

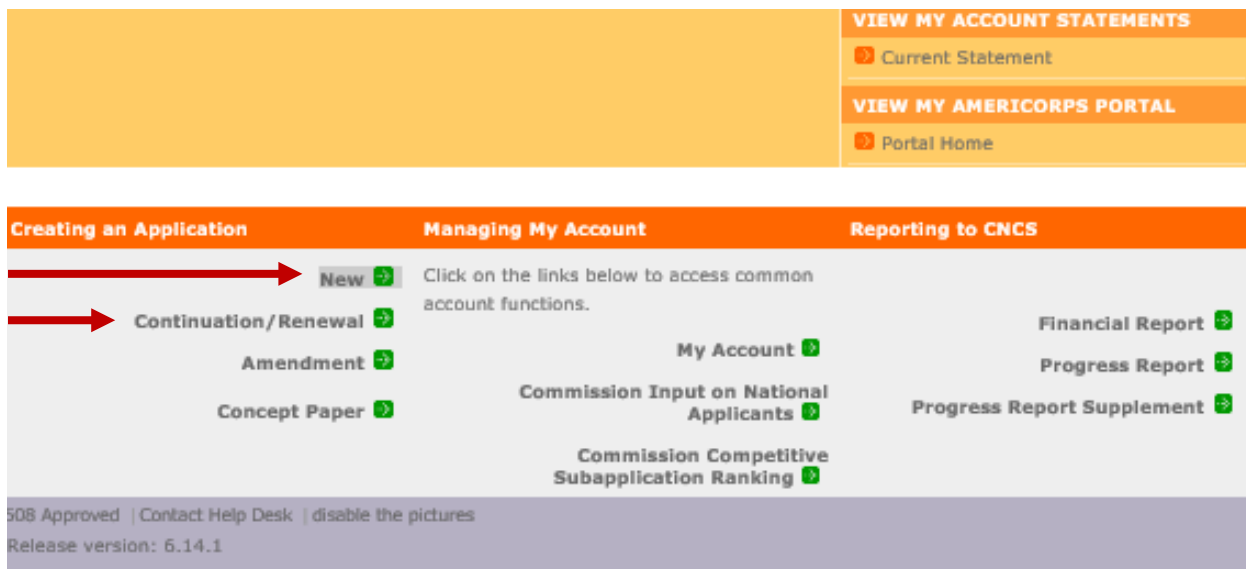
INSTRUCTIONS FOR STATE SERVICE COMMISSIONS

How to Open a Commission Prime Application

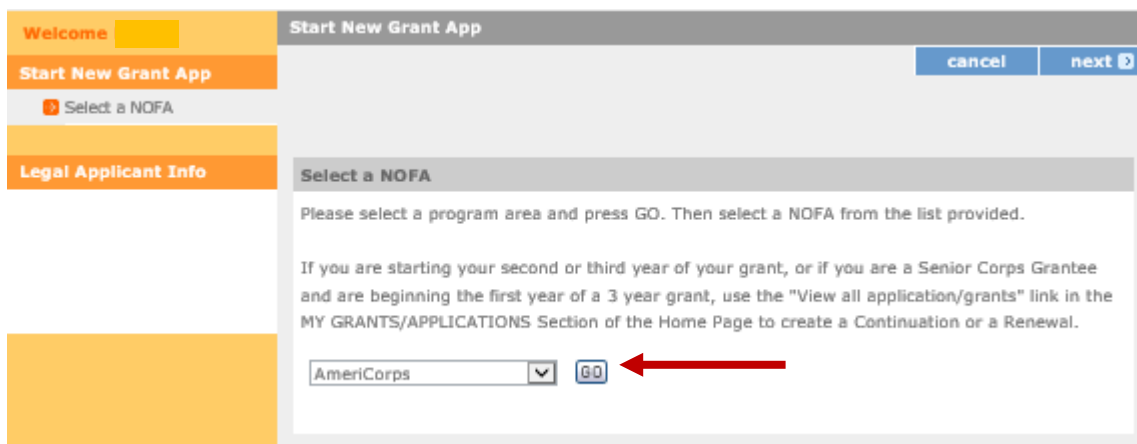
Note: CNCS will need to create a new project for you if you already have an existing project of that program type (e.g., cost-reimbursement or fixed). Consult with your Portfolio Manager for this process. When a new project has been created, move forward to the steps identified below.

1. Log on to [eGrants](#).
2. Determine which NOFO applies to the subapplications that you are soliciting. Cost Reimbursement and Fixed Amount (EAP or full-time) applications must be submitted to the corresponding, correct NOFO.
3. If you have an existing prime of the type you need and it provides the option to “Continuation/Renewal,” click on it (see screenshot below) then select “Renew” or “continue” as appropriate.

If you do not have a current or recent formula commission prime of the type that you need to renew or continue, select “new.”



4. If creating a cost reimbursement prime, first select your program and select “Go.”



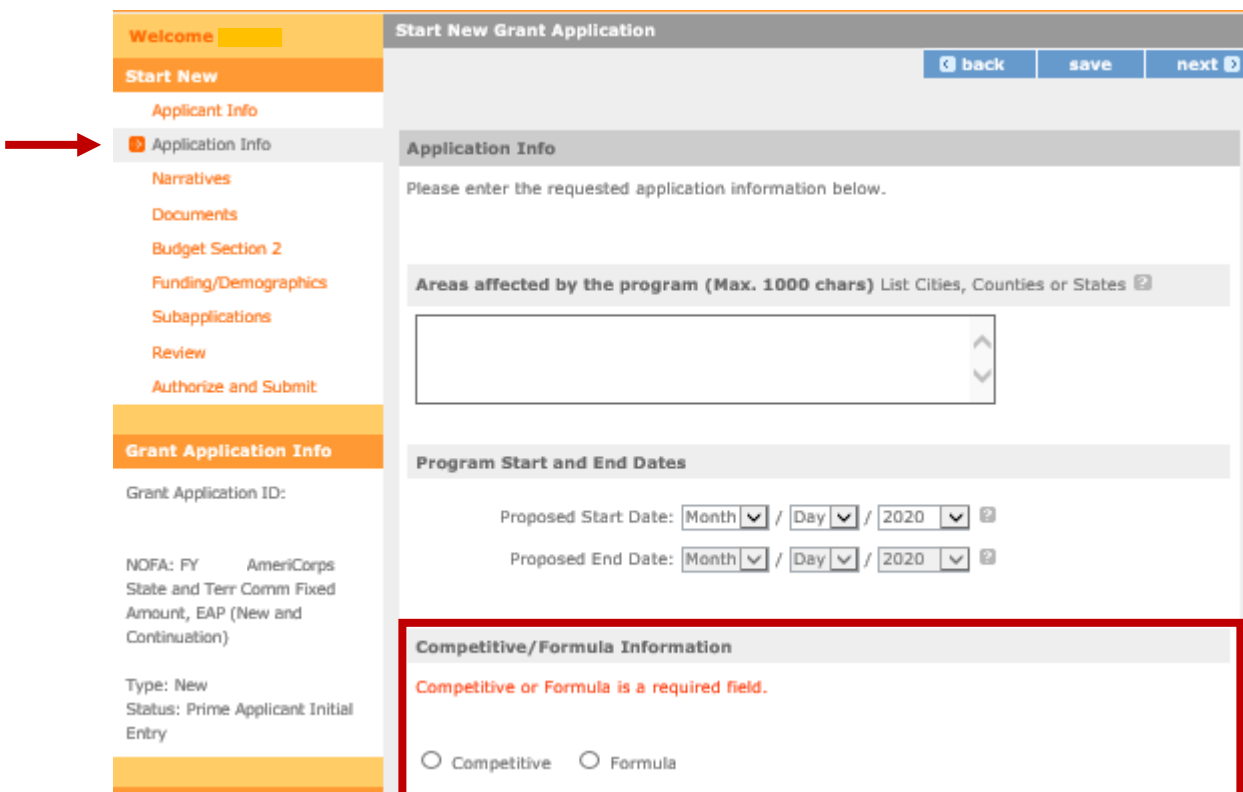
5. Select the applicable NOFO option (see screen shot below for an example).

- If you are submitting fixed amount (including EAP) applications, select “FY 202X AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation).”
- If you are submitting cost-reimbursement applications, select “FY 202X AmeriCorps State and Territory Commission (New and Continuations).”
- If you are submitting planning grant applications, select the “FY 202X AmeriCorps Formula Planning Grants (New).”

Then click “Next” at the bottom of the screen.



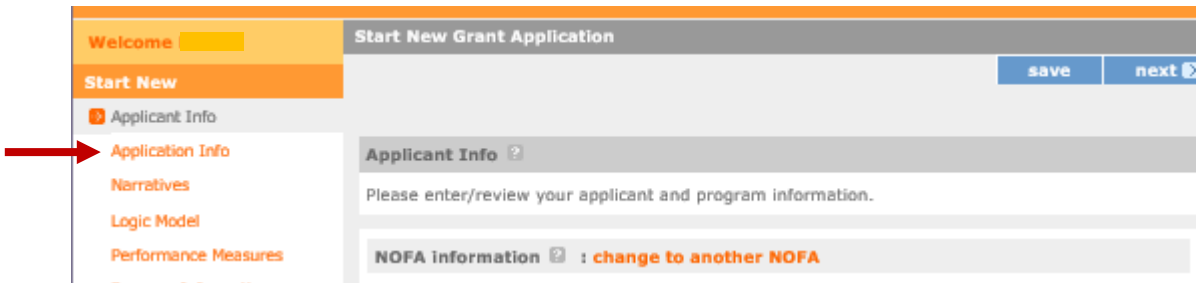
6. If the commission is creating a new prime, select “Competitive” or “Formula” based on the type of funding being requested for this application. **(NOTE: once a commission designates a prime as either competitive or formula, they cannot change it.** It should remain as the designated competitive or formula prime grant program in perpetuity to ensure grant record fidelity.)



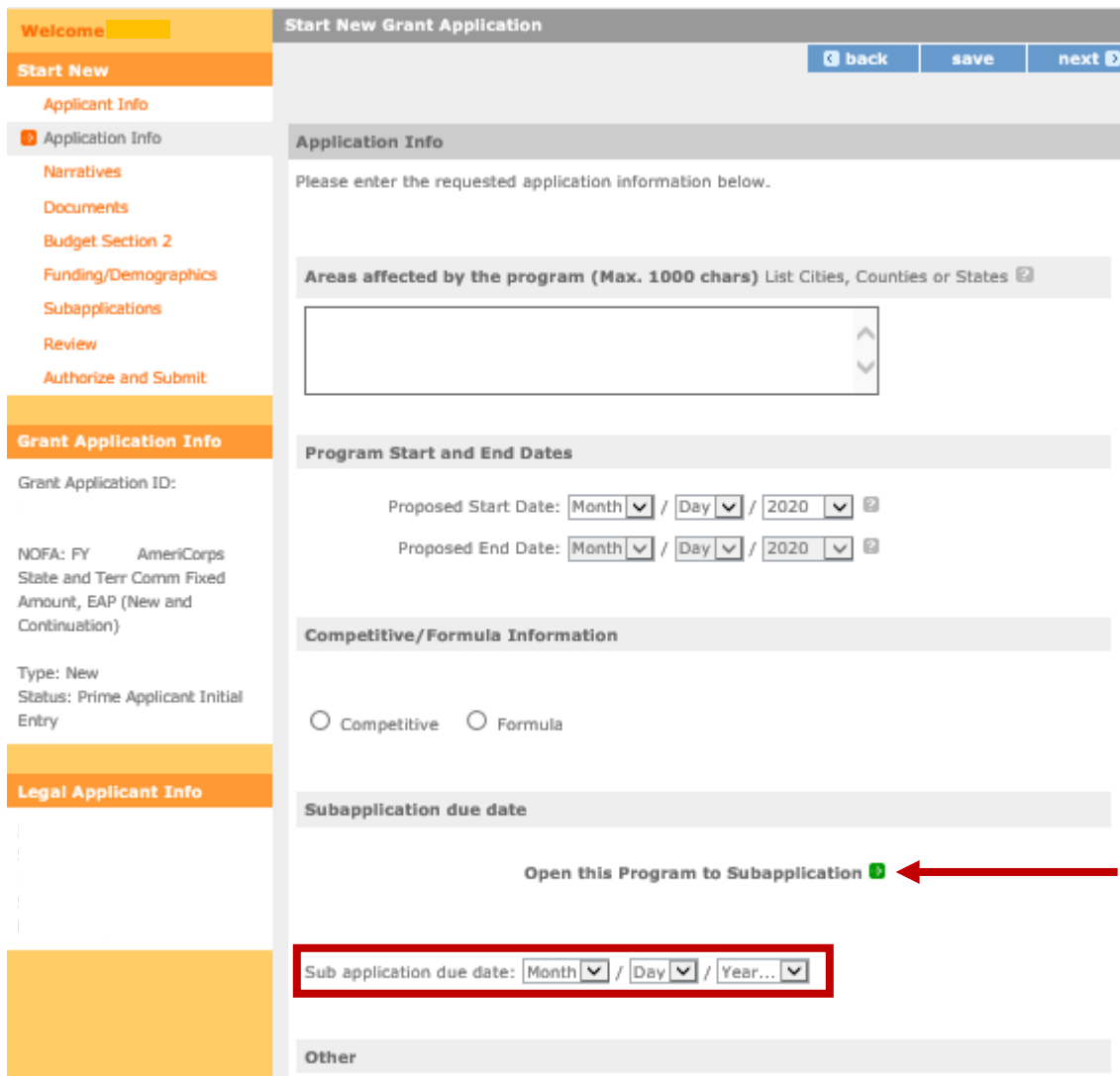
7. If this is a new prime application, select the new project CNCS created for you (e.g., Planning Grants *State*) in the Select a program field. If you do not see the new project on the drop-down menu, contact CNCS.

You must ask CNCS to create a new project for you. **DO NOT** rename a program/project you are no longer using. Doing so will change the name of all past applications using that name. This will likely cause technical difficulties or delays in submission or processing of an application. Once CNCS has created the new program, it will appear in your drop-down box as a choice.

8. Click on the “Application Info” link which will take you to that section of the prime application.



9. Enter your determined subapplication due date for sub applicants (date must be in the future). Then click on the “Open this program to Subapplication” link.



Please reach out to the eGrants hotline, and cc your Portfolio Manager if you experience any technical issues during this process.