

Submitting Your Application in eGrants

AmeriCorps Seniors

Session 4 | November 2, 2020- 3:30 PM E.T./ 12:30 P.T



**All lines are on
Mute**



**Questions in
Q&A Pod**



**Technical problems?
Let us know in the
chat.**



**Audio:
Phone and
Online**



**Recording &
Slides
available on
Competition
Page**

2021FGPSCP@cns.gov

[https://www.nationalservice.gov/
FY2021/FGP&SCP-Competition](https://www.nationalservice.gov/FY2021/FGP&SCP-Competition)

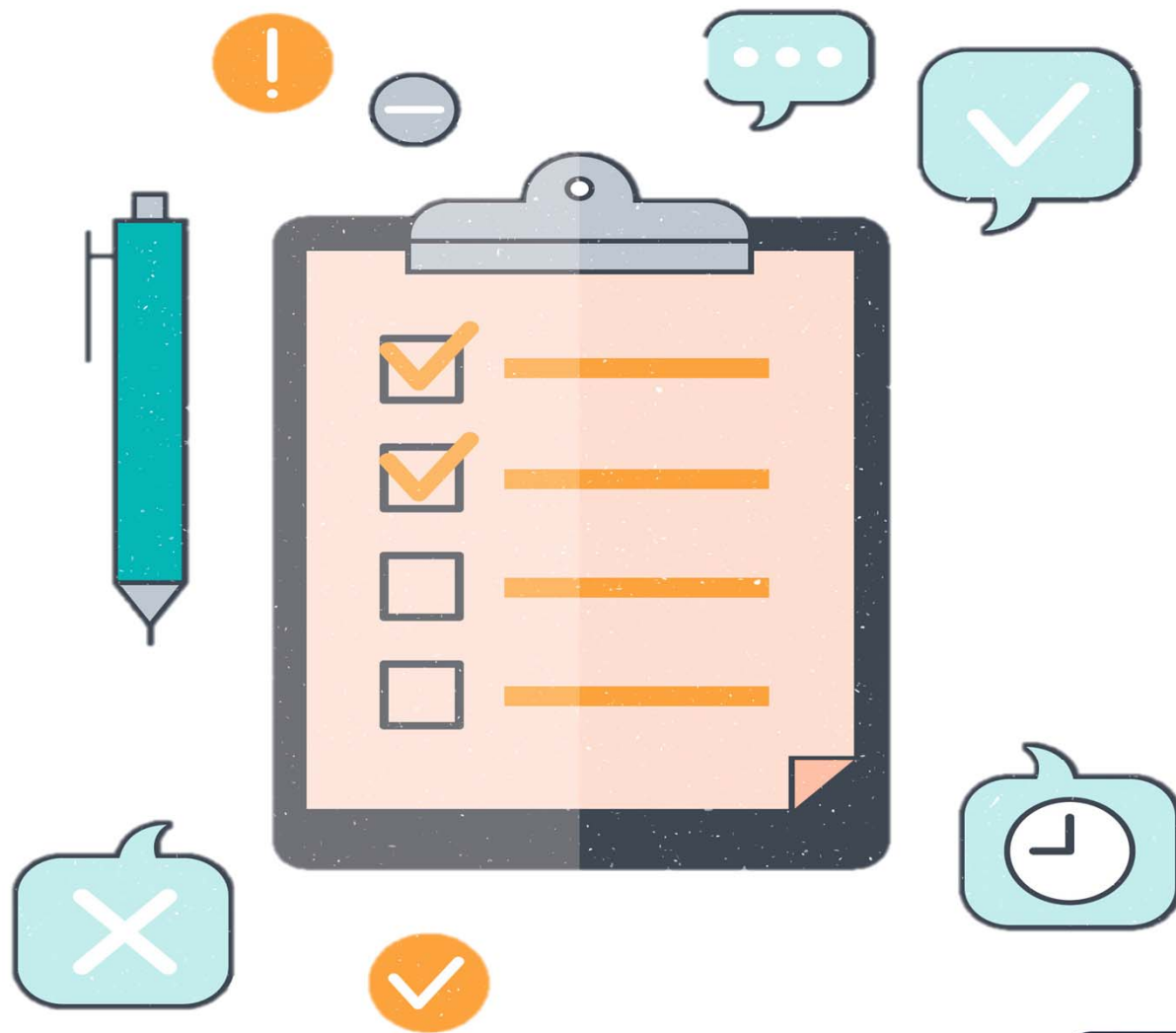


Training and Technical Assistance Calls



Webinar	Cycle 1	Cycle 2
Introduction to the 2021 FGP-SCP Expansion Competition	Oct. 21	Jan. 5
The Foster Grandparent Program	Oct. 26	Jan. 6
The Senior Companion Program	Oct. 27	Jan. 12
Submitting your Application via eGrants	Nov. 2	Jan. 14
All Calls at 3:30 ET/ 12:30 PT		

Register, view recordings, and get connection information at:
<https://www.nationalservice.gov/FY2021/FGP&SCP-Competition>





Agenda

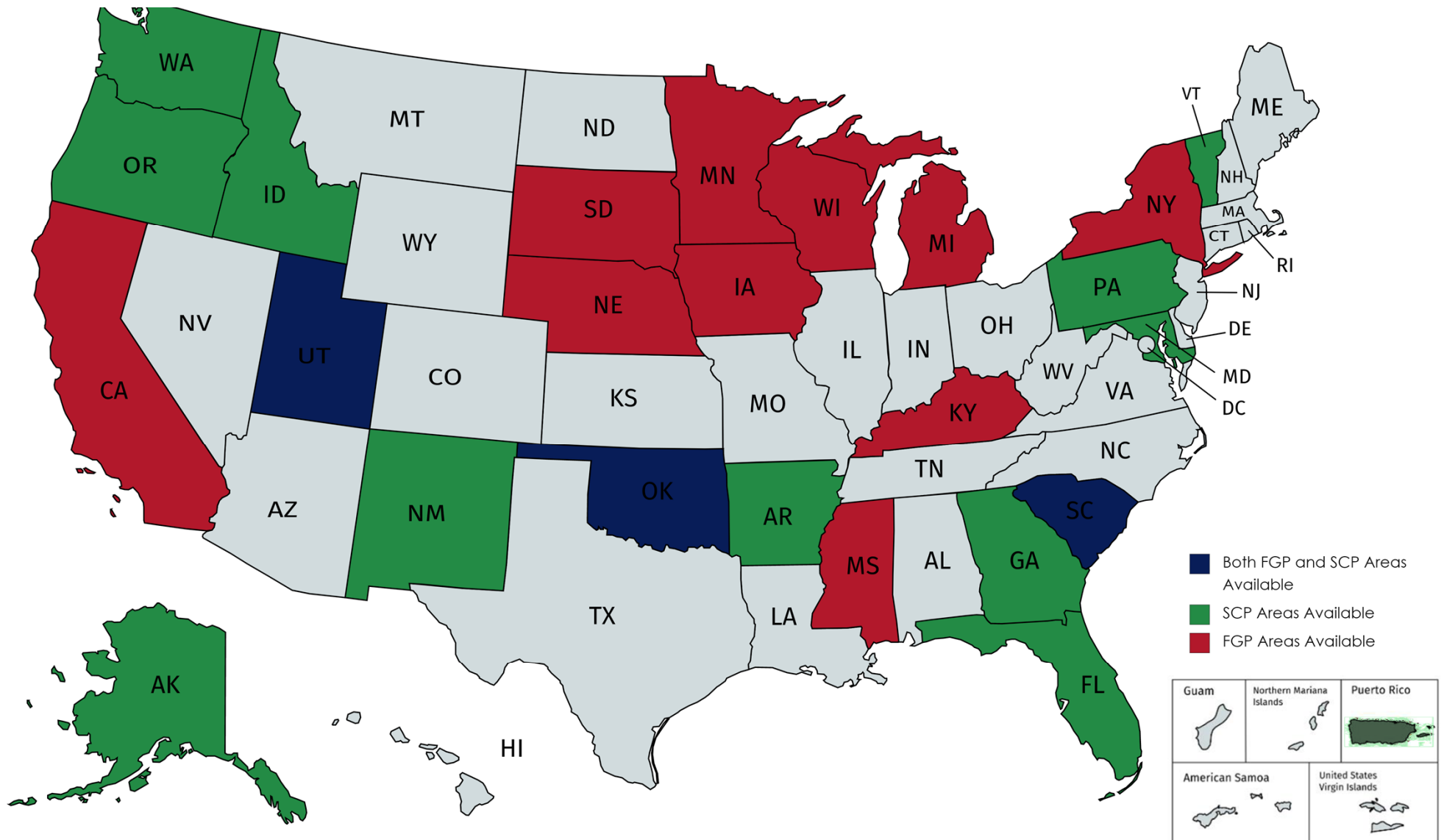
- Competition Basics
- eGrants Key Tools and Tips
- Step-by-Step Walkthrough
- Recap





FY 2021 FGP-SCP Expansion Competition

- AmeriCorps Seniors Foster Grandparent and Senior Companion Programs accepting applications **now**.
- Applications due by **5:00pm ET** on **February 3, 2021**
- To view available geographic service areas:
Appendix A





2021 AmeriCorps Seniors SCP Expansion Competition Appendix A - List of Geographic Service Areas	
State	Areas Affected
Alaska	Aleutians East Borough
Alaska	Anchorage Borough
Alaska	Bristol Bay Borough
Alaska	Cohoe Borough
Alaska	Cooper Landing Borough
Alaska	Denali Borough
Alaska	Haines Borough
Alaska	Juneau Borough
Alaska	Kenai Peninsula Borough
Alaska	Ketchikan Gateway Borough
Alaska	Kodiak Island Borough
Alaska	Lake and Peninsula Borough
Alaska	Matanuska-Susitna Borough
Alaska	Nikiski Borough
Alaska	North Slope Borough
Alaska	Northwest Arctic Borough
Alaska	Petersburg Borough
Alaska	Salamatof Borough
Alaska	Sitka Borough
Alaska	Skagway Borough
Alaska	Soldotna Borough
Alaska	Sterling Borough
Alaska	Unorganized Borough
Alaska	Wrangell Borough
Alaska	Yakutat Borough
Arkansas	Arkansas County
Arkansas	Ashley County
Arkansas	Baxter County
Arkansas	Benton County

The Notice of Funding Opportunity



**HOW LONG
IS THE
AWARD?**

**WHAT IS THE
REVIEW
PROCESS?**

**ARE ANY
MATCHING
FUNDS
REQUIRED?**

**WHAT
INFORMATION
SHOULD I INCLUDE
IN MY
APPLICATION**

**WHAT KINDS OF
PROJECTS IS
AMERICORPS SENIORS
HOPING TO FUND?**

I. Application Deadline

Application Deadline: Applications are due by **5:00PM Eastern Time on Wednesday, February 3, 2021**. Successful applicants will be notified prior to the start date.

II. AmeriCorps Seniors Foster Grandparent Program (FGP) Expansion Sponsor Competition

[FGP Expansion Sponsor Competition Notice of Funding Opportunity \(NOFO\)](#)

[FGP/SCP Grant Application Instructions](#)

[FGP Appendix A: List of Available Funding Opportunities by State](#)

[Appendix B: FGP Performance Measure Instructions](#)

[Appendix C: Terms and Definitions](#)

[FGP Federal Regulations](#)

[FGP Work Plan Development worksheets](#)

III. AmeriCorps Seniors Senior Companion Program (SCP) Expansion Sponsor Competition

[SCP Expansion Sponsor Competition Notice of Funding Opportunity \(NOFO\)](#)

[FGP/SCP Grant Application Instructions](#)



Resources

Document	What is it For?
FY 2021 FGP/SCP Competition NOFO	Establishes competition, application requirements, evaluation criteria, funding priorities and more. Start here!
FGP/SCP Grant Application Instructions	Step-by-step instructions for navigating eGrants, CNCS' electronic grants management system
Appendix A: List of Available Funding Opportunities by State	Lists available service areas and associated funding amounts and minimum requirements of volunteers
Appendix B: FGP/SCP National Performance Measure Instructions	Summarizes performance measurement requirements, lists available measures
Work Plan Development Worksheets	Allows you to plan Work Plans outside of eGrants
Frequently Asked Questions	Updated periodically, provides more information on specific questions



Agenda

- Competition Basics
- **eGrants Key Tools and Tips**
- Step-by-Step Walkthrough
- Recap



eGrants: Key Tools and Tips



- Draft your application in a **word processing program** (like Microsoft Word or Google Docs), and copy and paste it in
- Prepare to submit your application **well in advance** of the application deadline (10 days)
- Use **Work Plan Development Worksheets** for your work plan
- **Print it from eGrants** and review it before submission
- Problems? Use the **National Service Hotline**

User Name ?

Password ?

☐ Remember me

Forgot your password? Get help →

Don't have an eGrants account? Create an account →

View system rules of behavior →

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants →

eGRANTS

eGRANTS MESSAGES

Welcome Brian

Welcome to eGrants!

[home](#)[my account](#)[help](#)[logout](#)

VIEW MY GRANTS/APPLICATIONS

[➔ View All](#)

VIEW MY AMERICORPS PORTAL

[➔ Portal Home](#)

Creating an Application

[New ➔](#)[Continuation/Renewal ➔](#)[Amendment ➔](#)[Concept Paper ➔](#)

Managing My Account

Click on the links below to access common account functions.

[My Account ➔](#)

Reporting to CNCS

[Financial Report ➔](#)[Progress Report ➔](#)[Progress Report Supplement ➔](#)

eGRANTS

Welcome Brian

Start New Grant App

Select a NOFA

Legal Applicant Info

eGrants Example
2 15th St NE
Washington, DC 20002

508 Approved | Contact Help Desk | [disable the pictures](#)

Release version: 6.10

Start New Grant App

Select a NOFA

Please select a program area and press GO. Then select a NOFA from

If you are starting your second or third year of your grant, or if you are continuing a grant and are beginning the first year of a 3 year grant, use the "View all applications" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Cor

Select a program area ...

AmeriCorps
Learn and Serve America
Other
Senior Corps

GO

home

my account

help

logout



cancel

next

Look for:
**FY 2021 FGP
Competition or
FY2021 SCP
Competition**

cancel

next

eGRANTS

Welcome Brian

Start New

[Applicant Info](#)

[Application Info](#)

[Narratives](#)

[Work Plan](#)

[Documents](#)

[Budget Section 1](#)

[Budget Section 2](#)

[Funding/Demographics](#)

[Station Roster](#)

[Review](#)

[Authorize and Submit](#)

Grant Application Info

Grant Application ID:

Start New Grant Application

Narratives

Please Enter or edit the Narrative for each category as appropriate ?

☒ narrative entered ?

☐ narrative not entered ?

Executive Summary	view/edit narrative
Strengthening Communities	view/edit narrative
Recruitment and Development	view/edit narrative
Program Management	view/edit narrative
Organizational Capability	view/edit narrative
Other	view/edit narrative
PNS Amendment (if applicable)	view/edit narrative

NOFO contains guidance
and criteria for each
section



[home](#)[back to eGrants application](#)[my account](#)[help](#)[logout](#)

Grant application ID:

NOFA:

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

Performance Measures

[Performance Measure](#)[Target](#)[Summary](#)

Add New Performance Measures

[Begin](#)

Edit Volunteer Allocation

[Edit Volunteer
Allocation](#)

Delete or Edit Performance Measures Created

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
-----------	----	----------------	------------------	--------	---------------	---------	----------------	------------------------	------------------------------	-------------------

There are currently no performance measure created for this application.

[Add New Performance Measures](#)

Screen Instructions

On this screen you will select all objectives for your project.

* **Focus Areas** ?[▶ Economic Opportunity](#)[▼ Education](#)**Objectives** ?

- ☒ K-12 Success
- ☒ School Readiness
- ☐ Other Education

[▶ Healthy Futures](#)[▶ Other Community Priorities](#)



Grant application ID:

NOFA:

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

GRANTS Performance Measures

[Home Page](#)[Objective](#)[Performance Measure](#)[Target](#)[Summary](#)

Summary of Performance Measures

Objective	ID	Category Title	Service Activities	Output	Outcome	Complete	Delete	Edit
-----------	----	----------------	--------------------	--------	---------	----------	--------	------

There are currently no Performance measures created for this application.

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you will measure.

- Begin by selecting a category title.

- Select an objective for your aligned performance measure.

- Provide a brief description of the need your project will address in this performance measure.

- Select the output you wish to measure in this set of workplans.

- Select the outcome you wish to measure in this set of workplans.

Performance Measures

* Select Category Title ? Primary Focus Area

* Select Objective ? --Select Objective--

* Enter Community Need

* Select Output ? --Select Output--

* Select Instrument ? --Select Instruments--

* Enter Instrument Description

Select Outcome ? --No Outcome selected--

Select Instrument ? --Select Instruments--

Enter Instrument Description

* Select Service Activities ? Service Activities Description

No records found.

[home](#)[back to eGrants application](#)[my account](#)[help](#)[logout](#)

Grant application ID:

NOFA:

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

Performance Measures

[Performance Measure](#)[Target](#)[Summary](#)

✕

Volunteer Calculator

Total # of Unduplicated Volunteers

Primary Focus Areas

Community Priorities

My project's total # of unduplicated volunteers is:

Minimum # I must place: 0.

Maximum # I may place: 0.

Total placed so far: 0.

placed so far: 0.

placed so far: 0.

I still have to place: 0.

I still have to place: 0.

I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

[Review Allocations](#)[Back](#)[Next](#)



Grant application ID:

NOFA:

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

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[my account](#)

[help](#)

[logout](#)

eGRANTS Performance Measures

[Home Page](#)

[Objective](#)

[Performance Measure](#)

[Target](#)

[Summary](#)

Screen Instructions

PLEASE DOUBLE-CHECK the Performance Measure requirements outlined in the PM Instructions/Appendix B and verify that your work plans accurately reflect the requirements.

Volunteer Calculator

Total # of Unduplicated Volunteers

My project's total # of unduplicated volunteers is: .

Total placed so far: 0.

I still have to place: 100.

Primary Focus Areas

Minimum # I must place: 0.

placed so far: 0.

I still have to place: 0.

Community Priorities

Maximum # I may place: 100.

placed so far: 0.

I still have available to place: 0.

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Financial Literacy	1.1	Primary Focus Area	Financial Fraud Prevention	O1A	<input type="text" value="0"/>	O21	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
K-12 Success	2.1	Other Focus Areas	Family Involvement	ED1A	<input type="text" value="0"/>	ED27C	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Employment	3.1	Primary Focus Area	Job Training	O1A	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Housing	4.1	Primary Focus Area	Housing Unit Development	O4	<input type="text" value="0"/>	O20	<input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>

[Save](#)

[Review Allocations](#)

[Back](#)

[Next](#)

home

back to eGrants application

my account

help

logout

Grant application ID:

NOFA:

Type: New Application

Status: Grantee Initial Entry

Submitted:

Legal Applicant Name: eGrants Example

Performance Measures

Performance Measure

Target

Summary

Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application

Unduplicated Volunteers by Focus Areas

Unduplicated Volunteers by Objective

Unduplicated Volunteers by Category Title

% of Unduplicated Volunteers working on/not working on Results tied to Outcome

25%

75%

25%

25%

25%

25%

25%

75%

100%

Print PDF for all Performance Measures

PM 1.1-Financial Fraud Prevention

Applicant Organization: eGrants Example

Period Covered Starting:

Ending:

Back

Validate Performance Measures

Welcome Jonathan

View New

Applicant Info

Application Info

Narratives

Work Plan

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

Station Roster

Review

Authorize and Submit

Grant Application Info

View New Grant Application

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Documents

Please select the appropriate status for each document.

Document Status List: ?

status enteredstatus not entered

Document Name	Document Status	delete
Applicant Operational and Financial Management Survey (OFMS)	Not Sent	
Cost share or matching fund verification letters	Not Sent	
Tribal organization eligibility documentation (see Section C.1. Eligible Applicants)	Not Sent	

OFMS



b. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

- cost share or matching fund verification letters
- tribal organization eligibility documentation (see Section C.1. *Eligible Applicants*)
- **Applicant Operational and Financial Management Survey (OFMS)** is required to be submitted by)- New and recompeting applicants submitting as a New and/or Recompete application requesting over \$75,000. If the applicant is a New to CNCS applicant, regardless of funding level, then they are required to submit an OFMS as a word document. The OFMS is located at: <https://www.nationalservice.gov/resources/financial-management/financial-and-grants-management> under the Pre-Award/Application Certification Forms Section. The OFMS must be submitted as a Word document. PDF submissions will not be accepted.



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Budget Section 2

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Review

Authorize and Submit

Grant Application Info

Grant Application ID:

Legal Applicant Info

Budget Section I. Volunteer Support Expenses **Enter Source of matching funds** ?

Please enter the necessary budget information for your project.

Project Personnel Expenses : **Add a new budget item** ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Program Administrator (Project Director)	1	\$37,251	100%	\$37,251	\$37,251	\$0	\$0	edit	del
Senior Services Manager	1	\$46,790	10%	\$4,679	\$4,679	\$0	\$0	edit	del
Program Instructor (admin assistant)	1	\$21,199	70%	\$14,839	\$14,839	\$0	\$0	edit	del
one time Discretionary Payments (3 Staf	3	\$600	100%	\$1,800	\$0	\$1,800	\$0	edit	del
Subtotal	6	\$105,840		\$58,569	\$56,769	\$1,800	\$0		

Personnel Fringe Benefits : **Add a new budget item** ?

Total	CNCS	Grantee	Excess
-------	------	---------	--------

Welcome Brian

Start New

Applicant Info
Application Info
Narratives
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Budget Section 1
Budget Section 2
Funding/Demographics
Station Roster
Review

Authorize and Submit

Grant Application Info

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

eGrants Example
2 15th St NE
Washington, DC 20002

Start New Grant Application

[back](#)

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

Authorization:

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Authorized by:

☐ I Agree

Assurances: [view/print certification](#)

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by:

☐ I Agree

Certifications: [view/print certification](#)

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

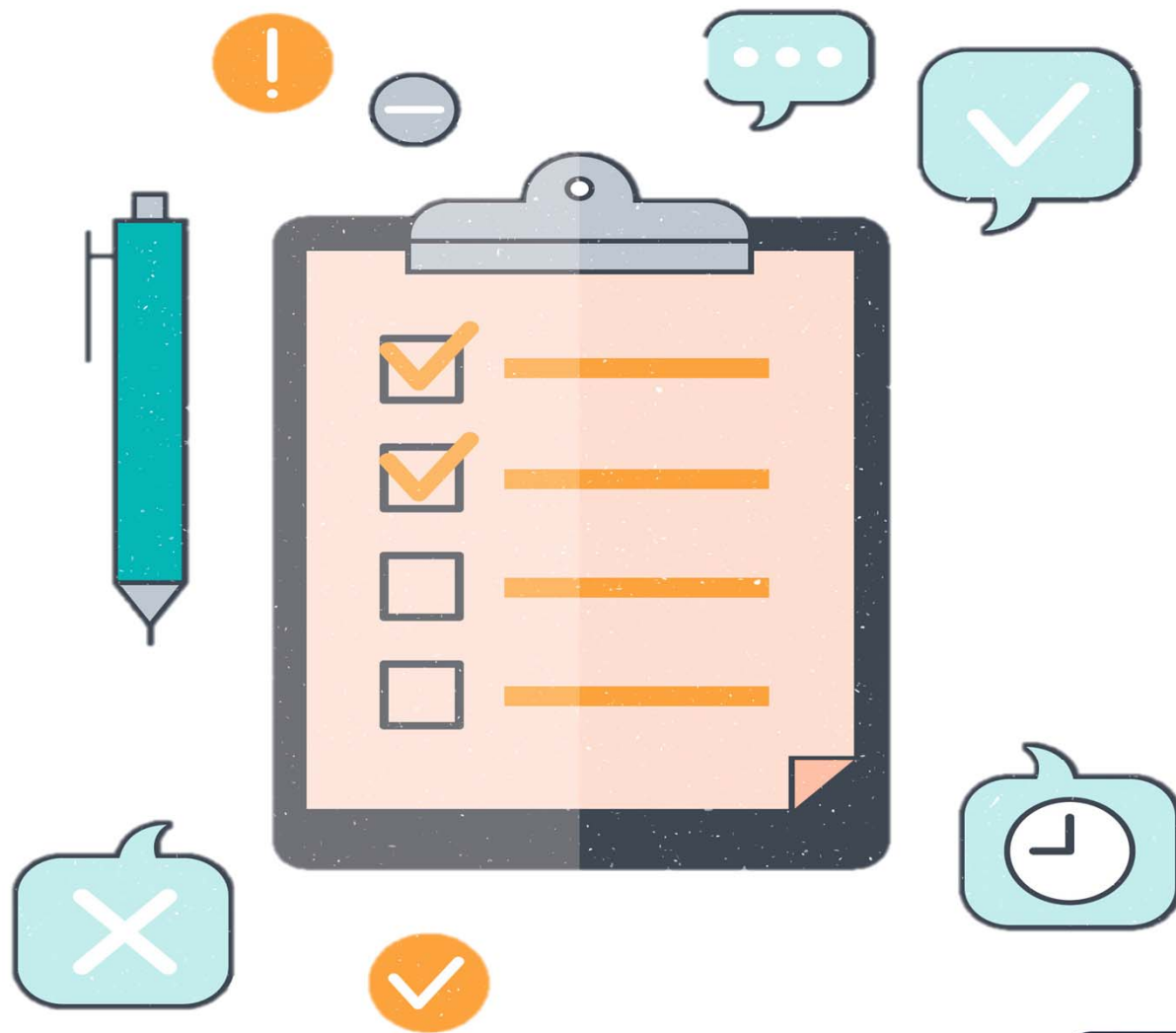
Authorized Certifying Official:

☐ I Agree

Verify this Grant Application:

When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run this check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

[Verify this Grant Application](#)





Questions?