Submitting High Quality PPRs
March 19, 2015

Whitney Marsland: Hi, everyone. Welcome to today's Webinar. I am Whitney Marsland from ICF and am

joined here today by Andrew Kolly from the Office of Community services. Thanks for joining us

for the call today, and we hope that this webinar will be useful for grantees as you submit your

PPRs for the October 1- March 31 reporting period, which will be due at the end of April.

Like the other Webinars, this presentation will be recorded and you'll be able to access the

Webinar materials on the OCS Community Development Web site. And we'll provide you with

some more information of when they're available in an email following the presentation.

We'll be taking notes at the end of today's webinar and remember that you can submit a written

question through Live Meeting at any time during the presentation. So now I'll turn it over to

Andrew to get us started.

Andrew Kolly: Thanks, Whitney. As Whitney said, I am Andrew Kolly. I'm a Program Specialist at OCS.

Welcome to - our grantees are glad that you could join us for this Webinar. Last week's webinar

discussed the mechanics of submitting your Performance Progress Report, which we call the

PPR, into the online data collection system.

And today's session is going to focus more on the actual content of what the program specialist

here at OCS would like to see in your PPR. So the session will present new and returning

grantees with information, tips, and guidance on how to complete those high-quality PPRs that we're looking for.

So specifically in today's session, we're going to review the PPR and how it's used. We'll identify the benefits of submitting detailed, high-quality PPRs. We're going to highlight key details that must be included in PPRs in order for them to be approved by the program specialists here at OCS. We're going to provide some resources and tools that you can use to submit your PPRs in the OLDC system.

And I guess before we jump into it, let's just quickly review the purpose of the PPR. Many of you have probably heard this before, but we really want to emphasize the importance of submitting reports that contain a sufficient level of detail to let your program specialist know how your project is doing, if you need help in any specific area, and if you're achieving your project's goals.

So the PPR is the report you're required to submit through OLDC, or the Online Data Collection System, to provide information about the project for which you've received the CD grant. So each CD grant will have its own PPR.

The report is designed to provide a snapshot of how the project is going, how many jobs it's created, how many businesses have been created or expanded, and if you might need further assistance on any issue that is coming up on your project.

The reports also provide the funders and OMB with aggregate data on the CED program as a whole, and we're able to show the value and contributions to the community based on the information that you submitted in your PPRs.

So thank you again for joining us. I'm going to turn it back over to Whitney, who's going to handle the remainder of the presentation.

Whitney Marsland: Thanks, Andrew. So as Andrew just went over, the PPR is your opportunity to report to OCS on the progress of your projects. This includes the accomplishments of the projects, as well as the challenges the project has encountered with details as to why business or job creation may be slower than anticipated and the details on how you plan to overcome those challenges.

So submitting PPRs with specific details that paint a realistic picture of your project is progressing has a lot of benefits, and that's both to you and for OCS. So the first benefit is that submitting PPRs with a high level of detail allows your program specialist to identify obstacles that your project may be facing and provide you with different resources and assistance to help you overcome those challenges, so that you can overcome them and actually meet your project and program goals.

So it's important to remember that you will not be penalized for reporting on any challenges, as long as you're being proactive about addressing them. Your program specialists want to hear about those challenges, because they can provide you with resources you need to get your project back on track. So it's important that they are aware of the challenges you're facing.

Another benefit is that submitting a PPR that is high quality will minimize the likelihood that your program specialist will reject the report and ask you to provide additional information.

So your program specialist still may return a submitted PPR, even if you do kind of include the things that we talk about today, if they have specific updates that they want you to make, or specific things that they want you to include information on.

But including the information that we go over today will help reduce the likelihood of that happening. And for those of you that have had a PPR returned in the past, you know that it does

slow down the approval process and it can have an effect on meeting PPR deadlines for current and future reporting periods.

So the more detail you provide initially the faster the approval process will be, and it will help ensure that you are compliance with the PPR due dates in April and October.

So today we will go through each form of the PPR and discuss the details that you should include to ensure that you're submitting a high-quality, approvable PPR. So these things include what's outlined on your slide.

So the first is to use the explanation field, and that's to explain quantitative data and to also use the explanation field to provide some specifics on your grant. And this includes project information like job titles, different explanations for if your project is delayed, or any other key information. And when you're using these fields, you really want to minimize the use of not applicable to the field that it really applies to.

Including precise but detailed information that provides your program specialist with a clear picture of your project is really what you want to include. And to submit a high-quality PPR you can also include attachments as necessary to provide some additional details.

So now we'll go through the PPR starting with Form A, and how you can use these different areas to submit high-quality PPRs. So as you now know, Form A is the most involved of all three forms of the PPR. And the number that you enter in the actual to-date column of Form A provides quantitative information related to different things about your project like businesses created and jobs created.

So the explanation field, which is to the right of the actual to-date column in Form A allows you to provide a little bit more information about the data that you enter in that actual to-date column.

So in that field you should provide a short description of what the number you entered in the actual to-date column actually means. So this includes providing the name of the businesses, your projects, create and expand, the titles of the positions each business created, and the source of different leveraging funds.

So just keep in mind that while we do encourage you to use that explanation field in Form A and include sufficient detail, the description should be brief, because you can expand in greater detail in Form B, which is the narrative form which we'll go into more detail later in the presentation.

So providing this information is very important and, like I said, you should limit the use of not applicable in that field as much as possible, although some of the indicators in Form A may not be relevant to your project.

So for example, you might not have expanded any businesses because your proposed project strategy was to create a new business and not expand an existing business. So for examples like that it's perfectly acceptable to enter not applicable or a similar note in the field. However, we do urge you to kind of limit the use of N/A to the only indicators that do not apply to you.

So before we kind of get into the details of Form A, I just wanted to point out something about the explanation field. As you know, there are many validations and different error checks built into the OLDC system and one of these stop errors is if you enter zero in the actual to-date column for any indicator, you must provide a note in the explanation field. And if you don't you will receive an error message, and you won't be able to submit.

So your explanation can be something like, the project did not propose to create any businesses. We are planning on expanding two businesses, or the project has not created the proposed business because construction for the business has not been completed.

So you want to remember to always include something in that field if you enter zero. And if you don't add your zero, although you will not receive this error, the next few slides will show you the importance of provide a short description anyway in this field, and how it's really essential for submitting a quality PPR that your program specialist can approve.

So the first four indicators in Form A are related to business creation and expansion. So let's say you're a 2014 grantee and in your application you proposed a project that would create one new business and expand one existing business.

And the first six months of your project have gotten off to a really great start, and your project has created the new business and expanded the existing business as proposed. So when it is time to submit your PPR, you provide the data that you see on this slide and you think it's sufficient for your program specialist to accept.

So although reaching business creation and expansion goals is great, only providing the quantitative numbers here like you see on this slide without any description of the type or the names of the business created or expanded makes it really difficult for your program specialist to actually get a good idea of what your project is doing. And it makes it difficult for them to keep track of business creation and expansion over time.

So in this example that you see you would receive that stop error I just mentioned for the two indicators where you entered zero in the actual to-date column. And since this grant is in its first six months, remember I said this is a new 2014 grantee, it does make sense that no new businesses have been operational for more than 12 months. So in this case, it's acceptable to enter N/A or a similar note for these two indicators.

Now let's look at the indicators related to total number of new businesses created, so that first indicator and expanded, which is the last indicator you see on this screen. Because you entered a number other than zero for these two indicators, the system won't require you to provide an explanation.

But in order to get a true sense of your project's progress, your program specialist will want to know the names and types of businesses that were created or expanded, so you should include that information here.

So now you see on your screen a sufficient explanation for these business indicators. So this grantee indicated that the project created one business in the actual to-date column and in the explanation field, they provided the name of the business, so Saver's Grocery Store, and when it was created, January 2014.

And like I just mentioned for the next two indicators, the grantee provided a short note as to why businesses were not created at least 12 months ago, because the businesses weren't created until January 2014. So for these indicators, it's also helpful to include the date of when the business was actually created.

And then for the final indicator, the two business that were expanded were named in the explanation field, so the two Shopper's Grocery stores and when they were created. And this is a short description, but it provides the necessary details that your program specialist needs.

And when we kind of go into the job indicators next you'll see why identifying the name of the business is really important for your program specialist to really understand what's going on in your project.

Before we get into the job indicators, I just wanted to point out that the last slide showed an example of a project that was on track in meeting business goals. And if your project is struggling a bit with business creation or expansion and you're not on track with your original timeline, you also want to provide that information here to let your program specialist know why.

So for example, let's say you experience some trouble with your proposed business creation project and decided instead to kind of adjust your project strategy a bit and use CED funds for business expansion projects instead.

When changes like this are made to your project strategy the first thing that you would do is consult with your program specialist and talk it through with them and then once the adjustment is approved by your program specialist, you want to accurately reflect these changes in your PPR.

So like you see on this slide for the first indicator the grantee provided just a short note in the explanation field that no new businesses were created because they adjusted their project strategy.

The grantee also indicates the program specialist can find more details on the updated project strategy in Form A - sorry, Form B, which is the narrative section. And then this grantee also provided a sufficient explanation for the last indicator by providing the name and type of businesses expanded.

So now we'll get into the job creation indicators. So for all job creation indicators you need to provide details about the jobs that are created in the explanation field. And you also, which is really important, you want to identify which businesses that job is associated with.

So in the example on your screen, this 2014 grantee provided the number of total positons for each indicator in the actual to-date column and then in the explanation filed provided details regarding the types of jobs created and which business created that job.

So for that first indicator that you see on your screen, ten full-time positons were created. In the notes field the grantee provided the job titles and indicated which businesses created those jobs.

And what's important to note here is that because this indicator is asking for the total number of jobs, so that's both for non-low income and low-income people, it's important to identify which jobs were filled by low-income individuals and which were not. So that's one thing that you want to provide for that indicator.

So one indicator on Form A asks you to identify the number of part-time jobs created with your grant. And for some of you your grant may not create any part-time jobs, and that's perfectly fine because OCS is interested in the full-time jobs created. So you can put zero in the actual to-date column and N/A in the note field or kind of a similar note that just indicates your grant did not create any part-time jobs.

So this is a really great example of one of the indicators where it's perfectly acceptable to have N/A in that field, because if you don't create any part-time jobs then the indicator just doesn't apply to your project.

But for some of you, you may be creating part-time jobs and you'll want to provide the same explanation in this field as you would for full-time jobs. So the title of the position and which business it was created from.

And it's also important to provide a little bit more information about these jobs because over time some part-time jobs may become full-time jobs, and your program specialist will want to know this. So as you see on your screen, you want to make a note if that happens.

So the next set of indicators are also job creation indicators and it allows you to report on how many of the low income jobs that your project created that offer benefits to its employees. So for this section you will provide the number of low income jobs that offer the benefit in that actual to-date column, and then in the explanation field you can identify which positions at which businesses provided that benefit.

So as you see on your screen, all five positions created for low-income individuals at Saver's Grocery Store offered health care benefits. And no positions at Shopper's offered health care.

And if no positions offer benefits, you can provide the N/A note as you see on your screen. However, if there's some sort of specific reason why the jobs are not offering the type of benefit, you should provide a short description in the explanation field. And you can expand the details of that in Form B if necessary.

The next set of indicators on Form A asks you some questions about the employees that your project is hiring into those low-income jobs that you are creating. So the indicators for this section ask you to identify employees who received job training, number of low-income and TANF recipients, the number of individuals who received promotion and raises, and to identify how long employees retained their jobs.

So for this section you do not want to include any personal information about those specific employees. So things like their names or any other personal information you do not want to include here. Instead, you'll want to expand on the indicators that you're reporting on where applicable. So any specific information about each indicator, you want to expand upon.

So if employees received job training, you can provide a short description of the type of training they received. So this slide here kind of provides an example of certain things that you may want to include if they apply to that certain indicator. So you can refer back to this as you're completing your PPRs.

And you'll notice for some indicators in this section they may just not apply to your project and that's okay. So, for example, if your project did not employee any TANF recipients or if no employees received a promotion, it would be perfectly acceptable to put N/A in the note field.

And then like I said before, if for some reason that it's a specific reason why that's the case, so a specific reason why you haven't hired any TANF recipients or why employees haven't received raises, then you'll want to provide a quick note to make your program specialist aware of that.

And you can expand upon that in Form B just to let them know if you are having difficulty on some of these indicators. They can help you out and provide some guidance on how to overcome certain challenges.

And so the last group of indicators in Form A ask about the funds leveraged and the program income for your project. So remember that leveraging outside funds isn't required to receive CED or CED-HFFI funding. So your project may not have much to report on this section.

If you enter zero in the actual to-date column for each source of leveraged funds and you didn't intend on leveraging funds, the explanation field can read N/A or not applicable or another note like leveraged funds not needed to execute the project.

But if your project did propose to leverage funds, which the most successful projects do tend to leverage additional money, you'll want to provide an explanation of the source of those leveraged

funds. And the PPR does ask you to identify, you know, a fund by source, so that whether it was through government funds, the private sector, loans, or other sources.

So you'll want to provide a short explanation for each type of leveraged fund and basically where you got that leveraging money. So the PPR in this slide is an example of a sufficient explanation for these indicators. So the grantee here only proposed to leverage funds from loans, and in that field they identified the specific source of that loan.

And then the final Form A indicator asks about program income. So if your project generated program income you'll provide the amount generated and the source of that program income. So say for example it was from rent collected from an incubator.

And if you did not propose to generate any program income - if you did propose to generate program income and you haven't to-date, you'll want to provide an explanation to your program specialist about why that is.

Female: And it looks like we have a question on the line that I think might be good to address at this point while we're actually looking at an example of a PPR. And the question is about the difference between the baseline and the project target number. So I wonder, Whitney, if you could address that?

Whitney Marsland: Sure. So I'll start with the middle column, which is the project target number. So those are the numbers of businesses created and expanded, jobs created, and different leverage funds that you proposed in your original CED or CED-HFFI application.

So, for example, if you said that you were going to create two businesses in the project target field, so that indicator would have that number, too. So it's helpful for you and your program

specialist to kind of see where you're at in the PPR compared to what you proposed to do and what you're actually doing, which is that number that you indicate in the actual to-date column.

And the baseline column pulled from any previous PPR. So if you are - the first time you're reporting for a 2014 grant, your baseline will always be zero because you haven't reported yet.

But say it's your second time reporting and in your previous report that you submitted back in October you indicated that you created one job. So when you go to report this time in April, that baseline number will be the information that you submitted last time.

So when you go to submit April, that number will be one. So those are kind of the differences between those. I don't see any other questions at this time, so we'll kind of keep going and go through some what you will report on if there are kind of minimal changes between reporting periods.

So for some of you this might be the case, where not a lot of information changes from one reporting period to the other. So if this is the case, then you should follow the guidance that we've provided throughout the presentation to just clearly articulate why this is the case.

So this may be because your project had experienced some challenges and you're working to overcome them or you may be close to the end of your grant and you've reached your job creation goals. So at this point your project isn't really changing. It's just sustaining the existing jobs and not much information - you don't have much information to add.

So whatever the case may be, you do need to provide an explanation about this. If your program specialist is reviewing Form A of the PPR and sees that as of the last reporting period your grant has created 15 of the 30 jobs that you set to create and if this hasn't changed, then you would enter 15 in the actual to-date column for your current reporting period.

And if you don't provide an explanation for why this project hasn't changed in the last six months, your program specialist will return the PPR until you provide that information.

Female: So it looks like we had another question come through that is related to Form A. And it's related to whether the information you're entering in the actual to-date column is cumulative? So, Whitney, can you address that?

Whitney Marsland: Yes. So the number you enter in the actual to-date column is always cumulative. So, for example, if you created two low-income jobs and the next reporting period you created an additional job, when you report the actual to-date column should read three jobs.

So this is why it's actually important to use the data collection tool if you're not already using it, because it kind of does that calculation for you. So you should just always remember actual to-date is the actual number of businesses, of jobs, of leveraged funds that you've created at that time.

And it should never be lower than that baseline number. So if you created ten jobs last reporting period and didn't create any jobs this reporting period, that actual to-date number should still be ten.

So feel free to submit more questions on Form A and then we can try to get to them at the end of the presentation, but for now we'll move on to Form B, which is the narrative piece of the PPR where you can expand upon the accomplishments and challenges of your projects.

So there are four sections, which are highlighted on your slide. And kind of as a rule of thumb the information that you provide in the explanation field in Form A should be expanded upon in Form B. But the amount of detail provided in Form B should not also be in Form A.

So, for example, if you've not created any jobs yet due to weather conditions in your community that prevented or delayed the start of a construction project, in Form A you may provide just kind of a short description of why you didn't create any jobs with a note that says, "See Form B for more information."

So the first set of indicators in Form B are the project description indicators. If you have never reported before, Form B for your 2014 grant will be blank. But if you're a returning grantee and you've reported on your grant before in OLBC, Form B will populate the project description information that you entered in the previous reporting period, so kind of like that idea of the baseline data pulling through.

So if you have reported before, you kind of want to review this section and make any necessary updates or edits each reporting period. Just because it's pre-populated doesn't mean that you don't have to make any updates.

So you may receive two warning messages for two indicators in this form, and they are the project strategy and geographic location. So if this is the first time you are reporting, you're a 2014 grantee and you did not make any changes to these fields, you can ignore the message.

But if you need to change or update your project strategy or geographic location from what was proposed in your original application, you must first consult with your program specialist and talk it through with them, get it approved by them, before you make any edits to these two indicators in Form B.

And this is because project strategy is a very important indicator in this section, and it should include the goals for the project as well as the plan for achieving those goals. So the project

strategy alone should give your program specialist a summary and a good idea of what's going on in your project.

A quality project strategy includes the different elements that we've listed on the slide here. So, for example, your project strategy could be something like, "We will use the ED funds to develop the Community Market Kitchen. The Community Kitchen will provide full kitchen services for five small minority- and women-owned culinary businesses."

You'll want to provide information like, "The award is being used to purchase equipment for the Community Kitchen to be used by the five culinary businesses. And by the end of the project period, the Community Kitchen will help launch a minimum of five new small businesses and will create a minimum of 20 new full-time, year-round jobs."

And you'll also want to include information about different funds beyond CED funding, so if the project will leverage $100,000 in community investments. And then, "By the conclusion of the grant, the Community Kitchen will be self-sustaining and will be positioned for expansion to accommodate additional startups."

So that's just an example of kind of applying the things that you see on your slide to make your project strategy one that your program specialist will approve. And if for any reason, if your strategy changes over the course of your grant, remember that you first must contact your program specialist.

The other indicators in the project description section are outlined on your slide. So you'll want to kind of provide detailed information about the elements that you included in the project strategy field.

So the table that you see here kind of provides some examples of the different types of information that you should include in this section, so, for example, the distinctive characteristics of participants. So things here that you want to include, you'll just kind of want to describe the demographics your project is serving and their need for that project.

So you can identify the percentage of participants that are low-income or TANF recipients or if your project is serving a specific group of participants. So, for example, if your project is serving low-income Latino communities or minority women, you can point that out here.

And if your organization is using CED funds to purchase equity or create a revolving loan, you can expand upon the details of that and kind of the progress of how the equity investment or loan will be executed and how it's progressing. If your project is not making an equity investment or a revolving loan, it's appropriate to put N/A or a similar note here for these two indicators.

So the remainder of Form B is for highlights and major accomplishments, different challenges, and changes. So there are three sections, which you see on your slide. And for each section there is a list of some suggested areas where you may have information to report.

And then there's an additional line that's kind of other category that you can provide some additional information. So the explanation column for these provides an opportunity to provide details for any of the topics that are relevant for your grant. So you can leave this field blank or input N/A for any topics that just aren't relevant to your project.

This information should also be updated each reporting period. And the more information that you can include for your program specialist, the better. So we'll first talk about the highlights and major accomplishments section.

So here you'll want to highlight if you met business and job creation goals, provide some success stories of the population that you served, include details if the project established any notable partnerships, if you received any public recognition or just anything else that you think stands out about your project that you want your program specialist to know.

And then the next section basically mirrors the highlights section, but this collects data on the challenges faced in the reporting period and how those challenges were or will be addressed.

So kind of like we've said throughout the presentation, this section is really important, because one of the greatest benefits of submitting a high-quality PPR is that your program specialist will be able to accurately understand the project - how the project is really doing.

And if it's struggling in a particular area, you'll want to provide them with as much detail as possible so they are able to identify the issue and provide you with the appropriate level of guidance and assistance to overcome the challenges you're facing.

So this might include kind of providing some resources, some technical assistance, or site visits if possible. In addition, if your project has successfully overcome certain obstacles, you'll want to provide details about that in this section.

The last section is the changes section, and this is where you can document any significant changes in the project that may impact some future success or just things that need to be documented. So things in terms of services or timeline or budget that have changed.

And you'll want to remember that as changes to your project arise, you should be in contact with your program specialist so they're aware of these issues. But you also want to document them in Form B.

So, for example, if some weather conditions in your community push back the construction of your project, you should provide this reason for the adjustment in the timeline and the new projected timeline and just any impact to the project that this may have caused.

Female: And it looks like we have a question that has come through about Form B, so we will address that now. The question is if nothing has changed in your project from the previous reporting period, is it okay to leave the same information on Form B?

Whitney Marsland: So like we've said, sometimes there won't be any change from one reporting period to another. And although you might not have any more information to add, you don't have to edit the explanation field in that way, but you do want to provide kind of a short description as to why it hasn't changed.

So, for example, if it's your last time reporting and you've met your job creation goals already and you're just kind of sustaining the job, that might be why no information has changed. And that's perfectly fine. Or you may be having some - you may be struggling with some of the job creation or business creation aspects of your project, so you haven't created any new jobs.

And you don't need to edit the information, but you do need to provide kind of a quick description as to why that's happening in Form A, and then you can kind of expand on that in Form B. So as a general rule of thumb, you shouldn't - there should never be a time where nothing changes from reporting period to reporting period in terms of the explanation field.

So now I'll kind of finish up in the last form, so this is Form E, which collects some different financial information about your CED projects, and you can address the different expenditure amounts for each activity type.

So the quality PPRs provide detailed information on each drawdown by activity type just so your program specialist can monitor how you're spending your funds while they're reviewing your PPRs.

So here you can describe the activity that you are expending funding for. For example, if the activity you listed was equipment, in the funding expended field you would put the amount you drew down for equipment costs, as you see on your screen.

There are really no set categories or answers for activity type, but it is helpful if you provide something short and precise. You might want to refer to the approved budget categories, so like fringe benefits and travel that were referenced in the application budget and original award amount documents, or you can draft a short description label based on those categories and that's how you can describe the activity that you're expending for.

So kind of the last way that you can submit high-quality PPRs is if you have some documentation that you think that your program - it would be useful to your program specialist, you can add it as an attachment.

So, for example, you may want to provide the press release for the grant, for the grand opening of your business, or documentation about a loan agreement. So any information that you think is going to be useful to your program specialist, but doesn't really fit into any of the categories we discussed or is a larger document, you can always add it as an attachment.

And this can be done in OLDC on the Report section screen. And you can do it by selecting the View/Add Attachments button. That's highlighted on this slide. So we hope this information was useful in providing some guidance on how to submit the most detailed, approvable PPRs.

So as you kind of submit your PPRs over the next month, you can refer to this webinar to ensure that you're submitting a high-quality PPR that your program specialist can approve. And just as a reminder, the reporting system will open April 1 and your report will be due at the end of April.

So the next two slides are some resources that you can use as you're submitting your PPRs. The first is the PPR information page, which has Frequently Asked Questions documents, different webinars, and different user guides for using the OLDC system and submitting your PPR. So you'll want to refer to the URL on your screen for that type of information.

And after you kind of visit those pages on the site, if you still have questions you can always contact your program specialist and the PPR help desk. So you can email us at OCSRegistrar@icfi.com with any specific details or questions directly related to reporting for your grant in the system.

So now we're going to open it up for questions. Some of you have been submitting questions via Live Meeting, so you can submit them that way or you can submit them over the phone by pressing star 1 on your phone.

So if you have any questions you can submit them now or if you kind of think about the presentation a little more and come up with new questions as you're reporting, you can contact us at OCSRegistrar@icfi.com and we can answer them there.

And also as a reminder, you will be able to access this recording following the presentation so you can refer back to it. So we'll start by seeing if there are any questions on the phone line.

Operator: And once again as a reminder, that is star 1 to ask a question. And we have no questions at this time.

Female: So it looks like we do have a question that came through the Live Meeting and it's about how to record loans on that Form E. And I think what we're going to do for this one, we'll jot this question down and we'll take a look back and do a little bit of research, just so that we can be sure to get you the most accurate answer. So we will send that out as soon as we're able to address that.

Whitney Marsland: So just a reminder, you can submit them through Live Meeting or on the phone. So I guess we'll check in one more time and see if there are any questions on the line.

Operator: There are no phone questions at this time.

Female: So just before we wrap up, just wanted to add a few things. If you are a new 2014 grantee, keep an eye out for information about your OLDC log in information. That will be sent out via email, and that should happen within the next week or so, so that come April 1 you are able to get into the system and start completing your first PPR. And for both 2014 grantees, as well as returning grantees, those PPRs will be due on April 30.

Whitney Marsland: And if anyone else in your organization needs access to OLDC to submit those PPRs that are not listed as a project contact or authorized official, you can just email us at the OCSRegistrar and we can set them up with an account.

I don't see any more questions through the Live Meeting, so I guess we'll check in one more time and see if there are any questions on the line.

Operator: And there are no questions at this time.

Whitney Marsland: All right. So I think that we'll wrap it up for today. Thanks for joining us and again if you have any additional questions, please email us at the OCSRegistrar.

Operator: And that does conclude today's conference. Thank you for your participation.

END