COLLABORATIVE SOLUTIONS, INC.

Moderator: Valencia Moss
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Gordon Sullivan: Thanks, Valencia. Good afternoon, everyone. And good morning to those joining us from the West Coast. Thank you for joining our webinar today. I want to give a special thanks to Valencia Moss for opening us up today and also handling all the back-end hosting of today's presentation.

Like Valencia said, my name is Gordon Sullivan. I'm a program manager for Collaborative Solutions. Just a little about us and our agency. Collaborative Solutions is a HUD technical assistance provider. We've been around for about 15 years or so. And our primary focus has always been the intersection of housing and health with a special focus on unique housing and services needs of rural communities, tribes, survivors of domestic violence and persons living with HIV and AIDS. Our team is comprised of former practitioners from the field, and they bring with them a wealth of experience and expertise.

I'm joined today on this webinar with two other presenters. The first is my colleague Laura Chaath. She is a program associate here at Collaborative Solutions. And she will be sort of walking us through the functionalities of the Tribal HUD-VASH Reporting tool. And we also have (Kamitra Cobbs), grants management specialist for the HUD's Office of Native American Programs. So, she will be joining us momentarily.

To give you a little background and context to today's introduction of the reporting tool, this tool has been a long time in the making. (Kamitra) and others at the ONAP office have been working hard to develop this reporting tool for the Tribal HUD-VASH program.

The tool is designed specifically to help Tribal HUD-VASH grantees better track the households that are being served by their program and also to produce the reports and information required by HUD. At this time, the actual Tribal HUD-VASH Reporting tool is still in its final stages of production and approval process.

What this means is that there is some programming of the tool that is still being finalized. However, we are at a point and a stage now where we would like to share with all the grantees on the call with us today about the basic functionalities of the tool and how you can use it to better administer your programs.

So, with that, if we could go to the next slide, which has our today's objectives. We have some primary objectives here. So, first, we would to provide the grantees and end users with a basic understanding of what the Tribal HUD-VASH tool. Second, we hope that grantees can walk away from this training with a better understanding of these functionalities and how they can be used to administer their program.

This will not only include like how to enter client-level data into the tool but, also, we will cover the different kinds of reports that this tool can produce for you. And lastly, we hope grantees will gain the ability to use this reporting tool to administer their individual programs.

So, before we jump into the meat of today's presentation, we also wanted to indicate that we are going to provide some additional resources for grantees along to accompany this webinar, which is being recorded and will be made available to you momentarily or after the broadcast.

We're also working with the ONAP office to produce an instructional guidebook. This guidebook will walk grantees step by step through the functionalities of the Tribal HUD-VASH reporting tool. And this guidebook will be released very soon. So, that will be an additional resource for your all as grantees.

Now, before I turn things over to my colleague Laura, I want to remind grantees that the chat box is there for you to send in your questions throughout this presentation. I will be monitoring that chat box as Laura is presenting and will do my best to respond to your questions promptly.

Also, if there is a larger question that might need further discussion, we're going to have ample time at the end of this presentation for a bit of question and answers. So, if not immediately addressed in the chat box, rest assured that we are going to address it in the question-and-answer section at the end of this presentation. With that, I'm going to turn over the floor to my colleague Laura Chaath, who is going to walk us through the reporting tool.

Laura Chaath: Thanks, Gordon, for that overview and that introduction. And thank you, Valencia, for kicking us off. My name is Laura Chaath, and I'm a program associate here at Collaborative Solutions. And I'm going to walk you through the reporting tool today and the specificities of how to log in and how to best use the tool for you and your program.

So, first of all, an (M) number is required for grantees at the moment to access the Tribal HUD-VASH Reporting tool. An (M) number is a secure login to access a restricted site, which is where the Tribal HUB-VASH tool is located at this time. The Tribal HUD-VASH reporting tool is still in the final stages of production. So, the final place where the tool will live is still being determined.

Once production is complete, HUD will also release a resource guidebook to assist end users in setting up their login and access to the tool. This guidebook will also provide step-by-step instructions for how to use the tool and how to enter client-level data and information.

So, currently, there are three different user access levels for the Tribal HUD-VASH reporting tool. The first is the tribal designated housing entity user or TDHE user. And this is the designated access level for the Tribal HUD-VASH grantees, which is all of you. This is the access level which you will use to maintain your program.

There are also two other access levels that we wanted you to be aware of. The first is HUD ONAP user. And this is the designated access level for HUD Office of Native American Program staff. The next is HUD ONAP admin. And this is the designated access level for select persons who need to view the reporting tool from an admin perspective. This is access level for HUD stuff predominantly.

So, there is currently a two-step login process for the reporting tool. Users must first go to a landing site that looks like this, and they must log in using their (N) number, user ID and password. The website is a secure system within HUD's domain.

So, after users log in, they will see the screen above. Users next need to enter a second Web address to actually access the Tribal HUD-VASH reporting tool in another window. And again, more information about the login process will be distributed to grantees.

Once users are in the portal, they will see the image above. The red banner across the top of the screen is something that users will see because the site is still pending final approval. All information that you will see today is not real client data. All clients and their personally identifying information are fictitious. Once the site has final approval, the red banner will no longer appear on the top of the screen.

The above image is of the login screen when the user first logs in. On the top, they will see what available grants are active in the reporting tool system. At the top center of the screen, the user will see the acronym (PIC MG) Portal, which stands for Public Indian Inventory Management System. The user will know which screen they are on by the green highlight on the screen.

The words to the right of the home icon are the user's unique ID. The green highlight over the house icon and the user's unique ID means that that user is currently on the login screen. Below available grants, the user will see two other sections called Errors and Warnings, both of which will be explained in greater detail later.

Next to the user's login in the screen is the Admin tab. Under the Admin tab, users have one option to select the organization profile. The above image is of the Organization Profile link, which is what the user sees when they click on Organization Profile under the Admin tab.

Users have two options under the Admin tab. The first is to add an address towards the bottom of the page, and there is another at the very bottom of the page to add a contact. Users can add both the address and the contact information of their grantees.

There is VASH address profile where users are encouraged to add the agency or office address information for just informational purposes only. Prompts under this screen include address type, street, apartment, county, city, state and, finally, ZIP code. There is also a VASH contact profile in the Admin tab underneath where users are encouraged to add the name, the first name, last name, middle initial, title, phone number, fax number and, lastly, their email address.

On the Home banner to the right of the Admin tab, users will find a dropdown menu labeled "Tribal HUD-VASH." This is where users will enter client-level data and also how users will access the homepage. The dropdown menu has four options -- Create New Forms, Draft Forms, Submission History and Active History.

The above image is of Submission History, which the user should think of as their homepage. Submission History will list each of the submitted client's name and information. Submission History will only show clients completely entered into the Tribal HUD-VASH portal. Clients that had been entered in this system but who are missing information or experiencing other issues will be held under Draft Forms until complete. Draft Forms and Active History will be explained in greater detail later in the presentation.

The reason that users are to think of Submission History as their homepage is because it provides a complete list of all active clients who have been entered into the system. In order to add a new client, the user should go back to the

VASH Tool tab. And once there, the user must select Create A New Form option from the Tribal HUD-VASH dropdown menu.

After selecting Create New Form, the screen displays six sections that must be complete to successfully input a new (batch ring), and they are displayed on the top of the screen. They are Agency, Action, Household, Background, Unit and Assistance.

Under Agency, the Tribal HUD-VASH grantee recipient's name is automatically displayed on the screen. And there is an option to select if the veteran unit is project-based unit or a tenant-based assistance unit. There is also a dropdown menu with the grant number. Select the appropriate grant number and press the Continue button.

After successfully completing the Agency section, the tool moves to the next section, which is Action. The above image is of all the prompts under the Action screen. We will go through each one step by step from the top to the bottom of the screen.

The image above is a close up of the prompts under the Action section. In the Action section, users are prompted to provide five responses including type of action, effective date, direction, date and projected effective date. Some data prompts have an asterisk to the right of the blank. The asterisk denote that this is a required data element for the Tribal HUD-VASH reporting tool. I'll repeat that again. An asterisk is a required data element of the Tribal HUD-VASH reporting tool.

Now, let's take a closer look at the type of action prompts that users have several different options to choose from. Housing Search Initiated. User select this option because the veteran is approved to search for available housing. This is to be the first step for data entry for all clients in the Tribal HUD-VASH reporting tool. This is the first step because before our client is placed into housing, a housing search must be done.

The next is Veteran Housed. Users select this option once the veteran has been housed. Next is Annual Re-examination. Users select this option when it's time for the veteran's annual re-examination in the program. Interim Re-examination. Users select this option whenever there is a change with the veteran such as family household size or changes in income level.

Other Change of Unit. Users select this option when a veteran has changed the rental or housing unit. End of Participation. Users select this option when a veteran is no longer receiving Tribal HUD-VASH assistance to pay for the unit. And Inspection Only. Users select this option for inspections of apartment units and/or homes.

Now, let's take a next look at the prompts under Action. In the second response field, users must select the date that is reported -- that the reported action such as Housing Search Initiated, Veteran Housed of Inspection Only was completed. There is an option to select a date from a popup calendar for more accuracy.

Under Effective Data, there is a response labelled "Correction," which users will only need to utilize or select Yes if there is a previously submitted entry and there is a need for corrective changed but No if there is no need to make a correction. For example, the user selects Yes when a case manager may need to correct data that was previously entered for a client at project entry.

If the user selects Yes for correction, the user must choose one of the following reasons for correction entry. There are four different options. The first is Family Correction of Income, which is to correct inaccurate income data from the family directly. The next is Grantee Correction of Family Income. This is to correct the grantee's error of inaccurate income data that the end user or grantee made as error. This is Family Correction of Non-Income, which is to correct inaccurate non-income data. And the last is Grantee Correction of Non-Income, which is to correct the grantee's error of inaccurate income data.

Towards the bottom of the screen still under the Action prompts, users will have two more prompts. Date of admission to the program is to be entered in the reporting tool once a veteran has been placed into housing. Users are to input the initial start date of the lease agreement between the veteran and the landlord.

Again, users have the option to select the date from a popup calendar for more accuracy. Next, users are to select a date from the popup calendar of the projected effective date to determine the veteran's next re-examination in the Tribal HUD-VASH program.

At the bottom of the screen, users then have the option to click Previous, Save or Continue. Selecting Previous moves then users back to the Agency tab and Save to remain on the Action tab and save their (datum). To proceed to the next page, users should select Save first and, then, Continue.

The next section to the Tribal HUD-VASH reporting tool is Household. The above image is what the Household tab looks like when users enter into the third section, which is the Household tab of the Tribal HUD-VASH reporting tool. As the Household tab has many data prompts, we will go through each one step by step from the top of the screen to the bottom.

Under the Household tab, users are to input personally identifying information such as first and last name, date of birth, age, sex, disability status, race, ethnicity, Social Security number and veteran status. Again, all data fields with an asterisk are required information that must be entered into the system.

In the Household tab, last name, first name, date of birth, sex, disability status, race and ethnicity and Social Security number are all required. The first data entry under Household will always be the head of household. As the head of household is the first entrant, the relation field is already completed for the client. We will cover how other household members are to be entered in the system in a moment.

The above image is a closeup of the head of household's race. For race, users must select the client's race and for each additional household member as well. The data is required, which is notated by the asterisk.

Under the head of household information, users will see the image above asking if they wish to add a member, remove a member or reset the information. Reset the Information will clear the entry fields just for the Household tab. We will cover how to remove a family member in a moment.

If the household consists of two or more persons, users are to select Add A Member.

If the user selects Add A Member, the image above will be generated under the head of household's information. For each additional household members, users are to input the required information which is, again, notated by the asterisk. Users should input the required information such as first and last name, date of birth, age, sex disability, relation, race, ethnicity, Social Security number and veteran status.

If a member of the household leaves the household, then the person must be removed from the system. The end user can do this by going to their member subpage below the head of household information and selecting Remove Member.

Users are to also select the total number of persons in the household, which is the total number of persons in the Tribal HUD-VASH reporting tool. For each additional household member, users are to input the requested information as they have for the previous entrant.

In other words, for each person in the household, users must fill out the prompts first and last name, date of birth, age, sex, disability status, relation, race, ethnicity, Social Security number and veteran status. As with the prior action tab, click on Previous will return users to the previous tab. To go to the next tab, users are to click Save first and then Continue to proceed to the next page.

After all household information is entered under the Household section, users proceed to the Background section. The Background section, unlike the Household section, only asks one question, which is "What the veteran homeless at admission?" To proceed, at the bottom of the screen, users then have the option to click Previous, Save or Continue. To proceed to the next page, users should select Save first and then Continue.

The next in this section of the client entry process is called Unit. This is a view of the Unit screen prompt. Under this section, users are to input data on the unit the veteran is leasing. The information includes the unit's complete address, the number and street, apartment number, city, date and ZIP code. Other data prompts under the Unit tab towards the bottom of the screen include number of bedrooms, housing quality standard inspection, structure type and type of property.

At the top of the page, users are to enter a physical address under the Unit prompt. If the mailing address is different from the unit the veteran is leasing, users are to input a complete mailing address in the space provided below the Physical Address prompt. Addresses must have a number and a street at minimum in addition to the city, state and ZIP code.

After entering the unit address, users are then asked to select the number of bedrooms in the unit and the last date the unit passed a full housing quality standard inspection or HQS inspection. Below the questions about the number of bedrooms and HQS inspection, users are prompted to selected the structure type for the unit.

There are a few different options that users have to choose from -- (inaudible), single-family detached. This is for building structures that house only one family under one roof. Semi-detached. This is for building structures that house only one family under one roof but are semi-detached as well.

(Roadhouse) and townhouse. This is for structures that are three or more units side by side and under one roof. Low-rise. This is for multi-family apartment buildings of five or more units and up to four storeys, five or six storeys (inaudible) without an elevator as there are low-rise structures.

High-rise with an elevator. This is for buildings of five storeys or more and those with elevators. Manufactured home. This is for homes that are prefabricated or semi-fabricated prior to arriving to the geographic location that it was placed on. This also includes mobile homes.

Lastly, under Unit, users are prompted to select what type of property has been selected. And there are three prompts. Privately-owned. Privately-held residence by one or more landlords -- this is when you select Privately Owned. TDHE or tribally owned. Residences held by the tribal designated housing entity or those that are owned by the tribe. And the last option is other federally subsidized, other federal programs subsidized -- other federally subsidized housing programs. And lastly, please note that the Unit section remains optional.

At the bottom of the screen, users have the option to click Previous, Save or Continue. As with the Background tab, Previous will direct users to the previous tab, and selecting Save will save the information. But to proceed to the next page, users should select Save first and then Continue.

After Unit, users then proceed to the final section, which is Assistance. Under the Assistance section, users are to provide data concerning the owner of the unit including their name and tax identification number or Social Security number. Then, finally, at the bottom of the Assistance section, the user will see the icon to submit the client's information. Please note at this time the Assistance section remains optional.

Also, under the Assistance section, users are to input rental assistance payment amount. Rental assistance payment expected amount to owner is the monthly amount billed to the grantee for the household rental assistance payment. Tenant rent contribution payment -- this is the rent amount owed to the household which they pay the owner. And rent to the owner. This is the total monthly rent payable to the unit owner under the lease for the contract unit. And this amount is automatically calculated.

So, following the completion of six fields for Agency, Action, Household, Background, Unit and Assistance, the user should see a popup notification alerting them of a successful submission. You know it's been successful when it says, "Success."

But what happens when a submission was not successful? If the user's data entry submission was not successful, they will see a popup window warning them that their data has not been saved -- that their data has been saved but there is still missing required information on the page. This validation window can appear under any of the six sections for client entry, not just the final section, Assistance. The user can then opt to correct the missing information on whatever tab the validation window appears.

However, if the user chooses to complete the missing information at a later date, a draft version of the entry will be saved. Users can access the draft entry by selecting Draft Forms under the Tribal HUD-VASH tab on the home dashboard screen, which is located at the top of the page.

A list of errors will also be displayed on the user's home dashboard screen under the Errors section. Once users select Draft Forms, they will see an image similar to the one above. To correct the error, the user should hover their cursor over the exclamation icon in the Error section. Doing so will show a list of errors that need to be corrected for each client. Once each error is corrected, the client can then be successfully submitted under section six, Assistance.

So, here is the exclamation mark which would denote that you have an error. Please note that if there is an error on the client's data submission, the information will not appear in any report until the error is corrected and the client entry is successfully submitted.

So, I'll repeat that again. If there is a validation error on any of the six sections, the client will not be completely entered into Tribal HUD-VASH portal and will not show up in any of the reports. In order to ensure that the client shows up in the report, all validation errors must be fixed.

The final option under the Tribal HUD-VASH tab at the top of the home dashboard screen is Active Tenant. Selecting Active Tenant will display information for all currently housed clients. For a complete list of successfully entered clients, please select this option at the top of the Tribal HUD-VASH tab and go to Submission History.

Under the (next to the left) tab on the home banner, there is a tab titled "Reports." Under the Reports tab, users will be allowed to run reports to verify and maintain program and client information. All reports assist users in managing their data submission and active client. It's important to remember that reports only include client information and entries that have been successfully submitted. All errors and missing information must be addressed prior to running reports.

So, I'll repeat that again for clarity. It's important to remember that reports only include client information and entries that have been successfully submitted. All errors and missing information must be addressed prior to running reports.

The Reports tab on the home banner includes four types of reports available to users. For all reports, users have the option of download the reporting information as a CSV data file. I'll explain more about CSV files in just a moment.

So, the first report is the Tenant Characteristics Report. This report organizes tenant characteristics by age, household size, family type, rent contribution and other characteristics. Users can also run this report separately for tenant-based assistance and project-based assistance. This report only includes clients who moved into housing.

The next report is the Grantee Summary Report. The Grantee Summary Report organizes details for all clients in the system, not just those who are in housing. Under the Grantee Summary Report, the user can customize the report to display or not display the various data elements in the reporting tool.

The above display illustrates the prompt to select or unselect elements to display on the reporting tool. Users can customize the report to include grant number, region, number of households, number of veterans, number of adults, number of children, tenant-based assistance, total rental assistance payment to the owner and total tenant contribution. And again, this report includes information for all clients in your program, which allows you to truly customize this report.

In the top right-hand corner of the screen, users will see an icon titled "CSV." CSV stands for comma-separated value, and it means that the data in the reporting tool can be exported to Excel. To export the data to an Excel spreadsheet, users must select on the CSV icon first here.

After users select on the icon, the Tribal HUD-VASH reporting tool will begin to download an Excel spreadsheet, which you can see at the bottom of the screen. Using Microsoft Excel will allow users to maintain this program and customize their data even further. It will really allow you to truly filter and definitely tailor and customize what your program has done within Excel.

Next is the Household Leasing Summary Report. This report provides a summary of all leasing information for clients assisted under each grant including amounts for total rent, tenant rent portion and rent portion provided by grants. The report also includes data elements including head of household’s first and last name, Social Security number, ZIP code, the number of veterans per household and family size, which does not include caretaker.

The date of housing search initiated, the date of veteran housed and the date of re-examination are also included. I imagine this to be a great report for comparing and contrasting the dates that housing search initiated and the date that the veteran housed both began and comparing the amount of time for each marker from client to client.

And finally, the Monthly Summary Count Report. The Monthly Summary Count Report provides information about the number households served by each grant each month. In the top right of the screen, you can see the household size and compared the differences for all programs.

This report search does not include the head of household. Rather, it’s the tribal designated housing entity grantee program’s name, the grant number and the region. And again, as with all reports, the user has the option to export materials into a CSV file and import the data into Microsoft Excel to further tailor it to their needs.

As there is a two-step login process, there is also a two-step logout process. The first step is to log out of the reporting tool directly. The Log Out icon is next to -- is to the right of the reporting tool on the home banner. Immediately after clicking Log Out in the reporting tool, the user will then see a popup window, displayed above, prompting them to close out of their browser completely that they were utilizing for their reporting tool.

Next, users are to go to the secure site they used at the first step of the login process and click Log Out at the top right corner. And lastly, after all users have logged out, a prompt will appear asking them to close out of their browser window, which users also previously saw with existing the reporting tool itself. So, with that, our reporting tool overview is complete. Let me hand this back over to Gordon.

Gordon Sullivan: Thanks, Laura. I appreciate you walking us through the tool. Right now, we are going to pause and have some time for questions to be asked. I'm going to invite (Kamitra Cobbs) to join me using her audio controls. I think -- I think it's pound, six, (Kamitra), to unmute yourself.

So, there is an excellent question, as (Kamitra) is joining me, about -- it's from (Heidi) from the chat box. In case someone didn't see it, (Heidi) asked, "Once the reporting tool is live, are we going to have to go back and include all the actions for everyone who has been a participant since the installation of their program?" (Kanitra), are you with me? Would you like to address this question? I think she might be …

(Kanitra Cobbs): Hello.

Gordon Sullivan: There you are.

(Kanitra Cobbs): Great.

Gordon Sullivan: Hi.

(Kanitra Cobbs): OK. Hello, everyone. This is (Kanitra Cobbs). So, I just thought I'd tackle some of the questions in the comment section. So, all grantees for the Tribal HUB-VASH program are required to maintain records. We actually had a guide about what type of records to maintain at the initial occupancy.

So, that information (really follows) along with our reporting tool. Of course, the reporting tool is just a little bit more in depth. But that information -- you should be already maintaining that record. And so, you use that information and begin to input into the system. And that's from the very first veteran to the last veteran that you house as of today.

And you would include whether the veteran is still a part of the program or not. All of that information has to be captured. If there is any time where our contractor -- sorry -- (we at the) department updates information, then that would change. But we would let you guys know that.

If you save -- (inaudible) (another question) -- if you save but keep the screen up, you won't lose the work. Of if you completely the logout as well as you save it, you will not lose the work. Or if you close your browser without logging out, you are not going to lose the work. I'm trying to see -- did I miss a question?

Gordon Sullivan: So, related to the data entry, (Tom) asked, "Is there going to be deadline for when actually the tool goes live? At what date and time do the grantees need to have all their data entered into the reporting tool?"

(Kanitra Cobbs): That's a good question, (Tom). Right now -- (inaudible) went live, I don't have a date for you. But I am guessing 60 days -- 60 to 90 days at the max. It just depends on what exactly is happening because I know that there are grantees that have various grant programs like (some of you have like), of course, (ICPG), (ICBPG) -- things like that. So, there could be conflicts with whatever is needed for those programs too. So, I'll be taking all of that into account. So, once it goes live, I will provide some type of direction with that. But I'm thinking at least I believe 60 days to get it in.

Gordon Sullivan: Great. Thank you for that. Just (inaudible).

(Kanitra Cobbs): To answer (Heidi)'s questions, (Heidi) was asking if you only put -- input the information of those house -- (that those) who have not been vouchered but (haven't gotten in the house). So, yes because Tribal HUD-VASH -- we want to know every step.

So, just the (initial of them) searching for a housing before -- when they originally get in the program, meaning they are under case management services and then they are clear through the grantee, that they can be a part of the program and they were going to provide -- where we'll be providing acceptance of having rental assistance to the search to them actually finding housing and all the components behind it.

Valencia Moss: Hi, (Kanitra) and Gordon. This is Valencia. Question. Will we have another webinar or another training session once the reporting tool becomes available?

(Kanitra Cobbs): As of right now, we have not planned that because this will go on (CoTalk). So, therefore, you can always go back and reference this information. But if there are any major changes to the reporting tool, then we would definitely have to address those and we would have to see if we would do an entire training or if just some guidance that can go along with it.

Gordon Sullivan: And the only thing I'd add to that as well is that there will be a guidebook that will be released when the tool goes live. And that guidebook covers step by step how to utilize this tool, the different steps that Laura went through today and gives a little -- it actually utilizes some screenshots so that you'd be able to follow along in that guidebook. So, that will be an additional resource that can assist you all in entering that data. And also, an additional resource, today's webinar is being recorded. And Kanitra, it will be posted, right, on the CodeTalk website?

(Kanitra Cobbs): Yes.

Gordon Sullivan: Yes. So, that will be available as well in case you need to have a refresher about the tool. So, you can go back and view this recording. It will also have a transcript. And it's also there and available for those who are unable to join us today.

(Kanitra Cobbs): And even if you're still looking at all the resources and it's still not clear, you can always reach out to your grants management specialist or you can reach out to me.

Gordon Sullivan: So, we had a question from Tom come in. "How do we get the slideshow, the slide deck for today's presentation?"

Valencia Moss: Hi, Tom. This is Valencia. You can download today's PowerPoint presentation now. So, everyone, if you look in the left-hand -- if you look in the left-hand corner of your screen, you see the Links box. Select number one, Tribal HUD-VASH Webinar on Introducing the Reporting Tool.

Once you select that, you should highlight it. Then hit Open and it will download directly to your desktop. This is also -- we'll be -- we can also send out an email with the PowerPoint presentation as well along with the link with today's webinar to you -- for you to review.

Gordon Sullivan: Great. Thank you, Valencia. If we have any last-minute questions, we have a few minutes left. If you want to enter it in that chat box, we are happy to answer some more questions if you have them.

So, while people may be typing their questions in, I just want to, from the Collaborative Solutions team, thank you all for being here today. Again, remember that you can download the slide deck using instructions that Valencia just provided. And also, a recording of this webinar will be -- it will be produced within the next few days. And we'll send that along to (Kamitra) and her team. And it will be posted on the (CoTalk) website. It looks like (Heidi) had a question. "Is there an anticipated date on when the tool will be live and available to grantees?"

(Kanitra Cobbs): Not at the moment. We are still waiting on that information as well.

Gordon Sullivan: Yes. So, the tool is still in production. And production can sometimes be a long process. But it is in its final stages. So, there is just a few little tweaks left for the tool. It will not look drastically different from what you have seen today. But as soon as a date is known for a go-live date, you will receive notification either from (Kanitra) or from your own grants specialist. So, you will receive that information when a date is known. OK. I think that might be the last question. (Kanitra), do you have any sort of closing words that you'd like to say today?

(Kanitra Cobbs): I want to let grantees know that I will be pulling the records for actually -- for the report (until -- all the records) that you should be maintaining. So, just -- if you can, just give me guys a head to start preparing it to actually send through like FedEx, USPS or UPS to the headquarters. So, that request will be coming in in about another few weeks do you guys can start preparing for that.

I think that's pretty much all I have. But if you guys have any more questions or if you think about them later, I'm sure everyone has my email. It's -- that's also in this webinar. And I could just put it in the chat box just now. And you should just reach me and give me all other questions. That's all I have.

Gordon Sullivan: Well, thank you, Kanitra. We also have -- Laura and I's contact information on the screen right now. You are welcome to reach out to us if you have additional questions. And of course, you can always contact your assigned grants management specialist. And then, also, Kanitra just put her email address in the chat box. So, if you have any follow-up questions maybe that just didn't come to mind right now, feel free to reach out. We are here to address your questions the best way that we can.

So, with that, again, we want to thank everyone for attending and joining us today. We are looking forward to releasing the recording of this webinar and also the reporting tool guidebook once the tool is live. So, with that, we wish you all a very happy afternoon and a great day.

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