

Dear STOP Administrator,

The purpose of this letter is to address the many inquiries we have received concerning the reporting requirements for you and your subgrantees on awards and activities for calendar year 2008. As most of you know, OVW and Muskie staff have been engaged in a nearly two-year long process of revising the progress reporting forms for OVW-funded grant programs. Unfortunately, the process of issuing final, fillable, GMS forms for all programs has taken much longer than anticipated and is now extending into early 2009.

During the 2007 Annual STOP Administrators Meeting in New Orleans, Muskie staff presented you with materials reflecting the changes to the new STOP subgrantee annual progress reporting form. It was suggested that subgrantees collect data to respond to the new and revised questions on the draft form during the calendar year 2008.

The final revised and fillable subgrantee form is expected to be available for use in mid-January 2009. Efforts are currently underway to have the final, fillable form distributed at our meeting in San Diego. This anticipated deadline, however, might be extended while our computer developers complete a rigorous testing protocol to ensure that the form functions according to design and pending review and approval from the Office of Management and Budget (OMB).

In the meantime, you can find a draft PDF version of the STOP subgrantee annual progress reporting form on the Muskie website, at <http://muskie.usm.maine.edu/vawamei/formstop.htm>. This form is not fillable, but can be used for reference purposes until the final form becomes available. Please do not submit subgrantee data using the old form. If the final revised form is not ready at the time of the January meeting, we will send an email announcement to let you know when it will be available. We also will notify you when the downloadable form has been posted on the OVW and Muskie websites. We plan to extend the March 30, 2009 deadline for the submission of the STOP subgrantee reports by the same number of days beyond January 1st that the final reporting form becomes available.

We also anticipate that the Annual STOP Administrators' form will be available in late February 2009. Pending approval from OMB, we will place a draft version of the form on Muskie's website for your reference.

Muskie staff will be available at the meeting in San Diego from January 11th through January 14th. States can schedule individual meetings with Muskie before, during and/or after workshop hours for individual consultation and to answer questions. If you would like to schedule an individual session with them, or if you have further questions about reporting requirements or how to respond to questions on the form, please call 1-800-922-8292 or email Muskie directly at vawamei@usm.maine.edu. There also are plans to conduct telephonic training sessions for you and your staff in February and March. We will announce the dates of those sessions at the San Diego meeting.

Once again, we apologize for any inconvenience and confusion regarding which form to use to report on 2008 activities and ask for your

continued cooperation and patience as we complete the form revision process. We look forward to seeing you in San Diego in 2009.

Thank you,
Darlene Johnson
Darlene Johnson
Associate Director