

From: Johnson, Darlene S [<mailto:Darlene.Johnson@usdoj.gov>]
Sent: Friday, July 10, 2009 11:00 AM

Progress Report Validation Issues

Dear STOP Administrators,

It has been brought to our attention that some of you are experiencing validation problems with questions 6A and 7 of the STOP Administrators' annual progress report form. In an effort to ensure that you are able to provide the correct data, validate, and submit your reports, Muskie has come up with recommendations as a temporary fix.

If you are experiencing validation issues with questions 6a and 7, we request that you adhere to the following recommended guidelines:

1. Question 6A-- States that had funds returned unused from any FFY in which the amount returned was greater than the amount awarded from that FFY would do the following:

RECOMMENDED FIX-- report zeroes in all boxes for all relevant FFYs in the column marked "Amount of grant funds returned unused" and use narrative question 17 to itemize the amount of funds returned from each of those FFYs.

2. Question 7--States reporting administrative costs in this question will find that the Total Amount awarded to all allocation categories for a given FFY does not equal the total awarded to subgrantees for the same FFY, as reported in Question 6A. These states should do the following:

RECOMMENDED FIX--in question 7, enter zeroes in the "Amount" column for the row marked "Administrative Costs" for all FFYs from which States' drew down to cover administrative costs; and then use narrative question 7B to provide the total amounts used for administrative costs from each of those FFYs, before providing detail information on the amounts spent on particular categories of administrative expenses during the current reporting period.

Please note that OVW is currently working with GMS technicians to fix these problems so that these issues will not occur on your March 30, 2010 annual progress report submission.

We truly appreciate your efforts to ensure that correct data is provided in your progress reports and encourage you to contact your OVW Program Manager or staff at the Muskie School should you have further questions or concerns about validation problems with your 2008 STOP Administrators' progress report.

Thank you,

The STOP Unit