

# My AmeriCorps Release 3 State Commissions and Programs Program Management



# Introduction

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This presentation is designed for state commissions and their programs. It will guide users through managing operating sites, service locations and slots, and show how to view a member roster.

We will also demonstrate how to transfer slots across programs. (For information on who can perform this function, please view the tutorial on **User Roles and Management – Understanding and Planning.**)

If you haven't already seen it, please check out the **General Overview** presentation before proceeding with this one. We assume for this presentation that you've been exposed to the basic features and navigation of My AmeriCorps.

# Important Considerations

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- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.
- The My AmeriCorps system does not include comprehensive compliance checks.
- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.
- If they have questions they should contact their Program Director or Program Officer.



# Agenda

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- Access My AmeriCorps
- Search for Primes or Operating Sites
- View Operating Sites
- Allocate Slots
- Edit Operating Site Information
- Service Locations
- Member Roster
- Slot Management
- Transfer Slots
- Search for Service Locations
- What's Next?



# Access My AmeriCorps

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4/21/2009, 11:45 AM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE



## eGRANTS

eGRANTS MESSAGES

Welcome Alyson

**VIEW MY GRANTS/APPLICATIONS**

- View All
- 69 Awarded
- 127 Closed
- 3 Concept Papers
- 12 Subapplication being reviewed by prime
- 4 Subapplication rejected by prime
- 3 Subapplication returned by prime
- 8 Under CNCS review

**VIEW MY AMERICORPS PORTAL**

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	Financial Report
Continuation/Renewal	My Account	Progress Report
Amendment	Equal Opportunity Survey	Progress Report Supplement
Concept Paper	Org has users awaiting approval	

508 Approved | Contact Help Desk | disable the pictures

After logging onto eGrants, click on **Portal Home** to enter My AmeriCorps.

# My AmeriCorps Home Page

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The screenshot displays the My AmeriCorps Home Page. At the top left is the eGRANTS logo. Below it, a navigation menu lists various options: Welcome Alyson, Portal Home, Trainee Profile, Search Potential Applicants, Search Submitted Applications, Manage Members, Invite Members, Manage Events, Manage Programs, Manage Service Locations, Manage Users, Recruitment Workbasket, S&N Workbasket (highlighted), S&N Reports, VISTA Workbasket, and VISTA Reports. The main content area is titled 'Workbasket' and features five tabs: Pending Applications (highlighted), Pending Invitations, Pending Enrollments, Status Change Requests, and Pending Exits. Below the tabs, it shows 'Results 1 Through 1' and 'Your search returned 1 results.' A table with the following data is displayed:

Applicant	Listing	Date Submitted	Status	Date Available	
Lindsay Likovich	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	print

The Portal Home link returns you to your My AmeriCorps home page. The menu on the left provides links to manage the grants and programs / operating sites you have access to. The links are context-sensitive, meaning that different links appear on different screens.

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion. Service Location users do not have workbaskets.

# Search for Primes or Operating Sites

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The screenshot shows the eGrants portal interface. On the left is a navigation menu with items like 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Manage Programs', and 'S&N Workbasket'. The 'Manage Programs' item is highlighted with a red arrow. The main content area shows a 'Workbasket' with buttons for 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. Below these buttons, it says 'Results 1 Through 1' and 'Your search returned 1 results.' A table displays one result for 'Lindsay Likovich' with columns for Applicant, Listing, Date Submitted, Status, and Date Available.

Applicant ▶	Listing ▶	Date Submitted ▶	Status ▶	Date Available ▶
Lindsay Likovich	'09-'10 City Year Seattle/King County			

Before viewing Prime or Operating Site Information, you have to find it. Click on **Manage Programs** to start the search.

# Grant and Slot Management Tasks

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Search for a Prime or Operating Site in order to complete these tasks:

- Allocating slots to an operating site
- Viewing or editing Prime or Operating Site information,
- Viewing or converting standard or refill slots
- Transferring standard slots across operating sites, and
- Viewing a list of members assigned to a Operating Site or service location.



# Search for Primes or Operating Sites

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Search**

**Program Search Attributes**

To search for a program use the fields below and click the search button.

Program Year:

Project Title:

Program Code:

City:

State:

Select and/or enter identifying information to start a search. Click on **search** to see the results.

# Search for Primes or Operating Sites

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Use the page navigation to scroll through the pages. You can sort the listing by the column title.

The results page shows the total number of grants or operating sites meeting search criteria.

Sort the results by clicking the link in the column title.

## eGRANTS

Welcome Alyson

Program Search

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Search Results

Results 11 Through 20 [First](#) [Previous](#) 1 | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [Next](#) | [Last](#) | [+10](#)

Your search returned 232 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
94ASCMA0220101	<a href="#">City Year Boston</a>	1995	Boston	MA
94ASCMA0220101	<a href="#">City Year Boston</a>	1996	Boston	MA
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1994	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1995	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1996	Providence	RI
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1995	San Antonio	TX
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1996	San Antonio	TX
94ADNMA006	<a href="#">City Year - Parent</a>	1997		
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1997	San Antonio	TX
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1997	Providence	RI

# Reading Search Results

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Search

Program Search Results

Results 11 Through 20 First Previous 1 | **2** | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Last +10

Your search returned 232 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
94ASCMA0220101	<a href="#">City Year Boston</a>	1995	Boston	MA
94ASCMA0220101	<a href="#">City Year Boston</a>	1996	Boston	MA
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1994	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1995	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1996	Providence	RI
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1995	San Antonio	TX
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1996	San Antonio	TX
94ADNMA006	<a href="#">City Year - Parent</a>	1997		
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1997	San Antonio	TX
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1997	Providence	RI

Click on the name of the Prime or Operating Site to perform other grant-related functions.

# Program Information Screen

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**eGRANTS**

Welcome Alyson

View Program

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Click here for help.

Program Year: 2009  
Program Name: City Year  
Program Code: 09NDHMA001  
Contact Name:  
Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: 6179272348  
Budget Period: 07/01/2009 - 06/30/2012  
Enrollment Period: 07/01/2009 - 06/30/2010

[Edit Program](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Information about the Program and links to perform other tasks.

The Program Information links provide quick access to perform other grant-related functions and are specific to the program listed.

# View Operating Sites

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**eGRANTS**

Welcome Alyson | View Program

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Click here for help.

Program Year: 2009  
Program Name: City Year  
Program Code: 09NDHMA001  
Contact Name:  
Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: 6179272348  
Budget Period: 07/01/2009 - 06/30/2012  
Enrollment Period: 07/01/2009 - 06/30/2010

[Edit Program](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info**
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Click on **Operating Site Info** to view a listing of all operating sites or to renew or create one.

# View Operating Sites

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**eGRANTS**

Welcome Alyson

**View Operating Sites**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Operating Site Information**

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009

[View Previous Operating Sites](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Your active operating sites will be listed here.

# Allocate Slots

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**eGRANTS**

Welcome Alyson

View Operating Sites

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Operating Site Information

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009
09NDHMA0010006	<a href="#">City Year New York</a>	2009
09NDHMA0010007	<a href="#">New Operating Site Test 1</a>	2009

[View Previous Operating Sites](#)

create operating site

Click on **Slot Allocation** to assign slots to operating sites.

# Allocate Slots

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**eGrants**

Welcome Alyson

**Allocate Slots**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Operating Sites to Allocate to**

Program Code	Program Name	Program Year	City	State
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009		
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009		
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009		
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009		
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009		
09NDHMA0010006	<a href="#">City Year New York</a>	2009		
09NDHMA0010007	<a href="#">New Operating Site Test 1</a>	2009		

To allocate slots to an operating site, click on the name of the operating site from the list.



# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs granted to the Parent Organization.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs currently allocated to other operating sites.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs currently allocated to this operating site.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

Enter the new slot allocation for each slot type and click on **save**. You may increase or decrease slots.

# Allocate Slots

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**eGRANTS**

**Welcome Alyson** | **View Program**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Program Information**

[Click here for help.](#)

Please note:  
The suballocation has been saved.

Program Year: 2009  
Program Name: City Year  
Program Code: 09NDHMA001  
Contact Name:  
Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: 6179272348  
Budget Period: 07/01/2009 - 06/30/2012  
Enrollment Period: 07/01/2009 - 06/30/2010

[Edit Program](#)  
[View Service Locations](#)  
[View Members](#)

The slot allocation has been saved.

# Edit Operating Site Information

22

**eGRANTS**

Welcome Alyson | View Operating Site

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Operating Site Information**

Click here for help.

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year Washington, DC -  
2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Click on **Edit Operating Site** to edit the details of the Program.

Get to this page with the **Program Info** link.

# Edit Operating Site Information

23

The screenshot shows the 'Edit Program' page in the eGrants system. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links such as 'Welcome Alyson', 'Portal Home', 'Manage Programs', and 'Program Information'. The main content area is titled 'Edit Program' and contains a 'Program Information' section. This section includes fields for Program Year (2008), Program Name (City Year Washington, DC), Program Code (06ACHDC0010003), Contact Name, and contact details (Street Address 1: 140 Q Street NE, Street Address 2: 2nd Floor, City: Washington, State: DISTRICT OF COLUMBIA, Zip: 20002-2132, Contact E-mail: test@cns.gov, Contact Phone: (202) 776-7780). It also shows Budget Period (07/01/2008 - 06/30/2009) and Enrollment Period (07/01/2008 - 06/30/2009). At the bottom right of the form are 'cancel' and 'save' buttons.

**eGrants**

Welcome Alyson

**Edit Program**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events

**Manage Programs**

- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Program Information**

Program Year: 2008

Program Name: City Year Washington, DC

Program Code: 06ACHDC0010003

Contact Name:

\*Street Address 1: 140 Q Street NE

Street Address 2: 2nd Floor

\*City: Washington

\*State: DISTRICT OF COLUMBIA

\*Zip: 20002 - 2132

\*Contact E-mail: test@cns.gov

Contact Phone: (202) 776-7780

**Budget Period:** 07/01/2008 - 06/30/2009

**Enrollment Period:** 07/01/2008 - 06/30/2009

cancel save

Modify contact information.

# Edit Operating Site Information

24

The screenshot shows the eGrants 'Edit Program' interface. A calendar pop-up for July 2008 is open, with the 1st of July highlighted. The main form displays the following information:

**Program Information**

Program Year: 2008  
Program Name: City Year Washington, DC  
Program Code: 06ACHDC0010003  
Program Name: [Text Field]  
Address 1: 140 Q Street NE  
Address 2: 2nd Floor  
\*City: Washington  
\*State: DISTRICT OF COLUMBIA  
\*Zip: 20002 - 2132  
E-mail: test@cns.gov  
Phone: (202) 776-7780

**Budget Period:** 07/01/2008 - 06/30/2009  
**Enrollment Period:** 07/01/2008 - 06/30/2009

Buttons: cancel, save

Modify the Enrollment Period dates by typing them in or use the pop-up calendar.



# Caution!

25

Although the Enrollment Period dates can be modified, care should be taken to ensure that the new dates remain within the Budget Period dates and the new dates do not overlap with the Member Enrollment Period dates of a different program year for the same operating site.

Also it is recommended that state commissions put policies in place and monitor the system to ensure that users are not making errors. In the past changing dates was something only Program Officers could do. Now member management user at the Prime and Operating Site levels can do it.

# Edit Operating Site Information

26

**eGrants**

Welcome Alyson | Edit Program

Portal Home

Trainee Profile

Search Potential Applicants

Search Submit Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Services

Manage Users

Recruitment Workbooks

S&N Workbooks

S&N Reports

VISTA Workbooks

VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Program Year: 2008

Program Name: City Year Washington, DC

Program Code: 06ACHDC0010003

Program Name:

Address 1: 140 Q Street NE

Address 2: 2nd Floor

\*City: Washington

\*State: DISTRICT OF COLUMBIA

\*Zip: 20002 - 2132

E-mail: test@cns.gov

Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

cancel save

Click on **save** to keep your changes or **cancel** to discard them.

# Edit Operating Site Information

27

The screenshot shows the 'Edit Program' page in the eGrants system. The page has a header with the 'eGRANTS' logo and a navigation sidebar on the left. The main content area is titled 'Edit Program' and contains a 'Program Information' section. At the top of this section, there is a message: 'Please note the following errors:'. Below this message are two red bullet points: '• The enrollment start date must be within the budget period for the grant.' and '• The enrollment dates are not valid. There are members currently enrolled in the program with a start date outside of the dates.'. Below the error messages, there are several form fields for program details: Program Year (2009), Program Name (City Year Washington, D.C.), Program Code (09NDHMA0010005), Contact Name (Chris Murphy), \*Street Address 1 (140 Q St. NE), Street Address 2, \*City (Washington), \*State (DISTRICT OF COLUMBIA), \*Zip (20002 - 2132), \*Contact E-mail (test@cns.gov), and Contact Phone ((202) 776-7780). At the bottom of the form, there are two buttons: 'cancel' and 'save'. The left sidebar contains a 'Program Information' section with a list of links: Program Info, Service Location Info, Slot Info, and Slot Transfer.

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:

- City Year Washington, D.C.
- 2009
- 09NDHMA0010005

Program Info

Service Location Info

Slot Info

Slot Transfer

**Edit Program**

**Program Information**

Please note the following errors:

- The enrollment start date must be within the budget period for the grant.
- The enrollment dates are not valid. There are members currently enrolled in the program with a start date outside of the dates.

Program Year: 2009

Program Name: City Year Washington, D.C.

Program Code: 09NDHMA0010005

Contact Name: Chris Murphy

\*Street Address 1: 140 Q St. NE

Street Address 2:

\*City: Washington

\*State: DISTRICT OF COLUMBIA

\*Zip: 20002 - 2132

\*Contact E-mail: test@cns.gov

Contact Phone: (202) 776-7780

**Budget Period:** 07/01/2009 - 06/30/2012

**Enrollment Period:** 05/12/2009- 04/30/2010

cancel save

If errors are encountered, you'll see a note here.

# Edit Operating Site Information

28

**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**View Operating Site**

Please note:  
The program was updated.

**Operating Site Information**

[Click here for help.](#)

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

After successfully saving the Operating Site information, a note is displayed confirming that the information was updated.

# Service Locations

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**eGRANTS**

Welcome Alyson

View Operating Site

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Operating Site Information

Click here for help.

Program Year: 2008

Operating Site Name: City Year Washington, DC

Operating Site Code: 06ACHDC0010003

Contact Name:

Contact Address: 140 Q Street NE  
2nd Floor  
Washington, DC 20002 - 2132

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

Edit Operating Site

View Service Locations

View Members

Use the **View Service Locations** link or the **Service Location Info** link to view a listing of the Service Locations assigned to the Operating Site.

# Service Locations

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**eGRANTS**

Welcome Alyson

View Service Locations

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 2

Your search returned 2 results.

Name ▾	City ▾	State ▾	Zip ▾
<a href="#">University of Maryland</a>	Laurel	MD	20921
<a href="#">University of Maryland Baltimore</a>	Baltimore	MD	22222

The total number of service locations and a listing of the service locations assigned to the Operating Site is displayed. Click on **create** to enter a new service location.

# Service Locations

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- ➔ Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Edit Service Location**

**Service Location Information**

Please note that Street Address1, City, State, and Zip are required fields unless you enter the full zip code (Zip + 4 digit extension).  
[Click here for help.](#)

Program: [City Year Washington, DC](#)

Program Year: 2008

\* Status: Active

\* Service Location Name:

Contact Name:

Contact Email:

Street Address1:

Street Address2:

City:

State:

\* Zip:  -

cancel save

Select and enter information about the service location. Click on **save** to keep the information or **cancel** to discard it.

# Service Locations

32

**eGRANTS**

Welcome Alyson

**View Service Location**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info**
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Service Location Information**

[Click here for help.](#)

Program: [City Year Washington, DC](#)

Program Year: 2008

Service Location Name: Georgetown University

Contact Name: Bruce Bellini

Street Address: 2807 Georgetown Avenue

City: Washington

State: DC

Zip: 20057-1008

Email: bellini@georgetown.edu

Status: Active

back edit

View the Operating Site Information page.

Click on **edit** to make changes to the service location or **back** to view the listing of service locations page.



# Service Locations

33

**eGrants**

Welcome Alyson

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 3

Your search returned 3 results.

Name ▾	City ▾	State ▾	Zip ▾
<a href="#">Georgetown University</a>	Washington	DC	20005 -1004
<a href="#">University of Maryland</a>	Laurel	MD	20921
<a href="#">University of Maryland Baltimore</a>	Baltimore	MD	22222

create

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

The new service location is displayed. Click on the name to view or edit the details.

# Service Locations

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**eGRANTS**

Welcome Alyson

**View Service Location**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info**
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Service Location Information**

[Click here for help.](#)

Program: [City Year Washington, DC](#)  
Program Year: 2008  
Service Location Name: Georgetown University  
Contact Name: Bruce Bellini  
Street Address: 2807 Georgetown Avenue  
City: Washington  
State: DC  
Zip: 20057-1008  
Email: bellini@georgetown.edu  
Status: Active

[back](#) [edit](#)

Click on **edit** to change the information or status of the service location or **back** to return to the list of service locations.

# Member Roster

35

The screenshot displays the eGrants web application interface. At the top left, the 'eGRANTS' logo is visible. Below it, a navigation menu includes sections like 'Welcome Alyson', 'Portal Home', 'Manage Service Locations', and 'Program Information'. The main content area is titled 'View Service Location' and contains 'Service Location Information' for 'City Year Washington, DC'. The information includes Program Year (2008), Service Location Name, Contact Name, Street Address, City, State, Zip, Email, and Status. There are 'back' and 'edit' buttons at the bottom right of the information box. A callout box on the right points to the 'City Year Washington, DC' link in the 'Program' field.

**eGRANTS**

Welcome Alyson

**View Service Location**

**Service Location Information**

[Click here for help.](#)

Program: [City Year Washington, DC](#)

Program Year: 2008

Service Location Name: Georgetown University

Contact Name: Susan Perkins

Street Address: 2807 Georgetown Avenue

City: Washington

State: DC

Zip: 20057-1000

Email: susan@cyd.org

Status: Active

**Program Information**

Program:  
City Year Washington, DC -  
2008  
06ACHDC0010003

[Program Info](#)

[Service Location Info](#)

[Slot Info](#)

[Slot Conversion](#)

[Refill Slot Conversion](#)

[Slot Transfer](#)

View the details of the Operating Site.

# Member Roster

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**eGRANTS**

**Welcome Alyson** | **View Operating Site**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Operating Site Information**

Click here for help.

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

Click on **View Members** to view the Member Roster.

# Member Roster

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**eGRANTS**

Welcome Alyson

View Roster

Members at Program

Click here for help.

Results 1 Through 10 [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [Next](#) | [Last](#)

Your search returned 85 results.

ID	Name	Status	Program Code	Program Year	Program	Service Location
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	Exited Early	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned

Program Information

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

The View Roster page displays the total number of members, navigation to scroll through the pages, and a listing of members. Sort the listing by the column title. Click on the member's name to view or edit contact information or to manage the member's service assignment.

# Member Roster

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**eGRANTS**

Welcome Alyson

Member Home

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members**
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Member Information**

Click here for help.

Name: Orelia Elizabeth Brown, II      Date of Birth: 07/16/1988

Member ID: 562962      Username: albrown02

SSN: \*\*\*\*\*      E-mail: test@cns.gov

Mailing Address:      Permanent Address:

2227 4th St NE      2227 4th St NE

Washington, DC 20002      Detroit, MI 48226

Home Phone Number: 703-266-7768      Home Phone Number: 313-852-4599

Work or Other Phone Number:      Work or Other Phone Number:

[edit member info](#)

**Service Information**

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/04/2007	06/20/2008	<a href="#">view</a>
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	<a href="#">view</a>

**Member Information**

- Orelia Elizabeth Brown, II
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

A different set of links appears to manage the member's service assignment.

# Member Roster

39

**eGRANTS**

Welcome Alyson **Member Home**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members**
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Member Information**

Click here for help.

Name: Orelia Elizabeth Brown, II Date of Birth: 07/16/1988

Member ID: 562962 Username: albrown02

SSN: \*\*\*\*\* E-mail: test@cns.gov

E-mail: test@cns.gov

**Mailing Address:** 2227 4th St NE, Washington, DC 20002

**Permanent Address:** 2227 Oakman St, Detroit, MI 48226

Home Phone Number: 703-266-7768 Home Phone Number: 313-822-4899

Work or Other Phone Number: Work or Other Phone Number:

[edit member info](#)

**Service Information**

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/04/2007	06/20/2008	<a href="#">view</a>
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	<a href="#">view</a>

**Member Information**

- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Click on **Portal Home** to return to you're my AmeriCorps Home Page or **Manage Programs** to search for a Prime or Operating Site.

# Slot Management

40

**eGRANTS**

Welcome Alyson

View Operating Site

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Operating Site Information**

Click here for help.

Program Year: 2008

Operating Site Name: City Year Los Angeles

Operating Site Code: 06NDHMA0010005

Contact Name:

Contact Address: 634 South Spring Street  
Suite 712  
Los Angeles, CA 90014

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: (213) 623-4412

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)

[View Service Locations](#)

[View Members](#)

Click on **Slot Info** to view the current configuration of standard and refill slots.



# Slot Management

41

**eGRANTS**

Welcome Alyson

View Slot Budget

Slot Information - City Year Los Angeles 2008

[Click here for help.](#)

Slot Type [MSYs]	Living Allowance		Standard Slots			Refill Slots		
	Grant Available	Grant Available	Current Filled	Unfilled	Current Filled	Unfilled		
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

edit standard    edit refill

Program Information

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

The View Slot Budget page displays the slot configuration for standard and refill slots.

Grantee Admin and State / National Grantee Prime users can view the aggregate slots for a grant. Operating Site users can view slots assigned to their grant. Service Location users do not have access to Slots Management functions.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current Filled	Unfilled	Current Filled	Unfilled	Current Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit standard** or **Slot Conversion** to update the standard slot configuration.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Slot Budget**

**Standard Slot Information ?**  
[Click here for help.](#)

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
<b>Full Time [1]</b>	Living Allowance	95	95	95	95	<input type="text" value="95"/>	95.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>One Year Half Time [0.5]</b>	Living Allowance	5	2.5	0	0	<input type="text" value="5"/>	2.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Two Year Half Time [0.5]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Reduced Half Time [0.38]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Quarter Time [0.26]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Minimum Time [0.21]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Total</b>	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		100	97.5	95	95	100	97.50

Enter the new slot allocation by slot type. Enter 0 if all the slots are being removed.

The New Allocation number should not be less than the number shown for Filled Slots.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
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- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Slot Budget**

**Standard Slot Information ?**

[Click here for help.](#)

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
<b>Full Time [1]</b>	Living Allowance	95	95	95	95	<input type="text" value="95"/>	95.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>One Year Half Time [0.5]</b>	Living Allowance	5	2.5	0	0	<input type="text" value="5"/>	2.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Two Year Half Time [0.5]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Reduced Half Time [0.38]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Quarter Time [0.26]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Minimum Time [0.21]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Total</b>	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		100	97.5	95	95	100	97.50

Click on **validate** to ensure that the new MSYs are not greater than the budgeted MSYs. Click on **submit** to update the slot configuration.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
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- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

MSYs were reduced from 97.5 to 97.38. The next slot conversion will be calculated on the new MSYs of 97.38, but the total reduction in MSYs must not exceed the MSYs of a minimum time slot.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
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- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit refill** or **Refill Slot Conversion** to update the refill slot configuration.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Refill Slot Budget**

**Refill Slot Information ?**

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	8	8	5	5	<input type="text" value="7"/>	7.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	1	0.5	0	0	<input type="text" value="1"/>	0.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	<input type="text" value="2"/>	0.76
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	<input type="text" value="1"/>	0.21
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>9</b>	<b>8.5</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>8.47</b>

Enter the new refill slot allocation by slot type. Enter 0 if all the refill slots are being removed. Use whole numbers only.

Standard slots have not been filled. Refill slots are shown, but are not available.

Standard slots are not available. Refill slots can be entered for this slot type.

# Refill Slot Rules

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- Processes and principles apply for editing refill slots as standard slots.
- Refill slots automatically become visible on the Slot Budget page when a program exits a member who served less than 30% of their term and the member did not receive an award.
- A refill slot is not available for use until all of the standard slots of the same slot type have been filled.
- Refill slots can only be used once, even if the member occupying the refill slot does not complete their term.
- When converting refill slots, make sure that the New Allocation number is  $\geq$  the filled refill slots for each slot type.



# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Refill Slot Budget**

**Refill Slot Information ?**

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
<b>Full Time [1]</b>	Living Allowance	8	8	5	5	<input type="text" value="7"/>	7.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>One Year Half Time [0.5]</b>	Living Allowance	1	0.5	0	0	1	0.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Two Year Half Time [0.5]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Reduced Half Time [0.38]</b>	Living Allowance	0	0	0	0	<input type="text" value="2"/>	0.76
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Quarter Time [0.26]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Minimum Time [0.21]</b>	Living Allowance	0	0	0	0	<input type="text" value="1"/>	0.21
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Total</b>	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		9	8.5	5	5	11	8.47

Click on **validate** to ensure that the new MSYs are not greater than the total MSYs. Click on **submit** to update the refill slot configuration.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

Portal Home

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- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Cleveland 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	56	56	56	0	7	5	2
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	6	6	4	2	1	0	1
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	2	0	2
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
	No	0	0	0	0	0	0	0
<b>Total Slots</b>	Yes	62	62	60	2	11	5	6
	No	0	0	0	0	0	0	0
<b>Total MSY's</b>	Yes	59	59	58	1	8.47	5	3.47
	No	0	0	0	0	0	0	0

MSYs were reduced from 8.5 to 8.47. The next refill slot conversion will be calculated on the new MSYs of 8.47.

# Transfer Slots

**eGrants**

Welcome Alyson

View Slot Budget

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Cleveland - 2008 06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Slot Information - City Year Cleveland 2008

[Click here for help.](#)

Slot Type [MSYs]	Living Allowance Available		Standard Slots			Refill Slots		
	Yes	No	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	56	56	56	0	7	5	2
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	6	6	4	2	1	0	1
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	2	0	2
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
	No	0	0	0	0	0	0	0
<b>Total Slots</b>	Yes	62	62	60	2	11	5	6
	No	0	0	0	0	0	0	0
<b>Total MSY's</b>	Yes	59	59	58	1	8.47	5	3.47
	No	0	0	0	0	0	0	0

edit standard    edit refill

If you are not viewing Operating Site information, click on **Manage Programs** and select from the search result page the operating site that you wish to transfer slots from. If you are already viewing the operating site information of the operating site you wish to transfer slots from, click on **Slot Transfer**.

# Transfer Slots

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**eGRANTS**

Welcome Alyson

Transfer Slots

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year - 2008  
06NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Operating Sites to Transfer From**

Program Code	Program Name	Program Year	City	State
06NDHMA0010001	<a href="#">City Year New York</a>	2008		
06NDHMA0010002	<a href="#">City Year Columbus</a>	2008		
06NDHMA0010003	<a href="#">City Year Little Rock</a>	2008		
06NDHMA0010004	<a href="#">City Year Seattle/King County1</a>	2008		
06NDHMA0010005	<a href="#">City Year Los Angeles</a>	2008		
06NDHMA0010006	<a href="#">City Year Detroit</a>	2008		
06NDHMA0010007	<a href="#">City Year Columbia</a>	2008		
06NDHMA0010008	<a href="#">City Year Care Force</a>	2008		
06NDHMA0010009	<a href="#">City Year Chicago</a>	2008		

If you are viewing your grant information, click on **Slot Transfer** then select the “transfer from” Operating Site from the list.

# Transfer Slots

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The screenshot displays the eGrants user interface. On the left is a navigation menu with sections: 'Welcome Alyson', 'Portal Home' (containing links like Trainee Profile, Search Potential Applicants, etc.), 'Manage Programs' (containing links like Manage Service Locations, Manage Users, etc.), and 'Program Information' (containing links like Program Info, Service Location Info, etc.). The main content area is titled 'View Operating Site' and contains 'Operating Site Information'. A red error message states: 'Please note the following errors: • This subprogram has no slots available to transfer.' An arrow points from this message to a text box on the right. Below the error message is a link 'Click here for help.' and a list of operating site details including Program Year (2008), Operating Site Name (City Year Washington, DC), Operating Site Code (06ACHDC0010003), Contact Name, Contact Address (140 Q Street NE, 2nd Floor, Washington, DC 20002 - 2132), Contact Email (test@cns.gov), Contact Phone ((202) 776-7780), Budget Period (07/01/2008 - 06/30/2009), and Enrollment Period (07/01/2008 - 06/30/2009). At the bottom right of the main content area are links for 'Edit Operating Site', 'View Service Locations', and 'View Members'.

Slots are not available to transfer note.

# Transfer Slots

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**eGRANTS**

Welcome Alyson

**Transfer Slots**

Slots available to transfer ?

Giving Program	City Year Los Angeles
Slot Type	One Year Half Time - With Living Allowance [ 4 ]
Number of Slots to Transfer	1
Receiving Program	City Year Columbus

transfer

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2008  
06NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Select the slot type from the drop down box, enter the total number of slots and select the Operating Site the slots are being transferred to. Click **transfer**.

# Transfer Slots

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**eGRANTS**

Welcome Alyson | View Slot Budget

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Please note:  
The requested slots have been transferred.

Slot Information - City Year Los Angeles 2008

Click here for help.

Slot Type [MSYs]	Living Grant Allowance Available		Standard Slots			Refill Slots		
	Yes	No	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	95	0	95	95	0	9	6	3
One Year Half Time [0.5]	3	0	3	0	3	0	0	0
Two Year Half Time [0.5]	0	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	1	0	1	0	1	0	0	0
Quarter Time [0.26455027]	0	0	0	0	0	0	0	0
Minimum Time [0.21164022]	0	0	0	0	0	0	0	0
<b>Total Slots</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>95</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>3</b>
<b>Total MSY's</b>	<b>96.88</b>	<b>0</b>	<b>96.88</b>	<b>95</b>	<b>1.88</b>	<b>9</b>	<b>6</b>	<b>3</b>

edit standard | edit refill

Transfer was successful.

MSYs were reduced from 97.38 to 96.88 after transferring out 1 One Year Half Time slot.

# Search for Service Locations

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The screenshot displays the eGRANTS user interface. At the top left, the logo 'eGRANTS' is visible. Below it, a navigation menu on the left includes options like 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', 'Manage Service Locations', and 'S&N Workbasket'. The main content area, titled 'Workbasket', features several status boxes: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. Below these, a search result is shown for '09-'10 City Year Seattle/King County', with columns for Applicant, Listing, Date Submitted, Status, and Date Available. A red arrow points from a text box on the right to the 'Manage Service Locations' link in the left navigation menu.

Applicant ▶	Listing ▶	Date Submitted ▶	Status ▶	Date Available ▶	
London L. Smith	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	print

Click on **Manage Service Locations** to search for service locations.



# Search for Service Locations

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**Welcome Alyson**

**Service Location Search**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Service Location Search Attributes**

To search for a service location use the fields below and click the search button.

Program Year:

Grant Number:

Service Location Name:

City:

State:

Zip:  -

Enter identifying information about the service location (s) to start a search. Click on **search** to see the results.

# Search for Service Locations

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

### Service Location Search

#### Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 10 [1](#) | [2](#) | [3](#) [Next](#) [Last](#)

Your search returned 27 results.

Grant Number ▶	Program Name ▶	Service Location ▶	City ▶	State ▶	Zip ▶
94ADNMA0060000	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
03NDHMA002	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
06NDHMA001	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
09NDHMA001	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
03ACHDC0010002	<a href="#">City Year Washington, DC</a>	<a href="#">Georgetown University</a>	Washington	DC	20005 - 1004
06ACHDC0010003	<a href="#">City Year Washington, DC</a>	<a href="#">Georgetown</a>	Washington	DC	20005 - 1004
09RNHMA0020001	<a href="#">Testing Recovery 1</a>	<a href="#">Service Location 1</a>	Washington	DC	20525
94ADNMA0060000	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231
03NDHMA002	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231
06NDHMA001	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231

The Service Location Results page displays only the service locations you have access to. Use the numbered navigation to scroll through the pages and the column title to sort the listing.

Click on the name of the operating site or service location to view details.

# What's next?

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- **The Resource Center**
  - [www.nationalservicerresources.org/ac-training-support](http://www.nationalservicerresources.org/ac-training-support)
  - Includes other tutorials
  - Live training and registration schedule
- **The eGrants Coaching Unit**
  - 1-888-333-8272
  - [egrantstta@jbsinternational.com](mailto:egrantstta@jbsinternational.com)
  - Training/Technical Assistance
- **The eGrants Help Desk**
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance

