

Social Innovation Fund

FY 2014 Grant Competition

Creating an Application in eGrants

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

Introduction

- These slides are 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, which can be found here:
<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2014/social-innovation-fund-grants-fy-2014>

Please note: Although the screen shots used in this presentation are from 2010, the information and illustrations is accurate.

Build Your Capacity

Grants

- ▶ Funding Opportunities
 - Managing AmeriCorps Grants
 - Managing Senior Corps Grants
- eGrants
 - Become a Peer Reviewer
 - Criminal Background Check Requirements
 - Learning and Best Practices
 - New to National Service
 - FAQs

eGrants

[eGrants Log-in](#)

eGrants is an online system designed to automate the entire grants and project management process from application to closeout, which includes:

- Submission and tracking grant applications and concept papers.
- Online grant application peer review.
- Negotiating and awarding grants and cooperative agreements,
- Managing grants and cooperative agreements including processing amendments, and continuations.
- Creating, submitting and editing your recruitment listings.
- Selecting applicants and searching for applicants.
- Approving project transportation (V-81) forms (VISTA only).
- Financial Status and Progress Reporting.

[Here is a tutorial](#) that explains how to create and manage an eGrants account.

eGrants Help Desk Information

Phone: 1-800-942-2677

Online: [National Service Hotline](#)

Hours of operation: Monday through Thursday: 9 a.m. to 7 p.m. Eastern Time. Friday: Closed



LOGIN

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](#)

[Click here to disable the pictures](#)

Once you've created an account in eGrants, log in and from your eGrants home page, select **New**.

2/18/2010, 9:42 AM, EST

home my account help logout

Corporation for
NATIONAL & COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome Marvin

VIEW MY GRANTS/APPLICATIONS

- View All
- 31 Awarded
- 72 Closed
- 12 Grantee edit of application or report
- 5 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<p>New →</p> <p>Continuation/Renewal →</p> <p>Amendment →</p> <p>Concept Paper →</p>	<p>Click on the links below to access common account functions.</p> <p>My Account →</p> <p>Equal Opportunity Survey →</p>	<p>Financial Report →</p> <p>Progress Report →</p> <p>Progress Report Supplement →</p>

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Click on the **Select a program area** drop down menu and choose **Other** then click on **Go**.

3/12/2010, 9:51 AM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Kent

Start New Grant App

cancel next

Select a NOFA

Legal Applicant Info

Test SIF Org
1234 West Street
Washington, DC 20010

Select a NOFA

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

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Select a program area ... GO

- Select a program area ...
-
- AmeriCorps
- Learn and Serve America
- Other**
- Senior Corps

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cancel next

Select the **Social Innovation Fund 2014** NOFA and click on **Next**.

Select a NOFA

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

National Providers of TTA 2009
Due Date: 07/02/2009
Summary:

Commission Administrative Funds FY 2010
Due Date: 11/13/2009
Summary: For State Commissions only. These grant funds are to support the operations of state commissions and alternative administrative entities in implementing their duties as required by the National and Community Service Act of 1990, as amended.

Commission Disability Funds FY 2010
Due Date: 11/13/2009
Summary: For State Commissions only. These grant funds are for the placement, reasonable accommodation, and auxiliary services for members and potential members with disabilities serving in AmeriCorps State and National programs.

Commission PDAT Funds FY 2010
Due Date: 11/13/2009
Summary: These grant funds are for building capacity and infrastructure consistent with Administrative Standard Seven, Implementing Training and Technical Assistance.

Social Innovation Fund 2010
Due Date: 04/06/2010
Summary: In FY 2010, Social Innovation Fund awards will be made to a small number of intermediaries which make investments in nonprofit community organizations as an essential (rather than collateral) means of fulfilling their mission and vision.

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cancel next

Applicant Info: Verify that you selected the correct NOFA (Social Innovation Fund 2014) and then click on *create a new project*. Notice the toolbar on the left side of the screen. Clicking on any of the titles will take you directly to that section.

The screenshot shows a web application interface for starting a new grant application. The main title is "Start New Grant Application" with "save" and "next" buttons. The left sidebar contains a navigation menu with sections: "Welcome Kent", "Start New" (with sub-items: Applicant Info, Application Info, Narratives, Documents, Budget Section 1, Budget Section 2, Review, Authorize and Submit), "Grant Application Info", and "Legal Applicant Info".

The main content area is titled "Applicant Info" and contains the following sections:

- NOFA information**: [change to another NOFA](#). Text: "Please review the NOFA you selected. If needed change your NOFA selection." NOFA: Social Innovation Fund 2010. Due Date: 04/08/2010. Summary: "In FY 2010, Social Innovation Fund awards will be made to a small number of intermediaries which make investments in nonprofit community organizations as an essential (rather than collateral) means of fulfilling their mission and vision."
- Applicant information**: Applicant/User: Kent Mitchell. Authorized Representative: (empty).
- Project information:** The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director. First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.) Continuation Requests and Recompete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

At the bottom, there are dropdown menus for "Select a project:" (Kent's SIF), "Select a project initiative:" (SIF - Geographic Multiple), and "Orient:" (Mitchell, Kent).

Applicant Info: Type in your **Project Title** (we recommend using the name of the lead organization as your Project Title). The **Project State** 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. The email address is the address of the primary contact person. Click on **Save & Close** when finished.

The screenshot shows the 'eGRANTS' web interface. At the top left is the logo for the Corporation for National & Community Service. The main header is orange with the text 'eGRANTS'. Below this is a sub-header 'Start a New Grant Application' and a section titled 'Applicant Info'. In the top right of this section are 'cancel' and 'save & close' buttons. The main content area is titled 'Enter/Edit a Project' and contains the following text: 'Please enter/edit your project information. All questions marked with an asterisk (*) are required.' Below this are several form fields: '* Project Title:' with a text input; '* Project State:' with a dropdown menu showing 'Choose Your State ...'; '* Street Address 1:' with a text input; 'Street Address 2:' with a text input; '* City:' with a text input; '* State:' with a dropdown menu showing 'Choose Your State ...'; '* Zipcode:' with two text inputs separated by a hyphen; '* Phone:' with three text inputs for area code, number, and extension, followed by 'ext.' and another text input; 'Fax:' with three text inputs; and 'Email:' with a text input. At the bottom right of the form area are 'cancel' and 'save & close' buttons.

Applicant Info: Click on the **Select a project** drop down menu and choose the name of the project you just created. Click on the **Select a project initiative** drop down menu and choose from the list of seven SIF options. Choose the one that best describes the type of SIF you are proposing. Enter your organization's web address and click **Next**.

The screenshot shows a web application interface for entering project information. On the left, a sidebar contains the status 'Grantee Initial Entry' and a section titled 'Legal Applicant Info' with the text 'Testing Organization, 11235 Easter Highway, Smyrna, GA 30232'. The main content area is titled 'Authorized Representative:' and 'Project information:'. Below this, there is explanatory text for first-time and continuation applicants. The form includes a 'Select a project:' dropdown menu with 'Test SIF' selected and links for 'enter new' and 'view/edit'. Below that is a 'Select a project initiative:' dropdown menu with a list of options including '2009 Recovery', 'SIF - Geographic Healthy Futures', 'SIF - Geographic Multiple', 'SIF - Geographic Opportunity', 'SIF - Geographic Youth', 'SIF - Issue Area Healthy Futures', 'SIF - Issue Area Opportunity', 'SIF - Issue Area Youth', 'T/TA - Effective Practices in Disability & Inclusion Services', 'T/TA - Return on Investment for Managing Volunteers', 'T/TA - Technology and Knowledge Management', 'T/TA - Training & Technical Assistance to AmeriCorps State & National', 'T/TA - Training Support', and 'None'. At the bottom, there is a footer with '508 Approved | Contact Help Desk | disable the pictures' and two buttons: 'save' and 'next'.

Status: Grantee Initial Entry

Legal Applicant Info

Testing Organization
11235 Easter Highway
Smyrna, GA 30232

Authorized Representative:

Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)
Continuation Requests and Recompete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

Select a project: Test SIF
[enter new](#) | [view/edit](#) ?

Select a project initiative: Select a project initiative ...
2009 Recovery
SIF - Geographic Healthy Futures
SIF - Geographic Multiple
SIF - Geographic Opportunity
SIF - Geographic Youth
SIF - Issue Area Healthy Futures
SIF - Issue Area Opportunity
SIF - Issue Area Youth
T/TA - Effective Practices in Disability & Inclusion Services
T/TA - Return on Investment for Managing Volunteers
T/TA - Technology and Knowledge Management
T/TA - Training & Technical Assistance to AmeriCorps State & National
T/TA - Training Support
None

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[save](#) [next](#)

Applicant Info: Choose the **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 below. Type in your **Project Website**, if applicable, and click **Next**.

The screenshot displays a web form for a Social Innovation Fund (SIF) application. The form is divided into several sections:

- Authorize and Submit:** Located at the top left.
- Grant Application Info:** Contains the Grant Application ID (10SI115405), NOFA (Social Innovation Fund 2010), Type (New), and Status (Grantee Initial Entry).
- Legal Applicant Info:** Contains the organization name (Test SIF Org), address (1234 West Street, Washington, DC 20010), and a large empty yellow box.
- Project information:** Contains the Due Date (04/08/2010), a Summary, and instructions for first-time applicants and continuation requests.
- Applicant information:** Contains the Applicant/User (Kent Mitchell) and Authorized Representative fields.
- Project selection:** Includes dropdown menus for "Select a project:" (Kent's SIF), "Select a project initiative:" (SIF - Geographic Multiple), and "Project Director:" (Mitchell, Kent).
- Project Website URL:** A text input field containing "www.hotmail.com".

At the bottom of the form, there are links for "08 Approved", "Contact Help Desk", and "disable the pictures", along with "save" and "next" buttons.

Application Info: Complete these fields following the guidance in the application instructions. Click **Next**.

The screenshot shows a web application interface for starting a new grant application. On the left is a navigation sidebar with a vertical list of steps: 'Welcome Kent', 'Start New', 'Applicant Info', 'Application Info' (highlighted with a red '3'), 'Narratives', 'Documents', 'Budget Section 1', 'Budget Section 2', 'Review', and 'Authorize and Submit'. Below this is a section for 'Grant Application Info' containing: Grant Application ID: 10SI115405, NOFA: Social Innovation Fund 2010, Type: New, Status: Grantee Initial Entry, and 'Legal Applicant Info' with address: Test SIF Org, 1234 West Street, Washington, DC 20010. The main content area is titled 'Start New Grant Application' and has 'back', 'save', and 'next' buttons. It contains several sections: 'Application Info' with a text prompt; 'Areas affected by the project (Max. 1000 chars) List Cities, Counties or States ?' with a text area; 'Project Start and End Dates' with dropdowns for Proposed Start Date (09/30/2010) and Proposed End Date (09/30/2014); 'Other' section with a question about State Executive Order 12372 Process (radio buttons for Yes/No), a date picker for review dates, a question about delinquency on federal debt (radio buttons for Yes/No), a text area for explanation, and a 'State Application Identifier' text field.

Narratives: Click on the *view/edit narrative* for each of the six narrative fields. 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.

The screenshot displays a web application interface for grant applications. The top navigation bar includes 'Welcome' and 'Start New Grant Application' with 'back' and 'next' buttons. A left sidebar menu lists various application stages: 'Start New', 'Applicant Info', 'Application Info', 'Narratives' (highlighted), 'Documents', 'Budget Section 1', 'Budget Section 2', 'Review', and 'Authorize and Submit'. Below the sidebar, 'Grant Application Info' shows the ID '1481156586', NOFA details, and applicant information for the U.S. Soccer Federation Foundation. The main 'Narratives' section contains a table with six rows, each with a 'view/edit narrative' link. A green checkmark icon is visible above the table, indicating that a narrative has been entered for at least one category.

Narratives	
Please Enter or edit the Narrative for each category as appropriate	
<input checked="" type="checkbox"/> narrative entered ? <input type="checkbox"/> narrative not entered ?	
1 Executive Summary	view/edit narrative
2 Program Design	view/edit narrative
3 Organizational Capability	view/edit narrative
4 Budget/Cost Effectiveness	view/edit narrative
5 Clarification Summary	view/edit narrative
6 Continuation Changes	view/edit narrative

A note 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.
- See the *Notice of Funding Available* for the recommended page allocations for Executive Summary, and each of the narrative fields.
- Do not use bold face, bullets, underlines or other types of formatting, charts, diagrams, and tables. They will not copy accurately into eGrants.

Documents: See the *Notice of Funding Opportunity* for information on **Match Verification**. **Match Verification** letters must be sent to SIFApplication@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**.

The screenshot displays the eGrants application interface. At the top, the date and time are 3/12/2010, 10:24 AM, EST. The navigation menu includes home, my account, help, and logout. The main header features the logo for the Corporation for National & Community Service and the eGrants logo. The user is logged in as Kent, and the page title is "Start New Grant Application". The left sidebar contains a navigation menu with options: Applicant Info, Application Info, Narratives, Documents (selected), Budget Section 1, Budget Section 2, Review, and Authorize and Submit. Below the navigation menu, the "Grant Application Info" section shows: Grant Application ID: 10SI115405, NOFA: Social Innovation Fund 2010, Type: New, and Status: Grantee Initial Entry. The "Legal Applicant Info" section shows: Test SIF Org, 1234 West Street, Washington, DC 20010. The main content area is titled "Documents" and contains the instruction: "Please select the appropriate status for each document." Below this, there is a "Document Status List" section with a link to "add a new". The list includes a checkbox for "status entered" (checked) and a checkbox for "status not entered" (unchecked). The table below shows the document status list:

Document Name	Document Status	delete
<input checked="" type="checkbox"/> Match Verification	Sent	

Documents: Please note that no additional documentation is required and so other documentation will not be considered during application review.

SEKVICE 

eGRANTS

Welcome Kent

Start New Grant Application

[back](#) [save](#) [next](#)

Documents

Please select the appropriate status for each document.

Document Status List: [?](#) [add a new](#)

status entered status not entered

Document Name	Document Status	delete
<input checked="" type="checkbox"/> Match Verification	Sent	
<input type="checkbox"/> <input type="text" value="Name of additional document"/>	Select Doc Status...	delete

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[back](#) [save](#) [next](#)

Section VI Budget of the application instructions includes detailed guidance for accurately completing the budget.

Budget Section 1: While your Program Design may describe activities for up to a five year period, your budget is just for the first year of programming.

Welcome Kent

Start New Grant Application

Start New

Applicant Info

Application Info

Narratives

Documents

Budget Section 1

Budget Section 2

Review

Authorize and Submit

Grant Application Info

Grant Application ID: 10SI115405

NOFA: Social Innovation Fund 2010

Type: New

Status: Grantee Initial Entry

Legal Applicant Info

Test SIF Org
1234 West Street
Washington, DC 20010

back next

Budget Section I. Program Costs

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	edit	del
SIF Director	1	\$80,000	20%	\$16,000	\$10,000	\$6,000	edit	del
Subtotal	1	\$80,000		\$16,000	\$10,000	\$6,000		

Personnel Fringe Benefits : add a new budget item ?

Purpose	Calculation	Fringe Amount	CNCS Share	Grantee Share	edit	del
Fringe	N/A	\$10,000	\$5,000	\$5,000	edit	del
FICA		\$0	\$0	\$0	edit	
Health Insurance		\$0	\$0	\$0	edit	
Retirement		\$0	\$0	\$0	edit	
Life Insurance		\$0	\$0	\$0	edit	
Subtotal		\$10,000	\$5,000	\$5,000		

Travel : add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Trips to Conference	N/A	\$5,000	\$0	\$5,000	edit	del

Budget Section 1 Project Personnel Expenses: Click on **add a new budget item**.

Grant Application ID:
10SI163594

NOFA: Social Innovation
Fund 2010

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Testing Organization
11235 Easter Highway
Smyrna, GA 30232

Project Personnel Expenses : [add a new budget item](#) ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	edit	del
Subtotal								

Personnel Fringe Benefits : [add a new budget item](#) ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
FICA		\$0	\$0	\$0	edit	
Health Insurance		\$0	\$0	\$0	edit	
Retirement		\$0	\$0	\$0	edit	
Life Insurance		\$0	\$0	\$0	edit	
Subtotal		\$0	\$0	\$0		

Travel : [add a new budget item](#) ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Subtotal						

Equipment : [add a new budget item](#) ?

Item/Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share	edit	del
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Budget Section 1 Project Personnel Expenses: 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 on **save & close**. If you have multiple positions, click on **add a new budget item** as needed.

The screenshot displays a web browser window with the URL https://uategrants2.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=105I110619&cat.... The page header features the logo for the Corporation for National & Community Service and the text "eGRANTS". The main content area is titled "Budget - Project Personnel Expenses" and contains the following form fields:

- * Position/Title:
- * Qty:
- * Annual Salary:
- * % Time: %
- Total Amount: \$60,000.00
- * CNCS Share:
- * Grantee Share:

Buttons for "cancel" and "save & close" are located at the top right and bottom right of the form area. A sidebar on the left contains navigation links such as "Budget", "Review", "Author", "Grant A", "Legal A", and "Equipment". The "Equipment" section at the bottom of the sidebar includes a link for "add a new budget item" with a help icon.

Budget Section 1 Personnel Fringe Benefits: Click on **add a new budget item**. Enter the type of fringe benefits (e.g., FICA, workers' compensation) and for what 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 on **save & close**. If you have multiple items, click on **add a new budget item** as many times as needed.

The screenshot shows a web browser window with the URL https://uategnants2.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=105I110619&cat.... The page header features the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a navigation bar with "Start New Grant Application" and "Budget - Personnel Fringe Benefits". The main content area contains the following form fields:

- * Purpose:** Benefits for Full Time Staff
- Calculation:** 20% of salary
- * Fringe Amount:** \$12000.00
- * CNCS Share:** \$6000.00
- * Grantee Share:** \$6000.00

There are two sets of "cancel" and "save & close" buttons. The bottom of the form is partially obscured by a table with the following headers:

Total Amount	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
--------------	-------------	--------------	------------	---------------	------	-----

Budget Section 1 Travel: Click on **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 on **save & close**. If you have multiple items, click on **add a new budget item** as many times as needed.

https://uategrants2.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=1051110619&cat...

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Start New Grant Application

Budget - Travel

cancel save & close

Please enter the necessary budget information for your project.

* Purpose: Site Visits to subs

Calculation: 6 trips x 1500 each (flight, hotel, car, per diem)

* Total Amount: \$9000.00

* CNCS Share: \$0

* Grantee Share: \$9000

cancel save & close

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
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Budget Section 1 Equipment: Click on **add a new budget item**. Enter the item and/or purpose of the Equipment. Enter the quantity and the unit cost. The Total Amount is auto populated. Divide between the CNCS share and the Grantee share. Click on **save & close**. If you have multiple items, click on **add a new budget item** as many times as needed. (The application instructions explain the distinction between equipment and supplies.)

Equipment : add a new budget item

https://egrants1.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=1&app=10SI1154...
https://egrants1.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=1&app=10SI115405&cat=12450&entrytypecd

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Start New Grant Application

Budget - Equipment

cancel save & close

Please enter the necessary budget information for your project.

* Item/Purpose:

* Qty:

* Unit Cost: \$

Total Amount: \$0.00

* CNCS Share: \$

* Grantee Share: \$

cancel save & close

Zone			
Subtotal	\$200,000	\$80,000	\$120,000

Subtotal:

Budget Section 1 Supplies: Click on **add a new budget item**. Enter the supply items. Enter the calculation used to determine the cost of these supplies. Enter the total amount for this supplies and divide between the CNCS share and the Grantee share. Click on **save & close**. If you have multiple items, click on **add a new budget item** as many times as needed.

The screenshot shows a web browser window with the URL https://uategrants2.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=1051110619&cat.... The page header features the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a navigation bar with "Start New Grant Application" and "Budget - Supplies". The main content area contains the following form elements:

- A "cancel" button and a "save & close" button at the top right.
- The instruction: "Please enter the necessary budget information for your project."
- A field for "* Total Amount:" with the value "9000".
- A field for "Calculation:" with the text "3 laptops (\$2500 each); printers and ink".
- A field for "* Total Amount:" with the value "\$9000.00".
- A field for "* CNCS Share:" with the value "\$9000.00".
- A field for "* Grantee Share:" with the value "\$0.00".
- A "cancel" button and a "save & close" button at the bottom right.

Budget Section 1 Contractual and Consultant Services: Click on **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 on **save & close**. If you have other Contractual and Consultant Services items, click on **add a new budget item** as many times as needed.

The screenshot displays the 'eGRANTS' web application interface. The browser address bar shows the URL: https://uategrants2.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=105I163594&cat.... The page header features the 'Preparation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. Below the header, there are navigation links for 'Start New Grant Application' and 'Budget - Contractual and Consultant Services'. The main content area contains a form with the following fields and values:

- * Purpose:** Evaluation Experts
- Calculation:** \$600 per day x 40 days = \$24,000
- * Total Amount:** \$24000.00
- * CNCS Share:** \$12000.00
- * Grantee Share:** \$12000.00

At the top right of the form area, there are 'cancel' and 'save & close' buttons. At the bottom right, there are 'cancel' and 'save & close' buttons. The footer of the page includes the text '308 Approved Contact Help Desk disable the pictures' and navigation buttons for 'back' and 'next'.

Budget Section 1 Other Costs: Click on **edit** in the Subgrants line.

Item	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Paper	10 x 200	\$2,000	\$50	\$1,950	edit	del
Subtotal		\$2,000	\$50	\$1,950		

Contractual and Consultant Services : add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Evaluation Firm	100 hours x \$200/hour	\$20,000	\$15,000	\$5,000	edit	del
Subtotal		\$20,000	\$15,000	\$5,000		

Other Costs : add a new budget item ?

Purpose	Total Amount	CNCS Share	Grantee Share	edit	del
Subgrants	\$0	\$0	\$0	edit	
Subtotal	\$0	\$0	\$0		

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$53,100	\$30,100	\$23,000
	57%	43%

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Budget Section 1 Other Costs: Type in the total amount you plan to subgrant and divide between the CNCS share and the Grantee share. Click on **save & close**. Remember that at least 80% of the Federal funds you request must be subgranted.

The screenshot shows a web browser window displaying the eGRANTS application. The browser's address bar shows the URL: `https://egrants1.cns.gov/espan/gr_app/budgetentry_popup.jsp?app=10SI115405&cat=...`. The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a section titled "Start New Grant Application" and a sub-section "Budget - Other Costs". The form contains the following fields and labels:

- * Purpose: Subgrants
- * Total Amount: \$0.00
- * CNCS Share: \$0.00
- * Grantee Share: \$0.00

There are "cancel" and "save & close" buttons at the top right and bottom right of the form area. At the bottom of the browser window, the status bar shows "Done", "Internet", and "100%". Below the browser window, there is a footer with the text "508 Approved | Contact Help Desk | disable the pictures" and "back" and "next" buttons.

Budget Section 1 Other Costs: Click on **add a new budget item** to add “**Criminal History Background Checks**” as directed in the NOFA. Follow this same process to add “**Evaluation**” and “**Training**” costs and any additional costs. Enter the purpose. Enter the total amount and divide between the CNCS share and the Grantee share. Click on **save & close**.

The screenshot displays a web browser window with the URL https://egrants1.cns.gov/espan/gr_app/budgetentry_popup.jsp?sctn=I&app=10SI1154.... The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a section titled "Start New Grant Application" and a sub-section "Budget - Other Costs". The form contains the following fields:

- * Purpose:
- * Total Amount: \$.00
- * CNCS Share: \$
- * Grantee Share: \$

Buttons for "cancel" and "save & close" are present at the top right and bottom right of the form area. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Budget Section 1 Other Costs: Be sure this section includes the costs associated with:

- Subgrants
- Training
- Evaluation
- Criminal History Background Checks

experts	days =					
	\$24,000					
Subtotal		\$24,000	\$12,000	\$12,000		

Other Costs : [Add a new budget item](#) ?

Purpose	Total Amount	CNCS Share	Grantee Share	edit	del
Training	\$0	\$0	\$0	edit	del
Subgrants	\$0	\$0	\$0	edit	
Evaluation	\$0	\$0	\$0	edit	del
Criminal History Background Checks	\$0	\$0	\$0	edit	del
Subtotal	\$0	\$0	\$0		

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$58,520	\$28,510	\$30,010
	49%	51%

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 release version: 5.8.3

[back](#) [save](#) [next](#)

Budget Section 1 Subtotals: This section will automatically populate based on what you entered in each of the budget sections. Click on **Next**.

Item	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Paper	10 x 200	\$2,000	\$50	\$1,950	edit	del
Subtotal		\$2,000	\$50	\$1,950		

Contractual and Consultant Services : add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Evaluation Firm	100 hours x \$200/hour	\$20,000	\$15,000	\$5,000	edit	del
Subtotal		\$20,000	\$15,000	\$5,000		

Other Costs : add a new budget item ?


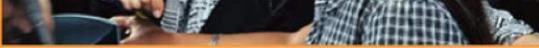
Purpose	Total Amount	CNCS Share	Grantee Share	edit	del
Subgrants	\$0	\$0	\$0	edit	
Subtotal	\$0	\$0	\$0		

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$53,100	\$30,100	\$23,000
	57%	43%

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Budget Section 2: Click on Enter Source of matching funds.

Welcome Kent

Start New

- Applicant Info
- Application Info
- Narratives
- Documents
- Budget Section 1
- Budget Section 2
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
10SI115405

NOFA: Social Innovation
Fund 2010

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Test SIF Org
1234 West Street
Washington, DC 20010

Start New Grant Application

[back](#) [next](#)

Budget Section II. Indirect Costs

Please enter the necessary budget information for your project.

Enter Source of matching funds ?

Match Description	Amount	Match Classification	Match Source	edit	del
Gift from X Foundation	\$30,000,000.00	Cash	Private	edit	del
Subtotal	\$30,000,000.00				

Federally Approved Indirect Cost Rate ?

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share	edit	del
Indirect Costs	S	200	20%	20%	\$1,000	\$400	\$600	edit	
Subtotal					\$1,000	\$400	\$600		

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$1,000	\$400	\$600
	40%	60%

Validate this budget ?

Budget Section 2 Enter Source of matching funds: Enter a description for the match you have secured. Enter the amount of the Match. Choose the Match Classification “Cash” from the drop down menu (must be “Cash”). Choose the Match Source from the drop down menu. Click on **save & close**.

2/18
Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Start New Grant Application

cancel save & close

For each source of matching funds, please enter the information below.

Match Description (max 250 chars): \$1,000,000 match from XYZ Corporation

Amount: \$1,000,000.00

Match Classification: Cash

Match Source: Private

cancel save & close

Grant Application
10SI110619

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share	edit	del
NOFA: TEST Social Innovation Fund NOFA									
Subtotal									

Budget Section 2 Enter source of matching funds: If you have other matching fund sources, click on **Enter Source of matching funds** as many times as needed. Complete and then click on **save & close**.

The screenshot displays the eGRANTS web application interface. The browser address bar shows the URL: `https://uategrants2.cns.gov/espan/gr_app/budgetfunds_popup.jsp?app=10SI110619&sctn=II&sid...`. The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a navigation menu on the left with items like "2/18", "Start New Grant Application", "Applic", "Applic", "Narrat", "Docun", "Budge", "Budge", "Revie", "Autho", and "Grant A". The main content area is titled "Start New Grant Application" and contains a form for entering matching fund information. The form includes a "Match Description (max 250 chars):" field with the value "\$545,000 from other resources", an "Amount:" field with the value "\$545000 .00", a "Match Classification:" dropdown menu set to "Cash", and a "Match Source:" dropdown menu set to "Other". There are "cancel" and "save & close" buttons at the top right and bottom right of the form area. At the bottom of the page, there is a footer with the text "NOFA: TEST Social Innovation Fund NOFA" and "Federally Approved Indirect Cost Rate ?".

Budget Section 2 Federally Approved Indirect Cost Rate: Click on **edit**. For more information on Indirect Costs Rates, see the *Notice*.

Welcome Kent | **Start New Grant Application** | [back](#) | [next](#)

Start New

- Applicant Info
- Application Info
- Narratives
- Documents
- Budget Section 1
- Budget Section 2**
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID: 10S1115405

NOFA: Social Innovation Fund 2010

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Test SIF Org
1234 West Street
Washington, DC 20010

Budget Section II. Indirect Costs

Please enter the necessary budget information for your project.

Enter Source of matching funds ?

Match Description	Amount	Match Classification	Match Source	edit	del
Gift from X Foundation	\$30,000,000.00	Cash	Private	edit	del
Subtotal	\$30,000,000.00				

Federally Approved Indirect Cost Rate ?

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share	edit	del
Indirect Costs	\$	200	20%	20%	\$1,000	\$400	\$600	edit	
Subtotal					\$1,000	\$400	\$600		

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$1,000	\$400	\$600
	40%	60%

Validate this budget ?

Budget Section 2 Federally Approved Indirect Cost Rate: 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 on **save & close**.

The screenshot displays a web browser window with the URL https://egrants1.cns.gov/espan/gr_app/budgetentry_popup.jsp?app=10S1115405&cat=.... The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". The main heading is "Start New Grant Application" followed by "Budget - Federally Approved Indirect Cost Rate". The form contains the following fields and values:

- Cost Type:** Select a Cost Type (dropdown menu)
- Cost Basis:** Salaries and Benefits (dropdown menu)
- Calculation:** 200 (input field)
- Rate:** 20.00% (input field)
- Rate Claimed:** 20.00% (input field)
- Total Amount:** \$1000.00 (input field)
- * CNCS Share:** \$400.00 (input field)
- * Grantee Share:** \$600.00 (input field)

Buttons for "cancel" and "save & close" are present at the top right and bottom right of the form area. The browser's status bar at the bottom shows "Done" and "Internet".

Budget Section 2: Once your budget is complete, click on **Validate this budget**.

Contractual and Consultant Services : add a new budget item ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Subtotal						

Other Costs : add a new budget item ?

Purpose	Total Amount	CNCS Share	Grantee Share	edit	del
Subtotal					

Subtotal:

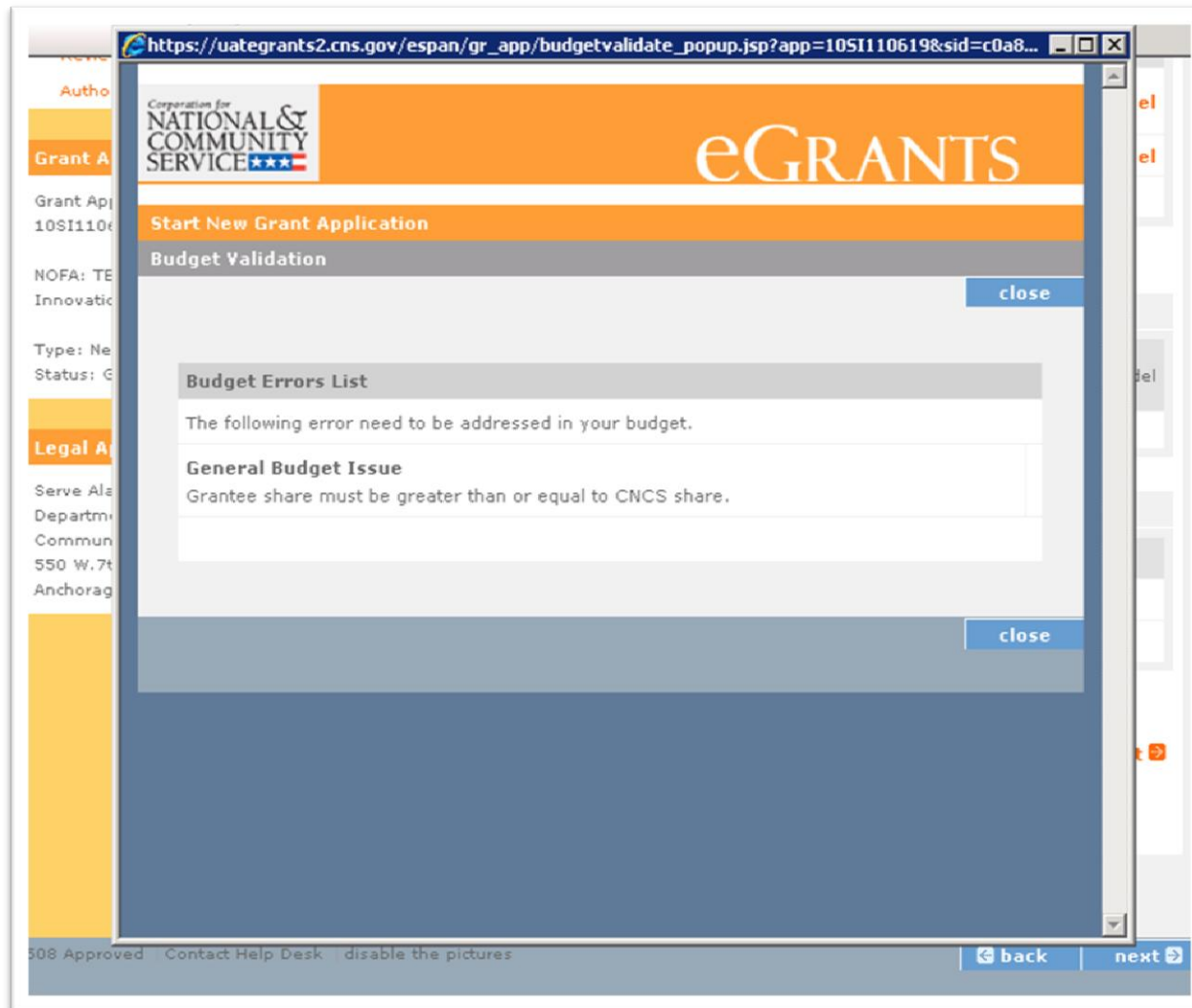
Total Amount	CNCS Share	Grantee Share
\$0	\$0	\$0
	0%	0%

Validate this budget ?

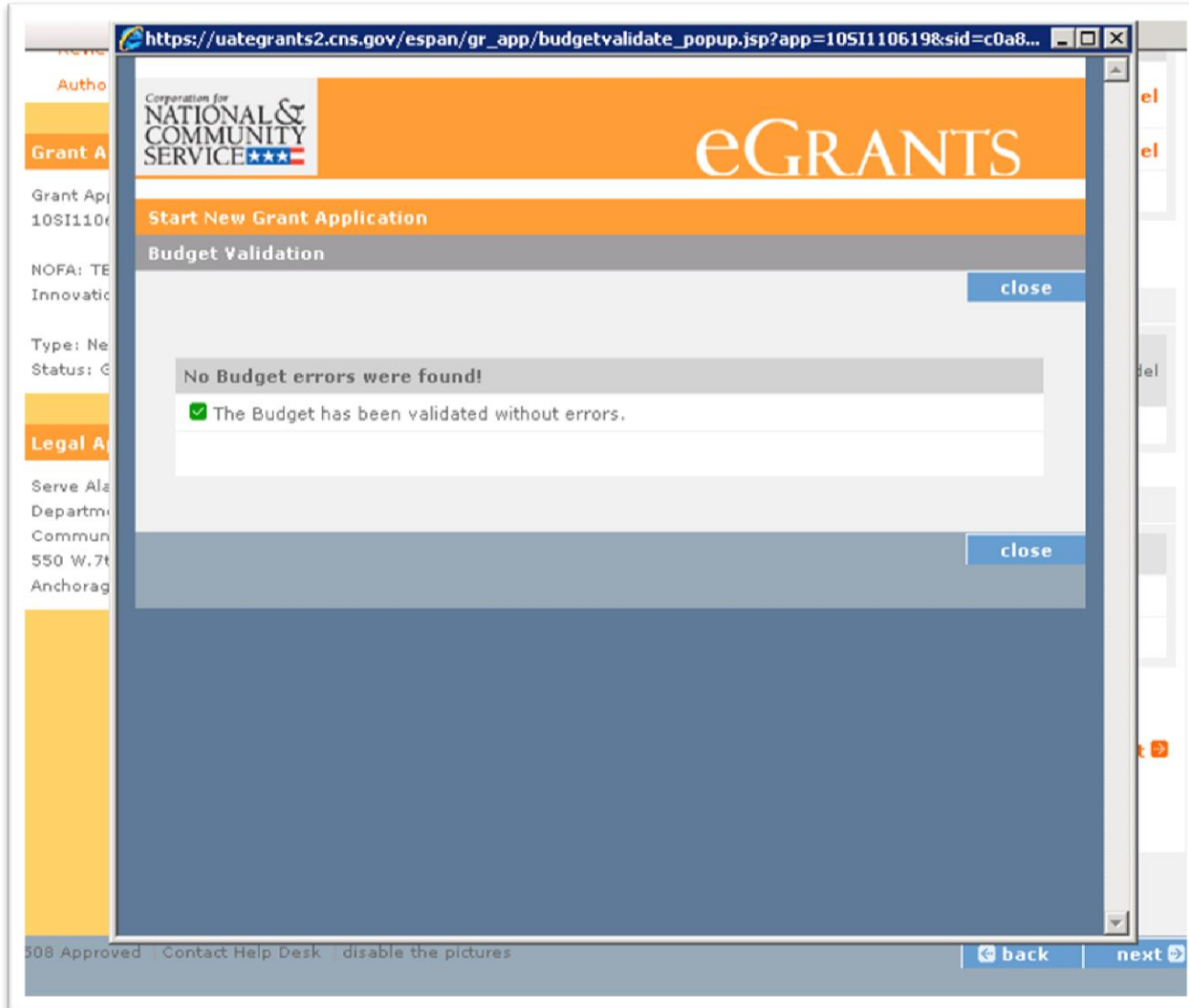
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[back](#) [next](#)

If the CNCS request is more than the grantee (or applicant) share (proposed matching funds), you will get an error as stated below. Click on **close** and make necessary changes until the grantee share is greater than or equal to the CNCS share and click on **Validate this budget**.



You will receive this message when your budget is entered correctly.



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

Welcome Kent | **Start New Grant Application** [back] [next]

Start New

- Applicant Info
- Application Info
- Narratives
- Documents
- Budget Section 1
- Budget Section 2

Review

Authorize and Submit

Grant Application Info

Grant Application ID: 10SI115405

NOFA: Social Innovation Fund 2010

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Test SIF Org
1234 West Street
Washington, DC 20010

NOFA Information

- NOFA: Social Innovation Fund 2010
- Grant Application ID #: 10SI115405
- Due Date: 04/08/2010
- Summary: In FY 2010, Social Innovation Fund awards will be made to a small number of intermediaries which make investments in nonprofit community organizations as an essential (rather than collateral) means of fulfilling their mission and vision.

View/Print your application

Please click on any of the following links to view/print a report.

- Application for Federal Assistance: **view/print report**
- Budget: **view/print report**
- Budget Narrative: **view/print report**
- Funding Summary Chart: **view/print report**
- Notice of Grant Award: **view/print report**
- Organization/People Report: **view/print report**
- Program Summary Chart: **view/print report**

Applicant Info: edit

- Applicant/User: Kent Mitchell
- Authorized Representative:
- Applying Type: New
- Applying: Directly to CNCS

Application Info: edit

- Areas affected by the project:
- Project Start and End Dates: 09/30/2010 ~ 09/30/2014
- Subject to Review by State Executive Order 12372 Process: No
- Delinquent on any federal debt? No

Narratives: edit

- Executive Summary: entered

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.

The screenshot displays the eGrants application interface. At the top left, the date and time are shown as 3/12/2010, 11:41 AM, EST. The top navigation bar includes links for home, my account, help, and logout. The main header features the logo for the Corporation for National & Community Service and the eGrants logo. A large image of a woman in a blue blazer is visible on the right side of the header. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Welcome Kent' message and a 'Start New' menu with options: Applicant Info, Application Info, Narratives, Documents, Budget Section 1, Budget Section 2, Review, and Authorize and Submit (which is highlighted with a red circle). Below the sidebar is a 'Grant Application Info' section with details: Grant Application ID: 10SI115405, NOFA: Social Innovation Fund 2010, Type: New, Status: Grantee Initial Entry, and a 'Legal Applicant Info' section with address: Test SIF Org, 1234 West Street, Washington, DC 20010. The main panel is titled 'Start New Grant Application' and contains a 'back' button. The 'Authorize and Submit' section is highlighted and contains the following text: '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.' Below this text is an 'Authorization:' section with the text: '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.' This is followed by an 'Authorized by:' section with a radio button and the text 'I Agree'. At the bottom, there is an 'Assurances:' section with a link 'view/print certification' and the text 'I Will comply with relevant statutes as referenced in the assurances and will meet the'.

Authorize and Submit: Click on the **I Agree** radio button.

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Serve Alaska
Department of Commerce,
Community & Econ
550 W.7th Ave. Ste 1770
Anchorage, AK 99501

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 [➔](#)

Available actions for this Grant Application:

Submit grant application to CNCS [➔](#)

Authorize and Submit: 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. Next move to Assurances and click on **view/print certification**.

The screenshot displays a web application interface for starting a new grant application. On the left is a navigation sidebar with a 'Welcome Joe' header and a 'Start New' section containing links for Applicant Info, Application Info, Narratives, Documents, Budget Section 1, and Review. The 'Authorize and Submit' link is highlighted. Below this is the 'Grant Application Info' section with details: Grant Application ID: 10SI163594, NOFA: Social Innovation Fund 2010, Type: New, Status: Grantee Initial Entry. The 'Legal Applicant Info' section lists: Testing Organization, 11235 Easter Highway, Smyrna, GA 30232.

The main content area is titled 'Start New Grant Application' and includes a 'back' button. The 'Authorize and Submit' section contains the following text:

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: Schmoe, Joe
Authorized on 03/04/2010

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: Schmoe, Joe

I Agree

Authorize and Submit: Read the Assurances (including the specific Assurances for the Social Innovation Fund found near the end.)

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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

Authorize and Submit: Once you have thoroughly read the Assurances (and agreed to them), click on the **I Agree** radio button. You will see **Authorized By:** (name) and **Authorized on** (date) when the Assurances are correctly authorized.

Legal Applicant Info

Serve Alaska
Department of Commerce,
Community & Econ
550 W.7th Ave. Ste 1770
Anchorage, AK 99501

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: Martian, Marvin
Authorized on 02/20/2010

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:

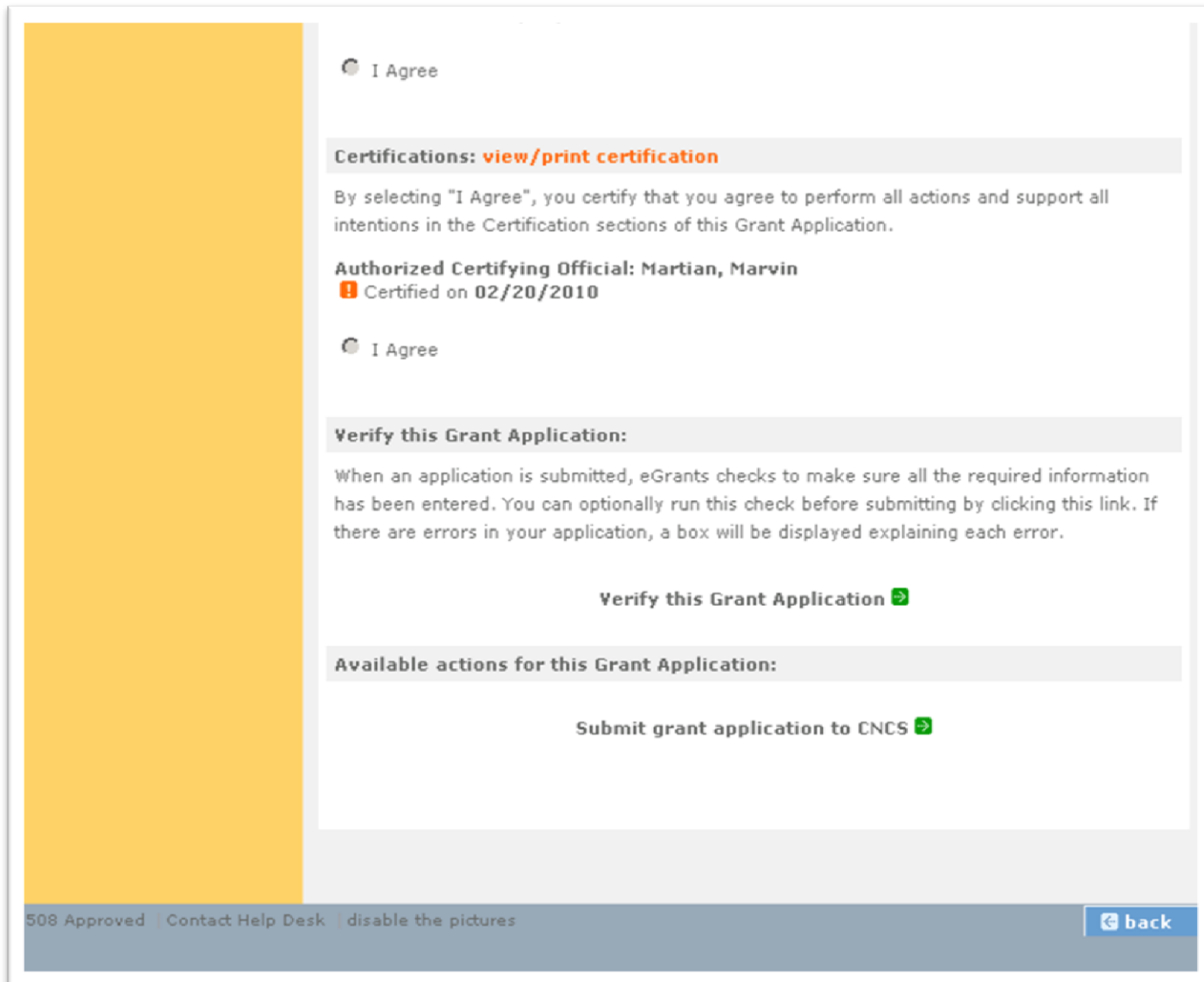
When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run this check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

Verify this Grant Application →

Available actions for this Grant Application:

Submit grant application to CNCS →

Authorize and Submit: Next move to **Certifications** and click on **view/print certification**.

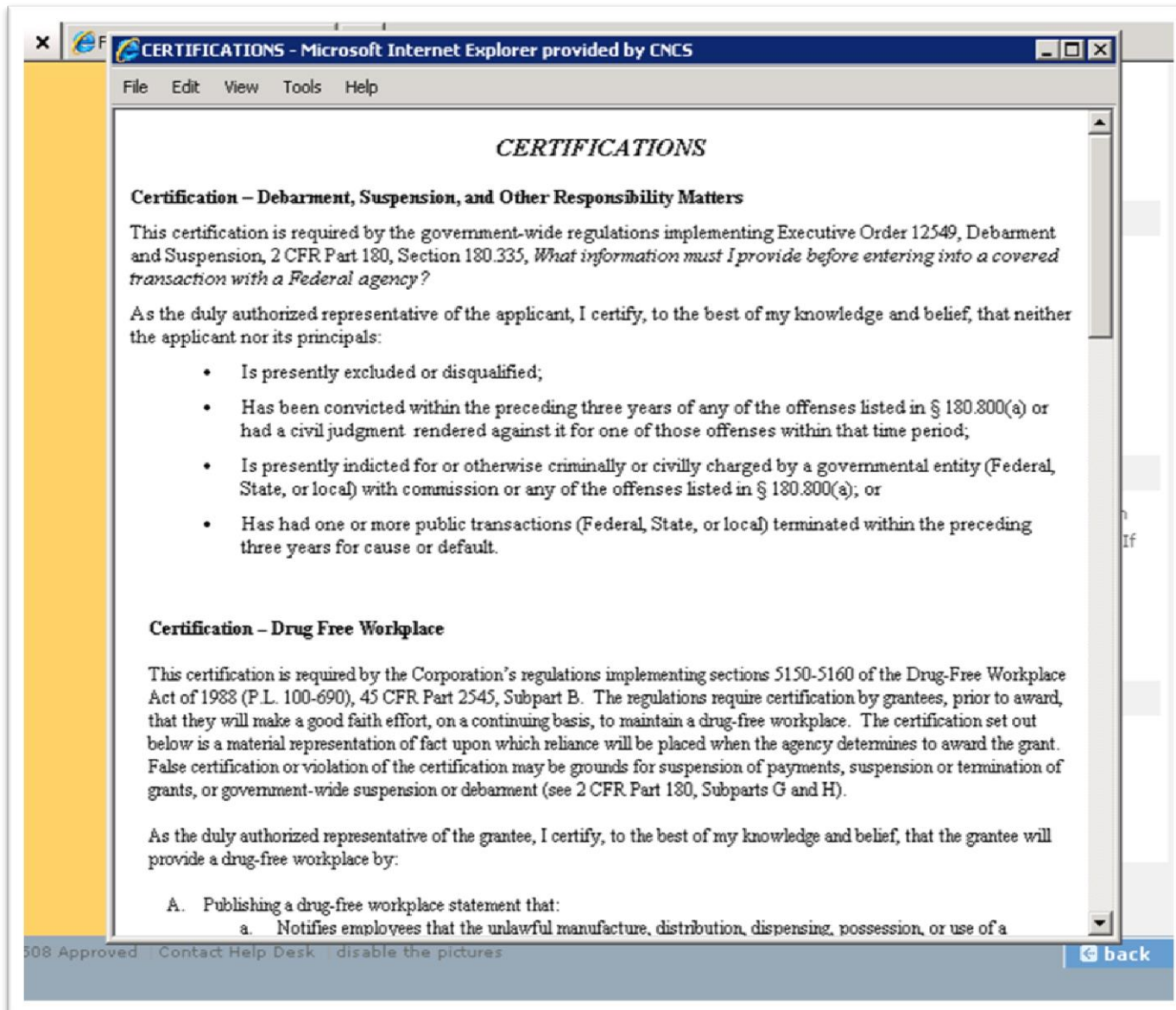


The screenshot shows a web application interface with a yellow sidebar on the left. The main content area contains the following elements:

- A radio button labeled "I Agree".
- A section header: **Certifications: [view/print certification](#)**
- Text: "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."
- Text: **Authorized Certifying Official: Martian, Marvin**
- Text: **📅 Certified on 02/20/2010**
- A second radio button labeled "I Agree".
- A section header: **Verify this Grant Application:**
- Text: "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."
- A button: **Verify this Grant Application** with a right-pointing arrow icon.
- A section header: **Available actions for this Grant Application:**
- A button: **Submit grant application to CNCS** with a right-pointing arrow icon.

At the bottom of the page, there is a footer with the text "508 Approved | Contact Help Desk | disable the pictures" and a blue button labeled "back" with a left-pointing arrow icon.

Authorize and Submit: Read the Certifications.



CERTIFICATIONS

Certification - Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification - Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

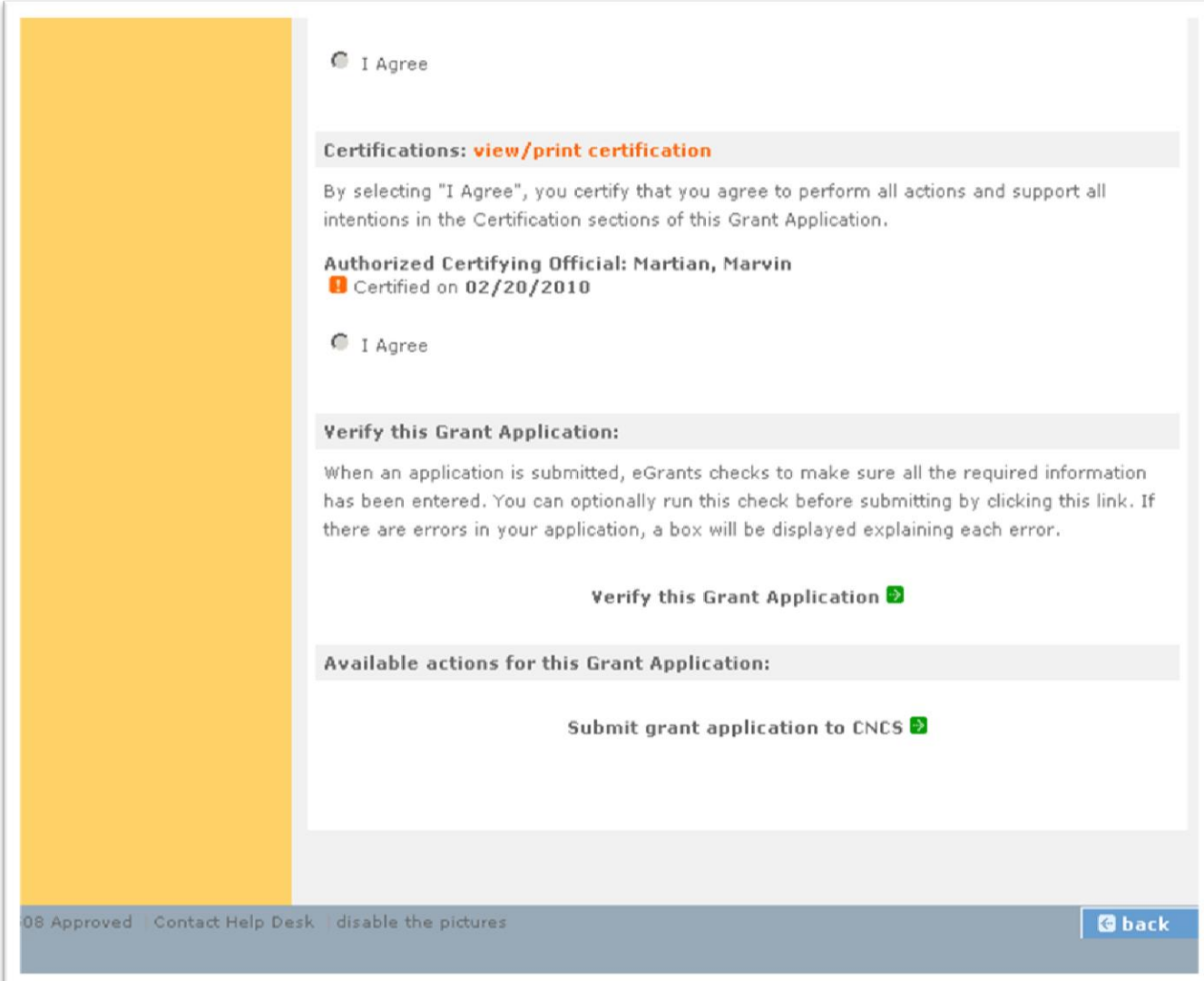
As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:

a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a

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Authorize and Submit: Once you have thoroughly read the Certifications (and agree to them!), click on the **I Agree** radio button. You will see **Authorized Certifying Official:** (name) and **Certified on** (date) when the Assurances are correctly certified. Now click on **Verify this Grant Application**.



The screenshot shows a web application interface with a yellow sidebar on the left. The main content area contains the following elements:

- A radio button labeled "I Agree" which is selected.
- A section titled "Certifications: [view/print certification](#)".
- A paragraph: "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."
- A section titled "Authorized Certifying Official: **Martian, Marvin**".
- A red information icon followed by the text "Certified on **02/20/2010**".
- A second radio button labeled "I Agree" which is selected.
- A section titled "Verify this Grant Application:". Below it is a paragraph: "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."
- A button labeled "Verify this Grant Application" with a green right-pointing arrow.
- A section titled "Available actions for this Grant Application:". Below it is a button labeled "Submit grant application to CNCS" with a green right-pointing arrow.

At the bottom of the page, there is a footer with the text "08 Approved | Contact Help Desk | disable the pictures" and a blue button labeled "back" with a left-pointing arrow.

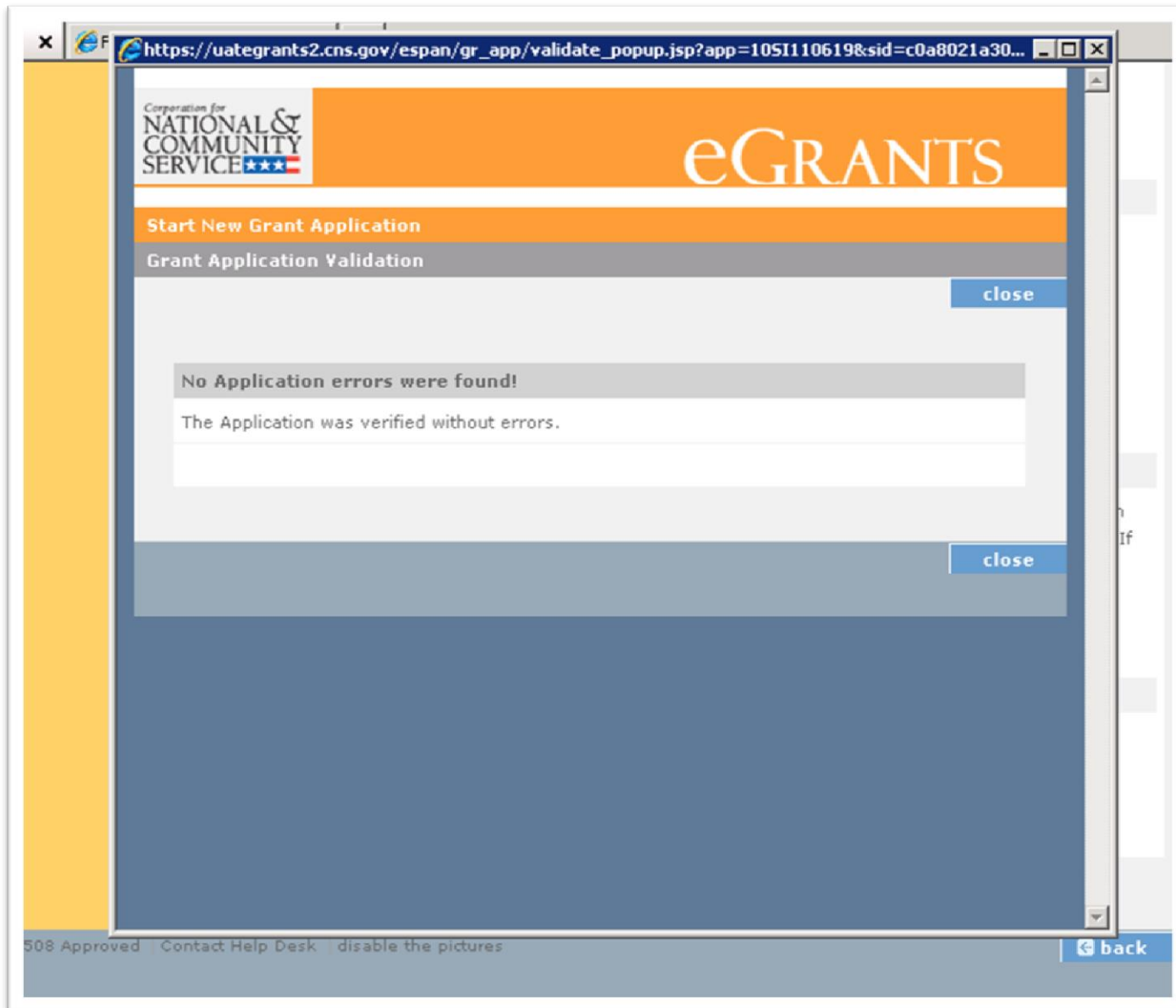
If there are any errors in your application, you will receive a message similar to what is listed below. Go back to each section and correct the issues. Click on **Verify this Grant Application** again.

The screenshot shows a web browser window with the URL https://uategrants2.cns.gov/espan/gr_app/validate_popup.jsp?app=105I110619&sid=c0a8021a30.... The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there are two main sections: "Start New Grant Application" and "Grant Application Validation". The "Grant Application Validation" section has a "close" button in the top right corner. Underneath, there is an "Application Errors List" section. This list contains four entries, each with a "Narratives" or "Documents" sub-header and a description of the error:

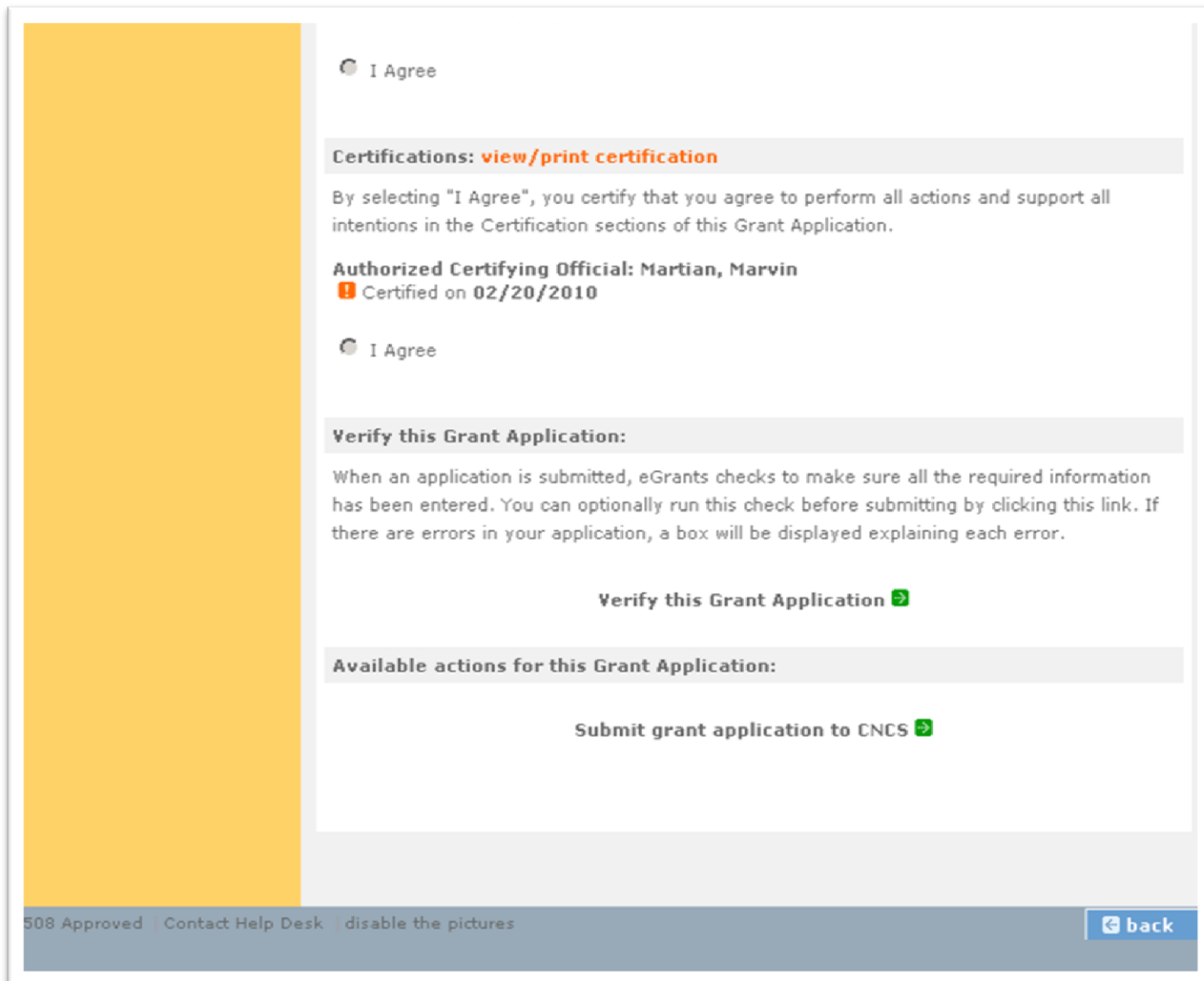
- Narratives**
Budget/Cost Effectiveness - Missing narrative
- Narratives**
Organizational Capacity - Missing narrative
- Narratives**
Program Design - Missing narrative
- Documents**
Match Verification - Value for this required document must not be NOT SENT. Use the scroll bar on the Documents tab to verify that all documents listed are not in the "NOT SENT" status.

At the bottom of the validation section, there is another "close" button. The footer of the page contains the text "508 Approved | Contact Help Desk | disable the pictures" and a "back" button.

This is the message you receive when your application has no errors.




The last step is to click on **Submit grant application to CNCS**.



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: Martian, Marvin
 Certified on 02/20/2010


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 

Available actions for this Grant Application:

Submit grant application to CNCS 

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Once submitted, you will receive this message.

The screenshot shows a web application interface. At the top left, a red banner displays the date and time: "2/20/2010, 11:23 AM, EST". To the right of this banner are navigation links: "home", "my account", "help", and "logout". Below the banner is the logo for the "Corporation for NATIONAL & COMMUNITY SERVICE" and a large orange area with the word "eGRANTS" in white. A photograph of a man in a green shirt talking to a child is visible on the right side of the header. The main content area is a light gray box containing a confirmation message. The message has an orange header that says "Thank you". The text of the message reads: "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." Below the message is a white button with the text "Go to your eGrants home" and a green arrow icon. At the bottom of the page, a dark gray footer contains the text "308 Approved | Contact Help Desk | disable the pictures".

2/20/2010, 11:23 AM, EST

home my account help logout

Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

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.

[Go to your eGrants home](#) ➔

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Questions?

Contact the Help Desk

Phone: 1-800-942-2677

Online: <http://www.nationalservice.gov/questions/app/ask>

Hours of operation: 8:00 AM to 8:00 PM Eastern time, Monday through Friday

Be prepared to provide your application ID and organization's name.

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