

From: Mohammed, Omar  
Sent: Monday, July 13, 2009 4:50 PM

STOP Subgrantee Progress Report Validation Issues and Recovery Act STOP Program Implementation Plans

Dear STOP Administrator,

This is a friendly reminder that your STOP subgrantee reports will be due no later than July 19, 2009 to OVW. As the STOP Administrator for your state or territory, you are responsible for insuring that the STOP subgrantee forms contain complete and accurate data, have been validated (by using the "Click to Validate" button at the end of the form), and that any required changes have been made, either by the subgrantee or by you directly. If your subgrantees are having issues with sending you their progress reporting forms due to the large size of the forms, this issue can be resolved by having the subgrantees use the "Save as" function as opposed to the "Save" function. If subgrantees "Save as" each time they save the progress reporting form, it will shrink the size of the document. If they are using "Save", it will enlarge the file and may become too large to send as an email. If this is a problem for some of your subgrantees, please tell them to use the "Save as" function. You will then need to save all completed forms on a compact disk (CD) and forward the CD to: Darlene Johnson, Office on Violence Against Women, 800 K St., NW, Suite 9424, Washington, DC 20001 (express delivery). OVW highly recommends that STOP Administrators use an express delivery service rather than regular mail service because of the unpredictability of mail service.

Also, please keep in mind that your Recovery Act STOP Program Implementation Plan is due within 120 days after receipt of your Recovery Act STOP award, so please plan accordingly to ensure a timely submission of your Recovery Act STOP Program Implementation Plan.

If you have questions about reporting requirements or how to respond to questions on the form, please call Muskie at 1-800-922-8292 or email Muskie directly at [vawamei@usm.maine.edu](mailto:vawamei@usm.maine.edu). If you have questions about your Recovery Act STOP Program Implementation Plan, please call your STOP Program Manager.

We look forward to receiving and reviewing your STOP subgrantee reports no later than July 19, 2009.

Thank you,

OVW STOP Unit