

Review and Q & A of the Federal Financial Report

Moderator: Chris Suzich
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9:00 am CT

Coordinator: Welcome and thank you for standing by. At this time all participants will be able to listen only until the question and answer session of the conference. At that time if you would like to ask a question you may do so by pressing star 1.

And I would also like to remind participants that today's conference is being recorded. If anyone has any objections, you may disconnect at this time. And now I will turn the meeting over to Mr. Chris Suzich. Sir, you may begin.

Chris Suzich: Thank you (Gwanney). Good morning everybody and welcome. Thank you for taking time out of your busy schedules to join us on this conference call today.

This conference call is for folks that have HRSA grants and we're going to talk primarily about any questions you have regarding the FFR, that is the SF425 financial report that is required submission, typically annually for your HRSA grant.

I have a host of subject matter experts here with me today and we're anxious to hear your questions and answer them. If in the event that we cannot answer

your question we will take your contact information and get back to you with an answer.

Just a few points before we go ahead and open the lines for questions, I did want to pass out, just for those who might need it, the HRSA call center phone number. The HRSA call center would be your first line if you have a question about FFRs or most things about your HRSA grant. And that call center number is toll free. It is 877-464-4772.

And we have a number - a great team at the HRSA call center that has been trained and experienced to give you the support that you need. And if they can't answer your question they will be able to track down the right party to help you answer your question.

I also wanted to pass on another phone number, and Kelly, we'll be talking about this in a minute, but the distinction between the SF425 that you submit to EHBs, the HRSA system and the PMS system, which is payment management system, that you enter to drawdown your funds -- there is a separate helpdesk phone number for the PMS system. It's possible that if you ask us a question today we would need to refer you to that helpdesk. The payment management system helpdesk phone number is 877-614-5533.

And we'll talk a little bit more about the difference between the two systems in a moment.

Again, we'll be talking mainly about the FFR today but we will, of course, entertain any other questions that you have related to EHBs.

There are a number of notifications that you are likely already aware of that go out from the EHB systems to remind you when you need to submit an FFR.

These are designed to help you. You don't have to wait until you receive a reminder, of course, to submit the FFR. You can go in at any point and submit your FFR.

I did also want to mention that there is some online reference material for you, specifically related to the FFR. This call in fact is being recorded and a transcript will be posted on the HRSA grant's Web site, hopefully by next week.

And let me give you that address. It is [www.hrsa -- that's H-R-S-A -- .gov/grants/manage/index -- that's I-N-D-E-X -- .html](http://www.hrsa.gov/grants/manage/index.html). You also might be able to - I didn't try it yesterday, but you might be able to Google HRSA grants FFR and also be led to that particular Web site. That has some Power Point material on it that we had talked about a year ago, on a separate conference call and that has some useful information for everyone.

At this point, I'm going to turn it over to Kelly Long. She's going to give us a few pointers about PMS and about the FFR in EHBs. Kelly.

Kelly Long: Thank you Chris. I would like to begin by first clarifying your financial reporting requirements, from the payment management system versus the HRSA grants management office. Both offices utilize the SF425, the federal financial report, but we use different fields on that report. So, to the payment management system, you do have a reporting requirement to report your federal cash transactions every quarter. Okay.

The payment management system is operated out of another agency, program support center. So if you have any questions pertaining to your quarterly reporting requirements to payment management, we do suggest that you either

get a hold of your account representative or call their helpline, which again I'll repeat that number, Chris has given it out, it is 1-877-614-5533.

So the difference between the payment management reporting - you're reporting again your federal cash transactions to payment management. You have to report your disbursements of the cash that you've drawn down, every quarter. The difference with HRSA's financial reporting is that you're reporting your outlays or expenditures for the budget period. And HRSA's requirement for most of our grant programs is on an annual basis. You can always refer to your Notice of Grant Award. There's a reporting requirement which will stipulate the period of time and the due date of your financial reporting.

Also to the HRSA grants office, if you have a grant that has a matching or cost sharing or program income requirements, that too is being reported through the electronic handbooks on the FFR to HRSA.

Secondly, there's a few other reminders that I would like to send out there. Oftentimes as we're trying to close our grant activities at the expiration of a grant project period and we're trying to track down those reports that have not yet been submitted, we often find that folks are uncertain of how to get into the EHB or what role they need to fulfill those requirements.

So, as a reminder, all members of the grantee organization that are responsible for submitting the federal financial report to HRSA, must be a registered user of the electronic handbook and must be registered either as the financial report administrator or a person with privileges to view, edit or submit the financial report.

We do have a quick reference guide that is posted on the Web site that Chris mentioned. So I'll just repeat that again for you. The quick reference guide I think is a very handy tool to walk you through the registration requirements.

Again, that address is www.hrsa.gov, and if you go to the Grants tab under that there is a Manage Your Grant. And we have lots of - a few resources there for you to look at.

And lastly, within the electronic FFR in the EHB, there is a place for you, the grantee, to attach supporting documentation. And I just want to clarify this section because we are seeing a number of prior approval requests being attached here to the FFR, which is not an acceptable method of submitting a prior approval.

So just know on the FFR that the attachment section is specifically for supporting documentation for your FFR. And that is for our grant programs that require additional documentation from you. You would know that, again, by reading your Notice of Grant Award. And, if we require additional documentation to be submitted with your FFR it would be stipulated on your Notice of Grant Award.

If you have a need to submit a prior approval request, you must do that through the prior approval module. Go on the left side of the menu in the EHB, there is a link for Prior Approval and you must access that for extensions or carryover requests if you have a need to submit a prior approval request.

That was it for me. (Darren).

(Darren): Good morning. I would just like to clarify some of the (unintelligible), the persons on the conference call - some of the frequently asked questions that we receive from the HRSA call center. If any of you have had the opportunity to use our call center, they thank you and always ask that you make that your - make that a resource.

But in terms of some of the frequently asked questions from the HRSA call center, one question is, "How can I revise my previous FFR within the EHB?" That's saying that you've submitted an FFR then you noticed upon the submission you'll have to make a revision.

And the answer would be, in order to access your previously submitted FFR, you click on View Portfolio in the EHB, then click on Open Grant Handbook, search for the particular grant that you're trying to access, select Financial Report within the menu and then click on Search on the following screen. And next to the schedule status, select Submitted. And click on Search once more.

And you can do this if the GMS has not accepted the FFR. And if there's a discrepancy between old paper entries and the outlays from the grantee books, then the grantee should be able to revise the FFR.

Another question is, "I'm unable to access the FFR in register as the financial reporting administrator, the FRA, that's a special role in EHB, because the system will accept the pin - will not accept the pin number."

And we would ask that you would then use that number that Chris gave you for the payment management system, the 1-877-614-5533 number, and you can get your particular pin - get your pin information from the payment management system.

Number three is - deals with close out, "I'm closing out a grant on my FFR but within the unobligated balance, what's called the UOB, we do not wish to carry forward, and the system will not allow us to finish the report without identifying what's happening to the leftover carryover money."

And the answer would be, at the carryover request detail page, you would just select No for that particular question, "Do you plan to request a carryover?"

Another question is, "I'm unable to access or submit my FFR electronically because EHB, the electronic handbook, has stated that I submitted a paper copy." That's still occurring. In order to access your previously submitted FFR, you would again click on View Portfolio, open Grant Handbook, search for the particular one that you're looking for, select Financial Report and then Search, and next to the schedule status, select Submitted and click on Search once more.

And, finally, this is mainly to the health center grantees that may be on the line. We noticed that a majority of FFRs may be returned to you because you may enter information on lines I, J and K under the recipient share, and we would advise you - or give instructions to you that those lines should always be zero.

And the only grantees who should be filling in recipient share information, are grantees who have a cost sharing or a match requirement. So, if you have a cost sharing or a match requirement, then you would fill that information in on lines I through K. But if you do not have a cost sharing or a program match, you would leave those sections on the FFR blank or zero. And that's it for me.

Chris Suzich: Thank you (Darren). I'm sure we have a wide variety of callers on the call this morning. (Darren) mentioned our community health center grantees. We have

experts here because we realize that there are certain situations that pertain to our H80 grantees that perhaps do not pertain to our other grantees. So we're grateful to have some H80 experts here with us today and we hope to be able to answer any question that you might have.

Coordinator: At this time if you would like to ask a question please press star 1. Please record your first and last name when prompted. To withdraw your request press star 2. Once again, to ask a question please press star 1. One moment please for your first question.

Your first question comes from Cookie Atkins, Valley Family Health Care. Your line is open.

Cookie Atkins: Thank you. We received a grant award for one month. I think it was because of the continuing resolution. But my question is now that that extended the budget period to a 13-month period, do we do the FFR on our ordinary, regular 12-month period or do we do the FFR on the 13-month period? And then, corresponding - if our next year would be for an 11-month period.

Kelly Long: Your extended period will require an FFR but you'll probably have to submit one for the 12-month period and the extended period.

Cookie Atkins: So then a 12-month and a one-month FFR?

Kelly Long: Right. So you're saying that your budget period was extended by one month?

Cookie Atkins: That's correct.

Kelly Long: Okay. Yes. See, EHB creates two submissions in that case. So you'll have to submit the 12-month and the one-month.

Cookie Atkins: Okay. Thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from (Alison Gilbreast), Saint Alphonsus. Your line is open.

(Alison Gilbreast): Yes, thank you. There was some discussion about closing out an unobligated balance and that we're supposed to indicate we're not carrying over. What if we do want to carryover?

(Darren): Well then - if you're - well then you're not closing out. So if you do want to do the carryover, you would have to submit that request through the prior approval.

(Alison Gilbreast): Okay. So, just don't close-out if we're planning to request a carryover. Is that correct?

(Darren): Yes.

(Alison Gilbreast): Okay. Thank you.

Coordinator: Your next question comes from Millie Prado, Florida Hospital College Health Sciences. Your line is open.

Millie Prado: Thank you. My question relates to on the FFR, the line 10, sections A through C, is there any circumstance during which you would not populate those areas?

Kelly Long: So, questions 10 A through 10 C are collected by the payment management system when the quarterly FFR is submitted. The EHBs does not collect that information at all.

Millie Prado: Okay. So it's accurate to include zeros because our last year's report did have zeros and in looking over this I thought, well perhaps those - I needed to include that information. But I did it correctly? I did not have to include that information?

Kelly Long: Right. And those fields are disabled in the EHB.

Millie Prado: Got you. Okay because I was just looking at last year's report. Okay and then my second question has to do with the carryover. We requested a carryover and it was under expanded authority. So in that case we would not do a prior approval, correct?

Kelly Long: That's correct.

Millie Prado: Okay. That's - you've answered my question. Thank you so much.

Coordinator: Your next question comes from Adrienne Rogers, Sacramento TGA. Your line is open.

Adrienne Rogers: Yes. We have a problem every year since the FFR started, that our FFR is due May 31, it's a Part A Ryan White and we usually don't get our final invoices until the middle of May and the payment management system is already closed for that quarter.

And so the next time it opens where we can actually drawdown the balance of our grant is June 30. So when we submit our FFR, they return it to us and say

that the amount does not match the PMS. So there's a disconnect between when they check the FFR and when the final drawdown can happen.

So every year they return my FFR and say they don't match and I have to wait until the final drawdown. So, it looks as though I'm late on my FFR every year, even though I submit it on time.

And I'm wondering if, you know, HRSA can wait until the next window period before they actually compare the FFR and the PMS, because I will continue to always get my FFR returned.

Kelly Long: Okay. My suggestion to you is a couple of things. First, as you're doing your financial report covering for the period ending May 31, simply in the remarks section, if you make a notation to just bring out that thought, that - and we understand that not in all cases are those - is that data going to reconcile.

And it does depend on your end date versus the quarterly PMS cycle. We will also send communication out to our grants management specialists that they do need to be knowledgeable of that and not erroneously returning financial reports.

Adrienne Rogers: Okay, great. That's an easy solution.

(Darren): Thank you for waking up so early from California.

Adrienne Rogers: You're welcome.

Coordinator: Your next question comes from (Vicky Watson), Kansas City Missouri Health Department. Your line is open.

(Vicky Watson): Hi. My question was the same. We did our FFR and we didn't do - we did our final drawdown in April, but the quarter was closed for March 31. And we wouldn't go back anyways and fix that quarter because that quarter - we didn't disburse - we didn't get a disbursement from HRSA. So that quarter is correct.

But I also got mine returned and they're telling me they will not approve it until - they will not approve my FFR until the next quarter when we put in the funds that were disbursed for our final payment for that grant award.

And that makes me feel like I'm out of compliance with the award because I'm supposed to do the FFR but they're saying they're not going to approve it. And you said to go ahead and write in there that we have a final drawdown done. But does that help us solve our problem with being in compliance?

Kelly Long: Yes. And you are in compliance if you're submitting your report on or before your due date. Regardless...

(Vicky Watson): But if they send it back I'm not, right?

Kelly Long: Regardless if they have returned the report to you, you have submitted and you're in compliance.

(Vicky Watson): Okay. Okay I just wish somebody - they could work better together so we didn't have that issue.

Kelly Long: Thank you for feedback and we will be certain to communicate out to our grants management specialists.

(Vicky Watson): Okay. Thank you.

Coordinator: Your next question comes from Donna Zsoldos, New Jersey Primary Care Association. Your line is open.

Donna Zsoldos: Hi. I'm sorry. I don't have a question but I am having a slight problem hearing. I have my volume turned up and this is happening through both the speaker and the phone to my ear. So I didn't know if anybody else was encountering this.

Chris Suzich: Thank you. We'll try to get closer to the speaker.

Donna Zsoldos: Thank you so much.

Coordinator: Your next question comes from Melanie Taylor, Wasatch Children's Healthcare. Your line is open.

Melanie Taylor: That's Wasatch Homeless Healthcare. My question had to do with the unobligated balances. I wasn't able to follow all of what you said in terms of how that's managed on the FFR. Could you repeat the Q&A on that?

Kelly Long: So, what (Darren) was saying was that if you have an unobligated balance on the FFR there are two options later as you proceed through the sections of the FFR to request carryover. So if you are planning on requesting carryover for the unobligated balance, you can either choose to submit the FFR along with the - I'm sorry the carryover request along with the FFR shortly after. So it will prompt you to create a prior approval request.

Or if you don't want to create a carryover prior approval request, you're not requesting that funds for carryover, then you would just select No. So there were some questions where people were having an unobligated balance and they didn't know how to say that they didn't want to carry that over. And the

answer to that question was you say No in the do you want to carry the unobligated balance over. You say No.

Melanie Taylor: But in the instance of under expanded authority then how would - you would respond?

Kelly Long: So in the - if - for programs that fall under expanded authority in the carryover section there's an additional option. And it will say that yes I would like to request the 25% under expanded authority be carried over. And in that scenario then you don't have to submit an additional prior approval request. If the carryover amount is over 25% for expanded authority then you would have to submit a prior approval request.

Melanie Taylor: Thank you.

Coordinator: Your next question comes from (Lisa Sitel) of Penn Asian Senior Services. Your line is open.

(Lisa Sitel): Hi. I'm sorry. I came in to this call a few minutes so I apologize if my question has already been answered. I'm just a little confused as to what is actually to be reported in EHB. Is it just the annual FFR? And am I still supposed to do the quarterly reports through PMS?

Kelly Long: Yes. You did miss the beginning of the conversation where we clarified the difference between payment management, financial reporting and then the reporting to HRSA. The difference being, payment management, you are reporting your cash transactions on a quarterly basis to payment management.

Separate from that is your financial reporting to the HRSA grant office which is through the EHB on the FFR. And you're reporting your expenditures,

outlays. Most of our grant programs are on an annual basis and you're reporting for that particular budget period.

(Lisa Sitel): Okay. So if my budget period ends let's say September 30, when is the annual FFR due on EHB?

Kelly Long: It depends on when it was awarded. You'll have to look on your Notice of Grant Award for the due date. In years past it was 90 days after the budget period end date. That would be the end of December. Now going forward it was either January or February this year. New awards going out, the due dates now coincide with PMS quarterly reports.

(Lisa Sitel): I see. Okay. Thank you very much.

Coordinator: Your next question comes from Claudia Siegel, University of Pennsylvania. Your line is open.

Claudia Siegel: Yes. And I - this question may not be pertinent for this call, but you'll tell me that. It doesn't concern an FFR. It does concern the EHB. Are you still open to hearing the question?

Chris Suzich: Yes.

Claudia Siegel: During our recent non-competing continuation report for the geriatric education center, we ran into some problems submitting the budgetary information through the EHB. We found that if we plugged in all of the budget information at one time our figures did not add up.

When we went in and erased the PI salary information and then re-inputted, the numbers added up. And we learned of this roundabout, only after several

frustrating attempts at getting things to add up. We learned of it through the helpdesk but I'm curious about why there isn't a notification somewhere that this workaround is necessary.

Kelly Long: And, thank you for pointing that out. That was actually a system defect that has been fixed.

Claudia Siegel: It has been fixed? Well I can tell you that just yesterday our budget person here had to submit financial information for a GACA, a geriatric academic career award and the same thing occurred. She had to do exactly the same thing.

So, maybe it has been fixed but it would seem to me it would be a system fix then, but she had to do the same thing because the numbers did not add up.

Chris Suzich: You have your grant number handy?

Claudia Siegel: I do not have the grant number handy. But I'll be happy to email it to you if you shoot - you know, tell me where to send it.

Man: Can you give us your phone number?

Claudia Siegel: My phone number is 215-573-7293.

Chris Suzich: Okay Ms. Siegel, we'll be in contact with you if that's all right.

Claudia Siegel: Oh, it's absolutely all right. We would love to solve this problem.

Chris Suzich: So was the situation - I'm sorry, did you say that the situation yesterday was resolved again through that previous workaround?

Claudia Siegel: Yes, through the workaround. Yes.

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

Claudia Siegel: Okay. Thank you.

Coordinator: Your next question comes from Gustavo Garza, University of Texas at Brownsville. Your line is open.

Gustavo Garza: Hi. Good morning. I was wondering, the grant center and the PMS Web site, all those grants then need to be done individually on the EHB? Hello?

Kelly Long: Yes. You have to do financial reporting for every grant that you have with HRSA, individually.

Gustavo Garza: Okay. So it won't be cumulative, like in the PMS?

Kelly Long: No.

Gustavo Garza: Okay. And, to register with EHB then is it just going to that grants.hrsa.gov Web site and setting up an account?

Kelly Long: The Web site is H-T-T-P-S://grants.hrsa.gov/webexternal.

Gustavo Garza: Okay and I'll just - and right there just set up an account and I'll be set to go? It'll have a list of all the grants that I need to submit an FFR for?

Kelly Long: So there's - you'll go to that Web site and follow the instructions to create an account. Once you login to create an account there is the option to add grants

to your portfolio. And then when you do that, choose the option that you are responsible for financial reporting and it'll guide you through the steps in adding all of the grants to your portfolio.

Gustavo Garza: Okay. I appreciate it. Thank you.

Coordinator: Your next question comes from Gina Flanagan, Wayne Community Health Center. Your line is open.

Gina Flanagan: Yes. Thank you. I've been working on my FFR and I was looking through the federal program income earned and according to our auditors, we have a gross program income and then all of the adjustments. So I am assuming that you want only the adjusted net amount in there, not the gross charges. Is that correct?

Chris Suzich: Do you have your grant number handy Gina?

Gina Flanagan: Not right at my fingertips but I can find it pretty quickly for you.

(Darren): What's your agency again?

Gina Flanagan: Wayne Community Health Center. And essentially, I mean I can only spend what I actually make. So it's not really my gross program income it's my net income after all the insurance adjustments and (unintelligible) write-offs.

Woman: That's correct. You should report your net program income earned.

Gina Flanagan: Okay.

Woman: And...

Gina Flanagan: That was the only way I could get it to come out. Otherwise it'll be off because the system doesn't give you an adjustment column.

Woman: Right. Just report the net.

Gina Flanagan: Okay. Do you still want my grant number?

(Darren): No. I think we've - if - we think we've solved your issue.

Gina Flanagan: Okay. Thank you very much.

Chris Suzich: Thank you.

Coordinator: Your next question comes from Emily Westhafer of Columbus Regional Hospital. Your line is open.

Emily Westhafer: Hi. I just wanted to verify the person who can submit these reports in the EHB is either the financial report administrator or is a person then who has been approved to view or edit and submit these reports. Is that correct?

Kelly Long: Yes. That's correct.

Emily Westhafer: Okay. Thanks.

Coordinator: Your next question comes from Delores Cooper, Glynn County Health Department. Your line is open.

Delores Cooper: Yes. Thank you. In our current funding period we received expansion funding. This current funding period ends in June 2011 and I have completed a prior

approval request which was accepted within the EHB and so that budget revision has been completed but in looking at our FFR that's in the electronic handbook that will be due in 147 days, it has the older NGA. It doesn't have the revised NGA.

So I'm wondering how that's going to impact completing the next - do I need to also get the allocation report revised in the electronic handbook and how will the expenditure report work when there's not a current NGA in there?

Kelly Long: The NGA that's listed in the FFR is the related NGA and that's the NGA that had the reporting requirement on it. When you're doing your reporting you should use the most recent NGA and that's the information that will be populated in the FFR when you look at it.

Like the dates will be updated if any carryover had been added or if the budget amount in 10 D had changed. That would all be updated. So when you're reporting, report against the most recent NGA even though the NGA that links to the FFR is the original NGA.

Delores Cooper: Okay. So just - so I do not need to go back and revise the allocation report?

(Darren): The allocation report - that's a program report, correct?

Delores Cooper: Well, I don't know what you all call it. It tells how much we - how much of the budget was allocated for different line items and it's linked to the NGA. And, you know, you do that when you first receive your allocation and then...

(Darren): Yes. But the allocation report is not necessary - is not the FFR. The allocation report, I believe for your...

Delores Cooper: Right. But I'm saying, that's not - what I previously completed is not correct anymore in there. I don't need to go back in there and revise it since we revised the allocation because of the expansion? I don't need to go back and do anything to that report that was previously submitted?

Kelly Long: Are you a Ryan White Part C or Part D?

Delores Cooper: Part C.

Kelly Long: Okay.

(Darren): You might want to check with your HRSA project officer.

Delores Cooper: Okay.

(Darren): For clarification on that.

Delores Cooper: Okay. And just complete the expenditure report for the current NGA that I have, regardless of what's in the system is what I heard you say.

(Darren): Yes well the FFR.

Delores Cooper: Right. Right.

Chris Suzich: That is correct.

Delores Cooper: Okay, great. Thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from Angela Vitale, Portsmouth Community Health Center. Your line is open.

Angela Vitale: Hello. I'm like the other lady who said that she came in a little bit late because I think I was nine minutes late. And I sort of feel like I'm in the twilight zone. Is this all about the fact that now we have to do this two places instead of one place? Because I've already completed my FFRs. I do those on a quarterly basis and I always do them early. But it sounds like what I'm hearing is that we now have to do it in the electronic handbook as well?

Kelly Long: It's always been separate. It's never been together. So, it's always been two separate reporting requirements.

Angela Vitale: Well that's interesting because I've never gotten a notice that anything was missing.

Kelly Long: Are you registered in the electronic handbook?

Angela Vitale: Actually no, I'm not.

Kelly Long: Okay.

Angela Vitale: You're not talking about the financial status report are you?

Kelly Long: It was once called the financial status report, yes. We...

Angela Vitale: Okay. So maybe we're talking about two different things then.

Kelly Long: Okay.

Angela Vitale: All right.

Kelly Long: The financial status report is now the federal financial report, the SF425. And if you have a HRSA grant you are to submit that electronically in the electronic handbook.

Angela Vitale: Okay. Thank you.

Kelly Long: Thank you.

Coordinator: Your next question comes from Anupama Gangaviti, BIDMC. Your line is open.

Anupama Gangaviti: Thank you. I'm actually not sure if you would be the right person to answer this question but I'm sure you'll direct me to the right person if not. So we were told - this is pertaining to the geriatric academy career award - and we were told that the carry forward budget request made by the authorizing official by the EHB prior approval area is to be made as soon as the FFR has been submitted. So our progress report is due next week and I was wondering if - and the FFR will not be probably due by - until July or August - and I was wondering if the carry forward budget request has to be done in conjunction with our progress report which is due next week or should it be done by the authorizing official with the FFR that would be due in July or August?

Kelly Long: The carryover request would be submitted when the FFR is submitted.

Anupama Gangaviti: So it has no bearing on the progress report which is due next week?

Kelly Long: Right.

Anupama Gangaviti: Okay. Okay. Thank you very much.

Coordinator: Your next question comes from Steven Misshula, Palm Beach County. Your line is open.

Steven Misshula: Hi. I was going through my FFR that I'm trying to submit and my question is - around - I have a two part question I guess. One around program income and I guess maybe it's a definition as to what actually qualifies as program income. I have refunds from prior grant years. Can I use that as program income?

(Darren): Okay. Can you explain what your refunds are?

Steven Misshula: We paid for services. Those services were then reimbursed by whatever insurance carriers to the agencies that provided the service and then those agencies have then provided income to us. We took it, used it and so our drawdown would be less than what are total expenses are because we used that income to offset the expenses.

Kelly Long: There are certain things that can qualify as program income. But I will have to check with what is allowed and what is not allowed and get back to you.

Steven Misshula: Okay.

Kelly Long: Can you give me your name and phone number?

Steven Misshula: Sure. It's Steven with a V. Misshula, M-I double S H-U-L-A. And my telephone number is 561-355-4721.

Kelly Long: Okay. I'll get back to you as soon as possible.

Steven Misshula: Okay. And then I have a part two. About indirect expense - and, you know, I apologize, I'm new to Ryan White. I've only been in my role for a year. But, the county itself just got a - this year - just got a indirect cost rate agreement. So I was - on question 11 where it goes through indirect expense, do I put in the full indirect cost rate that we received or do I only put in the fraction of that as it pertains to what we charged for indirect costs?

Kelly Long: Your indirect costs approved amount should be on your Notice of Grant Award. So what you put on your FFR shouldn't exceed that. If you didn't receive any indirect costs on your Notice of Grant Award then you are not allowed to have indirect costs in that particular year and you wouldn't report on the FFR.

Steven Misshula. Okay. Okay then I think I have a conversation with my management that has to take place. Thank you.

Coordinator: Your next question comes from Andrea Roberson, City of Detroit. Your line is open.

Andrea Roberson: Hi. Can you hear me? I'm asking a question as we work with our City of Detroit finance staff person that submits the FFR. If we have an unobligated balance from a prior year carryover, how would that be reported because I'm not looking at the actual FFR? I'm trying to print it from the Internet. So for example we got a carryover that was approved and we were not able to expend that dollar - those dollars pursuant to our plan. How should we report that?

Kelly Long: Well when you get a carryover, that money becomes part of the year into which it was carried.

Andrea Roberson: Okay.

Kelly Long: Then, if you didn't use it in the year into which it was carried, it now becomes another unobligated part of that year's funds.

Andrea Roberson: Okay.

Kelly Long: So it can be reported as unobligated and then...

Andrea Roberson: Okay. For the current year. Okay and my second question is for the minority aids initiative because it's on the same fiscal year now. How - would that be - I'm looking at the electronic printout and it has all the different grant numbers, are we - is he to submit those all in the same FFR or separate?

(Darren): Are you - is this a spends grant or Ryan A or B?

Andrea Roberson: A

(Darren): Part A?

Kelly Long: Minority As initiatives money is included on the Notice of Grant Award - on the regular award. So it all becomes part of that same budget period.

Andrea Roberson: Okay. All right. Thank you.

(Darren): But we caution you that you'll probably have - you'll probably have some program reporting requirements.

Andrea Roberson: Correct.

(Darren): For those various categories and you should verify with our project officer here at HRSA in terms of what and how it's supposed to be reported on the other reports.

Andrea Roberson: Okay. All right. Thank you.

Coordinator: Your next question comes from (Kristen Schaeffer), La Clínica del Pueblo. Your line is open.

(Kristen Schaeffer): Hi. Thank you. I wanted to just, I think, initially, I believe it was (Darren) that was speaking at the beginning that said - started speaking about the previously submitted FFR process within the EHB. And I pulled up my EHB and I'm a little bit confused.

So, if there is a previously submitted FFR and then we realize we need to make a correction to it, I'm not quite sure where to find it in order to make the correction, according to the instructions that you provided. So if you could repeat those instructions. And then - so that's the first part of that question.

And the second part of that question is, if the FFR that needs to be corrected is from a previous year - so it isn't something that we just submitted and realized that there's a correction that needs to be made, can we make the correction in the same way because it already has been processed?

Kelly Long: So for making the revision to an FFR, you can revise something that, as long as the next FFR has not been started.

(Kristen Shaeffer): Okay.

Kelly Long: Okay. So, for each of the years you have to submit the FFR and it, you know, if you immediately submit it and then realize that you need to correct something, you can revise it immediately or if it's a few months later or before the next report you can revise it.

(Kristen Schaeffer): Okay.

Kelly Long: As long as the grants management specialist is not in the process of reviewing it. So if the grants management specialist is reviewing it, when you try to revise it you'll get a message saying that the grants management specialist is reviewing the FFR. You would be able to revise it either once he or she approves it or if they send it back to you.

(Kristen Schaeffer): Okay.

Kelly Long: Okay. And as for the steps for revising an FFR. When you login to the EHBs you would click the View Portfolio link in the left side menu to view your grants list. And then this will show all of the grants that you have privileges for .

You would locate the grant for the FFR that you want to revise and you would go in to that grant handbook and then navigate to the financial report section. And then on that page there will be a search button where you can search. And you'll change the schedule status to show submitted FFRs.

(Kristen Schaeffer): So I - can I interrupt you really quickly?

Kelly Long: Yes.

(Kristen Schaeffer): I don't see where the financial part is. So I see Submissions. I see View Awards, Approved Scope, Administer Change Grant, Submissions. And then under Submissions there's Monitor Schedules, Non-Competing Continuations, Performance Reports, Progress Reports, Other Submissions. I'm not sure where the financial.

Kelly Long: Okay. So if you don't have the link to view the financial report that means that you don't have the privileges to view the financial report.

(Kristen Schaeffer): Okay.

Kelly Long: The financial reporting administrator is the user within the EHBs who can give privileges to other users.

(Kristen Schaeffer): Okay.

Kelly Long: So once he or she gives you privileges then you'll have that financial report link in the left menu.

(Kristen Schaeffer): Great. Okay. Thank you.

(Darren): And if they don't give you the privilege would you just share those procedures or steps with them?

(Kristen Schaeffer): I think I'll probably go in as them. Oh you didn't hear that.

(Darren): No I didn't. Okay.

(Kristen Schaeffer): Thank you.

Coordinator: Your next question comes from Mark Souders, MaineGeneral Medical Center.
Your line is open.

Mark Souders: Thank you. I'm trying to complete an extension without funds request for the fourth year of a three year grant. And I have the submission in but they've requested that I submit the FFR through the electronic handbook but I don't see an opportunity to do that. The only financial report I see out there would be the year end one due 07/29. Is that the one that I actually fill out for this?

Chris Suzich: Do you have your grant number handy sir?

Mark Souders: I can I believe. Yes. It is D06RH09019.

(Darren): 88D06RH09019?

Mark Souders: Yes.

Kelly Long: And Mark, can we have your telephone number? We don't have a computer here in front of us to look it up.

Mark Souders: Okay. Sure. That is 207-626-1587.

Kelly Long: Okay. Someone will be back in touch with you.

Mark Souders: Great. Thank you very much.

Coordinator: Your next question comes from Roger Rushlow, Sterling Area Health Center.
Your line is open.

Roger Rushlow: Yes. Thank you. We're actually a community health center that happens to have a federal drug free community's grant that requires in-kind contributions. Are those reported as recipient share on the FFR?

Kelly Long: No. We don't ask you to report in-kind contributions on the FFR.

Roger Rushlow: So the answer is no?

Kelly Long: That's correct.

Roger Rushlow: Thank you.

Coordinator: Your next question comes from (Toya Polk), at the University of Tennessee Health Science Center. Your line is open.

(Toya Polk): Hi. Good morning everyone. I have a question in regards to - I'm somewhat of a novice to part of this, and I'm trying to find out for certain, are the FOR and the AOR - are those two separate reporting requirements? And, you know, how does the FFR tie in to the Notice of Grant Award?

(Darren): The FOR?

(Toya Polk): I'm sorry the AOR, the annual operating reports. Are they separate from the FFR? Are those two different reporting requirements?

Kelly Long: Yes.

(Toya Polk): Okay. Okay. Now my second question, in reference to the FFR, they tie into the amount of a Notice of Grant Award. Is that not correct - is that, that those two entities tie in together?

Kelly Long: That's correct.

(Toya Polk): Okay. Thank you.

Coordinator: Your next question comes from Toni Remor at North Texas Area Community Health Centers. Your line is open.

Toni Remor: Hi. Good morning. I was listening yesterday and I'm back again today. More questions. On the Notice of Grant Award, on line 15 for the program income, it listed as D, other. So when I'm looking at the program income on the FFR, I know there's one there for the deduction alternative and one for the addition alternative. Would I just put the program income on that line L?

Kelly Long: You put what you earned on line L.

Toni Remor: Put what I earned on line L. Now...

Kelly Long: You disbursed on line N for the addition alternative.

Toni Remor: Even though it wasn't listed on my Notice of Grant Award as A equals addition? It was listed as D, other.

Kelly Long: That's correct because in the case of the health center program, D doesn't really mean addition or deduction. It means something else.

Toni Remor: Okay. So I have to populate lines L and N (unintelligible)?

Kelly Long: That's correct. That's correct.

Toni Remor: Okay. And then my other...

Kelly Long: D on the Notice of Grant Award does not stand for deduction.

Toni Remor: Okay. And that's my actual program income earned for my IDS grant?

Kelly Long: Right. If you're reporting on the IDS grant as we said earlier, minus any adjustments, so it's your net program income on line L.

Toni Remor: Okay. And then my next question is under the total recipient share required then, I'm supposed to put in there - because I know in the grant application we had specified a specific amount but we did not meet that amount - do I put in then what the actual recipient share was from other grants?

Kelly Long: Your grant does not have a cost sharing or matching requirement so you...

Toni Remor: Well it does on the Notice of Grant Award under Q, total approved budget, it lists the total share including \$100,000 for non-federal resources.

Kelly Long: Right. That's federal and non-federal. However...

Toni Remor: So, I...

Kelly Long: You don't put anything in the recipient share section because you don't - your program is not cost sharing or matching.

Toni Remor: Okay. So I leave that blank?

Kelly Long: Non-federal is...That's right.

Toni Remor: Okay. So on this particular page under transactions then I just needed to fill in line E with my federal share and my costs exceeded that, a lot.

Kelly Long: You're only reporting on your federal funds on this form and the federal expenditures and unobligated balance section - that's only for federal reporting.

Toni Remor: So under my program income then, my - since I know my income earned exceeded the federal share I should just put a matching share in there?

Kelly Long: There's no matching required.

Toni Remor: Well...

Kelly Long: Whatever you earned you put there. Whatever was on your Notice of Grant Award was an estimate. This is a report of your actual. So...

Toni Remor: Okay.

Kelly Long: Okay?

Toni Remor: Okay. But you said this is only to collect federal share, so do I only go up to the \$217,378 that I received or do I put in my actual income earned?

Kelly Long: In section, federal expenditures and unobligated balance, you cannot expend more federal funds than we gave you. So you can't report more expenditures there of federal funds than you were awarded. Non-federal would go in the program income section.

Toni Remor: Well you've got me a little confused right now. On line E, I put in the amount of the grant award.

Kelly Long: Federal funds authorized, line D, right.

Toni Remor: Well that was already...

Kelly Long: That was already populated, right.

Toni Remor: Right.

Kelly Long: And so on line E...

Toni Remor: And so on line E under column 2, I put in the - or line 3 cumulative - I put in the total amount of the grant award?

Kelly Long: You put in the total amount of your expenditures based on the federal funds that you received. So if you spent all of the federal money then the answer is yes.

Toni Remor: Yes I would put in that total amount?

Kelly Long: Yes.

Toni Remor: Okay. So then when I get down to program income, my question is, do I put in what I actually earned from the program or just up until I reach that \$217,378?

Kelly Long: The actual amount that you earned.

Toni Remor: Even if it exceeds the federal share?

Kelly Long: Yes.

Toni Remor: Okay. All right. Thank you.

Coordinator: Your next question comes from Bill McFarland, Ohio Rehabilitation Services Commission. Your line is open.

Bill McFarland: Thank you. I just had a quick question. I'm trying to enter the 425 report for a grant period that ended the 31st of May - of March 2011. And when I go into the electronic handbook, that report doesn't show up but I've got one for the period that started April 1 that ends a year from now. Is that a mistake? Or, and it won't let me open it up.

Kelly Long: It sounds like - it sounds like the report had already been submitted. If the next one is showing is up and the current one is not appearing, or it's a mistake. Can we have your grant number?

Bill McFarland: Yes. H21MC06771. And it's got a B zero.

Kelly Long: And Bill can we have a telephone number for you?

Bill McFarland: I'm sorry?

Kelly Long: Can we have a telephone number for you?

Bill McFarland: Yes. 614-433-8279.

Kelly Long: We'll look it up to see if it was previously submitted or if it was simply a mistake and we'll get back to you.

Bill McFarland: Okay. Appreciate it.

Coordinator: Your next question comes from (Cynthia Alvarez-Mack), HHS. Your line is open.

(Cynthia Alvarez-Mack): Yes. Good morning. I just wanted to make a comment like the other lady did about the non-compete continuation report. When I tried to submit that on April 30, it took HRSA 20 days to help me resolve the issue to be able to submit that correctly. I just want to make a comment that the EHB system is not friendly. It's not easy to navigate.

It would be helpful, like the other lady said, if they could put some kind of notice or something there if there's something going on, something that we need to be aware of. I got tossed back and forth between technical support and program support. So, it was very frustrating and I just wish that they could make the EHB more user-friendly. And that's basically all I have to say. It's just very frustrating.

Chris Suzich: Thank you Ms. (Alvarez). We're in a bit of a transition period with the new NCC streamline procedures. So we are continuously re-evaluating how to make the EHBs experience more efficient and better for our user community, folks like yourself. So we appreciate the comments and we want everybody to know that we are constantly making changes to improve the system, particularly with respect to the NCC submission reports.

(Cynthia Alvarez-Mack): Thank you.

Coordinator: Your next question comes from Megan Tirpak, Duke University. Your line is open.

Megan Tirpak: Hi. I have a question regarding the stimulus funding for equipment grants. We're actually having - we're experiencing some difficulty with the PMS system with our drawdown. We've yet to be able to drawdown any funds for this grant. However, our expenditures are reaching the point of completion and our Notice of Award indicates that we are to close out the grant as soon as all funds are expended. Can you give any guidance as to what we should do since we have yet to drawdown the income?

Kelly Long: Yes. Megan we would like to work with you so that you're able to get your money. Can we have a telephone number to get back with you?

Megan Tirpak: Sure. It's 919-684-9628.

Kelly Long: And do you have your grant number handy?

Megan Tirpak: Yes. It's D76HP020537.

(Darren): And Megan, are you the FRA on the grant?

Megan Tirpak: I'm not but the other person - that person has been in contact with me on a regular basis about this situation. There hasn't been any progress recently.

(Darren): And they have contacted the division of payment management?

Megan Tirpak: Yes. They have been taking with - let me pull up, I have names - they've been talking with (Linda Johnson) at the PMS and (Bruce Holmes) at HRSA.

(Darren): Okay.

Megan Tirpak: But...

Kelly Long: (Bruce) is your grants management specialist and (Linda Johnson) is your division of payment management account rep. The stimulus money is in subaccounts in payment management. So I'm not sure if that's what the confusion is.

Megan Tirpak: I think it is. It seems like there're two subaccounts being - there's something with the subaccounts isn't wrong and I'm just - I'm getting notices saying, you know, there's been no revenue drawn down. The grant -all - everything's been spent - all the equipment's been purchased. I need to facilitate a close-out but I just need to know what, in a compliance point of view, should be done at this point.

Kelly Long: Absolutely. And we will help you to get through that. So someone will be in touch with you today.

Megan Tirpak: Thank you.

Kelly Long: Sure.

Coordinator: Your next question comes from Michael Ballard, Neighborhood Health Care, Cincinnati, Ohio. Your line is open.

Michael Ballard: Yes. I have a question in reference to the capital improvement projects. If you are going to come in, can you move some of those categories around where you might be not expending money in one group of, like demolition or something like that, into another area as long as you don't exceed the grant total?

(Darren): Well, with the - this is a CIP program and, Michael so that I don't give you misinformation, because I'm more than sure there may be some requirements on that particular program. Normally under - with other grants, realignment of the budget are in essence allowable but I would advise that you check with your grants management specialist as well as your HRSA program officer for follow up and direct instructions on that since it is a CIP program.

Kelly Long: Yes. You may need to submit a prior approval request to re-budget that.

Michael Ballard: Oh, okay.

(Darren): Before you take any action.

Michael Ballard: Okay.

(Darren): You should check with someone.

Michael Ballard: Okay. Now the second question is, can I print a blank copy, you know, as a worksheet on this FFR report?

Kelly Long: OMB has the form on their Web site that you can print.

Michael Ballard: Oh, they do. Okay.

Kelly Long: Yes.

Chris Suzich: And that' OMB.gov, Mr. Ballard. And I was just on it yesterday. If you do a search on FFR or financial forms, it should come right up.

Michael Ballard: Okay. Thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from Norman Fournier, Fish River Rural Health.
Your line is open.

Norman Fournier: Yes. Just a - thank you - clarification question on program income. We're a health center grantee and I always assumed that program income was listed on L, N and O, but there was some confusion last year in April when HRSA in an email indicated that, "The health center program is not a -- and I'm reading -- is not a cost sharing or matching program and therefor program income should not be reported as such on the FFR." Then you go down three or four paragraphs and it says, "The reporting of program income on FFR for health center grantees is as follows." And, you know they outline line L N O. So, which one is it? I'm assuming - we've always reported it as program income but this email has indicated that should not be reported on the FFR.

Kelly Long: Program income should not be reported in the recipient share section because it's not a cost sharing or matching program.

Norman Fournier: Okay. That's not what the email says however.

Kelly Long: However program income should be reported on lines L and N and then I believe O is automatically calculated by the EHB.

Norman Fournier: Right. Okay. That's all we're - that's all we've been doing. I just want to make sure we're doing it right. Thank you.

Coordinator: Your next question comes from Misty Cravens, Ohio County Hospital. Your line is open.

Misty Cravens: Yes, thank you. I just had a real quick question. We are on the - we completed the last year of our grant and we still have some funds that are unused. What kind of prior approval request do we need to do? I didn't know if we need to do an extension with funds?

Kelly Long: You're in your last year of your grant.

Misty Cravens: Yes.

Kelly Long: And you have an unobligated balance?

Misty Cravens: Yes. We've, you know, our year just ended, just the end of April. And so we still have, like, some money left over and I didn't know what we needed to do.

Kelly Long: Okay. Do you need additional time?

Misty Cravens: Yes.

Kelly Long: To finish your project?

Misty Cravens: Yes.

Kelly Long: Okay. You'll want to get a prior approval request in of a no cost extension. You're already beyond your budget period, so you'll want to do that as soon as you can.

Misty Cravens: Okay. And then I had one other question. If they do approve us for an extension, will we have to file another FFR on the remaining funds?

Kelly Long: Yes you will.

Misty Cravens: Okay. Okay, thank you for your time.

Kelly Long: Thank you.

Coordinator: Your next question comes from Dana Collins, Appalachian Agency for Senior Citizens. Your line is open.

Dana Collins: Thank you. I'm actually in on the EHB and completing the FFR and I'm having some difficulty. Every time I hit the Save and Continue button it's taking me to a blank screen and then I'm ending up having to go back and forth, back and forth. And then I'm getting some messages that the information is saved but anyway, I end up all the way back at the very beginning of the financial report. So I didn't know if it's just me or something in with the application.

Kelly Long: Can we get your contact information and we can look into that and see if there's a problem?

Dana Collins: Okay.

Kelly Long: Can you repeat your name please?

Dana Collins: Dana Collins.

Kelly Long: And your phone number?

Dana Collins: 276-964-7152.

Chris Suzich: And you talked to the HRSA call center at all about that Ms. Collins?

Dana Collins: No. Actually I've just been working on it while we've been on this call. But it's just that it's - every time you go to the Save button or to Save and Continue, then you're throwed into just a blank screen that says it's done and it has like the, you know, heading of the next section there. But you end up having to go back and save again and go back and save again or save and continue, rather. And then you finally end up back on the very main page with the different sections. And some of them are showing up they are complete now. It just seems a lot of back and forth and you're not sure if the information you're putting in is staying or not.

Chris Suzich: Okay. Somebody will be in touch with you.

Dana Collins: All right. Thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from (Emile Compsey) of Howard University.
Your line is open.

(Emile Compsey): Good morning. My question is this, last year we requested a one year long extension on the final year of our grant, which was approved by HRSA. And our standard form 425 showed a large amount of unobligated federal funds. We submitted a budget which shows how we would spend the (unintelligible) thousand dollars balance. And on the (unintelligible) we also have unliquidated obligation of so much. My question is this, if it turn out that the unliquidated obligation was much less than what we had reported on the FSR, do we need to submit to HRSA a revised budget for the extended one year

period or can we just keep on spending the amount of money which will turn out to be, not unliquidated but still available for us to spend?

Kelly Long: Okay. A clarifying question for you. You said you did get an approval for an extension?

(Emile Compsey): Yes.

Kelly Long: And you're currently in the extended period of time, right?

(Emile Compsey): Yes.

Kelly Long: And you did submit that budget justification along with your extension request?

(Emile Compsey): Right. And we also submitted a budget for the extension.

Kelly Long: Okay. So your FFR from last year - is that the report that has the unliquidated or the unliquidated exists now?

(Emile Compsey): I'm looking at the standard forms we submit. We have unliquidated obligations shown on this report on line F and also we had unobligated balance showing on this report on line H. Based on this FSDR, or the standard form 425, based on this, we submitted a proposed, I mean a budget to HRSA for this amount of the unliquidated - I mean - yes, from, on the unobligated obligation, we submitted a budget.

So my question is we have also unliquidated obligation which may turn out to be less than what we have reported. The question is, can we spend it without submitting any additional budget to HRSA?

Kelly Long: No you don't have to submit additional budget. But what we do request that you do is to revise your report from last year to adjust. So, if you've liquidated those funds by now, revise your report to show what's liquidated and what was not.

(Emile Compsey): Well in that case, it would be in conflict with the budget that we submitted to HRSA for the one year extension.

Kelly Long: That's okay because it's going to increase your unobligated balance, correct?

(Emile Compsey): Yes, definitely.

Kelly Long: Because your unliquidated is less.

(Emile Compsey): Definitely. It will definitely increase our unobligated balance. Hello?

Kelly Long: One second, sorry. Okay we just want to - we were - sorry - we were just talking about and clarifying. So the unliquidated that you did not spend, you're not approved to spend that, so we want to make sure that that's clear. If you're looking to spend that....

(Emile Compsey): Oh, I thought you said a while ago that we don't need to request for - I mean to submit another budget to cover this unliquidated obligation because we - I'm just saying that we may have reported more unliquidated obligation than we have - actually have.

So it may turn out that we have more unobligated balance of (unintelligible) funds than what we have actually reported in FSR because of this change on the unliquidated obligation line F. This may not be so, but I'm just keeping a

scenario over here and what would happen if this turn out to be less than what we have reported.

Kelly Long: And that's fine. You just would need to submit a revised financial report adjusting the unliquidated amount. And that's going to show that you have more unobligated balance but you're extension request, at that time, your budget justification was based on your unobligated balance at that time.

(Emile Compsey): So are we supposed also to submit a revised budget for the extended period to show that instead of the amount that we said unobligated is now different from what we are submitting?

Kelly Long: No. We do not require a revised budget. The only - if - the only reasoning that you would need to submit a revised budget, if you're asking to spend those additional funds.

(Emile Compsey): Yes but we are asking the - if we intend to spend the additional funds then we should send a revised budget.

Kelly Long: Yes.

(Emile Compsey): Okay.

Kelly Long: Another prior approval request.

(Emile Compsey): Okay. All right. Thank you very much.

Kelly Long: Okay. Thank you.

Coordinator: Your next question comes from (Brenda Pedick), Community Health Centers of the Central Coast. Your line is open.

(Brenda Pedick): Good morning. I have three, I hope, short questions. One is, when it was - the FFR was the FSR, we were doing an addendum worksheet. Those are no longer required, correct?

Kelly Long: Correct.

(Brenda Pedick): Okay. And then also, on line L will the previously reported amount prepopulate this year?

Woman: I don't believe that...

Woman: (Unintelligible) right?

Woman: Right.

(Darren): Yes but they need to fill it in.

(Brenda Pedick): That's (unintelligible) says.

Kelly Long: Right. And nothing prepopulates there.

(Brenda Pedick): So it won't say what I reported last year. Okay. And then the last one is just - it's a question about the UDS. My report still says the review is in progress and I was just wondering when it might say it's final because I'm trying to give those out to other agencies.

Man: So the UDS review cycle is probably going on. There is a different schedule for people who are reviewing it so we might not be able to give you that information. But if you contact your project officer, they might be able to give you better information about that.

(Brenda Pedick): Okay. Thank you very much. That's all.

Kelly Long: Thank you.

Coordinator: Your next question comes from Tracey Hillman, Lincoln Nebraska Vocational Rehabilitation. Your line is open.

Tracey Hillman: Thank you. When we have approved carryover, the amount is added to the subsequent fiscal year NGA. It seems to increase the authorized amount for the subsequent fiscal year and doesn't decrease the NGA for the completed fiscal year. Since our state accounting uses the NGA in the payment system to identify authorized amounts, this makes it look like we have more to spend than we really do. Do we continue to spend the balance of the completed fiscal year and report it as such, or do we leave that balance hanging and begin spending the subsequent fiscal year grant?

Kelly Long: Hold on.

Chris Suzich: Just one second please.

Kelly Long: We're making sure we understand your question. Yes. Can you repeat your question?

Tracey Hillman: Sure. Sure. Well it's - the NGA for our approved carryover, the NGA is increased by the amount of that carryover.

Kelly Long: Right.

Tracey Hillman: And in our state system, that new amount becomes are authorized amount.

Kelly Long: For that budget period.

Tracey Hillman: Because - yes - because of the way the NGA is shown.

Kelly Long: Right.

Tracey Hillman: But, it is - the NGA from the previous fiscal year is not decreased. So it looks like we have more money to spend than we really do. And we are confused about which grant we're spending. Do we continue to send the balance of the old grant until we've spent the approved carryover or do we just leave that balance hanging and spend it out of the new fiscal year grant?

Kelly Long: Yes. You spend the money based on the year that it's approved. So if it was carried over, it's in the carryover year that you spend it.

Tracey Hillman: Okay. So we have - in our system it looks like we have more money to spend than we do. So our - at the end of our grant when they balance out the drawdowns and so forth, we have a larger balance than we should have.

Kelly Long: Okay because your system is not removing that.

Tracey Hillman: Well and it...

Kelly Long: We moved - but if we move the money, you should not be spending it in the year that you initially didn't spend it.

Tracey Hillman: So you're really moving the money in the HRSA system?

Kelly Long: Right. Right.

Tracey Hillman: Okay. So how do we convince our state to move the money also if we're not getting a revised grant award from the previous fiscal year?

Kelly Long: The only time you're going to get a revised award de-obligating from the prior year is when the money crosses document numbers.

Tracey Hillman: Yes I understand that.

Kelly Long: Money was...

Tracey Hillman: That's a problem to us.

Kelly Long: The money was originally obligated in the fiscal year on which it was awarded.

Tracey Hillman: In the federal system?

Kelly Long: Right.

Tracey Hillman: Yes.

Kelly Long: Right. But we can approve through that carryover you to use that money since you didn't spend it. Let's just give an example, you didn't spend it in 2009.

Tracey Hillman: Right.

Kelly Long: Okay. So we're going to approve you to spend it in the 2010 year.

Tracey Hillman: Right.

Kelly Long: Okay. So it's still FY 2009 money.

Tracey Hillman: Right.

Kelly Long: That we're approving you to spend in 2010.

Tracey Hillman: Okay. But I guess what I'm saying is how do we balance out our two grants in the state system?

Man: There is a - in your NGA, if you look at your NGA, there is a - in the bottom there is a line for funding line items.

Tracey Hillman: For what, I'm sorry?

Man: It's on line 17.

Kelly Long: Yes. At the very bottom of your Notice of Grant Award...

Man: On box 17.

Tracey Hillman: Right.

Man: Those are the lines for funding line items. If you aggregate all of those funding line items, it will add up to the total amount. So what is really happening is in the next year grant, we are funding you money based on the

funding line item 17 which is the new fund plus whatever was a carryover from the previous year.

And so that's why even though the NGA shows that you're getting more money, the new money or the money that you're getting from this year is in the line 17.

Tracey Hillman: Well, I have one in front of me - oh I see, the line 17. Well that's future recommended funding shows an amount, is that what you're talking about?

Man: That's line...

Tracey Hillman: No that's line 19. Are you talking about the grant award? The NGA?

Man: NGA. So do you see the number 17 there?

Tracey Hillman: I see a 17 but it says object class.

(Darren): And below that you'll have something called FY CAN.

Tracey Hillman: Yes.

(Darren): And you have some numbers down there.

Tracey Hillman: Yes. There are no amounts there. And on this particular one it says additional authority \$115,000.

Man: Right. So what really happened is we took the money from your previous year grant and moved that money into this year. And by moving that money...

Kelly Long: It gives you permission to spend it.

Tracey Hillman: Right. Right. I understand that. I mean, we have no problem with spending it, of course. But, it's just how we explain to our state accounting how to identify that in our system because one grant - the previous grant award shows that we have \$250,000 and then the next grant award for the new fiscal year shows that we have \$365,000, of which \$115,000 comes from the previous fiscal year. So...

Man: Okay. We identify all of the - we identify the information by year and then a CAN number.

Man: So, in a way when we give you the additional authority, we are really - from your system perspective - we are de-obligating it from the previous year. So...

Tracey Hillman: So...

Man: (Unintelligible) line for additional authority, you should assume that that's...

Tracey Hillman: A de-obligation.

Man: A de-obligation from the previous year.

Tracey Hillman: Okay. So we need - we just need to tell our state people that that's what that means.

Man: Right.

Tracey Hillman: Okay. Well I can do that. Then also I heard you answer some one that in-kind is not reported on the FFR. If in-kind contributions are used to meet part of the match are - wouldn't they be reported on the FFR as recipient share?

Kelly Long: If you have a matching requirement.

Tracey Hillman: We have a matching requirement and - but if we're using in-kind as to meet part of that match, would it not be reported as part of the recipient share?

Kelly Long: That's probably true. However I was answering for a health center grant who does not have any recipient share.

Tracey Hillman: Oh I see. Okay. Okay. I just wanted - that was a little confusing, so. Thank you. That's all I have.

Coordinator: The next question comes from Stacy Fitzsimmons, Indiana Department of Health. Your line is open.

Stacy Fitzsimmons: Thank you. I actually have two questions. One, when we are in EHB we see both labels as financial reports and FFRs. Are those technically the same thing?

Kelly Long: Yes.

Stacy Fitzsimmons: Okay And then, we have recently consolidated our report and application submitting into my office and I have access to all of our grants now and I see that some have financial reports that are late and some go back several years. So, how far back should I go to get those into more current reporting?

Kelly Long: If they're showing as late, you should get those in compliance.

Stacy Fitzsimmons: Okay. So it doesn't matter how far back it is, we need to get everything into compliance?

Kelly Long: Yea ma'am.

Stacy Fitzsimmons: Okay. And...

Coordinator: I'm sorry Ms. Fitzsimmons, if you can hit star 1 again please.

You're next question comes from (Paige Brown). Your line is open.

(Paige Brown): I just have one - it may not even be answerable on here, but once we submit an FFR to the EHB system, in order for us to find out if a change request has been made by HRSA, we have to keep going back in to each FFR to look for a change request. Is there a way to be automatically notified when a request is made, similar to the process where we get the notifications that an FFR is coming due?

Kelly Long: The system should be sending notifications if there's a change request.

Man: Were you the one who submitted the FFR?

(Paige Brown): Yes.

Man: Okay. Can we get your grant number and look into this particular issue?

(Paige Brown): It's not actually specific to a grant number. It's all of our grants.

Man: Right. But could you give us an example of when you received a change request for which grant so that we could specifically look into that particular grant and see if the notification was - just as an example to validate, if you could give us a grant number then we could validate that.

(Paige Brown): I can but not at the exact moment. Is there any way someone could call me?

Man: Can you give us your phone number?

(Paige Brown): Absolutely. It's 859-257-1028.

Chris Suzich: The system is designed to send an email notification when a change request is requested. But the notification goes to the person that originally submitted the FFR.

(Paige Brown): And we seem to be getting the prior notifications that an FFR is coming due. We're just not getting any when it comes to a change request.

Chris Suzich: Okay. We'll be in touch with you Ms. (Brown).

(Paige Brown): Okay. Thank you.

Coordinator: Your next question comes from Chris Campbell, Mercy Jefferson Memorial Hospital. Your line is open.

Chris Campbell: Yes. Thank you. I just have a question as we work to get to the conclusion of our reporting process. It's twofold, if I may. First is, I'm assuming there's no problem if the project has ended before the end of the budget period. Can we begin all of the close-out reporting in advance of the budget period end date?

Kelly Long: Yes and we encourage you to do that.

Chris Campbell: Okay. And the second is, as it relates to - I think I'm following now all the differences between the different FFR reports and then we have the SF425 which will be due on the annual report - with the close-out equipment portion of that, what level of detail would you like us to upload related to the equipment?

For example, when we applied for the grant, we just had to list things, you know, I guess in relatively general terms when we were in the application process. But when they say itemize, the challenge is we have invoices and purchase orders, et cetera, but the price of those exceeded the grant funds and to split that out, you know, per penny, may be more than you all want. I don't know. So...

Kelly Long: And it's okay that it exceeded. That the cost was more. We wouldn't want to see the reverse obviously. So you can either just submit the list of the equipment or a copy of the invoice.

Chris Campbell: Okay. So a copy of the invoice or the purchase order so to speak that outlines each piece would be okay even if it exceeds?

Kelly Long: Yes, that's fine.

Chris Campbell: Okay, because I guess it should all tie back to the SF425, right?

Kelly Long: Right.

Chris Campbell: Okay. Thank you very much. I appreciate your help.

Kelly Long: All right. Thank you.

Coordinator: Your next question comes from (Lucille Neelmeyer), Ravenswood Family Health Center. Your line is open.

(Lucille Neelmeyer): Thank you. I'm still a little bit confused on the program revenue income, line L, the total federal program income earned. Now is that the total federal funds that we received from the inception of the grant or is it, say, our patient revenues and other income?

(Darren): The program income is not the income you received from the grant.

(Lucille Neelmeyer): Okay. So it'd be like all our other income as far as patient revenues and other - like Medicare, Medi-Cal, Health Families and all those programs?

(Darren): That is correct.

(Lucille Neelmeyer): Okay. I just wanted to make sure that we're doing that correctly.

(Darren): You are.

(Lucille Neelmeyer): Okay. Thank you.

(Darren): You're welcome.

Coordinator: Your next question comes from Eric Bellamy, The Children's Trust of South Carolina. Your line is open.

Eric Bellamy: Yes. Our question is about - we have a 27-month budget period and we were just - our question is about our annual reporting. Do we just report at the end

of the 27-month period or do we still - or are we on an annual basis of some sort?

Kelly Long: You should look two places. Look at your Notice of Grant Award and see what it stipulates. And also the electronic handbook will guide you through that. Do you have your grant number handy?

Eric Bellamy: I do.

Kelly Long: Can you give that to us?

Eric Bellamy: It is X02M, as in Mary, C19415.

Kelly Long: Okay. And I believe that's one at the end of the period, but certainly validate that in the EHB.

Eric Bellamy: I'm sorry, could you repeat that?

Kelly Long: I believe that is one at the end of the budget period - one report at the end of the budget period.

Eric Bellamy: Okay.

Kelly Long: Because that's one that we - that's awarded a two-year budget period at a time.

Eric Bellamy: Yes.

Kelly Long: Okay. I believe that it's one, but certainly verify that in the electronic handbook.

Eric Bellamy: Okay. Thank you.

Coordinator: Your next question comes from Susan Luck, Social and Scientific Systems.
Your line is open.

Susan Luck: Hi. My question has to do with the SF425 and I understand from the whole conversation here it's used for two things, the annual financial reporting and for the PMS reporting.

My question is, I just got a notice from the EHB that a financial report is due at the end of this month. So, that's fine and I just thought it would be the regular financial report. But how do I know if it's really for the PMS quarterly reporting? Do you send out a notification from EHB for the PMS reports that are due?

Kelly Long: No. The EHB will not send you notification for payment management.

Susan Luck: Okay.

Kelly Long: The division of payment management does send out automated notifications.

Susan Luck: Okay. Okay. So that answers my question then. So it's only for the financial reporting. Okay. Wonderful. Thank you.

Coordinator: Your next question comes from Chris Nolte, Madison County Memorial Hospital. Your line is open.

Chris Nolte: Good morning. This is Chris Nolte from Winterset, Iowa and I have one quick observation. Real newbie here, so when you - it took me about 20 minutes to

figure out EHB meant electronic handbook. And, so, every once in a while remind us what some of these things stand for.

And I really just - first time grant recipient and it appears if I'm not mistaken that I actually have three responsibilities. The PMS and they work out wonderful, and then I have to fill out an EHB and an FFR. Is that correct?

Kelly Long: That's correct.

Christ Nolte: Okay. And if they're as good as PMS was then it'll be a breeze. Thank you very much.

(Darren): Better.

Kelly Long: Thank you.

Coordinator: Your next question comes from (Vivian Rayford), City of Chicago Controller's Office. Your line is open. Ms. (Rayford) your line is open, please check your mute button.

(Vivian Rayford): Hi. This is (Vivian Rayford). I have a question concerning the interim financial reporting. The question that I have is, we submitted a long form, the FSR form 269 for an interim financial status report. We received an email stating that they would not accept that, that we needed the FFR 425. What we did is, we did in turn prepare the report and the person from HRSA had asked us to PDF the report to them, which we did. My question is, should we now go back into the e-handbook and submit the interim FFR?

Kelly Long: And the answer is, it depends. Can I get your contact information?

(Vivian Rayford): Sure. My name again is Vivian Rayford, R-A-Y-F-O-R-D. My phone number is 312-744-8995.

Kelly Long: Okay. In some unusual circumstances we do accept a paper copy of the form but that is not a normal process. So we'll want to make sure that the electronic record is taken care of. So we will get back to you to let you know whether you have to do that.

(Vivian Rayford): Okay. Thanks.

Kelly Long: Thank you.

Coordinator: Your next question comes from John Robb, Cook County Department of Public Health. Your line is open.

John Robb: I really don't have any questions. The discussion - I'm relatively new like the gentlemen in Iowa. And determining what your requirements are and making sure that you - that we fulfill them has been a little bit difficult but by and large I have all the help numbers and the people - I'm able to get a hold of the people both in the HRSA helpline and in the EHB, so I'm okay.

Chris Suzich: Thank you for your feedback Mr. Robb.

Coordinator: Your next question comes from Marcia Shobe, University of Arkansas. Your line is open. Please check your mute button Ms. Shobe. Your line is open.

Your next question comes from Blain West, Tillamook County Health Department. Your line is open.

Blain West: Hi. Yes. I had a question. I was looking at our health cluster grant and, the current budget period, there is one that's due in 86 days, the FFR and I understand that. But the next budget period, there's actually two financial reports listed there. One for 12 months and one for 15 months and I'm not sure why.

Woman: Is this an H80 activity health center grant?

Blain West: Yes.

Woman: It's because you got an extension of your budget period. So the EHB automatically sets up a submission for 12 months and then there's a submission for the extended period. That's why there are two there.

Blain West: Okay. It's actually got a different recording cycle as well.

Woman: That's correct.

Chris Suzich: So you're required to complete both of those, Mr. West.

Blain West: Okay. Thanks.

Chris Suzich: Thank you.

Coordinator: Your next question comes from Mark Meredith, American Samoa Department of Health. Your line is open.

Mark Meredith: Good morning.

Chris Suzich: Morning.

Mark Meredith: My question is, I'm into the EHB and FFR. Can I also get access to the PMS Web site?

(Darren): You can - we gave a number out this morning and we can repeat it for you. That is 1-877-614-5533.

Mark Meredith: 614-5533

(Darren): That is correct. And they will give you - if you call that number you can get information on the - you can get the PMS Web site. I'm sorry I don't have that Web site with me right now, but you need to register with PMS to complete your PMS related activities. That's what I...

Mark Meredith: Yes because I'm having problems with our grants here in American Samoa. Our PMS system is handled by the treasury department so all other agencies of the local American Samoa government have to go through the treasury department to get that PMS drawdown. So I think I have about 20 or 30% being drawn down.

And almost two months then the grant will be expired. So I have to get help from the PMS. Is that correct?

(Darren): Yes.

Mark Meredith: Okay. That's it. Thank you.

Chris Suzich: Thank you.

Coordinator: Once again to ask a question, please press star 1. Your next question comes from Melanie Taylor, Wasatch Homeless Healthcare. Your line is open.

Melanie Taylor: Thank you. This is just a follow on to what someone mentioned earlier and that was automatic notification of a change request to an FFR in electronic handbooks. And we just recently went through a close-out of a prior whole, you know, five-year grant period, and didn't know about that.

If you didn't actively look in electronic handbooks, you weren't - at that particular grant, you - we didn't know that that request was out there until the grants management specialist said, "Why aren't you responding?"

So there's something about, I think, probably in the system that's not automatically generating those change requests and my guess is it has to do with the migration from paper, you know, the paper forms into the new system. (Unintelligible).

Chris Suzich: We will take a look into that Ms. Taylor. Thank you.

Coordinator: Your next question comes from Alexandria Desautel of Lake Roosevelt Community Health Centers. Your line is open.

Alexandria Desautel: Yes. Thank you. I did a progress report. This is my first progress report on the EHB and then I received a notice that there were problems and I went back on to EHB to correct and then the progress report would no longer show up. And so I called the helpdesk and they told me that were no reports - have ever been submitted for that grant.

And I know that's not correct because I submitted it myself and I've seen the past ones. So now I'm in a place where I don't even know how to correct the progress report.

Kelly Long: Are you referring to your non-compete and continuation progress report? Or is this another reporting requirement that was on your NGA?

Alexandria Desautel: I believe that's what it's called. Yes. This - like I said, this is my first year doing it. It's for my IDS grant. It's a quarterly report.

Chris Suzich: It's a quarterly report that you submitted in EHBs?

Alexandria Desautel: Yes. For the performance progress report.

(Darren): Can we get your name?

Alexandria Desautel: Alexandria Desautel.

(Darren): Spell your last name please.

Alexandria Desautel: D-E-S-A-U-T-E-L

(Darren): And your phone number?

Alexandria Desautel: 509-722-7623.

(Darren): And if you - you wouldn't happen to have your grant number would you?

Alexandria Desautel: Yes. It's H8BCS12635.

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

Alexandria Desautel: Thank you.

Coordinator: Your next question comes from (Megan Marshall), Resource Care. Your line is open.

(Megan Marshall): Yes. I'm looking for some guidance on the FFR for the IDS report that's due at the end of June. And all I can find - it keeps referring me back to something that was released in February. And we didn't receive anything in February. It says to refer to that HRSA Period of Performance Notification. And I can't find it anywhere.

Chris Suzich: Just one second Ms. (Marshall), please.

Kelly Long: Is the notification a pre-closeout notification?

(Megan Marshall): Okay. We were going through a change in CEOs so maybe it went to the wrong person. Do you know how I can get that?

Chris Suzich: Do you know what the notification said Ms. (Marshall)?

(Megan Marshall): No, that's what I'm trying to figure out. And all it says in any kind of - anything I've listened to or found through the HRSA Web site just says to refer to the HRSA Period of Performance Notification that was sent to each IDS recipient in February 2011.

(Darren): And is the CEO - was the person listed on your Notice of Grant Award?

(Megan Marshall): Yes. That's correct.

Kelly Long: Okay. We believe we know about the notification that you're referring to. Can we get your grant number and your contact information?

(Megan Marshall): Yes. Our grant number - do you need our IDS grant number again?

(Darren): Yes.

Kelly Long: Yes.

(Megan Marshall): So, let me pull it up real quick.

(Darren): And can you give us your phone number while you're looking for the grant number?

(Megan Marshall): Yes. It's 325-762-2447, extension 110. And the grant number is H8BCS12286.

Kelly Long: Okay. We'll be in touch and get you a copy of that notification.

(Megan Marshall): Thank you.

Coordinator: Your next question comes from Fabio Eugenio, Public Health Solution. Your line is open.

Fabio Eugenio: Hi. Good morning. I have a question. My grant expires on July 31 2011 and I wondered if we have or (unintelligible) how long prior we had to submit budget modification to say hey, you know, this is the amount that we're going to spend?

Kelly Long: Are you asking for how much time to submit a prior approval for an extension of time?

Fabio Eugenio: Yes.

Kelly Long: At least 30 days before the end date. The sooner that you can do that the better.

Fabio Eugenio: That means 30 days before June 31, that's - I mean July 31 - that's going to be like June 1?

Kelly Long: By June 30.

Fabio Eugenio: Oh okay. By June 30. Okay. All right. Thank you very much.

Coordinator: Your next question comes from (Carolyn Brown), Bingham County Health Department. Your line is open.

(Carolyn Brown): I think I figured it out. I was trying to figure out my budget period but I found it. Thank you.

Kelly Long: Yes.

Coordinator: At this time there are no further questions.

Chris Suzich: You want to please repeat the instructions one more time (Gwanney)?

Coordinator: Yes sir. Thank you. To ask a question please press star 1. One moment.

At this time there are no questions.

Chris Suzich: Thank you (Gwanney). I'd like to thank everybody for joining us today and again, if we said we would be back in touch with you, somebody will be back in touch shortly. Again, we appreciate your time. Thank you very much.

Coordinator: This does conclude today's conference. Thank you for attending. You may disconnect at this time.

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