

## May Webinar

**OPERATOR:** Welcome and thank you for standing by. At this time, all participants are in a listen-only mode. During the question-and-answer session, if you would like to ask a question, you may press star-one on your phone. Today's conference is being recorded. If you have any objections, you may disconnect at this time. And now, I would like to turn the meeting over to Ms. Fong Yee. You may begin.

**FONG YEE:** Thank you very much and good morning and welcome. I am Fong Yee of the Administration for Community Living, San Francisco office. So where am I? Okay, so this is the regions of the Department of Health and Human Services. I am in the blue section. And I also see the tribes as well as the states under Regions 9 and 10, which includes a whole bunch of territories in the Pacific as well. And in 2017, we have 269 Part A grantees, one Part B grantee in Hawaii, and 237 Part C grantees. So this is all over the map, and . . . this is the map I downloaded from ACL AGID website. AGID, A-G-I-D, stands for Aging Integrated Database. If you have a chance, I strongly recommend that you access that website and look at all the details we downloaded from your reports some of you did like 10, 15 years ago. This is a very useful website. I just do some commercial for you.

Okay, so this is 2017 to 2020 Title VI grantees by region. So you already know we have 10 regions and we have—by regional responsibilities because of our size of the regional staff. So we oversee Regions 9 and 10, but some of my colleagues do Region 1, 2—1, 2, 3, 4, blah, blah, blah. So all together, I have a 141 Title VI Part A and Part C grantees, as well as 125 of the Part C grantees. So how awards are determined, so most of you already know, the 2020 to 2023 grant applications will be posted shortly. And in your grant application, you provide the numbers of elders in your service area. And your Title VI Part A as well as the Part C awards will be based on the numbers of elders who are 60 and over in your area. So your project officers will provide more assistance for you to get those numbers.

And the NSIP awards are not in your grant application because those are automatically awarded to you based on the total NSIP appropriation we get from the Congress each federal year. Also, based on the total new count provided by the states and to 241 tribal grantees—270 tribal grantees as well as the very, very important element is the new count you report in your program performance report. That's why we will chase you to the end of the world to get the program performance reports and make sure the numbers are correct comparing to your previous years. Okay, so this is a screen shot of the 2017 to the 2019 grant awards under Part A, Part B. So for 2018 and 2019, there is an increase of roughly 2.7%. So everyone get a little bit more in 2019 than 2018. However, it might be less than the percentage you got in the 2018 from 2017, which was more than 5%.

And for the Part A funding band(?) so, as I said, you have a little bit jump in the—for 2017 and 2018. So I will update this one with the 2019 funding bands(?) after this call. And this is also for the Part C funding band(?) there is also an increase of about 5.2% increase in 2019 comparing to the 2018. So this is the thing I would like to draw your attention because we are almost towards half of—more than half of your three-year project period. You have additional possibly 10 months to fully spend your 2017, 2018, and 2019 grants. And this data, I downloaded from Payment Management System as of yesterday, so you can see you only—the total expenditure for the Part A, Part B is about 57% and the . . . is 60%.

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So this is kind of a disappointment because, by now, you should at least spend like at least maybe 2/3 or at least a 3/4 of your total three-year award, please, okay? Try to do it ASAP because you cannot carry any unspent funds during this year onto April 1, 2020 because that will be a brand-new project period. If you have difficulties in knowing what is allowable, what's not, contact your fiscal specialist in the ACL Regional Offices or contact your Title VI project officers in ACL offices. It is very, very important because no one can use the funds after April 1, 2020. You are losing it. However, if you obligate(?) by March 31<sup>st</sup>, 2020, which means you place an order in writing, you do a purchase order, you have a memorandum of understanding, anything in writing, you put in the date, okay, no later than March 31<sup>st</sup>, 2020, you have additional 90 days to liquidate, which means you have additional 90 days to pay bills only. You cannot place any orders using the current three-year money.

And the other thing I would like to draw your attention to is the 2017 MIPPA, M-I-P-P-A, that is a small amount. Some tribes might have also . . . that they got a small amount, and those awards already expired by September 29<sup>th</sup>, 2018. However, if you still have expenditures, you've paid, but you haven't drawn from PMS, the money, then it is time to do it now. As well as, if you have spent the money, but you have not submitted any reports to Payment Management System, do so, because PMS will consider it as expired and you might need additional time to process the draw down(?) or reopen the inactive account for you to submit the cash transaction report. The 2018, oh, well, you have about five more months to spend the money. So, please, so do it ASAP. The grant is supposed to end by September 29<sup>th</sup>, 2019. But, please, okay, if you haven't set up any activities, do it, okay? You have to do it by September 29<sup>th</sup>. However, you have additional 90 days to draw the funds down and pay for all those expenditures.

We will open up for questions at the end. That's why I have to rush, rush, rush, so that I give you time to ask questions. Okay, so this slide will show you the old look of the Notice of Award for 2018 and before. You should be very familiar with this one. So what is the new look? Okay, this is the new look. So you might not—you get used to this one, but please do so, from now on, all of the Notices of Award for the tribes will look like this. So for the grant award number, 17, fiscal year. Since we have the same award number for the three fiscal years, so it is either 17 or in 2020, it will be 20, that is the first two digits stand for fiscal year, 01 stands for tribal special number, that is 01. This is the first grantee in your state to apply for the Title VI grants. XX means your state. T6NS is the Title VI Nutrition Services. T6CG stands for Title VI Caregivers Program. NSIT stands for Nutrition Services Incentive Program for Tribes. And -04, that is the sequence of the award from the beginning of this three-year project period.

In the past, we—the sequence number is different. If that is the sequence number for FY17, that is 01, and then in 2018, the first Notice of Award is also 2018-01, but from now on, we will just continue from day one of your grant award until the end of the three-year period that will add up the sequence number. And also, the one in green boxes, in the past, we do not put out what is your total awards for one fiscal year. We just say awards this year and then cumulative grant award to date. So you have questions about that, maybe you missed something. Maybe you overlooked a very small Part C award that we sent to the grantees in September 2018, but this one will prevent that because you know how much you are awarded for each fiscal year. And the one in the bottom in the red box is the total awards . . . as well as cumulative awards to date.

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Okay, so now we go to the terms and conditions. So this also aligned what reports are required and also, here, you can tell we require ACL reports under terms and conditions, item four, and then the federal cash report is for the PMS under item five. One thing I would like to bring your attention to is the ACL contact information. Well, for the 2018 and before, you can find the regional administrator as well as a fiscal specialist of ACL in the Notice of Award, but starting from 2019, if you are trying to look for us, sorry, you have to go to this website and you can find who your project officer is and who your fiscal specialist is. And this is in the 2019 Notice of Award of the terms and conditions. So I'm sure most of you already understand what the purpose of the notice—I mean, the NSIP, Nutrition Services Incentive Program, award can be used for and how to count it. So we just want to emphasize the importance because the NSIP money cannot be used other than purchase raw food, locally grown, or processed . . . you cannot use it for other services like a prepare food, use it as administrative costs, pay for your staff, no, no, no. You can only use to buy raw food.

Okay, so now we are going to go onto the report data units and definitions. Okay, so this is for your recordkeeping. This is how to keep it for unduplicated kind(?) list. So this one is only a suggestion. It's only an example. This template can be found from our Title VI resource menu. And the Title VI resource menu is posted on <https://olderindians.acl.gov> website. It has 200+ pages, so please do not print it out, but you can save it on your desktop so that you can refer to it from time to time. Well, this is only a suggestion. You do not have to use this template. Whatever you are using is fine as long as it is user-friendly for you. And this is a daily service log. It's also posted on our Title VI resource menu. And again, this is up to you to follow this pattern or not. But, personally, I like this one because you can do on one person, you put the name on top, and then you just click what kind of services they received on that particular day. Then you can total it up for the month, for the week, for the year, and then put into your program performance report. Whatever works for you, fine. Okay, it is not mandatory.

Okay, so now let's move onto Part A and Part B units and definitions. So most of the grantees are confused. They said, what is considered as an eligible person? That is an elder, an Indian elder, a spouse of an Indian elder, they do not need to meet the minimum age set by your tribe. Let's say Older Americans Act will fund you based on the numbers of 60-year-old elders and over. However, the spouse can be 20 years old, 30 years old, as long as they are married to an elder who met your tribe's designated age. And the individuals providing volunteer services at your new site, they can be counted, as well as the non-elderly person with disabilities who lives at home with the elder and also accompanies an elder to the new site. And also, the disability person living in the housing facilities occupied primarily by the elders. So they are considered as eligible persons for Title VI service.

So the coming slides, I know you—most of you have already seen this and know about it very well, but I just want to go over this with you. And please get this as your reference. Where I get this information? From the resource menu. So congregate meal, one meal is one meal. Home-delivered meal, one meal is one meal. Nutrition education is one hour considered as one unit of service. Nutrition counseling is one hour. Information and referral, one contact is one unit of service. Outreach is one event as one unit of service. Case management, one hour is one unit. Transportation, one one-way trip is considered as one unit. Legal service, one hour. Homemaker services, one hour. Personal care, home health aide service, one hour is one unit. Chore service, one hour is one unit. Visiting, one contact is one unit. Telephoning, one

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contact is one unit. Family support, one contact is one unit. Ombudsman, one contact is one unit. You don't have to remember all this because, after this call, Teya Services will be sending out handouts to you so that you can print out the separate slide and then use it as a desk help. Whole health promotion and wellness, one hour per person is one unit. And assessment, one contact. Escort service, one contact. Public information, one hour of preparation. Interpreting and translating, one contact is one unit.

So what is Part C? So Part C, caregiver, okay, we are talking about the informal caregiver who does not get paid. And grandparents or other older relative caregiver of a child, this is a new language in the 2016 Older Americans Act reauthorization so that older relative caregiver is someone who is 55 years of age or older and lives with the kid, is the primary caregiver of the child because the parents or adoptive parents are unable or unwilling to serve as a primary caregiver of their child, and may either have a legal relationship to the child as such legal custody or guardianship or is raising the child informally. So these are the definitions of caregiver and grandparents taking care of a grandkid. So report data units and definitions for part C. Information is one activity is considered as one unit. Access assistance is one contact as one service. Counseling, one hour. Support group, one hour per person in the group discussion. Caregiver training is one hour. Supplemental service is one person as one unit of service. Respite is one hour. However, please read the note at the bottom. Respite care is for caregiver only.

So let us move onto the report itself. So for the program performance report, we need the annual report, just 12 months, not cumulative. For 12 months started April 1, ended March 31<sup>st</sup> of next year, and the due date, June 30<sup>th</sup>. We list this out. We spelled this out in your Notice of Award. Please submit your reports as soon as possible after March 31<sup>st</sup>. Again, make sure all those numbers are correct because we will compare your numbers from your previous reports. We concentrate, we focus on the meal counts you submitted in the PPR because that will determine your NSIP award the year after. So it is very important. So to avoid a call or email from us, in case you already note the reason why your meal counts dropped so significantly, put a remark under Section 11, if I'm not mistaken. So we read all the details in your report. So in case we are aware of the reason why there is a big drop, then we don't need to contact you.

Again, the report submission, we strongly recommend, I believe about 95% of the Title VI tribal grantees submit the reports online. So in case you need access to the online report system, you can contact Cecilia, who is on the call and Lacey, I don't see her name here, but I put down their phone numbers and their email addresses. Or, if you cannot get ahold of them, you are welcome to contact your ACL project officer. They will be able to help you. In case you forget your online ID password because you only need to use it once a year, contact your regional staff and they would be able to help you. But if you are unable to submit your reports online, like in some rural areas, the Internet services are not so reliable, so you might complete a paper report and send to your project officer or your fiscal officer an email attachment or you can even fax to them.

In case you need to request access to online reporting system, so we need you to complete this information and then email it to Cecilia. But the first step is, if your tribe already had an online profile, but the previous step is no longer there or the person is no longer submitting reports, then you have to let us know to remove the previous profile, and then we

can create a new access for you. This is the current online reporting system we are using. We already—this system is already up and running, so you can enter your reports online anytime. But let me make a remark here because some of you might be piloting using the new PPR system. Good for you, however, we are not using it until we go into the new project period. So we might bring up that system in 2021 for 2020 reports ended March 31<sup>st</sup>, 2021.

Okay, so when you first log in, providing you already have your ID and password, so you will see the name of your tribe. You just click it and then it will open up. So it depends on what kind of access you are—you have. So in case you have like a 425, you can only see 425. That is the financial report. If your access only allows you to look at the PPR, then it only shows the PPR there. And also, there are green things here, the boxes here, the status, so this is the status. "P" stands for report pending. That means no one has logged into the system to look at the report yet . . . reports waived. I keep on telling my grantees, don't even think of asking because we will never wave the reports, so you have to submit the reports. "E" stands for, well, you already logged into the system, you just entered some numbers, you saved it, but it's not completed, so that is "E", that means you are still working on it. "S," that means you already finished, and you submitted. Now, it is in ACL Regional Office jurisdiction. So we will review it, approve it, then it will be "A," or we will return it, that will say "U," that is returned. So once the status is "A," that means we can unlock and then return it to you, but we have to go to our central office in D.C. to unlock it and then we, in the region, can unlock it back to you.

So now, we are going to do the PPR for Part A. So once you click on your PPR, click on the year, so most of this information is already prefilled for you. We already get some inquiries saying, why, when I enter the numbers, they are all gone? Because you forgot to click Edit. This is very important that you click Edit in order to work on the report and save your report. If you click View, yes, you enter the numbers, but it will never save. And down here, you only see Update Tax Report Status. I want you to look at that. Okay. So all the general information is already prefilled for you, you don't have to worry about it. The staffing information, so you put in your full-time, part-time, and the total number of staff will be automatically calculated for you.

Right here, I want to bring your attention to 1A and 2A unduplicated number. So look at here, this tells you what's counted, spouses, individuals providing warranty services, billing new hours, non-elderly, handicapped, or disabled who reside at home with and accompany elderly people or who reside in housing facilities—blah, blah, blah. I don't want to read all this. So in case you are not sure, what is counted as unduplicated number, look at the note. And here I put down one meal is one unit of service. And here, however, please, make sure, okay, your total numbers of meals need not to be the total number of your eligible persons. That means you always serve one meal one year, okay, and that—okay, that's fine. And then that will be total number, equal your total participants, but you have to put down into your remarks so that we understand you only provide one meal, okay, for a group of people. So that's why the numbers are even.

However, okay, if you provide—if you put down here more participants than meals, you have 100 participants, but you have only 50 meals, we will reject it because that doesn't make sense because the elders do not need to share a meal. And also, make sure the unduplicated count, that means Mr. A goes to the meal site only once a year, he's still counted as one person. Mrs. B goes to the meal site, has meals 200 times, she is still considered as one person for the

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year. S Mr. A plus Mrs. B are two persons and then that is on Line A. However, Mr. A has 1 meal, Mrs. B has 200 meals, so all together, 201 meals will be reported on Line B. I hope this is not too confusing for you.

So the next slide, it also has the supportive services, you also count the number of people who received services. Again, regardless of how many services they receive in one year, that person is still counted as one person for that year. And then, starting from April 1<sup>st</sup> next year, that person is counted again to be one person for the second year. So from here, I also put down the—what is considered as one unit of service, so you can refer to it later when you get the handout. And also, the Ombudsman service, I would like to draw your attention because some of you did submit reports with services of the Ombudsman because these services have to be performed by a state-certified Ombudsman. So for those who might not have like nursing home in your reservation, so that might be an Ombudsman service if you do not have such a person certified by the state.

So this is the remark here. Additional remark and contact information. So I would like you to just put down any remarks that you would like to explain to ACL why the numbers changed so significantly from previous year or whatever reason. So there are reasons. If your meal counts dropped so much, maybe you have like, in California, the senior centers were closed because of the fire, so the seniors could not come, so the meal counts dropped significantly. So there must be a reason, in case you—the numbers increased so much, oh, maybe you have more money, so instead of providing one meal for five days, you are opening up weekends or you are doing breakfast or you are adding some dinners, so that's why the numbers jumped. There must be a reason that you know, so please share that information with us.

Okay, so let's go to Part C. So the top of the report is the same, so you just fill in your full-time and part-time staff, if applicable. And this column highlighted in a red box is also unduplicated participants, okay? These are the eligible Indians who receive each category of support services in the unduplicated number. So these are the number of the people, the caregivers, receiving the services. And the next column, total number of the services the caregivers received in 12 months. Okay. So Section C and Section D, we would like you to just briefly, please pay attention to the word "briefly," describe your coordination activities and also the standards and quality assurances. So you don't have to write as like a paper, you just use like two, three paragraphs outlined your accomplishments. That is great. And for any remarks, yes, we would love to hear what you are talking to ACL.

And then, the most important thing for all the reports, the certification. Reports completed by you or your staff, not the tribal chair because when we have the questions like the big drop or big increase of the meal count, when we call the tribal chair, if you put his or her name here, he or she may not know what we are talking about. So please put the name, the director's name or who completes this report, okay, so that we can call, we can email if we have any questions. And on the bottom of that report, we have two buttons, Save Report and Complete Report. So Save Report means you are only halfway through it, but you do not want to lose any data. You just keep on clicking Save Report because our online report system has a timeout feature, so it will wipe out everything if you do not save it. So strongly recommend you save it at least every 10, 15 minutes. Complete Report, that means, okay, I'm so tired of entering all these numbers, so that's it. I don't want to look at it anymore. So you click

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Complete Report. Even though you click Complete Report, you still can go back in, make changes, if you have not submitted to ACL.

Okay, so once you click completed and then see here, there are check marks here, and then this yellow button popped up, that means you are able to submit your report to ACL. Without both boxes checked, this Submit Report button will not show. Okay, so problems with the PPRs. First of all, the reports are late. That is a very general area. We have a to call, we have to email so many times to get the reports in. Please, keep in mind the PPRs will decide your NSIP awards next year, so please, okay, submit those timely. And the reports are not accurate because the numbers are not reasonable. Just like I mentioned, more elders than service provided, not accurate, have big drop, big decrease, okay, and you did not provide any explanation, and the numbers not comparable to application as well as the numbers are missing. So we will call you. We will not approve your report until you explain to us.

So let us move onto financial status reports, which in short form, SF425. So unlike the program performance reports, we ask cumulative amounts in year two and year three. So for the 12-month report for this 3-year cycle, the reports ended March 31<sup>st</sup>, 2018 were due by July 30<sup>th</sup>, 2018, and I am pleased to say that we received all the reports. Thank you. And then, for the 24-month cumulative reports ended March 31<sup>st</sup>, 2019, about a month and a half ago, they will be due by July 30<sup>th</sup>, 2019. And I would like to thank those who already submitted their reports online. Thank you so much. And the final 36-month cumulative reports ended March 31<sup>st</sup>, 2020, will be due by June 30<sup>th</sup>, 2020. You see, you have only 90 days after the 3-year project period ends because that is in the 45CFR75. All the final reports have only a 90-day grace period to submit their final reports.

Okay, allowable costs. This is only a partial list of the allowable costs. The costs for all the federal grants must be reasonable, allocable, and appropriate. You cannot use your Title VI money to build a house. No, it is not allowed. You cannot use your NSIP money to pay for nutrition education, no. So this is the list of the allowable costs, not complete. You can always contact your regional fiscal specialist asking for, well, can I use the money for this? Okay. This is unallowable costs. And again, this is not a complete list.

Okay, so we are going onto the SF425. I know some of you may not be completing this financial report, so I will just breeze through it. And this is also the Edit Mode, click Edit Mode if you are trying to complete the report first. And there's no check mark here and there is no yellow button to submit the report. Okay, so for D, Line D, this Federal Funds Authorized, do not change it. We automatically fill the numbers. For the first year, it will be for 12-month awards, and for the two—in the second year, that will be 24-month awards. And then, in the last report, it will be for 36 months. So please do not change that. And then, see E, is federal share of expenditures. This includes only the federal money. Title VI Part A or Title VI Part C or NSIP do not include any tribal funds, local funds, no. And also, this includes the direct and indirect expenditures. This is a total amount here using the federal money. And we . . . F, that means anything that you do not liquidate, you do not pay, then we will consider it as an unobligated.

So by the end of the three-year project period, line H should be zero. That means you already fully spent the money. We do hope so, okay? Please, fully spend the money. It's yours for you to use legally, okay, appropriately. Recipient share, for the Title VI, there is no match required, so you can ignore these several lines. Program income, this is something that Older

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Americans Act always encourages the grantees, the tribe, the state, to give an opportunity to let the participants a chance to contribute to the system. It is not mandatory. You cannot refuse service if an elder or their spouse or the disabled person that comes to eat with the elders, if they aren't able to pay, you cannot refuse service.

But in case you collect program income, then you have to report to ACL on L, this is how much I received in year one and then this is what I received for two years, this is what I received in three years. That is program income. You cannot use the program income for other things. You only use the program income to expand your service. So you have to use it before you draw the federal funds down. And that is the end, that is what we call the addition alternative. You can use the money to expand your Title VI Part A program or Part C program. And by the end of the three-year project period, in your final financial report, there should not be any expanded program income on Line O. Okay, so this is—this part has most questions, okay, from the Tribal Finance Office. First of all, we already highlighted in red here, no indirect cost is allowed for NSIP grants. I and my colleagues see any amount here, then we will reject your report, return for correction. And we know that this is a three-year project period, you received more than three indirect cost . . . hello?

**OPERATOR:** Yes, are you ready for questions on the phone line?

**FONG YEE:** Well, I am not done yet.

**OPERATOR:** Oh, I apologize. I thought you were asking for that, thank you.

**FONG YEE:** No. No, no, no, it's not done yet. So could you put me back to my PowerPoint?

**OPERATOR:** Oh, you are still in the call. I haven't done anything.

**FONG YEE:** Well, but my PowerPoint disappeared.

**MELISSA SZASZ:** Yes, I'm trying to . . . Fong.

**OPERATOR:** Okay.

**FONG YEE:** Yes, mm-hmm.

**MELISSA SZASZ:** It's not really working well for me.

**FONG YEE:** Okay. Do you want me to share my screen?

**OPERATOR:** You might want to—this is the operator, and I'm sorry, wait, I don't see what you're using for your—for the web portion, so that might be the best option if you have that ability.

**FONG YEE:** Okay, so do you want me to use my PowerPoint?



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**OPERATOR:** Yes, please . . .

**FONG YEE:** Okay, sure. Just a second, just a second . . . okay, so let me go back and then . . . am I in charge now? Do I have the ball now?

**MELISSA SZASZ:** No.

**FONG YEE:** No? Okay. See . . .

[Miscellaneous commentary regarding technical issue]

**MELISSA SZASZ:** I think I got you to be the presenter now, Fong.

**FONG YEE:** Okay, cool. Okay, so let me share my screen.

**MELISSA SZASZ:** Yeah.

**FONG YEE:** Okay.

**MELISSA SZASZ:** Sorry about that.

**FONG YEE:** Oh, no problem, no problem. Okay. Do you guys see my screen now?

**MELISSA SZASZ:** Yes, I see it. Yes.

**FONG YEE:** Okay, cool. So now I am down to the multiple indirect cost rates, so what you can do is you just put down the start date and the end date, and then put down the individual indirect expenses, the rate, the period, the base, and the federal share. And you add up those three items, then the total shares and you report here. Again, if you have one single indirect rate for the entire period and your amount entered here should be bigger than the federal share or equal to. Your federal share cannot be more than your amount share because of E, that means . . . F can be only equal to or smaller than the line F. Now, this is the certification, same as your PPRs, you have to provide the contact name, the phone number and email that we can call to make sure that the numbers are correct. And also, the Save button and the Complete button are the same as the PPRs.

Okay, so once you say, all okay, completed, and then this will show Submit Report, then you are able to submit it. So because you stay on the webinar—I mean, stay on the Internet so long, you are timed out, so you will have a 404-error message. So you have to go back in and then start all over if you did not save from time to time. Common errors for the financial reports, well, for the second- and third-year reports, they are not cumulative. That is a major error. We will not accept it. And indirect cost is charged against the NSIP award, that is already in the Notice of Award, you cannot charge indirect cost. And your final 425 do not match your

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Payment Management System report, that we will not approve it. And your expenditures are more than awards as well as the reports are late or missing. So those are the major errors.

So in case your reports are late or missing, so there are consequences, okay? We will reduce your NSIP awards because we do not have your latest meal counts, so we will base on possibly the previous years. So it might be more, it might be less, but please make sure we want to have your most current meal counts. And also, we will suspend your grant awards. We will hold onto your funds until we get the missing reports. So record retention, according to the federal regulation 45CFR75.361, all federal—for federal grants, documentations, everything must be kept three years after the grant expired. That means over. That means if, for example, the current three-year project period will end March 31<sup>st</sup>, 2020, so all the three-year documentation must be kept until possibly March 2023.

And so this is only a follow-up of the previous slide, and soon to expire, 2014 awards. So this one actually should be 2015 award. And by the end of 2019, we—September 30<sup>th</sup>, 2019, Payment Management System will close out all the open accounts in PMS for the 2015 grants. So in case your draw down(?) do not match your awards, do not match your total expenditures, then we are going to send you an email, we're going to call you, make sure you act on it, otherwise PMS cannot close it. And then, once it's closed without your agreement, then you are unable to get in to draw funds down or submit your reports.

Okay, so this one tells you the differences between ACL and PMS reports. I always receive phone calls, emails, asking, we already submitted reports, quarterly reports, how come you're still asking me for reports? Because the reports you submit to PMS do not come to ACL yet. Okay, read the bottom line, yet. We are working with PMS, Payment Management System, to update the feature in the system so in the future, this is only future talking, once you submit your quarterly reports to PMS, and that they will generate a report to ACL. But it is still in a very primary like a period, so we don't know when that will be implemented until we run it with PMS was successful, you still have to submit any reports to ACL and then quarterly reports to PMS.

So this is a list of resources that—it's the [acl.gov](http://acl.gov) website, [olderindians.acl.gov](http://olderindians.acl.gov) website, [pms.psc.gov](http://pms.psc.gov) website, and the last one is the National Resource Center for Native American Aging. And that is a very important email—I mean, website for you because you might go there for help to run your needs assessment for your 2020 to 2023 new grant application. It is a requirement in your grant application process. Okay, so this is a screen for the ACL regional contacts, so the regional project officers and regional fiscal specialists, and you can see their name, contact information, as well as what state they are responsible for. And for the fiscal specialists, we are responsible for whatever the project officers . . . so how much time do we have right now, operator?

**OPERATOR:** Oh, you can go as long as you need to.

**FONG YEE:** Okay, so I am done. The PowerPoint is done, so I am open for questions unless they are all falling asleep.

[Chuckling]

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**OPERATOR:** Thank you, we will begin the question-and-answer session. If you would like to ask a question over the phone line, please press star, followed by one, and ensure your phone is unmuted. Please record your name clearly when prompted. Again, that is star, followed by one, if you would like to ask a question. If you do need to withdraw your request, you can press star-two. One moment, please, to see if we have any questions.

**FONG YEE:** Sure, thank you.

**OPERATOR:** One moment for the first question.

**FONG YEE:** Thank you.

**OPERATOR:** The first question comes from Lauricia(?) Johnson. You may go ahead.

**FONG YEE:** Hi, welcome.

**LAURICIA JOHNSON:** Hello, I have a question again about the IDC, the—

**FONG YEE:** Yes.

**LAURICIA JOHNSON:** Would we report the IDC—do we do it like as an accrual as well or just for the current year we're in?

**FONG YEE:** Well, actually, that is cumulative.

**LAURICIA JOHNSON:** Oh, okay. Could we report the I—because ours changes, it seems like, ever year . . .

**FONG YEE:** Yes.

**LAURICIA JOHNSON:** . . . could we report it as an average? I mean, but we'll—

**FONG YEE:** Yeah, well, actually, if you look at my sample here.

**LAURICIA JOHNSON:** I can't see online. My—they didn't set up my online—

**FONG YEE:** Oh, okay. So, yes, in my slide I put a sample—actually this is a real one, okay. So the remark, so indirect expenses, so you just spell out what is the rate, what is the period. So several lines there, I will send you my PowerPoint so that you can see what this is. And then do not use an average. I would rather have you do an actual. Because you know what period, right? You know, let's say from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup> of 2019, whatever, okay. So, you know, your percentage is like a 70%, your base is 10,000, so you already got your federal share for that period.

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And then, for the next period, you have a different rate, you have a different period, you have a different base. The base, that means all the expenses cannot be distinguished among all the federal grants, so you use that percentage to calculate how much you apply to our Title VI programs. So you have several lines for several periods, for several bases, for several—what is it called—rate. And if you look at—if you go onto the grants.gov website, they have a paper SF425. It has several lines. But in our online reporting system, we just put one line on it. So you can refer, go to the grants.gov website, look under Forms, and then you will be able to see the different lines so you can use that as a template.

**LAURICIA JOHNSON:** Okay—

**FONG YEE:** Does that make sense?

**LAURICIA JOHNSON:** Ehh, I guess I got to kind of see it. [Chuckles]

**FONG YEE:** Yeah, yeah. So, well, you'll just go to the grants.gov, and I will send you a PowerPoint so that you can see the sample of it.

**LAURICIA JOHNSON:** Okay.

**FONG YEE:** Thank you.

**LAURICIA JOHNSON:** Okay.

**FONG YEE:** Anymore question for you?

**LAURICIA JOHNSON:** No, I think that—I think when I spoke to you the other day, you kind of answered everything.

**FONG YEE:** Cool, I'm glad, I'm glad.

**OPERATOR:** Thank you. The next question comes from Mary-Anne(?) Mills, you may go ahead.

**FONG YEE:** Hey, Mary-Anne, how are you doing?

**MARY-ANNE MILLS:** I'm doing great, thanks, Fong.

**FONG YEE:** Good. Is it cold in Alaska?

**MARY-ANNE MILLS:** Oh, it's not too bad. It's, I don't know, 55 degrees or something like that.

**FONG YEE:** Oh, it's warmer than San Francisco?

**MARY-ANNE MILLS:** Really?

[Chuckling]

**MARY-ANNE MILLS:** So anyway, I'm thinking about the number of grantees who have not—or the number of funds that have not been drawn down in PMS. And I'm trying to figure out why that is, and I know you've got way too many grantees to individually contact them all, or at least I think that's the case. And I'm wondering, is there somebody at PMS that can provide training to the tribes on how to draw that down?

**FONG YEE:** Well, yes, yes. Okay, just a second and—hold on, let me . . . this is . . . are you able to see my screen?

**MARY-ANNE MILLS:** Yes.

**FONG YEE:** Okay, cool. So this is Payment Management System. Okay? This is the home page. And once you scroll it down here, and this is—let me see. PMS User Guide, if you click that, and you will see they have a whole bunch of Table of Contents. So let's say, oh, you can do Returning Funds, Types of International Grantees, Banking, Request New User, blah, blah, blah. You want to draw funds down, right? Request Payment.

**MARY-ANNE MILLS:** I'm looking for a human being that people can talk to.

**FONG YEE:** Yes, yes, that is Tania(?) Thompson, let me get her information for you. So you just go back, she is a trainer for the tribal grantees. Okay, so go back to Grant Recipient, okay . . . okay, and then let me see where I can find it. This is . . . above us, okay. Where is it—okay, find PMS . . . accountant. You click it here and then you have the choices here like State and U.S. Territory, University and Hospital Accounts, Non-Profit and For Profit, for in the tribal organization, you click it, and then you say, okay, I want Alaska, and then, go. And there she is.

**MARY-ANNE MILLS:** Oh, great!

**FONG YEE:** Yeah.

**MARY-ANNE MILLS:** All right, well, thank you very much. I don't know if there's a way to connect all the tribes around the United States with this.

**FONG YEE:** Oh, yes. Oh, yes. So then, for Alaska, and then, if you go back, and then you can do other—you can check on others as well, but I know Tania is like a—Georgia, I don't think Georgia has—okay. Let's look at Colorado. Oh, yeah, she's still the representative for Colorado accounts. So this is where you can get the contact information. It's under Find PMS Liaison Accountant, but in case you would like to . . . or train your staff or whatever, and then go to Training and go to PMS User's Guide, and they also have grant recipient training as well. So they have in-person training Wednesday, April the 10<sup>th</sup>—sorry, it's passed, and then the 15<sup>th</sup>. They have a June 12<sup>th</sup>, August 14<sup>th</sup>, so you can register here for the upcoming training.

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**MARY-ANNE MILLS:** Okay, great. Well, thank you very much. I know it's important for the tribes to be able to access their Title VI funds, and that's the way to do it, so thank you so much.

**FONG YEE:** Oh, you are welcome. See, that's why I—we are here to help you until—whatever. [Chuckles]

**OPERATOR:** Thank you, our next question comes from Scott. You may go ahead.

**SCOTT:** Oh, hi.

**FONG YEE:** Hi, Scott.

**SCOTT:** See, I'm new to all of this. When is the 2020-2023 grant going to be released so we can start working on that?

**FONG YEE:** Did you come to our San Francisco cluster training, Scott?

**SCOTT:** No.

**FONG YEE:** No, may be another Scott, okay. Well, we haven't posted our 2020-2023 grant application yet, but I would recommend you go to [olderindians.acl.gov](http://olderindians.acl.gov) website.

**SCOTT:** Okay.

**FONG YEE:** Can you see my screen?

**SCOTT:** Let me click on that quick. I can.

**FONG YEE:** Okay, so now you see the grant?

**SCOTT:** Yep.

**FONG YEE:** Down here, this is on our main page, Getting Started Checklist: How to Apply, so that means we have not posted yet, but you can come here and then click here to view the full list of the things that you can do before we post the actual grant application. So pull—what we call get all your ducks, right, in a row, or chickens in a row, or pigs in a row.

**SCOTT:** Ducks!

**FONG YEE:** Ducks! Okay, ducks. Okay . . .

[Laughter]

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**FONG YEE:** So you can just click here and then you will see a list, what you need to prepare before we post the grant application.

**SCOTT:** Sometime in the summer, then, it should be out?

**FONG YEE:** Sometime in the summer. And I am sure there will be a workshop at our National Title VI Conference in Minneapolis, Minnesota. Are you guys aware of that national conference? It is an upcoming event. This is it, National Title VI Training and Technical Assistance Conference. When you go to [olderindians.acl.gov](http://olderindians.acl.gov), look under Upcoming Events, and this is it. So you can look at the details, you can do the registration, but the agenda is still under, well, development or construction, so you can come here from time to time. But you can register now because it has no registration fee. And so you can just register and then come to the conference. And this is the details, this is the hotel details. And Teya booked some groups—booked some rates—booked some hotel rooms at a group rate. So the sooner you get—yeah, you can get the lower rate. Okay. Any questions?

**OPERATOR:** We do have another question.

**FONG YEE:** Okay, cool, yes.

**OPERATOR:** That comes from Anne Septon(?), your line is open.

**FONG YEE:** Hi, Anne.

**ANNE SEPTON:** Hi, I was just wondering, will you be providing your PowerPoint presentation to us or can you by email?

**FONG YEE:** Yes, Teya will be doing that.

**ANNE SEPTON:** Oh, wonderful.

**FONG YEE:** Yeah, but in case you would like to—you don't want to wait, because Teya has to do it to the 508 compliance, so you can send me an email so I can send you a copy.

**ANNE SEPTON:** I will do that.

**FONG YEE:** Do you see my email address on the screen?

**ANNE SEPTON:** Yes.

**FONG YEE:** Okay, cool. I am the bottom one. It's by alphabetical order, I guess, whatever, so I'm on the bottom. And I'm the shortest, yeah, if by height. Yeah, I'm still [chuckles] the last one.

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**ANNE SEPTON:** [Chuckles] Thank you.

**FONG YEE:** You're welcome, Anne.

**OPERATOR:** We do have another question from Lauricia Johnson, your line is open.

**FONG YEE:** Thank you. Hello!

**LAURICIA JOHNSON:** Hello, sorry, I forgot to ask earlier, the reporting, the unit reports and whatnot, I believe Patty is the older adult director here in San Carlos, she submits that to you, correct?

**FONG YEE:** Yes, that's correct, uh-huh.

**LAURICIA JOHNSON:** Oh, okay, because—

**FONG YEE:** Yeah, see—

**LAURICIA JOHNSON:** I don't see those. I only see the financial part—

**FONG YEE:** Exactly.

**LAURICIA JOHNSON:** I work on the—yeah, so I don't know if that's something I should start asking for copies of or?

**FONG YEE:** No, well, the reason is when you apply for the access onto our online reporting system, you choose whether you want the SF425 or the PPR, okay? If you click you want both, and then we will look at our record because we only allow one access to PPR, one access to SF425.

**LAURICIA JOHNSON:** Oh, okay. Okay, so that makes sense that she does that part and I do the other one. Okay.

**FONG YEE:** Yeah, she does that. However, this is current. Okay, this is current, but in the future, there might be changes. Like when we have that new reporting system up and running, so, yeah, on—there might be changes. I am not part of that, so I am not sure.

**LAURICIA JOHNSON:** What type of changes? Like to where more people have access or?

**FONG YEE:** Yeah, that is—you can go in and then set up your own profile. Now, we have to—you have to come through us. You have to complete the information that we requested in order to get access to our online reporting system. Let me see, where am I?

**LAURICIA JOHNSON:** Okay.



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**FONG YEE:** Yes, uh-huh. Okay, this one. So if, in the future, you might be able to do it online. We will give you the website, so you just go in and then create your own ID, create your own password, but once you do that, then if you forget your ID, forget your password, we have no way to help you because we have no access. Then you have to set up like some what they call secret questions so you—only you know the answers, yeah.

**LAURICIA JOHNSON:** Okay.

**FONG YEE:** That is future, but I'm talking about right now, present, current, yes.

**LAURICIA JOHNSON:** Okay, I was just making sure because I was like, I don't think I've ever seen those reports and I couldn't see your presentation, so.

**FONG YEE:** Yeah, that's right because I do both.

**LAURICIA JOHNSON:** Okay.

**FONG YEE:** So, yeah, some people might need PPRs and some, like you, do the 425s, so I think I better do it at one webinar instead of separate into two.

**LAURICIA JOHNSON:** Okay, well, that's all I have now. [Chuckles]

**FONG YEE:** Cool, okay, cool. So anymore questions?

**LAURICIA JOHNSON:** Thank you.

**FONG YEE:** You're welcome. Thank you for joining us.

**OPERATOR:** I'm showing no other questions from the phone line.

**FONG YEE:** Okay, cool. So again, thank you so much for joining this webinar and hearing my monotone. For those who would like to have a copy of my handout today, yes, please shoot me an email and I will send it to you. It will not be in the PowerPoint, it will be in the pdf, the Adobe format, because that will be better to send by email. So any last-minute words from Cecilia, from Leslie, from Melissa, from Paula?

**MELISSA SZASZ:** Nope, just thank you so much, Fong, for your presentation and for the attendees, as Fong said, we'll be making the presentation also . . . compliant and posting on the Older Indians website along with this recording and the transcript for you guys to always refer back to.

**FONG YEE:** Oh, no, no, no, delete the recording, delete the recording! They don't want to hear my monotone over and over, no, no, no, no.

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[Laughter]

**FONG YEE:** Okay, thank you, again, and wish everyone a great day.

**MELISSA SZASZ:** Thank you.

**FONG YEE:** Thank you, buh-bye.

**OPERATOR:** Thank you for your participation in today's conference, you may now disconnect at this time. Have a wonderful day!