



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
Renewal and Continuation Applications**

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.

The Volunteer Station Roster tab is new in eGrants.

You will fill out the Volunteer Station Roster tab as you complete and update the other sections of your Grant Application.

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. Once you enter your roster of volunteer stations in eGrants, you will not need to enter from scratch again. You will update the roster as needed to reflect the current status of stations. This update would happen at the time you enter your next year's grant application into eGrants.
3. 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 Entering Your Volunteer Station Rosters

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

Start Continuation

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

Start Continuation Grant Application 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

Step (1): Review the instructions for entering your volunteer station information. Click on the **“add a new”** link to enter you volunteer information.

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

Step (2) 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 Healthy Futures – Other Healthy Futures. I will need to **‘save & close’** the pop-up screen in order to add another Focus Area and Objective for this station roster.

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

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

Step (3) Click **‘save & close’** once you have completed all applicable fields for this volunteer station.

Start Continuation Grant Application

Volunteer Station Information

cancel **save & close**

Please enter volunteer station information.

* Volunteer Station Name

* Volunteer Station Supervisor First Name

* Volunteer Station Supervisor Last Name

* Street Address Line 1

Street Address Line 2

* City

* State

* Zip code -

* Area Code and Phone Number: . . ext.

* Email Address

* Station Type

* Number of Unduplicated Volunteers

* Number of Volunteers

* Veterans

* Focus Areas and Objectives

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

Active MOU

Active

cancel **save & close**

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

Volunteer Stations ? add a new					
Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Sample Nursing Home	Augusta	5	3	Y	view/edit

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

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

Focus Area and Objective	delete
----- Select Focus Area and Objective ----- ▾	
Healthy Futures - Other Healthy Futures	delete

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

Step (4) The recent entries will be included on the Volunteer Stations screen. Repeat step 1 through 3 until all volunteer stations have been completely entered for this grant.

Volunteer Stations ? add a new					
Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Example Residential Housing	Augusta	5	5	Y	view/edit
Sample Nursing Home	Augusta	5	2	Y	view/edit

... | disable the pictures

◀ back | **next** ▶

Step (5) Click on the ‘next’ link once all volunteer stations have been added.

Step (6) You will notice the next screen you will see the Review screen. Review all information to ensure that you have completed all information for this continuation or renewal grant. Click “**next**” to go to the next screen.

Start Continuation Grant Application

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NOFA Information

- **NOFA:** SCP 2015 Quarter 2 (Year 2)
- **Grant Application ID #:** 15SC212762
- **Grant ID #:** 14SCANY001
- **Due Date:** 10/23/2014
- **Summary:** For SCP grantees/applicants with start dates in the 2nd quarter of FY 2015 (Jan 1, 2015-March 31, 2015) entering continuation year 2 of a 3 year grant cycle.

View/Print your application

Please click on any of the following links to view/print a report.

- **Application** [View Revision Log](#)
- **Application for Federal Assistance:** [view/print report](#)
- **Budget:** [view/print report](#)
- **Budget Narrative:** [view/print report](#)
- **Funding Summary Chart:** [view/print report](#)
- **Organization/People Report:** [view/print report](#)
- **Program Summary Chart:** [view/print report](#)

Applicant Info: [edit](#)

- **Applicant/User:** Mrs. Jessica R. Acevedo
- **Authorized Representative:** Faron, Barbara
- **Applying Type:** Continuation
- **Applying:** Directly to CNCS

Application Info: [edit](#)

- **Areas affected by the project:**
Suffolk County
- **Project Start and End Dates:** ~
- **Subject to Review by State Executive Order 12372 Process:** No
- **Delinquent on any federal debt?** No

Narratives: [edit](#)

- **Executive Summary:** entered
- **Strengthening Communities:** entered
- **Recruitment and Development:** entered
- **Program Management:** entered
- **Organizational Capability:** entered
- **Other:** entered
- **PNS Amendment (if applicable):** entered

Documents: [edit](#)

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

Budget Section 1 Subtotal: [edit](#)

Total Amount	CNCS Share	Grantee Share	Excess Amount
\$83,762	\$16,646	\$67,116	\$0
	20%	80%	0%

Budget Section 2 Subtotal: [edit](#)

Total Amount	CNCS Share	Grantee Share	Excess Amount
\$158,786	\$107,685	\$51,101	\$0
	68%	32%	0%

Budget Total: [Validate this budget](#)

Total Amount	CNCS Share	Grantee Share	Excess Amount
\$242,548	\$124,331	\$118,217	\$0
	51%	49%	0%

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Step (7) On the next screen, the authorizing representative will be able to select the “I Agree” radio button for the authorization, assurances, and certifications for this grant application. To submit your continuation application, click on the ‘**Submit application for grant continuation.**’

The screenshot shows a web form titled "Start Continuation Grant Application" with a "back" button in the top right. The form is divided into several sections:

- Authorize and Submit:** Contains instructions for users to read and agree to the authorization, assurances, and certifications. It includes three paragraphs of text.
- Authorization:** Contains a paragraph of text and a section labeled "Authorized by:" with a radio button labeled "I Agree". A red arrow points to this radio button.
- Assurances:** Contains a paragraph of text and a section labeled "Authorized by:" with a radio button labeled "I Agree". A red arrow points to this radio button.
- Certifications:** Contains a paragraph of text and a section labeled "Authorized Certifying Official:" with a radio button labeled "I Agree". A red arrow points to this radio button.
- Verify this Grant Application:** Contains a paragraph of text and a button labeled "Verify this Grant Application" with a green checkmark icon.
- Available actions for this Grant Application:** Contains a button labeled "Submit application for grant continuation" with a green checkmark icon, which is circled in red.