

NWX-HRSA OA

Moderator: Chris Suzich
August 2, 2011
12:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode. After the presentation, we will conduct a question and answer session.

To ask a questions, please press star then 1. You will be prompted to record your first and last name. Today's conference is being recorded. If there are any objections, please disconnect at this time.

I'd now like to turn the conference over to your host, Chris Suzich.

Chris Suzich: Thank you (Dora). Welcome everybody and thank you for taking time out of your busy schedule. We talked last, I think is was in May. And we thought that there was a good response. And we thought it was a valuable conference call talking mostly about the FFR and EHBs. And any questions or issues you were having submitting your FFR reports.

I'll just, the folks here at HRSA, myself included, will just open with a few remarks and these calls are really designed to be about your questions and any

issues or problems you might be having, particularly about the FFR. But you can ask any EHBs related question that you might have today.

We're fortunate to have a number of other people on the call that will be able to address your questions. We're fortunate to have Kelly Long with us here today. And Darren Buckner along with Jennifer McCluskey, and I said there are others.

If we can't - if we don't know the answer to any question that you might have, we will take your contact information and get back to you with an answer.

And this is the HRSA conference call for our grantee community. It's an outreach effort where we try to answer any questions that you might have particularly about the FFR that is the financial that you submit mostly on an annual basis.

It is also known as the SF-425, that's FFR submission has been taking place electronically in EHBs - the electronic handbook's Web site - for more than a year now.

Kelly's going to give us a little bit of information. And make the distinction between PMS. PMS, of course, is the Payment Management System where your organizations draw down your funds. There's also a variation of the FFR that is submitted on the PMS Web site on a quarterly basis. That is different from the financial information that you submit via EHBs particularly on an annual basis.

There are - when you do have questions, you probably already know this but you start with the EHBs contact center. And I'm going to go ahead and give that toll free number now for anybody that might need it. You can always start

there with your questions and if they can't answer your question they will track down one of us. And do their best to get you an answer.

The EHBs the HRSA call center, that phone number is 1-877-464-4772.
That's 1-877-464-4772.

The Payment Management System also has its own call center. And I'm going to go ahead and give you that toll free number in the event that you need to reach out to the Payment Management System for specific draw down questions. The Payment Management System number is 877-614-5533.

Right now, I'm going to turn it over to Kelly to talk to us a little bit about the Payment Management System submission versus the EHBs FFR submissions.

Kelly?

Kelly Long: Thank you, Chris. I find that it's helpful that DIF can first start by clarifying grantee's financial reporting requirements. And that is there are two requirements. First is the annual financial reporting requirement to the grant's office, that is here at HRSA. And that is typically either they require reports on an annual basis. And it is you're in compliance by submitting FFR electronically through the electronic handbook.

Now the second is your quarterly Federal cash truncation reporting which is to the Payment Management System. That can not be completed through the electronic handbooks. That is separate through the Payment Management System.

So, again, just to clarify we are talking, we are here for technical assistance for your annual financial reporting through HRSA the grant making agency.

And, again, if you need assistance with Payment Management System you can contact their call center at 1-877-614-5533.

Thank you, Chris.

Chris Suzich: Thank you, Kelly. Not directly related to our FFR conversation today but I did want to mention and this notice was posted on EHBs for the past several weeks. The - and I'm just going to read one or two lines from it because it may be important for you as you submit your next applications for any HRSA opportunities. The central contractor registry what is known as CCR. That information must be updated at least every 12-months to remain active.

Beginning August 9, this year, grants.gov will begin rejecting submissions from applicants with expired CCR registration. So you want to make note of that and make sure that your CCR registration is current before you find yourself nearing a deadline to submit an application. Just wanted to mention that like I said that's been on the EHBs Web site for the past several weeks also as a way to provide notice.

We didn't have any more opening remarks here so we're going to turn it right over for some questions. (Dora) could you give us some instructions on asking a question, please?

Coordinator: Yes, thank you. At this time if you would like to ask a question, please press star then 1. You will be prompted to record your first and last name. To withdraw your request, press star, 2.

Once again, to ask a question, press star then 1 now.

Our first question comes from (Virginia Sturnbridge) with the University of Minnesota. Your line is open.

(Virginia Sturnbridge): Hi, I'm - I want to ask, you know, regarding the cost - the collection cost that has to be split between the principle and the interest.

Here at the university, we pass on our collection costs to the students. Or whoever owes the money. So if we have a collection cost that we expense out but we also were reimbursed from the collection. Can we net that or does it have to be reported separately? I'm mainly taking about line D9 and D10 I believe.

Chris Suzich: One second please, is it Virginia?

(Virginia Sturnbridge): Yes.

Chris Suzich: Okay, one second please. Virginia, do you have a grant number?

(Virginia Sturnbridge): Let me see, the grant number - I have to go back. I have several grant numbers, so.

Chris Suzich: A HRSA grant do you have?

(Virginia Sturnbridge): Yes, okay, I'm going to give you one. It's E4DHP17729.

Chris Suzich: I'm sorry. E-4D did you say?

(Virginia Sturnbridge): Yes. HP17729.

Kelly Long: That is not a grant program. That is a HRSA loan program that you have.
Check...

(Virginia Sturnbridge): Sorry, yes, I'm talking about loans.

Kelly Long: Okay. Check your award notice. Do you have a financial reporting requirement on your award notice? Those typically do not.

(Virginia Sturnbridge): I don't understand what you just said.

Chris Suzich: It would be on the second page, Virginia. You'd look at the notice of award or notice of grant award. It would be on the second page under the reporting requirement section.

(Virginia Sturnbridge): Okay, hang on. And what the second page of what?

Chris Suzich: On the second page of your notice of award, you might look under reporting requirements.

(Virginia Sturnbridge): Okay, the notice of award on this are so old. Are you talking about the grant or are you talking about - because what I have mostly are Health Profession loans. Not grants, I'm sorry.

Chris Suzich: And what - I think you may want to check what has to be done with I believe with your AA, your AOR.

(Virginia Sturnbridge): Right.

Chris Suzich: Yes, your AOR. That might be your place of reference. But the questions here - if you don't see anything on the second page that talks about FFR and if

you're talking about since it's old an FSR. Then you don't have to fill out the FFR or FSR.

(Virginia Sturnbridge): Okay. So is this webinar mainly for grants, is that what this is all about?

Chris Suzich: The webinar is mainly for grant program questions but if you have loan questions we can definitely take your information and possibly pass it on to (Lisa Walch's) group.

(Virginia Sturnbridge): Okay. Well mine, like I said, mine is mainly loans.

Chris Suzich: Okay, do you want to give us your phone number, Virginia?

(Virginia Sturnbridge): Yes. 612-624-6500.

Chris Suzich: 6500, okay, we'll have somebody reach out to you Virginia.

(Virginia Sturnbridge): Okay, thanks.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (Chris Lindsey) with Eastern (Seal).

(Chris Lindsey): Hi.

Chris Suzich: Yes?

Coordinator: Miss (Lindsey) we're not able to hear you.

(Chris Lindsey): Oh, I have a question about completion documents, is that all right at this time?

Chris Suzich: Yes, go ahead.

(Chris Lindsey): Our project was a waster water treatment system improvement project. So we don't have any insurance notification because there wasn't any additional buildings. It was basically an infrastructure upgrade and expansion. So do I just make a comment that we didn't have any insurance issues or occupancy or, you know, needs to document those things?

Kelly Long: That's a programmatic reporting requirement. What I suggest is that you reach out to the program contact that's listed on your notice of award.

(Chris Lindsey): Okay. All right. Thank you.

Coordinator: Our next question comes from (Nancy Dougherty) with the West Virginia Geriatrics Center.

(Nancy Dougherty): Hello, good afternoon. I have a question about program income. The line L talks about total Federal program income earned. We did some training events where we collect registration which would be a program income. And I would just like some more information about the deduction alternative and the addition alternative.

Kelly Long: Do you have a health center grant with us.

(Nancy Dougherty): Geriatric education center.

Kelly Long: Okay, which is maternal and child health.

(Nancy Dougherty): No, it's for health professionals.

Kelly Long: Okay.

(Nancy Dougherty): For training health professionals, doctors, nurses.

Kelly Long: Okay with those grant programs do not have a program income reporting requirement. So you do not have to worry about those fields.

(Nancy Dougherty): Oh, good. Thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Kerry Rodvig) with St. Mary's Foundation.

(Kerry Rodvig): Hi, this is (Kerry). Can you hear me?

Chris Suzich: Yes, (Kerry).

(Kerry Rodvig): Okay. We had a question changing the project director's name that listed in the electronic handbook and on two of our grants. Our project director passed away unexpectedly and we are now unable to make that change to another project director. Do you have any suggestions on how to get that done in her absence?

Kelly Long: Yes. You may write a letter to your grant's management specialist or you can send them an email.

(Kerry Rodvig): Okay.

Kelly Long: Requesting the change. They can handle that as a prior approval request. And we can handle that outside of the system. And once that's approved here within HRSA the new project director will have access.

(Kerry Rodvig): Okay, fantastic. The new project director is registered but, again, we can not change on those two current grants.

Kelly Long: You have to submit a prior approval request formally asking for the change.

(Kerry Rodvig): All right. Thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Kim Sanders) with Neon Health Services.

Kim, your line is open.

(Kim Sanders): Hello?

Chris Suzich: Yes. Go ahead, Kim.

(Kim Sanders): Oh, I'm sorry. Yes. I have two questions. My first question is our grant was renewed for a second year. And the year starts June 1 and I received an email to respond to HRSA within the next 30-days for submission of the FFR. This is due on August 29. Am I reporting financial accountability from June 1 through July 31?

Kelly Long: You're reporting whatever the initial award period was. Typically they run 12-months. So you're not looking at your notice of grant award. Your first budget period may have been June 1 of 2010, May 31?

(Kim Sanders): Okay, that's what I wasn't sure.

Kelly Long: That's the award (unintelligible).

(Kim Sanders): Okay so it goes - okay so that's from 2010 to currently.

Kelly Long: Right.

(Kim Sanders): You know, I guess where I'm a little confused is because I thought that I have - do we only submit a financial report once a year?

Kelly Long: To the grant office you submit once a year. You'll also submit...

(Kim Sanders): Okay.

Kelly Long: ...quarterly reports to the Payment Management System. They're two different reports.

(Kim Sanders): Okay. Well, I'm glad you said that because that was my second question. Now with - I'm sorry what was that you called the second one?

Kelly Long: The quarterly. It's a quarterly Federal Cash Transaction Report to the Payment Management System.

(Kim Sanders): Cash Transaction Report, is that handled through our fiscal department?

Kelly Long: Most likely, yes.

(Kim Sanders): Okay, just because I don't know anything about that one. So I'm assuming that if something was wrong or wasn't being handled that we would be notified.

Kelly Long: Right, yes, typically in...

(Kim Sanders): Okay.

Kelly Long: ...the individuals with the responsibility of drawing the funds from the Payment Management System. And then they have to report back quarterly.

(Kim Sanders): Okay, great. That's our CFO. So that's being handled. Okay, that was all I had. Thank you very much.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Kim Wienbar) with South Dakota Advocacy Services.

(Kim Wienbar): Hi, on our (PathE) reporting requirements, number one we were having problems with our EIM number which generated several non-grant awards until the number got changed. But on one of the forms it says that the grant award is 50,000 and then on the bottom it says 100,000. Now in order to submit that report it says that we need to correct it. But it's a HRSA number that was placed in there and we can't enter any other number.

Chris Suzich: Can you give me your grant number please?

(Kim Wienbar): Yes I can. X82MC16889.

Chris Suzich: And your phone number, please.

(Kim Wienbar): Area code 605-224-8294.

Chris Suzich: And one more time on your first and last name.

(Kim Wienbar): Kim Wienbar, W-I-E-N-B-A-R.

Chris Suzich: I will get back to you.

(Kim Wienbar): Okay and I have one more question, do we need - we put in an authorizing officer or whatever - put in the name. Does that email need to be sent to him before we can enter information on the financial?

Kelly Long: Can you restate your question?

(Kim Wienbar): Okay, it asks - on one of the financial forms, it asks to put our executive director's name in his email but we can't enter into any other financial reporting forms until he receives the email and gives us the okay?

Chris Suzich: Is he your...

(Kim Wienbar): Yes.

Chris Suzich: ...is he registered in EHB?

(Kim Wienbar): I believe he is.

Chris Suzich: As the financial ..

(Kim Wienbar): No, not as the financial, as the executive director.

Kelly Long: There has to be - there's one person who has the financial report administrator role. That's the person responsible for submitting financial reports.

(Kim Wienbar): Okay.

Kelly Long: Who are him?

(Kim Wienbar): I believe Robert Keen's name is on that.

Kelly Long: Okay, and he would then provide privileges to other users if other individuals are responsible for either creating the reports or submitting the reports.

(Kim Wienbar): Right. So does an email need to be sent to him before we can - and he approves the email or?

Kelly Long: It can happen one of two ways, you can either reach out to him and ask him to set your privileges accordingly. Or you can request that through the system and he will get a notice.

(Kim Wienbar): Okay so that will come via email.

Kelly Long: Right.

(Kim Wienbar): Okay. Thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Janice Milanich Rose) with Oregon Health and Science University.

(Janice Milanich Rose): Yes, hello, I have a question about an application process.

Chris Suzich: Yes. Go ahead.

(Janice Milanich Rose): Sorry, can you hear me?

Chris Suzich: Yes. Go ahead.

(Janice Milanich Rose): Okay. We'll submitting an R40 for the September 7 deadline. And I was - haven't done this process before. I was told that there is two processes. One through EHB and also the grants.gov applications. But there should be something in the award letter to stipulate that both pieces need to be done. And I couldn't find anything. Is there some place you can tell me to look for that?

Kelly Long: You can at grants.gov, sending opportunity announcements will be posted and within that funding opportunity, on the cover page, if there is one due date. That is you're only required to submit at grants.gov.

(Janice Milanich Rose): Okay.

Kelly Long: If there is a second due date, it would separate it out. If there are two finishing places, first date at grants.gov it will have a due date for that. And the second would indicate the EHB due.

(Janice Milanich Rose): I see.

Kelly Long: I don't know that the R40 program is what we call a two-tier. So I think that's just a grants.gov submission.

(Janice Milanich Rose): Oh, great, thank you so much. And I'm sorry, can I ask one other follow-up question?

Kelly Long: Sure.

(Janice Milanich Rose): In terms of the CCR registration, is there a place where we can look in the EHB system that will tell us that ours is updated for our institution.

Chris Suzich: I believe you have to go to CCR.gov, (Janice).

(Janice Milanich Rose): Okay, go to ccr.gov. And as long as our institution's updated then we're good?

Chris Suzich: Correct.

(Janice Milanich Rose): Okay. Great. Thank you so much.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (Maria Leegi) with University of California, San Diego.

(Maria Leegi): Hi, my question is are you guys working on developing a common page where it will show all the due - all the reports that are due for that particular month or some date category. Because currently you have to - you have to go through each handbook and then through each grant and then open up and see if you have a due report or no.

Chris Suzich: You have multiple grants with us, is that it (Maria)?

(Maria Leegi): Yes. University of California of San Diego has multiple grants of each. And I guess the way our system is set up with HRSA side we have multiple instances of our organization in there also. For us to be able to find out all the HRSA grants awards are due - the reports are due for all HRSA grants. We have to go through each instance of organization and then go down into the handbook and then look it up like that.

Kelly Long: That's excellent feedback and we can certainly take that back to our developers.

(Maria Leegi): Okay, thank you.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (Dorie Trevino) with South Texas Rural Health Services.

(Dorie Trevino): Hi, good afternoon.

Chris Suzich: Good afternoon.

(Dorie Trevino): Hi there. I just had a quick question to make sure we are filling out all the information we need to fill out on the FFR. We come from when the FFR was even on paper. Before it even went through the electronic handbooks and it just seems like we're recording less information on the FFR. So we want to make sure that we're completing it correctly.

And we are completing on the transaction section - box 10d, total authorized - total Federal funds authorized. Line 10e, Federal share of expenditures - in our case that makes line F come out to zero but I understand a number could come out there. And then G, defaults - my guess by virtue of us filling in the other forms - the other boxes.

We're also filling out box 10l, program income earned. And we're filling out box 10n, program income expended in accordance with the addition alternative.

And my first question is is that all the boxes we should be completing?

Kelly Long: It sounds like you have it correct. Line 10d will pre-populate for you so you don't have to fill that out...

(Dorie Trevino): Okay, right.

Kelly Long: ...on your notice of grant awards. 10l, the program income field if you are required to report program income and for HRSA grants that's our health center grantees. Then yes, you would complete that section otherwise it's not necessary. And thirdly, we do have some programs that are a cost sharing or a matching program. So if you don't have cost sharing or matching then you don't have to fill out those applicable fields.

(Dorie Trevino): We're a HRSA Community Health Center grantee.

Kelly Long: Okay.

(Dorie Trevino): Is there any where on the FFR that we should be recording excess program income? That seems to be for us one of the major changes from the older type of FFR format.

Kelly Long: Right. And no, you only have to do beginning at line 101.

(Dorie Trevino): Okay. So you all don't need to know through this format that we had excess - that we earned additional program income unless we - or let's see - or excess program income that we earned. Let's just put it that way.

Kelly Long: You can record all of your program income earned.

(Dorie Trevino): Okay. And if we expended more than we earned we do not have to show you program income expended from prior year excess program which at least we always had understood was a requirement under the older, older, FSR format.

Kelly Long: That's correct.

(Dorie Trevino): Okay. It just seems like so little on here compared to how complicated - and you want - there use to be a requirement with the FSR to submit a crosswalk from this to our audited financial statements. No requirements for any kind of attachment to be uploaded or anything.

Kelly Long: If there was additional documentation required, it would be stipulated on your notice of award. So if there's nothing then there's nothing further required.

(Dorie Trevino): Okay, okay. So basically we could end up with just two numbers on here. You know, if they're all the same. Total Federal share and total program income and that's it.

Kelly Long: That's right.

(Dorie Trevino): Okay. Thank you it just seems too, too easy. Now, this will cumulative. We're fortunate that we're starting over a new project period right now. This will be cumulative through our project period. And there will be no print out anywhere of the current year?

Kelly Long: It's cumulative per each segment or document number that you have of the grant. But if you've got - did I hear you say that you started a new...

(Dorie Trevino): Project period.

Kelly Long: The cumulative will begin this year for the next if you are awarded five years.

(Dorie Trevino): Right. And no where on the report will the current year information show up. Just the cumulative information.

Kelly Long: You can see current if there's a - when you're on the transactions page.

(Dorie Trevino): Right. Right.

Kelly Long: There's a link that says show detail. If you click that it will open up to what was previously reported and what you're reporting for this period.

(Dorie Trevino): Okay, on the show details. But then when it actually prints out the printed copy if you obtain a printed copy of the one that says Federal financial report on it. It doesn't even have a column for current period.

Kelly Long: Again, you should be able to open up the details and you can print it that way if you prefer.

(Dorie Trevino): Okay, okay. I'll take a look at that. I think that's all my questions. Thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Constance Dyer) with (Carlo) University.

(Constance Dyer): Hi, I have a question for the central contractor registry. Both of our points of contact have left the organization. Is there a way or how can we get the password and log-ins changed so that we're able to get in there and update that information?

Chris Suzich: I'm sorry I'm not in front of a computer so I can't look at their Web site but I believe on their Web site they have a contact link. And probably an 800 number if you can't - are you in front of a computer? Can you bring that up?

(Constance Dyer): Yes. I'm actually on the Web site now.

Chris Suzich: I don't know what that number is off the top of my head, I'm sorry. That should, you should inquire within about making that sort of change. I would think that it's possible because - I would think it comes up periodically.

(Constance Dyer): All right. Thank you.

Coordinator: Our next question comes from (Carolyn Brandenburg) with Moses Lake Community Health.

(Carolyn Brandenburg): Hi, I have two questions. My first is when you request an extension on your FFR through the handbook are we to expect any kind of conformation

that that extension exists? What is the - the follow up from the handbook on an extension request?

Kelly Long: Jennifer, can you respond to that?

Jennifer McCluskey: Sorry, I was just discussing with (Aparna). We believe that they get an email. I see the request has been submitted.

(Carolyn Brandenburg): For two years and I've never received an email confirmation.

Jennifer McCluskey: Okay.

(Carolyn Brandenburg): And what I - I guess maybe this is just a suggestion going forward, it would be nice whenever you go back into the handbook regardless of the length of time that has past, it says that the extension is pending.

So if there is some kind of confirmation process in the handbook to state extension granted, extension received. Because now I'm receiving emails that says my FFR is past due.

Jennifer McCluskey: Okay. And there is a process internally when we get those extension requests that we have to, you know, either approve or disapprove. And then we would give an extended period of time. It sounds like maybe there'll be a - maybe there's a disconnect. We can look it up.

Chris Suzich: (Unintelligible).

Jennifer McCluskey: Yes, can we have your grant number?

(Carolyn Brandenburg): Sure, it is H8BCS12621.

Jennifer McCluskey: And that's from Moses Lake Community Health Center. Okay.

Chris Suzich: You want to give us your contact information, (Carolyn)?

(Carolyn Brandenburg): Sure. Do you want email address or phone number?

Jennifer McCluskey: Whatever the best way to reach you.

(Carolyn Brandenburg): Probably email. So cbrandenburg@mlchc.org.

Jennifer McCluskey: Okay, we can look that up for you and get back to you.

(Carolyn Brandenburg): I appreciate that. My second question is we are the recipients of two RN grants and so there's been a close out process utilizing the FFR for those grants. One which we had program income for the IBS and the CIP we did not. I'm concerned that because of the different grant periods and the difference between those periods and the standard grant year. That I'm not reporting on the right FFRs and making sure that I'm not having any overlap on program income.

Is there someone that can provide assistance on making sure that all pieces have reported properly over the last two years for all grants?

Jennifer McCluskey: Yes. We have some staff that primarily work with R grant programs. And I will ask them to touch base with you.

(Carolyn Brandenburg): Okay. Thank you very much.

Coordinator: Our next question comes from (Karen Dunning) with UMDNJ School of Public Health.

(Karen Dunning): Good afternoon, everyone.

Darren Buckner: Good afternoon.

Karen Dunning: I've been having a problem with a public health trainee-ship grant which we've had for many years. It was first awarded to the Robert Wood Johnson Medical School. But then the - our board of trustees made a - had a resolution where we now have the UMDNJ School of Public Health.

This grant renewal and application are applied through the UMDNJ School of Public Health including a RA supplement that we received. Whenever I submit the RA supplement I do it through the School of Public Health. And then I get a notice saying that the DUNs number is incorrect. It has to be changed to the Robert Wood Johnson Medical School.

I have been trying to correct this problem so that the DUNs number of the School of Public Health is being reflected for the main trainee-ship grant and also for the RA and I have not been able to correct the problem.

I have a letter signed by our dean and the project director who's one in the same, (Dr. George Rhoades). And also the resolution from the board of trustee's. I did not know how to attach this to any report so I sent it to the program analyst but I don't think anything has changed.

So when I try to look up the main grant it's shown under the Robert Wood Johnson Medical School.

Darren Buckner: So let me...

Karen Dunning: Our supplement is showing under the School of Public Health.

Darren Buckner: To make - the Public Health Training, the THCT grant was originally given to Robert Wood Johnson?

Karen Dunning: Medical School, yes, many years ago.

Darren Buckner: Many years ago. Did you ever do - and then when you received a renewal or supplement. Did you ever do a change of grantee?

Karen Dunning: Well, when it was applied - whenever the renewal was done the School of Public Health DUNs number was used. But it's never been changed on the HRSA end.

Darren Buckner: Okay, so the grant should have gone to the UN...

Karen Dunning: The School of Public Health, right, UMDNJ School of Public Health.

Darren Buckner: (Unintelligible) School of Public Health...

Karen Dunning: Right.

Darren Buckner: ...but these are two separate entities, correct?

Karen Dunning: Yes.

Darren Buckner: Okay, well, if the grant started out with Robert Wood Johnson, you can't necessarily apply in the renewal year under a different name. It was originally awarded to one entity and if it's - was this a continuation?

Karen Dunning: Yes.

Darren Buckner: A continuation can't - you can't come in in your continuation year to with a separate name You would have - there was some changes that would have had to have been made.

Karen Dunning: Well, what do I do now?

Darren Buckner: Let me get your contact information.

Karen Dunning: Okay.

Darren Buckner: First name is (Karen). Correct?

Karen Dunning: Karen Dunning, right. My phone number is 732-235-5017. And my email dunninkm@umdnj.edu.

Darren Buckner: Okay. And did you ever speak to your grant's management specialist or the program officer?

Karen Dunning: Yes. Many a time, many, many times.

Darren Buckner: Okay.

Karen Dunning: Yes.

Darren Buckner: So now I'll call you back and we'll...

Karen Dunning: And your name again, please?

Darren Buckner: My name is Darren Buckner.

Karen Dunning: Darren, okay. Thank you.

Coordinator: Our next question comes from Brenda Wendel with University of Tampa.

Brenda Wendel: Hi, my question is regarding on our notice of grant award, down under remarks it says that the annual FFR is not required to be submitted to HRSA. So is there - there are no reports that I have to submit via the EHB?

Kelly Long: You do not have a financial reporting requirement in the EHB, that is correct.

Brenda Wendel: Okay. Great. Thank you.

Kelly Long: You're welcome.

Brenda Wendel: Bye-bye.

Coordinator: Our next question comes from (Mel Miken) with Royal Vista Family Health Center.

(Mel), your line is open.

(Mel Miken): Hello.

Kelly Long: Yes. Go ahead.

(Mel Miken): Hi. Can you help us better understand how the two reports relate to each other. I know one is submitted quarterly to PMS. And the other submitted annually to HRSA grants management.

Are they supposed to reconcile at the end of the project period for example?

Kelly Long: Yes. They are supposed to reconcile at the end.

(Mel Miken): But who does the reconciliation?

Kelly Long: The grants office.

(Mel Miken): The grants office?

Kelly Long: Yes.

(Mel Miken): So the grantee will not be responsible for any of the reconciliation work?

Kelly Long: No, the grantee's responsible too. The grants office is going to verify. If they do not reconcile, we're going to reach out to you to go back and look at your books and get them to reconcile.

(Mel Miken): But he said that one of the reports is on cash basis. Meaning the one that would be submitted quarterly to PMS is on a cash basis. And the annual report is on accrual basis.

Kelly Long: At the end of your project period?

(Mel Miken): Uh-huh.

Kelly Long: The two should agree. It's the total amount of money that you spent for the project.

(Mel Miken): Oh, okay.

Kelly Long: At the end of the project period those two figures should match.

(Mel Miken): And if they don't match we will hear from grant's management.

Kelly Long: Absolutely.

(Mel Miken): Okay. Thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Nanell Ineast) with Disability Rights Center of Arkansas.

(Nanell Ineast): That's the same question the other lady had. Hi, this is (Nanell) and I think what my question was my total funds authorized under Federal expenditures D showed two years of spending and my thought is that I put final on my last FFR instead of annual. So I'm trying to find that annual report without much success so I can change that to annual. And then maybe it won't show two years of spending when I only have half as much money.

And so I'm sure - has someone had that happen?

Kelly Long: Are you in your second or third year of the project?

(Nanell Ineast): Oh, right, we're almost finished with this particular grant. And this one was the grant period was 10/1/2009. And it will be over 9/30/2011. And so this money, it's a real small grant. Heck we were through with - we'd spent it all by the end of the year which would be of been like November of last year.

So it's a one year grant with a year carried over in case we didn't disburse all the funds in the one year available. And so I just sent in a form showing we finished the grant because we had - I neglected to send in an annual FFR, see. That was my mistake. Because we already spent the money. I should've called it an annual report and then see - my annual - my end of year report isn't even due until December of this year.

So I confused this by - since we'd already disbursed the money by putting final and skip the annual. So I guess, you have any suggestions for me?

Kelly Long: We can do one of - one of two things. You said you originally received a 12-month budget period and then received a no cost extension.

(Nanell Ineast): No, there's no extension. It's just - it's a count of this grant and so - it's really a two-year grant.

Kelly Long: Okay.

(Nanell Ineast): And so there's no extension.

Kelly Long: Okay.

(Nanell Ineast): It's just a two-year grant and we disbursed all the money the first year.

Kelly Long: Okay. And on the current reports, you can submit - there's not a limit on how many finals you can submit. So the first one should have been an annual report and you submitted a final. Go ahead and submit the second one as a final

(Nanell Ineast): Well, and so I don't worry - I mean it's a \$50,000 grant but now it says total Federal funds authorized \$100,000 which is incorrect. But I wasn't sure - that's what I'm trying to figure out is...

We never get \$100,000 for one grant. It's always just 50. So I'm just guessing maybe that was what I had done was the wrong annual or final. So apparently that isn't the problem.

Kelly Long: No, it doesn't sound like it. Do you have your grant number handy?

(Nanell Ineast): Excuse me?

Woman: Grant number.

(Nanell Ineast): Oh, yes. The grant number X82MC17127.

Kelly Long: Okay. And what's the best way to reach you?

(Nanell Ineast): Email is nanlneast all together.

Kelly Long: Can you spell it out for me?

(Nanell Ineast): Nan, N-A-N, L-N, east - like east and west @arkdisabilityrights.org.

I can also give you a phone number.

Kelly Long: Okay. That would be great.

(Nanell Ineast): 501-296-1775.

Kelly Long: Okay we'll look at it and get back to you.

(Nanell Ineast): Appreciate it.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Cindy Height) with Disability Law Center of Alaska.

(Cindy Height): Hi, I actually had my question answered already so I don't need to ask it.

Kelly Long: Okay.

(Cindy Height): Thanks.

Coordinator: Thank you. Our next question comes from (Mary Smith) with Albany Medical College.

(Mary Smith): Yes, I have a question about the final performance report in EHB. It's not a financial question. Can I ask that to you folks now?

Kelly Long: You can try, yes.

(Mary Smith): Okay. In the report that we submitted last year, we filled out a table incorrectly. And indicated we trained other health professionals and that

should've been a zero but we put in a number. And now when I'm doing my final report it - there's a similar table that wants to compare this year to last year. And since I have to put in a zero, it's saying that I can't have, you know, that I have to report at least the same number I did last year or higher.

So I put a comment in saying we incorrectly filled it out last year. But I still keep getting an error message and I don't think I'm going to be able to submit the report without the errors corrected. If you know what I mean.

Darren Buckner: Yes. We'll probably have to refer you to the bureau.

(Mary Smith): Okay.

Darren Buckner: They directly handle that particular issue.

(Mary Smith): Okay.

Darren Buckner: Can I take your name, please?

(Mary Smith): Yes. It's (Mary Smith). And the phone number is 518-213-0343.

Darren Buckner: Do you have the grant number handy, (Mary)?

(Mary Smith): I do, it is D like in Dog, 58HPOOO - no excuse me, two Os only. OO383.

Want me to repeat that for you? D58HPOO383.

Darren Buckner: Okay. I'll have someone from the bureau of health professions get back to you to talk about how to make a change to the (unintelligible).

(Mary Smith): Okay. Thanks an awful lot. Appreciate it.

Coordinator: Our next question comes from (Andrea Hart) with Fund for Public Health in New York.

(Andrea Hart): Hi, I actually have two questions. One is you've mentioned the CCR and my question was if we are also required to register contracts for recipients under the (Tafado) regulation?

Chris Suzich: Yes, you are. I'm sorry. Was that your question?

(Andrea Hart): That was one. Because it wasn't listed in our notice of awards. But I know that it's showing up in other notice of awards that we received from other Federal agencies.

Chris Suzich: It would be for awards that were issued since I believe it was October 1 of last year.

(Andrea Hart): Okay. I just wanted clarification.

Chris Suzich: And the (unintelligible).

(Andrea Hart): Because it wasn't in the notice of award. It's been showing up in other projects, award notices.

Chris Suzich: Well, it's specific to each grant that you receive. Is (unintelligible).

(Andrea Hart): Right. So we have a healthy start grant that started - this is the second cycle of the healthy start. It started in 2009, it's a five-year grant. And we're in the third year of that grant, so.

Kelly Long: Right, so it's only new...

Chris Suzich: Right.

Kelly Long: ...awards that started October.

Chris Suzich: October 1 of 2010 and...

(Andrea Hart): Only new awards, okay.

Chris Suzich: That's right. And it would have a - it would have a specific term on your notice of grant award, (Andrea).

(Andrea Hart): Okay. And I had a second question just about I think this is also about filling out the financial form that aren't...

When we have a carry over, sometimes it's - I feel like sometimes in filling out the forms it, they never quite calculate correctly and it seems like, you know, our FFR might, you know, correctly, you know, list or capture what the actual obligated and non-obligated or unliquidated balances and the carryover balance.

But sometimes it's hard - I feel like it's - I'm probably not doing it correctly in the EHB and capturing it correctly on the EHB.

Chris Suzich: You mean when the EHBs the FFR calculates pluses or minus from different fields?

(Andrea Hart): When it calculates but even how - I mean our award last year also included a carryover but it still has what our base award amount is. So it doesn't include the base award plus the carryover from the first year.

And now we're in - we're in a third year and we're going to have carryover from year two to year three. But it's still listing our base award amount. It doesn't list the base award plus what was carry over from year one to year two.

Kelly Long: The total authorized amount.

(Andrea Hart): The total - right.

Kelly Long: Right. And that's when - when there's an approved carryover if it's from - let's just say it's from support year one to support year two which is always in the same document number. The total for open authorized cumulatively does not increase.

(Andrea Hart): Right. Right. But it's listing our year-to-year award. Our annual award, it doesn't list the annual award plus what was carried over from the previous year.

Kelly Long: You have your grant number handy?

(Andrea Hart): I do, it's H49MC04479.

Kelly Long: Okay. And how about a contact number. We can look up your grant specifically and then give you a call back with an explanation.

(Andrea Hart): Sure. It's 646-710-4843.

Kelly Long: And your name again?

(Andrea Hart): (Andrea Hart), H-A-R-T.

Kelly Long: Okay, (Andrea), we'll look it up.

(Andrea Hart): Okay, thanks.

Coordinator: Our next question comes from (Laurel Lee) with (Popa Ola Mokahie). You line is open.

(Laurel Lee): Hola from Hawaii. And good morning, it's only 8 o'clock here.

Kelly Long: Oh, good morning.

(Laurel Lee): I have two questions. The first one is our grant year was extended for two-months. And do we need to submit an FFR for the original 12-month and then another one when the two-months is up. Or do we just wait and report for the 14?

Kelly Long: You have two reporting, just as you outlined. For the original 12-months and then for the extended 2-months.

(Laurel Lee): Okay.

Kelly Long: You'll have a report that is due from the original 12-months.

(Laurel Lee): Will this be reflected in the EHB when we go in to submit our reports?

Kelly Long: Yes, it will.

(Laurel Lee): Okay. And then the second one is kind of two parts. The first one is we're required to submit info that we have (unintelligible) that at first is of 5000 or more. And whether or not a final report is required by our grant officials. But where would we put that info on the FFR?

Kelly Long: You can submit if you have equipment that was purchased in excess of \$5000 you can attach that to the FFR. There is a place to attach documents.

(Laurel Lee): Okay.

Kelly Long: You can upload it.

(Laurel Lee): If we don't have any - where do we report that we don't have any?

Kelly Long: You can either put it attached to the FFR or you can just remain silent to it.

(Laurel Lee): Okay because we normally remain silent and we've got emails frantically that we needed to send some kind of a statement that we had none.

Kelly Long: No. That's - you don't have to do that.

(Laurel Lee): Is there a notes section like there was on the FSR?

Kelly Long: I'm sorry?

(Laurel Lee): Is there a notes section like there was on the FSR. There was like box 12 we could put all sorts of notes.

Kelly Long: Yes, there is. There's a block, it's called remarks.

(Laurel Lee): Okay. And then if we required to submit a final performance report is there a place where we can attach that document as well?

Kelly Long: That would not be attached to the FFR. That would be submission in the electronic handbook. You should have another place holder either under performance reports or progress reports. To submit that too.

(Laurel Lee): Okay. We haven't gotten that far yet. Okay, that's it for me then. Thank you very much.

Kelly Long: Okay. You're welcome.

Coordinator: Our next question comes from (Ellen Riley) with Southwestern Oregon Community College.

(Ellen Riley): Yes. We have a number of questions here. The first question is that we had on March the 4th a budget modification - budget change approved through HRSA. That is not the same budget that shows up in the electronic reporting. The original still shows in that.

Kelly Long: The original still shows where?

(Ellen Riley): In section - in the progress - in the performance progress report online on the electronic handbook.

Darren Buckner: Was your budget modification less integrated than 25%?

(Ellen Riley): I'm sorry would you repeat that question?

Darren Buckner: The nature of your budget modification - was it greater than 25% of your budget?

(Ellen Riley): The budget stayed the same it was the categories changed.

The total approved budget stayed the same.

Darren Buckner: The total approved budget stayed the - yes.

(Ellen Riley): Right. But the end direct went down quite a bit, yes, by more than 25%. And as did some of the other costs (unintelligible).

Darren Buckner: So did HRSA send you a revised notice of grant award?

(Ellen Riley): Yes.

Darren Buckner: And you say the line items did not change. Okay.

Kelly Long: On your progress report.

(Ellen Riley): On the progress within the electronic handbook - right.

Kelly Long: Could you supply us with your grant number?

(Ellen Riley): Yes. The grant number is T51HP20698. And so to further complicate that we will need to ask for another modification of the grant. We've had a change in program officers. And that's been noted and approved. But we do need to ask for a modification not only for this grant's that ends in September. But also for the budget going forward into the next two years.

Because we will be over by 10% in the personnel.

Darren Buckner: Have you spoken to your grants management specialist?

(Ellen Riley): We've had some communication but she has not responded.

Darren Buckner: Okay. (Ellen) can we take your number - your phone number.

(Ellen Riley): Sure, 541-888-1501 and the email is eriley, E-R-I-L-E-Y @soscc.edu.

And I have a couple of other questions as well. How we do find out if our continuation grant has been approved? We have not heard whether or not that's been approved.

Kelly Long: Your grant management specialist should be able to answer that. We'll add that to the list of what we're going to get back to you on.

(Ellen Riley): Okay. And then how do we get an approved carryover?

Kelly Long: Have you submitted a prior approval request?

(Ellen Riley): No. We're trying to find out. We did not ask for a prior approval for a carryover? Is that what you're asking?

Kelly Long: Yes. Yes, you have to submit a request to carryover the money. And then that's done through a prior approval request in the electronic handbooks.

(Ellen Riley): Okay, great. And then, one additional question. The former project director here in the budget line budgeted for under the equipment line item that are less

than \$5000 even though very clearly in the grant narrative she spelled that out. They're still listed in the equipment line item. So we're reporting them as equipment even though they're less than \$5000.

Do we need to change that? Do we need to include that in a budget modification going forward? Or just let it be?

Kelly Long: You're reporting the equipment on your progress reports?

(Ellen Riley): We're reporting it in the budget line item when we - on the budget. I don't understand what you're asking me.

Kelly Long: I'm trying - I'm trying to figure out where you're reporting that to. Is it in your progress report?

(Ellen Riley): No. But when we submit - when we ask for a budget modification for this year and next year should we change that because it's really not equipment. It's really supplies. We purchased laptop computers that are less than 5000.

Kelly Long: Right. Right.

(Ellen Riley): They're in the budget as equipment and we're reporting it that way. I mean that's how we're recording it and everything else even though it's not their definition of equipment.

Kelly Long: Right. If you have another re-budgeting request to submit, you know, I'd suggest that you revise that to whatever it needs to be.

(Ellen Riley): Okay.

Kelly Long: Whatever's true.

(Ellen Riley): So and how do we submit a budget modification for both years. You're going to get back with us on that?

Chris Suzich: Yes. Your grant's management specialist should be working with you. And we'll follow up with your assigned grant management specialist.

(Ellen Riley): Thank you. Thanks very much.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Pauline Roberts) with Maccho. Your line is open.

(Pauline Roberts): Hi. This is (Pauline). I have a question about when an employee leaves employment with our organization. I have gone into the EHBs for each of those grants and changed privileges so that, that employee no longer has privileges. Is there anyway to take an individual's name and disassociate from a grant for an organization?

Kelly Long: Jennifer, can you respond to that?

Jennifer McCluskey: Right, my partner and I were just glancing. We'll have to look into it and make sure that we're responding on the right part. Can we get contact information?

(Pauline Roberts): Sure, my name is (Pauline Roberts), I'm with Maccho, email is proberts@maccho.org. Would you like a phone number as well?

Jennifer McCluskey: Yes, please.

(Pauline Roberts): 202-783-2490.

Jennifer McCluskey: Thank you.

(Pauline Roberts): Now, there's actually one grant where it's not allowing me to change the privileges. I'm not sure if I just need to call the help desk about that. Do you know what (unintelligible)?

Jennifer McCluskey: (Pauline) are you the PD?

(Pauline Roberts): No, I am the authorizing official.

Jennifer McCluskey: Okay. I'll have to double check on that. I'm not sure if that's something that we're doing on the back end or not and I don't want to give you the wrong information. So we'll get back to you.

(Pauline Roberts): Okay, thank you so much.

Coordinator: Our next question comes from (Isaiah Metalon) with JHCHD Michigan.

(Isaiah) your line is open.

Please strike your mute button, we're not able to hear you.

(Isaiah Metalon): Can you hear me now?

Coordinator: Yes, go ahead with your question.

(Isaiah Metalon): Okay. My question is kind of a clarification. The report I would do quarterly and annual basis we do on a retro fashion. Do we still have to submit a hard copy of all the reports to your office or we don't have to do that?

Kelly Long: Hard copies are not required.

(Isaiah Metalon): Oh, okay. Okay, thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Ollie Turner) with the city of New Orleans.

(Ollie Turner): Hello, I have a question regarding the other information section. There's a requirement that was not there last year that says budget expenditure documents. And we didn't have any instructions as to what was needed for that field.

So we did attach a document but I'm not sure if it was the correct information. It was the expenditures for 2010. How can we receive that instructions prior to submission of the FFR in the future?

Hello?

Chris Suzich: Yes.

Kelly Long: I'm not following the - you said there was a requirement to submit something under other information?

(Ollie Turner): Other information, there's a field for budget expenditure documents. And if - if I did not attach anything I receive an error message and I could not finish the report.

Chris Suzich: This other line (unintelligible)?

(Ollie Turner): Yes.

Chris Suzich: This is on the Ryan White performance, reporting requirement but not the FFR?

(Ollie Turner): It's the FFR and it's a financial report.

Chris Suzich: It's the financial report for the Ryan White but not necessarily the FFR, SF-425.

(Ollie Turner): It says financial report, SL-425 and then underneath that it says other information. It says carryover request supporting documents. And then it says budget expenditure documents.

So in order to send the FFR I had to attach a budget expenditure document.

Chris Suzich: I..

Kelly Long: Carryover - Jennifer, do you know what she's looking at.

Jennifer McCluskey: No, that's what I just was going to ask.

Kelly Long: Where are you seeing this?

(Ollie Turner): It's in the EHB. If you look on the table of contents, the first thing that's listed is Federal Financial report and then underneath that it says SF-425. And underneath that it says other information, carryover request. And then you can attach something for that, supporting documents. You can attach something for that but you don't have to. Then it says budget expenditure document.

And you have to attach a attachment before you can submit the report.

Chris Suzich: I think that's something that's in the library on the Part B whenever I hear budget expenditure report that's one of the reports with Ryan White - that legislation. I think the program may have added something to that in order for them to do this budget expenditure report. They're probably saying or referencing the FFR.

Kelly Long: While we're discussing it, can we get the grant number so we can take a look?

Woman: Actually, for the (unintelligible) legal grants. If it is a final - a final report, then it's required for budget expenditure document to be submitted in FFR.

Chris Suzich: Miss (Turner)?

(Ollie Turner): Yes.

Chris Suzich: Can we get your grant number, please?

(Ollie Turner): It is H898A00035.

Chris Suzich: And your direct number is?

(Ollie Turner): 504-658-2800.

Chris Suzich: Any particular extension?

(Ollie Turner): No.

Chris Suzich: Okay. Someone will get back to you in regards to that.

(Ollie Turner): Okay. Thank you.

Coordinator: Our next question comes from (Shirley Pitts) with the state of Arkansas.

(Shirley Pitts): Oh, hi, except I'm from Alaska. I have a couple of questions. One is that I have the notice that my FFR is due on 8/29 and when I get into the electronic handbook this is an ETCS grant.

All it has there is a performance report which has the due date of September 29. So my question is the FFR embedded in that performance report? And if so which due date do I follow or how do I find the FFR if it's not there.

Kelly Long: No, the FFR is not embedded in the performance report. You have to go to the financial report section of the EHB. If by chance you don't see that it's because your privileges' aren't set up for you to do financial reporting.

(Shirley Pitts): Okay. So I should check and make sure someone is doing that.

Kelly Long: Yes.

(Shirley Pitts): Okay and then I had a question about in my notice of grant award it said the PFC 272 is overdue? Is that an entirely different form?

Kelly Long: Yes. The PFC 272 is the quarterly reporting to payment management.

(Shirley Pitts): Okay.

Kelly Long: They have to change the form now to the FF 425. It use to called the PFC 272.

(Shirley Pitts): Okay. And then my final question is regarding the CCR. Is - does every single grant go in individually and put in information. Or if you're with the state, does the state have the CCR and they respond for all of the grants?

Chris Suzich: The CCR is specific to an organization, (Shirley).

(Shirley Pitts): Okay.

Chris Suzich: Would just be for - would be just one time for your organization.

(Shirley Pitts): Okay so it's probably for my department or the entire state.

Chris Suzich: Right. I don't know your state might have multiple registrations I suppose. But ideally not.

(Shirley Pitts): Okay, all right. Thank you.

Chris Suzich: Thank you.

Coordinator: Our next question comes from (Robin Brown) with Lourdes College.

(Robin Brown): Good afternoon. I have two questions. My first question is I'm doing the FFR for one of our grants that's under expanded authority. And I'm requesting a

carryover so I do not need to - I'm just verifying to do a prior approval.

Correct?

Kelly Long: If the unobligated balance or amount that you're requesting to carryover exceeds 25% of the authorized amount?

(Robin Brown): No. It's under 25%.

Kelly Long: All right. Then all you have to do is stipulate in the remarks section of the FFR that you wish to carry that over.

(Robin Brown): Okay. And also on that first question, it's also the indirect. Do I include our 8% on there. Or when I ask for the carryover I just put the total amount that's being carried over? Do I break it down and show the dollars versus the indirect amount?

Kelly Long: You don't have to break it down.

(Robin Brown): Okay. So then on that final - on this annual FRR that I'm doing it it has a line item for indirect. I don't do anything to that then, correct?

Kelly Long: If you have indirect - indirect rates you can report that in the appropriate section.

(Robin Brown): Okay.

Kelly Long: It's like block 11.

(Robin Brown): Block 11, correct. Okay. And the second question I have is we received a new grant and I got a new notice of award since it's a different dollar amount. And

I guess I need to redo the budget and resubmit the budget with the new dollar amount. But where do I do that at? I only have access to the financial section but I'm the business officer. Is that part of the program portion of the grant or is that something that I should be seeing in the financial section?

Kelly Long: Does your notice of award have condition to send in a revised budget?

(Shirley Pitts): Yes. It does.

Kelly Long: Okay, that's under the other submissions section of the EHB.

(Shirley Pitts): Okay, okay.

Kelly Long: If you don't have that then it is privilege.

(Shirley Pitts): Okay. So that's what it is then. Okay. And that was my only two questions.

Kelly Long: Okay.

(Shirley Pitts): Thank you.

Kelly Long: Thank you.

Coordinator: Our next question comes from (Lauren Swanson) with the Michigan Office of the Aging.

(Lauren Swanson): Yes. Hi. I have a couple of questions. I just want to make sure of the dates. That's what I'm still unsure of. So my grant ends for the first year in September 29 and so the question I have is when do we submit the carry

forward request. We will probably have more than the 25% of our total grant award from the first year. That's my first question.

In other words, when do I submit the request for the carry forward - to seek the permission to do this?

Kelly Long: It would...

(Lauren Swanson): We haven't finished the year to know how much we're going to have.

Kelly Long: Right. So your year ends September 29, 2011.

(Lauren Swanson): Yes. It's a three-year grant.

Kelly Long: Okay. Your financial report is due 90-days from September 29.

(Lauren Swanson): Yes, December, yes, 29.

Kelly Long: That's right. You can submit your financial report and you can either at that time submit your carryover request. Or within 30-days of submitting that financial report.

(Lauren Swanson): So I would have until the end of January, technically to submit the carry forward request then?

Kelly Long: That's correct.

(Lauren Swanson): Okay. And then the CCR - I was just looking for the email and I will try to find it again. When is that - that central contract register? It's due August the 9th?

Chris Suzich: Well, it's effective August the 9th, grants.gov system will be communicating with the CCR system.

(Lauren Swanson): We need to go in there like this week and make sure we're all set is what you're saying? With our - whatever the correct.

Chris Suzich: As soon as possible that the time that it's really going to affect you is when you submit another application for a HRSA opportunity...

(Lauren Swanson): Okay.

Chris Suzich: ...through grants.gov.

(Lauren Swanson): Okay, okay, grants.gov.

Chris Suzich: Because the back up system will be checking with CCR before it allows you to successfully submit an application through grants.gov for a HRSA opportunity.

(Lauren Swanson): Okay. So we should just - we should just check that every year to make sure we're current with the information on that system.

Chris Suzich: That's correct.

(Lauren Swanson): Okay. And then...

Chris Suzich: Because it isn't just for - it isn't just for HRSA opportunities it's for - it would be for any HHS opportunity.

(Lauren Swanson): Okay, any HHS opportunity. Got it. And then the other question I have. So with the carry forward, so if we want to move things along as soon as we know, October we can do our FFR in October and then do the request for the carry forward immediately. Like we don't have to wait for December, right, the sooner the better.

Kelly Long: Absolutely.

(Lauren Swanson): Okay. And then I just want to be clear, our grant started September 29, 2010. And it ends September 30, 2011. I'm assuming we do not have to do the FFATA.

Chris Suzich: The dates again, please?

Kelly Long: The end of the September of 2010, so that correct. That started October 1 of 2010.

(Lauren Swanson): It wasn't, yes, it was September 29 through September 30, 2011. That's our first year.

Kelly Long: That went into effect October 1 of 2010, so you missed it by a day or two.

(Lauren Swanson): There you go. Okay. I just wanted to be sure because we keep getting the notices. That's why I wanted to be sure. Okay, those were my questions, thank you.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Jessica Bulluck) with Provena Health.

(Jessica Bulluck): Hi, can you here me?

Chris Suzich: Yes.

(Jessica Bulluck): Okay. Basically, following up on a couple fo these questions. We're in a similar situation where we're just entering year two of our grant. And we want to rollover funding. So what I'm hearing you say is that we just need to submit, if it's less than the 25% we just need to do that with our FFR which is due I think in October.

That's what you're saying?

Kelly Long: You have a grant under expanded authority?

(Jessica Bulluck): I don't think so.

Kelly Long: If your grant does not specify that you are under expanded authority, you must submit a prior approval request to carry over money.

(Jessica Bulluck): Okay. And we do that through the EHB.

Kelly Long: Yes.

(Jessica Bulluck): Okay. All right. That's it, thank you.

Coordinator: Our next question comes from (Frank Villa) with St. Luke's Roosevelt Hospital.

(Frank Villa): Hello?

Chris Suzich: Hello.

(Frank Villa): Hi there. How are you, good afternoon. I appreciate being on the call. I understand, obviously, we've been - a lot of folks have been asking questions not related to the topic at hand. And given the fact that you've been so kind to answer those. I was hoping I can add my question to the list.

Our institution, when we log into the handbooks. It has been entered as, like, three, there's like three different organizations that we're just one organization. And this I believe was due to some error from prior folks that were authorized officials. And, you know, staff leaving and so forth and then new applications going in. And new entities being created.

Is there a - we've trying for years now to try to make it that it's only showing up as one. But it is - and, obviously, different addresses that were plugged in and error and so forth.

Is there someone that we can contact for our organization that would be able to clump those all together. So that all grants are under one entity?

Kelly Long: Yes. We've been successful in combining some for other organizations. Can we get some contact information from you...

(Frank Villa): Yes.

Kelly Long: ...and we'll get somebody in touch with you.

(Frank Villa): Yes. That's (Frank Villa), my telephone number is 212-523-5420. And I can also be reached via email. That is f as in Frank, V-I-L-L-A @chpnet.org.

Chris Suzich: Do that again, please.

(Frank Villa): It's f as in Frank, v as in villa - victor, I-L-L-A@c as in cat, h as in house, p as in Paul, net.org. You have the name of our institution. We're showing up either as St. Luke's Roosevelt Hospital Center. We're showing up as St. Luke's Roosevelt Institute for Health Sciences. And there's a third one, St. Luke's Roosevelt Hospital Center.

Chris Suzich: And all three have the same CRS EIN and DUNs number?

(Frank Villa): Two have the matching EIN and DUNs number. One of them has a different EIN.

Chris Suzich: Okay.

(Frank Villa): It was - I believe that record was probably entered by - these were all again entered by prior folks who were submitting things and now we're centralizing it into our Grants and Contracts Office which I'm coordinating that. And wanted to make sure - you know, have under one with the correct and updated information.

Chris Suzich: We would need to know the name - the organization name that you want consolidate to, (Frank).

(Frank Villa): Sure.

Chris Suzich: And the DUNs and EIN that is...

(Frank Villa): Okay.

Chris Suzich: ...that you want to settle on.

(Frank Villa): Wonderful. To not take up more time for maybe a potential folks that have questions pertaining to the topic that the call was set up to begin. I'd be more than happy to take this off line. If someone would get back to me and we can pursue that.

Chris Suzich: Sure, okay.

(Frank Villa): Thank you.

Chris Suzich: Thank you.

(Frank Villa): Bye-bye.

Coordinator: Our next question comes from (Jennifer Corner Mendeg) Iowa Primary Care Association.

(Jennifer Corner Mendeg): Yes. Quick question for you. Can you tell me - we have had a change in some administration staff here and the user information in the PMS and FFR system is correct. However, the individual requesting or reporting the information is an old contact.

How do we get that updated?

Chris Suzich: You mean it's incorrect in the PMS system?

(Jennifer Corner Mendeg): Yes.

Chris Suzich: I think you'd have to reach out to the PMS help desk for that.

(Jennifer Corner Mendeg): Okay.

Chris Suzich: Do you want me to give you that number?

(Jennifer Corner Mendeg): Yes, I do have that. Perfect I will give them a call. Thank you for your help.

Chris Suzich: Okay, thank you.

Coordinator: Our next question comes from (Tom Israel) Previa St. Joseph's Medical Center.

(Tom Israel): Hi, thank you. I understand the rollover parts that we've already covered in this call. The one thing I'm not sure of that I heard answer was whether or not you can maneuver funds moving from one line item to another line item in the future. Or does it have to stay in the same line item or section?

Chris Suzich: When you say in the future, what do you mean?

(Tom Israel): Well, the rollover monies do they have to be used for the same purposes they were intended in year one of the grant versus year two or can they roll into another thing. For instance supplies becomes salary, covering for salary of that rollover money.

Chris Suzich: Well, basically that would be a part of your carryover request and that will have to be at the discretion and the review of the grant's management office and consultation with the program office.

(Tom Israel): Okay. Thank you very much.

Chris Suzich: You have a difference because maybe a cost savings?

(Tom Israel): In this case it would a cost savings in particular for...

Chris Suzich: Yes. I would put it - I recommend that you put as much information as you can in your carryover request so that it can be reviewed and considered.

(Tom Israel): Okay, thank you.

Coordinator: Our next question comes from (Julia Keeting) with New York State Department of Labor.

(Julia Keeting): Hello. We are a new grantee. We received \$150,000 affordable healthcare workforce development planning grant last September. And so far we've reported in the PMS system but we haven't reported yet in the EHB system. Are there any tutorials available for the EHB reporting?

Darren Buckner: We don't have anything online at the moment for that. You mean for FFR reporting, (Julia)?

(Julia Keeting): Correct.

Darren Buckner: For EHBs. We do have a - we do some static information on the Web site that's available. But I'm sorry I don't have the exact Web site address in front of me.

Kelly Long: There's a reference guide that's HRSA Web site. Perhaps you could start there. You go to www.hrsa.gov. And under the tab, I believe it says grants. And I

think the tab says managed grants - there are some reference materials there for the FFR.

(Julia Keeting): Okay. And it's my understanding correct that in the PMS system we are only completing the cash section so it would be 10 a, b, c?

Kelly Long: That's correct.

(Julia Keeting): Okay. And then in the EHB, we would complete D through O as appropriate and then also 11?

Kelly Long: That's correct.

(Julia Keeting): Okay. I have some questions specific to our PMS reporting. Our DUNs number is not correct. And also the cumulative column is actually showing quarterly data. Would we have to address that with the PMS help desk?

Chris Suzich: In regards to the DUNs information. Are you - you said the DUNs information has been EHB or PMS?

(Julia Keeting): The DUNs information in PMS is incorrect. We don't know about EHB. We haven't really been in there yet.

Chris Suzich: Okay. (Julia) I'll call you because if you call PMS about your DUNs information, if it's a HRSA award, they're going to tell you to contact HRSA.

(Julia Keeting): Okay.

Chris Suzich: What's your number?

(Julia Keeting): I'll give you the number of the person that does the reporting actually. Her number is area code 518-485-9730.

Chris Suzich: Okay and I'll only be calling you in regards to the DUNs information. I can't handle your PMS reporting issues.

(Julia Keeting): Okay, so the cumulative and so showing up actually as quarterly, we should deal with the help desk on that?

Chris Suzich: That is correct. You're talking about PMS quarterly reporting. Right?

(Julia Keeting): Right. There's a report attachment where we put in our cumulative cash disbursements and it somehow automatically subtracts away the previous quarter. And so on the front page under 10, cash receipts and cash disbursements. Well, the column is labeled cumulative it's only showing the quarterly information.

Chris Suzich: Yes, that's a PMS related question. And (Julia) if you can give me your grant number? I can verify EHB and PMS.

(Julia Keeting): It's P as in Paul, 50, H as in Harry, P as in Paul, 2099, A as in apple, C as in cat.

Chris Suzich: Okay.

(Julia Keeting): Thanks. And I have one more question. We have been in discussions with (Asha Fields) on a no cost extension from September of 2011 to January or February of 2012. Should we just continue to be in touch with her for that process?

Kelly Long: Have you submitted a prior approval request asking for that extension?

(Julia Keeting): No.

Kelly Long: You should do so.

(Julia Keeting): Okay. And that gets submitted through the EHB system?

Kelly Long: That's correct.

(Julia Keeting): Okay. Okay. I think that's everything, thank you.

Coordinator: Our next question comes from (Yvette Kuntz) with the Center for Comprehensive Care.

(Yvette Kuntz): Hi, this is (Yvette) actually I'm new to this. I'm CFO for the Center for Comprehensive Care. So they use to have - the HRSA grant is normally given to Children Hospital of Orange County. So it's transferred to this newly center - new entity.

So I am responsible for the reporting as well as the annual and quarterly report. And I have question on the transfer has started actually from April 1 to May 31, just for two months. And then for this coming year which is from April 1 to May 31 which is a 14-month contract.

So for the first two months do I have to report the FFR report as an annual report?

Kelly Long: You're saying the original budget period was for two-months?

(Yvette Kuntz): For two months, the original budget period, exactly.

Kelly Long: Yes.

(Yvette Kuntz): So I have to report which is, again, 90-day after the end of the grant period. So just report for the two months. Okay.

Kelly Long: Right.

(Yvette Kuntz): And the quarterly report, so when this is the 14-month contract so how do I split it into quarterly? Is it based on three months of each?

Kelly Long: The quarters are the end of March, June, September, and December.

(Yvette Kuntz): Okay. So even though we have a 14-month so we still based on the calendar year. Got it.

Kelly Long: Right.

(Yvette Kuntz): Am I going to have a lot of question in doing the reporting. So I just contact the call center of HRSA? The 1-877-464-4772 would it be?

Kelly Long: If it's a question on maneuvering through the electronic handbooks?

(Yvette Kuntz): Yes.

Kelly Long: Call the call center. If you have specific questions about the form itself...

(Yvette Kuntz): Okay.

Kelly Long: ...or anything about your grant or business matter, contact your grant's management specialist.

(Yvette Kuntz): Grant management specialist, okay.

Kelly Long: That's listed on the notice of award.

(Yvette Kuntz): Okay. I'm sure I will of those. So thank you for this time. That's it.

Kelly Long: You're welcome.

Coordinator: Our next question comes from (Brent Parker) with (NASDED). Your line is open.

(Brent Parker): Hi, good afternoon. Thanks for taking all our questions and I hope I have a quick one. You mentioned earlier making sure that our CCR registration was updated or to use grants.gov. Is that also apply to the ORCA registration? I know we've had to fill that out a couple of times each year as well.

Chris Suzich: The what registration?

(Brent Parker): It's the - the acronym is ORCA.

Chris Suzich: I'm not familiar with that - with that.

(Brent Parker): When we filled out the CCR, it referenced certifications from the ORCA so we had to go and fill that out as well.

Chris Suzich: I'm sorry, I'm not familiar with that, (Mr. Parker). With the ORCA registration, I guess I would have to defer to the TCR folks on that.

(Brent Parker): Okay.

Chris Suzich: You fiscally filled out the - it sounds like you successfully updated your CCR information?

(Brent Parker): Yes, as far as I know.

Chris Suzich: Okay. I'm sorry I can't shed any light on the ORCA registration.

(Brent Parker): Okay, great, thank you.

Coordinator: Our next question comes from (Megan Tripack) with Duke University.

(Megan Tripack): Hello, my question is more of procedural programmatic issue with the EHB. We're a relatively large institution. And regularly we have three different individuals for our AO, BO, and financial reporting.

And I was wondering if there was any questions or thoughts about retooling the EHB to allow for people other than the PB to indicate who can have access. It's a tad bit trife - strife ridden at the moment because PD regularly does not who these people are. Have never had any one on one contact with them. And they're the people who need to actually access this information sometimes even more urgently than the PD.

Kelly Long: Jennifer, can you help clarify? There is an administrative role correct?

Jennifer McCluskey: There is the authorizing official. I can tell you that we are working to make the PD change process easier and more efficient. But there's no - there's

no I guess process right now. Or there's nothing in the works to change how that authorization is done.

(Megan Tripack): I mean the most recent case, we had a PD who hadn't really paid attention, I guess been up to date on how the EHB works. And it took a very long time for us to be able to get her to allow the financial reporting representative access to her EHB. And it's...

Kelly Long: The, the - sorry, go ahead.

Woman: This is related to the financial report?

(Megan Tripack): This is - this is not just related to the financial. I mean, I regularly have to fight on a case - almost every grant to make sure that the PD allows me to have all the accesses I need to do my job, honestly.

And I still have some grants out there in my portfolio where they have to give me access to see even the award in EHB. And it ..

Kelly Long: You may be able to work with your PD to set a different email address to be one that others may have access to? I mean that would be specific to your program and your grant.

(Megan Tripack): Well, I have hundreds. I mean it's a very large portfolio.

Kelly Long: I understand but for the ones that, you know, this PD if this not the (unintelligible).

(Megan Tripack): It's not just one PD. It's almost all of them and it's almost every grant in the portfolio.

Chris Suzich: Maybe we - we definitely understand this is issue with our colleges and universities.

(Megan Tripack): Okay. I was just - I was just curious if there was going to...

Chris Suzich: In the interim when you run across PDs that may have problems maneuvering EHB or concerns. Or they may not know how, if you could direct them to the HRSA call center and they can work with them and walk them through the processes of assigning the privileges to you.

That's the short answer but it's something we are conscious of. And that's basically what we can say right now.

(Megan Tripack): Okay. That's great. Thank you.

Kelly Long: (Megan) also for the financial reports, it is not the PDs who give that privilege.

(Megan Tripack): I might've misspoken. I might've meant our business - the universities business officer. I'd have to go back and look through my documents. It was either the BO or the financial reporting officer who could not get access to a certain grant in our portfolio.

Kelly Long: Okay. But we do understand with the prior approvals and other reporting requirements.

(Megan Tripack): Yes.

Kelly Long: Controlled by the PD.

(Megan Tripack): Thank you.

Kelly Long: Thank you.

Coordinator: Our next question comes from (Keyton Mills) with Ventura Health Care Center.

(Keyton Mills): Yes. Thank you for taking my call. I'm taking this back to the rollover discussion. And specifically I'd like to verify that a rollover request does not show up on my NGA as unobligated balance for the prior budget period?

Kelly Long: No. The NGA does not show unobligated balances. That's only reported on the FFR.

(Keyton Mills): Well we have received an NGA in the past that actually does show an obligated balance. And that's why I want to make sure that this doesn't affect the next years funding when we do put through a request for a rollover.

Kelly Long: Okay. So there - if an unobligated balance in, let's say year one.

(Keyton Mills): Okay.

Kelly Long: Was requested to be carried over into year two that would be indicated in your notice of grant award under the additional authority. Giving you permission to spend that balance in year two since you did not spend it in year one.

(Keyton Mills): Correct.

Kelly Long: Okay.

(Keyton Mills): But does it - it would not reduce the next year's funding? Is that correct?

Kelly Long: It does - well, not a carry over. If we use an unobligated balance to offset it still doesn't reduce your funding. The funding level remains the same. It's just the source of where the funding comes from.

(Keyton Mills): Got it, okay. Okay. Thank you.

Kelly Long: Thank you.

Coordinator: Our next question comes from (Tom Sam) with the University of Southern California.

Chris Suzich: Hello?

(Tom Sam): Hi, I'm actually (Carol Cho) also from the University of Southern California. And I had a question about unliquidated obligation, reporting. Previously we had to do - we had to update the previous report prior to reporting the current year's report or FSR.

So now with the FSR, will it - do we still have to update our previous year prior to the current year?

Kelly Long: You can do one of either actually. You can go back and revise the previous years report once those funds are liquidated. You can revise the prior report. Or in the current report you can make a revision to the previously reported column.

(Carol Cho): Okay. Well, now with the FFR there's no such column. It's just cumulative. So we just put it all in there?

Kelly Long: There actually is. When you're on the transactions page, there's a link at the top I think it's right above 10a that says show details.

(Carol Cho): Okay.

Kelly Long: Hit that it will expand open and it shows you what you previously reported.

(Carol Cho): Okay, okay.

Kelly Long: If it shows you this period and the cumulative. So what the system does, based on your entry of the cumulative report, it subtracts that. It subtracts your previously reported from your cumulative to give you this period. The previously reported is an editable field. So if you need to make an adjustment, you can.

(Carol Cho): Okay because before the grant's management told me that I can't - that I wasn't able to change the previously reported. That's why we have to change the prior year's report before changing the current years report.

Kelly Long: Right. And the system business rules have changed.

(Carol Cho): Okay, so we can change either the current years previously reported or the prior years reported.

Kelly Long: Or you can revise the prior, right. If you do adjust the previously reported column, please make sure you make a notation in the remarks section

otherwise your grants management specialist is going to return it and ask for that explanation.

(Carol Cho): Okay. And we have another question.

(Tom Sam): Also when we go about the revision of a prior year what we notice is that there is a computer generated email that our report is not delinquent. Is there a way that the system can be modified so that an email or somewhere will state that a revision is progress instead of sending a delinquent statement?

Kelly Long: So if I hear you right. You submitted a report. Later you started a revised report.

(Tom Sam): Right.

Kelly Long: You've yet to send that revised report and you're getting a delinquent notice.

(Tom Sam): So we have a report that we already submitted. And we need to just go back and revise the report. And in doing so we been subsequently receiving an email saying that that report is now delinquent.

Kelly Long: Yes. We will take that to the developers. Thank you for that feedback.

(Tom Sam): Okay, thank you.

(Carol Cho): And then one more - is there a way to check like a list of - let's say that we have updated a report twice. Is there a way to see how many times we updated or the dates that we had updated before? Like a history, a record.

Kelly Long: Of the prior submissions?

(Carol Cho): Correct.

Kelly Long: Yes, you can. By default the system only shows you reports that are either not started or in progress. They'll even show you those that are in the request change status.

(Carol Cho): Okay.

Kelly Long: You click on the search button. And change the status to either all or change to submitted. You can see prior submissions.

(Carol Cho): But for the same report. Like, one report and let's say we updated that same report twice. Is there a way to see both, like, a list or history of the submissions for that one report. Like revisions or...

Kelly Long: Jennifer, do they have the capabilities to see versions of the financial report?

Woman: Sorry, if you could repeat that question again.

Kelly Long: Does a grantee have the capability to see all the versions of a financial report. So if they submitted one and later revised it so there's a second version, can they see version one and version two.

Man: Hi this is (Saresh) (unintelligible). A grantee currently they can not see (unintelligible) they can see that the version before. But if you want we can put the grantee also.

Chris Suzich: Let's talk about that off line (Saresh).

(Saresh): Yes.

Chris Suzich: But thank you for the comment (Carol). (Carol) before you get off, (Carna) did you capture that second comment from (Carol) about the delinquent notice.

Woman: Yes, I did (unintelligible) we can look at the logic and we will work with you, Chris.

Chris Suzich: Okay, you understand how we'd like it to work, right?

Woman: Yes.

Chris Suzich: Anything else (Carol)?

(Carol Cho): No, that's it. Thank you very much.

Chris Suzich: Thank you.

Coordinator: Our next question comes from Jill Emerson with Samuel Merritt University.

Jill Emerson: Good afternoon. I've got a couple of questions. I just want to make sure that I heard correctly. The CCR registration is only one individual per entity, correct? And as long as we have one valid CCR we're okay.

Chris Suzich: The CCR registration is specific to an organization.

Jill Emerson: Right.

Chris Suzich: Miss (Emerson), so as long as your - it needs to be update on an annual basis and as long as that's occurred in the past 12 months you're good to go.

Jill Emerson: Okay, as far as the renewal, ours happens to be due or we're good until 2/25/2012. Does the system generate a reminder that it's coming due or do we just have to know that and go out and adjust?

Chris Suzich: Our system does not generate and I don't think CCR will send you a notification but I'm not positive about that.

Jill Emerson: Okay, thank you. There's been some talk about a report that is due on any grant that was issued after October 1, 2010. I didn't catch what report was being referenced, could you just help me with that?

Chris Suzich: Sure that's known as FFATA, it's a reporting requirement that is - was introduced I believe it was by legislation. For any new, that is a type 1 brand issued 10/1/2010 or beyond and that is for those grants. Excuse me - include a specific term on the NGA that says that the grantee needs to report to a separate Web site for any - for any sub-recipients that they have in excess. If the award is in excess of \$25,000.

Jill Emerson: This is only for sub-recipient issues? I mean my entity does not have any sub-recipients. So this FFATA would not apply to us?

Chris Suzich: That's correct.

Jill Emerson: Wonderful, thank you. Okay. The last one is grant specific. I have a notice of grant award on grant number T as in Thomas, 88, H as in Harry, P as in Papa, 20928. The period on the grant, the budget period and the project period are the same, 9/30/2010 to 9/29/2015.

In the document of the grant it says that the FFR report is due within 90-days after the budget period end date. Now, I just want to make sure because I thought the FFR was due at the end of each academic - or each period.

But with this grant I think it's the first one I've seen that covers five years. So I just want to make sure that we're going to be okay with not filing an FFR in the years before the end date of the grant.

Kelly Long: Right. Great. So that sounds like there's a discrepancy between the written word and your budget period. Can you provide me with the three - the first three characters again, T...

Jill Emerson: It's T88.

Kelly Long: Eighty-eight, okay. Let us look into that to make sure that the system has it right.

Jill Emerson: Right. Well, kind of a follow up on that. I do have or I did receive copy of an email that talks about this specific grant and the fact that the - let's see. An annual performance report is due that defines the BHPR with annual performance data. What is in fact the FFR is not required, what annual performance report are they talking about? I do the annual operating report for some of our other grants so I'm familiar with that performance report. But with this new grant I'm just a little bit confused.

Kelly Long: Right, there should be in the either progress report or performance section of the EHB there should be a placeholder there to submit a reporting - a back reporting requirement.

Jill Emerson: Okay. Well, that's another issue I'm working with the call center. This specific grant is not showing up under our PMS ID or our HRSA AOR reporting or EHB window. I think it has to do with the EIN that it was issued under. But I'm working on a separate issue with the call center with that.

Chris Suzich: Okay, well the call center won't be able to resolve the EIN part.

Jill Emerson: Okay.

Chris Suzich: And so I guess you've heard this line before, can we have your name.

Jill Emerson: Yes, it's Jill, J-I-L-L. Emerson, E-M-E-R-S-O-N. I'm with Samuel Merritt University. My phone number is 510-869-6609. My email would be jemerson@samuelmerritt.edu.

Chris Suzich: Okay, we'll get back to you in regards to the EIN issue, as well as whether or not the project period and budget period was supposed to be the same.

Jill Emerson: Okay, I appreciate your help. Thank you for taking my question. Thank you for having this conference call.

Coordinator: Our next question comes from (Unita Aguilara) with (La Clinica De la Rosa).

(Unita Aguilara): Hi. My question is in regards to funding that we're receiving for capital improvement grant. And specifically what happened when we're submitting a report on EHB, it's actually - what's happened is we were an hour late. And when we reached out to the project officer they extended the window of time when we can submit the report.

However when we go into the EHB it doesn't allow us to actually submit the report. There is no button that has - that has submit. So we can view the report. We can make adjustments to it, revisions, but there is no actual submit button. And the question therefore, I'm not sure if this is a program development hiccup that other people have experienced or what the work around or others have come across this.

Jennifer McCluskey: Hi, this is Jennifer with REI. It sounds like it's the extension was granted.

(Unita Aguilara): (Unintelligible).

Jennifer McCluskey: It didn't get - it didn't get communicated to us to actually make that correction in EHB. If you can give us your information and we can look into it and provide that button for you to submit.

(Unita Aguilara): All right. Okay. What do you need from me?

Jennifer McCluskey: Let's start with your name, grant number, and contact information.

(Unita Aguilara): Okay, should I give you the name of the individual who's actually submitting the report, that would be Anita last name's A-D-D-I-S-O-N. And the grant award number, actually there's two. There's 4A and 4B.

Jennifer McCluskey: You can give us both or if they're having the same problem, give us both.

(Unita Aguilara): Okay. So the first one is, there's a six in front of it - 6C as in cat, 81C as in cat, S as in Sam, 13683-01-07. And the second grant number is C as in cat, 81C as in cat, S as in Sam, 13683.

Jennifer McCluskey: That's the same as the first grant number.

(Unita Aguilara): Oh, that's correct.

Jennifer McCluskey: Is there a second one?

(Unita Aguilara): That's it.

Jennifer McCluskey: Okay, good. And email or phone number?

(Unita Aguilara): Email is, give me a sec - telephone number's 510 area code, 535- and 9 - 2937.
And I'm going to give you Anita Addison's email is a as in apple, Addison, her last name @laclinica so L-A-C-L-I-N-A-C-A-.org.

Jennifer McCluskey: Say that again, laclinica.

(Unita Aguilara): Correct, dot org.

Jennifer McCluskey: Dot org. Okay, thank you.

(Unita Aguilara): Thank you.

Coordinator: Our next question comes from (Susan Stingary-Murray) with the University of California San Francisco.

(Susan Stingary-Murray): Thank you, my questions been answered.

Coordinator: Thank you. One moment.

Our next question comes from (Jackie Venallan) with (Gonzaga) University.

(Jackie Venallan): Hi my question is we have two nurse trainee-ships that we've had for over 12 years. And we've recently got a message saying that we needed to submit our FFR from back in 2009. And is the age of the grant depend on what you'll see on the financial side of the reports. Because we're not seeing the reports.

Kelly Long: Yes, it does. But you're saying you're getting messages for 2009?

(Jackie Venallan): Yes.

Chris Suzich: Was that a system generated message?

(Jackie Venallan): No. It was from a close-out specialist and I've contacted him but I just thought - I thought well, you're answering all these questions I would pause that one as far as some older grants and whether or not they have some of the same capabilities as the new grants in seeing the financial information.

Kelly Long: Right. I believe in 2009 you did not have the financial reporting requirement. I want to say it may have actually started in 2008. So it sounds like they probably should not be asking for that. Can I get the grant numbers, do you have those handy?

(Jackie Venallan): Sure. The one they've been contacting is A as in apple, 22HP00022.

Kelly Long: And that was

(Jackie Venallan): It was a nurse...

Kelly Long: ...(unintelligible) in 2009?

(Jackie Venallan): Well, it actually started 12 years ago back in 2000. But we...

Kelly Long: But they're asking for the financial report from?

(Jackie Venallan): Yes. From three years ago. And I mean it's one that's been continued - continuing for the last 12 years. But each year it's considered a new award I believe.

Kelly Long: It is, you get a new document number every year.

(Jackie Venallan): Right.

Kelly Long: You have to close those documents in payment manager each year.

(Jackie Venallan): Oh, okay. So I should be doing that in PMS then or...

Kelly Long: (Unintelligible).

(Jackie Venallan): Oh, okay.

Kelly Long: Yes. You just have to do your quarterly reporting to payment management making sure your past transaction report is up to date because we close based on that data.

(Jackie Venallan): Oh, okay.

Kelly Long: I will look this up to see who is closing.

(Jackie Venallan): Well, I have the gentleman's name and but...

Kelly Long: What's his name?

(Jackie Venallan): His name is John...

Kelly Long: (Unintelligible)?

(Jackie Venallan): Yes.

Kelly Long: Okay. Okay I will reach out to him and make sure he understands.

(Jackie Venallan): Okay, thank you.

Coordinator: Our next question comes from (Soheila Kharrat) with UC Irving.

(Soheila Kharrat): Hi. This is (Soheila) I have a few questions here for the sake of time I try to make it very quick.

Number one can somebody use their Web site for the Payment Management System? For some reason I don't have that one and I keep on hearing about it that I need to report quarterly into the PMS.

Darren Buckner: I don't have - I don't know the Web site, Jennifer on you in front of a computer?

Jennifer McCluskey: I'm Googling it right now.

Darren Buckner: Yes. That's what I was going to suggest. Let's go with your next question while Jennifer's looking.

(Soheila Kharrat): The next question is when you request the prior approval request to change PI. And I had done that for our system. The problem is I get an email that the

person who is authorized who is the ex-PI. That email is closed. So I don't know what next step I need to do. If I was supposed to prior approval request, I did. But then I got an email that your PI was supposed to approve it that email doesn't exist. And we know that because that PI person's no longer with our organization anymore.

Chris Suzich: Okay. Have you done a change of PI?

(Soheila Kharrat): We submitted the letter through the prior approval request to change the PI. And that's where I'm stopped right there.

Kelly Long: You know, take that letter and submit it via email to your grant's management specialist?

(Soheila Kharrat): I think we started that way then we got email to go to prior approval request. And then we took the second step. I need to send again back to the management?

Darren Buckner: What's your grant number?

(Soheila Kharrat): My grant number is - you need our main grant which is...

Darren Buckner: The one you're having this particular problem with.

(Soheila Kharrat): HAD...

Darren Buckner: H80?

(Soheila Kharrat): 00461.

Darren Buckner: Did you say H80?

(Soheila Kharrat): Correct. Eighty like the number 8-0.

Darren Buckner: 4600461?

(Soheila Kharrat): Correct.

Darren Buckner: And you said grant's management specialist told you to submit it through prior approval.

(Soheila Kharrat): Correct.

Kelly Long: If you could please send that to your grant's management specialist via email and we will reach out to them as well to let them know this is on their way. If the old PD is gone there's no way there for them to approve it. So we have to get a revised NGA in place of it.

(Soheila Kharrat): Thank you then I have one more question and that is very similar to the lady from (unintelligible) who called. That in our CIP grant when we did or - when original grant was submitted there was a revision. And we got notice of the grant award that the revision was accepted. And we got awarded.

However every time that I do my quarterly report, I still see the original amount dollar, every thing posted. And that has not been - that change is not reflecting our current what we have done. And I keep on explaining, I mean the narrative.

Kelly Long: Okay, that sounds like...

(Soheila Kharrat): And we do have an extension. We were awarded through December for extension without any fund to do our reporting. We need, you know, we're finishing up our reporting but I just do not see the change into the EHB.

Kelly Long: Well, we'll have to inquire about that.

Jennifer McCluskey: In the meantime, I have that Web site for you.

(Soheila Kharrat): Okay.

Jennifer McCluskey: It's www.d like dog, p like payment, m like management dot, p like payment, s like Sam, c like cat, dot gov.

(Soheila Kharrat): Thank you.

Jennifer McCluskey: You're welcome.

(Soheila Kharrat): And I had one more last, this one is not a question it's like a comment. As we are able to go and when we get a new employee or anything through EHB we can easily have them to sign on and we add to the grants that we want to give them permission to.

The difficulty I'm seeing - I wish we had the same permission to be able to go and remove their name from the system. We have a quite a few employee names appears that they're no longer with the organization. I went ahead and disabled their privileges so that they can not do anything. But that is just a long list of names that I wish that I could have just deleted (unintelligible).

And if that would - if EHB was allowed I think that would be nice.

Kelly Long: And Jennifer can you clarify for everyone, I think but I'm certain that it's the person that has the grant administrator user privilege is the one who can delete individuals.

Jennifer McCluskey: I think we're talking about the AO, the primary AO.

Kelly Long: Okay.

Jennifer McCluskey: And they do have the ability to manage users. I'm not very familiar with it myself that's why I wanted to look into it before responding. I know there are some we have to alter on the backend. But I believe that the primary AO is able to manage the users and remove people that shouldn't be there.

(Soheila Kharrat): I am the AO and I can't - the privileges that I had was I was able to disable their function. So their name is there but they don't have access to anything. But I couldn't find a way navigating to totally delete the name.

Chris Suzich: I think for audit purposes we need to retain people's names though - so you can essentially deactivate a user but you can't actually completely remove them. And that's for internal audit reasons.

(Soheila Kharrat): Thank you.

Chris Suzich: Thank you.

Jennifer McCluskey: Can we get the contact information so, again, we can look into and respond with step-by-step instructions?

(Soheila Kharrat): Yes, I'm going to go ahead and give my email. S as in Sam, kharrat@uci.edu, skharrat@uci.edu.

Chris Suzich: Thank you.

(Soheila Corat): You're welcome.

Darren Buckner: We'll contact your specialist in regards to accepting that email.

(Soheila Corat): Thank you.

Coordinator: Our next question comes from (Tamara Muskgrove) with ANTHC.

(Tamara Muskgrove): Good morning. We seem to be having a problem with getting our carryover request approved in a timely fashion. Is there a guideline that we can use or timeframe where we prod both the project office and the grant's management specialist?

Kelly Long: We do ask our specialist to respond within 30-days. So if you're not hearing within 30-days go ahead and reach out to them.

(Tamara Muskgrove): And is there any - other than looking it up on line. If we're not getting a response from that individual who else can we call?

Kelly Long: You can contact the grant's management officer that's posted on the notice of grants award.

(Tamara Muskgrove): And what if that's the individual we're not hearing from?

Chris Suzich: Well, the grant's management officer is the person who actually signs the notes of grant award. The grant's management specialist name is on the

second page as well as the program official. But the grant's management officer is the manager of the grant's management specialist.

Did you submit the request through prior approval?

(Tamara Muskgrove): Yes, we submitted the request through EHB.

Chris Suzich: Okay.

Kelly Long: And you should be waiting to hear from the grant's management specialist. If you don't hear from that individual feel free to contact the grant's management officer who's name is on the first page of your notice of award.

(Tamara Muskgrove): Okay. Thank you very much. You've answered the rest of my question so far.

Coordinator: Carol Bremmer, James (Documedia) College.

Carol Bremmer: Good afternoon. We have an ARA nursing equipment grant which will end at the end of this month. We do have a little bit of cost savings. And I understand that I need to submit a prior approval request. And other people have referred to that also.

I simply can not figure out how or where to submit in electronic handbook. I've been all over the Web site. I just can not see. There's a section that says learn about prior approval requests. And there's a section that say to manage your post-award submissions.

But I feel like I must be missing something very simple and very obvious. Can you point me in the direction as to how to submit a prior approval request.

Chris Suzich: You said that you have a nursing grant?

Carol Bremmer: Yes, nursing equipment grant.

Chris Suzich: Okay.

Kelly Long: Jennifer, can you help guide her?

Jennifer McCluskey: Yes. It sounds like she likely doesn't have the permission for the privilege.

Carol Bremmer: That's what I'm wondering from listening to others.

Jennifer McCluskey: (Unintelligible) and that's something that we would have to look into (unintelligible) get your contact submission.

Carol Bremmer: Okay, I do submit the progress reports every quarter.

Jennifer McCluskey: Sorry, say again?

Carol Bremmer: I do submit the progress reports every quarter and I've had no trouble with that.

Jennifer McCluskey: Yes. It's likely a different permission. But we can take a look into it and make sure that you have the permissions necessary. If you have the permission to submit it and you're still not seeing it then we'll have to look into a bug. But the first place for us to check is to make sure that you are authorized to submit those prior approvals.

Carol Bremmer: Okay.

Jennifer McCluskey: So can we get your contact information, please?

Carol Bremmer: Yes, my name is (Carol Bremer). And my email is
carolbremmer@mail.sunyjc.edu so that's carolbremmer@mail.sunyjc.edu.

Jennifer McCluskey: Great. Do you have the grant number handy as well so we can take a look?

Carol Bremmer: Yes I do. D as in dog, 76HP20535.

Jennifer McCluskey: Great, thank you Carol.

Carol Bremmer: Thank you.

Kelly Long: Carol, are you the PD on that grant?

Carol Bremmer: No, I'm not.

Kelly Long: Okay.

Carol Bremmer: I'm the AO I believe.

Kelly Long: Right. So it's probably that you just don't have the privilege.

Carol Bremmer: Okay. Oh, that makes me feel better. Thank you very much.

Kelly Long: Okay.

Coordinator: (Stacy Fitzsimmons) Indiana State Department.

(Stacy Fitzsimmons): Hi, thank you. I actually also have more of a access to EHB financial reporting question. I am the AO and I also have administrative rights to administer users.

I have an accountant who has registered with EHB. And I have tried to delegate financial report administration to him. I have given him administer financial report edit and submit. And when he went to try to submit he was not able to submit the report even though I have given him submit financial report privileges.

I wanted to see if there is something I'm not doing or if there is something I need to do differently.

Kelly Long: We can look into that one specifically as well if you give us contact information and the grant number.

(Stacy Fitzsimmons): Okay, my name's (Stacy Fitzsimmons), phone is area code 317-233-7558. email is sfzsimmons@isdh.in.gov.

Kelly Long: That's isbh?

(Stacy Fitzsimmons): Isb - department of health.

Kelly Long: Dot gov?

(Stacy Fitzsimmons): In.gov.

Kelly Long: And the grant number, please?

(Stacy Fitzsimmons): It is D70MC12842.

Kelly Long: And what's the name of the person you're trying to give privileges to?

(Stacy Fitzsimmons): (Jack Cole).

Kelly Long: (Jack Cole)?

(Stacy Fitzsimmons): Mm-hmm.

Kelly Long: All right. Thank you. We'll take a look into that one as well and get back to you.

(Stacy Fitzsimmons): All right. Thank you so much.

Kelly Long: Sure.

Coordinator: Our next question comes from (Margaret O'Gorman) Xavier University.

(Margaret O'Gorman): Excuse me, hi my question is about remaining funds for grant period the actual full grant ended June 30. We have remaining funds in the grant. From the questions that I've heard earlier it sounds like that we could still request a new cost extension. And I wanted to find out if that is the case and when we could that.

Kelly Long: You can request a new cost extension. You're probably a little late at this point so if you're going to do that I suggest that you do it very soon.

(Margaret O'Gorman): Okay.

Kelly Long: And it's, of course, it'll be up to the discretion of the grant's management office of whether that gets approved or not.

(Margaret O'Gorman): Okay, the question - we would essentially be looking to use the remaining funds for some consulting to get faculty trained better in using the equipment that we purchased. But I'll go ahead and send that in then. I didn't realize that we could still do it after the end of the grant period.

Kelly Long: You should do it before the end of the grant period. Not to say that you can't.

(Margaret O'Gorman): Okay, thank you.

Jennifer McCluskey: If I could interject for just a moment again, this is Jennifer. Carol Bremmer if you're still listening. We can see that you don't have that privilege. So you should request that from your PD.

Chris Suzich: (Doree), this is Chris, do we have more than five more questions in the queue?

Coordinator: I'm showing two more questions.

Chris Suzich: Thank you.

Coordinator: (Jose Zirena) (Camila).

(Jose Zirena): Good afternoon. Thank you for answering all the questions. First one, on the FFR I submitted last quarter. We had an overstatement on disbursement. How can I correct that?

Kelly Long: You're reporting to payment management?

(Jose Zirena): Yes.

Kelly Long: Go back into payment management and submit a revised report.

(Jose Zirena): I can do it at any time?

Kelly Long: You can.

(Jose Zirena): Submit revised report. I will do that. Next question since we're talking about EHB. I have an issue with an EHB item that appears over 600-days overdue. I've contacted the client's office, my EHB and still hate seeing a performance report that says 600-days overdue when it's done. Can you help me?

Kelly Long: It's a progress report?

(Jose Zirena): Yes. This is actually a performance report.

Kelly Long: Performance report. Can I have your grant number?

(Jose Zirena): H80CS00026.

Kelly Long: Okay and can I get a either a telephone number, email address for you.

(Jose Zirena): Yes. Let me give you my direct number, 786-586-0433. And the email is J as in Joseph, Z as in Zorro, I-R-E-N-A @hcnetwork.org.

Kelly Long: Okay. We can look that up and get back to you.

(Jose Zirena): Thank you very much. I appreciate all your help.

Coordinator: Thank you, our last question comes from (Mary Beth Benavudi)
(unintelligible) Community College.

(Mary Beth Benavudi): Hi, I have a question about the CCR registration. Is that by EIN or
DUNs number. We have four - we have four community - we have four
colleges in our district. We all have the same EIN number but we have
different DUNs number.

Chris Suzich: We would encourage you to consolidate into one organization if possible. I
think the CR the CRR information - I know it requires DUNs number and I
think it also requires EIN.

If you have - is there a reason for different names for your organizations?

(Mary Beth Benavudi): Well, we have four different colleges. We're a community college
district.

Chris Suzich: I see.

(Mary Beth Benavudi): And each college has it's own DUNs number but it's all under the
same tax ID.

Chris Suzich: I see.

(Mary Beth Benavudi): And I think the reason for that is maybe because each of our
schools has their own financial aid.

Chris Suzich: Does each school have - I mean you may have the same EIN what about the
CRS EIN, are they different?

(Mary Beth Benavudi): Let's see...

Chris Suzich: The letters, all characters assigned.

(Mary Beth Benavudi): SIC code is that what you're talking about? What code is it?

Kelly Long: The last two characters of your CRS EIN on A2.

(Mary Beth Benavudi): I'm looking at to see if it tells me. DUNs, the SIC code, NAICS code, CCR, CR CAGE/End CAGE, is that it?

Chris Suzich: No, no.

(Mary Beth Benavudi): OPEIBs and IPED numbers too. I do have a list right here, it says - it's from our grant office. It says CCR valid until and it looks like they have different dates. So I'm wondering if maybe it is CCR. We have different CCR numbers?

Chris Suzich: It's possible. I believe it's a unique number for each registration.

(Mary Beth Benavudi): Okay, okay, I'll just check with them on that. Okay, on one of my grants, it's a nursing equipment grant. I'm doing the FFR. And even though we spent all the money, I got a note that says our progress report was not received. And that I'm supposed to be doing the progress report.

So what I did the basic information and put no for final report. It went ahead and let me do that but it didn't like it. Is that normal because it's supposed to be the final - it says, when I did that it says final report. It's got like a yellow triangle with an asterisk. I mean an exclamation point. It says your response to

field 6 of the SF-425 differs from the suggested system value. Please provide an explanation in the remarks section if this is in error.

Is that the same form to do the annual? It has a place for it. It says is it an annual, is it quarterly. So is that the same - is that the right form I'm supposed to be filling out?

Kelly Long: Yes, that's on the FFR. If you're at the end of the project period for the last month and the nursing equipment, they were for just one year so they've ended. We expect for you to submit a final report.

(Mary Beth Benavudi): Okay, so since nobody here's completed an annual and we spent all the money even though the project end date - I think it's in August. Do I just do the final early?

Kelly Long: You can.

(Mary Beth Benavudi): Okay, and then that's when I would upload a list of the equipment and what not.

Kelly Long: Right.

(Mary Beth Benavudi): Okay. And then my last question - okay, I answered that. The supporting documents. Okay, that's it.

Kelly Long: Great.

(Mary Beth Benavudi): Thanks.

Coordinator: I'm not showing any more questions in the queue.

Chris Suzich: Great. You want to give one more instruction in case somebody has a last question?

Coordinator: Sure. Once again if you have a question please press star, 1.

Chris Suzich: Issues...

Coordinator: We have a question from (Scott McKinney), (Middle Ax (unintelligible)).

(Scott McKinney): Hi my question is really quick. I didn't have any so I didn't catch the instructions on how to request a question. The question is really simple. I'm looking at the E Handbook web page. It's right on my screen right now. And I'm not seeing any prompt for where to submit a financial statement.

Chris Suzich: I could be a privilege issue.

(Scott McKinney): Okay. How does one go about doing that?

Chris Suzich: Is this your first time doing it?

(Scott McKinney): Yes.

Kelly Long: You'd have to register as the financial report administrator.

(Scott McKinney): I well, it let me log in. I mean I registered to get that far.

Kelly Long: Okay. You still have to register yourself as a financial report administrator. If you're the person responsible for submitting the financial report. You can

either go to our Web site for the reference guide. We have some detailed instructions on how to complete that registration.

(Scott McKinney): Okay.

Kelly Long: Or you can certainly contact the call center.

(Scott McKinney): Okay. Not to split hairs but there's a person, myself, who actually completes for the form and then a financial officer who actually signs off on it which one should be that person?

Kelly Long: Whoever signs the report should register as the financial report administrator.

(Scott McKinney): Okay so that means that they would also be the one that has to input the data, right?

Kelly Long: No, they can grant privileges for somebody else to edit.

(Scott McKinney): Okay. All right. I will try the Web site, thank you.

Kelly Long: Okay.

Chris Suzich: Thank you.

Coordinator: (Jerry Czarnowsky) (Welden Pack).

(Jerry Czarnowsky): Yes, I have a question about a progress report on a construction grant that you have given to us. I got a renovations grant one year and the next year I got a construction grant to expand our clinic. And the amount in EHB on the

progress report only shows the amount of the last grant. And it doesn't show the cumulative amount. Can you help me with that somehow?

Chris Suzich: The amount on the - so you had one grant and we added on to the same grant?

(Jerry Czarnowsky): Yes.

Chris Suzich: So you have one grant number.

(Jerry Czarnowsky): Correct.

Chris Suzich: And you're saying the total is not reflected on the progress report?

(Jerry Czarnowsky): That is correct but the cumulative is not what's on the progress report. Only the last amount.

Chris Suzich: Okay. I'm not familiar with the make up or the composition of the progress report at this particular point in time. But I definitely look into it, ask a question, have you - did you do any outreach to anyone here at HRSA?

(Jerry Czarnowsky): I have I went to the grant's management specialist and she referred it to the program people and nothing has happened.

Chris Suzich: Okay and so what is your name again?

(Jerry Czarnowsky): (Jerry Czarnowsky).And I'll spell that for you. It's Czar - it's C-Z-A-R, now, N-O-W, sky, S-K-Y.

Chris Suzich: And your grant number is?

(Jerry Czarnowsky): B76HF15251.

Chris Suzich: Okay. And your phone number, sir?

(Jerry Czarnowsky): 316-682-4075 extension 230.

Chris Suzich: Okay, we will call you back this week.

(Jerry Czarnowsky): I can give you an email also if you want that.

Chris Suzich: Okay.

(Jerry Czarnowsky): J and then my last name as I spelled it to you.

Chris Suzich: Okay.

(Jerry Czarnowsky): At world impact dot org.

Jennifer McCluskey: The first letter of that email was the letter J?

(Jerry Czarnowsky): Yes.

Jennifer McCluskey: Okay, thank you.

(Jerry Czarnowsky): Thanks for helping me.

Chris Suzich: Thank you (Jerry). We'll be back in touch.

(Jerry Czarnowsky): Thanks.

Coordinator: (Veronica Freeman) Healthy Start Corp.

(Veronica Freeman): Yes, I have a couple of questions. First, I'd like to say I really appreciate you guys taking your time out to offer some assistance to much needed folks. So, you know, I really appreciate your efforts in that.

Sounds like there's a lot of confusion going on but we do appreciate helping us.

Chris Suzich: Thank you.

(Veronica Freeman): Okay, so with the CCR, the Central Contact Registry, that's something that's required for individual project. They just - there will be an option to go on EHB and do some type of registration. Is that correct?

Chris Suzich: No, it's not an option within EHB.

(Veronica Freeman): Okay.

Chris Suzich: You have to go to CCR.org.

(Veronica Freeman): Okay.

Chris Suzich: And register your organization.

(Veronica Freeman): Okay.

Chris Suzich: It's not by project, it's by organization.

(Veronica Freeman): By organization.

Chris Suzich: And that is necessary in order for you to successfully submit an application for something like a HRSA opportunity or any HHS opportunity via grants.gov.

(Veronica Freeman): Okay. Okay is that something that's normally done by the project director or the authorizing officer?

Chris Suzich: You mean the CCR registration?

(Veronica Freeman): Yes.

Chris Suzich: I would think it would be done by your business office but I'm not sure. Someone in charge.

(Veronica Freeman): Okay.

Chris Suzich: Who could represent the organization and would have access to what ever registration information that's being required.

(Veronica Freeman): Okay, great. And also I really know that you worked really hard to tell us the difference between the FFR report and the PMS Payment Management System. But if you could just clarify the two again, I think I'm still getting them confused.

I know one is a quarterly report and the other's annually.

Chris Suzich: Yes, one - the one that's quarterly is something that goes to the Payment Management System.

(Veronica Freeman): Okay.

Chris Suzich: That's the Federal cash transaction report on the FTR report.

(Veronica Freeman): Right.

Chris Suzich: So that's handled on a quarterly basis.

(Veronica Freeman): Okay.

Chris Suzich: On the report that's due to HRSA that's handled on a yearly - on a annual basis.

(Veronica Freeman): Okay.

Chris Suzich: And that's the FFR.

(Veronica Freeman): Got it.

Chris Suzich: So basic difference is...

(Veronica Freeman): And that's the report...

Chris Suzich: ...one to HRSA one to PMS. Other difference is quarterly versus yearly.

(Veronica Freeman): That's the report that's entitled the expense report on EHB. Is that correct?

Chris Suzich: No, that's the Federal - Federal Financial Report.

(Veronica Freeman): All right. So it's indicated as such, okay. All right then. So...

Chris Suzich: (Unintelligible) refer to that as the SF-425.

(Veronica Freeman): SF...

Chris Suzich: SF like standard form...

(Veronica Freeman): Got it.

Chris Suzich: 425.

(Veronica Freeman): Okay, 425. Okay so should individual grants be able to see the progress report on their display to use at this point?

Chris Suzich: Should individual grantees?

(Veronica Freeman): Yes. As a project director should I be able to view the progress report requirements?

Chris Suzich: Yes.

(Veronica Freeman): Okay, I'm not seeing that.

Chris Suzich: Jennifer?

Jennifer McCluskey: I'd have to take a look. If I can get the contact information and grant numbers.

(Veronica Freeman): Okay. My name is (Veronica K. Freeman). And the contact numbers, 910-521-6181, the grant number is H49MC00068.

Chris Suzich: And give me your phone number again, please?

(Veronica Freeman): 910-521-6181.

Chris Suzich: And your name is (Kay)?

(Veronica Freeman): (Veronica Kay Freeman)

Chris Suzich: Oh, (Veronica Kay Freeman)

(Veronica Freeman): Yes.

Chris Suzich: Well, is that all you have, (Veronica)?

(Veronica Freeman): I think that's it. That's pretty much it. Will these questions be available for later reference. Such as, you know, frequently ask question list per chance.

Chris Suzich: A recording of this conversation will be available on the Web site in about a week.

(Veronica Freeman): Okay. Great. All right well, we appreciate your help.

Chris Suzich: Thank you.

(Veronica Freeman): Thank you. Bye-bye.

Coordinator: (Pamela Elsted) Lake Superior College.

(Pamela Elsted): Hello, I want to echo my thank you. We have a grant that the end date is August 31, 11. And we received a - a notice DGMO close out notice address dot gov. And they asked for the financial reports and the FFR, SF-425 must be submitted via the electronic handbook.

Our financial person who does our financial reporting is off right now. So I thought I'd give a stab to answer this question. She has - it's my understanding entered her financial reports through a different system and not the electronic handbook.

Chris Suzich: If you got a notice from HRSA about submitting you final financial report...

(Pamela Elsted): Yes.

Chris Suzich: ...it has to be submitted through EHB.

(Pamela Elsted): So it's going to have to be - okay. So I'm reading that here too. And then it talks about a 428?

Chris Suzich: Yes. 428 is an equipment form, yes.

(Pamela Elsted): Okay and we've got that completed, ready to submit. But we - I don't see anywhere in the electronic handbook to submit that. Is that possibly because I'm not the financial person and if she went into the electronic handbook she might find it there?

Chris Suzich: The SF-428 would be submitted, do you have an H80 grant? Are the first three digits H-8-0?

(Pamela Elsted): No. (Unintelligible)

Chris Suzich: 428...

(Pamela Elsted): D76HP20870.

Chris Suzich: The SF-428 would need to be attached not to the FFR but separately in the EHB.

(Pamela Elsted): Okay, attached separately in the EHB.

Chris Suzich: Yes, probably and I'm taking a guess right now. Other submissions, I'd have to see what the set up is.

Darren Buckner: But it is a close out.

Chris Suzich: Close out. I'm not certain if the 428 would be attached on the FFR or not. Jennifer, do you know.

Jennifer McCluskey: No, we were just wondering the same. Can we get that grant number again so we can look?

(Pamela Elsted): Yes. It is D like dog, 76HP20870.

Chris Suzich: And this was - I guess you got this in terms of your close out message.

(Pamela Elsted): Yes. I assume that's it.

Chris Suzich: To everyone listening, you received a close out message in regards to your grant or whenever you received one. More information will be published in

terms of where and how that's supposed to be submitted or clarity will be given. But we'll get back to you (Pamela), what's your phone number?

(Pamela Elsted): It is 218-733-5911.

Chris Suzich: Okay, we'll give you a call back.

(Pamela Elsted): Okay and because our financial person is gone. She's probably going to be able to this discussion better than me but of course she's back tomorrow - first day. Okay I'll just wait to hear from you. I may even connect her with you at that point, so.

Chris Suzich: Okay.

(Pamela Elsted): All right. I appreciate it a lot. Now can I ask one last question? I did call the call center and was informed that that report was actually due August 31. I'm at least not so worried that we're in the dog house there, so. Okay.

Chris Suzich: Okay.

(Pamela Elsted): All right. Thank you very much.

Coordinator: (Sandra Mancuso) Commonwealth Medical.

(Sandra Mancuso): Hi, thank you again for hanging on the line. My grant number is C as in Charlie, 76H as in Harry, F as in Frank, 16168. And I also have a person who has left our university as the project director. I did submit through EHB to change the project director. That has all been approved and done. But this person, the old project director remains on there with privileges that I have no way of getting rid of.

So, again, I would like some help on how to get that person to have not - to not have privileges. And as the AO I have removed all the privileges I can remove.

Chris Suzich: Jennifer?

Jennifer McCluskey: Again, we'll get the contact information and look into it specifically and get back to you.

(Sandra Mancuso): Thank you Jennifer, my name again is (Sandra Mancuso), my phone number is 570-909-7238. Thank you.

Coordinator: (Thelma Turner) Clinic Salud del Pueblo.

(Thelma Turner): Yes, it's in regards to the Beacon Healthcare supplemental funding. And I just submitted through the user guides instructions. And it was for the prior approval process, looking at the user guide. It's perfect and I even received - I was able to after (Hertia) helped me to find how to search. I didn't know how to search. Was able to find that it had been submitted perfectly. But I was just wondering why it wasn't saying Beacon in there.

No where in the submission process does it say the words Beacon and that kind of terrifies us a little bit. So is there something that I should be worried about or once I receive it my, do I just let it go?

Chris Suzich: Well, you're a health center. Correct?

(Thelma Turner): Yes we're a health center.

Chris Suzich: Yes, the just look at this as - a piece of a supplemental as a part of the Beacon project. So this is still community health center but we did not specify any delineation on naming for Beacon.

(Thelma Turner): Oh, good. Because I tried to look for the phone number and I couldn't find the grant anywhere. And so I just stuck to their user guide and had many, many calls. Everyone assured me that I was doing it right.

Chris Suzich: Okay.

(Thelma Turner): It looks good, it's just kind of - I just don't see the word Beacon in our notice. It says that it's a review in progress.

Chris Suzich: Okay, well you say you submitted and you followed the user guide and you've had other conversations with people here at HRSA call center so you should be good.

(Thelma Turner): Okay, I'll leave it at that. Thank you very much.

Coordinator: (Susan Cremering) Primary Care of South West Virginia.

(Susan Cremering): Hi, yes, I would like to ask a question about the programming come - I'm like someone in the call very early on asked the question about that for ARA related program income under the IBS.

When you report income in that grant program, it's not under your H80 grant. ARA definitions for recording business are visits that are funded by the RF funds for providers and any other visits that were provided by existing providers is schedule is freed up because they were patients - existing patients.

Maybe a pediatric patient is being seen by pediatricians that was available to accept a new patient.

When you try segregate out program income according to which grants the provider is paid by it's mixing apples with oranges and making it very difficult to be able to appropriate and allocate, you know, portion of the programming fund to the provider that's funded by ARA for which you can tell who their business is from. Because that's (unintelligible) but to be able to then extract the program income that is related from the business that was provided by existing providers - how should we handle that?

Chris Suzich: I'm going to have to ask that you probably have some discussion with your project officer at HRSA.

(Susan Cremering): Okay.

Chris Suzich: Because it seems like, I think, someone at the program office might be able to provide you better assistance. I would not want to steer you down the wrong path.

(Susan Cremering): Okay, let me ask you this then. When you reconcile, once we know how to do that. When you attempt to reconcile the Payment Management System and the H80 grant, would you also include the PMS reconciliation to include the grant that was the ARA IBS grant Federal match? Because otherwise it's not going to match.

Chris Suzich: Are they under two different doc numbers?

(Susan Cremering): Well, that - that's a good question because when they started out they were not. But, you know, when they first started out they put everything under your

H80 grant and even the reporting for your quarterly reporting for the H80 and the IBS was done under your grant handbook for the H80.

Chris Suzich: Everything is under - everything is in H80, correct?

(Susan Cremering): Well, no, that's what I'm saying. It's split, part of it - you do your quarterly reports under your H80 but now they've created a separate grant handbook where the financial reporting is done. And I don't know the answer to the question of how the Payment Management System is set up. If it's drawn down, I don't know if it was drawn down under H80 or if it's drawn down under the separate grant number that was set up like second quarter that the program was in existence. I'm not sure.

So I guess, be sure that you report it according to whatever's been done in the Payment Management System?

Chris Suzich: Yes, I don't - I can't answer that particular question.

(Susan Cremering): Okay.

Chris Suzich: I can get your contact information if you'd like and get back to you.

(Susan Cremering): Okay, sure. My phone number is 678-399-3150.

Chris Suzich: I'm sorry and your name?

(Susan Cremering): I think it's under - if it's separate under payment management then that answers my question. But if they're not and we're doing two different financial reporting, you know, reports. And I don't know how they would be reconciled or maybe we should just put it in the notes.

Chris Suzich: And I'm sorry, your name again?

(Susan Cremering): (Susan Cremering), C-R-E-M-E-R-I-N-G.

Chris Suzich: And your phone number again, 399?

(Susan Cremering): 678-399-3150.

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

(Susan Cremering): Okay, thank you.

Coordinator: Thank you and our last question comes from (Karen Hutchinson) University of California San Francisco.

(Karen Hutchinson): Hi. I have two - well, my first question is at UCSF, the University of California has a number of grants listed under regions and listed under the region. And I understand, I've talked to the HRSA call center several times about trying to consolidate them but - I noticed on the call earlier that you said you can do that consolidation now. Does that request need to come from the AOs office?

Chris Suzich: What will do is just have some direct communication with someone.

(Karen Hutchinson): Okay.

Chris Suzich: And know that it's a process and we'll have to work directly with someone to look at the various aspects in terms of the various name configurations that are out there.

(Karen Hutchinson): Yes, it's just - because I have to switch back and forth all the time.

Chris Suzich: Yes, and it all has to do with how the people who are submitting applications.

(Karen Hutchinson): Right.

Chris Suzich: So just as a point of information those of you who are reviewing applications prior to submission this is one way that we can circumvent these issues in the future.

(Karen Hutchinson): It was they left out the word "the" in the beginning. But my second question is I have two prior approval requests that are both pending. And one of them I can actually look at it when I go to the grant handbook. And I can see that it hasn't been finished yet. But the other one it's stated no prior approval requests exists for this grant. I did it last week. I hadn't gotten any response. And the weird thing about this one it's D58HP10331 is that we submitted a request for no class extension in May. It's a residency training grant. It expired on 6/30/11. So we decided to ask for no cost extension until December.

Chris Suzich: Okay, did you receive a continuation or new award?

(Karen Hutchinson): No. We didn't get a new award but in the process of that we were applying for the grant and we were advised to stop our request. Or, you know, not - well, we haven't received it yet. So we'll go ahead and enter a new request and have it stop on - the grant end on August 31 of 2011.

So the day after I submitted the new request which was not sitting there. It said no prior approval request. We got the December 31 one and then I - after

I had already put in the change - the request for a revision to that preliminary request. So I'm kind of confused. I mean I think let it settle out I hope. But I can't - so my other - the other grant that I'm managing. I did a request for a change of a project officer and I can see that one sitting in the no prior approval request. It's a different brand.

But when I look at this at the handbook for this particular grant it says no prior approval request exists for this grant even though I just submitted it last week. It's just kind of odd. I don't know who - if I call grants.gov or...

Chris Suzich: Well, no. Prior approval requests are not grants.gov those are HRSA.

(Karen Hutchinson): HRSA call center, I'm sorry, yes.

Chris Suzich: Yes, the HRSA. Did you try the HRSA call center?

(Karen Hutchinson): No. I just - when I decided to listen in on the phone call today I'd thought I'd hopefully hear something about how that page looks.

Chris Suzich: Okay. You can try the HRSA call center.

(Karen Hutchinson): Okay.

Chris Suzich: And if you don't get anything from them. I would ask that you contact your grants management specialist that's on your particular award in question.

(Karen Hutchinson): Okay.

Chris Suzich: And in regards to the one that you already view the prior approval, please know that we have like a 30-day response time.

(Karen Hutchinson): Okay, yes, well we have submitted originally in May. And I thought well maybe - they actually the grants management person emailed me while we were applying for the new residency training grant. And said just to advise you we know you've applied - she knew we had applied for a no cost extension. She said, you know, you may want to revise that for the fact that you can't be in a no cost extension and get a new award.

Chris Suzich: Yes.

(Karen Hutchinson): So I went to try to retrieve it or do something. And there was no prior approval request in there. And I thought well, maybe, you know, we're going to revise it anyway and then we got the NTA...

Chris Suzich: Saying you got the new award.

(Karen Hutchinson): Yes, we have the new - we have the new award. It came the day after I submitted the revision to go back to August 31. So it's very confusing.

Chris Suzich: So you don't need the no cost extension?

(Karen Hutchinson): We do need the no cost extension until August 31. The grant ended on June 31 or June 30, excuse me of 2011. We want the no - we want the no cost extension until August 31.

Chris Suzich: All right I'm going to have follow up with research and training branch to find out what's going on with this particular grant program. I just need your phone number and your name.

(Karen Hutchinson): Okay. It's (Sharon Hutchinson) and the phone number is 559-499-6414.

And I have one more question after this.

Darren Buckner: Let me get that D58HP103...

(Karen Hutchinson): 31.

Darren Buckner: 31, thank you.

(Karen Hutchinson): Okay, second - the last question I have is I participated in a conversation with HRSA it was sort of - it was from the evaluation process. And it had to do with a PCRE grant that residency expansion grant that was awarded to our pediatrics department. And we were to - and (Dr. Francis) and I the PI of that grant talked to the people about it. They talked to us for about a half an hour. And this was about two, three months ago in May.

They said we'd get a follow up, you know, sort of a digest of all the different concerns were across the nation. And we haven't received anything yet. How do I get in touch with that office.

Chris Suzich: Well, we don't know who made the outreach to you. It was probably someone in the program office.

(Karen Hutchinson): I think that he might have lost the email (Dr. Previs) may have lost the email. But I'll try to find out who it was.

Chris Suzich: And which program was this again?

(Karen Hutchinson): A residency expansion grant.

Chris Suzich: Okay.

(Karen Hutchinson): Where you could go over your Medicare cap and get money for just residents.

Chris Suzich: We can just ask around and if we find the right person we can give him your phone number.

(Karen Hutchinson): Okay. That would be great.

Chris Suzich: Okay.

(Karen Hutchinson): Okay. Thank you.

Jennifer McCluskey: (Karen) if I can chime in, this Jennifer with REI.

(Karen Hutchinson): Okay.

Jennifer McCluskey: We just wanted to comment that regarding - can you hear me okay?

(Karen Hutchinson): Yes I can.

Jennifer McCluskey: I think my phone's misbehaving. Regarding your prior approval request, the default is only going to show items that are still in progress. You can search for items that has been approved. And we can see (unintelligible) and we can see that the request you were referring to was submitted. It just takes some time.

(Karen Hutchinson): What I submitted in May?

Jennifer McCluskey: Yes. That wasn't approved.

(Karen Hutchinson): Yes, I got the NGA for that one.

Jennifer McCluskey: Yes.

(Karen Hutchinson): Now when I'm looking at my screen it says no prior approval requests -
I'm looking for the one I just submitted last week.

Jennifer McCluskey: Yes. In the top right corner there's a search button.

(Karen Hutchinson): Right.

Jennifer McCluskey: If you use that you should be able to search and see it.

(Karen Hutchinson): Oh, okay. Oh, to just go all. Review in progress. Okay, thank you. I just -
when I just saw the screen it said no prior approval request I thought that
meant that you couldn't find it. Okay, that's great. Thank you very much.

Jennifer McCluskey: Sure.

Coordinator: At this time we have no additional questions.

Chris Suzich: I want to thank everybody for your time today and for your questions. If we
said we would get back in touch with you, you can see that we have a little bit
of research to do on our end also. So we will do that research and reach out
back to everybody.

If necessary, we are going to have another conference tomorrow if for
instance you think of a question or if you have a question and you wanted to

join us tomorrow. It's at a different time, I believe it is 10 o'clock in the morning Eastern time but that was on the email that you received also that informed you about this conference call.

All right. Again, thank you. Jennifer and (Aparna) could you stay on the call please and (Dora) could you disconnect us?

Coordinator: Yes. Thank you for joining today's conference. That does conclude the call at this time. All participants may disconnect. Presenters please stand by.

Excuse me this is (Dora) I just wanted to let you know I have placed you back into the post-conference.

END