

**NWX-OS-OGC-RKVL**

**Moderator: Victor Medrano**  
**July 12, 2013**  
**1:30 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. During the question and answer session please press star 1 on your touch tone phone. Also today's conference is being recorded, if you have any objections you may disconnect at this time. Now I'd like to turn the call over to Mr. Victor Medrano. Thank you sir. You may begin.

Victor Medrano: Thank you Ashley. Good afternoon everyone and good morning to some of you who are out on the west coast. On behalf of the Office of Adolescent Health and the Office of Grants Management, I would like to welcome you today.

Thank you for joining us for today's Webinar on completing your PAF annual progress report, your year three progress report and requesting a no cost extension. We hope that you will find the information helpful and that many of your questions will be answered.

Of course if you still have questions at the end of this presentation and during our question and answer period, you can always contact your project officer or your grants management specialist for additional guidance.

Even though we will be certainly talking about some of the things that are involved in each aspect of this close out period I want to remind you that the guidance was sent out previously where there is a greater depth of information. But again contacting your project officer or your grants management specialist for guidance is always very, very helpful.

In today's Webinar we would like to be able to kind of address three things which I've kind of briefly mentioned in my opening remarks. One is to describe the submission and content that is required for your OH annual progress report and its federal financial report that goes along with it as well as summarizing the process for completing your three year progress report which is a combination of all three years of your funding.

And then finally we would like to be able to you a little bit about requesting a no cost extension for those of you who are inclined to do so. The three reports that I mentioned are due on November 30th, that is, the annual progress report, your three year close out report and the federal fiscal report. The exceptions will (fall in) and Roscoe Brunson from the Office of Grants management will talk a little bit more in depth about this piece.

But there is an exception in terms of your year three close out report. If in fact you submit and request for a no cost extension, and it is approved, then your year three close out report would be due at the end of that particular period.

I cannot give you a definite time frame on that because it all depends upon the length of time of the approved no cost extension. The annual progress report - excuse me, and the financial report are twelve month - well the program progress report is a culmination of the twelve previous months dating back from September 1 of 2012 to August 31st of 2013.

And I will be going a little bit more in depth about this in describing some of the essence of the report and what you want to be able to highlight although I do understand fully that the greater majority of you are very well versed in completing these annual reports.

And I also want to talk a little bit about the importance and the development of success stories and how important they are not only for our office but for you all as well. And then a little bit about federal financial report the FFR - the SF-425 but I will allow Roscoe to talk more in depth about that when he has - when he addresses you all.

Again the submission process - that the due date for all of the annual progress report is November 30th as well as for the annual progress report. And both of those as well as your financial - your FFR 425 need to be submitted electronically via Grant Solutions.

Please include in any submissions that you make your official grant number. Sometimes this information gets misplaced, and the only way that we have to make sure that it ends up in the appropriate file is for us to have that official grant number. And then Roscoe is going to again talk a little bit more in depth about submitting your reports electronically.

Again in terms of the submission process, the federal fiscal report is also due on November 30th. For those of you who will be receiving or who will apply for and receive approval on no cost extensions you will need to still must submit a financial status report at the end of this particular budget period.

Another financial status report, the final, will be due at the end of the no cost. Again it is important that you submit them electronically. There in the slides

here you'll note that there is some specific instructions that are located on this Website. And we suggest that you go into the Website if you have any particular questions and you might find your answers there.

So let's talk a little bit about the twelve month progress report which is your annual report which again covers the time frame of September 1, 2012 to August 31st of this year. This is an opportunity for you to be able to describe in depth your major accomplishment that has been completed over the past year.

In addition, it is desirable for you to be able to point out any of the challenges or barriers you encountered over the last twelve months but also how you addressed those. I think that that is a very critical component as we review your progress reports. And they - we often use the information that you provide to help us in providing some technical assistance and guidance not only to you all but to others as well.

In addition, it is important that you address each of your goals and your objectives and how the activities that you have incorporated into your programs help you reach - help you achieve those objectives and ultimately how they achieve - help you achieve your goals, and then finally any other significant project activities.

Oftentimes in the course of a year you may have a specific plan and activities that are outlined in your work plan and other initiatives or projects or opportunities and it important to kind of highlight those as well. Those are important parts of your program and we certainly want to hear about them.

In addition, things that you might look at in terms of your twelve month progress report is to certainly include sufficient detail where one who is maybe not necessarily as familiar with your project as somebody in the office.

For example your project officer oftentimes will share your reports with others, and so it is important to provide as much depth as you possibly can. You know, be sure to include challenges that you faced, brainstorming ideas that you overcame in terms of your efforts.

There is no specific length in terms of your report. We believe that it is much more important to provide a solid level of detail and depth. We have a recommended template that I'm going to bring up on a slide but it is not necessarily a requirement for you to use that. However, it certainly can give you some suggestions on how you might want to proceed. There is the example of the template that we provide for you.

And it offers an opportunity for you to enter your objective that you've identified in your year three work plan and whether that objective has been met as well as all the activities that are associated with that particular objective and whether those have been met or potentially if they are still in progress or whether they were unmet.

One of the questions I often get is, you know, does it look bad if we put that we did not meet or that that objective was not met. And no that is the reality of programs. Oftentimes you may have situations out of your control that caused you to - caused that activity to not to be implemented for whatever particular reason.

And so please note it that way and then provide some detail in terms of what were the challenges that you faced and why the activity was not met. Next I'd like to talk a little bit about your three year close out progress report.

This is an addition to your year three annual progress report. Now keep in mind that that three year - the year three annual progress report is detailing the last budget period whereas the three year close out progress report is a culmination of the three years of funding that you've received from the Office of Adolescence Health.

Again your report should cover the periods of September 1st of 2010 to August 31st of 2013. This is an opportunity to highlight the accomplishments and activities that have happened over the last three years.

And the only difference here in terms of this as I'd mentioned previously is that if you request a no cost extension and the no cost extension is granted, then your three year final close out report would not be due until 90 days after the close of that no cost extension.

Some key points in this final close out report is it's a little bit different than the template that I provided for you or that I gave you the example of for the annual progress report. Your close out report - your three year close out report will - should be a detailed narrative. And I've listed here several of the things that you should consider in providing in this narrative report.

One is to certainly to talk about the number of participants that you have served, the number of key partners that you have engaged over the last three years and certainly the number of program sites where your program was being implemented and anything else that you can think of along those lines that would fall in the category of those three areas that I just mentioned.

But also it's important for us to hear from you about some of the challenges that you've encountered. You know, all project encounter challenges from time to time.

And it is wonderful to hear from you about those in terms of the fact that it offers us the opportunity to understand some of the challenges that you faced and to be able to offer some more beneficial technical assistance not only to you but also to those who will follow in your footsteps in the next round of funding.

Again, too, it's extremely valuable to us and to you as well to point out some of the significant projects, accomplishments and oftentimes during the course especially over the three year period of time often modifications, or changes in your program, design and implementation change and we certainly want to hear about those as well.

Oftentimes the course change based upon continuous quality improvement and assessing your program on a yearly basis or even on a more regular basis, modifications change and certainly we want to hear about those that have happened over the last three years.

I also wanted to mention a little bit about writing a success story. I can't stress how important these success stories are not only from our perspective here in the Office of Adolescent Health.

But we hope that by developing strong success stories out in the field that you are able to use these success stories to highlight your project efforts with key leaders in the community or in the state with partners and with other community leaders. It is a way to share things that you have done.

So I would highly encourage you to provide us at least one success story but my hope is that based upon a three year timeframe that you would have more success stories to share.

On our end, we find it extremely valuable not only to report to Congress and those that provide us the funding that we provide you but also our Director Abram Kaplan and others who go out to make presentations from time to time certainly love to highlight your efforts when we have any opportunities to do so.

I know that on many Webinars that we participate nowadays we have an opportunity to talk not only about the Office of Adolescent Health and the Pregnancy Assistance Fund, but we also like to be able to highlight in different segments your efforts and bring to light the things that you are doing.

And so I've probably already talked about many of these particular points that I have on this slide about the importance of success stories, so I won't delve into those any further. But I certainly ask that you look at some of these as you begin to develop your success stories because it may generate some additional ideas for you.

And then also always looking for ways in which you can share your success stories. We certainly try to do that here as well as I mentioned earlier. And my hope and our hope here in the office is that you will find opportunities to be able to share your success stories and your accomplishments that you have done over the past three years.

Here are a few general suggestions when it comes to developing a success story. My hope again to by providing information is to simply generate some

additional ideas on how you can develop a more successful and enriched success story as you move forward.

I'd like to close my part of the presentation and turn it over now to Roscoe Brunson, Senior Branch Management Specialist in the Office of Branch Management, who will give you his taking points in regards to some of the things regarding the federal fiscal reporting as well as no cost extension.  
Roscoe?

Roscoe Brunson: Thank you Victor. Good afternoon everyone. I just want to say thanks for allowing me speak to you today and discuss the Office of Grants Management close out and no cost extension requirements.

Congratulations on your success so far. I'd like to begin with discussing what a close out is. As shown here it basically refers to the end of the awards project budget period, the DHHS' policy to ensure the government's interests are protected and the grants and program officers are responsible for proper oversight of the close out process.

Our office must ensure all close out actions have been received and properly documented as required so to briefly explain right here on the slide - again just some additional information. Final close out of a grant does not automatically cancel any requirements of property accountability.

If equipment has been purchased for approval, record retention or financial accountability, it is subject to annual federal auditing requirements, which most of you are. The federal government may recover any funds owed based on the results of any audit covering any part of the period of grant support. Also following close out your organization remains obligated to return all

funds due as a result of later refunds, corrections or other transactions as needed.

Our grants office and program office - we will work together as a team to assist with close out as needed. The Office of Grants Management, our office, will work with you to ensure we provide guidance on all close out requirements.

We will ensure we - that we ensure compliance of all terms and requirements are met in the close out. We will ensure all final documents are submitted timely based on the due dates and ensure the grant is completely closed once all requirements have been met.

Program office responsibilities, and Victor has already briefly covered most of this, but the program office will work with you and the Office of Grants Management will provide programmatic guidance on all close out requirements which you've been provided. We will be responsible for reviewing and providing your final progress and programmatic reporting requirements, and if acceptable, they will concur to programmatic close out of your grant award.

Now notification, please ensure you reference your year three - those awards which were issued through last year. Notification of close out is listed as a condition of your award under the special terms and requirements as well as your reporting requirements.

I'll briefly cover those again but the - that initial notification went out when the year three award was issued to your organization. Close out Notice of Award, final financial and property reports. The organization is required to

submit an SF-425 Federal Financial Report and SF-428, which is considered a tangible personal property report and/or a disposition report, if it's applicable.

If you purchased equipment items that have a market value of \$5,000 or more per item of each individual item, then you'll need to complete this reporting requirement and submit, and I'll discuss submission requirements shortly.

These documents are due within 90 days after the expiration of the project and budget period end date and due by - actually it's November 30, 2013. I have mistakenly placed November 29th but it is due by November 30, 2013, of this year.

Both the SF-425 and 428 with instructions for completing the forms can be found the Website as provided. This Website also was emailed out previously to your organizations if you - are we going to provide it a copy of these slides?

Victor Medrano: (Yes, we will).

Roscoe Brunson: Okay, the slides will be available and you can download it from the link as needed. Okay, so how to submit through Grant Solutions. We're asking that the reports are submitted and uploaded through Grant Solutions. So the SF-425, this is your final federal financial report. It must be submitted using the existing Grants Solutions FFR reporting module.

The individual submitting must have an account to access their FFR reporting module, and that would be your last FFR that'll be available and visible to you when you're in Grant Solutions.

The SF-428, if it's applicable, along with all financial final programmatic progress reporting requirements we'd ask that you upload those documents in Grants Solutions under grants notes section of the award.

I just want to mention delinquent reports. We hope that you would submit all reporting requirements in a timely manner. As we approach that due date, there is a need for additional time for submission, I'd ask that you reach out to myself and Victor or any other assigned OAH project officers that's assigned to your grant and request an extension if needed.

Just letting you know that 90 days following the expiration of the actual grant award a reminder message will be sent out. The Program Director and Executive Director or authorizing business official just bring it back to your attention that the reports are past due.

One hundred and twenty days, again as of the project period ending date, we will come back and send a separate reminder. And then 150 days just please realize that if all required documents have not received, sanctions may be imposed in accordance with HHS grants policy.

Just going to transition over to the request for a no cost extension. Those of you who have interest, no cost extensions are provided on a one-time basis. It's an extension beyond the end date of the final project period without additional funding, again, without additional funding.

You may request up to twelve additional months when submitting your request for an extension. Expiration of the grant is not itself sufficient justification for an extension. Having unspent funds are not a justification for an extension.

The primary purpose for submitting and requesting a no cost extension is to allow for additional time needed beyond the expiration date to ensure adequate completion of the originally approved project. An extension is necessary to commit an orderly phase out of a project that will not receive continued support.

Only under those conditions is when we would be considering on a case by case basis your no cost extension requests. We will not honor a request that is submitted by an organization just to request an additional time or to extend unobligated funds.

But we will be looking for when you submit that no cost extension we'd ask that you provide a detailed explanation or proposal indicating why the no cost extension is needed. We need the length of time indicated, anywhere from 30 days through a twelve month period.

No action can take place until approval is granted. Please do not assume approval is granted until a revised Notice of Award is issued to your organization. You need to identify what will be accomplished during this no cost extension period.

If the proposal requires usage of unobligated funds, requests must include a budget narrative justification and we ask that you submit an interim FFR. You may use your June 30, 2013's FFR or you can download an SF-425 and as of that particular date provide the total extended amount and identify the unobligated balance that you're requesting to extend in addition to - during that additional no cost extension period.

We would ask that you submit the no cost extension as an amendment within Grant Solutions similar to your carry request. You follow the same general

process or procedure for review and consideration. It should be submitted within 30 days of the end of the current project period.

The current project period ends August 31, 2013. We ask that you submit that request by August 1st. Victor, earlier he mentioned what would be considered in terms of an additional reporting requirements as we move forth and you move into, once approved, a no cost extension period.

Please be advised that all existing terms and conditions and requirements associated with the current award will be applicable during that no cost extension period, that is, your quarterly FFR reporting requirements. Those would continue.

At the end of the annual budget period you would not submit a final, but you would submit an annual report to the program office and to the grants office. We would be seeking an annual FFR not a final FFR.

Just briefly again how to submit in Grant Solutions, you would basically go to Grants in the My Grants list page. You would click on the Management link. Click the New button at the bottom of the Manage Amendment page. Select the amendment type, which would be extension with or without funds, and click the Create Amendment button.

Input data or upload all the required supported documentation into the enclosure that provided within the application checklist. When finished, select Verify Submission to complete. Select finalize and then your no cost extension would be submitted and received on our end for review and consideration. That's all I have at this time. I'm going to pass it over to Victor.

Victor Medrano: Thank you Roscoe. Again we realize that in Webinars we cannot necessarily provide you all the information, but we certainly love the opportunity to share with you a little bit about some of the reporting.

But certainly there is much more information available to you in the guidance that went out a while back. But again project officers are available as well as grant management specialists who can answer your questions or individual questions, but we'd like to open up the lines now.

So (Ashley), would you please open the lines for questions and answers? And if you could let us know when you ask your question as to whether it is for myself or for Roscoe or for program or for the Grants Management Office either way just so we know who you would like to respond.

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

To withdraw your request, press star 2. One moment please for the first question. The first question comes from (Jan Craig). Your line is open.

(Jan Craig): Hey. I'm from Washington State, and I have one question for Roscoe and one question for Victor. Roscoe, there was a statement in one slide about unobligated funds and I just want to clarify. If the funds are out in contract, is that considered obligated?

Roscoe Brunson: When we talk about obligated funds - unobligated funds you're talking about - I'm assuming that you are referring to unobligated funds that you are considering to request extend during a no cost extension period.

(Jan Craig): Yes.

Roscoe Brunson: Funds that based on your projected expenditures as of August 31, 2013 those dollars, despite who they're out supporting, that would be available to extend during this no cost extension period.

(Jan Craig): Okay.

Roscoe Brunson: You have to pretty much look at what you projected to have expended as of August 31 and then those dollars you're giving me an estimate.

(Jan Craig): Yes.

Roscoe Brunson: We'll consider that along with the budget narrative justification in which you're requesting to spend those funds on.

(Jan Craig): Thank you. And then my question for Victor is about the success stories. So we had a little difficulty in the last time because the guidance talked about APA style. And when we looked up APA style it was a little confusing because the way we interpreted it when we looked it up was different than the sample that was given in the guidance. So are we to follow the sample in the guidance or are we to follow what (unintelligible) APA style?

Victor Medrano: Well I mean that's an excellent question. I think that the answer there is not necessarily that the use of one or the other is required.

(Jan Craig): Okay.

Victor Medrano: What we try to provide is an example and a recommendation that you might consider.

(Jan Craig): Okay.

Victor Medrano: Certainly kind of the format in which it is developed we kind of prefer so that there is consistency across the board between your project and all the others. However, we do understand that there are different writing styles and different emphasis in which you want to place and so we kind of look at those as well. But please consider it in terms of just a suggestion or a recommendation.

(Jan Craig): Okay, thank you very much. That's helpful.

Coordinator: As a reminder if you'd like to ask a question, please press star 1 and record your name clearly when prompted. One moment please for the next question. And I am showing no further questions at this time.

Victor Medrano: Okay. Thank you very much (Ashley). I want to thank everyone who participated today. Again, if you have any further questions and something comes to you over the next couple of days, the next few weeks, feel free. We are here to help you and guide you in this process and we are certainly more than willing to do so. Again thank you. Have a wonderful afternoon and a wonderful weekend.

Coordinator: Thank you for participating in today's conference call. You may disconnect at this time.

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