

Data Officer Training – Tuesday, November 19, 2019 NYSBA Great Hall

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The Grants Unit now has the staffing needed to track and respond to emails about proposals and contracts. To facilitate better communication, we are implementing the following procedures.

1) *Distribution Proposal Submissions*

All proposals for non-competitive Distribution grants should now be sent to this email: Proposals@ils.ny.gov.

There will be an immediate acknowledgement of the receipt of the proposal, as well as an acknowledgment that the Grants Unit will process the proposal in 4-5 weeks. If for some reason that time frame cannot be met, the Grants Unit will send an email indicating that the proposal is pending, with an anticipated time frame for processing.

2) *Claims, Budget Modification Requests, Contract Extension Requests, and other Contract Related Questions*

All budget modification requests, contract extensions requests, and other proposal or contract-related questions should be sent to ClaimsForPayment@ils.ny.gov.

Annual Data Reporting Contacts

Data@ils.ny.gov

Questions about annual reporting, e.g., UCS 195, ILS 195, ILSF Annual Report.

Performance@ils.ny.gov

Submission of the bi-annual Performance Measures Progress Reports as well as related questions.