

NWX-HHS HRSA OF AM

**Moderator: Christopher Suzich
May 28, 2014
12:00 pm CT**

Coordinator: Welcome and thank you for standing by.

At this time all participants are in a listen only mode.

During the question and answer session you may press star 1 on your touchtone phone if you would like to ask a question.

Today's conference is being recorded. If you have any objections you may disconnect at this time.

Now I'd like to turn our meeting over to Mr. Christopher Suzich. Mr. Suzich, you may begin.

If you need assistance please press star 0.

Thank you.

Christopher Suzich: Thank you (Priscilla)

Welcome everybody and good afternoon or good morning, depending on where you're located.

My name is Chris Suzich and this is our quarterly grantee conference call where we try to answer questions and provide some important grant related HRSA information for all of our grantee community listeners.

A little bit of a change this time - we will be - I'll be looking at a PowerPoint presentation. If you don't have it in front of you, that's fine of course. In the past we've just gone with strictly audio. But if you'd like to follow along with the PowerPoint slides, you can find the link in the invitation that was sent out to everybody.

If you need that link let me give it to you now. It is at the hrsa.gov web site. And then when you get to hrsa.gov you're going to click on - near the top there's a tab that says Grants. After you get to that page you're going to go to Manage Your Grant. And then when you get to Manage Your Grant page you're going to scroll down about three quarters of the way down. And there's a link there that says May 2014 Grantee Conference Call I believe.

If you click on that a version of the slides that I'll be going through will come up for you and you can follow along if you'd like. And that presentation will remain there for your future reference, at least for the next few months.

As the operator said, we will leave ample time at the end of our call today for any questions that you might have. We are fortunate to have a number of HRSA grant experts with us today. We should be - we might be able to answer your call in real time. If we can't answer your call - answer your -

sorry, answer your question today - we will take your contact information and get back in touch with you.

So my colleagues and I will hit some points for about the next 30 minutes. We'll do some talking and then we will open it up for questions.

The first point I'd like to talk about for everybody and it's - my slides aren't numbered but you can see it's the welcome slide - just some basic information that you've heard me - heard on these calls before if you've tuned in. And that is the importance and the contact information for the HRSA Contact Center.

The HRSA Contact Center is probably your first stop if you have a question about EHB and any work or screens or errors that you might encounter when you are using EHB. The HRSA Contact Center toll free phone number is 1-877-464-4772. And they also have an email address that you can see there if you have that presentation open. It is callcenter@hrsa.gov. That's call center, the at sign, hrsa.gov.

Sometimes folks, it can be confusing. As you know, you don't - as our grantees do not draw down funds - your grant funds directly from the EHB system - from the EHB web site. Rather you do that from the Payment Management System.

And the Payment Management System has a separate help desk. And you can see that number's listed there but I'm going to give it to anybody that doesn't have it in front of them. The Payment Management help desk phone number is 877-614-5533. And you would reach out to them if you are having specific problems about drawing down your funds or your inability to draw down any funds for your grants.

You might want to keep a pencil and paper handy as we go through the conversation today, and especially at the end. If you do have a question for us - neglected to say at the beginning of our call - if you do have a question for us, please have your grant number handy and give that to us when you ask your question. That helps us in some cases look up the answer to your question. So your grant number would be helpful later on if you are going to ask a question.

At this time I'd like to turn it over to (Bill) who has some exciting information about our division of independent review and the process that we go through to objectively review an application. (Bill)?

(Bill): Thank you very much Chris.

This is a shout out basically to the grantee community. If you have an interest in being a reviewer for any of the HRSA grant programs - meaning that you would do evaluations on incoming applications - or if you know other healthcare professionals that might be interested, we have a new reviewer database called the Reviewer Recruitment Module that we think you'll find extremely easy to use and we will find extremely easy to search. And so it's good for both of us.

If you're at the HRSA home page on the HRSA web site and as Chris indicated click on the link that says Grants, and then instead of Manage Your Grants you can go to Grant Reviewers. And there will come up a page that will give you a little information about HRSA and the types of people that we look for in reviewers general and a link to begin the registration login process, and if you need it, an email address that goes directly to an email box exclusively for that process.

If you were ever a registered reviewer in our old system, I can promise you two things. It will be easier for you to use and secondly, you never have to change your password unless you want to. So we invite you to come and join our growing pool of potential reviewers. And we hope to use you in that capacity sometime in the near future.

Thank you very much. Thank you, Chris.

Christopher Suzich: Thank you (Bill).

And again, if anybody has questions about anything that we go over today, there will be an opportunity to ask those questions at the end.

Our next slide has to do with audit information. And it's really just a notice for everybody that might be listening in because periodically folks do send us audit related documentation that they feel they need to.

Let me turn it over to (Sandy) right now. And she's going to provide us some additional information on the audit process that we go through here at HRSA. (Sandy)?

(Sandy): Hi. I wanted to tell everyone that HRSA receives the A133 audit information from the Federal Audit Clearinghouse. And it's really not necessary for you to mail any audit documents to HRSA unless we specifically ask you too.

Now that is also, unless you are a grantee that receives funding from our Bureau of Primary Healthcare. I did want to clarify that you have a requirement that you must submit your audits electronically through EHB. And that will still need to be done.

But for your A133 audit, you have to send it to the Federal Audit Clearinghouse, and then we get the audit information from the Clearinghouse. And there's no need really to send any of your audit information to Grants or to our office which is the Division of Financial Integrity unless the Division of Financial Integrity reaches out and requests that directly.

Thank you, Chris.

Christopher Suzich: Thank you (Sandy).

The next point we wanted to talk about relates to sam.gov. And as I'm sure you already realize, a lot of the federal government grant systems are interconnected or are becoming more interconnected. And I'm speaking about systems such as sam.gov which you have to be registered in in order to successfully submit your HRSA application for instance through grants.gov.

Sam.gov, grants.gov, EHB - other systems in the process are connected and are talking to each other at various points to confirm things like your DUNS number and your address information. So it's important to make sure that especially when it comes to sam.gov your information is current and your registration is active.

With respect to sam.gov, every user - every registered user of sam.gov needs to go in at least once every 12 months and validate their information and click a few buttons and confirm that the address is correct, the DUNS number is correct, and everything looks all right in order to maintain an active status in sam.gov.

So please make a reminder to yourself if you can to go in there at least once every 12 months and make sure that your status is still active and your information is correct.

We encounter problems on this end. We are unable to make any awards to your organization in many cases unless your information in sam.gov is active and your registration is active - so just a note to everybody out there about the importance of sam.gov. Of course you know that you have to get a DUNS number before you can successfully submit your application through grants.gov and move through that process.

The second bullet on that particular slide also has to do with grants.gov and the important of registering in grants.gov and listing somebody in your organization as the authorized organization representative. You know that your application is submitted - at least for HRSA grants - through grants.gov and is then imported into the Electronic Handbook where it goes through the review process - so just a little bit of information there regarding sam.gov and grants.gov.

I'm going to turn it over to (Darren) right now. And he might have a few words of wisdom to add about sam.gov in addition to sub-accounting.
(Darren)?

(Darren): Thank you Chris. Just reiterating what Chris said in regards to sam.gov, you as award recipients or grantees, you're greatly affected if we are trying to make an award to you and your sam.gov information has not been updated. That's how you are impacted the greatest.

So you should check your records - check in sam.gov to see when your registration has expired. If it's due to expire within the coming months or any

time before competition, it's always advisable that you make the necessary changes in terms of update.

So, but anyway that's all I can - I can't add anymore to the system for awards management discussion which is sam.gov.

So I'll now move to a subject that's call sub-accounting. And sub-accounting is a process whereby we award funds to you as award recipients in separate accounts. As award recipients or grantees, you utilize the Payment Management System.

And if you have multiple HHS awards, all of your awards will be in a big, large account or a pooled account. With sub-accounting or in sub-accounting, what we're saying is we will make that particular award. And it will be in a sub-account, a specialized account with an identifier call the sub-account code as well as a special document number on the bottom of the Notice of Award.

You as well as HRSA would then be able to see your particular grant for HRSA in the Division of Payment Management. And well sub-accounting - it's not new to HRSA. We've always awarded our Ryan White Part A and B, Title 5 Block Grant, the majority of the Affordable Care Act award, as well as our funding in sub-accounts.

This year we are making sure that we reach the mandate because going to sub-accounts is a mandate by the Department of Health and Human Services. And we are seeking to reach that mandate by first insuring that any new award or any competing continuation award or any change of grantee or any instance whereby a new document number is created, the award would then be placed into a sub-account.

In terms of Type 5 or our noncompeting continuation or progress report - or some programs may call them budget period renewals - we are exploring the opportunity for a few programs to run a limited pilot. If you receive a Type 5 award in FY14, that means your award is going into a sub-accounted document. The award will be visible in PMS, and it will be separate from your last year's award.

In submitting the FFR for the previous period, you as a grantee would have to submit to FFR void of any unliquidated obligations if there is a carryover request to be had or if you are seeking your prior approval for a carryover request. That's if your new award in FY14 continuation is in a sub-accounted document.

So again, the ability for HRSA as well as the grantee to see your award in PMS means that this is a win-win for both HRSA as well as you the grantee. We are phasing in this process. And HRSA has to be fully compliant in terms of sub-accounting all awards. Any type of award will have to be sub-accounted by FY 2015.

Thank you, Chris.

Christopher Suzich: Thank you (Darren).

And again, there will be time for questions that you might have about any of these subjects or anything that we haven't covered at the end of our conversation today.

Just two quick housekeeping or one quick housekeeping item - (Priscilla) mentioned at the beginning of our call, but I'll ask her to repeat it now. The call is being recorded. I know there are some folks joined us late. And you

probably all have - may have some coworkers or colleagues that couldn't join the call today.

If you would like to pass along the toll free recording information, anybody can dial in the following number and listen to our conversation today, the slides that we've gone through and everything that you've heard today.

(Priscilla), do you have that number for us?

Coordinator: That toll free number is 1-888-403-4661. Again the number is 888-403-4661.

Christopher Suzich: And is there a code that needs to be entered after that (Priscilla), or no?

Coordinator: No.

Christopher Suzich: Okay, thank you.

Coordinator: You're welcome.

Christopher Suzich: So that is the recording for anybody that couldn't join us on the call today everyone.

The next slide that we have coming up is really in some ways a reiteration of what we talked about earlier and the importance of not procrastinating. I know I'm guilty of it many times in submitting. For instance, if you have an application that you'd like to submit for a HRSA grant - and we of course encourage everybody to go ahead and apply for opportunities that they see that they might be a good provider for on our web site and in grants.gov.

But just again, this bullet has a specific tool that we've put on our web site - the hrsa.gov web site. And you can see the information there to navigate to it. And what it allows potential applicants to do is see how long it typically takes to get through the hoops that we talked about before - the sam.gov registration, the DUNS registration, the grants.gov setup and registration.

So it's giving everybody a date there that gives you an idea of the sort of lead time that you need if you're going to apply for a HRSA opportunity. And we call that the Application Registration Assistant Tool. And the pertinent information on where it is on the hrsa.gov web site is right there.

The next item we have up is what we call the Noncompeting Continuation awards, also known as Type 5 awards. (Darren) alluded to them briefly in his slide about sub-accounting. (Melissa) is here to talk to us a little bit more about that and give us some more details.

Sometimes there is confusion around the Noncompeting Continuation Awards that we make all the time. So (Melissa)?

(Melissa): Yes. Thank you, Chris.

I'm going to briefly go over the Type 5 Noncompeting Continuation Award. The Noncompeting Continuation is the grantee funding for the next budget period. We also call it the progress report or a budget period renewal.

It is submitted electronically via the EHBs. You would actually locate it under the Task tab. It's generally available to grantees 120 days prior to the budget period start. It's generally due 90 days prior to the budget period start.

When it is available there's usually a notification message sent from the EHBs. If you're following along with the slides, there's some links to the various user guides depending on, you know, what your grant falls under. So I would encourage you guys - you all - to check out those links.

One thing I wanted to mention before we get to the Q&A section, we are aware of the issue with the NTC on the FSPPR2 page where it's asking you to upload the lobbying form if you select No to the question. We are aware of this issue and we are working on it.

Chris?

Christopher Suzich: Thank you (Melissa).

The next slide is just some information for all of our applicants about grants.gov. You'll find this information on the grants.gov web site also. But you can see that grants.gov has made some system changes to allow for certain characters that were previously not permitted.

So if you submitted a file as part of your application for instance and used certain restricted characters, your file would be rejected and your application was in jeopardy of being rejected also. But grants.gov in their continuing efforts to make their system better have made some changes to allow a number of these unusual characters as part of file names. So hopefully that will reduce the amount of applications that get rejected.

The next item we're going to talk about is the FFR - the Federal Financial Report also known as the SF425. And as you know probably already, all of your work is done within EHB. And the FFR is one of the most important documents that you submit through EHB.

It has a wealth of financial information on it that is important to the grants and important to how people like grants management specialists review the grant status every year. Oftentimes the FFR is required on an annual basis, not to be confused with a similar financial report that is submitted quarterly to the Payment Management System. And I think (Kevin) will tell us a little bit about that report also.

But here to give us some important information about the FFR is (Kevin).
(Kevin)?

(Kevin): Thank you Chris and thank you to all for participating on this call today.

I'm here to talk with you today about the Federal Financial Report. The first point that I'll cover is the difference between the federal - the financial reporting to HRSA - the grants office - and the financial reporting to the Payment Management System which is known as the system where you withdraw the federal dollars.

The FFR is a single page form that recipients must use to file both their cash transaction and financial status information. Therefore both HRSA and PMS utilize the FFR to monitor recipients' financial data. It's important to know the difference between the FFR reporting requirement to the Payment Management System and then HRSA to insure total compliance with your grant award.

First you are required to file on a quarterly basis the cash transaction reports via the Payment Management System. In this report you are reporting cumulative disbursements of the cash that you withdrew from PMS. This is Lines 10A through 10C on the SF425 FFR form.

Then you are reporting your expenditure of funds, and if applicable cost sharing or matching dollars and program income on a semi-annual or annual basis to HRSA through the Electronic Handbooks. This is Line 10D through - on the FFR425 form.

The schedule for submitting the semi-annual or annual financial report is specified in the NOA under the Reporting Requirements section. Your due date is dependent upon the grant program cycle - so the NOA is your best resource for knowing when the report is due to HRSA.

Next I'll provide you with an overview of what the GMS review - when the FFR is received at HRSA through the Electronic Handbooks. When the GMS receive your financial report through the EHB, they will carefully review the data that you supplied and will check for accuracy, reasonableness and completeness.

Through their review they will determine if there are any significant changes in the rate of obligation or expenditure from that expected, and they will insure consistency with the terms and conditions on the award. Your GMS will also compare your annual expenditures with the disbursement reporting to PMS.

When submitting a final report, last report or budget period within the document number, the FFR cannot contain unliquidated obligations. And it must match with the cumulative disbursements in PMS. If you have a program that requires you to match expenditures, your GMS will also insure that you are complying with the cost sharing or matching requirement.

Likewise, if you have a program that contains program income, your GMS will review to insure you are accounting for program income in accordance with the terms and conditions of the award.

If the GMS has a question or identifies a discrepancy within your report, they may communicate with you by phone or email. Or they may return the report through the EHB as a change request. An email is sent from the system to notify you of the requested change.

Finally, I want to stress that FFRs submitted late or not submitted at all can and will have a negative effect on your future funding. HRSA takes financial reporting requirements very seriously. If you're not in compliance, HRSA may take an adverse action which can include draw down restrictions, withholding continuous awards or withholding monetary revised awards.

For example a request to carry over funds may be denied if the organization is not compliant with financial reporting requirements. We may also terminate a grant if deemed appropriate. If you are delinquent on your FCTR to PMS, you will be restricted from drawing funds until you come into compliance.

Therefore it is imperative that you comply with both requirements to insure continued funding - that you have access to the funds when needed and for future award opportunities.

Please note that if you have questions pertaining to information or data on the FFR, contact your GMS. If you have technical issues with the EHB during the FFR process, please call or email the HRSA Contact Center. You may also ask questions following the presentation during the Q&A phase.

Thank you, Chris.

Christopher Suzich: Thank you (Kevin).

Next up we're going to hear a little bit about the various roles that are in the EHB. As you know depending on your role and the privileges that are associated with those roles, you can do certain tasks and certain functionality is available to our user community depending on the role that you have.

There are a variety of grantee roles in EHB. And here to tell us a little bit more about those is (Melissa). (Melissa)?

(Melissa): Yes, thank you.

As Chris mentioned, I'm going to go over the EHB roles. The first set of roles I'm going to go over are the organization roles. The first role is to authorize an official role. This is the person at the organization who's authorized to act for the applicant and to assume the obligations imposed by the federal laws, regulations, requirements and conditions that apply to the grant application or grant awards. If you're the authorizing official, this is the role that you should select.

The business official - the person who is authorized to review and submit the Federal Financial Report and to interact with the Payment Management System - please select this role if it applies to you.

The other role is the person who is not the authorizing official, nor the business official. They may be filling out applications, might be the project director communication contact, etc. There can be multiple authorizing officials, business officials and other roles to the organization.

If you found that you have selected the incorrect role, you can update it. You would just go to the Organizations tab, click on the Organizations Folder link, and then there's a link to update your role.

The next set of roles I'm going to go over are the grant roles. And these are the roles that you would choose when adding the grant to your portfolio. The first role is the project director. This is the person whose name would appear on the Notice of Award. The project director will automatically have non-financial privileges. And the project director is responsible for granting non-financial report privileges to other users.

The next role I'm going to go over is the Financial Reporting Administrator or the FRA. This is the person who's responsible for approving and submitting a Federal Financial Report in the EHBs. The FRA - they would also need the authorizing official or business official organization roles.

Now when the FRA adds the grant to their portfolio, it's important to note that they would need the PIN and the account ID from the Payment Management System in order to add the grant. The FRA automatically has financial report privileges, and they're responsible for granting financial report privileges to other staff.

Other is someone who is not the project director or the FRA. It might be someone working on conditions or reporting requirements of the award, financial reports, etc.

Now I'm going to go ahead and go over some help resources. The information I just went over as it pertains to the roles, you can actually find that in the EHB's help. To get to the EHB's help, I'll go ahead and give you the EHB's web site - it's <https://grants.hrsa.gov/webexternal/login.asp>.

Once you're there and logged in you'll see a Support tab on the upper right corner. There's a drop down that will take you to the Help. Another way to get to it is there is a question mark icon in the lower right corner that would also take you to the Help.

But the Help does have a lot of useful information. It will have information on grant access and registration, different FAQs for example on the noncompeting continuations, prior approval requests, EDM commissions, etc. So I would encourage you all to check out the Help.

Another useful tool is to go to YouTube and type in HRSA tube or Electronic Handbook. There's some useful videos on YouTube. And last but not least there's the HRSA web site. If you go to www.hrsa.gov, click on Grants and then Manage Your Grants, you're going to find a lot of useful information here as well such as the award management tutorial, financial report submission schedule, the Federal Financial Report quick guide.

You'll also see some previous transcripts from previous calls that we have done. So I would encourage everyone to utilize these three tools.

Chris?

Christopher Suzich: Thank you (Melissa).

Before we get into our question and answer period, I'd like to ask (Priscilla) to one more time just give us the playback number in case anybody wants to listen to a recording of the call. (Priscilla)?

Coordinator: Absolutely. That number is 1-888-403-4661. Again, 888-403-4661.

Christopher Suzich: Thank you (Priscilla).

At this time we're going to open it up for any questions that you might have about EHB or any problem you might be having with a grant that you have or a question in navigation problem - any sort of thing - any question that might have come to mind about any of the information you heard today. Or if you reached out to the Contact Center and maybe they were unable to answer your question.

Again, if we can't answer your question today, we'll take down your personal information and call you back. I would just ask that you have your grant number handy.

And at this time (Priscilla), could you give the instructions for asking a question?

Coordinator: If you would like to ask a question, please press star 1 from your touchtone phone. Please unmute your phone and record your first and last name, as this information is needed to introduce your question.

Once again, if you would like to ask a question, please press star one from your touchtone phone.

If you do hear your question asked during the question and answer session and you wish to withdraw your question, please press star 2.

One moment Mr. Suzich to see if we have any questions.

Once again, if you would like to ask a question, please press star 1 from your touchtone phone.

There are currently no questions in queue Mr. Suzich.

Christopher Suzich: Okay. Well let's wait another minute if you don't mind (Priscilla). If anybody has a question (Priscilla) can give those instructions one more time. And we'll hold on here in case anybody thinks of something.

Coordinator: Absolutely. If you would like to ask a question, please press star 1 from your touchtone phone. Please unmute your phone and record your first and last name as this information is needed to introduce your question.

Once again if you would like to ask a question, please press star 1 from your touchtone phone.

If you do hear your question asked during the question and answer session and you wish to withdraw your question, please press star 2.

Thank you.

There are currently no questions in queue.

Christopher Suzich: Okay. Thanks (Priscilla). We're just going to wait another 30 seconds in case anybody has a question. And after that we'll close it up.

Coordinator: All right sir, we have several questions in queue - one moment.

Christopher Suzich: Thank you.

Coordinator: Our first question is from (Paul Burgland). Your line is now open.

(Paul Burgland): All right. Can you hear me all right?

Christopher Suzich: Yes (Paul).

(Paul Burgland): All right. I think there was a problem. I hit star 1 several times and it wouldn't go through.

Christopher Suzich: Yes, thank you. (Priscilla), it's unusual that we would not have any questions. So I wonder if other people are experiencing that.

Coordinator: There are several questions in queue at this time. I activated it from the beginning. I'm not sure what was going on, but there are several in there now.

Christopher Suzich: Thank you.

Paul Burgland: Okay. So just yes, like I said - I hit star 1 several times, but I'll move forward here.

Let me see here - just a couple of quick questions. Our grant number is H as in Henry, 80CS - that's cat, Sam 00544. At the bottom of the Notice of Award on Page 1, there's - after Box 17, 18 and 19 - there's other CFDA numbers with dollar amounts in them basically totaling our total grant award.

Could you tell me what those other CFDA numbers are for by any chance?

(Darren): The CFDA number - that's called the Catalog of Federal Domestic Assistance. That's basically the line of funding that your award - how your award is

funded. If you have multiple lines, that means some of your - that means your program is funded by various streams.

Since this is an H80 or Health Center Award, I'm more than sure you're talking about the CFDA number that may pertain to some Affordable Care Act funding. There's basically a program CFDA that the Health Center program is funded under.

And if this particular award is receiving any additional funding stream, that CFDA number which we probably call the secondary or an obligating CFDA is just another CFDA to represent or show the funding stream.

But basically there's a number at the top of the award and there are numbers at the bottom of the award - could be primary and/or secondary.

(Paul Burgland): Okay. So in the world of a single audit, you know, in the world of tracking grants and contracts, you're supposed to collect the expenditures under the correct CFDA number. In this case do I need to collect - do I need to report the expenditures under each individual CFDA number at the bottom? Or do -I mean when I'm reporting that to the auditors, or do I report it under the CFDA at the top?

(Darren): Well basically I don't know how your accounting system would track the information. But what you can note for your auditors is that the program is funded via a particular CFDA number. We've received questions like this before.

Your program may be funded under that particular Health Center CFDA. That's the authorizing legislation - authorizing legislative portion - of the

program. But as we said, you received also additional funding via an additional funding stream.

And like I said, that's probably ACA money. So you should at least be able to tell your auditors that A, we did receive X amount of funding via this funding stream. If your accounting system - if you have it set up that you can track your expenses that way, that's also a plus in your favor. But we're not saying that you would need to in terms of your audit.

(Paul Burgland): Okay. All right. Well thank you.

And the second question is I've completed my noncompeting application for the year and submitted it of course. I've got some review comments of course back from HRSA. But the big thing is that basically we changed sites last year. We received a grant from you guys - HRSA - and we built a new site, new building with a new physical address. And that address did not get updated on the application.

How do I go about updating that physical address on the application?

(Sandy): You mean that the address in Block 9 and 10 on your Notice of Award is incorrect?

(Paul Burgland): That, okay the address in Block 9 and 10 on my Notice of Award is a PO Box number which our mail goes to per se. But our physical address on the application - it's the incorrect physical address. We have the same PO Box number from the two different sites or the new sites. But our physical address has changed.

(Sandy): Please send in a prior approval request under Other and let us know what the address should be on your Notice of Award and we'll change it.

(Paul Burgland): Okay. So now the Notice of Award does say - has our PO Box number which is correct. But it's the physical address. I guess we're running into problems of some other organizations looking at whatever information in the handbook going oh, your physical address is not what we show as opposed to the PO Box number.

(Sandy): Is that Medicare and Medicaid?

(Paul Burgland): Possibly - I'm not sure. I'll have to check with our Revenue Office.

(Sandy): Yes. How ever you're registered with them needs to be on your Notice of Award.

(Darren): And also (Paul), how ever you're registered in grants. - well sam.gov specifically as well as the Division of Payment Management...

(Paul Burgland): Uh-huh.

(Darren): ...more so sam.gov and EHB - they have to be in agreement because if this is in regards to the Medicaid Medicare reimbursement, that information - they're looking at the Notice of Award. They're looking at what's in sam.gov. And if it's not the same, you will run into problems.

(Paul Burgland): Okay - which I am. Like I said, just because of, you know, the world of change in the physical address has created some, you know, some extra work I guess. So okay - well I appreciate that.

Christopher Suzich: Thank you.

(Paul Burgland): Thank you.

Coordinator: The next question is from Peter Glaser. Peter, your line is now open.

Peter Glaser: Thank you. This is Peter Glaser with Heartland Health Centers in Chicago. We've experienced some problems in the past getting our corporate address correct in these various systems. It would be helpful to have some kind of a how to guide.

We changed our corporate address like seven years ago. But various systems have the old address. Just when you think you've covered them all, a piece of mail goes to the old address or you're trying to file a form in the EHB or someplace else or you get a call from the 3040B Program that says your Zip Code is wrong - try to figure it out.

So there seems to be a number of people involved - EHBs involved, the Sam System is involved, Dun & Bradstreet Corporation is involved. So it would be nice to have a kind of start at Dun & Bradstreet, have them make certain changes and then move after X number of days to the Sam System and made adjustments there. And after X number of days move to this profile - something like that would be helpful.

Christopher Suzich: Thank you. That's - we appreciate that suggestion. Peter, did you have a - were you able to get through the issues that you had and resolve them?

Peter Glaser: I never know. I mean the latest problem which was with 340B - we think we resolved. But like I said, it just seems that two or three times a year something comes up again where they - some corner of the operation thinks that we're

still at that old address and that causes something to be rejected. And then - so we think we've cleared it up again, you know.

(Helen): The Notice of Award is West Garden Street. Is that correct?

Peter Glaser: Mine?

Christopher Suzich: Yes.

(Helen): Heartland in...

Christopher Suzich: (Helen)'s looking up your...

(Helen): ...Peoria, Illinois?

Peter Glaser: No, Heartland International Health Center in Chicago, Illinois. There are lots of Heartlands out in the world.

(Helen): Yes there are.

Christopher Suzich: That's good - that's a good suggestion and I appreciate that Peter. We'll definitely look into providing some sort of a quick reference guide or a one page guide for our grantees.

Peter Glaser: Yes, thank you.

Christopher Suzich: Thank you.

Coordinator: Our next question is from (Lee Butler). (Lee), your line is now open.

(Lee Butler): Thank you. My question was I'd heard earlier in the call that someone had said that there was an issue with the FFRs on the NCC and that you're aware of it and are working on it. Is there a estimated time to the fix?

Christopher Suzich: We're trying to remember the specifics of that Ms. (Butler). Do you mean - was that part of the sub-accounting discussion that we had?

(Darren): It was probably (Melissa) talked about the FFR submission.

Christopher Suzich: Around the...

(Darren): (Unintelligible) NCC and the submission.

It wasn't in regards to the NCC and the FFR. It was I think regarding the NCC progress reporting submissions - correct, (Melissa)?

Christopher Suzich: Maybe (Melissa) stepped away from her desk.

(Darren): Okay. But the only thing - if we do take the conversation or discussion back to the noncompeting continuation, we reference that some programs may receive a sub-accounted NCC in FY14 just as a pilot - just during this pilot time.

And with the next submission of the FFR, the grantee would then have to submit that FFR for the preceding year which is FY13. If you were a part of the pilot, the FFR would have to be submitted and you would not have any unliquidated obligations because we're closing that old document number out.

And if you're doing a carryover, the carryover would then be moved to the new award if approved. That was the connection we made with NCCs and sub-accounting.

(Lee Butler): Okay, thank you. I think that what she had said was there was something about if you click No on a question that was asked that it then...

Christopher Suzich: That was around the lobbying form Ms. (Butler). So the issue there is as part of the NCC, there is a screen that you go to for the - it's the PPR - the Progress and Performance Report form that's there. There is a question about lobbying activity that everyone I think is required to answer.

And in the - I don't have the question in front of me, but it says something like does your organization participate in lobbying activity. And currently the system is defaulting it to Yes when 99.9% of the time everybody is going to check No.

The problem is if you all catch that and check No, then it incorrectly brings up another form called the SFLLL for lobbying that needs to be completed. So we're working on that and we hope to have it addressed later today or certainly by early next week. And we will default it to No which would be the correct answer for most people.

(Lee Butler): Okay, thank you.

Christopher Suzich: Yes.

Coordinator: The next question is from (Stephanie McVicker). (Stephanie), your line is now open.

(Stephanie McVicker): Hi. I was wondering if you could repeat the web address you gave for the EHB Help. I looked on the web site and I couldn't figure out where that was and I couldn't get the whole address when you mentioned it.

(Melissa): Okay. The EHB's Help is <https://grants.hrsa.gov/webexternal/login.asp>.

Christopher Suzich: So (Stephanie), that will bring you to the EHB front page. Is that what you were looking for? Or were you looking for something else?

(Stephanie McVicker): Well she had mentioned about the Help section.

Christopher Suzich: Okay.

(Melissa): If you are on that screen you'll see in the upper right corner it will say Support which will bring you to a drop down. And you'll see EHB Help.

(Stephanie McVicker): Oh okay. That's where - I was missing that step.

(Melissa): And there's also a question mark on the bottom right that will bring you to the Help.

(Stephanie McVicker): Question mark on bottom right, okay. So I mix those two - okay, got it. That's great.

And then I just actually have one more question.

Christopher Suzich: Sure.

(Stephanie McVicker): So we were just awarded a Notice of Award for a grant that we've had for several years. But this is a - we are awarded for the next three year period. And the Notice of Grant Award there's a couple of due dates. There's - that look like they say the same thing.

There's something that's due under Reporting Requirements within 120 days of the award issue date. And then a due date of a report due 90 days of the project end date.

Christopher Suzich: Do you have your award number in front of you there (Stephanie)?

(Stephanie McVicker): Yes, H61MC00042.

Christopher Suzich: That was H61...

(Stephanie McVicker): Yes.

Christopher Suzich: ...MC00042.

(Stephanie McVicker): Right.

Christopher Suzich: So you're looking at the terms and conditions and reporting requirements that start on Page 2 I guess, right?

(Stephanie McVicker): Yes.

(Melissa): And is there the performance reports? What question in particular?

(Stephanie McVicker): So the question is - so the first one that says a due date within 120 days of the award issue date. So the grant summary and performance measure in the abstract - that's for the new grant cycle that we would have already put in our application for the grant. Is that right?

(Melissa): Yes. It would be for the award that was issued back in April. And these reports are generally available to you 30 days before the deadline.

(Stephanie McVicker): Okay. And so when we submitted for the grant application, you know, we did the abstract and did a summary of the previous performance of the last, you know, funding cycle. So is this different than what we had already submitted in our application?

(Melissa): Yes. This is going to be somewhat different than what was submitted during the application. When you're working on the report, if you have program added questions regarding the report, it's probably better to contact your project officer.

(Stephanie McVicker): Okay. All right - the one that's listed under - on the award itself?

(Melissa): Right.

(Stephanie McVicker): Okay. That's what I will do. Thank you for your help.

(Melissa): Thank you.

Coordinator: Our next question is from (Jean Stillwell). Ms. (Stillwell), your line is now open.

(Jean Stillwell): Yes, thank you. Our grant number is H17M as in Mary, C Charlie, 25740. And I'm in the process of completing the carryover request from year one. And I'm just wondering if that carryover is approved, do we account for the carryover separately or do we receive a new Notice of Award that will include the carryover for this year two that we're currently in?

(Darren): When you submit the carry - if you're - when you submit the carryover request, if the carryover request is approved, you will receive a revised Notice of Award.

(Jean Stillwell): Okay. That's great. So it's rolled into our year two funding?

(Darren): Yes.

(Jean Stillwell): Okay. Thank you. That's great.

Christopher Suzich: Thank you.

Coordinator: Our next question is from (Robert Bobo). (Robert), your line is now open.

(Robert Bobo): Yes. I'm calling about grant number H as in Harry, 76, H as in Harry, A as in apple, 24730. Since applying for this grant our address has changed. And it doesn't change on the NOA and non-intent. I heard the answer earlier about doing the prior approval. But it will not let our new business official register with PMS if the addresses don't match. Will the prior approval correct that problem or no?

(Darren): The prior approval will have no bearing on PMS. If there's some changes that you need to make with PMS, you need to make them there. If you're saying - if your business manager is having problems registering in EHB, that's a different issue.

(Robert Bobo): She can get in EHB. She can't get - the PMS people tell her that until the address they have matches what is on - in question - in Box #10 on the NOA. And on Box #9 it's a different address. Until they have the match in Box 9, they can't authorize her as - to be able to do the draw downs.

(Darren): Have you - is your business person registered in the Electronic Handbook?

(Robert Bobo): Yes.

(Darren): Have you submitted a - do you need a prior approval? Is your address currently on the Notice of Award correct?

(Robert Bobo): In one of - in Box 10 it's correct. In Box 9 it's - they've moved from that site.

Christopher Suzich: So 9 has the incorrect address.

(Robert Bobo): Right. And I was just wondering if the prior approval requesting that address change would fix the PMS problem, but guess not.

Christopher Suzich: Well it will - it won't fix PMS but it will...

(Darren): It will fix EHB. So please submit a prior approval for the change of address.

Christopher Suzich: We should start there. And then if you continue to have issues with Payment Management System, you could reach out to us again and reach out to the Contact Center or we can take your contact information and check back with you.

(Robert Bobo): Okay. Can you get my contact information please?

Christopher Suzich: Sure. Go ahead.

(Robert Bobo): It's robert.bobo - B-O-B-O - B as in boy, O, B as in boy, O @flhealth...

Christopher Suzich: That's okay - just a phone number (Robert).

(Robert Bobo): Oh, 863-674-4056.

(Darren): Have you reached out to your grants management specialist sir?

(Robert Bobo): The business person has repeatedly and has gotten no response.

Christopher Suzich: Okay, so you're - let me just confirm your phone number (Robert). It's
863-674-4056?

(Robert Bobo): Um-huh.

Christopher Suzich: Okay.

(Robert Bobo): All right.

Christopher Suzich: We'll be in touch with you. In the meantime go ahead and submit that
prior approval request.

(Robert Bobo): Sure will.

Christopher Suzich: Thank you.

(Robert Bobo): Before close of business today. Thank you.

Christopher Suzich: Thank you.

Coordinator: Our next question is from (Kent McVay). (Kent), your line is now open.

(Kent McVay): Thank you very much. The grants that I'm calling about - there's a couple of them - but one of them is H80CS00149. That's an A2C grant where they have allowed automatic carryover of unobligated balances for outreach and enrollment in HIV/Aids based on a December 13 email.

When you get to - when you're doing the FFR and you get to the section for carryover, none of the options will be correct because one of them is yes, we wish to carryover and will submit the prior approval request. And we don't have to submit a prior approval request.

Or no, no carryover is requested. And then it won't allow you to use NA since there's an unobligated balance. Is HRSA working on getting some change to that section to another option that's a carryover request - carryover is requested but no prior approval request will be submitted?

(Sandy): You don't have to fill that part out. All you need to do is in the remarks or comments section state the fact that you will be using the unobligated balance that's showing on your FFR in the following year.

(Kent McVay): Yes. And I put it in the comments, but currently you have a problem in your EHB where you cannot view and print the EHB - I mean the FFR that shows the comments. So one of my - my first submission was rejected because of that. They said they were working on it and would install a correction by May 22. It's still not available to view or print with the comments.

So it creates a problem. I guess you have a workaround there to see the comments and see what was requested for carryover.

(Sandy): Well we should be able to see whatever you put in. As far as you not being able to see it, I can't help with that. That's definitely an operations question.

(Kent McVay): Well you guys couldn't see it either. You had a - you came up with a -
(William Davis) said he came up with a workaround so they could view it.

(Sandy): Oh, okay.

(Kent McVay): Okay. So it wasn't just the people out in the field. But you do have to answer one of those questions. You can't skip that section. So it would be good to have another option or to instruct the users what option to answer in that section.

(Sandy): You couldn't choose NA.

(Kent McVay): No. It says you - it says there's an unobligated balance and won't allow you to use that. I clicked on it.

(Sandy): Well you could always say yes. And we would know by your comment that, you know, I know that Health Center grantees were instructed that they did not have to come in for a carryover request for all those supplements you got at the end of the year.

(Kent McVay): Right.

(Sandy): So we look for on your FY13 FFR - we look for your comments that say I'm going to use the unobligated balance in FY14 but I don't have to come in for a carryover request based on the email in December.

Woman: The only thing you have to ask to carry over is if you had any new access point funds. You always have to ask for that, but I know you all got an email telling you about this process.

(Kent McVay): Right. It didn't say how to answer that question.

Woman: Right.

(Kent McVay): None of the answers are correct.

Woman: We didn't think about it. We didn't know that you had to answer it, but if you say yes, it's okay.

(Kent McVay): Okay, all right, so but if we said no, but put comments in, it's still all right, though, right?

Woman: Yes.

(Kent McVay): Okay, and on a two-year grant if it requires you to do an FFR and at the end of the first year, again, there's no carryover request, so it doesn't matter what you answer. Is that what you're saying?

Woman: On an interim FFR you do have to submit an FFR every 12 months.

(Kent McVay): Right.

Woman: Regardless of the fact that it may be a two-year period.

(Kent McVay): Yes. Right. So...

Woman: There's no carryover there. You're correct.

(Kent McVay): Well, you have to answer that question in that section again. It won't let you continue past that section. You've got to put - you can't use NA. You have to say yes or no, so...

Woman: That sounds like a problem that needs to be fixed.

Man: Yes.

(Kent McVay): That's the only reason I was asking the question, is whether or not it's being addressed.

Man: (Melissa), we'll have to dig deeper into that issue.

(Melissa): Yes.

Man: Okay, we appreciate that.

(Kent McVay): Thank you very much.

Man: Thank you, (Kent).

Coordinator: Our next question is from (Amalia Montero). Your line is now open.

(Amalia Montero): Hi, I have a question. I need to do the progress report, and I need to know the Web site, and I see that you have three links there. How do I know which is the link that I have to use?

Man: The progress report that you - do you have your grant number handy?

(Amalia Montero): Yes, H97HA26501-01-00. It's a long number.

Man: Did you receive your instruction from the program, I probably think you would click the link one, then as the progress report use the guide for generic grants.

(Amalia Montero): Yes, so that one? Okay. Yes. Okay. That was the question. And another question, but this is for another grant, and I don't have it on hand. I don't see the payment option anymore when I try to do my dropdowns, and I - like somebody else was saying, I mean, I keep asking the manager officer there, and it's just back and forth, back and forth, and we don't see any results. I don't know I don't have to wait because in order for me to do the yearly numbers I need to do the cash reconciliation, and I don't - I haven't done it.

Man: Okay, that's not an issue. You have to do your reconciliation...

(Amalia Montero): Right.

Man: ...against the division of payment management.

(Amalia Montero): Right, but I cannot do it because I haven't drawn down anything, because I don't have the payment option to do it. And we have gone back and forth with the program manager and he said okay, okay, okay, he was going to do it, but there's no answer.

Man: When you say the program manager...

(Amalia Montero): The program - whoever is in charge this, his last name is (Warren), and there is no answer from the - his last name.

Man: Okay, so do you have the grant number that you're talking about, (Amalia)?

(Amalia Montero): Hold on.

Man: The other grant that you referenced was an H97 so that's a spend grant. Do you also have a part C grant?

(Amalia Montero): Yes.

Man: Page 76?

(Amalia Montero): Hold on.

Man: And you can give us your phone number and then we'll...

((Crosstalk))

(Amalia Montero): Yes, can you - 212-367-1565.

Man: Okay, when I call you back I'll need the grant number.

(Amalia Montero): Okay.

Man: Okay? Thank you.

(Amalia Montero): Thank you.

Coordinator: The next question is from (Noreen Kearn). Your line is now open.

(Noreen Kearn): Yes, good afternoon, everyone. Just a couple questions, my first question is the NCC and BTR, are they one and the same?

Man: Yes.

(Noreen Kearn): Okay. Second question was in relation to that, our budget period is calendar year, so January to December. So does that mean that our next renewal report is due in September or August?

Man: The - what is your project period - your budget period again?

(Noreen Kearn): Budget period is January to December.

Man: I'm sorry, your question was when is your next FFR due, is that right?

(Noreen Kearn): When is the BPR due?

Man: The budget period renewal? The budget period renewal notes - would be due 90 days before the budget period start date.

(Noreen Kearn): So September 30th?

Man: Yes.

(Noreen Kearn): That's about right, okay. All right, and then my last question is I have a technical question for application submission in EHB, and I'm wondering if it's - are we able to withdraw an application say maybe 48 hours before a due date if we've already submitted it in case we caught an error or something and we would like to change it and resubmit it? Is that possible?

Man: Did the application come through grants.gov?

(Noreen Kearn): Yes, it's already come through grants.gov. We've completed it in EHB and say we submit it 48 hours before the due date, but then we realize that there's an error and we would like to get the application back, make the changes or the corrections and then resubmit it. Is that possible?

Man: But has the deadline passed in EHB, (Noreen)?

(Noreen Kearn): No.

Man: Then you resubmit it in EHB in the tier two track. (Melissa), do you know the answer to that?

(Melissa): Yes, I think you'd have to email the BBP labor?

Man: Even though the deadline - you know, that (unintelligible), even though the deadline hasn't passed?

Man: For the...

Man: For the year.

Man: For the EHB portion? You might be able to revise it as long as the deadline has not occurred yet.

Man: As long as the deadline hasn't occurred, you should be able to resubmit.

(Noreen Kearn): Okay, so we would withdraw the application in EHB and then resubmit it when we're complete before the due date?

Man: (Kevin)'s our expert on that. I'm looking at (Kevin).

(Kevin): Let me get her contact information and I'll contact her.

Man: Okay. We don't want to give you any incorrect information. Can we have your phone number, (Noreen)?

(Noreen Kearn): Yes, it's 951-571-2312.

Man: And is that one open right now?

(Noreen Kearn): No, it's not. No, it's just - I was just curious because it happened after the fact and I was just wondering if there was a way to do that.

Man: Yes, we think there should be a way for you to - as long as the deadline hasn't passed yet, for you to...

(Noreen Kearn): Okay.

Man: ...resubmit. The mechanics of it, (Kevin) can tell you more about when he calls you.

(Noreen Kearn): Okay, great, thank you.

Man: Thank you.

Coordinator: Our next question is from (Caroline Clevenger). Your line is now open.

(Caroline Clevenger): Hi, my question relates to some of the questions that are coming up require the EHB help desk, and so my question relates to how to escalate those concerns. I'm coming off of a fresh experience having submitted a

different report to EHB, and by the way my grant number is UD7HP2504680. And we have a concern that was escalated to a tier two help desk, and so that help desk I guess does not - we don't get the contact information directly.

They contact us. And we waited for a reply for about a month and then found out that the help desk lost our request, and that we were left without really a mode to escalate our concerns. And so my question is when we begin on the EHB and the support page, what are the options for continuing to escalate those requests when they're not answered?

Man: The escalation for you, for the grantees are somewhat limited, (Caroline), in that your first step is usually the help desk, as you discovered, and if they can't help you, they usually make the determination to escalate it internally to what we call tier two, which is another level of expertise.

I guess I would just advise that if you don't hear anything from anybody from the help desk or tier two in about a week, I would call back, call the help desk back again and say - at that point I'm guessing you have a ticket number and you could reference that, but I wouldn't let more than a week pass before you tried to follow up if you didn't hear anything.

(Caroline Clevenger): No, we continued to follow up.

Man: Okay, so the issue is still unresolved? Is that it?

(Caroline Clevenger): Actually that report closed and we were not able to submit. There were I guess some complex issues with that particular report. That's when we found out that we put that separate request in for a new ticket number by that point, but...

Man: So you never had the opportunity to submit that report, is that right,
(Caroline)?

(Caroline Clevenger): That's correct.

Man: Okay, well, there's still an open slot out there somewhere for that report and I would guess that somebody will be reaching out to your organization at some point, but let me have your phone number so we can look into it here.

(Caroline Clevenger): Sure. It's 404-444-9919.

Man: 9919.

(Caroline Clevenger): Yes.

Man: And your grant number was UD7HP and I lost the last.

(Caroline Clevenger): Sure, 25046A0.

Man: Okay, somebody will be in touch with you, (Caroline). Sorry about that.

(Caroline Clevenger): No problem, thanks so much.

Coordinator: Our next question is from (Eva) - I can't pronounce the last name, but (Eva), your line is now open.

(Eva Ciabanato): Thank you. It's (Ciabanato). And I'm calling about - my question is about, I'm sorry, somebody sent me an email and now I can't view it. I'm calling about - I have a question about grant # 1E09HP259200100. And my question

is, is that we have done a report and we had not completed several milestones for one of the reports weren't applicable to us at the time.

But what we saw was that there's this tremendous amount of demographic information that's required on multiple distant players in the grant, students, faculty, and then site information. We did not do a good job at the time of kind of writing down what was going to be needed in the future, because we were trying hard to get the report done. But I wanted to know, is there a way that we can find out what type of information is going to be needed?

So unless I selected yes, tables didn't get generated, so I had to select yes and a table was generated when I knew what kind of data they were going to be requesting from me on this progress report. But they're showing me knowing ahead of time, and it was clear from what we saw that we didn't - we're not collecting all that information currently, and so we're trying to do a little better for our next report. And I just wanted to know how I can find out what is the potential of questions that are going to come down the line.

Man: That sounds like a specific programmatic report, so in your - the copy of your notice of award on the last page typically right at the bottom there are two important contacting points, the grants management specialist contact information and then the project officer contact information.

(Eva Ciabanato): Sure.

Man: And a question like that, I would hope your project officer would be able to help you with, okay? Did you talk to that person, (Eva)?

(Eva Ciabanato): No. No, I mean - I'm actually not the PI on this grant. I'm a support person, and you know, I came in late in the game and was just trying hard to help with that grant, get the progress report submitted in time.

Man: Okay.

(Eva Ciabanato): So you know, we just were - we didn't handle it as well as we could have and we want to do better for this next one, so I will definitely call the program officer and I appreciate that direction.

Man: Okay, thank you, (Eva).

(Eva Ciabanato): Thank you.

Coordinator: Our next question is from (Marilyn Clark). (Miss Clark), your line is now open.

(Marilyn Clark): Okay, thank you. I have a question regarding a pending task that is not updated in the EHB. It's grant #H80C as in Charlie, S as in Sam, 00048. I had a mild coronary last week when I saw it was 105 days late, but I contacted our grants management specialist and she said it was received on time and everything is fine, but it hasn't updated in EHB. So I'd feel a whole lot better if it wasn't still pending.

Man: Is it a scope verification?

(Marilyn Clark): Pardon me?

Man: Is it a scope verification?

Man: What was the - what kind of action was it, (Marilyn)?

(Marilyn Clark): It was a revised FFR because of the unobligated balance.

Man: Okay, okay. So you submitted your FFR.

(Marilyn Clark): It was an FFR, I'm sorry, yes.

Man: Can you bring that up, (Melissa), and look at it?

(Melissa): Yes, I'm bringing it up.

Man: One second, (Marilyn).

(Marilyn Clark): Okay. When you view the FFR, it has the revised tracking number and all that, but just on the pending tasks it has the old information.

Man: Okay, one second, please.

(Melissa): Okay, so it's still just showing up in your pending tasks. I'm going to have to get back with you on that. Is there a good number I can reach you on?

(Marilyn Clark): Okay, sure. It's area 831-454-4604.

(Melissa): Okay, it's probably something about one part of it we'll have to remove.

(Marilyn Clark): Okay. All right, well thank you.

Man: Thank you, (Marilyn).

Coordinator: The next question is from (Zachary Benning). (Zachary), your line is now open.

(Zachary Benning): Hi, yes, I actually work on the same grant as (Caroline Clevenger), that's number uniform, delta, 7 hotel papa 25046, okay?

Man: Yes.

(Zachary Benning): And the specific problem that we had was logging into the EHB for our semi-annual performance reports our second year. So the second time we tried to do these for the - so the first year was just an annual report for the whole first year training activities. The second year has been split into two semi-annual performance reports, one for the first six months, one for the second six months.

For the first six month report, all of the training activities from the first year autopopulated for us in the training program setup page, but the problem is some of those training programs ended in year one and they weren't active in the first six months of year two. Now there is an option for every training program to select completed, ongoing, or NA. NA, it would make sense to me, would be if the program wasn't active at that time.

But if you select NA you can't proceed with the rest of the application. So NA is listed as an option but apparently it's an invalid one. So then we tried selecting the program for completed, but that there were no trainees, because that would reflect accurate data and we wanted to provide accurate data to the federal government and to Congress, but we can't put all zeros because the EHB also doesn't allow that.

So we contacted EHB. This was the tier two escalation that (Dr. Clevenger) spoke about that we never got answered, so she's already asked about the escalation piece, but I just wanted to ask about the idea of the autopopulation of training programs from one year to another when the training programs may not run through the entirety of a grant, and there appears to be no way to correctly enter data that indicates that a training program has been discontinued as planned and outlined in our grant proposal. Is there any plan to change that in EHBs? How would you recommend going about solving this problem in the future if you have any recommendations?

Man: So I'm sorry, sir, so you're one year the information was autopopulated but then the next year it wasn't, and that led to this issue, correct?

(Zachary Benning): So in the first year there was no autopopulation because we hadn't entered any training programs.

Man: Right.

(Zachary Benning): And we entered a bunch of training programs. I think we entered about 18 of them in year one, but 12 of those were only in year one.

Man: Right.

(Zachary Benning): So when we went to fill out the year two report, there were 18 training programs listed, but 12 of them had no - they didn't occur during that time.

Man: Right.

(Zachary Benning): But there was no way that we could either mark them as not active or mark that there were no trainees in that program.

Man: Right.

(Zachary Benning): So the only way would have been to get them deleted, which we were told was a tier two escalation request.

Man: Right.

(Zachary Benning): Or to put in a non-zero number, which would have been providing false information, which we obviously didn't want to do. So I was wondering if there was any other solution or if this might be fixed in the future.

Man: I can follow up with the developers on that. That's a program specific form that I don't have in front of me and I'm not too familiar with, so we can certainly look into that, but I can see where - I can see your issue now and it must have run into some problems at the tier two level, because it wasn't quickly fixed. So we will follow up and do our best to make the adjustment.

(Zachary Benning): Thank you very much, and would you mind if I gave you the original tier two ticket number...

Man: Yes, certainly.

(Zachary Benning): ...that (Dr. Clevenger) referenced?

Man: Sure, go ahead.

(Zachary Benning): Okay, so that was 00180326. And we were told two months later that they couldn't locate the ticket.

Man: Right.

(Zachary Benning): So we don't know what happened with that, but thank you very much for looking into it.

Man: Okay, we will check it out. Thank you.

(Zachary Benning): Absolutely, thank you.

Coordinator: Our next question is from (Chris Latham). (Chris), your line is now open.

(Chris Latham): Thank you. This is (Chris Latham) calling from California State University Fullerton about grant #D19HP25909 and I'm really clarifying some earlier questions, and then a question that I have concerning the carryover request process.

Man: Okay.

(Chris Latham): We have expanded authority on this grant, so you know, or notice of grant award, what it indicates is that the only request we need to make is through the FFR, item 12, and in the remark section there, that we do wish to carry over unobligated funds? Is that correct? There's no other formal request or rebudgeting needed?

Man: Well if it's expanded authority, it's subject to the 25% rebudget (unintelligible).

(Chris Latham): Right, right.

Man: But then you're familiar with that, I guess?

(Chris Latham): Yes.

Man: Okay, so if you're carrying over below that 25% threshold, then nothing is necessary, right, (Darren)?

(Darren): (Unintelligible).

Man: Nothing is necessary, (Chris), that's right.

(Chris Latham): Okay, thank you very much.

Man: Okay, is that it?

(Chris Latham): Yes, that's it.

Man: Oh, that's an easy one.

(Chris Latham): You're right, thanks.

Man: Thank you.

Coordinator: Our next question is from (Karen Kema). Your line is now open.

(Karen Kema): Thank you. My grant number is G as in George, 20RH26411. And my question is related to the information that you talked about on slide 9, the non-competing progress report. That was due for my grant on May 2nd, which I did submit through electronic handbooks, and I haven't received any feedback via email and I guess I'm asking where would I find - I noticed a bullet notification message from EHB. Where would I find that on EHB so I can see

if I have anything you know to - any follow up on that progress report that I submitted? Or you know, if it's been approved or - how do I find that out?

Man: You would be notified through a new notice of award, and that would come to you via EHB.

(Karen Kema): Okay, it would come to me via EHB so I would go into the EHB and find that you know, log in and then...

Man: That's right, you would be able to view it there.

Man: That's when you're awarded. When does your budget period start, ma'am?

(Karen Kema): Okay, the budget period actually, the award date here - let me just - it was awarded in September of - the budget period was September 1st of 2013 through July 31st of 2014. That was the first year, and then we - you know, what we have is the second year of recommended future support, and then you know, a third year of recommended future support.

Man: Okay, so your progress report, if you submitted your progress report, it's probably under review, and if the program has any other questions they will communicate to you via EHB upon the decision and at the proper time for funding. You will receive the notice of award.

(Karen Kema): Okay, and I - and all of that will be communicated to me via EHB.

Man: That is correct.

(Karen Kema): Okay, and where in EHB would I find that? Is there a message tab or is it just you know, is there a specific area in there that I look for those kind of messages?

Man: So you would get a - I'm sorry, there's some sirens outside here - you would get an email and that would direct you to EHB, and then you would go in. (Melissa), I believe it's to - would be to tasks, is that right, (Melissa)?

(Melissa): Right, right.

Man: To your tasks tab and then you would follow your clicks to navigate to the NOA itself.

(Karen Kema): Okay, but I would be getting an email from electronic handbooks first?

Man: Correct.

(Melissa): Yes, and another thing you can do is just to go to the grant tabs and then the grant folder link and once you're there, there's a link to the award history on the left.

(Karen Kema): Okay, the award history, okay. That's what I'm looking for, because I - and of course, it was due May 2nd so it hasn't been a complete month. Do you typically know how long it is before they tell you, or is this too long or...?

Man: I think you said the budget period start date was August 1st, is that right?

(Karen Kema): Yes.

Man: Yes, I would think it would be - you would hear something at least 30 days before.

(Karen Kema): Okay, great.

Man: Which is sometime in July, I guess, right? Or early July.

(Karen Kema): Okay, that makes perfect sense then. Well, thank you very much.

Man: Thank you.

Coordinator: Our next question is from (Caroline Bowen). (Caroline), your line is now open.

(Caroline Bowen): This is (Caroline Bowen) from Cleatch River health services. I have a question about I guess in PMS it talks about the expired and unexpired funds. What makes the funds expired, I guess?

Man: So you're in the payment management system and you're seeing the expired and unexpired funding, is that it, (Caroline)?

(Caroline Bowen): Yes. Yes.

Man: Hold on one second for us please. Okay, we think we have an answer, (Caroline). (Kevin)?

(Kevin): Hi, (Caroline). My name is (Kevin). Yes, what determines the fund expiring is the year those funds were appropriated. So if they were appropriated in 2009, just for example, if they were appropriated for 2009 funds, they would expire the end of - actually it would be September 30th of 2014, just as an example,

because they're five-year appropriations, depending on if those appropriations are five-year appropriations or if they're no-year appropriations. It all depends on your program those appropriations are funded with.

Man: What is your program, (Caroline)? Or do you have your grant number?

(Caroline Bowen): Our grant number is H80CS00449.

Man: Okay, so it's a community health service grant, right?

(Caroline Bowen): Yes, it is. I know earlier I guess late in 2013 there was an amount a little over \$10,000 that shows up as it had expired. Now it shows up as a little over \$5000.

Man: (Helen), are you still on the line?

(Helen): I am, yes, I'm here.

Man: Did you want to talk about that, (Helen), or...?

(Helen): Well I mean, all I know about funds expiring is after that five-year amount of time, after that, the funds expire in PMS. If somebody's trying to close out your grant, they might tell you that your document number is expiring and that any funds that are left over will be deobligated and sent you know, you won't get to use them. So are you talking about somebody closing out your grant?

(Caroline Bowen): No.

(Helen): Document number?

(Caroline Bowen):No, I - when I go into the - to PMS to draw down funds, it actually shows an expired amount, an unexpired amount, and then the total funds.

(Helen): Okay, I don't know what you're seeing in PMS. I do know that if you go in after 90 days of the end of your budget period, PMS won't let you draw funds. I'm not sure if that's what you're talking about. I'm not sure what you're - you know, I don't know what you're referring to, really.

Man: Well I think it goes to what (Kevin) was saying before, (Caroline), in terms of as your funding ages if you haven't drawn it down, eventually it's going to expire. Is that it, (Kevin)?

(Kevin): (Unintelligible).

(Helen): That's the five year rule.

Man: Right, and when it's listed as expired then you can no longer draw it down.

(Caroline Bowen):Right, well, we have drawn down. The only thing we carried over was some patients in our medical home funding that was the second round of patients in our medical home supplemental funding, and we carried over some amount of that, but other than that we've never had any carryover.

Man: Well, hey, if you'd like we can give you a call to talk more specifically about it, (Caroline).

(Caroline Bowen):Okay. I only - there's a note in PMS that says that if you request to draw down more than the expired amount, then your awarding agency will have to be notified. That's the note that's in there.

(Helen): Are you trying to draw FY13 funds?

(Caroline Bowen): It's actually - it actually would be - for me, our year ends May 31st, 2014.

(Helen): Okay. You got the message right about FY13 funds, all those supplements you got, and if you didn't have to come into escrow or carryover, right? You remember that email?

(Caroline Bowen): We had to ask for a carryover because that was before the - that came out in December, so we asked for a carryover of the patient center medical health supplemental fund.

(Helen): Okay, so you didn't have any unobligated funds at the end of FY13.

(Caroline Bowen): No. So...

(Helen): Okay. The only thing I can think of is that it's that five year rule in PMS. After five years, funds expire and you can't draw them. But I can look at your PMS account and see if I can tell anything. But...

(Caroline Bowen): Okay.

Man: Do you want to go ahead and give us your phone number, (Caroline)?

(Caroline Bowen): It's 276-467-7000.

(Helen): Was that 276 in the beginning?

(Caroline Bowen): Yes.

(Helen): Okay.

Man: Okay, thank you, (Caroline). We'll be in touch.

(Caroline Bowen): Thank you.

Coordinator: Our next question is from (Linda Webber). (Miss Webber), your line is now open.

(Linda Webber): Hello, my award number is D04RH23586-02-01. And this is (Linda). I just need to get clarification, because I may have told some - my project director incorrect dates. What I do, I am the business official. When I'm doing my final FF269 report, since you stated earlier in today's conversation that the cash draw has to equal the expenditures, which I do understand, since our cabinet, not me, since our cabinet does our cash draws only once a week, then I can't do my final report until they do their cash draw.

So I need to make sure that I work with our cabinet when making those final payments to allow time for the cash - for the obligations, you know, when we - because of our obligations for the payments, to allow time for the cash draws to post. Is that accurate? So I've got to tell her the middle of July instead of the end of July. Is that accurate?

Man: Wait one second, one second, (Linda). So there's a delay, (Linda), in when you draw the funds, and your concern is when you report that draw?

(Linda Webber): Yes. Yes. I just want to make sure that our project director - that I need to make sure she gets all of the invoices and things in a timely manner, because our cabinet only does cash draw once a week, and our report according to the

FFR submission schedule is due July 30th, so I need to probably tell her the middle of July, correct?

Man: Probably so. Whatever way that you're not - whatever manner that you can get your numbers to sync with hers is probably the best way to go.

(Linda Webber): Okay. Okay.

Man: So does that help?

(Linda Webber): Yes, because I can't do my final until they do the cash draw so I can get that G5 amount to equal my expenditures, right? Correct, I think.

Man: We'll get your contact information, (Linda), so we can look at your specific case, how about that?

(Linda Webber): Okay, that's fine. It's area code 502-782-3436.

Man: Okay, we'll bring up your grant and then give you a call.

(Linda Webber): Oh, okay. That'd be later on, correct?

Man: Yes, later on or tomorrow.

(Linda Webber): Okay, that's fine and dandy. You all have a great day and thank you.

Man: Thank you.

Coordinator: Our next call is from (Stephanie Gamble). (Stephanie), your line is now open.

(Stephanie Gamble): Good afternoon, everybody. I'm referencing grant # H as in Henry, 25 M as in Michael, C as in Charles, 00231, calling from Virginia Department of Health.

Man: Okay, thank you.

(Stephanie Gamble): I'm sort of piggybacking off of a few questions and answers. I had - this grant was due last Friday, or the 23rd, and I had been having multiple issues with the submission. It had been escalated versa HRSA to tier two as stated from the other caller, and they have been you know, trying to escalate that and figure out what the problems are via my screenshots, because I've been, you know, trying to follow this every day.

There was a proposed verbal extension that was sent to me via email from HRSA staff. It was more tentative or indefinite, so I kind of wanted to know if that is concrete or in addition to like the lobbying issue, the question on one of my - this is regarding the NCC progress report by the way on the question with the lobbying issue.

If that's not going to be addressed or maybe hypothetically speaking fixed until next week, in addition to my own issues, we can't submit that or complete a submission without these errors being fixed, is that correct? Like as backup they wanted an email copy, an electronic copy. So what I'm saying is, if the system - if this is a systematic issue I couldn't submit it completed successfully anyway.

Man: What was your project - I'm sorry, when was your award due?

(Stephanie Gamble): Friday the 23rd.

Man: Progress report?

(Stephanie Gamble): Yes.

Man: So it was due May 23rd.

(Stephanie Gamble): Yes.

Man: And you weren't able to submit it because of the issues you were having?

(Stephanie Gamble): Yes, and I did happen to see one being the lobbying issue on that question, how it's - you know, it's defaulting to yes and all that, so I knew that was going to be an issue, but I thought I could just go ahead and overlook that, so it let me go to the next tab, but then it was saying that hey, your AOR and your POC contacts aren't in there when they actually were. So I tried to take them out and then reup them back in, and then I kept getting all these error messages. But for the most part I couldn't get past that particular stage.

Man: Okay.

(Stephanie Gamble): So I didn't know if it was a combination of all of it but I guess my main question was the extension. Is that going to be confirmed at some point, or how long will - you know, when will I know when my actual deadline is?

Man: So did you reach out to your project officer?

(Stephanie Gamble): I did. I did.

Man: And she...

(Stephanie Gamble): And so it was - I'm sorry?

Man: Did you get something in email?

(Stephanie Gamble): Oh, I did, but I guess I can go back with her, but since I had you on the line, I - it was just saying that a formal extension may - I guess may impact the timely release of the year two funds, so we're going to try to work around the issues and try to get them fixed and everything so that was - it was kind of indirect.

Man: Okay.

(Stephanie Gamble): That's why I wanted to you know, narrow it down a little bit, like...

Man: Sure.

Man: If you've received something from your program official in terms of the date, that's probably between she and yourself. There should be no impact in your fund situation.

(Stephanie Gamble): Okay.

Man: As we said earlier, we're working on the lobbying and that should be taken care of within the next day or two.

(Stephanie Gamble): Okay.

Man: But in terms of the AOR and POC information, I think you may have to continue that discussion with your project - your program officer or whomever that you had the original discussion with.

(Stephanie Gamble): Oh, okay. Okay.

Man: So maybe we could get your phone number and when that lobbying issue is resolved we can at least notify you about that, so...

(Stephanie Gamble): Okay, okay, because I was just like well maybe it's, you know, all in connection with, because actually you know, my issues started right after that, the very next question, so - but yes, my direct number here in my office is area code 804-864-8212. And again this is (Stephanie Gambrell), G-A-M-B-R-E-L-L.

Man: Okay. Well we'll certainly notify you when that lobbying issue at least gets fixed.

(Stephanie Gamble): Okay.

Man: All right?

(Stephanie Gamble): All right, sounds good, thank you.

Man: Thank you.

Coordinator: Our next question is from (Cheryl Spires). (Cheryl), your line is now open.

(Cheryl Spires): Hi. I'm calling about grant #UD7HP26045. And I think I have what is probably a basic question but I wanted to verify my understanding. The grant says significant budgeting occurs when under a grant with a federal share exceeds \$100,000, cumulative transfers amount in direct cost budget

categories for the current budget period exceeds 25% of the total accrued budget for that budget period or \$250,000, whichever is less.

So our grant is over a three-year period at approximately \$500,000 per year for a total amount of \$1.5 million. Is that 25% that I need to look at based on a one-year like do I look at \$500,000 for year one or do I look at it as compared to the entire \$1.5 million?

Man: You would look at it for a single year.

(Cheryl Spires): A single year, okay. So if I were to take 25% of the \$500,000, that would be \$125,000. And I could reallocate costs up to \$125,000 difference within the budget category. Is that correct?

Man: That's correct. Did you say you had expanded authority?

(Cheryl Spires): I'm sorry, say that again?

Man: Because - well, I was inquiring if you said that the - your award was subject to expanded authority.

(Cheryl Spires): I'm not sure if it is. How would I find that out?

Man: That information would be on your notice of award. I'm just trying to remember the place. This is the bureau of health professions grant, correct?

(Cheryl Spires): You know, I'm actually not that familiar with the grant.

Man: Go ahead and give me that grant number again because I didn't catch it, please.

(Cheryl Spires): It's UD7HP26045.

Woman: UD7 is not expanded authority.

Man: Oh, it's not.

Man: Okay, so not expanded authority. So that 25% rule applies to expanded authority, caller, but I'm sorry, so your question was about reallocating up to 25% among what lines?

(Cheryl Spires): Well, we wanted to - I mean, to some - you know, as of course, as the year goes on obviously some line items are spent maybe a little bit more heavily than others, and so we wanted to know kind of what the - if there was a threshold that we could apply to you know, like if we could send, you know, \$10,000 more or \$50,000 more for any given line item or 25% more. How does that work?

Man: Well, I mean, if you have - you don't just - you do not have to request prior approval.

(Cheryl Spires): Right.

Man: You are rebudgeting monies between approved line items or no new activity under the 25% threshold.

(Cheryl Spires): That's correct.

Man: If you are going over 25% or if you are trying to do some new activity or trying to create a new line item that was not originally approved, you would then have to submit a prior approval request.

(Cheryl Spires): Okay. So in this example that I just gave, that was using - or doing about \$500,000 a year, 25% of that is \$125,000. If we wanted to - I mean, that's kind of an extreme case that we would add \$125,000 to a line item, but if we wanted to, then that would be okay because it's under the limit. Is that correct?

Man: It's under the limit, but as with all cases, we always - it's always good and cautious - good caution to discuss things with your project officers.

(Cheryl Spires): Okay.

Man: Okay? Even - it's not that you're coming in for the prior approval. It's just that you might want to just have a little conversation with your project officer or...

(Cheryl Spires): Okay, great.

Man: All right, thank you.

(Cheryl Spires): Thank you very much.

Coordinator: The next question is from (Michelle Davis). (Michelle), your line is now open.

(Michelle Davis): You'll be happy to know my answer has been - or my question has been answered so thank you.

Man: Thank you, (Michelle).

Coordinator: The next question is from (Ruthetta Tudor). Your line is now open.

(Ruthetta Tudor): Hi, yes. My question is how do we go about changing the business officer's name on our NOA?

Man: (Melissa), do you want to answer that one?

(Melissa): Do you mean the project director?

(Ruthetta Tudor): No, on the NOA under the contacts, the email addresses, we have someone is no longer here. I need to change that.

(Melissa): Okay, may I have your grant number please?

(Ruthetta Tudor): Yes, it's H80CS00853.

(Melissa): Okay, well, the new person, are they registered in the EHBs?

(Ruthetta Tudor): No, they're not.

(Melissa): Okay, there may be a few steps we have to take, so I'll give you a call back.

(Ruthetta Tudor): Okay.

(Melissa): Can I have your number, please?

(Ruthetta Tudor): 513-242-1033.

(Melissa): Okay, thank you.

Coordinator: Our next - I'm sorry.

(Melissa): Oh, no, that's okay.

Coordinator: Our next question is from (Lily Tran). (Lily), your line is now open.

Man: Go ahead, caller.

(Lily Tran): Oh, hi. Sorry. We had a question. We wanted to make a (unintelligible) on our submitted FFR report for FY13. Is there a timeline because at this time we can see on the EHB that we can officially revise that rule. Does that go away at any point in time after 12 months, or is that continued to be there for the five-year period of the grant? Did you understand my question?

Man: Yes, thank you. We were just talking, sidebar there. That button's available I think at least...

Man: 15 months I believe.

Man: I was going to say at least 12 months, so (Kevin) says at least 15 months you would be...

(Lily Tran): 15 months...

Man: After submission.

(Lily Tran): For the - after our submission.

Man: No, after...

Man: Or submission due date?

Woman: The end of the - the beginning of the budget period. However, if you start your FY14 FFR you won't be able to go back and revise FY13.

(Lily Tran): Oh, I see. Okay, so if we start to input our numbers for the FY - upcoming FY14 which is - ours is due October 30th, we won't be able to revise the previous submitted.

Woman: Right. Right, so if you're sure about revising the FY13, absolutely do that before you start on the FY14.

(Lily Tran): Okay, great. Did you need my grant number or - I'm sorry, I didn't give you that.

Woman: Well, that's true of any grant.

(Lily Tran): Okay, okay. My grant number just so - for your information is H30MC24045.

Woman: Okay.

Man: And what is your name again? (Lily)?

(Lily Tran): Yes.

Man: Yes, you are one of the lucky recipients of a new - you're H30 and when does your budget period start?

(Lily Tran): June 1st, 2014.

Man: And have you received a notice of award?

(Lily Tran): Yes, we just got it today.

Man: Great, so when you go to submit that FFR for FY13, you received an award that has been sub-account.

(Lily Tran): Okay, great.

Man: So that means your FY13 award when you submit that FFR, please make sure that there are no unliquidated obligations. If you have a carryover request, you can still request the carry over, but the FFR cannot be - will not be considered with the unliquidated obligations because we are closing that particular document number out, and in PMS you will now see that single award in PMS. So it's not an (unintelligible) account. It's in a totally separate account.

(Lily Tran): Okay, so if we do have carry over, we will see that in a separate account then from our new...

Man: No, you will see your new award in PMS in a separate account.

(Lily Tran): Oh, I see.

Man: If you have a carry over from year - from 2013 to 2014, you will have to submit the FFR with unliquidated obligation. It's because you were one of our special grantees, hand-selected.

(Lily Tran): I guess that's a good thing. Okay, then today's a good day. Great, thank you. We'll - yes, we'll look that up and make sure we see that. If we have questions we'll give you a call. Thank you so much.

Man: You're welcome.

Coordinator: Our next question is from (Vicki Callowitz). Your line is now open.

(Vicki Callowitz): Hi. Someone else actually mentioned this. This is about the performance report and the importing, the autopopulation into the following performance report, and it is a problem that we can't do anything like NA or delete, and our project manager at HRSA said to just put in a one, that it was completed, and make a note on the comments.

Man: Okay, well that's useful information. I don't know if that previous caller's still on the line, but that's a specific program report that we're not aware of here.

(Vicki Callowitz): Right, and it would be good because a lot of us, especially people who are already doing grants that are not traditional, that have like diversity grants, that have different cohorts all the time...

Man: Right.

(Vicki Callowitz): It would be good to either be able to delete it or to write NA, especially because we're doing six months. It could be something in the previous year that we're not going to do until the spring.

Man: Right.

(Vicki Callowitz): So we created and we're going to do lots of entry that didn't make any sense.

Man: Oh, I see, just so you could submit the report. Okay, well, we do apologize for that. I wasn't aware of that particular glitch because it is so program specific, but...

(Vicki Callowitz): Right. It works if you have cohorts.

Man: Okay.

(Vicki Callowitz): Given cohorts, so...

Man: Okay. Well I appreciate the information, (Vicki).

(Vicki Callowitz): Great, all right. Thank you.

Man: Thank you.

Coordinator: Our next question is from (Noreen Kearn). (Noreen), your line is now open.

(Noreen Kearn): Thank you, one more question, the H80 grantees that received outreach and education supplemental funding, is that going to be now just added to our award as a base adjustment, or is it continually going to be supplemental funding that we would have to carry over?

Woman: What kind of supplement?

(Noreen Kearn): Outreach and education funding.

Woman: Outreach and enrollment.

(Noreen Kearn): Oh, I'm sorry, yes.

Woman: You haven't received any of that - well, separately in 2014, have you received your 2014 award yet?

(Noreen Kearn): We received - the last (unintelligible) we received was April 21st.

Woman: So was it a May 1 budget period?

(Noreen Kearn): No, it's a January 1 budget period.

Woman: Oh, okay. You received two or three supplements for ONE in 2013.

(Noreen Kearn): Correct.

Woman: Right.

(Noreen Kearn): Two.

Woman: In 2014 when you receive your 2014 award, you won't have anything on there that seems separate.

(Noreen Kearn): Okay.

Woman: I have no idea whether it be a program or making a decision to award any more separate ONE funding.

(Noreen Kearn): Okay. On our - this last NGA, the notice of award that we have, there's two CSDA numbers.

Woman: Right at the bottom, right?

(Noreen Kearn): Right, of page one, 93.224 and then 93.527, are those just both health center, community health center awards?

Woman: The 224 is your program CSDA.

(Noreen Kearn): Okay.

Woman: That's the one that gets audited.

(Noreen Kearn): Okay.

Woman: 527 indicates that it's ACA funds or affordable care act funds.

(Noreen Kearn): I see, okay.

Woman: External for us so we know where the money's coming from.

(Noreen Kearn): I see. Okay, that's it, thank you.

Woman: Okay.

Coordinator: Our next question is from (Kimberly McGuinness). (Kimberly), your line is now open.

(Kimberly McGuinness): Hi, I'm (Kimberly McGuinness) and I'm calling from the University of Cincinnati with the college of nursing. Our grant number is D as in dog, 19 H as in Harry, P as in Peter, 25914-01-00. And the question that I have is I heard someone mention earlier about budget renewals. I'm new to the grant

funding process, and so I know that our grant budget period ends June 30th, and it is a three-year grant. So my question is how does the next year's grant funding get awarded, and is there something that we need to be doing?

Man: Yes, you should have received the progress report information from the bureau by now. And that - because that opens to the grantees 120 days before the budget period start date. You will then have a certain time period to submit your budget period renewal, and then you would receive upon review of a successful progress report, you would then receive notification via notice of award of your next round or year funding.

(Kimberly McGuiness): Okay, I know that we've done the semi-annual report and we've also done the...

Man: Non-competing continuation.

(Kimberly McGuiness): Correct.

Man: So you're just waiting to hear from HRSA.

(Kimberly McGuiness): Okay. All right. That's what I just wanted to make sure of, and then my understanding is our next report would be the next semi-annual which would be due at the end of July.

Man: That's a program performance report.

(Kimberly McGuiness): Okay, and then our financial report then would be due in October.

Man: That is correct.

(Kimberly McGuinness): Okey-doke. I'm just trying to make sure I have all my ducks in a row.

Man: All of your ducks are in the water.

(Kimberly McGuinness): All righty. Thank you, sir.

Man: You're welcome.

Coordinator: Our next question is from (Emily Dwelly). (Emily), your line is now open.

(Emily Dwelly): Hi, I have a question about the expired versus non-expired funds. It was mentioned earlier that that should only come into play when you're at the end of your five-year period. However, we're still in the middle of our five-year grant period and I have been receiving messages saying that we're - there's a certain amount that has been expired.

When I've contacted PMS, they said I could still draw down, and I have been drawing down, but I keep getting those messages, and I've asked them for an explanation where they're coming up with this figure, this - they gave me a certain figure that is quote expired. They're not able to explain to me how they're coming up with that. All they say - all they're telling me is that just continue to draw down and everything will be okay.

And I have been doing so, and everything has been okay. But it just makes me very nervous that they're not able to explain to me why this is happening, and you know, I'd rather see it go away - this message go away completely. So I just wanted to throw that out there, that is was mentioned earlier that so many have been up to your grant period - after your five-year period's over, but this is happening to me now.

Man: (Lola), can you - can we get a copy of that - you said you received an email?

(Emily Dwelly): Well, I've been going back and forth with her through email, but yes, I - the message is when I go into the PMS system, it tells me a certain amount is expired.

Man: Okay, we'll take your contact information and take a look into your account, (Emily). What is your phone number?

(Emily Dwelly): Okay. 225-765-8944. And then I have a second question.

Man: I'm sorry, I missed the first three digits.

(Emily Dwelly): Sure, 225-765-8944.

Man: Okay. What is your grant number?

(Emily Dwelly): D58HP23261A0.

Man: Okay, thank you. Go ahead with your next question.

(Emily Dwelly): Yes, and the next question's really just about the new subaccounting method. We currently have - we've had two grants in prior years that have been in one account. And what I - and we received a new grant this year, and I noticed in the system that that new grant is categorized under the same account number as the other two, but with a different alpha letter behind it.

So for example our other two accounts has four numbers with a G. This new one this year has the same four numbers with a P as in Paul. Is this what

you're referring to as a new subaccounting method, because to me it's the same account with a different letter at the end.

Man: I'm not familiar with that - the (unintelligible) program with subaccounting, but on the notice of award, if you are broke - if you are working with subaccounting, and one of the last boxes on the notices - on the notice of award, it would have a particular subaccount code.

Man: On page one.

Man: On page one.

(Emily Dwelly): Okay, and I think this was the code, but my question is, it's - is this the only one that's being subaccounted because this is a new one that we received this year and then...?

Man: If it's a type one, yes it is subaccounted.

(Emily Dwelly): Okay, and the other two that are in one account currently, those will be somehow subaccounted next year in January?

Man: Well, let me see, were the other two affordable care act funds?

(Emily Dwelly): The other two are two other HRSA grants.

Man: Yes, but were they funded with ACA funding?

(Emily Dwelly): I do not think so, no.

Man: Okay. Why don't I get your information, and (Emily), I - we have it, 225-765-8944.

(Emily Dwelly): Yes.

Man: Okay, I'll just call...

(Emily Dwelly): Okay, there's three separate - yes, three separate grant numbers. I only gave you one, but yes.

Man: Yes, when I call you back we can discuss all three.

(Emily Dwelly): Great, thank you so much.

Man: You're welcome.

Coordinator: Our next question is from (Sean Maynard). (Mr. Maynard), your line is now open.

(Sean Maynard): Thank you. My grant number is C as in Charlie, 12, C as in Charlie, S as in Sam, 23464.

Man: Okay, thank you, go ahead.

(Sean Maynard): Okay, and actually I am new to this process as well. I have a staff member that was doing it before that no longer works here, and one question is that, do we have to submit a report if we haven't had any expenditures?

Man: You still have to submit a report, you mean into EHB or into the payment management system?

(Sean Maynard): Payment management.

Man: Yes, you still need to submit a quarterly report.

(Sean Maynard): Okay. Okay.

Man: And you would just put in zeroes I assume in...

(Sean Maynard): Right, and that's the ACA quarterly progress report, or is that something different?

Man: It's the - it's your - it's the whatever - I can't remember the name of it, but it's your...

((Crosstalk))

Man: Federal tax - FTTR report for PMS.

Man: Okay because I did a report but that was the ACA quarterly progress report. That's different obviously than a financial report.

Man: That is correct.

Man: It sounds like that report that you mentioned, it's, you might have done that in the electronic handbook, right.

Man: Correct.

Man: But the quarterly financial report that we talked about earlier would be submitted in the payment management system.

Man: Okay. And I believe that the, we received an extension that the staff member applied for last year and I believe that it expires on May 31. Is that correct?

Man: Yes, I believe so.

Man: Do you have that, (Melissa's) brought up your account and (unintelligible), yes.

Man: Yes. Mm-hmm.

Man: Okay and I, you've probably seen some of the report that I did. It was the only one that I did. It explains that there's this litigation between Etransmedia and the provider of the software for the electronic medical records.

Man: Did you have a, did you have a question about that?

(Shaun): Well the question is, is it possible to get another extension of this grant and if so, what do I do? Only because the litigation is still going on people are still now, the Information Technology Department has been trying to work with Etransmedia to find out what the upgrade would be, the cost of the upgrade and may have been unsuccessful.

Man: Okay. And have you reached out to your grant (unintelligible) specialist (Shaun) or not yet.

(Shaun): I have had some conversations with (Miguel Greer).

Man: Your GMS.

(Shaun): Oh.

Man: Grant Management Specialist.

Man: I don't know. See I'm, I haven't had any dealing with that because like I said, I just like took the (sopernut) long ago.

Man: Okay.

Man: But why don't we get, why don't we get your phone number and we'll check into it for you (Shaun).

(Shaun): Okay, 860-456-6861.

Man: Okay. Thank you. We'll be in touch (Shaun).

(Shaun): Okay. Thank you very much.

Coordinator: We have two more questions. Our next question is from (Jennifer Youngberg). Your line is now open.

(Jennifer Youngberg): Thank you very much. So my first question is when we talk with our project officer - let me give you my grant number first, H as in Henry, O, C as in Charlie, S as in Sam, 00651.

When we talk to our project officer she'll tell us you need to go into the (AEHB) and do this and do that and do this and do that. And we say where, where do we go? And she says I have no idea. I can't see what you see.

And so we really struggle with that and we spend a lot of time and then often to find out that I don't have access to it. Someone else does, et cetera. So is there any discussion on your end of fixing that so the project officers can see what we see?

Man: Well we had discussions about the concerns but in terms of seeing things that you can see, we always ask that you call the HRSA Context Center because they will be the point of reference if you're having some concerns.

(Jennifer Youngberg): And are you referring, I'm sorry, to the Help Desk?

Man: That's correct.

(Jennifer Youngberg): Yes and a lot of times it unfortunately is not helpful and oftentimes what happens is oh I guess it never went through or it didn't get sent back to us. I mean, or we can never find the person in our organization to whom it got sent. I mean we really, really struggle with this.

And let me give you an example. We received new access funding NAP funding in November 2013 and we had open our sight in March. We opened our sight in February. We opened our site .38 miles away from our application because in the end that site that we put in was no longer available.

Anyway, the address change, we thought we could do a simple address change which from what I understood we could do. In the past we found that we had to do a change of scope.

We are still waiting for the change of scope to be approved. It's going on three months. We did it on March I think 5th. So it's almost three months and so we're on drawdown

restriction. We believe this is going to affect our access wraparound and our Medicare.

And, you know, we keep getting told it's going to happen in a couple of weeks, a couple of weeks and is that normal that it takes that long for this to happen?

Man: No there have been some problems around the change of scope for the, for the community health center grants lately and we have that as an active issue that we're trying to resolve...

(Jennifer Youngberg): Okay.

Man: ...in the coding end of things. But the Help Desk that you call is probably the special Help Desk for the Community Health Center Grantees and (Melissa), do you have that number. Could we just confirm that number? I don't have it in front of me.

(Melissa): Yes, let me look it up.

Man: It's not the number that I gave out before...

(Jennifer Youngberg): Okay.

Man: ...(Jennifer) so if this isn't the number that you called, you might want to reach out the Bureau of Primary Healthcare Help Desk. They have a little bit more specialized expertise in terms of the (HAD) Grantee Community.

(Jennifer Youngberg): Okay.

(Melissa): That number is 877-974...

(Jennifer Youngberg): Okay.

(Melissa): ...742.

(Jennifer Youngberg): I got 974 and then 742.

(Melissa): 974-2742.

(Jennifer Youngberg): Okay. Great. Thank you.

Man: So they might be able to help you out but if not, we can certainly, we can certainly see what we can do for you (Jennifer).

(Jennifer Youngberg): Okay.

Man: It's an issue that (Darren) spoke about. He's correct that we heard that issue before about certain people not being able to see what the grantees were seeing and it's an ongoing discussion that we're having internally.

(Jennifer Youngberg): Okay. Appreciate that. Thank you.

Man: Do you have, do you want to give us your phone number just in case?

(Jennifer Youngberg): Sure. 928-522-9568.

Man: Okay. In the meantime, try that other phone number that (Melissa) just gave you.

(Jennifer Youngberg): I will. Thank you.

Man: Thank you.

Coordinator: And our final question comes from (Tara Johnson). Your line is now open.

(Tara Johnson): Hi. My question is pretty easy. Oh, let me give you my grant number though. It's D as in David. 04, RH23565. And my question is actually non-grant specific.

You had a slide up about the independent reviewers.

Man: Yes.

(Tara Johnson): And when I moved to this area I had actually applied and was accepted as a reviewer. However within days of doing that I had gotten this job and of course, one of our grants is a HRSA grant. So I didn't follow through with like the training and everything because I didn't know if there was a conflict of interest or if I should continue to go through with the process.

(Bill): Yes, excuse me. This is (Bill). Did you register in the system that's the reviewer recruitment module or is this sometime in the past?

(Tara Johnson): It's in the past. I didn't do the new system that the email came through for.

(Bill): Okay.

(Tara Johnson): Just because I didn't know if I should.

(Bill): Okay, let me put it to you this way. We determined conflict of interest on a review-by-review basis.

(Tara Johnson): So if something came up then I would have to like recuse myself from, or you wouldn't even offer it to me.

(Bill): No if it was a program in which your institution wasn't competing...

(Tara Johnson): Mm-hmm.

(Bill): For instance it wouldn't matter that you're a HRSA grantee.

(Tara Johnson): Okay.

(Bill): Okay. So I would have to recommend that you visit the new site and go ahead and register there.

(Tara Johnson): Okay,

(Bill): All right.

(Bill): Because, you know, today it's what it is and who knows what tomorrow will be. You're correct that you are a HRSA grantee does not per se disqualify you from being a HRSA grant reviewer.

(Tara Johnson): Okay.

(Bill): Okay.

(Tara Johnson): Yes. Thank you so much.

(Bill): You're welcome.

Woman: All right.

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

Man: (Priscilla), could you repeat the instructions in case anybody has one more question?

Coordinator: Absolutely. If you would like to ask a question, please press star one from your touchtone phone. Please unmute your phone and record your first and last name as this information is needed to introduce the question. Once again, if you would like to ask a question please press star 1 from your touchtone phone. Thank you.

Our next question comes from (Rachel Jones). Your line is now open.

(Rachael Jones): Hi there. Good afternoon. I am calling in reference to grant number H80CES as in Sam 0028. This is fiscal year 2013/2014 grant we received with the budget period ending February 28.

The question was on the FFR425 as an ending period, there wasn't an unobligated balance in the outreach category that we were wondering. We need to carry that over. We did not put in a carryover approval in the last FFR.

Do we need to go back and revise that or do we put it in the next FFR that's due on July 30?

Man: One second (Rachael).

(Rachael Jones): Yes.

Man: (Rachael) unfortunately our expert in the (HAV) grants and that (ONE) category is gone for the day. So can I get your contact information and she will re-chat to you tomorrow.

(Rachael Jones): Yes, please. My number here is 909-708-8158. My extension is 164.

Man: So 909-708-8158. Extension 164.

(Rachael Jones): Yes.

Man: Okay. It's a, I know it's a complicated issue and so we don't want to try to give you an answer that might be incorrect but somebody will be in touch.

(Rachael Jones): Okay. Thank you so much.

Man: Thank you.

Coordinator: Our next question is from (Barbara Velsa-Frederic). Your line is now open.

(Barbara Velsa-Frederic): Hi yes. I'm having a question about grant number E01HP25874 and my question is about (carried-to) reporting for performance report. And I know that (carried) is from January 1, 2014 to June 30, 2014. But I don't know what the due date is or when the site will open for us to begin work on the report.

Man: What were the dates again that you gave me?

(Barbara Velsa-Frederic): Yes, so the (carried-end) covers January 1 2014 to June 30 of 2014.

Man: And you need to submit, that the, called the AOR?

(Barbara Velsa-Frederic): This is the performance report for the nurse faculty loan program and I'm just unclear as to what the due date is and when the site will be open for us to begin working on it?

Man: Hold on. Hold on one second please.

(Barbara Velsa-Frederic): Thank you.

Man: (Melissa) you don't happen to have that information handy, do you?

(Melissa): No.

Man: (Barbara), I'm sorry. We don't have that. Can we get your phone number?

(Barbara Velsa-Frederic): Of course. It's 847-226-3339.

Man: And (Barbara) did you reach out to your program official?

(Barbara Velsa-Frederic): Yes we did. We emailed her about a week ago and we have not heard back yet.

Man: Okay. Thank you (Barbara). We'll be in touch.

(Barbara Velsa-Frederic): Thank you so much.

Coordinator: Our next question is from (Brent Parker). (Brent) your line is now open.

(Brent Parker): Hi good afternoon. Thank you so much. Actually I have a couple of comments and then a question. I don't know if the people from before on PMS are still on the line but I've had some experience with those restricted funds and what I've been told is it's actually based on your budget period.

And so if you go to, if you run an inquiry and look at the authorization transactions, it will tell you when the money was posted and when it's effective and once you get to 90 days past that effective date is when it becomes restricted.

So I don't know if they're still listening but that's the experience I've had.

Man: Thank you. That's good information (Brent). Thank you.

(Brent Parker): Yes. My question actually hopefully is easy. It's about the roles in the (HB). I'm wondering if you could just expand a little bit on the difference between the organization roles and the grant roles.

It kind of looks like one of them, particularly the business official and the financial reporting administrator look very similar in terms of what they're supposed to do so I'm just curious what the difference is and we need to assign these specific roles two times to somebody.

(Melissa): Yes, a grant role, that's the role that you choose when you add the grant to the portfolio. As it pertains to FRA they would need to have either the business official or authorized official role. Most people do choose the business official role when they are the FRA however but like for example you wouldn't choose the roles for someone else. They would have to go into the (EHB's) and do it on their own.

Man: And I think (Brent). (Melissa) will correct me if I'm wrong, but the organization role will, if your organization has multiple grants, if you have one of the organization roles, that person would be able to see all of the grants that your organization might have if it's multiple whereas if it's a grant role, it's specific to one unique grant.

So if I was the business official for the organization, I'd be able to move in between the grants. But if someone wanted to be assigned, you know, we just got a new grant starting in July, if I wanted someone specifically to be working on just that grant, I could assign them or they could request a grant role just for that grant and they wouldn't see any of the other grants.

(Melissa): All right. In order for anybody to access the grant itself and the EHB's, they would still need to add the grant to their portfolio and, you know, get the necessary privileges.

(Brent Parker): Okay and so with the business official or the authorizing official at that grant?

(Melissa): Let's see to, okay, it depends on what your grant role, I mean for the Project Director should always add the grant to their portfolio, you know, for the non-financial part.

For the business official, if they're also the financial reporting administrator, they should definitely add the grant to their portfolio, you know, in order to access the financial report and also to give these privileges to other staff.

(Brent Parker): Okay so the request to add a grant is not a request. You would just go in and find it and add it.

(Melissa): For the financial reporting administrator role...

(Brent Parker): Yes.

(Melissa): You would have to have the account ID and the pin from the payment maintenance system but once you enter that, you would automatically have access to the financial report and the (EHB's).

Now if I am at the organization and I'm just a random user, I know how to request access from either the FRA or the Project Director depending on what kind of report I'm working on.

So the FRA doesn't need to like specially request access, you know to the grant. They'll have to add the grant to their portfolio but they'll be given access to financial reports.

(Brent Parker): Okay.

Man: Sorry I know that sounds confusing but the Help Desk is there to walk you through that and if you have another specific question we can follow-up with you.

(Brent Parker): Okay, well I...

Man: Have you given us your grant number?

(Brent Parker): I'll try to walk through and, you know, I'm not actually sure and I haven't done a whole lot in EHB grants of other agencies. So I'm still trying to get familiar but I'll see what my role is and see what I can access. And if I have a problems I'll call back so thank you.

Man: And those on the notice of award roles, your grant management specialist is listed on the last page and they're a good source of information too.

(Brent Parker): Okay.

Man: All right. Thank you.

(Brent Parker): Thanks.

Man: Thank you.

Coordinator: Our next question is from (Gerard Williams). (Gerard), your line is now open.

(Gerard Williams): (Unintelligible) how you doing? I have a question regarding the NAP grant.

Man: Yes.

(Gerard Williams): I notice that you said earlier that if we don't have a change in a line item or more than 25%, we do not have to do a prior approval request. Is that correct?

Man: I'm sorry. You said this is a NAP grant?

(Gerard Williams): Yes.

Man: And your question is in regards to (unintelligible).

(Gerard Williams): The prior approval.

Man: Budget modification.

(Gerard Williams): Yes if we don't have any, will we, I just want to make it clear that we do not have to submit the prior approval. Is that correct?

Man: Yes. Okay. If you have a NAP grant, that means you have an H80 (unintelligible).

(Gerard Williams): Yes.

Man: Okay, so if you are looking to do a budget modification and the budget modification is less than 25%, you do not have to do a prior approval.

(Gerard Williams): Okay.

Man: If you are looking to carry-over funds and you do not have expanded authorities, you have to come in by your FFR and come in with a request for carryover.

(Gerard Williams): Okay. Yes, Sir. That pretty much answers my question.

Man: Okay. Thank you.

(Gerard Williams): Thank you very much.

Man: Okay.

Coordinator: Our next question comes from (John Ensoldos). Sir your line is now open.

(John Ensoldos): Yes hi. I have a general question. Has HRSA reached a decision on what will happen with (outreach) enrollment grant funding beyond 2014?

Man: The person there who would be able to answer that question is gone for the day. The best we can do is to get your contact information, get your contact information...

(John Ensoldos): Okay.

Man: ...and she or someone from her staff can call you back.

(John Ensoldos): All right. The phone number is 323-543-2521.

Man: And your question is basically whether or not there is a decision on the feature of the funding.

(John Ensoldos): Right. More for a (unintelligible) retention purposes because what are we going to tell over, you know, staff hired under the grant.

Man: Okay. I think she said, she mentioned it earlier that nothing had been awarded in '14 for (ONE) but we can, we can get back in touch with you on that (John).

(John Ensoldos): That would be great. Thank you very much. Hello.

Man: Yes.

(John Ensoldos): Do you know the name of the person who will be contacting me?

Man: Sure. It will be, her name will be (Helen) or one of her staff.

(John Ensoldos): All right. Thank you.

Man: Thank you.

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

Man: (Priscilla) do you just want to give the instruction one more time?

Coordinator: Not a problem. If you would like to ask a question, please press star 1 from your touchtone phone. Please unmute your phone and record your first and last name as this information is needed to introduce your question.

Once again, if you would like to ask a question, please press star 1 from your touchtone phone. We have another question from (Mr. John Ensoldos). One moment. Your line is open, Sir.

(John Ensoldos): I already had my question answered.

Man: Thank you (John).

(John Ensoldos): Thanks.

Coordinator: And that appears to be all questions in queue at this time.

Man: You just want to give that playback number one more time (Priscilla)?

Coordinator: Sure. The number is going to be 1-888-403-4661. Again, that's 888-403-4661.

Man: Any other questions (Priscilla)?

Coordinator: And at this time (unintelligible) we have no other questions in the queue.

Man: I'd like to thank everybody for joining us today. Could we go to post-conference please (Priscilla).

Coordinator: Yes absolutely. One moment please. And this conference. You may disconnect all lines at this time. Again, this concludes today's conference. You may disconnect all lines at this time. Thank you.

END