

Using GrantSolutions for Your CED Grant

January 15, 2015

Operator: Please stand by. Good day and welcome to the using grants solutions for your CED grant conference call. Today's conference is being recorded. At this time I'd like to turn the conference over to Whitney Marsland. Please go ahead, ma'am.

Whitney Marsland: Hello everyone and welcome to the using grant solutions for your CED grant Webinar. This Webinar is a part of a series of Webinars offered this winter to CED grantees.

Today's presentation will introduce new CED grantees to grant solutions as well as provide experienced grantees with a refresher on using the system. I am Whitney Marsland of ICF and I'm joined here today by (Michelle) ((inaudible)) from OCS.

Like all the presentations in this Webinar series, today's Webinar is being recorded and you'll be able to access the recording and the related materials following the presentation on the OCS community development Web site.

The Webinar materials from the previous Webinars in this series are also posted there, so if you missed on or want to refer back to the materials, you can access it on that page as well.

And as we schedule more presentations throughout the next couple of months, we'll be posting announcements on the Web site about upcoming Webinars and how you can register. So now I'll turn it over to (Michelle) to get us started.

(Michelle): Great. Thank you so much Whitney. Happy new year to everyone. We hope that you had pleasant holidays and we are go glad that you are part of this Webinar this afternoon.

Today's presentation, we'll discuss (plan) solutions and how you will use it for your CED grant. We'll start off by giving you a brief overview of grant solutions, also known as the GS.

This Webinar will also cover topics as assessing GS using grant solutions at the Web site www.grantsolution.gov. Also, we will cover identifying what documents you are required to upload to the system and how you will upload them. At the end of the presentation, we will have a question and answer session for you.

The GS database system is a grants management tool that will be used by you, your OCS program specialist and your assigned OGM grants management specialist throughout the course of your grant.

The GS is a useful tool for electronically viewing and submitting grant documentation, amending your grant as well as electronically communicating with your assigned ACF agency program specialist and grants management specialist.

We strongly encourage all CED grantees to use this grant solution system throughout the life of their grants to ensure effective federal grant administration.

Excuse me. As a reminder, in previous Webinars for new CED grantees, we have discussed program requirements that require you to submit important documents, both to your program specialists and to your grants management specialist via grant solutions.

To access prior Webinars, you might also go to the resource tab on the OCS Web page identified at www.ocscommunitydevelopment.org. Okay, and so today we'll walk you through how to access and submit documents through the GS system. So now I'll turn this back over to Whitney to continue the GS Webinar presentation. Thank you. Whitney.

Whitney Marsland: Thank you, (Michelle). So before we get into how you use grant solutions, we'll talk a little bit about the things that you can do in grant solutions. So first, grant solution provides grantees with the ability to submit applications and different online forms electronically.

There are certain data validations and pre-populations to make sure that the data entered is accurate. Grant solutions also facilitate the electronic sharing of information by allowing grantees to collaborate with the program office and grant office.

It allows the program and grant offices to collaborate with one another as well about the grants that they administer. It also provides access to current and previous grant application data and you can initiate post-award actions in grant solutions like carryover requests, if there're changes to a project investigator or project director and other types of amended requests.

So now we'll discuss how you actually gain access to grant solutions. The authorizing official and project contact that was listed in your application should've already received two automatic emails with your grant solutions username and password.

So you'll use that information to log into grant solutions at grantsolutions.gov. In a few minutes we'll show you what that login screen looks like if you have not logged into grant solutions yet.

And if, for any reason, the contacts at your organization have not received the grant solutions username and password or you've just forgotten your login credentials, you can contact the grant solutions support at the email or the phone number listed on your slide and they can provide that information for you.

And if you have received the login information but additional members of your organization do need access to grant solutions, they can gain access by completing the grantees or account request form.

You can find this form on the OCS community development Web site and in today's presentation; we'll provide you with instructions on how you access the form.

You will complete and return a separate form for each person within your organization who needs to access grant solutions. And you'll want to be sure to list the appropriate role for each user that you create.

And we'll go over these roles that you'll select and for the instructions on completing them in a few minutes. You'll also use those grantees or account request form if you need to update any of the information in your account, like, if there is a change in a staff person's role or to their contact information.

But please remember that a request for a change of the grant project director or project investigator may not be completed using this form. So these actions must be completed by contacting your assigned grants management specialist in submitting amending requests which we'll talk about later in the presentation.

This form will also be used by grantees who need to close an existing grant account. So we'll go over accessing and completing the form but if you cannot access a form or have any problems submitting it, you can contact us at OCSregistrar@ICF.com or the grant solutions support that would be provided in the information on the last slide.

So here is what the grantees account form looks like. It's in an editable PDF format. And we'll be providing you with instructions on how you can access this at the end of the presentation.

So the first page of the form, which you see on your slide, provides an overview and guidance for actually completing the form. And then page 2 of the form is where you'll complete most of the information.

In the remaining pages, you'll be asked to review and sign the US government data access request and security compliance statement. And then once you're finished, you'll submit the completed form to help@grantsolutions.gov as is noted in the forms instruction.

We have a few tips and just some things to keep in mind when completing and submitting the form. So you'll complete a separate form for each staff member that's involved in your grant.

You'll also include only your active CD grant award numbers where they're requested. So that's the number that begins 90EE followed by a four digit number.

Each form should also indicate the project investigator or project director that's assigned to the grant which will be listed under the grant number. And you'll provide the staff member's organizational email address.

Also, the authorizing official or the AO of your organization must sign each form as the requester for your organization. And the US government data access request and compliance statement is also required and must be signed by the individual user for the account.

And like we said, to submit, you'll sign and scan each of the completed grantee user forms and email them to Help@grantsolutions.gov. Once received, initial account information will be sent to the new user's email address or if you're an existing user, the change will be sent to you.

So on the form you'll be asked to select a role for each person you create a grants solutions account for. So we'll go over the definitions of each role now. So the first is the authorizing official, commonly referred to as the applicant or the grantee AO.

And this is the same as the signing official on the SF424 application for federal assistance. Next is the program director or the principle investigator. This is the person responsible for the day-to-day operations of the grant project. This is probably the same as the project contact for your grants.

So the support staff, that role is for people who can view and enter all applications of amendment but not submit financial status reports in the grantee reporting module. They can also upload documents to grant notes.

The financial officer is the person who has authority for all grant programs for a customer and allows the customer staff to view all awards. They can also submit financial post-award reports in the grantee reporting module and upload grant notes.

And then the financial official support staff can do everything that a grantee financial official can do except submitting a financial status report in the grantee reporting module but they can also upload documents to grant notes.

So again, once you complete the form, you'll submit, sign and scan each of the completed forms and email them to help@grantsolutions.gov. And then once received, the account information will be sent to the user's email address.

So now we'll kind of walk through how to access grant solution and what you see on your screen is what the system looks like at www.grantsolutions.gov. So it's not a bad idea to bookmark this page in your browser so you can easily refer back to it as you will be using it pretty frequently throughout the course of your grant.

So you'll click the orange button near the top right to navigate to the login screen. So this is the login screen. If it's your first time logging in, you will be using the password that was sent to you via email and you will be required to change the temporary password that was assigned by the system.

And for those of you that have already received your username and password and have accessed grant solutions to access your awards package or other things, you may have already reset your passwords.

And you should only need to do this once unless, for some reason, you have forgotten your password and need to reset it. So one important thing to remember is that grant solutions is separate from the online data collections system which we call OLDC.

So grant solutions is used for general grant administration in where - and this is where you'll submit most forms and documentation for your grants. However, when it's time to submit your semiannual performance progress report, your PPRs, and the PPRs capture your grant's accomplishments like job creation and business development, you'll do this in OLDC.

So each system is accessed through a different URL and you'll have separate login information for these. So once you do log in to grant solutions, this is what will appear on your screen, the menu across the top which displays the variety of options you have within grant solutions.

Options with a small arrow next to them contain additional dropdown items that you can select.

So first, you'll see the account management selection. Under this section, you can use the update profile option where you can update your profile information, like information like your address or your phone number.

The change password option here also allows you to change your grant solutions password if you chose to. So next is the funding opportunities (selection). This option displays the funding opportunities that are available including some non-competing applications kits but these do not apply to the CED program.

And there's also the applications section, so once you've begun an application, you can access it here. And this link also displays any previous applications your organization has submitted and the status of those applications.

So the grants section, which is next, is where you'll access the My Grants (list) screen which we'll go into detail about later in this presentation because you'll be using it a lot.

So to access the My Grants list you'll put your cursor over the My Grants selection and a dropdown will appear that will - you can select My Grants from.

So this section will display the most recently awarded grant or applications for your organization. And we'll talk more about the grants option in a few minutes and also some important documents you'll access on this page.

So the next is the report option which is not currently available for CED grantees but it is a section of grant solutions that allow grantees to upload and do reports like the financial - federal financial report.

However, because ((inaudible)) for CED grantees, they should continue to upload these reports using the grant notes option instead and we'll go over later in the presentation how you'll do that.

And then finally is the help and support option which provides a lot of information and user guides and training sessions with additional information and we'll provide instructions on how to access these guides and other Web-based training at the end of the presentation.

We provided the contact information for the grant solutions helpdesk earlier in this presentation so you can always refer to the helpdesk if you have any questions using the system.

So now we'll go over the My Grants list option that we just described because it's where you'll probably find your spending the most time in, in grant solutions. So in My Grants list, this is where the most recently awarded grant or application for your organization is located.

And you can select a variety of options that will allow you to take action on your current grants. So if you have multiple grants that you received prior to 2014, we just want to make you aware that all of your active grants will appear on this page.

So when you're accessing your active grants we just want to make sure that you're on the current grant before doing anything in grant solutions. And you'll see in the top right of your screen, you can also filter this page by selection the show expired grants link.

So the table in this slide depicts each feature that's available under My Grants list and a description of what you'll see in each feature. So the first feature is the View NGA and this is

where you'll access your notice of awards which is also referred to as NOA or NGA for the awards package.

Next is grants (note) which allows you to view all of the notes for your particular grant. You can upload and view important documentation related to your grant and through the grant notes feature, these documents can also be viewed by your program specialist and your grants management specialist.

In My Grant List you can also send a message and contact your grant or program officer directly through grant solutions. So this feature works similar to how email works but it allows you to keep the record of that communication correspondence within the grant solutions system.

Next is the history feature. This feature allows you to track all applications or grant actions throughout your grant's entire project period. You can also check the status of the amendments that you submit here.

And then last is the manage amendment feature and this is where you can access information about changes and revisions to your grant award including the amendment application and its content. And you can also view amendments you previously submitted.

So now we'll go into detail about these sections of My Grant list that you'll use for your grant most frequently. This part of the presentation will cover when to use these options of grant solutions, the particular documents that need to be uploaded and how they're uploaded and how each section will be helpful to you as you implement your grant.

So we'll start with the view NGA option. This allows you to view the Notice of Grants Award. If you attended the first Webinar of the series, you'll remember this is where you will access your

awards package that contains important information like your grant number, your award amount and your project and grant periods.

So, for example, this would be the place to see who the authorized official on the grant is or what the standard terms and conditions of the grant are. This will also be helpful to you because the remarks section of the NGA provides important information about restrictions of your federal funds pending the submission of specific documents.

So any time you need to refer back to this information, you can view your NGA by selecting view NGA like you see on your screen. So the next feature is grant notes. This allows you to view all of the notes for your particular grant and upload important documents that both OGM and OCS can view.

Like we previously mentioned, grant solutions allows for the electronic sharing of information by allowing grantees to collaborate with both the program office and the grant office and allowing the program office and grant office to collaborate with one another about grant abatements.

So we use the grant notes feature. You can upload important documents related to your grant that both your program and grants management officer can access.

And many of the documents that grantees are expected to submit, so for example, the SF425 form should be submitted to your OGM grants management specialist through the grant notes feature.

In general, grant related documents should be submitted as grant notes, not sent as email attachments and this is because submitting it through grant notes allows a record that the document was submitted and it's visible to anyone who has a role in administering the grant.

And the next few slides will go through the instructions on how you'll go about doing this and what type of documents should be submitted through grant notes.

We also want to stress that the items you will add to grant note features are separate and distinct from the items you will upload as amendment requests which we'll talk about later in the presentation.

So first, to access the grant notes features on the My Grants list screen, you'll select grant notes. It's the button directly under the view NGA option we just went over.

So once you select grant notes, you'll be taken to the grant notes screen which is what you're seeing on your slide. So if you want to go in and add a grant note, you'll scroll down and select add which is outlined on your slide and on this screen, you'll also note if there's a key at the bottom that identifies what actions you can take once you upload a grant note.

So you can view, edit or delete the note but the only person that can make a modification to it is the person that actually created the note. So once you select that add button, the grant notes add page will appear as you see on your screen.

You'll see there are multiple fields that you need to input information about the grant note that you're uploading. And so we'll go over each of these categories now.

So first is the subject field. So this is where you'll put a title for your grant note. You'll want to make the subject something clear that describes the document that you're uploading.

So, for example, if you're using your CED grant to make a loan and are uploading that disposition and asset plan of loan forms, you should make disposition of asset, (plan) of loan form the subject of the grant notes.

The next field is the note type, so this is going to be a dropdown field and you'll select the only option that's available to you which is correspondence. And selecting this option will notify your program specialist and grants management specialist assigned to your grant that you've added a note so they'll know to go into grant solutions and take a look at what you added.

The category type is also a dropdown field and you'll select the option that describes the type of document you're uploading. So if you're not sure what to select here, you can reach out to your program specialist or grants management specialist.

Also if you choose something and then you want to go back and edit the grant note to change the category you selected, you can do that by selecting the edit grant note icon that we pointed out on the last few slides.

So for the most part, this section will be helpful to upload documents that you would like your program specialist and grants management specialist to see like the notice of federal interest or the signed disposition of assets forms.

Next is the note field and this is where you can provide a brief description of the grant note you were submitting. So you can use this field to point out anything ((inaudible)) senior program specialist or ((inaudible)) specialist related to the grant (notes).

(Crosstalk)

Whitney Marsland: You can also upload the documents in the grant notes using the attachment section.

So to attach a document to the note, you'll click browse in the note attachment section and select the file that you would like to add.

In the description field, you'll enter the name of the document you're uploading and the file name should be the same as the subject line. So to use the previous example, if you're uploading the disposition of asset plan of loan form, that should be what you put in the description field.

If you're attaching multiple documents then in this field you'll want to be specific as possible of what you're uploading. So once you select the document, you'll click upload to attach the file in grant notes.

And once you're finished completing all the required fields, you'll want to just review the information to make sure that everything's correct and that you've uploaded the correct file. And then you can select submit.

Once you select submit, you'll be redirected back to the grants notes screen where you'll see that the grant note you added populates. And so if, after reviewing, you decide you do not want to add this particular note for any reason, instead of submit on the grant note add screen, you can just select cancel.

So that's how you will go about uploading documents as grant notes. So now we'll cover what documents you can upload better. Most of these are the documents that you received as part of the award package and others are documents or requests that will need to be submitted as you begin to implement your grants.

And if any time you're unsure on whether or not you're required to submit certain documents, you can email your OCS program specialist or ODM grants management specialist.

So all the documents that we'll cover now are ones that should be submitted using the grant notes feature. But it is helpful to upload all important documents through grant notes because,

like we discussed earlier, it allows you to keep all the important information about your grant in one place that both your grant management specialist and program specialist can view.

So the documents that you will submit in grant notes are first the SS428 and SS429 forms. These need to be submitted at the end of your three or five year grant period.

So these forms, if you remember, are required for grantees using CED funds to purchase equipment over \$5000 or to acquire or renovate real property, so any grantee that accrues federal interest.

You'll also add the disposition of asset plan of loan form to grant notes and this form needs to be signed by the authorizing official of your organization and until this document is submitted, your federal funds will be restricted.

And this is only for CED grantees that plan to use the CED funds to make loans, so those are the only grantees that will need to add that form. The next form that can be added as a grant note also doesn't apply to all grantees.

It's only those that are using CED funds for purchasing stock or making an equity investment. And this is the disposition of asset plan of stock form. And like the plan - loan form, this form needs to be signed by the authorizing official of your organization and submitted through grant notes.

And similarly, if this document is - until it's submitted, your federal funds will be restricted. So also when you acquire real property or accrue any federal interest, you are required to file a Notice of Federal Interest of NFI form like we discussed in the first Webinar.

And you'll need to submit a copy of this form through grant notes as well. And it should be filed before the conclusion of your grants. You can also submit your federal financial reports that are also known as SF425 that we discussed in the first Webinar.

So this will need to be submitted twice a year, so every October and April, for every year of your grant. And you'll also submit a final SF425 90 days after the end of your grant period and you'll do this through grant notes as well.

And if you work with project partners throughout your grant, you'll need to submit the project partner agreement like the loan and equity investment agreements to grant notes.

So beyond the documents that we just covered, you may need to upload other documents to grant notes feature, ones that aren't added as amendments because, again, adding documents to grant notes is separate from submitting amendment requests and that's what we will go over now.

So like we mentioned in the beginning of the presentation, you can initiate post award actions in grant solutions like carryover requests, change in project investigators or director information and other types of amendment requests.

So this is done using the manage amendment feature which allows you to submit and access information about changes and revisions to your grant award including the amendment application and its contents.

So you can also view amendments you previously submitted in this section. So different ((inaudible)) actions that you can initiate in grant solutions are things like budget revisions, if there's a change to the grantee address or a name change, if there's a change in the project investigator, project director or authorizing official or if there's a change in scope and filing (no past) extensions.

So on the My Grants list, you'll access the manage amendments section. So if you're going to begin a new amendment, you'll click on the new button on the manage amendment screen like you see on the left side of your screen.

And then once you select new, the select amendment type screen will appear and this is what you see on the right side of your screen. So you'll select the radio button for the amendment type you're creating.

These will be the post award actions we previously discussed so you can choose the type of amendment to select and then select create amendment button that's highlighted at the bottom of the screen.

So select the amendment - selecting the amendment type is an important step in submitting an amendment and you want to plan a few very important things now to help you with that process.

So the reason this is an important step is because what you choose determines the appropriate grant solutions application amendment control checklist, you know, as the key AACC or the amendment kit that will generate in grant solutions for the specific application.

So the amendment kit is a depository accessible to all authorized users that provides a summary checklist of all required and supplemental information that's required of an amendment and it provides some real time information about the application status.

So depending on the type of application you select, the amendment kit will be a little bit different. It will contain both the required and optional forms for successful completion of the specific amendment types.

And as we discussed post-amendment actions can range from a simple address change to more complex changes like a change in scope or budget. So if you're not exactly sure about the appropriate amendment type you should select to ensure the correct amendment kit is generated, you should contact your program specialist or grants management specialist for instructions.

The applicant control checklist is where you will complete all online forms, download and upload documents instructions and submit the final amended application.

So once you do select the correct amendment type and the application checklist populates, this is where you'll begin entering or uploading the requested data into each section.

To do this, you'll select the upload, enter online or enter comments links by each section you are required to submit. So instructions for completing online forms are available by clicking the link at the top of each form.

And after you complete the specific online form, you'll scroll to the bottom of the screen, like where you'll see the options save, show errors or close. This is an error function that will alert you, if you - if you're submitting any information incorrectly.

If you have an error, you'll see a red exclamation point that appears in the place where you actually have the error and then you can correct it before you submit.

So you'll select save and the page will update and return and then select close. So, for example, say you're submitting a budget revision that doesn't require (final) approval from OGM or OCS. You will select budget revision on the amendment type screen and the application control checklist will populate in grant solutions.

So that's what you're seeing on your screen now. So I want to draw your attention to the enclosures column. So this is where you'll complete each section of the checklist by selecting either upload, enter online or enter comments link.

So after selecting enter online, this screen will populate. Now remember, this screen is specific to a budget revision amendment but we just want to point out the online forms you will fill out for all post-award actions, will have required fields for you to complete and there is a link for specific instructions on completing those forms at the top of your screen which is what is outlined on the slide.

So after completing the online form, you will select save or show errors. And then you will select close and you'll be redirected back to the amendment checklist page.

So this page will tell you when a form submitted has been completed successfully and when it is not. So if there's a green checkmark near the amendment you submit, this means the form or selection was completed successfully.

But if a red X appears, this means that the data on the form was not entered or uploaded successfully. So this would indicate an error in the application and it will require some additional attention.

If a red triangle appears, it means that data has not been entered or uploaded. This warning suggests that the data in this specific section is incomplete. So once an applicant has fully completed the application kit so that the green checkmark appears on all selections, that's when OCS and OGM will be able to electronically access this checklist, review the entire - or individual components of the application kit as required.

So keep in mind that depending on the type of amendment that you're submitting, OCS and OGM may have some different protocols for who can submit, verify and edit the amendment.

So you'll want to talk to them about amendments that you plan on submitting before you do it. So the screen on this slide shows the checklist that is not yet complete.

So in the status column that's highlighted all the way to your right, you'll notice that the warning messages for three forms appear that need to be completed before this budget revision could be completed successfully.

During the process of submitting an amendment, we strongly encourage you to reach out to your program specialist or grants management specialist if you have any questions or if you're not quite understanding why you're receiving an error message.

So next is the grant history feature. This feature tracks all applications or grant actions throughout the grant's entire project period. It allows the grantee to access all applications that have been submitted and the NG associated with the application if an award was made.

This section also allows you to check on the status of an amendment you submitted or see previous post-award amendments that have been made to your grant, so like budget revisions or if there's a change of scope, which will be really helpful to you throughout your grants.

So you'll also access the grant history feature on the My Grants list screen. This is the screen you will access past applications and NGAs as you see under the action column to the right of this screen. You'll also notice the status column, so this is where you will check the status of the amendment that you submitted.

So we hope that this presentation was helpful in explaining how to access grant solutions, how to upload documents and what documents you will be required to upload to the system throughout your grant.

There are also a variety of other resources that are available to you to assist you as you use grant solutions. So first, grant solutions provides direct assistance to grantees so if you have any questions about anything that comes up as yours in grant solutions, if you need your password reset or just any general technical questions, you should contact the grant solution user support at the contact information that's on this slide.

And you can access some user guides and several Web-based trainings on the grant solutions Web site. So to access these materials, you'll log in to grant solutions at the URL on the slide and from the grant solutions homepage, you can put your cursor over the help support icon that's located on the banner at the top of the page.

A dropdown will appear with two options and then you can select documentation. So this page includes a variety of materials to assist you in working in grant solutions including training guides which contain detailed instructions for completing tasks in grant solutions.

The training guides may be office, partner or role specific. There's also a user guide and documentation section. This contains some brief and easy to follow instructions on different actions in grant solutions.

And these are also useful as refresher documents for people that have used grant solutions before. The grantee training videos are also available here including the new grant solutions training videos (geared) for grantees.

This includes a number of training videos to help grantees successfully use grant solutions. And as we mentioned in past Webinars, the OCS community development Web site is another helpful resource when you need guidance for using grant solutions.

It includes some resources, like a one page handout that provides guidance for getting access to grant solutions and contains the grantees or account form that we discussed earlier.

It also contains a one-page handout that provides guidance for grantees for using grant solutions. So both these resources provide similar information to what we've presented on this Webinar and they're good resources to keep on hand as you're managing your grant.

And these are located at www.ocsccommunitydevelopment.org. And to find them, you can go to the homepage and then select the resource library and then select managing your grant and then you can search for the keyword grant solutions to access these resources.

And as always, you can contact us at OCSregistrar@ICFI.com or your program specialist if you have any general questions about your CED grant. If you have technical questions related to using grant solutions, you'll want to contact the grant solutions helpdesk and their contact information is provided throughout this Webinar.

So before we open it up for questions, we just want to mention that we do have some - several more sessions scheduled in the coming weeks for CED grantees as a part of this Webinar series. So we just want to bring it to your attention and mark your calendar three presentations.

So first, on January 22nd is the OGM policies and procedures Webinar. And then the following week on January 29th is the CED program overview Webinar. And then in February 19th is the 2014 CED and CED ((inaudible)) funding opportunities announcements Webinar.

Female: Sorry to interrupt, just to mention, it actually is the 2015 funding opportunity announcement.

Whitney Marsland: Oh, yes, 2015. So that's on February 19. And then remember that if you have already registered for today's Webinar or any other Webinars that took place in December, then you are automatically registered for these three sessions and you'll receive announcements about these and future Webinars and their login information prior to the presentations.

So with that, we'll conclude the presentation and we're going to open the floor for questions and going to do our best to answer any questions that you may have. If you do ask a question and we're unable to answer it on the call, we'll be following up with you with an answer following the presentation via email.

So there're two ways to ask questions. You can ask through Live Meeting by submitting a written question or you can ask a question on the phone by pressing star 1.

So, again, you will be able to access a recording of this Webinar and other materials for other Webinars in this series and we'll be sending more information when they're available and how to access them following the presentation. So operator, are there any questions on the line?

Operator: There are no questions at this time.

Female: So it looks like we have a couple of questions that have come in through the Live Meeting. And the first question is related to budget amendments and whether there is a dollar amount or a percentage range acceptable to multiline items that - where a formal amendment is not required.

And so what we can do is we will get some clarification from OCS on those - the rules for when a formal budget amendment is required and if there are any acceptable ranges for when a budget amendment is not required.

And so what we can do is we can make sure to pull that information together and we can just (put that) out to the group. So look out for that question coming in this - the near future.

Whitney Marsland: We also have a question about if the definitions of the grantee roles are written somewhere that we can access online. So the grantee roles that we went over in the presentation, we'll be sending out an email when they are available and we can also send a follow up email when we provide you with the information when they're available with the definition of those roles. But you'll be able to access them online following the presentation.

Female: And it looks like on other question that came in, in writing that said - it looks like you - someone is not able to see their expired grants when they click on that link and it looks like the only thing that is able to be seen is the most recent grant.

And that's certainly something we can help out with directly so if you can either reach out directly to the grant solutions helpdesk or if you want to reach out directly to us, we can certainly try to help you out with that to make sure that everything that you should be seeing is available to you. So you can send us an email at OCSRegistrar@icfi.com and we can set up some time to take a look at that and make sure that everything is showing up correctly.

Whitney Marsland: And we just received another question through Live Meeting. The question is will we receive and email with the information about this Webinar or do we have to go to the site?

So in the next week we'll be sending you an email that the materials are available with a link to the site and within that email we'll also provide direct links where you can download the transcript, slides and recording right from the email. So that was the last question that was online, so operator, are there any questions over the phone?

Operator: There are no questions in queue.

Whitney Marsland: Okay, so with that, no more questions.

Female: It looks like we do have one more question. And that is clarification about whether grantees will be directed by OCS on whether to go ahead and submit amendment documents through grant solutions.

And I believe the best way to go about this is to reach out to your program specialist to kind of talk through the amendments that you are planning on submitting and just so that you're both on the same page about what you plan to do.

And your program specialist can also help you figure out which of those radio buttons to select as far as amendment type and that sort of things. So we would advise to reach out to your program specialist and (tell him) if you're thinking about going ahead with an amendment.

Whitney Marsland: We have another question about assigned loan agreements and if those should be uploaded. So assigned loan agreements can be uploaded through the grant notes feature in grant solutions like we went over and that - like what I was just saying, if you have a document like that that you're not sure if it should be uploaded, you can let your program specialist or grants management specialist know and they can advise you whether or not to submit.

But assigned loan agreement can be uploaded at the grant (note). And so I guess we'll check back on the line and see if there're any other questions over the phone.

Operator: There are no questions.

Whitney Marsland: Okay, well, then with that, we'll conclude today's Webinar, so thanks for joining and thanks for your questions. And we'll be sending more information shortly.

Operator: This does conclude our conference. Thank you for your participation.

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