

NWX-CNCS

Moderator: Tamika Becton
April 30, 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 question-and-answer session, please press star and 1 in your touchtone phone. Today's conference is being recorded. If you have any objections you may disconnect at this time. I will turn the meeting over to Ms. Tamika Becton. Thank you. You may go ahead.

Tamika Becton: Thank you. Thank you for everyone joining the call today. This is our final training and technical assistance call. We will be going through the eGrants application for the FGP and SCP Indian tribe competition.

My name is Tamika Becton and I'm the Management and Program Analyst here at Senior Corps with the Corporation for National and Community Service.

So on this call today we're going to talk about - entering your application for the FGP or SCP Indian tribe competition and to eGrants, which is online system, where the applications are submitted for this competition.

Today I'm joined by (Kara Balcerzak). She's in our Minnesota state office. And she'll be joining me just in case we have any questions that come up. I'm going to go ahead and share my desktop with you to show you where we're going to start.

And here is the Web site for the information - where you're going to go to receive the information. So this is where the Indian Tribes funding opportunity is located. It's www.nationalservice.gov/tribalgrants.

You'll see this up here. That's just - the tribal grants (is the vanity URL) but this is a long one, but we created a short one just so it's easy to type. So for the Senior Corps Indian Tribes funding opportunities, we have the Foster Grandparent Program as well as the Senior Companion Program.

I'm going to go ahead and click on the SCP Indian tribe one. And for this - on this Web site, you're going to notice about six sections of your in regards to what you will be - what you should read in order - before submitting the application in eGrants.

So the application deadline and the notice of intent - has the dates here. If you have not submitted a notice of intent letter, you can still submit that to us at FGPSCP@cns.gov. And then the application submission due date is going to be Thursday, May 14, 2015, by 5:00 Eastern Time.

And that under the funding opportunity and application instructions section, you're going to see the notice of funding availability for the SCP, the grant application instructions, the eGrants visual instructions and then the appendices that go along with those, as well as, under the required documents, these are just a few of the documents that may be required depending on your

organization type, they would be submitting, as well as, here are the frequently asked questions.

The last time they were updated was April 20th. If you have a question, can send those to FGPCP@cns.gov and it will most likely be updated in the frequently asked questions.

The next section is the resources for applicants were you'll see eGrants which is what we're going to be going through, as well as the work plan worksheet which is a helpful tool to you, as well as the regulations, the performance measures requirements course and a work plan alignment exercise, as well as the step-by-step overview of the grant application and the work plan (entry report).

Now Senior Corps did hold a tribal training event April 8th through the 10th, and below are the resources that you can use that were at that training. These may - this is definitely helpful when entering your performance measures into your applications. So if you want to look at these, these are additional resources.

And this is the training and technical assistance call so if you have missed any of the calls, you can go back and click on any of these to look at - to listen to the replay as well as dial the number. I will be updating these, too, with the last - I guess the replay number for those.

So we're going to scroll back up and I'm going to go to eGrants now. With eGrants, it'll take you to the screen but with - I'm in the - I'm going to be using the test environment so I do want to - yours may look slightly different, but yours is going to be on - I'm using a pink one - I mean a purple one in the

back, so when starting your application, if you do not have a eGrants account, you will be clicking on the don't have an eGrants account, created account.

And it's double checking. Since you're trying to be a grantee with us, you're going to select the create a grantee account. Now to do have a grantee account, you would use that login and you would type in your information as well.

So we're doing a brand-new - we're a new applicant with the Corporation for National and Community Service, so are going to go ahead and click create a grantee account. And this is just a little verification just in case to make sure that you're not creating multiple accounts.

So this is my first time. I want to create a new account with eGrants. So with that, we're going to start with our login information, creating a profile. So my name is going to be (Jan) in the last name, (Smith), JSmith123.

And I'm typing in my password as well as if you click on the help screen right here, password help, it'll tell you exactly what the requirements are for a password - 12 characters, at least a letter and a number so we're going to take that into consideration when creating a profile.

As well as, in order for your - this pop-up screen to come up, you do have to turn off your pop-up blocker when you're creating an account in eGrants because there will be pop-up screens in this as you're going through your application.

And my email address. Next (change it to) 789. And you want to make sure you're writing down your username as well because you will have to log back in when you're going in and out of your application.

So this is the rules and behaviors with the system. So we're going to agree that we're not going to share a password, agree to protect PII, as well as you are the account holder and your responsibility is you have - if you are the responsible rep, you have information where you will be authorizing that grant application section.

Click on this to review this information and then you can select this, and click next. So your EIN - this is going to be organization EIN number. We're just going to go ahead and type a - create a fake EIN number, and we're going to go ahead and click next.

So with that, it says that if your EIN is up here, then you're going to go ahead and select organization if it is your organization. If it's not, then you would click on the create a new organizational profile for this EIN number, which we're going to do.

So with this EIN number, we have to put our DUNS number, see you can refer to the grant application and sections in regards to what these fields mean as well as if you see a question mark help text, you can also click on that and it'll definitely help you.

So we're just going to do all (test) SCP applicant. And the type of organization is - we're going to say that we are in Indian tribe. And additional characteristics - this helps us on the back end. This is not required but if you wanted to go into more in depth with your type of organizations, you can click on - so you're in Indian tribe that is other Native American organizations.

You can add as many as you want as well in order to help us when reporting. So the street address, this information, I just going to put in the street address of where we're located.

And this is the contact information for your organization. See you definitely want to make sure that you're putting in the correct phone number as well as the street address because that helps us if we need to send you something as well.

So it says that my address is incorrect. So if this error message comes up, then you - typically you can check and see if, based off of where your organization is located. Click next.

And so the system is recommending what they think that the addresses, so we're going to select this as a next. And then we're going to say - it asks us about the indirect cost rate records, so if you have one you would select yes and then you would put the - you would fill out the required fields.

But we're going to say no so none - once the no is selected, you do not have to fill this out and you can go straight to next. So this is the grantee - the potential applicant's phone number and we're going to just go ahead and put the same thing here and click next.

Now this is - where you review and submit your information to make sure that it is correct, your email address your EIN, DUNS number, and then you're going to click submit.

And want to go back to that, it says you now have access to eGrants and you may proceed to the eGrants homepage. Now when you click on this right here, it's going to take you - it's not going to have anything here. All you have to actually do is log out and log back in in order to start your application.

(I'll go to) eGrants, and so you'll see information here, and what you're going to do to start your application is click on the new because you are creating a new application.

And here is where you would select the program for the note to show you the (notes) that under that program. So we're under the Senior Corps, and so then you would select the go and the want to select that, then you will see the list of (NOFAs) that are currently in that, that applicants that are eligible to apply for.

But for the Indian Tribes, you're going to scroll down for you click on the (SCP). So we're going to do the FY2015 (SCP) Indian tribes competition and click next.

Now this is where you can verify to make sure that you selected the correct (NOFA), as well as you can do know that by the name of the (NOFA), the due date or summary.

And then, in this, I am the user of the applicant, and so the next section is the project information. And with the project information, you're going to have to create a new project. You are a - you're new to the system so that means that you will be creating a project.

And with these project names, ask that - it automatically show up with the name of the organization, see want to ensure that you're using whatever the program name is. So we're going to say (SCP) of (Tulsa) County just to ensure that we're going to - that this is the project title and this is specific to (SCP) because there may be an RFP of Tulsa County or (SCP).

So we want to make sure that it's a project that is specific to (SCP). So we're going to choose our state and were going to say the District of Columbia with the street address.

So we're going to go ahead and save and close. Again, this is another pop up so you want to ensure that your pop-up blocker is off in order to complete your application.

The system recommends this so we're going to say yes, this is correct. And then what is going to happen is that project is going to show up for this applicant. And what you will see on the - so you're going to see the project director and this field is required.

And the project director is going to be the person that is the - this may be the person that's filling out the application. It's - so we want to ensure that the project director is selected for this project right here - (SCP) of Tulsa County.

And if you need to add somebody to this, you can just enter new and enter the name of the project director as well. Now we also see on this site is the grant application ID. When you create an application, you'll get a grant application ID.

And you want to ensure that you write this number - this grant ID down - this grant application ID down because just in case you need to log out and log back in, you don't create a new application. You go to the previous - you go to the one that you've already started.

And actually, I'm going to go ahead and try that now. So we're going to log out and we stopped at the applicant info page, and we're going to just - maybe you got timed out or whatever the case may be, so were going to go ahead and

log back in just like in show you exactly what I mean by selecting the grant app ID.

So I know that I've already started the application, as well as you can view your grants and applications here. So I've already started so I'm just going to click on view all just in case I have more than one.

And I started a senior companion and this is my app ID. So I'm going to go ahead and click on edit because I want to go back to the application that I've already started.

So it may take you down to the review page but you know that you have not completed all the information. So I'm going to go back to the applicant info and select the project director.

And I will be the project director for this and I'm going to go to next. So the next is the application information. So for the areas affected by the project, you want to be as detailed as possible.

This is also listed in the grant application instructions of what you would need to put in this field. But with Indian tribes, I have heard that it needs to be as specific as possible to show that the area that you are serving, so where the volunteers will be serving is won't be put in this field.

The proposed start dates - for this we're going to go ahead and we're going to say to start 9-1-2015 and all of our projects and project periods are three years, so we're going to go ahead - it automatically sets it up to the same thing but we want to make sure this is exactly three years (in there).

Thirty-one days in August so - and we're going to select three for that. So this shows that there are three years - this is a three-year project. And here, this is where the application is subject to review by the state order - executive order - 12372 process, and you will find in more detail, if that applies to you in the grant application instructions.

We're going to say no here, as well as if you're an applicant that is delinquent in federal debt as far as the organization, not you as an individual, but as the organization, if you are delinquent, then you want to make sure that you are selecting yes and giving reasons for that.

The state application identifier is not required for this application. So we're going to click next. Well, we have to put something here. So this is where you would actually start your narrative. And in the first one is the executive summary.

Now, in order to complete this, you want to click on the view edit narrative and you're going to actually type in your executive summary. Now, listed in the grant application instructions, it tells you exactly what should go in the executive summary.

It's just a quick synopsis of what the application entails as well as it should not be no longer than one page of the application. So we're going to just put in here, and we're going to save and close.

And then we're going to go through the entire narrative just to ensure that we are completing all of the fields for this. So this - all of these are required or you will not be able to submit your application in eGrants.

So we're going to go ahead and click on each section. Save and close. And as we're entering information, it's going to tell us that there is narrative entered there.

And for the other section and the PNS amendment, these are not required. They are not a field that you would need to have information in, but you do actually have to have something in here.

So we're going to select NA and save and close. And for the PNS amendment, were going to select NA as well, save and close. And so we have information and all of the sections and then we're going to click on next to go to our work plan.

Now the work plan module is where you would be entering your performance measures, so we're going to go ahead and select enter your work plan. So this is the eGrants performance measure module, and what you'll see on the left-hand side are the screen instructions which will help you in determining what, I guess, the instructions for the module as well and welcome you.

You will see at the top, the four tabs that are - three of them are greyed out. One of them is the home screen which I'm on currently, but we're going to go ahead and collapse the instructions here. You can also bring those back by selecting the little open button.

But to begin, we're going to go ahead and add our performance measures. So with the senior companion program, SCP, the - everything in the performance measure module is pretty much going to be already pre-selected for you because with this, this - the category title is only independent living and respite care or other.

And we're going to go ahead and select this because we know that this is the category that's for senior companion programs, and the objective for this is aging (in place).

Now with the community (meet), you want to be as detailed as possible here, as well, when you're entering this information. When you refer to the grant application instructions and the notice of funding availability, it will actually let you know what should be in this field.

So here were going to say enter community (needs) here. And now you're going to want to with this, we're going to select the (H8), number of individuals receiving independent living services because that is what our objective is.

So - and when you're completing your performance measure instructions, you went to ensure that you have the correct outcome output - output outcome measures as well. And when we look on this, what you will see that will help you in completing your performance measure instructions is Appendix B as well as the work plan development worksheet.

So the instruments that we're going to use - we're going to just say that we're using the client tracking database and you want to be - you want to answer the question of what the database is, how many people are using it. You once be as detailed as possible here.

Now, the stocks a small but you can enter - don't let a full you. You can enter information in here. So we're just going to go ahead and enter instrument description here and then with this output, there is not - we can select if there's an outcome, so we're going to select this and select the instrument

which is the only instrument that you can use for individuals with increased social support is surveys.

And then here you would enter the type of survey that was used - or specifically if you went to the house or the - how the survey was distributed. You want to put that information in here.

And we scroll down, because we're not done, and we're going to select the service activities that go with this objective. So we're going to scroll down and were going to just say that we're going to do companionship. And with this, you want to - don't let this box will you as well.

You want to enter the specific activity that the volunteer will be doing in this service area - in the service activity. And we're going to add this - and actually were going to do preventing elder abuse as well.

So we're going to add performance measures but it won't let me because - well, it did let me. So - and it'll show you that it has preventing elder abuse. Now what I will say is I did not put a description here. So at the end of my application, it is going to give me an error message.

But I will put the edit - I'm going to go ahead and click on and it just because I know that I missed it in scroll down and enter the description for the service activity as well as what the volunteers will specifically be doing.

And we're going to complete performance measures, so we're going to go ahead and select that. And then we're going to click on next because this is our only - this is going to be our only objective for this application.

And so here is where the next tab is the targets tab and this is where the total number of (unduplicated) volunteers. So however many volunteers you will be using for this - for each objective, you want to make sure that - or for each service activity, you want to make sure that they're unduplicated.

So we're going to just go ahead and put that - we're going to do 90 volunteers. And so that means that it says that I have placed 90 - I still have to place 90 volunteers in my - in each service activity and objectives.

And you see that my objectives is aging (in place), but my service activity is companionship. It's separated out, and preventing elder abuse. We're going to go ahead and the output target - we're going to go ahead and put in outcomes, how many people we want to - so we want to - by companionship here, we're going to say 50.

And with the output target for preventing elder abuse, we want to say 30. And so the number of unduplicated volunteers, so we have 90 to place, but we have to make sure that the service activity that they're performing is still the unduplicated number of volunteers.

So (for this one we're) going to go ahead and say that we're going to place 80. And we're going to place (ten) in here. And so - because we still have ten to place, so now we have zero. It does the calculation for you.

The total number of volunteers contributing to the service activity, the companionship, we're going to go ahead and say 85. And for this one, we're going to say ten.

And so the number of volunteers (unintelligible) you might not know this when completing your application. So just have a guesstimate of how many

volunteers (spaces) that you would think that you're going to have that are going to be for your volunteers that are going to be doing the service activities.

So we're just going to say three, and will say five here. And so we're going to review our allocations to make sure that the rules are satisfied, and they are. So we're going to go ahead and go to next.

And this is their summary tab of what we actually selected in the performance measure module. If you scroll down, this is the number of unduplicated volunteers and objectives, the category, as well as the unduplicated number of volunteers that are resulting in the outcome.

We're going to scroll down here and it will be actually selected, will be typed and selected. Companionship is right here, as well as if you want to look at the preventing elder abuse - that is also here. So you can click on those to open, as well as you can print your PDF or all your performance measures as well.

So we're going to go ahead and click on validate performance measures. And it says that all performance measures are valid and we can exit the performance measures section and go back to the main application.

Now, going back to the main application, you don't want to select (back) or validate performance measures because you've already done that. You'll have to go up to - back to eGrants application to the back to your application.

And then we're going to go ahead and click on next or you can click on the documents section. And what's here, you will be - you have to select something for each one of these so if you have an aggregate dollar amount, if you're receiving funding from another source, you will put that - if you (sent it to us), then you're going to say (sent).

The articles of incorporation, signs, the board of directors, sent, BPA certification, not applicable. Community advisory, we (sent) that. IRS certification, not applicable. If you're - that does not - if you're not a nonprofit organization, then that might not apply to you.

List of names of funding organization (enforces), (sent). If you have an indirect cost agreement, then you would send that to us as well, but I remember from the beginning of the application, we did not have an indirect cost rate, so I'm going to put not applicable.

Organization chart - we're going to send that. (Unintelligible) director's job description, we're going to send that. Volunteer station rosters - we're going to put not applicable because the volunteer station rosters are not - you would not be sending those at the time of the - by the deadline of your application.

You - if you are awarded it, then you will actually send that later on, but you do not have to send a roster of volunteer's stations. And you can if you have that information already available but you do not have to submit that.

(Statement) of date of the last A1-33 audit - we know that we're going to have to send that, as well as the statement of whether the applicant is subject to an A1-33 audit, and we know that we're going to have to send that.

They can see whether you need to send these documents in the grant application instructions. On Page - I'm going to say Page 22, so you want to be aware of what you need to send and where you would be sending that information is FGPSCP@cns.gov email box.

And were going to go ahead and click next. So here with the budget, this is going to be the budget - this is a section where you will be including all of your budgetary items.

So we're going to start at the beginning with the enter source of matching funds. With this competition, FGP or SCP, you do have to have at least 10% of matching funds, whether in-kind or cash. So we're going to go ahead and put in specifically where we're getting the source of funds from.

So we're just going to say sample organizations or it's giving \$5000 or supplies. And then were going to go ahead and save and close. And then were going to go ahead and add our project personnel expenses.

So this is going to be anybody that's going to be getting paid by the grant funds being awarded. We're going to go ahead and at least put a project director because we know that each applicant should have a project director.

We're going to say one, and the salary is going to be (\$40) and the percent of time is going to be 100% because they're going to be devoted for the project. How much is the applicant actually - how much is CNCS giving money towards this? So were going to say \$3000.

In the grantee is putting up \$5000. We're going to save - oh, we have to put at least something in each one because all of these fields are required, so we're going to go ahead and save and close.

And so there we have the - how much is CNCS providing as well as how much the grantee is providing as well. So then were going to go to the personnel (fringe) benefits. And with this section, it's pretty much already done. The items are already there for you. It's more editing.

So I know for the health insurance, you're going to want that as well. See want to make sure that you're entering this information in there as well. Local travel, this is travel that is within the service activity in the service - in the geographic area that you are proposing.

So any travel that the project director will be doing, you want to make sure that you're including this in there, as well as the long-distance travel. So let's just say that this is outside of the service area, so for training purposes.

Or if you're doing a visit, you want to make sure that you're filling in this information as well, so are going to say that this is (unintelligible) and how much it costs and this is what you would do on the other end of your budget.

And we're going to do (\$1200). Meals, you want to calculate all of this as well. And all of these fields are required so we're going to save and close. (We have that entered).

Equipment - equipment is - you would add this is there's any equipment that the organization is using or they're buying for the program, as well as supplies, so pencils, papers, things like that they you want to put in here and be as specific as possible.

Contractual and consultant services - if you are using a contractor consultant, for let's say, your surveys, you want to make sure that you're putting in this information as well.

And other volunteer costs, this is a big one. Criminal background checks - you're going to want to make sure that all volunteers and employees that are receiving funds for - receiving CNCS funds have a criminal background check.

And you can refer to the notice of funding for the criminal background - criminal history background check information as well as our Web site if you need additional information on that.

The indirect (costs are) - we don't have one so you can leave this blank as well. We're going to go ahead and click next. And again, this is the second part of the budget of volunteer expenses.

So for some matching funds, let's just say that another tribe gave \$10,000 for volunteer recognition. So we want to go ahead and save and close. And then were going to - the stipend, so it has an annual stipend, so how much?

And you want to make sure that separated out by how many vol- how much the corporation is funding and how much is coming from other sources of funds (obviously).

So - as well as you want to make sure that the meals information, any of this that you are using for volunteers, you want to make sure that you're entering that. So recognition - I'm going to go ahead and put a tribal - a tribe gave \$10,000 for volunteer recognition.

This is the grantee's share. We're going to save and close. So next we're going to validate the budget to make sure that it's correct. And it says that the budget was validated without errors, this kind of backend programming to make sure that at least the minimum, or the basic requirements, have been met.

So then we're going to go to next. And here is the total amount of funding that was in my budget, so this is the - and so now you want to break down the

amount of funds that the applicant is sharing, so local, will say 12, other, zero, and this one will be (\$3000).

So - and it have to add up to the (15,000). So our total number of unduplicated volunteers was 90. I'm going to go ahead and click next. Now here is the volunteer station roster and this is where you will - you will not need to enter this information so you can click on next.

Now here is where you can review your entire grant application. Now if you're not the authorized rep, you will probably want to sign out here and let the authorized representative sign into their eGrants account and review this information before submitting.

Now, if you are the authorized rep, then you will continue on throughout the process. But this is where you can actually view your application in eGrants. So this is where - because there is a page limit, so you want to ensure that you're within the certain page limit when you're - before submitting your grant application.

(Moving along) - and then you can also do your funding as well as your budget, make sure that the areas affected are as detailed as possible. So here is my grant application. We're well under the 25 page limit.

The page limit includes the face sheet, which is this, as well as your narratives. By your narratives are going to be much longer than my one page, but ensure that it's within the 25 limit - 25 page limit.

Your performance measures are not in the 25 - are not counted in the 25 page limit. We're going to exit out of that and click next. Now we have to validate the budget to ensure that this is correct. I'm going to save and close.

It's going slow. I apologize. So this will be the authorized and submit button. Your authorized representative is the person it's going to be submitting the application. I said that earlier before but you want to make sure that you read all of the assertions and certifications and it has the information here, as well, so to the best of your knowledge.

This is where you're going to read this and you're going to agree. And it does do a timestamp so - as well as the time and a person stamp. So when you click on it, the date will appear, as well as the person that authorized this grant application.

And so you'll see that here - I'm (Jane Smith) and today's the day that I authorized it, as well as with your assurances. You want to click on this, read it to make sure that you understand everything that is included, and then you're going to click on your agree again. And again, you're going to wait until the timestamp and authorized rep submits this.

It's taking a little longer than expected. And then with the certification, you want to make sure that you view and can print this, as well, to review this. And then, because it will not let you click on this button unless you selected the view, print certification.

So we're going to go ahead and click agree. Then - so it has the certified - who the certifying official was as well. You can verify the grant application to ensure that all requirements have been met before you submit your grant application, as well.

And it'll tell you yes, you're good to go or it'll tell you where you have errors. It says that it was verified without errors, so we're going to close this, and

then were going to submit the grant application (instructions) - I mean, the grant application.

And it says that I have successfully completed and it gives me a timestamp of when I completed it, an Eastern timestamp of what I completed. So now you can go back to your home screen and you can see the status of your application.

So we're going to go ahead and click on go to eGrants home screen, and then you'll see view - under view my grant applications, you'll see one under CNCS review. That means you have submitted it to CNCS.

The only thing we can do now is view the application. And want to submit it to us, it'll have this status under here. Operator, if you can open the line up for questions.

Coordinator: Certainly. If you'd like to ask a question, please press star then 1 on your touchtone phone. Be sure to unmute your phone and record your name clearly. Again, star and 1 with any questions. One moment while we wait for the first one. Again, if you have any questions, please press star 1 on your touchtone phone. We have no questions holding.

Tamika Becton: Okay, well thank you. (Cara), did you have anything that you wanted to say?

(Cara): I think everything's been covered.

Tamika Becton: Okay, thank you. Well, thank you for joining us. We look forward to having your - to review your grant applications for the Indian tribes competition. The deadline is Thursday, May 14, 2015 at 5:00 pm Eastern time. And if you have

any questions, please submit those questions to FGPSCP@CNS.gov. Thank you and have a good day.

Coordinator: Thank you. That concludes today's conference. You may disconnect at this time.

END