SUBMITTING YOUR APPLICATION

eGrants

Applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA: AmeriCorps State and National FY 2012

Your eGrants application consists of the following components. Please make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Amendment Justification, Clarification, Continuation
- V. Performance Measures
- VI. Documents
- VII. Budget
- VIII. Review, Authorize, and Submit
- IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

I. APPLICANT INFO

In eGrants, complete the Applicant Info Section. This section is particularly important for data collection and evaluation. Please take the time to reflect your proposed program activities accurately in this section.

- In the Program Info Section, Select **New** only if you are applying for the first time or have received formula funding only in the past. Select **Continuation/Renewal** if you are continuing (starting Years Two or Three of your grant). Also select **Continuation/Renewal** if you are recompeting (if you have just completed a three-year funding cycle).
- If you are applying for the first time, enter your contact information into the fields that appear.
- Select a primary Program Model and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

II. APPLICATION INFO

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two letter state abbreviation with a comma. For city or county information, please follow each with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. You may not request a program start date earlier than July 1. First-time grantees should not expect to start until late summer or early fall. The project period is three years.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: This is pre-filled as “No, this is not applicable.”
- If you plan to request a waiver of the volunteer leveraging requirement please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- If you plan to request the alternative match schedule, you must submit your request as described at least 60 days prior to the application deadline.
- For “Project Director” please enter the Executive Director or other authorizing executive who will certify the grant.
- Leave the box for “Program Initiative” blank.
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.

II. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

It is recommended that the applicant complete the narrative in a Word document prior to entering the data into eGrants. Please be reminded that applicants may not exceed 26 double spaced pages, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit. This limit does not include the budget and performance measures.

III. Performance Measures

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

All applicants must complete Steps1-6. Then if you are:

- Entering applicant-determined performance measures, follow steps 7A-18A
- Opting in to the National Performance Measures, follow steps 7B-17B

Step 1: Select Characteristics.

To begin, click one or more boxes in the “SAA Characteristics”.

Step 2: Select Focus Areas

Select the Focus Area in which your primary service activity fits. If your primary service activity does not fit into a Focus Area, select “Other” and skip to **Step 5**. You may select multiple Focus Areas to represent significant areas of AmeriCorps member activity. Do not include multiple Focus Areas to describe the same activity. Select the Focus Area that best describes the activity.

Step 3: Choose whether to Opt-in to National Performance Measures:

Although eGrants will allow you to select all of your Priority Areas at once, we suggest starting with one Priority Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Priority Areas if applicable.

When you select a Focus Area, eGrants automatically pre-populates the selection “No” in response to the question “Will you be using a national performance measure related to this Focus Area.”

- Leave this selection as “No” if you do not want to participate in the National Performance Measures for that Focus Area.
- Change the selection to “Yes, I will be using a national performance measures related to this Priority,” if you want to opt-in to the National Performance Measures for that Focus Area.

You may consult the “Detailed Background Information on National Performance Measures” in the Notice of Funding Opportunities (NOFO) or the relevant resource packets (http://www.nationalserviceresources.org/national-performance-measures/home) before making your participation decision.

If you selected “Other” as your only Focus Area, you will skip this step as there are no National Performance Measures for “Other.”

Step 4: Complete the MSY Chart(s)

For each Focus Area selected, complete a Member Service Years (MSY) Chart.

Click the “view/edit MSY Slots” orange link. There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Focus Area.

Second, enter the percent of time that members of each slot type will spend on activities in that Focus Area. Use whole numbers to represent the percent. Do not use a % or a decimal. eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the “Total MSYs Devoted to Priority” field at the bottom of the chart.

Note that MSYs in each Focus Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Focus Areas selected should not exceed the total MSYs requested in the budget.

Step 5: Add a Service Category
Select your Primary Service Category from the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check “Primary” to indicate this is your primary activity. To select more than one Service Category, simply click the “add a service category” link. Only one Service Category can be indicated as the primary, and one as the secondary. You may add additional service categories if appropriate for your program design.

Step6: Add a performance measure
You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either National Performance Measures or applicant-determined performance measures.

If you have opted-in to National Performance Measures, you will see the links for both “add a national performance measure” and “add a performance measure.” If you have not opted-in to National Performance Measures, you will only see the link for “add a performance measure.”

- Follow the instructions **7A – 17A for** each aligned set of applicant-determined measures you need to create.

- Follow the instructions for **7B – 17B** for each aligned set of national performance measures you need to create.

Applicant-Determined Performance Measures

Step 7A: Add a Performance Measure

Follow the instructions for **7A – 17A** for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 13A-18A to create an aligned Intermediate Outcome.

Step 8A: Select Focus Area

The Focus Area drop-down box will consist of all the focus areas that were initially select in the main Focus Area section.

Step 9A Add Performance Measurement Title

Give this performance measure a title—usually 3-4 words that describe the activity—and enter it in the text box.

Step 10A: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue by pressing the "go" button

Step 11A: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 4,000 characters.

Step 12A: Select a Result Type

You will need to select the Result Type that you intend to track for this activity –"output or intermediate outcome" and click "Add New Results Section." You should begin each aligned measure with the selection of an Output Measure.

Step 13A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

Step 14A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select "other" and describe the Indicator in the text box that will appear. If this is the case, the applicant should make a note in the performance measures section of the Rationale and Approach narrative and should identify the numbers and titles of the pilot measures the applicant intends to opt into as well as the targets and instruments for the for these indicators. Applicants will have an opportunity to enter these measures in eGrants during the clarification process.

Step 15A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 16A: Select a Target Number or Percent
Write a number in the Target box from your target statement— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets often use a number (#) rather than a percent. If you included a number in your Target Description, this number in the Target Number or Percent field and the number in the Target Description should match.

Step 17A: Identify your Instruments
Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol.

Step 18A: Write a Performance Measure Statement
Provide the expected result and target combined into one or two sentences in 1,000 characters or less.

Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as "intermediate outcome" and complete Steps 13A through 18A again. If you would like to enter an "end outcome", you may do so by completing Steps 13A through 18A again. End outcomes are not required.

National Performance Measures
Follow the instructions for 7B –17B for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have opted in to National Performance Measures for any Focus Area. Please refer to National Performance Measures Instructions for complete instructions for aligning measures.

If you select the Education Focus Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures. You are not allowed to add any additional, applicant-determined measures.

If you select the Healthy Futures, Economic Opportunity, Environmental Stewardship or Veterans Focus Areas, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

Step 7B: Add a National Performance Measure
First select the Focus Area. Only those Focus Areas that were checked as participating in the National Performance Measures will be displayed.

Step 8B: Add a Performance Measurement Title
Give this performance measure a title — usually 3-4 words that describe the activity — and enter it in the text box. Continue by pressing the “go” button.

Step 9B: Describe Strategies to Achieve Result
Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 10B: Select a Result Type
You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click “Add New Results Section”. You should begin each aligned measure with the selection of an Output Measure.

Step 11B: Select the Indicator
This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Focus Areas that you have selected.

Once you select your first National Performance Measure, eGrants will provide onscreen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome.

If you need to add an applicant-determined intermediate outcome measure, you will select “Other” from the pop-up list.

Step 12B: Write Result Statement
Enter 1-2 sentences stating the expected result.

Step 13B Write a Target Description
In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 14B: Select a Target Number
Write the number in the Target box from your target description. You are only allowed to use a number.

Step 15B: Identify your Instruments
Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol. Check for guidance on appropriate instruments posted at the National Performance Measures resource page: http://nationalserviceresources.org/national-performance-measures/home

Step 16B: Write a Performance Measures Statement
Provide the expected result and target combined into one or two sentences (1,000 characters or less).

Step 17B: Create Aligned Measure
Now that you have completed the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, and then complete Steps 11B to 16B again.

Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Focus Areas or other areas of service either by:
Following Steps 7A – 18A for an applicant-determined measure or Following Steps 7B – 17B for an aligned National Performance Measure.

IV. Budget

The budget is entered into eGrants in three (3) sections: Section I. Operating Costs, Section II. Member Costs, and Section III. Indirect/Admin Costs. Applicants will be expected to enter each anticipated expense line by line, according to the budget instructions.