

NWX-CNCS

Moderator: Tamika Becton
April 23, 2015
1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time, all participants are in a listen only mode. During the Q&A session, please press star 1 on your touchtone phone. Today's conference is being recorded. If you have any objections, you may disconnect at this time. And now I'll turn today's meeting over to Tamika Becton.

Thank you. You may begin.

Tamika Becton: Thank you so much. Thank you everyone for joining the call today. This is our eGrants Technical Assistance call for the FGP or SCP Indian Tribes Competition. My name is Tamika Becton. And I'm the Management and Program Analyst here at Senior Corps with CNCS. So this call today is going to be about entering your application for the FGP or SCP Indian Tribe competition into eGrants which is our online system where the applications are submitted for this completion.

I am joined on this call by - two program officers, Jill Sears and Kara Balcerzak. And they are in the field offices. And they'll be joining me for this call. So I'm going to go ahead and share my desktop with you all and start to

walk you through the competition page. So if you go to www.nationalservice.gov/tribalgrants you'll come to this page.

And this page - has the Indian Tribes funding opportunities. So for this - for Senior Corps we have Foster Grandparent and the Senior Companion Indian Tribes. I'm going to go ahead and click on the Foster Grandparent for today. There will be another eGrants call. And I'll click on - I'll do the Senior Companion one next week.

So if you click on this, this is going to be a helpful web - these are going to show helpful tools for you here. And so I'm just going to scroll down to show you what I mean. If we scroll down, the Notice of Intent was due this past Friday, April 17. But if you are still interested, please go ahead and submit that to us as it will be helpful in our planning purposes.

And then there is the Funding Opportunity and Application Instructions section. So this section includes the Notice of Funding Availability, the Grant Application Instructions, the eGrants visual instruction, Appendix A and the National Performance Measure Instructions. And so these are the tools that are going to be helpful for you that you'll probably refer back to is the Notice of Funding Availability, the Grant Application Instructions and the visual instructions.

And all of this information I'm sharing with you will be - is on this website. I do want to click on the visual instructions just to show you all that this is kind of a screen shot step by step of what we'll be reviewing in eGrants today. And so the required documents are going to be something that we'll be talking about later as well as the Frequently Asked Questions.

These are questions that come in from you all. And questions that we have put in there that may help you or if you have a question, they may be in here. It was last updated Monday. So you may want to refer to that if you have questions. Resources for Applicants. This is going to have your performance measure worksheet, the regulations as well as a Work Plan Entry.

And then there was a Tribal Training event that took place about two weeks ago. And this is the information that was shared with applicants there. But we want to - for potential applicants, and we want to - we'll probably refer to this later on. But I did want to click on eGrants because this is the system that we'll be using to go through the - submit an application today.

So this is the log-in screen for eGrants. And this is what you'll see when you're submitting your application and when you're logging in. Now, I'm going to be using the test environment. So mine may be slightly different. But - so we're going to go through there. So as the eGrants visual instructions, it says we're going to click on "Don't Have an eGrants account."

"Create an Account." And I'm going to click on that. And I get two options. And I can either become a Peer Viewer or I can create a grantee account. And what you want to select is the Grantee account. And you see that there's a lot of double clicking here. So we just want to check to be sure that you don't already have an eGrants account.

In this case, I'm going to pretend that I'm a completely new applicant organization. So I'm going to say, "This is my first time. I want to create an eGrants Account." And this is where you'll start your log-in information. So I'm going to go ahead and just put my name and type in a password.

Then I'm to select a password question. And we'll just do red. And email address is a valid email address. Be sure to include that when you're doing your log-in information. So - and you want to also be sure that your popup blocker is off because as we get into the application, there will be popup windows for you to enter information.

But if you start clicking through things and they're not quite looking right, double check to make sure that your popup blocker is turned off. So I've entered my user name, my password, question, answer and email. So I'm going to go ahead and click "Next." Must contain a minimum of 4 characters to be a real answer.

So - we'll put pink. So and also with the password, make sure that when you're creating a password, make sure that it meets these standard requirements as well. And this is one of the popup blockers, so you want to insure that you popup blocker is off. So we're going to click 'next'. And before you can access this account, you have to read the system rules for eGrants and make sure that you've read this.

You want to click next and review it. That you will not share or knowledge and protect PII information and that's okay. So you have to click on this it looks like. And then review this. And then you must - then you'll be able to select this. So your EIN. When you're entering our EIN, this is for your organization. I'm going to enter fake information here just so it does not lead to an existing organization.

I'm going to go ahead and click 'next'. So when you're clicking into the EIN, whatever you enter, be sure that it is the accurate EIN for your organization. So when we click through here, it looks like this EIN in the test environment obviously it has been. So you would - if your EIN shows up, then you would

select the organization. But since this is a test environment, we're going to go ahead and scroll down to the bottom because - well, I mean. I'm sorry.

We're going to click on a new because my organization isn't up here. So I'm going to create a new organization profile for this EIN number. And then we're going to click on 'next', scroll down and click on "next." So this is the organization information. So your EIN is going to transfer over. And then you'll have your DUNS number.

This you want to put in your DUNS number for your organization, your organization name. So we're just going to do Test Tribal Organization. And then we're going to choose our organization type which we'll just say it's an Indian Tribe. And here, you can add a characteristic. So this just helps us on the back end with planning.

So if we wanted to select one. If we wanted to be more in detail, we are an Indian Tribe. So maybe we'll do - we're not. Maybe we are a community-based organization Indian Tribe. And so with the contact information, this is the sponsor address that you're typing in here. So be sure of that. So we're going to put in the address and then a phone number.

It needs to be an accurate phone number. So we'll just put 202. And then if you do not - if your organization does not have an email address, that's okay. It's - but we would like to have it just in case. But they'll be an opportunity for the project director to actually enter their email address in there. So it says that my address can be verified.

But the zip code is incorrect. But if you know that that is yours, then you can click "yes" and "next". Let's try this again. I'm sorry. You can also add for - you can also add additional organization characteristics. But for this purposes,

we're just putting one. Okay so the system recommends that it's this. I spelled out Northwest. But it's supposed to be the NW so I'm going to go ahead and click on "next."

For this purposes, now, for this, the indirect cost rate, this is only if you have one on record. So I'm just going to say "no" that I don't. And so then - it says, "I don't". Then I don't have to fill out this. But if you do, then you would want to fill out this information here. So then I'm going to click "next".

And then this is the daytime phone number of the sponsor organization. When you're actually entering this, this is for you, the grant applicant. So I'm just going to put the same phone number. In this case, then we're going to go ahead and click on "next". And then - so this is - you can review and submit. This is for your - just for your review under your profile.

So this is to make sure that everything is correct. And then you're going to click "submit." So - and when you submit, the system's going slightly slow just because this is a test environment. But when you click "submit", it says that you have access to eGrants. And you want to proceed to your eGrants home page.

And if you click on the home page, there's not going to be anything here. So what you'll have to do is actually log out and log back in order to see - to start your application. So when you log-in, you'll see "Create an Application." And this is what you'll actually start in order - when you're starting your applications.

So you're going to click on - everybody for this competition, you're actually going to click on "new". So when you click on "new", what you're going to see is you'll be able to select what program this is under. Now FGP and SCP

are both under the Senior Corp program. So we're going to go ahead and click "go". And so now under the Senior Corps, these are all of the NOFAs that are currently open right now.

So we're looking for either the FGP Indian Tribes or the SCP Indian Tribes. And if we scroll down, you'll see the FY2015 SCP and the FGP. And they actually has a due date. So you actually know that this is the one that you should be applying to. So we're going to go ahead and click on the SCP Indian Tribes as our application.

Now, we are - this is just a note for information. If you selected the wrong one, then you would actually go back and you can change - you can click on this so you can change it to the correct NOFA. So when you're scrolling down, you will actually have to create a project for this. Now, if I click on this, now the project as it's - let me go ahead and enter that real quick.

What you do also want to notice for this is the grant application ID. And you want to write this down because when - if you log out and log back in, you want to come back to this grant application ID. And I'll show you where to actually look for that later on at the end of the call. Also, in many situations where an organization's applying, they don't realize that they've created more than one - or they create an application and they'll re try to back and make another one.

So having this number so just you can - having this grant application ID will help you with not creating multiple applications. And you'll actually still have the information in there. So if I was not - if I was a current - I guess if I had a current project, than that would show up here. But if not, I would create a new one which I'm going to do.

And it's going to automatically default what my - what my organization name is. And I want to go ahead and delete that only because as stated in the grant application, we try to have the project - you want to actually have the project title be something that has to do with the program. So for this one - so if you're doing the SCP, you want to put SCP of Indian Reservation or something like that just so you know because it's basically branding this project to SCP.

And so you're your state, we w just fill out the information for this - for your project. So this is where the project will be, the main - I guess the main location for the project. So we're going to do the same. Fill out the same information, "Save and Close". Now it says "The system recommends." So we just go ahead and select that and "save and close."

So now you have that project here. So this is a project that we're going to be doing. But then now, you want to select the project director. Now the project director is going to be the - it'll show everyone that's in your organization. So it can be the executive director that maybe - that in this dropdown, it may be a bookkeeper.

But whoever the project director is the person that's supposed to be selected for this. So I'm just going to go ahead and select myself for this. And then we're going to go ahead and click "next". And so here is - under the application information. And so for this in this section, this is the areas where the volunteers will be serving.

Now this is the best way to probably describe the area or the land that you will - where the project will be taking place. So here, I'm just going to put in "test reservation". And you want to be as detailed as possible especially if your reservation is already in a county that may be already serving. So you want to

be as detailed as possible in the areas affected because this will definitely be looked at in detail.

So proposed project start dates and end dates. What you will be putting for this, everyone will be putting September 1, 2015. And the project - and the project period is always 3 years. So we're going to end August 31, 2018 because that will be 3 years. And under "other", basically this information was to tell you if you're a delinquent - if you're a delinquent on any audit allowances, loans, taxes, anything like that.

That'd be included in Federal Debt. This is in particular to the organization, not you as an individual. So I'm going to say, "No" right here and that you were also asked to answer whether your subject to a State Executive Order 12372 process. And I'm going to say "No" to that as well. And then go ahead and click "next".

So here is where you will be entering your narrative for your application. So you see that they're orange right now. It states - it'll turn green when you enter something in there and orange when you haven't entered. And everything on this page is required. So we're going to go ahead and start on the executive summary.

And so - in the executive summary, if you refer to the grant application instructions that will tell you what you need to know - what you need to put in the executive summary as well as the eGrants visual instructions will help you with that as well. So we're just going to put "Enter Executive Summary." And this should no longer - it should not be longer than one page just because this is just a brief synopsis of what is going to be entailed in the application.

So we're going to go ahead and "save and close." And that turned green because we actually - we've actually entered information in there. So we're going to go ahead and go to the next section which is "Strengthening Communities." And you just enter your - what you will be putting for your Strengthening - what you will be putting for your Strengthening Communities in this section and "save and close."

And you would do the same thing for all of these. "Save and close". Program management - now all of these will give you in the Notice of Funding, it tells you exactly what should be in those sections, the Notice of Funding and the Gant Application instructions will tell you and help you with the criteria of what you should be entering in that section.

So we're going to go ahead and finish this up. "Save and close." "Save and close." So you see all of these will actually have some - turn green when you enter them. Now you can always go back and - if you need to edit, then you can always go back in any of these after they turn green. So for the other section, you will actually not have to put - you will not have to enter anything.

You'll have to enter NA because you will not have to answer anything in this - you will not put anything in particular in this section. But everybody should put NA just because you have to fill out - it is required basically. So and for the P&S, you'll also put NA for this as well. "Save and close." So now, all of these are green. So we can move onto the next section.

And you can see the sections that we have to complete. So we're going to go ahead and go to next. And here is where the work plans will be entered. Now we have - already have it a CNCA call on the work plan. So I'm not going to go in depth in this, but we do have to put something in here in order to submit our application,.

So I'm just going to go ahead and click - go ahead and enter into this field. So as you can see, this is the performance measure module. And so these are the instruction for what you need to enter. And we can hide these to get more room to see. And you see at the top, these are greyed out because it kind of goes - with the module, it goes in order.

So when we click "next" or when we validate it, then it'll give us the next tab. So we're going to go ahead and select again. We're here. And we're going to go ahead - since we're under the SCP, there's only going to be two focus areas. I'm going to go ahead and select "School Readiness" as my focus - as my objective for - under the education focus area, we're going to go ahead and click "next."

And so when you are doing your performance measures. You can always hide the instruction, of course. But this does help you with entering as well as the "Help" text on the question mark screens. So with this - with my selected objective, we have the agency wide outcome has - would be 75%. So this is my "school readiness."

Now the community meet, you can look at the grant application instructions as well as the performance measure instructions for that program. So this SCP. And it'll tell you specifically what you need to be entering in this field. So the box has a 2,000 character limit. So you want to be mindful of that. But you also want to be as detailed as possible.

So we're just going to put "Enter Community Need" here. And so we're going to select the instrument or the output that goes with this objective. And in this log - now all of these fields are required - are well, not all of the fields are required. But if they're required if it has the asterisk on it. But for this - I

know for this one, you do have to enter an instrument description just because you did select the instrument.

So we'll just put attendance log. But you want to be as specific as possible when you're - the box may be small, but you want to be as specific as possible in what it is and how it will be used. And those instructions are definitely in the application. So we'll have an outcome. And we'll do ED24.

And with this, we're going to do standardized test and we'll actually find volunteers that will help with standardized.

And our service activity that we are going to be doing we're going to be assisting in the classroom, and you want to put a description here as well.

We are going to add this performance measure to our screen and it will show you at the top when it has been added and so do you want to go ahead and click next.

So the number of unduplicated volunteers - this is the screen that is going to help you figure out how many volunteers and how many are contributing to this actual objective. So we are just going to go ahead -- in this case we are just going to do 70 and so I only needed to place 53 just because of the minimum is 75% so that would -- I placed... I am going to place all of mine in this field. And the target is how many people we think are going to reach, so we will see - 60 the number of total volunteers contributing. So, we will just say everybody is contributing and the number of volunteer stations we'll just put five.

And we will go ahead and click... we can review allocations to make sure what I've put in here pretty much validates and it will show me that all

allocations are correct, that it satisfied the 75%. So we are going to go ahead and click next.

And so here you will see a summary of unduplicated volunteers by focus area. Now this one we've only had one focus area, we only selected education. So, but if you had education and economic opportunity it would split those in two, as well as the objective, the category type and the percentage of duplicated volunteers that are working and tie into outcome.

And here and I only have one, but if have multiple you could open and close these, but you see what you entered in for this performance for this work plan. So we are going to go ahead and validate performance measures and make sure that it was a success and it's valid. So now we can go back to the main application.

Now for this -- to go back to the main application you have to go up to here where it says back to E-Grants application in order to go back to your work plan module.

So next we are going to go ahead and click next, or you can click on the section as well. So, for the document here is where you will actually select if you sent this in or if it does not apply to you. So I'm going to scroll through now in the Grant application instructions. It is actually on page 22 and 23, and you can look at and see what you need to submit based on your organization. So I know for my organization I know that I am going to submit aggregate dollar amount of funding, so I am going to go ahead and submit -- I mean put submit.

Now all of these have to be completed whether or not it applies to you or not. Articles of corporation I know I am going to have to send that, the board of

directors - I am going to have to send that EPA certification and I know I am going to have to send that as well as my community advisors as well.

And none profit status, I am going to go ahead and submit that, the names of any funding sources. I am going to go ahead and submit that - I do not have an indirect cost rate so I am going to put not applicable.

I know that I am going to have to submit organizational charts, so I am going to go ahead and submit that. Volunteer (unintelligible) vouchers, you do not have to submit those right at this current time. Later on if you are awarded the grant then you will actually have to submit your volunteer voucher at volunteer station. So, we're going to put not applicable.

Date of audit of the last A133 audit, I am going to ahead and do sent and I am also going to have to do whether you are subject to it. So with this one the A133 audit it is just a Word document or you saying that you are subject to a A133 audit or you are not and if you are then you need to put the date of that. And we are going to go ahead and put sent.

And select next. Now I know with the documents, you can go ahead and sent those, you don't have to wait until the application deadline. And then in order to send those you will need to include your grand application ID, which you already have, which is right here -- that application ID that you should write down and keep with you handy as well.

And I would encourage you to actually send those documents soon because you don't want to wait and have that be the hold up of your application - you want to make sure you are working on the meat of the application.

Then, I want to move to the budget section and here at the top you will see -- this is where you want to enter your source of matching funds or your non -- or your matching fund or your non-federal share. I am going to go ahead and click on this. Then I am going the name the organization that is the prime federal share. And again, it can be cash or in kind, as explained in the applications instructions.

So, we are just going to do example local government is giving me money -- is giving me - is matching \$10,000 or is giving \$10,000. So you want to go ahead and save and close. You want to be detailed here, as well. So it's matching funds for travel to training.

Now that's a lot that we are just doing this for us -- for example purposes. Go ahead save and close. Now, for you project personal expenses, this is where you are going to add - you would list the title of each staff position that's charged to a project and whether they are funded by (CNCS Share), (Grant T Share) or (Access Resources).

So I'm going to go ahead and click on that and a pop up window is going to show. And I can enter the title and then what their salary is, and the percentage of the time that they'll be working on the Grant and as you'll see it will calculate that for me.

So, I'm going to go ahead and put Project Director because you know that every project is going to have at least a Project Director and we are going to save. And the percentage of time we are going to do it at 100% of their time that they are going to be working on this - so it calculates it for us.

And the (ENTS Share) is going to be that whole \$40,000 and we are going do -- for the Grantee we are going to put in something. If the Grantee is not matching for this then you can just put zero.

So, then we are going to scroll down to our personnel fringe benefit. This section you can always add a bookkeeper, you can add an Executive Director, if they are getting paid by - on this a well. You can add more as well as delete or edit.

So for the personnel fringe benefit, but most of these are going to be entered and here for you, so we'll go ahead and put -- we will go ahead and skip this just because -- or getting through the Webinar.

Now on the, we are going to scroll down to local travel. And local travel - as you'll see in the visual instructions this is travel for personnel so travel for the Project Director to travel locally within the project service area, which is whatever you described when you wrote down your area that you are going to be serving. So we will briefly go ahead and put in a local... put in something such as this and this is like we said, training - travel for training. So and here you want to enter the calculation of how came up with number.

So, we are going to do the \$10,000 that we said in our matching for that and we actually still have to put zero, and for this it is not so we are going to go ahead...

So it say the (CNCS Share) and the (Grantee Share) doesn't add up to - so, there. Go ahead save and close. So even if this is helpful enough to where it walks you and tells you what you may have, an error or what you should be putting in there, so we did that. For long distance and this is travel outside of this service area. So, that's what that would be for.

Now for long distance, this is the purpose of travel and you will put the basic calculations... you will break it down as far as transportation, amount, a meal, lodging and any other travel that may be in there.

You have equipment and if you have and you are purchasing things with equipment you will want add that here. With supplies you can add and this is another budget line item that you can add. And this is where items that we purchased - you will want to put the quantity of each their respective cost and you will also want to explain how each item will be used in the project. And you will itemize large items, and there is a calculation section -- I am going to go ahead and click on it.

There is a calculation section in this window that you can enter the information. We are going to skip that for now.

On contractual and consultant services - in this section you are just going itemize each contractor consultant if your organization is using a contractor or consultant. And these are outside entities that you have a contract with - so this might be clerical support, training consultant, equipment repair and maintenance or just bookkeeping services.

For example, it may be that you leave this as is which we are going to do and then you'll move to the other volunteer costs and this is where you actually - this is mainly has your background check, your training, evaluations and things like that.

You can edit the criminal background check. The criminal background check you can edit this and actually. This is for all employees and volunteers that receive a salary or payment from the grant that have access to vulnerable

populations. So for more information about that I can -- I would encourage you to visit knowledge network section for criminal history background check and that will help you to determine whether your organization has met this requirement and what you would need to do to ensure that you have met it.

If you are new applicant double check to see what those expenses might be associated with your particular project and what you are going to do to have those. So you will actually be putting this in and for your volunteers and your - anybody that is salaried that is receiving funds from us.

So for the next one is indirect cost rate which we said we didn't have. So I am going to keep that there and then I am going to go ahead and click on next.

So now here is the volunteer expenses, so you want to -- this is the second section of the budget and here you will want to put your matching funds as mentioned in the grant application instructions.

You will want to put any funds whether cash or in time here. And the for here -- for (cypen) you are going to enter the respective (cypen) for both the corporation and non-corporation funded (VSY's) volunteer service years. So you would put something in here as well.

We are going to scroll down and the other volunteer costs. So for this section this is where the volunteer -- if you doing meals, if you are doing recognition you will want to put in there and each one of these have a calculation -- I mean that will automatically calculate and your are going to put the description of it of what the funds are going and you will put that information in here.

So we are going to scroll down and over here is where you are going to validate the budget to make sure that meets the requirement for this project. So we are going to click on validate it will let me know if the budget is validated without any errors. It says that so we are going to go ahead and close.

Scroll down and click on next. So the estimated funding, this is where you are going to put you're -- the breakdown the estimate of your funds. So the sum of the source fund must add up to \$10,000 - so that is just (unintelligible) right here. So we are going to put five here and we will say the state gave us five as well. And we're checking here if our organization is funded.

The number of unduplicated volunteers and we've -- in my performance measures we had 70 so we're putting that number here. We are clicking next.

So this next section is the volunteer station roster and this is something that you not enter. You do not have to enter right now, at this moment - so we are going to go ahead and click next because this isn't required in order for you to submit your grant application.

So now we're close to being done, we are -- this is where you are going to review all your information that you submitted. And on this page I want to -- I am able to double check all the information that I have entered previously and some helpful clicks that may be helpful to you to review is the application for federal assistance and this is where you will actually be able to check to see if your application is over the 25 page limit.

Now the page limit it includes the space sheet, your narrative and that's it - it does not include your performance measure and it does not include your

budget. This is taking a little bit long so, we're just going to go ahead and we will wait for that to come up.

So, this my space sheet and this is where I enter my information as well as this is where the performance measures would be included in there as well as your required document. But those in there count as your 25 page limit.

So we are going to -- this is where everything looks correct for here so we are going to go ahead and click next. For the authorize and submit, this person is the person that's going to be the authorized representative for your organization. So as a Project Director, which I am - I would stop working here and I would log out.

And then, I would have the authorized rep from my organization log in with their own (E Grants) account so maybe my Executive Director will log in or my board chair whoever is the authorized representative will log in with their own (E Grants) account and go through the authorized and submit application itself. So they would be the one's selecting this...

When they log in they will be the -- they will log in automatically into the review screen and they would actually see the application, everything so they would see this section and they would see this section and they would be the ones that would be clicking this.

For the purpose of this I am just going to go ahead and do - agree. Now when your are clicking on each of these buttons it's essentially the electronically send of the application itself. So you are saying yes as an authorized representative, I agree with all the certifications, all of the assertions behind the application and what I am submitting it to. So here you will see the

electronic signature of the date and the person that is validating it and -- I mean submitting it.

After each button it authorized -- it will show you the authorized -- basically the date. It will date stamp it as well as the person. (Unintelligible).

You will not be able to submit the application unless you -- so you have to actually review these assertions just to make sure that you abide by them and then click on agree. I apologize (unintelligible)...

Then the authorized date stamp will show up for each radio button that is selected. So then the certification, you will review the certification and then you will agree to it. The authorized representative would... and then that will come up as authorized by and the authorization date.

Then we've authorized that and so we can verify the Grant application to ensure that there are no error and so we can go ahead and do that just to make sure what we are submitting is indeed correct and validated.

And so the application was verified without error so we can close that and we can submit the Grant application to CNCS. And once we do that a screen will show that says that we successfully completed the action, that we submitted the Grant application and it give the date and a time stamp.

So be sure that your are submitting your application before the deadline and the deadline is May 14, 2015 at 5:00 pm eastern time. So then we know that we've submitted our application now. If you wanted to go back to your (unintelligible) home screen you can actually see that under review - that means that we submitted a grant application for the forester grandparent and it was submitted to CNCS.

So, Candy can you open the line of for questions?

Candy: Thank you, to ask a question press star one, please un-mute your line and record your name to be introduced. For questions press star one, if you would like to withdraw the request you may press star two. Thank you one moment for the first question.

Thank you, at this time we are showing no questions.

Tamika Becton: Okay, thank you (Karra) or (Jill) do you have anything to say?

(Karra): This is (Karra) I don't have anything to add.

Tamika Becton: Okay thank you.

(Woman): Thank you, neither do I.

Tamika Becton: Okay, thank you. Thank you everyone for joining us and we appreciate and can't wait to see your application. Thank you.

Candy: Thank you for your participation that does conclude today's conference. You may disconnect at this time.

END