Social Innovation Fund Pay for Success Grant Competition

Creating an Application in eGrants

Contents

Introduction

This document is intended to illustrate the eGrants guidance provided in the application instructions. Detailed guidance of what to include in the application is contained in the Notice of Funding Availability (Notice) and the application instructions (provided as an appendix within the Notice). Please click on "FY 2016 Social Innovation Fund Pay for Success Cooperative Agreements" on list of current CNCS funding opportunities here: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities.

Please note: Screenshots in this presentation are intended as illustration only. The content of screenshots should not be interpreted as formal guidance from the Corporation.

Preparing to Submit Your Project

Submitting a project through eGrants isn't always intuitive, so we have developed this short guide to help you prepare and navigate some of the complexities involved. Please spend a few minutes re- viewing the information here before you get started, and keep a copy (or open browser window) by your side as you complete your application. If you have questions along the way, see the end of this document for contact information for the Help Desk.

Submitting a project will require that you provide the following information and complete these steps:

1. Create an eGrants account
2. Create a new project
3. Enter project applicant information
4. Enter application info
5. Enter narratives
6. Send documents and record status in eGrants
7. Develop and enter the project budget (Sections 1 and 2), including subsidiary budgets
8. Review your application
9. Authorize and submit

I. Create an eGrants Account and Log On

1. Create an eGrants Account

   - Your first step will be to create an account on eGrants. Please skip to step 6 below if you already have an eGrants account.

   - Go to: http://www.nationalservice.gov/build-your-capacity/grants/egrants, then click *eGrants Log-in.*

   - Click *Don't have an eGrants account? Create an account*

   - On the next screen, click *Create a Grantee account*, then click *This is my first time. I want to create a new account with eGrants...*

   - Complete the account application. You will need your organization's name, address (including Zip+4), and EIN to obtain an eGrants account. You will also need a DUNS number before you can submit your final application. You can obtain this at http://fedgov.dnb.com/webform. To enhance the security of your eGrants account, your password must include at least:
     - o 12 characters
     - o 1 upper case character
     - o 1 numerical character
     - o 1 special character, ie !@#$%^&*()

2. *Log onto eGrants and Create an Application*

   - Visit https://egrants.cns.gov/espan/main/login.jsp
   - Log on to eGrants and select *New* in the lower left corner of the screen.

II. Create a New Project

1. Verify your Legal Applicant Information (along the left hand side of the screen) is accurate.

2. Select a NOFA. Select *Other* from the drop down menu, then click *Go*.

3. Select the FY2016 Social Innovation Fund Pay for Success Cooperative Agreement and click on *Next.*

III. Project Applicant Information

1. Verify that you selected the correct NOFA (FY 2016 Social Innovation Fund Pay for Success Cooperative Agreement) and then click *create a new project*.

Tip: Notice the toolbar on the left side of the screen. Clicking on any of the titles will take you directly to that section.

2. Fill in all fields in the *Enter/Edit a Project* box. The following tips will help ensure that your application is complete and accurate.

   - Project title: Use a project title that is suitable for print or online promotion of your initiative and would be helpful in explaining your program to external audiences.
   - Project State: This is the state where your organization resides, even if you have partners or subgrantees in other states. The same is true for the other contact information.
   - Email address: Use the email address of the primary contact person.

- Zip code: Enter the full Zip+4. Visit: https://www.usps.com/zip4/ if you do not know yours.
- Click *Save & Close* when finished.

3. Verify that the information on this screen is accurate, then choose your Project Director from the drop down menu. This list is populated from the eGrants account you set up prior to starting your SIF application.
   - There may be multiple users within your organization or there may be one, as seen here.
   - You may also enter your project website URL (if applicable), and click *Next*.

IV. Application Information

1. Proceed to enter information in Application Info section. This section contains general information on your application, such as geographical areas affected by the project, start and end date, whether or not your

application is subject to review by the State Executive Order 12372 process, and whether the applicant is delinquent on any federal debt.

TIP: Remember, you can return to any section of your application by clicking on the section title in the left navigation bar.

V. Narrative Information

1. Enter Narratives in appropriate sections. The Narratives section includes six narrative fields. Click *view/edit narrative* to enter your information.

Once you have entered information in each of the narratives, a green check box will appear in front of the section title. You must include text in each of the narrative fields in order for your application to validate.

   - Important: You should always compose text for your application in a word processing application and paste it into eGrants

Notes on Narrative Fields:
   - *The maximum length of the application can be found in the Notice.*

- *Reviewers will be instructed to stop reading once they've reached the page limit, even if eGrants allows you to submit a longer application.*
- *Do not use bold face, bullets, underlines or other types of formatting, charts, diagrams, and tables. They will not copy accurately into eGrants, so please use plain text only.*

VI. Documents

1. Match verification documents submitted directly to SIF should be entered in this section. Please see the Notice for information on match verification.

2. Match verification letters must be sent to PFSApplication@CNS.gov; they cannot be attached through eGrants. Once you have sent them through email, click on the *Match Verification* drop down menu and select *Sent* from the menu.

Note: no additional documentation is required, and other documentation will not be considered during application review.

VII. Budget

1. See the application instructions for detailed guidance on how to accurately complete the budget.

2. Begin to enter Budget in Section 1 (Program Costs)

Note: If you are applying to provide services to Service Recipients (as opposed to funds to Subrecipients), you may include the language "(toward Service Recipient 80%)" beside the description of each line item factoring toward the 80% requirement of spending on Service Recipients.

- **Personnel fringe benefits**: Click *add a new budget item*. Enter the type of fringe benefits (e.g., FICA, workers' compensation) and the position they cover. Enter the calculation used to compute the benefit. Enter in the total amount and divide between the CNCS share and the grantee share. Click *Save & Close*. If you have multiple items, click on *add a new budget item* as many times as needed.

- Project personnel expenses: Click *add a new budget item*. Type in the title or name of the position. Enter the number of positions with the same title/name. Enter the full-time equivalent salary for this position and the percentage of time that will be used for SIF activities. The total amount is calculated automatically. Enter the CNCS share and grantee share. Both must add up to the total amount. Click *Save & Close*. If you have multiple positions, click on *add a new budget item* as needed.
- Travel: Click *add a new budget item*. Enter the purpose of the travel. Enter the calculation used to compute the travel. Enter the total value for travel and divide between the CNCS share and the grantee share. Click *Save & Close*. If you have multiple items, click *add a new budget item* as many times as needed.
- Equipment: Click *add a new budget item*. Enter the item and/or purpose of the equipment. The application instructions explain the distinction between equipment and supplies. Enter the quantity and unit cost. The total amount is auto populated. Divide between the CNCS share and the grantee share. Click *Save & Close*. If you have multiple items, click *add a new budget item* as many times as needed.
- Supplies: Click *add a new budget item*. Enter the supply items. The application instructions explain the distinction between equipment and supplies. Enter the calculation used to determine the cost of these supplies. Enter the total amount for these supplies and divide between the CNCS share and the grantee share. Click *Save & Close*. If you have multiple items, click *add a new budget item* as many times as needed.
- Contractual and consultant services: Click *add a new budget item*. Enter the type of contractual or consultant service. Enter the calculation used to determine the cost of these services. Enter the total amount and divide between the CNCS share and the grantee share. Click Save & Close. If you have other contractual and consultant services items, click *add a new budget item* as many times as needed.
- Other costs:
  - Subgrants - Click *edit* in the Subgrants line. Type in the total amount you plan to subgrant and divide between the CNCS share and the grantee share. Click *Save & Close*.
  - Criminal history checks and other costs - Click *add a new budget item* to add Criminal history background checks as directed in the NOFA. Follow this same process to add evaluation costs, training costs, and any additional costs. Enter the purpose and total amount for each type of cost, then divide between the CNCS share and the grantee share. Click *Save & Close*.
  - Be sure this section includes the costs associated with:
    - Subgrants
    - Training
    - Evaluation
    - Criminal history background checks
- Subtotals: This section will automatically populate based on what you entered in each of the budget sections. Click *Next*.
- Enter source of matching funds.

- o Click *Enter source of matching funds*, then enter a description and amount of the match you have secured. Choose the match classification (either *Cash* or *In-Kind)* from the drop down menu.
- o Choose *Match Source* from the drop down menu, enter the source of your match, then click *Save & Close*.
- o If you have other matching fund sources, click *Enter source of matching funds* as many times as needed. Complete, and then click *Save & Close*.
- o The total value of the match entered here should equal the total match entered in the budget.

3. Begin to enter Budget in Section 2 (Indirect Costs)
   - Click *Edit*. Choose the *Cost Type* from the drop down menu. Choose *Cost Basis* from the drop down menu. Enter the *Calculation*, *Rate*, and *Rate Claimed*. Enter the total amount and divide between the CNCS share and the Grantee share. Click *Save & Close*.

Note: For more information on indirect costs rates, see the Notice of Federal Funding Availability.

4. Enter Subsidiary Budgets.
   - Click either *Add subsidiary budget* or *Copy subsidiary budget* to create Budget Years 2 and 3 of the Application.

Tip: By clicking Copy subsidiary budget, the Year 1 budget automatically populates in the subsidiary budget. If you want to begin the subsidiary budgets from scratch, click Add subsidiary budget.

5. Validate your budget
   - Once your budget is complete, click on *Validate this budget*.
   - If the CNCS request is more than the grantee (or applicant) share (proposed matching funds), you will get an error message from eGrants stating: "Grantee share must be greater than or equal to CNCS share." If you receive this error, click *close* and make necessary changes until the grantee share is greater than or equal to the CNCS share. Once you have made the necessary corrections, click *Validate this budget.*
   - When your budget has been validated, you will see the message: "*No budget errors were found! This budget has been validated without errors."*
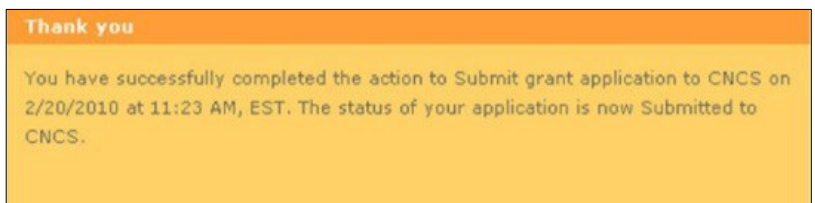
VIII. Review

1. Now you can review your application. The reports to view/print your full application include the following:
   - Application for Federal Assistance,
   - Budget, and

- Budget Narrative (based on the information you entered in the budget screens).

2. Click *view/print report*. The other links are inoperable for the purposes of the SIF application. When you view the Application for Federal Assistance report, ensure that it doesn't exceed the maximum page limit.

IX. Authorize and Submit

Once you have made all the edits to your application, the authorized representative can authorize and submit. See the application instructions for a description of this role. The authorized representative must sign into his or her eGrants account in order to complete the following steps:

1. Click *I Agree*

2. You will see Authorized By: (name) and Authorized on (date) when correctly authorized. The radio button will still be open, but as long as the Authorized by: information is there, the application has been authorized.

3. Next move to Assurances and click on *view/print certification*. Read the Assurances, including the specific Assurances for the Social Innovation Fund found near the end.

4. Next, move to Certifications and click *view/print certification*. Read the Certifications. Once you have thoroughly read the Certifications (and agree to them!), click *I Agree*. You will see Authorized Certifying Official: (name) and Certified on (date) when the Assurances are correctly certified. Now click *Verify this Grant Application*.

5. If there are any errors in your application, you will receive an error message. Go back to each section, correct any issues, and click *Verify this Grant Application* again.

6. If you have corrected all the errors, you will receive a message stating: *"No application errors were found! The application was verified with no errors."*

7. The last step is to click *Submit grant application to CNCS*. Once submitted, you will receive this message:

> **Thank you**
>
> You have successfully completed the action to Submit grant application to CNCS on 2/20/2010 at 11:23 AM, EST. The status of your application is now Submitted to CNCS.

Assistance with your application

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677.

Hours of Operations: 9:00 a.m. to 7:00 p.m. EST, Monday through Friday, during the months of January, May, June, July, August, and September. For the months of February, March, April, October, November and December, normal hours of operations are: Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed. The hotline is closed on all federal holidays.

Potential applicants can also use this link: https://questions.nationalservice.gov/app/ask for questions.

Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

The *Application and Submission Information* section of the Notice explains what to do if you experience technical difficulties in eGrants.