NWX-HRSA OA

Moderator: Chris Suzich
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12:15 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a

listen-only mode. After presentations we will conduct a question and answer

session. To ask a question you may press star 1. This conference is being

recorded. If you have any objections you may disconnect at this time.

I would now like to turn the call over to Mr. Chris Suzich. Sir, you may begin.

Chris Suzich: Thank you (Maryanne). Thank you everybody for joining this morning. We're

fortunate to have a number of subject matter experts here, my colleagues from

HRSA. We should be able to answer any question that you have about EHBs

or any issues that you have been having lately with EHBs or with your Notice

of Award processing. If we do not have the answer today we'll take your

contact information and we will get back to you.

We have a short agenda to go through and it will be a review - a number of the

items will be a review for a lot of you but I'm guessing that there are number

of new grantees on the call this morning so it might provide some valuable

information for you.

You probably want to have a pencil and pen handy to jot down some numbers and some notes while we're going through the agenda this morning.

I'd like to first turn it over to (Darrell). He's going to tell us a little bit about what's been happening at the call center - with our HRSA call center lately along with a few other items. (Darrell)?

(Darrell):   Thank you Chris. Good morning everyone. We have a lot going on at HRSA these days and so the Contact Center has been flooded with a number of calls. Let me apologize for any inconvenience for any waiting times that you have had.

Remember if you don't have time to wait for a live person on the call you can always press 1 and you'll get voicemail. You'd be able to leave a voicemail and we've been pretty good lately about getting back to voicemails.

And also if you want to send us an email at callcenter@hrsa.gov please do that. We understand that you don't always have time to wait on the phone for a live person but we do strive to make sure that we do have enough people available on the phones to answer all of your questions.

I was looking for the latest statistic on how long it's been taking to answer the phone. It's been five - less than five minutes this week. So again, we apologize if too long but we've been trying really hard to get it down.

There's another thing I wanted to mention about the system - actually work on the system mostly. We've updated our user interface recently. You may have noticed if you haven't done your FFR in awhile that the look of the screen is quite a bit different. And the reason why we did that was to ease navigation through the system, make the system slightly more intuitive, easier to use.

And the main thing that I think affects you in filling out your FFRs is that we now have a Tasks page where we will list all of the submissions, deliverables that you need to send to HRSA in the course of operating a grant, including the FFR and there's a - and the Tasks page will list all of the things that you need to do.

So when you log in and make your way to the Home page, on the top there are some new tabs. The second one is called Tasks. And if you click on that there will be a list of all the tasks that we were asking you to complete, including the FFR and when it will be due.

So it's a great page to go to help you understand all of the items that you're delivering to us as well as to help plan your work. And when you need to start that FFR, just go ahead and click on the dropdown button on the right of the lists page to get going.

And if you have any questions about all the options on the dropdown menus, we have several videos that we've put up on what's called HRSAtube. It's a channel in YouTube. So if you just navigate to youtube.com and search there for HRSAtube, it's (unintelligible) HRSA and tube so just HRSAtube.

You will find an EHBs channel where we're listing a lot of videos about the new user interface. And we're going to continue listing videos for any new performance reporting or prior approval or any other forms that you need to send to us through the EHBs on there so we can give you a little bit of introduction to the new functions, the new look and feel of the EHB system as well as to help you learn how to use it. And so that's on HRSAtube.

I'd just like to mention one more thing because we're all about help this morning. In the new user interface there are two places to get help. One is on the top right of every screen. There is a support button and under that support button you can choose the help files.

And then when you're into the help you can search for the various topics. So if you just type in FFR you will get a variety of topics on the FFR that should help - hopefully give you enough information to conduct your FFR.

There is also one other thing that I want to mention. On the bottom we have a new toolbar which will allow you to jump around the system a little bit easier. On the right there's a blue balloon with a question mark in it. If you click on that button anywhere in the EHBs the help that will come up is then specific to the page that you are on.

So if you're in the middle of your FFR and you have a question you can click on that blue question mark button on the bottom right and that should bring up some help information related to the page that you are on. And hopefully that will be a little bit easier than having to search through the help files or punch through any guidance that you've been given.

And that's all I have to say Chris. Good luck everyone.

Chris Suzich: Thank you (Darrell). That's some good information for all of our listeners today.

I do want to add to what (Darrell) said and provide you all with a toll-free number for the Contact Center if you don't already have it. The Contact Center phone number - the HRSA Contact Center is 877-464-4772. That's (877-464-84772).

And if you're having any trouble or are not able to give them a call I'm going to give you the email address also for the HRSA Contact Center. That email address is callcenter@hrsa.gov. That's H-R-S-A dot gov, callcenter@hrsa.gov.

We jump to - right into the agenda. I - perhaps I should have said at the start of the call that the purpose of the call is really twofold. One is to get your questions and issues. There will be plenty time for Q&A after we get through the brief agenda this morning. So have your questions ready.

When you do eventually - if you do ask us a question please have your grant number ready. We will probably ask for that and the name of your organization.

Next I'd like to talk just a little bit - since we were talking about the HRSA Contact Center. Sometimes there is some confusion between the HRSA Contact Center and what we call the Payment Management System help line. If you have already had a HRSA grant and done draw downs of your funds you know that your draw downs are handled by a completely different system in the Payment Management System, completely separate from EHBs.

And if you are having specific draw down issues or problems you'll want to send those questions or contact the Payment Management System help line. I'm going to give you that toll-free number now. It is 877-614-5533. And that would be for your specific draw down questions.

I'd also like to mention when you do - if you do send an email to the HRSA Contact Center please provide as much detailed information as you can so that the agents at the HRSA Contact Center can immediately begin researching and responding to your query.

That is, please provide your grant number, for instance, and any other relevant information, your organization name, your name, if you have a tracking number for something like a prior approval request perhaps that you've already started in EHBs. Any kind of specific information is a great help for the agent at the HRSA Contact Center, if you can provide that in your emails to them.

Right now I'd like to turn it over to (Kelly) who's going to give us some additional information about the FFR, also known as the SF-425. (Kelly)?

(Kelly):   Thank you Chris and good morning all. Both HRSA and the Payment Management System utilize the Federal Financial Report, the SF-425 to monitor the recipients' expenditures and disbursements. So therefore it's important to know the difference between the federal financial reporting requirement to HRSA and then your financial reporting requirements to the Payment Management System.

Okay, first you're reporting to HRSA, through the Electronic Handbooks, your expenditure of funds and then if applicable, your cost-sharing data or your program income data.

Then you have a quarterly reporting requirement to the Payment Management System. And again, that's the system where you are withdrawing federal funds. That reporting requirement is known as the Federal Cash Transaction reporting so the money that you've drawn from payment management you're reporting on a quarterly basis, the funds that you have disbursed.

So I - it's also important to know that HRSA takes the financial reporting requirement as well as other reporting requirements very seriously. If you're

not in compliance, HRSA may take an adverse action which can include perhaps putting you on draw down restriction, withholding continuation awards, withholding any monetary revised award.

So that could include, for example, if you submitted a request for carryover, we may deny or hold the approval of that request until you become compliant with your reporting requirements. We can also, if deemed appropriate, terminate your grant award if the situation warrants.

So therefore it's imperative that you comply with both requirements, again both to HRS through the Electronic Handbook and your quarterly reporting requirements to the Payment Management System to ensure that you - your funding continues and that you have access to funds when needed and perhaps for future award opportunities. So thank you Chris.

Chris Suzich: Thank you (Kelly). Now we'd like to turn things over to (Melissa) and she's going to provide some information that we think would also be helpful for you when you're dealing with EHPs. (Melissa)?

(Melissa): Yes. Excuse me. One inquiry that we often get as it pertains to the FFRs, the prior approvals are carryover requests. One important thing to note is the FFR has to be submitted showing an unobligated balance before you can request prior approval for carryover.

And in fact if you have an unobligated balance and you answer yes you wish to do a carryover request, you actually have to click the Submit button for the FFR before you get the option to create a prior approval for the carryover.

One important thing to note when actually working in the prior approval for the carryover, you should not be entering any cents, any commas or any

special characters. Otherwise the system throws an error. The amount that you enter in the carryover field should also match the amount of the unobligated balance of the FFR. Chris?

Chris Suzich: Thank you (Melissa). Going to turn things over to (Darren) now and he's going to give us some important information about what used to be ccr.gov, a system that you're probably already familiar with.

(Darren): Hi, I'm here just to remind you that all of your registration information, your Dun & Bradstreet number, all of that stuff needs to be updated on an annual basis. So it's advisable for you to look at your calendar, look and find out when you last updated your information in SAM because it could take up to five days for the updating process to occur.

So let me give you that Web site for the System for Award Management. That's what SAM stands for. That would be http:www.sam.gov. And remember this is the only way that you can do business with HRSA as well as many other federal institutions that you may be involved with.

And you always need to ensure that your information - the Dun & Bradstreet number, your registration information, your designated points of contact have been updated in that system. The Web site again is www.sam.gov.

And like I said before, the process could take up to five days so schedule - be sure to schedule out from any funding opportunity announcement that you may have an intention of responding to or when you go to apply for your continuation funds.

And if you need any information, well, you - you have any information about your Dun & Bradstreet registration information that Web site would be - and

it's sort of long so bear with me - http://fedgov.dnb.com/webform/pages. Again, that's http:// - backslash rather - fedgov.dnb.com/webform/pages. That's your - the Web site for the Dun & Bradstreet. And - but the main registration and updating information has to occur with - or in SAM.

That's it.

Chris Suzich: Thank you (Darren). Now we'd like to briefly talk about a new form that we will be introducing into EHB shortly. It's the SF-428 property form. And it's going to be an enhancement both for you and for us, an easier way, a better way to report your equipment to - through EHBs.

(Kelly), do you want to say a little bit about that?

(Kelly): Sure. Thanks Chris. As Chris mentioned, the Electronic Handbooks will be enhanced in our very near future to provide you with the capability to submit your tangible personal property reporting requirements in a structured format in the Electronic Handbooks.

So if you're not familiar with the form, the SF-428 is a government-wide standard form for tracking tangible personal property. So if you purchase tangible property with an acquisition unit cost of $5000 or more and have an average value of unused supplies of $5000 or more you're going to be required to report that back to HRSA.

Currently our process has been to collect this equipment list at the end of or the expiration of your grant. There can be some exceptions for some programs from time to time. This form will replace our current practice of collecting an equipment list. And again, it will be built into the Electronic Handbook. So you'll see that reporting requirement on your Notice of Award and then you'll

be able to go directly into the Electronic Handbooks in your grant folder and submit your data in a structured format.

We will have a technical assistance call when this is implemented into the EHB and that will be announced soon. So an email invitation will go out to all of our grantees. Chris?

Chris Suzich: Thank you (Kelly). I'd just like to mention a few - just a few reminders about EHBs and then we'll turn it over to (Melissa) who will give us a little refresher on the prior approval functionality in EHBs.

I did want to mention before that that the PI or the PD, the project investigator or the project director in your organization can and should establish a backup in EHBs for that - for himself or herself because this will be extremely useful for you in the event that the PI or PD cannot - is not able to log into EHBs to complete some sort of the EHB task, file a report or something along those lines.

As it is now, it can be difficult if there is only one PI or PD in - registered in the system for EHBs. And (Melissa) can talk a little bit more about that in a minute too.

Also a separate reminder that user accounts in EHBs are disabled after 180 days of non-use so if you are not a regular user of EHBs you still might want to log in at least once every six months or sooner to keep your account active because if your account does become inactive you need to contact the HRSA Contact Center and they need to press some buttons on their end to reactivate your account so probably a good idea to access EHBs at least every few months to keep your account active.

At this time I'd like to turn it over to (Melissa) who's going to provide some information about the prior approval functionality in EHBs, how you should use that and just a reminder about that particular feature in EHBs. (Melissa)?

(Melissa): Yes. First I'll mention the subject that Chris had brought about the project directors needing a backup. What we mean by that is the project director should really give another user the administer grant user privilege. This is important that the project director leaves, if they go on vacation. It just means that someone else has the ability to grant other users privileges just in case they need to submit any submissions, reports, any prior approvals.

Now speaking of prior approvals, there are certain times when you'll want to request a prior approval. If the project director is going to change, you can do a prior approval for that, administrative supplements, carryover requests, extensions of the grant, either extension with funds or extension without funds.

One thing I wanted to note on that, that that sometimes we'll get request from grantees that actually are requesting to extend their submission. Usually if you need to request an extension on a submission there should be link for that via the Tasks tab. But the extension with funds or without funds was specifically to (extend) that grant.

Approval to draw down funds, rebudgeting or other, there's a couple different ways to request prior approval. If you have prior approval privileges, first thing you would do is go to the Grants tab. Now from there there's two ways. Next to the Grant folder link there's a dropdown arrow. If you click on that there's a request prior approval option.

However if you do click on the Grant folder link, there is a request prior approval link on the next page. And those are the two ways to request prior approval.

One thing I'll note is that when you do create the prior approval request, you'll get a tracking number. This is just confirmation that the prior approval has been created, not submitted. There's actually a general information and detail section that has to completed before it's submitted. And when you do submit the prior approval request, you'll come to a page that actually tells that the prior approval has been successfully submitted. Chris?

Chris Suzich: Thank you (Melissa). I just wanted to reiterate something that (Darrell) had said earlier. He mentioned HRSAtube and there are some excellent videos about performing different EHBs functions on the HRSAtube that you should check out if you have a few moments.

In addition to that you'll see that right in the EHBs system there are also some videos that are acceptable, things like EHBs 101 and some other specific functions that you can in EHB. There are some very good videos regarding that. So if you have time, take a minute to poke around EHBs Web site for those videos and other help information.

At this time I'd like to ask the operator to provide us some instructions on how you can ask a question. And we'll be happy to take your question. Again, when you do ask a question please have your grant number ready and your organization name. And we will do our best to answer your question. If we can't answer it we will take your contact information and call you back. (Maryanne)?

Coordinator: If you would like to ask a question please press star 1. Be sure your phone is not muted and record your name clearly when prompted. To withdraw your question, you may press star 2. Once again to ask a question, press star 1 on your touchtone phone and clearly record your name.

Our first question is from (Bonnie Kor).

(Bonnie Kor): I'm just wondering - I need - and I - the EHB is kind of new to me. I need to do a budget revision. Where in the EHB - my officer is saying to do it in the EHB. Where in the EHB would I be doing that? I can find the prior (auth), I can find all - I just can't find a budget revision place.

(Melissa): Yes, it sounds like you might need to do a prior approval request. If you have the privileges, if you click on the Grants tab and click on the Grant folder link, on the next page there is an option to request prior approval.

Chris Suzich: Can you (speak) up a little bit (Melissa). I'm sorry.

(Melissa): Oh sorry. There's an option to request prior approval. Now when you create it, one of the options will be rebudgeting.

(Bonnie Kor): Okay, thank you. I didn't know it was a prior approval. Thank you very much.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (Katie).

(Katie): Hi. I just wanted to confirm the spelling of the SAM dot gov is S-A-M, S as in Sam, A as in Adam, M as in Michael.

(Darren):   Correct.

(Katie):   Okay, thank you.

Coordinator: Our next question comes from (Crystal Colter).

(Crystal Colter): Hi. I was just wondering, you had mentioned a backup for the PI or PD. Can
                   you have more than one backup?

(Melissa):   Yes.

Chris Suzich: I don't think there's any limit, (Crystal), on the number of backups you can
                   have.

(Crystal Colter): Wonderful. Thank you very much.

Coordinator: Our next question is from (Vicki Smith).

(Vicki Smith):   Hi. I've been trying to submit my FFR and our grant has expanded authority.
                   I'd like to request the 20 - less than 25% carry forward or carryover.

                   But when I'm in the system I get to the point of the carryover request decision
                   and the system calculates in the EHB the unobligated balance and then the
                   total current period federal authorized amount for expanded authority, then the
                   25% amount for expanded authority and the amount over the expanded
                   authority.

                   Well, the system is calculating for the amount for expanded authority and the
                   25% amount zeros. So I don't want to go in and make one of the selections in

that carryover request decision and have it reject or whatever because it seems to think I'm not authorized for expanded authority carryover.

(Kelly): Right.

(Vicki Smith): And I have actually made a call to the help center - the call center which was escalated and that was a month ago. And they have not - I have not been able to get them to call me back or email me back so I'm sort of at a loss.

(Kelly): (Vicki), may we have your grant number? I believe that is a bug in the system.

(Vicki Smith): Okay.

(Kelly): And that came to our attention earlier this week. I'm not sure if it's your particular grant or somebody else's. If we can get your grant number and then a telephone number to get back with you.

(Vicki Smith): That would be great. I have two grants. The first one is D19HP08207. And the second one is D09HP22614. And my phone number is 678-466-4283.

(Kelly): Okay. We'll be back in touch.

(Vicki Smith): Thank you.

Coordinator: Our next question is from (Paula Jones).

(Paula Jones): Hi. Can you hear me?

Chris Suzich: Yes.

(Paula Jones):   I get confused when I'm doing my FFR because - are all the grants - is '10, '11
                   and '12 considered all one grant? Do you want my grant number?

(Kelly):   Are you referring to support years, '10, '11 and '12.

(Paula Jones):   Yes.

(Kelly):   Okay. So each one of those years would be an individual reporting
                   requirement.

(Paula Jones):   Well, when I did my financial report last year when I was doing '11, the '10
                   and '11 amount was already filled in, in D. And it had both of them added
                   together so I was very confused by that.

                   I was trying to do a final for the '10 grant and an annual for the '11 grant but I
                   was told that they're together in the system so I could only do an annual for
                   both of them together. I couldn't do a final for '10.

(Kelly):   Okay. Perhaps it's the - we do require cumulative reporting. So you have to do
                   cumulative for each segment of your grant, for each document number.

(Paula Jones):   Well...

(Kelly):   So how it works is...

(Paula Jones):   They all have the same grant number so I guess they all are added together. I
                   don't really understand it.

Vera Messina: This is Vera Messina. I'm sorry, I'm - I work with the Division of Grants
                   Management Operation. As (Kelly) was saying, each year requires a financial

report but it is then added to the subsequent year to encompass the entire document number. It may be three years or five years. And all those years are added cumulatively in the last column.

So each year, the figures you're putting in will add into the cumulative column but you're reporting only on that year when you fill in the information. But it is cumulative reporting so you have to sort of have your cumulative numbers available and the system will calculate how much you have been authorized for over the date in that document number.

So each year is not going to be a final. It will be an annual report. And then at the last year of - when your project period ends, you will submit a final report that will be cumulative over the three years - if you use '10, '11, '12 - of your grant.

(Paula Jones): Okay. Thank you.

Coordinator: Our next question is from (Tony Pagonne).

(Tony Pagonne): Good morning and thank you for the helpful presentation. I have a question regarding the ability to upload quarterly reports. This situation has happened twice in that we had a quarterly report that was due on October 1. When I tried to upload there was no link for - to allow me to upload the document.

I, you know, unfortunately had a very long wait on the call center and then I ultimately sent an email. And in addition to that I also sent a note to my project officer explaining the situation. But it's October 11 and I still - I just logged onto the HRSA Handbook and I still do not have a link where that gives me the ability to upload the quarterly report.

Chris Suzich: (Tony), what is your grant number?

(Tony Pagonne):   This is H as in Harry, 8-0-C-(S)-0-0-4-7-2.

(Kelly):   (Tony), when you say quarterly reporting requirement, are you referring to the
                       Federal Cash Transaction reporting to Payment Management?

(Tony Pagonne):   No, no, no. This is a regular quarterly progress report.

(Kelly):   Progress report.

(Tony Pagonne):   Yes.

(Darren):   It's a quarterly progress report for the (health) centers?

(Tony Pagonne):   That's right.

(Michelle):   Are our - excuse me - our quarterly report. So...

(Tony Pagonne):   I have the ability to download instructions but no ability to upload the
                       document so that I can satisfy the requirement.

(Darren):   (Tony), this isn't our grant, is it? Our funding?

(Tony Pagonne):   I don't believe so. It's a health center cluster grant.

Vera Messina: Is this a quarterly financial or programmatic report?

(Tony Pagonne):   It's a programmatic report.

Vera Messina: Hold on a moment.

(Tony Pagonne): Okay.

Vera Messina: (Tony), we're trying to look - pull up your grant file to see if...

(Tony Pagonne): Yes.

Vera Messina: It could be few situations. The one, it could be a privilege which make sure that you have the appropriate privileges. Second, it could be if we're beyond the due date...

(Tony Pagonne): Yes.

Vera Messina: ...then you might not be seeing the links. So we will continue to research that for you.

(Tony Pagonne): Thanks.

Vera Messina: And you could give us your telephone number we'll get back to you.

(Tony Pagonne): Okay. Ready?

Vera Messina: Ready.

(Tony Pagonne): It's area code 718-483-1270 and it's extension 2528. I just want to say that it's also - it's the HIV supplement. It's an (NHIV) supplement-funded project.

Vera Messina: Okay, so that it's the HIV supplemental report dash Q1?

(Tony Pagonne):   Yes.

Vera Messina: Okay.

(Tony Pagonne):   Yes. I have another question and this is a more general question. Our authorizing official which is our CEO needs to change her email address, you know, because the system there has it wrong and her email address has been altered. I only have privileges, you know, to administer grants not to change authorizing official. How does she go about doing that?

(Kelly):   She can change her own email address in the EHBs. There's an update profile link...

(Tony Pagonne):   Okay.

(Kelly):   ...in the upper right-hand corner.

(Tony Pagonne):   Perfect.

(Kelly):   She can go in there and update her email address and then it will be reflected throughout the EHB.

(Tony Pagonne):   Okay, great. Thank you so much.

Coordinator: Our next question is from (Debbie Rourke).

(Debbie Rourke): Yes, good morning. Thank you for taking my call. I actually have two questions and one - the first one relates to what the gentleman was just speaking out on the authorized official. I'm the authorized official for the university, listed on the profile for the university but yet there are often times I

cannot access the actual grant applications to request prior approvals and things like that.

So I'm curious how the interface happens between the time you submitted the authorized official from the university when you're submitting and then how you actually make sure that that application, when it's made a grant, in the EHBs shows up on your profile because I've been having challenges trying to have that show up on my profile.

(Kelly): So the privileges that you have when submitting an application are different than the privileges in the context of a grant that's been awarded.

(Debbie Rourke): Okay.

(Kelly): For grants that have been awarded, the project director is the one in the EHBs that give privileges to everyone else. So the project director for the grant would need to register and then give you privileges to view that grant for all of the non-financial reports.

If you're responsible for doing financial reporting, you can add the grant to your portfolio within the Grants tab in the EHBs. And you'll have to provide information from the Payment Management System to validate your identity as someone who should be able to access the financial report.

(Debbie Rourke): Okay. And then my second question has to do with a prior approval change request in changing our project director. We did go through a couple weeks ago and try to change the project director because the previous project director has retired. But we were kind of stuck in the loop.

We filled out the documents. We attached a memo requesting the change. And we attached the CV that was required for the new project director. Unfortunately the memo was not signed and our program officer wrote back to us and said we needed to attach a signed letter or memo. So we cannot find a location to actually upload a new document into that prior approval request change.

We're also stuck on trying to - we can't create a new prior approval, I guess because this other one is currently in the system? I'm not really sure. So we can't add another document to it.

She had requested that we use the Monitor Schedule screen. When I talked to the HRSA call center because we couldn't locate it, they told us that that did not exist any longer. And so I'm just kind of stuck on how do I actually now attach this signed memo back into that prior approval on that grant?

(Darren): How did your project director respond? They told you that it needed to be signed. Did they request change?

(Debbie Rourke): They responded - I received an email that they had a - requested a recommendation or a change which was to upload a signed version. And she had told me to upload it into the Monitor Schedule screen. But when I talked to the HRSA call center they said they couldn't find such a screen.

(Darren): Okay.

(Kelly): Right. So are you - you're able to see the prior approval request that had been submitted. Is that correct?

(Debbie Rourke): Yes.

(Kelly):   Okay. So what you'll have to do is delete the original file.

(Debbie Rourke): So delete the original request?

(Kelly):   Not the original request but the - it should show the attachments that were
                         originally uploaded that you said you uploaded a memo and the CV.

(Debbie Rourke): Yes.

(Kelly):   So the memo - you would have to delete that file and then upload the new file
                         with the signature on it.

(Debbie Rourke): Okay. And it would be that simple.

(Kelly):   Yes. And then you can resubmit it.

(Debbie Rourke): Okay. I will try this one more thing. I'll call the - I'll check back in if it doesn't
                         work. Okay, thank you.

Coordinator: Our next question is from (Lei Tao).

(Lei Tao):   Hello. I have a general question. I'm actually doing the draw downs and I was
                         in both PMS and the Electronic Handbook. So I - we have this nurse/faculty
                         loan program and I think I was given a notice like a few days ago but this was
                         issued by you like in - last year.

                         So my question is for the special nurse/faculty loan program do we need to
                         report the quarterly disbursement in both PMS and also in Electronic
                         Handbook or we only need to do our Electronic Handbook report?

(Kelly): You have to report quarterly to the Payment Management System.

(Lei Tao): But actually on this notice they said with our (B) account the federal - sorry, the nurse/faculty loan programs are no longer required to submit the PMS FFR quarterly report.

(Kelly): Okay. If your Notice of Award indicates that you do not have to submit quarterly to Payment Management then what happens is when you draw down the funds...

(Lei Tao): Yes.

(Kelly): ...your disbursements are automatically put as whatever your draw down amount was so you will not have that.

(Lei Tao): Oh, okay. So we just report the (food) draw down amount to PMS.

(Kelly): Right.

(Lei Tao): Great, okay.

(Kelly): And that's the type of grant program that you have. You do still have to submit - does it waive your financial reporting requirement?

(Lei Tao): Yes.

(Kelly): To the quarterly or to - look in the, probably the second page, maybe further down, the reporting requirements to see if there is a requirement for the Federal Financial Report on an annual basis.

(Lei Tao): Okay, yes.

(Kelly): There probably is.

(Lei Tao): Okay, yes. I think we'd need to do that report also. But still the two reports needs to equal, right? The reporting amounts should equal for both reports, right?

(Kelly): It should equal what you've drawn down.

(Lei Tao): Okay, got you, all right. Thank you very much.

(Kelly): You're welcome.

(Lei Tao): Okay.

Coordinator: Our next question is from (Carol Hildebrandt).

(Carol Hildebrandt): Hi. This is specific question regarding my grant. And the grant number is D56HP20779. I submitted a carryover request back in the old system. It was submitted on 11/30 of 2011 so almost a year ago. And that was the carryover funds from Year 1 to Year 2. And now we're in 3 - Year 3 of our pre-doctoral grant. And we still haven't heard anything regarding the carryover request.

And when I go into the EHBs now, the new system, it shows - it actually shows it but it shows as in progress. And then when you go to it, it says - when you go to hit the Edit button it says not started.

So I'm not really sure what - if I need to do something differently at this point. And I did contact my project officer and she forwarded my email to the - I guess he's the - (Curtis Colton). I guess he's the finance person or budget person. And I still really haven't heard anything.

So I'm not sure whether I need to do something different or something in the new system or what should do from here.

(Darren): Okay, well, I guess when you - when you refer to the new system, you're talking about the new user interface.

(Carol Hildebrandt): Right.

(Darren): Let us take your phone number.

(Carol Hildebrandt): Sure, 336-716-7416.

(Darren): And your grant number again is D56HP what?

(Carol Hildebrandt): 20779.

(Darren): Okay. We'll follow up with the GMS and then follow up with you.

(Carol Hildebrandt): Thank you. I appreciate that a lot.

Coordinator: Our next question is from (Leanne).

(Leanne): Hi. My question is about if I look on EHB under the prior approvals page, my HRSA review status on certain documents just reads (NA). And yet I'll get

emails from the system - that I think are system-generated that say it's been approved. So is that just a glitch or there's something I need to do further?

Chris Suzich: Do you want to give us your award number (Leanne)?

(Leanne): UC3HA2113.

(Darren): U- can you give that number again?

(Leanne): UC3HA21113.

(Darren): It's a (unintelligible).

Chris Suzich: Hold on for one second please (Leanne).

(Leanne): Sure.

Chris Suzich: (Melissa), were you able to bring that up?

(Melissa): Oh, not yet.

Chris Suzich: So I'm sorry, (Leanne), did you say you submitted a prior approval request previously?

(Leanne): I've done a bunch of them in, you know, the last 90 days or whatever. And with the exception of one of them, all of the HRSA review status columns say not applicable. And yet I'll get emails that I think are system-generated that says that that particular tracking number has been approved.

Chris Suzich: Okay, one second please.

(Kelly): Okay, so it sounds like that's just an issue here where it - that we can fix. It shouldn't say (NA). I'm seeing that when we look in your grant files that they have been approved, that you're receiving the message that they're approved. I'm seeing a bunch here that have been approved. So we can look into that and see if we can get the text updated.

(Leanne): Okay, great.

Vera Messina: (Leanne), can we have a telephone number to communicate back with you.

(Leanne): Sure. It's 202-994-7936.

(Kelly): Thank you.

Coordinator: Our next question is from (Annette).

(Annette): Good morning.

Chris Suzich: Good morning.

(Annette): I actually have three questions. Two are pretty general. When you talk about the help line and the online help buttons and the EHBs, are they specific to the navigation on the EHB? And if so, where's the best place to go to get the content and definition help?

(Kelly): The help in the EHBs, there's all kinds of information in there. A lot of it does have to do with navigation. When you're reviewing a report there would be a help icon in the bottom right-hand corner when you're working with a page.

You can click on that to see if there's instruction or more information about that particular page.

Also in many of the reports there's a Resources tab at the top of the page and that may have instructions for completing a particular report or other related documents for that report or submission.

(Annette): Okay. So there might be some content information available there.

(Kelly): Right.

(Annette): Okay, thank you. My second question is related to the SF-428 report that you were speaking about. Is that only for equipment that's purchased with the federal 330 funds?

(Kelly): It's with any federal dollars.

(Annette): Right. So if I have a 330 grant but any of my equipment purchased with - over $5000, if I use other grant funds or program-generated funds, I do not have to report it to you.

Vera Messina: That's correct. Under the 330 grant if you use program income or other funds, that would not go on the SF-428.

(Annette): Okay, thank you. And then finally I have an FFR filing that's due on October 30. And it includes two supplemental grants - it includes my entire fiscal year but also two supplemental grants, one of which I did not spend the entire portion of. It was a $35,000 PCMH supplemental.

And before year-end I talked to - I talked to the fiscal rep for me that's listed on my grant, asking about the carryover and was told that as long I spend the remaining portion of the grant before my FFR reporting date that I didn't need to report it as unobligated. Is that correct? Or how - I guess I'm...

Vera Messina: This is Vera Messina. It's - you must - if you've receive the $35,000 and you expend it within the budget year in which you're awarded that money, you don't report it as unobligated. However if you did not spend some of it and you have still remaining unobligated balance beyond the end of the budget period, you have to come in and request carryover for it. So it's based on the budget period end date.

(Annette): So my budget period for my fiscal year is May 31 but the supplemental allowed me to take it through October.

Vera Messina: Right.

(Annette): No, through September.

Vera Messina: The - you're allowed to expend the funds through the following - the budget year on many - for many grants that, you know, that went through from one budget year to the next.

(Annette): Right.

Vera Messina: So you have - so if - what they're saying is that you can spend the money but if it crosses budget years for you specifically - and that's based on your Notice of Award budget year not your internal fiscal year - you have to request carryover to utilize it in the following budget period.

(Annette):   Okay. So I expended the funds and drew them all down by the required time on my Notice of Grant award and so I do not need to report as unobligated is what you're saying.

Vera Messina: Two different dates here.

(Annette):   Okay.

Vera Messina: Your programmatic allowance for when you could expend the funds by...

(Annette):   Okay.

Vera Messina: ...did not necessarily match your budget period end date. So you must have expended the funds by the end of your budget period end date that's noted in, I believe it's Box 3, 4, of your Notice of Award. It will say budget period.

So, you know, if you had funds left over after that budget period end date, the Bureau is allowing you to expend those funds in the following budget period through the date noted in the term on the award but you'd still have to go through carryover. So I'm not sure when your budget period end date is to tell you yes or no specifically.

If you give us your grant...

(Annette):   My budget period end date is May 31. So what you're saying is I do need to recreate. Okay.

Vera Messina: Yes. If your budget period end date was May 31 and you did not expend the funds by that date and you wish to spend them in this budget period, you must request carryover.

(Annette):   And I can do that on the FFR.

Vera Messina: You would submit your FFR and while - after you submit it, you'll get a
                   prompt.

(Annette):   Okay.

Vera Messina: If you wish to create a prior approval request - if you reflect unobligated
                   balance and at that point you can create the prior approval request that would
                   then be submitted.

(Annette):   Okay. And that's what you - I think that's what he was trying to tell me back in
                   May. Okay. Thank you.

Vera Messina: Sure.

Coordinator: Our next question is from (Anthony Stall).

(Anthony Stall): Hi. I have a quick question. I understand that the quarterly report for the -
                   from the PMS system is the FFR but I didn't quite catch what the quarterly
                   report is from HRSA. And was that due after June as well because I'm pretty
                   sure we did not submit it so I'm wondering if we're actually in bad standing as
                   well.

(Darren):   Okay. Well the FFR is the report to HRSA and that's due on annual basis. The
                   FCTR, Federal Cash Transaction Report, is the report that's due on a quarterly
                   basis to PMS.

(Anthony Stall): Oh, so the FFR is annually.

(Darren):   Yes.

(Anthony Stall):   Okay.

(Darren):   To HRSA.

(Anthony Stall):   And the Cash Transaction Report?

(Darren):   Is quarterly to PMS.

(Anthony Stall):   Okay. And that was actually - the award started June 1 so I should have submitted one in July even if I did not draw down any funds?

((Crosstalk)

Chris Suzich: You mean, sir, you mean submitted it to the PMS system?

(Anthony Stall):   Correct.

(Darren):   Yes, whatever the quarterly - I don't have an award in front of me right now but whatever the quarterly dates are for PMS.

(Anthony Stall):   Yes, it would have been due - I know it would have been due by July 31 for the (unintelligible) quarter ending June 30.

(Darren):   Yes.

(Anthony Stall):   However, it was just awarded June 1. We did not draw down any funds until August.

(Darren):   Well, you could have done a zero report to PMS.

(Anthony Stall):   Okay.

(Darren):   Okay.

(Anthony Stall):   Okay. All right. That's all I needed.

(Darren):   Okay.

(Anthony Stall):   Thank you.

Coordinator: Our next question comes from (Alberta Ricardi).

(Alberta Ricardi): Hi. Good morning. I have one question. I have been approved for a no-cost extension on a three-year grant that ended June 30, 2012 and I have a Federal Cash Transaction Report that is due at the end of October. Do I report this as zero dollars because it's a no-cost extension?

Chris Suzich: We're thinking.

(Alberta Ricardi): Okay.

Chris Suzich: You want to give us your grant number if you have it right there?

(Alberta Ricardi): Certainly. It is D62HP as in Paul 15062.

(Darren):   And you did nothing - you didn't draw down anything.

(Alberta Ricardi): All the funds have been drawn through Year 3. At the end of Year 3, I worked with HRSA and I received the approval for the no-cost extension. I submitted the dollars that are available to use which that was also approved.

And now I'm getting a report from PMS asking for cash disbursements and whatnot. And I just need to know, I guess, do I report this as zero since it's no-cost extension and everything was reported in Year 3?

(Darren): Yes. If you drew no money down for that period, then it's a zero report...

(Alberta Ricardi): Okay.

(Darren): ...to be reported to PMS. You just - you still have an obligation to probably report because the grant period...

(Alberta Ricardi): Oh, I understand that.

(Darren): ...is still open.

(Alberta Ricardi): Correct.

(Darren): Yes.

Vera Messina: Now one question. You drew down all your funds but for the no-cost extension will you still be expending HRSA funds during that period?

(Alberta Ricardi): Yes.

Vera Messina: So you drew down funds prior to needing them in this particular instance.

(Alberta Ricardi): Correct. We have them on the books. We thought we were going to use them all. What happened was we were not able to continue with the last workshop session that we were planning. My project director spoke to the office and they said that with an approval of the dollar amount we could put it through that way.

So we put in a no-cost extension, we gave them the dollar amount of the budget that was still available. I have the approval for that and now I'm getting the report so I'm - I just want to make sure I'm doing this correctly.

Since I've reported everything for Year 3 as completed, do I submit these Federal cash reports as zero because there's no additional dollars and then do I just show the reporting structure of what we used?

(Darren): Yes, but that's typically not way it probably should have occurred, but I think to remedy the situation that's probably the best way to handle it.

(Alberta Ricardi): Okay.

(Darren): Because you had an activity - your activity did not occur.

(Alberta Ricardi): Correct.

(Darren): So when you requested time in your no-cost extension you still have plans on doing the activity to utilize those funds.

(Alberta Ricardi): Correct.

(Darren): Okay. So that when your final FFR comes through, it will be - there will be no unliquidated obligation.

(Alberta Ricardi):   Okay. So then I do report a zero on the quarterly reports that will come
                     through from PMS.

(Darren):   That is correct.

(Alberta Ricardi):   Okay. Thank you very much for your help. I appreciate it.

Coordinator: Our next question is from (JoAnn Mandry).

(JoAnn Mandry):   Hi. This is a general question. But our program director is trying to find out if
                     there's any place on the Electronic Handbook where there are all the deadlines
                     so that we can create a calendar for that.

(Kelly):   For a grant, you can see all the deadlines for submissions coming up within
                     the pending tasks tab in the EHBs.

(JoAnn Mandry):   Okay.

(Kelly):   So it will show across grants that are added to the portfolio. You could also
                     go...

(JoAnn Mandry):   Well when I - maybe because I'm the financial person, the only thing I can see
                     is the financial report.

(Kelly):   Right.

(JoAnn Mandry):   If she logged in she would see her reports?

(Kelly):   Exactly.

(JoAnn Mandry): And it's the current one or all of them?

(Kelly): It would show all of the reports that are not submitted.

(JoAnn Mandry): Yes. She's looking to create a calendar for people to report to her.

(Kelly): Yes. So she would see all of the items that are upcoming.

(JoAnn Mandry): Okay. Okay, thank you.

Coordinator: Our next question is from (Pamela Defilippo).

(Pamela Defilippo): Good morning and thank you for this call. I'm finding this information very helpful as well as the questions from other callers. I do have a couple of questions. The first one pertains to contractual money. It's actually - we have a balance that is actually obligated but not yet paid. So how do we show that in our reporting?

(Darren): Which reporting are you talking about?

(Pamela Defilippo): The financial report, the FFR.

(Darren): That's an unliquidated obligation.

(Pamela Defilippo): Unliquidated obligation, okay. Now would that be a request for carryover if those funds were not yet paid out?

Vera Messina: No. Unliquidated means you've already committed the funds...

(Pamela Defilippo):   Correct. They are committed.

Vera Messina: ...and you're waiting for invoices, et cetera, to come in. If, for instance, the
                     invoices do not total what you noted as unliquidated and you had a remainder,
                     then that would become unobligated, but if you liquidate them you would
                     revise your report on the next go around and clear that unliquidated obligation
                     balance. It would be zero. Then you would have zero unobligated.

(Pamela Defilippo):   Okay. So my second question pertains to the privilege level. The project
                     director can go in and change your privilege level. What should the
                     appropriate privilege level be for backing up a project director?

(Kelly):   I would say that the most important privilege that that person has is administer
                     grant users because that allows whoever has that privilege to approve access
                     for anyone else. But I would say in general if the person is backing up the
                     project director, that person should have all of the privileges...

(Pamela Defilippo):   Okay.

(Kelly):   ...of what the project director has so that backup could also have all of the
                     privileges. The most important one is administer grant users. That way if there
                     is someone else who needs to access the grant, whoever has that administer
                     grant users privileges - privilege can approve any of the other users.

(Pamela Defilippo):   Okay and you said more than one or two people can have this privilege,
                     right?

(Kelly):   Yes.

(Pamela Defilippo):   Okay. I think that covers my questions. Well I did have one other. Oh, I did have - what is a no-cost extension? Could you just define that please?

Vera Messina: A no cost extension is when at the end of your project period when your grant is about to finish, you request an extension of time up to one year to complete activities.

(Pamela Defilippo):   I see.

Vera Messina: You're not asking - the reason it's called no-cost is there's - you cannot request funds at that point from the federal government, additional funds. However there is an extension with funds request as well and those are rarer and you would have to talk to your program officer regarding the need for that. It's not as commonplace as the no-cost extension.

(Pamela Defilippo):   I see. Okay, thank you.

Coordinator: Our next question is from (Ernestine Davis). Ms. (Davis), your line is open. And there's no response, we'll go on to (Charles Ferguson).

(Charles Ferguson):   Hi, I'm in Post-Awards Department. How does our project director get authorization or privileges for me to submit the FFRs and the Web site?

(Kelly):   So the privileges for the FFR are not managed by the project director. They can be managed by the business official or authorizing official who has access to the Payment Management System. So he or she can register in the EHBs, provide information from the Payment Management System to validate his or her identity and then once they do that they can give you privilege to view, edit, or submit the FFR.

(Charles Ferguson):   So I have - I can - I already am able to go into the Payment Management
                       System so is that all I need?

(Kelly):   Right. So if you're the one responsible for doing the financial reporting...

(Charles Ferguson):   Correct.

(Kelly):   ...you can get the privileges yourself. You don't need the project director to
                       give them to you. So what you would do is go to the Grant tab and then within
                       the Grant tab right underneath the row of tabs there's a button that says Add
                       Grant to Portfolio. And then you'll choose the second option which is for
                       financial reporting.

                       And then the system will ask you for your account ID and PIN from Payment
                       Management System and validate that information. And once it does that you
                       will be able to access the financial reports for all of the grants in your
                       organization.

(Charles Ferguson):   Okay and that Grant tab that you're talking about is in what system?

(Kelly):   Okay so that's in the EHBs, the Electronic Handbook.

(Charles Ferguson):   Okay.

(Kelly):   So if you don't have an account at all in the handbook, the first thing you'll
                       have to do is register to create an account. And you can do that yourself.
                       There's a registration form, you just fill out your information.

And once you do that you'll add your account to your organization. It will give you a few different options to search for your organization. And then once you do that you'll go to that Grant tab that I was talking about.

(Charles Ferguson):   Great, thank you.

(Kelly):   You're welcome.

Coordinator: Our next question is from (Zeta). (Zeta), your line is open.

(Zeta):   Hi, thank you. Will any of this information from this conference call be available after the conference call?

(Darren):   Yes, this conference call as was stated earlier will be - is recorded and it will be posted on the HRSA Web site. We ask that you at least give us five to seven days to get the information up there in terms of the transcript. But yes, the conference call - this conference call rather, will be posted on the Web site just as the one that we had on yesterday for your review.

(Zeta):   Okay, thank you very much.

Coordinator: Our next question is from (Madeleine Browning).

(Madeleine Browning):   Yes, thank you for taking my call. Two questions really. I did not get the phone number for the draw down questions. There was a telephone number at the beginning of the call?

Man: PMS.

(Madeleine Browning):   It was 877...

Chris Suzich: Yes, I'll go ahead and give you that (Madeleine). So the Payment

                    Management System help desk line is 877-614-5533.

(Madeleine Browning):   Oh excellent, thank you. Now we have finished our grant over a

                    year ago and I'm trying to get all the forms put in. Do I need a separate logon

                    to a separate site to request the drawdown of these funds?

(Darren):   Yes, you would request your drawdown through the Division of Payment

                    Management.

(Madeleine Browning):   Okay, how do I go about - what - how do I get my sign-on to that

                    Web site to request that drawdown?

(Darren):   You probably should call that help desk.

(Madeleine Browning):   Call that number and they'll help me do that?

(Darren):   Yes, you said you finished your project?

(Madeleine Browning):   Yes, we finished it in 2011.

(Darren):   And you've never drawn down any funds?

(Madeleine Browning):   Correct.

(Darren):   What's your grant number, (Madeleine)?

(Madeleine Browning):   The grant number is right here, hold on. Hold on, I had it right

                    here. C as in cat, 7,6, H as in Harold, F as in Frank, 19885.

(Darren):   Okay so that's a construction line?

(Madeleine Browning):   Our equipment.

(Darren):   Equipment, only. Okay.

(Madeleine Browning):   Okay.

(Darren):   Yes, you should contact the Division on Payment Management. And you've never done any reporting?

(Madeleine Browning):   We've had extensive turnover in that area so I've finally done the progress report. I'm working on right now completing the closeout equipment list, the closeout budget page, 424C and the financial report SF-425.

(Darren):   Okay. You have some catching up to do, just a little bit. So you would contact the Division of Payment Management in terms of the draw and you would then work within the EHB system in terms of submitting the FFR.

(Madeleine Browning):   So I would do that after I'm finished all these forms?

(Darren):   Yes, probably. You could do them simultaneously.

Chris Suzich: There is a Web site also, (Madeleine), for the PMS system. I just don't have it at my fingertips. (Melissa), do you have that handy, the DPM Web site? I had it yesterday but I don't have it now.

(Melissa):   I can find it.

Chris Suzich: One second, (Madeleine), we can find that if you want.

(Madeleine Browning):   Okay.

(Darren):   (Unintelligible) psc.gov?

Chris Suzich: Yes, you could Google it too, Division of Payment Management System.

(Darren):   Yes.

(Melissa):   Yes, I believe it's www.dpm.psc.gov.

Chris Suzich: You got that, (Madeleine)?

(Madeleine Browning):   I'm sorry, give that to me one more time?

(Darren):   www.dpm...

(Madeleine Browning):   I'm sorry, I can't...

(Darren):   Okay, www.dpm...

(Madeleine Browning):   D as in dog?

(Darren):   D as in dog, P, Paul, M, Mary.

(Madeleine Browning):   Okay.

(Darren):   ...dot P, Paul, S, Sam, C, Chris dot gov.

(Madeleine Browning):   Okay, excellent. All right I'll go to that Web site and see what I can do. Okay, thank you all so very much.

Coordinator: Our next question is from (Frances Hickey).

(Frances Hickey): Hi, this question regards prior approval request and my CFO had been trying to submit a budget revision. She, you know, went into the system and did her cover letter and also uploaded files.

For some reason our project director cannot see the files that are uploaded. We can see them but she can't and we've kind of been going round and round and round trying to resolve the problem. We tried to put in the cover letter section and they still are not able to see it. So have you had this situation come up before?

(Darren):   What's your grant number, (Frances)?

(Frances Hickey): It's H80CF24150.

(Melissa):   I believe this is a bug in the system. I've had other people tell me the same thing and it's been reported, so the system developers are working to correct this.

(Frances Hickey): Okay.

(Melissa):   Is there a contact number for you and I can follow-up?

(Frances Hickey): Yes. It's 512-708-3157.

(Melissa):   Thank you.

(Frances Hickey):   All right.

Coordinator: Our next question is from (Ellen Conco).

(Ellen Conco):   Hi. I have a question back on the expenditure of funds reporting in the EHB. When will that appear on my task list as something I need to do?

Chris Suzich: When will the, sorry the FFR annual report appear did you say?

(Ellen Conco):   Yes.

(Kelly):   The FFR should appear one day after the budget period start date. Do you have privileges...

(Ellen Conco):   Yes, my budget period started in June and I haven't seen it yet. I have tasks that are due like this week because we're just at the end of our - we're a new grantee, so we're just at the end of our 120 day compliance period. So I have those and I have one task that's due at the end of the grant period. So that's due in the next 600 days.

(Darren):   What type of - what's your grant number, (Ellen)?

(Ellen Conco):   My grant number is H80C, S as in Sam, 24131.

(Darren):   You should have that.

(Kelly):   Right. So the most likely scenario is that you don't have the access to the financial reports. When you add - are you the project director?

(Ellen Conco):   Yes.

(Kelly):   So when you add the grant to your portfolio as the project director, you'll only see the non-financial reports.

(Ellen Conco):   Okay.

(Kelly):   An authorizing official or business official from your organization would need to register in the EHBs as a financial reporting administrator and then give you privileges.

(Ellen Conco):   Okay.

(Kelly):   And then once you have privileges, to view that information you'll then see the financial report in the task list.

(Ellen Conco):   Oh okay. And is there any - are there any other requests like that, that I need to make? Or if I go ahead now and do get the financial permissions, then I'll see everything that's due. Correct?

(Kelly):   That's correct.

(Alan Conco):   Okay. Great, thank you.

Coordinator: Our next question is from (Silvette Porter).

(Silvette Porter):   Hi. My question, you touched upon a little bit earlier about the prior approval request. We had problems with our October prior approval request and we have yet to receive our drawdown funds. Is that going to be a problem for the subsequent November prior approval as well?

(Darren):   You said you submitted a prior approval for drawdown?

(Silvette Porter): Yes. And for October and we have - there's some problems - I think somebody alluded to it earlier in terms of the systematic problems. But as a result we haven't gotten our drawdown funds as of yet.

(Darren):   Ms. (Porter) what's your grant number?

Silvette Porter: H as in Harry, 8, 0, C as in Cat, S as in Sam, 00090.

Chris Suzich: One second please.

(Silvette Porter): Thank you.

(Kelly):   Hi. I'm sorry, what state are you from? It's just we have it separated by state and region.

(Silvette Porter): Sure. South Carolina.

(Kelly):   South Carolina. We can check into it. I mean I - usually we try to expedite (drawdown) requests. So let us check to see what the status of this one is. And it should - the last couple digits was 90 right?

(Silvette Porter): Yes.

((Crosstalk))

(Kelly):   Give us your phone number and we'll get back to you.

(Silvette Porter):   Sure. 803-531-6922.

Kelly: 22, and I'm sorry your name again. I'm sorry I missed that.

(Silvette Porter):   (Silvette Porter).

(Kelly):   Okay. Thank you.

(Silvette Porter):   Thank you.

Coordinator: Our next question is from (Cathy Dickman).

(Cathy Dickman):   Yes, hi. Thank you for taking my call. A previous caller may have addressed some of my questions. I am the project director of a NEPQR grant. And my question is that I do not see the FFR history or report on my EHB. And I did not receive a notification. And I'm wondering if it's because I need to get privileges, receive privileges from the financial department to see these reports.

Chris Suzich: Well first, what's your grant number?

(Cathy Dickman):   Sure. My grant number is, I have it right here, D11HP19018.

Chris Suzich: And your role with the organization? Are you the PD or?

(Cathy Dickman):   I am the PD.

Chris Suzich: Okay. Then it's the same as we stated earlier. Your business office of the authorizing official would have to grant you privileges to view those reports and then you would see them.

(Cathy Dickman): Okay. And that's why under one list I do see a grayed out FF - financial report and the other reports are highlighted in blue. Is that - and the reason I can't click on the financial report because I don't have privileges. Is that correct?

(Kelly): Yes.

(Cathy Dickman): Okay. I'll take care of it then. I just had one second question with the carry over fund. Will that need a - our carry over funds have been approved. Now with this next budget - or does that need to be folded into the expenses that were incurred this past year?

In other words are the carry over and - is that included in the actual expenses incurred for the - that the, this would be reporting on Year 2 of a five year grant. And, or does it need to be separated from the original budget and have a separate page for the expenses, the actual expenses of the carry over fund?

(Kelly): Were the funds carried over from Year 1 to Year 2?

(Cathy Dickman): Yes.

(Kelly): You would reflect that additional expenditures in the Year 2 financial reporting, because that amount of money is added to your authorized funding level for the second year.

(Cathy Dickman): Okay.

(Kelly): So year one, you had the - as an unobligated balance, so Year 1 expenditures were as you reported them.

(Cathy Dickman): Okay.

(Kelly):   And year two adds the carry over into the authorized funding.

(Cathy Dickman): All right then. Thank you very much. This has been very helpful.

Chris Suzich: Thank you.

Coordinator: Our next is from (Mary Rosi-Deshiller).

(Mary Rosi-Deshiller):   Yes. My question has to do with when we receive an email from
                   HRSA asking for information from previously closed grants, we're having
                   difficulty trying to determine and see how to upload the previous grant so that
                   we can provide the requested information. Is that something that is in the
                   program and is not quite updated?

Chris Suzich: You got an email from the system asking for information or reports but the
                   award had already been closed?

(Mary Rosi-Deshiller):   Exactly, yes.

Chris Suzich: Was it closed or was it just beyond the budget period end date, (Mary)?

(Mary Rosi-Deshiller):   Well when you say - well we assumed that they were closed
                   because the project had, you know, been completed according to the
                   application that we sent. Now our major grants are continuing. That is it's
                   healthcare for HIV, AIDs and healthcare for the homeless.

                   And so the overall funding has continued. But for example we had some
                   supplemental funding and, you know, those would be for a 12 month period.

And so then we received requests for specific information about those particular projects.

(Darren):   But those supplemental fundings were rolled into either your homeless grant or your HIV, AIDS grant. Correct?

(Mary Rosi-Deshiller):   Yes, yes. Well they were specific and so it was defined funding for a particular item.

(Mary Rosi-Deshiller):   Yes, yes. Well they were specific and so it was defined funding for a particular item.

(Darren):   So, but the grant is still going?

(Mary Rosi-Deshiller):   The overall grant is continuing, yes.

(Vera):   Excuse me. Have you added that grant to your grant portfolio?

(Mary Rosi-Deshiller):   Well what we're thinking is that when the SANS system was uploaded the former information is not as readily available.

(Darren):   Well not the SANS, system probably saying the UI. So what they have is, you have supplemental funding going into your main targeted grants, either homeless or HIV, so you're saying that we - you're getting messages saying that reports are due on this pots of, these various pots of money.

(Mary Rosi-Deshiller):   No, it's not the reports. The reports were submitted but then HRSA is asking us to either change, you know, something in the - what we thought was a closed and completed specific...

(Darren):   Path.

(Mary Rosi-Deshiller):   ...path, that's right.

(Darren):   Project. Are you getting these emails from EHB or are you getting them from your project office?

(Mary Rosi-Deshiller):   From the EHB or from HRSA yes, and maybe from our project office because they come from HRSA.

(Darren):   But does it say, I mean EHB (GEMS)?

(Mary Rosi-Deshiller):   Yes.

(Darren):   Okay, so that's a deliverable that's - okay, can we get your grant number (Mary)?

(Mary Rosi-Deshiller):   Yes...

(Darren):   The two grant numbers that you're probably talking about.

(Mary Rosi-Deshiller):   Oh, I have one right here handy and that's grant number H80, C as in Cow, S as in Sam, 00031. And that's for the Health Center Cluster Healthcare for the Homeless.

(Darren):   Okay, we're looking at something right now, can you just hold on?

(Mary Rosi-Deshiller):   Yes, I will.

Chris Suzich: They're bringing up your account, (Mary), one second.

(Kelly): Hi, we pulled up your grant and the reports that we're seeing are reports that were associated with the particular supplements that you received.

(Mary Rosi-Deshiller): Right.

(Kelly): For the HIV for instance, there were quarterly reports that were due for that particular grant and those are, at this point, outstanding and still due. So even though the budget period for that grant may have ended, those reports are still going to come up in your task window because they're due.

They were due and are still due, and same thing for the H80 Grants. There are reports that were due for the particular supplements that you received. Those reporting requirements were reflected on the notice of award when you got that supplement. So, if they're coming up, you're getting a reminder email, they should be available in your task window to be able to complete.

(Mary Rosi-Deshiller): Okay, and then a related question is that our finance person, you know, again when the new system was uploaded, our finance person has access to the current grant but has been unable to go into the - and perhaps it is these quarterly reports, to update the requested information.

And what you're suggesting - and so maybe just to check and make sure that he would be able to access that he has - because he's approved as a, to have access to the information.

(Darren): Well the quarterly performance report type thing, your finance person may not see those or may not have a role in that. What he would definitely have a role in is submitting the FFR for the overall total awarded amount to your agency.

(Mary Rosi-Deshiller):   Okay, but not necessarily to the quarterly reports?

(Kelly):   Correct.

(Darren):   Yes.

(Kelly):   The quarterly reports are performance related as opposed to financial reporting.

(Mary Rosi-Deshiller):   Okay, great. I appreciate your help, thank you very much.

Coordinator: Our next question comes from (Kate Wyatt).

(Kate Wyatt):   Hi, good morning. I submitted my first grant application this summer through the new EHB process. I listed myself as the point of contact. In the mean time, we were - received an award for an application that was submitted last year, of which I had no involvement.

The project director asked me to upload a document that was required for the award and I was unable to do it. I was not able to see that application process, and even the project director herself could not log in and upload that document.

(Darren):   Do you have the grant number for the - not...

(Kate Wyatt):   I do.

(Darren):   ...but the other one?

(Kate Wyatt):   Yes, for the award it's D19HP24308. I tried to call the contact center
                  numerous times, and because of the deadline I even sent an email to our - the
                  grant's officer - the grant's management specialist, and we actually sent the
                  attachment to him in order to meet the deadline and never received a response.

(Darren):   Okay, well the project director on that original grant, the 24308 should be able
                  to, if he or she is registered correctly, submit the necessary information. If he
                  or she grants you privileges as a backup...

(Kate Wyatt):   Right.

(Darren):   ...then you could do the submission as well.

(Kate Wyatt):   Well that's what we attempted to. She was unable to log in and I guess that
                  sort of segues into my second question about how do we edit the authorized
                  officials?

(Darren):   One thing the project director may have to do is update their information with
                  the contact center, because as we stated earlier after a certain time the
                  accounts are disabled. So that project director may have to update her
                  information.

(Kate Wyatt):   Just call them directly and try to do that?

(Darren):   Yes, with the contact center.

(Kate Wyatt):   I think we tried to do that. Now there are names on our profile under
                  authorized officials that are no longer valid for one reason or another. The
                  emails are wrong, the person's no longer here. How do we - who does that?
                  Who edits that list?

(Darren):   Okay, (Melissa)?

(Melissa):   Yes.

(Darren):   Can you take Ms. (Wyatt's) information.

(Melissa):   Yes, I'll follow-up. Can I get your phone number, please?

(Kate Wyatt):   Sure, thank you, 443-334-2424.

(Melissa):   Thank you.

(Kate Wyatt):   Thank you, (Melissa).

(Darren):   Thank you, (Melissa).

Coordinator: Our next question is from (Kimberly Sanders).

(Kimberly Sanders):   Good morning. Really quick, I think that I probably should have had our
                  CFO on this call also, because he is the person that actually downloads the
                  funding to draw down any funds that we receive. If - well I guess I could have
                  him to actually go onto the HRSAtube listen to everything that we - that has
                  been said.

(Darren):   Not the HRSAtube but the HRSA Web site, but the HRSA tube could
                  probably provide other helpful information for your CFO, so always feel free
                  to use that resource.

(Kimberly Sanders):   Okay. Okay and then there's one report, and I guess I'm getting these a little mixed up as far as which report is which. The FFR, that's the report that myself, the project director, that I actually submit in the system, correct?

(Darren):   No, your CFO would submit the FFR.

(Kimberly Sanders):   The CFO does that one, okay. Then what is the one...

(Darren):   Are you the project director (Kimberly)?

(Kimberly Sanders):   Yes.

(Darren):   Okay, yes, the business office or someone in your CFO's office would submit the FFR.

(Kimberly Sanders):   Okay, then the one that's just in our regular reporting in the EHB, there's also a financial report to submit, correct?

(Darren):   That's the FFR that goes to the EHB. The FCTR, the Federal Cash Transaction Report, that's another report that your CFO's office would submit, but they would submit that through, or to the Division of Payment Management.

(Kimberly Sanders):   Okay.

Chris Suzich: That second report that (Darren) just spoke about is quarterly, (Kimberly), but the FFR and EHBs is typically annual.

(Kimberly Sanders):   Annual, okay, and quarterly, okay. Thank you.

(Darren):   You're responsible for progress or performance.

(Kimberly Sanders):   Yes, okay. Thank you.

Coordinator: Our next question is from (Amber Myers).

(Amber Myers):   Hi, I submitted a grant access request, and my grant administrator has been unable to approve my request. She can't see my name in the system, nor can she see the grant, and we think it's because on the NOA, we're the grantee name and address, which we should be, and she's the PI, but it has our organization, the Michigan Department of Community Health underneath her name, so we think this grant isn't showing up under her organization, which is the Grand Valley State University.

                     And I called my project director yesterday about this and she's - because we think we may need to have another NOA issued, but she thought it was a EHB issue and she wanted me to get back with EHB.

(Darren):   So who should the grant be made to?

(Amber Myers):   Well, we should be the grantee.

(Darren):   Michigan...

(Amber Myers):   Department of Community Health.

(Darren):   What's your grant number (Amber)?

(Amber Myers):   It's UD7HP25052.

(Darren):   So Michigan should be the grantee.

(Amber Myers):   Yes.

(Darren):   What's on your Notice of Award?

(Amber Myers):   We are the grantee on the NOA.

(Darren):   You are the grantee on the NOA?

(Amber Myers):   And she is the PI from Grand Valley. And it does say Michigan Department
                    of Community Health underneath her name. So, I don't know if the NOA has
                    to be reissued with my supervisor's name underneath as the PI, even though
                    she's the PI so that we can have access to this grant, because right now no one
                    can get into the grant.

(Kelly):   So, it sounds like the person who's the project director on the NOA does not
                    have the organization that's tied to the grant, tied to her organization - to her
                    user account.

(Amber Myers):   Right, she has the incorrect organization underneath her name.

(Kelly):   Right, so in the system, she would need to add that organization to her
                    account.

(Amber Myers):   What are you saying? In the system she needs to add Michigan Department of
                    Community Health to her account?

(Kelly):   Yes.

(Amber Myers):   Okay, how does she go about doing that?

(Kelly):   There's an Organization tab, and within that Organization tab, right under the list of tabs at the top of the page, there's a button to add an organization.

(Amber Myers):   Okay.

(Kelly):   And then what I would recommend doing is searching by the grant number. And so she can enter the grant number and it will automatically pull up the organization that's tied to the grant.

(Amber Myers):   Okay and she would be approved even though she's not - she doesn't - she's not employed by Department of Community Health?

(Kelly):   Right, it will just give her access just to that grant.

(Amber Myers):   Okay.

(Kelly):   She won't be able to see applications or other grants.

(Amber Myers):   Okay and that's the Organization tab that she needs.

Chris Suzich: (Amber), why don't you give us your phone number just in case.

(Amber Myers):   It's 517-241-2659.

Chris Suzich: Okay maybe we'll have somebody give you a call too, (Amber).

(Amber Myers):   Okay, sounds good.

(Darren):   Okay, thank you.

(Amber Myers):   Okay thank you.

Coordinator: Our next question is from (Allison Elmer).

(Allison Elmer):   Hello? Hi. If we've had a prior approval request returned in the EHB, where
                     do we go to see the comments left?

(Darren):   So you say it was returned to you by the - through the system?

(Allison Elmer):   Well by our project officer through the system, yes.

(Darren):   And you can't see the comment?

(Allison Elmer):   Right, I don't know if I'm not clicking on the right place or...

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

(Allison Elmer):   Yes sir. It is H89HA00041.

Chris Suzich: Okay, one second please.

(Allison Elmer):   Thank you.

(Darrell):   Have you tried the contact center, (Allison)? We're just curious.

(Allison Elmer):   Yes sir. I have and the first prior approval request was really glitchy, and they
                     never gave me a - they kept telling me to try to click on different buttons, but
                     it never actually revealed where the comments would have been left. I was

just wondering if there was like a general place that comments are left, if you could navigate us to that.

(Kelly):   Hold on a moment.

(Darren):   (Allison)?

(Allison Elmer):   Yes sir?

(Darren):   Can we take your number?

(Allison Elmer):   Sure, it's 210-335-3745.

(Darren):   And you say you can't see the comments from your request change.

(Allison Elmer):   Yes sir. This request change, our project officer has emailed us the comments, however it would be good because he said that they're available through the EHB. We just want to know how we can get to them on the EHB.

(Kelly):   I think that there's an issue right now where they are not showing up.

(Allison Elmer):   Oh, okay.

(Darrell):   But you're right. They should be there (Allison). We'll have to look into it but it sounds like your immediate issue has been resolved, right?

(Allison Elmer):   Right, it's just if there's any other further issues down the road, we wanted to know how we would go about getting those comments.

(Darrell):   Okay, we'll check it out (Allison).

(Allison Elmer):   Okay thank you.

Coordinator: Our next question is from (Angelica). (Angelica), your line is open.

(Angelica):   Okay hello, can you hear me?

(Man):   Yes, yes.

(Angelica):   Yes, good morning. Thank you for taking my call. Our non-competing continuation was due on September 26, but we were unable to submit it because whenever we click the budget details part on the EHB, it said an error message and that we did not have permission to view that portion of the grant.

I already called our help center and I was given an escalation number. They said they would call back and email me regarding the issues, but it's almost three weeks and they haven't actually followed up on that one.

(Darren):   You said your non-competing continuation was due when?

(Angelica):   September 26.

(Darren):   September 26?

(Angelica):   We gave the escalation - yes, we gave the escalation number to our project officer just so he would know that we had issues with EHB.

Chris Suzich: What is your grant number (Angelica)?

(Angelica):   The grant number is H80TS06653.

(Melissa):   Do you also have the escalation number?

(Angelica):   Yes, the escalation number is 463020.

(Melissa):   463020?

(Angelica):   Yes.

(Darren):   And you haven't been able to - well, okay.

(Kelly):   Phone number - Can we have your phone number please?

(Angelica):   My phone number is 691-950-8819.

((Crosstalk))

(Angelica):   This is in Micronesia.

Chris Suzich: What's the time difference there, (Angelica), what time is it now?

(Angelica):   It's 12:42 am, October 12.

Chris Suzich: If we need to reach out to you (Angelica), is there a voice mail at that phone
                  number?

(Angelica):   None, but this is my personal phone number so you could reach me anytime.

(Darren):   But don't say anytime. Okay, someone will get back to you.

(Angelica):   Okay, thank you so much.

(Darren):   Thank you for calling.

Coordinator: Our next question is from (Charmaine Glass).

(Charmaine Glass):   Good morning. I'm new to this process. I recently became Director of
                    Finance and my grant number is X8MC16924.

(Darren):   Can you give that to me one more time please?

(Charmaine Glass):   X8QMC16924. So my question is, as I was going in to fill out an overdue
                    FFR, there were two sections that I wasn't for sure exactly what information,
                    or if the information was applicable to this particular grant. One was
                    supporting documents, and the other was like a comment section. So, just
                    trying to find out if we are required to catch anything or put anything in that
                    other section.

Vera Messina: This is Vera Messina. There's nothing required to be attached or uploaded, or
                    put into the comments area. Those are available to you if you wanted to
                    submit any kind of documentation for something that you might have put on
                    the FFR. Your indirect costs might have changed or you want to, you know,
                    submit something to support an unliquidated obligation.

                    Again, it's not required, but it's available to you if you wanted to support any
                    kind of information that you submitted with the FFR.

(Charmaine Glass):   Okay, and the other question is - I believe someone else already asked it -
                    but you took their information. I would like to take out the last Director of
                    Finance's information in the EHB. I would like to remove him. Is that an easy

process? Is that something I can do as the business official, or is that something that the project director must do?

(Kelly):   You may be able to do it if you go to the organization tab and click on the little down arrow next to the organization folder link, there's an option for Manage Users.

(Charmaine Glass):   Okay.

(Kelly):   And I believe that you can do it through there.

(Charmaine Glass):   Okay, I'll try that.

Coordinator: Our next question is from Deborah Fraser.

Deborah Fraser: Hi, good morning. I have two specific questions, and then one general question. We have two awards which ended June 30 of 2012. The director of those two projects retired from our institution in July. We have a new director who has now taken over the program, however a performance - performance reports are due but she was never changed in the EHB to the new director. So, she cannot submit the performance report.

Chris Suzich: Okay, so we need to get the new director into the EHB, is that it (Deborah)?

Deborah Fraser: Right.

Chris Suzich: Okay.

(Melissa):   May we get your grant number please?

Deborah Fraser: The first one is A10HP00019. I think that's the - yes, that's the AENT one. I think she had access to the second one, which is A22HP0065.

(Melissa): Thank you.

Vera Messina: There are two ways you can do this.

Deborah Fraser: Okay.

Vera Messina: If somebody still has access to, in the backup...

Deborah Fraser: There is - unfortunately, there was no backup. We even had the authorization - the authorizing official go in yesterday and she didn't have access to do anything.

Vera Messina: Okay, in that case we do accept requests outside of EHB to change the program director.

Deborah Fraser: Okay.

Vera Messina: So you should contact the grants management specialist and they will assist you in submitting the documents, and they'll create a notice of award reflecting the new project director. Now is the grant totally closed out?

Deborah Fraser: They are - let me see which one is this. On the Nurse Anesthetist Traineeship, which is the A22, they did issue a new NGA with the new director on that one, effective July 1, 2012. So, I can see her on that one, but I do have to get her to go in and register as the project director because when I go into the EHB, it shows her as the business official, but it shows her as not being registered as the project director.

But, the prior one, the 00019, that one is completely closed out and that's the one that the - she also needed the performance report that she has not been able to submit.

(Darrell):   Hold on one minute please.

Deborah Fraser: Pardon me?

Vera Messina: Hold one moment.

Deborah Fraser: Okay.

Man: Hello?

Deborah Fraser: Yes.

Man: We're currently working on it.

(Kelly):   Yes, so can I get your contact information?

Deborah Fraser: Okay, I can be reached at 704-687-1886.

(Kelly):   And I'm sorry, what was your first name?

Deborah Fraser: Deborah D-E-B-O-R-A-H, last name Fraser, F-R-A-S-E-R.

Chris Suzich: There is a way to do it, Deborah. It's a little bit complicated so we'll have somebody give you a call.

Deborah Fraser: Okay, and my general question is, is there a way to view previously submitted FFRs if the grant is already inactive?

(Kelly):   There is a way to view it. You have to have the privileges to view FFR in the EHB.

Deborah Fraser: Okay, I am the Financial Officer and I've been going in - when I log in all I can see are the active grants. When I go to, out to my portfolio, I can see the full list of grants but there are no links or anything on them.

(Darren):   How far back are you trying to go?

Deborah Fraser: Probably two quarters. I mean, probably like last year, but I don't - I can't tell if I can see anything because once the grant is marked inactive in EHB, I'm not seeing anything other than a list that says this is inactive.

(Kelly):   Right, so you can, there's a few ways you can do it. One way is to, from the Tax tab...

Deborah Fraser: Okay...

(Kelly):   ...in the left side menu, there's a link that says Submissions, and then you click on that link, and then once you get to that page, there's a Search link on the right side.

Deborah Fraser: Okay.

(Kelly):   And there you can search and you can enter a grant number, you can search by time frame or reporting period. And that will include things that have already been submitted.

Deborah Fraser: Okay, that's fine, thank you.

(Kelly):   You're welcome.

Coordinator: Our next question comes from (Judy Lowry).

(Judy Lowry):   Hi, I have a question about the FFR. I recently tried to put it in for a grant that ended on June 30, but the previously reported information is not populated. Is that normal? I didn't know if that was because this was a new, you know, the EHB was revamped or...

Chris Suzich: What's your award number (Judy)?

(Judy Lowry):   It's H76HA00609.

Chris Suzich: What year of the grant are you in? I'm sorry, did you say the first year?

(Judy Lowry):   No. It actually started in year 2000, and this project period ends in 2014.

Vera Messina: Okay, you may be in the first year of the new project period. There are segments on the grant which are five-year periods associated with the document number. So the FFR captures that segment, so if you're in the first year of the new project period, you would only see the date for that year.

(Judy Lowry): Okay.

Vera Messina: It would tell you at the top, period covered, and the first - the date, the initial date, if it's last year, you know, that 2011, then that's all you're going to see is what you submitted, you know, this year from 2011 to 2012.

(Judy Lowry):   Are you talking - I'm looking at the NGA. Are you talking about the project period, or...?

(Darren):   Which - yes, because what Vera's saying is you're segmented into various document numbers, so you may be in the first year of a new document number, AO, BO, CO, DO.

(Judy Lowry):   Okay, the award number says 1205.

Vera Messina: You're in the 12th year of support, but those 12 years are segmented into discreet numbers of years. So your first award may have been three years, and subsequently...

(Judy Lowry):   Well I think we do go by a five year budget period, but how do I find that out if that's the case?

(Darren):   If you look down on your Notice of Grant Award, you'll see down - somewhere down on the Notice of Grant Award, I don't have one in front of me...

Vera Messina: The very last line.

(Darren):   ...the very last line, and you'll see the grant number and it will say AO, BO or CO...

Chris Suzich: Can you read that to us (Judy)?

(Judy Lowry):   I'm looking at the bottom of the award...

(Darren):   Yes, you in the 609 DO.

Vera Messina: Yes, we just pulled it up on the system so you're in the DO documents. Is this
                the first year?

(Darren):   Yes.

Vera Messina: Yes, so you're in the first year of DO documents.

(Judy Lowry):   Okay.

Vera Messina: So you will only see numbers for this year that you're reporting on because the
                last document number, which was the CO, was completed for the five-year
                segment.

(Judy Lowry):   All right, I see it now, okay. All right, so that answers my question then.
                Thank you very much.

(Darren):   Okay.

Coordinator: Our next question comes from (Anne-Marie Clark).

(Anne-Marie Clark):   Hello?

(Darren):   Yes.

(Anne-Marie Clark):   I think it was Darrell that gave a link, a really long link that I was trying to
                get, but in doing it I missed some of the letters. You need to say like S as in
                Sam or P as in Paul, because some letters sound like another letter. I'm not
                sure if I have the correct letters.

(Darren):   The best thing for you to do is, since you are a - since you are a current HRSA grantee, we know you have a DUNS number.

(Anne-Marie Clark):   Yes we do.

(Darren):   Okay, and if you just Google Dun & Bradstreet, if you ever have any issues...

(Anne-Marie Clark):   Okay.

(Darren):   ...with your particular DUNS number, you can just Google Dun & Bradstreet.

(Anne-Marie Clark):   Okay.

(Darren):   But the more important number, or the most important Web site that you would really need would be the www.sam.gov, because you would have to ensure that your registration information...

(Anne-Marie Clark):   Is current.

(Darren):   ...is updated.

(Anne-Marie Clark):   Okay.

(Darren):   Okay?

(Anne-Marie Clark):   All right, thank you.

Coordinator: Our next question is from (Paula Jones).

(Paula Jones):   All right. This came out earlier, so now I'm confused. I'll give you my grant number. It's X82MC16913. It's a three-year project period, and the budget periods are, start with 10-1-09 through 9-30-10, and they go, the last one's 10-01-11 through 9-30-12.

But earlier it was stated that if you didn't spend the money by the end of the budget period, you needed to do a carryover request. I thought I had to the end of project period to spend the cash from all three of the grants. Is that not true?

Vera Messina: HRSA does carryover requests from one year to the next, so you must, if you have an unobligated balance, you must request it for the subsequent year. If you have an unobligated balance at the end of the project period, at that point it would be a no-cost extension to expend those funds for activities that were not completed.

So it, you know, in which, and then your grant would subsequently end. But within the - from budget period to budget period you must request a carryover. And at the end of the project period it would be an extension of time to expend whatever unobligated funds you had.

But cumulatively you cannot request funds from Year 1 to be carried over into Year 3. So you can go 1 to 2, 2 to 3.

(Paula Jones):   Okay, well I had an unobligated balance on the federal financial report that I turned in last year for 9-30-11.

Vera Messina: So that was from 2 to 3?

(Paula Jones):   That included 1 and 2. Yes, it would have been from 2 to 3. But I never did a carryover request, and no one told me that I needed to do one. So how do I correct that now?

Vera Messina: If you are - you're still within the third year you may, depending upon programmatic requirements - some programs do not consider requests that are submitted late in the year, but you may request funds that were unobligated in Year 2 to be carried over into Year 3.

Regarding Year 1 funds, that is not usually done. Under special circumstances the grants management officer may consider it. So you should contact your grants management specialist and/or your project officer here at HRSA to determine if they would consider such a request.

But because you're still in Year 3, you probably can come in for a prior approval, reflecting the unexpended funds from Year 2, specifically Year into 3, that would be considered by HRSA. But if you wanted to include 1, you should contact your specialist and project officer.

(Paula Jones):   Okay, I'm still a little confused. Am I requesting a prior approval, or a carryover request, or is that the same thing?

Vera Messina: It is indeed the same thing. Carryover requires prior approval. Therefore the vehicle, the EHB vehicle is a prior approval request for carryover.

(Paula Jones):   And that's through the system?

Vera Messina: Through the EHB handbook, yes.

(Darren):   But it's advisable that before you submit anything, you contact your grants
                   management specialist and explain your situation in regards to the Year 1 pot.
                   And...

((Off microphone discussion))

Vera Messina: Right, right.

(Darren):   So you need to discuss the issue with your grants management specialist first
                   about the Year 1 to Year 2 to see what can be done. And the year, as Vera just
                   mentioned, the Year 2 to Year 3, you're still within that timeline. That should
                   be okay. But before you do anything, because it may be able to be handled in
                   one request, but it's advisable that you have the conversation first.

                   But in the end the end result will be you going through the system doing a
                   prior approval request.

Vera Messina: Or two, depending on the budget period.

(Darren):   Yes, or two, doing a prior approval request.

(Paula Jones):   Well, what I don't understand is when I completed this last year, why wasn't I
                   informed, when they saw that I had an unobligated balance? Why didn't they
                   inform me that I needed to do this?

Vera Messina: When you submit your FFR there is a prompt that when you have an
                   unobligated balance that says, do you wish - you have an unobligated balance,
                   do you wish to create a prior approval request at this time? Or, and it gives
                   you another prompt that says, I will submit it within the next 30 days.

HRSA is not proactive in contacting grantees that have an unobligated balance. It is part of sort of grant administration, regular grant administration that you are - these funds are available to you. If you wish to come in and request them you can.

So we, the specialists nor the program officer would not have called you if they saw an unobligated balance. They would have left it up to you to make that request.

(Paula Jones):   And if I said that I wished to request it at this time, does that count as a request, or is that another step?

(Darren):   Well at this particular point in time we can't say about the Year 1 issue. What we're saying is, you have to have a direct conversation with the grants management specialist.

Chris Suzich: But there is a mechanism in place, (Paula), for this to be handled in a more timely manner. It may be that was overlooked by your office when the FFR was submitted. Does that make sense?

(Paula Jones):   Yes. I guess I'm just still a little confused because I just thought that I had through the end of the project period to spend all the funds.

(Darren):   Well as we said, if you contact the grants management specialist, they can discuss the issue with the grants management officer and program official, and you can get a better resolution in that way.

Chris Suzich: Do you know who your specialist is, (Paula)?

(Paula Jones):   Yes, Hazel Booker.

(Darren):   Okay.

(Paula Jones):   Now I have another question about program income. What is the time line to spend program income per HRSA rules? How long do you have to spend it once you receive it?

(Darren):   Well with this particular - various programs, the program incomes can be set aside by legislation. So if there's some specific legislation with the X82 programs, we would have to go by that, so...

(Kelly):   Yes, typically it's, program income should be utilized prior to federal funds. And there are situations where if program income is unexpended, and reported on the FFR and, you know, you had more program income than you had federal funds, there's some - there may be, depending upon your legislation, as (Darren) said, some issues with not - needing other federal funds.

                   So typically they're supposed to be spent within the budget period. If you have unexpended program income, there, you know, some programs allow for reserves. I know that the Health Center program does. But again, you would have to contact your program officer. They would probably be more aware of the particular legislation, guidance regarding program income for your program.

(Paula Jones):   Okay. Thank you.

(Darren):   All right.

Coordinator: Our next question comes from (Shawn). (Shawn), your line is open.

(Dawn):   This is (Dawn). Can you hear me?

Chris Suzich: Yes, go ahead.

(Dawn):   Oh great. It's (Dawn), not (Shawn), I wasn't sure. I'm actually looking for
                   some written documentation on what we were told by our program manager.
                   This goes back to a question someone asked earlier. We have unobligated
                   balance at the end of our budget period. We were told we did not need to
                   request carryover. We had 120 days to initiate transactions, spend those funds
                   prior to submitting the FFR in January.

                   At that time, if we still had a remaining unobligated balance we would ask for
                   the carryover then. In our internal system, when we don't - when we're not
                   allowed automatic we create a new award in our system for tracking the
                   funding.

                   We're concerned that if this is pulled during our A-133 audit, we're going to
                   look like we have after end date charges, and we have no real documentation
                   to show that HRSA allowed this 120 days of spending after the budget period,
                   but prior to the FFR.

(Darren):   What is your grant number, (Dawn)?

(Dawn):   It is H6MMC22713.

(Darren):   Give me that number one more time?

(Dawn):   H6MMC22713.

Chris Suzich: You sure that's a HRSA award, (Dawn)?

(Dawn):   Yes.

(Darren):   H6MC...

(Dawn):   Two Ms.

(Darren):   HMM...

(Dawn):   H6...

(Darren):   Oh, H6M.

(Dawn):   MC22713.

(Darren):   Okay, that's with Maternal Child Health Bureau.

(Dawn):   Yes.

(Kelly):   Yes, so typically when you talk about expenditures past, within 120 days it liquidates balances that you, have already been obligated.

(Dawn):   See, we made it very clear to the program manager, and we went back with multiple emails because we were concerned. And it says you can spend funds, initiating transactions. Because we told our project manager that she could not initiate new transactions, but the program manager said she could, as long as you spend them within the 120 days.

                 So we tried a couple of times to clarify that these weren't obligated. These were actually, we had not spent the money, and we were going to initiate new

transactions, new purchases, new salary, new payroll, whatever. And she said we had 120 days which we take...

(Darren):   And you, (Dawn), you submitted the FFR?

(Dawn):   Well, she said to - I believe it was done - I don't submit the FFRs. I'm more of a programmatic administrator. I'm not the financial person. So the grant period, the budget period ended August 31. And they said, you will submit - the next FFR due is in January.

              And at that time, you know, you'll get that message if during the - if you have any carryover, so we would ask for the carryover then. They did not want us to ask for the carryover request now, they wanted us to wait. But we could spend the funds, even though we made it clear they weren't obligated.

              And so now we're like, you know, we're not quite sure what to use for documentation other than this email.

(Darren):   Okay, don't - (Dawn), can you give us your phone number?

(Dawn):   Sure. It's 301-831-2629.

(Darren):   And who's the grants management specialist on your...

(Dawn):   Mary Worrell.

Chris Suzich: Have you had a conversation with her?

(Dawn):   I have not had a conversation. I have some emails and I instructed the project
                  director to go back and clarify. And Mary responded that, yes you can spend
                  funds initiating transactions.

Chris Suzich: Okay. We'll have somebody get back to you...

(Dawn):   Okay.

Chris Suzich: ...(Dawn), on that.

(Dawn):   Thank you very much.

Chris Suzich: Thank you.

Coordinator: Our next question is from (Brenda Walden).

(Brenda Walden): Good morning. We just received our award for EIS/HIV care in July for the
                  period beginning July 1. And I see the FFS report in my list of reports but I
                  don't see any progress reports under my tasks. And I just want to make sure
                  that I'm doing everything that I need to do on time.

                  Should those progress reports be listed as well since we ended the first quarter
                  in September?

(Darren):   Progress report? What's your grant number, Ms. (Walden)?

(Brenda Walden): It is H as in Harry, 76HA24728.

(Darren):   And what is your role with the organization?

(Brenda Walden): I am the financial manager.

(Darren):   Okay, you probably won't see the progress reporting information.

(Brenda Walden): Well, actually my PI has given me access to everything. So when I went and looked at the privileges, I am included. I have the boxes checked for progress reports.

(Darrel):   Okay, we're looking right now.

(Kelly):   Which was the specific project, progress report you're looking for?

(Brenda Walden): I'm assuming that one is due some time this month, since the first quarter ended last month.

(Kelly):   Yes, I see that there was an allocation report, that...

(Brenda Walden): Right. The allocations report was submitted.

(Kelly):   Okay.

(Brenda Walden): But that's not the progress report.

(Darren):   We're looking to see what's in your deliverables.

(Kelly):   Yes, so we looked at your notice of award, and on the notice of award the only reporting requirements that we see are the allocation report, which is due within 60 days after the start of the budget period. That's already been submitted.

(Brenda Walden): Okay.

(Kelly): It's the expenditure report, which is due 90 days after the end of the budget period.

(Brenda Walden): Right.

(Kelly): And the FFR, those are the only reporting requirements that are listed on your NOA.

(Brenda Walden): Okay. So if there's something that's going to be required, it should appear on my tasks.

(Kelly): It would, yes, it would appear in...

(Brenda Walden): Okay. I just wanted to make sure because when we had our technical assistance call for the new grantees last month they implied that we would have something due on October the 1st. So I just...

(Kelly): I don't see anything on your notice of award due...

(Brenda Walden): Okay. That's fine, then. I feel better. Thank you.

(Darrell): (Brenda), what is your phone number?

(Brenda Walden): 757-446-8928.

(Darren): And you said the program told you you would have something due August - I mean October 1?

(Brenda Walden): Right. But that was a technical assistance call for new grantees that we had

right at the end of August. So I've been kind of looking on my task list to

make sure that there was, you know, nothing due.

(Darren):   Okay. 87624278?

(Brenda Walden): No, 446-8928, and 757 area code.

(Darren):   No, I was saying your grant number.

(Brenda Walden): Oh, I'm sorry. H76HA24728.

(Darren):   Okay.

(Brenda Walden): Okay?

(Darren):   All right.

(Brenda Walden): Thank you.

Coordinator: Our next question is from (Carol Unone).

(Carol Unone):   My question is, we, relating to - we had an unobligated balance from Fiscal

Year 2010-11, and the grant was over so we said no, we did not want to carry

it over. However, the grant ended up being a continuation grant, and one of

the program officers actually contacted us and said we could carry the money

over.

And he transferred the money from one - manually transferred something over

from one document into another, so that the funds were carried over by

expanded authority and required no work on my part, and - because we received the competing continuation.

But we never received a Notice of Award degree - a Notice of Award to say that this money was actually carried over. It's in the PMS system, but we don't have a notice of award. So what do we do? We're...

((Crosstalk))

(Carol Unone): We haven't - and when we got our new notice of award NGA from, for the new continuation it did not include that carryover money.

Vera Messina: What is your grant number please?

(Carol Unone): Okay, it's D19HP09222.

Vera Messina: Hold on a moment.

(Carol Unone): Okay.

((Off microphone discussion))

(Darrell): (Carol), we're going to take your information. What's your phone number?

(Carol Unone): 412-237-2227.

Chris Suzich: Okay, somebody will be back in touch, (Carol).

(Carol Unone): Thank you.

Coordinator: Our next question comes from (Kelsey Rutledge).

(Kelsey Rutledge):   Yes, I think my question may have been answered. My grant number is D60RH08553, and we are currently in Year 3 of a three-year cycle. And I was preparing my carryover request, and I understand the process, but the amount that's showing as the unobligated balance is more than what I'm showing on our ledger for this year.

And I think that's because in the previous two years we requested carryover, but we didn't request all of it. So I was going to ask if I can request the total amount that's listed for the unobligated balance or should I just request what's our ledger for the end of this current year?

(Kelly):   That's correct. You should request what's in your ledger for the current year.

(Kelsey Rutledge):   Okay.

(Kelly):   Because the previous amounts that you did not request are reflected in the balance but are not available for carryover...

(Kelsey Rutledge):   Okay.

(Kelly):   ...from one year to the next.

(Kelsey Rutledge):   All right. Thank you so much. I have one other quick question if I could. You spoke briefly about this earlier, but we have a previous project director that is no longer with the organization. Their duties have been taken away but they're still listed. So our business official would be able to take their name off the total EHB system?

(Kelly):   Yes, an authorizing official can manage users from the organization's task.

(Kelsey Rutledge):   Okay. All right, thank you so much.

(Kelly):   You're welcome.

Coordinator: Our next question is from (Tracey DeBarradino).

(Tracey DeBarradino):   Hi. I have a question regarding unliquidated obligations. We had a situation previously where we reported an unliquidated obligation on the final year of a document. And those unliquidated obligations did not carry over to the next document.

And we were told by HRSA that we can't report unliquidated obligations at a "final" even though it's being continued. And I wanted to get some clarification on that.

Vera Messina: A final FFR is only available at the end of a project period. And that's the one that cannot have unliquidated obligations. If you are in between - if you're submitting an FFR for one of the segments within a project period you can have unliquidated obligations on that.

So when you say final, it's final for the year, but the only one that does not allow for unliquidated obligations is the final one for the document number or the project period.

(Tracey DeBarradino):   It was a final for the document number, but we were definitely getting the next document. So in that case what do we do? Because it was a training grant where we had stipend slots where - they were true unliquidated

obligations for the next - that were being carried over to the next year. So do we just report them as expended?

Vera Messina: Well again, unliquidated obligations means you've committed them, and in which case if it's committed, you can expend them up to 120 days after the end of the period without requesting carryover.

(Tracey DeBarradino): Well, now this was a training grant, though, where we have stipends, where we have fellows that are allotted for a certain amount of time, and you do have statement of appointments where they're, if they start within the current budget period, you report them as an unliquidated obligation for the next year.

Vera Messina: Correct.

(Tracey DeBarradino): What would I do in that case?

Vera Messina: If it's unliquidated, you can report it as unliquidated. The problem is, in the final one for the project period it doesn't allow for unliquidated. So you'd have to not submit it as final. You'd have to submit it as yearly, and then you come back in and revise it once they've been liquidated.

(Tracey DeBarradino): Come back in and revise it.

Vera Messina: Yes, submit an additional FFR, final FFR. You are allowed to revise an FFR.

(Tracey DeBarradino): Okay, so just so that I understand, because I'm calling from Johns Hopkins, and we have a lot of HRSA training grants and a lot of grants. So if we have a training grant that we are in the final year of a document, we would have to revise - and we are going to have unliquidated obligations, fellows

who run outside of the budget period, we have to come back in and revise that FFR once the fellows' stipend hits our system?

Vera Messina: Once you've deliquidated the obligation.

(Darren):   Or you can request an extension on the FFR.

(Tracey DeBarradino):   Well, but we're getting them next year. I mean...

(Darren):   Okay, do get a different grant number every year?

(Tracey DeBarradino):   No, we don't get a different grant. This is a segment. It's a document. It's Document A, for instance. It runs three to five years. And then, you know, because of the money that's allotted by the government, and then we get a next segment of money, and it's usually in the Document B.

I mean, we have HRSA training grants that are in Documents E and F. And they're in Years 2025. So, I mean, this happens - particularly this is an issue with the training grants. So we wouldn't ask for an extension because we're getting the next allotment of money. It's just that the government's only going to award it in segments.

Vera Messina: It's not an extension on the actual budget period, we're talking about an extension on submission of the FFR, which you can request if you know at the end of a project period you'll have unliquidated obligations that you want to expense. So you just say that, you know, you need extra time in order to expense the unliquidated obligations that you're not allowed to report on the final FFR.

(Tracey DeBarradino):   So you're not changing the budget end date, I mean...

Vera Messina: No.

(Darren):   No.

(Tracey DeBarradino):   I'm just asking for an - and how would I go about doing that in, within the EHB system?

(Kelly):   So in the EHBs, when you're viewing the list of submissions, before you go into the submission, there is a drop down arrow on the right hand column that is under Options label. And you click on that and one of the options there is to request extension.

(Tracey DeBarradino):   Okay, okay. I don't know if that's actually going to work for - I mean, I guess if that's you're saying that we have to do then that's what we'll do, but it seems that we have so many grants that fall into this category, I don't know that it seems like the best practice. But if that's what you're telling me we have to do then that's what we'll do.

Chris Suzich: So are you okay with that guidance (Tracey)? You sound a little unsure of yourself.

(Tracey DeBarradino):   We had gone back and forth so - because, the ultimate problem was that PMS was trying to reconcile to our final FFR and they could not because we had the unliquidated obligations on it. And it just turned into this huge mess. And we literally were two years into the new document and the, you know, the previous, last year of the previous document hadn't been reconciled yet.

But, I mean, it's as easy as that, but I guess my fear is that you can obligate someone's stipend on the last day of a project period, and then they can have, technically an unliquidated obligation into the entire budget period of the next year. So would I then request an extension for the entire year?

(Darren): (Tracey), can we get your number?

(Tracey DeBarradino): Yes, let's do that. Let's do it that way.

(Darren): Okay. What's your phone number?

(Tracey DeBarradino): 443-997-3983.

Chris Suzich: And have you talked to your GMS, did you say already?

(Tracey DeBarradino): We have talked to everyone.

(Darren): Okay. And what's your grant number?

(Tracey DeBarradino): This particular one is T32HP10004.

Chris Suzich: And who is your grants management specialist, (Tracey)?

(Tracey DeBarradino): Amy Brown.

(Darren): No, your grants management specialist.

(Tracey DeBarradino): Oh. I don't know off the top. Amy's the person that I've been talking to. Is she...

(Darren):   Amy is in Program.

(Tracey DeBarradino):   Okay.

(Darren):   So we were just trying to find out immediately who the grants management
                     specialist, but we don't...

(Tracey DeBarradino):   I don't have the MJ in front of me. So, I can have that information
                     for you when you give me a call. And then we can kind of go from there, or...

Chris Suzich: Okay, we'll do that.

(Tracey DeBarradino):   Okay. Okay.

Chris Suzich: Thank you.

(Tracey DeBarradino):   Thank you.

Coordinator: Our next question is from (Janelle Chisera).

(Janelle Chisera): Hello, and thank you for taking my call. I'm relatively new to this system, and
                     this is a new award for us, so I have a, pretty much a very basic question. I'm
                     on the Electronic Handbook, and I'm looking at the left navigation bar. And
                     underneath - or excuse me, at the left navigation bar there is something called
                     Request, where it says, Grant Applications Prior Approval Submissions.

                     And I click on the Grant Applications and it says, no records found. Should I
                     be able to see something there?

(Kelly):   You would only be able to see things there that were submitted through the EHBs. So in most cases, like if an application is submitted through grants.gov, you would not see that application in the EHBs. So you would only see anything there if you submitted a prior approval request or some sort of request in the EHBs.

(Janelle Chisera): Okay, so on this Web site it also says, grants.gov applications pending validation. And then it says, To Validate. And then it asks me to put in some information there with regard to, I believe, some kind of tracking numbers.

(Kelly):   Right. So that would be a future application, where if an application requires detailed program-specific data, the standard forms are submitted through Grants.gov and then the program-specific forms are submitted through the EHBs.

                    If you're not working on an application or not expecting to see that, there could be someone else in your organization that is working on that application.

(Janelle Chisera): Okay.

                    So even under submissions where it says submissions, I won't - I shouldn't be able to see anything there either?

(Kelly):   You would only see whatever reporting requirements or conditions are pending for your grant.

(Janelle Chisera): Okay, that sounds great. Thank you.

Coordinator: Our next question comes from (Pat Gifford).

(Pat Gifford):   Yes. We just received our first HRSA grant effective September 1st, and I've gone into the EHB Web site to register. And, I check on I'm not sure. Check to see if I have an account. When I put in my email address it says there's no such account. I need to register. When I go into registration, fill out all the information, put in my email address it says email address already exists. So how do I get around that?

(Kelly):   What I'll have to do is check on that error message. What I'm guessing is that the error message is incorrect and that it's more likely that the username you're entering already exists, but let me - I can do some research and get your contact information and get back to you.

(Pat Gifford):   Okay.

Chris Suzich: Your phone number?

(Pat Gifford):   606-677-6179.

Chris Suzich: And the Grant Number?

(Pat Gifford):   D04RH24757.

Chris Suzich: Okay. Someone will get back to you Mr. (Gifford).

(Pat Gifford):   Okay, appreciate it. Thank you.

Coordinator: Our next question is from (Timothy Gray).

(Timothy Gray):   Hi. I have a question about the SF428B, and we have to report if we have either individual equipment purchased at $5000 or more and a total aggregate for supplies.

(Darren):   Unused supplies.

(Timothy Gray):   Unused supplies. So sitting in inventory. But if we're using the supplies, then we - and there's let's say you know tons of Office Max supplies, we can - we don't have to report those as long as they're in use. Is that correct?

Vera Messina: It's if you are reporting at the end of a period and you've taken an inventory of the supplies that were purchased with HRSA funds and you have in the aggregate more than $5000 of supplies that are available at the end of that budget period, you have to report on that.

(Timothy Gray):   Okay.

                    So the supplies are aggregate but the equipment is individual?

Vera Messina: Correct.

(Timothy Gray):   Great, okay.

                    And a second question is when do you - what do you consider an obligated balance or a committed - what does that look like?

Vera Messina: Usually it is like a contract that's been signed prior to the end of the budget period.

(Timothy Gray):   Yes.

Vera Messina: Invoices that have not been received but you might have received supplies or items, you know, but the company has not invoiced you yet so that's obligated. I know it's funds that have been put aside for specific purposes that have some sort of contractual and/or documentation that they are locked. They can't - you know, they've been locked (unintelligible)...

((Crosstalk))

(Timothy Gray):   So like encumbered funds?

(Darren):   Encumbered is the right word.

Vera Messina: Yes, encumbered.

(Timothy Gray):   So let's say you're going to be purchasing equipment and you put out a bid for that equipment, at what point would they be obligated - would it be obligated - be considered obligated?

Vera Messina: When you've reached some sort of agreement with the company at which you're going to purchase the equipment.

(Timothy Gray):   Okay.

Vera Messina: A bid doesn't - does not encumber.

(Timothy Gray):   Right.

Vera Messina: You know, you have to reach some sort of formal agreement with the company.

(Timothy Gray):   Okay. Okay.

                  And then at that point, it's the end of the project period you have 120 days or
                  whatever that - whenever the FFR is due to liquidate that obligation.

Vera Messina: The end of the budget period or project period. Correct.

(Timothy Gray):   Okay.

Vera Messina: 120 days after the end-date of the budget and/or project period.

(Timothy Gray):   (Unintelligible). Okay. All right, thank you.

Coordinator: Our next question comes from (Ernestine Davis).

                  (Ernestine), your line is open.

                  There is no response. We'll go on to the next question which is (Maggie
                  West).

(Maggie West):   Hi. Yes, we had a question regarding on how to remove some items from our
                  task list.

Chris Suzich: Okay, go ahead.

(Maggie West):   Okay, do you want our HAV number?

Chris Suzich: Yes, please.

(Maggie West):   Okay. And of course hold on. I just moved it.

It's H80CS00610.

Chris Suzich: Okay, go ahead (Maggie).

(Maggie West):   There are several - a couple instances where some - you know, several grant applications were opened in EHB that we did not apply for, and so those show up as in being late and we just - those were opportunities we were not applying for. And so we were just wondering...

Vera Messina: Are you talking about supplements?

(Maggie West):   Yes and/or just new award opportunities. Yes.

Vera Messina: There were a number of opportunities that were made available through the system to current grantees.

(Maggie West):   Right.

Vera Messina: And they were sort of placed as tasks in your task list, correct?

(Maggie West):   Correct.

Vera Messina: Yes.

What - those will be removed at some point in time automatically, so you don't need to have them removed. I'm not sure of the date yet, but we've been told that just as they were placed there, they will be removed.

(Maggie West):   Okay.

And there's a couple other examples where just when - we have a couple of Ryan White grants as well. And in EHB there's several late by like 1262 days that actually is not. So there's a few things - one late by 315 days, but those things had all been taken care of. Who would need to remove those or how do we get those removed?

Man: Yes. We're having a conversation about the really old items and we just haven't...

(Maggie West):   Got it. Okay.

Man: ...come up with a plan yet of how we're going to address that, (Maggie).

(Maggie West):   Okay.

And then what - thank you. We'll just wait to hear then.

We have one other question. We were awarded a supplement that was originally added to our 330, we're wondering - and then I believe it's going to be moved to our Part C.

Hold on one second.

Okay.

Vera Messina: Are you talking about the HIV supplement that was made on your H80 grant?

(Maggie West):   Yes.

Vera Messina: Is that - just - it won't be moved, I'll tell you that. It'll remain a part of your H80 grant. So before you go further...

(Maggie West):   It will remain a part of the H80? Like in years moving forward?

Vera Messina: Well, no. It's a one-time supplement.

(Maggie West):   Okay.

Vera Messina: So the funds must be expended within the project - the budget period as per your plan. And then once - you - it will not be added into your base funding amount. You understand? It was just a one-time award.

(Maggie West):   Right. Okay.

                   So, we'll have to expend that all between now and the end of our H80 project period then?

Vera Messina: As per the terms and conditions in the funding opportunity announcement. I don't have that specifically in front of me. They had a date as to when you needed to expend it by. You need to look at that as per your plan that was accepted with your application.

(Maggie West):   Okay. All right.

                   All right, that's all I have. Thank you.

Vera Messina: Okay.

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

(Amelia):   Thank you. Hi. Do you hear me?

Chris Suzich: Yes.

(Amelia):   I'm new to this office and I have a general question. Is there a limit on the
                    number of users that can submit?

(Kelly):   No. (Unintelligible).

Vera Messina: Did you hear that? There's no limit.

Coordinator: Thank you.

                    Our next question is from (Maria Goldson). Your line is open.

(Maria Goldson):   Good morning.

                    I - we are fairly new. We - to the EHB system and to HRSA. Our grant was
                    issued and became effective on the 1st of April.

                    At the end of October, we are due to submit a mid-year progress report and
                    it's supposed to include both documentation for program asset activities and
                    financial expenditures.

                    I think we're under a different impression as to what we're supposed to
                    submit and beginning to think this is not really - it doesn't specifically say a
                    federal financial report as it does state in our notice of award document for the
                    end of the year, which is at the end - due the end of July.

What is the format? Is there a particular format that is supposed to be used for this - the mid-year progress report?

(Darren): (Maria), what is your grant number?

(Maria Goldson): The grant number is UD4H824056.

(Darren): Okay.

Progress reports or performance reports would be in the format described on - directed by the program office. So you may have to check with your Project Officer in the HIV/AIDS Bureau as to how the report is supposed to look.

(Maria Goldson): Okay.

(Darren): If nothing was stated in the - if it was given to us, we would have a format. So if nothing was given to us, you may have to talk directly to the Project Officer as to how the report is supposed to look.

(Maria Goldson): All right, okay.

So the Project Officer would be who is listed as our Program Contact?

(Darren): That's correct.

(Maria Goldson): In our notice of - okay, as to how it should look. That's one.

And two, that is supposed to be then submitted to HERSA on the EHB, correct?

(Darren):   Yes, ma'am.

(Maria Goldson): Okay.

And - well it is currently hung up -- sorry -- but I've been in the - into the Grants - I think it's a Grants tab where you would go down and see submissions. And, I've gone in and had, you know, put in the varying parameters in terms of a progress report, the due - it's within 30 days at this stage, and the dates - exactly the dates between which it would be submitted, et cetera, and try to save it so that you know - well, as I tried to save it, one, and I was getting an error message on the Web page.

And also my other concern was I didn't really see something that said to - you know, to browse and attach document type of thing as to how you'd really submit it. So my concern is, is that where I should go on the Web site to submit this form - this document when the time - when I'm ready to submit? Or, is there somewhere else that I should log into for these types of reports?

Vera Messina: It would be under the Tasks tab in the EHB.

(Maria Goldson): Okay.

And I go to Submissions?

Vera Messina: But - you wouldn't have to click on Submissions. It should just show up in the Task tab.

(Maria Goldson): What should show - what exactly should show?

Vera Messina: You should see the requirement - a task to submit the performance - the quarterly report right there on your task tab. And if you click on that, that will allow you to submit right there.

(Kelly):   And if you...

(Maria Goldson): On the...

(Kelly):   If you do not see anything right there, then it looks like there - you don't have the privileges for the grant to see that submission.

(Maria Goldson): Okay. Okay.

Man: There it is.

(Maria Goldson): Okay.

Man: Right?

(Maria Goldson): Right. All right.

            And the other - last question I have. Will you be doing this type of call again between now and another six months or so? Is this a periodic event that you have?

Chris Suzich: It's - we do these about once every three months, caller.

(Maria Goldson): Okay. Okay, great. All right, thank you.

Chris Suzich: Thank you.

Coordinator: Our next question is from (Tracy Evanson). Your line is open.

(Tracy Evanson):   Hello. I am wondering if I have unobligated funds - and we have an expanded
                    authority up to 25%. But for funds that we have over that 25%, when I submit
                    a prior approval request, do I need to submit it for the entire amount, or do I
                    send that budget only for the amount over the 25%?

Man: The entire amount.

(Tracy Evanson):   The entire amount.

Man: Yes.

(Tracy Evanson):   All right. Thank you.

Coordinator: Our next question is from (Nadine Robinson). Your line is open.

(Nadine Robinson):   Yes. I have a basic question about access to the EHB. I have one grant and
                    received another grant in June, and when I - I thought I added the grant. When
                    I log into my original grant listing, I see the grant listed there - the new grant,
                    but I can't do any work on it. I have to log into the grant number and that's
                    what will allow me to enter my information.

                    And I'm not understanding what happened, and wonder why I can't access or
                    work on the grant from just that one - under my organization - my one
                    organization name?

                    My original grant number - are you ready?

Man: Yes, go ahead.

(Nadine Robinson):   Is H49MC00137. And my new grant, which was an addition, right, an
                      extension is H49MC24120.

                      And, that's what I have to use. That number was generated with - my user
                      name is the grant number plus another number, and that's the one that I have
                      to enter all of the information.

                      And when we - we had to do a revised budget and we submitted the budget,
                      but then we received a message saying that the budget was not submitted. We
                      had to do our - had to do a report that was just September 22nd. We submitted
                      the report on the 19th, but I received a note saying my report was not
                      submitted, so we need some help.

(Jillian):   Okay. I'm looking in the grant folder right now. Do you have multiple user
                      names?

(Nadine Robinson):   I'm sorry?

(Jillian):   Do you have multiple user names that you log into the EHBs with?

(Nadine Robinson):   Well, the problem was whenever we would login, it wouldn't take a
                      certain time. If you notice, it's the same name.

(Jillian):   Right.

(Nadine Robinson):   But it's how it was entered, so we had to enter it a certain way. And, I
                      don't know what happened - I don't know how that happens.

(Jillian):   Okay.

                     So what I'm seeing here is that you do have more than one account and it could be that one account has some privileges and the other account has different privileges.

(Nadine Robinson):   But, it wasn't set up that way.

(Jillian):   What I'd like to do is get your contact information and follow-up with you afterwards.

(Nadine Robinson):   Okay.

(Jillian):   To get things organized and then disable the duplicate account.

(Nadine Robinson):   Okay.

(Jillian):   May I have your phone number?

(Nadine Robinson):   843-662-1482.

(Jillian):   Thank you.

(Nadine Robinson):   Who am I talking to?

(Jillian):   My name is (Jillian).

(Nadine Robinson):   (Jillian)?

(Jillian):   Yes.

(Nadine Robinson):   Okay, thank you.

Man: We'll be in touch.

Coordinator: Our next question is from - the name was not recorded. If you did press star, 1 to ask a question and you have not been called upon, your line is open.

Okay. Our next question is from (Amelia). Your line is open.

Man: (Mary Ann), do we have more than five questions in the queue?

Coordinator: We have (Amelia) now and one other.

Man: Thank you.

(Amelia):   Hi. I already asked you one question. I didn't get to a second one. I got disconnected.

My second question is I don't have access to (unintelligible), although I was able to submit final year performance report. So how would I go about it? To get the access for FFRs?

Man: The business office or the financial person in your agency is responsible for submitting that report.

(Amelia):   Okay.

We do have a - we have two grant financial management specialists here and I am a new person to this office, and I requested to get the access to submit the

FFRs through project director. And she said she wasn't able to do that. It was blocked off.

Man: The project director would not be the one to do that. Do you have an authorizing official?

(Amelia):   Yes.

Man: Authorizing officials can give you - can grant that to you, and you would go in and set yourself up as long as you have the information for PMS.

(Amelia):   Okay. Yes, I do.

                Okay. Now about the PMS. I don't have access to PMS either. The other person handles that too, so do I have to first register on PMS, or...

Man: Yes.

(Amelia):   Okay.

                And there's no limits on the number of users there either, right?

Man: I don't know what the PMS regulations are, and we would just ask that you contact PMS directly.

(Amelia):   Okay. Okay. Well thank you so much.

Man: You're welcome.

Coordinator: We do have three more questions.

Our next one is from (Lauren Swanson). Your line is open.

(Lauren Swanson):   Yes. Well, I actually have a couple of questions. This is (Lauren Swanson) with Michigan.

I first want to ask are - we have a new grants management specialist, and I'm just wondering is she on the - are these grants management specialists on the call today to hear all the concerns that have been going on? Her name is (Gerilee Saphire Mark-Harris), and I'm just wondering if we could communicate with her and the program contact on budget things? Because, I - we haven't heard from her since she took over as the grants management specialist for this project.

Man: We - there are sometimes when our GMS's will participate on the calls, but if you have questions specifically related to business and/or fiscal related issues, you should be in contact with your GMS. If it's programmatic, of course we say we direct you to your program office.

Unless there was a specific issue that was submitted for processing, there probably would be no "letters of introduction" saying, "I'm the new GMS," or something like that.

Have you submitted something and you're waiting for a response?

(Lauren Swanson):   Well, we just recently submitted a - the cover letter that was requested, and - but that was requested from (Kirk). So I think we're okay at this point, but I have a question about the carry forward.

We would like to - we have to carry forward into the third year of our grant because that's when most of our training's going to take place. We already carry forward - did from 2011 to 2012. Is there anything else other than just completing the regular carry forward process that I need to know about?

Man: Not - I can't think of anything if - you got it from '11 to '12 and you're now at the '12, '13?

(Lauren Swanson):   That's correct.

Man: Once you do your - no.

Woman: FFR.

Man: Once you do FFR. The next time you submit your FFR.

(Lauren Swanson):   Okay. Just submit the FFR? And that is due December 30th, but we can submit it earlier if we can, correct?

Man: Yes.

(Lauren Swanson):   Okay. Thank you.

Coordinator: Our next question is from (Susan Dopra). Your line is open.

(Susan Dopra): Hi there. Thanks for doing this.

                I - you know, I - first I wanted to say that I really like the redesign of the electronic handbook. We spend - I spend a lot of time in there because I work with several clients. And at first it was a little tricky to navigate and find my

way around, but it - now that I've gotten used to it, it's - I think it's a much better design, so thank you for that.

Man: We thank you.

(Susan Dopra):   And also, I have several questions but I got disconnected for a few minutes, so I apologize if any of them have already been covered.

                The first one is on the pending tax page. I'm finding that a service area competition isn't showing up. And I'm assuming that's because you have to go through Grants.gov first before it shows up?

(Kelly):   Yes.

(Susan Dopra):   Is that going to be the case that the service area competition will be in the lineup for tax?

(Kelly):   So once it's submitted through Grants.gov, that would fall under the request section of the handbook, where once it's imported into EHB from Grants.gov there would be an option to validate the Grants.gov application.

(Susan Dopra):   Okay.

                Okay, because - now, we didn't get a message about it, you know the way you get the automatic generated - automatically generated messages saying that you have this - you know this coming up. We didn't get a message about it either, and I was wondering if that's because it's not appearing really in the electronic handbook until you go to Grants.gov, by which time it's already kind of too late.

(Kelly):   Do you have the announcement number for that opportunity?

(Susan Dopra):   It's the service area competition. The - I don't have it right on me now.

(Kelly):   It's an (unintelligible)...

((Crosstalk))

(Susan Dopra):   I couldn't get back into the electronic handbook here. Hold on just a - let me -
                    I'll try to get that and then go into my other questions.

                    My second one is that you said that if you're not in the EHB for 180 days,
                    your account will become inactive. And I'm wondering if we'll get an email
                    notice about that? (Unintelligible) you know, to get in there and make in it the
                    activity?

Vera Messina: No.

Man: No.

(Susan Dopra):   No? So we just have to get in there every once in awhile.

Man: Calendar.

(Susan Dopra):   Yes, thank you.

                    Okay. And then - okay, that one was already answered.

You had said that it was a good idea to have more than one PI or PD on the account, but all I see are - is the ability for an AO, a BO, an Other Employee, or a financial person. How do I become a PI or PD?

Man: Okay, first thing. We're not saying have more than - multiple PI's or PD's. We're just saying have backups.

(Susan Dopra): Okay.

Man: Users as PI's or PD's.

Now the second question is one again?

(Susan Dopra): No, that answers that question.

Let's see...

Man: How to be a - how to become - I'm sorry. Did you ask how to become an AO (Susan)?

(Susan Dopra): No. I know how to do that.

Vera Messina: Okay, it as the fact question, right?

(Susan Dopra): Yes. I'm going back - hold on just a second. I'm trying to get into this thing with one hand.

You know, the service area competition is what I'm talking about for the (unintelligible) cluster grant.

Man: Yes.

(Susan Dopra):   So I don't have the number of that, but...

Man: Okay, one second. We're looking.

(Susan Dopra):   Thanks.

Man: The...

Vera Messina: Hi. The funding opportunity announcement for the service area competitions

                  is usually listed on the (BPIC) Web site because they're open to everyone, so

                  you would not have necessarily gotten an email because that sort of is a -

                  considered a insider sort of, you know, advertisement. So we are - we have to

                  make it open to everyone so that is probably why you didn't get an email.

(Susan Dopra):   Oh, so that one we have to keep track of ourselves.

Vera Messina: Yes.

(Susan Dopra):   Yes, okay. Right. Okay, thank you. That makes sense to me.

Vera Messina: Sure.

(Susan Dopra):   And then one more question. On some of the accounts that I look at, there is in

                  the left hand navigation bar a link for the proof of scope. There's links

                  underneath it for services, sites, and other activities. But on at least one of the

                  accounts that I look at, the - it says I think (unintelligible) in the left

                  navigation bar, but there's - it's not an active link and there are no links under

                  it.

Is there a reason for that? (Unintelligible)?

(Kelly): The approved scope would only appear under grants that start with H80.

(Susan Dopra): Okay.

(Kelly): And so it's - other grants may have that option there but no links because the scope does not apply to them at this point.

(Susan Dopra): Yes.

You know, this is an H80 grant. It's H80CS12872.

Man: (Unintelligible).

(Susan Dopra): And you know what? I figured out how to get in and see what the approved scope is by going into their (BPR), you know. And so I was able to find it out, but you know it doesn't appear on the main page. So I was wondering if there was a way to - or a reason for that?

Vera Messina: Yes.

So have you tried going in through the grants folder?

(Susan Dopra): Yes.

Vera Messina: And then - actually on - what's most likely the case - like if you're in your grant folder or home page, is it showing the links but they're grayed out?

(Susan Dopra): Right. Exactly.

Vera Messina: Okay.

So...

(Susan Dopra): (Unintelligible) the first link, just approved scope. No links underneath it like on the other - you know, for the other organizations.

Vera Messina: Okay. That sounds like it's a matter of privileges for the grant.

(Susan Dopra): Oh, okay. That's - oh, okay.

Vera Messina: You have to have specific privileges, and I'm just pulling it up right now.

There's a specific privilege that's called scope.

(Susan Dopra): Oh, okay. You're right. I do have different privileges for that one.

Okay, thank you very much. I appreciate your help.

Vera Messina: You're welcome.

Coordinator: Our final question is from (Sharifa Falla). Your line is open.

(Sharifa Falla): Yes. Hello. Thank you for having this. I appreciate it.

My question is on the FFR Number 10 transactions, the D, which is total federal funds authorized. Now that amount is what is shown on the NOGA. Now my question is, is the federal shares of expenditures should reflect only

that time frame of the NOGA. Is that correct for the - not the project period. I guess it would be the fiscal year period, which would be - for me it was August 1st of 2011 through July 31st of 2012.

Vera Messina: The FFR is cumulative, so when you report, you will have the previously reported column if you had previous segments, and then the cumulative columns, and you will add your current year expenditures to the previously reported and come up with a cumulative amount.

(Sharifa Falla):   Right. But they can't be any more than the NOGA amount? That would...

Vera Messina: Well, each notice of award is for that budget period, so the authorized funding that you're seeing in column - in the third column is for - it's again - so the cumulative for the document. So depending upon what year of the document you're in, you will see either an authorized funding level that could reflect anywhere up to five years.

So it's what's on the notice of award in the - in terms of the authorized - the final one of the year, the authorized funding for that year which is pulled into the FFR.

(Sharifa Falla):   Okay.

Well, how would I know which year I'm in in the project?

Vera Messina: You would - your - the project periods are sort of - if you check the FFR it'll tell you the period covered, and it's usually - again, if you have a three year period or a five year period, it'll be at the top of the FFR and it'll say period covered.

And so you know, you would have...

(Sharifa Falla): Would it be the project period? Because, mine actually began back in 1988.

Vera Messina: That's what's on the notice of award.

(Sharifa Falla): Right.

Vera Messina: But on the FFR - the FFR covers a document, and that document is only for - like I said, anywhere from one year to five years, depending upon the grant.

(Sharifa Falla): So you're saying the budget period covered? That's what you're saying to me, right? Because there's only two dates. One is the project period and the other one covers the actual budget.

Vera Messina: Right.

And the project period says what?

(Sharifa Falla): Like I said, August 1st of 1988 through July 31st of 2012.

Chris Suzich: Are you looking at the FFR or the NOA?

(Sharifa Falla): The notice of obligation.

Vera Messina: No. We're talking about the FFR. On the FFR, it'll show you the exact project period covered by that document.

(Sharifa Falla): Okay. Let me (unintelligible).

Okay, it says reporting period - it would be under reporting period? It's July - August 1st, 2011 to July 31st, 2012.

Vera Messina: Then that's the actual one year reporting period.

(Sharifa Falla):   Okay. So it's just the one - okay, the one year. It's one year out of the 24 years of this project.

Vera Messina: No. Actually one year out of the document number, which may be - again, I don't know your grant. It could be one year. It could be up to five years. Each document will cover that - each document will cover that segment - that project period.

(Sharifa Falla):   Okay.

Well, I have the document number. Would I be able to know which year I'm in?

Vera Messina: Yes.

I mean, the document number is reflected at the bottom of your notice of award.

(Sharifa Falla):   Okay.

Vera Messina: And that the - when you've got a competing - the last time you got a competition continuation, right, and when you had to compete those, so your last award, that would've been the first award of the project period.

(Sharifa Falla):   Yes.

Is there a number to look for or anything like that? A (unintelligible), or...

Vera Messina: On the notice of award...

(Sharifa Falla): Yes.

Vera Messina: ...in the - it would have a two in front of the grant number. That's a competing continuation.

(Sharifa Falla): Okay.

Vera Messina: That would be the first year of your five year period.

(Sharifa Falla): Okay.

Well, my document number is H12HA0011B0.

Man: You're on your second year.

Vera Messina: Second project period.

Man: Second project.

(Sharifa Falla): Second project period, okay.

Okay. Thank you.

Man: Sure.

Coordinator: There are no further questions at this time.

Chris Suzich: You want to give the instructions one more time (Mary Ann)?

Coordinator: Yes, thank you.

                    If you would like to ask a question, please press star, 1 on your phone keypad, unmute your phone and record your first and last name.

                    Again that's star, 1 and record your name after the prompt.

Chris Suzich: (Mary Ann), still showing nothing?

Coordinator: We did just have one queue up. Please stand by.

                    I'm sorry. I was not able to hear the name, but if you did press star, 1 to ask a question, your line is open.

(Beth):   Hi. My name is (Beth), and I'm calling - since the new interface came through, I've been having some trouble getting a list of all of the tasks (unintelligible). So some trouble with the search option, and I wasn't sure if there was some trick?

                    Sometimes when it searched for recently completed tasks, it'll tell me nothing, and then sometimes it'll tell me all of them, and I wasn't sure if there was something I was doing wrong.

Man: What is your name again?

(Beth):   My name is (Beth).

Man: (Beth)? Okay. We didn't get that.

(Kelly):   So are using the search functionality or are you clicking on the recently
                completed tasks?

(Beth):   I've been using the search functionality.

(Kelly):   And so when you're in the submissions list, there is a tab for recently
                completed.

(Beth):   Yes.

(Kelly):   Other than that, I'm not aware of any issues relating to the search. I can do
                some testing this afternoon and see if I can find anything, but I'm not aware of
                any problems with the search.

                In general when you're searching for things, you may have better luck with
                just entering less search parameters.

(Beth):   Okay.

(Kelly):   If I've entered too many, then it might filter out all of the results.

(Beth):   Okay.

(Kelly):   You know, like if you're trying to find things that have been completed, you
                can leave the search field blank, but then just choose the check box for
                submitted in the status and leave everything else blank, and then that'll show

you everything that's been submitted, and you can then filter/sort the results to find what you're looking for.

(Beth): Got it. Okay, great. Thanks.

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

(Melvina): Yes. Hi. Thanks.

Regarding the search, I just wanted to say it works better if you just put your DUNS number or something than all the search comes, because I have issues with that also. Sometimes nothing shows up. Sometimes something. So all my search I just type in the DUNS number to make sure I get everything I need. Thanks.

Man: Thank you.

(Melvina): Yes.

Coordinator: Once again to ask a question, please press star then 1. Record your name after the prompt.

Chris Suzich: Okay. Are you seeing anything else (Mary Ann)?

Coordinator: No. No further questions.

Chris Suzich: Okay.

I'd like to thank everybody for joining us today. And again in about a week, we'll do our best to have a transcript and a recording posted.

(Mary Ann), can you put us in post-conference?

Coordinator: Yes. Thank you.

END