

PMF Class of 2021 Finalist Informational Webinar

Welcome! Again, congratulations on your selection as a Finalist for the PMF Class of 2021!

This webinar is scheduled for *Wednesday, December 2, 2020, from 3:00-5:00pm (ET), and Friday, December 4, 2020, from 2:00-4:00pm,* and will <u>not</u> be recorded or posted afterwards.

NOTE: Finalists will <u>not</u> be able to ask questions **orally during** the presentation due to the large number of participants anticipated. Instead, please submit your questions in the "Chat" and we will answer during or at the end of the presentation. Our staff will be working on answering questions in real time as much as possible and we will respond to questions out loud for all to hear as much as we can and as time permits. Any personal or sensitive questions will either be responded to directly or you may be asked to send us a separate email. If you have technical issues during the presentation, please use the "Chat" to let us know and we will help you get those resolved.

We strongly advise Finalists to listen to the entire presentation and wait until the end to submit questions. We anticipate most of your questions will be answered during the presentation. A copy of these slides can be found under the "Become a PMF\Resources" section on the PMF website at www.pmf.gov (towards the bottom of the webpage).

As a reminder, please review the "Become a PMF\Find a Job" section and the "Become a PMF\FAQs" section on the PMF website at <u>www.pmf.gov</u>. Thank you!



Presidential Management Fellows (PMF) Program

Class of 2021 Finalist Informational Webinar





Congratulations!

THE WHITE HOUSE

WASHINGTON

July 11, 1979

TO THE 1979 PRESIDENTIAL MANAGEMENT INTERNS

Congratulations on your selection as a Presidential Management Intern. At no time in history has the public placed greater demands on those of us who are held accountable for managing the Federal government. My Administration has taken great strides to meet these demands through civil service reforms and government reorganization. The Presidential Management Intern Program is a significant part of these efforts to revitalize the government and to improve its management; your service is, therefore, a great personal satisfaction.

During your two-year internship, you will be challenged to recognize and respond to changes of time, circumstance and public need. You will be challenged to serve with competence, sensitivity and dedication. Your successes will contribute not only to your own gratification but also to the betterment of our government and our nation.

As a Presidential Management Intern, I hope you will take full advantage of this unique opportunity; I know that my confidence in you is well placed.



Agenda

- Welcome and Introductions
- Class of 2021 Stats
- Program Updates
- Overview of the PMF Program
- Appointment Process
- The Fellowship
- Resources
- Open Q&A



PMF Program Office Team*:

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- Arianne Gallagher, Director
- Rob Timmins, Deputy Director, Operations & Policy
- Ida Dalessandro-Felix, Training & Development
- Marilyn Wiley, Agency Liaison
- Brandon Jacobsen, Communications & Outreach
- Cynthia Gloster, Events Management
- Becca Wadness, Recruitment & Placement
- Christina Frye, Business Development and Customer Relations

*To see pictures and bios, visit: <u>https://www.pmf.gov/a</u> <u>bout-us/meet-the-</u> team/



Class of 2021 Stats

- 6,818 Applicants
- 551 Finalists
 - Selected on Tuesday, November 24, 2020
 - Appointment Eligibility Deadline of Wednesday, November 24, 2021
- Representing 77 Unique Degrees/Disciplines
- Covering over 150 Academic Institutions
- 9.6% of Finalists are Veterans



Program Updates

- As a result of 2021's application cycle, we have added the following degrees to our database, which may have been associated to some Finalists: Data Science/Analytics, Health Sciences, and Social Studies.
- We also revised some degrees choices which can all be found here: <u>https://www.pmf.gov/media/5549241/pmf-application-criteria-10-26-2020.pdf</u>
- Finalists may confirm the advanced degree associated to their profile by visiting the Current Finalists webpage (based on those who provided their consent): <u>https://www.pmf.gov/become-a-pmf/current-finalists/</u>
- Any Finalist whose advanced degree is associated to a non-U.S. academic institution will be required to utilize a credential evaluation service to deem their degree/school equivalent to U.S. standards. Such Finalists have been informed separately
 - Incomplete credentials or failure to submit timely will result in forfeiture of Finalist' status
- World of Work Inventory (WOWI) Assessment available to all Finalists



Program Overview

- Finalists have an appointment eligibility period of 12months
 - Apply for or accept a PMF appointment by November 24, 2021 (next year)
- Two-year, full-time, paid position with benefits
- Initially appointed at GS-9, GS-11, or GS-12 (or equivalent)
- Veterans' Preference applies
- All degree requirements must be met by August 31, 2021, before onboarding



Program Overview

- Appointments are under the Pathways Programs, otherwise commonly referred to as the "Schedule D Hiring Authority"
- Two-Year Fellowship
 - Fellowship Extensions
- Probationary Period
- Benefits
- Finalists' Status Emails



- PMF Appointment Opportunities PMF Jobs
- Contacting Agencies
- Networking between Finalists/Fellows
- Interviews
- Tentative Appointment Offers
- Background Investigation & Security Clearances
- Onboarding
- Status Change
- OPM Form 1306, PMF Appointment Intake Form

*For more information on the appointment process, to the "Become a PMF\Find a Job" webpage at <u>www.pmf.gov</u>



- Offer Terms and Conditions
- Recruitment Incentives
- PMF Website
 - "Become a PMF" Section
 - "Current PMFs" Section
- Withdrawals
- Appointment Eligibility Extensions
- Participant Agreement

Screen shots on how to search for appointment opportunities via the *Apply Site* at <u>https://apply.pmf.gov</u> (part of the PMF TMS (Talent Management System))

[Agency Login]

Welcome

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Welcome to the PMF Program's Talent Management System (PMF TMS). The PMF TMS consists of two parts: (1) the Apply Site, which is used by Applicants, current Finalists, current Fellows, and Alumni; and (2) the Portal Site, which is used by the PMF Program Office and registered Federal agency users. This Apply Site is initially used by individuals interested in applying to the PMF Program. Upon login, you acknowledge and agree to the "Full Terms and Conditions of Use" per the statement appearing at the bottom of this screen.

Applicants:

The PMF application is conducted annually. To learn more about eligibility and how to apply, please review the "Become a PMF" section by clicking the **Become a PMF** link on the top menu bar above.

Individuals interested in applying may register for an applicant user account ONCE the annual PMF application opens. Current applicants can log into their applicant user account below to check their application status.

Existing Applicants, Finalists, Fellows, or Alumni:

If you are a current user please log in below. The Password is case-sensitive.

Email Address:	Email	
Password:	Password	
	Log In	
If you have forgo	tten your password, click the following button: Forg	jot Passwor

CURRENT FINALISTS AND LIST OF AGENCY PMF COORDINATORS

Click the **Finalists** button below to view a variety of sorted lists for current Finalists (e.g., Sort by Name, Sort by Academic Institution, Sort by Status, or Sort by Agency when Finalists obtain PMF appointments).

Finalists

Click the **Coordinators** button below to view the current list of all Agency PMF Coordinators, which also reflects current participating Federal Agencies.

Coordinators

STAY INFORMED Subscribe to our PMF Listserv by visiting https://www.opm.gov/listserv_apps and selecting "PMF" from the drop-down. To unsubscribe from the PMF Listserv, email listserv@listserv.opm.gov with "UNSUBSCRIBE PMF" in the body of the email.



Welcome, Finalist!

Welcome to the User Dashboard. Based on your user status, review the choices below and choose an appropriate action. Options will automatically change based on your user status. Available **Resources** can be found towards the bottom.

Shortly after the appointment eligibility deadline, which is 12 months from the date Finalists were announced, any remaining Finalists' applicant user accounts will be disabled. Those remaining Finalists whose appointment eligibility will or has expired and who meet eligibility requirements may reapply during the next annual PMF application.

If you wish to log out, click the Log Out button in the upper right-hand corner of this screen. You will automatically be logged out after 30 minutes of inactivity.

To update your documents and personal information (e.g., name, mailing address, email address, phone numbers, resume, and advanced degree transcript), to view the status of your PMF application, or to withdraw from the PMF Program, click the following:	Manage Documents and Personal Info
To change your password, or change settings (e.g., opt-in/-out for automated notifications from the PMF TMS), click the following (or click the gear icon (🌣) in the upper right-hand corner of this screen):	Manage Settings
To search for Appointment Opportunities (e.g., for Finalists seeking initial PMF appointments), click the following:	Appointment Opportunities
To search for Training Opportunities (e.g., webinars, information sessions, etc.), when available, click the following:	Training Opportunities
To view the appointment opportunities to which you have applied or to retract an application, click the following:	Manage Appointment Applications
To view a list of participating agencies, their agency profile pages, and any current opportunities, click the following.	Explore



Appointment Opportunities

Please review the "Become a PMF/Find a Job" webpage for additional information (e.g., Appointment Eligibility, Finding Appointment Opportunities, Agency PMF Coordinators, Placement Eligibility, Background Investigations, etc.) or click on **Become a PMF** on the top menu bar above and then click on "Find a Job."

You have two options to search for agencies and available appointment opportunities: (1) click on the *Explore* button below to be redirected to a list of participating agencies and view their profile page (including any current appointment opportunities), or (2) to refine your search, select from the drop-down menus below. The drop-down options will only populate with active options. An option will only appear if that agency has an active opportunity available. The search criteria include the following:

- · Agency/Sub-Agency: Select the agency or sub-agency you are interested or leave default of "All"
- Virtual/Telework Option: Select "Yes/No" to identify those opportunities where the position is virtual (e.g., works remotely 100%) or has a teleworking option, or leave default to "All"
- · Location: Select the State, then City, where positions are presently available, or leave default to "All"
- · Job Series: Select the Job Series you are interested or leave default to "All"
- Date Posted: Select an opening date associated to available opportunities or leave default to "All"
- Keywords: You may search for keywords that may appear in the "Position Title" and/or in the "Description of the Position" embedded in the appointment opportunity

If you have a specific question about an opportunity (including those that have closed), please contact the Agency Contact identified in the announcement or the Agency PMF Coordinator.

The *Explore* page lists those Federal agencies that have an Agency PMF Coordinator. The agency profile pages may include information about the agency (e.g., mission statement, agency highlights, announcements, etc.), agency resources (e.g., brochures, flyers, biographies, announcements, fact sheets, etc.), a list of current opportunities (if any), and the contact information for the Agency PMF Coordinator(s). Agencies update their profile pages frequently and you can sort the *Explore* screen to show those agencies with current appointment opportunities and/or recently updated.

A current list of Agency PMF Coordinators can be obtained by clicking on Coordinators on the top menu bar above.

To cancel and return to the User Dashboard, click on the **Return to User Dashboard** button below. If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

NOTE: You may want to print a copy of the opportunity for your records.



	Explore	
Agency/Sub-Agency:	All	~
Virtual/Telework Option:	All	~
Location:	All	~
Job Series:	All	~
Date Posted:	All	~
Keywords:		
	Search	
	Return to User Dashboard	



Search Opportunities

Available Appointment Opportunities

Your search returned the following results below. The results appear in chronological order of the Closing Date of the announcement. For example, those opportunities about to close will appear at the top of the list. You may also sort the columns by clicking on the sicon within each column heading. To see opportunities that have been most recently updated, sort by the Last Updated column. Agencies may update the announcement for edits, number of positions or locations, etc.

Select the row to view the details of the opportunity you are interested in. Please direct any questions about the opportunity to the Agency Contact identified in the announcement or the Agency PMF Coordinator.

If you wish to conduct another search, click on the **Back to Search** button below. To be redirected to a list of participating agencies and view their profile page, click on the **Explore** button below. To cancel and return to the User Dashboard, click on the **Return to User Dashboard** button below. If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

	Back to Search Explo	re Return to Us	er Dashboard	SAM	PLES
Showing 1 to 14 of 14 opportunities Search: Display 50 v opportunities First Previous 1 Next Last					
+ Agency/Sub-Agency	♦ Position Title	Announcement + Number	Number of Positions & + Locations	Last 🔶 Updated	Closing 🔺 Date
Department of State	Foreign Affairs Officer	PMF-AO-2021- 4389	1 in Washington, DC	11/16/2020	11/19/2020
Department of Justice / Offices, Boards and Divisions	Budget Analyst	PMF-AO-2021- 4378	1 in Washington, DC	11/14/2020	11/20/2020

Announcement Details

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SAMPLE

Apply Now

Last Updated: 11/16/2020 1:53:15 PM

Announcement Number	PMF-AO-2021-4389	Type of Opportunity	Appointment Opportunity
Position Title	Foreign Affairs Officer	Agency/Sub-Agency	Department of State
Opening Date	11/16/2020	Hosting Office (if applicable)	Secretary's Office of Global Food Security (S/GFS)
Closing Date	11/19/2020		
Number of Positions and Location(s)	1 in Washington, DC 20001	Job Series for the Initial Position	0130 - Foreign Affairs
Agency Contact	Name: Amy Merritt Email: PMFMailbox@state.gov	Background Investigation/Security Clearance Required	Top Secret
Recruitment Incentive	No	Travel Required	No
Pay Plan, Grade Level, and Salary Range	GS-09 \$59,534 - \$77,396	Promotion Potential for the Initial Position	GS-11
Virtual/Telework Option	Yes	Promotion Potential for the Target Position	
Job Series for the Target Position			



Description of Organization:

This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office).

Description of Position:

This is where the agency will describe the duties of the position, any information on recruitment incentives, is or can it be fulltime remote worker or telework position, is location negotiable, any travel, and background investigation requirements.

Qualifications for the Position:

This is where the agency will describe the qualifications (and any selective factors) for the position.

Virtual/Telework Option:

This is where the agency will clarify details about telework.

How to Apply Instructions:

This is where the agency informs the Finalist on how to express an interest in the position. The PMF Program Office has already adjudicated any claims for veterans' preference and any such documents can be viewed from the Finalists' documents in the PMF TMS. Please see above instructions about the Apply Now features built into the PMF TMS.

NOTE: Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.



"Apply Now"

- Update your Resume and/or Advanced Degree Transcript
- 2. Review the *How to Apply* Instructions located in the announcement
- 3. Message for Consideration/Cover Letter
- 4. Monitor applications under "Manage Appointment Applications"



Negotiating with Agencies

- Refer to "Understanding Job Series and the GS Pay Scale" and "How to Read a Job Opportunity" posted under the "Become A PMF/Resources" webpage
- Ensure resume includes all relevant work and volunteer experience and amount of time spent on each of those experiences; this helps an agency HR office potentially qualify you for higher salary grades
- The agency may be able to match previous salary history, ask the agency and prepare to submit documentation
- Agencies may be able to submit a request to raise your initial salary above Step 1 of a GS grade (for example: GS-9, Step 3), this is called a Superior Qualifications request
 - Your resume must be able to support these types of requests; these are rare and agencies may have policies in place where making this request may not be possible
 - Any such questions of this nature need to be directed to the agency



Negotiating with Agencies

- Available Benefits and Policies: Make sure during the interview process that you are asking questions about these potential benefits to know if they are available and to help you make a decision if you receive a tentative offer
 - Virtual/Telework Option
 - Agency-Specific COVID-19 Policies
 - Alternative Work Schedules
 - Federal Transit Subsidy
 - Health and Wellness Programs and Benefits
 - Agency's policies on different aspects of the Fellowship
 - Promotion Potential
 - Policies on Developmental Assignments and Rotations
- Each agency will have different policies and some benefits may not be available at that agency or geographic location
- Policies around the fellowship can also differ





To explore an agency's profile, you may (1) use the drop-down menu below and click the **View Profile** button, (2) search for the agency by selecting "Ctrl-F," or (3) scroll through the screen below.

An agency's profile may include agency information, resources, testimonials, list of opportunities (if any), and the contact information for any Agency PMF Coordinator(s). Opportunities may consist of appointment opportunities, which are PMF positions available to Finalists, and training opportunities, which may include webinars and information sessions for Finalists. To read about PMF Success Stories be sure to check out our website here.

The profile is based on the information entered by the Agency PMF Coordinator. Please contact the Agency PMF Coordinator directly for any questions.

Only those agencies that have an active Agency PMF Coordinator will be listed. A current list of Agency PMF Coordinators can be obtained by clicking on **Coordinators** on the top menu bar above. Please check back frequently for any updates.

To cancel and return to previous screen, click the Return to User Dashboard button below. If you wish to log out, click on the Log Out button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

Agency profiles that have been updated within the last 30 days will show "UPDATED" next to their name. You may filter the list of agencies to show only (1) agencies with profile pages that have been updated within the last 30 days, and/or (2) agencies with live PMF appointment opportunities by using the checkboxes below.

Only show agencies with current appointment opportunities.

Only show agencies' profiles that have recently been updated.



SAMPLE

Agency Information

Updated: 11-01-2019

For more information about the CDC, visit www.cdc.gov

For more information about the CDC PMF program, visit www.cdc.gov/pmf and the information in the Resources section below.



Department of Health and Human Services (HHS) / Centers for Disease Control and Prevention (CDC)

https://www.cdc.gov/

Resources: PMF Fact Sheet.pdf PMF Frequently Asked Questions.pdf PMF Program at CDC.pptx

Appointment Opportunities:

Display 10 v opportunities		Search:			
▲ Position Title	Announcement Number	Number of Positions & Locations	Last Updated \$	Closing Date \$	
GS-1001 Health Communications Specialist	PMF-AO-2020- 3760	1 in Atlanta, GA	11/20/2019	12/15/2019	
GS-1001 Health Communications Specialist	PMF-AO-2020- 3790	1 in Atlanta, GA	11/21/2019	12/15/2019	
GS-1001 Health Communications Specialist	PMF-AO-2020- 3791	1 in Atlanta, GA	11/21/2019	12/15/2019	
GS-1001 Health Communications Specialist	PMF-AO-2020- 3814	1 in Atlanta, GA	11/22/2019	12/15/2019	
GS-1102 Contract Specialist	PMF-AO-2020- 3807	9 in Atlanta, GA	11/21/2019	12/15/2019	
GS-1529 Mathematical Statistician	PMF-AO-2020- 3765	1 in Hyattsville, MD	11/21/2019	12/15/2019	
GS-1529 Mathematical Statistician	PMF-AO-2020- 3766	1 in Hyattsville, MD	11/21/2019	12/15/2019	
GS-1529 Mathematical Statistician	PMF-AO-2020- 3815	2 in Pittsburgh, PA	11/22/2019	12/15/2019	
GS-2210 Information Technology Management	PMF-AO-2020- 3772	2 in Atlanta, GA	11/21/2019	12/15/2019	
GS-2210 Information Technology Management	PMF-AO-2020- 3810	1 in Atlanta, GA	11/22/2019	12/15/2019	
Showing 1 to 10 of 54 opportunities		First Previous 1 2 3	4 5 6	Next Last	

Agency PMF Coordinator(s):

Dawn Arlotta / pmf@cdc.gov / 404-498-6288 Sherry Bolden / pmf@cdc.gov / 404-498-6288

Agency Information:

WELCOME to the Centers for Disease Control and Prevention!

The programs at the Centers for Disease Control and Prevention (CDC) are excited to hire 2020 PMF Finalists!!

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WHO WE ARE

CDC is the Nation's leading science-based, data-driven, service organization that protects the public's health. For more than 70 years, we've put science into action to help children stay healthy so they can grow and learn, to help families, businesses and communities fight disease and stay strong, and to protect the public's health.

CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

PMF Program at the CDC

The CDC PMF program attracts more than 250 applicants annually from a variety of academic disciplines and consistently hires one of the largest cohorts of fellows at HHS. Since CDC adopted the PMF program in 1988, it has recruited more than 300 exceptional fellows, with almost 100% becoming permanent employees of the CDC.

CDC PMF Program:





Hiring Fair

- The 2021 Hiring Fair is tentatively scheduled for March 25-26, 2021
- We will continue to monitor the impact of COVID-19 and government guidelines
- More information to follow once details become available
- Please "Save the Date"
- Finalists will be notified when more information is available on the website



Virtual Agency Meet-and-Greets

- In collaboration with PMF Program Office, Agencies will host a series of informational webinars for Finalists to learn more about them
- Most sessions to be held on Wednesday afternoons from December through March
- Once the schedule is finalized, it will be posted to the "Resources" section on the Apply Site and sent via email to all Finalists with instructions on how to join
 - First Session: December 9th at 3pm (ET) hosted by the Centers for Medicare and Medicaid Services, U.S. Department of Health & Human Services



COVID-19

- COVID-19 policies are at the agency and jurisdiction levels
- Minimal impact on Class of 2021 for Agencies to post appointment opportunities
- Virtual on-boarding and opportunities
 - Leadership Development Program
 - Developmental Assignments
- Monitor the PMF website (e.g., News postings and FAQs) for any developments



PMF Ambassadors/Networking

- Connecting with PMF Ambassadors
- PMF Brown Bags
- Leveraging Social Media
- Presidential Management Alumni Association (<u>www.pmaa.us</u>)



The Fellowship

- Agency PMF Coordinator
- PMF Orientation Webinar
- Position Description
- Promotions
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal *interactive* training per year
- Developmental Assignment
- Optional Rotational Opportunities



The Fellowship

- Agency-specific Requirements
- Successful Performance Appraisals
- Certification and Conversion
- Reappointments
- Assist with Events
- Training Events



The Fellowship

- PMF LDP (Leadership Development Program)
 - Open to all Fellows
 - Covers both years of the fellowship
 - Fulfills the bulk of the required training and developmental hours
 - Networking amongst peers (Fellows)
 - Includes a leadership assessment
 - For more information on the PMF LDP, visit: <u>https://www.pmf.gov/current-pmfs/training-and-</u> <u>development/leadership-development-program/</u>



Demystifying Federal Government Terminology

- Excepted Service vs. Competitive Service (and Excepted Service to Competitive Service, part of what makes PMF unique)
- Hiring Authorities (Schedule D vs. Schedule A vs. Noncompetitive Eligibility)
- Probationary Period
- Career Tenure
- General Schedule (GS)
- Position Description
- Promotion Potential, Career Path, and Full Promotion Level (FPL)
- Developmental Assignment vs. Rotation



Resources

- Finalist Checklist*
- PMF Fellowship Timeline*
- Understanding Job Series and Reading a Job Announcement*
- Agency PMF Coordinators
- Standard Forms 85/86*
- OPM Form 1306*
- Frequently Asked Questions (FAQs)
- Social Media
- Presidential Management Alumni Association (PMAA) (<u>www.pmaa.us</u>)

* Available under the "Become A PMF\Resources" section on the PMF website at <u>www.pmf.gov</u>.



A Few Statistics...

- Agencies with top numbers of...
 - Active PMFs: State, USAID, HUD, NIH, CDC
 - PMF Alumni: State, Forest Service, VA, OMB, CDC
- In 2020, around 75% of PMF positions were located in the DMV (District of Columbia, Maryland, and Virginia)
- On average (since 2014), 55% of Finalists have been appointed between June through September
- For the past 10 years, the average appointment rate is 60-70%
- 2021 Finalists represent 77 unique degrees and 153 academic institutions worldwide



WHERE PMFS ARE HIRED BY STATE (2017-2020)

The darker the shading, the more PMFs were hired.





Past Questions

- Cover Letters and Resumes
- Previous/Current Background Investigations
- Current Federal Employee Finalists
- Job Opportunities on USAJOBS
- Number of Opportunities and Frequency
- Finishing Degree Requirements by 08/31
- Program Extensions



Questions and Answers (Q&A)

Please submit questions using the "Chat".

Most questions can be answered by reviewing the "Become a PMF" section on the PMF website at <u>www.pmf.gov</u>, including the FAQs section.

We will try to answer questions out loud for all to hear and/or respond to questions in the "Chat". You may need to scroll through the questions for previous answers.