



Transition to the Federal Financial Report Technical Assistance Conference Call Transcript

8:53 am CT, 03/25/2010

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. During the question and answer session please press star 1 on your touchtone phone. Today's conference is being recorded. If anyone has any objections you may disconnect at this time.

Now I'd like to go ahead and turn today's call over to Chris Suzich. Sir, you may begin.

Chris Suzich: Thank you (Julie). Thank you everybody for joining us today. We're here to talk about the FFR, the Federal Financial Report that will be going live effective April 1 for all HRSA grantees.

Let me start off by saying that you don't need to be in front of a computer for this conference call. A PowerPoint presentation about 12 pages long was sent out late yesterday. We will be going through that PowerPoint presentation that is actually a PDF file that was sent out to everybody. We will be walking through that first and then we will be opening it up to any questions that you might have.

If you do not have a copy of that presentation I'm going to give you a phone number you can call right now and an email address you can email if you need a copy so you can follow along. That phone number is the HRSA call center and it is 1-877-464-4772 and again that is if you need a copy of the PDF presentation that we will be going through in a moment.

Also you can send an email to the call center at the following email address, callcenter@hrsa, that's H-R-S-A.gov. And just ask for a copy of the presentation and they will be able to email that to you now.

We're fortunate to have a number of folks with us today that will be able to answer any questions that you might have. If we are not able to answer the question - any question that you ask we'll take your contact information and get back to you with an answer.

As you have heard, effective April 1 HRSA will be transitioning from the SF-269 form that is currently in the Electronic Handbook that is also known as the FSR, to the OMB mandated form the FFR also known as the SF-425. We're going to step through the presentation that I mentioned earlier that perhaps you received late last night or early this morning. With that I'm going to turn it over to (Jillian). (Jillian)?

(Jillian): Thank you Chris, good morning everyone. I will start off with the agenda on Slide 2 of the presentation. Today we'll talk about the purpose and goals for today's presentation; provide Federal Financial Report FFR overview; transition overview; I will walk through the FFR report; we'll provide an overview of the changes; give you some resources that can help you with these changes; and then we'll take any questions that you have at the end of the presentation.

Slide 3, purpose and goals. The purpose is to provide HRSA grantees with information about the transition from the FSR to the FFR. We will visually highlight how these changes will appear in the EHB, to communicate the resources available to grantees for more information, answer any questions you have regarding the transition.

Please note that this presentation applies to HRSA grants only. Reporting to other agencies will not be covered in this presentation. The goals of this presentation are to provide technical assistance to grantees and to help grantees transition to the new FFR form.

On Slide 4 we have an overview of the Federal Financial Report or FFR. OMB has consolidated the federal cash transaction report which uses the SF-272 and the financial status report using the SF-269 into one form, the Federal Financial Report which uses SF-425. HRSA grantees will use this form to report federal cash transactions to PMS on a quarterly basis. This will be considered the top portion of the form including Question 10a, b, and c.

Grantees will also use this form to report expenditures to HRSA as per the grant specific reporting requirement. This will include the lower portion of the FSR, Question 10d through 10o.

Please note that for HRSA grants, do not submit data for the lower portion of the FFR to PMS. Any data reported for the lower portion of the FFR to PMS is not made available to HRSA. HRSA grantees are required to submit this information through the Electronic Handbook or EHB.

On Slide 5 we have the transition overview. Beginning on April 1, 2010, HRSA grantees will be required to submit the FFR, SF-425, instead of the FSR, SF-269. On April 1 all pending FSRs, any FSR that has not started, in progress, or change requested status in the grantee queue will be converted to the FFR.

If your grants management specialist requests change for a previously submitted FSR on or after April 1 the FSR will be converted to an FFR. Grantees will submit the FFR according to the reporting requirement schedule for the FSR listed on your NGA. The reporting period and deadline date will not change. HRSA grantees will continue to submit one FFR per grant to HRSA.

So on Slide 6 we have the current FFR status page and this is just to give you context of where these changes are taking place. You'll see that the transaction detail section is highlighted. All of the changes that the conversion over to the FFR form will take place in this transactions detail section.

Moving on to Slide 7, here we have the FFR and FSR field mapping for the transaction section Question 10. On the left hand column we have the FFR fields. On the right hand column we have the FSR fields and I'll go through each of these deals and how they correspond to one another.

For the FFR fields 10a through c, there is no corresponding FSR field. This is information that you will submit to PMS only, HRSA does not collect this information. 10d, the total federal funds authorized is the same as Field 10o on the FSR, total federal funds authorized for this funding period. FFR Field 10e, federal share of expenditures is Field 10j, federal share of net outlays on the FSR.

10f on the FFR, federal share of unliquidated obligation, is Field 10m on the FSR, federal share of unliquidated obligation. On the FFR Field 10g, total federal share is Field 10m on the FSR, total federal share. FFR Field 10h, unobligated balance of federal funds is Field 10p on the FSR, unobligated balance of federal funds.

10i, total recipient share required, on the FSR this was the sum of two fields, Field 10g, program income used in accordance with the matching or cost sharing alternative, and 10e, third party in kind contribution. FFR Field 10j, recipient's share of expenditures is Field 10i, total recipient share of net outlays on the FSR. 10k, remaining recipient share to be provided. This field is not collected on the FSR.

10l, the total federal program income earned was Field 10p in the FSR, total program income realized. FFR Field 10m, program income expended in accordance with the deduction alternative is Field 10c, program income used with the deduction alternative on the FSR.

10n on the FFR, program income expended in accordance with the addition alternative was reported in Field 10r, the first program income using the addition alternative on the FSR. And finally 10o, unexpended program income, this value is not collected by the FSR.

Now starting on Slide 8 we're going to do a walkthrough of how these screens appear in the EHBs. On slide 8 we see 10a through 10c. You will report these values to PMS. In the EHBs these fields will be disabled and no data entry is required.

Slide 9 we have fields 10d through 10h. 10d will be populated with information from the EHBs and you cannot change this value. This

will be the cumulative amount of federal funds authorized for the document number.

10e, the federal share of expenditures, the previously reported column on the left will be prepopulated with prior year data and migrated from the FSR. You will enter cumulative data and modify the previously reported amount if necessary. The EHBs will calculate the amount in this period column using the formula cumulative less previously reported. For Field 10f you will enter the cumulative value for federal share of unliquidated obligations and then the EHBs will calculate the values for 10g and 10h.

On Slide 10 we have fields 10i through 10o. In 10i and 10j again the previously reported column will be prepopulated with prior year data. You will enter the cumulative data in the cumulative column and then modify the previously reported amount if necessary. The EHBs will calculate the amount in this period column.

In 10k the remaining recipient share to be provided will be calculated by the EHBs using the values in Line I and Line J. 10l through 10o, here you will enter the cumulative value only.

So that's the transaction section in the EHBs. Now on Slide 11 we'll outline how these changes will affect you. What is changing? Basically the form is what's really the big thing. Grantees will be required to use the new form after April 1.

Again, anything that was not started, in progress, or change requested that's in the grantee handbook for you will be converted to an FFR regardless of the deadline date or reporting period. If you revise an FSR after April 1 that FSR will be converted to an FFR. So basically if

you've submitted an FSR already and then you come back after April 1 to revise that, when it returns to your queue it will be an FFR instead of an FSR.

Almost as important as what is changing is what's not changing. The process for obtaining access to financial reports is not changing as well as existing privileges and access to financial reports. So anyone who is registered to access the FSR and can do data entry or submit those reports now will still have the same privileges after April 1.

Data will be prepopulated in the EHBs where applicable. The reporting requirements and deadline dates are not changing so whatever the deadline date on your notice of grant award for the FSR is, that will be the same deadline date for the FFR.

Grantees should continue to submit cumulative annual data unless otherwise specified on the NGA and grantees are required to submit an FFR before requesting carryover for a given year. So those are all things that have been in place with the FSR and will remain in effect with the FFR.

Now on Slide 12 we have resources that are available to you. The first few are Websites. The first is the EHBs Website. And you might want to add this as a favorite in your browser if you use the EHBs frequently. The second link is the link to the FFR instructions on the OMB Website. And this Website is [whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf](https://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf). Again this is on Slide 12 and this will give you the OMB FFR reporting instructions.

The HRSA call center is also available to assist you with EHBs and system help. They're available by phone or by email Monday through Friday from 9:00 am to 5:30 pm Eastern Time. Their toll free, excuse me, phone number is 877-GO4HRSA, that's 877-464-4772, and their email is callcenter@hrsa.gov.

And finally your grants management specialist listed on your Notice of Grant Award will be available to help you with grants management or financial reporting and programmatic questions as they relate to the FFR. And that concludes the slide presentation and now we will open up for questions and answers.

Chris Suzich: (Julie) can you provide the instructions for any grantee that would like to submit a question?

Coordinator: Thank you. We will now begin the question and answer session. If you would like to ask a question over the phone please press star 1. Please unmute your phone and record your name and company clearly. Your company name is required to introduce your question.

Again if you would like to ask a question over the phone please press star 1. To withdraw your question press star 2. One moment please for the first question. (Beth) from Mountain Laurel Medical, your line is open.

(Beth): Thank you. Our FSR is due at the end of March. When we submit that through the Electronic Handbook, will that automatically be transferred over to the FFR? That's the first part of the question. The second part is if it is, then wouldn't it be beneficial for us to just complete the FFR instead of the FSR at this time?

(Jillian): Right so if it's due at the end of March and you submit it before the deadline date you'll use the FSR form. When the grants management specialist gets the FSR and they review it, it will remain as an FSR unless they need changes to be made. If they need any changes and they send it back to you, at that point it would be converted to an FFR.

(Beth): Okay and then my other question, is there a manual that tells you specifically what is required for those fields?

(Jillian): Yeah I would refer you to the OMB FFR instruction.

(Beth): Okay thank you.

(Jillian): You're welcome.

Coordinator: The next question comes from (Steve) from William F. Ryan Community. Your line is open.

(Steve): Yes hi, I have a question. So when we're doing the FSR as I understand that we're still going to be completing, you know, the Line 10d all the way through the bottom. But when you mentioned the new stuff for the FFR Line 10a, b, and c, is that information that is going to be required - when is that due to be put in and can you do the FSR? Is it due the same time when the FSR is due or is this information that is due at a different time?

(Jillian): So the FFR is replacing the FSR so once we make this transition over to the FFR you will only be reporting the FFR to us. As for fields 10a through 10c, that's information that you submit to PMS.

(Steve): Okay so is that coming - is that going to be something that is - we're going to be just putting, basically summarizing the draw downs that we have done? Is that, you know, for that period? Is that...

(Jillian): No, you're not going to report a, b, and c to HRSA. You're already reporting that to the Payment Management System.

(Steve): Okay.

(Jillian): So it's...

(Steve): Well where is that information coming from? How about that?

(Jillian): I'm sorry, can you repeat that?

(Steve): Where does the actual information come from or is that already linked in there?

(Jillian): No you won't see any information on a, b, and c.

Man: The information, you have to give that information to PMS on a quarterly basis and I assume you're already doing that.

(Steve): Yeah okay so it's just a matter of taking those numbers from those reports and popping them into here.

Man: No so that's the thing. When you report to PMS you report these three fields. When you come into to EHB to work on your FFR, these three fields will be disabled so you won't be able to enter anything in there. Because for HRSA EHBs or for HRSA we don't want these numbers to be reported to us.

(Steve): Okay so we don't have to have a, b, or c at all in there.

Man: Right.

(Steve): Okay so then can I just ask the question, why is it in there then?

Man: We are trying to abide by the 425R which is on the approved form so we are showing you the form as it is rather than skipping a, b, and c and starting off from d.

(Steve): Okay so honestly - so just to clarify then, the FSR is going to be now onto this form but we're going to really just continue doing what we're doing but we're just starting from Line 10d and onward.

Man: Exactly.

(Steve): Okay, I'm good with that. Thank you.

Coordinator: The next question comes from (Joel Hughes) from the (Yakama) Enablement Health. Your line is open.

(Joel Hughes): Thank you. The first - the question you just answered was one of my questions. I was assuming or anticipating the FFR would be a single point of entry for all agencies and you clarified it is not, essentially it's only for HRSA and we still need to do the PMS information through their venue. The second question is just to verify, all of our FSRs essentially are now going to be going through the FFR, correct?

Man: Yes.

(Joel Hughes): Okay thank you.

Coordinator: The next question comes from (Cindy Large), Indiana Health Association. Your line is open.

(Cindy Large): Hi, this is (Cindy) and I think you might have clarified this already. I have already reported an FSR through PMS and EHB. So are you saying that I now need to go to another site and report something else that goes just to HRSA?

(Jillian): No, so the EHBs is HRSA's system for collecting information from HRSA grantees so the FSR, the same place you went to submit that data to HRSA, you'll still go in through the EHBs, it just now will be using the FFR form. So as far as HRSA grants go you will have to do the quarterly reports to PMS and then you will do the financial reporting using the EHBs and those are the two places you have to go for the HRSA grant.

(Cindy Large): So to access these forms and complete them, I do what I did for the FSR where I go through PMS and then I have the area that pops up that says that I need to complete the FFR and all this information is there and I just need to add more to it?

Man: When you - okay you have not submitted an FFR in HRSA yet. You submitted the FSR but you may have submitted the FFR information to PMS. So the next time that you have to do your reporting for the FSR or what will be the FFR by the time you have to file, you will go in EHB just as you did for the FSR, you'll do the same thing for the FFR for the HRSA information Line 10d onward. But you still have quarterly reporting requirements for the PMS FFR which started in January of this year. Does that make it clear?

(Cindy Large): Okay so yeah because I've already done that whole piece so now I need to just go back in, find this thing, and finish it out.

Man: When it's time for you to report on your HRSA award.

Man: So the reporting requirement for PMS is on a quarterly basis. The reporting requirement for HRSA is noted on your NGA, the Notice of Grant Award. So if you go and look at the HRSA award on the second page you will see a reporting requirement and it will tell you exactly when the FFR or used to be documented as FSR is due.

(Cindy Large): Okay now I - so that's like that thing at the end of the year that we turn everything in.

Man: Exactly.

(Cindy Large): Okay.

Man: And that's what we are talking about today.

(Cindy Large): Okay thank you.

Man: Thank you.

Coordinator: The next question comes from (Karen) from the (Combine) Clinic. Your line is open.

(Karen): I think you answered it with the other. I was also confused about the quarterly, annual and the difference between the two reports and if they were combined. So I think you answered it, thank you.

Man: Thank you.

Coordinator: (Henry) from the (F.O. McDowell) Health Center, your line is open.

(Henry): Yes thank you. My question relates to draw downs on the PMS. Are they only allowed quarterly or can they be done monthly?

Man: Draw downs can be done monthly.

(Henry): Monthly, okay that's the only question. Thank you so much, you are doing a great job.

Man: Thank you.

Coordinator: The next question comes from Southern New Hampshire Medical Center. Your line is open. One moment for the next question. The next question comes from (Norman), your line is open.

(Norman): Yes this is (Norm) from Chicago State University. My question concern downloading the - what Website do you download the SF-425 that you can, you know, enter data in? What Website?

(Jillian): When you're submitting the information to HRSA you will submit it directly into the EHBs Web form rather than completing a form and then uploading it. You'll actually submit and complete into the Web form.

(Norman): Okay, so you don't need to download it from, you know, any Website and then, you know, enter the data, right?

(Jillian): No, you will - you can enter it directly into the EHBs.

(Norman): Okay.

Man: If you'd like to you can go to the OMB Website that (Jillian) mentioned earlier, the whitehouse.gov Website to take a look at the form and the instructions.

(Norman): Okay yes.

Man: But you would not use - you would not download it from there and submit it to us.

(Norman): Thank you.

Coordinator: The next question comes from Larry LaPlante from Northern Maine Community College. Your line is open.

Larry LaPlante: Good morning. My question is a little bit on the other, the finalizing report. My staff member here at the college who is presently out on maternity leave and that's why I'm asking the question, she sat in on a presentation back in early January where you discussed the overview of the SF-425.

And at that time in the fourth quarter of last year, '09, we had finalized our project and she was filing a final - she was filing her final reports. She was told by the grant specialist that she had to file a new FFR which she attempted to.

And she ran into a problem regarding - and I've got a copy of the report here. She completed it, she tried to submit it, but it wouldn't

allow her to submit it, okay? The issue is that we have attempted through calling our specialist and also the help desk.

We're at a quandary because when she attempts to certify as the final step she gets an error message that states that she can't certify or submit a canceled document. And so we've been trying to get a solution to this problem because she's had the report ready to file since about the first part of February.

(Jillian): Can we get your name and phone number so we can look into this and one of us will call you back after this call?

Larry LaPlante: Certainly. My number is (207) 768-2712. I do have another conference call at 11:00 but I should be available later on this afternoon.

(Jillian): Okay and I'm sorry, can you repeat your name please?

Larry LaPlante: Larry LaPlante, L-A-P-L-A-N-T-E.

(Jillian): Great, thank you very much.

Larry LaPlante: Thank you.

Coordinator: The next question comes from (Ann Mashon) from the People's Health Clinic. Your line is open.

(Ann Mashon): Good morning. I am concerned with reconciling the time periods. My grant year end is January 31 so my FSR is due April 30 so the PMS data that's going to populate itself there is going to reflect probably the four calendar quarters most recently reported.

(Jillian): Okay so in the FFR, PMS data will not be migrated into that form. Fields 10a, 10b, and 10c, the information that you report to PMS, in the EHBs those fields will be blank and disabled. Information in the rest of Question 10, 10d through 10o will be migrated from previously submitted FSRs for the document number.

And we have that field mapping on Slide number 7. So we'll use that field mapping to migrate the data that had been submitted to HRSA through the EHBs in the FSR form. That will be populated in the FFR HRSA fields.

(Ann Mashon): Okay so I'm still in control of all the things that I report. I was thinking that those were disabled because they were coming from.

(Jillian): Yeah no, we're not collecting that information so although the fields will appear there they will be - they won't contain any data.

(Ann Mashon): Okay thank you.

Coordinator: Are you done with your question?

(Ann Mashon): Yes thank you.

Coordinator: The next question comes from (Connie) from South Dakota State University. Your line is open.

(Connie): Yes hi, I want to make sure I understand this. So if I'm getting this right, 10d through 10o on the FFR is only used for HRSA grants in EHB. It will never be used for any other type of grant.

(Jillian): In the EHBs it's for HRSA grants only.

(Connie): That whole section is only for HRSA.

Man: Your particular HRSA grant that you are reporting on.

Man: So 425 is an OMB approved form for all federal financial reporting. So if you have other grants from other HHS agencies they might at some point implement the FFR form also. But in today's conversation we are having is in regards to the FFR form that we have and that we are planning to deploy on April 1 for HRSA only. So when you come into the system to report, you are reporting HRSA information in this FFR form.

(Connie): So if we have like an NIH grant we should contact them and ask them if they want us to use this form also.

Man: Right, NIH will probably reach out to you or you should reach out to them to figure out when they will be moving to 425 or if they are moving. But we don't have NIH information with us right now.

(Connie): Okay and then the second part of my question is on Page 9 of the slides. If I'm understanding this right the Column I previously reported will prepopulate and we will need to change Column 3 and then go back and change Column I?

(Jillian): No so the Column I will be prepopulated and you will enter the information, the cumulative information in Column 3. And then if you need to update Column I you can but you may or may not need to depending on the value that's in there.

So we're taking the information that you have previously submitted in an FSR and migrating it to these fields in the EHBs but when you come in to report you might realize that something needs to be updated or corrected and so that's allowing you to do that at that time.

(Connie): If we only do Column 3 and the rest would calculate and prepopulate by itself.

(Jillian): Right.

(Connie): Thank you very much.

Coordinator: The next question comes from (Chicka Kelly) Associated, Incorporated. Your line is open.

Woman: Yes good morning, thank you. Again I'm sorry to have to put you through this but for the EHBs, when we - how often do we have to report that? Is that quarterly?

(Jillian): In most cases it's annually. It would be according to whatever the reporting requirement on your Notice of Grant Award is. So for the majority of HRSA grants it's within 90 days of your budget period ending date.

Woman: Exactly.

(Jillian): So refer to your Notice of Grant Award. Some grants have, you know, interim reports that they have to submit but it would be - in most cases it's an annual report submitted after the end of the budget period end date.

Woman: So that - all that all remains the same.

(Jillian): Yes.

Man: I'm familiar with your grant and yours is year.

Woman: Yes thank you.

(Jillian): Thank you.

Coordinator: The next question comes from (Charlene Williams) from the Ohio Legal Rights Service. Your line is open. Hello Ms. (Williams)? Please check your mute box. Ohio Legal Rights Service, your line is open. We'll take the next question. The next question comes from the William F. Ryan Community Health Center. Your line is open.

(Ford Sealy): Yes, my name is (Ford Sealy), I have a question. Basically it seems like on the FFR you can go back and make changes in the prior year. Do we need to have an approval from the program office if we go back into prior year to make any changes?

Man: So no, you don't have to have an approval. You can go and make the changes but any changes that you make will be reviewed by the specialist. So when you submit to the specialist it will be nice to put in a comment as to the fact that you're making a prior year change and list the reason for it. If not, they can send it back to you for more comments or clarification.

(Ford Sealy): Okay thank you.

Coordinator: The next question comes from (Eddie), STRP. Your line is open.

(Eddie): Yes I have a question and perhaps this might have been answered already and just for clarification. Now the first question that I have is, this is just a comment on the person who asked the question in terms of draw downs from the PMS.

I - the comment that I have is I believe the draw down system is only quarterly. You cannot withdraw cash anytime you want from the PMS. So just a comment so if that is true or not I think because we can actually draw down and we have certain guidelines in terms of draw downs from the PMS.

Now the second question that I have is that if I understand this correctly the - hold on. The FSR is annually and the SF-269 is also annually. But the federal cash transaction which we usually do which is SF-272 is quarterly. Now will the cumulative reports that we have through the SF-272 be populated into the SF-425 when we open EHB?

(Jillian): No.

Man: Two clarifications I want to make. The FSR or the 269 that you referred to and then the 272, those two have been combined into this new form SF-425. So SF-269 and 272 are getting (deprecated) and being replaced by 425.

(Eddie): Yeah but...

Man: That being said, the 425 you have to take the top portion and fill it out for PMS on a quarterly basis and that information stays with them. On a - based on your reporting requirements for HRSA you will have a version of 425 available in EHB that you submit to HRSA EHB where

the top portion would not be populated, would be disabled because we don't have the access to that data from PMS through the system.

So you are only filling out the bottom portion and submitting to us on an annual or on a basis which is documented in your NGA.

(Eddie): Okay I see, but the top portion which we report to the PMS, because at the end of the year we will have to reconcile that, those at the bottom.

Man: Are you talking about reconciling in PMS?

(Eddie): That is correct.

Man: At the end of the project.

(Eddie): Yes.

Man: And that I think was in PMS. I'm not - we are not very sure exactly the steps you would take but that would be with the PMS system as you have been working with them. You should probably contact them for further clarification.

(Eddie): Okay, all right. Now also in my first question, the draw downs from the PMS is not quarterly as a result of this, right? You can actually draw down anytime you want as long as you follow their guidelines and also with the amount that is stipulated in the PMS.

Man: That is correct sir and that is what we said, you can draw down monthly.

(Eddie): Okay thank you.

Man: Thank you.

Coordinator: The next question comes from (David Nelson) from Indiana DHS.
Your line is open.

(David Nelson): Yes I believe my question is related to the last one. We ran across this problem in a separate agency and wanted to make sure that was not the case here where the amount we are recording as expenditures, federal and recipient's share of expenditures are the expenditures that we have recorded in the state's accounting system and does not have to match what has been drawn down.

So what we are reporting to on the 425 to PMS will not have to match the expenditures reported on the 425 until the end of the grant period. So we'll have expenditures incurred today but we might not draw those down until a later date.

(Jillian): And that is true. At the end of the project period is when the dollars reconcile from what you're reporting to HRSA and what you're drawing down from payment management.

(David Nelson): And during the life of the grant those do not have to match, only after the end of the grant.

(Jillian): That is correct.

(David Nelson): Okay thank you.

Coordinator: The next question comes from (Beth) from Mountain Laurel Medical.
Your line is open.

(Beth): Thank you. The reporting for the grant funds for Section 330 grants and what about the RF funds, the CIP and the IDS? Are they separate FFRs or is that all part of the grant or part of the report here?

Man: If you have separate ARRA grants, (unintelligible) grants, any other grant - any grant that you have you have reporting requirements. Any of the grants that you mentioned you have an FFR reporting requirement. You would do one FFR for each particular grant according to the required reporting period.

(Beth): Okay so for example our IDF grant was awarded last March and so theoretically an FFR would be due for that 90 days at the end of that project period?

(Jillian): Yes.

(Beth): Okay so just for my clarification again, what I'm talking about then is actually three different FFRs at three different times of the year.

(Jillian): Because you have three different grant awards?

(Beth): Yes.

(Jillian): Yes.

(Beth): Okay great, thank you.

Coordinator: The next question comes from (Ron) from (Malone) University. Your line is open.

(Ron): Good morning. Under the old system or what we have presently, we would receive email notifications as to when reports were due from PMS and from HRSA. Will that continue under the new system?

Man: Yes, it will continue the same way.

(Ron): Okay so when we get down close to the quarterly usually PMS would send an email and say it's time for you to report your quarterly report and here's your guidelines and your deadlines and that. That will still continue.

(Jillian): We don't know of any changes at PMS but I would suggest that you call your account rep for that clarification.

(Ron): All right, thank you very much.

Man: Hello?

Man: I just wanted to mention that HRSA notification will continue exactly the same way which as you get right now.

(Ron): Okay very good.

Coordinator: Are you done with your question?

(Ron): Yes I am, thank you.

Coordinator: The next question comes from (Melissa Govern Michael) from Metro State University. Your line is open.

(Melissa Michael): Hi, thank you. We posted our quarterly draw downs on the new system FFR report instead of 272 and my assumption was when the summary annual report comes that notice was FFR, the new report FFR 425. But you will update the FFR report. But from your conference are you saying that we have two places, first we put our cash draw downs in FFR and then in payment and then FFR?

But when I sent our reports I reported cash receipts and disbursements and also there are other things from D to H. So how - I am confused if I see another report when I go to PMS or I need a little bit clarification. Thank you.

Man: Okay you have to think about it in two distinct actions. When you're doing your quarterly reporting to PMS you're seeing lines 10a through 10c. When it's time for you to report to HRSA after we give you notification or reminder, you're going to go into the Electronic Handbook just as you've done with your FSR.

But what you'll see is the FFR, you'll see 10a through 10c grayed out but then you'll see all of the information for 10d onward whereas you will report your FFR information for your HRSA award at the end of your budget period.

But your quarterly reporting period is something different and that's done through PMS and then when you come into the Electronic Handbook you will see those fields, you can't do anything with them, but then you'll see the open fields for you to fill out the FFR for your grant. Does that help?

(Melissa Michael): Yes so that will be in the same area.

Man: They are two different systems and you need to log into to file those two separate actions. The PMS system as was mentioned is done quarterly and the EHB system you will enter typically on an annual basis but it's dependent on your particular Notice of Grant Award.

(Melissa Michael): Okay all right, thank you.

Coordinator: The next question comes from (Marylou Kiley) from the Heart of Florida Health Center. Your line is open.

(Marylou Kiley): Thank you. We are a first year FQHC and I just would like clarification on the meaning of cumulative data. Does that always mean annual for the grant year?

(Jillian): It's cumulative for the project period of your document number. So if you're a new health center, you're reporting - I'm not sure how many years you have but let's just say you have five years. If you're in Year 2 you're reporting cumulative. So it's cumulative of what you expended from Year 1 and Year 2 combined.

(Marylou Kiley): Oh really, so it's both - it's not really annual, it's years can over - you would report two years?

(Jillian): You're required to submit a report on an annual basis so every year you're submitting a report.

(Marylou Kiley): Okay.

(Jillian): Here you're submitting a cumulative report.

(Marylou Kiley): And it would be cumulative for the two years?

(Jillian): Yes.

(Marylou Kiley): Thank you.

Coordinator: The next question comes from the Missouri Department of Health.
Your line is open.

Woman: My question is are there any plans to have a printer friendly version?
Because right now in the EHBs on the system there isn't one.

Man: And when you try to print what happens?

Woman: It prints on several pages. When you go to view the 269 or when you
go to print it, it breaks up information kind of like you're just printing
it out of Internet Explorer. It doesn't put it on a single form.

Man: Okay we can take that feedback. It's really hard to - we would try to
figure out if there is a possibility to adjust it on the same page. But
thanks for the feedback.

Woman: All right, thank you.

Coordinator: The next question comes from the Target Center. Your line is open.

(Steven Fallon): Hi this is (Steven Fallon). I think I know the answer to this but I just
want to double check because some of the folks who are on the call
today are discussing both the old FSRs and also the PMS.

And I personally have never heard of the Payment Management
System so I'm assuming that my fiscal department handles that and

that some agencies have two different point people filling out two different types of reports or am I completely missing the mark here?

Man: You're correct.

(Steven Fallon): Okay I just wanted to double check. Thanks for your help.

Man: Thank you.

Coordinator: The next question comes from the Butte Silver Bowl Health Company. Your line is open.

Woman: It's Butte Silver Bowl. My question, I thought I had this all straightened out. Can you hear me?

Man: Yes.

Woman: Okay. I thought I had this all figured out until someone asked about reporting three different grants at three different times and talking about the ARACP and the other grants, I think it's the ISHC-9.

My question is this. I thought our FSR and now FFR was based on our audited year. And in that audited year we've had all these different grants become part of our revenue. And I do a separate grant individually for each of those others but are you saying now that when I do the FFR I should not include those expenses or grant funds?

Man: So can we start with how many grants at HRSA do you have?

Woman: We have - well we have the two - well these are ISHC-9 and the ARACP are HRSA grants, correct?

Man: So you have two...

Woman: So we have those two.

Man: So you have two grants.

Woman: Center Cluster, we have a World Health Outreach and they all end at different times.

Man: So there are four grants. Now in the past for those four grants and these grants that you had, you were submitting to HRSA the FSRs at different times, right?

Woman: Correct.

Man: You will continue to do the same thing.

Woman: Right.

Man: Except now instead of using the FSR 269 form you will be using the 425 form. But the process will be exactly the same.

Woman: Okay so I think I'm still confused because our grant is just in the - we're in the middle of our audit and they're going to do a total - our audit will contain everything that has happened to us for the past year and that's what I will be reporting on the FSR, correct? I'm not just reporting it on the one grant that ends January 31.

I mean, I have to include all of the expenses and all of the grant funds and revenues and things like that that we've received during this fiscal year even though it's not just for the grant that has just ended.

Man: Okay for the sake of your audit, for the sake of your audit I'm assuming you're going to be reporting that you have an award from HRSA, awards from HRSA. Also for the sake of your audit there may be some questions in terms of how much money you have drawn down or expended on that particular grant.

Woman: Correct.

Man: For the sake of the FFR report, we only need you to report that based on your project budget end date. That could probably be different from your fiscal year end date.

Woman: They're both the same.

Man: Your fiscal year end date ends the same time as your grant project?

Woman: Right, that's correct.

Man: But you have four separate awards.

Woman: Yes and we would be reporting funds that we have drawn down or used in these other grants up to the end of our fiscal year.

(Jillian): Okay so you're talking about reporting to the payment management?

Woman: No, this is the FSR. I'm sorry, I'm probably making a big to-do over nothing. But in the past I have used - and I've only done the FSR and

now the FFR two times. Other people did it in the past so I'm kind of new at this.

But I always thought we took our audited financials and that's what we based our reports for the FSR on. In those financials it's going to include income from these other grants. Do I report that also like I've done in the past? I've reported everything we've gotten during that fiscal year period on my FSR.

(Jillian): You're only reporting for that grant so you're submitting one report for every grant that you have.

Woman: Okay so what you're telling me then, I take out the what I'm calling the stimulus money which is the ARACP and the ISHC-9 and the Rural Health Grant. I don't include any of that in my FFR for the grant that's just ending. I will include that in the FFR that I do for those grants?

Man: That is correct.

Woman: Okay so if I've done that wrong in the past is that going to make my cumulative really all messed up?

Man: Yes.

Woman: Oh wonderful. Okay thank you so much. And that's all, I'm done with that conversation.

Coordinator: The next question comes from American Community Health Center. Your line is open.

Woman: I believe we also have the same - a similar question to what has been answered. We have a grant with a two year project period, also a two year budget period. From my understanding from previous conversations we still submit annual FFR even though our period isn't ending until 2011? We still need to submit an FFR in 2010, is that correct?

Man: What type of grant are you talking about?

Woman: They're ARRA grants, they're two year grants.

Man: You have to report - on ARRA grants, please look at the reporting requirements for those particular grants. For the majority of the ARRA grants, it's not all of the ARRA grants with two year budget periods that's the same date, you report one time. But please look at the reporting requirements on your Notice of Grant Award.

Woman: Okay we understand now, thank you very much.

Coordinator: The next question comes from (Chris) from Lone Star. Your line is open. Hello (Chris) from Lone Star, check your mute box.

Man: (Chris)?

Coordinator: Lone Star? They're not responding, let me take the next question. (Linda) from (Hardeman) County Community Health, your line is open.

(Linda): Hi, I just have a question. I want to be sure that I am understanding that when I do the quarterly reporting for the PMS system I still do that

reporting in PMS, correct, and then I do the annual FFR report through the electronic handbook?

Man: Correct.

(Jillian): That is correct.

(Linda): Thank you.

Coordinator: (Linda) were you done with your question?

(Linda): Yes ma'am I'm finished, thank you.

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

(Carol): Hello, this is (Carol) from (Morehouse) School of Medicine. Can you hear me?

Man: Yes go ahead.

(Carol): Okay. I think I know what's going on but I'm trying to clarify everything. The new FFR replaced the 272 and the 269. Originally when the FFR came in and was set up you could see both portions out there, the old 272 - the part that replaced the 272 and the part that replaced the 269. Currently when I went out there you could not see the part that replace the 269 so you only see the part that replaces the 272 if you do not report the 269 through the FFR.

Man: Are you talking about what you're looking at in PMS, correct?

(Carol): Right.

Man: You're only going to see that information that pertains to your cash transactions.

(Carol): Right which was the old PMS 272, that's the only part that you'll see out there now.

Man: But after April 1 when you come into the EHB you'll see that top portion and you'll see the bottom portion.

(Carol): Okay so now if I go out on EHB, and I think this is what's confusing to some people because you keep calling it the FFR. The FFR is just the whole report but the portion that is - that has replaced the 269 FFR portion of it is in EHB now.

(Jillian): It will be on April 1.

(Carol): Right, so I'll do - anything that had to do with the 269 which is now called the FFR 269 portion will be in the EHB system for HRSA. And I think what - I think the young lady before might have got confused because she said that she had submitted her information based on the FFR on her quarterly report and she was supposed to report everything that she received from the Health and Human Services on that quarterly report -- not just HRSA.

She was supposed to put everything on there. The 269 part is the portion that is separate that you report by your individual agency based on your individual notice of award.

(Jillian): That is correct and I did ask her to clarify it was through payment management and she said no.

(Carol): Okay, I just wanted to make sure that I was understanding correctly and everybody seems to - they're getting all the forms mixed up.

(Jillian): You are correct and maybe that helped others.

(Carol): Okay thank you very much. Bye-bye.

Coordinator: The next question comes from (Clarence Wilson) from Alabama State University. Your line is open.

(Clarence Wilson): Can you hear me okay?

Man: Yes sir.

(Clarence Wilson): This is fairly new to me. I've worked with PMS many years, HHS, but never did EHB. At HRSA I guess this is going to be a new process so I don't even know how to get the EHB in HRSA. I've been out on the Website. Anybody got any suggestions? I'll take a help number or something. We do have one small HRSA grant that we probably have to do an annual report on that would be separate from the one through PMS and HHS system.

Man: Are you a registered user for EHB sir?

(Clarence Wilson): No, I need to find out how to be.

Man: Can you call the HRSA call center? That number was given out on the presentation on Page 12 but we can give you the number again.

(Clarence Wilson): Yeah because I didn't get the presentation either.

Man: Okay we'll give you the number right now.

(Clarence Wilson): Okay great.

Man: It's 1-877-464-4772.

(Clarence Wilson): Great, thank you.

Man: Okay.

Coordinator: And right now I show no further questions. As a reminder, if you would like to ask a question on the phone please press star 1. One moment please to see if we have any other questions. You have another question, one moment. The next question comes from (Paula Jones) from Ohio Legal Rights Service. Your line is open.

(Paula Jones): Hello, thank you. I am on the E Handbook right now and I clicked on our financial report that I had filed earlier and it said Not Started. But then when I clicked on the link to get into it, it said that it had been submitted. So why would it say Not Started? And then I clicked on other ones to open the handbook and they said no records could be found.

Man: Can you give us your grant number and your contact information so we can look into it?

(Paula Jones): Sure, the one I'm talking about right now that said Not Started but then when I clicked to go into it, it said it had been submitted is

X82MC11225. And again my name is (Paula Jones) and my phone number is (614) 466-7264 extension 111. And I have I think like seven or eight grants listed on there and all the rest of them said no records could be found when I clicked on open the grants handbook.

Man: Right and they will show no records found if the submissions for the FSRs in the past did not happen through EHB.

(Paula Jones): Oh if they were done on paper?

Man: Yes, they won't show.

(Paula Jones): When did it start being electronic, do you know the date?

Man: I think it was - I'm sorry, do you know (Jillian)?

(Jillian): April.

Man: I think it was April - March or April 2009 so it's been less than a year.

(Paula Jones): Okay. All right so you'll call me about why it said Not Started and then when I opened it it said it had been submitted?

Man: Right. We will investigate this issue. We'll get back to you. Typically we keep the record there so you can access it at anytime and it will show the status of submitted so we will investigate this issue and get back to you.

(Paula Jones): Okay great, thank you. I'm finished.

Man: Thank you.

Coordinator: The next question comes from University of Texas Health Service. Your line is open. Hello, University of Texas, your line is open. Check your mute box.

(Lucia): Hello this is (Lucia) and my question is about where I can find the forms? You had mentioned some Websites.

Man: If you want to look at instructions or just look at the form you can go to the OMB site. And the second last page of the presentation we have a role which talks about the OMB FFR reporting instructions and that's where the forms can be which is in the whitehouse.gov/omb/grants/standard_forms/ffr_instructions.

(Lucia): I lost you after OMB.

Man: Okay, if you go to the second last page of the presentation you will find this particular URL like Page 12 or 13.

(Lucia): And where do I get the presentation? I don't have it with me.

Man: You would have received an email with the presentation.

Chris Suzich: But if you need it you can call the HRSA call center and they'll be happy to send you a copy. And if you would like that phone number we can give it to you or it's the same number that we've given out before.

(Lucia): Oh I've got that one.

Man: Okay you have it?

(Lucia): Thank you.

Coordinator: The next question comes from (Camerus) Health Partnership. Your line is open.

Woman: Yeah, can you hear me?

Man: Yes.

(Jillian): Yes.

Woman: Okay. My FSR is due by March 31. Now will I still file that then through the payment management system?

Man: Your FSR, are you saying your FSR is due March 31?

Woman: Yes.

Man: You will file that through the Electronic Handbook in the normal way that you would file the FSR.

Woman: Okay. Okay and then the only difference will be in the form and that will be April 1.

Man: Yeah that is correct. If we - if when you submit that FSR by March 31 and the GMS has a question or has to return it to you, it will be converted - automatically converted to an FFR.

Woman: Okay thank you.

Coordinator: The next question comes from (Jessica) from National Capital Poison Center. Your line is open.

(Jessica): I'm having the same issue as a previous caller. I'm in the EHB right now and I've submitted the FSR in the past and it's saying it's now saying that I haven't started the report. So maybe the system is getting updated right now.

(Jillian): So what happens with the FSR, there is one for each of the budget periods that you have within a project period. By default the EHBs only show things that are not started or in progress or change requested. So what I think that you might be seeing is the FSR for the next reporting period. There is an option to search on the upper right hand corner where you can search and change the search parameters to Submitted to see previously submitted reports.

(Jessica): Okay I can do that, I can look there but just so you know, it's saying that it's 839 days late for example. So I don't think it's a future one that we're talking about but I will search.

(Jillian): Okay so you submitted a report on paper prior to us going electronic?

(Jessica): No I submitted it electronically in September of 2009.

Man: Okay so can I quickly ask you what is the reporting period that you see in that box and one of the boxes will have a caption for reporting period?

(Jessica): The reporting period says 9/1/2006 through 8/31/2007.

Man: Okay that should have come in through paper so it's interesting in two systems. Can you go and look at it also? We can investigate whether you're right, if it's for everybody or it's some data that particular data.

(Jessica): That's what happens when I click on Open the Grant Handbook but on the main screen, I guess I'll call it the main screen, it has a different budget period. So yeah, something could be going wrong systematically, you know, on the whole system.

Man: Okay, let me just get your grant number and phone number so I can investigate - I can also reach back to you in terms of the data element you are looking at.

(Jessica): Okay, my phone number is (202) 895-4266 and I don't have a grant number handy but I'm sure it's right in front of me.

Man: What is your name, what is the name of your agency?

(Jessica): (Jessica) and it's National Capital Poison Center.

Man: So you have a poison control.

(Jessica): Yes.

Man: Okay (Jessica) someone will get back in touch with you.

(Jessica): Thank you. I'm done.

Man: Thank you.

Coordinator: And right now I show no further questions.

Chris Suzich: Let's wait one minute please (Julie). Can you repeat the instructions?

Coordinator: Sure. As a reminder, if you would like to ask a question over the phone please press star 1. Again if you would like to ask a question over the phone please press star 1. To withdraw your question press star 1. One moment to see if we have any remaining questions. And right now I'm showing no further questions.

Chris Suzich: Do we have any other questions?

Coordinator: I show no further questions at this time.

Chris Suzich: Okay thank you (Julie). And I'd like to thank everybody for joining us today. We do have two other calls so if there is anybody else in your organization that you feel would benefit from a call like today's we have one scheduled for Monday and Tuesday of next week, same call in number, and you're welcome to join that or anybody else from your organization.

Coordinator: I do have another question. Would you like to take that?

Chris Suzich: Sure, go ahead.

Coordinator: One moment. I have a question from (Queens Care) Family Clinic. Your line is open.

(Stacy): Hi, this is (Stacy) calling, I have a couple of quick questions. On the new form, the FFR 425, the sum of Line D and Line I should agree to the total budget for that grant?

Man: One second please. Can you repeat your question please?

(Stacy): Okay, Line 10d like in dog and Line 10i, the sum of those two equals budget for the period that we submitted?

(Jillian): No. Line 10d is the federal funds authorized. That will prepopulate based on your Notice of Grant Award and how much money HRSA has given you for that grant.

(Stacy): Right.

(Jillian): Line 10i is your portion of the money, how much you have expended.

(Stacy): Right. So what I'm saying is the sum of those two numbers should agree to pretty much close to what you submitted to HRSA on your application as to how much money you were going to spend or the budget for that or for that period if the actual came in on budget.

Man: Yes. If your program is under a matching requirement or cost sharing requirement yes you're probably held to it. But if your program does not mandate matching or cost sharing then I think it's a loosely held rule.

Man: So what I would like to add is that when you submit your application that would be the budget you would be applying with which is you would have the federal funds and then you would have some portion of the non-federal funds.

If - now to answer that point, if the program requires you to have non-federal funds that should match the federal funds in some proportion, then when you submit the FFR the specialist will look into the

program and make sure that number matches up well. If the program requirement is not to have that sharing then even if you have the numbers slightly off I don't think it will make that big a difference to the specialist who is reviewing your FFR.

(Stacy): Okay, to continue on. So in this example the federal funds authorized is \$473,000 and then on that Line J, I mean Line I is \$9 million. So we can - so I guess our budget for this period for this grant, for this example is \$9,473,000.

Man: The budget that you put into the application when you submit, the total budget that you put into the application when you submitted it, yes.

(Stacy): Yes. All right, thank you.

Man: Thank you.

Coordinator: I do have another question. Your line is open for (Nurvine) Community Health Center.

Woman: Yes, we have several grants and one of them being ARACP. According to our NGA reporting requirements it's a two year grant but according to our NGA it only lists 90 days at the end of the budget period. According to the HRSA Website or through the EHB it is required due actually at the end - September 30 of 2010. So I'm confused because there is conflicting due dates.

(Jillian): So EHBs right now are showing two reporting requirements?

Woman: Well I would assume so. It only lists the one right now.

Man: Which - you said you're looking at the HRSA Website?

Woman: Well the HRSA EHB, I'm on HRSA's EHB and according to that it says that my FSR portion of our ARACP is due 9/26/2010. But according to our NGA it would be due 9/2011 because it's a two year grant. So either our NGA lists incorrect reporting requirements or the HRSA EHB is conflicting with the NGA.

(Jillian): We are in the process for those grants, there will be one reporting requirement 90 days at the end of your project period.

Woman: Okay so our IDS now, our NGA for our IDS grant actually shows two. It shows an annual period and a 90 day following. Is that still correct then or is that just a 90 day period as well?

(Jillian): That one is changing as well so you will get a notice when those changes are made.

Woman: Okay because we did just receive an email March 1 stating that it is due April 30.

(Jillian): Right.

Woman: Okay and that will be updated and revised then to reflect 90 days following the budget period?

(Jillian): That is correct.

Woman: Perfect, thank you very much.

Coordinator: And right now I show no further questions.

Chris Suzich: Okay let's wait ten seconds (Julie).

Coordinator: As a reminder, if anyone would like to ask a question over the phone please press star 1. One moment to see if we have any other questions. We have another question, one moment. (Sam) from Mutual Health Foundation, your line is open. Hello (Sam Benito)? Please check your mute box.

(Jeff): Yes this is (Jeff). I wanted to clarify that the IDS grant for FQHCs is going to be changing. When can we expect that notification that will be changing? Any ideas?

(Jillian): Soon, probably within the week.

(Jeff): Okay thank you.

Man: Okay so just to repeat, if you have an IDS grant with HRSA or an ARRA grant with HRSA and you have a two year project period and budget period, you are required to only submit the FFR one time during the course of this grant. You will receive notification if there is anything conflicting according to your award.

(Jeff): Thank you.

Coordinator: And I show no further questions.

Chris Suzich: Okay once again I'd like to thank everybody for joining us today and again we will be having an identical call on Monday and Tuesday next week. Thank you (Julie), thank you everyone.

Coordinator: Thank you so much for participating in today's conference call. You may disconnect your lines at this time. Thank you and have a great day.

END