BEGIN QUESTION AND ANSWER

Rocco LaMonaca: Thank you for holding. At this time we'd like to begin taking questions from the audience. Shelley, can you open up the phone lines for the questions?

Coordinator: Yes, thank you. At this time to ask an audio question, please press "Star, 1." You'll be announced prior to asking your question. And to withdraw your request you may press "Star 2." Once again to ask an audio question, please press "Star, 1" at this time. Thank you.

Rocco LaMonaca: While we're waiting for Shelley to organize our callers on the phone, let's take a few questions that have come in to us from the Net Conference. Our first question is from Emily. And she asks where can you get the (45 Code of Federal Regulations Part 9220 Regulations) and information on them?

The regulations are located on the link on our Grants Management Web site. And Kathleen's last slide has a link to the Web site. But I'll just go over where you can find it.

And it's on the first page that you'll come to whenever you get the - when you get to the Web site. And it's under the Regulation headings. It's 45 CFR 74 and 92 - Regulations Governing SAMHSA Grants. And the link is http://www.samhsa.gov/grant/management.aspx, okay.

Let's move on to the next question. Okay I'm going - I have to get back to my Q&A - okay. It's from Bridget. And her question is, "Do I need to do something special for the audios in the program?" I think if you contact your conference manager or operator that they can help you with that question.

And on to …. Our next question is from Gary. And his question is, "How are funds returned?"

Nicole Dunning: You can return funds to the Division of Payment Management. The instructions are on our Web site which is www.dpm.pfc.gov. If you look on the left-hand side of your screen, there's an option that says "Grant Recipient Info." You can then click on the "Procedures" and then click on the eighth link, which says "Returning Funds and Submitting Interest to DPM."

Rocco LaMonaca: Okay, thank you. Our next question is from Linda Kline. "Do we need to fill out another form SF1199-A and Cover Info Sheet if we are a year six grantee?"

Nicole Dunning: No you would not need to submit another 1199 Form or a Primary Contact Form. The banking information will stay on file as well as your user name and password will still stay active. If for any reason you do need to change your banking information over the course of your grant, then that's when you would send in your new Direct Deposit Form.

Rocco LaMonaca: Okay - there's another question from Tricia on the Payment Management System. And the question is, "Is the person we name as the primary contact our fiscal officer or our coalition coordinator?"

Nicole Dunning: The person that you list on the Primary Contact Form will be the person that is giving - given access to the Payment Management System to draw down funds.

Rocco LaMonaca: Okay and here's another question from Emily. "Is this presentation available for download for Web links and contacts?" The information - our presentation will be available - the PowerPoint slides themselves will be on ONDCP's

Drug-free Communities Web site, as Kathleen had said, in about two weeks. So they should be available for download.

And we have another question from Mandy on what is Nicole's email address?

Nicole Dunning: My email address is nicole.dunning@psc.hhs.gov. I'm going to spell it. It's N-I-C-O-L-E dot D-U-N-N-I-N-G @ psc.hhs.gov.

Rocco LaMonaca: Okay here's a question from Kami. "Do the funds received through the Drug Free Communities Grant need to be placed in a separate checking or savings account or can they be combined with other funds?"

Actually, the response for that would be you can - it could be downloaded in - it could be drawn down into a savings account that's already in existence. But there must be the ability to track those funds.

And let's take a few questions over the audio at this time.

Coordinator: Thank you. Our first audio question comes from Kathleen Jackson. Your line is open ma'am.

(Kathleen Jackson): Hi. I'm looking at page 6 of the Notice of Award and the letter we got. And on page 6 it says - Question 10 - it names Marcia Savage as Project Director. And I'm wondering should that be the Project Director of the coalition or should that be the Project Director of the fiscal agent?

Woman: Well it's up to the grantee organization or fiscal agent who should be identified as the Project Director. The Authorizing Official of the grantee or fiscal agent should select that individual based on their qualifications.

(Kathleen Jackson): Okay but I guess I'm - well my question is that you said 100% level of effort. Should that be someone who has the day to day...

Woman: Yes.

Woman: Yes.

(Kathleen Jackson): The day- to-day running of the organization versus...

Woman: Well not day-to-day running of the organization but day-to-day running of the project itself.

((Crosstalk))

The Authorizing Official would be the individual who's responsible for the oversight of the organization. But...

(Kathleen Jackson): Okay, I see what you're saying, but I think I do need to change that. Who should I call to change that? I think ....

Woman: You should call your Grants Management Specialist.

(Kathleen Jackson): Okay. It - I have one other question. And - oh shoot - it just went out of my head. But if you could tell me if we did miss - like some of us missed - not all of us on our staff listened to all of this. In two weeks - can I just confirm what Web site that we should go to to find this exact talk?

Woman: You want to know where you can go to find the presentation?

(Kathleen Jackson): Yes.

Woman: You'll - you should go to the ONDCP Web site.

Rocco LaMonaca: But also, if I can add something, the Net replay of this presentation in full is available if you look at the link at the bottom of your announcement for your presentation. There's a replay that's available for about 30 days following today's conference. But after two weeks from today it should be available on ONDCP Drug-free Communities' Web site.

(Kathleen Jackson): Okay. Thank you.

Rocco LaMonaca: Okay, next question - audio question?

Coordinator: Thank you. Jennifer Orin, your line is open.

(Jennifer Orin): Hi. We received a Drug Free Communities grant a few years ago and then there was a two-year break in between the first five years. And now we were refunded. Are we considered a six-year grantee or a first-year grantee?

Woman: You're considered a new - what year are you in, excuse me. What...

(Jennifer Orin): This is our sixth year of funding but there was a two-year break from when our five-year grant ended and we got approval for the sixth year.

Woman: (But) - okay, so you are considered a new grantee. (No) – Okay, wait a minute. Excuse me - I'm going to have Christine Chen answer your question.

(Christine Chen): This will actually depend on your previous grant. Is it the same coalition?

(Jennifer Orin): Yes.

(Christine Chen): If it's the same coalition - yes. The - you will be in the sixth year of the coalition. So it is the sixth year.

(Jennifer Orin): Okay. Thank you.

Rocco LaMonaca: Okay. We have another Net question. This is from Carol and it's directed towards the grant's management. "Where can we go for help in filling out the Semiannual Comment Report and the Annual Coalition Classification Tool Survey prior to the January training? We are an older grant with a new Director and have a report due on November 20."

Woman: You need to contact your Project Officer about the - those types of reports because that's a programmatic report. Remember your Project Officer's name is listed on the last page in the Notice of Award. And this - as far as I know the Project Officer's have been contacting each individual grantee in the last couple of weeks.

Rocco LaMonaca: Okay. Shelley, can we have another audio question?

Coordinator: Yes, thank you. Valerie Jablonsky, your line is open.

(Valerie Jablonsky): Thank you. Can you hear me?

Rocco LaMonaca: Yes, we can hear you Valerie.

(Valerie Jablonsky): Okay. The question is apropos of the credit card on the grant. Our municipality is the fiscal agent. We'd like to get credit cards for use under the grant but - do - would we utilize - and we'd like to utilize the town's tax exempt status. What name goes on the credit card - our grant name or the town?

Woman: I think the grantee.

Woman: And how many...

Woman: If the grantee is the town ...

Woman: The grantee institution - remember - you have to remember that the grantee or fiscal agent is the one who's legally responsible for this grant.

(Valerie Jablonsky): Okay.

Woman: So that it should always be the grantee organization's name.

(Valerie Jablonsky): Okay and whose specific name goes on there?

Woman: The grantee.

(Valerie Jablonsky): The grantee and then we can utilize it is what you're saying.

Woman: Yes.

(Valerie Jablonsky): Okay. So you can have a couple of authorized signers?

Woman: Yes.

(Valerie Jablonsky): Okay we appreciate that. Thank you.

Rocco LaMonaca: Okay. Do we have another audio question?

Coordinator: Yes, our next question comes from Linda Pratt.

(Linda Pratt): Hi, my question is what are our limitations in terms of starting the project? Can I start incurring costs and be reimbursed, or do we have to wait for the reviews to be completed before we start incurring costs?

Rocco LaMonaca: Your question was whether you can start incurring costs be - during the financial capability review. Is that correct?

(Linda Pratt): That's correct.

Rocco LaMonaca: You can start incurring costs during the award. And like I said we're, you know, the financial capability reviews are ongoing. And we - we're in process of those right now. So that will not affect your ability to draw down funds for your projects.

(Linda Pratt): Okay. Thank you.

Kathleen Sample: Now -- this is Kathleen -- it's important for you to resolve the issues that Rocco LaMonaca's identified so you can move forward.

Rocco LaMonaca: Right, if there is an issue that comes up while we're doing our financial capability review, then we'll notify you of that issue or we'll work with you to bring your policies into compliance if that's necessary. And we'll review your financial status.

And that's part of the review process that we're doing. But in the meantime while we're doing the normal review of an organization, we do not restrict the award - the ability to draw down funds.

Okay, I'm looking at the Net queues. And we have a question from Kristen. And Kristen asks, "If you make changes to your budget that impact the subtotals on page 2, Section 1 -- Award Data -- on your Notice of Award, do you need to complete a Budget Modification?"

Kathleen Sample: Not necessarily. If you remember we - I talked about if your - if you move more than 25% around that you need - you should call your Grants Management Specialist and - or Project Officer. But if it's under that amount it doesn't require prior approval. So you do have some latitude to pay for some unexpected needs.

My only suggestion would be is if you hire additional staff or if, you know, a fairly significant change, I would at least send your Project Officer an email and let them know that you are making a change that seems fairly significant.

Rocco LaMonaca: Okay, we have another Net question from Cynthia. And she asks, "Please explain what is the Annual Classification Tool Survey that is due November 10, 2008?"

Kathleen Sample: Oh that's, excuse me, that's a programmatic issue. And you need to contact your Project Officer.

Rocco LaMonaca: Do we have another audio question Shelley?

Coordinator: Yes, thank you. Melodie Runyan, your line is open.

(Melodie Runyan): Yes I apologize. I have a couple of questions although I was unable to submit them on the Net. First of all I'd like to know what Kathleen's email is if at all possible?

Kathleen Sample: Oh my email address.

(Melodie Runyan): Yes.

Kathleen Sample: Kathleen – K-A-T-H-L-E-E-N dot sample – S-A-M-P-L-E @ SAMHSA -- and remember it's SAMHSA.hhs.gov.

(Melodie Runyan): Okay and can you clarify, please for me, the difference between the Grants Management Specialist—and I don't actually have a name for that person yet—and the Grants Management Officer, which I know is you.

Kathleen Sample: Well the Grants Management Specialist actually, you know, is working on behalf of the Grants Management Officer but working very closely with the Project Officer too and the grantee organization ....

(Melodie Runyan): Okay.

Kathleen Sample: ... to resolve issues or post-award requests. And then the Grants Management Officer is the only individual that has signatory authority to release funds and to approve prior approval requirements.

(Melodie Runyan): Okay and the final part of my question is on our Notice of Award it has the budget period of September 30. And I was under the understanding that it started October 1. Am I missing something in there?

Kathleen Sample: Well we start September 30 because that's the last day of the fiscal year - of the government's - Federal Government's fiscal year.

(Melodie Runyan): Okay.

Kathleen Sample: So October 1 is really the beginning of, for instance, this past October 1 is the beginning of fiscal year '09. But your grant was actually funded in '08; the last day of the fiscal year. So we didn't really have any choice but to fund you on that day because we couldn’t spend monies -- fiscal year ’08 funds -- in ’09 if that - does that help?

(Melodie Runyan): Yes - no it answers my question.

Kathleen Sample: Okay.

(Melodie Runyan): And so now I will just keep this as both my budget period and my project period - September 30 as the end date, correct ...

Kathleen Sample: Yes.

(Melodie Runyan): ... as the beginning date. Okay, thank you.

Kathleen Sample: Yeah and remember that your end date always has to fall the day before your start date.

(Melodie Runyan): Yeah.

Kathleen Sample: So you can’t expend funds after that date.

(Melodie Runyan): Yes.

Kathleen Sample: As I spoke about, you know, carryover of funds, so that’s another odd date you need to remember.

(Melodie Runyan): Okay. Thank you.

Kathleen Sample: Okay.

Rocco LaMonaca: Okay, we'll take a Net question from Karen regarding payment management. "How do we know if our Direct Deposit Form was accepted and when do we receive our user name and password?"

Nicole Dunning: Okay. It takes approximately two weeks for us to process your Direct Deposit Form once it's been received at the Division of Payment Management. It takes so long because we have to verify the banking information with the bank just because our audit does require that we do everything we can to prevent fraud. So that banking information is verified at the bank. Also a pre-note has to go to Treasury.

And so I would say it'll take approximately two weeks. You should receive a user name and password via email. What we do is we send you a formal letter with the user name and password for the Payment Management System and the pin and the password for the 272.

So once that - once you send that information and it is received at the Division of Payment Management, it will take approximately two weeks. Keep in mind if you do not send your information express mail it will take longer as if you send it to the P.O. Box it will go to another building and have to be screened before it gets to our building.

Rocco LaMonaca: Okay, do we have another audio question?

Coordinator: Yes, thank you. Sherry Reese, your line is open.

(Sherry Reese): Thank you. My question was just answered.

Rocco LaMonaca: Oh great. That was a simple answer. Go ahead Kathleen. You want to take a Net question?

Kathleen Sample: Yes, I see a question from Erin. And it's to me. It says, "When will we receive our official Notice of Award?"

Erin you should have received the Award by now. So I don't know if your address is incorrect. I would contact your Grants Management Specialist right away to find out if - what state are you calling from Erin? Oh you're not on the line. I don't know. It doesn't say here. Call your Grants Management Specialist.

Well, of course, you don't know. Call me Erin and I'll talk to you about it. My number is 240-276-1407.

Rocco LaMonaca: Okay thank you Kathleen. Can we have another audio question?

Coordinator: Yes, thank you. Jackie McCollum, your line is open.

(Jackie McCollum): Thank you. I'd like to know - what's the standard for documenting soft match?

Rocco LaMonaca: I'm sorry could you repeat the question?

(Jackie McCollum): How - what's a good way to document soft match?

Rocco LaMonaca: Document what kind of match - I'm sorry.

(Jackie McCollum): Soft, non-cash match.

Rocco LaMonaca: Oh, non-cash match - there should be a certification or a - if it's a piece - if it's equipment or a voluntary - volunteer services - that sort of thing, there should be a way of documenting the rates. There should be a rate. If you're using volunteer services furnished by a professional, you can - that can be counted as cost sharing if the services are part of the organization - your organization.

And the rates for that should be consistent for those paid for similar work. And...

((Crosstalk))

...labor market.

(Jackie McCollum): Yeah. So would an email verification in the file that the service was performed be adequate?

Rocco LaMonaca: Well if there is volunteer service, for instance, that's performed, there should be timesheets similar to the salaries charged under your Federal award. So there should be - there needs to be timesheets that have the time that the person spent on your award and doing the work.

And there should be a rate that has the - that's based on similar work in your organization or that is similar to the work in the labor market in which you compete - in which your organization competes for those type of services.

(Jackie McCollum): Okay. Thank you.

Rocco LaMonaca: You're welcome. I'd like to go back to the question that was asked for Kathleen Samples' email. Shelley, if you can have that person - or that person if you'd like to call back to - directly and give the name and address of your organization then Kathleen then will be able to direct your to the Grants Management Specialist and we can take that call if you'll have that ready.

Coordinator: If that person could please press "Star, 1" at this time.

Rocco LaMonaca: Okay. Thank you.

Woman: ... (You know I have)...

Coordinator: Ms. Runyan's line is open.

(Ms. Runyan): Yes, I was the one who had asked for the email for Kathleen Sample. My name is Melodie Runyan and I am from Community Prevention Resources. And our address is 20 West Washington Avenue, Washington, New Jersey.

Kathleen Sample: Okay (unintelligible).

((Crosstalk))

Okay, that's Karen Warner's - Karen Warner is your Grants Management Specialist.

(Melodie Runyan): Okay.

Kathleen Sample: And she can be contacted at 240-276-1426. And her email is Karen – K-A-R-E-N dot warner – W-A-R-N-E-R. And then we're all the same @SAMHSA.hhs.gov.

(Melodie Runyan): Okay, so she would be my first line of contact then, right?

Kathleen Sample: Yeah.

(Melodie Runyan): Okay thank you very much.

Kathleen Sample: Okay.

Rocco LaMonaca: Okay, can we have another audio caller?

Coordinator: Yes, thank you. Amy Larisson, your line is open.

(Amy Larisson): Yeah, I also tried to get through on the Internet and I'm - I don't know if you just have so many but one of my questions is how often can you draw your money? And is there a timeframe from the time you draw the money to when the money has to go out?

Rocco LaMonaca: Yes, I believe that from the time the money is drawn down to the time that the money goes out the payment needs to be made within three business days.

(Amy Larisson): So is - does that also apply to salaries?

Woman: Yes.

(Amy Larisson): Like we can only - you - we can only ask for the money on a pay week or whatever?

Woman: No you can draw down every business day. But you need to make sure that those funds are disbursed within three business days.

(Amy Larisson): Okay.

Woman: When you draw down the funds, the payment will go into your bank on the next business day.

(Amy Larisson): Okay.

Rocco LaMonaca: Okay, we'll take the next ...

(Amy Larisson): Thank you.

Rocco LaMonaca: I'm sorry - thank you. Thank you for the question. We'll take a Net question. And it's from Cynthia. "We are currently in year five of our DFC grants and a new DFC mentor. We are assuming that we will set up a new Payment Management System and COMET[2] account for the mentor grant. Is that correct?

It sounds to me that ...."

((Crosstalk))

Woman: Repeat the question.

Rocco LaMonaca: The question is, "We are currently in year five of our DFC grant and a new DFC mentor. We are assuming that we will set up a new Payment Management System and COMET account for the mentor grant.

It sounds like ...."

Woman: If it's the same grantee organization, then no.

((Crosstalk))

Same organization - if it's the same organization, everything stays the same. You don't need to set up another account.

Rocco LaMonaca: Okay.

Kathleen Sample: I have a - I see a question here I can answer. This is from Kristen. “If you’ve not yet hired a Project Coordinator for the grant, can you still draw down funds for the time the Project Director and Finance Director are spending on the project as of October first?” And the answer would be yes.

You know, you may draw down funds for those staff people. But you should - you need to hire a Project Coordinator as soon as possible since that’s a key staff position and submit a resume and a Request for Approval to your Grants Management Specialist. And you can copy your Project Director.

Rocco LaMonaca: Okay. We have another Net question from Valerie. And she asks, “In the Direct Deposit Form, should the person designated as Project Director be the primary contact person?”

Nicole Dunning: Okay, I’m assuming that you’re talking just about the Primary Contact Form because you’re not designating any one person on the Direct Deposit Form. On the Primary Contact Form you would list the person that you want to draw down funds. So if it’s not the Project Director, then list the person that you want to draw down the funds.

Rocco LaMonaca: Okay thank you Nicole. Do we have another audio question?

Coordinator: Yes, we do. Tricia Bessing, your line is open.

(Tricia Bessing): Hi. I actually just submitted this via electronically as well because I wasn’t sure. I’m just wondering if we can use CADCA’s Workstation on-line documentation support system to track volunteer hours? You can print reports from it and that way folks can log in and track, you know, it’s a great system actually.

Rocco LaMonaca: Okay, I'm not familiar with that system. But as long as it tracks the hours and it has the rate in it and it complies with what were looking for - what's required as far as the, you know, ensuring that time is documented and it applied to the DFC project and it fulfills all the other requirements that's in our financial management requirements, then it's up to you and for - as far as tracking the volunteer hours go.

(Tricia Bessing): Okay. Thank you.

Rocco LaMonaca: Do we have another audio question?

Coordinator: Yes. Amy Bax, your line is open.

(Amy Bax): Thank you. I have two questions. I'm with the Community Prevention Coalition (Compass) Behavioral Healthcare in Tucson, Arizona. The first one is the Project Director is housed at an office separate from the administrative office. It is owned by the fiscal agent and it is designated for the project.

Is it okay that the address that we will be putting in the budget line item for rent is that agent - that office address which does not directly correlate with the address that's on the grant paperwork?

Kathleen Sample: This is Kathleen. Yes that's fine. But I would always, you know, explain anything that's a little unusual in your budget. I would explain that the Project Director is housed in another location.

(Amy Bax): Okay.

Kathleen Sample: And that your rent is for, you know, whatever you're doing in the other location, you know, explain what you're doing...

((Crosstalk))

(Amy Bax): Okay and then my second question is for tracking the in-kind match of volunteer hours. Many of the Coalition members who are volunteers on the project are not related to the fiscal agent. They are not staff. Those hours are allowed as well as in-kind match?

Rocco LaMonaca: I believe that is correct - yes.

(Amy Bax): Like board members and steering committee members and coalition members?

Rocco LaMonaca: Yes that is correct. The coalition members would be allowable as an in-kind match.

(Amy Bax): Thank you.

Rocco LaMonaca: Let's take a Net question from Laurie. And this is to Nicole. How long does it take for the SF1199-A to be processed? And how will we be notified that it has been reviewed and successfully processed?

Nicole Dunning: It will take approximately two weeks, once we get the form. It has to be verified with the bank. We do this to prevent fraud. And also once we process the banking information we have to wait for the pre-note to come back from Treasury. This takes approximately two weeks.

And you should receive your user name and password via email. You will receive a formal letter. It will have your user name and password for the Payment Management System as well as your pin and your password for the 272.

Rocco LaMonaca: Okay - do we have another audio question?

Coordinator: Yes, thank you. Erin Clifford, your line is open.

(Erin Clifford): Hi Kathleen. I sent the question over the Internet about when the Notice of Award we would receive that. And we haven't received it. So...

Kathleen Sample: Okay and what's - where are you - what is your state?

(Erin Clifford): We're in Alabama.

Kathleen Sample: Okay, so Natalie Gibson is your Grants Management Specialist. And she can be reached at 240-276-2585.

(Erin Clifford): Okay. Thank you.

Kathleen Sample: Okay.

Rocco LaMonaca: Okay, I'm looking through the Net queue for some more questions. If you'll please bear with us.

Kathleen Sample: I see a question I can answer. It says in our award - this is from Angela. In our Award Letter there's a special condition that states the grant funds for contractual may not be spent until a detailed budget breakdown of hours worked.

So does that mean that we cannot receive reimbursement nor spend funds until the hours worked are reviewed and approved by the Grants Management Specialist? If so, how long does approval take?

Well, yes, it's a condition of award. You need to respond to that quickly. I believe you probably have 30 days to respond so the sooner the better. And then we need to respond to you within 30 days.

Rocco LaMonaca: Okay. I'm going through - could we have an audio question please?

Coordinator: Thank you. Joann Miller, your line is open.

(Joann Miller): Thank you. I sent a email - Internet question also. But I was just curious as to the travel question, when we send our people or we're traveling for the different trainings, if we use per diem rates are we required to collect receipts and turn in those receipts?

Rocco LaMonaca: The question is whether there is - whether the requirement is to collect receipts when - on travel - on official travel with per diem. And the answer to that is yes. That should be part of the documentation for the expenditures under travel.

So receipts should be reviewed. And there should be prior approval of all travel. And any receipts that you do - any travel expenses and per diems need to have a source document which would be the receipt.

(Joann Miller): Thank you.

Rocco LaMonaca: You're welcome. Thank you for the question. Do we have another audio question?

Coordinator: Yes. Valerie Jablonsky, your line is open.

(Valerie Jablonsky): Thank you. I actually have two questions. On the package of forms that was just sent to us about direct deposit, should the person designated as the Project Director be the primary contact person on that first form?

Nicole Dunning: The person that you should put on the Primary Contact Form is the person that you want to drawn down funds.

(Valerie Jablonsky): Okay. Okay thank you.

Nicole Dunning: You're welcome.

(Valerie Jablonsky): The second question is a little bit different. We customarily pay our speakers for our events prior to the event. In fact, some of them insist on it. How would they get paid through this grant?

((Crosstalk))

Kathleen Sample: You … want to - well yeah, you can pay your speakers, you know, in advance. But how do you guarantee that they're going to follow through? What happens if they don't speak and you've paid them? You just...

(Valerie Jablonsky): We just pay half of the fee up front and then the balance on the night of.

Kathleen Sample: So do you have a way of getting the money returned if they don't follow through?

(Valerie Jablonsky): It would probably be a reschedule, but it would occur.

Kathleen Sample: Okay well you just have to be careful and have some policies in place for something like that.

Rocco LaMonaca: If possible the speaker should be paid following or at the time of the speaking engagement to avoid any complications on the possibility of not receiving the services.

Woman: Yeah but do they get ...

((Crosstalk))

Woman: We're going to follow through.

Woman: Well, I mean it's a 50-50 way it seems to me.

Kathleen Sample: Well you probably should have some kind of an agreement - some way of...

Woman: Yeah.

Kathleen Sample: ... getting the monies returned because it really shouldn't be sitting out there if they haven't, you know, followed through.

(Valerie Jablonsky): So if we have a contract and in ten years we've never had that problem. But I agree with you it could happen but ...

Woman: Right you need to project yourself and protect the federal funds.

(Valerie Jablonsky): Sure, okay.

Woman: Okay. Thank you.

(Valerie Jablonsky): Thank you.

Woman: That's it.

Rocco LaMonaca: Okay, we have a Net question from Mary regarding the financial management requirements for policies and procedures. Does this refer to policies and procedures of the fiscal agent or policies developed for the coalitions?

Well the grantee, as Kathleen said, is the fiscal agent. There's a fiscal agent and the grantee are one and the same. So the policies and procedures apply to the fiscal agent or grantee that - where the accounting system is located and that administers the grant. So those should apply to the fiscal agent and/or grantee.

The description of the required policies is another part of the question that has some very specific language for some of the topics. How closely does this language need to be followed?

Well the - when I was reading the descriptive language - the specific language from the topics, those are taken from the regulation and those are requirements that need to be incorporated in an organization's policies. So they do need to be followed. And thank you for your question.

Can we have another audio question please?

Coordinator: Yes, thank you. Mandy Puckett, your line is open.

(Mandy Puckett): Hi my - I'm sorry I had some Internet connection problems so I lost a couple of the answers that were in the slide show. Are we supposed to adopt specific policies and procedures to the DFC grant award or can we use existing policies and procedures that our agency has that pertain to the - what's described in the PowerPoint?

Rocco LaMonaca: The question is whether the policies and procedures being adopted is whether it's specific to this particular grant or should they be adopted for the organization? They need to be adopted for the organization. And the organization will administer this award.

And those policies need to be incorporated in the organization's policies as a function of the organization and how it processes payments and has internal controls over fund - funds and assets and conflicts of interest and everything that we went over in our PowerPoint presentation.

(Mandy Puckett): Okay, and just two more ....

Rocco LaMonaca: Thank you for the question. I have let's see...

Kathleen Sample: I have a question I can answer. Oh, I lost the name - sorry. But if you can receive cash donations can those funds be spent on items that don't meet grant requirements such as food?

Well it really depends. If you receive cash donations but it's part of your match then no, you can't use that for costs that are not allowed. But if it's a cash donation outside of your match then you can do, you know, well, of course, that would be - if it's related to the program though you have to go the objectives - that's program income. So you need to read your Terms and Conditions about that too.

So I would say that, you know, especially if it's match you can't use that to pay for unallowable costs.

Rocco LaMonaca: Okay.

Nicole Dunning: I see a question I can answer. It's from Julie. The person requesting draw downs of funds has changed for our grant but all other direct deposit information is the same. What form do we need to complete to make this change?

Julie, what you would do is you would do a memo on letterhead stating the personnel change and just letting us know the user name, if possible, of the person who has left your organization. And then print off a Primary Contact Form off our Web site, complete the form and fax the memo and the form to your accountant at the Division of Payment Management.

That way, we can delete the user name for the person who is no longer with your organization. And we'll go ahead and establish the user name for the person who needs access now.

Also just to let you know you should never share user names or passwords. Your organization can have up to three people with access to the Payment Management System.

And just to piggyback on that, I see one more question, from Cherie. Where do you find the SF1199-A form and the Contact Information Sheet? You can go to our Web site which is www.dpm.psc.gov. You can click on Recipient – "Grant Recipient Information." And then you could click on "Forms." And you will see both of those forms. The HHS Banking Form is the first form. And the Primary Contact Form is the last form. Thank you.

Rocco LaMonaca: Okay. Thank you, Nicole. Do we have another audio question?

Coordinator: Yes. James Foreman, your line is open.

(James Foreman): Yes, my question was answered already. Thank you.

Rocco LaMonaca: Okay. Thank you. Okay, at this point we're nearing the end of the program. Again if your questions were not answered here, please look for them posted at ONDCP's Drug Free Communities Web site in about two weeks.

If further questions come to mind of if you have questions specific to your organization, please contact your assigned SAMHSA Grants Management Specialist.

Thank you for being a participant in SAMHSA's New Grantee Fiscal and Administrative Training. And on behalf of ONDCP and SAMHSA, we wish you much success with your drug-free communities' projects. Okay thank you.

END

Notes

1. Community Anti-Drug Coalitions of America, or CADCA, is a 501(c)(3) non-profit organization that works to strengthen the capacity of community coalitions in their effort to create and maintain safe, healthy and drug free communities.
2. COMET is the Coalition Online Management and Evaluation Tool located on the Payment Management System Web site. It helps grantees manage the day-to-day work of running an anti-drug coalition and provides a platform for them to use to provide semiannual progress reports to their Project Officers.