

NWX-HRSA OA (US)

Moderator: Chris Suzich
March 6, 2013
8:00 am CT

Coordinator: Welcome and thank you for standing by. At this time all participants have been placed on a listen-only mode until today's question-and-answer session.

This call is being recorded. If anyone does have any objections you may disconnect at this time.

I'd now like to turn the call over to Chris Suzich. You may begin.

Chris Suzich: Thank you (Cathy). Good morning everybody and thanks for joining today. This is the HRSA conference call that we advertised last week. And we're for coming to you from the suburbs of Washington, D.C., which is snowy on this Wednesday morning.

I just wanted to say a few things and then if you've been on these calls previously you know the agenda and we will follow that same agenda.

We'll go through and talk a little bit about EHB try to highlight some of the points around EHB that are new that you might not be aware of.

And then the primary focus of the call is to take questions from you that you might have that you haven't been able to get an answer to or that have come up recently and you're maybe have a question in your mind or maybe you reached out to the HRSA Contact Center but you need some clarification.

So we have some subject matter experts on the call this morning and we will do our best to answer your questions.

If we can't answer your questions we will take your personal information and do some research and get back to you.

So myself and my colleagues will be speaking for the next 15 or so minutes. And then we'll turn it over to you so you can ask your questions.

(Cathy) will walk us through the procedure so that everybody can ask a question.

All right as I said the main purpose is to talk a little bit about EHB. Please just a housekeeping note keep paper and pen or pencil handy. You might want to jot down some notes about what you hear over the next 10 or 15 minutes regarding EHB.

We'll be providing some information and some phone numbers that might be useful for you.

If and when you do ask a question when we're through talking here if you do pose a question we ask that you provide your grant number right off the bat so that perhaps while you're asking your question we can pull up your grant in EHB and do a little bit of research right away. So have your grant number handy please.

I also did want to mention I know a lot of you probably have questions about the sequestration and email that went out earlier this week to a lot of you regarding the sequester. I would ask for your indulgence this just happened on Friday I'm sure as most of you know.

So HRSA is -- I can assure you actively doing everything that we can to study this issue and doing an analysis to make sure that we do our best to implement the sequestration the way that Congress has wanted us to but at this time I don't have any hard numbers or really facts around how your particular grant is going to be affected.

Of course, if you have a question we'll be happy to do our best to answer it but I did want to let you know that well we're in the middle of analyzing the sequestration and the impacts on HRSA and on our grantee community right now.

And the official document, of course, as you already know is the Notice of Award. There is no reduction in your grants until you get that Notice of Award that is the official documentation.

I'm looking at my notes here and I'm move off the sequestration subject in a minute.

But let me just say at this time just to reiterate we don't know which programs and grants will be impacted and how much. We are working with OMB and the department to ascertain the budget amounts.

And then HRSA all of us here will be working to determine the appropriate individual award amounts that might be affected.

Of course, our goal is to minimize the negative impact of the sequester on you our grantee community and our beneficiaries while working within the budget parameters established by the Congress and the President.

So I hope the -- I know the sequester is of concern to you but as I said there's limited information that I have to share about it.

I hope that we can provide more information at a later date. In the meantime we're happy to answer any EHB questions, of course, the original and intent of this call.

If you're new to EHB and to HRSA grant community I just want to provide the HRSA Contact Center toll free number if you have a pencil and paper and you want to jot it down.

Of course, it's also available on our Website and that number is 877-464-4772 and that's the HRSA Contact Center.

You can call them, of course, and ask your question and if they're not able to answer it they will escalate that issue and get back to you.

They also have an email address which is popular also and that email address is callcenter@hrsa.gov. That's callcenter@hrsa.gov.

Now there is a distinct I'm sure that most of you know EHB you don't log into EHB to draw down your funds. You log into the Payment Management System what we call PMS to draw down your funds.

If you have a question that is specific to how you want to draw down your funds or you're having a problem drawing down your funds the PMS the Payment Management System has a separate Help Desk and I'm going to provide you with that phone number.

This is for specific draw down issues that you might be having. The PMS Help Desk number is 877-614-5533. That's 877-614-5533.

And if you do use -- the take advantage of the email for the Call Center I would also mention that providing your grant number or any sort of tracking number that you might have would be helpful in terms of a speedy resolution.

All right. Next on the agenda I'm going to turn it over to (Melissa) and she's going to talk a little bit about the FFR. The FFR, of course, is the SF-425 and that is a form that most of you grantees fill out on an annual basis.

And it can be a somewhat complicated form but we're here to assist you and help you as you fill that out. We know that there are questions that come up from time to time about what to put in certain blocks.

And a lot of those questions can be directed to your Grants Management Specialist.

Let me turn it over to (Melissa) to talk a little bit more about that, (Melissa).

(Melissa): Thank you Chris. The FFR the Federal Financial Report or the SF-425 through HRSA it's the (unintelligible) on an annual basis and, you know, the deadline are usually either going to be January 30th, April 30th, July 30th, or October 30th just depending your grant and your budget period or whatnot.

So the FFR is submitted through the EHB when they hang out point out for the FFR submission that is done through the EHB. The person that would automatically have the access to the FFRs is the Financial Reporting Administrator.

This is the person responsible for approving submitting the FFR through the EHBs. In the way to the financial reporting administrator would get access when they add a grant to the portfolio they have (unintelligible) the account (unintelligible) sent to pay them the system.

Please note the financial reporting Administrators also responsible for giving privileges to other (unintelligible). I guess, you know, another important point to note is that the FFR's submission through the EHB just don't compute that with the quarterly submission center does through the PMS or the federal (unintelligible) action report.

(Unintelligible) Chris.

Chris Suzich: Thank you (Melissa).

Can I ask if (Helen) is one of our speakers today on the call. (Helen) are you on the call?

(Helen): Yes I'm here.

Chris Suzich: (Unintelligible) (Helen).

(Helen): Yes I'm here.

Chris Suzich: Thank you. At this time I'm going to point and turn it over to (Helen). She's going to talk a little bit about the roles, of course, you know Project Officers play an important role in your HRSA grant along with Grants Management Specialists they also play a critical role in administering your grants all of our grants here at HRSA.

There are distinctions, of course, and differences to what each of those individuals do for your HRSA grant and (Helen)'s going to talk a little about those distinctions between the Project Officers and the Grants Management Specialists.

So (Helen) please take it away.

(Helen): Thanks Chris. The (unintelligible) officers and the Grants Management Specialist has different and distinct roles however they work very closely in the administration of your HRSA grant.

The Project Officer is the counterpart of the Grantee Program Director. They work very closely in any technical and problematic aspects of your grant.

For example, if you have a condition on your award or problematic reporting requirement you would contact your Project Officer if you needed information about what to submit in response to that reporting requirement or condition of award.

The Grants Management Specialist would be the one to contact if you had questions about budgetary items such as what is allowable or unallowable.

If you get a condition on your award it's a 30-day condition to respond to the revised budget. You'd contact your Grants Management Specialist in that case.

Now the Grants Management Specialist as stated earlier could help you with your annual federal reporting requirements. They can't tell you what numbers to put in the categories that they may help people to help you decide where to put those numbers on the annual federal financial report.

And also as stated previously, if you have questions regarding your quarterly reporting to the Payment Management System the Grants Management neither the Grants Management Specialist nor the Project Officer can help you with that you would have to contact the Payment Management System representative that you are in contact with regarding your quarterly reporting.

There's a lot of information out on the payment management Website also about who to contact and for different issues.

Now as I said the Project Officer or the Grants Management Specialist work closely together so when you submit prior approval request or submission to conditions both the Project Officer and the Grants Management Specialist will work together to review and determine whether the submission is proper or whether you submitted enough information to that condition or reporting requirement or some sort of report that you might have to submit in regard to a (unintelligible) on the award.

It's not just a one-sided situation they work very closely together. I would suggest that you if you have a question about (maybe you should) contact at the start with my Grants Management Specialist and they will be able to

determine whether you should be speaking to them or whether you need to contact the Project Officer or the Payment Management System agent.

So of that a distinguishing item between the Project Officers and the Grants Management Specialist they said if you have any further questions about whom you should contact start with the Grants Management Specialist.

Thank you.

Chris Suzich: Thank you (Helen). And I apologize if you did mention it already but both the Project Officer and the Grants Management Specialist are their contact information is located on your Notice of Award.

(Helen): That's correct I failed to mention that. You'll find it on the last page of your Notice of Award.

Chris Suzich: Thank you again (Helen).

At this time I'd like to turn it over to my colleague (Darren). He's going to probably provide a little bit of information about SAM.gov.

SAM.gov is somewhat new. You are probably as grantees familiar with CCR.gov. CCR.gov has been replaced by SAM.gov and along with well you may have noticed is an increasing emphasis on DUNS number.

You need your DUNS number when you apply for a HRSA grant through HRSAgrants.gov. (Darren)'s going to give us some more information about that (Darren).

(Darren): Good morning. And first of all I'd like to say thank you for joining us on this call this morning.

And before we get into the discussion for the benefit of those who may be new to the HRSA award process, first let's start off by saying SAM.gov SAM's for the Systems For Award Management and they have cited www.sam.gov.

And CCR which was the Central Clearinghouse Registry has been replaced by SAM.gov and so in order for you to submit an application for HRSA funding, you have to ensure that your SAM registration is up to date.

That also means that you have to make sure that your DUNS number has been verified and up to date and that number has to be updated on a yearly basis.

The Project Director could be responsible for the maintenance updating of that and he or she could provide a backup for another person who has EHB access to do it as well.

User accounts are disabled after a hundred it turns out EHB are user accounts are disabled at the 180 days and the grantee must contact the HRSA Contact Center they have their accounts re-enabled.

In terms of the DUNS number and the (unintelligible) validation as I said earlier it has to be updated on a yearly basis.

Even if you're coming in to do a non-competing continuation progress report or if there are some changes with your DUNS number, you have to ensure that any changes made you have you as the grantee or the awardee have to have

maybe update in the in SAM.gov so that the electronic handbooks can validate the change.

If there's a change in your DUNS number once you change it in the in SAM.gov and we are contacted or you contact or notify your Grants Management Specialist we will then make the change and you will receive a new Notice of Award with the new or the corrected DUNS number on the award.

So the point to take away from this is remembering to validate or update your DUNS information on a yearly basis in SAM.gov.

We at HRSA we cannot do the update for you in SAM you as the grantee would have to handle that on your own. We will then validate and then send you confirmation that our system at HRSA has been updated and if there are any changes in PMS we will ensure that the DUNS number and PMS is updated as well.

So if you have any questions please this is one of those questions that would be referred to the Grants Management Specialist.

Thank you, Chris.

Chris Suzich: Thank you (Darren), that's some valuable information.

At this time I'd like to turn it back over to (Melissa) she's going to review the prior approval functionality in EHB.

As you probably already know as we've as I've alluded to before pretty much all of your grantees administration is done through EHBs and that includes

submitting the FFR the SF-425 along with submitting any prior approval type requests that you have.

So (Melissa) can you take us through that?

(Melissa): Sure thank you, Chris.

A couple of things I'd like to point out about the prior approval. It kind of works the same for submission and the EHB need prior approve credit create a prior approval, work on a prior approve parts and that the prior approval.

You would get the prior approval privileges from your Project Director. Now navigational instruction to do a prior approval you would log-in to your EHB and click off the grants tab.

And then you're going to see the grant link and so you click on the grant folder link from (unintelligible) from which you would like to request prior approval.

And then on the next screen you're going to see a link to request the prior. So when you actually request it you'll have to, you know, check off an acknowledgement statement.

But the items that you can request prior approval on or administrative settlements approval to draw the funds carryover of unobligated balances which I'm going to touch on.

Extension of the grant with fund extension of the grant without funds. One thing I'd like to point out about extension with or without funds this is for extension of the grants. When you see that sometime grantee well request

extension for reports over submission in an EHB generally for reports are submission in the EHB you'll see a request extension link for (unintelligible).

Also you can do a prior approval for our Project Director change, re-budgeting and other such as need change (unintelligible) construction.

One thing I'm going to point out about carryovers when you do the FFR if you have an unobligated balance you know that since I'm going to ask you a question if you want to carryover.

If you do respond (if) just note the FFR has to be submitted first before you can even do the prior approval for the carryover. When you do the carryover the carryover amount needs to match the FFR amount and it should not have any special characters, commas, dollar signs since or otherwise the system will (unintelligible) (error).

So right now what I'm actually going to do I'm going to move one for prior approvals and go over some resources where you can find some help regarding EHB.

The first I'd like to point out if you go it's called HRSAtube. If you go to YouTube.com you can just type the HRSAtube and it's once there you actually see a link to browse various videos there's like I think (unintelligible) for HRSA.

But another thing is to do there's actually some EHB video as well on YouTube. If you type in electronic handbook it'll bring up some videos as well.

Another place where you could find some help is the HRSA Website www.hrsa.gov. There's a link for grants and this manager grants that Website is www.hrsa.gov/grant/manage if you able to type the url.

But this is where you'll find a link to either the different calls that we do grants management technical assistance any PowerPoint (unintelligible) the federal financial reports like reference guide some overview etcetera.

The last place I'd like to point out for resources is actually your EHB log. If you go to the EHB's Website at the log-in page you'll see in sort of the bottom right there's actually a help link or an upper right corner if you click on support there's actually a drop down it will have EHB's help.

EHB's Website for those that don't already have it, it's <https://grants.hrsa.gov/webextern/login.asp>. Chris.

Chris Suzich: Thank you for that information (Melissa).

There's a lot of good information on as (Melissa) indicated on the EHB's website itself under the training tab. A lot of videos have been posted over the past few months to assist people with different functionality in EHB.

So you don't have to necessarily spend a lot of time reading a manual or a user guide you can watch a video that will step you through a lot of the functions in EHB.

Is our colleague (Kelly) on the call?

Okay. I think that concludes most of what we wanted to talk to you about. We're about to open it up to questions-and-answers.

Let me just ask one more time if any of my colleagues on the phone, you can tell we're disbursed in different locations, if any of my colleagues have anything else they'd like to add to the participants before we open it up to questions?

(Darren): Chris I'll just say a little bit, this is (Darren), I'll just say a little bit about the SF-428 Property and Equipment Form.

Chris Suzich: Thank you go ahead (Darren).

(Darren): And the little bit I'll say is it's a new form that's been added to the electronic handbook and we the grantees are required to report on the property and equipment that has been purchased on purchased with their federal funds on a periodic basis.

And with this particular form this is another one of those questions where you would work with your Grants Management Specialist in terms of submission, what's supposed to be submitted, what's required to be submitted, and when it's supposed to be submitted.

But it's something new that's in the form at grant closeout time grantees have always had a requirement to report on property and equipment but we now have an approved structure form and the grantees would use that particular form.

So with any questions on that form please contact your HRSA Grants Management Specialist.

Chris Suzich: Thank you (Darren).

Well I hope that you all found at least some of the information that we've been able to provide here helpful and valuable.

At this time I'd like to ask (Cathy) to provide some instructions on how you could ask any questions of us.

Coordinator: Thank you. At this time if you would like to ask a question please press star followed by 1. Please make sure your phone is unmuted and record your name clearly when prompted.

Again that is star 1 to ask a question. If you'd like to withdraw please press star 2.

And one moment please for that first question.

(Chastity O'Neal) your line is open.

(Chastity O'Neal): Oh hi I guess I have a question for you. My grant number which I'm assuming is the opportunity number on my grant application package which would be HRSA-09-163.

And my question is I've had a bit of a challenge as an organization we've had lots of turnover with our CFO and that individual has generally been the person who has been doing the financial reporting administrator role.

And, you know, I've sort of lost track on how to -- how do I go in and update because the folks who are part of this grant besides myself have basically left the organization like three times.

So do you have any advice on how to do that?

Chris Suzich: Are you trying to submit the SF-425 (Chastity)?

(Chastity O'Neal): You know what, I need to -- I can't I'm having a hard time with logging in yes I need to do the SF-425 and I believe I can log into and I know that you guys aren't with PMS but I can log into PMS but she's also the person that's able to draw down the funds and I'm not real sure how to change those contact names.

Chris Suzich: You have a copy of your most recent Notice of Award?

(Chastity O'Neal): Yes we only have one award.

Chris Suzich: Can you read us the grant number from that award?

(Chastity O'Neal): That wasn't the one that I just read to you.

Chris Suzich: And (Melissa) do you recognize that?

(Darren): No that's the HRSA the FOA the Funding Opportunity Announcement.

(Chastity O'Neal): Okay so...what would that number be on that particular form, do you know?

(Darren): Yes what type of grant did you have?

(Chastity O'Neal): It's a HRSA equipment grant.

Chris Suzich: Maybe there's a number at the -- there should be a number at the top of that page that starts out with a letter probably (Chastity).

(Darren): What's the name of your organization?

(Chastity O'Neal): Memorial Hospital.

(Darren): Memorial Hospital?

(Chastity O'Neal): Yes.

(Darren): And what state?

(Chastity O'Neal): Fremont, Ohio.

Chris Suzich: Okay one second we're looking (Chastity).

Are you seeing anything (Darren)?

(Darren): I'm pulling it up now the system's a little and...okay I guess I should have put state because we have several.

(Melissa): Did you say Fremont, Ohio?

(Darren): Yes.

(Melissa): Okay I think I found it.

Chris Suzich: Can you read us the grant number (Melissa)?

(Melissa): Sure C76H(S)15218.

Chris Suzich: So I'm sorry Ms. (O'Neal) maybe you don't have the specific question. Would it better if we reached out to you offline to walk you through what you need to do?

(Chastity O'Neal): That would be great because I'm kind of on a hold because and I think I have items that, you know, I need to submit but I don't -- until I know how to change the contacts for these I can't submit anything.

Chris Suzich: Okay why don't you go ahead and give us your phone number?

(Chastity O'Neal): Sure it's 419-334-6667.

Chris Suzich: Okay somebody will be in touch.

(Chastity O'Neal): Okay thank you.

Coordinator: Our next question comes from (Bethany Debaros) your line is open.

(Bethany Debaros): Hi I have a question I'm not sure which system I should be using for this. I'm not sure if it's through the EHB or the PMS. And the terms of our grant the second term says that HHS or HRSA will pay to the school an amount equal to the school's proportionate share of the principal and interest that's cancelled on any NFLP loan.

And I'm just not sure where we submit the request for repayment to HRSA or HHS.

(Darren): Can you provide your award number please?

(Bethany Debaros): Sure E01HP24659.

(Darren): Okay that's a grant with the Bureau of Health Professions?

(Bethany Debaros): Yes.

(Darren): And this is a Nurse Faculty Loan Program award?

(Bethany Debaros): Yes.

(Darren): And your question is where would you submit your payment match?

(Bethany Debaros): Well yes because second term of the agreement says that HRSA repays the school for their proportionate share but I don't know who to request that. Is it through the EHB or is it through PMS or is it some...

(Darren): It would be through the PMS. That's your PMS draw I believe.

(Bethany Debaros): Okay. So that's -- I should call them then to find out where inside the PMS to do this?

(Darren): Yes have you drawn down any funds on the award?

(Bethany Debaros): Yes but the not any of the additional part for the cancelled stuff. That's mostly for previous awards because students have gone under repayment, you know, for past NFLP awards.

So those have all been drawn down but that wouldn't be...

(Darren): My guess would be the -- can I have your phone number (Bethany)?

(Bethany Debaros): Sure it's 518-608-8358.

(Darren): And the question is where would you request the funds for term two?

(Bethany Debaros): Yes.

(Darren): Okay. I will give you a call back tomorrow.

(Bethany Debaros): Sure thank you.

(Darren): First on my list had this question.

(Bethany Debaros): All right then well thank you so much.

(Darren): Thank you.

Coordinator: Thank you. Our next question comes from (Jaclyn Hammond) your line is open.

(Jaclyn Hammond): Hi just a simple question. I had a few colleagues that could not make this call and I wanted to know if this conference call was going to be recorded and if so where could we access the recording?

Chris Suzich: It is being recorded (Jaclyn) it usually takes a few days to -- the way it works is we record the call and then we are provided with a phone number and then we post that phone number and then for 30 days after the call anybody can dial into it.

It's a toll free number and listen to the call. So we can -- we will make that available that telephone number available on the HRSA Website at if you go to HRSA.gov and then under the grants tab we will provide it there.

(Cathy) did you want to add anything to what I just said?

I'm asking the Operator if she wanted to add anything.

Coordinator: So did you want me to go to the next question?

Chris Suzich: No (Cathy) was there anything you could add I know we're recording the call and then we will be provided with a phone number that people can access to listen to the recording.

Is that correct?

Coordinator: That is correct and you also have a transcription that we're doing, Sir.

Chris Suzich: That's right and we will be posting the transcript (Jaclyn) within the next few days on the HRSA Website. Does that help?

(Jaclyn Hammond): It does thank you so much.

(Darren): And the call we'll also have the same call or tomorrow at one o'clock so if they can join tomorrow they're welcome.

(Jaclyn Hammond): Okay thank you very much.

Coordinator: Thank you. Our next question comes from (Ann Voss) your line is open.

(Ann Voss): Oh hi think you ever so much for this wonderful conference call. I have a list I have a laundry list of questions.

And the first one is I'm in Montana and when you guys were talking about the DUNS number now we -- I don't handle the DUNS number that's handled by a different individual who works within the Department of Public Health and Human Services but I don't have direct contact with him.

So the question is do you stay in contact with that individual when it comes time to update our DUNS number or to re-verify it I kind of lost what you guys said in the call.

(Darren): No it's not that we stay in contact with the individual it's when whoever submits the award for whoever submits either the application or the award for renewal and if there is an issue with the DUNS number then that person should be notified that there are some updates that have to occur.

But we do not contact any individual or organizations to say that your DUNS number needs to be updated in SAM.gov.

(Ann Voss): Okay.

(Darren): That's the responsibility of the grantee or their designee.

(Ann Voss): Okay next, thank you, next question. I logged into EHBs because whenever I log in and this happens every time I receive this warning message my email address and file has not been verified at this time.

I click, you know, the box, I hit continue, it will go away but I can guarantee you I will log back in and I'll get the same message again which is rather frustrating.

So I just want to be sure maybe it's a glitch on my part.

(Darren): And it happens to me and I already have a ticket in with the developers. So why don't I get your number.

(Ann Voss): Okay.

(Darren): And I'll call you back as well to talk about the issue with you. So go with your list but please make sure you give me this -- your contact information.

(Ann Voss): I give that to you now or how do you want to handle it?

(Darren): Yes let's get let's take it now.

(Ann Voss): It's phone number 406-444-4119.

(Darren): Okay now does that happen to you when you're at your place of employment or remote site?

(Ann Voss): Oh I only do this at my place of employment.

(Darren): Okay all right.

(Ann Voss): I remotely. I want my time off.

(Darren): Okay but your next question and I'll get back to you on that.

Chris Suzich: I'm sorry before we move on (Melissa) have you heard of that issue because I'm not familiar with that one?

(Melissa): Yes actually as I mentioned the developer's already working on it. And it was actually reported by the HRSA Contact Center.

Chris Suzich: Thank you for that and go ahead.

(Ann Voss): Okay now I oversee a number of grants. And with that being said and I can give you three different grant numbers that still have an individual listed as being approved to work on the grants that many of them haven't worked here for two or three years.

How -- what is the process to have that person's name go away and I'll give you one example and I'll give you the grant number because I have the role of managing users and one grant is H as in (Henry)56H(Henry)P(Paul)15669.

And what I...

(Melissa): Um.

(Ann Voss): Pardon go ahead.

(Melissa): Yes I was going to step in. I -- whoever had the primary eight (unintelligible) I'm not sure whether that's you or another individual but I can certainly check into that.

(Ann Voss): And will this...

((Crosstalk))

(Melissa): There's a way I'd like to go into the organization tab and management or that way and you can actually remove users from the organization.

(Ann Voss): Remove from the organization. And (Melissa) just FYI you have cut out the entire time you did your presentation.

(Melissa): Oh I'm sorry I didn't realize that. I did hear some static on the line.

(Ann Voss): Yes and...

(Melissa): Oh maybe that's why...

(Ann Voss): And my next one of my questions was everything you said about prior approvals I got like every third word so and I can't listen tomorrow so just FYI.

(Melissa): Okay thank you.

(Ann Voss): Okay so to take out these not take out to remove these individuals who are no longer employed where would I go again into the organization?

(Melissa): Yes there's an organization tab...

(Ann Voss): Right.

(Melissa): ...and you should click on the organization folder link...

(Ann Voss): Yes.

((Crosstalk))

(Melissa): ...and somewhere, you know, in the page there should be a link to managed users.

(Ann Voss): I can register to another organization. Maybe I don't have that role.

(Melissa): Yes you may not and I can certainly call you back and, you know, I can tell you who has that role because of that.

(Ann Voss): Oh that would be wonderful because my supervisor is constantly telling me to eliminate to delete these people...

((Crosstalk))

(Melissa): Okay.

(Ann Voss): ...the answer how. All right that's it for my questions. Thank you.

Coordinator: Thank you. Our next question comes from (Melissa Peterson) your line is open.

(Melissa Peterson): Good morning. I have two questions. (Melissa) was saying when you submit your FFR and there's a little box right down at the bottom left corner asking for carry forward.

From what I understand (Melissa) was saying that when the program was into request a carry forward that that amount has to match what was submitted with the FFR.

Now my question is a lot of times we don't know if we're going to ask for carry forward and if we when we know we're going to ask for carry forward we don't know how much.

And so is it true that we have to know when we submit the FFR how much is going to be requested for carry forward?

(Darren): No you don't have to know at that particular point in time but when you have to submit the FFR the rule is that you have to submit the FFR on time but at a certain time certain you have to be able to come in and then request your carryover amount.

(Melissa Peterson): So if we leave that cell blank in the FFR they can still ask for carry forward in the future?

(Darren): Yes are you -- what type of grant do you have?

(Melissa Peterson): You know, I don't I'm sorry I only have my grant number in front of me it's back at my desk. I'm with the (Minnesota) Department of Health.

(Darren): Okay. Yes you don't have expanded authority. But no the main requirement is that you submit the FFR timely and I think you can note that you will be requesting carryover.

(Melissa Peterson): But you don't have to have your within FFR match what you enter in prior approvals when you ask for carryover. That's the message I got when (Melissa) was talking so maybe I just misinterpreted that.

But...

(Melissa): Maybe less and I apologize. It has to be less than or equal to.

(Melissa Peterson): Less than or equal to?

(Melissa): Right.

(Melissa Peterson): Okay on the FFR it has to be less than or equal to?

(Melissa): No when you do the carryover request in the prior approval it has to be less than or equal to the unobligated balance.

(Melissa Peterson): Oh the okay but not what you put in the cell and the carry forward in the on that kind of handbook in that for the FFR you can leave that blank?

(Melissa): Right.

(Melissa Peterson): Okay. Just want to make sure.

And then my second question is so after I submit the FFR it's been approved and submitted I noticed that when I go back in there's a period of time where you can still edit it and then there's a period of time where it's being reviewed.

And then after that it seems to me that it's locked for editing. So my question is how do we, you know, if after that time and we need to make a change how do we do that because it seems like it's not accessible to us anymore for editing in the electronic handbook.

(Melissa): Yes if you haven't already started a subsequent FFR and the decision has been made, you know, approved by your Grants Management Specialist you can actually go the task tab in the EHB...

(Melissa Peterson): Okay.

(Melissa): ...then there's a link for submission on the left then there's an all tab if you enter your grant number and click on search...

(Melissa Peterson): Okay.

(Melissa): ...it'll bring up your FFR and there it should be a link to revise it.

(Melissa Peterson): So there's it should stay open for revision for indefinitely or how long?

(Melissa): Well I guess it depends, you know, because if you notice on top of your Notice of Award, you know, towards the bottom of the page it has a document number...

(Melissa Peterson): Okay.

(Melissa): ...if it's like the last period of the document yes it should stay open indefinitely...

(Melissa Peterson): Okay.

(Melissa): ...yes.

(Melissa Peterson): Okay thank you that's all I have thanks.

Coordinator: And does that finish your question (Melissa)?

(Melissa Peterson): Yes thank you.

Coordinator: Okay thank you. Our next question comes from (Jason Maguire) your line is open.

(Jason Maguire): Hi thank you for taking this call. I have two questions. On SAM.gov it was mentioned that the EHB was disabled after 180 days and that we need to contact to reactivate it. I was unclear as to what that was about.

(Darren): Okay that starts I apologize for that. Under the SAMS.gov discussion I had sort of segue way into something that more so pretending to EHB.

Your EHB registration information that has to be maintained and if it's not it's disabled after 180 days. That's what I meant by that that was not SAM.gov, I apologize for that.

(Jason Maguire): Okay so I'm still not clear what are we maintain...

(Darren): SAM.gov your DUNS information has to be updated on a yearly basis okay. But your contact information in terms of this electronic handbook if it's unused I believe it has to be it will be deactivated after 180 days your user account in the EHB.

(Jason Maguire): Okay but if we have information in there then it's not going to be disabled right?

(Melissa): Right if you're active in the EHB it's not going to be disabled. It's for periods of inactivity.

(Jason Maguire): Okay got you. All right thank you.

The other question on a prior approval I also have some problems hearing what was being presented and I'm not clear as to what exactly you request prior approval on and the name thought not have those I think (Melissa) you mentioned something about approving for (draw) down on funds and I'm not clear do we need to go into the EHB and do a prior approval before we can go to PMS for...

((Crosstalk))

(Melissa): This is the link for the grantees that maybe on (draw) down re-structure. I'll go ahead and go over the list again for the prior approvals.

You brought up the approval to draw down again that's for draw down restriction.

((Crosstalk))

(Jason Maguire): You're breaking up as it is right now so I don't know if you're on a speakerphone or what but it's every other word is coming through.

(Melissa): Okay I'm sorry.

Chris Suzich: (Darren) I'm sorry it's Chris. (Darren) do you have the prior approval list in front of you?

I know that (Jason) some of the reasons you would want to or need to request prior approvals from EHB are thing like draw down restriction although that's

a limited number of our grantees only have to go into EHB and request the ability to draw down funds from their PMS account.

Again that doesn't apply to most of our grantees. That's one of the reasons you would need to submit a prior approval request.

Another one would be...

(Darren): Budget modification another one would be change of Project Director.

Chris Suzich: (Helen) I bet you also know a few.

(Helen): Right. For an extension of the grant budget period if the grant is in its final budget period of the project period and you will not have a continuing grant, you can go on to request an extension with or without funds.

You can go in and request an administrative supplement -- excuse me...

(Jason Maguire): What is that?

((Crosstalk))

(Helen): ...the Project Director change as already mentioned. As far as going into request a prior approval to draw funds it's only if you have term or condition on your award that says you're on draw down restriction, otherwise, you don't have to go into prior approve to request that.

(Jason Maguire): Okay what is administrative supplement did you say?

(Helen): If you have an emergency situation and you finally get to the end of your grant period and you feel that you don't have enough funds -- excuse me -- enough funds to make it to the end of your budget period some grantees occasionally will request an emergency administrative (sustenance) to get to the end of their grant period.

It's not common it happens often so it's not something we encourage or we expect but it happens occasionally to a grantee...

(Jason Maguire): So if you...

((Crosstalk))

(Helen): ...doesn't have enough money to get to the end of your budget period.

(Jason Maguire): So if you had a grant for X (bellows) and you didn't have that wasn't enough you mean there's a you can request a supplement?

(Helen): You can request it it doesn't mean it will be...

((Crosstalk))

(Jason Maguire): I'm not we're not planning to do...

(Helen): ...yes.

((Crosstalk))

(Jason Maguire): ...I just want to be clear.

(Helen): I mean it's one of the options there...

(Jason Maguire): I see.

(Helen): ...when you go into prior approval there's a list of options for which you can request prior approval. One is carryover, one is draw down if you're on draw down restriction draw down funds from PMS.

If you're on draw down restriction only change in Project Director an extension of the budget and project period with or without funds those are the certain change of change and scope of your project which was already mentioned by (Darren).

(Jason Maguire): Okay...

((Crosstalk))

(Helen): When you go when you go into the prior approval module you'll see a list of options for which you could request a prior approval.

(Jason Maguire): Okay great thank you.

(Darren): Yes and just a point of information the administrative supplement is not always a guarantee it's based on availability of funds and program approval.

(Helen): Exactly.

(Jason Maguire): I don't envision us ever doing that but I was just clear on what it was. Thank you.

Chris Suzich: Any other questions (Jason)?

(Jason Maguire): I don't think so thanks.

Coordinator: Thank you. Our next question comes from (Golda Downer) your line is open.

(Golda Downer): Good morning and thank you so much for a very informative presentation.

(Darren) you talked about the SF-428 form. We typically at end of each of our grant years do keep a log of all the equipment we purchased and have indicated whether they were made here in the US or elsewhere.

I wanted us to get a little bit more clarification. Are you asking us to still keep that form that have made it end of each year or just when you close out the grants because we typically use it to close out the grant but we just kept keeping it just in case.

(Darren): Well first let me say good morning Dr. (Downer). The SF-42 is that same information that you keep on your separate form like I said it's not in this structured format and you would then submit it just as you do with the non-structured or your Excel form.

(Golda Downer): But do you submit it at the end of each grant year only when we close out the programs?

(Darren): I believe it's when we when you close out.

(Golda Downer): Okay very well thank you (Darren) (unintelligible).

(Darren): Bye.

Coordinator: Thank you. Our next question comes from (Sue Ellen Schumacher) your line is open.

(Sue Ellen Schumacher): Hello.

Chris Suzich: Yes go ahead please.

(Sue Ellen Schumacher): Okay so I have a question that has to do with carryover. The grant number are you guys ready?

Chris Suzich: Yes go ahead.

(Sue Ellen Schumacher): Okay it's E11HP19068. And I'm from (Karina) Hospital doing business as (Karina) Saint Joseph Medical Center in Joliet, Illinois.

And hopefully you can bear with me a little bit I'm pretty new to this just taking things over. The question is this is a nurse education practice and retention grant and I guess we're currently in your three as we move from your three your four there's there isn't going to be quite money left over and I know they want to carry it over.

I guess one of the things they were wondering is there a limit on the amount of money they can carry over from year three or four is the first question.

Chris Suzich: The -- I'm sorry the first three digits were E11 correct?

(Sue Ellen Schumacher): D sorry D as in dog.

(Darren): Is well...

Chris Suzich: I'm sorry D11.

(Darren): In terms of is there a limit always remember what's to be noted is carryover is approved at the discretion of the persons reviewing it and it's based on the program budgetary justification.

So unless you were told upfront that you could not carry X amount of dollars over we can't say but it's up to the reviewer to discretion of the HRSA persons reviewing it.

(Sue Ellen Schumacher): Okay.

(Darren): So I can't say whether or not it's a limit or yes.

(Sue Ellen Schumacher): Okay I think that they were you know we're worried because the first three years of the grant are different from the last few years and again I'm sorry I can't give you more information because I'm pretty new.

But I will let them know at their discretion once we were told up front.

The next thing is so one of the ways they want to go ahead and try to take more of this money is they want to make some changes. One of the changes is there's this woman who's on the grant and she's actually I think she's on the grant for point five (FTE) when in reality she's been spending a lot more time on it.

So if we have this unused money we're wondering if we could just up her (FTE). Is that a kind of change that we can make?

(Darren): That's something that you probably should prior to submitting the request you should have a conversation with your program officer...

(Sue Ellen Schumacher): Okay.

(Darren): ...to set a staffing concern.

(Sue Ellen Schumacher): Okay. Well I will go ahead and call in regards to those. This is more a general question that I would like to ask.

As I said I'm pretty new and I was able to get an account, I was able to associate myself with a couple grants that we have this (Karina) (unintelligible) focus on Center on being one.

The other one was a an equipment grant was like helped our facilities and other (unintelligible) mammography equipment. I have the same role with both of these grants it's other comma FRA.

However, when I'm in my (unintelligible) tab I only see like the path that show up with the deadlines or without a deadline they always have (unintelligible) the other ones are associate with the grant we just talked about that D11 grant.

The other grant I have to actually go into the grant folder itself and then click around and that's the only way that I can -- I mean I'm authorized to work on these reports but I can't see what's due.

And again I have the same rules and then when I look into the permissions every single box is checked and those grants and I've called the regular helpline a couple times I haven't gotten this issue resolved and I just I would

really like to because I'd like to -- what I did was I submitted the report as somebody else because I want to make sure it went through but I had to work with this other grant.

I just want everything to show up in my account I guess is what I'm saying.

But is there a way somebody can call me back on that?

(Melissa): Sure what's the other grant number as well?

(Sue Ellen Schumacher): Sure it's C76HS19617.

(Melissa): Okay can we have your number please?

(Sue Ellen Schumacher): Sure it's area code 815-531-2301.

(Melissa): Okay we'll go ahead and call you back on that.

(Sue Ellen Schumacher): All right thank you.

Coordinator: And does that finish your question (Sue Ellen)?

(Sue Ellen Schumacher): Yes it does.

Coordinator: Thank you. Our next question comes from I believe it's (Cheyenne Divarti) your line is open.

(Cheyenne Divarti): Yes hi thank you. Good morning everyone.

I just have a question and about the property and equipment form and I know it is mentioned there is no structured form on EHB that site is that correct?

(Darren): No what we're saying is there is a new form in the EHB for it...

(Cheyenne Divarti): There is okay. So I would really appreciate it if you can walk me through where I can find it because I'm logged in and I don't see it.

(Melissa): Was the requirement on your Notice of Award?

(Cheyenne Divarti): Yes we -- I can give you my grant number if that will help.

(Melissa): Okay.

(Cheyenne Divarti): Yes it's H as in Harry 80 (CS) 24162.

Chris Suzich: HAD C like Charlie F like Frank 24162.

(Cheyenne Divarti): No I'm sorry, I'll say it again. H as in Harry, 80, C as in cat, S as in Sam, 24162.

Chris Suzich: Okay one second please. (Helen) for the HADs the SF-428 I guess is there a requirement for all is that right?

(Helen): Well this sounds like it's probably one of the new access point grants that we did not too long ago. If it had equipment we did put the SF-428 requirement on it.

Chris Suzich: So (Cheyenne) is your question oh your question is where to navigate to it because...

(Cheyenne Divarti): You're right because see I am looking at SF-425 and my understanding is that the property and equipment form submission is mandatory and I'm not able to find that form on electronic handbook Website.

(Melissa): Yes I just checked and it appears you don't have privileges for that form.

(Cheyenne Divarti): Oh okay.

(Melissa): Because the Project Director would actually need to grant you the privileges.

(Cheyenne Divarti): Oh is that right. Okay so what is the form number now again?

(Darren): SF-428.

(Cheyenne Divarti): Okay. All right that answers my question thank you so much.

Coordinator: Thank you. Our next question comes from (Daryl Vehill) your line is open.

(Daryl Vehill): Hello thank you for taking my call. My grant number is H as in hotel 97HA as in alpha 24982.

And I received an email from HRSA on February 20th stating that I have a progress report due in mid-March. And I click on the link and go log into the HRSA handbook site and the only thing that it's showing is a financial report which is not yet due.

I was also asked some time ago by HRSA to update a work plan and submit that and I was told it would be available here as well and it is not.

(Darren): Can you give me your grant number again?

(Daryl Vehill): H97HA24982.

(Melissa): Yes so I'm actually seeing that this is another case where, you know, you don't have the privileges.

When I check it doesn't look like the Project Director has added the grant to her portfolio. So the Project Director for this grant is going to have to add a grant to her portfolio and give you the privileges to work on those reports.

(Daryl Vehill): And as far as I know I'm the only person in our organization that even has an electronic handbook log in. So...

((Crosstalk))

(Melissa): Right so it might be that she actually needs to create an account as well because I don't see her registered to the organization.

(Daryl Vehill): So I should contact (Pamela Belton) and ask her to add this grant to her portfolio is that correct?

(Darren): No (Pamela Belton) is your HRSA Project Officer we're talking about the Project Director at your agency.

(Daryl Vehill): Well that person left us in October so she is no longer employed with us.

Chris Suzich: (Melissa) what name are you seeing as the PD?

(Melissa): (Jennifer Grimes).

(Daryl Vehill): And that's the person who is no longer with us.

(Melissa): Okay so are you going to see the Project Director or just someone else going to be or?

(Daryl Vehill): I am going to be for an interim period of time.

(Melissa): Okay. What I'll do is let me go ahead and get your number and I'll follow up with your grants person and well figure out how to get you some privileges to work on these reports.

(Daryl Vehill): Great thank you. My telephone number is 303-962-5310.

(Melissa): Okay I'll be in touch.

(Daryl Vehill): Thank you.

(Melissa): Thanks.

Coordinator: Thank you. Our next question comes from (Gregory Jones) your line is open.

(Gregory Jones): Good morning and thank you. I have two questions.

The first one being I went to the electronic handbook and I clicked on the tab at tasks and it indicated I had a couple grants late for FLR FFR submission.

And one indicated that it was late by 34 days and the deadline was January 30, 2013. But in the end of the project wasn't until September the 30th of 2013.

And I got a reading saying I was trying to submit FFR before the end of the period but it was indicating on the main tab it was late.

Chris Suzich: Can we have the grant number Mr. (Jones)?

(Gregory Jones): B as in boy 04 M as in Mary C as in Charles 23385.

(Darren): Give me those numbers again, BO4MC...

(Gregory Jones): Correct 23385.

(Darren): Okay, that's a Block Grant?

Man: I wouldn't - (Darren), would that have the annual requirement?

(Darren): No, this grid has a two year project and budget period.

Man: Right. But it's indicated that it's late by 34 days and a due date - the deadline date that's indicated on the page is January 30 of 2013, but the actual period itself doesn't end until September of 2013. And so I'm not understanding why it's being indicated as late for the submission of the FFR.

(Helen): There's always a requirement to submit an FFR each 12 months of the period.
So you...

(Darren): But not with the Block Grant.

(Melissa): Yeah the system...

(Helen): Not on the Block Grant?

(Darren): Not on the Block Grant.

(Melissa): Yes.

(Helen): Oh, okay.

(Melissa): Mr. Jones, just let the system just update the deadline correctly.

(Gregory Jones): Okay.

(Melissa): So we'll have to have our system developers update the deadline for you.

(Gregory Jones): I appreciate it, thank you.

(Melissa): And then we can go ahead and contact you.

(Gregory Jones): 410...

(Melissa): Can I have your number?

(Gregory Jones): 410-767-5126.

(Melissa): Thank you.

(Gregory Jones): The second question is just a general question. (Unintelligible), when I (unintelligible) a grant to my portfolio, am I able to request the access for individuals to work on their grant prior to them going in and requesting access? Or do I have to wait till they go in and request the access, then grant them access to the particular grant? Can it be done beforehand?

(Melissa): Yeah there's usually - I believe there's a link. Well you know you have financial report privileges, so...

(Gregory Jones): Okay.

(Melissa): ...you can grant financial report privileges. I believe there is a link in the EHBs involving access. Let me find the exact...

(Gregory Jones): I know there's something for access privileges, but usually...

(Melissa): Yeah.

(Gregory Jones): ...I get an email that says, "Someone has requested access," and I have to respond to the email. I was asking whether or not - a lot of times I will grant - the email that I need to access a grant to my portfolio, and at that time they want to know if I could - if I have a particular person that I want to work on that grant. Can I grant them access without waiting for a response email initially?

(Melissa): Oh absolutely. If they are registered already to the organization...

(Gregory Jones): Yes.

(Melissa): ...you should be able to search for them and grant the privileges.

(Gregory Jones): I know you (unintelligible) cause anyone could call me back and walk me through how to do that, I would appreciate it.

(Melissa): Sure, sure.

Chris Suzich: Let me just make sure I have your correct phone number, Mr. Jones, 410-767-5126?

(Gregory Jones): That's correct.

Chris Suzich: Okay. (Melissa), if you don't mind. We'll reach back out to you, Mr. Jones.

(Gregory Jones): This sounds good, thank you. That was my last question.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Heidi Ellis). Your line is open.

(Heidi Ellis): Hi thank you. I'd like to make a comment. We have several Block Grants and we are required to report on them annually, and I'm hoping that will help the person that just called because maybe their grant is subjected to annual report as ours are.

But my question is surrounding expanded authorities and carriers. And we're allowed in certain cases to request 25% carryover without a formal request.

And I want to know how you put that language into your SF425 that you'll be requesting the carryover, and that you are going to automatically ask for the 25%. And can you just tell me the rules surrounding the expanded authorities and what you'll expect from us?

Chris Suzich: (Helen) do you want to talk to that?

- (Helen): Well I really don't have any grants on how to expand the authorities, but my understanding is that the grantee can carry over 25% of the unobligated balance risks without requesting a prior approval.
- (Heidi Ellis): Right.
- (Helen): However if you want to request more than 25%, then you do have to come in to the EHB for prior approval of carryover.
- (Heidi Ellis): Okay. Somewhere I read that on Line 12 we would have to put in a comment that we're going to carry over 25%. Do you have a specific way that you would like to - us to notify you of that on Line 12?
- (Helen): I think just - you know just a statement that you're going to carry over 25% of the unobligated balance and probably state what that amount is. And then when the branch management specialist reviews your FFR -- your scheduled financial report -- he or she will see that comment and know that you're going to use that 25% amount to carry over to the next year.
- (Heidi Ellis): Okay.
- Chris Suzich: And (Melissa)...
- (Helen): You won't get a revised notice of award to reflect that.
- (Heidi Ellis): That was going to be my next question.
- (Helen): Yeah I don't know. You won't get a revised notice award from us.

(Heidi Ellis): Okay. So then you will have to know that your total approved budget is going to equal your new authorization plus that carry over of 25%, and...

(Helen): Right.

(Heidi Ellis): ...no way it's not going to reflect that, correct?

(Helen): Right, that's correct.

(Heidi Ellis): Okay.

Chris Suzich: (Melissa) anything you want to add to that?

(Melissa): It was my understanding that if the carrier recession, like when I ask you if you're going to request carryover, there is a question that speaks to expanded authority. I'm not sure of the exact language but I think it just says you're going to carry over prior expanded authority.

(Heidi Ellis): Okay. Okay it sounds simple. Thank you.

Operator: Thank you. Our next question comes from (George Dickten), your line is open.

(George Dickten): Thank you. I have a couple of several - a couple of easy questions. (Darren), you mentioned that we need to update our Dunn's number. Now does that have to be updated if there's been a change or that has to be done on a yearly basis? And if so, what day or what time do we update that? Is it at the end of the budgeting period?

(Darren): I'm sorry. You're on mute - I was on mute. It's from when you had your registration but it's a yearly update that you would handle with SAM -- System for Awards Management.

(George Dickten): All right. So would it be - our project end date is August 31.

(Darren): It may or may not have anything to do with your budget period date with HRSA. It's all when you registered - when your organization rather registered in SAM or got their Dunn's information.

(George Dickten): Okay. I don't believe I've registered yet so I mean...

(Darren): Well if you haven't heard from award you have a Dunn's number, and I would just - you can go to www.sam.gov and look at your information and I believe you'll be able to see when it needs to be updated. A simple validate would be a simple validation at an appropriate time.

(George Dickten): Okay. I'll go to sam.gov then.

(Darren): Okay.

(George Dickten): The next question is, I noticed that recently when we prepared documents for submission, we used a PDF but we were unable to save that form and we have to make a - I guess we have to make a copy and scan it. Is that going to be par for the course now? Is that going to be the usual you know events that - for when we submit PDFs?

(Darren): You're talking about when you submit...

(George Dickten): An actual form, any type form. I noticed we cannot save the form anymore. I remember when I first submitted the HRSA grant two years ago, we used a PDF and we were able to save the information. Back in the fall when I resubmitted our new budget, it said you cannot save the information into the PDF. You had to just make a copy of it.

(Darren): You're talking about your progress report for a renewal continuation?

(George Dickten): No it was a budget...

Chris Suzich: The FF425 sir, is what we call structured NEHBs, so there should be no need to submit a PDF supporting documentation in some cases. It might require a PDF scan and an upload.

(George Dickten): That's what happened with - yeah exactly. That happened with the FFR also, Chris. Okay, I mean that's what we have to do then.

My final question is, when I was preparing to do the FFR, I spoke to someone at HRSA. I obtained permission. I thought it was only for me, but when I opened up my electronic handbook now I see that I have access to numerous grants here at our institution. Obviously I probably should not have and I don't know what happened. So should I simply call HRSA and find out how we can rectify that so that I only have access to the - to our grant?

(Melissa): When you register as the financial reporting administrator...

(George Dickten): Right.

(Melissa): ...you're listed as an FRA for all the grant associated with the organization.

(George Dickten): For the entire organization, not just my grant in other words, (Melissa).

(Melissa): Correct.

(George Dickten): Oh okay, now I understand. Okay that explains it then. Thanks a lot I appreciate it.

Chris Suzich: I'm sorry, sir, can we jump back to that PDF question? I'm not sure that we answered it correctly.

(George Dickten): Apparently like I said when I was attempting to complete the FFR for the January 30 deadline, I stopped putting information into it. I mean ultimately I had our budget office handle it, but when I did it I was not able to save the data -- the PDF.

Chris Suzich: Okay but ultimately your budget office took care of it?

(George Dickten): Took care of it. It's not a problem. It was submitted on time Chris. That's not a problem.

Chris Suzich: Thank you.

(George Dickten): They're very helpful. I appreciate it, thank you.

Operator: Thank you. Our next question comes from (Craig Bogart), your line is open.

(Craig Bogart): Good morning. (Melissa) mentioned a Web site that was not repeated and I was wondering if she or someone else could do that. It was grants.hrsa.gov/something.

(Melissa): Yes that's an EHB's Web site. It's
<http://grant.hrsa.gov/webexternal/login.asp>.

(Craig Bogart): The @ sign at asp?

(Melissa): ...dot asp as in (unintelligible).

Chris Suzich: I think sir, the link for that actual address is on the bottom of the email invitation that you got for this conference call...

(Craig Bogart): Oh, okay, very good.

Chris Suzich: ...if I'm not mistaken. And you might also be able to - (Melissa) can confirm this, but if you go to Google and just type in electronic handbooks or ehbs.com it should come up.

(Craig Bogart): Great, thanks very much.

Chris Suzich: Okay next (Kathy)?

Operator: The next question comes from (Sharon Wolf), your line is open.

(Sharon Wolf): Yes thank you for taking the call. I'm not real familiar with the EHB handbook. But when I go in to do my financial report -- the FFR -- I am looking at an award right now and the one did report it was due as of July 31, 2012 -- my annual report. The status says in progress. Does that mean it's in progress being reviewed by you or have I not done something to submit it?

Chris Suzich: Can we have your award number, (Sharon)?

(Sharon Wolf): Yes it's D as in David, 40, H as in Henry, P as in Paul, 19640.

(Melissa): Is it in your task tab?

(Sharon Wolf): Pardon me?

(Melissa): Can you see it in your task tab?

(Sharon Wolf): Yes it shows a pending task 127 days late. I thought the report had been submitted. But when I just bring up the award it shows the first year has been submitted under status. On the second year it says in progress and it shows a tab under options where I can edit it.

(Melissa): Right. I'm showing that yeah it hasn't been submitted yet, so it's in progress with you, so...

(Sharon Wolf): In progress with me. So I have not submitted it.

(Melissa): Correct.

(Sharon Wolf): Okay so I need to go in and try to do that. I have a problem getting mine submitted for some reason. But like I say I'm not real familiar with - maybe could you call me back tomorrow and have someone help - walk me through with that?

(Melissa): Sure. Can we have your number?

(Sharon Wolf): Yes, it's 479-575-4853.

(Melissa): Okay thank you.

(Sharon Wolf): Thank you.

Operator: Thank you. Our next question comes from (Michael Sanders), your line is open.

(Michael Sanders): Good morning and thank you. I received recently an email - oh let me give you my grant number. It is C as in Charlie, 76, H as in Hank, F as in Frank, 19553.

Recently I received a reminder that my submissions were due and it said March the 28th. When I go into my pending tasks it shows those same grant submissions are due September 28.

So I contacted my program administrator and he said neither date was right. It's actually due November of 2013. I'm trying to figure out which date is correct.

Chris Suzich: One second sir. We're going to bring that up. (Helen) that's an equipment grant, I guess?

(Michael Sanders): No it was a construction grant.

Chris Suzich: So it's a construction grant.

(Melissa): I think what happened, maybe there is a change in your budget period. It looks like the system didn't update the deadline even though it updated their reporting period.

(Michael Sanders): Okay.

(Melissa): And so this is something that actually our developers would have to update on the back end.

(Michael Sanders): Okay. So can you tell what date these submissions are due?

(Melissa): I'm sure the date that the project officer gave you is correct.

(Michael Sanders): Okay.

(Melissa): It's November or September?

(Michael Sanders): Right he - yes he said November, okay.

(Melissa): Okay. So I'll go ahead and I'll get in contact with your program person.

(Michael Sanders): Okay.

(Melissa): And get the correct dates and...

(Michael Sanders): Okay.

(Melissa): ...have the developer make the update that they're not working on it already.

(Michael Sanders): Okay.

(Melissa): Do you have a number where you can be reached at?

(Michael Sanders): It's area code 865-251-3727.

(Melissa): Okay thank you.

(Michael Sanders): Okay and I had one other simple question. I've submitted my FFR and my EHB. Also they require me to submit something in the PMS and they call it an FFR. Are those actually two separate reports?

Chris Suzich: I should have - that's a good question and I should have mentioned that at the beginning of the call and for those still on the call. There is a distinction and it's somewhat confusing.

The SF425 for most of your grants -- although as you've heard not for necessarily all talking about the Block Grants -- the FFR-SF425 submission is done annually in EHBs.

However in PMS you are required to also submit a financial report of sorts known as the federal cash transactions report, and that is done on a quarterly basis. That contains slightly different information, then you submit to HRSA in the EHBs. I'm sorry, did I answer your question?

(Michael Sanders): Yes that answered my question exactly. And - but they don't talk to each other, the two - when I submit one it doesn't have anything to do with when I submit the other.

Chris Suzich: For the most part they don't talk to each other, although people in HRSA are aware of what you're submitting...

(Michael Sanders): Right.

Chris Suzich: ...through PMS, sir.

(Michael Sanders): Okay, okay well thank you very much. You answered all my questions.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Arda Argen), your line is open.

(Arda Argen): Hi yes, my grant's number is H80CF24199 and I actually have a - I have two questions. My first question mirrors what a few people are asking about individuals who have left the organization who still have access to the EHB.

And even though I am an authorizing official with my organization and on the grant, I'm unable to remove other individuals because the individual who left was another authorizing official.

And even though we've gone in and we've updated the permissions to say no access, they still show up as having complete access to everything. And I'm not quite sure how else I would go about to remove that person.

(Melissa): Yeah no organization's tab?

(Arda Argen): I'm in the organization tab and that's where I updated the authorizing official's privilege it's from. I'm in there right now. I did it after you mentioned it to somebody else.

And the entire - everybody that's linked to the organization still doesn't populate into my area even though I'm an authorizing official. I can only see the other authorizing officials and it's only their rules that I can modify.

(Melissa): And so is there... If you're in there and you go to users, do you click on that triangle next to update privileges -- that little arrow?

(Arda Argen): So users it's completely - I can't access the users.

(Melissa): Oh, okay. That may mean that you do not have the primary AO privileges.

(Arda Argen): No but the primary AO privileges has left my organization.

(Melissa): Okay. So are you the only AO left then?

(Arda Argen): We have two AOs.

(Melissa): Okay.

(Arda Argen): Because we have two different grants.

(Melissa): All right. Let me go ahead and - can I get your number?

(Arda Argen): Okay it's 949-270-2132.

(Melissa): Okay. Yeah users with a primary AO privileges, they have the ability to remove users completely from the organization.

(Arda Argen): Okay.

(Melissa): So I'm going to go ahead and check into a couple of things and I'll give you a call back.

(Arda Argen): Okay thank you. And then my second question is, is I have a late task that's pending in my - I have a late item that's pending in my task. I have contacted the helpline and they did inform me that it was an error on HRSA's part that

accidentally my FTCA application was voided on the back end. And they said it was an error and that it should drop off from my profile.

It has not dropped off from my profile and it just shows as continuously being late. And I just don't know if there's something that I can have somebody do on the back end because it's for the 2013 calendar year FTCA application, and obviously that grant cycle is closed. But all - it just shows that there's a late item in my task versus just dropping off completely. And I just don't know how else I can remove it.

Chris Suzich: We're thinking. One minute please.

(Arda Argen): Yeah no problem. (Aaron) I'm not familiar with FTCA frankly.

(Aaron): I was going to ask (Helen) if she had any (unintelligible).

(Helen): Oh that's something that's done with a specific (unintelligible) be your primary healthcare directly?

(Arda Argen): Yes.

(Helen): It's not something that grants management knows about, so it would be best to contact somebody at the bureau.

(Arda Argen): I - okay. So I just contacted the bureau so then the bureau doesn't really know what to do, so I was...

(Helen): Okay.

(Arda Argen): Because they - it's just a - it's an application that you start. It's not required to obviously submit an application.

(Helen): Okay.

(Arda Argen): I started an application and the bureau accidentally voided my application. They can't unvoid it so now it just shows up as a late item in my EHB. I'm just trying to remove it from my EHB at this point, because it just continuously sends me late reminders and it makes everybody in the organization panic. That's, "Oh my gosh something is late."

(Aaron): Yeah and since the bureau accidentally deleted it, maybe we'll have to work with the development team to just move it behind the scenes.

Chris Suzich: (Melissa) when you contact this person later today or tomorrow, maybe you could get that information and you or I could submit it to the (unintelligible) development team.

(Melissa): Yeah and that maybe something that they are already working on and it may just be taking a long time to resolve, so I can certainly check into that.

(Arda Argen): Okay, I'd appreciate that.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Millie Prado), your line is open.

(Millie Prado): Thank you very much and thank you for this informative presentation. My question probably needs to be directed to (Darren). (Darren), we have

recently gone through a name change and we have gone through the various federal, state agencies to correct our name.

We've also gone into SAM and updated our name and I'm just curious the connection or the bridge over to the HRSA EHB, because in SAM and I've got that screen up and it does have our correct name which is Adventist University of Health -- excuse me -- of Health Sciences. And I'm sorry, I failed to give you a grant number and that way you can pull up my profile.

Our current grant is A22HP24516. In the EHB it's showing our organization name as incorrect. It's showing at Adventist Health System Sunbelt doing business as Florida Hospital College. So I'm just wondering how to get that correction made.

(Darren): Unfortunately you are talking to the right person here.

(Millie Prado): Okay.

(Darren): What I need to do is - (Millie) is to call you back. What's your number?

(Millie Prado): It's 407...

(Darren): 407...

(Millie Prado): ...303...

(Darren): ...303...

(Millie Prado): ...7747.

(Darren): Because what you'll have to do is, we'll have to do a name change in the electronic handbooks. We'll also have to - did your EIN change?

(Millie Prado): No it did not.

(Darren): Okay. We have to do a name change in EHB but we also need to make sure that the registration information has been changed in the payment management system. So you will have to submit to HRSA your paperwork with the name change.

(Millie Prado): Okay.

(Darren): Because I think you did something with your Secretary of State.

(Millie Prado): Right, right.

(Darren): Yeah, we would need all of that information at HRSA so we can take care of the information.

(Millie Prado): Wonderful. Okay and let me - (Darren), let me give you my extension because you've got the number to the university. Now I've got - I can give you my direct extension -- it's long. I apologize, it's 1101469.

(Darren): Okay 11046...

(Millie Prado): ...1469. 1101469.

(Darren): Okay. I will give you a call back but basically you can start pulling all of your registration information together, and what you can do is PDF that and you'll send it to be but we'll talk more.

(Millie Prado): Wonderful, thank you so much (Darren). I appreciate it.

(Darren): No problem.

Operator: Thank you. Our next question comes from (Hendrella Green), your line is open.

(Hendrella Green): Good morning. My question is, we have been trying to submit our FFR with the carryover, and it is not - it will not hold the amount in the unobligated field. And also the FFR form is grayed out almost like it's not due yet and it won't allow us to open it up to even complete the R form.

Chris Suzich: Can we have the grant number, please?

(Hendrella Green): I'm sorry. It is H as in Harry, 80 C-S as it Cat and SAM, 00090 D as in Dog, 0.

Chris Suzich: So you're getting a notice that your SF425 is due but you're unable to submit?

(Hendrella Green): Well right. And actually I'm not the one who submit because he's in another meeting, so I'm actually doing this call for him. And he was trying to do the - complete the FFR but it's grayed out and we can't submit. And when we put the dollar amount to be carried over, it won't hold that number. It just flashes that with error messages.

(Melissa): Do you know what error it's giving?

Chris Suzich: And maybe it's a roller privileges issue, (Melissa).

(Melissa): It's three different errors and it's amount to be carried over are required. This amount should be less than or equal to the amount of the specified in the FFR and into a valid amount without cents.

(Darren): Okay that means there's probably some entry issues that are occurring as the person is filling out the form, because each error is by a particular line item.

(Hendrella Green): Uh-huh.

(Darren): So without seeing them or without knowing what you're putting in, that's what the system is basically telling you.

(Melissa): And it sounds like you guys might actually be working on a prior approval. It doesn't look like the FFR has been started yet, so it looks like you're working on a prior approval for the carryover.

(Hendrella Green): Uh-huh.

(Melissa): So yeah, it has to be less than or equal to the unobligated balance on the FFR and it should not have any cents per (unintelligible).

(Hendrella Green): So we don't need to do a prior approval to do a carryover?

(Melissa): No, it sounds like you actually are working on a prior approval, because when I checked the FFR it hasn't been started yet.

(Hendrella Green): Right because it's grayed out.

(Melissa): Yeah. The previous one has been submitted, so you know it sounds like you're doing a prior approval. So for the last FFR that was actually submitted,

you have to well put in the balance of the carryover field that's less than or equal to. It should not have any cents.

(Hendrella Green): Okay I - we didn't put any cents in. And then actually we tried it every which way. We tried it with cents. We tried it without cents and we tried it just putting the dollar sign in. All those dollar sign is already there. We've tried it every which way and it would not. We tried it with the comma, without the comma. It won't take.

(Melissa): Okay. And you're not entering any decimals or anything either, right?

(Hendrella Green): No.

(Melissa): Okay. Can I get your number?

(Hendrella Green): Sure it's 803-531-6903.

(Melissa): Okay. So I can certainly take a look at the system, the errors and I can get in touch with you.

(Hendrella Green): Okay, thank you.

(Melissa): All right thank you.

Operator: Thank you. Our next question comes from (Christie Lamb), your line is open.

(Christie Lamb): Thank you. Good morning everyone.

(Darren): Good morning.

(Christie Lamb): The award number or the grant number I'm calling about is H as in Harry, 97 H as in Henry again, A as in Apple 24990. I recently created an account on hrsa.gov because I need to work on the FFR in a few months. However, when I logged into my account I don't see the grant that I need to work on.

My questions are do I request for access to hrsa.gov. If yes will the system sent an email with instructions on how to approve access to the financial administrator at my organization?

(Melissa): If you need access to the FFR, is that what you're trying to get access to?

(Christie Lamb): Yes that's correct.

(Melissa): Yeah if you add the grant to your portfolio, you know during the process you know it won't - it will tell you that you're not the FRA or what not. But like after you're finished, the FRA will get an email. They can go in and grant you the privileges.

And as the previous caller mentioned, you know she doesn't have to wait for you to request access since you're already registered to the organization. She can give you privileges as well.

(Christie Lamb): Right.

(Melissa): But it's just a matter of preference whether you want to add first in this way or just have her (unintelligible).

(Christie Lamb): I understand that my financial administrator at my organization was having a hard time approving access because no...

(Melissa): And it might actually be easier for you just to go ahead and add the grants, so that way once you receive the - she'll actually see something that you need to be to getting to for the access request.

(Christie Lamb): Right. So she will get...

(Melissa): And her name would be there after you add, otherwise she would just have to search for you once you're in (unintelligible).

(Christie Lamb): Okay. Well I'm getting ready to send an - or sign up. So I'm looking at the system right now and I'm getting ready to request the access to her. However will the system send her an email with the instructions?

(Melissa): Yes she'll get an email.

(Christie Lamb): Okay.

(Melissa): She'll get an email once you complete that. And then once she goes into the EHBs and her task tab on the left, there is actually a link to review request. Your name would appear and then she can just follow the steps to grant you access.

(Christie Lamb): Great thank you.

Operator: Thank you. Our next question comes from (Sheila Dill), your line is open.

(Sheila Dill): Good morning. I do have a couple of questions. We have two grants. One, we're having problems with our project directors. We have two different project directors and there is a request for approval that's pending for the new project, for the newest grant.

And he does not have access so he cannot get into the grant, and we're wondering how long will that take and I don't even see it when I open up grant and go into - users doesn't even show up on the new grant screen. Would you like the grant number?

(Melissa): Please.

(Sheila Dill): It is C as in Charlie, 12 Charlie SAM 25491. We also do not have a financial reporting officer listed. I only see myself and our superintendent who's listed, so we need to get privileges moving on this grant.

(Melissa): As far as the financial reporting administrator goes, that person is going to have to add their grant to the portfolio.

(Sheila Dill): Okay.

(Melissa): But they need the account I.D. and pin from the payment management system.

(Sheila Dill): Okay and how do we get that? That's in the PMS folder?

(Melissa): Aaron, do you know how they would get that information?

(Aaron): Which information is that again?

(Melissa): The account I.D. and pin from the payment management system.

(Aaron): The account - that information was sent to them directly, sent to someone at the agency directly by PMS.

(Sheila Dill): Okay. Well both grants are linked to our organization and it's - when I open one, everybody that's on there should have - we requested the same privileges for the new grant. And then our project director went into a new position. He got a promotion and he's going to be overseeing the project, but he wants the project - a new project director. And...

(Melissa): (Unintelligible) a new project director?

(Sheila Dill): Yes, and so he did go in and got an approval and - request our approval, and I see that in there and it says it's pending. But it's been three weeks and we'll get the new project director the capability of signing into the grant and working alongside me to make sure we have our submissions.

(Helen): Do you submit a prior approval to EHB to change the project director?

(Sheila Dill): Yes. And as I can open it up and it says it's pending and it's been three weeks.

(Melissa): Yeah I think it's pending on your end. But when I checked the system, I didn't see any prior approvals.

(Sheila Dill): I don't see it either.

(Melissa): If you can open it and edit it, that means it just hasn't been submitted on your end. I'd say the prior approval still needs to be submitted to HRSA.

Chris Suzich: So (Sheila), maybe there is another click you have to do just to submit that.

(Sheila Dill): It says it's completed. Let's see here.

- (Melissa): Yeah there should be a general information in the detail section. I mean if that's complete and you know and it looks accurate, you should see a link to submit.
- (Sheila Dill): Save and continue. Add new. It says attach file...
- Chris Suzich: And what screen do you get now then, (Sheila)?
- (Sheila Dill): I am on the request details update -- submission and progress.
- Chris Suzich: And when you hit save and continue, what happened?
- (Sheila Dill): It brought me to this screen. And it - let's see, why don't we do save and continue again.
- Chris Suzich: Do you have a market complete option or a submit option?
- (Sheila Dill): It just keeps telling me to save and continue, three items and one page.
- (Melissa): Yeah I believe you have to you know enter some information. You might have to save each piece...
- (Sheila Dill): Right.
- (Melissa): ...of information in that. But once like the entire section is complete, you know there is a general information detail section (unintelligible) but those are complete. You can actually (unintelligible) HRSA.

(Sheila Dill): Back to the general information. Okay it says it's complete general information. It says it's complete and so does the details. Both of those shows complete.

Operator: Thank you. And does that finish your question?

(Sheila Dill): Well, does that mean I've done everything I need to do or...

(Melissa): But I think on your end, when I look at your privileges you have the ability to edit the prior approval but not submit it.

(Sheila Dill): How?

(Melissa): So that's why you're not seeing the submit link.

(Sheila Dill): Okay so Mr. (Bevel Agua) has to do that, is that what you're saying?

(Melissa): Yeah, yeah, he can actually go in and submit. He actually has all the privileges to do so.

(Sheila Dill): All right and that - and so that's our hold up. All right thank you so much.

Operator: Thank you. Our next question comes from (Lori Bodie), your line is open.

(Lorie Bodie): Hey good morning.

Chris Suzich: Good morning.

(Lorie Bodie): I have a question again on the carryover request. I'm also new and I empathize with all of those who have called in this morning with some of the

same issues. But when I got on there it said that our financial report was due -
- oh excuse me -- 28 days overdue. So I completed it and submitted it and
then noticed the carryover amount on it and the request, the prior approval for
carryover.

So I've done that and I was wondering if, when you said that HRSA it's at
their discretion to approve the carryover funds, when I look at my submitted
report and it says - I'm sorry it shut me down. It said, "HRSA status," and it
said, "Not applicable." So does that mean that we fall under that 25%? We
don't have to request it?

(Helen): What's your grant number?

(Lorie Bodie): Earlier today you all said in general when you talked about grants carryover,
25% doesn't have to be requested of you know the unobligated...

(Helen): That's if you have expanded authority.

(Lorie Bodie): I'm sorry.

(Helen): Do you have expanded authority that would be noted on your notice of award?

Chris Suzich: And what is your...

(Lorie Bodie): And where would that be, because I'm looking at...

Chris Suzich: But what is your grant number, Ms. (Bodie)?

(Lorie Bodie): It is X... hang on let me... 82MC16906.

(Darren): Okay. Do you - no you don't have expanded authority but when we say carryover, it's - what we're saying in terms of how it's approved, it's really based on the discretion of the HRSA project officer and grants management in terms of reviewing your carryover justification -- things of that nature.

(Lorie Bodie): Okay. So why does the status say not applicable. It says NA. I mean it does - you know normally it would say something like under review, in progress, submitted but it says NA for the prior approval report that I submitted last week. I know it says it takes three to four days and it's been maybe five days.

(Melissa): Yeah and that's because I think their review hasn't been started yet. So that's why it says NA.

(Lorie Bodie): Okay.

(Helen): And the HRSA review has not started.

(Lorie Bodie): I'm sorry. That's what it means.

(Helen): HRSA review is started in the system. The HRSA review has not started.

Chris Suzich: So your grants management specialist hasn't started their review yet, Ms. (Bodie).

(Lorie Bodie): Okay.

(Darren): And what's your...

(Lorie Bodie): Alrighty right then. So how long does that normally take I guess, because we've already submitted the annual performance report, and it also has budget

items and I put that carryover money in there assuming... I mean was that correct?

(Darren): We will follow up in terms of the process. And what's your phone number?

(Lorie Bodie): It's 803-217-6711.

(Darren): And you're X82MC...

(Lorie Bodie): X82MC16906.

(Darren): Okay we'll get back in touch with you.

(Lorie Bodie): I appreciate it, thank you.

(Darren): Mm-hm.

Operator: Thank you. Our next question comes from (Kathie Carlson), your line is open.

(Rachel Phillips): Yeah hi, this is in regards to your grant - I've got a few grants with our organization. I've got four organization versions of my organization listed under my log in. This is (Rachel Phillips) and I'm registered as an AO for the University of Arkansas Medical Sciences. I'll give you one of the award numbers if that helps narrow it a bit.

But my problem is, I've got four different versions of my university here. Only two of them have a Dunn's number registered with them. And I don't see how to fix that nor do I see why the problem is even there because they should all be the same organization.

Chris Suzich: So go ahead and give us one of your grant numbers, please (Kathie).

(Rachel Phillips): D as in David, 58 H-P as in Paul, 05181.

Chris Suzich: So you have multiple grants but - and the organization name should be listed the same for each but it's not?

(Rachel Phillips): Right. We each have about 13 versions of our university and I think whatever happened with it -- the new system -- is that it's at least down to just four now unless they aren't all registered to me at this point but they should be. I'm more concerned about the Dunn's number not being - showing up and about before these, yeah, four of them.

(Melissa): Three.

(Rachel Phillips): Three. Three or four. I don't have the Dunn's number in there.

Chris Suzich: Give us the different names that are appearing. Do you know those offhand?

(Rachel Phillips): The names up here?

Chris Suzich: The names that are appearing as your org name. I think it could be varied, is that right?

(Rachel Phillips): Oh, okay I'm sorry. University of Arkansas Medical Sciences and then that's on two of them, the same name. Then we've got University of Arkansas systems. That one has our Dunn's number on it.

Then we have University of Arkansas Medical Sciences-Cancer Research Center without a Dunn's number. The only ones with our Dunn's number is the one name that's not our university name entirely at all. That might be a bigger issue for like tech support. I don't know if it's something we can - I don't know if I can fix it on my side.

(Darren): This probably has something do to with your institutional phone there. And it's not my high area of skill, but what we can do is talk with the developers and seeing how things are listed in the system. Now is the EIN the same on each one?

(Rachel Phillips): Yes, oh I'm sorry. Two of them says that the EIN is not available.

(Darren): Yeah this is - yeah we'll have to contact - get back in touch with you.

(Rachel Phillips): Okay.

(Darren): And your number is...

(Rachel Phillips): My number is 501 - sorry 686-5504 and my name was (Rachel Phillips).

(Darren): (Rachel Phillips). Okay I'll contact you. I'll give you a call back and we'll go over the names again just so I can make sure that when I pass the information on, I can have it documented as best as possible.

(Rachel Phillips): Okay can I have one more question? Do you mind, I have another question as well.

(Darren): Okay.

(Rachel Phillips): Okay. Also for a grant number D as in David, 56 H-P as in Paul, 20781, I'm not able to actually view any of the financial reports. I used to have access to that and now I don't. That's something that was generally - like can only a certain individual, a number of individuals have view access to the finance reports or is that something that the primary AO would have changed or would need changed?

(Melissa): It sounds like a privilege issue. Did you say the last entrance was 20781 for the grant number?

(Rachel Phillips): Yes.

Chris Suzich: You don't have any - there aren't any restrictions I don't believe on the number of people that can have those privileges, so...

(Rachel Phillips): Okay.

Chris Suzich: ...but just let (Melissa) look those up for one second, hold on please.

(Melissa): Yeah I'm just showing - I mean you have privileges for nonfinancial reports but you don't have the financial report privileges.

(Rachel Phillips): Right. And not very long ago I actually had to give our grants - our finance officer permission in HRSA EHB to have - for them to be able to actually access it. So it seems strange that now I have no access here when I had to give them the access. But maybe that was something that's just - maybe it should have been that way and now it's fixed, so... I would have thought that I could immediately see what our finance reports were.

(Melissa): Yeah that you perhaps gave privileges like to just like the nonfinancial reports, like you know other submissions.

(Rachel Phillips): Well I've always had (unintelligible) privileges. I also had - I've also had privileges to the financial reports. When I gave privileges to our grants accounting department contact person so that they could (unintelligible), I would...

(Melissa): Yeah and it may have been like some other people had the ability to update privileges for their financial...

(Rachel Phillips): Yeah and that's what I was wondering is maybe there's something that someone else has maybe removed the access on my end, and if that's the case that's not a big deal. I just didn't know it was something that was maybe a mistake for the...

(Melissa): Yeah.

(Rachel Phillips): I haven't seen any of the users except for one or two, to have any access to view any of the finance reports.

(Melissa): Yeah that may have been what happened.

(Rachel Phillips): Okay, okay. That was all, thank you.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Lamantha Mosley), your line is open.

(Lamantha Mosley): Hello can you hear me?

(Darren): Yeah.

(Lamantha Mosley): All right my question - I have two questions. For - I don't - I pulled up my screen for the grant. My grant number first of all is D as in Dog, 62H P as in Paul, 15051.

Chris Suzich: Thank you, go ahead with your question.

(Lamantha Mosley): Okay, I'm not showing that anything is actually due. Am I supposed to be inputting information like demographic data for any type of program that I'm doing in the community up until a deadline point?

Chris Suzich: You mean, in terms of submitting progress reports or anything...

(Lamantha Mosley): Correct.

Chris Suzich: ...information like that?

(Lamantha Mosley): Yes. Or am I supposed to wait until I get an alert for a deadline before information is submitted?

Chris Suzich: Normally you will get an alert. However (Melissa), I suppose the user could also go to the task tab to check to see if there was anything pending?

(Melissa): Right, right. It doesn't appear like there is anything to do immediately.

(Lamantha Mosley): Okay because our grant will end at the end of June and at that point I'll be transitioning into another job, so I wanted to make sure that I can get

everything in prior to that date. So I should be hearing something I guess through HRSA, through the handbook about a due date or something for...

(Melissa): Yeah I think that this particular program it has a performance report due usually at the end of August of each year. Let's see but it will probably be available in the system a little bit later.

(Lamantha Mosley): A little bit later or earlier?

(Melissa): Yeah a little bit later. They'll probably be available towards the end of June beginning July. That's usually how those particular program works. The performance reports are usually available in the system sometime around beginning of July, end of June.

(Lamantha Mosley): Okay so basically we'll need to hand this off to someone else because...

(Melissa): Uh-huh.

(Lamantha Mosley): Okay all right. And is it required to keep demographic information for everyone that I see in the community for community provider education?

(Melissa): I think that's probably something that your project officer might be able to answer a little bit better.

(Lamantha Mosley): Okay, okay I'm keeping it the best I can, so okay great. That answers the question. Thank you.

Chris Suzich: Thank you. Next question (Kathy).

Operator: I'm sorry sir, my line was muted. Our next question comes from (Aurora Suarez), your line is open.

(Aurora Suarez): Hi, my grant number is H as in Harry 80 C-S 00672. And my question, well it's also - it has to do with the program director. We did submit a prior approval request, and I do have an award for the year '11 and the award number is the same as the grant number but it's - 1102 with that updated information.

But with our new '12 year award it reflects the old director -- our program director. So is that something we need to update again and request another prior approval?

(Helen): I see that in March the prior approval for change of the program director was approved. It's possible that when you submitted your grant application, it had the old project director's name on it and that information transferred over when the award was done.

(Aurora Suarez): Okay. So then we would have to resubmit?

(Helen): It'd probably be the best way to do it, submit another request for change of program director.

(Aurora Suarez): Okay thank you.

(Helen): Okay. Mm-hm.

Operator: Thank you. Our next question comes from I believe it's (Iris Wolverine), your line is open.

Man: Yes I'm sorry, it's muted to com.

(Clarence Wilson): I was muted out. This is (Clarence Wilson), Montgomery, Alabama -- Alabama State University. The question I have is probably not directly with the EHB. I just recently got information that migrated over to SAMS -- sams.gov and I'm having some challenges with that.

I needed some guidance as far as the wide area payment system. I didn't know if we had anybody on the line who had knowledge of that or how to get started with it. I ran into a lot of issues with trying to get set up to do that.

(Darren): Unfortunately sir, I don't have any information on that. Is there a possible help line with sams.gov or a contact information there that's helpful?

(Clarence Wilson): Well I'm going to try something different. I've tried that. I'll just get a (unintelligible). Just seems like they're overloaded and hadn't really got this started out on this transition stuff.

(Darren): Okay and you have occurred HRSA award?

(Clarence Wilson): Yes I do.

(Darren): And is any update for progress report or new applications coming on?

(Clarence Wilson): Well I can't answer that. I...

(Darren): Okay.

(Clarence Wilson): Well I've got a situation right now with the...

(Darren): That's how you would be impacted with HRSA.

(Clarence Wilson): ...well let me clarify what I'm trying to do with HRSA then. I just was on their site a few minutes ago. It appears that my user name and password have gone away. They're not what they used to be and I just sent a message to the help desk. I don't know that I'm going to get a response on that in a timely manner.

(Darren): And...

Chris Suzich: Why don't you go ahead and give us your award number?

(Clarence Wilson): Okay. Let me pull up my award number here. I have my Dunn's number immediately and I'll try to get you the award number.

Chris Suzich: That's okay.

(Clarence Wilson): For the award...

Chris Suzich: We don't need your Dunn's, just your award.

(Clarence Wilson): Award okay. Hold on a second.

Chris Suzich: Okay.

(Clarence Wilson): I'll get the paperwork here. This is a daunting process. I tell you, you guys have really done a great job this morning. We really appreciate that. I'm ready, 5...

(Darren): Okay we're ready.

(Clarence Wilson): ...5T16MC0695507.

(Darren): Okay can you give me that award number again?

(Clarence Wilson): 5 T as in Tom, 16 M, Macy, Charlie, 0695507.

Chris Suzich: And I'm sorry, did you say you have a HRSA award sir, because that number isn't registering for us.

(Clarence Wilson): Okay.

Chris Suzich: Oh I'm sorry, well maybe it is. I'm sorry, is there a T 16 (Darren)?

(Darren): I'm looking, yeah.

(Clarence Wilson): T as in Tom.

(Darren): You're with Maternal Child Health Bureau, all right?

(Clarence Wilson): Yes.

(Darren): Okay.

Chris Suzich: Okay I'm sorry. Yeah that is one of our numbers I guess. And I'm sorry, so you're - you don't have any view into that particular award on EHBs, is that it, Mr. Wilson?

(Clarence Wilson): Well I really can't get access to the site. It's been a while since I've been out there and I've forgotten the username and password. I'm using some old ones that's not accepting it and it's locking me out. I've had multiple attempts.

Chris Suzich: Okay and we can help you out there. Why don't you give us your phone number and we'll have somebody reach out to you separately.

(Clarence Wilson): Great okay, 334-207-3504.

(Melissa): Yeah if you haven't been into the EHBs for a while, it...

(Clarence Wilson): It's been June of 2012.

(Melissa): Yeah and maybe that your account is disabled but we can go ahead and get that...

(Clarence Wilson): Let me ask a question though. We've recently had a flood. I gave you a mobile number. I am at a stationary, temporary line but I can stay here if it's going to be within the hour or if it would be tomorrow then I'll just leave their mobile number.

Chris Suzich: Yeah I can't promise it would be within the hour sir.

(Clarence Wilson): Okay.

Chris Suzich: So we'll use that 334 number.

(Clarence Wilson): (Unintelligible) the mobile number.

Chris Suzich: Thank you.

(Clarence Wilson): All right thank you.

Operator: And thank you. Our next question comes from (Kristie Wilson), your line is open.

(Kristie Wilson): Yes good morning. Hopefully this will be a pretty simple question. Just recently - let me go ahead and give you our grant number that I'm going to be referring to. It's B as in Boy 04 M as in Mary, C as in Charlie, 25344. And we recently needed to update the project director information. Somebody left and somebody is taking over that particular position.

And when the new project director was filling out the information on the -- I think it was a prior approval -- she filled out her information but then there was a point where it asked for a point of contact.

And the question is, is there a particular person that you're referring to there because there's the project director. I'm an authorizing official. You have your primary authorizing officer. You have your primary business point of contact. There's all these different people that can be put in there.

So is that a - when you say point of contact, are you referring to a specific person or does it actually depend on what type of task you're doing?

Chris Suzich: (Melissa), do you want to take that one?

(Melissa): I don't think that you know we're looking for a specific person. I just - you know whoever the granting (unintelligible) as the point of contact for the prior approval request itself.

(Kristie Wilson): Okay so basically who the email is going to be going to?

(Melissa): Exactly.

(Kristie Wilson): Okay, because yeah we weren't quite sure who to put in there, so... all right.
That answers my question.

Chris Suzich: That was an easy one. Thank you Ms. Wilson.

Operator: Thank you. (Tanya Wilkins), your line is open.

(Tanya Wilkins): Good morning. I just want to double check. We have a grant. The grant number is D as in Dog, 04 R as in Roger, H as in Harry, 23610. I am the one that will be doing the financial reports. I can pull up the grants and everything. Our report is not due. I'm just trying to be certain I have everything in order.

The work on the financial report is grayed out. Is that just because it's not due at this time or do we still need to do something on our end? I had privileges on other grants. I'm just wanting to make sure that everything is okay on this one.

(Melissa): And maybe it sounds like a privilege issue. I'm checking now.

Chris Suzich: It shouldn't be grayed out for you, I don't believe. Yes go ahead (Melissa), I'm sorry.

(Melissa): Yeah actually I see that you just don't have privileges for the financial report. And so you would either need to - I'm not sure if you're the financial reporting administrator for this grant, but if so you would need to add the grant to your

portfolio at the FRA. If you're not the financial reporting administrator, then that person needs to add a grant to their portfolio and give you privileges.

(Tanya Wilkins): Okay. Now I have it in my portfolio I do believe because I can pull it up.

(Melissa): Yeah it's just a matter of the financial report. You have privileges for the non type control stuff.

(Tanya Wilkins): Okay, now we're a small entity here and I saw what the director had given me was the oh it was like business manager something to access. And what where does she need to go and so that we can get my access?

(Melissa): Let's see. By default like the project director, by default they don't have the financial report privileges.

(Tanya Wilkins): But I mean our health director. I'm the financial person here.

(Melissa): So if you are the financial person, do you have the account I.D. and the pin number from the payment management system?

(Tanya Wilkins): Yes.

(Melissa): Okay, so you should be able to go to add the grant portfolio again. And there is an option that you're going to be the financial reporting administrator. And during the process it will ask you for the account I.D. and the pin from the payment management system.

(Tanya Wilkins): Well...

(Melissa): Once that's complete you will have access to the FFR.

(Tanya Wilkins): Okay. Hold on just a moment. Let me get - it logs me out. I've been on for too long.

(Melissa): Once that's complete you'll have access to the FFR.

(Tanya Wilkins): Okay, hold on just a moment. Let me get - it logged me out. I've been on for too long.

Okay, so from my homepage, what...

(Melissa): Yes, you can get to the Grant...

((Crosstalk))

(Melissa): ...the Grant tab and then click on the Add to Portfolio link. So you're just going to have to add it again. But you have the option, that you're the Financial Reporting Administrator...

(Tanya Wilkins): Okay.

(Melissa): ...or you're the official responsible for approving - financial.

(Tanya Wilkins): Oh, okay. So the Add Branch of Portfolio.

(Melissa): Yes.

(Tanya Wilkins): Okay.

Chris Suzich: Any other questions, Miss?

(Tanya Wilkins): And then do I hit Register?

(Melissa): Yes.

Operator: So were you ready for your...?

(Tanya Wilkins): I got an error on that one though.

(Tim: And what did the error message say, Miss?

(Tanya Wilkins): It says, "Register the organization role business official."

Chris Suzich: Let's get your phone number and we'll call you offline, please.

(Tanya Wilkins): Okay. My direct line is area code 402 826-6689.

Chris Suzich: And, I'm sorry, your name again?

(Tanya Wilkins): My name is (Sonya).

Chris Suzich: Okay. Well we'll be in touch, (Sonya).

(Tanya Wilkins): All right, thank you.

Operator: Thank you. Our next question comes from (Sue Minera). Your line is open.

(Sue Minera): Hi. I have a question on the FFR 425 report. Several months ago I looked at it and I was able to see all kinds of details that was requested (unintelligible) a lot of items regarding (eligibility).

Now when I look at the report it just seems very basic. Am I missing something or did they change it? Or am I, you know, looking in the wrong spot? (Unintelligible)

Chris Suzich: Now the form has not been changed. Can we have your grant number, (Sue)?

(Sue Minera): It's H as in Harry, 49, M as in Mary, C as in Charlie, 24117.

Chris Suzich: And are you the person that fills this out and submits it?

(Sue Minera): Yes, I'm the finance person.

Chris Suzich: And in previous submissions it - the form looked different to you, is that it?

(Sue Minera): Well I haven't had a chance - this is the first year on the grant so we haven't reached our one-year mark. So I haven't had a - I haven't needed to submit the report yet.

But I was just looking ahead of time just to see what was required because we thought maybe we might need a consultant or someone to help us with all the details that I had seen, you know, several months ago. Because it was - it looked so complicated, it didn't seem like it would be anything we would do on our own.

And now, when I look back, I don't see all that detail anymore - unless it's under where it says View Other Information. There's a section called

Supporting Documents and it says Not Available. Could that be where I was looking?

Chris Suzich: And you're sure - you're certain you're looking at the field input for the SF-425 on, you know, when you log into EHBs and do your clicks, is that right?

(Melissa): Right.

(Sue Minera): Right, yes. Yes.

(Melissa): Yes, that's one where the FFR hasn't changed.

(Sue Minera): It had information like how many children from the age of, you know, to the...

(Melissa): I'll bet it had the performance report that you were looking at. That performance report is kind of complicated.

(Sue Minera): Okay.

(Melissa): And there's like Form-2 and Form-4.

(Sue Minera): Oh, so those are different from the...

(Melissa): Yes, it has different performance measures.

(Sue Minera): So it said it would be due at the end of the year but we don't have any indication of where, you know, it's not showing up on the computer.

(Melissa): That's quite a bit different. If you were looking at it from, like with someone else, you know, it may have been that they had the privileges for that report usage. But that report - the performance report's already been submitted.

(Sue Minera): Right, but it was different in - this report was in December and it requested some information and the performance report and it said - another section, it had financial reporting. And it just says this information will be required at the end of the contract year.

And we weren't able to print it out and now that we look at the financial report, it has the one form. And then it has two forms that says not available as of yet.

(Helen): Oh, okay. In December the noncompeting continuation progress report was available. So that may have been what you were looking at as to what that form might be. It may have had (unintelligible) information.

(Sue Minera): You're breaking up. I can't - can you repeat that?

(Helen): Noncompeting continuation report - that's what was being worked on in December. So there may have been some budget information in there. Sometimes, depending on how that report is set up, it may ask you some specific program-specific information such as the questions you saw on children and what not.

Chris Suzich: Yes, the SF-425 form that we were talking about before that we refer to as FFR form is strictly a one-page financial information request, (Sue).

(Sue Minera): Okay.

Chris Suzich: That doesn't have anything - that doesn't have any questions about treatment or number of patients or anything like that. It's strictly financial information that - and you would be able to fill that out yourself. You wouldn't need help with that.

(Sue Minera): Oh, okay. So what I'm looking at, it looks pretty simple. Is it - now, the two forms that it says Not Available, what are those? Is says there's two forms that are not available, though, to the...

(Melissa): All right. Click on the tab that says SF-425. It opens up a new window and it shows - oh, I just lost it. But anyway, what - I was just looking at something that - there was two reports that said Not Available.

Chris Suzich: Well if it - I'm sorry, did you say you were the person that would submit the SF-425 for your organization?

(Sue Minera): Yes, I would be that person.

Chris Suzich: Okay. We might need to work on the privileges to get you access to the 425 so that you could submit it. But you should be able to do that yourself, you know, maybe with some help from us or the Contact Center.

(Sue Minera): Okay.

(Melissa): We'll talk.

(Sue Minera): Okay. And then - so we're just - okay, well I think I'll call and - later on - to ask for the specifics. Because there was one form that we can't find that was available. It wasn't in the continuation grant.

It was - I think it was a quarterly report. And we had a quarterly report due and in that report it had all the financial stuff that we didn't know.

Chris Suzich: Okay, there's a quarterly report that you'll need to submit called the Federal trash - Cash Transactions report to the PMS system. Maybe - that's the only financial related quarterly report that I can think of.

(Sue Minera): And I've done that, yes. Yes, we've done that. Yes.

Chris Suzich: Okay.

(Sue Minera): So it was a different report. But let me find out. I'll do a little bit more investigation and then I'll...

Chris Suzich: Okay, if you learn anything by tomorrow and you want to dial in to our one o'clock tomorrow you can do that too.

(Sue Minera): Okay, that'll be great. Okay.

Chris Suzich: Thank you.

(Sue Minera): And then...also, are we to - one more question.

Chris Suzich: Okay.

(Sue Minera): Can we revise the budget and carry over or it's one or the other?

Chris Suzich: I'm going to leave that for (Darren) and we'll - or (Melissa).

(Sue Minera): Okay.

(Melissa): (Darren)?

(Darren): You want to revise your budget?

(Sue Minera): Yes.

(Darren): And you submitted the...

(Sue Minera): Yes.

(Darren): Have you submitted an FFR or anything? No. If you want to revise your budget that's, of course, a prior approval.

(Sue Minera): Right.

(Darren): And you should submit that prior approval method.

(Sue Minera): Okay, so - but are you allowed to revise and carry over?

(Helen): I would suggest that you submit the revised budgets first.

(Darren): Yes.

(Sue Minera): Okay.

Chris Suzich: So two separate actions, right, (Helen)?

(Helen): Yes.

(Darren): Yes. Two separate actions, (Sue), and sequentially - you would submit one and then wait, I think, to see if you got approval and then submit the other.

(Sue Minera): Okay. Okay, I think we're all set. Thank you very much. Thank you.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Jeanette Ramos). Your line is open.

(Jeanette Ramos): Yes, my grant number is T as in Tom, 73, M as in Mary, C as in Charles, 00027.

Chris Suzich: Okay.

(Jeanette Ramos): I'm trying to do the noncompeting continuation progress report but I notice that I only have the basic information, which is the SIPPR and the BPR2 and the performance narrative and the other information appendices. I don't see anywhere I could put in the budget.

(Melissa): That may have been that noncompeting continuation report is set up so where it's not going to require a new budget.

(Jeanette Ramos): It has in the past. That's why we -I'm wondering why.

Chris Suzich: Yes, there has been a change to a lot of the programs and the yearly submission of the budget with the MCC is no longer required.

(Jeanette Ramos): I see. Okay.

Chris Suzich: So we rely on the original application in a lot of cases now.

(Jeanette Ramos): Okay.

(Darren): And you probably, in your last submission - if it wasn't in the original submission or in the last submission the agency probably requested that you do the other years. So we should probably have the information already.

(Jeanette Ramos): Okay, thank you so much.

Chris Suzich: Thank you.

Operator: Thank you. Our next question comes from (Anita Black). Your line is open.

(Anita Black): Hi. Thank you very much for taking my call. I think some of them have been answered along the way but I just want to double check. I notice in the EHB that there is a request for an expense report along with doing a financial report, a yearly financial report.

And I just wanted to clarify that that is in addition to any payment management system requirements.

Chris Suzich: It's an - it's called an Expense Report, is that right, (Anita)?

(Anita Black): Yes, that's what they're listing it as, an expense report.

(Darren): What is your grant number?

(Anita Black): It is H as in Harry, 49, M as in Mary, C as in Cat, 00118.

Chris Suzich: I'm not familiar with the expense report, (Darren).

(Darren): Yes, I - for some reason I was thinking it was a Ryan White but it's not.

Chris Suzich: Is that a program requirement?

(Anita Black): Are you asking me? I'm not sure.

Chris Suzich: No. I'm sorry, that was for (Darren).

(Anita Black): Okay.

(Darren): Oh, I'm sorry. I thought it was for the grantee.

Chris Suzich: Or any of my colleagues.

(Darren): They make - this report it's - so your notice of award, Miss (Black), is that a condition of award?

(Anita Black): The expense report?

(Darren): Yes.

(Anita Black): N...

(Helen): It's probably a reporting requirement.

(Anita Black): Yes, I'm not sure.

(Darren): Okay, I'm going into the award.

Chris Suzich: And is your question, Miss (Black), how to submit it?

(Anita Black): Well part of my question which was, I think, answered earlier is an understanding between - our accountant manages the financial piece of things. So she goes into the payment management system and addresses the requirements there.

And then now she also, I guess, needs to come into the EHB and also do a financial report here. And I'm noticing there's something called an Expense Report.

Chris Suzich: If your accountant will be submitting your...

(Helen): Yes - I see, on the notice of award, 90 days after the end of the budget period a report containing actual revenues and expenditures for the previous budget period.

(Anita Black): So this is in addition to what she is doing in the payment management system. They also want that information here in the EHB.

(Helen): Right. Yes. That's a program report. It says to contact your program contact listed below - submit it to the program contact listed below because that's separate from your annual financial reporting and your payment management (unintelligible) reporting.

(Anita Black): Okay - even though a little bit duplicative - okay. And then I know you were mentioning FFR 425. Mine has FFR 49054-3.

Is that okay because of the kind of grant that I have?

Chris Suzich: I'm sorry, I'm not recognizing that number. The SF-425 is a standard form that most of the - our grantees fill out on an annual basis and EHBs, Miss (Black), so that other form that you mentioned - I'm sorry, are you looking at a hard copy or did you bring it up....?

(Anita Black): No, this is inside the EHB. I'm reading off of the tracking number. They call it the Track, under the Tracking Number column.

(Melissa): Oh, yes. The FFR, it does have various tracking numbers just to identify the actually FFR system.

(Anita Black): Okay.

Chris Suzich: But that one is - that would be unique to this organization. Is that right, (Melissa)?

(Melissa): Well the tracking number is just really unique to the organization and to the grant too.

Chris Suzich: Right, okay. But it's still the SF-425 as far as we're concerned, Miss...

(Anita Black): Okay, still the same form. And then my last - I'll just reiterate the person who came before, the SAMS dot - or SAM.gov. There is something not working right. I couldn't submit anything.

There is a number. I also keep trying there. But just to let you know, there is an issue with that.

Chris Suzich: Okay. Thank you.

(Darren): Okay.

(Anita Black): Thank you very much.

Operator: Thank you. Our next question comes from (Alena Tellis). Your line is open.

(Alena Tellis): Yes. I have a couple questions. Our grant number is H80CS00170.

Chris Suzich: Okay, thank you. Go ahead.

(Alena Tellis): The first one is the Federal Transaction report, the FFR. Mine says deadline July 30, 2013. And we are on a calendar fiscal year.

And when I go and I click on the tab it's covering a 2-year timeframe, January 2010 through 2012. And the awards federal share of expenditures amount doesn't match. So I guess I was questioning why it would be for a 2-year period versus an annual. Is that an error?

Chris Suzich: One second, please. So (Helen), do you have that one up?

(Helen): I do. I don't see any 2-year budget periods.

(Alena Tellis): If you look - oh, you want the tracking number?

(Helen): Was it - sure. What's the tracking number?

(Alena Tellis): FFR00048744-1.

(Melissa): When I look at that in the system I see the reporting period's January 1, 2012 to December 31, 2012.

(Alena Tellis): Yes. Because - well then click...

(Melissa): And there's another FFR from beginning of this year - well, December 1 of 2013.

Chris Suzich: Yes, you should have to submit that, for that particular award, an annual SF-425, ma'am.

(Alena Tellis): Right. I wasn't here last year, but I know it was done by the person before me. But when I do a click on the Edit - oh, it just bumped me out. Because I printed it and it's saying "Financial report review SF-425 project/grant period from 1/1/2010 to 12/31/2012."

Chris Suzich: So, (Melissa), are you showing that it hasn't been submitted by the grantee yet?

(Melissa): Yes. The reporting period seems okay. But are you looking at the - let's take a (unintelligible). You said that - the grant period?

(Alena Tellis): Yes, it's the project/grant period from 1/1/2010 to 12/31/2012. I can scan it over to someone.

Chris Suzich: You mean the SF-425?

(Alena Tellis): Right.

Chris Suzich: Now we really want you to submit it through EHBs.

(Alena Tellis): Oh - no, no, no. But in regards to - on your side you see it covering only one year and when I click on it in my grant folder - and why would it have a July 30 date of 2013 versus April 30? I thought it was due April 30.

(Melissa): I think that period that you're looking at is the period that covers the document number. The document number for this particular FFR does cover 1/1/2013 to 12/31/2012.

But, of course, actual - what you're reporting for is just for the year.

(Alena Tellis): Okay. But that deadline date is incorrect, right? It's supposed to be....

(Melissa): Yes, really it should be...

(Alena Tellis): April 30.

(Melissa): ...April 30, 2013. You're right.

(Alena Tellis): Okay. So will somebody fix that?

(Melissa): Yes, we can go ahead and get that corrected.

(Alena Tellis): Okay.

(Melissa): And I can follow up with you?

(Alena Tellis): Yes, that'd be great.

(Melissa): Can I get your number, please?

(Alena Tellis): Yes, it's 585-637-3905 extension 224.

(Melissa): Okay, I'll let you - I'll actually follow up with you when the deadline's been corrected.

(Alena Tellis): Okay - and the other thing is we did some submissions to change our new access point for a start date. And I have tracking numbers and I've already spoken with the project officer but they keep showing up late and the days keep counting.

So now it's saying I have three tasks that are late by 50 days. And I don't know how to take them off or what to do about it.

Chris Suzich: I'm sorry - you tried to - this is a progress report, Miss?

(Alena Tellis): Well what it was is it was a new access point with services. And because of the delay in construction we requested - we put in a change in scope to change the date. And we did receive a notice of award stating - referencing these tracking numbers - that it was approved.

Chris Suzich: Okay.

(Alena Tellis): And that we - I assumed we submitted it timely since we got the grant award before the expiration date. But it's still showing up as a task past due.

(Helen): When did you - you say you submitted a change in scope?

(Alena Tellis): Yes, we had - I have a tracking number - SCPV002888 is one of them. They all have the same issue.

Chris Suzich: So you received an NOA approving the change in scope, correct?

(Alena Tellis): Yes.

Chris Suzich: But you're still getting delinquent notices for something?

(Alena Tellis): Right, right. It's saying that - now it says, "Verification is expired and the proposed action has been rolled back. This deliverable is no longer available."

But I don't understand that because we have a notice of award acknowledging the scope verification change.

Chris Suzich: Is that a progressive action, (Helen)?

(Helen): No, they don't have progressive actions on changing scope. There's always - only the 120-day site verification that's due for the site 120 days after it's open and operational.

(Alena Tellis): Yes, we haven't opened. We were supposed to be operational in 2012, about October or November. But because we changed locations and the building was going to be larger we're not going to open till June of 2013.

And we did get a notice of award acknowledging that.

Chris Suzich: What is the date of that notice of award, Miss?

(Alena Tellis): Oh, okay, hang on - I've got a bunch of them here. December 30.

Chris Suzich: I'm sorry - December 30?

(Alena Tellis): Yes.

Chris Suzich: Okay, we'll - (Helen), unless you have any other ideas we'll have to take it offline and dig a little deeper I guess.

(Helen): I don't know because I see there are two adding of site in here that are still being reviewed that are not approved. So this is adding sites for Oak Orchard Community Health Center?

(Alena Tellis): Yes.

(Helen): And another one is - well, it's the same thing. There's two of them - they're both the same that says their review is in progress pending the decision.

Chris Suzich: But (Alena), is it your thinking that those are overcome by events and should no longer need consideration?

(Alena Tellis): Right. I just want to make sure I'm not missing something that I should be doing in addition. We've had a change in staff here - CEO left and the prior CFO left so I'm relatively new and the new CEO is relatively new also.

So we're just trying to make sure that we're okay with everything so we don't jeopardize our funding or anything like that.

(Helen): I am seeing, changing scope - a change of address as a new access point and also change for your start of your service for the new access point to June 1, 2013.

(Alena Tellis): Yes, they're all tied to these three tracking numbers.

(Helen): Right, and change of date for the startup for three places.

(Alena Tellis): Right.

(Helen): On your original notice of grant award - let's see. This is one for the new access point.

(Alena Tellis): Yes. Yes, the original was June 2012. They were giving us an award for that and acknowledging it. I think that's what this (unintelligible).

Yes, we can go offline. I don't want to take away from someone else.

Chris Suzich: Okay, I think we have your phone number so somebody will be in touch.

(Alena Tellis): Okay, great. Thank you so much.

(Darren): (Chris), this is (Darren).

Chris Suzich: Yes.

(Darren): Just a message to all the callers, if there are any other questions on sam.gov, I did try to - we - HRSA does not contact sam.gov for applicants or for grantees. But they do recommend that you - if you have no success with the 866 number or the contact number, you could also use their Web form to submit your questions.

I think the more calls that come probably lags their system so I recommend that you also utilize their form to make any enquiries in terms of your registrations. That's all I wanted to say.

Chris Suzich: Thank you for that, (Darren).

Operator: Are you ready for the next question, sir?

Chris Suzich: Yes, (Cathy).

Operator: Okay, thank you. (Angela Stiltonburg), your line is open.

(Angela Stiltonburg): Hello. I have a question because I had a carryover request submitted back in December. And I received an email confirmation and it doesn't show as a pending task.

So I'll give you my grant number - G20R, H as in Henry, 19278. I actually just resubmitted it again this morning. I'm just wondering what kind of reasonable notice date we would have on those requests and, if it disappeared, if you could see it.

Chris Suzich: We can always pull that up. (Melissa), can you try to pull that up?

(Melissa): Yes, yes. I see it in the system. It looks like something I'll have to follow up with your grants management person on.

(Angela Stiltonburg): Okay.

((Crosstalk))

Chris Suzich: Okay, but it was successfully submitted by the grantee, (Melissa) at least?

(Melissa): Yes.

(Angela Stiltonburg): That's back in December?

(Melissa): Yes.

(Angela Stiltonburg): Okay, because that was, you know, the deadline. I'll give you my number then. It's 216055008.

(Melissa): Did you say 6055008?

(Angela Stiltonburg): Yes.

(Melissa): Okay. I'll get in touch with your grants management specialist as a follow up for you.

(Angela Stiltonburg): Okay. Great, thank you.

Operator: Thank you. Our next question comes from (Connie Granboise). Your line is open.

(Connie Granboise): Hi, I have a couple of questions. The first one is, when I go to EHB under Tasks it lists three grants but under grants it only lists two grants. Any idea why that would be?

(Darren): You said you have how many?

(Connie Granboise): Under Tasks it lists - under the Tasks tab, it lists three grants and under the Grants tab it only lists two.

(Melissa): Are any of the grants inactive?

(Connie Granboise): No, I don't believe so. I mean, I know they're not. I don't know if it says they are in here, but I know they're not.

(Melissa): Yes, sometimes if the grant has an - like in the Grant tab you would actually have to search for the grant, but you will see the Task.

(Connie Granboise): So how do I get it listed on the Grants tab?

(Melissa): Okay, what are the grant numbers?

(Connie Granboise): Well I don't want to give them all to you but the one that's missing...

(Melissa): Yes.

(Connie Granboise): ...is D as in David, 09, Henry, Paul, 05331.

(Melissa): Okay, let's do take a look at that real quick. Yes, it is active so I'll have to take a look to see why the system's not listing it in the tab. Do you have a contact number?

(Connie Granboise): Sure. 605-688-5637.

(Melissa): I'll go ahead and follow up with you.

(Connie Granboise): Okay and then another question I have, I'm listed as a Primary AO, can I delete other AOs and Primary AOs that are now gone? And if so, where do I do that at?

(Melissa): Yes, if you go to the Organization tab.

(Connie Granboise): Okay.

(Melissa): And click on the Organization folder link.

(Connie Granboise): Okay.

(Melissa): Under that I think you will see something - Users.

(Melissa): I'm sorry, you're cutting out - what was it called?

(Melissa): Users.

(Darren): Under that you would see Users.

(Connie Granboise): It says Manage Users.

(Melissa): Manage Users. And then next to Update to update privileges, you'll see a triangle. If you click on that one of the options will be to remove.

(Connie Granboise): Okay - and then the last question I have is back to the carryover. I'm really having a problem with that. When we complete an annual FFR each year, if we have an unobligated balance, do we always need to complete a carryover request for that amount?

(Darren): The answer is no. If you have to do a carryover request, if you are required to do a carryover request, you do it for an amount that you would actually need. It has to be less than or equal to the amount that's reflected on the UOB.

(Connie Granboise): Okay. So if I have expanded authority and I have \$21,000 left and I want to keep all of it, I need to do a carryover request, correct?

(Darren): You have - what I was about to say is if you were under expanded authority, no - you would not have to do the request.

(Connie Granboise): So anybody that's under expanded authority never has to do a carryover?

(Darren): Unless it's above the percentage.

(Helen): Twenty-five percent you can carryover without requesting, but any more than that you do have to put in a request.

(Connie Granboise): That's over 25% - okay.

(Helen): Of the unobligated amount.

(Connie Granboise): Okay, who actually fills out the carryover request? Is that the PD or is it the AO or...

(Helen): It's the prior approval request and whoever has the privilege to go in and submit a prior approval would-can do that.

(Connie Granboise): And that's usually the AO or the PD or both or we don't know?

(Melissa): The PD will always have prior approval privileges.

(Connie Granboise): Okay.

(Melissa): The AO usually does as well.

(Connie Granboise): Okay, sounds very good. Thank you for your help.

Chris Suzich: Thank you.

Operator: Thank you, our next question comes from (Michelle Dixon). Your line is open.

(Michelle Dixon): Yes, good afternoon. Yes, I was calling about the SF-425. I'll give you my document number. It is H as in Harry, 33, M as in Mary, C as in cat, 06841.

My budget period is March 1, 2012 through February 28, 2013. I received a pre-closeout notice letting me know that my grant has ended and that the SF-425 will be coming due. In the system it has that my due date is July 30, 2012 when I was assuming it would be 90 days after the end date.

Or I did receive an email saying that the FS - FFR are now in line with the Payment Management System quarterly due date which would make that April 30. Which one is correct?

(Darren): Your budget period ends February?

(Michelle Dixon): It ended February 28, 2013 and they said that the FFR are now in line with the Payment Management System quarterly due date, which my quarterly due date would be April 30 for the quarter ending March.

(Melissa): When did you say it ended - that your budget period ended on February 28, 2013?

(Michelle Dixon): Yes ma'am.

(Melissa): You have to be given at least 90 days to complete the FFR, which its deadline falls on Feb - sorry - July 30.

(Michelle Dixon): 90 days after February?

(Melissa): It has to - you have to have at least 90 days, so that's why it falls on the next quarter - July 30.

(Michelle Dixon): Oh, so it's not saying February not counting March April and 90 days wouldn't be May? So they're going to the next quarter?

(Melissa): Exactly.

(Michelle Dixon): Oh. Okay.

Chris Suzich: Because we're trying to line up with the PMS quarters.

(Michelle Dixon): Okay, so my PMS quarter ends March.

(Helen): But that's not 90 days after the end of your budget period.

(Michelle Dixon): Oh, I'm sorry. My PMS report is due 30 days after the quarter.

(Helen): Right.

(Michelle Dixon): My March is due April. So they're skipping over that quarter and giving me the next quarter?

(Helen): That's right.

Chris Suzich: Because you have to have a minimum of 90 days.

(Michelle Dixon): Oh, I see, I see. So May falls after that day. Okay.

Okay, I understand now. I was just trying to make sure I wasn't going to be late.

Chris Suzich: Okay.

(Michelle Dixon): Okay. Thank you.

Operator: Thank you. Our next question comes from the organization of WM or - excuse me, YMCA Central (Stark Count). Your line is open.

Chris Suzich: Go ahead question.

Operator: It comes from the YMCA Central (Stark Count), your line is open please. And please check your mute button.

I'm getting no response. I'll go on to the next party.

Chris Suzich: Thank you.

Operator: It comes from the organization of Lawrence County School District 3. Go ahead with your question please. Lawrence County Schools District 3, your line is open.

I'll go on to the next party and that's (Patricia Bartholomew). Your line is open. Patricia, your line is open.

(Patricia Bartholomew): Yes, thank you I had my mute button on. I was driving. This call is - I'm so grateful that we have this resource as I'm new to the system.

And this call went on for so long I had to switch cell phones and I am now driving. So I don't have my grant number but my question is regarding the 25% allowable carryover and if we - I think there's verbiage that you could use an extended agreement or an expanded user. How will I find out if I have fallen into that category?

(Darren): If you have expanded authority it would be noted on your notice of award.

Chris Suzich: It would be listed on one of the terms on - probably beginning on Page 2, correct (Darren)?

(Darren): Yes.

(Helen): It might be in the Remarks section on Page 1 because I just looked at one and that's where it was.

(Darren): Okay.

(Patricia Bartholomew): Very good, thanks so much.

Chris Suzich: Thank you.

Operator: Thank you and, just a reminder, if you would like to ask a question, please press star followed by 1 and record your name please. And, at this - oops, we do have a couple more questions.

One moment. (Jacqueline Seto) your line is open.

(Jacqueline Seto): Hi, I just have a question. I'm new to the EHB and we were submitting, carryover. And I don't know if I did it correctly because in the FR-424 we actually have an FF -excuse me, SF-424 but we actually have an SF-425.

So should that document still go in that SF-424 when we're submitting that carryover?

(Melissa): SF-424 is a document that, you know, is available for prior approval requests.

(Jacqueline Seto): Okay. I know we were...

(Melissa): An SF-425 of course financial report.

(Jacqueline Seto): Right, and I do realize that before we were submitting them by hard copy plus electronic, like through email and stuff like that.

(Melissa): Yes.

(Jacqueline Seto): And then we got, from our project officer that we needed to do it through the EHB. But we're doing - with our, you know, our financial person submitted hers a while ago and now we're just submitting our carryover. Is the big thing just our budget then and then the carryover letter?

(Helen): When you go into EHB to submit a prior approval request for a carryover, I believe it tells you what documents you have to submit.

(Jacqueline Seto): Yes.

(Helen): Is that right?

(Melissa): Yes.

(Jacqueline Seto): Well one of them was the SF-424 but ours is labeled at the top as SF-425.

(Helen): Well 424-A is a budget form. So submit a carryover request for an amount of money. We need to know how that money is going to be budgeted.

(Jacqueline Seto): Okay.

(Melissa): The template for the 424, like when you do your prior approval, it'll be available in the EHB.

(Jacqueline Seto): Okay - and then once it says In Progress and we get the email back we're assuming that everything went through okay, unless our project officer rejects it?

(Melissa): Yes, when you submit the prior approval, you'll get like a confirmation screen that it was successfully submitted. Then, you know, once it's been reviewed a decision has to be - you'll be notified if you're approved.

You know, there probably will be an NOA, you know, if there is a report issued. If you were disapproved, or a change was needed on the request, you would get an email.

(Jacqueline Seto): Okay. And then I just want to clarify one question that was asked previous that if it's less than the 25% of our allocated amount we really don't need to send a prior approval request for those unobligated funds to carry them over to the following year - to the next year?

(Melissa): That was just to...

(Helen): If you are under expanded authority, yes, that's true.

(Jacqueline Seto): Okay. That was it, thank you.

Operator: Thank you, our next question comes from (Don Herd). Your line is open.

I'm sorry, I got that he just disconnected. Sir, if you could just press star 1 again and, in the meantime, we'll try the Lawrence County School District Number 3 again. Your line is open. The Lawrence County School District 3, your line is open - and please check your mute button.

I'm getting no response. We'll go back to (Don Herd). Your line is open.

(Don Herd): Hello, can you hear me?

Operator: Yes we can Sir.

(Don Herd): Okay, thank you for providing this conference call. It has been very helpful. We are new to the EHB system.

We have a teaching health center grant and the grant number is T91HP24223-01-00. When I open up the EHB book I have not seen any reports that are due at this time. But from some previous emails, it was my understanding that we would have some continuation reports that would be due by the end of March.

So I'm trying to ascertain why I'm not seeing any tasks to be done within the EHB system.

- (Melissa): If you're referring to the non-competing continuation it may be that it's not available yet.
- (Don Herd): Is the teaching health center grant system different than much of what you all have been talking about so far?
- (Darren): The teaching health center program is a part of the Bureau of Health Professions and that award is through the electronic handbook.
- (Don Herd): Okay. So, if I'm not seeing anything in the electronic handbook now, who should I contact just to be sure that there's not some error and that there's something out there that I need to be completing?
- Chris Suzich: Well let's look at the budget period start date. (Melissa), do you have it up yet?
- (Melissa): Yes. Yes, just taking a look here.
- Chris Suzich: One second, sir.
- (Don Herd): Yes, July 1, 2012 was our start date.
- Chris Suzich: Okay and it's a one-year July 2012 to June 30, 2013?
- (Don Herd): Yes, sir and we've already received notice that it will be cont - well we received notice that we will have four residents that we will receive funding for next year.

Chris Suzich: Okay. And here we are in early March though - April, May, June, I don't - I'm not sure when those notices go out for the non-competing continuation on those, (Melissa), off the top of my head.

(Helen): Is this the University of Arkansas system?

(Don Herd): Yes ma'am, University of Arkansas Medical Sciences. I am at an area health education center in Fort Smith, Arkansas.

(Helen): Grant number 24223, right?

(Don Herd): 24223, that is correct.

(Helen): That project period ends at the end of June and I don't see any future years that were awarded on that.

(Melissa): There wouldn't be any non-competing information progress reports but this program - it will require a performance report that's going to be due August 31. But that's probably not going to be available in the EHBs until the beginning of July.

(Don Herd): Okay.

(Helen): But there is no future year on this so there is no non-competing progress report that would be due.

(Don Herd): Ma'am I have a letter from the Bureau of Health Professions that says, among other things, "I am pleased to inform you that the HRSA has deemed the University of Arkansas for Medical Sciences AHEC West eligible to receive

funding for a total of four primary care residency FTEs for academic year starting July 1, 2013."

(Helen): Well, I don't know - unless you are going to get a new grant at that point in time but T91HP24223 expires on June 30, 2013. It's possible, I guess, that you're going to be awarded a new grant, but I don't know.

(Don Herd): Okay.

(Darren): And that's the AHEC program and, sir, if you received a letter from your - from the Bureau of Health Professions that means someone a project - someone in programs, probably sent that out to you. So you may have to contact them directly to see if there's anything else that you need to do because you're an AHEC grantee.

(Don Herd): Yes, sir.

(Darren): So you may want to contact the program office or the person who's listed on that current notice of award.

(Don Herd): All right.

(Darren): Okay?

(Don Herd): All right.

Chris Suzich: I think, in answer to your initial question, you don't have anything due in the EHBs at this time Sir.

(Don Herd): Okay, all right. Well thank you.

(Darren): Thank you.

Operator: Thank you and, just a reminder, to ask a question, please press star followed by 1 and record your name please.

Chris Suzich: Do we have any other questions from anybody? Could you give the instructions one more time (Cathy)?

Operator: Oh, certainly. Again, if you'd like to ask a question, please press star followed by 1 and record your name please. Showing no questions over the phone line at this time.

Chris Suzich: Okay.

Operator: Oh.

Chris Suzich: I'd like to thank my colleagues, especially, and I'd like to thank you all for joining the call this morning.

Operator: Sir, we do have a couple that just came up.

Chris Suzich: Yes, okay. Go ahead (Cathy).

Operator: Okay, one moment. Is it (Kismet Grey)? Your line is open.

(Kismet Grey): Thank you and I apologize for not getting to you quick enough. Just two quick questions - one, I am new to the EHB Web site so I want to know - my year-end report that is due on July 30 - how early is that available to work on?

And also I do have quarterlies that are due that I've been navigating on the site and I'm not able to see those now. I don't think they're due until April 30, but I'm just trying to make sure I get those out. Is that some - are those two financial reports that do not show up available to work on until closer to the due date?

Chris Suzich: Do you have your grant number handy?

(Kismet Grey): Yes, it's H - H as in hello, 49, M as in Mike, C as in cat, 00107.

Chris Suzich: So, the FFR, the SF-425 Financial Report in EHB, is that an annual report?

(Kismet Grey): Yes.

Chris Suzich: So, I'm sorry I don't have the project period or the business period.

(Kismet Grey): July 30. It's due July 30, it ends June. Fiscal year ends June 30 - or May 31, rather. I'm sorry.

Chris Suzich: Okay, well the FFR - and are you the financial person that would submit that report in EHBs?

(Kismet Grey): Yes I am.

Chris Suzich: So you should be able to see that throughout the year. You wouldn't be able to submit it early but we wouldn't want you to until the end of the period. So if you're not seeing it or if it's grayed out for you then it's probably a privilege issue that we would need to sort through.

(Kismet Grey): Okay. I see it out there as a task to do but every time I try to go to it, it doesn't allow me to do anything.

Chris Suzich: I bet (Melissa) can answer that one.

(Melissa): So, it doesn't have like a Start button?

(Kismet Grey): No.

(Melissa): Or edit?

(Kismet Grey): Hold on. Now I'll go back to my Home page and look again and make sure. I'm sorry, I think it does. I'm sorry. Okay.

(Melissa): So yes, you do have it.

(Kismet Grey): Okay.

Chris Suzich: And in terms of a quarterly, there wouldn't - there might be a quarterly report or reporting requirement the program put on the award. But we don't require any quarterly financial reporting here in the Grants office, ma'am.

(Kismet Grey): Okay, okay.

Chris Suzich: But you have the quarterly reporting that you need to do it in the PMS system.

(Kismet Grey): Yes. Oh, that's right.

Chris Suzich: Thinking - you're thinking of that.

(Kismet Grey): Yes, I am thinking that. You're right okay. Okay.

Chris Suzich: Anything else?

(Kismet Grey): That is it, I thank you for your time.

Chris Suzich: Thank you.

Operator: Thank you, our next question comes from the Organization of Lawrence County School District, number 3. Your line is open and please make sure your phone is unmuted.

Chris Suzich: Poor Lawrence County just can't connect with us (Cathy).

Operator: Lawrence County School District, number 3, your line is open and please check your mute button. And, I'm sorry, I'll go to the next one again.
(Shangra Weathers), your line is open.

(Shangra Weathers): Yes, I just have two quick questions. The first question is about the SAM Web site, I just wanted to verify - I went in and checked our DUNS number and it says that we are active so I just wanted to make that that's the only thing that I needed to check for on the SAM.gov Web site.

(Darren): Make sure that you are active. And please pay attention to the date that your number would expire to make sure that if you are looking to submit another application or a continuation application that it's not within that immediate timeframe. Because updating the application information could take some time.

(Shangra Weathers): Okay, it says we're good until 2014.

(Darren): Great.

(Shangra Weathers): All right, thank you for that. The other question that I had is regarding re-budgeting. Our Program Director spoke with someone about the re-budgeting process and they informed her that we would just need to complete the re-budget form and provide a cover letter.

However, when I went in to do the prior approval form, of course, it asked for the re-budgeting amount but it also has two forms - the FS424 R&R and the FS424 R&R Federal and Non-Federal as well as the cover letter and narrative explanation. So I just wanted to determine which form would we need to fill out in addition to the cover letter?

Chris Suzich: You're talking about the re-budgeting form that's part of the non-competing continuation process, is that right?

(Shangra Weathers): I believe so, I just went into Prior Approvals and this is under as far as request details. Just to kind of give you a little background, what we're trying to re-budget is travel funds from our Program Director to another member of our Research team.

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

(Shangra Weathers): Sure. Okay, it is letter D as in dog, 09, H, P as in Peter, 25034.

Chris Suzich: So I'm sorry, you have a re-budgeting request into HRSA right now, is that right?

(Shangra Weathers): Yes, we started the process and then when I came to the details portion of the form that's where I stopped because I wasn't sure where to go from there,

since they said that it was just a re-budget form and a cover letter. I wasn't sure which of the two forms or if I needed to complete both forms in addition to the cover letter.

(Darren): Whether or not you'd have to do the re - because I believe the R&R form is research. And the other one is construction, non-construction.

(Shangra Weathers): Okay.

(Darren): So, depending on the nature of your grant.

(Shangra Weathers): Okay, because we have - see, we have the R&R and then there's and R&R Federal and Non-Federal and then - as far as the two different forms.

(Darren): And what type of institution are you?

(Shangra Weathers): It's a University.

(Darren): University. It's probably the R&R. Goodness. What form did you submit when you applied for your award?

(Shangra Weathers): I'm not sure. I'm actually a new Project Manager on the grant. So, I wasn't involved in the very beginning. However, I can find out that information, if this is something better to talk about.

(Darren): The one you would use for the re-budget - that same one.

(Shangra Weathers): I'm sorry could you repeat the question, it kind of cut off a little bit.

(Darren): I'm saying that the re-budgeting form would be the same one that you would use - you would use that to re-budget based on what you did your original budget submission on. I don't have your award pulled up so I can't get you that.

(Shangra Weathers): Okay. I can definitely find that out, I can definitely find that out and find out what form it was and then just resubmit.

(Darren): Okay.

(Shangra Weathers): All right, thank you for that.

Operator: Thank you, our next question we're going to try the Lawrence County School District, number 3, again. Your line is open.

(Florence): Okay, I just realized you weren't calling my name you were calling Lawrence School District and its Florence, F-L-O-R-E-N-C-E. I am so sorry.

Chris Suzich: That's okay, go ahead.

(Florence): I had a question on the Property and Equipment form that (Darren) mentioned. Our grant is a construction grant and I want to make sure - because we've got construction of a building and purchase of equipment - and I wanted to make sure that I knew where to go to get this form.

Chris Suzich: That's the SF428 form, correct? Do you have your grant number handy there?

(Florence): Yes Sir, C as in cat, 12, C as in cat, S as in Sam, 23440.

Chris Suzich: Okay, (Helen) or (Darren), I'm sure can answer that. Do you mean how do you navigate to it in EHBs?

(Florence): Yes, Sir.

(Melissa): If you have the privileges, it was a requirement on your award - it would show up on the Task tab. Usually it's available at the EHB.

(Florence): Okay. Our grant doesn't close out until November, is this something we would do at the end of the grant?

(Melissa): Yes.

(Helen): It says 90 days after the end of the project date. That's when you submit it.

(Florence): Okay.

(Helen): After the grant is over.

(Florence): Okay, All right. That's why it's not showing up then. Okay.

Chris Suzich: Okay. Thank you.

(Florence): All right. Thank you so much.

Chris Suzich: Thank you.

Operator: Thank you and, just a reminder, to ask a question, please press star followed by 1 and record your name. And, Sue Purcell, your line is open.

(Sue Purcell): Yes, I have a question regarding an extension with funding. Our award number is 5, T as in Thomas, 80, M as in Michael, C as in Charles, 00009-20-00.

Chris Suzich: Okay, go ahead.

(Sue Purcell): Okay, this grant ends on June 30 and I just was asked - was wondering about the timing to request a no-cost extension. We anticipate having funds remaining and we anticipate having work that needs to be completed.

(Darren): And you said it ends when?

(Sue Purcell): June 30.

(Helen): Normally you would submit it 30 days before the end of the budget period.

(Sue Purcell): Okay.

(Helen): An extension without funds. Because if you have funds left over you're not requesting more funds. You have funds that you want to use and projects that you need to complete. So it's an extension without funds.

(Sue Purcell): Oh, okay.

(Helen): You still have to say how much you have and what you're going to do with it.

(Sue Purcell): Okay and this all goes through EHB?

(Helen): Yes.

- (Sue Purcell): I don't have to deal with the Project Manager or anybody beforehand?
- (Helen): No it's a prior approval request through EHB.
- (Sue Purcell): Okay.
- (Darren): And an extension with them does not remove the FFR requirement for the original date.
- (Sue Purcell): Okay.
- (Helen): Extension without funds.
- (Sue Purcell): Yes, extension without funds
- (Aaron): Yes.
- (Helen): Right.
- (Sue Purcell): Okay, thank you very much.
- Operator: Thank you and, just a reminder, to ask a question please press star followed by 1 and record your name. And we have the Organization of the YMCA Central Start Count. Your line is open.
- YMCA: Good morning. Just a couple questions, in general. Our grant number is C as in Charlie, 76, H as in Harry, F as in Frank, 10121.
- Chris Suzich: Okay, thank you, go ahead.

- YMCA: Okay, the first question is, you know, how frequently - it's been a long time since we've had a federal grant. How frequently can we make a draw on the grant?
- Chris Suzich: (Helen), you can answer that one.
- (Helen): You're supposed to draw funds as you need them and you're not supposed to draw on them and put them in a bank account and draw interest.
- YMCA: Right.
- (Helen): Whenever you need the funds, you should draw them.
- YMCA: So you can draw them more than once a month if you need them more than once a month?
- (Helen): Yes. Some people have, you know, payrolls that they pay every two weeks.
- YMCA: Correct. Okay.
- (Helen): So that's not out of the ordinary to have to draw more than once.
- YMCA: Okay. And then once you've started the drawdown do you need to draw - have at least a draw each month?
- (Darren): No.
- (Helen): Not if you don't need them, you know.
- YMCA: Okay.

(Helen): Go ahead, (Darren).

(Darren): Yes, that was what I was about to say. You draw as the need arises.

YMCA: Okay. That's very helpful. And then the - this is a construction grant so this would go - would we - is the percent then that we could draw down based on what we submitted as our budget?

(Darren): You cannot - that is correct. You cannot - in the - you cannot draw more than you are awarded. Now additionally - I mean, I'm looking at your grant number and you've had this grant for a minute or two.

And though you may not draw on a frequent basis, you are responsible for the periodic or the quarterly reporting. I believe if it's zero you still report zero to PMS.

YMCA: Yes, we've been doing that.

(Darren): Good.

YMCA: But we're looking at probably starting to draw later this month.

(Darren): Okay, as long as there's activity with the award that you can validate that these are expenses against the project, you are entitled to draw.

YMCA: Okay, excellent. And then ours is currently set to expire or the, you know, at the end of August. We had an extension to August 30 - 30 or 31 - of this year. So we're just trying to make sure that, you know, what can we do, what should we be doing.

And your previous question about requesting a possible extension was helpful as well.

(Darren): Okay, but if you've already received one no-cost extension...

YMCA: Right.

(Darren): You said you've already received one?

YMCA: Yes.

(Darren): Okay. To receive another one would require a different type of approval, correct, (Helen)?

(Helen): Right. A second one would take longer. It's a more complicated process at the agency - at our agency.

YMCA: Okay.

(Helen): So if you think you need one the earlier you can request the better.

YMCA: Okay. I will find out about that.

(Helen): Okay.

YMCA: Okay. I think that's all I needed. That's very helpful.

Chris Suzich: Thank you. Have a good day.

YMCA: Thank you.

Operator: Thank you. And just a reminder, to ask a question please press star followed by 1 and record your name, please. I'll wait just a couple moments to see if we get any.

Just a reminder, to ask a question please press star followed by 1 and record your name. And I'm showing no questions at this time.

Chris Suzich: Thank you, (Cathy). Thank you for all your support today and thank you to my - in particular - to my colleagues, (Helen), (Darren) and (Melissa).

I want to thank everybody for joining us today. We will be having another call tomorrow, particularly for our West Coast clients. It's one o'clock tomorrow Eastern time.

So again, I want to thank everybody for joining us. And if (Helen), (Melissa) and (Darren) could stay - and could we go to post conference please, (Cathy)?

Operator: Of course. This concludes today's conference. Thank you for your participation. You may now disconnect.

END