

Good afternoon,

SAMHSA recognizes that all grantees are facing significant challenges with the current COVID crisis and that your projects have been significantly impacted by this crisis. However, we wanted to make sure we continue to offer training related to managing your grant. Below is the information on how to access the second SAMHSA Grantee Webinar for the 2020 schedule – Reporting Requirements. It will be held on **April 16, 2020 from 2:00 – 3:30 pm (ET)**.

The webinar will provide information about reports that need to be submitted to SAMHSA: performance and progress reports, FFRs, audits, and FAPIIS. Project staff members who would benefit from attending the webinar include: (1) Staff who are responsible for preparing progress and performance reports (2) Staff who are responsible for preparing financial reports.

It would be greatly appreciated if you would complete the attached evaluation form after participating in the webinar. SAMHSA wants to ensure that the webinars meet the needs of recipients and your feedback will assist us in providing quality training events. Please send the completed form to: [GPOtraining@samhsa.hhs.gov](mailto:GPOtraining@samhsa.hhs.gov).

It is recommended that you join the training at least 15 minutes prior to the start of the webinar. If you are unable to attend the webinar, you can listen to the recording by clicking on the last link below (Net replay).

I will send you the Power Point slides prior to the training. I usually get the slides from the presenter a day before or the morning of the webinar. If you don't receive the slides prior to the webinar let me know.

If you have any questions, feel free to contact me.

Thanks,

Beverly

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**Passcodes/Pin codes:**

Participant passcode: 5251303
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For security reasons, the passcode will be required to join the conference.

**Dial in numbers:**

Country	Toll Numbers	Freephone/ Toll Free Number
USA		877-602-6810

Restrictions may exist when accessing freephone/toll free numbers using a mobile telephone.

**WebEx™ Net Conference Access Information:**

**Webex Required Download:**

To use Webex for your operator-assisted conferences, presenters and participants alike must have the Webex Event Manager installed prior to joining. To download the Event Manager, see the instructions on the [Webex Downloads](#) page.

**For Participants:**

URL: <https://protect2.fireeye.com/url?k=a2c850dc-fe9d59cf-a2c861e3-0cc47adb5650-9198be891104ed46&u=https://www.mymeetings.com/nc/join/>

Conference number: RWXW9965502

Audience passcode: 5251303

Participants can join the event directly at:

<https://protect2.fireeye.com/url?k=119f3f01-4dca3612-119f0e3e-0cc47adb5650-1d8053a0d80f843a&u=https://www.mymeetings.com/nc/join.php?i=RWXW9965502&p=5251303&t=c>

To access the Net replays of this call, all parties may join at:

<https://protect2.fireeye.com/url?k=fa83ac9b-a6d6a588-fa839da4-0cc47adb5650-c791dbfe1187c44a&u=https://www.mymeetings.com/nc/join.php?i=RWXW9965502&p=5251303&t=r>

The replay will be available for 60 days, ending JUN-15-2020