

# My AmeriCorps Release 3 AmeriCorps National Programs Program Management



Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

# Introduction

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This presentation is designed for AmeriCorps National Programs. It will guide you through managing operating sites, service locations and slots, and show how to view a member roster.

We will also demonstrate how to transfer slots across programs. (For information on who can perform this function, please view the tutorial on **User Roles and Management – Understanding and Planning.**)

If you haven't already seen it, please check out the **General Overview** presentation before proceeding with this one. We assume for this presentation that you've been exposed to the basic features and navigation of My AmeriCorps.

# Important Considerations

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- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.
- The My AmeriCorps system does not include comprehensive compliance checks.
- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.
- If they have questions they should contact their Program Director or Program Officer.



# Agenda

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- Access My AmeriCorps
- Search for Primes or Operating Sites
- View Operating Sites
- Renew Operating Sites
- Create a New Operating Site
- Allocate Slots
- Edit Operating Site Information
- Service Locations
- Member Roster
- Slot Management
- Transfer Slots
- Search for Service Locations
- What's Next?



# Access My AmeriCorps

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4/21/2009, 11:45 AM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE



## eGRANTS

eGRANTS MESSAGES

Welcome Alyson

**VIEW MY GRANTS/APPLICATIONS**

- View All
- 69 Awarded
- 127 Closed
- 3 Concept Papers
- 12 Subapplication being reviewed by prime
- 4 Subapplication rejected by prime
- 3 Subapplication returned by prime
- 8 Under CNCS review

**VIEW MY AMERICORPS PORTAL**

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	Financial Report
Continuation/Renewal	My Account	Progress Report
Amendment	Equal Opportunity Survey	Progress Report Supplement
Concept Paper	Org has users awaiting approval	

508 Approved | Contact Help Desk | disable the pictures

After logging onto eGrants, click on **Portal Home** to enter My AmeriCorps.

# My AmeriCorps Home Page

**eGRANTS**

Welcome Alyson

Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket**
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Pending Applications | Pending Invitations | Pending Enrollments | Status Change Requests | Pending Exits

Results 1 Through 1

Your search returned 1 results.

Applicant ▶	Listing ▶	Date Submitted ▶	Status ▶	Date Available ▶	
Lindsay Likovich	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	print

The Portal Home link returns you to your My AmeriCorps home page. The menu on the left provides links to manage the grants and programs / operating sites you have access to. The links are context-sensitive, meaning that different links appear on different screens.

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion. Service Location users do not have workbaskets.

# Search for Primes or Operating Sites

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The screenshot shows the eGrants portal interface. On the left is a navigation menu with items like 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Manage Programs', and 'S&N Workbasket'. The 'Manage Programs' item is highlighted with a red arrow. The main content area shows a 'Workbasket' with buttons for 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. Below these is a search result table with one entry for 'Lindsay Likovich'.

Applicant	Listing	Date Submitted	Status	Date Available
Lindsay Likovich	'09-'10 City Year Seattle/King County			

Before viewing Prime or Operating Site Information, you have to find it. Click on **Manage Programs** to start the search.

# Grant and Slot Management Tasks

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Search for a Prime or Operating Site in order to complete these tasks:

- Creating a new operating site or renewing an old one
- Allocating slots to an operating site
- Viewing or editing Prime or Operating Site information,
- Viewing or converting standard or refill slots
- Transferring standard slots across operating sites, and
- Viewing a list of members assigned to a Operating Site or service location.

# Search for Primes or Operating Sites

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Search**

**Program Search Attributes**

To search for a program use the fields below and click the search button.

Program Year:

Project Title:

Program Code:

City:

State:

Select and/or enter identifying information to start a search. Click on **search** to see the results.

# Search for Primes or Operating Sites

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## eGRANTS

Welcome Alyson

Program Search

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Search Results

Results 11 Through 20 [First](#) [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [Next](#) | [Last](#) | [+10](#)

Your search returned 232 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
94ASCMA0220101	<a href="#">City Year Boston</a>	1995	Boston	MA
94ASCMA0220101	<a href="#">City Year Boston</a>	1996	Boston	MA
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1994	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1995	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1996	Providence	RI
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1995	San Antonio	TX
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1996	San Antonio	TX
94ADNMA006	<a href="#">City Year - Parent</a>	1997		
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1997	San Antonio	TX
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1997	Providence	RI

Use the page navigation to scroll through the pages. You can sort the listing by the column title.

The results page shows the total number of grants or operating sites meeting search criteria.

Sort the results by clicking the link in the column title.

# Reading Search Results

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## eGRANTS

Welcome Alyson

Program Search

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Search Results

Results 11 Through 20 [First](#) [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [Next](#) | [Last](#) | [+10](#)

Your search returned 232 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
94ASCMA0220101	<a href="#">City Year Boston</a>	1995	Boston	MA
94ASCMA0220101	<a href="#">City Year Boston</a>	1996	Boston	MA
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1994	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1995	Providence	RI
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1996	Providence	RI
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1995	San Antonio	TX
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1996	San Antonio	TX
94ADNMA006	<a href="#">City Year - Parent</a>	1997		
94ASCTX0451601	<a href="#">City Year San Antonio</a>	1997	San Antonio	TX
94ASCRI0410201	<a href="#">City Year Rhode Island</a>	1997	Providence	RI

Click on the name of the Prime or Operating Site to perform other grant-related functions.

# Program Information Screen

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**eGRANTS**

Welcome Alyson

View Program

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Click here for help.

Program Year: 2009

Program Name: City Year

Program Code: 09NDHMA001

Contact Name:

Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: 6179272348

Budget Period: 07/01/2009 - 06/30/2012

Enrollment Period: 07/01/2009 - 06/30/2010

Edit Program

View Service Locations

View Members

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Information about the Parent Organization and links to perform other tasks.

The Program Information links provide quick access to perform other grant-related functions and are specific to the program listed.

# View Operating Sites

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**eGRANTS**

Welcome Alyson | View Program

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Click here for help.

Program Year: 2009  
Program Name: City Year  
Program Code: 09NDHMA001  
Contact Name:  
Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: 6179272348  
Budget Period: 07/01/2009 - 06/30/2012  
Enrollment Period: 07/01/2009 - 06/30/2010

[Edit Program](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info**
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Click on **Operating Site Info** to view a listing of all operating sites or to renew or create one.

# View Operating Sites

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**eGRANTS**

Welcome Alyson

**View Operating Sites**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Operating Site Information**

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009

[View Previous Operating Sites](#)

[create operating site](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Your active operating sites will be listed here.

# Renew Operating Sites

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**eGRANTS**

Welcome Alyson

**View Operating Sites**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Operating Site Information**

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009

[View Previous Operating Sites](#)

create operating site

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Click on **View Previous Operating Sites** to renew a previously used operating site.

# Renew Operating Sites

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

### Renew Operating Sites

Select the Operating Sites to Renew

Operating Site	For Program Year	Renew
City Year Detroit	2009	<input type="checkbox"/>
City Year Little Rock	2009	<input type="checkbox"/>
City Year Los Angeles	2009	<input type="checkbox"/>
City Year Louisiana	2009	<input type="checkbox"/>
City Year Miami	2009	<input type="checkbox"/>
City Year New Hampshire	2009	<input type="checkbox"/>
City Year New York	2009	<input checked="" type="checkbox"/>
City Year Rhode Island	2009	<input type="checkbox"/>
City Year Rhode Island	2009	<input type="checkbox"/>
City Year San Antonio	2009	<input type="checkbox"/>
City Year Seattle/King County	2009	<input type="checkbox"/>
City Year Seattle/King County1	2009	<input type="checkbox"/>
Nick Norah	2009	<input type="checkbox"/>
Testing this in a Cont	2009	<input type="checkbox"/>

Select: All, None

back | renew operating sites

To renew an operating site, click the box next to each operating site. Click on it again to unselect it.

Click **All** to select all operating sites or **None** to deselect them. Click **renew operating sites** to make the selected operating sites available for use.

# Renew Operating Sites

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**eGRANTS**

Welcome Alyson

Renew Operating Sites

Select the Operating Sites to Renew

Operating Site	For Program Year	Renew
City Year Detroit	2009	<input type="checkbox"/>
City Year Little Rock	2009	<input type="checkbox"/>
City Year Los Angeles	2009	<input type="checkbox"/>
City Year Louisiana	2009	<input type="checkbox"/>
City Year Miami	2009	<input type="checkbox"/>
City Year Rhode Island	2009	<input type="checkbox"/>
City Year San Antonio	2009	<input type="checkbox"/>
City Year Seattle/King County	2009	<input type="checkbox"/>
City Year Seattle/King County1	2009	<input type="checkbox"/>
Nick Norah	2009	<input type="checkbox"/>
Testing this in a Cont	2009	<input type="checkbox"/>

Windows Internet Explorer

Are you sure you want to renew the selected operating sites?

OK Cancel

Select: All, None

back renew operating sites

Program Information

Program:  
City Year - 2009  
09NDHMA001

Program Info  
Operating Site Info  
Service Location Info  
Slot Info  
Slot Transfer  
Slot Allocation

Click on **OK** to continue with the process or **Cancel** to return to the Renew Operating Sites page.

# Renew Operating Sites

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**eGRANTS**

Welcome Alyson

**View Operating Sites**

Please note:  
The operating site was created successfully.

**Operating Site Information**

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009
09NDHMA0010006	<a href="#">City Year New York</a>	2009

[View Previous Operating Sites](#)

[create operating site](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

The renew process was successful and the operating site is available for use.

# Create a New Operating Site

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**Welcome Alyson**

**View Operating Sites**

Please note:  
The operating site was created successfully.

**Operating Site Information**

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009
09NDHMA0010006	<a href="#">City Year New York</a>	2009

[View Previous Operating Sites](#)

[create operating site](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Click on **create operating site** to enter the details of a new operating site.

You can access this page from the **Operating Site Info** link.

# Create a New Operating Site

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**eGRANTS**

Welcome Alyson

Create Operating Site

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Operating Site Information**

Program Year: 2009

Program: Create New

\*Operating Site Name:

\*Contact Name:

\*Street Address 1:

Street Address 2:

\*City:

\*State:

\*Zip:  -

\*Contact E-mail:

Contact Phone:

\*Enrollment Period: 07/01/2009 - 06/30/2010

cancel save

Enter the details of the new operating site.

Click on **save** to continue the process or **cancel** to return to the operating sites listing page without saving.

# Create a New Operating Site

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The screenshot shows the eGrants interface. At the top left is the 'eGRANTS' logo. Below it is a navigation menu with sections: 'Welcome Alyson', 'Portal Home' (with sub-items like Trainee Profile, Search Potential Applicants, etc.), 'Manage Programs' (with sub-items like Manage Service Locations, etc.), and 'Program Information' (with sub-items like Program Info, Operating Site Info, etc.). The main content area is titled 'View Operating Sites'. It contains a message: 'Please note: The operating site was created successfully.' Below this is a table titled 'Operating Site Information' with columns 'Program Code', 'Operating Site', and 'Program Year'. The table lists seven existing sites and one new site, 'New Operating Site Test 1'. At the bottom right of the table area is a button labeled 'create operating site'.

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009
09NDHMA0010006	<a href="#">City Year New York</a>	2009
09NDHMA0010007	<a href="#">New Operating Site Test 1</a>	2009

The operating site was created and is now available for use.

# Allocate Slots

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**eGRANTS**

Welcome Alyson

View Operating Sites

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Operating Site Information

Program Code	Operating Site	Program Year
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009
09NDHMA0010006	<a href="#">City Year New York</a>	2009
09NDHMA0010007	<a href="#">New Operating Site Test 1</a>	2009

[View Previous Operating Sites](#)

create operating site

Click on **Slot Allocation** to assign slots to operating sites.

# Allocate Slots

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**eGrants**

Welcome Alyson

**Allocate Slots**

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Operating Sites to Allocate to**

Program Code	Program Name	Program Year	City	State
09NDHMA0010001	<a href="#">City Year Chicago</a>	2009		
09NDHMA0010002	<a href="#">City Year Columbia</a>	2009		
09NDHMA0010003	<a href="#">City Year Columbus</a>	2009		
09NDHMA0010004	<a href="#">City Year Columbus</a>	2009		
09NDHMA0010005	<a href="#">City Year Washington, D.C.</a>	2009		
09NDHMA0010006	<a href="#">City Year New York</a>	2009		
09NDHMA0010007	<a href="#">New Operating Site Test 1</a>	2009		

To allocate slots to an operating site, click on the name of the operating site from the list.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs granted to the Parent Organization.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs currently allocated to other operating sites.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

The total slots and MSYs currently allocated to this operating site.

# Allocate Slots

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Allocate Slots**

**Slots Information**

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>110</b>	<b>102.65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

Enter the new slot allocation for each slot type and click on **save**. You may increase or decrease slots.

# Allocate Slots

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The screenshot displays the eGrants user interface. At the top left, the 'eGRANTS' logo is visible. Below it, a navigation menu lists various options such as 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', 'Manage Programs', and 'Program Information'. The 'Program Information' section is currently active, showing details for a program named 'City Year' with code '09NDHMA001'. A message at the top of the main content area states 'Please note: The suballocation has been saved.' with a red arrow pointing to the right. Below this, the 'Program Information' section lists details like 'Program Year: 2009', 'Program Name: City Year', 'Program Code: 09NDHMA001', 'Contact Name:', 'Contact Address: 285 Columbus Ave. Boston, MA 02116 - 5114', 'Contact Email: test@cns.gov', 'Contact Phone: 6179272348', 'Budget Period: 07/01/2009 - 06/30/2012', and 'Enrollment Period: 07/01/2009 - 06/30/2010'. On the right side of the program details, there are three links: 'Edit Program', 'View Service Locations', and 'View Members'.

**Welcome Alyson**

**View Program**

Please note:  
The suballocation has been saved.

**Program Information**

[Click here for help.](#)

Program Year: 2009  
Program Name: City Year  
Program Code: 09NDHMA001  
Contact Name:  
Contact Address: 285 Columbus Ave.  
Boston, MA 02116 - 5114  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: 6179272348  
Budget Period: 07/01/2009 - 06/30/2012  
Enrollment Period: 07/01/2009 - 06/30/2010

[Edit Program](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year - 2009  
09NDHMA001

[Program Info](#)  
[Operating Site Info](#)  
[Service Location Info](#)  
[Slot Info](#)  
[Slot Transfer](#)  
[Slot Allocation](#)

The slot allocation has been saved.

# Edit Operating Site Information

29

**eGrants**

Welcome Alyson | View Operating Site

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Operating Site Information**

Click here for help.

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

**Program Information**

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Click on **Edit Operating Site** to edit the details of the Program.

Get to this page with the **Program Info** link.

# Edit Operating Site Information

30

The screenshot shows the 'Edit Program' page in the eGrants system. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links such as 'Welcome Alyson', 'Portal Home', 'Manage Programs', and 'Program Information'. The main content area is titled 'Edit Program' and contains a 'Program Information' section. This section includes fields for Program Year (2008), Program Name (City Year Washington, DC), Program Code (06ACHDC0010003), Contact Name, Street Address 1 (140 Q Street NE), Street Address 2 (2nd Floor), City (Washington), State (DISTRICT OF COLUMBIA), Zip (20002 - 2132), Contact E-mail (test@cns.gov), Contact Phone ((202) 776-7780), Budget Period (07/01/2008 - 06/30/2009), and Enrollment Period (07/01/2008 - 06/30/2009). There are 'cancel' and 'save' buttons at the bottom right of the form.

**eGrants**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:

City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Program**

**Program Information**

Program Year: 2008

Program Name: City Year Washington, DC

Program Code: 06ACHDC0010003

Contact Name:

\*Street Address 1: 140 Q Street NE

Street Address 2: 2nd Floor

\*City: Washington

\*State: DISTRICT OF COLUMBIA

\*Zip: 20002 - 2132

\*Contact E-mail: test@cns.gov

Contact Phone: (202) 776-7780

**Budget Period:** 07/01/2008 - 06/30/2009

**Enrollment Period:** 07/01/2008 - 06/30/2009

cancel save

Modify contact information.

# Edit Operating Site Information

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**eGrants**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Services
- Manage Users
- Recruitment Workbooks
- S&N Workbooks
- S&N Reports
- VISTA Workbooks
- VISTA Reports

**Program Information**

Program Year: 2008

Program Name: City Year Washington, DC

Program Code: 06ACHDC0010003

Site Name:

Address 1: 140 Q Street NE

Address 2: 2nd Floor

\*City: Washington

\*State: DISTRICT OF COLUMBIA

\*Zip: 20002 - 2132

Contact E-mail: test@cns.gov

Contact Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

cancel save

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Modify the Enrollment Period dates by typing them in or use the pop-up calendar.

# Caution!

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Although the Enrollment Period dates can be modified, care should be taken to ensure that the new dates remain within the Budget Period dates and the new dates do not overlap with the Member Enrollment Period dates of a different program year for the same operating site.

Also it is recommended that national programs put policies in place and monitor the system to ensure that users are not making errors. In the past ,changing dates was something only Program Officers could do. Now any grantee administrator or member management user at the Prime or Operating Site level can do it.

# Edit Operating Site Information

33

**eGrants**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submit Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Services
- Manage Users
- Recruitment Workbooks
- S&N Workbooks
- S&N Reports
- VISTA Workbooks
- VISTA Reports

**Edit Program**

**Program Information**

Program Year: 2008  
Program Name: City Year Washington, DC  
Program Code: 06ACHDC0010003  
Program Name:  
Address 1: 140 Q Street NE  
Address 2: 2nd Floor  
\*City: Washington  
\*State: DISTRICT OF COLUMBIA  
\*Zip: 20002 - 2132  
E-mail: test@cns.gov  
Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

cancel save

**Program Information**

Program:  
City Year Washington, DC -  
2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Click on **save** to keep your changes or **cancel** to discard them.

# Edit Operating Site Information

34

The screenshot shows the 'Edit Program' page in the eGrants system. The page has a header with the 'eGRANTS' logo and a navigation sidebar on the left. The main content area is titled 'Edit Program' and contains a 'Program Information' section. At the top of this section, there is a message: 'Please note the following errors:' followed by two bullet points in red text: '• The enrollment start date must be within the budget period for the grant.' and '• The enrollment dates are not valid. There are members currently enrolled in the program with a start date outside of the dates.' Below the error messages, the program details are displayed in a form. The details include: Program Year: 2009; Program Name: City Year Washington, D.C.; Program Code: 09NDHMA0010005; Contact Name: Chris Murphy; \*Street Address 1: 140 Q St. NE; Street Address 2: (empty); \*City: Washington; \*State: DISTRICT OF COLUMBIA; \*Zip: 20002 - 2132; \*Contact E-mail: test@cns.gov; Contact Phone: (202) 776-7780; Budget Period: 07/01/2009 - 06/30/2012; Enrollment Period: 05/12/2009- 04/30/2010. At the bottom right of the form, there are 'cancel' and 'save' buttons. The sidebar on the left contains a 'Welcome Alyson' message and a 'Portal Home' section with various links like 'Trainee Profile', 'Search Potential Applicants', etc. A 'Program Information' section in the sidebar shows the current program details: 'Program: City Year Washington, D.C. - 2009 09NDHMA0010005' and links for 'Program Info', 'Service Location Info', 'Slot Info', and 'Slot Transfer'.

**Program Information**

Please note the following errors:

- The enrollment start date must be within the budget period for the grant.
- The enrollment dates are not valid. There are members currently enrolled in the program with a start date outside of the dates.

Program Year: 2009  
Program Name: City Year Washington, D.C.  
Program Code: 09NDHMA0010005  
Contact Name: Chris Murphy  
\*Street Address 1: 140 Q St. NE  
Street Address 2:  
\*City: Washington  
\*State: DISTRICT OF COLUMBIA  
\*Zip: 20002 - 2132  
\*Contact E-mail: test@cns.gov  
Contact Phone: (202) 776-7780  
**Budget Period:** 07/01/2009 - 06/30/2012  
**Enrollment Period:** 05/12/2009- 04/30/2010

cancel save

If errors are encountered, you'll see a note here.

# Edit Operating Site Information

35

**eGRANTS**

Welcome Alyson

View Operating Site

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Please note:  
The program was updated.

**Operating Site Information**

[Click here for help.](#)

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

After successfully saving the Operating Site information, a note is displayed confirming that the information was updated.

# Service Locations

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

View Operating Site

Operating Site Information

Click here for help.

Program Year: 2008

Operating Site Name: City Year Washington, DC

Operating Site Code: 06ACHDC0010003

Contact Name:

Contact Address: 140 Q Street NE  
2nd Floor  
Washington, DC 20002 - 2132

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

Edit Operating Site

View Service Locations

View Members

Use the **View Service Locations** link or the **Service Location Info** link to view a listing of the Service Locations assigned to the Operating Site.

# Service Locations

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**eGRANTS**

Welcome Alyson

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 2

Your search returned 2 results.

Name ▾	City ▾	State ▾	Zip ▾
<a href="#">University of Maryland</a>	Laurel	MD	20921
<a href="#">University of Maryland Baltimore</a>	Baltimore	MD	22222

create

Program Information

Program:  
City Year Washington, DC -  
2008  
06ACHDC0010003

Program Info  
Service Location Info  
Slot Info  
Slot Conversion  
Refill Slot Conversion  
Slot Transfer

The total number of service locations and a listing of the service locations assigned to the Operating Site is displayed. Click on **create** to enter a new service location.

# Service Locations

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- ➔ Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Edit Service Location**

**Service Location Information**

Please note that Street Address1, City, State, and Zip are required fields unless you enter the full zip code (Zip + 4 digit extension).  
[Click here for help.](#)

Program: [City Year Washington, DC](#)

Program Year: 2008

\* Status: Active

\* Service Location Name:

Contact Name:

Contact Email:

Street Address1:

Street Address2:

City:

State:

\* Zip:  -

cancel save

Select and enter information about the service location. Click on **save** to keep the information or **cancel** to discard it.

# Service Locations

39

**eGRANTS**

Welcome Alyson

**View Service Location**

**Service Location Information**

[Click here for help.](#)

Program: [City Year Washington, DC](#)

Program Year: 2008

Service Location Name: Georgetown University

Contact Name: [Kerissa Jenkins](#)

Street Address: [2507 Georgetown Avenue](#)

City: [Washington](#)

State: [DC](#)

Zip: [20007-1000](#)

Email: [kerj@cityyear.org](#)

Status: [Active](#)

[back](#) [edit](#)

**Program Information**

Program:  
City Year Washington, DC -  
2008  
06ACHDC0010003

[Program Info](#)

[Service Location Info](#)

[Slot Info](#)

[Slot Conversion](#)

[Refill Slot Conversion](#)

[Slot Transfer](#)

View the Operating Site Information page.

Click on **edit** to make changes to the service location or **back** to view the listing of service locations page.

# Service Locations

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**eGrants**

Welcome Alyson

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 3

Your search returned 3 results.

Name ▾	City ▾	State ▾	Zip ▾
<a href="#">Georgetown University</a>	Washington	DC	20005 -1004
<a href="#">University of Maryland</a>	Laurel	MD	20921
<a href="#">University of Maryland Baltimore</a>	Baltimore	MD	22222

create

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

The new service location is displayed. Click on the name to view or edit the details.

# Service Locations

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**eGRANTS**

Welcome Alyson

**View Service Location**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Service Location Information**

[Click here for help.](#)

Program: [City Year Washington, DC](#)  
Program Year: 2008  
Service Location Name: Georgetown University  
Contact Name: [Kerissa Jenkins](#)  
Street Address: [2507 Georgetown Avenue](#)  
City: [Washington](#)  
State: [DC](#)  
Zip: [20007-1000](#)  
Email: [kjenkins@cyw.org](#)  
Status: [Active](#)

Click on **edit** to change the information or status of the service location or **back** to return to the list of service locations.

# Member Roster

42

The screenshot displays the eGRANTS interface. At the top left is the 'eGRANTS' logo. Below it, a navigation menu includes 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Invite Members', 'Manage Events', 'Manage Programs', 'Manage Service Locations' (highlighted with a red square), 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', 'S&N Reports', 'VISTA Workbasket', and 'VISTA Reports'. Below the menu is the 'Program Information' section, which lists 'Program: City Year Washington, DC - 2008' and '06ACHDC0010003'. A list of links follows: 'Program Info', 'Service Location Info', 'Slot Info', 'Slot Conversion', 'Refill Slot Conversion', and 'Slot Transfer'. The main content area is titled 'View Service Location' and contains 'Service Location Information'. It includes a link 'Click here for help.' and the following details: 'Program: [City Year Washington, DC](#)', 'Program Year: 2008', 'Service Location Name: Georgetown University', 'Contact Name: Frances Jenkins', 'Street Address: 2507 Georgetown Avenue', 'City: Washington', 'State: DC', 'Zip: 20057-1008', 'Email: fjenkins@gyu.org', and 'Status: Active'. At the bottom right of this section are 'back' and 'edit' buttons.

View the details of the Operating Site.



# Member Roster

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**eGRANTS**

**Welcome Alyson** | **View Operating Site**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Operating Site Information**

Click here for help.

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

Click on **View Members** to view the Member Roster.

# Member Roster

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**eGRANTS**

Welcome Alyson | View Roster

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Members at Program**

Click here for help.

Results 1 Through 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Next | Last  
Your search returned 85 results.

ID	Name	Status	Program Code	Program Year	Program	Service Location
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	Exited Early	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
06ACHDC0010003	[Name]	In-Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned

The View Roster page displays the total number of members, navigation to scroll through the pages, and a listing of members. Sort the listing by the column title. Click on the member's name to view or edit contact information or to manage the member's service assignment.

# Member Roster

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The screenshot shows the eGrants Member Home interface. On the left is a navigation menu with options like 'Welcome Alyson', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members' (highlighted), 'Invite Members', 'Manage Events', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', 'S&N Reports', 'VISTA Workbasket', and 'VISTA Reports'. The main content area is titled 'Member Home' and contains 'Member Information' and 'Service Information' sections.

**Member Information**

Click here for help.

Name: [redacted] Date of Birth: [redacted]  
Member ID: 542962 Username: [redacted]  
SSN: [redacted] E-mail: test@cns.gov

Mailing Address: [redacted] Permanent Address: [redacted]  
Home Phone Number: [redacted] Home Phone Number: [redacted]  
Work or Other Phone Number: [redacted] Work or Other Phone Number: [redacted]

[edit member info](#)

**Service Information**

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/04/2007	06/20/2008	<a href="#">view</a>
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	<a href="#">view</a>

Member Information sidebar links: Orelia Elizabeth Brown, II, Member Home, Suspend Member, Transfer Member, Change Term, Change Service Location, Exit Member.

A different set of links appears to manage the member's service assignment.

# Member Roster

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**Welcome Alyson** Member Home

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members**
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Member Information**

Click here for help.

Name: [REDACTED] Date of Birth: [REDACTED]

Member ID: 542962 Username: obrown08

SSN: [REDACTED] E-mail: [REDACTED]

Mailing Address: [REDACTED] Permanent Address: [REDACTED]

Home Phone Number: [REDACTED] Home Phone Number: [REDACTED]

Work or Other Phone Number: [REDACTED] Work or Other Phone Number: [REDACTED]

[edit member info](#)

**Service Information**

Program	Organization	City/State	Service Start	Service End	--
Orelia Elizabeth Brown, II	STATE - AmeriCorps*State	City Year, Inc. Boston, MA	09/04/2007	06/20/2008	<a href="#">view</a>
Member Home	STATE - AmeriCorps*State	City Year, Inc. Boston, MA	07/16/2008	06/19/2009	<a href="#">view</a>

Suspend Member

Transfer Member

Change Term

Change Service Location

Exit Member

Click on **Portal Home** to return to you my AmeriCorps Home Page or click **Manage Programs** to search for a Prime or Operating Site.

# Slot Management

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**eGRANTS**

Welcome Alyson

View Operating Site

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Operating Site Information**

Click here for help.

Program Year: 2008

Operating Site Name: City Year Los Angeles

Operating Site Code: 06NDHMA0010005

Contact Name:

Contact Address: 634 South Spring Street  
Suite 712  
Los Angeles, CA 90014

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: (213) 623-4412

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)

[View Service Locations](#)

[View Members](#)

Click on **Slot Info** to view the current configuration of standard and refill slots.

# Slot Management

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**eGRANTS**

Welcome Alyson

View Slot Budget

Slot Information - City Year Los Angeles 2008

[Click here for help.](#)

Slot Type [MSYs]	Living Allowance		Standard Slots			Refill Slots		
	Grant Available	Grant Available	Current Filled	Unfilled	Current Filled	Unfilled		
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

edit standard    edit refill

Program Information

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

The View Slot Budget page displays the slot configuration for standard and refill slots.

Grantee Admin and State / National Grantee Prime users can view the aggregate slots for a grant. Operating Site users can view slots assigned to their grant. Service Location users do not have access to Slots Management functions.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit standard** or **Slot Conversion** to update the standard slot configuration.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Slot Budget**

**Standard Slot Information ?**  
[Click here for help.](#)

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	95	95	95	95	<input type="text" value="95"/>	95.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	5	2.5	0	0	<input type="text" value="5"/>	2.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>100</b>	<b>97.5</b>	<b>95</b>	<b>95</b>	<b>100</b>	<b>97.50</b>

Enter the new slot allocation by slot type. Enter 0 if all the slots are being removed.

The New Allocation number should not be less than the number shown for Filled Slots.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Slot Budget**

**Standard Slot Information ?**  
[Click here for help.](#)

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
<b>Full Time [1]</b>	Living Allowance	95	95	95	95	<input type="text" value="95"/>	95.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>One Year Half Time [0.5]</b>	Living Allowance	5	2.5	0	0	<input type="text" value="5"/>	2.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Two Year Half Time [0.5]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Reduced Half Time [0.38]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Quarter Time [0.26]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Minimum Time [0.21]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Total</b>	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		100	97.5	95	95	100	97.50

Click on **validate** to ensure that the new MSYs are not greater than the budgeted MSYs. Click on **submit** to update the slot configuration.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

MSYs were reduced from 97.5 to 97.38. The next slot conversion will be calculated on the new MSYs of 97.38, but the total reduction in MSYs must not exceed the MSYs of a minimum time slot.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Los Angeles 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit refill** or **Refill Slot Conversion** to update the refill slot configuration.

# Slot Management

**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

### Edit Refill Slot Budget

**Refill Slot Information ?**

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	8	8	5	5	<input type="text" value="7"/>	7.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
One Year Half Time [0.5]	Living Allowance	1	0.5	0	0	<input type="text" value="1"/>	0.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	<input type="text" value="2"/>	0.76
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	<input type="text" value="1"/>	0.21
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
Total	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		<b>9</b>	<b>8.5</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>8.47</b>

Enter the new refill slot allocation by slot type. Enter 0 if all the refill slots are being removed. Use whole numbers only.

Standard slots have not been filled. Refill slots are shown, but are not available.

Standard slots are not available. Refill slots can be entered for this slot type.

# Refill Slot Rules

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- Processes and principles apply for editing refill slots as standard slots.
- Refill slots automatically become visible on the Slot Budget page when a program exits a member who served less than 30% of their term and the member did not receive an award.
- A refill slot is not available for use until all of the standard slots of the same slot type have been filled.
- Refill slots can only be used once, even if the member occupying the refill slot does not complete their term.
- When converting refill slots, make sure that the New Allocation number is  $\geq$  the filled refill slots for each slot type.

# Slot Management

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Edit Refill Slot Budget**

**Refill Slot Information ?**

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
<b>Full Time [1]</b>	Living Allowance	8	8	5	5	<input type="text" value="7"/>	7.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>One Year Half Time [0.5]</b>	Living Allowance	1	0.5	0	0	1	0.50
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Two Year Half Time [0.5]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Reduced Half Time [0.38]</b>	Living Allowance	0	0	0	0	<input type="text" value="2"/>	0.76
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Quarter Time [0.26]</b>	Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Minimum Time [0.21]</b>	Living Allowance	0	0	0	0	<input type="text" value="1"/>	0.21
	No Living Allowance	0	0	0	0	<input type="text" value="0"/>	0.00
<b>Total</b>	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
<b>Grand Total</b>		9	8.5	5	5	11	8.47

Click on **validate** to ensure that the new MSYs are not greater than the total MSYs. Click on **submit** to update the refill slot configuration.

# Slot Management

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**eGRANTS**

Welcome Alyson View Slot Budget

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Slot Information - City Year Cleveland 2008**

[Click here for help.](#)

Slot Type [MSYs]	Living Allowance Available		Standard Slots			Refill Slots		
	Yes	Grant	Current Filled	Unfilled	Current Filled	Unfilled		
Full Time [1]	Yes	56	56	56	0	7	5	2
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	6	6	4	2	1	0	1
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	2	0	2
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
	No	0	0	0	0	0	0	0
<b>Total Slots</b>	Yes	62	62	60	2	11	5	6
	No	0	0	0	0	0	0	0
<b>Total MSY's</b>	Yes	59	59	58	1	8.47	5	3.47
	No	0	0	0	0	0	0	0

MSYs were reduced from 8.5 to 8.47. The next refill slot conversion will be calculated on the new MSYs of 8.47.

# Transfer Slots

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**eGrants**

Welcome Alyson

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Program Information

Program:  
City Year Cleveland - 2008  
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Slot Information - City Year Cleveland 2008

[Click here for help.](#)

Slot Type [MSYs]	Living Grant		Standard Slots			Refill Slots		
	Allowance	Available	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	Yes	56	56	56	0	7	5	2
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	6	6	4	2	1	0	1
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	2	0	2
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
	No	0	0	0	0	0	0	0
<b>Total Slots</b>	Yes	62	62	60	2	11	5	6
	No	0	0	0	0	0	0	0
<b>Total MSY's</b>	Yes	59	59	58	1	8.47	5	3.47
	No	0	0	0	0	0	0	0

[edit standard](#) [edit refill](#)

If you are not viewing Operating Site information, click on **Manage Programs** and select from the search result page the operating site that you wish to transfer slots from. If you are already viewing the operating site information of the operating site you wish to transfer slots from, click on **Slot Transfer**.

# Transfer Slots

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**eGRANTS**

Welcome Alyson

**Transfer Slots**

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- VISTA Reports

**Program Information**

Program:  
City Year - 2008  
06NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

**Operating Sites to Transfer From**

Program Code	Program Name	Program Year	City	State
06NDHMA0010001	<a href="#">City Year New York</a>	2008		
06NDHMA0010002	<a href="#">City Year Columbus</a>	2008		
06NDHMA0010003	<a href="#">City Year Little Rock</a>	2008		
06NDHMA0010004	<a href="#">City Year Seattle/King County1</a>	2008		
06NDHMA0010005	<a href="#">City Year Los Angeles</a>	2008		
06NDHMA0010006	<a href="#">City Year Detroit</a>	2008		
06NDHMA0010007	<a href="#">City Year Columbia</a>	2008		
06NDHMA0010008	<a href="#">City Year Care Force</a>	2008		
06NDHMA0010009	<a href="#">City Year Chicago</a>	2008		

If you are viewing your grant information, click on **Slot Transfer** then select the “transfer from” Operating Site from the list.

# Transfer Slots

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**eGRANTS**

Welcome Alyson

View Operating Site

Portal Home

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- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program: City Year Washington, DC - 2008  
06ACHDC0010003

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

**Operating Site Information**

Please note the following errors:

- This subprogram has no slots available to transfer.**

[Click here for help.](#)

Program Year: 2008  
Operating Site Name: City Year Washington, DC  
Operating Site Code: 06ACHDC0010003  
Contact Name:  
140 Q Street NE  
Contact Address: 2nd Floor  
Washington, DC 20002 - 2132  
Contact Email: [test@cns.gov](mailto:test@cns.gov)  
Contact Phone: (202) 776-7780  
Budget Period: 07/01/2008 - 06/30/2009  
Enrollment Period: 07/01/2008 - 06/30/2009

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

Slots are not available to transfer note.

# Transfer Slots

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**eGRANTS**

Welcome Alyson

**Transfer Slots**

Slots available to transfer ?

Giving Program	City Year Los Angeles
Slot Type	One Year Half Time - With Living Allowance [ 4 ]
Number of Slots to Transfer	1
Receiving Program	City Year Columbus

transfer

**Program Information**

Program:  
City Year - 2008  
06NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Select the slot type from the drop down box, enter the total number of slots and select the Operating Site the slots are being transferred to. Click **transfer**.

# Transfer Slots

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- Manage Users
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- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Program Information**

Program:  
City Year Los Angeles - 2008  
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Please note:  
The requested slots have been transferred.

**Slot Information - City Year Los Angeles 2008**

Click here for help.

Slot Type [MSYs]	Living Grant Allowance Available		Standard Slots			Refill Slots		
	Yes	No	Current	Filled	Unfilled	Current	Filled	Unfilled
Full Time [1]	95	0	95	95	0	9	6	3
One Year Half Time [0.5]	3	0	3	0	3	0	0	0
Two Year Half Time [0.5]	0	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	1	0	1	0	1	0	0	0
Quarter Time [0.26455027]	0	0	0	0	0	0	0	0
Minimum Time [0.21164022]	0	0	0	0	0	0	0	0
<b>Total Slots</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>95</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>3</b>
<b>Total MSY's</b>	<b>96.88</b>	<b>0</b>	<b>96.88</b>	<b>95</b>	<b>1.88</b>	<b>9</b>	<b>6</b>	<b>3</b>

edit standard | edit refill

Transfer was successful.

MSYs were reduced from 97.38 to 96.88 after transferring out 1 One Year Half Time slot.

# Search for Service Locations

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The screenshot displays the eGRANTS application interface. At the top left, the logo 'eGRANTS' is visible. Below it, a navigation menu includes 'Welcome Alyson', 'Portal Home', and various management options like 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', 'Manage Service Locations', and 'S&N Workbasket'. The main content area, titled 'Workbasket', shows a search results table. The table has columns for 'Applicant', 'Listing', 'Date Submitted', 'Status', and 'Date Available'. A single result is shown for '09-'10 City Year Seattle/King County' with a status of 'Selected' and a date available of '01/10/2009'. A red arrow points from the 'Manage Service Locations' link in the left menu to the search results table.

Applicant	Listing	Date Submitted	Status	Date Available	
<a href="#">View Details</a>	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	<a href="#">print</a>

Click on **Manage Service Locations** to search for service locations.

# Search for Service Locations

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**Welcome Alyson**

**Portal Home**

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- Manage Service Locations**
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- VISTA Reports

### Service Location Search

#### Service Location Search Attributes

To search for a service location use the fields below and click the search button.

Program Year:

Grant Number:

Service Location Name:

City:

State:

Zip:  -

Enter identifying information about the service location (s) to start a search. Click on **search** to see the results.

# Search for Service Locations

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**Welcome Alyson**

**Portal Home**

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- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Service Location Search**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 10 1 | 2 | 3 [Next](#) [Last](#)

Your search returned 27 results.

Grant Number ▶	Program Name ▶	Service Location ▶	City ▶	State ▶	Zip ▶
94ADNMA0060000	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
03NDHMA002	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
06NDHMA001	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
09NDHMA001	<a href="#">City Year</a>	<a href="#">City Year - Downtown</a>			20002 - 1111
03ACHDC0010002	<a href="#">City Year Washington, DC</a>	<a href="#">Georgetown University</a>	Washington	DC	20005 - 1004
06ACHDC0010003	<a href="#">City Year Washington, DC</a>	<a href="#">Georgetown University</a>	Washington	DC	20005 - 1004
09RNHMA0020001	<a href="#">Testing Recovery 1</a>	<a href="#">Service Location 1</a>	Washington	DC	20525
94ADNMA0060000	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231
03NDHMA002	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231
06NDHMA001	<a href="#">City Year</a>	<a href="#">Test</a>	Washington	DC	20525 - 2231

The Service Location Results page displays only the service locations you have access to. Use the numbered navigation to scroll through the pages and the column title to sort the listing.

Click on the name of the operating site or service location to view details.

# What's next?

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- **The Resource Center**
  - [www.nationalservicerresources.org/ac-training-support](http://www.nationalservicerresources.org/ac-training-support)
  - Includes other tutorials
  - Live training and registration schedule
- **The eGrants Coaching Unit**
  - 1-888-333-8272
  - [egrantstta@jbsinternational.com](mailto:egrantstta@jbsinternational.com)
  - Training/Technical Assistance
- **The eGrants Help Desk**
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance