it was accepted on November 26 I believe.

Natalie Bachynsky: November 26, okay. So now it looks like it's beyond the 30 day period so am I still eligible to submit, you know, that carry-forward request? I can see it in here in EHB. Should I try to resubmit it or what should I do from here?

(Kelly): Actually it says that it was sent back to you requesting a change.

(Melissa): That was a different prior approval.

(Kelly): Oh, that's a different one, okay.

(Melissa): Yes, it looks like that she...

(Kelly): Oh, right, that's the other.

(Melissa): ...did the request as a carryover instead of specifically doing a carryover. So that was sent back as a change request. So if you want to go back in and look at your grants management specialist's comments, make the necessary changes, and then resubmit that request.

Natalie Bachynsky: Okay, and that's in the Electronic Handbook because I can't see anything with that? I wonder if - is there a number? I know there were two different prior approvals. Was that one - does it have a number associated with it so I can look to see which one it's on?

Christopher Suzich: (Melissa) can you see who that request is pending with, the individual name? So Natalie it doesn't sound like it's in your task queue. Is that what you're saying?

Natalie Bachynsky: Right.

(Melissa): If you go to the Grants tab and then the grants folder link, if you click on existing prior approval requests it doesn't come up?

Natalie Bachynsky: My computer is running a little bit slower than y'all's is. I see it still has room for editing it looks like. And I can see that they attached the letter and everything. They have to submit it from their office. We're not eligible to submit them and so it looks like in the grants folder that it's here and that it's still pending.

So - and that is my question I guess because it looks like that they didn't receive the acceptance of the financial report and so they were telling me they can't submit it. And that looks like it's why it hasn't been submitted that it's still pending here.

So my question is can I go ahead and submit that now because I don't see an area where it has asking for any revisions for some reason under task folder. I mean I'm at the task folder that you're referencing I just don't see an area for...

Christopher Suzich: (Melissa) why don't we take it offline. Natalie can we have your contact information? Natalie Bachynsky: Yes, that'd be great. It's 832 - is my number - 964-6436.

Christopher Suzich: And where are you located Natalie?

Natalie Bachynsky: In Galveston University of Texas Medical Branch.

Christopher Suzich: Okay, we'll be in touch Natalie.

Natalie Bachynsky: Thank you so much.

Christopher Suzich: Thank you.

Natalie Bachynsky: Bye bye.

Coordinator: Thank you. At this time we have no additional questions.

Christopher Suzich: Can you give our callers a reminder on how they can ask a question if they want (Laura)?

Coordinator: Again if you'd like to ask a question please press star 1 on your touchtone phone. Please record your first and last name clearly when prompted. If at any time you'd like to withdraw your question you may press star 2. One moment, Mr. Suzich. It does look like we have one question coming in. We do have a question from Mr. Larry Howell. Your line is now open.

Larry Howell: Hi, my name is Larry and I don't really have a question. I have a comment. A while back a lady was asking about a program in (comb) and having some problems tracking that. We have a similar situation that I would really like to talk to her. I thought I would leave my name and number. And the name again is Larry Howell. I'm with Georgia Regents University. And my phone number is 706-721-9512. Thank you.

(Melissa): If she's not on we will communicate your number to her.

Larry Howell: Thank you very much.

Coordinator: Mr. Suzich, at this time we have no additional questions.

Christopher Suzich: Okay, I'd like to thank everybody for joining the call today. We will be repeating this call tomorrow for anybody that's interested in particular our

West Coast grantees because it's later in that afternoon East Coast time. Thank you again and thank you to all my colleagues. Could all my colleagues stay on the phone please so we can go into post conference?

Coordinator: Thank you. At this time this concludes today's...

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