

# Primary Prevention Programming Grant (PPPG) Reporting Guidance

This reporting guide is a resource intended to support PPPG funded communities in submitting annual end of year progress reports.



Alaska's Council on  
Domestic Violence  
& Sexual Assault

Last Updated: September 2022  
Prepared by: Strategic Prevention Solutions



**STRATEGIC**  
PREVENTION SOLUTIONS

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## Online Grant Reporting Overview

This guidance document is intended to support Primary Prevention Programming Grant (PPPG) grantees in completing and submitting online annual progress reports to the CDVSA online reporting portal.

Annual End of Year reporting should be completed online\* at <https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report>


Monthly EXPENDITURE and REVENUE reporting are due in GrantVantage, a cloud-based reporting system, on the 30<sup>th</sup> day of the following month.

Community Needs Assessments (CNAs) should be submitted by grantees using the following guidelines:

1. If you have completed a CNA in the past five years, you are required to “refresh this report”
2. If your CNA is older than 5 years, you are expected to complete a full CAN process
3. If you are a new grant recipient of CDVSA PPPG funding, you are expected to complete a full CNA

CNAs should be submitted to CDVSA’s Program Coordinator II, Ann Rausch, at [ann.rausch@alaska.gov](mailto:ann.rausch@alaska.gov) by the end of SFY2023 (July 30, 2023).

## Steps for a Successful Submission

- 1.) Utilize the CDVSA End of Year tracker (i.e., Excel workbook) and routinize record keeping related to your implementation and evaluation. You should use this or other monitoring mechanisms to ensure an accurate telling of the community's DV/SV primary prevention efforts for the year. Contact Ann Rausch or Strategic Prevention Solutions (*contact information is provided in Questions and Help section*) for the End of Year tracker tool. There are **references to the tracking tool** throughout this document to support end of year reporting and indicated by this icon: 
- 2.) Have accessible any supporting documents, including evaluation workplans, data, or reports, activity or strategy attendance records, and prevention activity calendars.
- 3.) Prepare for 1-2 hours to complete the online portal submission process.

4.) Have accessible any documents (new & revised) you wish to submit or upload as part of your report submission (e.g., community snapshots, graphics, prevention plans, special reports, etc.).

5.) Open an internet browser and copy and paste the following URL:

<https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report>

6.) Submit your annual report\*.

\*Your report will not be submitted until you have been directed to the submission acknowledgement page. You will be emailed a copy of your report within 24 hours of submission.

## Questions and Help

For questions regarding the specific content or concerns of your reports, please contact Ann Rausch, Program Coordinator II, at [ann.rausch@alaska.gov](mailto:ann.rausch@alaska.gov).

If you experience any **technological or navigation difficulties** regarding the online reporting system, please contact Brittany Murrell at [brittany@StrategicPreventionSolutions.com](mailto:brittany@StrategicPreventionSolutions.com).

Examples:

- Accessibility issues.
- Submission confirmation.\*
  - \*Please allow up to 24 hours for the system to send you receipt. If you did not receive a copy of your report, please check your spam folder.
- Requests for copies of report submission.
- Request unique access link to complete reporting or make modifications to a submitted report.

## Commonly Asked Questions

### Who should complete the annual end of year report?

Generally, the person who is most directly involved with implementing the strategies and coordinating with stakeholders and the prevention coalition should complete this report (e.g., Prevention Coordinator). You should follow your agency established practices and coordinate with your Executive Director, your finance staff, and evaluator when completing the end of year reporting and finance reports (i.e., Expenditure and Revenue Report).

### What is being asked in the end of year annual report?

This guide outlines the reporting requirements for CDVSA funded Prevention grantees (i.e., PPPG Group A and B). Grantees are asked to provide a summary of their DV/SA primary prevention programming progress and milestones during each reporting period (i.e., FY2022, FY2023, FY2024). This includes noting any significant achievements, staffing changes, existing or potential challenges or delays, and current activities. Do not copy and paste the narrative from a previous report; you should be providing new information each year that summarizes your efforts during that time.

### When should you complete the report?

During the grant period, grantees should complete annual reporting within 30 days of the end of each fiscal year. These reports should be prepared and submitted to CDVSA by July 30<sup>th</sup>. These reports assist CDVSA with reporting requirements to the State of Alaska, as well as advocacy with other entities.

Fiscal Year	Date Span	Complete Reporting By
FY2022	October 1, 2021, to June 30, 2022	July 30, 2022
FY2023	July 1, 2022, to June 30, 2023	July 30, 2023
FY2024	July 1, 2023, to June 30, 2024	July 30, 2024

### Do the reports need to be completed in one sitting?

It is recommended you complete your reporting in one sitting. You can use this guide to prepare your responses and copy and paste them into the reporting system. Within the online on the upper right corner is a "save and continue later" button. You can select this to save your progress and return to the reporting later. However, you must do this from the same computer/IP address. If you are unable to access your in-progress report, please contact Brittany ([brittany@StrategicPreventionSolutions.com](mailto:brittany@StrategicPreventionSolutions.com)) and you will be emailed a unique link that will allow you to return to where you left off.

### Can I make a change to a submitted report?

Yes! Contact Brittany ([brittany@StrategicPreventionSolutions.com](mailto:brittany@StrategicPreventionSolutions.com)) who will generate a unique link for you to return to your prior submission.

### How do you submit CDVSA reporting requirements?

- All grantees need to submit a Report online at <https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report>.
- Expenditure and revenue reports should be submitted **quarterly** to [cdvsa.grants@alaska.gov](mailto:cdvsa.grants@alaska.gov). The expenditure and revenue report template can be found online at <https://dps.alaska.gov/CDVSA/Grantee-Support/ReportingForms>.
  - Quarterly expenditure reports are due October 30, 2021; January 30, 2022; April 30, 2022; and July 2022. In 2022, CDVSA is transitioning to grants vantage reporting system. More information will be coming from CDVSA.

At the end of the online annual report a notification is provided that the report was successfully submitted via the portal. An automated message is sent to CDVSA alerting them to the submission. Additionally, a copy of the report is emailed directly to the grantee within 24 hours of submission.

### What if I do not receive a PDF copy of the annual report?

All report submissions are saved in the online portal and can be retrieved. Please allow 24 hours from the time of your submission for the copy to be emailed. The report is emailed to the email address provided on the "Contact & Program Information Page."

If you need a copy resent, please contact Brittany ([brittany@StrategicPreventionSolutions.com](mailto:brittany@StrategicPreventionSolutions.com)) or Emily Singerhouse ([emily@StrategicPreventionSolutions.com](mailto:emily@StrategicPreventionSolutions.com)).

# Welcome Page: Accessing the End of Year Report



Enter the following URL into an internet browser:

<https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report>

You will be directed to the reporting page (see below). Use this guide and have any supporting materials (e.g., calendar, evaluation results) readily accessible when completing the report. It is recommended you complete reporting in ONE sitting. The online system will allow you to “save and continue later,” but will only retrieve saved responses from the same IP address.

**STRATEGIC PREVENTION SOLUTIONS**  
CDVSA End of Year Report

**CDVSA** | Alaska's Council on Domestic Violence & Sexual Assault

**Primary Prevention Programming Grant (PPPG) End of Year Reporting**

Welcome to the online CDVSA prevention grantee reporting portal. This is an opportunity to share **annual updates** about the domestic violence (DV) and sexual assault (SA) primary prevention programming being implemented in your community as well as preliminary evaluation findings and lessons learned. We are excited to get this information and better understand your initiatives and discoveries.

You will be asked questions about your coalition work, programming, evaluation, and technical assistance needs. Please answer as completely as you can. Textboxes are provided throughout to allow for additional detail and description.

**How is the information used?**  
The information you provide is reviewed annually by CDVSA and partners supporting this initiative including Strategic Prevention Solutions (SPS) and Alaska's Network on Domestic Violence and Sexual Assault (ANDVSA). The reporting information is used for many purposes including summarizing and sharing about efforts, innovations, and results during Council meetings, monitoring primary prevention programming initiatives and impacts, and identifying technical assistance needs. The information you provide helps us understand your efforts and impacts and helps CDVSA in supporting the development of capacity and comprehensiveness of DVSA primary prevention programming efforts.

**Submitting Annual Reporting**  
Once you submit this report, or reach the end of the questions you will be shown a "your reporting has been submitted" message. The portal will automatically send a copy of your submission to the email input in the contact information section. The report is sent in PDF form and may be filtered by your email and end up in your spam folder. Please allow 24 hours for the copy of your report to be sent, if you have not received it, please contact Brittany Murrell (brittany@StrategicPreventionSolutions.com; phone: 877-791-4167 ext. 706).

**Questions or Troubleshooting Support**  
If you have any questions, or need support with this online reporting system please contact Brittany Murrell (brittany@StrategicPreventionSolutions.com; phone: 877-791-4167 ext. 706) or Emily Singerhouse (emily@StrategicPreventionSolutions.com). If you would like to edit your submission, please contact Brittany or Emily who can also send you a link to access your submission.

If you have questions about the grant or about who can access the information, please contact Ann Rausch (ann.rausch@alaska.gov).

Thank you for taking time to complete and share information about the work you and your partners are doing in community.

**Tips for Completing Reporting:**

- It is ideal to complete the reporting in ONE sitting and should take about one to two hours.
- It helps to have your activities calendar, PPPG narrative, and plans (prevention, evaluation) available.
- You may not have a response to each question, or need to talk to someone in your organization to ensure you have the correct information.
- It is recommended to take this on a computer rather than a portable device or cellphone.

**Save and Continue Later**  
In the upper right corner is "Save and continue later." Select this if you would like to save your progress and generate a unique link that is emailed to you that will allow you to return where you left off at another time.

**Low Vision Mode**  
In the upper right corner is "Low Vision Mode." Toggle this setting by clicking on the Low Vision Mode test and you can increase the contrast, font weights, and sizes of the text.

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## Contact & Program Information Form

Please provide the following information about the grant, your agency, and the primary prevention point person completing this report.

First Name:

Last Name:

Title / Position:

Program Name and Community:

- Abused Women's Aid in Crisis (AWAIC) – Anchorage
- Advocates for Victims of Violence (AVV) – Valdez
- Aiding Women in Abuse and Rape Emergencies (AWARE) – Juneau
- Cordova Family Resource Center (CFRC) – Cordova
- The Interior Alaska Center for Non-Violent Living (IAC) – Fairbanks
- The LeeShore Center – Kenai
- Tundra Women's Coalition (TWC) – Bethel
- Safe and Fear Free Environment (SAFE) – Dillingham
- Seward Prevention Coalition (SPC) – Seward
- Sitkans Against Family Violence (SAFV) – Sitka
- South Peninsula Haven House - Homer/Kenai Peninsula
- Women in Safe Homes (WISH) – Ketchikan
- Working Against Violence for Everyone (WAVE) – Petersburg

Phone Number:

Email Address:



**A copy of your report will be sent to the email address you enter here.**

Reporting year:

- SFY 2022
- SFY 2023
- SFY 2024

## Staffing and Grievances



If using the CDVSA EOY Report tracker, please refer to the information for this section from the "Staffing and Grievances" tab.

Have there been any prevention staffing changes this year? (*Check all that apply.*)

- Hired
- Terminated
- Volunteer Positions (e.g., Coaches or Strategy Implementors).
  - How many volunteers supported prevention this reporting period?

**Page logic:** If there have been hired positions, answer the next question. If no new hires, complete the table below regarding who is doing prevention work within your agency.

For new prevention hires, please provide the name and contact information (i.e., phone number and email).

For example, Prevention Educator, Sandra Dee, 907.555.5555 e: [sandra@preventionAK.gmail](mailto:sandra@preventionAK.gmail)

Who does prevention work in your agency?

	Name	Position Title	Major Responsibilities	Length of Time in Position	Length of Time in Alaska	Prevention FTE
Person 1						
Person 2						
Person 3						
Person 4						
Person 5						
Person 6						

Please disclose any formal complaints and/or grievances filed this fiscal year. Who were they against and how were they resolved?

## Coalition & Partnership Questions

This section is intended to gather additional information about ongoing collaborations and/or coalition work outside of your internal prevention team. Please describe any changes, updates, or shifts in your community engagement efforts for primary prevention.

 **If using the CDVSA EOY Report Tracker, please refer to the “Coalition & Partnerships” tab to complete this section.**

Please share your community prevention team/coalition's mission/vision statement and/or its main focus:

Have there been any changes to your community prevention team/coalition's mission/vision statement and/or its main focus?

Please describe how your collaboration with local partners and the primary prevention coalition is addressing shared priority areas in your community:

How many full coalition meetings have occurred this SFY?

How many additional meetings, workgroups, planning and workshop events, and/or data meetings, have occurred to support DV/SA primary prevention implementation and/or evaluation?

How many new community agency partnerships, MOUs, or other formal or informal agreements have you established for DV/SA primary prevention efforts in your community?

Who are these new partners and how has this contributed to the greater capacity or support of your initiative?

How is leadership of DV/SA prevention efforts shared by other individuals or partner agencies in your community (if at all)? For example: Other community partners host meetings, facilitate or house programming, contribute to funding, etc.

## Resources



If using the CDVSA EOY Report tracker, refer to “Staffing and Grievances” tab.

How many FTEs in your organization do you estimate are doing prevention work? (Include all personnel who help – VISTAs, .25 of an advocates position, etc. Provide a general idea of the staffing used implement prevention activities).

How many people do you have in your organization who are evaluating prevention activities—not other programming—just prevention?

How is prevention funded at your organization? (Please check one below. If it has changed over time, please refer to the last fiscal year, and explain as necessary)

- Prevention activities operate off of one-time grants and in-kind donations.
- Prevention programming operates off of multiyear grants. Primary prevention is incorporated into board development discussions.
- Prevention programming is funded by hard, sustained funding from the agency (e.g., budget line item). A percentage of general funds raised by agency support primary prevention efforts. Primary prevention is included as priority for board development.

Comments:

About how much money is allocated by your organization to prevention each year? (Check one below).

- Less than \$30,000 per year
- \$30,000 - \$80,000 per year
- Greater than \$80,000 per year

Is prevention included in the job description of staff at your organization?

- Little/no mention of prevention in job descriptions outside of prevention staff.



- Prevention tasks are mentioned in some job descriptions outside of prevention staff.
- Prevention tasks are present in job descriptions of a significant amount of personnel including the ED and other agency leadership positions.

How are staff trained on prevention at your organization?

- No prevention training is offered to staff who don't work directly in prevention .
- Optional trainings are offered to all staff.
- Staff orientation contains prevention components and/or ongoing trainings on primary prevention are required for all staff.

## Implemented Strategies



If using the CDVSA EOY Report Tracker, please refer to the “Implemented Strategies” tab to complete this section.

Have there been any changes to your primary prevention plan this fiscal year?

- Yes
- No

Please submit a copy of the current/updated plan.



You can upload a document. Allowed types: png, gif, jpg, jpeg, doc, xlsx, pdf, txt, mov, mp3, mp4. The maximum file size is 500 KB.

When was it last updated?

Who was responsible for creating and/or maintaining this plan?

Please briefly describe how it has changed (e.g., we updated our goals, we created new objectives, etc.):

How often and how is the prevention plan used?

Are you tracking any goals/objectives from this plan? If so, which ones?

Please describe your approach to increasing equity, inclusion, and cultural responsiveness in your primary prevention efforts. If you currently are not directly working to increase these things, please describe the challenges you have encountered or complications to doing so:

*Examples: hosting internal or community conversations on racism, oppression, historical trauma, inequity, etc. and how these issues relate to rates and prevention of DVSA; examining internal practices and policies that perpetuate inequities, redesigning systems to promote equitable outcomes; policies and/or trainings to address root causes of violence; making efforts to ensure organizational staff are reflective of community including Black, Indigenous, People of Color, LGBTQ+, survivor, differently abled, immigrant, and other underrepresented communities; changing practices and policies to ensure all staff feel welcome and included; working on broader social structures related to root causes such as education, employment, housing, and justice; translation and interpretation of materials; strong collaborations with communities and persons of color and organizations; messaging about cultural diversity or highlighting racial and ethnic historical moments; cultural competency, local or Alaskan history of colonization, equity, etc.*

What is your organization and/or coalition doing to share decision-making power with various minority groups in your community?

What conversations and decisions have been made in relation to your program, that seek to reduce inequities?

What adaptations have been made in your programming to account for differences among the community population?

What investments have been made this year to attempt to address existing disparities in the community and/or programming to promote more than one cultural model and foster societal innovation, creativity, and inclusiveness?

Please indicate which strategies you have **implemented** (and had participants/attendees in) this year in the community (select all that apply).

- Girls on the Run
- Heart & Sole
- Boys Run
- Coaching Boys into Men
- Green Dot
- Bringing in the Bystander
- DV/SA Primary Prevention Trainings
- LeadOn!
- Safe Dates
- Live Respect
- Believe it or Not I Care (B.I.O.N.I.C)
- Sources of Strength
- Other (please list):

Please indicate which strategies you are **planning** for future implementation in the community (select all that apply).

- Girls on the Run
- Heart & Sole
- Boys Run
- Coaching Boys into Men
- Green Dot
- Bringing in the Bystander
- DV/SA Primary Prevention Trainings
- LeadOn!
- Safe Dates

- Live Respect
- Believe it or Not I Care (B.I.O.N.I.C)
- Sources of Strength
- Other (please list):

Please indicate the shared issues your programming is focusing on (*select all that apply*). .

- Mental Health Concerns (Depression, Anxiety)
- Belief in strict gender roles (e.g., male dominance and aggression in relationships)
- Unhealthy family relationships and interactions
- Traditional gender norms
- Gender Equity
- Racial Equity
- Root causes
- Healthy and Active Community
- Sexual Violence
- Youth Violence
- Academic Achievement
- Resiliency
- Cultural Connectedness
- Reproductive Health
- Substance use or abuse
- Teen Dating Violence
- Child Abuse
- Poverty
- Suicide
- Other - Write In: \_\_\_\_\_

What kind of work are you doing?

	<b>Description</b> Please be descriptive about your strategies, products (presentations, fliers, PSAs), and where possible, counts or numbers related to reach and distribution.	<b>Key Partners</b> Please list key partners for each activity.
School-Based		
Community-Based		
Media Campaigns		
Male Engagement		
Youth Leadership		
Parent/Family Engagement		
Relationship Building		
Equity and Anti-oppression		

	<p><b>Description</b> Please be descriptive about your strategies, products (presentations, fliers, PSAs), and where possible, counts or numbers related to reach and distribution.</p>	<p><b>Key Partners</b> Please list key partners for each activity.</p>
Other		

# Comprehensive Prevention Programming

What is comprehensive prevention programming?

When prevention programs that reinforce or share the **same message** are implemented across **different settings** with **different populations** at **different levels** across the social-ecological model (SEM).

Here is an example using the **Green Dot Program**

Individual Level	Relationship Level	Community Level	Societal Level
<p><b>Setting 1</b></p>  <p>Green Dot is implemented in a <b>high school</b></p>	<p><b>Setting 2</b></p>  <p>Green Dot training is given at <b>home</b> to parents</p>	<p><b>Setting 3</b></p>  <p><b>Workplaces</b> in the local town receive the same Green Dot training</p>	<p><b>Setting 4</b></p>  <p><b>Local radio</b> shares the same message and <b>businesses</b> post materials on Green Dot</p>
<p><b>Population 1</b></p>  <p><b>Students</b> are given the message that everyone has a part to play in ending violence</p>	<p><b>Population 2</b></p>  <p><b>Parents</b> are trained to talk about the Green Dot message implemented in school</p>	<p><b>Population 3</b></p>  <p><b>City workers</b> are required to be trained in Green Dot and given the same message</p>	<p><b>Population 4</b></p>  <p><b>Community members</b> are aware of Green Dot from local media and adopt norms from the message</p>

To what extent do your prevention activities build upon one another and reinforce the same/similar message across settings or populations in your community? (Check one below).

- Many implement awareness activities, one-time prevention awareness talks, and/or programs that address only one population within one setting.
- Multiple prevention strategies are implemented in the same setting or population (e.g., a school), but reinforce the same message.
- Prevention strategies are implemented in different settings or populations (e.g., students, teachers, parents), across most or all levels of social ecology (includes community and societal levels) AND reinforce/share messaging.



## Outputs and Common Indicators



If using the CDVSA EOY Report Tracker, please refer to the "Outputs & Indicators" tab to complete this section.

How many community members attended and received training about DV/SA primary prevention, by you and/or your community or coalition partners?

*This information pertains to theories or practices in primary prevention (e.g., root causes, equity and prevention work). For example, your agency may have facilitated a 1-hour presentation for local healthcare providers about how primary prevention works to stop the cycle of violence. Eight community members attended this presentation. Additionally, you collaborated with a local coalition or community partner who hosted a workshop for law enforcement on how primary prevention works to stop the cycle of violence. Ten community members attended the presentation.*

- Led by your agency:
- Led by your community or coalition partners: *(Do not include counts from trainings provided by your agency)*

How many individuals joined a bystander program (e.g., Green Dot, Men at Work, Bringing in the Bystander) you implemented this year?

Please indicate the number of persons by group (e.g., high school students and faculty). If a coalition partner is implementing a bystander program (e.g., Bringing in the Bystander), record how many community members were reached through their strategy in the "Partner's Programming" option.

*For example, if you implemented Green Dot in the community and reached 28 adult community members, 120 high school students, 17 high school teachers, and your coalition partner implemented Bringing in the Bystander on a local college campus reaching 345 students, you would report the following:*

- Community Members: 28*
- High School 137*
- University: 0*
- Partner's Programming: 345*

- Community members:
- High School:
- University:
- Partners Programming:

How many youths (under 18 years of age) participated in some type of prevention activity this year? This includes attending a prevention, equity dialogue, becoming/being a peer mentor, engaging in an activity or strategy (e.g., GOTR), or were involved in coalition or prevention efforts?

Only use "0" if youth were invited or provided the opportunity, but no youth chose to engage. For example, if your community attempted to recruit a youth to serve as a member on the coalition, but no youth volunteered you would put "0" next to "Number of youth coalition members." However, if you have not recruited youth or invited youth, leave that section blank.

- Number of youth coalition members:
- Number of peer mentors or co-facilitators of prevention activities (i.e., coaching, presenters):
- Youth who attended a single or one-time prevention-focused presentation:
- Youth who participated in prevention strategy (e.g., GOTR, LeadOn, Fourth R):

## Evaluation



If using the CDVSA EOY Report Tracker, please refer to the “Implemented Strategies” tab and/or the “Outputs & Indicators” tabs to complete this section.

Do you have a written evaluation plan for your prevention activities?

- Yes
- No

Are outcomes written down?

- Yes
- No

How are you tracking progress on your goals and outcomes?

Are you working with an outside (external) evaluator? If yes, please share who or which agency.

What kind of information do you collect to evaluate your prevention activities? (*Check one below*).

- None or limited process data (e.g., attendance, number of events).
- Measuring impact (outcomes evaluation) of some (but not all) programming; plus process evaluation of all programming.
- Measuring impact and tracking (outcome and process) of most/all programming.

Do you have preliminary evaluation findings to share this year? You may share these findings in whatever format available (e.g., summary paragraph, table or chart, infographic, presentation).

What recommendations and changes resulted from your evaluation efforts this year?

How do you disseminate (or share) evaluation findings?

## Progress Update

Please describe how funding was used to improve or expand program implementation this year?

What, if any, policy work has our community prevention team engaged in this year or identified as an area of work for the future?

What are you planning for next year? What changes or differences do you expect to see in your prevention planning in the near future?

Do you have any additional updates or information about programming, implementation, or evaluation of your DV/DV primary prevention programming that you would like to share?

## Technical Assistance Support & Next Steps

What technical assistance support or activities have been most helpful this year in supporting your local efforts?

Do you have any unmet needs for technical assistance or planning support? Please share things you have struggled or encountered challenges or barriers in, and what ideas you have for how TA can support you.

What kind of training/technical assistance/support would best help you do your work more effectively? List any topics and preferred delivery (i.e., webinars, teleconferences, in person, etc.).

## Technical Assistance Support & Next Steps

Congratulations, you have nearly completed your annual reporting. Is there any additional information you would like to share about your DV/SV primary prevention programming or evaluation efforts? Below is a text box for you to share this with us.

## Submitting



Once you have reached this page, you have completed the end of year report. This page is a receipt of your submission. You will receive an email within 24 hours which contains a copy of your report. If you need to make a correction to your report, or if you have questions about the online reporting system contact Brittany ([brittany@StrategicPreventionSolutions.com](mailto:brittany@StrategicPreventionSolutions.com)),

Thank you!

Your annual reporting information has been submitted.

A copy of your response has been emailed to Ann Rausch and to the email address you provided in the contact information of this form.



Thank you  
for  
all you  
do.