Business Managers Process Improvement Work Group
Meeting Note - February 22, 2017 from 3:00 p.m. – 4:00 p.m. ET

- Guidance for completing federal applications when requirements change – (How to manage the process of application for federal funding where agency requirements change or different agencies interpret rules differently)

  - The UCEDD Resource Center website provides information that will assist you in administering and reporting on the UCEDD grant. http://www.aucd.org/template/page.cfm?id=518
  - Center Administration and Business Operations – Presentation / Session Notes

- A couple question have come up about SF424 for the UCEDD application. For all the budget line items in Section A through D of SF424A, are these only for Year 1 of the 5-year project? And then Section E of the SF242A form only asks for the total amount for each subsequent year (not a budget line item breakdown).

  - As for the SF424A, section B should be reflective of year 1's funding breakdown. Section E should only be reflective of the requested amount for years 2-5.

- Some voices concerns of not knowing what the program budget will be like with the new administration and the foreseen cuts. This lead to discussion on diversifying revenue streams and what centers are doing around the network.

  - Below are a few resources that may be helpful when working with diverse revenue streams.
    - Balancing Your Funding Portfolio – Presentation / Session Notes
    - Developing Corporate and Foundation Partnerships - Session Notes
    - Landing and Managing State Contracts - Session Notes