Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode until the question and answer session of today's call. At that time if you would like to ask a question please press star 1. Today's conference is being recorded, if you have any objections please disconnect at this time. I would now like to turn the meeting over to your host, Mr. Chris Suzich. You may begin.

Christopher Suzich: Thank you operator. Welcome everybody and thank you for joining us today. Good morning if you're joining us from the West Coast. This is our - the HRSA Quarterly Grantee Technical Assistance call.

If you have been with us before we typically run through a few points that we want to stress and make everybody aware of, so if you've heard these points before please just bear with us.

We also would like to leave plenty of time at the end for questions and answers. If you have a question that maybe you haven't been able to get answered to this point feel free to ask us, and if we can't give you the answer right away we will take your contact information and get back in touch with you.
Just a note on the question period, if you are going to ask a question, chances are we're going to ask for your HRSA Grant Number, so please have that handy and provide that when you open up with your question.

I'm going to be going through a PowerPoint presentation that we have located on the hrsa.gov Web site under the Grants tab. Feel free to follow along if you would like. You don't have to follow along with it, it's going to be there on the Web site for your reference for the foreseeable future.

I'm going to ask (Jill) to just go ahead and give us the step to locate that PowerPoint presentation if you need them. (Jill) can you tell everybody to get to that PowerPoint?

(Jill): Sure. If you go to hrsa.gov, and I'm going to do it along with you so we're sure that we get to the right spot. We go to hrsa.gov and then select Grants. That's right below the HRSA emblem, it says, "Grants," select Grants and then below that it will say, "Manage Your Grant." You can select that.

If you scroll down about halfway on the page you'll see where, in bold, it says, "Quarterly FFR Conference Calls," and below that there's a link and it's titled, August 2014 HRSA Grantee Conference Call Slides. If you click on that you should be able to open up the presentation. And again, it's www.hrsa.gov/grants.

Christopher Suzich: Thank you (Jill). So we're going to go through that presentation, and as I said, bear with me if you've heard a number of these points before. Some new information that I don't think we had available last time or hadn't been into effect, and that is the HRSA Contact Center hours have been expanded, so that's good news I think for everyone. The new hours are 8am until 8pm, that's
Eastern Standard Time. So we have a window there where you can reach out to the HRSA Contact Center.

If you're having questions or problems with the electronic handbooks, the EHBs, which of course is the Grant System that HRSA uses and that you're most likely familiar with. If you have any questions about that, your first stop is typically the HRSA Contact Center. And I'm going to go ahead and give you that phone number in case you need it, it is 1-877-464-4772. And again, their hours are 8am until 8pm, that's Eastern Standard Time.

The Contact Center email, if you're following along with the slide, has been replaced with a Web ticketing form. So that form is designed - it's a short form and it's designed to help us more efficiently handle the questions that we get in. There is, as (Jill) has helpfully provided, a snapshot of that form on the next page and a link to that form also.

Next I also wanted to mention that the Payment Management System maintains a separate help desk. For those of you that are existing grantees, you know that you use EHB for most of your HRSA grant monitoring, but you do not use the EHBs for your drawdowns. In order to do a drawdown of your funds you go to the Payment Management System, which is a system not maintained by HRSA.

And if you have a question specifically about drawing down your funds, you don't have you password or your PIN for instance, or you're having difficulty you need to reach out to that other help desk and that is 877-614-5533, and you can see the link to that EMS help desk is there too.

Just a reminder as you've probably heard us say before, the increased importance on sam.gov registration, please make sure that your organization is
current with its sam.gov registration. You need to go in there at least once every 12 month to maintain a current status in sam.gov.

As you probably are aware, you need to register in sam.gov before you can even submit your HRSA application through grants.gov. Additionally, the EHB System is checking to make sure that your organization information is current in sam.gov before you get a notice of award. So we need to confirm that you're - that you have a valid registration at sam.gov before you get an NOA, so please make note of that and make sure that your sam.gov registration is current.

There's also a lot of information on the grant.gov site about what you need to do in order to submit an application through grants.gov. I won't go into any details there.

That last bullet has to with the process that we go through while we're evaluating competitive applications for HRSA awards. We are always looking for new, objective reviewers and if you are interested in becoming a possible reviewer for HRSA applications, there's a link there to a Web site where you can go and read all about and perhaps send in your resume information if you're interested.

Next we're going to talk about something we call subaccounting, and I'm going to turn it over to (Darren) in a moment, I'll just add that it's increasingly important. It has to do with the way your organization will continue to draw HRSA funds from the Payment Management System. And although I don't have an NOA in front of me -- I see (Darren) brought one -- specifically if you have an NOA close by, because we're talking about blocks on the bottom right corner, there are several that refer to subaccounting. So with that, (Darren).
Thank you Chris. Good afternoon everyone. Today, well for this brief minute of a moment, we're going to share a little information about subaccounting. Subaccounting is not a new trend or pattern or practice here at HRSA, or as well as HHS. If you have a Maternal Child Health Bureau Block Grant, if you have received Affordable Care Act funding, and if you have probably a Ryan White Program, your award has already been place in a subaccount.

And when we talk about a subaccount that's in correlation or relationship to what's called in PMS, a P Account or a G Account. Most of the awards at HRSA were place, or have been placed, in G accounts. And G probably would mean General, whereas the HRSA award is in with other awards. If you have a FAMSA award, a HRSA award, an ACF award, an IHS award, all of those monies are somewhat pulled together in one big general account.

Starting in FY'15 or FY'15 rather, HRSA will be making a move to move all of its programs to subaccounts. But in FY'14 if you received a new award or a Competing Continuation award, or if you were a new grantee because you took over a grant, that meant a change of grantee, your award was placed in a subaccounted document number. We did look at a few of our non-competing continuations, or some people may call them budget period renewals or often known also as Type 5 awards, and the NCC.

We did run a pilot on about nine or ten programs just to put them in subaccounted document numbers. And the biggest impact for those nine or ten programs would be in terms of how you would then submit your FY'13 FFR - well FFR carryover request.

So when we say, "This award was placed in a subaccount," what this says is, "This award will be placed in an account, when you go into do your draws from PMS, you will see that particular subaccount." And it's - we're going to
phase this in fully in FY'15, but if you received a new award, your award was placed in the subaccount already. And that means when you go into PMS you'll have that four digit code and it will have a P instead of a G.

So in FY'15 if you are receiving non-competing continuation funds and your primary - or your awards before FY'15 was in a G account, the new award will be in a P account. So when you will go to submit the FFR that will require that the FFR be submitted with no unliquidated obligations. What we would have to do, because what we're going to do is that FFR will be a final FFR, and we will then move the money, any remaining funds, from the G account to the P account.

So with unliquidated obligations, if you have unliquidated obligations stated on you FFR, that means that money that has been obligated, but you may not have received the invoice. So if you attempt to submit the final FFR with an amount in that figure on the FFR we will not be able to process it.

So when you go to do your carryover, if you're - when you are moving from a non-subaccounted document number to a subaccounted document number or a G account to a P account, the FFR for that particular reporting year would have to be void of unliquidated obligations. It does not mean that HRSA will not honor your carryover request, we will take into consideration or review just as we have done in the past. But it has something to do with the - how you will go about - how we will go about rather, moving the funds.

And if you have a Notice of Award generally the subaccount information is at the bottom on the right-hand corner where you'll see the care number, you'll see the CSDA number and the doc number. And farthest to the right there will be something that has a subaccount code and some acronyms that would be significant to identifying your particular program. That's how it's normally
represented on HRSA awards with one small caveat, I think in the last two weeks some notices of awards for maybe some supplemental actions may have gone out with some information populated there. So just a few of those awards did actually leave the Electronic Handbook and you will be receiving a revised NOA just to make you aware that an action was sent to you that may have had some incorrect information. But you should be receiving that within the next two to three days.

But HRSA will be providing more information to the grantee community about the subaccounting process and how you will be impacted. The greatest impact will be felt in terms of the non-competing continuations. So that's about all I have for now, and we will entertain questions after the full presentation has been given.

Christopher Suzich: Thank you (Darren). Before I turn it over to (Melissa) I wanted to veer off of the slides just for a moment and talk about the FFR. The email alluded, of course, that you probably received about this conference call to the FFR, that's the financial report that most of you submit.

There are - I just want to make a distinction, there are two financial documents you submit. There is one typically for most of our grantees that are submitted through EHB, and that is usually done on an annual basis. That is known as the FFR or the SF-425 and if you have any questions about that after we go through the slides, we'll be happy to take them.

There is also a financial report that is submitted on a quarterly basis by you into the Payment Management System and that asked for similar but different information, and again, that is submitted quarterly to the Payment Management System. So I just wanted to make that distinction on the two financial documents.
Next we're going to turn it over to (Melissa) and she's going to talk to us about our non-continuation awards. (Melissa).

(Melissa): Thank you Chris and thank you everybody for joining. I'm going to just briefly touch over the Non-competing Continuation Report. The Non-competing Continuation Report is basically the grantee funding for the next budget period. We also refer to it as the Non-competing Continuation Progress Report or a budget period renewal.

The Non-competing Continuation is submitted electronically via the EHBs. This is available to grantees generally speaking 120 days before the start of the next budget period, and it's due 90 days before the start of the next budget period.

When it's available on the EHBs a notification usually is sent, to (unintelligible) notification. The Non-competing Continuation is located under the Task tab in EHBs.

Now on the slides there are three different Web sites listed, these are guides for the non-competing continuation. I won't read over each one, but one is a user guide for generic grants, the other is a guide for research grants and the next is a user guide for H80 grants in specific.

Next I'm going to go ahead and go over some EHB's roles. The first set of rules I'm going to go over are the organization roles. This is the role you actually choose when you register in the EHBs.

The first role is the Authorizing Official role. The Authorizing Official is the person at the organization who is authorized to act for the applicant to assume
obligations imposed by federal laws, regulations, requirements and conditions that apply to the grant application or grant awards. So if you are the Authorizing Official please choose that role.

Now the Business Official at the organization is usually the person who is authorized to review and submit the financial - the Federal Financial Report and to interact with the Payment Management System. If you are the Business Official, you should choose that role.

Now other role is just someone other than the Authorizing Official or Business Official. You might be preparing applications, possibly a project director or a communication contact. I would like to point out that there can be multiple roles - sorry, multiple people with the roles. So there could be multiple Authorizing Officials, Business Officials or other.

If you have chosen an incorrect role you can always update it by going to the Organizations tab, Organizations folder link, and then you can update your role from there.

The next set of roles I'm going to go over are the grant roles, and this is the role that you choose when you add the grant to your portfolio. The first is the project director. This is the person who is most closely tied to the programmatic aspects of the grant. The project director name actually appears on the Notice of Award.

By default, when adding a grant to the portfolio, the project director will automatically have all non-financial privileges and is responsible for granting non-financial report privileges to other staff.
The Financial Reporting Administrator is the person who is responsible for approving and submitting the Federal Financial Report. Definitely is usually the Business Official, but also I wanted to point out, if you're going to be an FRA, you need to have either - to be the Business Official or the Authorizing Official role.

Now when adding a grant to your portfolio at the FRA you would need to have the PIN and the account ID from the Payment Management System in order to add a grant. The Financial Reporting Administrator automatically has financial report privileges and is responsible for granting financial report privileges to other staff.

The other option is other employee, this is someone other than the project director or the Financial Reporting Administrator that needs to access and work on conditions of award reporting requirements, et cetera.

Now the last thing I'm going to go over is various health resources. The first one I want to touch on is the EHB's help. I'm sure most of you are familiar with the EHB's Web site, but it's https://grants.hrsa.gov/webexternal/login.asp. And in the upper right-hand corner there's a Support tab and if you click on it there's a dropdown to the EHB's help.

Likewise on the bottom right there's a Question Mark icon that will also take to the EHB's help. In the EHB's help there's a lot of useful information, information on the roles I went over, it included frequently asked question such as for prior approval requests, grant applications, et cetera. I would encourage everyone to become familiar with help, it has a lot of useful information and some videos as well.
Next I'd like to point out YouTube. If you type in HRSA or Electronic Handbooks, there are several useful videos. And last but not least, as (Jill) previously touched on, there's the HRSA Web site, www.hrsa.gov, and from there you actually click on Grants, and then Manage Your Grants. And there's a lot of useful information, FFR tutorials, past call transcripts, et cetera. So I would encourage everyone to become familiar with these three help resources. Chris.

Christopher Suzich: Thank you (Melissa). Next we'd like to talk a little bit about the technical assistance resources that we have available, and (Jill) is going to talk to us a little bit about that. (Jill).

(Jill): Yes, thank you Chris. And thank you all for participating in the call today. As Chris mentioned I'll be talking about the resources that HRSA has developed on the HRSA Grants Technical Assistance Web page. And again, you can view that on hrsa.gov/grants.

This is a one-stop shop for potential applicants on how to apply for HRSA federal assistance. Both applicants and the current grantees can also find valuable information on open funding opportunities within HRSA. There are pages on how to apply for HRSA grants, these include as mentioned, webcasts and videos, tutorials. There's an area where you can track your application once it's been submitted and received into the EHBs.

You can also sign up for email notifications on all HRSA grant related topics. There are reminders and other relevant and useful information on the page. There's also some links that are tailored to the HRSA specific processes and requirements.
And as shown on the previous slide, and also with (Melissa) mentioning on the Manager Grant Page, you know, you'll be able to look at the quarterly conference calls, there's the transcripts, there's FFR information and guides, there's an award management tutorial, there's a few guides on the NCC progress reports, there's EHB overviews and registration, and again, who to call if you have questions with your grants.

And as (Melissa) mentioned again, we just really encourage you to utilize these resources. They are out there for your use. And thank you, Chris.

Christopher Suzich: Thank you (Jill). Well at this time we'd like to open it up for questions. We have a number of experts here available to answer any questions you might have regarding your grant. And as I said, if we can't answer your question, we'll take down your contact information and get back to you. Please have your Grant Number ready.

If you do ask a question - operator, could you give everybody the instructions on that?

Coordinator: Yes and thank you. We will now begin the question and answer session. If you would like to ask a question please press star 1 and record your first and last name clearly when prompted. Your name is required to introduce your question. To withdraw your question, you may press star 2. Once again, if you would like to ask a question, please press star 1. One moment please for our first question.

Our first question is from (Deborah Bennett). Your line is open. Miss (Bennett) your line is open. If your line is muted you can press star 6 to unmute your line. Again, your line is open.
We'll go to our next question. Our next question is from (Selene Thomas), your line is open.

(Selene Thomas): Hello.

Christopher Suzich: Yes, go ahead caller.

(Selene Thomas): Okay, no. You answered my question when you...

Christopher Suzich: Okay, next caller.

Coordinator: Our next question is from (Jennifer Youngberg). Your line is open.

(Jennifer Youngberg): Yes, my question is regarding the Non-competing Continuation Progress Report and as we were working on this in the past month we realized that the job titles under Staffing Profile changed significantly. They are more like UDS, which is fine, but we didn't know that was going to be happening. And then the second issue with not - first of all, not getting that information, the user guide, and even the one that you have on your PowerPoint today, refers to the old job titles. So when will that be updated?

Christopher Suzich: I'm sorry, can you repeat that last portion again (Jennifer)?

(Jennifer Youngberg): Sure. So the user guide that's referenced. There's a link in the PowerPoint today for the Non-competing Continuation.

Christopher Suzich: Right.

(Jennifer Youngberg): It - I kind of scrolled through it and the job titles are different than is in the new federal 330 progress report. So the staffing profile - so for example, I
think before there was Other Staff, now there's not Other Staff. And so we questioned, "Well where do we put clinic managers and where do we put our HR staff." And we were told to put it in Professional, which is where we put our physical therapists. So there are some things that still aren't in synch with the UDS if that was the intention, I'm not sure.

Christopher Suzich: The UD - you have a Health Center Grant, an H80 Grant?

(Jennifer Youngberg): Yes we do, I'm sorry, H80CS00651.

Christopher Suzich: Yes, the - and (Melissa) you can help me out here. I don't think the NCC Progress Report, the general NCC Progress Report, was designed to match up with the UDS. But (Melissa) does the Bureau of Primary Healthcare have a separate NCC Report format?

(Melissa): I think they might. It's like a separate user guide. We're going to have to, you know, get back.

Christopher Suzich: Let's take your contact information (Jennifer). That's a good question. A lot of the - our health center grants sometimes follow a different set of guidelines than some of our other awards. So that's why we're unsure, unless (Helen), you want to jump in here.

(Helen Harpold): No Chris, I really don't have an answer for that.

Christopher Suzich: Okay. Can we have your phone number (Jennifer)?

(Jennifer Youngberg): Nine-two-eight-five-two-two-nine-five-sixty-eight.

Christopher Suzich: Okay, and what is your award number again?
(Jennifer Youngberg): H80CS00651.

Christopher Suzich: Okay, thank you (Jennifer).

(Jennifer Youngberg): Thank you.

Coordinator: Our next question is from (Dory Travino). Your line is open.

(Dory Travino): Good afternoon.

Christopher Suzich: Hi.

(Dory Travino): Hello. I am also a health center grantee and my question is about the subaccount change, or possible change, and maybe we won't end up having any change, but we are - we were awarded the new funding with the Behavioral Health Integration grant that clearly will cross over ending a project period and starting a new project period with an unobligated balance.

Christopher Suzich: Do you have you award number there handy?

(Dory Travino): Yes, I do. It's H80CS00361.

Christopher Suzich: Three six one, okay, thank you. Go ahead.

(Dory Travino): I wondered if you could tell me if the subaccount change would or would not impact us.

Christopher Suzich: In FY'14 (Dory) did you receive a new award or a competing continuation?
(Dory Travino): In FY'14 we received a competing continuation.

Christopher Suzich: Okay so you - in FY'14 you automatically went into a subaccounted document number.

(Dory Travino): Okay, so...

Christopher Suzich: So when you...

(Dory Travino): ...it's already taken place for us.

Christopher Suzich: It's already taken place for you.

(Dory Travino): Now let me make sure I have these dates right. So in my Notice of Grant Award dated 4/1 of 2014, ending 3/31 of 2015, this took place already?

Christopher Suzich: Yes. Your money - if you look down on your - on - do you have a copy of your Notice of Award around?

(Dory Travino): I got it right now, it says, "NA," where the subaccount code is.

Christopher Suzich: Can you read us your document number from the top left?

(Dory Travino): Top left, the issue program...

Christopher Suzich: No, down at the bottom.
(Dory Travino): Okay, got it. I have two them because under our subaccount program code I have community health center funding and my grant, but the first one is H80CS00361CO, that's the first document number.

Christopher Suzich: (Helen) can you bring that up?

(Helen Harpold): What is the Grant Number again?

Christopher Suzich: Three six one.

(Helen Harpold): Three six one.

Christopher Suzich: H80361.

(Helen Harpold): All right.

Christopher Suzich: Just one minute (Jennifer). I'm sorry (Dory).

(Darren): (Dory).

(Dory Travino): And if we hadn't just gotten this behavioral health integration that it even says in the NGA you're expected to have funds to carry over from one period to the other. It wouldn't be such a question on my mind.

Christopher Suzich: Okay, one second please.

(Helen Harpold): Yes. It's coming. FY’14 was a non-competing continuation therefore FY’15 will be subaccounted. It will have a new document and a subaccount number.

Christopher Suzich: Okay.
(Helen Harpold): So when you had the unobligated balance of behavioral health, you should submit a carryover request to EHB to carry over the unobligated money, and it will be carried into the new subaccount for FY'15.

(Dory Travino): Okay, very good. And which is a process I'd have to do anyway to submit a request.

(Helen Harpold): Exactly.

(Dory Travino): So nothing out of the norm would be required?

(Helen Harpold): That's correct.

(Dory Travino): Okay, thank you.

(Helen Harpold): You're welcome.

Coordinator: Our next question is from (Rebecca Stone). Your line is open.

(Rebecca Stone): Thank you. I just a have a question about - we've just had a change in project director. And the new person is showing on the NOA, however he is unable to access any tasks or grant related information in EHB and I'm not sure what we're missing in the process.

(Darren): And what is your Grant Number?

(Rebecca Stone): H80CS00384. Do you need the dash numbers as well?

(Darren): No.
(Helen Harpold): All right give me a moment. Do you know if she's added the grant to her portfolio by any chance?

(Rebecca Stone): We thought so. And she's worked with the project officer to see the grant, but she can't see any of the tasks that - when I log in I'm the Business Official. I can see them and work on them, but she's unable to.

(Helen Harpold): Okay. And what's her name. Just you know.

(Rebecca Stone): (Michelle Ballard).

(Helen Harpold): Okay. Hold on. Well I think that's because - let me take a look.

(Rebecca Stone): I looked at the role, it does say that she's an AO.

(Helen Harpold): Yes, she hasn't added a grant to her project as the project director.

(Rebecca Stone): Okay.

(Helen Harpold): So go ahead, have her go to the Grants tab and there's a link to Add to Portfolio and she should follow that.

(Rebecca Stone): Add portfolio, that's what she needs to click?

(Helen Harpold): Yes, yes, and there's an option to add as the project director.

(Rebecca Stone): Okay, all right. We'll try that. Thank you.

(Helen Harpold): Okay, thanks.
Coordinator: Our next question is from (Regina Tatero). Your line is open.

(Regina Tatero): Hi. We have a grant that's pulled and filled out the one portion electronically and the other one we did a paper, you know, SF-425, because how do we distinguish, you know, it's being pulled. And then there's a third also, there's a third portion of this which is due - they're all different periods. So we have a Grant Number, H97HA24960.

(Darren): So you're talking about your PMS reporting?

(Regina Tatero): No actually the financial, the annual. The SF-425. We submitted electronically last week on one portion of the HRSA, but you know, with this Grant Number there is an FDA component.

(Darren): An FDA component. No not with HRSA Ma'am. If you're reporting HRSA funds you're only reporting on HRSA funds. You would have to report - if we're talking about the FFR to HRSA through the electronic handbook...

(Regina Tatero): Yes.

(Darren): ...that is only HRSA. If you're trying to do something with PMS in terms of all of your other HHS awards that's something directly with PMS.

(Regina Tatero): But we don't have to do an SF-425, because there are two other, like there's a (FAMSA), which the period ended June 30 so there's 90 days. So we're thinking, you know, there's a report, SF-425 is due by September 30. But that's...

(Darren): You have PMS reporting on all of your HHS awards?
(Regina Tatero): Yes.

(Darren): So I think you're trying - you're basically talking about your PMS reporting. But in terms of the information that's going for HRSA we only need you to report our HRSA information on the - for the FFR into the electronic handbook.

Now when you're doing your quarterly reporting or draws that is - that's a division of Payment Management.

(Regina Tatero): Yes that's what we do quarterly, but we're trying to do an annual report. If I understand correctly we also have to do an annual.

(Darren): You have to do an annual report for the HRSA award.

(Regina Tatero): HRSA, okay.

(Darren): And you have to do an annual report for your other awards I'm sure, but we can only discuss here today the HRSA award.

(Regina Tatero): I see. So...

((Crosstalk))

(Darren): If you're talking about the H97 SPNS award you're just doing the FFR for that 274960 grant or 960 grant.
(Regina Tatero): Okay, well we did that electronically, but we were submitted also something - paper on the form. So we have to revisit that one, maybe it's not required. But we saw one from last year, and last year it was an SF-425 for the FDA.

(Darren): Okay, I can't help you with FDA Ma'am.

(Regina Tatero): Yes. Okay, so we'll have to contact maybe another agency.

(Darren): Yes.

(Regina Tatero): Yes, okay. And the (SAMSA), they're all the same Grant Number, that's a problem.

(Darren): No Ma'am they aren't. The H97HA24960, that's your HRSA SPNS award, Special Project of National Significance that you have with the HIV/AIDS Bureau.

(Regina Tatero): There's - as I understand there is a P one and a G one. Okay. Well I have to...

(Darren): P one and G one mean some of your money must be in - some of your money, it's probably in G accounts and some of your money is probably in P accounts.

(Regina Tatero): So those are our PMS?

(Darren): That is correct, that's your PMS numbers.

(Regina Tatero): I see, okay.

(Darren): Okay.
(Regina Tatero): Got it. Thank you.

(Darren): Thank you.

Coordinator: Our next question is from (Arita Rice). Your line is open.

(Arita Rice): Yes, thank you. Our Grant Number is U30CS09746. I just have a question about the subaccount code. The subaccount code on our Notice of Awards said, "NCA-14." However, when I went into Payment Management Services I saw 4Y33P, and that's a new number for us.

(Darren): Let me...

(Helen Harpold): I'm looking that up (Darren). That's in the health center branch.

(Darren): Okay. Bear with us one minute.


(Helen Harpold): We got a new document number because you got a competing continuation.

(Arita Rice): Right, and so how would I have known to use 4Y33P?

(Darren): 4Y33P?

(Arita Rice): It's the account number to use in PMS.

(Darren): When PMS assigns the - it was probably 4Y33G.

(Arita Rice): Yes it was.
(Darren): And once - everyone can hear this one, once we subaccount, what PMS does is then take that same - those four digits, 4Y33, and then put a P instead of a G.

(Arita Rice): Right.

(Darren): If you see - when you see the subaccount, when you see the award has been properly subaccounted, then it's - because PMS does not communicate to HRSA what account number they are tying to your awards.

(Arita Rice): Okay.

(Darren): We’re still trying to figure out your awards. We're still trying to figure out why it - what relationship or a grantee can find that information. But from what PMS has told us, is the grantee would use their account number and then use a P instead of a G.

(Arita Rice): So how would we have known that, because what happened is I drew down under 4Y33G and I just happened to see the 4Y33P and investigated what it was.

(Darren): Okay, if you drew down funds on your last award - if you were doing a draw on your old award that's correct. If you were (unintelligible).

(Arita Rice): And I did that, but I also drew on the new award not knowing that I had P assigned instead of G and I've now fixed it. I was just wondering how I could have known beforehand that it was 4Y33P?

(Helen Harpold): There is...
(Arita Rice): To save me having to make a correction with PMS.

(Helen Harpold): There's a term on your award, a (unintelligible) award is subaccounted when drawing down funds under this grant it is necessary to specify the subaccount code on Page 1. And the subaccount code, I don't know, I could look and see if you had...

(Arita Rice): The subaccount code is NCA-14.

(Helen Harpold): Right, is that the same account you had before? I'm going to (unintelligible).

(Arita Rice): I don't know the subaccount code on my previous Notice of Award, I just know we used 4Y33G, because that subaccount code is not what we use in PMS.

(Darren): The subaccount code and the account code in - you can see the subaccount code in PMS, but that four digit, 413 - 4Y33G...

(Arita Rice): Yes.

(Darren): ...that is your account number with PMS for your old award.

(Arita Rice): Right, I understand that.

(Darren): 4Y33P is the new account number, but has Miss (Harpold) was saying, the information that's on the term, in terms of things - when drawing the funds down, you would look for the new subaccount document number.

(Arita Rice): In other words go into PMS and look for the NCA-14?
(Darren): Yes.

(Helen Harpold): That's correct.

(Arita Rice): Okay, all right. Thank you. I just wanted to know how to stop it in the future if I saw that again. So thank you.

(Darren): Have you finished with the old award?

(Arita Rice): Yes.

(Darren): So there should be - if you have - if you are going to draw any funds on that old award, you'll have to remember that you have to use your G account because that's for the G account.

(Arita Rice): Right, and I wrote all that down. Yes, I know that now. I just wanted to clarify it so I would know in the future.

(Darren): And if you still have funds remaining under the G account when you do your carryover...

(Arita Rice): Yes.

(Darren): ...when you submit that final FFR just make sure that the FFR is void of any unliquidated obligation and HRSA will then do a physical move of any remaining unobligated funds if approved to the new P account.

(Arita Rice): Great. That's wonderful. That was going to be my next question and you answered it.
(Darren): Thank you.

(Arita Rice): So thank you so much. I appreciate it. And thank you for the presentation today, it was great.

(Darren): Okay.

Coordinator: Our next question is from (Quku Cutson). Your line is open. Mr. (Cutson) is line is open. To unmute your line you may press star 6, again your line is open.

(Quku Cutson): Hello, can you hear me?

(Darren): Yes.

(Quku Cutson): I was just trying to get the PowerPoint presentation for the - today's training and I can get it online, so I don't need any help.

(Darren): You said you tried to get it?

(Quku Cutson): Yes.

(Darren): (Jill) can you provide assistance here?

(Jill): Sure. If you go to www.hrsa.gov it will bring up the HRSA page. Once you get there, right below the HRSA emblem, it's HRSA Home and Healthcare and then Grants. You would want to select Grants. And then you will see right below the grants that it's - there will be four different topics, How to apply and manage your grant. You're going to want to select Manager Your Grant.
Then if - once you get to the Manage Your Grant page you just scroll down maybe just halfway down the page and it has the quarterly conference calls written in bold. And right below that the slides are titled August, 2014 HRSA, H-R-S-A, Grantee conference call slides.

(Quku Cutson): Okay. I don't have the (unintelligible). I don't have that option.

(Jill): You don't have - let's see. So when you're looking at the page are you seeing the HRSA Grants page at all. Are you...

(Quku Cutson): Yes, I'm looking at the Grants page, but...

(Jill): Okay and right - so it - you'll see the Grants page. And do you see right below that where it says, "How to apply or manage your grant, funded projects or grant reviewers?"

(Quku Cutson): No.

(Jill): It's like the toolbar right below where Grants is. Can you see that?

(Quku Cutson): No. Okay.

(Jill): So maybe I...

(Darren): Do you have Internet Explorer or are you using Google Chrome?

(Quku Cutson): I'm using Google Chrome.

(Darren): Okay.
(Jill): All right. Let me try doing it that way. Hold on just one second.

(Quku Cutson): Yes, I found the Manage Your Grant.

(Darren): You have found it.

(Quku Cutson): Yes.

(Jill): So you have found it?

(Quku Cutson): Yes.

(Jill): Okay, so if you - now that you're on the page. Are you on the page, it's titled Manage Your Grant?

(Quku Cutson): Yes.

(Jill): Okay, just scroll down a little bit and you'll see Federal Financial Report. Do you see that? It's written in blue. And then within that section you'll see all the links to the different FFR with guides and schedules and overview. Right below that there's something titled Quarterly FFR conference calls. Do you see that?

(Quku Cutson): No, I don't have that.

(Jill): Okay, do you see this - the Federal Financial Report submission schedule?

(Quku Cutson): Yes.
(Jill): Okay, and then do you see the quick guide and the overview?

(Quku Cutson): Yes.

(Jill): And do you see the subaccounting guide right below that? If you just...

(Quku Cutson): No, I have an (unintelligible).

(Jill): Okay, what about the HIV/AIDS FFR guide, do you see that?

(Quku Cutson): Yes I have that.

(Jill): Okay, right below that there's not a link that's titled, Subaccounting guide?

(Quku Cutson): Okay, I got it.

(Jill): Okay. And then right below that you see Quarterly FFR conference calls? It should be right below Subaccounting guide, that link. It should be right below it.

(Quku Cutson): Okay, okay I got it.

(Jill): Okay, and then right below that, the very next link it says, "August, 2014 HRSA Grantee conference call 5." That's a link right to the presentation. If you click on that it should open up a PowerPoint.

(Quku Cutson): Okay. Thank you very much.

(Jill): You're welcome.
Coordinator: Our next question is from (Donna Hale). Your line is open.

(Donna Hale): Hello, can you hear me?

(Darren): Yes.

(Donna Hale): Hi. Grant H2ARH24758, Bay Rivers Telehealth Alliance. We recently took over project management of this project and we're attempting to change the FRA in the EHB, and have looked on the Payment Management System and can't find any record of a PIN and there's no historical record of a PIN.

(Darren): Okay.

(Donna Hale): Is there a way to request a PIN?

(Darren): No, but let me ask this. You said you - the Grant Number is H2ARH - what else?

(Donna Hale): Two four seven five eight.

(Darren): And in front of the H2A is it a 7?

(Donna Hale): It's a 6.

(Darren): Okay, well you said it - when you said you just took over project management, what does that mean?

(Donna Hale): The project program director for the program was changed.

(Darren): Okay.
(Donna Hale): And we were issued a new Notice of Award.

(Darren): Okay. All right. So the grant is still with the same institution?

(Donna Hale): Yes.

(Darren): Okay, and you're saying you're having problems finding information with PMS?

(Donna Hale): Yes, we are attempting to change the registration for the Financial - the FRA, the Financial Recording Administrator in the electronic handbook.

(Darren): Okay.

(Donna Hale): And in order to do that you need a PIN from the PMS System. And were unable to find any record of there being a PIN or anywhere on the PMS System that - where you can input a PIN.

(Darren): Okay, well the grant has a PIN and are you the finance person Ma'am?

(Donna Hale): Yes.

(Darren): If you're the finance person then you have the payment - you would have the PIN from (BPM).

(Donna Hale): No, we don't. We do not have the PIN number and I've checked with the other - the bookkeeper who actually goes in and draws down the funds, and she does not have a PIN number. She has an account number, which is also requested. So my question is how do I either get a PIN or change...
(Darren): (Unintelligible) have the account Ma'am means that your organization has a PIN.

(Donna Hale): Well we don't have a record of that.

(Darren): Okay, well we - HRSA does not assign the PIN so you would probably have to reach out to the Division of Payment Management.

(Donna Hale): Okay.

(Darren): But your organization, if you've been drawing down funds, you have a PIN.

(Helen Harpold): Ma'am does the account number have a letter at the end?

(Donna Hale): The account number in the Payment Management System?

(Helen Harpold): Yes, you don't have to give, you know, over the phone, but does it have a letter at the end. Because I think the PIN might be like the digits before the letter.

(Donna Hale): Before the letter.

(Darren): Yes. And just don't give them out. Yes right, so just...

(Donna Hale): (Unintelligible). Okay, that helps. Okay.

(Helen Harpold): Thanks.

(Darren): Thank you.
Coordinator: Our next question is from (Hulita Middle). Your line is open.

(Hulita Middle): Hello.

(Darren): Yes.

(Hulita Middle): Hi, yes. I do actually have a question in regards to the presentation for EHBs, the slide that was entitled, EHBs help and information on managing your grant. There was a URL that was given and I didn't get that, so I wanted to know if it would be - if it could be repeated.

(Darren): Sure. (Melissa) do you have that one up? On the slide Ma'am, that says, "EHBs help and information managing your grant," there was a link on the bottom. That one?

(Hulita Middle): No, it was another link that was given.

(Darren): Okay.

(Hulita Middle): It was mentioned before YouTube was mentioned.


(Hulita Middle): Web external?

(Helen Harpold): Yes.

(Hulita Middle): It's like external?
(Helen Harpold): Yes, yes.

(Hulita Middle): Okay.

(Helen Harpold): Slash login.

(Hulita Middle): Okay, okay.

(Helen Harpold): Dot asp.

(Hulita Middle): Dot E-S-P?

(Helen Harpold): A-S-P.

(Hulita Middle): A-S-P, A as in apple, S as in Sam, P as in Paul?

(Helen Harpold): Yes.

(Hulita Middle): Okay, thank you.

(Helen Harpold): Thanks.

Coordinator: Our next question is from (Alita Whiteman). Your line is open.

(Alita Whiteman): Okay, can you hear me?

Christopher Suzich: Yes, go ahead.
(Alita Whiteman): Okay, I have a question about Non-competing Continuation Report. Our grant is due in mid-September and we’ve had access on the EHB to work on it since August 6. But in the meantime the base grant adjustments were awarded. And so how do we get the recommended federal budget on our EHB to reflect the base grant adjustment amount?

Christopher Suzich: Can we have your Grant Number please?

(Alita Whiteman): Sure can. It's H80CS00192.

Christopher Suzich: (Helen) do you want to take this one?

(Helen Harpold): Well I can try. See I don't submit applications or anything like that, but what I understand is that a grantee or an applicant can only submit for what is in there. You can't add - you can submit your Progress Report for more than is already in EHB. I don't know whether the base adjustment comes through and somehow gets added to what you're supposed to come in for, because I just really don't know how that works.

If you can't submit for your award with the base adjustment, and this is what we've been telling folks, because a lot of people have this question, submit for what's there, but when you get your award you're going to get your award for the correct amount. The program financial people have it all figured out, but the Grants Office does not have that information.

Just trust that when you get your FY'15 awards you will get any supplement that you were not able to put in your application or your Progress Report will be added to the award that you get. And that's the best answer I can give you. It's possible that if you call the BPHC help desk they might be able to direct you to someone who would give you a better answer.
(Alita Whiteman): Okay, because I was thinking in the past this has happened and they actually issued new non-competing tasks on the handbook with the updated amount.

(Helen Harpold): Well that could happen again, but in the Grants Office we are not privy to that information. That's why if you call the BPHC help desk you might be able to get that answer.

(Alita Whiteman): Okay.

(Helen Harpold): Okay.

(Alita Whiteman): It's basically submitting a budget that we know isn't going to be accurate for the year.

(Helen Harpold): It's not going to be accurate on your end, but as I said, when you get your award it's going to be for the correct amount. There's a lot of things that are factored in like O&E, which was prorated. BHI was prorated, you may or may not have gotten one of those, maybe not. Not too many people did.

But there's a lot of prorated money that goes in there that, you know, it's going to be different too. So the only thing I can say is, "You can try the BPHC help desk," or if you can't get an answer, just submit to what the system will let you for.

(Alita Whiteman): Okay.

(Helen Harpold): Okay.

(Alita Whiteman): Thank you very much.
Christopher Suzich: Operator I'd just to make an announcement since (Helen) alluded to the BPHC help desk, that refers callers to most of our community health center grants and grantees. And they maintain a separate help desk line specific to a lot of the H80 grants.

So (Melissa) do you have that in front of you. That's not a number that I gave, but since support for a lot of our H80 grants is unique, the BPHC Team program operates a smaller help desk themselves. And we can provide that number. But this number would only be relevant if your grant starts with H80.

(Melissa): Yes the BPHC help line is 877-974-2742.

Christopher Suzich: Thank you (Melissa). Okay, I'm sorry. Go ahead operator.

Coordinator: Thank you. And our next question is from (Phillip Glider). Your line is open.

(Phillip Glider): Hi. My comment really is to thank your for upgrading the help desk. The additional hours have been a boon, I just did my semi-annual report and it went fairly smoothly.

One of the big things is that the - if you can keep current with the Internet Explorer and the other tools that would be really helpful. So I don't have to backdate in order to submit my report. That would be helpful.

My only question, on my award notice that was issued in 6/14, I do not have a subaccount code. It says, "NA."
Christopher Suzich: Can we have your award number Sir?

(Phillip Glider): Sure, it's D19HP25913.

Christopher Suzich: D19...

(Phillip Glider): Pretty much (unintelligible) of our city.

Christopher Suzich: D19HP25...

(Phillip Glider): Nine one three.

Christopher Suzich: And you just received a Notice of Award. Was that with funds?

(Phillip Glider): Yes, it's a non-competing renewal.

Christopher Suzich: It was your non-competing renewal. So you were not subaccounted this year.

(Phillip Glider): Okay.

Christopher Suzich: But you will be subaccounted next year.

(Phillip Glider): Okay. I will let our Financial Officer know that.

Christopher Suzich: Okay.

(Phillip Glider): Okay, thank you so much.

Christopher Suzich: You're welcome.
Coordinator: Our next question is from (Antonio Pagan). Your line is open.

(Antonio Pagan): Yes, good afternoon. Do you hear me?

Christopher Suzich: Yes.

(Antonio Pagan): Okay, we also have an H80 Grant, it's H80CS00472. And actually the gentlemen prior alluded to my question about Internet Explorer. Some time ago, when I contacted the help desk because I kept getting error messages, we were able to determine that the version of Internet Explorer that I had was incompatible with the EHB. And so I had to downgrade back to Version 8.

So my question is, "Is there a plan to make the EHB compatible with a later version of Internet Explorer? When can we expect that to occur?"

Christopher Suzich: We are looking at that issue now. I'm sorry I don't have an update for you Sir. But we regret that you had to go back to 8 to accommodate the EHB. But we're looking at that right now.

(Antonio Pagan): Yes.

Christopher Suzich: And I hope to have more information soon.

(Antonio Pagan): Okay, that's great. I mean normally it's not an issue, but what's starting to happen is that we also have state and city grants and - who have similar EHB like systems and now I'm getting messages that I have an outdated version of Internet Explorer and I'm trying to decide what do I - you know, like what do I do?
Do I upgrade and run the risk of having problems with EHB or do I stay downgraded and deal with - I mean you can understand. I hope that we're able to upgrade EHB so that it's compatible with the latest version of Internet Explorer.

Christopher Suzich: Okay, we appreciate the comment.

(Antonio Pagan): Thank you. Take care.

Coordinator: Our next question is from (David Norgan). Your line is open.

Christopher Suzich: Go ahead Sir.

Coordinator: Mr. (Norgan), your line is open. To un-mute your line you may press star 6. Again, your line is open.

(David Norgan): Thank you. I have a question about the FFR, it's about the accounting basis. For some reason we're not able to change our kind basis from cash to accrual. We've tried calling for assistance and it's still not going through.

Christopher Suzich: Do you have your award number Sir?

(David Norgan): Yes, the award number is 14H80CS26582.

Christopher Suzich: I'm sorry, 14H80...

(Darren): It's H80. That - H80CS...

(David Norgan): 26582.
(Darren): So you said, "When you are trying to do the FFR..."

((Crosstalk))

(Darren): When you're trying to do the FFR the system is not allowing you to change from accrual to cash basis?

(David Norgan): Well, from cash to accrual basis.

(Darren): From cash to accrual basis. And you checked with the HRSA help desk?

(David Norgan): Yes Sir.

(Darren): And what was the response?

(David Norgan): They said that they would get back to us, and they just haven't I guess.

(Darren): Okay. Do you have a ticket number?

(David Norgan): No I don't.

Christopher Suzich: One second Sir. Sir, we were just talking. Why don't we get your contact information and we'll get back in touch with you, okay?

(Darren): (Melissa), do you know anything about the inability to change accounting basis?

(Melissa): No, I haven't heard.

Christopher Suzich: (Helen), I guess you haven't - you're not familiar with this one right?
(Helen Harpold): Not with that kind of issue. I do see that the budget period doesn't end till the end of October - I mean no - yes, October. I don't know if that has anything to do with it.

(Darren): This is a new award right?

(Helen Harpold): Yes, it was a new award. And the budget period doesn't end until October 31. And I don't know whether, you know, because it's so far out, it's not even close to being over yet, whether that would have anything to do with it. But you know, I don't know.

(Darren): Sir are you trying to submit an FFR?

(David Norgan): (Unintelligible) for another grant.

(Darren): Okay, which grant are you trying to submit the FFR?

(David Norgan): Well, we're not trying to submit it, we're just trying to make sure that, I guess our profile is on as accrual basis before we do submit it.

Christopher Suzich: Why don't you just go ahead and give us your phone number and we'll get back in touch with you Sir.

(David Norgan): Sure. My contact number is area code 504-9 (unintelligible) 9-9016.

Man: What's the three digits after 504?

(David Norgan): 939.
Christopher Suzich: And it's (David), correct?

(David Norgan): Correct.

Christopher Suzich: Okay, 9016. We'll be back in touch Sir.

(David Norgan): Thank you.

Christopher Suzich: Thank you.

Coordinator: Our next question is from (Oya Boo). Your line is open.

Christopher Suzich: Go ahead caller.

(Oya Boo): Yes, my question was answered previously. Thank you.

Coordinator: Our next question is from (Allison Gotlied). Your line is open.

(Allison Gotlied): Hi, can you hear me?

Christopher Suzich: Yes.

(Allison Gotlied): Hi, I just had a general question about the roles that were talked about. They're on Slides 8 and 9 of the presentation. There are two roles that are called Other and I wanted to know what the difference in the Other was between those two that were listed on 8 and 9.

(Melissa): Sure. Well, for the organization role, I mean like I mentioned, the Authorized Official is usually someone that would submit applications to HRSA, assume
obligations for the federal grant. Usually someone, you know, with some sort of authority within the organization.

The Business Official is usually the person that deals with the financial aspects.

(Allison Gotlied): Right. (Unintelligible)...

(Melissa): Yes, and the Other person is really anybody other than that. Like say I'm a person at the organization and I'm just going to work on, you know, the application. I'm going to just, you know, do data entry for example.

(Allison Gotlied): Okay. I guess I want to know, "Is there a difference between that Other and then on the following slide there's another Other role." So in terms of designating people is there any - for - as a user, is there any distinction between those two other or are you just...

(Melissa): Well not really...

(Allison Gotlied): I guess I wonder why is it on - why is it there twice? Are there two different types of Other roles?

(Melissa): Well one's an organization role and one is the grant role. So one is the role you choose when you register to the organization.

(Allison Gotlied): Okay.

(Melissa): But the grant role is what you choose when you actually access the grant, when you add the grant to your portfolio.
(Allison Gotlied): Okay.

(Melissa): And for the grant role, you know, if you're not the Project Director or the Financial Reporting Administrator, you would be an Other.

(Allison Gotlied): Okay, thank you.

(Melissa): Thanks.

Coordinator: Our next question is from (Jennifer Youngberg). Your line is open.

(Jennifer Youngberg): So recently we received an increase in our base, H80...

(Darren): Can you speak up Ma'am?

(Jennifer Youngberg): I'm sorry. We received an increase in our base, H80CS00651. Is there a way to know, for example we thought possibly the O&E was rolled into our base, is there a way for the description to be more clear? We asked our Project Officer if she could explain, you know, the increase and she didn't respond. Or do we just assume it was a - just an annual increase?

(Helen Harpold): It's an annual increase. This is (Helen Harpold). But I believe they did talk about O&E in there. Let's see.

(Darren): Is it in the term?

(Helen Harpold): It's in the term. It talks about O&E in the term. Ongoing base adjustment - so actually it doesn't talk about O&E there.

(Jennifer Youngberg): It talks about PCMH.
(Helen Harpold): Right, PCMH, right. No, there is no way that - there is no delineation for any amount of money that is associated with PCMH or O&E. I know that's not a very good answer. But PCMH money and the O&E money was prorated when it was awarded.

They didn't say - you know, there was no delineation at the time to say how much of that was sub - not sub, but prorated. So there's been a lot of questions from people saying, "How do I know what's PCMH and what's O&E when I get these awards?" There isn't any way that I can tell you that.

(Darren): And just as another - well in addition to that, that is information and those are calculations from the Program Office, the persons are staffed in the Bureau of Primary Health Care, and so the Grants Office here in OFAM, we don't calculate those figures. So you would just have to continue to outreach to someone in Program for that information.

(Helen Harpold): Yes, your Project Officer is not going to be able to help you. You can ask your Project Officer to please refer you to someone else who he or she thinks could help you.

(Jennifer Youngberg): Okay, I will do that.

(Darren): Probably in the Policy shop.

(Jennifer Youngberg): In the Policy Department?

(Darren): Or BPHC.

(Helen Harpold): Well, it's in the Bureau of Primary Health Care for sure.
(Jennifer Youngberg): Okay.

(Helen Harpold): Okay?

(Jennifer Youngberg): Thank you.

Coordinator: Our next question is from (Sharon Pedinfelt). Your line is open.

(Sharon Pedinfelt): Hello. I'm asking about the electronic handbook for our semiannual report. And I'm having a problem where it's asking about rural experiences. And when I put, "No rural experiences," then they ask the number of hours and I put zero and it's saying I can't - I have to put an integer greater than zero.

(Darren): And this is for the Bureau of Health workforce or Bureau of Health professions?

(Sharon Pedinfelt): It's for - yes. And it's for a nurse anesthesia traineeship grant.

(Darren): Okay have you - did you try calling the help desk?

(Sharon Pedinfelt): I have not. So maybe that's the correct place to...

(Darren): You can start there. Yes, I would start there.

(Sharon Pedinfelt): Okay, thank you.

Coordinator: Our next question is from (Julie Penciotti). Your line is open.
(Julie Penciotti): Hi. My question is similar to one that was already asked. I'm listed as Other for my grant role, but I have to do financial reporting. So when I came I probably should have been put on as the FRA. The problem is the person who is listed as the FRA is no longer employed by our organization. So I think when I'm going in to ask for privileges to the grant they're going to him, who's no longer here.

(Melissa): Okay.

Christopher Suzich: (Melissa), can you help?

(Melissa): Sure. Well if you have the Account ID and PIN from the Payment Management System you can just re-add the grant to your portfolio of the FRA.

(Julie Penciotti): Do I - should I delete it or anything or just...

(Melissa): No, you just have to add it again.

(Julie Penciotti): ...add it again?

(Melissa): Yes.

(Julie Penciotti): Okay, because I have like five grants. So you would suggest just to add them all again and put myself (unintelligible).

(Melissa): Well, usually when you add the grant to your portfolio as the FRA, the other grants for the same organization, you would just be the FRA for all of them. Just make sure your organization role is either Authorized Official or Business Official.
(Julie Penciotti): Okay. All right, thank you.

(Melissa): All right, thanks.

Coordinator: Our next question is from (Rhonda Burgee). Your line is open.

(Rhonda Burgee): Hello. Hey our Grant Number is H97HA27422. My question is kind of complicated.

(Darren): What is your name again Ma'am?

(Rhonda Burgee): (Rhonda Burgee).

(Darren): Okay.

(Rhonda Burgee): We are new to the HRSA system. This is our first HRSA grant we've had in a long time. And this...

(Darren): Congratulations.

(Rhonda Burgee): ...notice of grant award has the - has a - the EIN Number that's on it is wrong by one digit. So I don't know if that's why - we changed our name in 2012 from the - we're the (Cosovan Aids Foundation) to the (Cosovan Wellness Foundation). And we updated in SAM. And we applied for this grant with the (Cosovan Wellness Foundation) name with a correct tax ID number. So I'm not quite sure why it has the wrong tax ID number.

And then when I went to register in the electronic health handbook, I put in the DUNS number and it brings up - when it brought up my grant it has the
wrong name and the wrong tax - it has the same tax ID number that's on my notice of award, which is incorrect.

(Darren): Okay (Rhonda), the best place for you to start with this - well, is to - have you spoken to the grants management specialist that's on the award?

(Rhonda Burgee): Actually the help desk today - I was on the phone with the help desk a long time. She told me to send a notice to my project officer about it. So I did that.

(Darren): No, no.

(Rhonda Burgee): I just wanted to make sure that's the right place to start.

(Darren): No, that's incorrect.

(Rhonda Burgee): Okay.

(Darren): Since this is a setup or a business matter, those types of requests or issues are handled with the Grants Management Office. Grants Management Office will work with the Program Office to get it corrected. But let me suggest that you first start with the Grants Management Specialist name that's on the award...

(Rhonda Burgee): Okay.

(Darren): ...and he or she will then contact or work with you in getting and reviewing the information that was submitted to ensure that the award is changed. Can I get your phone number?

(Darren): And your award is H9727422?

(Rhonda Burgee): H97HA27422.

(Darren): Okay yes, contact your Grants Management Specialist and let them know that the name and the EIN is incorrect on the award. And he or she will walk you through the steps and we will see what we need to get the information corrected. If you've already submitted - if the application came in with all of the intended information, it's more simple or more easier.

(Rhonda Burgee): Yes. No it did, I reviewed it today. So it was the right...

(Darren): Okay. I have the note and I don't know who the GMS is right now so.

(Rhonda Burgee): Okay.

(Darren): Okay then.

(Rhonda Burgee): Well I will contact them. I have it in there.

(Darren): Okay, sorry for the inconvenience.

Coordinator: Our next question is from (Faith Lee). Your line is open.

(Faith Lee): Hi. We're - our project period would end 2/28/15, and then our Grant Award Number is H80CS00871. And this will be our final year for this project period.

(Darren): Okay. Is - I mean, what is the question?
(Faith Lee): Is there a subaccount? Has this been subaccounted?

(Helen Harpold): It hasn't been subaccounted yet. If you're awarded a new project period in 2015 or if you get a non-competing continuation in 2015, it will be subaccounted.

(Faith Lee): We'll be submitting a, not a continuation, but we'll be submitting a fact - new competitive grant.

(Helen Harpold): It'll be subaccounted.

(Faith Lee): It'll be subaccounted on that one?

(Helen Harpold): If you get the award it will be subaccounted.

(Faith Lee): Okay. All right, thank you.

(Helen Harpold): You're welcome.

Coordinator: Our next question is from (Risa Netividad Awai), your line is open.

(Risa Netividad Awai): Hello. My question is regarding specific award to ask two general questions. This morning I received a (unintelligible)...

(Darren): Can we have the Award Number first please?

(Risa Netividad Awai): Sure, it's for T as in Tom, 73, M as in Mary, C as in Charlie, 0008.

(Darren): Okay.
(Risa Netividad Awai): This morning I received a notice of award, revised notice of award with subaccount data removed. And when I look at the notice of award it says - the (unintelligible) says, "The grant condition stated below for this grant has the (unintelligible) lifted," that we need to submit a Device SS424 RNR and a budget - corresponding budget (unintelligible). So do I need submit a revised - FFR revised budget for this? That's my first question.

And my second question is, "Has this account been subaccounting - subaccounted for and what is that if it is?" Because on the NOA (unintelligible) grant award, it says N/A for subaccount code.

(Darren): You said you received - wait a minute, you said, "You received a Notice of Award today?"

(Risa Netividad Awai): Yes. And...

(Darren): And...

(Risa Netividad Awai): And it says on this grant specific terms, we have to submit a revised SF-424 budget and corresponding budget justification. So I was wondering do I need to submit a revised SF-424 budget and budget justification to comply with this Notice of Award that I received today?

(Melissa): I don't think it was an actual condition.

(Risa Netividad Awai): Okay.

(Melissa): Rather I think it was a term lifting a condition.

(Risa Netividad Awai): Okay. All right, okay so...
(Melissa): Because you already submitted it and it was just saying that the condition on the previous award was lifted.

(Risa Netividad Awai): Okay.

(Melissa): And it just gave you the description of that condition.

(Risa Netividad Awai): Okay.

(Melissa): Yes.

(Risa Netividad Awai): Okay. So what do you mean by (unintelligible) lifted, that it's been subaccounted?

(Melissa): No, you had a condition of your award (unintelligible)...

(Risa Netividad Awai): I see, I see.

(Melissa): Yes.

(Risa Netividad Awai): Okay.

(Melissa): ...on your previous award and it was lifted because you submitted it and it was accepted.

(Risa Netividad Awai): I see, I see. So when we draw funds for this award, do we draw funds using subaccount or no?
(Darren): You draw the funds - the award is not subaccounted so you would draw from your G account.

(Risa Netividad Awai): G account, okay perfect. Also a second - my second question is - first, I want to thank you for the subaccounting link that you sent out, it's very helpful. But are you going to send out instruction on how to draw funds using subaccounting for us to draw funds?

(Darren): If you look at the division of - I think that link should have taken you to the Division of Payment Management.

But in terms of - the easiest thing to say is, "The draw is the same, it's just once the funds go into a subaccounted document number or subaccounted - a subaccount, you get - you'll just use a different PIN." But there's no difference in how you draw your funds, it's just you'll see the HRSA award standing out once your award has been subaccounted.

(Risa Netividad Awai): Okay. All right, good. Last question, I have on my - on this specific grant there are three named person - there are two Business Officials named. And who do I need to call to remove one of them, which is Armine (Begjanmasehe) as Business Official? Because he is not the Business Official for this specific grant.

(Darren): On your Notice of Award we - on the Notice of Award in Box 9 is one official and then Box 10 is the Principal Investigator.

(Risa Netividad Awai): Yes. But there...

(Darren): Which person does not belong on the award?
(Risa Netividad Awai): Armine, the third person listed. It's A-R-M-I-N-E.

(Darren): We don't have a place for three names.

(Risa Netividad Awai): Well, I have 1, 2, 3, 4, 5 (unintelligible) in here.

(Darren): Okay, but that's not on a Notice of Award is it?

(Risa Netividad Awai): It is on the Notice of Award.

(Melissa): (Unintelligible) receiving emails.

(Risa Netividad Awai): It's on the second page.

(Darren): Probably on the second page.

(Melissa): The second page. (Unintelligible) what's in EHB.

(Darren): The second page only would reflect the names of HRSA persons.

(Helen Harpold): It has the email addresses of the grantees who get the Notice of Award also.

(Darren): Okay, I'm sorry. I stand corrected.

(Melissa): Is that person with the organization still or no?

(Risa Netividad Awai): Yes, she is but she's not the Business Official for this. She's actually an Authorized Official for another grant but not this one so.

(Melissa): Okay.
(Darren): But she's still with the institution?

(Risa Netividad Awai): Yes she is.

(Darren): Okay. So (Melissa), is this pulling from the institutional file?

(Melissa): Most likely. Let me take a look at the NOA really quick.

(Darren): Can you hold on one moment (Risa)?

(Risa Netividad Awai): Sure, thank you.

(Melissa): I think what you can do is just contact your Grants Management Specialist. They can make sure that she's not emailed any of the NOAs.

(Risa Netividad Awai): Okay, so I'll just email her and request her to remove that person.

(Melissa): Yes, and I'll reach out to the GMS as well just to let them know I referred you.

(Risa Netividad Awai): Okay perfect, because she's also - this person is also receiving all the emails you sent to me and she's not really with accounts. So I just want...

(Melissa): Okay.

(Risa Netividad Awai): Okay, thank you.

(Melissa): Thanks.

Coordinator: Our next question is from (Ben Levoy). Your line is open.
(Ben Levoy): Hello can you hear me?

(Darren): Yes.

(Ben Levoy): Great. My Grant Number is H80CS26609. And I have a couple of questions.

We just received a base annual increase and my first question is, in Box 13 on the NOA for recommended future support, for us it says, "Year 2." And the total amount hasn't increased by that annual amount, so the same as before. And I was just curious about that.

(Helen Harpold): This is (Helen Harpold). The reason that didn't increase was because of the way that we did the awards here at HRSA. I did not have the opportunity to increase the future years when the base adjustments were done because of an internal way that we do awards like that.

But when you get...

(Ben Levoy): Okay.

(Helen Harpold): ...your next years' award, that increase will be reflected in the amount that you receive.

(Ben Levoy): Okay, so it will indeed by an annual increase, not just a one time.

(Helen Harpold): It is annual, yes.

(Ben Levoy): Excellent. So that was my first question.
My next question is, we're not 100% sure yet, but we may need to apply for a carryover to our Year 2 and I was just curious, "How do we know we're ready? How do we start that process?"

(Helen Harpold): Well first of all you have to submit your Annual Federal Financial Report. And then after you do that if you show an unobligated balance, you have to resubmit a request to carryover funds in the EHB.

(Ben Levoy): Okay, and the Annual Federal Finance Report is the one that's due basically a month after the first year of the grant has ended?

(Helen Harpold): Well, your grant ends 12/31.

(Ben Levoy): Yes.

(Helen Harpold): So that FFR will be due, let's see...

(Ben Levoy): January 31 or?

(Helen Harpold): No. No it'll be that next quarter because they're allowed 90 days.

(Ben Levoy): Okay.

(Helen Harpold): And then there's another - you know, they have to wait for the PMF quarterly reporting time. So it will be due, I think it's probably - it's not January because that's only 30 days.

(Ben Levoy): Okay.

Man: March.
(Helen Harpold): So it's...

(Ben Levoy): There's a different report due in - we can see that in our EHB that we have a (unintelligible).

(Helen Harpold): January. You can submit your Annual Federal Financial Report any time after the end of your budget period. You don't have to wait for the due date.

(Ben Levoy): Sure, but you have up to 90 days to do that. And then if you have an unobligated amount then you can apply for a carryover (unintelligible).

(Helen Harpold): Exactly.

(Ben Levoy): So it's possible that you - if we had an unobligated amount we wouldn't actually be applying for the carryover until March of 2014, potentially, if we took the whole 90 days to submit the...

(Helen Harpold): If you took the whole time that's correct.

(Ben Levoy): Okay, thank you.

(Helen Harpold): So that said, if you know, you've got your finances in order and you know exactly what it should be, you don't have to wait for the due date.

(Ben Levoy): Sure, you can submit it early and then (unintelligible).

(Helen Harpold): Right, after the end of the budget period. Any time after the end of the budget period.
(Ben Levoy): Sure. And so let's say that does happen, what do we have to do to create the - or request an application for the carryover in EHB?

(Helen Harpold): You go into the Prior Approval module in EHB.

(Ben Levoy): Okay, and then you just (unintelligible).

(Helen Harpold): You'll have a list of choices of what you're requesting.

(Ben Levoy): Okay.

(Helen Harpold): And one of them is the request to carryover unobligated funds.

(Ben Levoy): Okay, thank you very much.

(Helen Harpold): You're welcome.

Coordinator: Our next question is from (Gina Hopkins). Your line is open.

(Gina Hopkins): Good afternoon.

(Darren): Good afternoon.

(Gina Hopkins): Our Grant Number is H49MC01449. And I believe my question's been answered but I just want to follow-up to make sure.

We have two individuals that are listed as Business Officials on our Notice of Award on the second page. Our project director went into the EHB and removed the former Business Official from our profile, from our organizations account. But our Notices of Awards still come out with her name listed as the
Business Official. She's no longer with the organization and I am the current Business Official. Do I need to contact our Grants Management Specialist to deal with this problem?

(Melissa): This case is a little bit different, if she left the organization. Let me take a look at something here.

(Darren): I'm sorry, what'd you say (Melissa)?

(Melissa): This is a little bit different since the person actually left the organization. So I'm just looking something up.

(Darren): Okay. Can you hold on one moment (Gina)?

(Gina Hopkins): Yes, that's fine. Thank you.

(Melissa): Is (Jean Craig) still with the organization?

(Gina Hopkins): (Jean Craig) is still with the organization and she is the Program Director.

(Melissa): Okay, well that person, she - I'm not sure she went about the process right. But what she can do, she can get to the Organization's tab.

(Gina Hopkins): Right.

(Melissa): Click on the Organization's Folder link. From there there's like a User's link on the left and she should see a list of users.

(Gina Hopkins): Right.
(Melissa): And if she clicks on the triangle next to Update Privileges, there should be a Remove option.

(Gina Hopkins): When you - when we are in there we see - we - under the individual that's no longer the Business Official, we see where she's already been removed. That note is there. But she continues to show up on the NOAs.

(Melissa): Okay, what's the previous Business Official's name?

(Gina Hopkins): (Linda Hockey). And next to her name it states, "User is already removed from the organization's profile."

(Melissa): Okay, from the organization or the grant, do you know?

(Gina Hopkins): Organization, I believe that's how...

(Melissa): Okay, let me go ahead, can I get your contact information and I'll call you back?

(Gina Hopkins): Sure. It's (Gina Hopkins) and my telephone number is area code 816-283-6242 and I'm at extension 224.

(Melissa): Okay, thank you. I'll go ahead and I'll look into that further.

(Gina Hopkins): Okay, thank you very much.

(Melissa): Thanks.

Coordinator: Our next question is from (Beth Caplan). Your line is open.
(Beth Caplan): Hi there. I - my Grant Number is H61MC00015. And I actually have the same question. For us it's on Page 5 of the NOA that the Business Official is long gone and the Authorizing Official, (Sherry Sears), should be the Business Official. And I've tried to get that changed without any luck. And am I gleaning from the previous calls that I should speak to the Grants Management Specialist about that?

(Melissa): No, each situation is different. She needs to update her own role. She needs to go to the Organizations tab.

(Beth Caplan): Okay.

(Melissa): Click on the Organizations Folder link. And then there should be a link somewhere on the next page to Update My Role. But can I get that Grant Number again?

(Beth Caplan): Certainly, it's H61MC00015.

(Melissa): Okay thank you. Give me a moment.

(Beth Caplan): Okay.

(Melissa): And she is no longer with the organization at all, correct?

(Beth Caplan): Okay the first one, (Shane Miller), is gone for quite a while.

(Melissa): Okay.

(Beth Caplan): And I - okay I'll wait.
(Melissa): What about (Patricia Car), is she with the organization still?

(Beth Caplan): I don't have (Patricia Car) on mine and she's in a different section than we are.

(Melissa): Okay, hold on. Okay, can I get your contact information and I'll go ahead and give you a call back?

(Beth Caplan): Yes, it's 907-334-2273. Because I would really love to go over them and get this straightened out.

(Melissa): Okay.

(Beth Caplan): And can I ask one more question for my colleague?

(Melissa): Sure.

(Beth Caplan): Okay. Her grant - she had to leave the room. Her Grant Number is D70MC21937.

(Darren): Can you give the number again?

(Beth Caplan): D as in Dog, it's a D70, MC21937. And she has a no-cost extension and there is some confusion on when the FFRs are due, that there was some unobligated from the interim FFR and it has been - it appears to have been added into the total. And so there's some confusion on when the next FFR is due.

(Darren): The FFR - an FFR is due for the original reporting period. And then there will be an FFR for the extended period.
(Beth Caplan): Okay. Thank you so much. And you'll call me about straightening out all these officials?

(Darren): Yes, (Melissa) will.

(Beth Caplan): Thank you very much for your time.

Coordinator: Our next question is from (Margaret Abbott). Your line is open.

(Margaret Abbott): Hello?

(Darren): Hello?

(Margaret Abbott): Can you hear me?

(Darren): No. Can you talk up?

(Margaret Abbott): Yes. This is (Margaret Abbott) and I'm calling from Grant Number H76HA26853.

Christopher Suzich: Okay, go ahead (Margaret).

(Margaret Abbott): Now did you say that everyone should have a subaccount number code that ends in a P listed?

(Darren): No, not yet. Within the coming year you will have a subaccount code. The subaccount account - well the account in PMS will end in a P.

(Margaret Abbott): All right. I have a subaccount code listed on the grant but it does not end in P or G.
(Darren): Okay, what is - your Grant Number is H76HA26853?

(Margaret Abbott): Yes Sir.

(Darren): This is a - was it a new award in '14?

(Margaret Abbott): Yes, May 1, '14.

(Darren): Okay, and that was a 1 in front of that H76 correct?

(Margaret Abbott): Yes, under the Award Number it says, "1."

(Darren): Okay, down on the bottom of your Notice of Award, under Subaccount Code, can you tell me what you have there?

(Margaret Abbott): Yes, HIV-EISEGA-4 - I mean _14.

(Darren): Okay. So your award for FY '14, since it was a new award, it was placed in a subaccount.

(Margaret Abbott): Okay.

(Darren): When you go into the Division of Payment Management you will have a four-digit code. And after that four-digit code you would put a P in it and that's when - I mean once you go into Payment Management you will see just this HIV-EISA (unintelligible).

(Margaret Abbott): Say that last part one more time please.
(Darren): When you go into the Division of Payment Management system...

(Margaret Abbott): Yes Sir.

(Darren): If you had an award prior to this award you...

(Margaret Abbott): We did not.

(Darren): Okay, well since you're new to the game, ignore all of the stuff that I may have said before because (unintelligible) subaccount is already in the new frontier.

(Margaret Abbott): Okay. All right.

(Darren): So once you go into Payment Management systems you'll see just your individual HRSA award.

(Margaret Abbott): And don't - and everything should be fine with that.

(Darren): Everything is fine with that.

(Margaret Abbott): Okay now, because we are new and I'm trying to learn what I'm supposed to and when I'm supposed to do it and this kind of thing, is your Program Contact the person that you speak to to find out exactly when things are due? Or is that where you read under the electronic handbooks?

(Darren): Yes Ma'am. Yes Miss (Abbott). In terms of business related or fiscal related budgetary questions, your best place would be to start off with the Grants Management Specialist. But if you have a concern or there's some issue in
terms of programmatic issues, work plan, things of that nature, you can discuss it with your Project Officer.

Once you receive the Notice of Award the system created various deliverables for you in the electronic handbook whereas you - it gives you a guide as to when any reports are due.

(Margaret Abbott): Okay. All right, well thank you very much.

(Darren): You're welcome.

Coordinator: Our next question is from (Mary Sam). Your line is open.

(Mary Sam): Hi, our Grant Number is H30MC...

(Darren): Can you speak up some?

(Mary Sam): Okay, I'm sorry. Let me turn up the volume. Our Grant Number is H30MC24045.

Christopher Suzich: Okay, go ahead.

(Mary Sam): Yes I - we have a P account and it was the first time we had to report that, even though we had a zero - we had zero amount drawn so we were a bit confused but we called the help desk on that.

My question is, "When I'm looking in the PMS System I was thrown off, and I'm still thrown off by the period date. it says that the period covered is 1/1/2013 to 06/30/14 but I thought this was - we should have a new P account that should start 7/1/2014 is my understanding.
Christopher Suzich: Okay one second caller, we're checking that out.

(Darren): Okay your new award - you just received an award that's - your start date was June 1.

(Mary Sam): Correct.

(Darren): June 1, and this was a non-competing continuation.

(Mary Sam): Correct.

(Darren): And the funds for your award for this year, you were part of our pilot, they were placed in a P account. So you had an award last year and those funds are in the G account.

(Mary Sam): Correct.

(Darren): So you've done quarterly reporting June, July, is it - I don't think it's time to do a quarterly report for the new award yet, right?

(Mary Sam): No, we're going to close out our G account, but we had to report - we didn't draw - I guess we were part of the pilot and we didn't know what we were supposed to do.

(Darren): But well no, the

(Mary Sam): Pilot...

((Crosstalk))
(Darren): No, the pilot has nothing to do - well, I don't want to say it has nothing to do - I'm trying to get a hold of your question.

(Mary Sam): Okay my question is I - when I pull up my PMS System I pull up an account - a P account that is zero. We had to report on this on the FFR. But I'm just confused by the period date because it says 01/2013 to 06/30/14. And so I'm assuming we need to close this out, this account out as - for the G account...

(Darren): No, you'll be closing - the G - when you do your FFR you'll be closing out the G account, the one that ended May 31, 2014.

(Mary Sam): Okay, so I don't need to do anything with this P account then, that's showing up on my PMS system?

(Darren): I'm not sure Ma'am. Did you speak with DPM?

(Mary Sam): We did. And we had to file an FFR even though we had no drawdown and there was nothing - there was no dollar amounts in there. So we had to do like one quarterly report. And so they just said we had to do a zero amount quarterly report.

My assumption is I think they said we would do - have the same process and that we would close out the G account and this P account, even though was zero amount drawn from it or dispersed from it.

((Crosstalk))

(Darren): Okay, can we get your number Miss (Sam)?
(Mary Sam): The Grant Number?

(Darren): No, your phone number.

(Mary Sam): My phone number, yes, it's 714-586-5336.

(Darren): 5366?

(Mary Sam): 5336.

(Darren): I'm sorry, let's do it again.

(Mary Sam): 714-586-5336.

(Darren): Okay, thank you. Someone will give you a call.

(Mary Sam): Okay, thank you.

Coordinator: Our next question is from (Georgia McAlister). Your line is open.

(Georgia McAlister): Yes, good afternoon. My Grant Number is H80CS00495. This is in regards to the electronic handbook, the Organizational tab. I'm trying to define my role as the Authorized Official and I'm noticing that on the Organizational tab I'm listed as the Authorizing Official and I have two users on that tab.

However, there are two other Authorizing Officials on the Organizational tab that should not be on there when I switch it. When I switch over to the Grant Management tab there are more users on there, on our H80 grant. And I do not have the permission to manage users on the Organizational tab.
(Darren): (Melissa)?

(Georgia McAlister): Even when I click down on my privileges it's showing that I don't have the capability of managing users.

(Melissa): Okay, well the Manage Users privilege is primarily for the primary Authorizing Official.

(Georgia McAlister): Okay.

(Melissa): (Unintelligible) if anyone (unintelligible).

(Georgia McAlister): Then that should be me.

(Melissa): So are these other two AOs, are they with the organization or do they just have the incorrect role?

(Georgia McAlister): They have the incorrect role. (Donna Setser) is - she should be the FRA.

(Melissa): Okay, now an FRA can have either the AO or the Business Official role. So if she needs to change her role she can just go to that tab, click on the Organization Folder link and there should be a link to Update My Role.

(Georgia McAlister): (Fred) is no longer an Authorizing Official for this grant, for the organization.

(Melissa): But is he - sure, is he still with the organization though, you said?

(Georgia McAlister): Yes he is still with the organization.
(Melissa): And he can do the same. He can just update his role to Other.

(Georgia McAlister): Okay. When I go to the Grants tab the listing is different - is it a difference in the users for the grant versus what's for the organization.

(Melissa): Yes, because the Grants tab is, you know, who have - who've added the grant to their portfolio. So it's a little bit different.

(Georgia McAlister): Okay so on the Organization...

(Melissa): You know, for those that have privileges to the actual grant. Because you know, no organization can have more than one grant so.

(Georgia McAlister): Okay, but the users for the organization would only be - would not be the same as the users that have rights to the individual grant?

(Melissa): Yes, they could be different. And since you're not listed as the Primary AO you might not see the full list of users.

(Georgia McAlister): Okay. And as the CEO or the Project Director, should I be listed as the Primary Grant - the Primary Authorizing Officer?

(Melissa): Perhaps I can contact you back on that one...

(Georgia McAlister): Okay.

(Melissa): ...if you give me your number.

(Georgia McAlister): Yes, it is 717-354-4711.
(Melissa): Okay.

(Georgia McAlister): Extension 128. And I'm not seeing even our Finance Director being listed as the FFR, but she can go in there and request that, right?

(Melissa): Right, right.

(Georgia McAlister): Okay. All right, thank you.

(Melissa): All right, thanks.

(Darren): Thank you.

Coordinator: And there are no further questions in queue.

Christopher Suzich: Okay. Operator, can you give the instructions just one more time please?

Coordinator: Yes, if you would like to ask a question please press star 1 and record your first and last name clearly when prompted. Once again, if you would like to ask a question please press star 1. One moment please for our first question. We do have a question from (Karen Nichols). Your line is open.

(Karen Nichols): Yes, my Grant Number is D06RH26842. And we've been trying to get our Project Director changed in the system and I think we've done everything we need to on our end. And the latest information we're getting back is we have to wait until a new Notice of Award is generated with the new person listed as the Director. And we have not been able to contact our Grants Management Specialist for about a month now.
(Darren): Okay Miss (Nichols), can I have your phone number please?


(Darren): And when - you have not received a Revised Notice of Award?

(Karen Nichols): That's correct.

(Darren): And when did you submit the request?

(Karen Nichols): It's been a couple of weeks now.

(Darren): Okay. Someone will get back to you as soon as possible.

(Karen Nichols): Thank you.

Coordinator: Our next question is from (Sherry Williams). Your line is open.

(Sherry Williams): Hi, I have a question just in general about the grants and the - just the time period that you have to report. I'll go on and tell you my Grant Number is X07HA00051. It's the Ryan White CARE Act Title II Grant.

And just in general, for example, this grant's budget period starts April 1, 2013 and it ended March 31, 2014. And you know, normally you have that 90-day liquidation period. But because I guess you're aligning with PMS you give an additional 30 days, which appears to be like 120-day liquidation period. So can you just explain that a little more?

(Darren): I think you've put it eloquently yourself.
(Sherry Williams): Okay, thank you.

(Darren): In terms of the - you want a job here? In terms of aligning with the PMS dates, there was a change I think maybe two or three years ago. And since it's somewhat aligned with the PMS date, that's where the extra 30 would come into play.

(Sherry Williams): Okay, so for example, we had this issue with this particular grant. We had some charges that hit our expenditure report in July and they were within the budget period but because we're reporting PMS for quarter ending June 30, we felt like those July charges should not have been included until the July quarter started - the September - you know, the end of September quarter, it would have been reported on that PMS report.

However, our Grant Management Specialist told us, "No, you include those July expenditures on this June 30 quarter PMS report." I felt like that was an audit issue.

When we - you know, if we were to come back to be audited, which we are every year with Ryan White, the auditor always asks us, "Well these expenditures hit on this July report, why is it included on your June 30 quarter end?"

So even though the charges were within the budget period, is it okay to include, you know, because they hit in July, is it okay to include those expenditures?

Christopher Suzich: Miss (Williams)?

(Sherry Williams): Yes.
Christopher Suzich: Regarding your question, that is correct, it would be due on your October 30 report because your federal cash transaction report in PMS for disbursement activity from July 1 through September 30, your FFR would be due on October 30. So you are correct report - for reported expenditures.

(Sherry Williams): Okay. And I guess we've gone back and forth with this with our Grants Management Specialist and we included those July charges because that's what we were told to do. We were trying to fight the issue, but you know, she was adamant about, "Well it has - PMS has to match, you know, the disbursement expenditures, everything has to match in order for my report to get accepted in EHB." And we felt like, on this side, that that was incorrect.

However, she went on to talk about the federal fiscal year ending, and how you know, the reports on her end needed to be completed. But we felt like that was an error.

Christopher Suzich: Okay I'll tell you, I'll give you a call back. Can I get your contact information?

(Sherry Williams): Yes, my number is 919-855-3730.

Christopher Suzich: Okay, I'll be in touch with you shortly.

(Sherry Williams): All right, thank you.

Coordinator: Our next question is from (Rita Koch). Your line is open.

(Rita Koch): Hello, I have a question. I just want to - someone mentioned about the FFR for the original grant, and then do we have to do an FFR for the original
grant? And then, do we have to do an FFR for the extended grant also?

(Darren): That is correct.

(Rita Koch): Okay. That's my answer, all I need to know. Thank you.

Coordinator: Our next question is from (Michelle Brunz). Your line is open.

(Michelle Brunz): Yes, I just have another - trying to change the Business Official. Our Business Official that's listed has passed away a couple of years ago and I still can't get it changed. I've gone to the Organization tab and the Folder link and I apparently don't have the authority to change that as the Program Director.

(Melissa): Okay, can I get your Grant Number please?

(Michelle Brunz): It is TO8HP25237.

(Darren): And what is your phone number Miss (Brunz)?

(Michelle Brunz): It is 605-867-5856.

(Melissa): Let me go ahead and follow-up with you after the call.

(Michelle Brunz): Okay.

(Melissa): Okay, thank you.

Coordinator: Our next question is from (Monique Allison). Your line is open.
(Monique Allison): Yes, I have a question regarding our service area competition new competing continuation and supplemental application. That truly does not open. Our grant period ends on February 28 and starts March 1, 2015. And we cannot get any information regarding that until September 10. But if you have a noncompeting you can get the information 120 days out. And my understanding is this application's a lot more cumbersome.

(Helen Harpold): So you're - are you applying the first time for a competing...

(Monique Allison): No, we are not.

(Helen Harpold): Okay.

(Monique Allison): This is - we're an existing organization.

(Helen Harpold): So you'll be applying for a competing continuation?

(Monique Allison): Yes.

(Helen Harpold): Okay. The program - did you look at the Funding Opportunity Announcement? It tells you dates in there when...

(Monique Allison): Well it does, and that's where I'm reading off of. And so we didn't get the notification directly we're just being proactive.

And it says that if our project period's start date is March 1, 2015 -- which it would be -- that the expected Funding Opportunity Announcement release is September 10, 2014 and the grants.gov deadline is October 22, 2014 and the EHB due date is November 5, 2014. Yet, I was hoping that we could - it just seems curious that a more cumbersome application, you have a shorter
window. Whereas the annual renewal, you get your information 120 days out. Am I missing something?

(Helen Harpold): Do you know the Funding Opportunity Announcement is - I mean you're talking about dates so...

(Monique Allison): Right. So I just want to make sure that there's - that I'm not missing something, that we can't get the information sooner as far as what's required for the application? I can give you my Grant Number if that will be helpful?

(Helen Harpold): I just - no, that won't help me. The Funding Opportunity Announcement is probably not published yet.

(Monique Allison): Okay.

((Crosstalk))

(Helen Harpold): And if it's not, you can't see it.

(Darren): Yes, and plus this is a competitive cycle.

(Helen Harpold): Right. And you know, this year - what BPHC has done in the past years is they put out one Funding Opportunity Announcement and in there they - everybody applies to that one announcement. This year they're putting out separate announcements for each service area competition. And it's monthly, it - service areas are awarded November through June.

(Monique Allison): All right.

(Helen Harpold): Yours is March.
(Monique Allison): Okay, just because the February project start date, their announcement went out on June 25, but the March doesn't come out till September 10.

(Helen Harpold): Okay, I'm trying to look it up and I don't have an Announcement Number so it's a little harder. I don't know if I'd be able to bring up...

(Monique Allison): 15-012?

(Helen Harpold): 012, let's see, yes. It's not started, it's not posted yet, so I can see that.

(Monique Allison): So I just have to patiently wait and hope that we can get everything complete in time?

(Helen Harpold): You just have to wait. You know, there isn't anything - nobody can get access to the announcements...

(Monique Allison): Okay.

(Helen Harpold): ...before they're published.

(Monique Allison): All right, well thank you for your time.

(Helen Harpold): You're welcome.

Coordinator: There are no further questions in queue.

Christopher Suzich: Okay operator, if you would just provide that information one final time and then we'll wrap up.
Coordinator: Yes. And if you would like to ask a question please press star 1 and record your first and last name clearly when prompted. One moment please for our first question.

And we do have a question from (Jim Dinman). Your line is open.

(Jim Dinman): Thank you. My Grant Number is H80CS00715. And I just had a quick question about the outreach and enrollment. We're going to have some carryover funds and there was something a little different, I think, about it. We need to file our FFR first, and then do we have to file a special request for those funds to be carried forward after that?

(Helen Harpold): Yes. You can't - you know, you have to show an unobligated balance on your FFR.

(Jim Dinman): Correct.

(Helen Harpold): So if you've completed your budget period you can submit your FFR after the end of your budget period. And to request carryover you have to go into the EHB Prior Approval module and choose Request to Carryover Unobligated Funds.

(Jim Dinman): Okay. And what other documentation do we have to have? How we're going to use those funds?

(Helen Harpold): When you go in there, there are - there's a form you have to fill out. Yes, you do have to justify the use of the funds.

(Jim Dinman): Sure, okay. And that's within 30 days of filing the FFR?
(Helen Harpold): That's what we like, yes.

(Jim Dinman): Okay. Very good, thank you.

(Helen Harpold): Or you know, you could file the FFR and ask - put in the prior approval request the same day or the next day.

(Jim Dinman): Great.

(Helen Harpold): Well actually, the FFR has to be accepted by HRSA...

(Jim Dinman): Okay.

(Helen Harpold): ...before the prior approval request can go through.

(Jim Dinman): Okay, very good. Thank you very much.

(Helen Harpold): You're welcome.

Coordinator: And there are no further questions in queue.

Christopher Suzich: Okay. Well thank you operator. Thank you HRSA grantees, for your time and diligence and thank you for the questions. If we took your number down and said that we would give you a call, someone will be contacting you by Thursday hopefully, at least by Friday.

Operator, if you would close out the call and if we can just stay in post-conference.
Coordinator: Certainly. And this now concludes today's conference. All participants may disconnect at this time.

END