Personal Responsibility Education Innovative Strategies (PREIS)

Transcript of Federal Reporting Webinar
October 3, 2011

MS. LeBRETIA WHITE: Good afternoon. This is LeBretia White. I'm a federal project officer with the Family and Youth Services Bureau. And thank you for joining us for the Personal Responsibility Education Program Innovative Strategies webinar on federal reporting.

And just before we get started, to provide you with some information. It's our expectation that the webinar will answer many questions and concerns that you as grantees may have with submitting your performance progress reports that are due to us annually.

Additionally, every attempt will be made to answer any questions that come to mind as you hear the actual PowerPoint presentation. Questions may be typed in at any time during the webinar. And at the conclusion of the call, participants will have access to audibly ask questions.

Again, welcome. And we have several federal project officers who are participating in today's webinar as well as a guest participants who works with our Office of Information Services who will be training our project grantees on how to actually access an online data collection system for the submission of your performance progress report.

And so with introductions, we have Latanya Freeman. And she's the instructor that I just referenced. And she's with COE Partner Services Training Department.

We also have with us this afternoon Sarah Axelton who is a project officer, and Itish Daley.

So, for today's call, we will primarily focus on the performance progress report. There will be a follow-up webinar part two for federal reporting that is scheduled to take place on Tuesday at 3:00 p.m. And that call will focus more on the evaluation data submission that's due annually. And so, we ask that you make certain that your evaluation team is available to participate in the call that's scheduled for Tuesday tomorrow. Today's call primarily addresses the grantee program staff as far as information and data that's to be submitted again on an annual basis in the form of your performance progress report.

Also again, there will be training by Latanya Freeman specifically on the online data collection system which is an electronic database system that you will be able to submit your performance progress report directly to your project officers through. And we'll be able to review those and also provide you with feedback as to whether or not your progress reports that are submitted are approved or need additional further information. So, more to follow on that.

Today, we will also share with you updates to the grant admission guidance document that you received several months ago. There are some updates and we will be sharing again that information as well as posting it after the webinar to our website. Additionally, we'll have discussion about financial status reports and updates on future meetings and trainings.

Okay. Performance progress reports, I want to share with you that they are due 30 days after the end of the annual budget period. And for the PREIS grantees, the PREP Innovative Strategies grantees, the budget period actually ended September the 29th. So, your first report will be due to us on October the 30th which is approximately a month from now. We're actually already in the month of October. But October 30th is the deadline for submission of those performance progress reports.

Your next report will be due at the end of year two of your grant, October 30th, 2012. Complete the progress reports again through our online data collection system. And we'll be sharing more information about that system. But the information that will be submitted to us was provided to you prior to today's webinar in the form of a Word document that was labeled "Performance Progress Report Format or Template." And that document actually entails all of the data that we anticipate grantees providing to us with those submissions.

The performance progress report has two parts. Part one is the cover page which basically provides us identifying information about your grant program, the actual grant applicant. And on that document, we're asking that you include your grant number.

And your grant number for all grantees begins with 90AP (nine zero AP). You each have a unique four digit identifying number. And your progress report should reflect /01 (slash zero one). And the zero one just indicates to us that you're submitting a report for year one of your grant. Therefore, when you submit your performance progress report to us next year, it will have your same grant number followed by /02 (slash zero two) representing year two.

We ask that you not complete the grey shaded areas on the cover page. And in item five when it asks for an identifying number that you simply restate your grant number in that space.

Part two of the performance progress report is program indicators. There are several items or components that we're looking for. As you submit your reports for this section, it actually gives us specific information as far as far as the progress of activities and events and planning that's taken place with your grant.

And so, there are some primary areas where we're looking for information. It's broken out into six different sections that are labeled by the letter B, zero one through zero six. I won't read each of them to you.

But the first item -- I won't read all of the sub-item categories -- but the first item for B01, we want to have information submitted as it relates to major activities and accomplishments during this reporting period. And you see here a list of several specific items that we're looking for specific information in.

And this document also has a follow-up with charts that you can also use and complete and fill in to respond to these areas, from sub-awardees to other major activities. And we're looking for information of the fidelity and adaptation. But there is also a word chart in the Word document that you received that you can use to actually fill in and submit this information and attach it in the online data collection system that you'll hear about shortly.

The other five items that we're looking for in part two under program indicators are issues and challenges that you've experienced this first year. Significant findings and events. And again, there's a sample chart that you can utilize to complete -- to provide that information: organizational issues, technical assistance and training as well as activities planned for the next reporting period, which would be two of your grants.

We'll pause very briefly here to find out if there are any preliminary questions before we move onto the actual training on the online data collection system. [pause] Apparently, there are no questions at this time. So we will move onto the next item on today's agenda which is the online data collection, or OLDC, training.

MS. LATANYA FREEMAN: Okay. Thank you, LeBretia. This is Latanya Freeman. I am the instructor for your course today. So, as LeBretia mentioned, we'll be going through the OLDC,

online data collection system, the report forms trainings module. And I'll just expand my screen now. LeBretia, can you hear me fine?

MS. LeBRETIA WHITE: We can hear you fine.

MS. LATANYA FREEMAN: Great, okay. All right, everyone. Welcome to the OLDC report forms training. I'm not sure if you all have received the documentation to follow along with the actual presentation. But we will make this available to you at a later date if you don't have it in front of you. Let's go ahead and get started.

What we have planned for today's training for our agenda is two major lessons. Lesson one will consist of our introduction which we'll discuss what is the online data collect, OLDC system. We'll also discuss what data does OLDC collect? As well as why do we collect the actual data from OLDC?

Of course, the most important part is how is the data collected, which is actually how you will actually enter your report forms into the system. We'll also discuss where do grantees go for help, in case you get stuck along the way. We'll also discuss the user IDs and passwords as well as logging into OLDC.

Once we've logged into OLDC and I get to show you the actual system, we'll then move onto lesson two which actually covers accessing the report form. We'll talk about program and grantee selection, the grant and report period selection process as well as report form entries, the actual navigation through the actual screens that you'll see.

We'll talk about the report sections as well as the report forms. And more importantly, the PPR cover page as well as the program indicator section of the PPR form. We'll also discuss validating the report form. Once you actually go into the report form and you enter your data and you save it, the next important step is to validate.

Once you validate what you have entered to be correct and true, you then need to certify. Once you go through the certify process, the last actual process is submitting your actual report forms to the agency. And then, of course, I'll show you how to end OLDC properly as well as introduce you to some of the resources and trainings that may be available to you once this training is completed.

Okay. Lesson one, introduction. What is online data collection, OLDC? Well, OLDC is a system that was originally designed by the U.S. Department of Health and Human Services to allow you, the grantee, to submit your grant forms as well as other data over the Internet. And it is an easy way of doing this as well.

Now, what data does OLDC collect? And I'm just going to read over this because this is actually specific to you all. The grantees of FYSB, Personal Responsibility Education Program, PREP, are required to collect and submit data on demographics and other key indicators of programmatic progress and challenges. Grantees must report the following program indicators: You have major activities and accomplishments during this period, description of any challenges that you may have saved, significant observations, organizational issues, technical assistance in training, as well as activities planned for next reporting period. So these are the different types of data that OLDC collects that's pertinent to you all.

Why do we collect the data? We collect OLDC data to do the following. Measure the progress of all grantees as well as the program on the national level as well as help FYSB staff determine where to allocate the training and technical assistance resources to improve outcomes.

Also, we collect data to draft progress reports to Congress, as well as create efficiency measures that are incorporated into the annual budget proposed to Congress each year. These are the reasons why we will collect data, or, excuse me, OLDC data.

How is the data collected? Well, the first thing that you would need to do is to log into the system. All grantees are actually required to submit their information ... and I know that LeBretia said annually. But we have other agencies that will do semi-annually. But I believe in your case, you'll be doing this annually by logging in at the following URL address that you see here. And again, you'll see this throughout the training. Because we'll be logging in and actually going into the system.

Where do grantees go for help? We're actually going to save this towards the end of the presentation where I'm going to take you and show you in the system all the different resources that are available to you as a help tool in case you get stuck or there's any issue during your process.

New user IDs and passwords. Once your account has been created, you will receive two emails from the online data collection system at acf.hhs.gov. The first email is going to have your user name as well as the security policy. And the second email is going to contain your OLDC temporary password. I say temporary because once you log into the system, it's going to prompt you to change your password at that point. And we'll talk a little bit about that in greater detail in just a moment.

Also, I want to point out to you that that actual note right after the first bullet on the slide that says please make sure that any spam blockers are not preventing you from receiving your user ID and password. Make sure that all your emails are being accepted from the online data collection system at acf.hhs.gov. Very important.

Now, once you've received notification that you will be receiving your ID and password, please keep in mind that if you do not receive that email with your username and temporary password, please feel free to contact either LeBretia's office or you can feel free to contact the help desk so that we can assist you with your user ID and password issues. And you'll see that information listed here as well as in your documentation.

User IDs and passwords continued. The first time you log in, remember me stating that you're going to be prompted to change your actual password for security purposes. Now, passwords must contain nine characters and have to be a combination of upper and lower case letters and at least one number. The password cannot start with a number and it must start with a letter. And passwords are case sensitive. So please keep that in mind when you're setting your password.

Also, you're going to be prompted to enter a challenge question. Some of the example challenge questions that we have is "What is your city of birth?" Or "What is your favorite movie?" So definitely, you can set your challenge question to something that you can remember.

Once you're in the system and you have your user ID and you have your password and you log in and you're working in the system, if you somehow forget your password, there's a "forget password" link on the main screen that I'm going to show you in a little bit that will allow you to reset your password. At that particular point, you're going to be prompted to enter in the answer to your challenge question. So I just wanted you to keep that in mind as well.

If you for some reason forget the actual answer, keep in mind you can still contact maybe someone at LeBretia's office or the help desk, and we can assist you in resetting that password.

Again, here is the actual Web address to access OLDC. And again, I'll show you how to do that in just a moment. And definitely, I think a great idea is for you to save the Web address as a "favorite" for quick access.

Logging into old OLDC. This will be the first screen that you will see. The secure sign in which is your SSI screen. And you'll notice here the "forget password" link to the right of the password field that will allow you to reset your password on your own.

So, at this point, right before we actually log in, I also want to point out to you once we have selected the OLDC application, it's going to take us to the "select application screen." And you're also going to have the options of changing your password as well as changing your challenge question. And you'll see that listed here to the left of the "select application" screen.

So without further delay, I'm going to go ahead and switch over and go into the actual OLDC system. And we're going to demonstrate how to submit your report forms via the actual system.

Okay. So, logging into OLDC, the first thing you will do is access the actual URL. Now, for today for training purposes, we're not going to actually be in the live production website. Because, of course, we don't want to make any changes there. But this actual site mimics or mirrors what you will see a production.

Again, I will type in my username as well as my password. We'll then click the login button. And we'll also be prompted to choose the actual application that you want to see which, of course, is OLDC. So I'll go ahead and click on the OLDC button. And the OLDC welcome screen will appear with a list of the different options that you have within the system.

Now, for today's training, we're going to focus on the report form entry. And what we'll do is we'll click on "report form entry." And the first screen we'll see is the program and grantee selection screen. Now, if everyone is following along with their user guide, we're actually there on page 11 and 12, just to let you know.

The first step is selecting an actual program. So we click on the drop down arrow, we'll see we have Personal Responsibility Education Program. So we'll click on PREP. Once you choose the program, a list of grantee names will automatically populate based on that program in the grantee name field. So you'll see all of the different grantees that we have here. So for training purposes again, I'm going to choose New Jersey.

Once you select the actual grantee name, the actual report type that you want to create will then appear in the "report name" field. We're going to choose "program performance form," the PPR form. Once you have selected the program name, the grantee name, report name, you can then click the enter button. The "grant report period" selection screen will appear.

And I want to also point out to you that on every screen within the system, you're going to see at the very top a program information box that's going to definitely consist of your program name, the grantee name and the report form that you're working in.

As we maneuver through the system, you're going to see additional information added to this information box. I just wanted to point that out to you as well. It's a good way for you to actually see what is going on on what screen.

Now, on the grant report period selection, this is where we're going to select the funding grant period. So we'll click on this drop-down arrow. And what I will do is I will just choose one of the grant periods that's selected here. And as soon as you select in step one the grant period, the report period in step two will then populate for you to choose which reporting period you want to work in.

MS. LEBRETIA WHITE: I'm sorry, this is LeBretia. I hate to interrupt. But just to make sure our grantees don't get confused, we have the PREIS grantees on now. And so, we have this program setup for PREP as well as for the PREP Innovative Strategies. But I just want to make certain that grantees know, even though you're showing them PREP, but there's also a drop-down menu for PREP Innovative Strategies.

MS. LATANYA FREEMAN: Right. And I do apologize for that. Because of what I'm actually seeing, I'm only seeing PREP in staging for this particular environment. So yes, everyone that's on the call just know that you will not be choosing PREP, but you will be choosing PREIS. But keep in mind, the process is exactly the same. But you want to ensure that you're choosing the correct program, which is going to be PREIS. Did you want to add anything else to that LeBretia?

MS. LeBRETIA WHITE: No, that's fine. Thank you.

MS. LATANYA FREEMAN: Okay. No problem. Okay. So once we select the grant period, we would then select the reporting period. And you then have to select an action. For the initial actually editing or creating this new report or entering this information, you're going to have to choose "new, edit, revise report" and click the enter button. Okay. Everyone should see the report section screen.

And before we actually move on, I think this is a great place to stop and talk a little bit about the navigation through this actual OLDC system. You'll notice we don't have the back button as an option. And even if you do, please do not use it. Back button would normally throw you into an error page. So the back button doesn't work very well. The browser back button is disabled for security purposes.

What you would use to return to a previous screen are the breadcrumbs that you see at the top of your screen. And you'll see these different breadcrumbs on every screen. So, for example, we're at the report section screen. But if I wanted to go, because let's say I decided that, "oh, I don't want this actual funding grant period. I chose the wrong one." Then you can actually go back to the report selection screen by clicking on that link at the top. And you'll see that we're back at the grant report period selection.

So, I'm okay with this particular grantee and funding period for training purposes. And I do want to point out to you, and I'm sorry, I meant to do this before your note, LeBretia. But before you actually click on the enter button to enter the new report, I wanted to point out to you all that in a status column, you won't see anything. There's no status at that point because you didn't actually start the actual process. Once you click that enter, it actually throws your actual submission into initialized status. So I just wanted to point that out to you.

So we're going to go back to the report section screen. And I want you to notice your program information box has a report status of "initialized" as well as the different sections. Now, this is

what we really want to talk to you about in greater detail. Here are all the different sections or parts of this particular report, the PPR. You have your cover page and you have Appendix B as well as some other reports.

Now, LeBretia will be sharing with you which reports are required for you to fill out or which ones are optional or not. Or she will actually share the list with you of which ones you will not be filling out. But I wanted to point that out to you that you do not have to fill out all of the sections that are listed here.

To actually start entering your data into and filling out and saving a section, what you would need to do -- and we're going to put the cover page for our first example -- is you would have to perform a particular action. The first step is selecting the drop down arrow in the "select action" box and choosing "edit section" and then clicking on the "go button" to the right in the "perform action" column.

The "report progress" screen will appear for the actual cover page where the SFPP are. Just to point out some things about this particular screen. Again, of course, we have our program information box at the top. We have our report progress bar here, which actually tells you what stage in the actual submission process that you're in. And right now, of course, we're in the initialize stage. And as you move through the process, you'll see the actual progress bar start to change. And you'll see check boxes on what has been completed.

I do want to point out to you that if you click on any of the underlying text, on the report progress bar, you will get a dialogue box with the definition of that particular field. I'll click okay. So again, even within the actual form, if I click on the address line one, for example, the underlying text, you'll see a dialogue box. This is the recipient organization's address line one.

Also, you'll see a list of action buttons. And keep in mind, these action buttons here, right underneath the report progress bar, will change based on the screen that you're in at the time. So I'll try to remember to actually point those out to you as we go along within the system.

Also, it's very important that after you make any changes within each section, it is important for you to save your information. Also, there are some open fields here. For example, in Section 5, on the cover page, you'll see recipient identifying number or account number. Now, of course, LeBretia will share with you all some additional information as well as there's some information about filling out each of these fields in your user guide which I'll point out to you in just one moment.

For training purposes, I'm just going to place just a few numbers here to represent my account number. Also, there's radioactive button. I'll put, yes, this is my final report. Again, this is just for training purposes. I'm not telling you to actually choose the "yes" for final reports. This is just again for training purposes.

I'll choose this is report frequency is annual. And also, you have an option to adding attachments. And just to go through that process quickly, you can click on the add attachment icon, click the "okay" to the dialogue box. And it will take you to the file attachment screen. This works exactly how you would normally upload an attachment in any other system. You will click the browse button to an actual document that you want to upload. Click the "open" button. You'll see it in your local attachment field and simply attach the file.

You'll see the file will then be located down below on the file attachment screen. And you also have the option of deleting the file. And if you have more than one, you can choose or click all of the buttons and then choose the "delete selected files."

So at this point, I'm going to return back to the report section screen. Again, your back browser button does not work. So we need to utilize our breadcrumbs. I'll click on the report section and scroll down.

Now, I want to go back into the cover page because I didn't save it. So I'm back in my report section screen. And I'll go into my cover page. I'll click the "edit" section, click the "go" button. All right. Keep in mind, I didn't save anything. So I'm going to go ahead and put my numbers back in. The only thing that uploaded was the actual attachments. So you have to be careful of doing that. Before you attach your actual document, it's probably a very good idea to just click the "save" button. I'll click "annual." And at this point, I'll click the "save" button.

Now, we're navigating through the actual different sections that you saw in the report section screen. You have the option of clicking the next section button here. It's totally up to you. But just because I want to show you and relate the difference between the two, if I return back to my report section screen, you'll see, for example, the cover page has been saved in the section status. And you'll see all of the different sections that you have here.

Now, for some reason, you could have been working in your cover page and then decided that it was time for you to take a lunch break and you decided to leave your desk and come back. Usually going through and repeating the process, you'll be here at this particular screen. And you will then simply go into the next section.

And I'll click the "edit" section for the Appendix B indicators and click the "go" button. Notice the Appendix B program indicator screen for the report progress has launched. Now, keep in mind when you're in this Appendix B or any section, you can go to either the previous section, if it's not the first one listed, or you can still continue on and go to the next section.

This screen works exactly the same way as the cover page. You can click on the actual underlying field to see a description of the text. You'll see your action button. You'll see that you have an open field to type in. You'll also see that you can upload attachments as well. So it works exactly the same.

Now, I do want to point out to you in your user guide -- starting on page 28, and it ends on page 34 -- you will see detailed instructions on how to fill out that cover page as well as the program indicators section. So I wanted to point that out to you as well. If you have any additional questions about the instructions, you can ask LeBretia and her staff.

Okay. At this point, these are the only two required sections that I'm going to fill out for training purposes. And at this point, it's time to validate. Now, just to let everyone know, we're now on page 39 of your user guide. Now, I do want to point out to you that even though we haven't filled out all of the steps, and I'm going to right now return to the report section screen in just a moment. But I want to point out to you just because we didn't go in and fill out the actual or all of the sections and save them does not mean that we cannot proceed.

I want to point out to you that you can validate from any of the section pages. You'll see the "validate" button here. Or you can return back to the report section screen where you'll see a list of your sections. And you'll see what has been saved and not saved. And I forgot to actually save my program indicator. So I'll go ahead and go back in. I didn't do much. But I'm going to write "test" and I'll click on "save."

At this point, I'm going to return back again to my report section screen. Because this is a good screen to look at and work from so you can see what has been saved and what has not been saved.

At this point to validate the process, we're going to click on "validate" button above the section list. At this point, it will still keep us at the report section screen. But I want to point out the program box information. You'll notice that the report status is now set to validated. You'll also notice that the section statuses are all saved "invalidated by default." Even though we didn't go into each section and save the information.

But again, it is very important that before you actually certify, which is our next step, certify your submission process, you want to ensure that all the information has been entered and is correct. So at this point, you still have another chance to make any changes or updates to what you need to do.

At this point, we're ready to certify what we have entered is correct by clicking on the "certify" button. Click the "okay" at the dialogue box. And notice that the OLDC system takes you directly to the cover page. But notice that it takes you to the cover page and it's directing you somewhat to the "click to sign" in the signature section.

So I just wanted to point out to you that you're still at the report progress screen. You're still at stage validated. On the cover page is where you will certify. So there's two steps to certifying. Clicking on the "certify" button and then coming to, what the system is going to automatically generate for you, the cover page to the "click to sign button." So I'm going to go ahead and click the "click to sign button." And it's going to generate an electronic signature that you'll see down below in 12B.

Once your report form has been saved, validated, been certified, it is now time for submission. At this point if you notice that on the actual cover page screen, the report progress, you don't have the option of submitting your report form. You must return to the report section, excuse me, screen, by clicking on the report section breadcrumbs. And then you'll see that every section has been certified, and it's ready now for submission.

Now, you do have the option of uncertifying at this point if there are some other additional changes you want to make or if you want to withdraw this report form or whatever the case maybe. At this point, I want to also point out to you that the program information box is set to "certify." And we can now click on the "submit" button.

Click on "submit" and we'll get a dialogue box that's saying that this will officially submit your report to ACF. Do you wish to continue? Yes, we do. So we'll click okay. We have received your report. This page shows all the reports you have received along with all attachments. We'll go ahead and click okay and you'll see your reports on status screen with your report form information box, as well as the actual status of your report form which is report submissions, report status. It's set to submit to it. The status date, as well as other actions like review or unsubmit your report. You'll see your original file attachment as well that you uploaded, as well as the report status history on who did what in the system.

You can add any additional remarks to this if you like. It's totally up to you. And you will simply add those remarks by typing in information in the "add remarks" field and clicking "add remarks." And you'll see the remarks history here.

Now, before I actually end my portion of the presentation, I wanted to point out to you the different help desks available to you within the actual system. On every page of the OLDC system, you'll see a help FAQ at the very top right hand corner link. If you click on this, it will take you to the ACF online data collection help FAQ menu. There are a lot of helpful tools that are here for you.

One of my favorite is “find answers,” which is the first link at the top where you can actually search on a key word. So if I want to know everything about report form, I can just simply type in “report form” and click the “search” button. Notice that I have so much information that’s available to me. And I can simply click on any of these links and it will direct me to information about certifying or uncertifying a report form. Or how do I fill out a report form. So you can actually dig deeper than just typing report form.

I’m going to return back to the help FAQ menu by clicking on the first tab here. You can actually submit a question to the technical support team. You can enter your email address, the subject, your question. You can select a category that best fits your question. And then you can put continue. And someone should receive this immediately and respond within at least 24 hours.

If I got back to the help FAQ menu, I also want to point out the “here’s how” which is very helpful. You’ll see a list of documentation that you may find useful as well. I will say that some of the documentation’s a little outdated and we’re working on updating this right now. But what you have in front of you as far as the slides and the user guide is the latest and greatest. So, definitely look to those user guides for help first before going to any of these. But there’s a lot of nice little tips and things of that nature that you can read up on that could help you as well.

Now, I do want to point out to you ... and I’m going to go ahead and scroll down and keep in mind, remember, we’re still in the OLDC system. So we can’t use the back button. We have to scroll down. On some of your help screens, I want to point out to you that at the very bottom, you’ll see the “close” button. But sometimes you’ll see them at the top left hand corner, the top right hand corner as well.

So, make sure you find that “close” button before using you back browser. I’ll go ahead and click yes because it will take me back. And it will take me back to my report form status screen. Also, when you’re working in a report, if you do not end OLDC properly, the system can kick you out for I believe it’s 30 minutes of a particular report. Or it’s 20 minutes, I’m sorry. So you definitely want to be mindful of that once you’re in the OLDC.

So at this point, I’m going to go ahead and turn it back over to LeBretia for any questions or comments that you may have.

MS. LeBRETIA WHITE: Thank you, Latanya. And we’ll pause for a moment to find out if there are any questions. We do have one that’s been typed in thus far. And Latanya has a busy schedule today. So she may have to sign off. But we’ll try to answer any questions that you have as well as make the resource guides that she referenced available to you as well.

It looks like we just have the one question. And that is, “We will get login credentials when?” Our goal is to get log in credentials to you by Monday, October 7th. And this is a new system. And so, we do have a backup plan that if for some reason we can’t get all the logins out to you and everyone is able to access the system appropriately to meet your deadline for the submission of the report. We have provided you with the Word copy that you could complete and submit to us hard copy. But we’re hoping that the electronic system will work to our advantage. But your project officers will keep you up to date and abreast on any submission changes.

At this time, we’ll turn it over to Sarah Axelton, if there are no more questions, for additional information to be shared.

MS. SARAH AXELTON: Thank you, LeBretia. Okay. We’re now going to go ahead and talk about a few other items briefly that we wanted to make sure to cover with you during today’s

webinar. The first is grant administration guidance. You should all have received in an email from your project officer this document that you see on your screen now. And we want to highlight. This is just a revised version of what you all received in May 2011.

In particular, please pay attention to the two areas with key updates. And those include the performance progress report which is in Section 5 of the grant administration guidance, the fidelity monitoring requirements chart which is in Section 9, and the grantee reporting timeline which is in Section 10.

We also want to talk briefly with you today about financial status reports because those will be due shortly, December 30th, 2011. As most of you are aware for financial status reporting, the SF269 was replaced by the SF425. And that SF425 is what you will use to complete **[BREAK IN RECORDING at approximately 47:44]** system that you just received the tutorial on.

However, there is also a tutorial available for completion of the form itself **[BREAK IN RECORDING 47:56]** Again, a reminder on the due date for the SF425 which will be December 30th. And that will cover the reporting period of September 30th, 2010 through September 29th, 2011.

Per the terms and conditions. Again, just a reminder that all of your 2010 awarded funds should have been obligated by September 30th, just a few days ago, and has to be liquidated no later than December 30th of this year. And if you want additional information on the financial status report, see pages six and seven of your grant administration guidance document. I'm now going to turn it over to Itish[phonetic]. She's going to talk with us about carryover requests and budget revisions.

MS. ITISH DALEY: Thank you, Sarah. Hello, grantees. As grantees are entering into the second year of their PREIS projects, a number of grantees may have carryover requests. So I'm just going to give a quick overview of the process for the carryover request and also for the budget revision.

For a carryover request. Carryover funds first off are unobligated and unliquidated federal funds that remain at the end of a budget period. Those funds can be carried over to any budget period within the project period. But they can only be used for incomplete activities. These funds cannot be used for any new activities. It's recommended that requests for a carryover fund be submitted approximately 30 days after the end of the previous budget period.

When grantees are submitting a carryover request, there are a few documents that need to be included. One is the cover letter. The cover letter needs to be on your agency letterhead. It needs to be signed by your authorized rep. And you need to clearly provide the amount of the requested carryover and include any unexpended federal funds as well as any non-federal matching funds that were not committed during the budget year.

You're also required to submit an SF424. Please be sure to submit this form and to complete the entire form. You are also required to submit an SF424A and please when completing this form pay special attention to Sections A with columns A, B, F and G; Section B, Columns 1, 2 and 5; and make sure to include only the carryover requests.

You'll also be responsible for submitting a budget and a budget narrative. Please submit the budget in a spreadsheet format or a table format. Within that budget, include both federal and non-federal budget items, and make sure that they're marked clearly.

The budget narrative that you provide should include a clear description of how the budget items directly relate to the overall success of the project. And you are also required to submit an SF425 financial status report.

For budget revisions. For grantees that need to submit budget revisions, please remember that significant rebudgeting requires prior ACF approval before implementation when the total amount to be allocated among direct line item budget categories exceeds 25 percent of the award amount, when the grantee proposes to reallocate funds from direct to indirect costs or vice versa, or when the grantee proposes to reallocate funds for cost that are not already in the approved budget regardless of the amount. So for any new activities.

When submitting a budget revision, you will need to include a cover letter. Again, this is on your agency letterhead and it's signed by an authorized rep. In that cover letter, you have to indicate the rationale for the revision. And you have to clearly state how the change is going to impact your activities. You will also be required to submit an SF424A. Also submit a budget and budget narrative. And again, the budget should be in a spreadsheet or table format.

The budget narrative. Please make sure to include a clear description of how the revised budget items directly relate to the completion of the project activity.

When you are submitting a carryover request or a budget revision, please submit a copy to Mary Alexander who is in the Office of Grants Management. Her contact information is inside of the grant administration guidance on page seven. And also submit a copy to your assigned project officer.

All right. Just to give you some upcoming dates for you to be aware of for upcoming trainings and annual conferences. The West Regional training will take place November 7th to 8th in Austin, Texas. The East Regional training will take place November 16th to 17th in Baltimore. And the annual conference will take place March 12th through 14th, 2012. Registration information is forthcoming. And I actually believe the registration information for the West Regional training has already been sent out. If you are not receiving updates or emails regarding the trainings then please let your project officer know as soon as possible. So we can make sure that you're included in that distribution list.

So those are all the updates we have. Now we would like to give grantees the opportunity to ask any questions. And we'll wait a few minutes for grantees to ask questions. [no response]

MS. SARAH AXELTON: We're pulling up the questions right now.

MS. LeBRETIA WHITE: Okay. The first question is, "How do we submit any final budget? Is that a part of the system?" I'm not certain what the reference is specifically to budget. But any budget revisions, budget modifications, program modifications, those documents are to be submitted directly to your project officer.

If you're referencing the online data collection system, that system is not utilized for revisions to your program. It's only utilized to submit your financial status report which is the SF425 and the performance progress report. That's the only utilization at the present time for the online data collection system. Hopefully, that answers that question.

The next question is "Who should sign and how do we submit the electronic signature?" The electronic signature is based upon the authorizing official giving the person within your organization who will be assigned your password and user ID information authorization to submit on his or her behalf.

The next question. “How many staff can have an account in this system?” Typically, one person. However, again as permission is granted by your authorized representative, that password, user ID information, can be shared.

Next question. “Do I have to have the authorizing person sign the report? Or can the program coordinator complete the report?” Again, the program coordinator can as authorized by your authorizing official for your grant.

And there’s a question about the grant name under grant selection within OLDC. The grant name is the name that was utilized for your organization on your initial application. That’s the grant name.

Ms. SARAH AXELTON: To answer that question just a bit more, yes is what you’re looking for. The full name of each grant organization will be listed. Again, the reason that there was a state listed in the sample that you saw was because we were in the staging site of OLDC. And the staging site only contains grantees who are receiving PREP funds as opposed to PREIS. So those are all states. However, the site that you access will have PREIS grantees as well and will list their full organization names.

MS. LeBRETIA WHITE: Thank you, Sarah. We have another question. “Can I submit both a carryover request and a budget revision?” Okay. At this point, for your year one funds, a budget revision cannot be submitted. However, you do have the option at this time, now that you are moving into budget year two for your project period, you do have the option to make a revision to your year two funds. You also now have the option to submit a carryover request for your year one funds.

We do suggest that you wait at least until after 30 days after the end of your first year of your project, at least 30 days after before submitting your carryover requests. Because you will have to submit a final, an end-of-the-year, I’m sorry, an annual financial status report, the SF425 that we referenced with your carryover request. And you want to make certain that you completed the liquidation obligation period.

And the next question is “How can I get a copy of the user guide that Latanya, the trainer, referenced during the OLDC training?” We will submit that to you today. Your project officers will forward a copy of that user guide today. That appears to be all of the questions. We’ll also ask Jae’mie who is our support for today’s call with Olay Professional Services, Jam’ie Hughes. If you can unmute the lines in the event that there are audible questions as well.

MS. LEA BLACKBURN: Hi, this is Lea Blackburn with Ohio Health Research Institute. For the carryover, on one part, I thought that it was stated to have it submitted within 30 days. And then the conversation you just had was that it needs to be submitted after 30 days after everything’s liquidated. So I just wanted to clarify for carryover dollars report that it needs to be when everything is liquidated and paid.

MS. LeBRETIA WHITE: Right. We say to 30 days after. But it does not ... typically, those carryover requests are not submitted until at least 30 days after that budget year has expired or ended. And so for year one, it ended on September 29th. And so typically, carryover requests are submitted by grantees, the end of October, November.

It could even be submitted later even in year two. And you actually also have the option of submitting a carryover request even in your year three for any funds that you did not expend in year one. And so, there are some time limitations.

But typically, we prefer ... and we're sorry if you misunderstood that, but typically we prefer that you submit it after 30 days of that budget period ending. Because we want to make certain that you're able to provide us the proof that we need in the SF425 that you've actually liquidated, obligated those funds. Or more importantly, all of the funds that you plan to utilize have been liquated and we know exactly what your balance is.

MS. LEA BLACKBURN: Thank you.

MS. LeBRETIA WHITE: Thank you. That was a good question. And it looks like we have a couple of additional questions that were typed in. One is "Can you clarify is the carryover request due within the ..." same question actually. And it looks like there's a part two to that question. "Or at the end of the financial status report." Yes, you want to make certain your financial status report has been completed before you submit your carryover request. So that again, we know what funds are available for carryover for future expenditure based on old activities as Itish pointed out. Any other questions?

Great. If there are no additional questions, we look forward to your participation, especially that of your evaluation staff at tomorrow's webinar. We'll talk more about the end-of-the-year evaluation reports. And that webinar will be primarily conducted by the Mathematica Policy Research Team. Again, thank you for participating. If you have additional questions, do not hesitate to contact your assigned project officer. Have a great afternoon.

(END OF TRANSCRIPT)