Parker Cunneen: I'm Parker. I'm actually the deputy. Matt Verna had a little baby, a baby boy named Henry. He was born last week. He is on parental leave. So, congratulations to Matt Verna. So, yes, welcome to today's training. The end of the fiscal year is upon us, and we want to continue with our training sessions on a monthly basis. For this month of July, it is going to be on closeout. Now, the closeout for the Stations is nothing like the closeout from a contracting perspective. What we're looking for is we're trying to get you guys down to 4%. That's the target. Last year, there were 19 Stations who hit 4%, and that is good for the 19 Stations. For those who didn’t, we want to try to get you guys to improve to get to near 4%.

Many years ago, I understand it was 2%. However, right now, it's 4%, and just for your own information, the Stations they have an annual appropriation. We have two-year appropriation. The annual appropriation they have also reimbursements, and they have of course you know medical services is the big one, medical facilities and MSC. They have to get to $1000 or less, so I think the 4% helps us because we know it takes many, many months to get these projects started, and it takes time, and sometimes we're subject to a CR unlike the Stations. And the 4% also acts as our buffer to execute when we are in the CR and we don’t have our funding. So, it gives us a little bit of flexibility. We're going to talk about that in section one. Section two, Kari Points is going to talk about Status of Allowance, the SOA.

You might have heard it pronounced different ways, but it is actually the Status of Allowance and how you guys can focus on the 4% carryover, how you can use that report to get there. And then finally, in section three, we're going to talk about reimbursable funds and maybe some IAAs and Jason is going to talk about that. As you know, we have two-year appropriated funds. It's the 0161A1, and the prior year we have balances out in the field at your Stations, and it's been stubbornly stuck at around 8 million for the past few months. We were on calls with RPO East and looking at the contracts at the Stations. It's about 2.7 million. So, there is about 5 million that is sitting there at your Station.

We kind of need action on that, but starting next week we're going to look at pulling back those funds that had not been obligated for prior year. You know, we've got to get that down to zero or as close as possible because the funds expire on 9/30. So, it's very important that we get those funds down to zero by 9/30. I've seen a few responses from folks saying don’t pull my funds. Fiscal is slow and hasn’t done our cost transfers. If you want to send me a request not to pull, I mean you can do that today or tomorrow, but starting next week we've definitely got to start pulling the funds back.

For the current year, our current fiscal year, which is FY 22-23, we want this year to get to the 4%. And in order to get there, we need to obviously execute the 1358s in our contracts. We need to do our purchase card orders and reconcile that, and obviously do our expense transfers from the medical services into our appropriation, which would help obligate the funds. Right now, we have the Q3 RAFT Execution Report that we're hoping -- it's helping us analyze where each Program, each Station, each service idea you guys were asked to comment, and we're looking at all the comments. We're ranking the comments, you know, was it a green, yellow, or red? Is this a comment that makes sense? If you're doing a hiring action, and you only spent 10% of $100,000, we pretty much know that you're not going to spend the funding, and it should be pulled.

Now, I know with CSP they use the subdomain, and all the pulls and the pushes come through the subdomain, and that's a good way. They do it differently than the different programs. They don’t do the PMO per say. They will send in a share point site load up, the pull, and it happens through Tanya Byfield, but the other programs basically you have to do PMOs. You know, you change your program or you can just send in the request to transfer -- have us pull back the money.

For CC101, I'm looking at pulling back those funds, and there is quite a bit of unused funding there. And if you wrote in your comments that you can pull a certain dollar amount, we will be pulling that starting in August. This is all centered around pullback right now because we want to right size you. We want to get you to the 4%. When we do pull back the funds, we do have ways to execute the money on contracts. The big one is the Genome contract that we have that we can scale upwards, and that's for the Million Veteran's program. We've sequenced about 140,000 Genomes, and we have about 890,000 Veterans that are participating in that program. It is very expensive to the sequencing, but that's the requirement that we have available to upscale a contract on.

So, we do have ways to spend the money at the Central Office. If you do not meet the 4% requirement, the Q4 Execution Report will pretty much tell us that, and you're going to have to provide an Execution Plan on how you're going to spend your money. And we'll be pulling the prior year, which is our current year right now. We'll be pulling that in January like we did this fiscal year. That is going to continue, and so that will help us use up our prior year as quickly as possible. But on the flip side, during the year we have deobligations, and when you deobligate your money you really want to find a way to do cross transfers to use up those deobligations.

And that's just a good standing procedure. So, with the RAFT Execution Report, we broke it out by service. So, 820 Central Office, which is the CC101, we broke it out then into the 821, 822 and so forth. Each analyst is reviewing this and will be contacting you or if you can do a multilateral communication with the budget analyst at the Central Office to pull funds that would be ideal. The funds that we're identifying we're going to work with the Central Office AO and service director to give us the thumbs up before we do anything just to make sure that if there is something that we don’t know that is important on your Station we won't pull it, but it's a collaboration effort. And it's okay to give back funding. It's okay to do that. We would like you to do that to get you the 4%, and you're probably wondering why is it so important to get to the 4%. It's important because we don’t like going through rescissions.

We went through two of them that were kind of painful in 2019 and 2020. It was 50 million and 25 million, and what happens is we inevitably have to pull money back from Stations that may have contracts that aren't executed, and that becomes even more complex and more painful for the Station. And it's money that could be spent on research that we lose because it gets pulled back to the Treasury. So, the focus is on the 4% right now. Some key points regarding prior year appropriation, I'm repeating it a little bit, but we want to get down to zero by 9/30 to avoid the funds expiring. We would like you to not wait until the last minute.

Obviously, we would like to get the funds obligated as soon as possible. You can run your daily reports through VSSE, which we did have training on last month. That'll help show you where your balances are by program. It doesn’t show you by service ID, but it will show you by program, and you can actually check out the BOC when you run that report also so you can see what your fund control balance is. Right now, we're flagging the Stations that have high balances for prior year, and again we're going to be starting to pull those funds back next week. Tony, did you want to comment on this slide?

Tony Laracuente: Sure, but do me a favor. Go back one slide. So, some of you have been talking about credit card orders that are in the 21-22 funds. You really need to ensure that if you're not going to receive those items in a timely fashion, meaning like in the next couple weeks, you need to cancel that order and put it into the current year transaction because, as John said, he is going to pull the money. And so that money will not be available to address the transaction, and you're going to go negative.

The other thing to note is that some of the Stations have gone completely negative in prior year money. You need to address that, and you need to take care of that immediately because that could become an ADA violation, and you certainly don’t want to deal with those issues going forward. That is a lot of explanation that you're going to have to do. So, if you have Status of Allowances as you're negative in your bottom line in prior year money, you need to address that today. So, some key points regarding the current year appropriation.

So, all Research Stations do have a target not to exceed 4% carryover. Always consider funding as one year. We've talked about this for about two year now. You want to make sure it is one year. Execute your 1358s. As John said, we've met with RPO. We're meeting with them weekly. We're addressing concerns. They do have a lot of amendments that you guys have put in because your contracts are not going to be fully executed, and that is a big problem for RPO, and it's a big problem for John because that money is going to show up.

So, any transactions that are in 21-22 funds or in 22-23, especially if you have reduction of funding that's 22-23, wait until next year to submit those. ORD is going to closely monitor your execution. I believe John is probably meeting with our staff on a daily basis trying to figure out where things stand and so forth. If you're lagging on execution and you don’t have a plan, you need to develop a plan. You need to really work through and make sure that you're able to say I want to use it for this. Using it for new hires in the Q4 is probably not a good example, but doing 1358s, obligating 1358s is a really good example.

Unidentified Male: Tony, can I say something about the RPO East? RPO East, they're basically funded by ORD, and they specialize in Research Contracts. And right now, the priority is prior year because of the expiration of those funds, but then on current year the priority is on the larger contracts because of the help with our carryover. And I told them to be very sensitive to some of the Stations that, if they didn’t get their contract done, then they're going to have a carryover above 4%. And I know some of the Stations you guys get very upset with RPO East. Please don’t.

They're working on hundreds of contracts right now, and we're trying to get them staffed right. We don’t believe that they're staffed right. They need additional help because they're doing almost 50% of all ORD contracts right now. So, last year, they couldn’t execute about 2.5 million dollars, which I thought was good, but when you start adding up all the smaller contracts there are quite a few that did not get through. So, the message is they're going to get your contracts awarded, and if it's a small dollar amount they might not get to it, but I'm pushing them to get to 100%. One hundred percent is really where we need to be for the contracting actions, but they may not get to it. Just an FYI if it's small.

Tony Laracuente: Right. So, we'll be meeting with them weekly so we can take a look at that and see if we can address their concerns and really to stay on top of where they're going. So, here is a followup from the Q3 RAFT Report. I think John has addressed some of these issues. We have taken a look at some of the data. If you're saying your total allocation of program to projects and so forth, if you go from your 8% and the programs 81-82 are at 2%, program 84 is at 10%, program 85 is at 5%, focus first on program 84 to see how you can get that money down.

So the whole idea is to try to address the under-executing programs first and then reach down to the projects as a secondary. I know it sounds weird because some of you have \_\_\_\_\_ [00:17:25] and some of you have \_\_\_\_\_ [00:17:29] and so forth, but just remember that we're holding the Research Office accountable. And so we'll be talking to the Research AO saying why is this this way? So, if one of the programs is above or under executing, then they're going to be asking down the levels to the programs and the projects.

So, again, the other example is if you're at 3% and program 81 and 82 are at 1%, 84 is at 2%, 85 is at 7%, you're no longer in danger, but you still need to watch it because that's something that you'll need to work through. So, hopefully that Q3 RAFT Report is good guidance for you as well as for John and this team at the Central Office. I think I will turn this over to Kari.

Kari Points: Yes. Thank you, Tony. So, I wanted to talk about we keep hearing about 4%, 4% for years now. How do we get there being out in the field and what tools could we provide to guide you in projecting where you're at so you can start early so that you have time to react? You might be able to obligate some more funds. You might have to send money back, but we can start earlier than finding out on September 30th that, oh no, I'm at 10% or higher or I didn’t make the 4% cutoff. So, this is a spreadsheet I've used for several years, and it's helped guide me and track where I'm at. So, I recommend that you setup something similar to calculate your 4% carryover, and I would start this probably about mid-August, August 15th.

It should be updated every couple days and even daily as you get closer to the end of the fiscal year so you can monitor where you're at and track it. So, the example I'm going to give today in this presentation to simplify it I did it for the overall program, but you can also do it for each individual program. So, when I actually do it live, I do 81, 82, 84, 85, 86. You know, I have a spreadsheet for each one, and then I roll the data up into the overall program to know where I stand. So, I know the percentage for each program and where I sit overall. So, the first step in developing this spreadsheet is to figure out what is your 4%? So, if you look at your Status of Allowance, at the bottom it will say 016181 where your funding is, FY 22-23 total, and this is your FMS budget column.

So, in this example, if I look at the FMS budget column, it was 14.3 million. Well, 4% of that is $572,192. That's my target. I don’t want to be underneath that number come September 30th. So, I need to now look at how can I get there where I'm at today? So, the next slide starts with salaries. So, let's start with projecting your salaries out. So, if you're going to do this on August 15th, you know what's been obligated so far this year. So, if you pull up your Status of Allowance, you have your budget that you’ve allocated to salaries. So, you want to look at your FMS column, budget column for every salary that you have and put that total, the amount that you received.

Then as of August 15th, what have you obligated so far this year? What salary costs have you incurred so far in the year? And then you have to project out. You're going to have more pay periods to hit so we want to make sure that you leave enough funds to cover those pay periods and project where you will be. So, you need to look at pay period 17, pay period 18, pay period 19, and then the accruals. And the accrual this year is going to be calculated at 0.5, and the reason why there are five working days that are going to hit this year's funds. The remaining days in pay period 20 will hit in FY 23, and so you can factor out that accrual by basically in half of what your normal pay period would be.

So, as each pay period hits, you're going to update the spreadsheet because you're not going to have the actual. So, when pay period 17 hits your fund control point, you're going to increase your obligated balance there. So, instead of FMS obligated as of 8/15, it's going to have a new date, the new obligation amount. And then pay period 17 comes off the spreadsheet, and you have your remaining balance. And you'll continue to do that as each pay period hits so you can monitor where you're remaining what becomes actual versus what you're projecting here, and hopefully there is not too much of a difference as your pay periods hit your fund control points.

So, the next section is your all-other fund control points, and I really wanted to talk about committed versus obligated items so I do think it can be confusing, and there is some confusion of when does an item become obligated versus sitting in committed? So, anything committed but not obligated, is going to count towards your 4%. So, if you look at your IFCAP pending column or if you're in IFCAP and you look at your running balance and what's pending, anything that is still sitting there pending on September 30th is going to count towards your 4%.

So, the goal is to move as much as possible of that into an obligation. So, what is committed? Committed is credit card charges that are not reconciled. So, if you’ve not received in and reconciled that credit card charge, it sits in pending. And so a best practice is to actually stop all credit card charges at the end of August so that you have the month of September to reconcile as much as possible and get that pending down and into obligated. You should notify your PIs well in advance of this deadline. So, send out an end of the year here is our cutoff dates for certain items.

Well, it should also include credit card charges to allow you to reconcile. This will reduce the amount of credit card orders that have been carried into FY 23. Also, once FY 23 starts, you will only want to use FY 23-24 funds for credit card orders. You should really not use any prior year funds for credit card charges because, if you don’t get those items and get them reconciled, it's going to sit in pending, and when they go to do a fund sweep they're going to sweep those funds because the Central Office doesn’t see what's in pending. So, when ORD finance looks at your SOA, they do not know what is in pending. They know what we have actually obligated.

So, when they do a sweep, anything in pending is going to be in jeopardy because it actually hasn’t been obligated, and that's why we provide the guidance of not using prior year dollars for credit card charges because, if an item gets delayed or you can't reconcile, it's just going to sit there in pending. For 1358s, if you enter the 1358, you're approving officials approved them, it’s been sent to Fiscal, but your Fiscal Office hasn’t taken action on it, it sits in committed until your Fiscal Office obligates it. For contracts, when you enter the 2237 and you send it to Contracting, it shows sent to ECMS.

When you look at the 2237, it sits there in pending not only until contracting awards it, but also when Fiscal obligates it. So, even if you get the Notice if Award from Contracting and you get the PO number and it shows that it's been done, you need to go into IFCAP and verify that it shows that it's been ordered and obligated or transaction is complete because sometimes it will sit there as pending Fiscal action.

Then you need to reach out to your Fiscal Office and ensure that they have taken action on that to get that into the obligated column. So, here is an example of the little clip of the spreadsheet for the all other. So, as of August 15th, you can see you have the FMS budget and that stays the same across both lines, and then you have the amount that's been obligated so far. And on the left-hand side of your screen where it shows all other current status, this is what you have remaining if nothing else gets completed. So, all of your stuff stays in pending and none of your credit cards, contracts, IPA's, none of that gets obligated.

Right now, it's a huge number 2.2 million sitting there remaining, but then if you look over in the all other with pending obligations you have all your pending credit cards sitting out there, your pending contracts, your IPA's to be obligated. You should be thinking about these things and tracking them. So, if everything goes perfectly and everything gets completed, then that remaining is now $292,000. So, we want to try to work with our Fiscal Office, with Contracting, with your purchasing agents and get as much of that in pending over to obligated.

But then also, if you put this spreadsheet together and at the beginning of August you're looking at this and you put in all your pending obligations and you still have a huge number there, that's when you need to start thinking do I need to be sending money back? There is no way I can get to 4% looking at this. And so, as items get obligated, you will move them over to all other current status and that remaining number should continue to drop. So, once it gets closer to the end of the year, on a daily basis I'm checking this to see what's been moved from pending to actually obligated. The other point I wanted to bring up sometimes there is this misconception that you need an invoice in IPPS for an item to be considered obligated and you do not. Once Fiscal has done their part to obligate the 1358 or 2237, it moves the obligated column of the SOA, and it's no longer in pending.

You don’t actually have to have that invoice. You should still work to get the invoice at the end of the time period to closeout those open orders, but it does not play into this factor. So, now we want to look at what our percentages are. So, you'll roll up the salary remaining, your all other remaining, and you get your total. Then you take that into that original number that I have, which was my total allocated funds, the 14.3 million, and I get my percentages. So, right now, I would be considered in trouble. I'm at 16.8% if nothing else gets done, but if everything was to be completed I'm at 3.38%, which is great.

That's where I want to be, but that's where you need to really start looking at your contracts and your credit cards and making sure that things that you're planning get completed because, if things are left over there in pending, your percentage is going to stay up. And so that's where you really just need to work with your different Fiscal, Contracting, and Purchase Card agents, and then if everything was to be completed, if that percentage is above 4%, and you really don’t have many orders or obligations that you can do to get that down then absolutely you should be thinking about maybe I should be sending some funds back because I'm not going to be able to reach my 4%.

Even in a perfect world, I wouldn’t reach my 4%. So, this is just a quick screenshot of the spreadsheet so you can see what it looks like when it's all put together, and I actually do this for every single program and then have it all rolled up into the overall. Then I just keep moving things over from pending to obligated as they get completed and monitoring my percentages starting at the beginning of August.

Another thing I wanted to mention was the options to obtain your credit card open orders because you should know your contracts and IPAs. You should be tracking those, what's sitting in pending, where you're at with those, but credit cards can be a little bit more difficult because, if you have a lot of purchases going on and multiple purchasing agents and whether we have unopened orders, what can they reconcile?

What might be the estimated shipping date? You know, really working with them to see what's going to remain open at the end of the Fiscal Year. So, there are different options to obtain your credit card open orders. One, your Fiscal Office can provide the Accrual Report. You can ask them to help you out with that. You can pull the Running Balance Report in VISTA to determine what orders are open. Any orders with the @ sign next to the door are open, and so then you can pullup that PO number.

You know, talk to the purchasing agent and see if there is a way we can get it closed out and get it reconciled before the end of the year. If you have the unreconciled menu by cardholder menu, there is a menu in VISTA that is unreconciled menu by cardholder. You can pull the open orders for each cardholder and then go work with them on seeing what is going to for sure not be able to be completed and what can they maybe close out by the end of the year. And, just in general, ask your cardholder. They should know what open orders they have and what the status of them is.

If there are items if you talk to your cardholder and there are items backordered or expected shipping date is after October 1st, you may want to consider cancelling those orders and then just reordering them next fiscal year. And if the expected ship date is after January 1, 2023, you do want to cancel those. Just go ahead and cancel them and then reorder them with next year's funds because that is going to impact when they start looking at your priority dollars on January 1st. Now, I will hand it to Jason.

Jason Berlow: Hi everyone. Thanks, Kari. Just a quick sidebar. The SOI training was really great, and we recognize from some of your survey responses that it's very hard to include all the key points on a training where we try to dedicate 45 minutes to the information and 15 minutes for questions and answers. So, we're looking at other options collecting best practices, and we're having some videos or modules online and more best practices where you will have more screenshots for that. And they're also working on our quarterly and monthly trainings for next year, and we're really -- we had 94 survey responses, which was really amazing. I think we have about 94 Research Stations so it's about spot on.

So, the information was really helpful to make us target the training and the ones that we want to put in the beginning of the fiscal year that everyone is asking for. So, thank you very much. So, for reimbursable funding, it sort of mirrors kind of the same methodology that we do for the appropriation or we call it the discretionary funding, the appropriated funding. So, just some key points here, for that no-year funding it's very important to obligate that funding or cost transfer because the know your funding is intended to be reimburse VA Research from the NPCs. So, it's critical we obligate the balances.

When we run the SOA, we see a lot of balances sitting that are carrying over from year to year since this is a no year. So, what we'll start doing and what I did last year is we'll start sending periodic updates that will increase in frequency as we get close to the end of the fiscal year to remind everyone to take care of those balances because those balances shouldn’t be sitting. It reflects poorly on us. Any carryover has some negative optics for us, not just the regular appropriation. So, it's very important we target that. So, one thing you should do is run daily status of funds as we get close to the end of the fiscal year for your no year.

And now to your prior year, again, run the daily status of funds. And this is really the most critical here. It's really important that you obligate that funding or deobligate if necessary to be able to take care of it so it doesn’t expire, especially if it is from another agency. So, if you have an interagency agreement that is 21-22 funding, the deobligation requirement of Economy Act requires you to deobligate that funding with the IA and return it to the other agency if it's in the VA financial system.

Now, I understand with the NPC we have the exception so that the NPCs can hold those funds longer with the update that we issued last year. So, that's an important caveat that you need to understand the difference. So, also, you need to run -- if you do advanced collections, which are really the most common IA that we do here in ORD, which is a little different from the rest of the VHA because if we receive funding from another agency, for example NAH, we receive that funding in advance for the startup costs that are important.

So, what's really important as we get to the end of the year we have to check the call tables to make sure all those advances are actually earned in order to close the books in FMS for the end of the fiscal year, and we get weekly and monthly updates from VHA finance on that with that report. So, we'll keep studying that. I sent one a few weeks ago, but I'll keep sending them as we get more close to that. And just a quick sidebar that that really does not apply to all Stations, only Stations that are doing IAs for advanced collection. So, if you're not doing that, that's one thing you can take off your plate.

Then the other thing is Raji Rama -- I'm sure you see his emails a lot -- he sends our Reimbursable Report that we receive monthly, and then it gets more frequent as we get into September. And we'll be sending that out to show Stations that have balances with the reimbursables and working to obligate that funding. Then for our current year, again run daily status of funds to watch those balances because it's still good to obligate and carryover as little reimbursable as possible, but we do understand there are situations where funds will be carried over that account because they can be -- if they're funding through another agency, it can go longer if it is through an IA under the Economy Act.

Then again, check those call tables to make sure the reimbursables are earned. If you have questions about how to do that, please reach out to us so we can assist with debt because that's a pretty technical item. So, one important thing is Stations aren't always closing the loop. Reimbursables are meant to offset expenditures made in the 0161A1 appropriation. So, it's important that you later cost transfer that amount to remove that balance, the obligation in that section. And then Stations are often billing and receiving TDAs, but are not cost transferring the expense to 0161A1 to 0161R1 or 0161X2. So, make sure you close the loop when you're billing. The problem is it becomes cumulative as you don’t close the loop.

The balances grow and Fiscal will offset expenditures in the previous years per the bill thus making Research lose buying power because we're paying for it with our own appropriation because we're not cost transferring later and freeing up those funds. And a perfect example would be the 8 million dollars or Tony can refresh me about what the current balance is in the 0161X2. So, an example was a bill was made, paid and TDA received in June 21 in X2, and the cost incurred in 20-21 funds. Cost transfer is now done for 20-21 to X2 and those funds in A1 are not accessible for use.

So, close the loop and don’t wait too long and work with your Fiscal to get this done. Like the last bullet, work with Fiscal to cost transfer 22-23 to reduce R1 balance to zero. Tony, did you want to add anything?

Tony Laracuente: Yeah. One other tool you can have is there a report called the 827 Report that Budget can provide you, and that report will give you the details of all the reimbursables and what they were for so you can track those back to the bills of collection or to the obligations that you were using. So, the real key is to make sure you get that cost transfer done as soon as possible and remember if you recall what Mr. Dunlow said that X2 fund is not to accumulate. You really need to get that money back to the A1 appropriation and close that loop.

Unidentified Male: And Tony, the 827 is on VSC, correct?

Tony Laracuente: No. This one you're going to have your budget analyst in Fiscal for that report.

Unidentified Male: Okay. There is another Reimbursable Earnings Report in VSC that we've looked at.

Tony Laracuente: Right. That's not the detail that I'm talking about. This tells the detail of what the actual reimbursables broke down into.

Unidentified Male: Very good. Thank you. Lastly, I know regarding IAs, there was a large request in the survey for training on IAs so we're going to be doing that in Q1 in October or November to provide some more training in IAs because I know it is a very complicated topic, and then the other compounding factor is I don't know how many of the Stations are now using G-Invoicing, but that's the new system that will manage all IAs in the government. We're now using it this year for all internal VA agreements, and there is a bit of a learning curve with it. So, we'll be working on that with you in FY 23. Thank you. That's it for my section.

Unidentified Male: Well, is going to conclude our training for today. These are some considerations for the next fiscal year with the credit cards and contract purchases. Don’t do contract purchases with prior-year funds, except for ShEEP and LaMB, but that's only if we give you those funds for ShEEP and LaMB. On a cost transfer, obligate your 1358s and meet with your investigators to go over your financial plan and work with your Fiscal Office. Introduce yourself. Don’t be a stranger to your Fiscal Office or whoever you work with in Fiscal for your cost transfers and the Budget Office. It's very important that you guys have a really good relationship.

So, in summary, this is our season to spend down our current year funds but also get rid of the prior year money, and it's okay to return the funds. If you want to be the few, the proud, the 4%, this is what you need to do. You need to return your funds if you're not going to spend them, and it's okay to do it. You need to work with your Budget Office to execute your transactions, and hopefully you'll get your contract obligated through our POE through your NCO that you work with. Finally, our next training is going to be August 25th, and it's going to be on Research Admin 101.

At this point, we've got about 15 minutes left to take questions you might have. And I will put a plug in that, if you get down to 4%, I will blast it to your ACOS and whoever else, maybe your Station, to get you guys a Spot Award because that's a good goal to get to.

Unidentified Male: Can you guys see those?

Unidentified Male: Yeah, what to do if we've been waiting for months for contracting to obligate funds, especially FY 21? FY 21, I can pretty much guarantee that will be accomplished or obligated.

Unidentified Male: Can I take this one?

Unidentified Male: Yeah.

Unidentified Male: So, we've been tracking the ones that have gone to RPO, and we've been talking to the new chief of the RPO by the way, Seth Custer. So, we've been assured that they will get done. There are two contracts that are in jeopardy that are FY 21 funded contracts, and we will be contacting that Station today and discussing that with them, but otherwise those will get obligated. If they're not in RPO, we cannot help.

Unidentified Male: Any thoughts about new processes or deadline for contracting next year?

Unidentified Male: Yes.

Unidentified Male: We'd like to work with our COs at RPO East so we are all working within our capacity and making good decisions about expenditures.

Unidentified Male: So, Seth Custer started last week. He's the new director of RPO East. He is extremely well trained and understands the need for communication. We're going to be meeting with him to talk about parameters for next year, what best to do, education, activities and so forth. So, yes, we're planning on doing a lot of things to try to make that process more transparent, but I will tell you it is a two-way street.

And one of the things I'm seeing in the documentation that is going back and forth is there are a lot of amendments that people are doing, and they're not small amendments. These are substantial amendments to contracts, and so I think part of the issue is how you guys are planning these contracts and the amounts of the contracts and so forth because that does take up additional workload when they do this.

Unidentified Male: Can Stations have their own contracting, not just COR to take the workload from the current contracting? Yes, you can, but it kind of depends on how you guys are staffed. I know that falls under logistics and it's at your Station there, and some of those contracting officers don’t have really high warrant levels, but you can lean on them, reach out to them and see if you guys can work with them to be your contractor. I don't know if you’ve done that in Atlanta. We did that in Louisville.

Unidentified Female: We do have contracts that go through our Regional Office here for Iowa City. I kind of just make a determination based on the dollar amount and what the contract if for if I'm going to go the RPO route or if I want to submit it locally, especially knowing that RPO East is looking at the high dollar amounts first. So, those smaller contracts I do tend to send those locally, the workload that they can take it. So, there is a conversation, you know, making sure that they can get them done.

Unidentified Male: So, I read this question as can you have a Contracting Officer in Research, and the answer is no, not paid by \_\_\_\_\_ [00:47:17] appropriation.

Unidentified Male: That's true until 152. The question, just to clarify, the 4% is based on the programs not by the specific PIs account.

Unidentified Female: I can take this one John. So, it all rolls up together. You have your PI accounts. All that goes into the fund control points for the program level, and then you have your total for your Station. The 4% is based on the total for your Station, not your individual PI accounts, not even your individual programs. It's the total Station, but to get there you need to be looking at your PI accounts and where they're at, and you need to look at your program percentages. But if you have one program that spent all the way down and one that's at 6% and your average is 3%, you're still okay. So, it's over the whole total.

Unidentified Male: I just want to make sure is it the case that all PIs fund less than 4% carryover will be pulled back January? If so, should we do PMOs for all funds greater than 4%? We're not pulling back money based on a percentage to get to 4% in January. We're just pulling back funds that basically you're not going to spend. So, we're trying to get you down to zero in January.

Unidentified Male: So, the answer is you're not going to be doing the PMO on prior year money. You're going to be doing the PMO on current year money next year, and so you really need to -- I think ORDs goal is get your prior money spent early in the fiscal year, obligated and spent, so you don’t have to worry about this conversation in July of next year. And so, if you have greater than 4% carryover and you have not spent your money by January 15th, then it is subject for pullback. So, you just need to be aware of that, and you need to make sure that your first three months of the year you're working through the obligations.

Unidentified Male: This may be a repeat so let me know if you'd like me to go onto the next one because we've been talking about the 4%.

Unidentified Female: If Contracting does not award by 9/30, are you asking we cancel the order just to the meet the 4% carryover? We have many open orders. Some were recently assigned to Contracting. No. So, when I was talking about canceling orders, I was talking about your credit card orders. If you have a credit card order out there, and you know the shipping date isn't until, you know, it's backordered and if they say maybe November, then, yeah, you could consider canceling that and doing it next fiscal year when it's off backorder. And if it's after January, then you absolutely should go ahead and cancel it because you shouldn’t be using prior year dollars for it.

Unidentified Male: The question is RR&D has indicated they don’t want PMOs and funds returned. They have asked us to carry the funds forward. I talked to them this this past week. They will entertain PMOs. I mean I told them in the meeting that we need to have funds returned.

Unidentified Male: What did you say about the A27 Report? It's the number 827, and that report you can ask either Budget or Accounting for that report to tie in the TDAs are coming to your reimbursable control points. You can tie those into the actual billings, the K numbers, so it gives you an idea of what that is.

Unidentified Female: That report gives you the Bill of Collection number so that you can look up the Bill of Collection and match it to the TDA so that when you do the cost transfer you know exactly what that expense was when you're finishing out the loop of your R1 or X2 funds just to add a little.

Unidentified Male: Do you have a link to share for the training modules you referred to? Jason?

Jason Berlow: Sure. That's something we're working on now. We're looking to have a centralized landing page on SharePoint where we'll have the links, but we're still creating them at this time.

Unidentified Male: Can funds from one program be transferred to another program to cover deficits?

Unidentified Female: No. You can transfer cost. You can't transfer the funds. So, once your funds are allocated in that program, they go there, but if you have a deficit in one and a surplus in the other you can transfer the cost if you have a justification for that onto the other program.

Unidentified Male: Yes, that's correct.

Unidentified Male: That was our last question that we have so far. I don't know if you guys want to hang on a couple of minutes and see if there is any more or we can close out. It's up to you guys?

Unidentified Male: We'll wait 30 seconds.

Unidentified Male: All right, everybody. Feel free, if you have any more questions, to throw them in that Q&A box down at the bottom right-hand corner of your screen. Well, it looks like that is it so I want to thank all the panelists for joining us today as well as the guests. Just as a reminder to everyone tuning in since we have those changes with the finance webinar, we will be having the August 25th webinar and then we will be skipping September and resuming in October. With that, I just want to thank everyone again for being here and enjoy the rest of your afternoons.