



Entering Your Volunteer Station Roster eGrants Step-by-Step Instructions for All Grantees



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

BEFORE GETTING STARTED

The following eGrants screen shots and instructions will walk you through entering your volunteer station roster for each grant. Below are a few tips to remember when entering your volunteer stations.

1. All of the fields in the volunteer station information screen are required. Each field in the Station Roster section must be completed in order to submit the changes.
2. To make changes after the submission, please contact your CNCS State Office.
3. Entering your volunteer stations is a one-time request. You will only need to update your volunteer station if there is a change in the volunteer station (i.e. address change, volunteer station becomes inactive, etc.). You will not need to submit an amendment every time you want to update your volunteer station roster.
4. You will not be able to print the volunteer station roster. You can contact your CNCS State Office for a printable version of the volunteer station roster.

Instructions for Logging into eGrants *(for Current Grantees)*

To log into eGrants click on the eGrants link to start your grant application (<https://egrants.cns.gov/espan/main/login.jsp>).

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

- i. If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M-F, 9:00A.M. – 7:00P.M. Eastern Time, Jan, May, June, July, Aug, Sept and M-Th., 9:00A.M. – 7:00P.M. Eastern Time, Feb, Mar, Apr, Oct, Nov, Dec). **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.**

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](#)

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

Instructions for Entering Your Volunteer Station Rosters

Once you have logged into eGrants with your username and password, you will be taken to the home screen.

Step (1) Click on the “**Amendment**” link under Creating an Application.

If you were recently awarded in the competitive process, you will select amendment.

The screenshot shows the eGrants home screen. At the top, there is a section for 'eGRANTS MESSAGES' with a 'Welcome Robyn' message. To the right, there is a section for 'VIEW MY GRANTS/APPLICATIONS' with a list of statistics: View All, 2 Approved for Consideration/Funding, 23 Awarded, 58 Closed, 3 Concept Papers, 1 Grantee edit of application or report, and 1 Under CNCS review. Below this is a section for 'VIEW MY AMERICORPS PORTAL' with a 'Portal Home' link. The main navigation area is divided into three columns: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. Under 'Creating an Application', there are links for 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper'. Under 'Managing My Account', there is a 'My Account' link. Under 'Reporting to CNCS', there are links for 'Financial Report', 'Progress Report', and 'Progress Report Supplement'.

This is a close-up of the 'Creating an Application' section from the screenshot. It shows a list of options: 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper'. Each option has a green arrow icon to its right. The 'Amendment' option is circled in red, indicating it is the correct choice for the user's goal.

Step (2) A list of all grants that can be amended are listed. Select the current grant number and program. A list of all the applications associated with that grant number and program will appear. Click on the “**amend**” link.

EXISTING APPLICATIONS - filtered by Amendability.					Welcome Eugene P.
Grant #14SRNOH001 - Retired and Senior Volunteer Program					
Amend. #	App. ID	App. Type	Creation Date	Status	
0	14SR153632	New	07/29/2013	Awarded	<div style="display: flex; align-items: center;"> view amend </div> <div style="margin-top: 5px;"> <input type="text" value="Select a Report"/> <input type="button" value="GO"/> </div>

Step (3) An initial screen will appear with amendment types. Click on the Modify Station Roster checkbox to enter your station roster for this amendment. You will also need to type in a reason for the amendment (i.e. “I am entering my volunteer station roster for this grant.”). Click “**next**” once you have completed this section.

*Note: Ensure that you selected the correct Project name, grant number, and NOFA name for the volunteer station roster you are entering in eGrants.

cancel **next**

Initial Information

Please select amendment type(s), enter amendment reason and press NEXT button.

Project Name: Cincinnati RSVP Program
Grant Number: 14SRNOH001
NOFA Name: RSVP 2014 Competition

Amendment Types	Description
<input type="checkbox"/> Change Service Area	Add or remove service or geographic areas covered by this grant
<input type="checkbox"/> Change Authorized Representative	Change the Authorized Representative for a specific grant
<input type="checkbox"/> Modify Performance Measures or Workplans	Edit the work plans, including adjusting, adding or removing performance measures
<input type="checkbox"/> Revise Budget	Adjust line items and/or match without changing total CNCS or Grantee share of budget
<input type="checkbox"/> Request No-Cost Extension	Extend project and budget period end date with no additional funds included
<input type="checkbox"/> Revise Narrative	Edit one or more application narratives
<input checked="" type="checkbox"/> Modify Station Roster	Add or modify Volunteer Station Rosters

Amendment Reason: (Max. 2000 chars)

I am entering my volunteer stations for this grant only.

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

On the left, you will notice different sections for entering specific data. If you selected the amendment type “Modify Station Roster, eGrants will take you to the station roster section.

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

Step (4): Review the instructions for entering your volunteer station information.

Click on the “**add a new**” link to enter your volunteer station information.

back
next

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

Fields with a red asterisk (*) are required for completion of each volunteer station.

Step (5) Enter data for each field. For help, click on 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 Veterans and Military Families – Veterans & Families Served. 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.

Step (6) Click **‘save & close’** once you have completed all applicable fields for this volunteer station.

The screenshot shows a web form titled "Volunteer Station Information". At the top right, there are two buttons: "cancel" and "save & close", with the latter circled in red. Below the title, a message says "Please enter volunteer station information." The form contains several fields, many marked with a red asterisk to indicate they are required:

- * Volunteer Station Name: Sample Community Center
- * Volunteer Station Supervisor First Name: Jane
- * Volunteer Station Supervisor Last Name: Doe
- * Street Address Line 1: 123 Greene Street
- Street Address Line 2: (empty)
- * City: Augusta
- * State: Georgia
- * Zip code: 30901 - 1234
- * Area Code and Phone Number: 123 . 456 . 7890 ext. (empty)
- * Email Address: jdoe@sccenter.net
- * Station Type: Parks/Recreational Agencies
- * Number of Unduplicated Volunteers: 25
- * Number of Volunteers: 25
- * Veterans: Yes
- * Focus Areas and Objectives: add a new

At the bottom, there is a table for "Focus Area and Objective" with a "delete" button. The table contains one entry: "Veterans and Military Families - Veterans & Families Served". Below the table is a checkbox for "Active MOU" which is checked. At the bottom right, there is a checkbox for "Active" which is also checked.

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 Community Center	Augusta	25	25	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
Other Community Priorities - Other	
Veterans and Military Families - Veterans & Families Served	delete

Active MOU [?](#)

Active [?](#)

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

Step (7) The recent entry(ies) will be included on the Volunteer Stations screen. Repeat step 5 and 6 until all volunteer stations have been completely entered for this grant.

Step (8) Click on the ‘next’ link once all volunteer stations have been added.

Volunteer Stations [?](#) [add a new](#)

Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Example University	Augusta	10	5	Y	view/edit
Sample Community Center	Augusta	25	25	Y	view/edit

disable the pictures

[← back](#) [next →](#)

Step (9) You will notice the next screen you will see the Amendment Type to be Modify Station Roster. Click “next” to go to the next screen.



Step (10) To submit your amendment, click on the ‘Submit amendment to CNCS’.

Authorize and Submit

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:
Authorized on 03/06/2014

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:
Authorized on 03/06/2014

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:
Certified on 03/06/2014

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 amendment to CNCS](#)