

**NWX-HHS HRSA OFAM**

**Moderator: Christopher Suzich  
May 21, 2014  
6:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode until the question-and-answer session of today's conference. At that time you may press star-1 on your touchtone phone to ask a question.

I'd like to inform all parties that today's conference is being recorded. If you have any objections you may disconnect at this time. I would now like to turn the call over to Mr. Chris Suzich. Thank you, you may begin.

Chris Suzich: Thank you, Operator. Welcome everyone, my name is Chris Suzich and we're happy to have you with us today for our quarterly conference call. We want to provide some information about EHBs and about things that have been happening recently in the HRSA grants universe.

But before we get into that I'd like to introduce Rear Admiral Kerry Nessler who some of you already know. Kerry, would you like to say a few words?

Kerry Nessler: Hi, thank you, Chris. And welcome to our grantees and stakeholders in the Pacific Basin. Good morning to some of you and I guess a good afternoon or a good evening to some of you. It's so great to have you join us today.

And just like in previous calls. We want to - we really are having these calls for you to help answer your questions and to discuss the grants management issues that are most relevant to the Pacific Region. And I'd like to welcome HRSA project officers and any guests from Region 9 in San Francisco, CDC, and/or SAMHSA who may have dialed in as well.

As you know, the project officers and grants management specialists work together as a team to assist and support you in improving health outcomes in the USA PI.

Our HRSA Office of Global Health Affairs Mission is to improve the health of Americans through global action, to strengthen health systems, access, equity, and quality throughout the world.

As you know, a key goal of OGHA, our Office of Global Health Affairs is to improve health access and decrease health disparities in the USA PI.

Please know that we are committed to you and to your successes. And tonight or this morning depending on where you are, once again, we've partnered with the HRSA Office of Federal Assistance Management to provide the seventh technical assistance call to better serve you, our Pacific grantees.

And as we've done in the previous six calls, we hope to take a few minutes at the end for you to provide us with feedback on the call today. How can we better serve you in the future? And what topics may be you would like to discuss?

So again, thank you all for your participation and I'm excited to have you on the call. And I'm looking forward to the presentations and your questions and hopefully if we can assist you.

So I'll turn it back over to you Chris Suzich. Thanks so much.

Chris Suzich: Thank you, Rear Admiral. As the Rear Admiral mentioned, my colleagues and I will step through a few slides. Perhaps you have a copy of the PowerPoint presentation in front of you, that was distributed through some of your project officers.

If not, that's okay. You won't be missing anything because we'll be talking about each slide individually and we can certainly make the PowerPoint slides available to you tomorrow if you don't have them already.

The first thing I wanted to talk about has to do with the HRSA contact center and if you've been with us on previous calls you've heard this information but if you'll just indulge me I'll repeat it for any new listeners that we might have on the call today.

The HRSA contact center is typically your first stop when you need help with the electronic handbooks if you have a question. I know that some of you reach out to your project officers but there are times when a question might be specific to EHB, perhaps navigation of a certain screen or the like. And the HRSA contact center would be the best resource for something like that.

So let me just go ahead and give you their phone number and their email address, I know that because of time differences sometimes it's difficult to pick up the phone and call them. So they do have an email box and they are doing their best to answer all of their emails within just a few hours of picking

them up. So the HRSA contact center phone number is toll free and it is 1-877-464-4772 and as I mentioned they have an email box also for those times when you can't reach them during their normal business hours. Their email address is CallCenter@HRSA.gov, that was C-A-L-L-C-E-N-T-E-R - the at sign, HRSA - H-R-S-A dot gov.

And if you do send them an email please provide any specific information that you can, for instance, your grant number, any kind of specific information that you might have about your issue.

I also wanted to provide a phone number for the Payment Management System help desk. You probably already know that when you need to perform a drawdown of your grant funds you don't do that through EHB. You do almost everything else through EHBs but not your drawdowns.

You go into a different system called the Payment Management System and they have a separate help desk phone number and unfortunately they don't have an email box but I can give you their phone number and it is 1-877-614-5533. And you would reach out to them if you have a specific question or difficulty around drawing down your grant funds.

I know that perhaps some of your colleagues couldn't join us today so I did want to mention and the Operator will give us that phone number now and maybe we'll repeat it later on in the call today, for those folks that couldn't join us today and perhaps would like to listen to a recording of this call,

Operator, could you go ahead and give us that call in number for the recording of this call?

Coordinator: Absolutely, the instant replay number is toll free 1-866-419-5469.

Chris Suzich: And the toll number too, please, Operator?

Coordinator: Sure, the toll number is 203-369-0769.

Chris Suzich: Thank you, Operator. In addition to that recording we will also be posting a recording on the HRSA.gov website of this phone call. I think we had a previous request for an MP3 version so we'll get that up on our website in the next few days.

All right, we had a little bit of updated information regarding audits and audit information that sometimes comes in from our grantee community. (Darin), can you tell us a little bit about that?

(Darin): Yes, Chris. Thank you, good afternoon, good morning, good evening to Region 9 grantees. Thank you for joining us.

Basically with audit information, a note - point of information from HRSA's Division of Financial Integrity, which is a part of the Office of Federal Assistance Management.

HRSA receives audit information from what's called the audit - the Federal Audit Clearinghouse. The Audit Clearinghouse is what you as awardees or recipients of federal funds would submit your A133 audit.

So it's not necessarily requirement for you to mail the audit documentation to HRSA. You would only do it unless it was specifically requested. It may be something that's mentioned in what's called HRSA funding opportunity announcement or it may be something that's referenced on your term and condition when you receive a HRSA notice of award.

But we do note that we have been receiving audits directly from grantees. But please note that once you submit to the Federal Audit Clearinghouse, which is a requirement, HRSA has access to get that information to obtain all audits or A133 audit information from the clearinghouse. Thank you.

Chris Suzich: Thank you, (Darin). Just a housekeeping note for one of our - at least one of our callers was having some trouble. Operator, if we want to reach out to you on a sideline, is that star-1 and then we can reach out to you?

Coordinator: Star-0.

Chris Suzich: Star-0. So Alexis, if you want to hit star-0 and then provide that call information to the Operator she can pick that up for you.

Coordinator: Will do, thank you.

Chris Suzich: Thank you, Operator. Okay everyone, thanks again, (Darin), for that information. The next issue that we're going to talk a little bit about has to do with some advanced questions and we appreciate receiving questions in advance of our call today and we'd like to take a - go through a few of those questions now.

There were four questions that we received from our grantee community and I'm just going to turn it right back over to (Darin) and he's going to walk us through some answers for those questions. (Darin)?

(Darin): Yes, thank you, Chris. And this is what makes these calls successful because these are the questions that you as recipients of HRSA funds are asking us.

We can come to you with the tailored presentation but you put forth or members in your community have put forth a series of four questions.

So we're going to combine at least three of them and - to give a direct response. So number one, your question was is there an updated version of the Federal Grant Application Guidelines that our awardees of federal grants need to refer to?

And basically, we want to make sure that we are keeping this in context of HHS funding or more specifically funding from HRSA. So as it applies any time I reference I'm specifically talking about HRSA awards.

So as it applies to HRSA awards grantees are directed to what's called the HHS grants policy statement. Based on the nature of your awarding entity, if you're a college or university or a nonprofit organization, there are various OMB circulars that would be used to manage or govern your award as well.

That information can be found, the link to those sites can be found on our HRSA's grants website. And instead of me giving you that information right now when my colleague (Melissa Reyes) speaks to you, that will be a part of her presentation.

But we do have links to our HRSA grants website that could provide links for the guidelines that you would use in terms of managing your federal funds.

Number two, it says - or the question reads, is the carryover process the same with all federal grants as far as limits and processes? And we've combined that or we've combined the response to question four where it says, what amount is required for grantors approval for any redirection of carryovers?

So we combine two and four, that's on the PowerPoint, and what we say is as it applies to HRSA awards or HHS awards there are differences in variations based on the nature of the awardee type or grant.

If you are a grantee with expanded authority and grantees who have expanded authority you will know that because that information will be cited on your HRSA awards. It will be placed in a term or a condition and so expanded authority awards have a threshold of 25% or 250,000 or the lesser of the budget whereby approval is needed.

Otherwise, any grantee who is not under expanded authority would go through the process of requesting a carryover of the unobligated balance and all of this information will be reflected on what's called the FFR, the Federal Financial Report.

And the Federal Financial Report is received or submitted by you to HRSA and if you are requesting carryover the request must have a narrative and the justification of how you plan on utilizing these funds.

Normally, no new activities can be proposed but if there are new activities proposed then that would be a discussion that you would have to have with your HRSA project officer and grants management office.

Grantees should also note that these requests will be reviewed by the PO and the grants office and it's not necessarily automatic that the carryover requests could or would be approved.

So in submitting requests for carryover we say that an awardee or grantee must be timely in their submission of the FFR and timely in the request of the unobligated balance from one year to the next.

Question three, it says, what is the maximum amount that is allowed for each grantee to reprogram without getting - though it says, grantee's approval, we think you meant HRSA approval?

Grantees have a flexibility or an allowability of moving to approved budget line items within 25% of the total budget. So - and pardon me if I was speaking a little faster earlier. If you have an amount that's within or under 25% you do not have to - 25% of the total budget, you do not have to seek HRSA or PO approval.

It's always good or it's always advised that a grantee be in communication with the HRSA project officer or grants management specialist even if it's under the 25,000 because you want to make sure that you're not moving to a new activity or something is out of, okay.

So basically with carryover, carryover is approved with the submission of the FFR for HRSA awards that are under expanded authority and if you have an expanded authority award that information will be on the notice of awards, okay. Chris, back to you.

Chris Suzich: Thank you, (Darin). And just a reminder, as the Rear Admiral said at the beginning of the call, we'll be taking questions at the end. And we'll - we will do our best to answer your EHB or grant related questions at the end. And if we can't answer them we will certainly take your contact information and get back in touch with you.

If you're following along with the slide presentation, the next slide has to do with SAM.gov and that is shorthand for - (Darin) has this memorized, I think it's System for Acquisition Management.

(Darin): It's Systems for Awards Management or Acquisitions Management, I can't remember.

Chris Suzich: Thank you, (Darin). I won't read this slide verbatim but what's important - I think what we've talked about previously is that you need to be - your organization needs to be registered at SAM.gov and it's not a one-time thing. Every organization has to go in and renew or just revalidate their information in SAM.gov at least once per year.

So at least every 12 months please go in and do the necessary quick - clicks and quick review for that site for your organization, verifying your address and your DUNS number and revalidate. And then you're good for another 12 months.

What we are seeing here is an increasing interconnectedness for all of - for many at least federal systems in the way that Grants.gov is tied to SAM.gov and they are constantly validating and exchanging grantee data and information.

Likewise for EHB and Grants.gov, EHB is also connected with SAM.gov such that it's important to - it's important to have your information current in all of the different systems.

So just for - just wanted to emphasize your SAM.gov registration and how it needs to be revalidated at least once every 12 months. The importance, of course, of your DUNS number, I know some organizations in the Pacific have certain limitations and issues around DUNS number and we do our best to work with you on those individual issues.

Likewise for Grants.gov, when you go to submit your HRSA application chances are it's coming through Grants.gov as do most - 99.9% of our applications. So your information also has to be current in terms of Grants.gov.

We're going to talk a little bit more about a subject that we've touched on before that has become more important, we call it sub accounting. And it is - the name is shorthand for some information that you will begin to see on your NOAs if you haven't already noticed on your NOAs.

There is a field or two dedicated to sub accounting and it has to do with - for one thing at least, how you draw down money from the Payment Management System related to your HRSA grant. So (Darin), back to you.

(Darin): Thank you, Chris. Sub accounting at HRSA is a small component of sub accounting at Health and Human Services, HHS. In sub accounting, this involves processes whereby we as the awarding entity would award funds to grantees into separate individual accounts instead of who's accounts in the Division of Payment Management.

Currently at HRSA for - this is an initiative that took root on last year and for HRSA for FY 14 we've made a commitment to the Department that we will ensure that all of our new awards or our competing continuation awards, and those would be awards that are Type 1s or 2s, or any award that's a change of grantee, which is called a Type 7, they would receive what's called a new document number that would be placed into a sub account.

Sub accounting is not new at HRSA if you have a Ryan White Part A or B or if you have a Maternal and Child Health Bureau Title V award or if you are a recipient of the Affordable Care Act as well as the American Recovery

Reinvent - Reinvestment Act, ARRA. Those grants we replaced in sub accounts.

The big deal breaker here is that you have the ability or we have the ability to see the HRSA award and the applicable draws in the Payment Management System. So we will be able to match our award with your particular draw and it's not put in or placed in a pooled account.

For FY 14, well, let me say, for FY 15, the goal is to be fully compliant so that means the remaining universe of HRSA awards which will be our non-competing continuations or the NCCs or often referred to as the progress reports, anything that receives a Type 5 award in FY 15 will be placed in a new document number or a sub account.

HRSA has over the last few weeks run a few pilots whereby we are testing some programs - and I don't think any of the Region 9 awardees were included in the programs that we piloted, whereby if you received a Type 5 award we issued the new award, your June 1 start, in a sub accounted document.

What this will mean is that when you go to file your FFR for the previous year you will submit the FFR, the Federal Financial Report, with no unliquidated obligations. More information will be forwarded to the grantee community in the coming months to go through this process or to highlight.

This will not preclude you from requesting a carryover if it's approved. It will be moved from one document number into the next document number. And there is a website that's listed on the PowerPoint with the division of Payment Management System whereas you can find additional information about

grantees and sub accounting and how it would affect their drawdowns. Thank you.

Chris Suzich: Thank you, again, (Darin). If you're following along with the PowerPoint presentation next issue that we wanted to talk briefly about is called the application registration assistance tool. And you can find that on the HRSA.gov website. If you go to HRSA.gov and then click on the tab that says, Grants, and then How to Apply.

What this is is an attempt by HRSA to really just give everybody that is considering applying for a grant a little bit of a notice that it typically takes some lead time to submit your application and that has to - it goes along with what we talked about earlier, which was going into SAM.gov, making sure you're registered and your registration's correct, making sure your DUNS number is correct.

Going to Grants.gov and making sure that the necessary roles are configured there so that you can submit your application by the deadline, things like that.

So the application registration assistance tool, as I said, is an effort to let all of our potential applicants know that we hope that you apply for a HRSA grant or multiple HRSA grants but please be aware that - give yourself enough lead time to get through the different hoops around SAM.gov, Grants.gov, and the other items that we require as part of the application process such as the DUNS number. So I won't read that - the rest of that slide verbatim.

We also have a presentation that is very similar to the one that we're reading from tonight if you don't have it in front of you. We've posted it on the HRSA.gov - grants, grants manager website. So it is available there for you to refer to later on today or in the future.

Type 5 awards are something that we've touched on before and maybe we'll give (Darin) a break here and have (Melissa) say a few words about this and then certainly, (Darin), you can chime in with any additional information.

Type 5, sometimes there is confusion among our grantees around what we call Type 5s, which are really just non-competing continuation awards. So I'm going to turn it over to (Melissa) to talk a little bit about these - what we call NCCs for short. (Melissa)?

(Melissa Reyes): Yes, thank you, Chris. And thank you everybody for joining. What is the Type 5 non-competing continuation report? It's basically a progress report in - it's the report that the grantee does to be funded for the next budget period.

It is submitted through the EHBs. It's generally available to the grantee 120 days - you know, before the next budget period start date.

When it's available, notification is sent from the EHBs so project directions, you know, should definitely receive an email about the non-competing continuation reports is available.

When it is in EHBs, once you log in, it would be available under the Task tab. Sometimes just - you know, in the EHBs, I like to - from the Task tab I also like to click on Submissions on the left. I think it's more clearly visible, the submission names are easier to read once you click on Submissions.

If you're following along with the slides, I won't give you all of the websites word for word but there are three websites listed that go over the non-competing continuations. They have user guides for the various types of

grants, for H80 grants, for research grants, and just for regular generic grants.  
Chris?

Chris Suzich: Thank you, (Melissa). (Darin), would you like to add anything to that - to the Type 5 discussion?

(Darin): No, basically if you have an H80 grant you might refer to it as the budget period renewal but (Melissa) did an excellent job of covering what's the NCC and just as I shared earlier, the NCCs in FY 15 will greatly be affected by the sub accounting process. So that's all I would have to say.

Chris Suzich: Thank you, (Darin). Okay everyone, if you're following along with the PowerPoint slides the next item has to do with Grants.gov and it's really more of a - I'm not going to read through it.

But it's more of a reference item for you all, what Grants.gov has done is earlier this calendar year they made some system changes on their own site to accommodate certain characters that previous to the change would cause an error when you were trying to submit an application and certain files through Grants.gov.

So we are pleased to pass along this information from Grants.gov to let you know that they are also constantly working to enhance their own website and make it easier for applicants to submit their application.

This slide also provides the Grants.gov website contact information and their help desk phone number because I know sometimes you might need that.

Moving on then, the next item we just wanted to touch on was the FFRs and (Darin) alluded to these in his conversation earlier, also known as the standard form 425, the FFR, the Federal Financial Report.

For most of you, this is a submission that you make on an annual basis through EHBs. It was paper submitted in paper format years ago but we're pleased to have it - the submission now exclusively on EHBs.

So as the bullet points notes there, it's submitted again typically annually. For some folks you might need to submit it more frequently than that but generally it's once per year.

This is an important document, one of the most important documents on your - in the life of your grants. And if you have any specific questions about it certainly we will take those questions at the end here.

We've had some colleagues talk specifically about this form in the past so we weren't going to go into that level of detail again but if you have any questions certainly you can let us know at the end of our call here when we open it up for questions and answers.

I also did want to say - and we've mentioned it previously, not to - sometimes there's confusion over submitting the FFR through EHBs, which is as I said, done on typically an annual basis. There is also a financial form that is submitted - that is required quarterly in the Payment Management System, that is the system that we talked about earlier where you drawdown your funds.

You also would go into the Payment Management System to submit a quarterly - what is called the financial cash transactions report and that's on a quarterly basis and that is through the Payment Management System.

So I hope we haven't confused you all too much. I'd like to turn it back over to (Melissa) who's going to talk a little bit about the various grantee roles that are available in EHB. (Melissa)?

(Melissa Reyes): Yes, thank you, Chris. I'm going to go over a few different roles. The first set of roles I'm going to go over are the organization roles. These are the roles that you would choose that would be applicable to your role within your actual organization.

The first role is authorizing official. This is the person that's authorized to act for the applicant to assume obligations imposed by the federal law regulations, requirements, and conditions that apply to grant applications or grant awards.

If you are the designated authorizing official during the registration process you should choose that role. For any of these roles you can change it through your profile as well.

The business official, this is the person that's authorized to review and submit the financial - federal financial submit and to interact with the Payment Management System. If you're the business official you would choose that role.

Other, this is someone other than the authorizing official or business official. It might be someone who just wants to register an EHBs, for example, sometimes project directors, they may not be the authorizing official or business official and they would choose other, just someone that might be

working on various reports or submissions. They might not be authorizing or business official so they would choose other.

As I mentioned, you can choose this when registering your account to an organization in EHBs or if you already have an EHBs account generally when you're logged in in the upper right-hand corner you see your username and there's a dropdown list that would take you to your profile and you should be able to update your role from there.

Also, what might be easier is you could go to the organization folder - the organization tab, the organization folder link, and you can update your role there.

The next set of roles I'm going to go over are your grant roles. The first role is the project director. This is the person who's name is going to appear on the notice of award.

By default, when the project director adds the grant to their portfolio as the project director they'll automatically have all the non-financial report privileges and the project director's also responsible for granting non-financial report privileges to other users in the organization.

The financial reporting administrator, this is the person that's responsible for approving and submitting the federal financial report in the EHBs. Now, typically the FRA, the Financial Reporting Administrator, should have either the business official or the authorizing official organization role.

When adding the grant to the portfolio as the FRA, you would need the account ID and the PIN from the Payment Management System.

Now, once the FRA adds the grant to their portfolio they're automatically given financial report privileges and they're also responsible for granting financial report privileges to other staff.

One thing I wanted to mention if someone - in order to work on the FFR an FRA has to be registered to the organization and have the grant added to their portfolio.

Likewise, if the project director needed financial report privileges they need to request access from the FRA. If the FRA wanted privileges to work on other submissions that are non-financial reports they would need to request access from the project director.

Now the other role - these are other individuals that are not the FRA or the project director. They are either going to be working on non-financial or financial reports, you know, doing data entry and (unintelligible) information.

If they're working on non-financial reports they would need to request access from the project director. If they're going to work on financial reports they should request access from the FRA.

Now I'm going to go ahead and go over some help resources. The information I went over is actually in the EHB's help. The EHB's website is <https://Grants.HRSA.gov/webexternal/login.asp>. Now once you're logged in in the upper right-hand corner you'll see an icon - a tab for support and there's a drop down to the EHB's help.

Also if you look in the bottom right-hand corner there's a question mark icon, that would also lead you to the help. But the help has frequently asked questions. It goes over your registration and user account roles, prior approval

request, EDM submissions, etc. So I would encourage you all to get familiar with the help.

There's also YouTube, [www.YouTube.com](http://www.YouTube.com), and you could type in HRSA Tube or electronic handbooks for useful videos. And last but not least is the HRSA website. And if you're following along with the slides the help resources slide website is actually listed, [www.HRSA.gov/grnts/manage.index.html](http://www.HRSA.gov/grnts/manage.index.html).

This has a lot of useful information. There's going to be transcripts from previous calls such as this that we have done, award management tutorial, information - you know, the FFR click guide, etc. So I would encourage everyone to get familiar with that webpage as well. Chris?

Chris Suzich: Thank you, (Melissa). At this time, Operator, could you please give the callback information that you had mentioned earlier? This is - any of our listeners, this is for any of our colleagues or if you'd like to dial in after today and listen to a recording of the call. And I think that's available for the next 60 days, correct, Operator?

Coordinator: That is correct. It would be available until July 21 at the end of the day that day. The phone number is - the toll free number is 866-419-5469 and the toll number is 203-369-0769. And again, that is available until the end of the day, July 21, 2014.

Chris Suzich: thank you, Operator. Rear Admiral, would you like to add anything before we open it up for questions?

Kerry Nessler: I don't think so. Job well done. Why don't we open it up and see where - what people are thinking and the questions they have. Thank you, Chris.

Chris Suzich: Operator, could you give the instructions for anyone that would like to ask a question, please?

Coordinator: Absolutely. Now we will begin the question-and-answer session. To ask a question please press star-1, unmute your phone, and record your name clearly. If you need to withdraw your question press star-2.

Again, to ask a question please press star-1. It will take a few moments for the first questions to come through.

Alexis Beyer: Hi, Chris, this is actually Alexis. I just received an email from a grantee with a question.

Chris Suzich: Okay.

Alexis Beyer: They're asking in regarding to the advanced questions that you have on the slide, the one that asked about the maximum amount allowed for each grantee to reappropriation without getting HRSA approval. And the answer was 25%.

This grantee wanted to know does it matter if the funds come from personnel or contractual objects - object categories? They said some grants restrict any movements in either of these categories without approval.

(Darin): Basically if they are looking to make a move or a change - if they're looking to do a change with personnel, if the change is over 25 - if it's under 25% they could do that without approval from the awarding agency. Does that answer the question?

Alexis Beyer: I believe it does. Well, that - so personnel and is it the same for contractual object?

(Darin): Any line item, any of the approved line items that are on the notice of award that you were approved for. If you are looking to create a revised budget whereas you are creating another line item where you did not originally have funds approved for then you definitely - whether or not it's 25% - less than 25%, you would then have to come in for a - what's called a prior approval date because that was not an approved activity or line item.

But if you have any line item that you're trying to do any type of redirection, as long as it's under the 25% of the total award you're fine.

Alexis Beyer: Okay, great, thank you very much.

Chris Suzich: Thank you, (Darin) and Alexis.

Coordinator: At this time there are no questions on the phone line.

Chris Suzich: Okay, can you repeat the instructions for asking a question, Operator?

Coordinator: Absolutely, to ask a question please press star-1, unmute your phone, and record your name. If you need to withdraw your question please press star-2. Again, to ask a question, please press star-1.

And it looks like we have one question, looks like the question comes from (Linda Norsy). (Linda), your line is open.

(Linda Norsy): Thank you,. I just wanted to clarify, I wasn't quite clear in regards to the sub accounting document. I have a grant with the (unintelligible) centers, which is

a - we're, you know, having the funding and I'm not clear about the sub accounting document. Can you - can you, like, go through that again?

(Darin): Basically, can you hear me?

(Linda Norsy): Yes.

(Darin): Okay, basically with sub accounting, sub accounting is where we - HRSA or any awarding agency would put the money into what's called a sub accounted document.

Then once the money - once the funds are awarded in a sub accounted document, what it is you as a grantee as well as HRSA would be able to see our particular award in the Division of Payment Management System in a (unintelligible) account.

There are pooled accounts and there are general accounts. So if we put you in a sub account that means we will put you in an account whereas we can see your particular HRSA award and whenever you as a grantee would go to draw funds you would have to provide a sub account code.

And the sub account code would be on your notice of award. Then Payment Management System would go in and apply those particular drawdown charges to the HRSA award.

(Linda Norsy): Okay.

(Darin): Okay? And so we've - if you have a Bureau of Primary Healthcare award, if you are a new recipient in FY 14, if it's for a new award, your funds were placed in a sub account.

We have not touched any of the non-competing continuation for the Bureau of Primary Healthcare as of yet. But if you received a new or a competing continuation for the Bureau of Primary Healthcare, the community health center program, your funds were placed in a sub account.

And you would see this particular sub account on the notice of award. I don't have an NOA in front of me right now but it would be sort of at the bottom in box - one of those keys, I can't remember, I'm sorry.

(Linda Norsy): But when you are now going to - okay, we're at the end of our cycle and we're going to be going for a service area competition and so it would be a new cycle. Would that be applicable then with the sub account in the new cycle?

(Darin): In the new cycle, yes, it would be.

(Linda Norsy): Okay. So it's more or less a check and balance to compare how much...

(Darin): It's a check and balance and it's also to beef up what's greatly encouraged at HHS in terms of program integrity whereas we will be able to - each - HHS will be able to monitor or work with their grantees better in terms of monitoring their federal funds.

(Linda Norsy): So more or less when we do drawdowns through the PMS it should match with what we're seeing...

(Darin): It will definitely match, yes.

(Linda Norsy): Okay, that's more or less to monitor it much more effectively.

(Darin): It's a win-win for the grantee as well as the awarding agency.

(Linda Norsy): So then the financial - the other report, other than the FFR, the one that we go through, the quarterly report, in terms of the financial cash transaction report, so that should pretty much match, right, when you do the (unintelligible)?

(Darin): If it doesn't match, there's a problem. The sub accounting is designed for...

(Linda Norsy): So every quarterly that we do this - this is done by our financial administrator then that would match every quarter at the drawdown based upon - that drawdown and the financial cash transaction report, correct?

(Darin): Yes.

(Linda Norsy): Okay, thank you. I do have one more question if nobody has any other question. Again, we're going for a service area competition grant and I was wondering if the guidelines are out yet for the service area competition, the latest version for the (unintelligible) centers?

(Darin): I don't have anything on that. You may have to check with the Bureau of Primary - you may have to check the HRSA website and go specially to the Bureau of Primary Healthcare's site to see if any updated information has been placed.

(Linda Norsy): Okay, thank you.

(Darin): You're welcome.

Coordinator: There are currently no other questions on the phone line. Just as a reminder, if you would like to ask a question please press star-1.

Alexis Beyer: Hi, this is Alexis again. I have another grantee who's just emailed with a question. So they've asked on the various - this is the question regarding to various roles assigned to grantees that we discussed earlier.

So for this organization there's multiple - they have multiple HRSA grants and they're wanting to know do they separate their roles, i.e. authorizing official and business official? Or do they use the same one for the entire organization?

(Melissa Reyes): Yes, it would be - you know, just as long as the grants are, you know, within that same organization, the organization would apply to all of them. The organization role, authorizing official, business official, or other - if they have different roles, you know, within the grant, if they're the project director on one grant but not the other they might have different grant roles.

Alexis Beyer: Okay, so basically as long as their role is the same for each grant their role would be listed as the...

(Melissa Reyes): Right, if they're the authorizing official, they're the authorizing official for the organization. The same for the business official.

Alexis Beyer: Great, thank you.

(Melissa Reyes): Yes.

Chris Suzich: Along that line, in the - the person didn't have this question but for others that might be interested, one person, one individual in any organization can have

multiple grant roles, at least in terms of EHB. So one person could serve as the business official in addition to any of the other roles that (Melissa) mentioned. Correct me if I'm wrong there, (Melissa)?

(Melissa Reyes): Well, the business official could also serve as the project director or the financial reporting administrator. You know, the grant role is a bit different from the organization role. You can have one organization role and one grant role.

Chris Suzich: Okay. Thank you. I know it's confusing. It's confusing for me so thank you, (Melissa).

(Melissa Reyes): Sure.

Coordinator: And there is a question on the phone line from (Maxine). (Maxine), your line is open.

Woman: Actually, we're in a group call so this is coming from (Francis) (unintelligible) from the (CMNI).

Chris Suzich: Okay, go ahead.

Woman: Okay, when I reviewed the HRSA grant notice of awards the first digit number on the award number seems to be changing from the - say, 1547 and so forth. Is there a significant on this number that we should know about?

(Darin): Yes, I'll take this one. When you receive a one that means - that is a Type 1, that is the Type 1, the first award in the competition. If you receive a Type 2 award, that means it's a competing continuation.

And if the number begins with a 3 that is a competing supplement. If your award starts with a 4 or the digit 4, that means there's been some change to the project or budget period, either with or without funds.

And the 5 in front of your serial number would reference a non-competing continuation. A 6 would be any type of administrative action. It could be monetary or non-monetary. And a 7 would mean that it's a change of grantee.

Woman: Can I ask?

Woman: Yes.

Woman: Thank you so much, that really clears up those numbers.

(Darin): Okay.

Alexis Beyer: Hi, this is Alexis again if there aren't questions. The grantee that asked the previous question had a follow up. I'm not quite sure that I understand this so I've asked them to clarify if possible but you might know being grants management.

He asked if the - he said the arrangement as far as separating the roles is somewhat delaying their process of their work in EHB. And wanted to know if it could be modified to support timely actions.

Chris Suzich: Okay, thanks, Alexis.

Alexis Beyer: You're welcome.

Chris Suzich: (Melissa), does that sound like a previous request that you've gotten around roles or is that something that we should talk specifically to the grantee about?

(Melissa Reyes): We should probably speak with the grantee specifically.

Alexis Beyer: Okay, great. Well, I will put you in touch with that grantee then.

(Melissa Reyes): Okay, thank you.

Alexis Beyer: Thank you.

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

Chris Suzich: Do you want to go ahead and give the instructions one more time, Operator?  
We'll see if anybody...

Coordinator: Absolutely. If you would like to ask a question please press star-1, record your name. If you need to withdraw your question, press star-2. Again, to ask a question press star-1.

Chris Suzich: Alexis, do you have anything else that came your way?

Alexis Beyer: I do not, Chris, thank you.

Chris Suzich: Okay.

Coordinator: And actually we did just get one question. The question comes from (Josephine). (Josephine), your line is open.

(Josephine): Hi, yes, ma'am. I just wanted to find out on the FFR, is there a month or a year due date on that? Or is it when we apply for the grant - yes?

(Darin): The FFRs are due 90 days after the budget period ends.

(Josephine): Ninety-days after?

(Darin): The budget period ends.

(Josephine): Okay. Thank you.

(Darin): You're welcome.

Chris Suzich: And you should see the place in EHB that you can click on to submit those. So there should be a task already set up for you, caller.

(Josephine): Thank you.

Alexis Beyer: Sorry, this is Alexis one more time. Do you know - I have a grantee asking if you know how to ask a question over Skype? So I guess they've Skype'd in.

Chris Suzich: I..

Alexis Beyer: Have you had callers do that before?

Chris Suzich: That one is for the Operator. Operator, can you help there?

Coordinator: Do they have the option of - I would - I haven't had it happen before. But by - I mean I don't know if they can dial star-1 within Skype.

Alexis Beyer: Okay, and that's what - I've sent an email back asking if they had a keypad if they could dial star-1. So maybe if we just wait another minute or so and see if they are able to. And if not then I will put them in contact with grants.

Chris Suzich: That would be fine, Alexis.

Alexis Beyer: Thank you.

Chris Suzich: We'll go ahead and wait a little bit to see if anybody has any questions for us.

Alexis Beyer: Great, thank you.

Chris Suzich: Anything in the queue, Operator, in terms of a question?

Coordinator: Not yet.

Chris Suzich: Okay, Rear Admiral Nessler, did you want to say a few words in closing?

Kerry Nessler: Well, again, I want to thank you, Chris, and (Darin), and (Melissa), and of course the rest of your OFAM staff for sharing this expertise and for providing your technical assistance to the Pacific population to our grantees this evening.

I know this is a late evening for you all and I really do appreciate you taking the time out of your busy schedules to do this in your evening hours. I know the grantees are very appreciative of you all.

I'd like to thank (unintelligible). I think we have some (unintelligible) folks on the phone and all of our project officers and program managers from across

HRSA Region 9 in San Francisco, CDC, and SAMHSA for helping make this call a real success.

I also tip my hat to Lieutenant Commander (Alexis Beyer) on my staff for helping coordinate this and organizing a lot of questions this evening too, thanks, Alexis.

And last but of course not least, I want to thank each and every one of you, our grantees, for participating on this call. I know some of you - it's very early in the morning for you and it's amazing how you all can step forward and start talking about EHBs and all these great terms at 7:00 in the morning. So good for you. We're really here to help better serve you.

Again, our next call will be scheduled for August but we really do want to hear from you. It was great, we got some questions before the call this time so we can prepare those answers ahead of time.

So think about if you have questions or topics that you want to share in the August call. It really helps us, you know, gear these calls to make it viable for you and really relevant for you in the issues that you're having at the time.

So please, again, email us with any questions. It was great that some folks did that for this call and we really appreciate that.

So if you do have topics, email those to (Alexis Buyer) and she's at A-B-E-Y-E-R for (Alexis Beyer) - A-B-E-Y-E-R at HRSA.gov, H-R-S-A dot gov.

Again, thank you all for your work to improve the health of the Pacific Islanders and we're here to serve you so please feel free to reach out at any time. Thanks, Chris.

Chris Suzich: Thank you, Kerry. Last call to the Operator, do we have any questions in the queue, Operator?

Coordinator: There are not any questions in the queue.

Chris Suzich: Okay, well, I want to thank everybody too for joining us tonight and, again, feel free to send me your questions in accordance with what the Rear Admiral said. Thank you everybody. Could all the speakers stay on the call for post conference, please?

Coordinator: Thank you. That concludes today's call. You may disconnect at this time.

END