



Senior Corps Grant Application

eGrants Step-by-Step Instructions



Retired and Senior Volunteer Program (RSVP)
Foster Grandparent Program (FGP)
Senior Companion Program (SCP)
for
Competitive Applications
Non-Competitive Administrative Renewals
Continuation Applications

BEFORE GETTING STARTED

Before reviewing the eGrants step-by-step instructions: (1) Please ensure that you have fully read the Senior Corps Grant Application Instructions. The document addresses the instructions for applicants applying for competitive, continuation, or renewal grants.

*For RSVP: See Grant Application Instructions Volume I.
For FGP and SCP: See Grant Application Instructions Volume II.*

(2) If you have not already done so, please create your Organizational Profile in our eGrants system as all grantees must have an eGrants account before submitting an application.

Instructions for Logging into eGrants *(for NEW and PREVIOUS Applicants)*

Click on the eGrants link to start your grant application (<https://egrants.cns.gov/espan/main/login.jsp>). The next step depends on your status as a grantee whether you are a current grantee or a new grantee.

***Note:** You may have to temporarily enable pop-ups in order to move forward with your grant application.

A. Current or Previous Grantees: Type in your grantee user name and password. Click the “Login to eGrants” link.

- i. If you cannot remember your eGrants username or password, please contact the National Service Hotline at (800) 942-2677 (M-F, 8:00A.M. – 8:00P.M. Eastern Time). **If you have an existing account, please do not open a new account, but work with the Hotline to gain access to your pre-existing grantee account.**
- ii. Skip to Instructions for Starting a New Grant Application.

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](#)

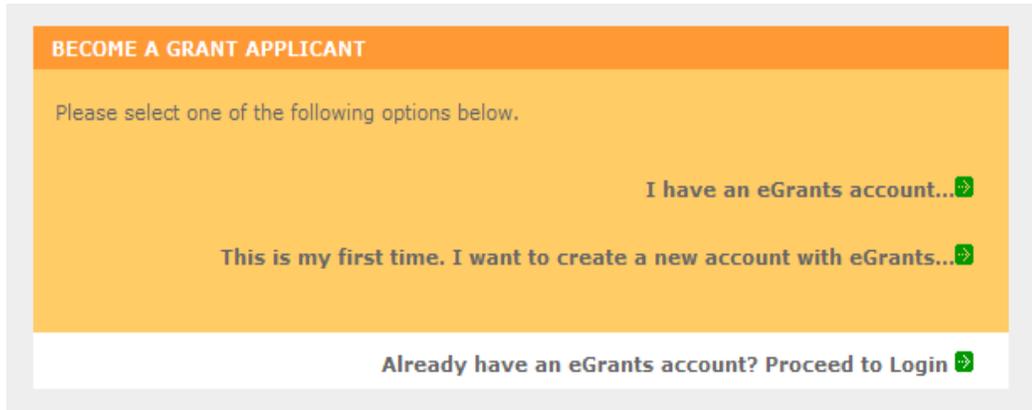
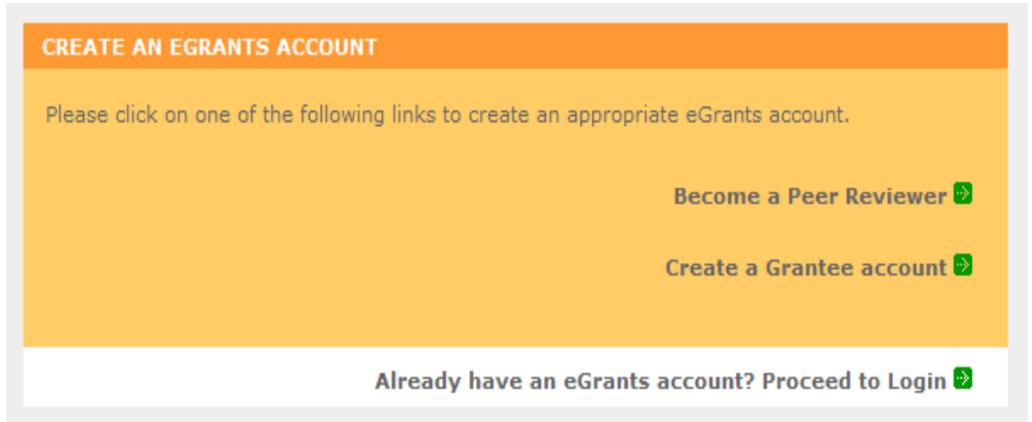
The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, 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](#)

B. Potential/New Grantees: If you do not have a grantee account in eGrants, please establish your profile.

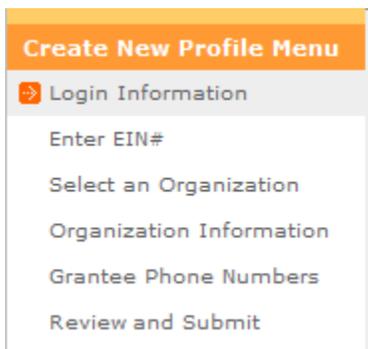
- i. Click “*Don’t have an eGrants account? Create an account*” link.
- ii. Click on the “*Create a Grantee account*” link.
- iii. Click on the “*This is my first time. I want to create a new account with eGrants...*” link.



Instructions for Creating an Organizational Profile *(for NEW Applicants only)*

PART I – FACESHEET Instructions: eGrants “Applicant” and “Application” Sections

Follow the prompts entering all requested information. There are 6 sections that will need to be completed in chronological order.



- Login Information
- Enter EIN #
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Note: Fields with a red asterisk (*) are required.

Login Information:

Complete the requested fields to move to the next section. Click the “next” button once complete.

Login Information

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (*) are required.

Prefix: ?

* First Name: ?

Middle Name: ?

* Last Name: ?

Suffix: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

Enter EIN#: Enter your organization's EIN # to move to the next section. Click the “next” button once complete.

- Select an Organization:** After you have typed in your EIN number, you will have 2 choices:
- (a) Select the organizational profile you are submitting a grant application for **OR.....**
 - (b) Create a new organizational profile for your EIN number.

Click the “next” button once you have selected a radio button for a new organization or an existing one.

If an existing organizational profile is listed, please do not create a new organization. Instead, work with the Hotline to gain access to your pre-existing organization.

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 012345678

- Create a new organizational profile for EIN# 012345678. **OR select an existing org below**
- Kansas City, MO
- Ithaca, NY
- fayetteville, NC
- Phoenix, AZ
- San Juan, PR
- San Juan, PR
- Sunvalley, FL
- Washington, DC

← back next →

Organization Information: Depending on whether you created a new organizational profile or selected one in the previous screen, you will have one of the 2 screens appear.

Selecting an existing Organizational Profile:

If you have selected an account for an existing organization, you will be able to review the organizational information. By clicking submit, the grantee administrator for your organization (listed below) will be notified about your account request. The grantee administrator must grant you access before you can submit an application in eGrants under the selected organization.

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: [edit](#)

EIN #:

DUNS #:

Organization Type:

Organizational Characteristics: [edit](#)

Username:

Password Question:

Answer:

Email: [edit](#)

Daytime Phone: [edit](#)

If a new employee of your organization needs to create an eGrants account (ex. Project Director, Authorized Representative, Bookkeeper) they would follow these same steps to create an account linked to your organization. Any eGrants accounts for employees who are no longer at the organization should be disabled.

Organization Information

Please enter your organization information below. All questions marked with an asterisk (*) are required.

GENERAL INFORMATION

* EIN #:

DUNS #:

* Organization's Name:

* Organization Type:

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Organizational Characteristic: [add characteristic](#)

CONTACT INFORMATION

* Street Address 1:

Street Address 2:

* City:

* State:

* Zipcode: -

* Phone: , , ext.

Fax: , ,

Organization's Email:

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

OR

Creating a New Organizational Profile:

When creating a new organizational profile under the EIN number, you will need to complete all fields (General Information, Organizational Characteristics, and Contact Information) in order to move forward in the process. Click the "next" button once complete.

Note: The address field may recommend a different address, so please ensure you have entered the correct address to avoid a delay in processing your organizational profile.

Grantee Phone Numbers: Enter at least 1 convenient daytime phone number for your organization. We recommend entering 2 numbers for emergency scenarios. Click the “next” button, once complete.

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: . . ext. ?

Evening Phone: . . ?

Fax: . . ?

Cell: . . ?

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

Review and Submit: Please review and verify that all information you are submitting is correct.

Organization Information

Please review your selected organization's information. Click on the "next" button to proceed to the login information.

Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.

Organization Type: National Non-Profit
Address: 1201 New York Avenue, Washington, District of Columbia 20005
Phone: National Non-Profit
Fax:

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

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization:
EIN #:
DUNS #:
Organization Type:
Organizational Characteristics: [edit](#)

Username:
Password Question:
Answer:
Email:
[edit](#)

Daytime Phone:
[edit](#)

[submit](#)

Instructions for Starting a New Grant Application for your Organization *(for all Senior Corps Programs)*

Log into eGrants using your username and password (<https://egrants.cns.gov/espan/main/login.jsp>)

RSVP: For competitive applications, please reference the Notice of Funding Opportunity.
FGP and SCP: For renewal applications, please reference instructions from your CNCS state office.

For continuation grants (year 2 or year 3) please reference the Grant Applications Instructions and instructions from your CNCS State Office.

Click on the “New” link under Creating an Application

| | | |
|--|---|--|
| eGRANTS MESSAGES Welcome Test | | VIEW MY GRANTS/APPLICATIONS View All 1 Grantee edit of application or report |
| | | VIEW MY AMERICORPS PORTAL Portal Home |
| Creating an Application | Managing My Account | Reporting to CNCS |
| New → Continuation/Renewal → Amendment → Concept Paper → | Click on the links below to access common account functions. My Account → | Financial Report → Progress Report → Progress Report Supplement → |

Select the program area “**Senior Corps**”. Click the “Go” button.

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.

Senior Corps [v] [GO]

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.

Senior Corps

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.

- SDP 2012 Experience Corps (New)**
Due Date: 01/20/2012
Summary: This NOFA is to be used only by Experience Corps sponsors to apply for a new No-Corporation cost grant award.
- SDP 2012 (New)**
Due Date: 04/20/2012
Summary: This NOFA is to be used only by Senior Demonstration Sponsors to apply for a No-Corporation cost grant award.
- FGP Fixed Amount 2012 Quarter 4 (Year 1 of a single or multi year grant)**
Due Date: 04/20/2012
Summary: For FGP Fixed Amount grantees/applicants with start dates in the 4th quarter of FY 2012 (July 1, 2012 - September 30, 2012) entering year 1 of a new grant cycle.
- FGP Component Programs-July 2012 Texas Only**
Due Date: 04/20/2012
Summary: This NOFA funds the FGP Statewide Component Project for Texas Only.
- SCP Fixed Amount 2012 Quarter 4 (Year 1 of a single or multi year grant)**
Due Date: 04/20/2012
Summary: For SCP Fixed Amount grantees/applicants with start dates in the 4th quarter of FY 2012 (July 1, 2012 - September 30, 2012) entering year 1 of a new grant cycle.
- SCP 2012 Quarter 4 (Year 1 of single or multi year grant)**
Due Date: 04/20/2012
Summary: For SCP grantees/applicants with start dates in the 4th quarter of FY 2012 (July 1, 2012 - September 30, 2012) entering year 1 of a new grant cycle.
- FGP 2012 Quarter 4 (Year 1 of single or multi year grant)**

A list of NOFA options will appear. Select the appropriate NOFA and click the "next" link.

Start Continuation

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- ➔ Station Roster
- Review
- Authorize and Submit

Follow the prompts entering all requested information. There are 11 sections that will need to be completed.

Note: Fields with a red asterisk (*) are required.

Review and verify that the NOFA you selected is the correct NOFA you are submitting an application for.

Applicant Info ?

Please enter/review your applicant and project information.

NOFA information ? : **change to another NOFA**

Please review the NOFA you selected. If needed change your NOFA selection.

NOFA:
Due Date:
Summary:

Applicant information ?

Applicant/User: Test Grantee Account

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.

You will need to **create a new project** to continue.

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.)

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

Near the bottom of the screen, click on the "create a new project" link.

Enter/Edit a Project

Please enter/edit your project information. All questions marked with an asterisk (*) are required.

* Project Title:

* Project State:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zipcode: -

* Phone: . . ext.

Fax: . .

Email:

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.)

Enter the required fields for your project information. Once complete click 'save & close'.

cancel

save & close

Continuation and Renewal 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.

Enter or select your Project Director and Project Website URL (if applicable). Once complete, click the next button.

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:
[enter new](#) | [view/edit](#) ?

* Project Director:
[enter new](#) | [view/edit](#) ?

Project Website URL:

save

next

Areas affected by the project (Max. 1000 chars) List Cities, Counties or States ?

Please refer to the *Senior Corps Grant Application Instructions* on what information to enter.

Project Start and End Dates

Proposed Start Date: / / ?

Proposed End Date: / / ?

Select the proposed Start and End Dates. This is a 3-year period, also known as the "project period".

Other

The Application is Subject to Review by **State Executive Order 12372 Process**.

Yes No ?

If yes, please enter the date of the review. / /

Applicant is Delinquent on any federal debt.

Yes No ?

If yes, please explain. (Max. 240 chars)

State Application Identifier

Here is where you would indicate whether this application is subject to review by the State Executive Order 12372 Process by checking the box. Please review the Grant Application Instructions for clarification on the Executive Order.

Check the appropriate box that applies to the applicant organization. Please review the Grant Application Instructions on what federal debt would include.

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

PART II – Project Narrative Instructions (eGrants “Narratives” Sections)

Please refer to the *Senior Corps Grant Applications Instructions* for sections A through F.

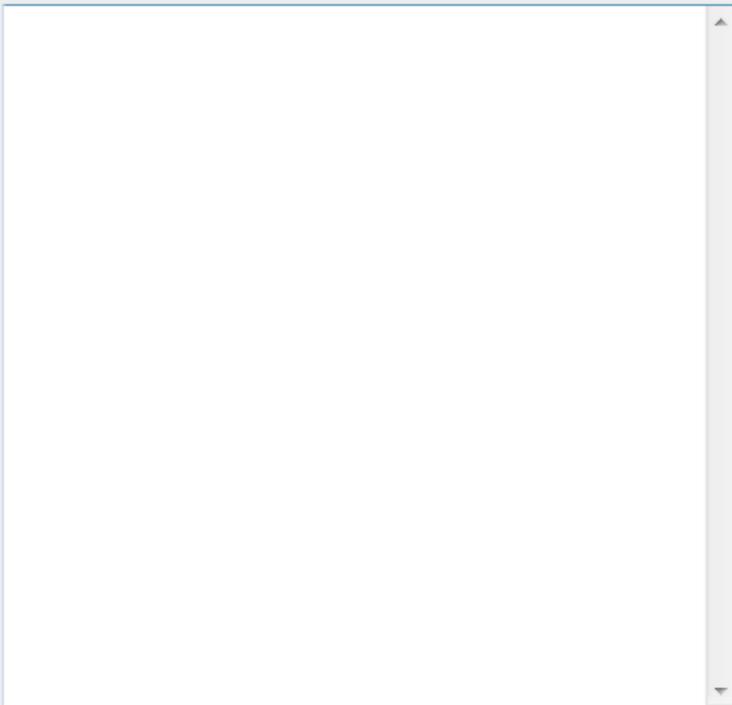
The purpose of the program narratives is for you to provide a project plan with a clear and compelling justification for achieving results with the requested funds.

You may not exceed 25 double-spaced pages for the Narratives, including the Executive Summary as the pages print out from eGrants.

In the case of **competitive grants**, reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 25 page limit. This limit does not include the budget and performance measures.

Section A. Executive Summary

Please enter the Executive Summary



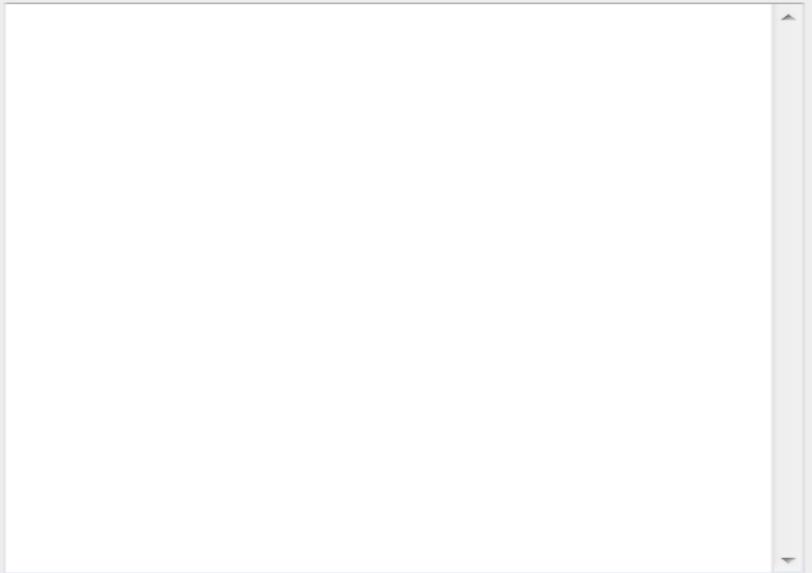
In this section, please provide a summary of your proposed or ongoing project. The Executive Summary must be no longer than one page.

NOTE: CNCS will post these summaries on www.nationalservice.gov in the interest of transparency and open government.

Section B. Strengthening Communities

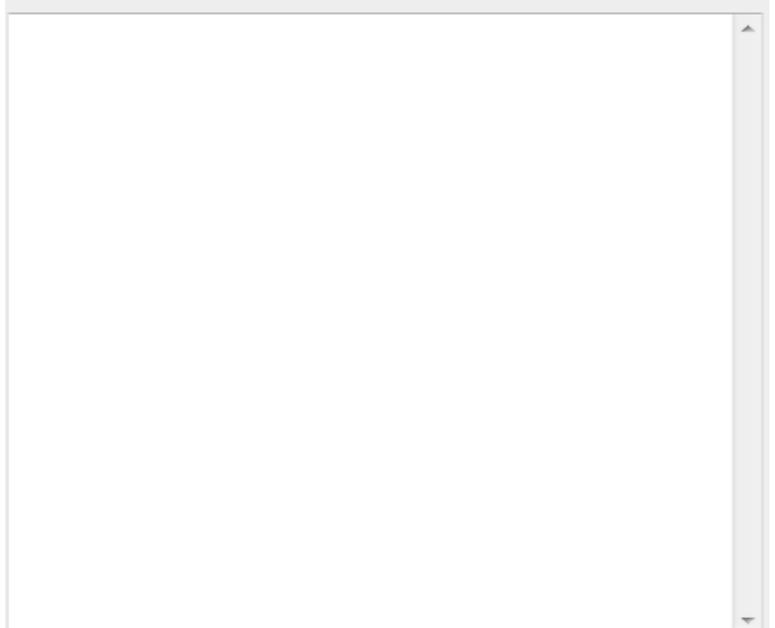
Competitive RSVP grants and Renewal FGP & SCP grants must align with the Performance Measures Requirements. The requirements are listed in the eGrants Application Instructions and the Appendices. The unit of measure for performance measures requirements is “unduplicated [RSVP, FGP, or SCP] volunteers”.

Please enter the Strengthening Communities



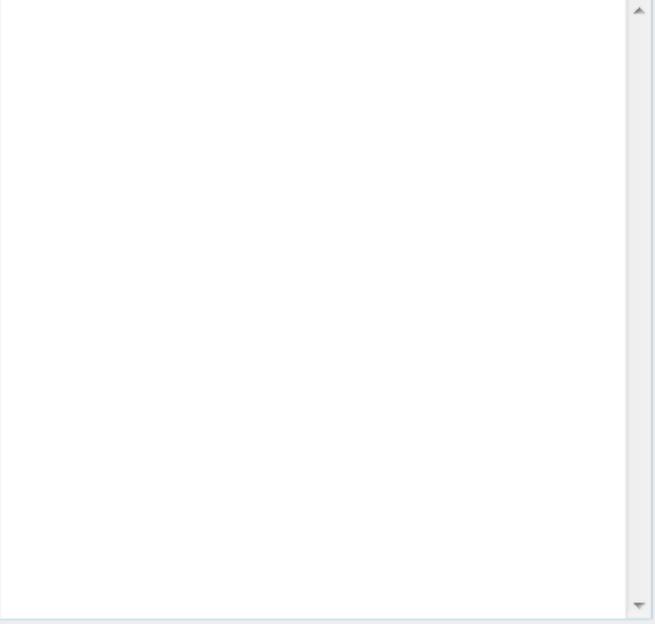
Section C. Recruitment and Development

Please enter the Recruitment and Development



Section D. Program Management

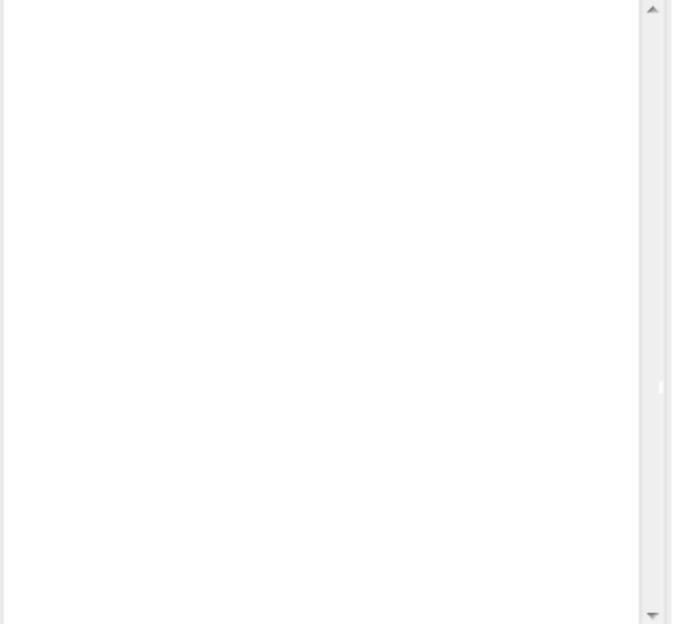
Please enter the Program Management



A large, empty rectangular text input box with a light gray border and a vertical scrollbar on the right side. The box is intended for entering program management details.

Section E. Organizational Capability

Please enter the Organizational Capability

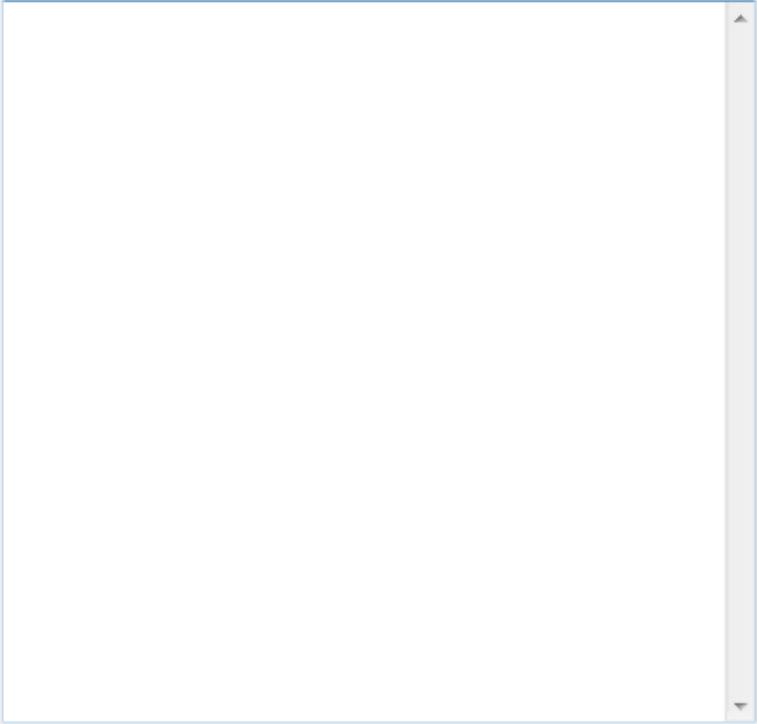


A large, empty rectangular text input box with a light gray border and a vertical scrollbar on the right side. The box is intended for entering organizational capability details.

Section F. Other NOFA Requirements – Reference ONLY

This section is used, as needed, to address any additional program requirements that appear in the published Notice of Funding Opportunity (NOFO) or supplemental instructions. Refer to the NOFO for specifics.

Please enter the Other



PART III – Performance Measures and Work Plans – eGrants “Work Plan” Section

For RSVP Competitive applicants and FGP & SCP Renewals, this section must be completed.

For Continuation Applicants, you **MUST UPDATE** the continuation grant application to reflect any changes from previous submission to ensure that Performance Measures and Work Plans are aligned to the proposed activities and outcomes in the upcoming year.

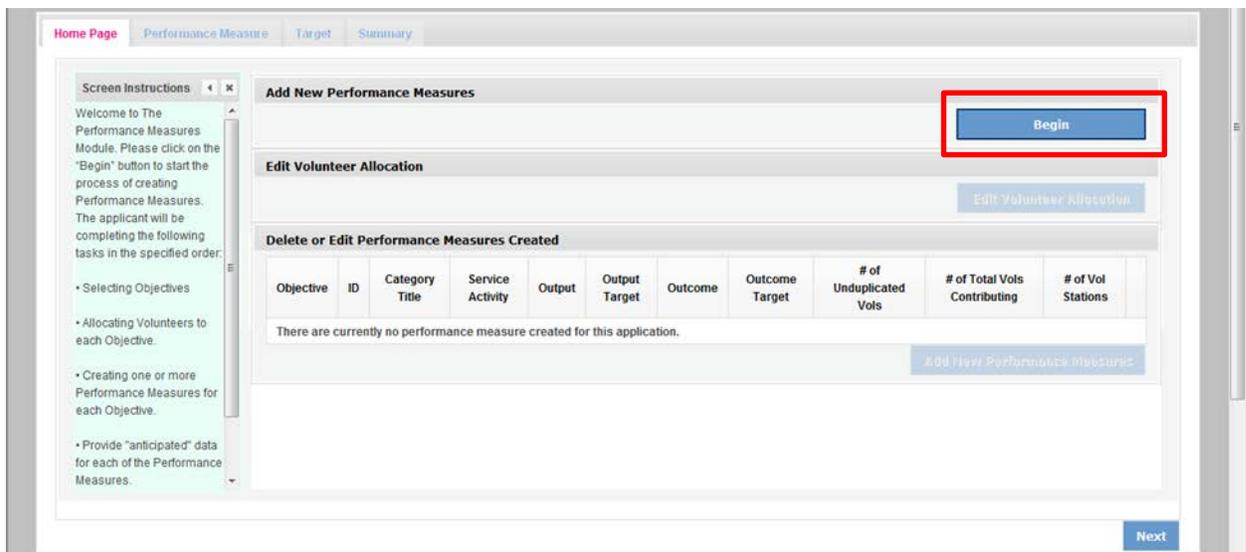
Please refer to the Senior Corps Grant Application Instructions as you complete the Work Plans.

A: For RSVP applicants

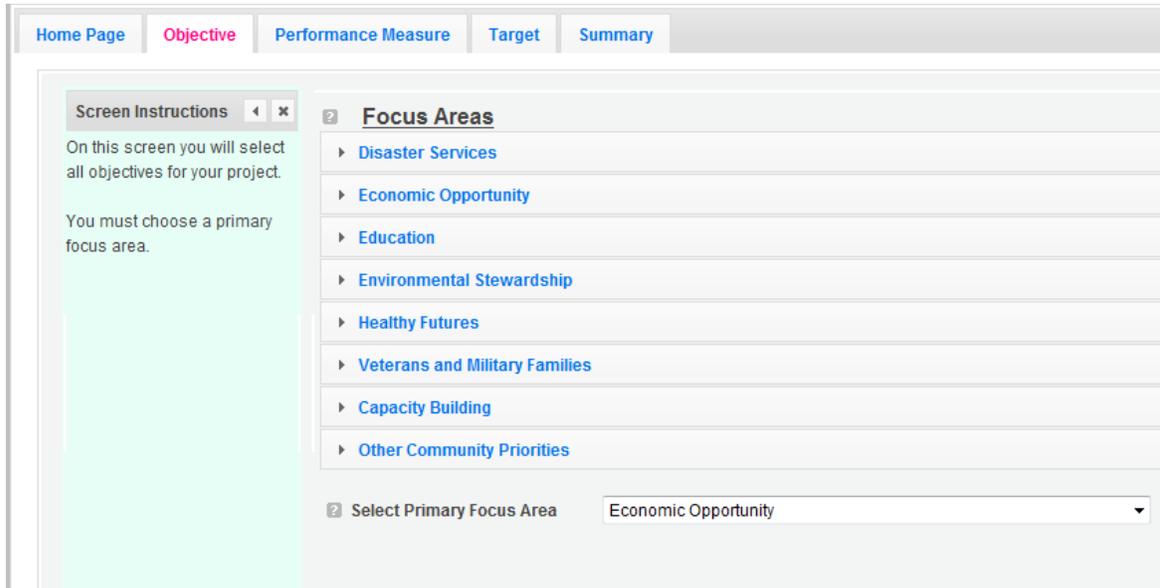
Click to enter the work plan Performance Measure Module.



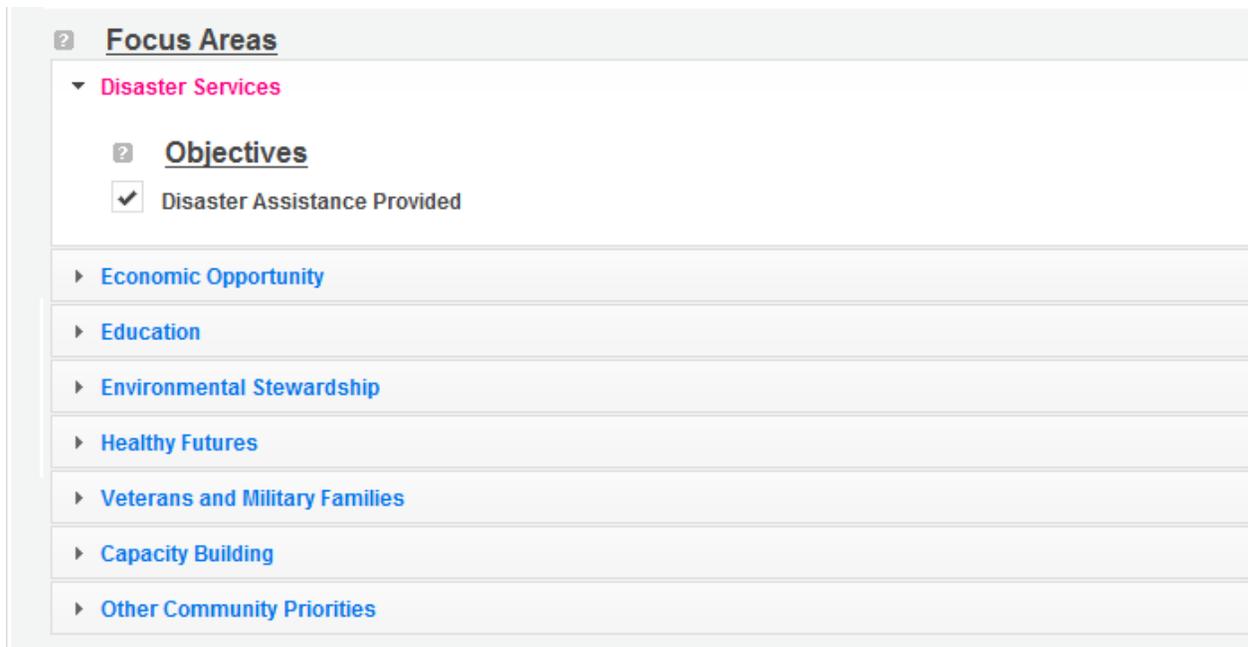
Click Begin to start entering work plans.



The Objectives tab displays the options for work plan development. The six CNCS Focus Areas are displayed: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families. In addition, Capacity Building and Other Community Priorities may also be selected for work plan development.



Clicking on each Focus Area will show specific objectives available for that Focus Area. Check the boxes next to each objective to create work plans in that particular objective. The objective option for Disaster Services is Disaster Assistance Provided.



The objective options for Economic Opportunity are Employment, Financial Literacy, and Housing.

The screenshot shows a sidebar menu titled "Focus Areas" with a question mark icon. The menu items are: "Disaster Services", "Economic Opportunity" (expanded), "Education", "Environmental Stewardship", "Healthy Futures", "Veterans and Military Families", "Capacity Building", and "Other Community Priorities". Under "Economic Opportunity", there is a sub-section "Objectives" with a question mark icon and three checkboxes: "Employment" (unchecked), "Financial Literacy" (checked), and "Housing" (unchecked).

The screenshot shows a sidebar menu titled "Focus Areas" with a question mark icon. The menu items are: "Disaster Services", "Economic Opportunity", "Education" (expanded), "Environmental Stewardship", "Healthy Futures", "Veterans and Military Families", "Capacity Building", and "Other Community Priorities". Under "Education", there is a sub-section "Objectives" with a question mark icon and three checkboxes: "K-12 Success" (checked), "School Readiness" (unchecked), and "Other Education" (unchecked).

The objective options for Education are K-12 Success, School Readiness, and Other Education.

The objective option for Environmental Stewardship is At-Risk Ecosystems.

Focus Areas

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▼ **Healthy Futures**
 - Objectives**
 - Access to Care
 - Aging in Place
 - Obesity and Food
 - ▶ Veterans and Military Families
 - ▶ Capacity Building
 - ▶ Other Community Priorities

The objective options for Healthy Futures are Access to Care, Aging in Place, and Obesity and Food.

Focus Areas

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▼ **Environmental Stewardship**
 - Objectives**
 - At-Risk Ecosystems
 - ▶ Healthy Futures
 - ▶ Veterans and Military Families
 - ▶ Capacity Building
 - ▶ Other Community Priorities

The objective option for Veterans and Military Families is Veterans & Families Served.

Focus Areas

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▶ Healthy Futures
- ▼ **Veterans and Military Families**
 - Objectives**
 - Veterans & Families Served
 - ▶ Capacity Building
 - ▶ Other Community Priorities

Focus Areas

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▶ Healthy Futures
- ▶ Veterans and Military Families
- ▼ **Capacity Building**
 - Objectives**
 - Capacity Building & Leverage
 - ▶ Other Community Priorities

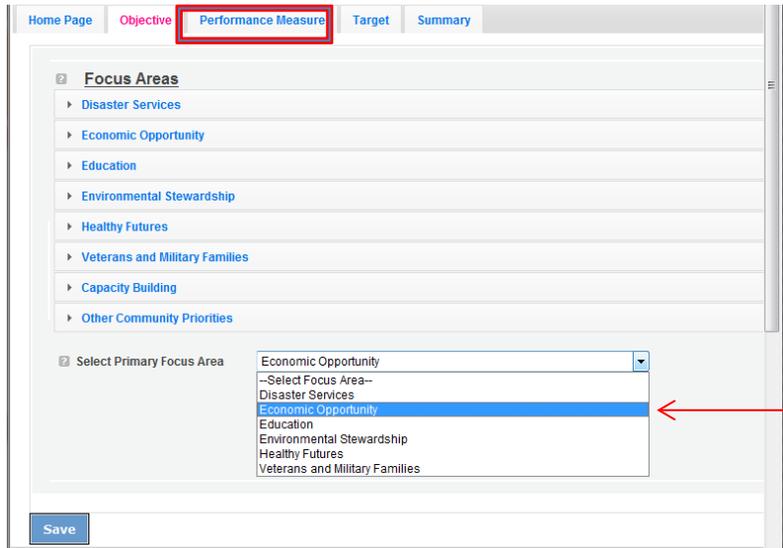
The objective option for Capacity Building is Capacity Building & Leverage.

Focus Areas

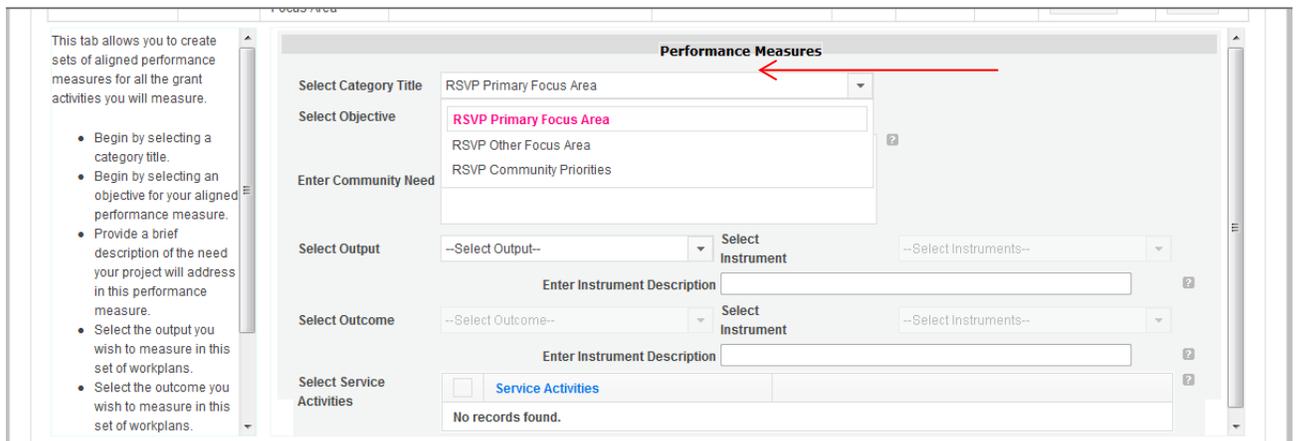
- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▶ Healthy Futures
- ▶ Veterans and Military Families
- ▶ Capacity Building
- ▼ **Other Community Priorities**
 - Objectives**
 - Other

The objective option for Other Community Priorities is Other.

When all necessary objectives have been selected, choose a Primary Focus Area from the drop down list at the bottom. Only the Focus Areas that are part of the objectives that were previously selected will show up on this list. Then click Next or the Performance Measures tab to move to the Performance Measures tab.



The Performance Measure tab allows you to create sets of aligned performance measures for all the grant activities you will measure. The work plans you will develop are for the objectives that were previously selected. Begin by selecting a Category Title from the drop down options.



Select an objective for your aligned Performance Measure. The objectives dropdown list will generate based on the category title selected.

Performance Measures

Select Category Title: Other Focus Areas

Select Objective: Veterans & Families Served

Enter Community Need: (highlighted with a red arrow)

Select Output: (PRIORITY) V9: Number of active military service members that received CNCS-supported assistance

Select Instrument: --Select Instruments--

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments--

Select Service Activities: Service Activities, Description

Assist with access to state and federal benefits

Provide a brief description of the need your project will address in this Performance Measure.

Enter Community Need:

Select Output: (PRIORITY) V9: Number of active military service members that received CNCS-supported assistance

Select Instrument: --Select Instruments--

Select the output you wish to measure in this set of work plans. The output dropdown list will generate based on the objective selected.

Select Category Title: Other Focus Areas

Select Objective: Veterans & Families Served

Enter Community Need:

Select Output: (PRIORITY) V9: Number of active military service members that received CNCS-supported assistance (highlighted with a red circle)

Select Instrument: --Select Instruments--

Select Outcome: (PRIORITY) V1: Number of veterans receiving CNCS-supported assistance
V3: Number of veterans assisted in pursuing education.
(PRIORITY) V7: Military families receiving CNCS-supported assistance
(PRIORITY) V8: Number of veterans family members receiving CNCS-supported assistance

Select Instrument: --Select Instruments--

Select Service Activities: Service Activities, Description

Assist with access to state and federal benefits

Select the instrument you plan to use to measure the output. The instrument dropdown list will generate based on the output selected. Enter an instrument

description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

The screenshot shows a web form with the following fields and options:

- Select Category Title: Other Focus Areas
- Select Objective: Veterans & Families Served
- Enter Community Need: [Empty text area]
- Select Output: (PRIORITY) V9: Number of active military service members that received CNCS-supported assistance
- Select Instrument: --Select Instruments-- (dropdown menu is open, showing: Activity Log, Attendance Log, Tracking System, Other)
- Enter Instrument Description: [Empty text field]
- Select Outcome: [Empty dropdown]
- Select Instrument: [Empty dropdown]
- Select Service Activities: Service Activities, Description
- Assist with access to state and federal benefits: [Empty checkbox]

Select the outcome you wish to measure in this set of work plans. The outcome dropdown list will generate based on the output selected. If the output does not have corresponding outcomes available, outcome options will not be available in the dropdown list. If you do not plan to measure outcomes for the output selected, do not select an outcome from the dropdown list. Instead, skip ahead to select service activities.

The screenshot shows a web form titled "Performance Measures" with the following fields and options:

- Select Category Title: Other Focus Areas
- Select Objective: K-12 Success
- Enter Community Need: [Empty text area]
- Select Output: (PRIORITY) ED2: Number of students who completed K-12 education programs
- Select Instrument: --Select Instruments--
- Enter Instrument Description: [Empty text field]
- Select Outcome: --No Outcome selected-- (dropdown menu is open, showing: --No Outcome selected--, (PRIORITY) ED6: Number of youth in mentoring/tutoring programs with improved school attendance, ED26: Number of students acquiring a GED, (PRIORITY) ED27: Number of students in mentoring/tutoring programs with improved academic engagement, (PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math)
- Select Instrument: [Empty dropdown]
- Select Service Activities: Tutoring-Faith-Based School
- Tutoring-Faith-Based School: [Empty checkbox]

Select the instrument you plan to use to measure the outcome. The instrument dropdown list will generate based on the outcome selected. Enter an instrument description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

Performance Measures

Select Category Title: Other Focus Areas

Select Objective: K-12 Success

Enter Community Need

Select Output: (PRIORITY) ED2: Number of students who completed K-12 education programs

Select Instrument: - Select Instruments -

Select Outcome: (PRIORITY) ED6: Number of youth in mentoring tutoring programs with improved school attendance

Select Instrument: - Select Instruments -

Select Service Activities: Attendance Log, Other

Tutoring-Faith-Based School

Select all the service activities that apply. The service activities that appear are generated based on the objective selected. Each service activity selected will create a new work plan. Enter a description of the service activity in the corresponding text box. The service activity description should explain what the RSVP volunteers are doing in a way that shows how they will achieve the outcome or output. Say who the beneficiaries are, and what the volunteers will be doing with the beneficiaries. Say how often volunteers will provide the service and for how long. Say where the service will take place.

Select Service Activities

Service Activities

- Tutoring-Faith-Based School
- Tutoring-Other
- Tutoring-Public School

Description

Reset Complete PM Back Next

Click Complete PM after completing the information for each objective.

As work plans are completed for each objective, the objectives will appear at the top of the screen.

Home Page Objective Performance Measure Target Summary

| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
|------------------------------|----|--------------------|-----------------------------|--------|---------|----------|--------|------|
| Financial Literacy | 1 | Primary Focus Area | Assisting VITA, ... | O1 | | Yes | Delete | Edit |
| K-12 Success | 2 | Other Focus Areas | Tutoring-Faith-Based School | ED2 | ED27 | Yes | Delete | Edit |
| Disaster Assistance Provided | 3 | Other Focus Areas | Other | D1 | | Yes | Delete | Edit |
| Veterans & Families Served | 4 | Other Focus Areas | | V9 | | No | Delete | Edit |

Screen Instructions Enter Community Need

After all Work Plans have been completed, click Next or the Target tab to move to the Target tab. The Target tab allows Targets to be set for each work plan. First, enter the project's total number of unduplicated volunteers in the volunteer calculator.

Volunteer Calculator

| Total # of Unduplicated Volunteers | Primary Focus Areas | Community Priorities |
|--|-----------------------------|---------------------------------------|
| My project's total # of unduplicated volunteers is: 10 | Minimum # I must place: 3. | Maximum # I may place: 3. |
| Total placed so far: 10. | # placed so far: 4. | # placed so far: 0. |
| # I still have to place: 0. | # I still have to place: 0. | # I still have available to place: 0. |

For every work plan, enter the output target, outcome target (if an outcome was selected), number of unduplicated volunteers, number of total volunteers contributing, and number of volunteer stations. Targets must be numbers, not percentages.

Home Page Objective Performance Measure Target Summary

Volunteer Calculator

| Objective | ID | Category Title | Service Activity | Output | Output Target | Outcome | Outcome Target | # of Unduplicated Vols | # of Total Vols Contributing | # of Vol Stations |
|------------------------------|-----|--------------------|-----------------------------|--------|---------------|---------|----------------|------------------------|------------------------------|-------------------|
| Financial Literacy | 1.1 | Primary Focus Area | Assisting VITA | O1 | 2 | | | 2 | 1 | 1 |
| Financial Literacy | 1.2 | Primary Focus Area | Income Tax Tutoring | O1 | 1 | | | 2 | 1 | 1 |
| K-12 Success | 2.1 | Other Focus Areas | Tutoring-Faith-Based School | ED2 | 2 | ED27 | 1 | 2 | 1 | 1 |
| Disaster Assistance Provided | 3.1 | Other Focus Areas | Other | D1 | 1 | | | 4 | 1 | 1 |

Save Review Allocations Back Next

The Volunteer Calculator at the top of the screen will update accordingly to display the percentage of volunteers for the Performance Measure requirements. As you enter target numbers, click on Review Allocations to update the volunteer calculator. Once all Performance Measure requirements are met, the success notice will populate in the volunteer calculator.

• **Success: All allocation rules satisfied**

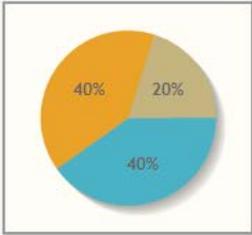
Volunteer Calculator

| | |
|---|----------------------------|
| Total # of Unduplicated Volunteers | Primary Focus Areas |
|---|----------------------------|

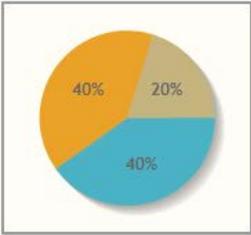
Click Next or the Summary tab to move to the Summary tab. This page provides a summary of all the information you have entered in the module. To print the entire summary, click Print PDF for all Performance Measures.

Performance Measure | Target | **Summary**

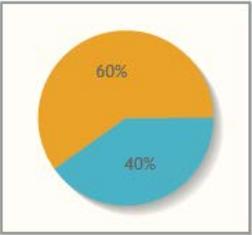
Unduplicated Volunteers by Focus Areas



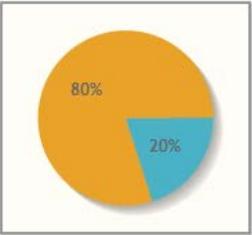
Unduplicated Volunteers by Objective



Unduplicated Volunteers by Category Title



working on/not working on Results tied to Outcome



[Print PDF for all Performance Measures](#)

- ▶ [PM 1.1-Assisting VITA](#)
- ▶ [PM 1.2-Income Tax Tutoring](#)
- ▶ [PM 2.1-Tutoring-Faith-Based School](#)
- ▶ [PM 3.1-Other](#)

To print one performance measure, expand the measure and click Print This Measure.

[Print PDF for all Performance Measures](#)

▼ **PM 1.1-Assisting VITA**

| | | | | | |
|--|----------------------|---------------------------------|--------------------|--------------------------------------|---|
| Applicant Organization: | Test RSVP Grantee | Period Covered Starting: | | Ending: | |
| Community Need to be Addressed: | gsfgsf sfgsfgsgf | | | | |
| Focus Area: | Economic Opportunity | Objective: | Financial Literacy | Number of Volunteer Stations: | 1 |

Project Planning

| | | | | | |
|--|--|----------------------|--------------|--|--|
| Service Activity: | Assisting VITA | | | | |
| Anticipated # of Unduplicated Vols: | 2 | | | | |
| Anticipated # of Total Vols Contributing: | 1 | | | | |
| Anticipated Output: | O1: Number of econ disadv individuals receiving financial literacy services. | | | | |
| Target: | 2 | How Measured: | Activity Log | | |
| Anticipated Outcome: | | | | | |
| Target: | How Measured: | | | | |

[Edit Performance Measures](#)
[Edit Targets](#)
[Print This Measure](#)

Click Edit Performance Measures to return to the Performance Measure tab.

[Print PDF for all Performance Measures](#)

▼ **PM 1.1-Assisting VITA**

| | | | | | |
|--|----------------------|---------------------------------|--------------------|--------------------------------------|---|
| Applicant Organization: | Test RSVP Grantee | Period Covered Starting: | | Ending: | |
| Community Need to be Addressed: | gsfgsf sfgsfgsgf | | | | |
| Focus Area: | Economic Opportunity | Objective: | Financial Literacy | Number of Volunteer Stations: | 1 |

Project Planning

| | | | | | |
|--|--|----------------------|--------------|--|--|
| Service Activity: | Assisting VITA | | | | |
| Anticipated # of Unduplicated Vols: | 2 | | | | |
| Anticipated # of Total Vols Contributing: | 1 | | | | |
| Anticipated Output: | O1: Number of econ disadv individuals receiving financial literacy services. | | | | |
| Target: | 2 | How Measured: | Activity Log | | |
| Anticipated Outcome: | | | | | |
| Target: | How Measured: | | | | |

[Edit Performance Measures](#)
[Edit Targets](#)
[Print This Measure](#)

Click Validate Performance Measures to validate the module prior to submitting your application.

Print PDF for all Performance Measures

PM 1.1-Assisting VITA

Applicant Organization: Test RSVP Grantee Period Covered Starting: Ending:

Community Need to be Addressed: gsfgsf sfgsfgsfg

Focus Area: Economic Opportunity Objective: Financial Literacy Number of Volunteer Stations: 1

Project Planning

Service Activity: Assisting VITA

Anticipated # of Unduplicated Vols: 2

Anticipated # of Total Vols Contributing: 1

Anticipated Output: O1: Number of econ disadv individuals receiving financial literacy services.

Target: 2 How Measured: Activity Log

Anticipated Outcome: How Measured:

Edit Performance Measures Edit Targets Print This Measure

Back **Validate Performance Measures**

If all Performance Measures are validated successfully, the following message will appear.

Summary

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

| Unduplicated Volunteers by Focus | Unduplicated Volunteers by | Unduplicated Volunteers by Category | % of Unduplicated Volunteers |
|----------------------------------|----------------------------|-------------------------------------|------------------------------|
|----------------------------------|----------------------------|-------------------------------------|------------------------------|

Click Back to eGrants Application to return to the rest of the application and exit the Performance Measure module.

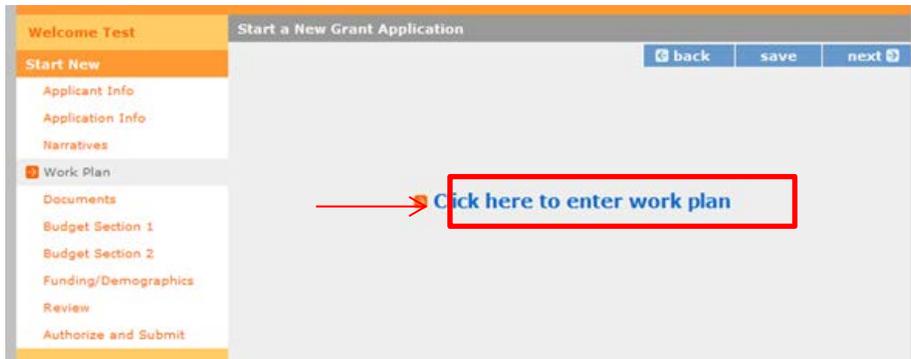
The screenshot shows a web interface with a blue navigation bar at the top containing the links: [home](#), [back to eGrants application](#) (highlighted with a red box), [my account](#), and [help](#). Below the navigation bar is an orange section displaying application details:

- Grant application ID: 13SR143017
- NOFA: RSVP 2013 Competition Appendix A Part 2 Funding Opportunities
- Type: New Application
- Status: Grantee Initial Entry
- Submitted:
- Legal Applicant Name: Test RSVP Grantee

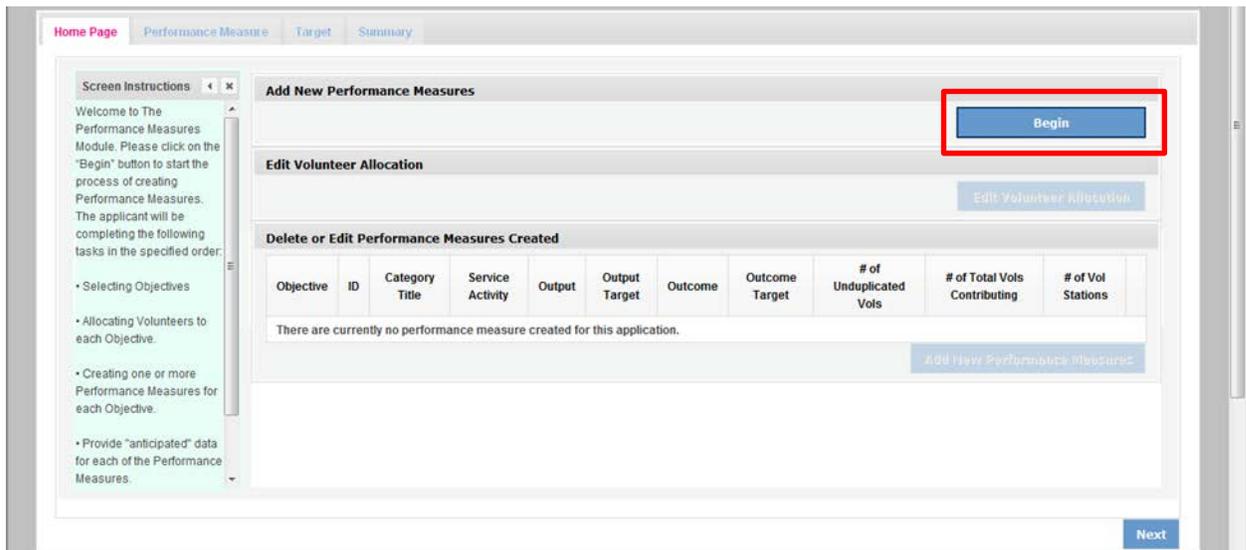
On the left side of the orange section, the word "asures" is partially visible. Below the orange section is a grey bar with a tab labeled "Summary".

For Foster Grandparent Program Applicants

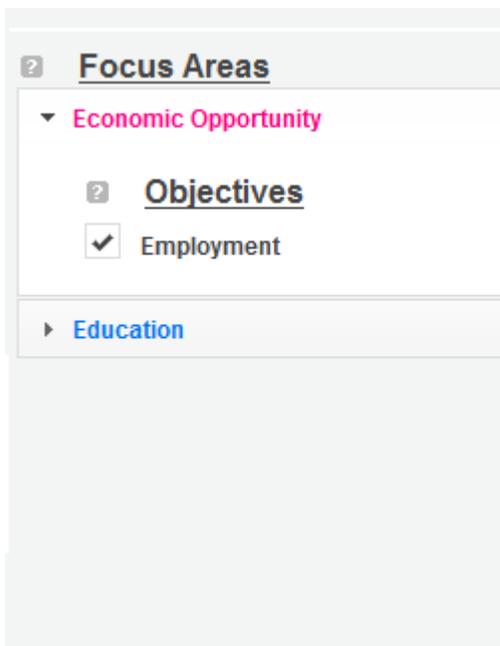
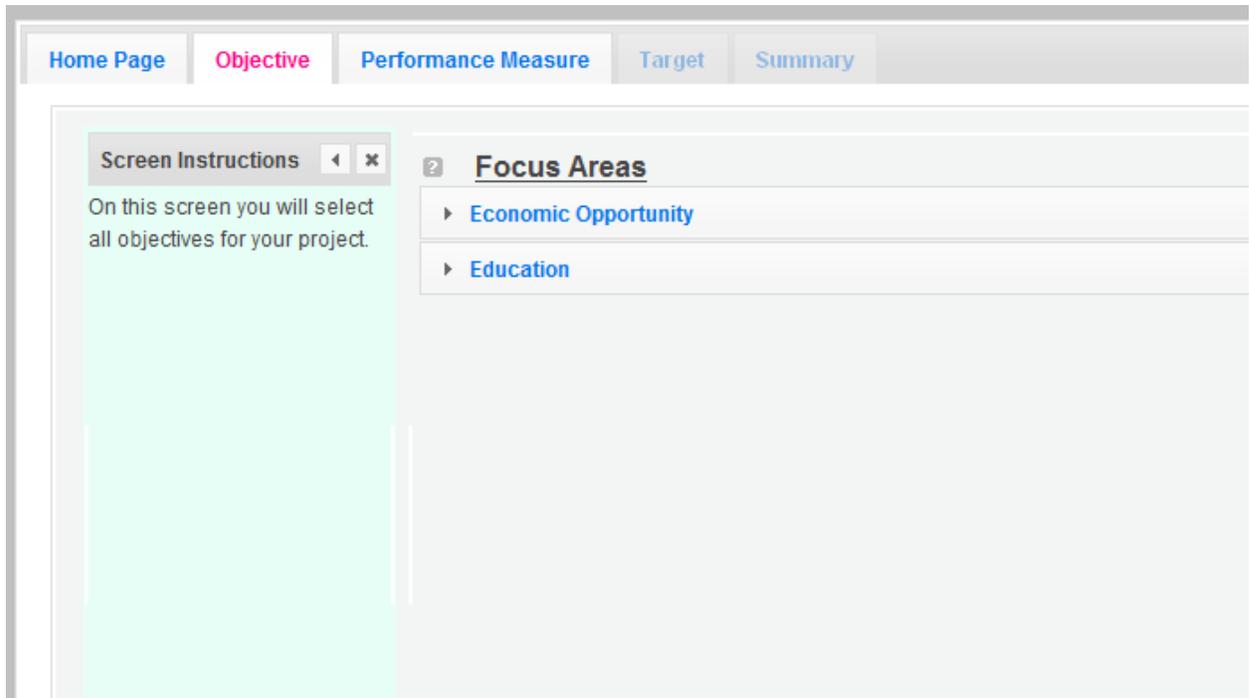
Click to enter the work plan Performance Measure Module.



Click Begin to start entering work plans.



The Objectives tab displays the options for work plan development. The CNCS Focus Areas for FGP are displayed: Economic Opportunity and Education.



Clicking on each Focus Area will show specific objectives available for that Focus Area. Check the boxes next to each objective to create work plans in that particular objective. The objective option for Economic Opportunity is Employment.

Focus Areas

- ▶ Economic Opportunity
- ▼ Education
 - Objectives**
 - K-12 Success
 - School Readiness
 - Other Education

The objective options for Education are K-12 Success, School Readiness, and Other Education.

When all necessary objectives have been selected, click Next or the Performance Measures tab to move to the Performance Measures tab.

Home Page Objective **Performance Measure** Target Summary

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

Focus Areas

- ▶ Economic Opportunity
- ▼ Education
 - Objectives**
 - K-12 Success
 - School Readiness
 - Other Education

Save **Next**

The Performance Measure tab allows you to create sets of aligned performance measures for all the grant activities you will measure. The work plans you will develop are for the objectives that were previously selected. Begin by selecting a Category Title from the drop down options.

The screenshot shows the 'Performance Measures' form. The 'Select Category Title' dropdown is set to 'Agency-wide Education Outcome 75%'. The 'Select Objective' dropdown is open, showing 'Agency-wide Education Outcome 75%' as the selected option, with 'Other' as an alternative. Below this is a text field for 'Enter Community Need'. Further down are sections for 'Select Output', 'Select Instrument', and 'Select Outcome', each with a dropdown menu and an 'Enter Instrument Description' text field. At the bottom, there is a table for 'Select Service Activities' with columns for 'Service Activities' and 'Description', and a 'No records found.' message. Navigation buttons 'Reset', 'Add PM', 'Back', and 'Next' are located at the bottom right.

Select an objective for your aligned Performance Measure. The objectives dropdown list will generate based on the category title selected.

This screenshot shows the same 'Performance Measures' form, but with the 'Select Objective' dropdown menu open to a different selection. The 'Select Category Title' remains 'Agency-wide Education Outcome 75%'. The 'Select Objective' dropdown now shows 'School Readiness' as the selected option, with '--Select Objective--' as an alternative. The rest of the form, including the 'Enter Community Need' field, the 'Select Output', 'Select Instrument', and 'Select Outcome' sections, and the 'Select Service Activities' table, remains the same as in the previous screenshot. The navigation buttons 'Reset', 'Add PM', 'Back', and 'Next' are also present at the bottom right.

Provide a brief description of the need your project will address in this Performance Measure.

The screenshot shows a form with a large text area labeled "Enter Community Need" highlighted with a red rectangular box. Below this field, there are two dropdown menus: "Select Output" with the value "(PRIORITY) V9: Number of active military service members that received CNCS-supported assistance" and "Select Instrument" with the value "--Select Instruments--". To the right of the "Select Instrument" dropdown is a text input field labeled "Enter Instrument".

Select the output you wish to measure in this set of work plans. The output dropdown list will generate based on the objective selected.

The screenshot shows a form titled "Performance Measures". It has several dropdown menus: "Select Category Title" (Agency-wide Education Outcome 75%), "Select Objective" (School Readiness), "Select Output" (circled in red with the value "--Select Output--"), "Select Instrument" ((PRIORITY) ED21: Number of children who completed early childhood education programs), "Select Outcome" (--No Outcome selected--), and another "Select Instrument" (--Select Instruments--). There is also an "Enter Instrument Description" field. At the bottom, there is a table for "Select Service Activities" with a "No records found." message.

Select the instrument you plan to use to measure the output. The instrument dropdown list will generate based on the output selected. Enter an instrument description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

The screenshot shows a form with dropdown menus for "Select Category Title" (Other Focus Areas) and "Select Objective" (Veterans & Families Served). The "Select Output" dropdown is set to "(PRIORITY) V9: Number of active military service members that received CNCS-supported assistance". The "Select Instrument" dropdown is open, showing options: "--Select Instruments--", "Activity Log", "Attendance Log", "Tracking System", and "Other". A red box highlights the "Select Instrument" dropdown and the "Enter Instrument Description" text field next to it. Below this, there is another "Enter Instrument Description" field and a table for "Select Service Activities" with a checkbox for "Assist with access to state and federal benefits".

Select the outcome you wish to measure in this set of work plans. The outcome dropdown list will generate based on the output selected. If the output does not have corresponding outcomes available, outcome options will not be available in the dropdown list. If you do not plan to measure outcomes for the output selected, do not select an outcome from the dropdown list. Instead, skip ahead to select service activities.

The screenshot shows a web form with the following fields and options:

- Select Objective:** School Readiness
- Enter Community Need:** (Empty text area)
- Select Output:** (PRIORITY) ED21: Number of children who completed early childhood education programs
- Select Instrument:** Activity Log
- Select Outcome:** --No Outcome selected-- (This dropdown is highlighted with a red box and shows a list of options: (PRIORITY) ED23: Number of children demonstrating gains in social and/or emotional development, (PRIORITY) ED24: Number of children demonstrating gains in literacy skills, (PRIORITY) ED25: Number of children demonstrating gains in numeracy (math) skills)
- Select Instrument:** (Empty dropdown)
- Select Service Activities:**
 - Assisting in classroom
 - Assisting in classroom-Head Start

Navigation buttons at the bottom right: Reset, Add PM, Back, Next.

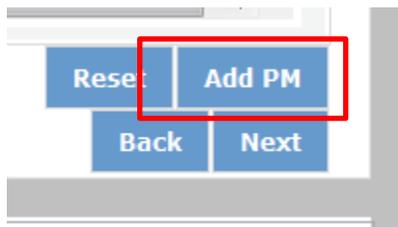
Select the instrument you plan to use to measure the outcome. The instrument dropdown list will generate based on the outcome selected. Enter an instrument description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

The screenshot shows a web form titled "Performance Measures" with the following fields and options:

- Select Category Title:** Other Focus Areas
- Select Objective:** K-12 Success
- Enter Community Need:** (Empty text area)
- Select Output:** (PRIORITY) ED2: Number of students who completed K-12 education programs
- Select Instrument:** --Select Instruments--
- Select Outcome:** (PRIORITY) ED6: Number of youth in mentoring tutoring programs with improved school attendance
- Select Instrument:** --Select Instruments-- (This dropdown is highlighted with a red box and shows a list of options: Attendance Log, Other)
- Select Service Activities:**
 - Tutoring-Faith-Based School

Navigation buttons at the bottom right: Add PM, Back, Next.

Select all the service activities that apply. The service activities that appear are generated based on the objective selected. Each service activity selected will create a new work plan. Enter a description of the service activity in the corresponding text box. The service activity description should explain what the volunteers are doing in a way that shows how they will achieve the outcome or output. Say who the beneficiaries are, and what the volunteers will be doing with the beneficiaries. Say how often volunteers will provide the service and for how long. Say where the service will take place.



Click Add PM after completing the information for each objective.

As work plans are completed for each objective, the objectives will appear at the top of the screen.

Home Page Objective **Performance Measure** Target Summary

| Summary of Performance Measures | | | | | | | | |
|---------------------------------|----|--------------------------------------|------------------------|--------|---------|----------|------------------------|----------------------|
| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
| School Readiness | 1 | Agency-wide Education Outcome 75% | Assisting in classroom | ED21 | ED23 | Yes | Delete | Edit |

After all Work Plans have been completed, click Next or the Target tab to move to the Target tab. The Target tab allows Targets to be set for each work plan. First, enter the project's total number of unduplicated volunteers in the volunteer calculator.

Performance Measure | **Target** | Summary

Volunteer Calculator

| | |
|---|--|
| Total # of Unduplicated Volunteers | 75% Agency-wide Education Outcome |
| My project's total # of unduplicated volunteers is: 0 . | # I must place: 0. |
| Total placed so far: 0. | # placed so far: 0. |
| # I still have to place: 0. | # I still have to place: 0. |

Summary of Performance Measures

For every work plan, enter the output target, outcome target (if an outcome was selected), number of unduplicated volunteers, number of total volunteers contributing, and number of volunteer stations. Targets must be numbers, not percentages.

Home Page | Objective | Performance Measure | **Target** | Summary

Screen Instructions

On this tab, you will indicate how many volunteers will be working in each work plan, and you will indicate target for your outputs and outcomes.

- Targets must be numbers, not percents.

Volunteer Calculator

| | |
|---|--|
| Total # of Unduplicated Volunteers | 75% Agency-wide Education Outcome |
| My project's total # of unduplicated volunteers is: 0 . | # I must place: 0. |
| Total placed so far: 0. | # placed so far: 0. |
| # I still have to place: 0. | # I still have to place: 0. |

Summary of Performance Measures

| Objective | ID | Category Title | Service Activity | Output | Output Target | Outcome | Outcome Target | # of Unduplicated Vols | # of Total Vols Contributing | # of Vol Stations |
|------------------|-----|-----------------------------------|------------------------|--------|---------------|---------|----------------|------------------------|------------------------------|-------------------|
| School Readiness | 1.1 | Agency-wide Education Outcome 75% | Assisting in classroom | ED21 | 0 | ED23 | 0 | 0 | 0 | 0 |
| Employment | 2.1 | Other | Adult Basic Education | O2 | 0 | O10 | 0 | 0 | 0 | 0 |

Save | Review Allocations | Back | Next

The Volunteer Calculator at the top of the screen will update accordingly to display the percentage of volunteers for the Performance Measure requirements. As you enter target numbers, click on Review Allocations to update the volunteer calculator. Once all Performance Measure requirements are met, the success notice will populate in the volunteer calculator.

- **Success: All allocation rules satisfied**

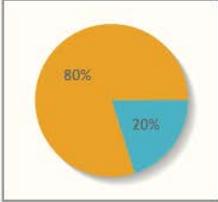
Volunteer Calculator

Click Next or the Summary tab to move to the Summary tab. This page provides a summary of all the information you have entered in the module. To print the entire summary, click Print PDF for all Performance Measures.

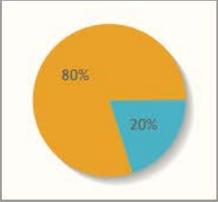
Performance MeasureTargetSummary

Summary

Unduplicated Volunteers by Focus Areas



Unduplicated Volunteers by Objective



Unduplicated Volunteers by Category Title



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



[Print PDF for all Performance Measures](#)

▶ [PM 1.1-Assisting in classroom](#)

▶ [PM 2.1-Adult Basic Education](#)

Back Validate Performance Measures

To print one performance measure, expand the measure and click Print This Measure.

The screenshot shows a web interface for a performance measure. At the top right, there is a link "Print PDF for all Performance Measures". Below it, a dropdown menu is expanded to show "PM 1.1-Assisting in classroom". The form contains several sections: "Applicant Organization" (Test RSVP Grantee), "Period Covered" (Starting and Ending), "Community Need to be Addressed" (test), "Focus Area" (Education), "Objective" (School Readiness), and "Number of Volunteer Stations" (1). A "Project Planning" tab is active. Under this tab, there are two "Service Activity" entries: "Assisting in classroom" with "Anticipated # of Unduplicated Vols" (40) and "Anticipated # of Total Vols Contributing" (40). The first activity has an "Anticipated Output" of "(PRIORITY) ED21: Number of children who completed early childhood education programs", a "Target" of 40, and is "How Measured" by "Activity Log". The second activity has an "Anticipated Outcome" of "(PRIORITY) ED23: Number of children demonstrating gains in social and/or emotional development", a "Target" of 40, and is "How Measured" by "Observation Tool". At the bottom of the form, there are three buttons: "Edit Performance Measures", "Edit Targets", and "Print This Measure", which is highlighted with a red box. Below the form are two large blue buttons: "Back" and "Validate Performance Measures".

Click Edit Performance Measures to return to the Performance Measure tab.

This screenshot is identical to the one above, showing the same performance measure form. However, in this view, the "Edit Performance Measures" button at the bottom of the form is highlighted with a red box, indicating the next step in the process.

Click Validate Performance Measures to validate the module prior to submitting your application.

PRINT PDF for all Performance Measures

PM 1.1-Assisting in classroom

Applicant Organization: Test RSVP Grantee Period Covered Starting: Ending:

Community Need to be Addressed: test

Focus Area: Education Objective: School Readiness Number of Volunteer Stations: 1

Project Planning

Service Activity: Assisting in classroom

Anticipated # of Unduplicated Vols: 40

Anticipated # of Total Vols Contributing: 40

Anticipated Output: (PRIORITY) ED21: Number of children who completed early childhood education programs

Target: 40 How Measured: Activity Log

Anticipated Outcome: (PRIORITY) ED23: Number of children demonstrating gains in social and/or emotional development

Target: 40 How Measured: Observation Tool

Edit Performance Measures Edit Targets Print This Measure

Back **Validate Performance Measures**

If all Performance Measures are validated successfully, the following message will appear.

Summary

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

Unduplicated Volunteers by Focus Unduplicated Volunteers by Unduplicated Volunteers by Category % of Unduplicated Volunteers

Click Back to eGrants Application to return to the rest of the application and exit the Performance Measure module.

home **back to eGrants application** my account help logout

Grant application ID: 13SF146760

NOFA: FGP 2013 Quarter 3 (Year 1 of single or multi year grant)

Type: New Application

Status: Grantee Initial Entry

Submitted:

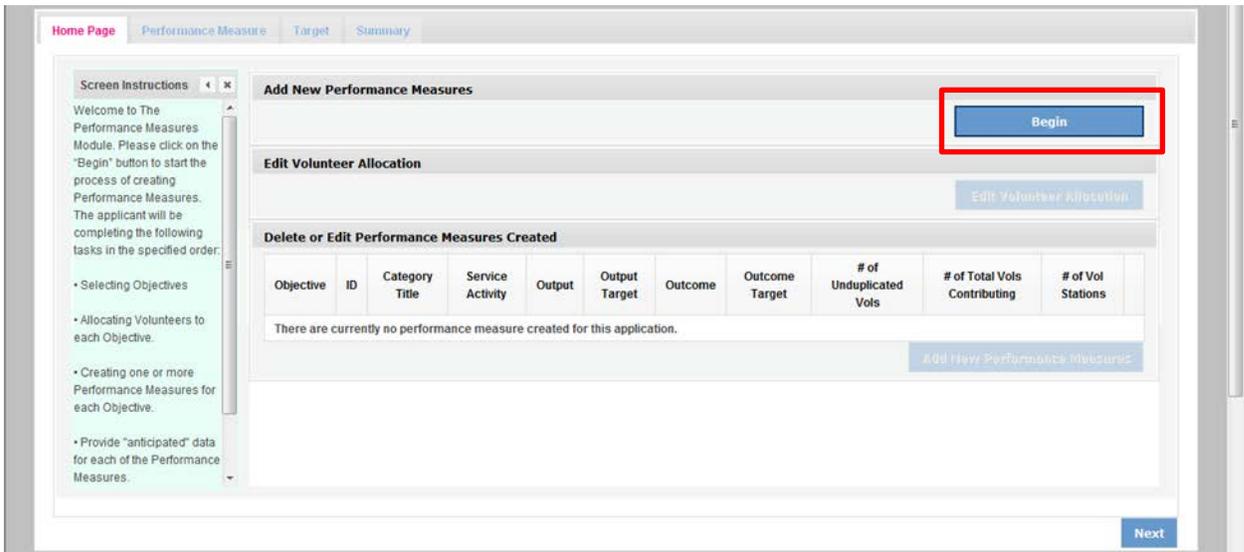
Legal Applicant Name: Test RSVP Grantee

For Senior Companion Program Applicants

Click to enter the work plan Performance Measure Module.



Click Begin to start entering work plans.



The Performance Measure tab allows you to create sets of aligned performance measures for all the grant activities you will measure. Begin by selecting a Category Title from the drop down options.

The screenshot shows the 'Performance Measures' form in a web application. At the top, there are navigation tabs: 'Home Page', 'Performance Measure' (highlighted), 'Target', and 'Summary'. Below the tabs is a 'Summary of Performance Measures' table with columns: Objective, ID, Category Title, Service Activities, Output, Outcome, Complete, Delete, and Edit. The table is currently empty, with a message: 'There are currently no Performance measures created for this application.' Below the table is a 'Screen Instructions' panel on the left, which provides guidance on how to create performance measures. The main form area is titled 'Performance Measures' and contains several sections: 'Select Category Title' with a dropdown menu showing 'Independent Living and Respite Care' selected; 'Select Objective' with a dropdown menu showing 'Independent Living and Respite Care' selected; 'Enter Community Need' with a text input field; 'Select Output' with a dropdown menu showing 'OT2: Number of other older adults and individuals with disabilities served.'; 'Select Instrument' with a dropdown menu showing 'Other' and an 'Enter Instrument Description' field; 'Select Outcome' with a dropdown menu showing '--No Outcome selected--'; 'Select Instrument' with a dropdown menu showing '--Select Instruments--' and an 'Enter Instrument Description' field; and 'Select Service Activities' with a table showing 'Servicing Non-Veterans' as a service activity. At the bottom right of the form are buttons for 'Reset', 'Add PM', 'Back', and 'Next'. A 'Save' button is located at the bottom left of the form.

Select an objective for your aligned Performance Measure. The objectives dropdown list will generate based on the category title selected.

The screenshot shows the 'Performance Measures' form in a web application, similar to the previous one. The 'Summary of Performance Measures' table is still empty. The 'Screen Instructions' panel is on the left. The main form area is titled 'Performance Measures' and contains several sections: 'Select Category Title' with a dropdown menu showing 'Independent Living and Respite Care' selected; 'Select Objective' with a dropdown menu showing 'Aging in Place' selected; 'Enter Community Need' with a text input field; 'Select Output' with a dropdown menu showing '--Select Output--'; 'Select Instrument' with a dropdown menu showing '--Select Instruments--' and an 'Enter Instrument Description' field; 'Select Outcome' with a dropdown menu showing '--No Outcome selected--'; 'Select Instrument' with a dropdown menu showing '--Select Instruments--' and an 'Enter Instrument Description' field; and 'Select Service Activities' with a table showing 'No records found.' as a service activity. At the bottom right of the form are buttons for 'Reset' and 'Add PM'. A 'Save' button is located at the bottom left of the form.

Provide a brief description of the need your project will address in this Performance Measure.

Select Objective: Aging in Place

Enter Community Need

Select Output: --Select Output--

Select Instrument: --Select Instruments-- Enter Instrument Description

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments-- Enter Instrument Description

Select Service Activities: Service Activities Description

Select the output you wish to measure in this set of work plans. The output dropdown list will generate based on the objective selected.

Performance Measures

Select Category Title: Independent Living and Respite Care

Select Objective: Aging in Place

Enter Community Need

Select Output: --Select Output--

Select Instrument: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service (PRIORITY) H8: Number of individuals receiving independent living services

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments-- Enter Instrument Description

Select Service Activities: Service Activities Description

No records found.

Reset Add PM

Back Next

Select the instrument you plan to use to measure the output. The instrument dropdown list will generate based on the output selected. Enter an instrument description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

The screenshot shows the 'Performance Measures' form. The 'Select Output' dropdown is set to 'H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service'. The 'Select Instrument' dropdown is open, showing options: '--Select Instruments--', 'Activity Logs', 'Client Tracking Database', and 'Other'. The 'Client Tracking Database' option is highlighted. The 'Enter Instrument Description' field is empty. The 'Enter Community Need' field is also empty. The 'Select Service Activities' section shows 'Companionship' selected. At the bottom right, there are buttons for 'Reset', 'Add PM', 'Back', and 'Next'.

Select the outcome you wish to measure in this set of work plans. The outcome dropdown list will generate based on the output selected. If the output does not have corresponding outcomes available, outcome options will not be available in the dropdown list. If you do not plan to measure outcomes for the output selected, do not select an outcome from the dropdown list. Instead, skip ahead to select service activities.

The screenshot shows the 'Performance Measures' form. The 'Select Output' dropdown is set to 'H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service'. The 'Select Instrument' dropdown is set to 'Client Tracking Database'. The 'Enter Instrument Description' field contains 'test'. The 'Select Outcome' dropdown is open, showing options: '--No Outcome selected--', '--No Outcome selected--', and 'H14: Number of caregivers who reported having increased social ties/perceived social support'. The 'H14' option is highlighted. The 'Enter Community Need' field contains 'test'. The 'Select Service Activities' section shows 'Companionship' selected. At the bottom right, there are buttons for 'Reset', 'Add PM', 'Back', and 'Next'.

Select the instrument you plan to use to measure the outcome. The instrument dropdown list will generate based on the outcome selected. Enter an instrument description. Give the name of the instrument and briefly describe who will collect the data from whom, and when it will be collected.

Performance Measures

2 Select Category Title: Independent Living and Respite Care

2 Select Objective: Aging in Place

Enter Community Need: test

2 Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service

2 Select Instrument: Client Tracking Database

Enter Instrument Description: test

2 Select Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support

2 Select Instrument: --Select Instruments--

Enter Instrument Description:

2 Select Service Activities:

Service Activities: Companionship

Buttons: Reset, Add PM, Back, Next

Select all the service activities that apply. The service activities that appear are generated based on the objective selected. Each service activity selected will create a new work plan. Enter a description of the service activity in the corresponding text box. The service activity description should explain what the SCP volunteers are doing in a way that shows how they will achieve the outcome or output. Say who the beneficiaries are, and what the volunteers will be doing with the beneficiaries. Say how often volunteers will provide the service and for how long. Say where the service will take place.

2 Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service

2 Select Instrument: Client Tracking Database

Enter Instrument Description: test

2 Select Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support

2 Select Instrument: Survey

Enter Instrument Description: test

2 Select Service Activities:

Service Activities: Companionship

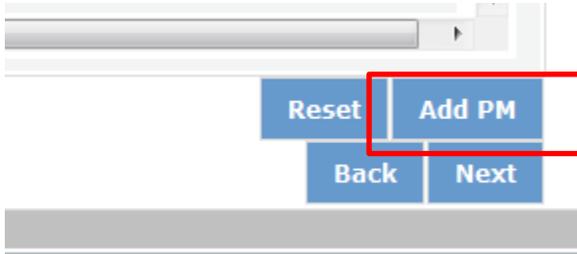
Companionship-Dept. of Veterans Affairs

Preventing Elder Abuse

Transportation

Description:

Buttons: Reset, Add PM, Back, Next



Click Add PM after completing the information for each objective.

As work plans are completed for each objective, the objectives will appear at the top of the screen.

| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
|-----------------------|----|-------------------------------------|----------------------|--------|---------|----------|--------|------|
| Aging in Place | 1 | Independent Living and Respite Care | Companionship, ... | H13 | H14 | Yes | Delete | Edit |
| Other Healthy Futures | 2 | Other | Serving Non-Veterans | OT2 | | Yes | Delete | Edit |

After all Work Plans have been completed, click Next or the Target tab to move to the Target tab. The Target tab allows Targets to be set for each work plan. First, enter the project's total number of unduplicated volunteers in the volunteer calculator.

Volunteer Calculator

Total # of Unduplicated Volunteers

My project's total # of unduplicated volunteers is:

Total placed so far: 0.

I still have to place: 100.

For every work plan, enter the output target, outcome target (if an outcome was selected), number of unduplicated volunteers, number of total volunteers contributing, and number of volunteer stations. Targets must be numbers, not percentages.

Home Page | Performance Measure | Target | Summary

Screen Instructions ✕

On this tab, you will indicate how many volunteers will be working in each work plan, and you will indicate target for your outputs and outcomes.

• Targets must be numbers, not percents.

Volunteer Calculator

Total # of Unduplicated Volunteers

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

Total placed so far: 100.

I still have to place: 0.

| Summary of Performance Measures | | | | | | | | | | |
|---------------------------------|-----|-------------------------------------|--|--------|----------------------------------|---------|----------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Objective | ID | Category Title | Service Activity | Output | Output Target | Outcome | Outcome Target | # of Unduplicated Vols | # of Total Vols Contributing | # of Vol Stations |
| Aging in Place | 1.1 | Independent Living and Respite Care | Companionship | H13 | <input type="text" value="50"/> | H14 | <input type="text" value="40"/> | <input type="text" value="20"/> | <input type="text" value="70"/> | <input type="text" value="2"/> |
| Aging in Place | 1.2 | Independent Living and Respite Care | Companionship- Dept. of Veterans Affairs | H13 | <input type="text" value="100"/> | H14 | <input type="text" value="150"/> | <input type="text" value="40"/> | <input type="text" value="55"/> | <input type="text" value="5"/> |
| Other Health | 2.1 | Other | Serving Non- | OT2 | <input type="text" value="10"/> | | | <input type="text" value="40"/> | <input type="text" value="40"/> | <input type="text" value="4"/> |

Save

Review Allocations

Back

Next

The Volunteer Calculator at the top of the screen will update accordingly to display the volunteers left to place for the Performance Measure requirements. As you enter target numbers, click on Review Allocations to update the volunteer calculator. Once all Performance Measure requirements are met, the success notice will populate in the volunteer calculator.

- **Success: All allocation rules satisfied**

Volunteer Calculator

| Total # of Unduplicated Volunteers | Primary Focus Areas |
|------------------------------------|---------------------|
| | |

Click Next or the Summary tab to move to the Summary tab. This page provides a summary of all the information you have entered in the module. To print the entire summary, click Print PDF for all Performance Measures.

Home Page | Performance Measure | Target | Summary

Screen Instructions

This page provides a summary of all the information you have entered in this module.

- To print the entire summary, click "Print PDF for all Performance Measures".
- To print one performance measure, expand the measure and click "Print This Measure".
- Click "Edit Performance Measures" to return to the PM tab.
- Click "Edit Targets" to return to the Target tab.

Summary

Unduplicated Volunteers by Objective

Unduplicated Volunteers by Category Title

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

Print PDF for all Performance Measures

- PM 1.1-Companionship
- PM 1.2-Companionship-Dept. of Veterans Affairs
- PM 2.1-Serving Non-Veterans

Back | Validate Performance Measures

08 Approved Contact Help Desk

To print one performance measure, expand the measure and click Print This Measure.

PM 1.1-Companionship

Applicant Organization: Test RSVP Grantee | Period Covered Starting: | Ending: |

Community Need to be Addressed: test

Focus Area: Healthy Futures | Objective: Aging in Place | Number of Volunteer Stations: 2

Project Planning

Service Activity: Companionship

Anticipated # of Unduplicated Vols: 20

Anticipated # of Total Vols Contributing: 70

Anticipated Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service

Target: 50 | How Measured: Client Tracking Database

Anticipated Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support

Target: 40 | How Measured: Survey

Edit Performance Measures | Edit Targets | Print This Measure

Back | Validate Performance Measures

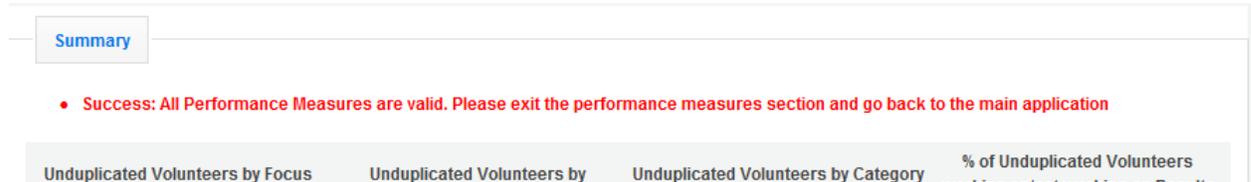
Click Edit Performance Measures to return to the Performance Measure tab.

The screenshot shows a web form titled "PM 1.1-Companionship". The form is divided into several sections. The top section contains fields for "Applicant Organization" (Test RSVP Grantee), "Period Covered Starting:" and "Ending:" (both empty), "Community Need to be Addressed:" (test), "Focus Area:" (Healthy Futures), "Objective:" (Aging in Place), and "Number of Volunteer Stations:" (2). Below this is a "Project Planning" tab. The "Service Activity:" is "Companionship". The "Anticipated # of Unduplicated Vols:" is 20, and "Anticipated # of Total Vols Contributing:" is 70. The "Anticipated Output:" is "H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service". The "Target:" is 50, and "How Measured:" is "Client Tracking Database". The "Anticipated Outcome:" is "H14: Number of caregivers who reported having increased social ties/perceived social support". The "Target:" is 40, and "How Measured:" is "Survey". At the bottom of the form, there are three buttons: "Edit Performance Measures" (highlighted with a red box), "Edit Targets", and "Print This Measure". At the very bottom of the page, there are two buttons: "Back" and "Validate Performance Measures".

Click Validate Performance Measures to validate the module prior to submitting your application.

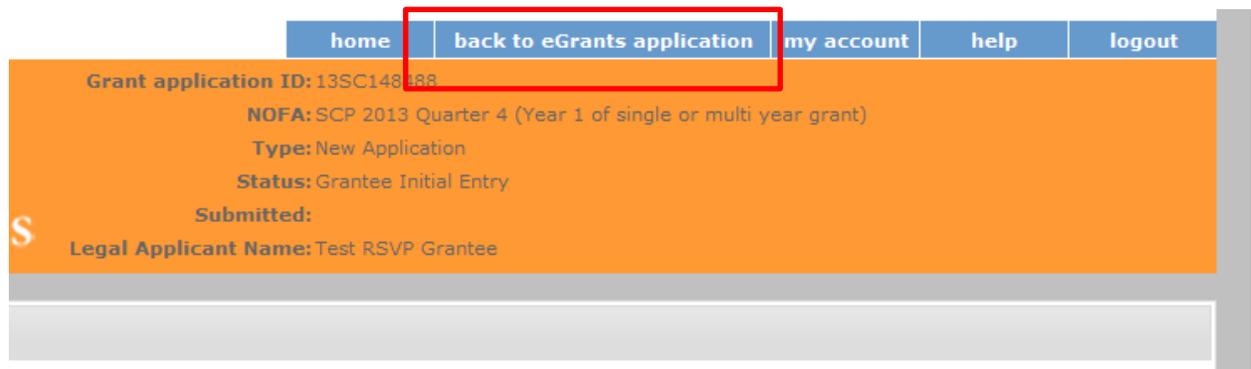
This screenshot is identical to the one above, showing the "PM 1.1-Companionship" form. The "Edit Performance Measures" button is no longer highlighted. Instead, the "Validate Performance Measures" button at the bottom right of the page is highlighted with a red box. All other form fields and buttons remain the same as in the previous screenshot.

If all Performance Measures are validated successfully, the following message will appear.



The screenshot shows a 'Summary' tab with a red success message: 'Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application'. Below the message is a navigation bar with four items: 'Unduplicated Volunteers by Focus', 'Unduplicated Volunteers by', 'Unduplicated Volunteers by Category', and '% of Unduplicated Volunteers'.

Click Back to eGrants Application to return to the rest of the application and exit the Performance Measure module.



The screenshot shows a navigation bar with five items: 'home', 'back to eGrants application', 'my account', 'help', and 'logout'. The 'back to eGrants application' item is highlighted with a red box. Below the navigation bar is an orange content area with the following text: 'Grant application ID: 13SC148188', 'NOFA: SCP 2013 Quarter 4 (Year 1 of single or multi year grant)', 'Type: New Application', 'Status: Grantee Initial Entry', 'Submitted:', and 'Legal Applicant Name: Test RSVP Grantee'. A large 'S' is visible on the left side of the orange area.

PART IV - Required Supplemental Documents List (eGrants “Documents” Section)

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

status entered
 status not entered

| Document Name | Document Status | delete |
|--|-----------------|--------|
| Aggregate Dollar Amounts of funding | Not Sent | |
| Board of Directors | Not Sent | |
| Community Advisory Group Names and Addresses | Not Sent | |
| Direct Deposit (SF-1199) | Not Sent | |
| Federal Financial Report User Form | Not Sent | |
| Financial Management Survey | Not Sent | |
| Financial Statement Audit or SF-990 | Not Sent | |
| IRS Certification of Non-Profit Status | Not Sent | |
| Negotiated Indirect Cost Agreement | Not Sent | |
| Organizational Chart | Not Sent | |
| Project Director's Job Description | Not Sent | |
| Recipient Contact Form | Not Sent | |
| Roster of Volunteer Stations | Not Sent | |
| Statement of Audit Status | Not Sent | |

Document Statuses

Sent: means you have sent the document to CNCS

Not Sent: means you intend to send the document to CNCS, but have not yet done so. If Not Sent is selected, the application cannot be submitted in eGrants.

Not Applicable: means the document is not required for this application

Already on file at CNCS: means the document is already on file at CNCS because it was submitted with a previously awarded application.

PART V. – BUDGET Instructions: eGrants Budget Sections

Please refer to the *Senior Corps Grant Application Instructions* as you complete your budget.

Below are the instructions for each line item of the budget form. For each line item, you will have to document the CNCS Share, Grantee Share, and the Excess Amount.

Figure 1

| | |
|---------------|--|
| CNCS Share | Enter the amount of Corporation funding requested for each line item and the total |
| Grantee Share | Enter the amount of funds for the item that is expected to be covered by grantee funds or funds the grantee expects to receive from other sources, including cash and in-kind support. |
| Excess Amount | Enter any contributions in excess of required non-federal share in this optional section , as Stipulated in Section 224 of the Domestic Volunteer Service Act, as amended. |

Please note that you are required to put the total cost in all line items to identify the source of funds as appropriate.

Section I: Volunteer Support Expenses *(for RSVP, FGP, and SCP applicants)*

Source of Matching Funds

By clicking the 'Enter Source of matching funds', you will be asked to provide any source(s) of matching funds in the textbox below.

Project Personnel Expenses

List the title of each staff position charged to the project. List all positions/titles that are either funded by CNCS, grantee share, or excess resources.

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

By clicking the 'add a new budget item' you will be taken to this screen.

For this screen you will need to enter the position title, the quantity, the full-time equivalent (FTE) annual salary, the percentage of time, and the CNCS, Grantee, and Excess Amount (refer to Figure 1 above).

Budget - Project Personnel Expenses

[cancel](#) [save & close](#)

Please enter the necessary budget information for your project.

* Position/Title:

* Qty:

* Annual Salary: \$.

* % Time: . %

Total Amount: \$0.00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Personnel Fringe Benefits

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

| Item | Description | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|------------------|-------------|--------------|------------|---------------|---------------|------|-----|
| FICA | | \$0 | \$0 | \$0 | \$0 | edit | |
| Health Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Retirement | | \$0 | \$0 | \$0 | \$0 | edit | |
| Life Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | | |

Enter in the appropriate column the cost of fringe benefits to which employees are entitled, calculated on the same percentage time indicated under line A for each individual. In the description, provide details concerning the benefits provided. (E.G., Retirement contributions for all staff working over 60% time, calculated at 5% of total annual salaries of \$80,000 = \$4,000).

Once you have clicked the 'edit' or 'add a new budget' link under Personnel Fringe Benefits, you will be able to enter a short description of the calculations of the benefits.

Description:

* Total Amount: \$.

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Local Travel

Enter local travel costs, as appropriate in the budget. Briefly list the purpose of anticipated local travel and the basis for cost calculations.

| Local Travel: add a new budget item ? | | | | | | | |
|--|-------------|--------------|------------|---------------|---------------|------|-----|
| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
| Subtotal | | | | | | | |

Local travel is travel within the project service area.

For Local Travel →

Please enter the necessary budget information for your project.

* Purpose:

Calculation:

* Total Amount: \$.

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Long Distance Travel

Enter long distance travel costs, as appropriate, in the budget. Briefly list the purpose of anticipated long distance travel and the basis for cost calculations.

| Long Distance Travel: add a new budget item ? | | | | | | | | | | |
|--|-------------|---------------|----------------|--------------|--------------|------------|---------------|---------------|------|-----|
| Purpose | Destination | Trans. Amount | Meals/ Lodging | Other Travel | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
| Subtotal | | | | | | | | | | |

Please enter the necessary budget information for your project.

* Purpose:

Destination:

* Trans. Amount: \$.

* Meals/ Lodging: \$.

* Other Travel: \$.

Total Amount: \$0.00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

All travel outside the service area is long distance travel. For long distance travel, show the purpose for each trip and break out for each the cost of transportation, meals and lodging, and other travel costs.

← For Long Distance Travel

Equipment

Enter the cost of equipment. Items costing more than \$5,000 should be listed in this section.

| Equipment add a new budget item ? | | | | | | | | |
|---|-----|-----------|--------------|------------|---------------|---------------|------|-----|
| Item/Purpose | Qty | Unit Cost | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
| Subtotal | | | | | | | | |

Please enter the necessary budget information for your project.

* Item/Purpose:

* Qty:

* Unit Cost: \$.

Total Amount: \$0.00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Supplies

By clicking here you will be able to list your supplies.

| Supplies: add a new budget item ? | | | | | | | | |
|---|-------------|--------------|------------|---------------|---------------|------|-----|--|
| Item/Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del | |
| Subtotal | | | | | | | | |

Please enter the necessary budget information for your project.

* Item/ Purpose:

Calculation:

* Total Amount: \$ 0 . 00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Enter your items to be purchased, the quantity of each, with their respective costs, and explain how each item will be used in the project. *Itemize large items.*

Contractual and Consultant Services

Enter the cost of contracts and consultants as appropriate.

Contractual and Consultant Services : **add a new budget item** ?

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|-----------------|-------------|--------------|------------|---------------|---------------|------|-----|
| Subtotal | | | | | | | |

In this section you will be able to itemize each contract or consultant and provide a brief justification of the need for each.

Include here all services documented in a contract, such as clerical support, training consultants, equipment repair and maintenance, or bookkeeping services.

Please enter the necessary budget information for your project.

* Purpose:

Calculation:

* Total Amount: \$.

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Other Volunteer Support Costs

Describe all other allowable Volunteer Support Expenses not included in the above categories, such as criminal history background checks, training, evaluation services, and other items and briefly describe.

Other Volunteer Support Costs : **add a new budget item** ?

| Item | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|---------------------------|--------------|------------|---------------|---------------|-------------|-----|
| Criminal Background Check | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | \$0 | \$0 | \$0 | \$0 | | |

For the Criminal Background check, you will have to click on the 'edit' link to add the appropriate costs to perform this action.

Criminal Background checks are for all employees or other individuals who receive a salary or similar payment from the grant (federal or non-federal share).

For any additional Volunteer Support Costs, click on the 'add a new budget item' and complete the appropriate fields.

Please enter the necessary budget information for your project.

* Item: Criminal Background Check

* Total Amount: \$ 0 .00

* CNCS Share: \$ 0 .00

* Grantee Share: \$ 0 .00

* Excess Amount: \$ 0 .00

Please enter the necessary budget information for your project.

* Item:

* Total Amount: \$ 0 .00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Indirect Costs

Enter indirect charges applicable to volunteer support expenses. A Negotiated Indirect Cost Rate Agreement must be in place with your cognizant federal agency.

Indirect Costs: **add a new budget item** ?

| Rate Type | Cost Basis | Calculation | Rate | Claimed | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|-----------------|------------|-------------|------|---------|--------------|------------|---------------|---------------|------|-----|
| Subtotal | | | | | | | | | | |

In this section, you will be able to describe the type of rate (provisional, predetermined, final, or fixed) in effect during the budget period, estimated amount of the base to which the indirect rate was applied, and total indirect expense.

Please enter the necessary budget information for your project.

* Rate Type: Select a Cost Type ▼

Cost Basis: Select a Basis ▼

Calculation:

Rate: . %

Claimed: . %

Total Amount: \$ 0 .00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Section II: Volunteer Expenses (for RSVP applicants)

Source of Matching Funds

By clicking the 'Enter Source of matching funds', you will be asked to provide any source(s) of matching funds

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

Please enter the necessary budget information for your project.

Please enter the source of matching funds in the textbox below.

Source of Matching Funds (Max. 1000 chars)

Other Volunteer Costs (for RSVP)

In this section, you will enter in the respective categories the applicable costs and reimbursable expenses, as appropriate.

Other Volunteer Costs **add a new budget item** ?

| Item | Description | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|------------------|-------------|--------------|------------|---------------|---------------|------|-----|
| Meals | | \$0 | \$0 | \$0 | \$0 | edit | |
| Uniforms | | \$0 | \$0 | \$0 | \$0 | edit | |
| Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Recognition | | \$0 | \$0 | \$0 | \$0 | edit | |
| Volunteer Travel | | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | | |

RSVP allowable costs and reimbursable expenses include: Volunteer Travel, Meals, Recognition, and Insurance. Volunteers may also be reimbursed for costs incurred while performing assignments – including transportation, equipment, supplies, etc. – provided such costs are described in the Memorandum of Understanding negotiated with the volunteer station where the volunteer is assigned and there are sufficient funds available to cover these expenses and meet all other requirements of the NGA.

'Add a new budget item' →

Please enter the necessary budget information for your project.

* Item:

Description:

* Total Amount: \$.

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Please enter the necessary budget information for your project.

* Item: Meals

Description:

* Total Amount: \$.

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

← 'Edit' the categories applicable to your organization.

Subtotal:

| Total Amount | CNCS Share | Grantee Share | Excess Amount |
|--------------|------------|---------------|---------------|
| \$0 | \$0 | \$0 | \$0 |
| | 0% | 0% | 0% |

This section provides the subtotals of the CNCS share, Grantee share and any excess amount that you have entered under the budget.

By validating your entire Budget section, you will be able to view or edit any errors on the list that pops up. To ensure you have validated the budget, the link will turn green with a check mark.

Validate this budget 

Section II: Volunteer Expenses (for FGP and SCP applicants)

Source of Matching Funds (for FGP and SCP)

By clicking the 'Enter Source of matching funds', you will be asked to provide any source(s) of matching funds

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

Please enter the necessary budget information for your project.

Please enter the source of matching funds in the textbox below.

Source of Matching Funds (Max. 1000 chars)

Stipends (for FGP and SCP)

In this section, you will enter in the respective stipends for both Corporation and Non-Corporation funded volunteer service years, as appropriate.

| Stipends | | | | | | | | |
|------------------------|---|----------------|--------------|------------|---------------|---------------|------|-----|
| Item | # | Annual Stipend | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
| Corporation Funded | | \$2,767 | \$0 | \$0 | \$0 | \$0 | edit | |
| Non-Corporation Funded | | \$2,767 | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | 0 | \$5,534 | \$0 | \$0 | \$0 | \$0 | | |

Please enter the necessary budget information for your project.

* Item: Corporation Funded

* #:

* Annual Stipend: \$2767

Total Amount: \$0.00

* CNCS Share: \$.00

* Grantee Share: \$.00

* Excess Amount: \$.00

Please enter the necessary budget information for your project.

* Item: Non-Corporation Funded

* #:

* Annual Stipend: \$2767

Total Amount: \$0.00

* CNCS Share: \$.00

* Grantee Share: \$.00

* Excess Amount: \$.00

Other Volunteer Costs (for FGP and SCP)

In this section, you will enter in the respective categories the applicable costs and reimbursable expenses, as appropriate.

| Other Volunteer Costs add a new budget item | | | | | | | |
|--|-------------|--------------|------------|---------------|---------------|------|-----|
| Item | Description | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
| Meals | | \$0 | \$0 | \$0 | \$0 | edit | |
| Uniforms | | \$0 | \$0 | \$0 | \$0 | edit | |
| Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Recognition | | \$0 | \$0 | \$0 | \$0 | edit | |
| Volunteer Travel | | \$0 | \$0 | \$0 | \$0 | edit | |
| Physical Examinations | | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | | |

'Add a new budget item' →

Please enter the necessary budget information for your project.

* Item:

Description:

* Total Amount: \$.00

* CNCS Share: \$.

* Grantee Share: \$.

* Excess Amount: \$.

Please enter the necessary budget information for your project.

* Item: Physical Examinations

Description:

* Total Amount: \$.00

* CNCS Share: \$.00

* Grantee Share: \$.00

* Excess Amount: \$.00

← 'Edit' the categories applicable to your organization.

| Subtotal: | | | |
|--------------|------------|---------------|---------------|
| Total Amount | CNCS Share | Grantee Share | Excess Amount |
| \$0 | \$0 | \$0 | \$0 |
| | 0% | 0% | 0% |

This section provides the subtotals of the CNCS share, Grantee share and any excess amount that you have entered in your Budget.

By validating your entire Budget section, you will be able to view or edit any errors on the list that pops up.



PART VI – FUNDING Instructions: Estimated Funding

Estimated Funding (for RSVP, FGP, and SCP)

To complete the budget section, you will be required to provide the applicant share breakdown for the application. Please refer to the Grant Application Instructions for further instructions.

| Estimated Funding | |
|---|--------|
| Total | |
| Total Amount | \$0.00 |
| Federal Share | |
| Amount | \$0.00 |
| Applicant Share | |
| Amount | \$0.00 |
| Applicant Share Breakdown | |
| Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$0.00. | |
| Local: | \$0.00 |
| State: | \$0.00 |
| Other: | \$0.00 |
| Income: | \$0.00 |
| <input checked="" type="checkbox"/> Please check the box if your organization is funded by CNCS | |

PART VII – Volunteer Station Roster Instructions

While completing your continuation or renewal application, you will notice a new section: Station Roster. Below are the instructions for entering your volunteer station roster.

Review the instructions for entering your volunteer station information. Click on the “add a new” link to enter your volunteer station information.

A pop-up screen will appear to enter each volunteer station. Fields with a red asterisk (*) are required for completion of each volunteer station.

Start Continuation Grant Application

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Volunteer Stations

Please enter volunteer station information.

Applicants for grant competitions do not need to complete this section. If selected for funding, all applicants for grant competitions will submit a station roster at a later date.

Please enter volunteer station information. A volunteer station is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Senior Corps volunteers in health, education, social service or related settings such as multi-purpose centers, home health care agencies, or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations. Provide stations in as much detail as possible. For example, rather than entering a school district, enter each school where volunteers are serving.

As each station is entered, it will populate in a list below. Please make every effort to provide complete and accurate data and to update it each year through continuation or renewal. Once a volunteer station is created it cannot be deleted. If an organization was entered in error, uncheck the "Active" box in the pop up box by clicking on "View/Edit" next to the volunteer station in the list below.

Enter stations as planned for the upcoming grant year. If the station is not yet active, when entering the station uncheck the box marked "Active" and update the station later through an amendment.

Volunteer Stations [add a new](#)

| Volunteer Station | City | Number of Volunteers | Number of Unduplicated Volunteers | Active | view/edit |
|-------------------|------|----------------------|-----------------------------------|--------|-----------|
| | | | | | |

Enter data for each field. For help, click the help text (?) to understand the description of what should be entered into that specific field. For example, the street address line should be entered as the actual physical address location where Senior Corps volunteers will serve. Do not enter post office boxes.

For the Focus Areas and Objectives, *you will have to select one Focus Area and Objective at a time*. For example, I have selected Healthy Futures – Other Healthy Futures. I will need to ‘**save & close**’ the pop-up screen in order to add another Focus Area and Objective for this station roster.

Active MOU: check this box to indicate that there is a current signed MOU with this station.

Active: once a volunteer station is created it cannot be deleted. If an organization was entered in error or is no longer an active Senior Corps station, uncheck this box.

Click ‘**save & close**’ once you have completed all applicable fields for this volunteer station.

Start Continuation Grant Application

Volunteer Station Information

cancel **save & close**

Please enter volunteer station information.

* Volunteer Station Name

* Volunteer Station Supervisor First Name

* Volunteer Station Supervisor Last Name

* Street Address Line 1

Street Address Line 2

* City

* State

* Zip code -

* Area Code and Phone Number: . . ext.

* Email Address

* Station Type

* Number of Unduplicated Volunteers

* Number of Volunteers

* Veterans

* Focus Areas and Objectives

| Focus Area and Objective | delete |
|---|---------------|
| Healthy Futures - Other Healthy Futures | delete |

Active MOU

Active

cancel **save & close**

To enter more than one Focus Area and Objective for a volunteer station, you will have to enter them separately. Click on the “**view/edit**” link to add additional Focus Areas and Objectives.

Volunteer Stations ? [add a new](#)

| Volunteer Station | City | Number of Volunteers | Number of Unduplicated Volunteers | Active | view/edit |
|---------------------|---------|----------------------|-----------------------------------|--------|------------------|
| Sample Nursing Home | Augusta | 5 | 3 | Y | view/edit |

You will be able to select another Focus Area and Objective for this volunteer station.

*** Focus Areas and Objectives** ? [add a new](#)

| Focus Area and Objective | delete |
|---|---------------|
| ----- Select Focus Area and Objective ----- ▼ | |
| Healthy Futures - Other Healthy Futures | delete |

NOTE: Please ensure that you enter all of the Focus Areas and Objectives that occur at that particular volunteer station.

The recent entries will be included on the Volunteer Stations screen. Repeat steps above until all volunteer stations have been completely entered for this grant.

Click on the ‘**next**’ link once all volunteer stations have been added.

You will notice the next screen you will see the Review screen. Review all information to ensure that you have completed all information for this continuation or renewal grant. Click “**next**” to go to the next screen.

Volunteer Stations ? [add a new](#)

| Volunteer Station | City | Number of Volunteers | Number of Unduplicated Volunteers | Active | view/edit |
|-----------------------------|---------|----------------------|-----------------------------------|--------|------------------|
| Example Residential Housing | Augusta | 5 | 5 | Y | view/edit |
| Sample Nursing Home | Augusta | 5 | 2 | Y | view/edit |

disable the pictures

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

Review, Authorize and Submit (for RSVP, FGP, and SCP)

Under the “Review” and “Authorize and Submit” sections, you should review each section of your application. In the case of competitive grants, reviewers will not consider material submitted over the 25 page limit. We strongly encourage you to print out your application. This limit does not include the budget and performance measures.

NOFA Information

- **NOFA:** RSVP New 2012 Relinquishment Funds Competition
- **Grant Application ID #:** 12SR141323
- **Due Date:** 05/15/2012
- **Summary:** For new RSVP grants to operate in geographic areas where there are no longer projects due to grant relinquishment, and for RSVP grant augmentations to existing grantees to incorporate new Veterans, including Department of Labor (DOL) Vets activities and/or other veteran’s and military families programming.

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:** Test Grantee Account
- **Authorized Representative:** Grantee Account, Test
- **Applying Type:** New
- **Applying:** Directly to CNCS

Application Info: [edit](#)

- **Areas affected by the project:**
The entire District of Columbia (washington, dc)
- **Project Start and End Dates:** 06/01/2013 ~ 05/31/2016
- **Subject to Review by State Executive Order 12372 Process:** No
- **Delinquent on any federal debt?** No

Narratives: [edit](#)

- **Executive Summary:** not entered
- **Strengthening Communities:** not entered
- **Recruitment and Development:** not entered
- **Program Management:** not entered
- **Organizational Capability:** not entered
- **Other:** not entered
- **PNS Amendment (if applicable):** not entered

Documents: [edit](#)

- Aggregate Dollar Amounts of funding - Not Sent
- Articles of Incorporation - Not Sent
- Board of Directors - Not Sent
- CPA Certification - Not Sent
- Certification of non-profit status - Not Sent
- Community Advisory Group names and addresses - Not Sent
- List of the names of any Funding Organizations/Sources - Not Sent
- Negotiated Indirect Cost Agreement - Not Sent
- Organizational Chart - Not Sent
- Project Director’s Job Description - Not Sent
- Roster of Volunteer Stations - Not Sent
- Statement of date of last A133 audit - Not Sent
- Statement of whether applicant is subject to A133 audit - Not Sent

Budget Section 1 Subtotal: [edit](#)

| Total Amount | CNCS Share | Grantee Share | Excess Amount |
|--------------|------------|---------------|---------------|
| \$0 | \$0 0% | \$0 0% | \$0 0% |

Budget Section 2 Subtotal: [edit](#)

| Total Amount | CNCS Share | Grantee Share | Excess Amount |
|--------------|------------|---------------|---------------|
| \$0 | \$0 0% | \$0 0% | \$0 0% |

Budget Total: [Validate this budget](#)

| Total Amount | CNCS Share | Grantee Share | Excess Amount |
|--------------|------------|---------------|---------------|
| \$0 | \$0 0% | \$0 0% | \$0 0% |

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On the next screen, the authorizing representative will be able to select the "I Agree" radio button for the authorization, assurances, and certifications for this grant application. To submit your continuation application, click on the **'Submit application for grant continuation.'**

NOTE: The person who submits the application must be the applicant's authorized representative. The authorized representative must be using eGrants under their own account in order to submit the application.

Start Continuation Grant Application back

Authorize and Submit

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

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

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

Authorization:

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

Authorized by: Faron, Barbara

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: Faron, Barbara

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: Faron, Barbara

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 application for grant continuation