

NWX-OS-OGC-RKVL

**Moderator: Marilyn Keefe
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10:17 am CT**

Coordinator: At this time all participants are in a listen only mode. During the question and answer session today you may press star 1 to ask a question. Today's conference is being recorded. And (now I'm going to turn the call) over to Marilyn Keefe. You may begin.

Marilyn Keefe: Hi everyone. This is Marilyn Keefe, the deputy secretary for population affairs. We're so glad you could be on the call today which will focus on two different topics. The first is a brief reminder about compliance with grant reporting requirements including applicable state reporting logs.

The remainder of the call today will be devoted to a discussion of what grantees need to know about federal financial forms. For that we're going to be joined by Karen Campbell, the director of the office of grants management within the office of the assistant secretary for health, and Eric West, the deputy director from the same office.

I know many of you are aware that there have been recent press reports related to efforts by the anti-choice group live action to target Planned Parenthood centers. I know many of you are familiar with the situation but just to recap a

few of the details, earlier this year a man posing as a pimp went to a number of planned parenthood clinics, sometimes alone and sometimes with another female and asked questions about the availability of confidential family planning, STI and abortion services to young teens including young women in this country illegally working as prostitutes.

Undercover videos of some of these conversations and in some cases transcripts of them posted on the live action Web site. Some may be doctored and complete or taken out of context.

Planned Parenthood has been cleared and in almost instances the conversations reflected appropriate policies and procedures and were in compliance with relevant state and federal laws. In the cast of one New Jersey clinic, the conversation was clearly inappropriate and the counselor was immediately fired.

This clinic with these Title 10 funds. There were other videos taken of Title 10 agencies including one in DC and one in the Bronx. There were other encounters at Planned Parenthood clinics that received Title 10 funds that have not been posted.

The sting operation takes place and is not necessarily unrelated to the heated political environment we're currently in and which a state of bills and provisions named a Title 10 women's health and reproductive choice have been introduced at both the federal and state levels.

Also I'm sure many of you know, the house passed its version of the continuing resolution for FY11 the week before last. That version of the bill is seeking not only to defund Title 10 and prohibit all types of federal funding to

Planned Parenthood clinics but would also cut programs like WIC, the MCH block grant and funds to implement health care reform.

The President has issued a veto to it and negotiations are still ongoing as to what this measure will look like when it emerges from the house senate negotiations presumably later in March.

The bottom line though is that we remain very optimistic. So with this as a backdrop, though I wanted to take a moment to remind everyone of the policies and procedures in Title 10 and urge you to make sure that there's a (free flog) for information between clinics, grantees, regional staff and the Office of Population Affairs.

Issues related to confidential access to services are inherently sensitive and we want all parties to be reminded of the existing policies as well as to be reminded that there's a zero tolerance for violations.

Although the Title 10 program has for more than ten years had appropriations language added that made it clear the Title 10 grantees are required to be in compliance with state laws regarding notification of the reporting of child abuse, child molestation, sexual abuse, rape or incest, we want to take further affirmative actions to ensure that Title 10 grantees and sub recipients are aware of their specific obligations in these areas and take appropriate and immediate action that complies with their specific state laws.

In addition, we at OPA need to be informed of any incident that occurs involving grantees or sub recipients along with any actions that have been taken. At OPA we plan to issue a program instruction that's currently under review by the Office of General Council.

I think we'll probably be able to issue that later this week and we'll be sending it to regional health staff as well as directly to Title 10 grantees. The program instruction will be a reminder to all Title 10 grantees that as a condition of accepting Title grant funds you're required to comply with all assurances that were signed as part of the application for federal funds, all grant conditions, all federal laws.

Title 10 requirements have stipulated in statute regulations, guidelines and program instructions on specific state laws. Grantees will also be reminded in the program instruction about continuing responsibility for ensuring compliance as well as the compliance of all sub recipient agencies with the following Title 10 statutory requirements regarding Section 1008 which says that none of the funds appropriated under this title shall be used in programs where abortion is a method of family planning.

The regulation related to that law was published on July 3, 2000 in the Federal Register and the title of that is, "Standards for compliance for abortion related services in family planning services projects." And that regulation is also posted on OPA's Web site.

In addition, this new program instruction will remind grantees of the longstanding provision governing responsibilities of Title 10 grantees for complying with the specific state laws regarding notification of the reporting of child abuse, child molestation, sexual abuse, rape or incest.

It will also make clear that the (unintelligible) of a Title 10 grantee or any sub recipient agency under the grantee to comply with all applicable state laws can result in the termination or disallowance of Title 10 funds.

As a reminder, as part of the MOU with regional health administrators, OPA is long required that regional offices conduct periodic reviews of Title 10 grantees to a comprehensive program reviews and annual site visits to ensure compliance with these provisions as they relate to applicable state laws.

We're also requesting that each regional office take immediate steps to address any issues related to adherence to establish policies and procedures including, but not limited, to notification of our office.

In light of the recent occurrences and ongoing requirements, sex trafficking will also be mentioned in the new guidance. Grantees will be reminded that they, as well as sub recipients, must comply with federal laws on trafficking.

This language has been on the OPA Web site for quite a while but I - we'll be adding some specific language as the term and conditions to grant awards. We also believe that we need to assure - ensure that all grantees, sub recipients and project staff receive training regarding all these issues within the next few months and will be working with all of you and the Title 10 training grantees to make sure that this happens as quickly as possible.

If there are any questions we can go to those now. And if not, I'll turn this over to Karen and Eric who will talk about what grantees need to know about federal financial forms.

Coordinator: Thank you. We will now begin the question and answer session. If you would like to ask a question, please press star 1. You will be prompted to record your name. Again, press star 1 to ask a question. And one moment for our first question. At this time I'm showing no questions.

Marilyn Keefe: Okay, well then I think it's time for Karen and Eric to take it away. Eric, are you on tap first.

Eric West: I think so. Good afternoon. This is Eric West, the deputy director of the office of grants management. Today we'll be talking about the Office of Grants Management.

Our role basically is to manage all financial business functions throughout the lifecycle of the grants from the announcement and development to grant closeouts which involves returning the funds - the unused funds - to the Treasury Department.

We provide technical assistance. We provide post-award authorization in the form of approval of key personnel changes, approval of carryover budgets and revisions, approval of financial status reports, assisting their audit resolutions and much more.

Today we're going to focus on the SF424 application form, 424A budget information form, the 259 financial status report and the new 425 federal financial report.

New information for you on the 424 - the previous OPHS1 is now referred to as the application kit. It contains the requisite application forms such as your federal domestic assistance form, SF424, the budget information form for non-destruction programs, SF424A, and the other required assurances and certifications that you will comply as a grantee.

Instructions for completing each of these forms are always included on the backside of the form in the paper format. The electronic versions, they're always at (unintelligible).

The application form, SF424, basically entering your legal name, your organization, your identifying information such as your EIN, your DUNS number. Those are going on the top part of the screen. A little further down we get to estimated funding and on estimated funding we're putting in your amount that you're going to receive from the federal government, other sources that you're going to receive funds from, whether it's as yourself as (in kind), state, local or other.

And if you're going to add program income, also include that and total that amount. This form needs to be signed by an official authorized person to commit your funds and to commit your organization to handle these funds.

The next two slides are basically the instructions for each of those boxes on that screen. The next important document is the SF424A. It is the budget information form for non-construction programs. Section A, Line 1, you put in the Office of Family Planning.

Next you will put in your catalog or domestic assistance number. That number should be anywhere from 93217, 93260, 93974 and basically your entry in what type of program you have and indicating that (up front).

Coordinator: Parties please stand by. Again, please stand by. Parties please stand by. The conference will resume momentarily. Again, please stand by. Thank you. Parties please stand by. The call will resume momentarily. Again, please stand by. Thank you. Parties please continue to stand by. The call will resume momentarily. Again, please stand by. Thank you. Parties please continue to stand by. The call will resume momentarily. Again, please stand by. Thank you.

Please stand by. The leader's line has disconnected. Again, please stand by.
The call will resume momentarily. Thank you. One moment please.

Man: (Unintelligible).

Woman: Hello.

Coordinator: Parties please stand by. The call will resume momentarily. Again, please stand by. Thank you.

Eric West: Sorry about that. We had a power outage here and we lost everything. So we're going to continue. And basically we were on the slide with the SF424A. I'm not sure if you still have Power Point which you may not. Basically we're talking about the budget form. And on the budget form, many of you've already done this before, it's basically indicating how you would like to spend your funds that you're receiving for this award period.

So you will indicate your personnel, your fringe benefits, your travel, equipment, supplies, contractual construction which there should be none, other, total direct charges, indirect charges.

If you're doing a revised budget, please include all of those funds together and ensure that they are all reported on this form. The backside of that form - it's a two-page form for the budget worksheet. You have the grant program name. So this is where you're going to indicate if you have non-federal resources.

So funds that are coming from yourself as an applicant, so you may have in-kind funds, funds from the state and other sources. You will total those amounts and indicate that in that section. Section B is called forecast and cash

fees, basically how you will spend your funds over the next four quarters of the year.

Indicate that in those boxes. Section E is more of an optional area. It's good for - it's a good tool for funds planning basically of how you're going to receive funds for the next year or subsequent years and indicating those amounts.

The next slides after that include instructions on that SF424A and that will help you through that. If you do have questions, please feel free to give us a call. Contact your grants management specialist as well as anyone in the office and we will be glad to help you.

(Total) budget (tips) - fiduciary budgeting is paramount in this economy. Please be sure your budget is commensurate with all project (totals) and activities. For questions, use the correct OMB cost (passable) for your type of organization in determining allowable costs.

(Case) information can be found at whitehouse.gov in the OMB circular section. It looks like we may be switching to another phone in a few minutes as well as the Power Point coming back. But it sounds like we may - we shall resume in about five minutes if you can hold on for one second.

Coordinator: Parties please stand by. Again, please stand by. The call will resume momentarily. Thank you. Parties, please stand by. The call will resume momentarily. Again, please stand by. Thank you.

Eric West: Welcome back. We are getting back to normal again. We had left off on Slide 12 - budget tips - and we talked about your OMB cost principles being available on whitehouse.gov. And basically follow that for what kind of

organization you are, whether you're non-profit, state organization and abide by those funding principles.

If you generate revenue in the process of carrying out your activities, it must be utilized in the grand expenditures prior to any other funds. So that's if you generate program income. Hopefully you don't generate program income, but if you do - understood. I was told that you do. Please use those funds prior to any other grant funds.

So funder restrictions - these are some - okay, the Office of Family Planning cannot use funds for lobbying, building alterations or renovations, construction, fundraising activities, and please comply with all the regulations under Title 10 for what you can and cannot spend funds on.

If you have questions or in doubt, please check with the appropriate cost circular and contact your grants management specialist. If you are unable to get assistance that way, at least contact your Division of Payment Management specialist and see if they can help you.

Moving on to the budget narrative and budget justification. The budget justification is to compliment the budget form SF424A. This form is to provide greater detail on each of the line items. A complete budget shall include all federal, non-federal, private and matching funds.

A budget justification should break out each line item of the SF424A and provide an explanation of the cost involved. For example, the line item personnel should include salary per person and percentage of time and salary of each person charged to the grant.

Fringe benefits should include overall percentage rate as well as what is included in this cost. We need to talk about some items that are expensive - things that are like \$5000 or more. They may be deemed as equipment and may have to be treated as equipment upon grant closeout. This means that if the value is in excess of \$5000 upon closeout, a justification for retaining or disposing of the equipment may be required.

We're now on Slide 16, the financial status report form. The FSR is an annual report that is due within 90 days of the budget period. The Office of Grants Management is the official receipt point. It can be submitted via grant solutions or in (pay format). The FSR is becoming obsolete after this fiscal year and will be replaced by the new FFR SF425, the federal financial report.

Slide 17 is a copy of the financial status report. At the top you'll indicate your identifying information, who you are, what period we're in at this point of your grant as well as if this is the last report or just one of the reports required annually.

You'll also indicate what funds have been previously reported in Column 1 and Column 2. You'll be reporting what happens this period. And Column 3 is for your accumulative totals.

Down in Section N, O and P - N, you're going to indicate the amount of funds that were totally expended this past period as well as the funds that were awarded for the year and your balance. The balance is also - can be known as where you're going to indicate if you have unobligated funds (full year), (meaning) that you may want to carry those forward as well as if there's a zero balance indicating that you have expended all the funds for this year.

In this climate you really need to make sure that you're spending all your funds in adva- not really in advance but in accordance with your schedule as carryovers will become scarce in the near future.

On the financial status report form we will also need to have a signature of your business official stating that this form is ready for submission. The next two slides are instructions on completing that financial status report form.

So we'll move to Slide 19. This is the federal financial report form. The federal financial report form will combine the old (PSE) 272 federal cash transaction report and the financial status report form into one report.

We are currently in a transition period where we're moving from the SF269 financial status report over to the new 425. The 425 is a quarterly report. These calendars quarter are January 1 through March 31st, April 1 through June 30th, July 1 through September 30th and October 1 through 12/31.

These reports are due 30 days after the quarter. We can have a due date of 4/30, 7/31, 10/31 and 1/31. Again, we are in a transition period. But we would like to start transitioning to that form. Some of you may be required to submit the F425 in lieu of your 252 with the Division of Payment Management.

If you've been doing so, we would like for you to start also sending us a copy possibly for the July 31st due date so that we can start on our end having the same records that you're sharing with the Division of Payment Management.

The FFR form - next slide please. Looks like we're back in synch with the program. The FF4- the FFR425, basically it's the same kind of form that you were filling out before as far as the financial status report form.

Again, you're identifying who your organization is in the first few boxes as well as indicating if the report is quarterly, annual or final and basically you're dates that you're reporting on.

You'll need to indicate the amount being spent, the amount that was awarded and your current balance. Again, your business official will sign as the authorizing person for this document.

The next few slides are copies of the instructions for each box on the financial status - on the federal financial form. We will entertain questions at the end to answer any questions that you may have on this.

Submission of the FFR will need to be in paper format starting with the report, as we said before, on July 31, 2011. (Branch) solutions is being tooled to electronically receive or record the FFR prior to fiscal year '12. Notification of when this is operational will be sent out to you.

To ensure compliance, speak with your PMS account representative as they are currently the official receipt point for this SF425 and may have been doing so already. So you want to make sure that you're still in compliance with what they need.

In summary, the OPHS1, now the application kit, we're no longer calling it the OPHS1 so you're - all your forms will be referred to the application kit and you will see it referred to that way in announcements that are coming out in the future.

There are no changes to the SF424 or the SF424A. Federal cash transaction report 272 and the financial status report 269 are being replaced by this new federal financial report which is due quarterly.

I know there will be a lot of difficulty in starting this new reporting format, so basically we are here to help you. If you have questions, please feel free to do so. And submit that paper format to us beginning July 31, 2011. The electronic submissions will be phased by roughly - at fiscal year 2012.

This will conclude the presentation on federal financial forms. If you have any questions we're going to open it for questions.

Coordinator: Thank you. Again, we'll begin the question and answer session. If you would like to ask a question, please press star 1 and record your name clearly. Again, press star 1 to ask a question. And one moment for our first question. One moment please.

We do have a question (come in) that's (Clover Simon). You may ask your question.

(Clover Simon): Hi, this is (Clover Simon) from Planned Parenthood, the great Northwest. And I just want to be clear. We've already been doing the FFR through the Division of Payment Management. And so you're saying that we now also need to send you a hard copy of that report?

Eric West: A hard copy would be greatly appreciated because we need to set up our system to make sure that we're tracking right along with payment management. So yes, if you could send us a copy of that starting with the July 31st, that would be great.

(Clover Simon): And is there a way through grant solutions to send this electronically if we scan it in or is this something we need to be faxing to someone? And who would that person be?

Eric West: Faxing or mailing it will be appropriate. You will just send it to your current grants management specialist. But there isn't available electronically yet. That isn't yet for the - oh, or you could email it. You can attach it to an email. That would be great too.

(Clover Simon): Thank you.

Eric West: Yes.

Coordinator: Thank you. Our next question comes from (Susan Lane). You may ask your question.

(Susan Lane): Hi. This is (Susan Lane) in Connecticut. I'm asking a question on the 424A, the budget summary. And under the non-federal, so we put in all our non-federal, and at the bottom here we have program income. Now is the program income included in the non-federal or is that in addition?

Eric West: It's in addition. It has its own separate category at the bottom.

(Susan Lane): Okay, so it should not be included in that non-federal part.

Eric West: Right.

(Susan Lane): Okay thank you.

Coordinator: Thank you. Again, if you have a question, press star 1. Our next question comes from (Joe Allafonte). You may ask your question.

(Joe Allafonte): Hi, this is (Joe Allafonte), New Jersey Family Planning League. Eric, you said that we're going to be phased into utilize the financial status report, the SF269 into the financial federal reporting form, the FFR. We do our quarterly FFRs right now. But we only submit the FSR on an annual basis using the old format.

Eric West: That is correct.

(Joe Allafonte): Okay.

Eric West: Yes.

(Joe Allafonte): We're going to be informed when we have to convert the FSR to utilize the federal financial report form.

Eric West: Yes, you will be notified when you no longer have to indicate it - you - I'm sorry. You will be notified when you no longer have to submit the FSR.

(Joe Allafonte): Okay.

Eric West: The FFR's taking over but we're in the transition phase at the moment.

(Joe Allafonte): Okay so for those of us who have, like, a calendar year end, we're going to follow- filing the FSR in the next two, three weeks, we're probably be using the old format?

Eric West: Correct.

(Joe Allafonte): Okay. And just a follow up on the program income. You said program income is not part of non-federal. It is in total because when we go to the next section

with showing non-federal and all our grant awards include our program income on the non-federal law- total.

Eric West: Okay, so you're indicating it on your budget form in the Section B section where you're indicating your personnel, your (friends), your travel, things like that. You're integrating it all together?

(Joe Allafonte): Well we do it separate. We make that a separate column and then it comes down lower on that form as the program income amount. But program income has always been part of non-federal.

Eric West: I'm in agreement with you. But...

(Joe Allafonte): Okay. So I just want to clarify that.

Eric West: (I spoke) in error when I said it that way. But that's basically what I'm indicating. But yes, you will indicate your full amount on Section B and then at the bottom where it says program income, you can indicate it down there as well. And if you want to use a second column that includes both, that's fine.

(Joe Allafonte): Okay. Thank you.

Eric West: You're welcome.

Coordinator: Thank you. Again, if you have a question, press star 1. Our next question comes from (Beverly Dussel). You may ask your question.

(Beverly Dussel): Yes. I have a question on submitting the hard copy of the 425. Family Planning isn't the only grant on there. We have a combined general letter of

credit and all of our grants are dumped onto on 425. So do you want us to send all 50?

Eric West: No, we don't need all 50. All we need are just the ones for our program.

(Beverly Dussel): So you just want your information.

Eric West: Yes please.

(Beverly Dussel): Okay.

Coordinator: And one moment please for our next question. Our next question comes from (Shaunda Williams). You may ask your question.

(Shaunda Williams): Hi Eric. Can you hear me?

Eric West: I can.

(Shaunda Williams): Okay. I didn't know if I was on mute or not. I am a new project director for Louisiana Department of Health and Hospital Family Planning Program. And what I want to know is we are looking to submit our federal application, our grant application on 3/31. What would be the required forms in which should be completed and submitted at that time?

Eric West: (You're) submitting your application - basically the application kit, so all the forms that are included in that, it'll be on the Web site under grants solutions.

(Shaunda Williams): Thank you.

Eric West: Basically it's your SF424, your SF424A, all your certifications and (assurances) and basically that's what'll be required for that. The...

(Shaunda Williams): Okay, so the new form that you're referring to will not be required at that time.

Eric West: Correct. It's not - that's for recording the funds that you would've received and had expended. Since you're just applying, those two won't apply to you.

(Shaunda Williams): Okay thanks.

Coordinator: Thank you. We do have a question from someone who queued up and did not record their name. If you pressed star 1, go ahead and ask your question at this time. Go ahead with your question. Your line is open.

(Pat Blackburn): This is (Pat Blackburn). My question was, we're having some issues with payment systems. We're using the new form and the issues we're having are around our balance to date. And wondering how, if at all, grants management can assist us in relating to payment systems and resolving this problem.

Eric West: Please feel free to give me a call. My number is 240-453-8449. And I will do what I can to assist you.

(Pat Blackburn): Thank you.

Eric West: You're welcome.

Coordinator: Thank you. And at this time I'm showing no further questions. Again, if you have a question, just press star 1. And one moment for our next question.

Eric West: We also have a question that was written in to us. Can I go ahead with that question?

Coordinator: Sure go ahead.

Eric West: Okay. The question is revenue must be spent before other grant funds. Does this include Medicaid? And the answer to that question is no.

Coordinator: One moment please.

Eric West: Okay.

Coordinator: We do have a question. I believe it's from Ms. (Dunaway). You may ask your question.

(Dunaway): Yes, I was just wondering if with the FSR we had fi- 90 days to close out the grant. But with this new quarterly system we're only going to have 30 days. Is that correct?

Eric West: That's correct. It's a 30 day turnaround because they're only due every quarter, so that you're not entering into the next quarter before you have to report.

(Dunaway): Okay thank you.

Coordinator: Thank you. Our next question comes from (Erin Hardman). You may ask your question.

(Erin Hardman): Yes hi. (Erin Hardman), (Sayville), Oregon. I have a similar question on these quarterly reports. Typically we have 90 days to report the FSR at the end of

the grant period. Does this mean that we are - that time is being reduced to 30 days at the end of the grant year?

Eric West: That is true. Basically like I was saying before, that if we wait 90 days, the next quarter will have already started and you'll wind up with conflicting data. So therefore we're - they're being mandated to be done every - within 30 days of the end of that budget period.

(Erin Hardman): So in the case of - 30 days of course is not much time in which to close out a grant year. Would there be the option of reporting a revised or would it have to be a carry forward?

Eric West: Basically you're just reporting on the amount of funds that you've expended for during that - those three months. It's not really a carry forward because you're - it's just reporting basically.

(Erin Hardman): Okay. Thank you.

Eric West: You're welcome.

Coordinator: Thank you. And we do have a question from (Joe Allafonte). You may ask your question.

(Joe Allafonte): Hi. Just wanted to follow up about program income. You indicated that program income has to be used before we use our Title 10 federal funds. But then you said that Medicaid does not. But in our definition of program income, that was always patient fees and Medicaid.

Eric West: That's fine if that's your policy.

(Joe Allafonte): Well, I would like to know what grant solu- management's policy is.

Eric West: Basically we allow your organization to follow the rules that you've already set basically, as long as those are in compliance as far as A133 is concerned, we don't really get into it.

(Joe Allafonte): Okay, because I just thought the definition of program income in our cost principles and administrative regulations defines it as patient fees, Medicaid and all other fees that are generated within the Title 10 project. But you're saying if we develop a policy that Medicaid's not part of that and we don't reflect Medicaid as program income, then we don't have to spend Medicaid before our Title 10 funds?

Eric West: Basically the funds have to be used for the intent of furthering the program.

(Joe Allafonte): Yes, and that's consistent with all our funds. But there is specific reference that you have to spend your - what you said, program income before you utilize Title 10 funds.

Eric West: It's basically to use those program income funds so that you're not trying to carry those over or having to manage them later. It's also to help with - just basically with your reporting so that you're not out of compliance as far as having program income that may turn in to other income because you might be (able) to earn interest on it.

It's just best to go ahead and use those funds so that they're taken care of, they're out of the equation, and move on with your federal funding.

(Joe Allafonte): Okay thank you.

Eric West: You're welcome.

Coordinator: Thank you. Our next question comes from (Judy Crotzer). You may ask your question.

(Judy Crotzer): Hello, this is (Judy Crotzer) from Colorado. And my question is regarding the new quarterly FR425 - 425 form. Currently our local delegates don't have to submit their invoices for their expenses regarding Title 10 funds until 60 days after the time period in which they utilized them. So I'm not quite sure how we're going to be able to comply with 30 days in reporting what's been utilized.

Eric West: Okay. You can only report on what you know. So it depends on if you're doing accrual or cash accounting basis. It also depends on whether or not - if you don't have that bill you can't report on it at the time. So stay in compliance and just report on the information that you have.

(Judy Crotzer): Okay. Thank you.

Coordinator: Thank you. Our next question comes from (Wendy Cooper). You may ask your question.

(Wendy Cooper): Hi. I'm calling from the Virginia Department of Health. And I just want some clarification please regarding the 425. Currently we are following the 425 on a quarterly basis to meet the expectation that reports on cash management which was formerly the 272, so we are doing that on a quarterly basis for all of our grants.

What I heard you say is that we will be required to do a financial status report regarding program income, expenditures and match all of that quarterly as opposed to what the NGA says which is annually.

Eric West: Okay. Basically the financial status report is due annually. The quarterly reports are the cash transactions - not cash transactions. I'm sorry - spending form, the federal financial report form. That's due quarterly. The financial status report is annual and you're looking at maybe doing that this year and after this year you probably won't be doing it any more.

(Wendy Cooper): Okay. I guess the confusion that I'm getting kind of a mixed message from you is the financial sta- the financial - the federal financial report, the 425, the cash portion that we do quarterly and the annual report are one in the same form?

Eric West: It's all on that form. There's a box here that you check whether you're doing quarterly, annual or final.

(Wendy Cooper): That's - that is correct. And I just wanted to make sure that there was no confusion on our part about what we're supposed to be doing. And what I'm hearing you say is that as we go forward, we will continue to do the quarterly cash portion as we do through pay management. (And we) disseminate it to all of our grantors.

And on an annual basis, based on what's in the notice of grant awards, we will compile the annual report based on the budget period.

Eric West: Until the FFR becomes the one and only form, that is correct.

(Wendy Cooper): Okay. Thank you.

Eric West: You're welcome.

Coordinator: Thank you. At this time I'm showing no further questions. I'll turn the call back over to the speakers.

Marilyn Keefe: Well thank you everyone for participating. Hopefully this has been informative. I apologize for the technical difficulties. I don't know how many of you are familiar with the OPA office and with (Pepco), our local power supplier, but it's less than ideal so we tend to have a lot of power outages here.

Anyway, if you have any questions, I think Eric and Karen are here to answer them at any point.

Eric West: Or they can call us.

Marilyn Keefe: Or just call in. So anyway, again, thank you for participating.

Coordinator: Thanks. And this does conclude today's conference. We thank you for your participation. At this time you may disconnect your lines.

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