

Jamie Koenig, URC Team Specialist | UCEDD and MCH TA Teams: Hello everyone, and welcome to the continuation application submission demonstration, my name is Jamie Koenig a program specialist at AUCD, we would like to thank you, all for joining us today, before we begin I would like to address a few logistical details, the webinar is closed captioned >> And you can access the captions at the bottom of your screen, first, we'll be providing a brief introduction of our speaker, and after their presentation there will be plenty of time for questions! >> Jamie Koenig, URC Team Specialist | UCEDD and MCH TA Teams: Because of the number of participants, your audio will be muted throughout the Call; but you can submit questions at any point during the presentation via the chat box. And you can send that chat to the whole audience or to just the presenters. This entire webinar is being recorded; and, will be available on the AUCD Web site following this webinar. Also be a short evaluation survey at the close! We want you to provide feedback on the webinar and also to write suggestions for future topics, please welcome me in joining Sherlonda Blue and Dr. Ilka Riddle. Sherlonda a grants management specialist in the office of grants management at the administration for community living worked for the ACL for eight years prior to serves as a paralegal, works remotely Williamsburg Virginia with her husband of 28 years and four-year-old daughter. Sherlonda will be assisted die Dr. Ilka Riddle, the director of the Cincinnati UCEDD and with that I hand it over to you, Sherlonda. >> Sherlonda Blue: Hi, good afternoon, thank you, for joining us today, we wanted to take this opportunity, to bring live. The information, that, was distributed to give you instruction on what you should -- and how you should -- submit your continuation application. Ilka is going to help us today by demonstrating from your role as a grantee, what this looks like, when you begin your application submission. Ilka, when you're ready, you can go ahead and share your screen. You may ask questions during the demonstration, but please put your questions in the chat box. And we'll address them as we walk through the demonstration, Now, recently grant solutions has shared a new grant experience so some of you may have -- are maybe using this view, and some may be using the classic view. Regardless of which you -- you choose, you should be able to walk through the same instructions, The only difference with starting the application, that you would see in the classic view, You would see a link that, tells you to -- To start the application, >> Sherlonda Blue: One second... (A pause). Sorry, I forgot to put my do not disturb on in my office. So to begin, your application, you will simply click the start button. To begin the -- noncompeting continuation application so you can go ahead and click this button. What this does is bring you to a screen that looks very similar to -- we'll give Ilka an opportunity to go a log-in, because some of the log-in requires a secondary verification. When she does, it will bring us to the screen, where we were previously and it acts a lot like the amendments. If you ever submitted amendments, that is what you will experience, Once you log in. And continue to the next page. >> Uh-oh! Sherlonda Blue: We'll give you just a couple of moments, to -- Get this set up. If not we can switch to a hard copy version that I have available. Jamie Koenig, URC Team Specialist | UCEDD and MCH TA Teams: Sherlonda a few people in the chat, are saying that it's a little bit of difficult, I don't know if there's any other mic you can use or anything to help address that >> Sherlonda: Right. Let me try to get -- Synced up here. Sherlonda Blue: Okay, is that audio any better? >> Jamie Koenig: It's a little bit better for me. >> Better for me. >> Sherlonda Blue: What about for the group, can you poll the audience? >> Jamie Koenig: People -- >> Sherlonda Blue: Put in the chat or thumbs-up if people think it's okay. >> Jamie Koenig, URC Team Specialist | UCEDD and MCH TA Teams: It seems to be better. Thank you, Sherlonda. >> Sherlonda Blue: Thank you. (A pause) Sherlonda Blue: Okay, one moment, I'm just going to go ahead to switch of sharing a hard copy version that we have

and it walks through it step by step, which should still be the same demonstration that Ilka was working with us on. Hold on, let me see if I can share it. (A pause), let me know if you can see my screen. >> Yes, we can see it. (Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team). >> Sherlonda Blue: I mentioned before grants solutions has a different experience, if you have the classic view, you will see is this screen, which gives you an opportunity to apply for a noncompeting award; which is the same as, if we moved on to this new experience screen, which allows you, to, actually, start the application. So, from starting the application, you will navigate -- navigate you to another page. That, looks similar to what an amendment looks like. So it brings you in where you're able to see items, see items where you can actually upload your documents, There on that page, at each of the links so here near the bottom, where it says, enclosures, in your -- everybody's screen might look a little bit different because, of course, the information is specific to your organization, but you should be able to click on the link, that, That is labeled for each of the items, that we identified in the instructional information that you are required to submit as part of your noncompete continuation. >> Sherlonda Blue: This is similar to what it looks like, but it will have, 424 which we identified an item that is necessary for the application, the 424A, the budget narrative, and any other documents that are needed. To address for your continuation for the upcoming funding year. Once you have had an opportunity to navigate to those clickable items, you would -- you would click on the link. Search for the item on your desktop. Upload it. And continue until you have uploaded all of the required documents. Once you've done that, you can navigate to the bottom of the screen, which -- which should allow you to.... Lets you upload those attachments and you have them all uploaded. There's a button at the very bottom of the screen that will let you verify the submission. The screens that I am clicking through, are showing you the step by step of what, actually, happens as you navigate through the screen; and this documentation, or training -- is also -- should also have been available in the packages that were distributed. >> Jamie Koenig: Sherlonda, just so you know Ilka is back on and is able to access the portal if you would prefer to switch to that. >> Sherlonda Blue: Sure we can, I'll take a brief pause and give Ilka an opportunity to bring up her screen. (A pause), Dr. Ilka Riddle: (Sharing screen) Sherlonda Blue: This, of course, is a better version than what I was clicking through the slide deck, but here, it indicates the items that you should be uploading for -- for your continuation application, and once you have successfully attached all of the documents, you can click verify submission, Verify submission, from this page, it acts very similar to an Amendment; It will -- it will give you two prompts, to verify the submission, and to complete the submission. Once you select the second, Submission, it automatically transitions into the agency, and then I will be able to see the documents that you have submitted for your continuing -- continuation application. It really is quite -- that simple. Anyone who has their items already prepared, and -- and available, should be able to make your -- your submission, when you're ready. And I'll be able to immediately get it, once you have selected that second button. The second prompting. Which, the first prompt here is verify submission and Ilka, when she would upload her items, verify information, it will give you another page, that looks just like this, to ask you to complete your submission. Ilka, do you want to do a test? And upload something and go ahead and submit it. I'm able to send it back to you so that you can be able to put in your own submission. (a pause), While Ilka is working through, attaching the document, are there any questions, in the chat box? >> Jamie Koenig: Not right now, Sherlonda! >> Sherlonda Blue: Select the close button. Close button. Once your item has been uploaded. The checkmark indicates that there is an upload. You can go ahead and verify submission, for demonstration purposes you'll -- move forward but ideally you want to have something in the first 3, at least, you may not have any additional miscellaneous information to include, for example like a

change in project director; or some other change that's not already identified on one of the documents that you'll see. Then you have your final submission. Go ahead and click that button. Once this particular. Screen is just giving you a confirmation status, you click the application control checklist. Button. It gives you a verification about what you submitted. But it has already been transmitted to -- to ACL. So that's all you have to do, as far as submitting a continuation. I am available to answer any questions that you might have. Oh, I'm sorry, I see somebody is still having problems hearing. I don't really know what's wrong with the audio. I hadn't experienced issues before. So I'm happy, to -- to follow up if there are some questions, where, people couldn't hear exactly what I was saying. I really was just walking through, the demonstration, but if you have some questions, specifically about any part of this presentation, or continuation in general; I'm happy To address those questions offline, or if you want to put in the chat, you can discuss them. (Questions in chat box.)

Sherlonda Blue: If there are no questions, then that's simply was our goal today, >> Jamie Koenig: Sherlonda. >> Sherlonda Blue: Go ahead. >> Jamie Koenig: Someone is asking if you could run the process after the log-in again. >> Sherlonda Blue: Sure! >> I also see a question in the chat about, the distinction between the programmatic noncompeting continuation; which is, not required any longer. And the fiscal application that's require; so. (Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team) to clarify what is required this year? For continuing UCEDDs. Pamela O'Brien, UCEDD Program Specialist: So the fiscal is being reviewed right now. The programmatic, there is no -- Requirement, except, If you change your goal. That you submitted in your five-year application. And this is Pamela O'Brien, by the way! >> Project officer, for the UCEDDs. >> Thanks Pam, so what's required for all UCEDDs, are this SF424 fillable. >> Pamela O'Brien: Right. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: 424A fillable, the budget narrative. For all -- continuing UCEDDs, correct? >> Pamela O'Brien: Right. That would be 65 of you. This year. >> Sarah: Yeah. And then only if you're changing your program goal or making major revisions to your work plan, would you need to submit any narrative content about >> Pamela O'Brien: Right. >> Sarah: Changes to programming. ; is that correct? >> Pamela O'Brien: That's correct. Sarah! Sherlonda Blue: Okay, sorry I'm in the background trying to push this application back to Ilka; so that we can demonstrate, again, what you see, when you -- when you first log in, Depending on what your experience is.... You will either have a link to apply for a noncompete, and continuation, Or you will click on the applicable grant number, and it will, Have a button for you to start. One second -- I'm going to see if we can get back to that, so that you are able to... See the demonstration. (A pause), Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: I see a couple more questions in the chat that maybe we can answer, while we're changing the screens, back about, whether we can get confirmation about the budget amounts required. >> Sherlonda Blue: Um, for the budget amounts not communicated in the initial application package -- Let me see... Yeah, I think on the -- on the first page of the -- the continuation instructions, in the first line, of the required documents, the amount is 577449.

Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: To clarify that is the federal-funded portion, and then, people also will have to account for the cost-share element; correct? >> Sherlonda Blue: That is correct; and give me a moment, and I can probably -- before the end of this presentation, get you the -- the nonfederal share. But the amount I mentioned is the federal share. The 577449, is the federal share. (A pause), Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: And then there's another question about, whether discontinuation application process, also applies for carry-forward funds. I want to mention, there is a form, for requesting carry-forward. I believe on the URC's

grants page; and I can pull that up, and share that if you would like. >> Sherlonda Blue: And it is different. It is a part of the continuation. It will have to be the separately -- done separately. The reason for that, is when you're doing a carryover from a -- from a previous budget period, into the current budget period. We can't deal with the continuation, because first, we have to establish a new, active period, which -- that is what the continuation accomplishes, and then, the carryover, so there is a place for the money from that previous budget period to be able to land. And we can't do this simultaneously. So that's why you would have to do the continuation first; and then you would do the carryover; so that the carryover, has a place to land in an active budget year. Or account. (After a pause), okay, Ilka, you should be able to -- you should be able to get back to the screen, where you started; and you should now, again, See either an opportunity, to amend your application. Or you can delete it so that we can start over, and share that initial part of the demonstration, >> Dr. Ilka Riddle: Sherlonda, yes, I can pull it up. You will see. That I can add it. I cannot delete. So you should see now, that is how it should look like for everybody, when they come on to the new screen, except for it shouldn't say added application, it should say "start application" >> Sherlonda Blue: Okay. So for the viewer, who had that question. Did that satisfy what you were looking for, to see, how you get started. When you log on to Grantsolutions, whichever experience you have, if you have the new user experience. You have all of your grants listed on your landing page. You would select the applicable grant for ACL; and once you chose that. -- that particular grant, then, for you, you would see "start the application", Ilka sees edit, because she's already performed the start function. Does that answer the question? >> Dr. Ilka Riddle: So this is how it looks like for me, once I log into Grant Solutions, the newer version of the setup. And so then, I click on -- on the UCEDD link and then it should say here start application for everybody who hasn't started it yet. And then you can click on it. And then it should get you to the screen, go to your upload, your fillable 424, 424A, your budget narrative, and if needed, miscellaneous information, and then, again, you upload the file. You find whatever you need to attach. I'm going to go with blank 3. Attach it. Okay. I'm going to call this 424. I upload it >> Sherlonda Blue: Yeah, once you upload it and you actually see, the label, then you can close. Unless you had additional attachments for that particular field. Dr. Ilka Riddle: And then, I think, once I have uploaded all the required files, I can do verify submission, so it would show me what I haven't done yet. So here, I -- I didn't touch the 424A yet. Or the miscellaneous information, So I would complete what I have to complete, which is the SF424 still; and then I will go on to final submission. I would go onto application control checklist. And there is my submitted, noncompeting application package >> Sherlonda Blue: Now, the form that Ilka is referencing to update. In your package there should have been blank forms for the 424, the 424A, and the narrative, that you can edit or manipulate, as applicable to your -- you know, what you -- for you to submit. The miscellaneous information. As described in the continuation information, it would be anything that didn't fit into one of those categories. For example, a notice of change of key personnel. Any information that you might have maybe, changing your organizational -- organizational address, your number. Some other change that would impact what's going to appear on the notice of award; or what's going to impact, your continuation year. Funding. >> Jamie Koenig: Sherlonda, I've heard from a few people in the chat they're only having the budget narrative option show up, and they don't see the SF424 or the 424A.... Sherlonda Blue: Okay. If -- what I want to do, then, is, See if I can get that updated on my end, because that means that there is an issue on my end. I don't know if anybody tried to make submissions, prior to this presentation. And I made some updates in between the distribution of the information, in this presentation, that might be why that's causing a problem. And -- what I would have to do is, -- ask them to delete their application; so that I can make the change to the components that

would make those -- Areas visible to them; and then they would have to reattach their documents. So if -- if in the chat, they can just give you the grant numbers, then I will make sure that I go back, and fix the components, on my end, that would make those areas visible, To the grantee, when they do give their application. So we can see if you can put the grant number in the chat, and then I'll capture those after the Zoom so that I can make those fixes, and then, they should be able to see this version, when they click "start", Jamie Koenig: Thank you, Sherlonda! >> I know it's not the topic of today's webinar but if people would like, I can show you where to access (Sarah), the carryover request on the URC Web site! That's a question. >> Sherlonda Blue: Right. I'm okay with that. If nobody else has any specific questions a about, the demonstration for submitting the continuation application. We have time to address any grant-related questions. >> Sherlonda there was a question about the due date, and I have as the due date may first, 2021, that's correct, correct? >> Sherlonda Blue: That is correct, those individuals who have identified, that they are only able to see the budget, probably do not have the correct due date, so when I make that... Update in the background, it will also update the due date to be May 1st, as Elisa communicated. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: I see a note that the link is broken on the URC Resource Center for the SF424. We will fix that. >> Jamie Koenig: So about that.

I could only open that link with Adobe viewer. I also thought it was broken at first; so. If you try that, and it doesn't work, I think I found a link to where it's just on the federal Web site, and I can put that in the chat. >> Sherlonda Blue: Right. There is a -- there is a link on ACL.gov under managing grants, where you can also get the instructions for all -- for the different types of amendments, the instructions, and the -- the required information for carryover. On ACL.gov. Where you navigate to manage amendments. And I can also share that link with you in just a moment. I can put it in the chat. Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: So just to share -- I think you should see on my screen, the URC's -- the UCEDD resource center Web site, so AUCD.org/URC. And then to get to the carryover request, You go to "management", grants, Here, and then -- and grant modifications, you'll click on the carryover request; and that will download, An award document, actually, that I already downloaded so I'm going to cancel (an electronic tone) It will download this, Word document. "Request for carryover. LT" ", and as Sherlonda indicated, You have to do your SF424 first.

And then, you'll have that, That will allow you to submit this, You'll the information that you need, (document: Request for carryover request operates >> Sherlonda Blue: If I can talk for a moment on the carryover request, it is very important to ensure that before you submit a carryover request that you have a -- a completed, reconciled, and submitted your federal financial report, SF425.

You do not need to include your 425 in your carryover request. Because if you submitted -- terms and conditions of your award, then we'll go and reference where you have submitted; so it's not necessary to make a multiple submission 425, you should just do it one time. Upload it as a note per the instructions within the terms and conditions. We'll reference that. When you submit, but you don't have to put it in the notes, and make it part of your carryover request >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: And I think there was also a question, in the chat, about the timeline, for sending your... annual reports so that would include. SF425, and your performance report. All of that is due on the standard timeline. >> Sherlonda Blue: correct. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: Which is after the SF424 deadline correct? >> Sherlonda Blue: When you say 424 what are you talking about. So the 425 is the financial report, is that what you're referencing so we can talk about the same paper. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: I saw a chat, do we need to submit our annual report along with our continuation -- continuation

application, or is this submitted on a separate or different timeline? >> Sherlonda Blue: It is on a different timeline. The 425, federal financial report, is due 30 days after the budget period is; so I believe that this budget period ends June 30th; then you will have to submit the Report that goes through June 30th. By July 31st. It is not -- it is not required to be submitted as part of your continuation. And it maintains the same schedule, throughout the life of the award. Any other questions? Okay. If that's all we have, and there are no other questions, Then thank you, for your participation, If you have any access issues, please follow the instructions that were provided in the original distribution, and send me an e-mail, and we'll work out providing access to persons in your organization who require, access to be able to make these submissions on behalf of your organization, Sherlonda Blue: I will work on updating those continuations so that you will -- so that your view will be as we have demonstrated. During this session. So that your view will be as demonstrated during this session. Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: I'm also going to put the link, to the Evaluation Form for this webinar; into the chat; so if you could please, complete an evaluation for -- for this webinar, that would be appreciated! Sherlonda Blue: I do have one question, I see in the chat, From Idaho, Olivia. I see you have an application number there, it doesn't identify what the grant number is, can you please provide the grant number? >> Olivia: Absolutely. Sorry about that! >> Sherlonda Blue: No worries. Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: Happy Friday, everyone! [LAUGHTER]. >>, yes, I had a question, Sarah. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team. I'm still on. >> Pamela O'Brien, UCEDD Program Specialist: Okay, did you get all the -- the continuation numbers that only had -- the budget narrative showing? >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: Looks like -- yes, people have been putting them in the chat, and we will send you that. >> Pamela O'Brien: Yeah, forward that to Sherlonda. So we can take care of that glitch. >> Sarah: Yes, we will do that.

If anyone is still on has issues, drop it in the that and we will send the list on to Sherlonda. >> Pamela O'Brien: Fantastic, thank you! >> Sherlonda: All right. >> Dr. Ilka Riddle: You're going to resend it to me, right?

Or do I just -- um... well, I --

I can't delete it. You need to -- get it deleted again. >> Sherlonda: Yeah, yeah, I'll just return the information to -- to make your updates -- >> Dr. Ilka Riddle: Just so that you don't have blank 1, and 2, and 3, submitted; that wouldn't be good. So thank you! >> Pamela O'Brien: Yes, we would be e-mailing you Ilka. >> Dr. Ilka Riddle: I know, you would be, like, "What's that?" So, yes, I appreciate it. Thank you. >> Pamela O'Brien: Thank you. >> Sherlonda: Okay. >> Dr. Ilka Riddle: And it looks like nobody has access to these forms! There's a ton. >> Sherlonda Blue: Well, the forms. >> Really? >> Sherlonda Blue: You wouldn't have access to the forms within the module. The forms were sent as a -- as a fillable documents, attachable to -- to the. To -- they were sent as separate documents. So you would need to complete the document; save it and upload it as an attachment. You -- you shouldn't necessarily be able to complete any online form there. On the -- where you submit the applications. You -- you only upload a hard-copy document, or electronic document. Not really filling the form in while you're -- while you're submitting the application. That wasn't the intent. So nobody should be able to click on -- and fill in -- a document online. You would be accessing the documents that I shared in the distribution, to complete and upload them, as an attachment in the way that was demonstrated today. Jamie Koenig: If I'm understanding correctly, should there be a name for the document to upload it to? Or the saying, like, SF424 even if the form isn't there? Because I think people are saying they don't have a spot to upload it >> Sherlonda Blue: I understand of not having a spot to upload it, that's what I indicated. >> Jamie Koenig: Thank you. >> Sherlonda Blue: Everyone will see

there's a spot for the 424, a spot for the 424A, and a spot for the budget narrative as well as any miscellaneous items.

I'm going to fix that, when we get through with this presentation. >>> Sarah: Sherlonda, should they also contact you if they have issues with logging in, and needing their password reset. >> Sherlonda Blue: Log-in and password reset, they have to contact the help desk. >> The help desk. >> Sherlonda Blue: What I can assist with is -- if the organization just -- Someone doesn't have an account at all. Then send me an e-mail, but if it's log-in and password issues, that's not my issue. You should contact the grant solutions help desk, Their contact information is on the screen, to log in. >> Sarah DeMaio, MSW Senior Program Manager | UCEDD TA Team: All right. >> Sherlonda Blue: All right, thank you, I think we can wrap it up. >> Pamela O'Brien. Thanks everyone, have a wonderful weekend, and if you have any questions, please e-mail your project officers.