

**NWX-HRSA OA**

**Moderator: Chris Suzich**  
**March 7, 2013**  
**12:00 pm CT**

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

At that time to ask a question you may press Star 1 on your touch-tone phone, un-mute your phone and record your name clearly after the prompt.

This call is being recorded. If you have any questions you may disconnect at this time. I would like to now turn the call over to Mr. Chris Suzich. Sir you may begin.

Chris Suzich: Thank you Jennifer. Thank you everybody for joining us today. We're here to talk about mainly EHB's, the Electronic Handbooks which is the grants system that you are likely all familiar with already because you are probably all already HRSA grant holders.

We are fortunate and privileged to have a number of subject matter experts with us today. We want to talk a little bit for about 20 minutes, highlights some features in EHBs that you may not be aware of.

If you've been one - on one of these calls previously and you've heard this briefing before I apologize, just bear with us. As soon as we get through about 20 minutes about talking about EHBs we will open it up to questions and hopefully have all the answers for you that you need.

If we don't have an answer for your question we will take your contact information and get back to you after we do some research. Again, thanks for joining us today.

I'm going to make a few comments and then turn it over to some of my colleagues to provide some additional information on EHBs and we will go from there.

Just a few housekeeping notes, if you are going to ask a question later if you can have your grant number handy we will probably ask you for that right at the beginning of your question. So if you can lead off with your grant number that will be helpful.

You might also want to have a pencil and paper available to jot down some notes from the things that we say today.

In case you are not already aware I do want to make you aware of the HRSA Contact Center. This is the help desk that most of you start off with when you have a question about EHBs. Let me give you that toll-free number and email address for the HRSA Contact Center.

The contact center number is 877-464-4772. And the email address is [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov). That's [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

That HRSA Contact Center is not to be confused with the Payment Management System. You may have already known but you do not do your drawdowns from the EHB system.

The Electronic Handbooks is where you administer all of your grant functions, where you submit your forms, where you complete pretty much all of your documentation for your grant.

But it is not where you go to draw down your funds. Your funds draw down are done from the Payment Management System. That is a completely different system than EHB. And they also maintain their own helpdesk.

So let me go ahead and give you that help desk phone number. This is for the Payment Management System. And that number is 877-614-5533. That's 877-614-5533.

You probably are familiar with the Payment Management System because in order to administer your grant from the Payment Management System and the drawdowns that you do you have to go in on a quarterly basis to the Payment Management System to complete some financial forms whereas the FFR, the SF425 which we're going to talk about in a short while is for most of you completed on an annual basis within the EHBs.

Some of you might also have some questions about the sequestration that went into effect this past Friday.

I just wanted to mention I don't have a lot of specifics for you unfortunately at this point. But I do want to let you know that your project officers and everyone here in the grants office is actively doing the necessary analysis on the potential impacts of the sequestration.

And you will be hearing as soon as we finish our analysis, you will be hearing from your grants management specialist about any impacts to your specific grant.

At this time I'd like to turn it over to (Helen). She's going to give us some information regarding the distinction between your project officers and your grants management specialists. These are two of the key individuals on your grant. The contact information for both of those individuals can be found on your Notice of Award. (Helen)?

(Helen): Yes. The grants management specialists and the project officer here at HRSA work very closely together in the administration of your grant.

The grants management specialist is responsible for the day to day management of a portfolio of several of your primary health care grants.

We deal mostly with the business management aspect of the grant such as the budget and the grants policy. We can help you with some parts of the annual Federal Financial Report but in a lot of cases you might have to go to the Payment Management System or the helpdesk for other help.

Questions regarding your FFR and PMS definitely you have to go to PMS agent that is assigned to you.

The SFR is a two-part form. The first, the top part of it is for the PMS reporting. And the annual reporting is the rest of the form that you submit to HRSA on a yearly basis.

The project officer is the counterpart to the grantee's program director. And the project officers are responsible for programmatic and technical issues assigned for applications in grants.

They help with development of the programs to meet the HRSA mission, help in preparing the Funding Opportunity Announcements and other activities that are complementary to the grants management specialist.

And as Chris just said you can find your contact information for both your grants management specialists and your project officer on the last page of any Notice of Award that you receive.

My suggestion would be if you're not sure who to call for an answer to your question that you start with the grants management specialists. He or she will either be able to answer your question or will know how to direct your question to the direct person. Thanks Chris.

Chris Suzich: Thank you (Helen). Next up we're going to talk a little bit about the FFR. This is a financial report that is done as I mentioned before annually by most of you. And this is done and submitted through EHBs.

It is also known as the SF425. It can be somewhat confusing because part of the SF425 is submitted on a quarterly basis by you in the Payment Management System. And another portion of the 425 is submitted in EHBs.

The portion in the Payment Management System is typically referred to as the Federal Cash Transactions Report. I'm going to turn it over to (Kelly) now to give us some more information about that form. (Kelly)?

(Kelly): Thank you Chris. As Chris mentioned the Federal Financial Report is used for reporting your federal cash transactions to the Payment Management System. So that's your quarterly reporting that you have to log into the Payment Management System and report your cash disbursements.

What you're reporting to HRSA through the Electronic Handbooks is your annual outlays or your expenditures.

So on the form itself fields D through O are what you're reporting in the Electronic Handbooks. So we want to make that clear distinction so that you're not confused between the two financial reporting requirements imposed on you.

We also advise that you look at your Notice of Award on the reporting requirement to see when your FFR is due to HRSA. Thank you Chris.

Chris Suzich: Thank you (Kelly). Next (Melissa) is going to talk to us a little bit about the carryover request that you might be familiar with and the related prior approval functionality in EHBs. (Melissa)?

(Melissa): Yes thank you Chris and thank you everybody for joining. For the carryover request if you a few indicators in unobligated balance.

On the FFR you'll have the option to do a prior approval request for a carryover. The system will actually asks you (unintelligible) request.

Please note the FFR it has to be submitted with the unobligated balance before you request prior approval for the carryover.

When you are actually doing the prior approval requests in the EHBs the carryover has to be for the amount either left in or equal to the unobligated balance on the FFR. It should be just amount, the amount, no comma and special characters.

If it doesn't - if you try to go above the amount indicated on the FFR the system will give you an error that it has been lifted or equal to the unobligated balance on the FFR. And likewise if you enter in commas or cents it says somewhere - (unintelligible) an error as well that you enter a (false) amount.

Now to touch a little bit upon the prior approval request I just wanted that it's like with any other submission of the EHB you actually need to have privileges to work on the prior approval. You can get prior approval privileges from your project director of the grant.

Now to access the prior approval once you're logged into the EHBs you click on the Grants tab and then the Grant folder (unintelligible). And then you from there there's a link to request prior approval.

Once you request a prior approval there's a box to check off and acknowledgment statement. But the options for prior approval are administrative supplements.

For those grantees that are on drawdown restriction you would have the approval to drawdown funds.

Of course we already touched on carryovers. Extension of the actual grant either with or without funds, this is not to be confused with extensions of actual reports or submission. There's actually a request extension link for that,

project director changes, re-budgeting or other prior approval such as (unintelligible), et cetera Chris?

Chris Suzich: Thank you (Melissa). Over the past few months we added some new functionality specific to a form related to property into EHBs. It's called the SF428 and it's a property form. And here to tell us a little bit about that again is (Kelly) again. (Kelly)?

(Kelly): Thank you Chris. So if you receive a grant award and you are going to be purchasing equipment that costs \$5000 or more you're going to then see a reporting requirement on your Notice of Award requiring you at the end of your grant to submit in an equipment list to us. And that is through the SF428, the Tangible Personal Property Report.

You can now do that through the Electronic Handbooks. You'll see a submission that is due after your grant expires. And you'll simply log into that, complete the form and return that to HRSA.

So again that's to report equipment that you purchased in excess of \$5000 after the expiration of your grant.

And again look at your Notice of Award for those reporting requirements and due dates. Thank you Chris.

Chris Suzich: Thank you again Kelly.

Next we're going to be hearing a little bit about the system called sam.gov. This is S that S like Sam A like Apple and M like Mary.gov. That is a system that you might already be familiar with because it replaced the previous

government system known as CCR. And here to tell us a little bit about that is (Darren). (Darren)?

(Darren): Thank you Chris and good afternoon everyone. Thank you for joining our call today.

The Systems of Awards Management, SAM or sam.gov as Chris said is the system that replaced the Central Clearinghouse Registry formally known as the CCR.

On a yearly basis grantees are required to certify their DUNS numbers and address names and things of that nature in the system.

A DUNS number and a proper SAMs registration is required for needed for submissions in grants.gov if you are submitting a new or a continuation or a competing supplement as well as validating information in the HRSA Electronic Handbooks for your noncompeting continuation progress report.

So in order for you to submit the application you must be sure that your DUNS number is current and up to date in the system for awards management.

And a project director can establish a backup for the organization if he or she is not able to do the update. And that person would also have the privileges with the proper base in the Electronic Handbooks to have such issues when it comes to EHB.

On a separate note while we're still talking about updating registrations or contact information in the Electronic Handbook your contact information or your account information will be disabled after 180 days of nonuse.

And if you have 180 days of nonuse you will then have to contact the HRSA Contact Center to have your account in the Electronic Handbook reactivated.

But for the most part the rest of this discussion and conversation is ensuring that you as applicants, you as grantees make sure that your DUNS number and name and address and information is update in the system called sam.gov.

If you experience issues with the updating or accessing sam.gov we as the (op div) or an HHS agency cannot call sam.gov on your behalf.

There is a contact number that's listed on their Web site. And additionally the - additionally rather they encourage all applicants or persons doing business with sam.gov if the wait time with the 800 number or the toll-free number or is extensive there is a form on their Web site that you could fill out to submit your question or your concern.

But please make sure that your contact, you're - all of your information is updated as you continue to do business with HRSA as well as other federal agencies. Thank you.

Chris Suzich: Thank you (Darren). And I'd just like to reiterate the importance of the DUNS number that (Darren) was talking about that is registered in sam.gov.

If you - chances are you're a holder of a HRSA grant already you submitted your application through grants.gov and when you came through grants.gov before that application could come to HRSA it was validated, the DUNS was validated with these sam.gov system. So it's important that you maintain your yearly recertification with sam.gov.

There is a lot of information available to you our grantee community both on the Web and EHBs. And we've also been recently trying to leverage YouTube to some extent by putting a number of videos and help resources out there so that you don't necessarily have to download a manual and read through that. Maybe you can find a short video that we posted to explain some of EHBs functionality.

To talk more about that today we have (Jillian). (Jillian) why don't you take away?

(Jillian): Thank you Chris. Hello everyone.

So as Chris mentioned we have lots of resources available to HRSA grant applicants and grantees to help you navigate the EHBs.

And this information is available first of all from within the EHB. From any page within the EHBs you'll see in the upper right-hand corner there is a menu that is labeled Support.

And if you click on that link it'll open up a menu. And one of the options within that menu is EHBs help.

So you can access the help through the support menu in the upper right-hand corner of the EHBs.

Also in the bottom right-hand corner of the EHBs you'll see a blue question mark icon. And you can click on this icon from any screen within the EHBs and it will also open the EHBs help.

You may have additional options from that blue icon in the bottom right-hand corner. And one option specifically that I'd like everyone to pay attention for is the screen help.

When you see an option that's called Screen Help it will take you directly to the help for the specific screen that you're viewing. So especially when you're filling out reports for example like the FFR we have helped specific to each of the pages of the FFR and you can access that by viewing the screen help option from the Question Mark icon in the bottom right-hand corner of the screen.

Within the help we have a lot of information. We have links to user guides. We have FAQs. And we are constantly updating these based on the kind of questions that the Contact Center receives as well as questions that people here at HRSA receives.

So if you check out the help and you're not finding an answer that you're looking for I do encourage you to check back regularly because we are adding help content to that site every day.

Also within the help we have some videos. Depending on the report you may have access to a video that will walk you through some of the common validation errors that people receive and how to resolve those errors as well as like I mentioned before user guides where available.

In addition to the EHBs help there is a HRSA channel within YouTube. So there are a few ways you can get to that.

You can go directly to YouTube and then type in a search for HRSA H-R-S-A and it will bring up HRSA related video. Or you can type the URL directly

into your Web browser. And that would be [www.youtube.com/hrsatube](http://www.youtube.com/hrsatube) H-R-S-A-T-U-B-E. And that will take you directly to all of the videos that are available to HRSA.

Many of those are specific to the EHBs however there are also lots of videos there that are more programmatic in nature and may not talk explicitly about EHBs. But there's a lot of information available that may be useful or of interest to you within the HRSA 2 channel of YouTube.

Another resource that's available is on the HRSA Web page. And that page is called Manage Your Grant. You can get to that page by navigating to the HRSA Web site [www.hrsa.gov](http://www.hrsa.gov) and then selecting the grants tab at the top of the page and the sub option of Manage Your Grants.

I can also give you the URL for that page. It's [www.hrsa.gov/grants/manage](http://www.hrsa.gov/grants/manage). And that page will also provide information. You can access previously recorded technical assistant calls like this one as well as access slides or technical assistance presentations that may have taken place and other useful information about managing your HRSA grant.

Chris Suzich: Thank you (Jillian). Some of you on the phone have something associated with your award called Expanded Authority. We refer to it as EA here sometimes internally.

Expanded Authority does not apply to every HRSA grant but it does apply to some. And there are sometimes questions surrounding Expanded Authority and what's right that gives a particular grantee.

So here to tell us a little bit about Expanded Authority is Bruce. Bruce, why don't you take it away?

Bruce Holmes: Thank you Chris. Good afternoon everyone. In case you're wondering how you know that you're under Expanded Authority first we'd like for you to visit your Notice of Award. And under the Remarks block you should see a statement indicating that you are - that your grant is under Expanded Authority.

For example the example I'm looking at now says this grant is included under Expanded Authority.

Additionally under the terms and conditions of your Notice of Award under program specific term, term number one sites the federal authority which covers Expanded Authority.

Now what does that exactly mean when you're under an Expanded Authority? Actually it means that you have certain authorities or abilities or privileges to do certain grant actions without prior approval from HRSA. However, you're still required to notify HRSA.

Specifically it states in the context of our topic today regarding carryover requests. Say for example your budget period award or what you're reporting on is approximately \$311,875. Well under Expanded Authority you're able to carry over 25% or \$250,000 of that amount whichever is less under Expanded Authority.

That means if you're unobligated balance is equal to or less than \$77,969, 25% of your total federal funds under that budget period, you may report that amount under which is reported on your unobligated balance on your Federal Financial Report form. And then you will not need to process to take any further actions. Those funds would be carried over under Expanded Authority.

In our limited time here today we would request that you go through these specific grant, the program specific term listed on your Notice of Award and reread that in its entirety.

Also you may find additional information on your assigned grants management specialist who is listed under the listing under the contacts under Division of Grants Management Operations for specific questions and guidance for Expanded Authority. Thank you Chris.

Chris Suzich: Thank you Bruce. Do any of my colleagues on the phone have anything else they'd like to add before we open it up to questions?

Okay. Well at this time we'd like to open it up to questions. As I said at the beginning of the call we really like to use these calls to give you the opportunity to perhaps get some clarification on an issue that you've had regarding EHBs. Maybe you called the Contact Center and just feel like you need a little bit more information.

Again if we can't answer your question we will take your contact information and get back to you.

At this time I'd like to ask (Jennifer) to provide the instructions for posing a question.

Coordinator: Thank you. To ask a question you may press Star 1 on your touch-tone phone, unmute your phone and record your name clearly when prompted. Your name will be required to introduce for your questions.

If you would like to later withdraw your question you may press Star 2. One moment please for incoming questions.

The first question comes from (Glenn Connorty). Your line is open.

(Glenn Connorty):Hi. My question basically had to do with the mentioning of the SF428 for equipment tangible property purchased in excess of \$5000.

Is that a net amount? And also is that including furniture or what are you defining equipment as because I don't see anything on my NOA?

(Kelly): Well if it's not on your Notice of Award perhaps it doesn't qualify. You can always check with your grants management specialist. It is equipment so by line item at \$5000.

(Glenn Connorty):Okay by line item.

(Kelly): Per piece.

(Glenn Connorty):Okay because we would've had it - I mean I know that we did a budget. I don't have it right in front of me right now because I didn't know we were going to have that available to ask.

But I know that we did have an equipment list or a furniture list that we put together for our capital improvement grant that we just got last year. And I don't think any of the items on an individual basis are over \$5000.

So that's what I just wanted to know if that was a net amount or if that was an individual item amount?

(Kelly): Yes it is per item.

(Glenn Connorty): Okay great. Thanks very much, appreciate it.

(Kelly): You're welcome.

Coordinator: The next question comes from (Ellen Kunkel). Your line is open.

(Ellen Kunkle): Hi thank you. I had a clarification on the sam.gov. Is that something we need to update annually or I heard some mention of something expiring in 180 days. And I wasn't sure what was what.

(Darren): Yes. The sam.gov needs to be updated on an annual basis. The 180 day comment was for your Electronic Handbook password and account information.

If for some reason you don't use it after 180 days it goes into in an active state.

(Ellen Kunkle): Got it. Okay.

(Darren): Okay?

(Ellen Kunkle): Thank you.

Coordinator: The next question comes from (Anita Daniels). Your line is open.

(Anika Daniels): Hi. How are you? I'm trying to find out who do I notify if I'm in the EHB system and I noticed that I'm actually able to see someone else's award?

Because it seems like there's some confusion between the two Sunni schools. There's the upstate Sunni and the downstate Sunni. And I can actually access both of them.

(Jillian): For that case we would have to get some information from you and look into that. There are a few reasons why you may be able to see an award.

If there saying that there's multiple Sunni organizations it could be that the award was issued under the wrong DUNS number.

(Anika Daniels): Okay.

(Jillian): ...which might be one reason why you would be able to see that. Another reason could be that you were - when you first registered in the EHBs you may have registered to either the wrong instance of the organization or somehow over the course of being in the EHBs associated with your with that instance.

And there's a few other options but without looking into it specifically I don't want to speculate so...

(Anika Daniels): Sure. I mean there are two DUNS numbers listed. I initially when I started using EHB it was just our institution. Syracuse is now added as a few months ago so that's something that we didn't add.

Chris Suzich: And what role do you have Ms. Daniels?

(Anika Daniels): I work with the PI so I worked directly with her and I'm the director for the program itself so I'm the one who actually submits the reports.

Chris Suzich: Can we have your phone number and we'll give you a call back?

(Anika Daniels): Sure. It's 718-270-3036. Do you need the grant number?

Chris Suzich: If you have it yes.

(Anika Daniels): Yes it's D18HP23014.

(Darren): I believe just in a past conversation with another colleague here at HRSA there are though probably other awards with the same relationship.

So I think it's something that has already been brought to our attention because of the addition or adding of Syracuse to the system.

(Anika Daniels): Okay.

Chris Suzich: We will look into it and get back to you (Anika).

(Anika Daniels): (Anika), yes thank you.

Chris Suzich: Thank you.

Coordinator: The next question comes from (Berfer Cheng). Your line is open.

(Berfer Cheng): Thank you very much. I work with the Pacific Islands Primary Care Association and we work with New Access Points or people who want to apply from the, what are called the freely associated states so they're independent countries.

We've run into extraordinary difficulties with SAM because their international and they don't have EIN numbers, they don't deal with IRS and they have to get what they call a NATO cage number not just a cage number.

Is there someone within SAM that's to work with international agencies?  
We've just had a very, very difficult time getting good information.

(Darren): To answer the question we don't know and the best thing for you possibly to do is to as I said fill out that Web assisted form contact...

(Berfer Cheng): Okay.

(Darren): ...and have your communication with them through the form that's on their site. It's a form that you would enter the information and because the number that I believe it's like an 866 number it's constantly busy and they even advise, SAM even advises that you submit the issues or your concerns, other problems through the forum.

(Berfer Cheng): Okay.

Chris Suzich: I would also add sir that I think we share your frustration here because in fact internally I myself and some of my colleagues tried to reach out to sam.gov on a problem that we were having over the past week and we've had difficulty frankly reaching somebody.

So I guess please take (Darren)'s advice and try to go the Web form routes but we will elevate your concerns to the folks at sam.gov as soon as we can locate them.

(Berfer Cheng): Thank you very much.

Coordinator: The next question comes from (Tosha Sadler). Your line is open.

(Tosha Sadler): Yes I had a question about the Expanded Authorities that you were speaking of. Is that something that comes with specific grants or is that something you can actually try and get awarded or like if you had wanted that for your grant?

Chris Suzich: Bruce are you there?

Bruce Holmes: I'm sorry I missed that question. Could you repeat it again?

(Tosha Sadler): Sure. When it came to the Expanded Authority that you are speaking of...

Bruce Holmes: Yes?

(Tosha Sadler): ...is that something that you can apply for or how do you go about getting that? That just come with the grant like...

Bruce Holmes: Actually that comes with most HRSA training grant. And again as we stated earlier you'll be able to tell if your specific grant is under Expanded Authority by checking your remarks spot.

Just for conversation sake what's your award grant number?

(Tosha Sadler): You know I don't have it in front of me. But I mean I know we're not under Expanded Authority so I did know if it was something you could like apply for or try to get?

Bruce Holmes: Oh no that's a - an innate privilege within the grant training within the HRSA training programs training grant.

(Tosha Sadler): Oh okay. All right thank you.

Bruce Holmes: You're welcome.

Chris Suzich: One other comment on that.

(Kelly): Yes just to clarify it would be at a program level so all grants for a particular program that falls under extended authority would fall under extended authority.

But if a program does not fall under that there is no way to apply for it for that program.

(Tosha Sadler): Okay thank you.

Coordinator: The next question comes from Noreen (Johnson) Smith. Your line is open.

Noreen (Johnson) Smith: Yes hi. Thank you. We have several items in our EHB that are past the due date that we've already been in touch with the project officer about why and have been instructed to request an extension.

There is nowhere in the reporting requirements to ask for an extension. And the instructions under conditions say please contact your project officer to request an extension.

But when we contact the project officer he says to go through the EHB and to ask the help line but the helpline says to talk to the project officer. So is there a solution to that that you know of?

(Kelly): Well we can get your grant number and follow-up. Are these submissions that are very old or are they somewhat recent and have missed the deadline?

Noreen (Johnson) Smith: Well we actually have two things. One is the construction grant that has a number of items that just were in the EHB which were not in sync with our original timeline anyways and one document that we just send it to the project officer because we couldn't upload it in the EHB but the deliverable remains in the EHB as late.

But a second question is we have another grant that's non-construction. It's programmatic. There are five or six what look like late contract submissions that we've already submitted but they still appear in the EHB as overdue. And there's no way to get rid of them.

And we've asked the project officer. The project officer agreed that those are not overdue and that they were submitted and has kicked it up to their boss to get some kind of a clearance to remove things but can't even see them in our - the project officer says she can't even see them in our EHB but I see them.

(Kelly): There is a few different scenarios here. One of the scenarios is that when all of the conditions and reporting requirements were required to start coming through the EHBs in 2009 in some cases grantees were still submitting things outside of the system they the way they did before the EHBs.

And those older cases there may be some things that have been submitted but this omission was created in the EHBs even though it was submitted through maybe email or by mail.

So that's one scenario. Another scenario is there are some submissions in the EHBs that do not allow deadline extension requests.

Have you tried going in and submitting any of these even though they're showing up as late...

Noreen (Johnson) Smith: There's no...

((Crosstalk))

(Kelly): ...and showing an option or...

Noreen (Johnson) Smith: No there's no option to submit. There's no option to do anything to them. You can't - there's no interactive option.

When you click on Edit it brings up the reporting requirement but there's no button anywhere to do anything.

(Kelly): Okay so let's get your contact information. Can you repeat your first name?

Noreen (Johnson) Smith: Noreen N-O-R-E-E-N.

(Kelly): And the last name?

Noreen (Johnson) Smith: Smith S-M-I-T-H.

(Kelly): And you have the grant numbers where this as an issue?

Noreen (Johnson) Smith: I do. Should I give that information to you off-line or on the call?

Chris Suzich: Yes.

(Kelly): It's okay if you give it.

Chris Suzich: You can go ahead.

(Kelly): Okay.

Chris Suzich: Go ahead Noreen.

Noreen (Johnson) Smith: Yes. Let me just pull up the - one is H970 - oh shoot that's not the right one, hold on. Sorry.

Capital development it's C8ACS23815.

Chris Suzich: And your phone number Noreen?

Noreen (Johnson) Smith: It's 508-860-7996.

Chris Suzich: Okay we'll do some research and be back in touch with you Noreen. Was there another grant besides that C8A or no?

Noreen (Johnson) Smith: There is. The other grant, let me just get you to that number. Thank you. It's B76HF - whoops I'm sorry, scratch that. It's H76HA00019.

Chris Suzich: Okay thank you. We'll be back in touch.

Noreen (Johnson) Smith: Thank you very much. All right bye-bye.

Coordinator: The next question comes from (Crystal Coulter). Your line is open.

(Crystal Coulter): I have a few questions. I'm with the Alaskan Native Tribal Health Consortium. And I was wondering I - there is a couple of issues that we've run into where the reporting dates on our NGA doesn't match the reporting requirements in EHB.

And when we've contracted EHB it's - they said that we need to contact our grants person. And so when we contact them they say we have to contact EHB. So what's - what do we do in that situation?

(Kelly): Let me make sure I'm understanding. You're saying under Notice of Award there's a due date for a reporting requirement or a submission and then when you go into the Electronic Handbook it's a different due date?

(Crystal Coulter): It's not there at all.

(Kelly): It's not there at all.

Chris Suzich: Why don't we start with the grant number Crystal?

(Crystal Coulter): Let me find it first. While I'm looking for that I have another question. When you're filing your FFR is there a reason or a method to how some are cumulative and some are not?

(Kelly): All financial reports are cumulative per the document number. So for each segment or document of your grants you have to submit a cumulative report.

(Crystal Coulter): Okay. The reason I ask the question is because I have one grant where that's been going on for several years that I report cumulative - cumulatively since the award of - since the date of the initial award. And some I report annually, report by budget period, not cumulative on the total award.

(Kelly): And for those do you get - are they - do they have competing cycles every year or...

(Crystal Coulter): No.

(Kelly): ...are they multi-year projects?

(Crystal Coulter): Yes.

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

(Crystal Coulter): While I have several HRSA awards and they're all different so I mean I probably have it...

(Kelly): Could you give us like an example for each which give me a grant number that you would do the cumulative report and one that you would do an annual? And if not we can talk off-line.

(Crystal Coulter): I think that's probably best.

(Kelly): Okay.

(Crystal Coulter): I have several of them. I think I have about ten of them that they're all different. And so the other question that I have on the FFR is when you are reporting cumulatively total - like over the life of the award and it is multi-years that you're reporting on, when you report your IDC is it supposed to be cumulative or is it for the - supposed to be for the amount that is from the last time that you reported?

(Kelly): Yes your indirect costs are for each period.

(Crystal Coulter): So it's not cumulative?

(Kelly): Right.

Chris Suzich: Why don't you go ahead and give us your phone number (Crystal).

(Crystal Coulter): It's 907-729-2859.

Chris Suzich: Did you say you're located in Alaska?

(Crystal Coulter): That's correct.

Chris Suzich: So that was 907-729-2859?

(Crystal Coulter): That's correct.

Chris Suzich: Okay. We will be in touch.

(Crystal Coulter): Wonderful. Thank you.

Coordinator: The next question comes from (Lynn Duong). Your line is open.

(Lynn Duong): I have a - I have two questions. One is for the extended authority on one of our grant award. Where does it show that on the Notice of Award?

Bruce Holmes: Thank you for your question. That should be shown on the remarks box first and it should say something to the effect of this grant is included under

Expanded Authority as well as you should have the language included on your program terms. What's your grant number?

(Lynn Duong): It's T08HP05268.

Bruce Holmes: The T08 grant program is not under Expanded Authority.

(Lynn Duong): Okay thank you.

Bruce Holmes: You're welcome.

(Lynn Duong): And then I have another question. For the carryover when do I request for the carryover and do I have to get prior approval for the carryover?

Bruce Holmes: For the T08 grant program you'll be requesting carryover usually immediately upon submission of your Federal Financial Reports.

You'll make your selection under the option that says carryover requests decision. And you have the option thereof to submit if you have an unobligated balance to submit the report within 30 days of the final - financial report submission date.

(Lynn Duong): That's the final submission date, final report submission date?

Bruce Holmes: Is your grant scheduled to end this year?

Chris Suzich: No.

(Lynn Duong): No it isn't.

Bruce Holmes: Okay then you'll be - that would be the what is that called the...

(Lynn Duong): Well actually our...

Bruce Holmes: ...annual.

(Lynn Duong): ...budget period is for 6-30, ends 6-30 right (Mikey)?

Bruce Holmes: Yes the budget year if it's - you have the two year grant program?

(Lynn Duong): Yes we do.

Bruce Holmes: Yes your first budget period ends June 30, 2013 and your Federal Financial Report due date should be listed under the reports requirement of your Notice of a Grant award which should be October 30, 2012 if I'm not mistaken.

(Lynn Duong): October 30, 2013, that's correct.

Bruce Holmes: Yes my apology 2013.

(Lynn Duong): Okay.

Bruce Holmes: And just as an addition on that note too my apology to all the listeners out there, the reporting date for your Federal Financial Report and for those under Expanded Authority are also listed under the reporting requirements on your Notice of Grant Awards.

And those dates have been aligned with the quarterly submission date so that's why for those of you that are more seasoned grantees you've noticed a slight change of the due date.

(Lynn Duong): Okay great. Okay thank you.

Coordinator: You're welcome. The next question comes from (Patricia Bartholomew).  
Your line is open.

(Patricia Bartholomew): Yes thank you. First I'd like to say that everything is coming through audibly very clear today. You're very well organized and it's a very informative session for those that are new to the Electronic Handbook. So I hope we see more phone calls like this in the future. So thank you.

I do have a couple of questions. I would like to clarify and make sure I understand about the FFR. With the PMS system there are four quarterly reports that are due under the HRSA section for the Electronic Handbook. There's an annual report due.

I misunderstood. I didn't hear you properly. Were there also quarterly reports due under the Electronic Handbook?

(Kelly): Not of the FFR. The quarterly reporting requirement is with the payment management system and that is handled directly through PMS, not in the Electronic Handbooks.

(Patricia Bartholomew): Excellent, thank you. Another question that I had and I'm sorry to go back to Expanded Authority again. I have my Grant Notice of Award in front of me and the remarks section is extremely long.

I've reviewed it and I just want to make sure that we are not included in Expanded Authority because it is such an important aspect. Can you help me with that?

Bruce Holmes: Sure. Please provide me with your grant number?

(Patricia Bartholomew): Yes. The grand number is H as in Harry 80 C as in Cat S as in Sam 24200.

Bruce Holmes: I don't believe that particular grant is under Expanded Authority but if...

(Kelly): It is not Bruce. That's the Health Center grant program and they're not under Expanded Authority.

Bruce Holmes: Correct.

(Patricia Bartholomew): Thank you for clarifying that. Not good news for me but now I know. Thank you. I'm rather new to the Electronic Handbook system so I appreciate your patience.

May I ask you a question about the UDS data gathering or is that something that's inappropriate for this call?

Chris Suzich: You can ask it but I'm not sure that we can answer it. (Helen)?

(Helen): Yes I'm here. UDS reporting is to the BPHC system, the Bureau of Primary Health Care system. If you have questions about that I would suggest that you call your project officer.

(Patricia Bartholomew): Great, thank you very much.

(Helen): Okay.

(Patricia Bartholomew): And that's all my questions.

Chris Suzich: Thank you (Patricia).

(Patricia Bartholomew): Thank you.

Coordinator: The next question comes from (Heather Keyes). Your line is open.

(Heather Keyes): Hi. I have two questions. The first question is how do I know when a prior approval request has been approved? Is that something I can look at in the handbook?

(Kelly): For the prior approval request in most cases when it's approved the final notification will come in the form of a revised Notice of Award.

(Heather Keyes): Oh okay.

(Kelly): And it will reflect the change of the prior approval request. In some cases if a revised Notice of Award is not required then you will receive an email notification that the request has been approved.

(Heather Keyes): Okay. And is there a - kind of a standard turnaround time for that?

(Kelly): You should hear from us within 30 days.

(Heather Keyes): Got it. All right and then my second question has to do with the NCC progress reports. I'm trying to understand how in the Electronic Handbook I can access the budget details page?

Bruce Holmes: For the current notice non-competing continuation report for fiscal year '13 the budget matter has been excluded.

The only items that you'll be included regarding the budget if the program specific, the NCC instructions from the program and request specific budget matter for program purposes.

(Heather Keyes): Can - I'm sorry, can you repeat that? The budget part will be what?

Bruce Holmes: It's excluded. This time...

(Heather Keyes): It's excluded...

Bruce Holmes: ...this time around.

(Heather Keyes): ...all right. But then did you say there is something else related to the budget that is included or did I misunderstand?

Bruce Holmes: With the exception if the individual program specific instructions developed by the program request the budget matter for their own internal purposes that would be the only budget matter that you would be providing in your NCC performance progress report.

(Heather Keyes): Got it. And that has changed from last year is that correct?

Bruce Holmes: It's been a progressive change over the years.

(Heather Keyes): Okay.

Bruce Holmes: We've just effective September 1, 2012 that took effect. And this year we're hoping that a majority of our reports we will not be requesting budget matter in the noncompeting continuation.

But that may vary on this specific program. You probably want to check with your particular HRSA project officer and the grants management specialist to find out what your specific requirements are for your NCC report.

(Heather Keyes): Great. Thank you.

Bruce Holmes: You're welcome.

Coordinator: The next question comes from (Clinton) Shapley. Your line is open.

(Clinton) Shapley: Hi, good afternoon. I have two questions. First has to do with Expanded Authority. When you're under Expanded Authority and your unobligated balance is greater than 25% does that request have to be for just the excess of 25% or would it be the total unobligated?

Bruce Holmes: You will be requesting the total unobligated balance.

(Clinton) Shapley: Okay great. That was easy. And then my other question is - has to do with faculty members. They receive emails whenever I submit anything in the Electronic Handbook and some of them had moved on and aren't on the project anymore.

Is there a way that I can remove them from receiving emails or remove them from a grant? Sometimes they don't really enjoy getting a bunch of emails so...

Bruce Holmes: Yes there are two options within the Electronic Handbook system available to the grantee. And that is you can manage your email distribution contacts. And you'll have options to select who can receive and who should not.

You can also coordinate with your grants management specialist and also you can receive technical assistance from the HRSA EHB's contact center.

(Jillian): Yes.

Chris Suzich: Yes. I'm sorry (Jillian) has a little bit more to add to that. Thank you Bruce.

(Jillian): Yes. So the notifications will go out to people with privileges to the grant handbook and the different areas of the grant handbook.

So one way from the grantee side that you can prevent them from getting emails is to remove their privileges to that grant.

So they're no longer working with the grant either the project director or someone else with the administer grant users privilege...

(Clinton) Shapley: Okay.

(Jillian): ...can remove those users from the grant.

(Clinton) Shapley: Oh okay.

(Jillian): If the person receiving the email is the project director and the project director is changed then a prior approval request would need to be submitted to HRSA to change the project director because there is no way to remove the project director as a contact on the system generated notification.

(Clinton) Shapley: Great.

Bruce Holmes: What's your grant number sir?

(Clinton) Shapley: I have multiple ones. Just one example is D19HP19031.

Bruce Holmes: One, okay. I - and your name again?

(Clinton) Shapley: (Clinton) Shapley.

Bruce Holmes: (Clinton) Shapley. And your email address?

(Clinton) Shapley: Shapley, S-H-A-P-L-E-Y C so shapleyC@cga.msu.edu.

Bruce Holmes: Okay thank you.

(Clinton) Shapley: Thanks.

Coordinator: The next question comes from (Bob Smith). Your line is open.

(Bob Smith): Yes thank you. I'm a little confused and in fact our number is D58HP23259. We were funded in September of '11. And as I understand it we've got two financial reports. One is a quarterly and one is annual.

We've got a performance report and a noncompeting continuation. Is that correct, four different reports?

Chris Suzich: All of your reports and your reporting requirements would be listed on your notice of award sir.

The quarterly financial report that you mentioned would be the PMS report that (Kelly) was...

(Bob Smith): Right.

Chris Suzich: ...telling us about before. So that's not submitted through EHBs.

(Bob Smith): Okay.

Chris Suzich: And you would do that in the Payment Management System.

(Bob Smith): The D58s I assume (Kelly) will correct me if I'm wrong that that's an annual report and FFR the SF425 that you would submit in EHBs, okay?

And then in terms of the performance or progress reports that you have I have to defer to the specific terms and conditions on your NOA unless Bruce you're familiar with the D58s?

Bruce Holmes: I'm searching that right now.

(Kelly): And that does sound about right that there's a performance reporting requirement. And then if you have an upcoming noncompeting continuation you would have to complete the NCC as well.

(Bob Smith): Great. And my question is what is the due date on all of these because it seemed to me they changed it a year ago from September to July for people - starting grants in September. They moved it back to July. Something happened in there but I'm not sure.

Bruce Holmes: Your specific reporting requirements currently on your notice of award is for the Federal Financial Report is January 30, 2013.

You also have listed a performance data report which is due August 30 31st which was due August 30, 2012 of last year.

And let's see here your particular grant 23259 okay, that expires in 2016. So you will also be receiving an electronic notification for the noncompeting continuation grant as well. It should've - the project officer should have already received...

(Bob Smith): I'm starting to get some of that. That's where I got confused. But my report dates have not been changed. I'm still viewed as somebody funded in September is that correct?

Bruce Holmes: Your grant program did start this year in September 30.

(Bob Smith): Right, it started a year ago this last September.

Bruce Holmes: Yes.

(Bob Smith): Okay. That was my basic question. I mean we've got all the how to do all this but it's something in the back of my mind said they had changed some of those. But as long as we stay on that same cycle of a September start date.

Bruce Holmes: Yes your cycle according to the Electronic Handbook is your starting cycle September 30 through September 29.

(Bob Smith): Right, right, right great. Thank you very much.

Bruce Holmes: You're welcome.

Coordinator: The next question comes from (Stephen Stone). Your line is open.

(Stephen Stone): Yes good afternoon. This - I have a question. We have a grant and have submitted the final - or documents and drawn down our funds but I do not see anything online that shows where we submit our final financial report. Is that under the EHB or is that in a different location?

Chris Suzich: You would submit that under EHB sir. Do you have your grant number handy?

(Stephen Stone): I do C76HF as in Frank 09786.

Chris Suzich: (Kelly) do you want to...

(Kelly): Yes. So you should have a final FFR requirement through the Electronic Handbook.

(Stephen Stone): Okay. I was just online there and nothing is showing up anywhere.

(Kelly): Okay do you know if you have the appropriate privileges to view and submit the...

(Stephen Stone): Yes. We went through quite an iteration of project directors and I went through and got all the prior approvals and changed myself to the project director.

And should - it looks like everything is - or that I have the authority to look at everything but I'm not seeing anything on there.

Chris Suzich: (Unintelligible).

(Kelly): Okay. Can you go ahead and give me your telephone number and we'll reach out to you?

(Stephen Stone): Sure, 307-633-7645.

Chris Suzich: (Melissa) did you have a chance to bring that up or no?

(Melissa): Not yet. What was the entire grant number?

(Stephen Stone): I can read it off again.

(Melissa): Thanks. I apologize.

(Stephen Stone): That's okay. C7...

(Helen): Memorial?

(Stephen Stone): Pardon?

(Helen): Is that Memorial Hospital of Laramie County?

(Stephen Stone): Yes.

(Helen): I don't see anyone set up as the financial review administrator in there.

Chris Suzich: (Melissa) I have it as C76HF09786.

(Stephen Stone): And then there is follow-on of 0-01-03.

(Melissa): Thanks.

Chris Suzich: One second please sir.

(Stephen Stone): Sure.

Chris Suzich: So (Helen) it looks like a setup issue to you?

(Helen): There's no SRA there.

(Melissa): Right, that appears to be the case. There is no SRA associated with the organization at this point.

(Stephen Stone): But can I go online to the EHB and get that set up?

(Melissa): Yes. You would need to go to the Grants tab and click on the link to add to the portfolio. But you would need the account ID and the number from the Payments Management System in order to add the grant as the financial reporting administrator.

(Stephen Stone): Okay.

Chris Suzich: Do you have that information from the Payment Management Systems sir?

(Stephen Stone): No I don't. I can give them a call at their 800 number that you gave at the beginning.

Chris Suzich: I'm guessing it's somebody within your own organization that you would have to contact but now I'm out of my areas so (Kelly)?

(Kelly): Yes that's right.

Chris Suzich: Yes. In order to get the ID number for Payment Management System for your...

(Stephen Stone): Oh okay.

Chris Suzich: ...specific organization, (Jillian) do you have anything to add there? Yes (Melissa) did you want to add anything?

(Melissa): Nothing thanks.

Chris Suzich: But it looks like you need to get some additional privileges sir...

(Stephen Stone): Okay.

Chris Suzich: ...in the EHBs.

(Stephen Stone): And what - and then what do I need to or what number is it that I need to get because I know who to contact within the organization here?

(Kelly): You need your Payment Management System account number and the PIN. You'll be asked for those two pieces of information when you set up for the financial report administrator privilege.

(Stephen Stone): Okay, very good. I can I think I can follow through on this.

(Kelly): Okay.

Chris Suzich: Okay. Thank you.

(Stephen Stone): Thank you very much. Okay. Bye.

Coordinator: The next question comes from (Susan Jones). Your line is open.

(Susan Jones): I'm sorry did you say (Susan Jones)?

Coordinator: I sure did.

(Susan Jones): Okay good. I couldn't hear. Somebody was hanging up. It's more of a comment than a question. I appreciate the YouTube that you have available for us to view.

Just as a heads up sometimes we're blocked from viewing YouTube so we have to get special waivers to be able to do that within the state system.

But I do appreciate the heads up that it's available so I can ask for the waiver. Thank you.

Chris Suzich: Thank you.

(Kelly): And we are aware that there are lots of organizations that block YouTube. We are trying to provide alternative access to those videos by embedding them in the help in different formats.

(Susan Jones): Thank you.

Coordinator: Your next question comes from (Gene) Brueggen. Your line is open.

(Gene) Brueggen: Good afternoon. Thank you for your help with this. Hey I have - this may be an EHB issue totally with regard to email verification.

I have verified my email over and over and over again and it keeps coming back saying I have to re-verify it. So that just might be a quirk somebody needs to listen to or check into.

(Kelly): So when you say you've been verifying your email can you tell me how you've been doing that?

(Gene) Brueggen: Yes I click on the boxes indicated in EHB. It then sends an email to my email box. And then when I get that email I click on the URL that's an email and it pops open EHB and says your email has been verified.

But then the next time I get into EHB it says I still need to verify again.

(Kelly): Okay so that does sound like an issue. We are having some people who are getting, you know, checking the box every time they're seeing the email but they're not clicking on the link.

(Gene) Brueggen: Yes I've done that part. And it doesn't hinder me it's just kind of a - something you might want to look into.

(Kelly): Yes.

(Gene) Brueggen: I mean it allows you to continue on through it.

(Kelly): Can you provide your username?

(Gene) Brueggen: Yes the username is gbrueggen, B-R-U-E-G-G-E-N.

(Kelly): Okay. So we can look into that. Once you do click on the link within the email it should remove that message so if that's not happening then we can fix that from the back end.

(Gene) Brueggen: Okay.

(Kelly): But there are other people who receive that message when they log into the EHBs. It's important that when you do receive the email from the system that you do click on the links within that email.

(Gene) Brueggen: Right, yes. Okay.

(Kelly): Okay thank you.

(Gene) Brueggen: Thank you.

Chris Suzich: For the gentleman that has the D58HT23259 grant I noticed that your grant specialist is temporarily unavailable. So if you should have a question or need assistance from please send an email to B as in boyholmes H-O-L-M-E-S@hrsa.gov bholmes@hrsa.gov. Thank you.

Coordinator: The next question comes from (Brenda Lee). Your line is open.

(Brenda Lee): Hello. This is (Brenda Lee). My grant number is C12CS25504. My first question regarding is regarding - is regarding Page 5 of my Notice of Award. Can you hear me?

Chris Suzich: Yes but I didn't catch that whole grant number.

(Brenda Lee): Let me repeat C12CS25504.

Chris Suzich: Thank you. Go ahead.

(Brenda Lee): Okay on Page 5 of my Notice of Award it talks about reporting requirements. The first report listed is a quarterly report. It says the grantee will submit a quarterly progress report to PR for the approve of project into the HRSA EHB.

Are you planning on discussing that progress report or am I confused that I heard a question earlier that it was only talking about a quarterly report referring to PMS. But this one says a quarterly progress report QPR due with EHB. Am I correct in that?

(Helen): That report has to do with your grant it doesn't have anything to do with payment management system or financial - set of financial reporting.

(Brenda Lee): Right. It is due quarterly...

(Helen): Yes.

(Brenda Lee): ...is that correct?

(Helen): Yes. It's a report that will go directly to the project officer. And there should be a submission within your handbook for that grant that you can bring up and submit the report.

(Brenda Lee): Is it reported under EHB?

(Helen): Yes it is.

(Brenda Lee): Okay all right. When it talks about the budget period my grant started on 12-1-12 goes through 2-28-13. So am I correct that that is my reporting period is the report would be due by the end of March 13?

(Helen): I'm looking it up right now. Well I don't see it set up there but quarterly would be right at the end of March.

(Brenda Lee): At the end of March okay.

(Melissa): And (unintelligible) so we're going to have to actually (unintelligible) for you.

(Brenda Lee): Sorry I'm - I'm sorry I didn't understand what you said.

(Melissa): I'm sorry. The reports it hasn't been created yet so we'd have to look into it for you. Is there a number where you can be reached at?

(Brenda Lee): Yes. 229-567-3413 and ask for (Lisa) Kingry.

(Melissa): Kingry?

(Brenda Lee): Kingry K-I-N-G-R-Y. The number again is 229-567-3413.

(Melissa): Okay thank you.

(Brenda Lee): Okay. So that quarterly report is a quarterly progress report that goes through EHB. And then the financial report that's also due quarterly if there has been no activity on this grant we have not had any expenditures yet so if there is no

activity do we still submit the report to Payments Management System showing none?

(Kelly): Yes. Yes that you must do that. Otherwise when it comes time to withdraw money from Payment Management they will not allow you to do so.

(Brenda Lee): Okay all right. And my last question is will there be a replay of this conference call that we can go back and listen? Is it going to be under hrsa.gov?

Chris Suzich: It will be under hrsa.gov. There will be a phone number that we'll post over the next few days and you can - anyone can call in and listen to the conference call again if you would like.

(Brenda Lee): And those notices will come to our email address. Is it on file? Is that correct?

Chris Suzich: You won't receive an email. I would just encourage you to check every day for the next few days and...

(Brenda Lee): Okay check hrsa.gov?

Chris Suzich: Yes.

(Brenda Lee): Okay all right thank you.

Chris Suzich: Under the grants tab that (Jillian) talked about before.

(Brenda Lee): All right thank you.

Chris Suzich: Thank you.

Coordinator: The next question comes from (Craig Thomas). Your line is open.

(Craig Thomas): Yes thank you. My grant number is C as in Charlie 76H as in Hand, F as in Frank 19550. It was a construction grant. And we've completed all of the submissions but I see nowhere on the EHB where I can submit the FFRSF425 form.

We've submitted it to the Payment Management System and gotten the funds but I don't see any place to submit it through my EHB.

Chris Suzich: That was C76HF19550 sir?

(Craig Thomas): Correct.

(Kelly): Do you know if you are set up as the financial report administrator in the Electronic Handbooks?

(Craig Thomas): I'm not sure on that one. I've been - done all of the other paperwork except that. And we have had a change in our financial auditing team, the people have left.

(Kelly): It looks like there's no one set up for the financial reporting for that grant which is why you wouldn't see it. If you have the PIN and account number from Payment Management System?

(Craig Thomas): I have account numbers and I have initially an old one for myself to set up a default password and those wait - and a PIN number but I - it's outdated now. It expired so I don't think I can activate it.

(Kelly): That's okay. If you know the account number and the PIN from PMS those are two pieces of information that you'll be asked for in the Electronic Handbook when you set yourself up as the financial report administrator. So long as you have those two pieces of information you can set yourself up to be the FRA.

(Craig Thomas): And is that - does that also show up on previous 425 forms would - is that - those numbers show up there or not?

Chris Suzich: You mean would the PIN numbers show up sir?

(Craig Thomas): Yes or the account number?

(Kelly): If you've printed the 425 from Payment Management so your disbursement reporting, if you've...

((Crosstalk))

(Kelly): ...(printed) that your account number is on it.

(Craig Thomas): I'll look and see if they did that. But I have an account number that has - starts with a digit in there and has - its 12345 different digits in it.

(Kelly): Yes that that sounds appropriate for an account number.

(Craig Thomas): Okay, okay. So I have the account numbers but I don't know if I have the PIN number. I'll have to look through all these documents to see.

(Kelly): Okay. And Mr. Thomas can I get your telephone number so I can follow-up with you as well?

(Craig Thomas): Yes. It's area code 208-847-4450.

And I received a notice of noncompliance. I see all of the other reports are in from the final construction, the F24C and all those. Everything is in except it's asking for this FFR final report.

(Kelly): Okay. We'll follow-up with you after the call to make sure that you can register as the FRA and get your report in.

(Craig Thomas): All right, I'll be - it'll have to be the first part of next week I'm out for a while.

(Kelly): Okay.

(Craig Thomas): Thank you.

Coordinator: The next question comes from (Vicki Thompson). Your line is open.

(Vicki Thompson): Hi. This is Vicki Thompson. I just have kind of a silly question because I'm fairly new at this. But do I understand that I can register directly through SAM? I do not have to go through a third party such as the US federal contractor registration?

Chris Suzich: You should be able to register your organization and your DUNS number directly through sam.gov if that's what you mean. If it's...

(Vicki Thompson): Okay.

Chris Suzich: ...a separate registration into EHBs Ms. (Thompson) if that's what you mean.

(Vicki Thompson): Okay. I think last year when we just started this through our foundation we ended up registering through an organization called US federal contractor registration that registered us through CCR and ORCA.

But now I am, if I understand it right that was just a third party taking our money. We can go directly through Sam.

Chris Suzich: Yes I believe so. Maybe they were passing information to ccr.gov at the time. But ccr.gov has been replaced with sam.gov and anything that was in ccr.gov I believe has been migrated over to sam.gov.

(Vicki Thompson): Okay.

Chris Suzich: But I guess I would encourage you to go there and just look up your information to make sure it's correct.

(Vicki Thompson): Right. Thank you so much.

Coordinator: The next question comes from (Amy Chadburn). Your line is open.

(Amy Chadburn): Good afternoon. My question is about I received delinquent notices on the PMS federal cash transaction report. And I'm receiving this delinquent notice on two grants that have been closed out for over a year.

There are no active grants on this particular PMS account. When I called the PMS Call Center they told me that the report should not be due on closed grants and to contact my project officer. And when I called my project officer they told me to call the PMS Call Center.

(Kelly): Okay. Do you have the two grant numbers handy?

(Amy Chadburn): I do. The first one is 6C76HF20450-01-02 and the second one is 1 P as in Peter 10RH21686-01-00.

(Kelly): The requirement is to submit quarterly reporting until HRSA or the (octave) has closed your document in the payment management system. So I will double check to make sure that we have done that for you.

(Amy Chadburn): Okay.

(Kelly): You might be closed on your books but if we haven't closed it here then that would still trigger you to submit a quarterly report to Payment Management.

(Amy Chadburn): Okay.

(Kelly): If I...

(Amy Chadburn): Yes there won't be any more activity. We closed both of the grants and we're not intending to ever request cash again so...

(Kelly): Okay. Could I also get a telephone number to follow-up with you?

(Amy Chadburn): Sure. My number is 603-653-1219.

(Kelly): Okay. I'll check on those for you and get back in touch.

(Amy Chadburn): Thank you.

Coordinator: The next question comes from (Deanna), University of Vermont.

(Deanna): Yes, good afternoon. I just had a pretty much general question on the carryover when it is automatic. Because when I submitted the report there is nothing in the system that showed that the report had been approved or accepted.

And in the past I guess whenever we did request the automatic carryover we would get an amendment so we would know that it has been approved.

But is there anything in the system that does indicate the report has been approved or accepted and we can go ahead and move the money from one period to another?

Bruce Holmes: What's your grant number (Deanna)?

(Deanna): I actually don't have it.

Bruce Holmes: What's your organization?

(Deanna): It's University of Vermont.

Bruce Holmes: And or do you know if it's a BHPR grant?

(Deanna): I wouldn't have that information honestly.

Bruce Holmes: Do you know the name of the grant program?

(Deanna): No. I thought it was just a general question.

Bruce Holmes: Oh. Well normally if the grant is under Expanded Authority or automatic as you referred it - automatic carryover there isn't a notification that's sent out stating that the extent of the carryover has been made.

However if there are two document numbers involved meaning that you have for example years one through five and then you have a continuing award and there's a B document then HRSA would need to assist you with that carryover process. Do you know what year your grant is in?

(Deanna): I just started with those grants so honestly I didn't prepare all the information.

Bruce Holmes: Okay no problem. I'll tell you what to help you out it sounds like it's probably a BHPR grant. It's under Expanded Authority.

If you could send me an email to bholmes, that's B as in boy Holmes H-O-L-M-E-S@hrsa.gov...

(Deanna): Okay.

Bruce Holmes: ...I'll try to further assist you.

(Deanna): Wonderful and I'll have all they info there. Thank you so much.

Bruce Holmes: Thank you.

Coordinator: The next question comes from (Michelle Infantino). Your line is open.

(Michelle Infantino): Thank you. I have a project grant and my project number's C76HF14520. Our project period runs through 6-30-13 and our project is actually complete. So I'd like to do the closeout which I believe involves the FSR and SF425.

My question is is there anything special I need to do to make this a close out or would just completing that information be sufficient?

(Kelly): As long as you submit all of the required documents, so whatever your final progress report if you have an equipment list or any other reporting requirements for your Notice of Award go ahead and get those in as soon as you can.

That combined with your final FFR, your final FFR should show your cumulative expenditures. And then that should also match with your final disbursement reporting to Payment Management.

(Michelle Infantino): Right and...

(Kelly): But once all of those are done HRSA can close your grant.

(Michelle Infantino): Okay. And it looks like when I'm in the EHB system it doesn't save the FSR. I need to print it, sign it, and then are we electronically submitting that to our project officer?

(Kelly): The FFR?

(Michelle Infantino): Yes.

(Kelly): Electronically it is sent to your grants management specialist.

(Michelle Infantino): Okay and is it the reporting requirements that I will find in the Notice of Award that would tell me what documentation I need to send as backup?

(Kelly): Yes.

(Michelle Infantino): Okay. Great thank you.

Coordinator: The next question comes from (Janet Connery). Your line is open.

(Janet Connery): Thank you for taking my call. We just had a generic question regarding the SF425 submission when there's carryover involved.

Can we submit the SF - or is it SF425 without the carryover request requirement? Can that be done separately or is it all part of the same process?

(Kelly): It has to be done separately. The EHB and HRSA used to allow the prior approval request for carryover to come with BFFR.

But now the carryover request can't be submitted until the FFR has been approved by your grants management specialist.

(Janet Connery): Okay. So you can't submit it separately and...

(Kelly): Right, however...

(Janet Connery): ...then they can just do that...

(Kelly): ...when you're completing the FFR if based on the information that you enter there is unobligated balance of funds.

When you submit that FFR it will ask you if you want to request a carryover.

(Janet Connery): Right.

(Kelly): And at that point you should say yes. And also at that point it will guide you through the through the process where you can create the carryover request at that point. However you won't be able to submit that request until the FFR has been approved because if the FFR is sent back to you for changes by the grants management specialist it may affect the amount available for carryover.

(Janet Connery): Okay. And that's the situation that we've had which Bruce is familiar with. We wanted to keep the process separate because my authority is at the FRA the Financial Reporting Administrator.

And I wanted to be out of - outside of the loop of them actually doing the carryover request but it...

((Crosstalk))

(Janet Connery): ...sounds like it's part of the same process.

Chris Suzich: Yes. Okay did that answer your question caller?

(Janet Connery): Yes.

Chris Suzich: Thank you.

(Janet Connery): Thank you.

Coordinator: The next question comes from (Monique Bradley). Your line is open.

(Monique Bradley): Hi. I just wanted to follow-up on some stuff also I have a few questions. I worked in a - the Post-Award Office at the University of Washington.

And one of the questions is about Expanded Authority. So you say we - when they request Expanded Authority they need to request all the unobligated balance.

But if they're under Expanded Authority they can carry forward at least 25% of their total award. Can they start spending that?

Bruce Holmes: Hi (Monique). This is Bruce Holmes, long time no hear from.

(Monique Bradley): Yes.

Bruce Holmes: Yes for Expanded Authority you're not obligated to carry over the entire amount of course but it's available to you to carryover either all or part.

And that is also a part of the options listed on the carryover request decision paper as well.

(Monique Bradley): Okay. And then the other question is I know we talked about the 425 cumulative and single year. So the cumulative I heard but I didn't get all the parts where it's - if it's cumulative it's per document or...

(Kelly): Or segment of the grant.

(Monique Bradley): Segment, okay.

(Kelly): We use the...

((Crosstalk))

(Kelly): ...(four) interchangeably.

(Monique Bradley): Okay and then is there a for the IDC piece if it's a cumulative you want the cumulative 425IDC portion broken out if it's multiple IDC rates. For the annual the same way if it's multiple IDC rates but you just want the annual IDC period and not the cumulative?

(Kelly): Right. You report your indirect costs for each period so for each year.

(Monique Bradley): Yes.

(Kelly): You report those. And if you have multiple rates you should list each rate.

(Monique Bradley): Okay. And I think that was - oh the other thing is the - you say go to the HRSA Web site to select the Grants tab and manage your grant.

There was the - another Web site for conferences or something you can go back and see. Is that still on the HRSA Web site?

I mean I heard like [www.hrsa/manage](http://www.hrsa/manage) but I may have been confused.

(Kelly): It depends. For some of the programs they may have technical assistance Webinars that are recorded and available. And those would be available under the individual bureau and program Web sites.

(Monique Bradley): Okay, okay.

(Kelly): Not just available under the Manage your Grant. It's more generic in nature like this call.

(Monique Bradley): Okay, okay. Thank you.

Coordinator: The next question comes from (Dawn) of Friends and Family Health Center.  
Your line is open.

(Dawn): Yes hi. Thank you for taking my call. In the Pending tab I have a grant - I have a submission that's right now marked as 140 days past due.

I took care of that now I have, you know, proved that it was deliverable, I mean deliver on September 6, 2012. And the deadline for that was October 18, 2012.

I guess I don't understand why it's still marked late. I contact my project manager and he did not understand either.

Chris Suzich: Do you have your grant number handy (Dawn)?

(Dawn): Yes I do. It's H80CS24196.

Chris Suzich: Two four one nine six?

(Dawn): Yes. This is actually one of the condition in our grant and I, you know, took care of it within the 60 day as requested.

And he list the condition and since then we have received our new NOA. We just don't know why it's still marked late.

(Kelly): And it's showing up in the task list?

(Dawn): Yes pending task.

(Melissa): Which submission is it?

(Dawn): Oh it's the submission is for a new CEO resume, the transitioning of CEO.

Chris Suzich: Okay.

(Dawn): Payment Management Transition, yes that's the submission name or title.

(Helen): I see that that was sent back to you for change requested. So it's still out there probably in your queue. I don't know why the project officer might have sent it back to you to change something.

(Dawn): Yes and I did. He sent it back. It was submitted on August 10 and then I - it was sent back to me and then, you know, I did my second submission on September 6.

And he reviewed it. We went over the - we talked on the phone. He reviewed, everything was fine but I don't know somehow it's not dropping. It's a pending task.

(Helen): Well it still says change requested in EHB.

(Dawn): Okay so I - what do I do from here? Do I contact him or do I work with you to get this drop off?

Chris Suzich: Well one second please.

(Dawn): Thank you.

Chris Suzich: Can I have your information (Dawn) and we'll get back to you? There's some - might be some complicating factors with that particular item.

(Dawn): Okay. My number is 562-690-4001, Extension 204.

Chris Suzich: And where are you located?

(Dawn): California, La Habra, California.

Chris Suzich: Okay. We'll take a look and somebody will get back to you.

(Dawn): Thank you.

Coordinator: The next...

Chris Suzich: Thank you.

Coordinator: ...question comes from (Judy Geal). Your line is open.

(Judy Geal): Hi. I have a question about the self-updates. So a while ago I did a self-update, the Form 5B for a service site. And when I went into the sites I wanted the change the location type from a mobile band to dental portable equipment.

Is that going to change when they confirm my change in scope that I submitted because it says note these can be updated through controlled CCIS using the new existing CCIS option?

(Helen): The change in scope module is - I'm not sure whether how that's handled. Normally if there's a change in scope to change an address or something like that you'll get it on a Notice of Award.

But if there's some self-update process in that module...

(Judy Geal): Right.

(Helen): ...it would say to contact your project officer because that's really a BPHC specific module and...

(Judy Geal): Okay.

(Helen): ...that's not - I don't know much about it.

(Judy Geal): Okay. Okay I'll do that. Thank you.

Coordinator: The next question comes from (Mike Asconame). Your line is open.

(Mike Asconame): Thank you. My question is on the Electronic Handbooks. There is a section that's labeled Pending Task. Would that be the only section that would show any document that's due, any report that's due on this on the grant?

Chris Suzich: Yes. I believe that's the case. But I'll look at (Jillian).

(Mike Asconame): There is some electronics systems that also store any email notifications to for example the director or any emails that come in to regarding the grant.

This Electronic Handbooks doesn't have a section that stores those notifications does it?

(Jillian): We don't have that at this point however we have gotten a lot of feedback to request that information where there would be a place where you could go to look at all the notifications that had gone out.

(Mike Asconame): Right.

(Jillian): That's something that's being considered.

As far as, you know, notifications will go out about certain things. However you wouldn't necessarily need to receive that notification in order to work on something.

So for example the system will send out a notification when you have - when a submission is upcoming or a due date is upcoming.

And some people may not receive that notification but if they can log into the EHBs and work on it then it's not crucial that they do not receive that notification.

So what we've been encouraging people to do is just log into the EHBs regularly to make sure that any of the pending tasks and upcoming deadlines are addressed while we look at ways to improve the email notification features.

(Mike Asconame): Right. And that's why I was asking about the pending task because that would be the easiest place to look to see if there is any reports that are due right?

(Jillian): Right.

(Mike Asconame): My second question is the financial report administrator I understood of course how he does have access to the payment system.

But I wasn't aware that he would also have access to the Electronic Handbook. So based on this discussion I believe you all said that they also have access to the Electronic Handbooks but they're given certain access just for the financial reports is that correct?

(Jillian): Yes. So they don't automatically have access. They would have to log in and add themselves to a grant to request access and then they would enter their account number and payment management system PIN. And that once they do that they will only have access to the Federal Financial Report.

(Mike Asconame): But I'm sorry say that again. Was that something that needed to be requested for them or it was automatically given to them?

(Jillian): It's not automatically given. They will have to go in and get access for themselves.

(Mike Asconame): Okay.

(Jillian): And then...

(Mike Asconame): So they have to initiate that on their own. Okay.

(Jillian): Yes.

(Mike Asconame): Thank you very much.

Coordinator: The next question comes from (Barb DeMarco). Your line is open.

Please check your mute button. (Barb)?

The next question comes from (Dori Trevino). Your line is open.

(Dori Trevino): Good afternoon. Can you hear me?

Chris Suzich: Yes. Go ahead.

(Dori Trevino): Okay. I just thought I would add the problem that the gentleman mentioned earlier about checking off and following the link and then being asked to re-verify their email address again.

That also is happening to me and I think I'm following all the instructions properly.

And it has worked fine up until this last time that I was asked to recertify. But after that point then it continues to ask me again and again.

So I'm not sure if I'm missing something or if the same thing is actually happening to me.

My question is on the FFR more asking for instructions that clarify how the FFR relates maybe back to our audit report and to the dollars they are reporting in the FFR than really using the Electronic Handbook.

I think I understand the boxes in the Electronic Handbook and I was familiar with the old FSR report which seemingly had a lot more and different reporting requirements.

Chris Suzich: So I'm sorry is your specific question about...

(Dori Trevino): Is there some guidance, is there a manual that gives us instruction on the calculations of the - of what we report on the FFR?

(Jillian): We do have a very comprehensive training on completing the FFR is on our Web page the hrsa.gov and go to Grants, the Manage Your Grants.

That is a is comprehensive PowerPoint presentation that does go line by line...

(Dori Trevino): Okay.

(Jillian): ...to tell you or to help with the - define what the fields are.

(Dori Trevino): Right. Like for example in the old FSR you reported total outlays...

(Jillian): Right. And in this report it's called Expenditures, your federal share of expenditures...

(Dori Trevino): Which are not necessarily the same thing as total outlays for the organization. So if the information is not asked for in this report then it's not supposed to be included.

(Jillian): Right. You're only including the information for the field.

(Dori Trevino): Okay. In the old FSR there was a calculation between your budgeted program income and your program income expanded.

And maybe when I find the instruction manual that you're referencing maybe this will - it will clarify it for me.

But in the old FSR you only reported on certain lines the - up to your budgeted amount of program income. Where it asks for program income on the FSR is it asking for total program income or is it asking for your - up to your budgeted program income?

(Kelly): You're to report your expended program income.

(Dori Trevino): Even if it exceeds your budgeted program income?

(Kelly): Yes.

(Dori Trevino): Okay. Okay.

(Kelly): (Helen) you'll correct me if I'm wrong right?

(Helen): I believe that's right (Kelly).

(Kelly): Yes.

(Dori Trevino): Okay.

(Kelly): Because that is why you changed from the FSR to the FFR.

(Helen): Yes. What you estimated for that particular budget year is just an estimate. And it's very possible you could have earned and expended more than you estimated.

(Dori Trevino): Okay. Is and is there any work on the FFR to report excess program income?

(Helen): No.

(Dori Trevino): No.

(Helen): It just you report what you earned and what you expended and it doesn't matter whether it was what you estimated or not.

(Dori Trevino): Okay. And if there is in fact excess program income earned we just it's not on this report. It's not a part of this report format any longer.

(Helen): Well if you say I earned \$100,000 and I expended \$90,000 you would have \$10,000 unexpended program income and that might indicate an excess. If you estimated you're only going to...

(Dori Trevino): But not necessarily. If you expended it during the - if you expended - if you had total outlays that exceeded the federal share.

(Helen): Well you can't spend more federal money then we...

(Dori Trevino): Right, right, right, right, right. So on the program income expended and program income earned and we're talking about just this year right?

(Helen): That's one year yes.

(Dori Trevino): Just this year. So it's only a picture of the program income for just this one year. So if you expended prior-year access programming come that also is not a part of this format any longer wherein the FSR in total outlays it was.

(Helen): That sounds right to me.

(Dori Trevino): Okay, okay. I think I'm just trying to crosswalk in my mind the differences between the two. Can you - and the title of on the HRSA Web site it's just under the FSR or FFR?

(Kelly): The Web page if you go to the HRSA Web site there's a tab at the top of the page that says Grants and under that there is a Manage Your Grants.

(Dori Trevino): Okay Manage Your Grants okay.

(Kelly): And then within that there's a header that says Federal Financial Report.

(Dori Trevino): Okay Manage Your Grants okay. Federal Financial...

(Kelly): Yes we have multiple files there. We have a quick reference sheet, we have a PowerPoint presentation...

(Dori Trevino): Okay.

(Kelly): ...and then a Web cast archives.

(Dori Trevino): And the PowerPoint is the more comprehensive? I'm already there and I did find it on your Web site.

(Kelly): Yes.

(Dori Trevino): Okay. Thank you.

Coordinator: The next question comes from Riza (Wi). Your line is open.

Riza (Wi): Hi. I'm from Children's Hospital. I have two easy questions and one question regarding FFR that is confusing to me. Can you hear me?

Chris Suzich: Okay yes go ahead.

Riza (Wi): Okay. One the first question is about (NOGA). My the NOA that we get for fiscal year '11 and '12 doesn't say Expanded Authorities on it and I just want to know if we are in fact Expanded Authorities or not?

Bruce Holmes: What's your grant number?

Riza (Wi): It's T as in Tom 73 M as in Mary C as in Charlie 00008 C as in Charlie 0.

Bruce Holmes: I think the remark (spot) for that one should indicate Expanded Authority.

Riza (Wi): Oh okay. So we are Expanded Authority but it's not there.

Bruce Holmes: I'm checking right now for you.

Riza (Wi): Okay.

Bruce Holmes: And you said that's T73NC0008?

Riza (Wi): C as in Charlie 0.

Bruce Holmes: Okay. Okay Children's Hospital of Los Angeles.

Chris Suzich: Well do you want to go on with your next question caller while we're waiting on that?

Riza (Wi): Sure okay. The next one is about carryover. So if we are on Expanded Authorities we are - we don't have to request for the carryover.

So last fiscal year '11 and '12 we have less than \$2000 okay, unobligated balance. So do that total will it show on our next NOA for fiscal year '12 and '13?

Chris Suzich: Would the carryover show on your next NOA...

Riza (Wi): Yes.

Chris Suzich: ...is your question?

Riza (Wi): Yes.

(Kelly): Sometimes depending on when it's processed or actually you would receive the NOA for the next year and that probably wouldn't contain the carryover. It would be a revised NOA after the type 5 that would start the next budget period.

Riza (Wi): Oh I see. So it's - it will include in the NOA for this for the NOA that we'll receive this coming fiscal year right?

(Jillian): It would be within the fiscal year that it's being carried into.

Riza (Wi): Oh okay. Okay we haven't received so okay great.

My last question is about the FFR, the FS425. I logged in - I submitted the - this fiscal year '11 and '12 was my first year of handling this project.

And I submitted that FFR on 10-30-12 on the - a couple of days before the due date. And but then in HRSA and we also received two delinquent notification that we haven't submitted the FFR.

So I emailed my GMS two times - three - I think three times already but she hasn't responded to me. And then I finally emailed my program officer and she has responded promptly and said - and (described) me to two different people which did not reply.

So and so since then like two months ago I haven't heard anything but when I log on to HRSA it's still showing that (unintelligible) when date overdue when in fact I did submit the FFR and they are if you look in the HRSA there are two items here, one processed and one not started.

The budget period for both is the same but the reporting period is different for only one day.

Bruce Holmes: Okay. Your grant 0 one question regarding a T73MC0008 under Expanded Authority answer is no.

Riza (Wi): We are not under Expanded Authorities, okay.

Bruce Holmes: That's correct.

Riza (Wi): Okay that's good. Thanks.

Chris Suzich: And regarding the submission of your 425 - I'm sorry Bruce that grant number T73MC0008 is that right?

Bruce Holmes: Yes.

Chris Suzich: One second please.

Riza (Wi): Okay.

(Kelly): Bruce can you see her FFR submissions to see if she's on time?

Bruce Holmes: Yes. It looks something's unusual about this.

Riza (Wi): Yes. It's, yes I had to provide it says submitted date 10-30-12. I also have a printout...

Bruce Holmes: I - that is true. It's dated for the 2011, 2012 FFR submitted on October 30, 2012 and the submission status is submitted.

Riza (Wi): And then on the second portion of the pending task I have 120 overdue on the same FFR I think it's the same project because I only have one project, this one.

And it has a budget, the same budget period. And the reporting period for the delinquent one is 6-30-12 to 6-30-12. I don't know what that is.

Bruce Holmes: You know what I - that's - (Kelly) I think that it might have something to do with her grant being under a no-cost extension a while back. There might be something going with that.

(Kelly): Yes it looks like there was a one day difference between the original reporting period and then it was extended to June 30.

Riza (Wi): Yes.

(Kelly): The best way to get around this honestly in the system you can go into that one day FFR.

Riza (Wi): I'm sorry. What - go - can you repeat that?

(Kelly): If you go into the FFR this just showing for 6-30-2012...

Riza (Wi): Go ahead and hit start?

(Kelly): Yes.

Riza (Wi): Okay.

(Kelly): And you can just mark all the sections as complete.

Riza (Wi): I can do that because I tried a few times before and it didn't let me. But I can - oh it logged me out.

Okay I'll do that but just in case it doesn't work on me who do I contact because I tried contacting the GMS? She didn't reply. And the program officer replied promptly thanks for her but then again it's still here.

Chris Suzich: Why don't you - can we get your contact information and we'll follow-up with you?

Riza (Wi): Yes please. My contact number is 323-361-4110.

Chris Suzich: Three two three three six one four one one zero?

Riza (Wi): Yes. My main concern is that the PI in our institution has been receiving the delete notification but we're in fact we're not really delinquent because as you see it's been submitted.

Chris Suzich: Okay. We'll reach out to you. In the meantime if you could try to complete that one day FFR and see if you can submit it and then we'll be back in touch.

Riza (Wi): Yes sure. I'll go ahead and log back in because it logged me out.

Chris Suzich: Thank you.

Riza (Wi): You're welcome. Thank you so much.

Bruce Holmes: And what's your name again ma'am?

Riza (Wi): It's - it's actually Riza it's spelled R-I-Z-A.

Bruce Holmes: Okay. And your phone number?

Riza (Wi): three two three three six one four one one zero.

Bruce Holmes: I'm - Chris I've also I've identified the GMS and that individual is in today. And I'll hand carry it to that individual.

Chris Suzich: Thank you.

Riza (Wi): Thank you so much.

Chris Suzich: Thank you Bruce.

Bruce Holmes: You're welcome.

Riza (Wi): Okay.

Coordinator: The next question comes from (Tricia Keller). Your line is open.

(Tricia Keller): Hi. I have a similar problem that I have a report that is overdue or showing it's overdue and continues to show it overdue although it was turned in quite some time ago.

So I was wanted to get that taken off. And I emailed and different things and it's still shows up on there.

Chris Suzich: Is it a financial report ma'am?

(Tricia Keller): No. This is a progress report.

Chris Suzich: Okay. And your grant number?

(Tricia Keller): I don't have that before me I'm sorry. I'm on the way back into my office now.

Chris Suzich: Okay so you submitted your progress report but you're still getting delinquent notices?

(Tricia Keller): Yes. It's - this is like from probably two years ago still.

Chris Suzich: Okay.

(Tricia Keller): It's still showing up.

Chris Suzich: Well why don't you give us your phone number and we'll try to reach you while you're at your desk.

(Tricia Keller): Okay it's 801-538-6865.

Chris Suzich: Eight 0 one five three eight six eight six five?

(Tricia Keller): Yes.

Chris Suzich: But you don't have - you don't know your grant number of the top of your head?

(Tricia Keller): No afraid not.

Chris Suzich: Okay.

(Tricia Keller): There's too many.

Chris Suzich: All right. We'll be in touch.

(Tricia Keller): The other question - or the question that I have is we had some staff turnover and some extenuating circumstances and a request for carryover from last year did not get turned in.

So is there a time limit on how long that can be before that can - for that to be turned in?

(Kelly): Yes generally carryover requests are supposed to come in 30 days after your FFR was submitted. You can certainly reach out to your grants management specialist to see if it's still possible for you to submit that.

(Tricia Keller): All right. Thank you very much.

Chris Suzich: Thank you.

Coordinator: The next question comes from (Berkesh). Your line is open.

(Berkesh): Hi, just a quick question. I think that it's kind of already been asked before and I'm assuming that I think the answer before was given like an access issue problem.

My grant number is C76HF15184. And so everybody is talking about like these annual financial reports. And I think that I have like full access to all the financial reporting.

But the only financial report that I can see is the final financial report. Otherwise I've been submitting the quarterly progress reports and then like the annual like standard grant reports.

So I mean from what I know I haven't submitted an annual financial report or the FS424 or whatever.

(Kelly): Right. And that for your particular grant program one financial report is appropriate.

(Berkesh): Oh. That was easy.

(Kelly): Yes.

(Berkesh): Thank you.

(Kelly): You're welcome.

Coordinator: The next question comes from (Maria Cotteta). Your line is open.

(Maria Cotteta): Hello. My name is (Maria Cotteta) and our grant number is D56HP23271.  
And the co-PI for this grant is sitting in on this conversation.

Our question is do we fall under the same as - I've heard at least two other questions regarding financial reporting.

As I understand it our budget period has coming on for last year and we have done a reporting but it is done by our financial report administrator or payment management system in Lubbock. That's why I can't see the - that we have that pending or that it's done.

Chris Suzich: And your question is has it been - has that requirement been satisfied?

(Maria Cotteta): I understand it has because I have from our institution it came from Lubbock, our financial status report for our account.

Chris Suzich: Okay I'm sorry I'm not understanding the question.

(Maria Cotteta): Has our financial report been done?

(Kelly): Yes. It looks like it has been.

(Maria Cotteta): Exactly. That's what I thought. So it is an annual report.

(Kelly): Yes. And the next one would be due on October 30, 2013.

(Maria Cotteta): October 30, exactly. That's what - yes and we do have - it takes about - they give us around three months correct? At the end of January we have to have done extensions if we were going to do any correct?

Chris Suzich: You have 90 days to submit the report. Is that what you mean?

(Maria Cotteta): Oh exactly yes. That to me would be the three months, yes.

And one other question just in regards to our NCC report coming up did I understand correctly there will be no budget data required?

Bruce Holmes: Yes. For a majority of the non-competing continuation program's performance reports no budget matter will be required of the grantees.

And just for those of you that may be a first time grantee that means you're not required to submitted the out year or future award budget matter.

(Maria Cotteta): Okay. Thank you. And just really fast, again for the registering for sam.gov if I go into the Web page it is grants.gov where I need to register online correct?

Chris Suzich: Sam.gov has their own Web site ma'am and you would go in and supply organization name and DUNS information there.

Grants.gov is the portal where you would come in to submit your HRSA grant application.

(Maria Cotteta): Okay. Yes if I go to sam.gov I find US federal contractor registration. That's the only Web page. And on there it takes me to the online registration, is that correct?

Chris Suzich: That's correct.

(Maria Cotteta): Okay. And are you posting the user guides for the NCC report anytime soon or is it the one for last year? It is the same?

Bruce Holmes: You should - based on the due date of your noncompeting continuation the individual the specifically the project director will receive a personal notification through the Electronic Handbooks system by email.

(Maria Cotteta): Okay. Well thank you so much. Those were my questions.

Coordinator: The next question comes from (Marilyn Clark). Your line is open.

(Marilyn Clark): Okay thank you. A prior caller brought up the same issue of having one FFR due date on the NOA and a different one in the EHB. Can I give you my grant number?

Chris Suzich: Yes please.

(Marilyn Clark): It's H76H A as in Apple 00153.

Chris Suzich: And your situation is I'm sorry you have...

(Marilyn Clark): In the NOA it has a, the FFR being due April 30 and the EHB it has it due July 30.

Chris Suzich: One second please.

(Marilyn Clark): Okay.

Chris Suzich: One second, we're going to bring up your grant.

(Marilyn Clark): Okay.

Chris Suzich: Okay we're going to have to do a little bit more research on this one Miss  
(Clark).

(Marilyn Clark): Okay.

Chris Suzich: Can we have your phone number?

(Marilyn Clark): Sure. It's area 831-454-4604.

Chris Suzich: 4604. Was that your only question?

(Marilyn Clark): That was it.

Chris Suzich: Okay. We'll be in touch.

(Marilyn Clark): Okay thank you. Bye-bye.

Coordinator: The next question comes from (Alex Lesko). Your line is open.

(Alex Lesko): Hi. I have grant number H2ARH24764. And in EHB our primary AO is listed  
as someone who's not part of our grant.

That person is not listed on our NOA and it's not listed on our submission either. We were able to add in other authorizing officials but when I asked the project director to manage privileges to remove the incorrect AO he actually can't access that person to remove them.

And then I contacted our - the contacts we have at HRSA as well as the online help for the EHB and they kind to send me back and forth between the two.

(Kelly): So where are you seeing the incorrect AO listed?

(Alex Lesko): Underneath Organizations if you view the authorizing official the primary AO.

(Kelly): Okay so the authorizing officials are not based on a grant by grant basis. It's for the organization. So...

(Alex Lesko): Right.

(Kelly): ...when you're viewing the authorizing officials it's going to show all of the authorizing officials for your organization.

(Alex Lesko): I see.

(Kelly): So the reason that authorizing official does not have - it sounds like does not have access to anything related to your grant.

And you said the project director tried to remove that person and they couldn't...

(Alex Lesko): Right.

(Kelly): It's because they - it would be at an organization level but not necessarily have privileges to view the grant.

(Alex Lesko): I see. But it doesn't matter that they're listed as our primary AO and that our primary AO actually isn't listed?

(Kelly): Right. So the primary AO concept is a little bit complicated and I would direct you to look at the help pages for more information.

But what I can mention is that it's a set of privileges that are available to an authorizing official.

(Alex Lesko): Right.

(Kelly): It's the authorizing official that you've been dealing with for your grant also needs to be listed as the primary authorizing official.

You can work with the existing authorizing official that's showing up in primary and that user can get privileges to other authorizing officials within your organization.

(Alex Lesko): Okay. I can't even read your -- okay so basically I can't remove her okay right.

(Kelly): Right but she can't see anything for your grant unless she is validated her identity is financial reporting administrator.

Woman: Right.

(Alex Lesko): But she gets the privileges of the primary (AL). Okay I will continue to reach out to her I guess.

Chris Suzich: Thank you.

Coordinator: The next question comes from (Ricky) your line is open.

(Ricky): Hello yes my question is I've had a few FFRs get rejected because it does not match PMS and, of course, PMS is on a quarterly basis and the FFR is not. Is there any way around this?

(Kelly): The FFR due dates have now been aligned with the PMS quarter due dates. So they should be lining up for the most part.

(Ricky): Well yes but if we still add our delete expenses the -- those will not show up in that quarterly PMS report until the next quarter.

So does there's a time delay.

(Kelly): If you delete expenses...

(Ricky): Oh for adding our subtracting expenses from the FFR.

(Kelly): Okay I'm not following your scenario.

(Ricky): Well basically there's a time gap between the FFR period and the PMS period so if there's any revision necessary it would cause an actually three four months delay from next PMS report.

(Burt): What's your grant number sir?

(Ricky): Let's see. There's been a few but one of them is T32HP19025.

(Burt): T32...

(Ricky): HP19025.

(Burt): ...025. Okay what we'll do we can look up your GMS on there and have them coordinate this effort with you and your contact information?

(Ricky): It is (Ricky) at 415-476-4463.

(Burt): Okay that's in the Bureau of Health Profession. So I can have on this end one of the your assigned GMS to help you out on that one.

(Ricky): Great thank you.

(Burt): Is that okay (Kelly)?

(Kelly): That's fine (Burt).

(Burt): Thanks.

Coordinator: The next question comes from (Karen Johnson) your line is open.

(Karen Johnson): Hi my grant number is H as in (Harry) 21 M as in (Michael) C as in (Charles) 06771.

My grant ends March 31st of this year and in looking at the EHB the task list only had the due date for the financial report and I was looking for the final project end report performance report.

Do you know where I would find that or is there something I need to do that would trigger it to be on the task page?

Man: It should be under your pending tasks if you're responsible for the submission of them I would think.

(Kelly): Yes was there a reporting requirement on your Notice of Award?

(Karen Johnson): Yes it says the projects final report the project end performance report but I did not see that on my task list.

Man: Now hold on we're going to bring that up please.

That was H21NC06?

(Karen Johnson): Yes 771.

Man: (Melissa) do you bring that up?

(Melissa): Yes I've had it. It looks like you do have the financial report privileges so you should be in your pending tasks.

(Kelly): You see a final progress or a final performance report (Melissa)?

(Karen Johnson): There's a financial report.

(Melissa): It looks like all the performance reports have been submit. Which is probably why you don't see it in your pending tasks.

(Karen Johnson): So the one that's due 90-days after the actual completion date was my actual competition date is March 31st of this year.

(Melissa): And I think I had been set up yet. I can check with the person that handles that to see they planned on creating that in the system.

(Karen Johnson): Okay.

(Melissa): All right can I have your telephone number please?

(Karen Johnson): My number is 614-781-8740.

(Melissa): I'll go ahead and get in touch with the people that they handle of (unintelligible) or and I'll follow up with you.

(Karen Johnson): Okay thank you.

Coordinator: The next question comes from (Kelly Morton) your line is open.

(Kelly Morton): Hi this is (Kelly Morton). I have three questions. Number one I came to the (Colla) Little Lake and I see on our grants that we do have expanded authority. What does that mean?

Man: What's your grant number ma'am?

(Kelly Morton): E54HP23283.

Chris Suzich: Okay what that means if you'll also refer to your Notice of Grant award under terms and conditions program specific term essentially what that means is that there are certain prior approval actions which will not require HRSA's approval.

In the context of this conversation that we're having today regarding the FFR, for example, if you have a carryover request and you're unobligated balance grant funds is up to lesser of 25% or \$250,000 depended upon the approved federal funds for the reported budget period if that amount is lesser or \$250,000 then it does not require prior approval.

What more specifically in that case you would submit your federal financial report if the amount is under the 25% or \$250,000 there will be no further action required unless you receive notification from your Grants Management Specialist.

There are other privileges that are allowed and that is also you also have the privilege of submitting a one-time no cost extension to HRSA and that would be processed without prior approval by HRSA.

However, in all actions that are listed there under the programs specific terms under item one in each case HRSA must be notified.

If you have specific detailed questions regarding this please feel free to contact your Grants Management Specialist who's listed on your Notice of Grant award.

(Kelly Morton): Okay great. And then we also got an email saying that we may lose funding because of the sequester. When will we find out about that?

Man: HRSA is currently is doing an analysis of all of their pograms based on the sequester that the President issued last Friday and...

(Kelly Morton): Yes.

Man: ...any sort of official notification would come to you via Notice of Award as soon as we're able to complete that analysis.

(Kelly Morton): Okay but because we got this email that means we're at risk?

Man: I don't -- I wouldn't say at risk I would just say that well...I guess take the just take the email at face value and HRSA wants you to know and also to some extent reassure you that we're doing everything we can to minimize the effects of the sequester but we can't guarantee you that there won't be any ramifications to our grantees.

(Kelly Morton): Okay so we'll just wait for that further information.

Man: Yes.

(Kelly Morton): And then on both of our EHB handbooks we have two awards actually it says that our grants applications are late by like two and a half years and we called over and over again over the last two and a half years and we can't get these taken off because obviously the grant application wasn't late because they were both funded.

So what should we do anything or should we just ignore it? I mean we keep asking but no one ever gets back to us.

Man: We can probably take care of that on the backend I would think...

(Kelly Morton): Okay.

Man: ...(Jillian) do you think?

(Jillian): Is it for the same D54 grant or is it for another grant award?

(Kelly Morton): We have two D54 grants I mean we have two grants so it was that one and it's D58HP23223.

Man: Is that a does that require a ticket (Melissa)?

(Melissa): Most likely yes.

Man: Could we have your phone number...

((Crosstalk))

Man: ...and we'll look into that on this end.

(Kelly Morton): My phone number is 909-558-6515. And the administrative person's number is 909-558-6688.

Man: (Melissa) do you need any other information for that ticket?

(Melissa): (No) thank you.

Man: Okay thank you Ms. (Morton).

(Kelly Morton): Okay thanks, bye.

Coordinator: The next question comes from ((Unintelligible) Connor) your line is...

((Crosstalk))

Coordinator: The next question comes from (Mary) of Children's Hospital Los Angeles your line is open.

(Mary): Hi I had a general question. What is the best way of locating past applications in full in its entirety the EHB?

Man: The past application that you have submitted to HRSA?

(Mary): Yes.

(Kelly): Applicant...

(Mary): I was -- go ahead.

(Kelly): ...you would only be able to access applications that were submitted through the EHB for the past few years the majority of HRSA applications have been submitted through grants.gov.

There are some applications that have followed a two tier process where it happens or, you know,...

(Mary): Right.

(Kelly): ...(inter form) submitted through grants.gov and then the remainder would be submitted through EHB.

(Mary): Right.

(Kelly): Those applications would be available under the -- if you click on the tasks tab on the left side of the page there's a grant application link. And...

(Mary): Right is that specific to the person who submitted it...

((Crosstalk))

(Kelly): It wouldn't be specific to the person who submitted it but any users who have privileges to that application at that point in time.

So if you never had privileges to view that application then it would not be display listed there.

(Mary): And who -- how do I find out who can see that and so forth? We have a lot of old grants and I was trying to find them and I went through your the customer service and it I actually put in a complaint because we couldn't find them and they couldn't help me locate them and they told me it might be specific to the person who submitted it in the past.

But as far as institutionally they couldn't locate those applications in its entirety or send me a copy and told me I have to go through the Grants Specialist and if I have to keep going through the Grants Specialist then that doesn't help me.

So we just submitted one recently through grants.gov I submitted it so would I be able to find that one because I can't locate the older ones?

(Kelly): Right so applications submitted through grants.gov will not be available in the EHB. So if you need to share that application with others then you would want to share that pdf file that was submitted.

(Kelly): Okay so it would be our own whatever file we submitted that's the only file there is.

(Mary): Right is there any way you guys could work on that and to put electronic files of the applications for the PI the Principal Investigator are per institutional I put that suggestion to the HP customer service as well. It would be really helpful to be able to pull past applications and look at what was submitted.

(Kelly): Okay. I'll take that...

((Crosstalk))

(Mary): Thank you.

Man: Yes we'll take that down thank you.

Coordinator: The next question comes from (Vivian Brown) your line is open.

(Vivian Brown): Yes I have a question concerning submission of the FFR and EHB. I submitted various reports and after a few days couple of weeks or so I go back in to make sure that they're processed. But I have a few that have not been able to locate even though I did receive the confirmation of submission.

I've searched by the grant number as well as the tracking number but I cannot locate them.

Man: You can't locate your copy you would like to review it is that it?

(Vivian Brown): I have a copy of the confirmation sheet stating that it was reported the copies that I submitted from my email but normally I submit the reports I don't prepare them.

So once I submitted them I gave them back to the accountants that prepared them along with proof that they were processed that's mainly for audit purposes.

But I have a few that I cannot locate in EHB to show that they were processed. I can't locate them to show that they were submitted. All I have as proof of submission is the email but I cannot locate the report in EHB any longer.

Man: And I'm sorry were they submitted a long time ago or did you say recently?

(Vivian Brown): No I have one here that was submitted January 2nd, 2013.

(Kelly): For which grant number?

(Vivian Brown): This particular grant is 6 let me pull that moment let me look and make sure it's the right number. Okay this grant is 6D as in dog 18HP23034.

Man: Can you submit it the FFR and now you cannot see that submission?

(Vivian Brown): Correct.

Man: Okay one second please.

(Kelly): I think (Melissa) or (Jillian) can you guys are sort of the search in changing the default parameters.

(Jillian): Right so if you within the EHB one way that you would be able to get to that would be to navigate to the (task) tab and then on the left side there's a submission option.

(Vivian Brown): Okay.

(Kelly): And if you click on that the first tab is going to show you things that have are pending action by you.

(Vivian Brown): Okay.

(Jillian): And then there's another tab next to that that says, recently completed.

(Vivian Brown): Okay.

(Jillian): So you might be able to access it through that. If it doesn't show up under recently completed you can click on the all tab...which should just lay everything for the grant that you would have privileges to view or submit.

There's also you can search within that tab using the search link on the upper right corner of the page and enter you would want to make sure that submission status is showing submitted or all.

(Vivian Brown): Okay.

Man: And I'm sorry are you in front of your computer?

(Vivian Brown): Yes.

Man: Okay and is that showing anything for you?

(Vivian Brown): Yes I did find that one. I'm looking at another one that I have a few of them that I could not find.

I did find that one. But I have another one that I'm going to attempt to find.

So I need to put in the grant number...and search.

(Jillian): Yes you can put in the grant number you shouldn't have to enter it. If you search just using the submitted search parameter or show all of the grants have submitted reports and then you could filter using the column headers.

(Vivian Brown): I'm sorry could you repeat that use which parameter submitted?

(Jillian): Yes you want to make sure it might say status or scheduled status or deliverable status something along those lines.

(Vivian Brown): I have grant numbers submission tracking number, deadline, name, organization and type.

(Jillian): Is there an advanced search parameters option that you can click?

(Vivian Brown): Okay. Now I have submitted.

Man: Why don't you go ahead and give us your phone number and maybe we can take it offline ma'am.

(Vivian Brown): Okay. That didn't bring anything up. My number is 205-996-2595.

Man: Okay and in the meantime see if you can go through those steps to locate it.

(Vivian Brown): Okay it didn't bring it up but thank you. I'm about to leave I have another conference call in 20 minutes.

Man: Okay we'll be in touch.

(Vivian Brown): Thank you.

Coordinator: The next question comes from (Calvin Magruder) your line is open.

(Calvin Magruder): Hi my name is (Calvin Magruder) my grant number is H80CS00438.

((Crosstalk))

Man: I'm sorry could you repeat that?

(Calvin Magruder): I'm sorry. HH0CS00438.

Man: Okay.

(Calvin Magruder): Okay I'm, you know, working on the last app (FR). And they -- during the last 12 months they gave us a \$55,000 for the for a cancer screening a program.

And I didn't know that it was where it appears on our FFR right now is unobligated but in the PMS I'm pretty sure I drew down all my money for the 330 grant.

With the exception of some (unintelligible) funding for housing which is the 215411 is do I have a reconciliation problem there because it shows that the \$55,000 was supposed to be unobligated?

(Kelly): (Helen) can you address?

((Crosstalk))

Man: (Helen) are you still there? She's gone.

(Kelly): Okay. It sounds like you may have a reconciliation issue if you've already drawn all the money yet you should still have \$55,000?

(Calvin Magruder): Yes I don't know why they think I guess that's I guess now that I read those grant award I guess it's kind of confusing but I guess they I don't know what's required I don't know what they I don't know specifically what they need in terms of the program side.

I known on the financial side I just thought it was available so that we could draw it down so.

I guess I probably should talk to the Project Manager huh or Project Officer on this?

(Kelly): Well what I'd like for you to do is probably reach out to the Grants Management Specialist. Can we get your telephone number we can have somebody look at your Notice of Award and contact you about the term that you think.

(Calvin Magruder): I can do that. I appreciate it but I know the I know my Program Specialist.  
And so I'll just work through it with her then.

(Kelly): Okay.

Man: Thank you.

(Calvin Magruder): Thank you.

Coordinator: The next question comes from (Joann Defilippa) your line is open.

(Joann Defilippa): Thank you I'm just calling in to clarify. Some people have asked about the user name password and that link on the access that happened to me for a long time.

Despite the fact that clicking on the links like two other people have mentioned the only way it got resolved is it had to go to the IT people.

There was nothing that could be done.

Man: Yes it sounds like there's a backend fix that we can do and I think you're correct.

(Joann Defilippa): Yes. So I just want to let them know that they're not doing anything wrong it can only be corrected though by the IT people.

Man: Yes and I think we need the we need user name for that. So thank you for that information and I guess I would encourage people to reach out to our contact center and provide that information if they're having that problem.

Thank you.

(Joann Defilippa): Thank you.

Coordinator: The next question comes from (Katie Matthews) your line is open.

(Katie Matthews): I was actually just going to say the same thing about the verification because I was having the same problem and was verifying my information but was getting the same error but like the previous caller just said about contacting IT so...

Man: Okay and...

((Crosstalk))

(Katie Matthews): ...and that was all.

Man: ...it was resolved for you (Katie)?

(Katie Matthews): Yes but I had a contact that helped us as well. So...

Man: Okay.

(Katie Matthews): ...but yes I was getting that every time I signed in it was coming up so.

Man: Yes I know we're aware that's it an annoyance for a lot of people. So thank you.

(Katie Matthews): You're welcome that was all.

Coordinator: The next question comes from (AJ Summers) your line is open.

(AJ Summers): Hi have two quick questions. You mentioned in the expanded authority that the that it, you know, there is no need to fill out a entire request form it's unobligated balance less than 25%.

But you still said that we needed to notify HRSA. I was just wondering how do we notify HRSA of this unobligated balance if it should just be FFR as a kind of notify (unintelligible) automatically or do we have to do an extra step?

Man: When the grants program is under-extended and you completed your federal financial report then and once you've selected your option to carryover the funds that should suffice.

(AJ Summers): Okay so that it'll be an automatic notification. Okay. I just wanted...

((Crosstalk))

Man: No there won't be another notification to you but yes on the grant on HRSA's side the GMS will be notified by completing the FFR in their task queue.

(AJ Summers): Yes obviously we haven't filled out that form before and so we're in the one of the grant.

And then a couple other people had a question that kind of rebuilt it in the answer that they didn't have to fill out a quarterly PMS report so is that not mandatory in all grants or is that, you know, I don't understand the annual financial report is mandatory which is through the EHC but I know there's an aspect of the financial reporting that's through the PMS.

And it sounded like some people didn't have that as part of their recording process and...

((Crosstalk))

Man: I believe that's a quarterly requirement (Kelly).

Kelly: Yes most recipients do have the quarterly requirement there are certain types of accounts set up in the payment management system where they do not have to submit quarterly reports our mandatory block grant program would be one example of that.

(AJ Summers): Okay and they would...

((Crosstalk))

(AJ Summers): ...know if there's an exception to that?

Kelly: Yes they would.

(AJ Summers): Okay so I will see that we have a quarterly recording department.

Man: What's your grant number ma'am?

(AJ Summers): It is D57HP as in (Peter) 24686.

Man: Okay I'll be sure to reach out to your Grants Management Specialist and have him contact to your name please.

(AJ Summers): (AJ Summers) A and a J.

Man: (AJ Summers). Okay and your phone number or email?

(AJ Summers): Let's do email. It's (AJ) underscore (Summers) at Pacific (U) dot edu.

Man: Okay thank you.

((Crosstalk))

Man: (AJ) it sounds like you have to report quarterly in PMS.

(AJ Summers): Yes I would suspect so I just wanted...

((Crosstalk))

Man: Yes I would assume that unless you hear otherwise.

(AJ Summers): Yes I was going to go that route.

Man: Thank you.

(AJ Summers): Thank you.

Coordinator: The next question comes from (Gail Johnson) your line is open.

(Gail Johnson): I have to hit the pound sign. Hello.

Man: Go ahead (Gail).

(Gail Johnson): Yes hi I apologize my voice is a little raspy I'm under the weather but hopefully you can hear me.

Man: Yes.

(Gail Johnson): What I'd like to find out is normally we submit our performance reports for the next year's funding but since our grant is ending this year do we just have to do the annual report and not the performance?

Man: If you have a -- if you're in the final year of your grant and this is specifically applicable to the Bureau of Health Profession grantees.

If you're in the final year of your grant you will not be submitting a non-competing continuation performance progress report but rather you'll be submitting your final progress report in the end.

If there's any additional reports required since you'll be in your final year you'll be contacted by your HRSA Program Project Officer.

Man: And what is your grant...

((Crosstalk))

(Gail Johnson): I'm sorry the number is D09...

Man: HP.

(Gail Johnson): ...HP03296.

Or maybe I can ask this if we wanted to write a continuation for this grant would we able to do so the next year and if so is there a deadline for that no...

Man: The competition out yet.

(Gail Johnson): Okay.

((Crosstalk))

Man: What's your name again ma'am?

(Gail Johnson): (Gail Johnson).

Man: Okay and your phone or your email?

(Gail Johnson): My email is (gaijo@email.unc.edu). Phone is 919-966-9787.

Man: Okay we'll be in contact with you.

(Gail Johnson): Okay thank you.

Coordinator: The next question comes from (Tamra Davis) your line is open.

(Tamra Davis): Yes my question was I'm seeing a lot of correspondence about the EHB resources tab but I don't see where this can be accessed.

Man: All right do you have the screen up there in front of you Ms. (Davis)?

(Tamra Davis): Yes.

((Crosstalk))

Man: Do you have EHB's up?

(Tamra Davis): Yes.

Man: Well I think the -- we were talking in general about resources that are available to users in terms of documentation or videos.

(Melissa) unless you're unless I'm not remembering something?

(Melissa): I can't think of any.

Man: Were you looking for some specific information Ms. (Davis)?

(Tamra Davis): No I'm just saying that different emails that I've been getting alerting me about these Webinars or these conference calls and then it refers I can't find it right now but it'll say something like you can go to your EHB resources area.

And I just thought the way that sounded I thought it was a tab.

Man: No that's not a tab that I'm familiar with.

(Kelly): Yes it's located under the support menu at the top right of your screen I believe.

Under the support there'll be EHB help.

(Tamra Davis): Yes okay.

(Kelly): And then under there there's a number of resources.

(Tamra Davis): Okay so that's what it was okay, thank you.

(Kelly): Okay.

Coordinator: The next question comes from (Faith Lee) your line is open.

(Faith Lee): Hi I'm calling regarding (Green CF) Family Clinic, grant number is H80CS00871.

Man: Yes go ahead.

(Faith Lee): Okay, you know, this goes back to 2010 we have submitted for change of scope to behavioral health and then we decided we weren't going to go through with that.

And then we discussed this with our Project Officer and then it's still appearing on our pending task list with, you know, late by 977 days.

And then I tried to take care of it but when I go into the EHB it just says that this (education) expired and the proposed action has been rolled back this deliverable is no longer available.

So I don't know how to get rid of it.

Man: Sounds like we might need to take care of that in the backend (Melissa).

Is that what it sounds like?

(Melissa): Yes can we get a number to reach you back at Ms. (Lee)?

(Faith Lee): I could be reached at area code 323-669-4345.

(Melissa): Thank you I'll go ahead and take a look into that and follow up with you.

(Faith Lee): Okay thank you very much.

Coordinator: The next question comes from (Candy Fildonna) your line is open.

(Candy Fildonna): Hi I'm calling about our grant H as in hell 18MC00005. I'm having trouble submitting the progress report. It's the excuse me the performance report.

Man: Okay go ahead.

(Candy Fildonna): It's first it was telling me that I already submitted one. Now it's showing up but there's no way for me to try to submit it.

Man: So you haven't submitted it correct?

(Candy Fildonna): No I did submit it.

Man: Oh you did submit it.

(Candy Fildonna): Yes I did submit it. And but it was still showing up that it had not been submitted but yet when you clicked on it the tab that says edit it I kept getting a message saying you've already submitted it and here's your tracking number.

So I thought oh great but it's still showing up as being overdue. So now I go into it I see the report but I don't see how I can submit it.

((Crosstalk))

(Melissa): Could I get a number to reach you back at?

(Candy Fildonna): Yes it's area code is 916-327-2614.

(Melissa): It sounds like something else we need to get fixed on the backend (unintelligible).

((Crosstalk))

(Candy Fildonna): Oh great thank you so much.

(Melissa): Thank you.

(Candy Fildonna): Thank you.

Coordinator: The next question comes from (Edward)...

Woman: And to provide high quality accessible medical care to underserve...

Coordinator: The next question comes from (Mariel) your line is open.

(Mariel): Yes hi good afternoon. I have a question that actually came up previously regarding the due date on the NOA is different from the due date on EHB.

I'll give you it's actually for two different grant programs. I'll give you the numbers, 876HA00043.

And the other one and so for this one the NOA says that the report is due April 30th but on EHB it says July.

And the other one is C76HS19957. Again this one says it's due May 28th and on EHB it says July.

Man: And it's a it's an FFR due date is that right?

(Mariel): Yes.

Man: One second please.

(Mariel): Sure.

Man: Okay we'll have to take a look into that.

(Mariel): Sure.

Man: Can we get your contact information?

(Mariel): Yes (Mariel) M-A-R-I-EL.diaz@nyumc.org.

Man: And your phone number please.

(Mariel): 646-754-4666.

Man: (Melissa) do we need anything else other than that?

(Melissa): Yes that should suffice.

Man: Thank you (Mariel) we will be in touch.

(Mariel): Right thank you.

Man: Do we have any other questions (Jennifer)?

Coordinator: At this time I'm showing no further questions.

Man: Can you provide the instructions one more time please?

Coordinator: Sure. To ask a question you may press star 1 on your touchtone phone, record your name clearly after the prompt, and I will introduce you for your question.

One moment please for incoming questions. Looks like we have a question from (Edward Perture) your line is open.

(Edward Perture): Good afternoon. Thank you very much for your seminar I have a couple small questions.

First of all I would like to be able to communicate with someone about taking some of the old five year old grants that still showing up on task menu.

Man: And they're in your pending tasks is that right sir?

(Edward Perture): Yes.

Man: And it's indicating that you have submissions due to us or what?

(Edward Perture): Yes and it's like three or four year old grants that never got submitted...

Man: And is it multiple grants or one grant?

(Edward Perture): I have two of them. It was a one of the opportunities grant opportunities that I thought of maybe applying but finally did not.

But when system change to the new one right now they sit in us due too.

Man: Okay why don't you go ahead and give us those grant numbers.

(Edward Perture): I have track number over the last half hour grant number. Okay.

Man: Go ahead.

(Edward Perture): Okay grant number is H80C as in cat S as in (Sam) 00407.

Man: Okay we'll take a look into that and go ahead you had another question.

(Edward Perture): My -- would you like my phone number?

Man: Oh yes I'm sorry I thought you have another question for us.

(Edward Perture): Yes I do. Another question is same is it a couple other people ask right now every time when I'm getting into electronic handbook it's asking me to verify information.

Is it something that like a little right now I'm treating as a welcome (screen) because they did it 15 times and that's still showing up.

Man: Yes sounds like something we're going to have to fix on the backend again.

You -- let me have your user name please.

(Edward Perture): User name they'll be for Project Director (C Bottoms).

Man: Okay. And go ahead...

((Crosstalk))

(Edward Perture): And phone number 813-866-0930. And my extension is 11 -- I'm sorry 1311.

Man: I'm sorry and your first name again was?

(Edward Perture): (Edward).

Man: (Edward). Okay was there another question you had for us?

(Edward Perture): No just those two and say like I said was clean up type of questions.

Man: Okay. (Melissa) do we need anything else in that?

(Melissa): I think that's sufficient.

Man: Okay we'll be in...

(Edward Perture): Thank you very much I appreciate it.

Man: Thank you.

Coordinator: The next questions comes from (Kobby Hoffman) your line is open.

(Kobby Hoffman): Yes hi I was wondering if you could help me this is from before my time but it refers to a grant I think is HRSA. It's L like (Lisa) dash E like (Elizabeth) 4C like (Carol) H like (Howard) P like (Paul) 21748 A like (Alice) 0.

It's for \$4000 and we've actually drawn it I just don't know what it is.

Man: I'm sorry I'm not recognizing that number. It doesn't seem to be a HRSA sequence.

(Kelly): Yes it sounds like a loan program.

Man: What was the first three characters?

(Kelly): It starts with an L it's out of (Lisa Walsh)'s shop.

Man: Oh okay.

(Kobby Hoffman): Did you have somebody that I could talk to that might be able to help me with this?

(Kelly): Yes I can. Can I get your name and telephone number and I'll have her call you?

(Kobby Hoffman): Yes my name is (Kobby Hoffman). And my number is 434-924-4280.

And who would be calling me?

(Kelly): Her name is (Lisa Walsh).

(Kobby Hoffman): Okay.

Man: Okay we'll have somebody get in touch with you (unintelligible).

(Kobby Hoffman): Thank you appreciate it.

Man: Thank you.

(Kobby Hoffman): Thank you a program.

Man: Thank you.

Coordinator: The next question comes from (Congden Wright) your line is open.

(Congden Wright): Yes good afternoon calling from Children's Specialized Hospital and I do submit a grant to HB and it's for (CHGME) and I hear you're speaking about the FFR report.

And I was wondering if those that report or the SF-425 does that apply to the (CSGME) grant document because I don't recall doing one (44) report for that grant prior to now.

(Kelly): That's right the Children's (GME) program does not have a financial reporting requirement.

(Congden Wright): Okay just wanted to verify that. Thank you.

Coordinator: The next question comes from (Lisa Driver) your line is open.

(Lisa Driver): Hi I'm (Lisa Driver) from (Grace Smith) Health Clinic and I have a couple questions. Our number is C as in (Connie) 12 C as in (Connie) S as in (Sam) 25551.

And one question is I'm still confused about the NOA and the EHB due dates being different.

How do we know what date to go by for the due date?

(Kelly): Is there a conflict on for the due dates of the reporting requirement on your NOA versus the EHB?

(Lisa Driver): Not at this time I'm just referring to it it came up like the other ladies did.

(Kelly): We're going we have to refer to those on a case by case basis.

(Lisa Driver): Oh okay.

(Kelly): But you should just follow your Notice of Award.

(Lisa Driver): Okay and if we need an extension how do we go about doing that if we see a due date coming up and something's not done how do we get an extension?

(Kelly): You can go into the electronic handbook to that submission and there should be a button or a link to request an extension.

(Lisa Driver): Okay all right thank you that's it.

(Kelly): Okay.

Coordinator: The next question comes from (Monique Bradley) your line is open.

(Monique Bradley): So I have one last question that I have is your award numbers so we talk about the award numbers. Are they similar how like in IH like the number before or in the middle is specific to something and is there a place where I can find it?

Man: The characters and the digits of the HRSA grant numbers do indicate different things for us.

The first three characters usually signify the program for us and we have a corresponding program name here. So when you read us the first three digits we start to immediately understand what program you're in...

((Crosstalk))

(Monique Bradley): Okay.

Man: ...and the next two characters usually denote the bureau whether it's (BHPR) or Bureau of Primary Healthcare Maternal and Child Health.

And the next...

(Monique Bradley): Okay.

Man: ...five digits are known as the serial number and correct me if I'm wrong  
(Kelly)...

(Kelly): That's right.

Man: ...so the...

((Crosstalk))

Man: ...those next five digits are the as (Kelly) indicated the unique identifier for your particular grant.

And then there are sometimes following numbers which would indicate the sequence of the which NOA you have.

(Monique Bradley): Okay. And then how would you know if your award is it in the NGA that it's a annual per segment versus or you would just be looking at your award number and if it's the same then you know it's the same segment?

(Kelly): You can on your Notice of Award on the first page the very bottom there is a field called document number.

(Monique Bradley): Okay.

(Kelly): Okay you're in so you can go by that document number so you...

(Monique Bradley): Okay.

(Kelly): ...it may end with a zero if you re-compete and get another segment of your grant that document number's going to change.

(Monique Bradley): And that's when you know the due date a newer report of an annual versus accumulative.

(Kelly): Right. Your document is also listed on your FFR.

(Monique Bradley): Okay. Thank you so much.

(Kelly): You're welcome.

Coordinator: At this time I'm showing no further questions. Again if you would like to ask a question you may press star 1 on your touchtone phone.

Unmute your phone or record your name clearly after the prompt and I will introduce you for your question. If you would like to later withdraw your question you may press star 2.

Man: If all of my colleagues could stay on the phone please. I'd like to thank everybody for joining us today.

If you if we've taken down your contact information we will be back in touch with you.

And I'd like to thank all my colleagues especially and thank you (Jennifer). Could you put us in post conference?

Coordinator: Absolutely I do apologize there is one more question that just came through...

Man: Okay.

Coordinator: ...from (Faith Lee) your line is open.

((Crosstalk))

(Faith Lee): Hi this is (Faith) again. You know, I have the same kind of problem with the (unintelligible) verification.

Man: We are going to work to get that fixed because we don't like so many questions about it.

(Faith Lee): So you guys got to be taking care of it so I don't have to worry about that?

Man: Yes we're going to take care of it in the event that we need to take care of it just for your specific user name.

Let me have your name again please (Faith)?

(Faith Lee): (Faith) F like in (Frank) AITH last name is (Lee) LEE.

Man: And your phone number?

(Faith Lee): Area code 323-669-4345.

Man: Four three four five. (Melissa) do we need a user name or no?

(Melissa): I can look it up.

Man: Okay. We've made a note of that and it's probably a backend fix so thank you (Faith).

(Faith Lee): All right you're welcome. Thank you very much for this call.

Man: Thank you.

Coordinator: We have another question that came in from (Derrick) your line is open.

(Derrick): Hi my question is this. I'm pretty much new to the EHB system I actually inherited a grant from somebody else.

How would I get access to the EHB system would the PI have to provide that to me?

Man: (Melissa) do I take that?

(Melissa): Yes well if you already have an account set up and you're not the Project Director and non-financial report privileges if the Project Director would need to give you access if you need access to the federal (unintelligible) port the financial reporting administrator would to access to that.

(Derrick): Okay I'll talk directly with the PI. Thank you very much.

(Melissa): Thank you.

Coordinator: At this time I'm showing no further questions. Again if you would like to ask a question you may press star 1.

Man: Okay I think we're ready for post conference (Jennifer).

Coordinator: Okay please stand by.

END