

Admin/PDAT/Disability Commission Conference Call

Date: September 10, 2008
Time: 4:00 pm (ET)

Call Leader: Mikel Herrington
Notes: Daniel Barutta

Summary Points

- Due date for 2009 Admin/PDAT/Disability applications and 2008 progress reports is Tuesday, November 4th at 5:00 PM ET.

Allocations

- a. The total allocation for Admin listed on the draft chart is based on the current House and Senate marks for this line item. This mark is lower than the Administration's request. The total allocation is divided among commissions according to the standard population-based formula that the Corporation has used for years.
- b. The total allocations for PDAT and Disability grants have not changed from last year. The breakout of the allocations among commissions has been updated by applying the same formula (based on numbers of State & National programs and members) that the Corporation used in 1994 and 1998. This recalculation was announced to the field at the ED conference last December.
- c. This year, we will allow commissions to carry over unexpended Admin/PDAT/Disability funds if the grants are continuing into their second or third years.¹ *These carryover funds should be included in the 2009 budgets submitted in your applications on November 4th.* In addition, you should clearly distinguish the use of carryover in the narrative field of your 2009 applications. Program officers will review the carryover requests in the context of what is allowable, allocable and reasonable. You will be contacted if there is need for clarification or negotiation.
- d. It is likely that your 2009 grants will be disbursed in multiple installments as has occurred in the past. Based on your final 2008 FSR, we will deduct unexpended funds from your final installments.
- e. Any unrequested 2009 funds or 2009 funds not granted because the commission has unexpended funds already available will be offered as supplemental grants to other commissions who qualify.
- f. Further guidance regarding supplemental Admin/PDAT/Disability requests will be sent to you at a later time. Supplemental requests will be processed in the winter and awarded in the early spring (late March or early April).

¹ See questions #5, #6, and #7 under "Commission Questions" below if your Admin/PDAT/Disability grants are closing out in 2008 and you wish a no cost extension in order to continue to access current funds in 2009.

2008 Admin/PDAT/Disability Reporting

- g. OMB circulars require at least one progress report per year on these grants.
- h. The Admin grant progress report questions are already part of the annual application.
- i. CNCS is implementing new PDAT & Disability progress reports. Our objective was to keep the data collection burden to a minimum yet still collect information that will be useful to Congress and other stakeholders.
- j. You will be able to enter the new PDAT and Disability reports in eGrants on November 4th. The Microsoft Word document is provided to you so that you can prepare the report ahead of time and cut and paste the information into eGrants when the reports are available online on the 4th.
- k. The reason that we're asking for the PDAT/Disability reports before the end of the annual grant cycle is so that CNCS program officers will be able to read your 2009 applications in the context of what you've been doing in 2008. You've already been reporting your Admin information in this way. You'll do the same for PDAT and Disability, only in separate reports.
- l. The "Optional" parts of the PDAT and Disability reports allow you to share effective practices, which the Corporation will compile and make available to all commissions. Therefore consider what you'd like your colleagues to know about your PDAT and Disability efforts and use these sections to share.
- m. The training sections of the reports represent the basic demographic information the Corporation would like to collect. Since the reports are due on November 4th, please project the trainings that you have planned for November and December and include those in your 2008 progress reports.
- n. If you know of any disability accommodation requests that you will be meeting in November/December, go ahead and include those also in your 2008 progress reports.
- o. If you receive disability accommodation requests in November or December after you have turned in your Disability progress report, you may submit that information next year in your 2009 report.

Commission Questions

- 1. Are the new Admin/PDAT/Disability provisions available? The link to the provisions in the application instructions is to outdated provisions. *Answer.* The 2009 Admin/PDAT/Disability provisions are in the clearance process. We will provide you with access to them as soon as they are approved.
- 2. Has there been a policy change regarding carryover? I thought the Corporation was not allowed to carry over funds any longer. *Answer:* When CNCS uses the word "carryover", we mean funds that have already been granted to commissions, not funds that are still at the Corporation level. CNCS is subject to one-year funding, which means that we have one year to grant funds from the Corporation; however, grantees may have multiple years in which to use those funds.

3. In the past we could not carry over PDAT funds. Has this changed? **Answer:** Yes. We are allowing commissions to budget for PDAT carryover for the first time. We decided to be uniform about this since we already allow commissions to carry over Admin and Disability funding.
4. Could I request in December, for example, to carry over unexpended funds from these grants? **Answer:** The instructions are for you to include any carryover requests in your 2009 applications and budgets due on November 4th. If you find after November 4th that you have additional unexpended funds that you would like to carry over, contact your program officer as soon as possible so you may work together to make the appropriate adjustments in your application(s).
5. Since we are in the third year of our Admin/PDAT/Disability grants can we carry over these funds into the new year and into our new three-year grant period? **Answer:** No. You cannot carry over funds into your new three-year grant. However, you may contact your CNCS program and grants officers to request a no cost extension amendment to your current grant(s) in order to continue using these funds.
6. Regarding the end of three-year cycle. Since we can't carry over these funds and won't include them in our 2009 application, how do we go about identifying our intended use of the funds for a no cost extension? **Answer:** Email your program officer, copy your grants officer and enter the information into eGrants through the amendment process for your current grant. The activities that you specify to use in the no cost extension must be distinct and non-duplicative of those activities you propose in your new 2009 applications. Requests for a no cost extension must be reviewed and approved by the CNCS program and grants offices. *You should make your requests for no cost extensions no later than December 1, 2008.*
7. If we ask for a no-cost extension to continue using the funds from grants ending their third year, do we include the amount we want to use in our 2009 Admin/PDAT/Disability applications? **Answer:** No (see #6 above). A no cost extension is just that...an extension of your current grant. You only include funds you currently hold in your 2009 application if you are carrying funds over into the second or third year of the grants (see point "c." under "Allocation" above). If you are concluding your third year and 2009 will be the first year of a new three-year period, then you must request a no-cost extension by emailing your program officer and grants officer and following the amendment process(see #5 and #6 above).
8. What kind of supplemental opportunities will CNCS offer later on? **Answer:** We will conduct supplemental processes for all three grants very much like we did this year with Admin and Disability supplemental grants. Eligibility will be based on similar criteria. Guidance regarding the supplemental process and criteria will be disseminated at a later time.

9. When can we submit our 2009 Admin/PDAT/Disability applications? **Answer:** Egrants is now open for these applications. You must submit them no later than November 4th at 5:00 PM ET.
10. Is 5:00 pm (ET) November 4th the deadline for the PDAT and Disability progress reports? **Answer:** Yes. The PDAT and Disability screens are not yet available in eGrants. You should go ahead and prepare your reports on the Microsoft Word documents and then cut and paste the information into eGrants on November 4th.
11. Do I only have one day (Nov. 4th) to submit our PDAT and Disability progress reports? **Answer:** We've been told eGrants will have the new report screens open on that day but probably not before. We've intentionally confined the reporting requirements to only essential information and to a format that can easily be cut and pasted into eGrants on November 4th. We've sent you the Microsoft Word document – we may ask you to submit the Word document if technological difficulties prevent us from opening the forms in eGrants on the 4th.
12. What will the eGrants screens look like? **Answer:** The layout of the Microsoft Word template is very close to what you will see in eGrants.
13. Reports for Disability and PDAT - where do we get the forms? **Answer:** Mikel sent these to commissions on 9/5. There is a link on the CNCS message center with the attachments. Commissions should contact their CNCS program officer if they need assistance in locating these forms.
14. Should there be any increase in current marks in Admin funding what would happen? **Answer:** We would recalculate the commission allocations and allow commissions to adjust your budgets.

There being no further questions, the conference call concluded at 4:35 pm ET.