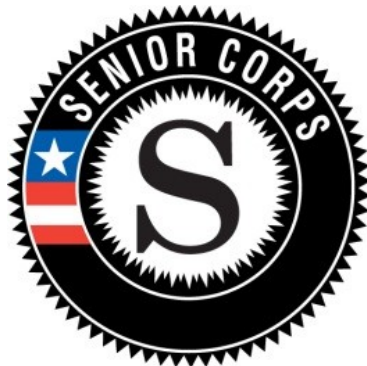


NATIONAL &  
COMMUNITY  
SERVICE 

**Senior Corps Grant Application**  
eGrants Step-by-Step Instructions



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

## BEFORE GETTING STARTED

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

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

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

---

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

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

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

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

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

LOGIN

User Name  ?

Password  ?

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

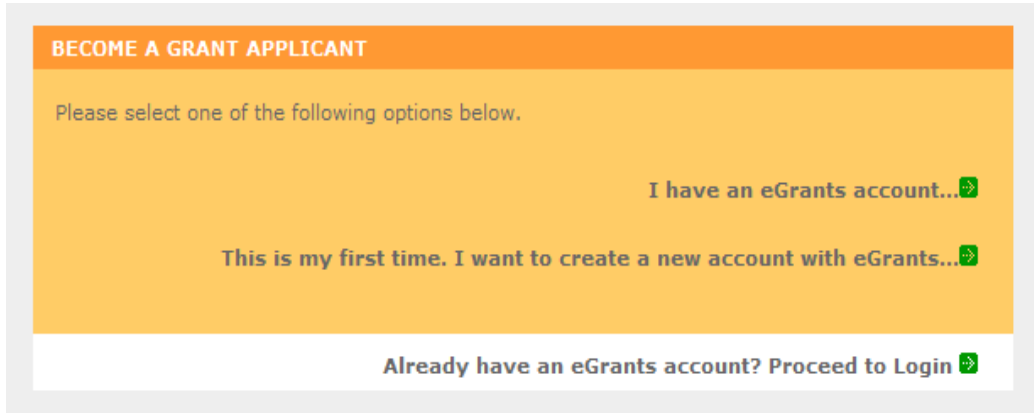
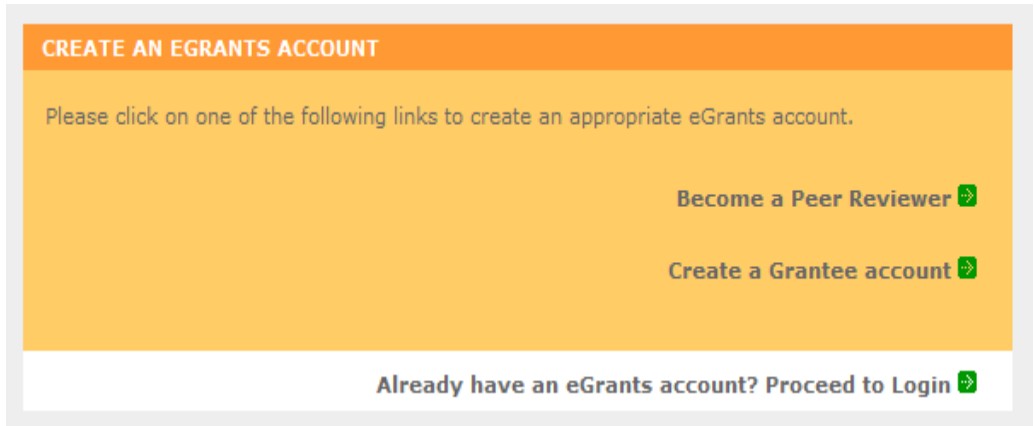
The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)

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

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

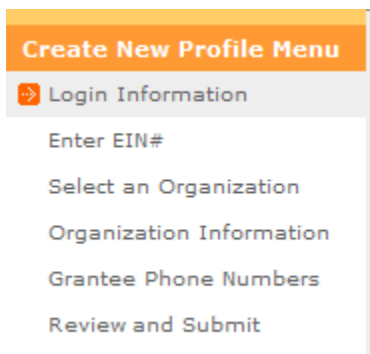



---

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

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

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



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

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

### Login Information:

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

#### Login Information

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

Prefix:  ?

\* First Name:  ?

Middle Name:  ?

\* Last Name:  ?

Suffix:  ?

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

\* New Password:  ?

\* Retype New Password:  ?

\* Password Question:  ?

\* Password Answer:  ?

\* Email:  ?

\* Retype e-mail:  ?

#### Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

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

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

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

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

### Select an Organization

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

#### List of Organizations with EIN# 012345678

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

[← back](#) [next →](#)

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

Selecting an existing Organizational Profile:

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

**Please review and submit your information**

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

**Organization:** [text] [edit](#)

**EIN #:** [text]

**DUNS #:** [text]

**Organization Type:** [text]

**Organizational Characteristics:** [text] [edit](#)

---

**Username:** [text]

**Password Question:** [text]

**Answer:** [text]

**Email:** [text] [edit](#)

---

**Daytime Phone:** [text] [edit](#)

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

**Organization Information**

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

**GENERAL INFORMATION**

\* EIN #: [012345678]

DUNS #: [ ] [ ]

\* Organization's Name: [ ]

\* Organization Type: [Choose an Organization Type ...]

**ORGANIZATIONAL CHARACTERISTIC(S)**

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

Organizational Characteristic: [add characteristic](#)

**CONTACT INFORMATION**

\* Street Address 1: [ ]

Street Address 2: [ ]

\* City: [ ]

\* State: [Choose Your State ...]

\* Zipcode: [ ] - [ ]

\* Phone: [ ] [ ] [ ] ext. [ ]

Fax: [ ] [ ] [ ]

Organization's Email: [ ]

[BACK](#) [SAVE](#) [NEXT](#)

**OR**

Creating a New Organizational Profile:

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

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

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

**Grantee Phone Numbers**

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

\* Daytime Phone:  .  .  ext.  ?

Evening Phone:  .  .  ?

Fax:  .  .  ?

Cell:  .  .  ?

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

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

**Organization Information**

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

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

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

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

**Please review and submit your information**

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

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

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

Daytime Phone:  
[edit](#)

[submit](#)

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

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

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

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

**Select a NOFA**

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Senior Corps

Click on the "New" link under Creating an Application

**Select a NOFA**

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

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

Select the program area "Senior Corps". Click the "Go" button.

A from the list provided.

If you are a Senior Corps the "View all application/grants" link to create a Continuation or a



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

## Start New

➔ Applicant Info

Application Info

Narratives

Work Plan

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

Review

Authorize and Submit

Follow the prompts entering all requested information. There are 10 sections that will need to be completed.

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

### Applicant Info [?](#)

Please enter/review your applicant and project information.

### NOFA information [?](#) : [change to another NOFA](#)

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

NOFA:

Due Date:

Summary:

### Applicant information [?](#)

Applicant/User: Test Grantee Account

Authorized Representative:

### Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

### Enter/Edit a Project

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

\* Project Title:

\* Project State:

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* Zipcode:  -

\* Phone: . .  ext.

Fax: . .

Email:

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

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

First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

cancel

save & close

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

### Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)  
Continuation Requests and Recompete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

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

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

Project Website URL:

Continuation and Renewal Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

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

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

(1000 chars) List Cities, Counties or States [?](#)

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

### Project Start and End Dates

Proposed Start Date:  /  /  [?](#)

Proposed End Date:  /  /  [?](#)

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

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

**Other**

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

Yes  No

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

Applicant is Delinquent on any federal debt.

Yes  No

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

State Application Identifier:

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

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

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

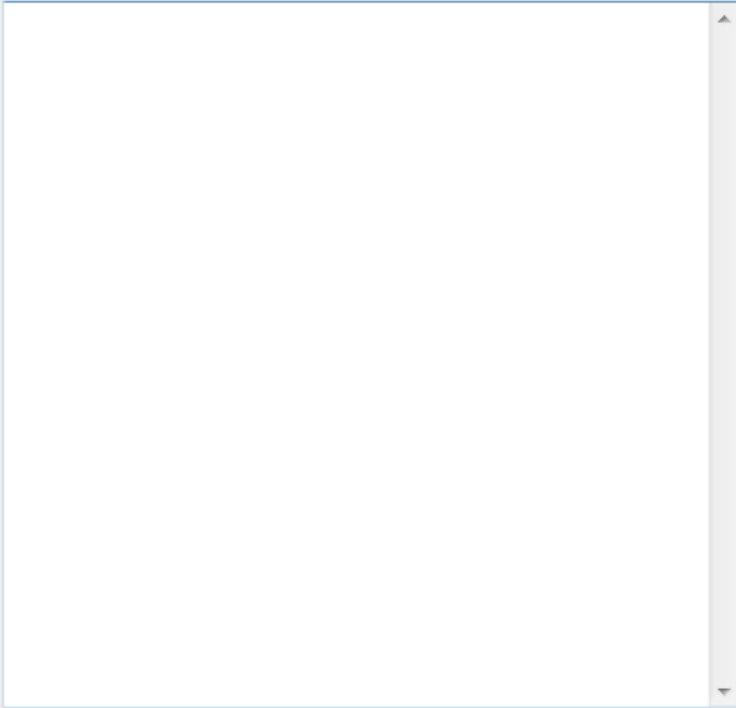
The purpose of the program narratives is for you to provide a project plan with a clear and compelling justification for achieving results with the requested funds.

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

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

### **Section A. Executive Summary**

Please enter the Executive Summary



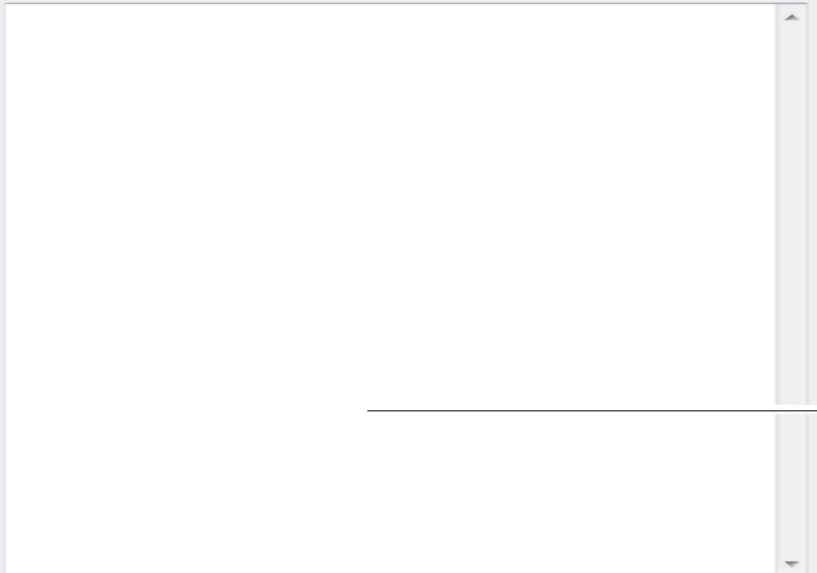
In this section, please provide a summary of your proposed or ongoing project. The Executive Summary must be no longer than one page.

**NOTE:** CNCS will post these summaries on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and open government.

## Section B. Strengthening Communities

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

Please enter the Strengthening Communities



---


## Section C. Recruitment and Development

Please enter the Recruitment and Development



## Section D. Program Management

Please enter the Program Management



## Section E. Organizational Capability

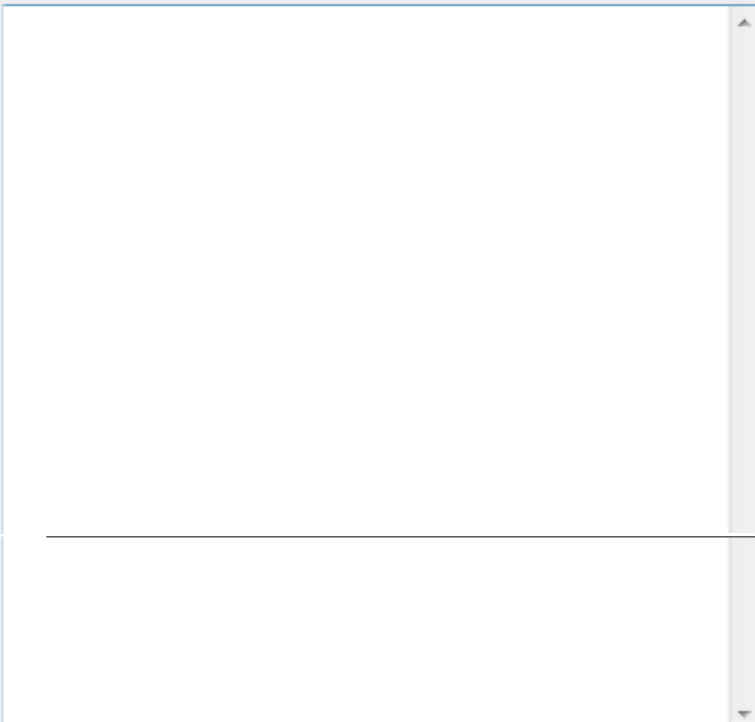
Please enter the Organizational Capability



## Section F. Other NOFA Requirements – Reference ONLY

This section is address any requirements published Notice (NOFO) or instructions. specifics.

Please enter the Other



used, as needed, to additional program that appear in the of Funding Opportunity supplemental Refer to the NOFO for

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

For [RSVP Competitive applicants and FGP & SCP Renewals](#), this section must be completed.

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

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

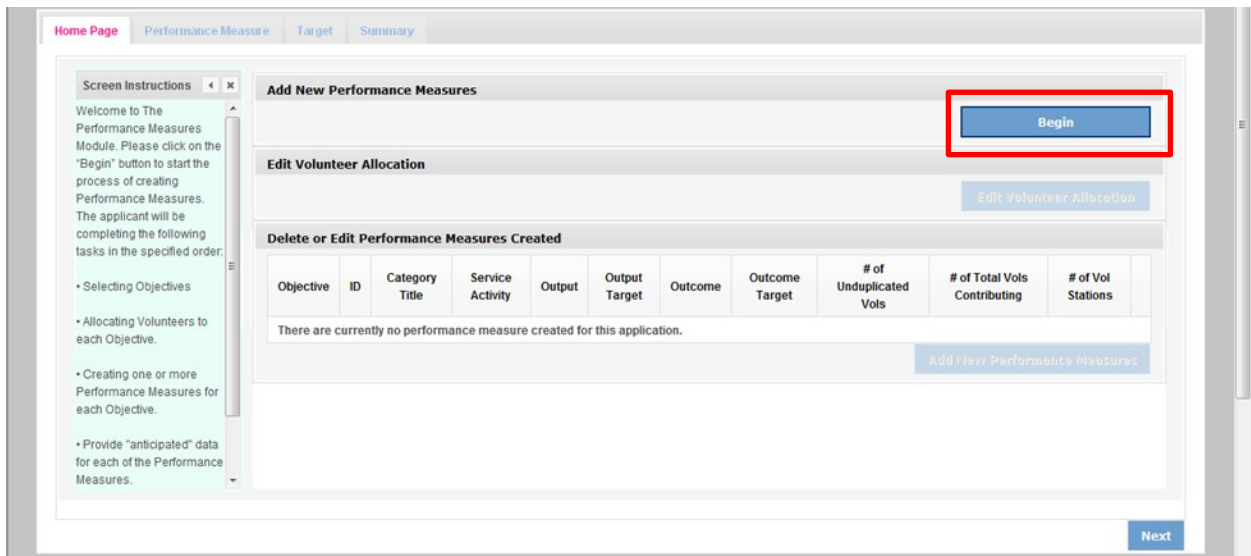
#### **A: For RSVP applicants**

Click to enter the work plan Performance Measure Module.

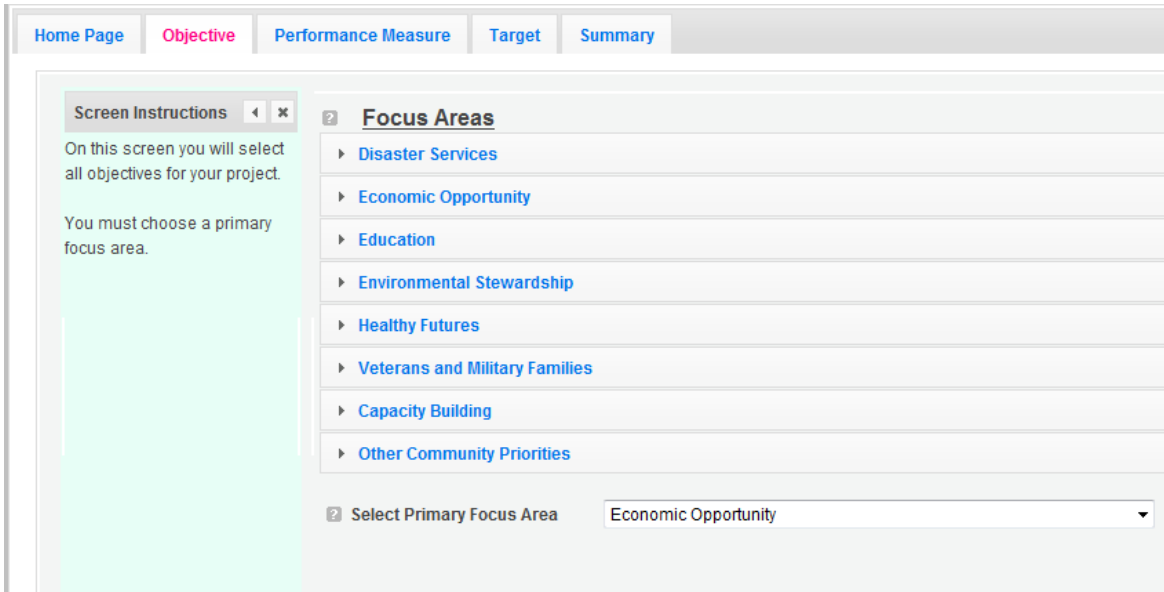




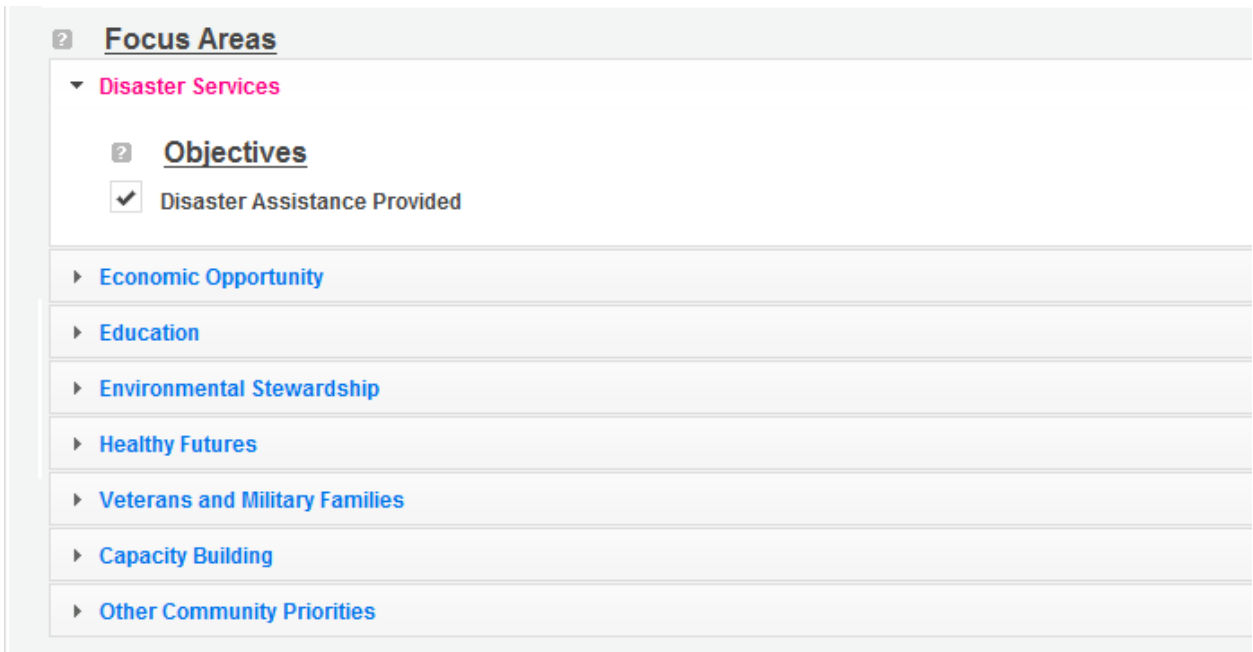
Click Begin to start entering work plans.



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



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



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

A screenshot of a web application's 'Focus Areas' menu. The menu is titled 'Focus Areas' with a question mark icon. It contains several expandable items: 'Disaster Services', 'Economic Opportunity' (which is expanded), 'Education', 'Environmental Stewardship', 'Healthy Futures', 'Veterans and Military Families', 'Capacity Building', and 'Other Community Priorities'. Under the expanded 'Economic Opportunity' item, there is a sub-section titled 'Objectives' with a question mark icon. This sub-section contains three checkboxes: 'Employment' (unchecked), 'Financial Literacy' (checked), and 'Housing' (unchecked).

A screenshot of a web application's 'Focus Areas' menu. The menu is titled 'Focus Areas' with a question mark icon. It contains several expandable items: 'Disaster Services', 'Economic Opportunity', 'Education' (which is expanded), 'Environmental Stewardship', 'Healthy Futures', 'Veterans and Military Families', 'Capacity Building', and 'Other Community Priorities'. Under the expanded 'Education' item, there is a sub-section titled 'Objectives' with a question mark icon. This sub-section contains three checkboxes: 'K-12 Success' (checked), 'School Readiness' (unchecked), and 'Other Education' (unchecked).

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

A screenshot of a web application's 'Focus Areas' menu. The menu is titled 'Focus Areas' with a question mark icon. It contains several expandable items: 'Disaster Services', 'Economic Opportunity', 'Education', 'Environmental Stewardship' (which is expanded), 'Healthy Futures', 'Veterans and Military Families', 'Capacity Building', and 'Other Community Priorities'. Under the expanded 'Environmental Stewardship' item, there is a sub-section titled 'Objectives' with a question mark icon. This sub-section contains one checkbox: 'At-Risk Ecosystems' (checked).

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

**Focus Areas**

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship

**Healthy Futures**

**Objectives**

- Access to Care
- Aging in Place
- Obesity and Food

- ▶ Veterans and Military Families
- ▶ Capacity Building
- ▶ Other Community Priorities

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

**Focus Areas**

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▶ Healthy Futures

**Veterans and Military Families**

**Objectives**

- Veterans & Families Served

- ▶ Capacity Building
- ▶ Other Community Priorities

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

A screenshot of a web interface showing a 'Focus Areas' menu. The menu is titled 'Focus Areas' with a question mark icon. It contains several items: 'Disaster Services', 'Economic Opportunity', 'Education', 'Environmental Stewardship', 'Healthy Futures', 'Veterans and Military Families', 'Capacity Building' (expanded), and 'Other Community Priorities'. Under 'Capacity Building', there is a sub-section 'Objectives' with a question mark icon, and a checkbox labeled 'Capacity Building & Leverage' which is checked.

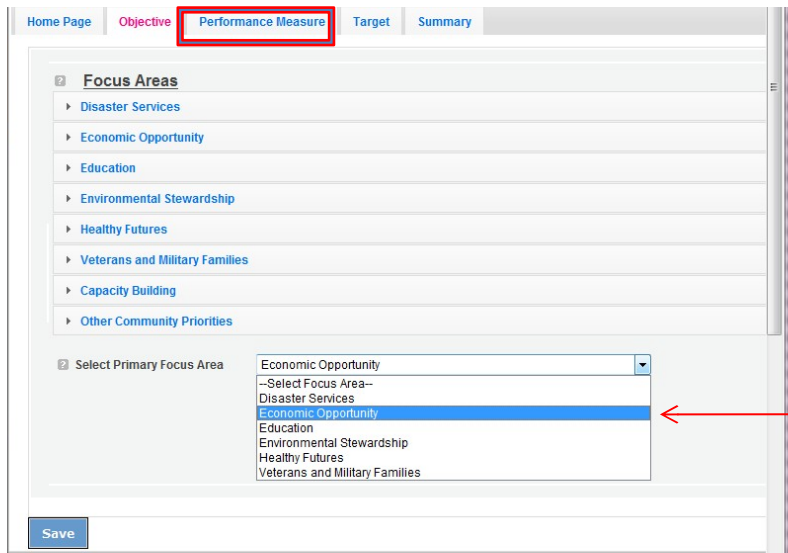
The objective option for Capacity Building is Capacity Building & Leverage.

A screenshot of a web interface showing a 'Focus Areas' menu. The menu is titled 'Focus Areas' with a question mark icon. It contains several items: 'Disaster Services', 'Economic Opportunity', 'Education', 'Environmental Stewardship', 'Healthy Futures', 'Veterans and Military Families', 'Capacity Building', 'Other Community Priorities' (expanded), and 'Objectives' (with a question mark icon). Under 'Other Community Priorities', there is a checkbox labeled 'Other' which is checked.

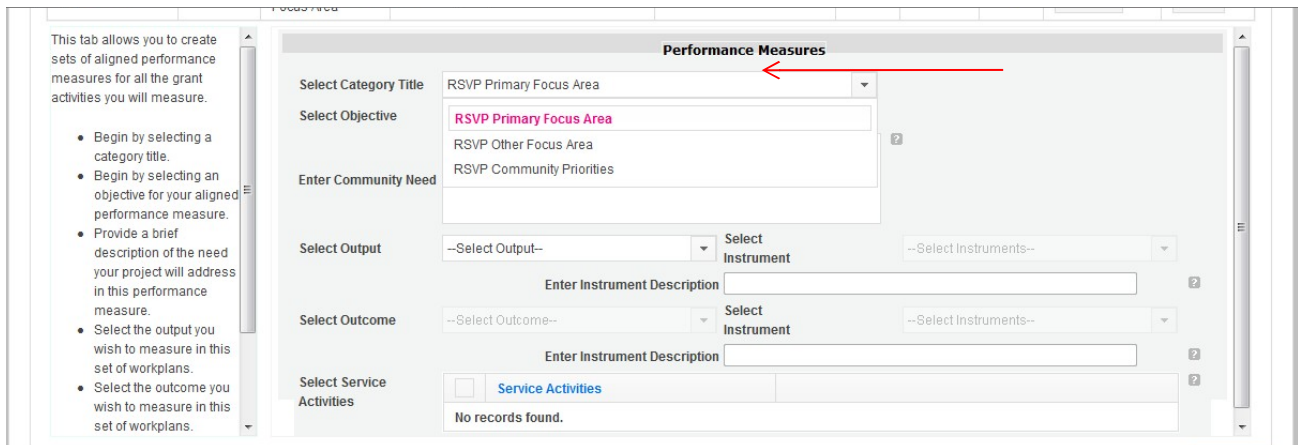
The objective option for Other Community Priorities is Other.

When all necessary objectives have been selected, choose a Primary Focus Area from the drop down list at the bottom. Only the Focus Areas that are part of

the objectives that were previously selected will show up on this list. Then click Next or the Performance Measures tab to move to the Performance Measures tab.



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



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

**Performance Measures**

Select Category Title: Other Focus Areas

Select Objective: Veterans & Families Served

Enter Community Need: [Text Area]

Select Output: [Dropdown]

Select Instrument: --Select Instruments--

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments--

Select Service Activities: [Table]

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

Enter Community Need: [Text Area]

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

Select Category Title: Other Focus Areas

Select Objective: Veterans & Families Served

Enter Community Need: [Text Area]

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

Select Instrument: --Select Instruments--

Select Outcome: [Dropdown]

Select Instrument: [Dropdown]

Select Service Activities: [Table]

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

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

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

- Select Category Title: Other Focus Areas
- Select Objective: Veterans & Families Served
- Enter Community Need: [Empty text area]
- Select Output: (PRIORITY) V9: Number of active military service members that received CNCS-supported assistance
- Select Instrument: --Select Instruments-- (dropdown menu with options: Activity Log, Attendance Log, Tracking System, Other)
- Select Outcome: [Empty dropdown menu]
- Select Instrument: [Empty dropdown menu]
- Select Service Activities: [Table with columns: Service Activities, Description]

The dropdown menu for 'Select Instrument' is highlighted with a red box, showing the following options: --Select Instruments--, Activity Log, Attendance Log, Tracking System, and Other.

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

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

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

The dropdown menu for 'Select Outcome' is highlighted with a red box, showing the following options: --No Outcome selected--, (PRIORITY) ED6: Number of youth in mentoring/tutoring programs with improved school attendance, ED26: Number of students acquiring a GED, (PRIORITY) ED27: Number of students in mentoring/tutoring programs with improved academic engagement, and (PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math.



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

The screenshot shows the 'Performance Measures' form with the following fields filled:

- Select Category Title: Other Focus Areas
- Select Objective: K-12 Success
- Enter Community Need: (Empty)
- Select Output: (PRIORITY) ED2: Number of students who completed K-12 education programs
- Select Instrument: --Select Instruments--
- Select Outcome: (PRIORITY) ED6: Number of youth in mentoring/tutoring programs with improved school attendance
- Select Instrument: Attendance Log
- Select Service Activities: Other

The 'Enter Instrument Description' text box for the selected instrument contains the text 'Attendance Log'.

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

The screenshot shows the 'Select Service Activities' section with the following service activities selected:

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

The 'Description' text box is empty.

The screenshot shows the navigation buttons: Reset, Complete PM, Back, and Next. The 'Complete PM' button is highlighted with a red box.

Click Complete PM after completing the information for each objective.

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

Home Page Objective Performance Measure Target Summary

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

Screen Instructions Enter Community Need

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

Volunteer Calculator

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

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

Home Page Objective Performance Measure Target Summary

Volunteer Calculator

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

Save Review Allocations Back Next

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

• **Success: All allocation rules satisfied**

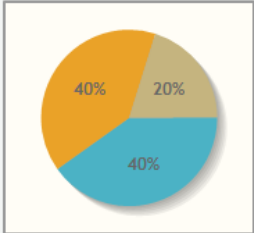
**Volunteer Calculator**

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

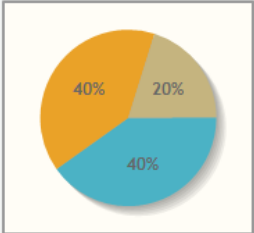
Click Next or the Summary tab to move to the Summary tab. This page provides a summary of all the information you have entered in the module. To print the entire summary, click Print PDF for all Performance Measures.

Performance Measure | Target | **Summary**

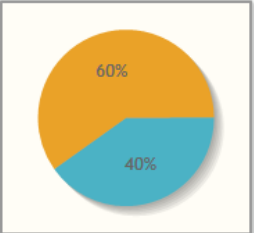
Unduplicated Volunteers by Focus Areas



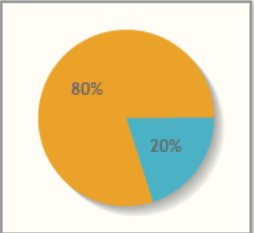
Unduplicated Volunteers by Objective



Unduplicated Volunteers by Category Title



working on/not working on Results tied to Outcome



[Print PDF for all Performance Measures](#)

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

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

[Print PDF for all Performance Measures](#)

▼ **PM 1.1-Assisting VITA**

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

**Project Planning**

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

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

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

[Print PDF for all Performance Measures](#)

▼ **PM 1.1-Assisting VITA**

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

**Project Planning**

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

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

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

Print PDF for all Performance Measures

PM 1.1-Assisting VITA

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

Community Need to be Addressed: gsfgsf sfgsfgsgf

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

Project Planning

Service Activity: Assisting VITA

Anticipated # of Unduplicated Vols: 2

Anticipated # of Total Vols Contributing: 1

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

Target: 2    How Measured: Activity Log

Anticipated Outcome:    How Measured:

Edit Performance Measures    Edit Targets    Print This Measure

Back    **Validate Performance Measures**

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

Summary

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

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

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

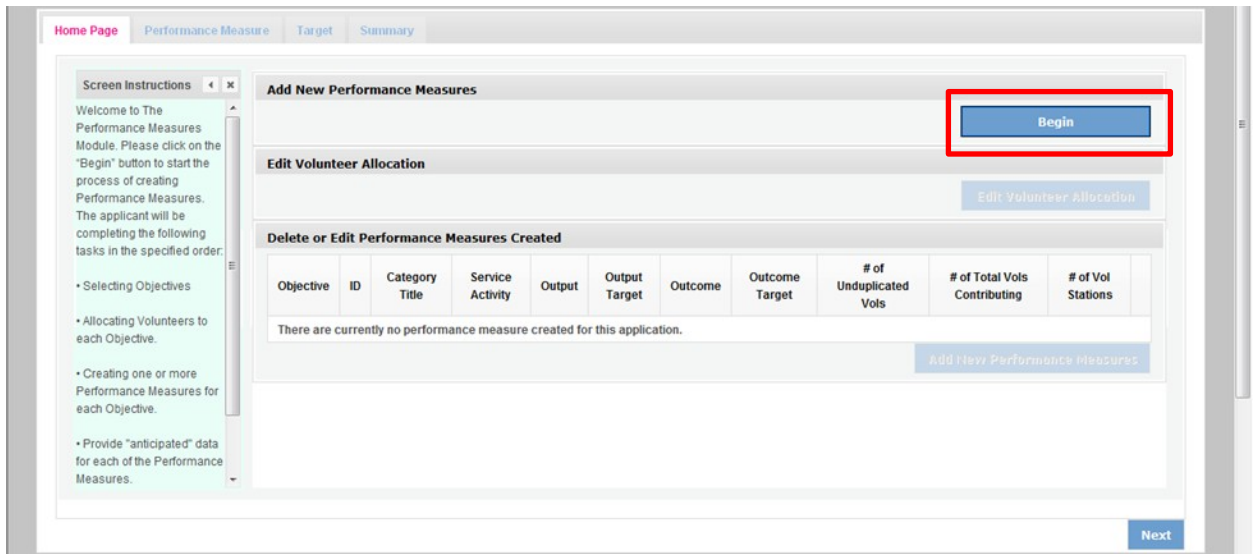
The screenshot shows a web interface with a blue navigation bar at the top containing the links: [home](#), [back to eGrants application](#) (highlighted with a red box), [my account](#), and [help](#). Below the navigation bar is an orange header area with the following text: **Grant application ID:** 13SR143017, **NOFA:** RSVP 2013 Competition Appendix A Part 2 Funding Opportunities, **Type:** New Application, **Status:** Grantee Initial Entry, **Submitted:**, and **Legal Applicant Name:** Test RSVP Grantee. On the left side of the orange area, the word "asures" is partially visible. Below the orange area is a grey bar with a tab labeled "Summary" in pink text. The interface is set against a white background.

## For Foster Grandparent Program Applicants

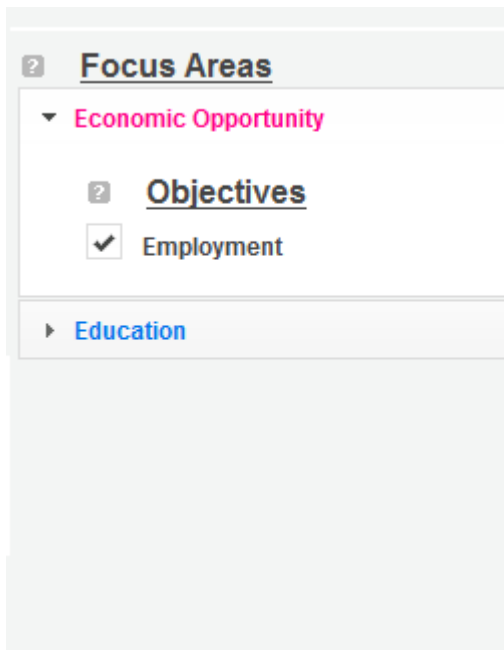
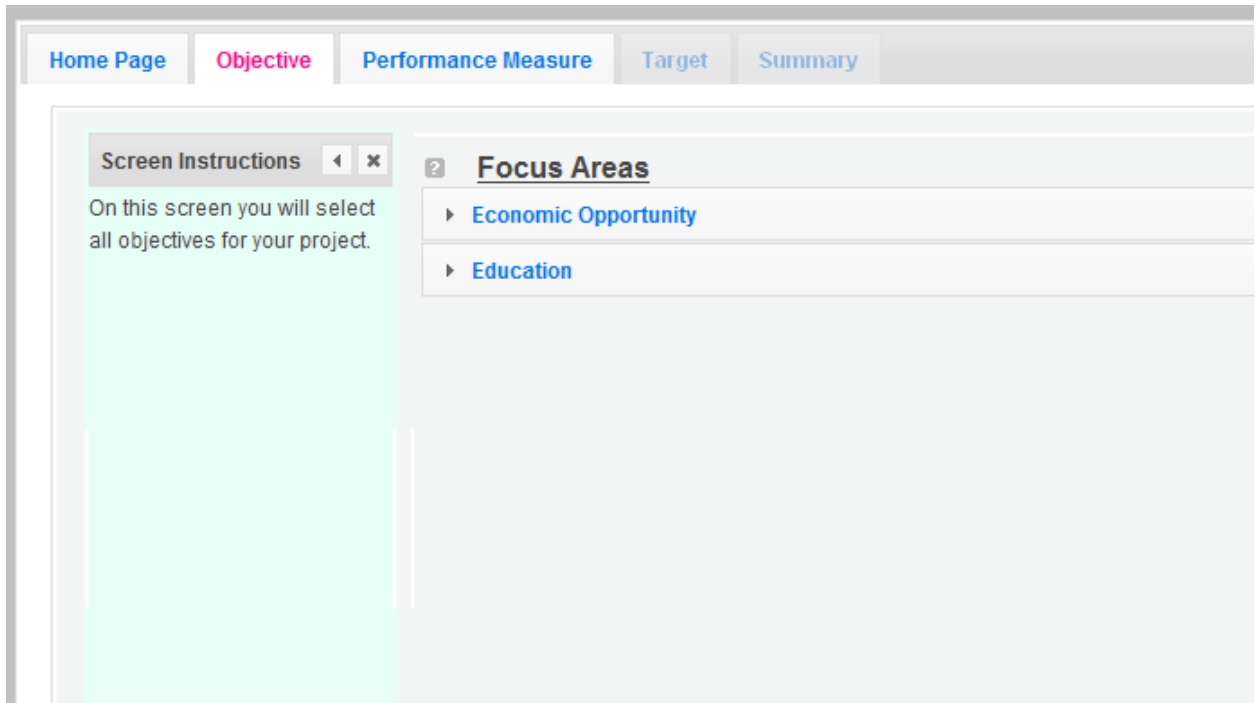
Click to enter the work plan Performance Measure Module.



Click Begin to start entering work plans.



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



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



**Focus Areas**

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

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

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

Home Page Objective **Performance Measure** Target Summary

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

**Focus Areas**

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

Save **Next**

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

The screenshot shows the 'Performance Measures' form. The 'Select Category Title' dropdown is set to 'Agency-wide Education Outcome 75%'. The 'Select Objective' dropdown is open, showing three options: 'Agency-wide Education Outcome 75%' (highlighted in blue), 'Other', and an empty field. A red arrow points to the dropdown menu. Below the dropdowns are fields for 'Enter Community Need', 'Select Output', 'Select Instrument', and 'Select Outcome'. At the bottom right, there are buttons for 'Reset', 'Add PM', 'Back', and 'Next'.

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

The screenshot shows the 'Performance Measures' form. The 'Select Category Title' dropdown is set to 'Agency-wide Education Outcome 75%'. The 'Select Objective' dropdown is open, showing three options: '--Select Objective--' (highlighted in blue), 'School Readiness', and an empty field. A red arrow points to the dropdown menu. Below the dropdowns are fields for 'Enter Community Need', 'Select Output', 'Select Instrument', and 'Select Outcome'. At the bottom right, there are buttons for 'Reset', 'Add PM', 'Back', and 'Next'.

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

The screenshot shows a form with several fields. A red rectangular box highlights the 'Enter Community Need' text area. Below it, the 'Select Output' dropdown is set to '(PRIORITY) V9: Number of active military service members that received CNCS-supported assistance'. The 'Select Instrument' dropdown is set to '--Select Instruments--' and has an 'Enter Instrument' button next to it.

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

The screenshot shows a 'Performance Measures' form. The 'Select Category Title' is 'Agency-wide Education Outcome 75%' and 'Select Objective' is 'School Readiness'. The 'Enter Community Need' field is empty. The 'Select Output' dropdown is circled in red and shows a list with '--Select Output--' at the top and 'Select Output' below it. The 'Select Instrument' dropdown is set to '(PRIORITY) ED21: Number of children who completed early childhood education programs'. The 'Select Outcome' dropdown is set to '--No Outcome selected--'. The 'Select Instrument' dropdown is set to '--Select Instruments--' with an 'Enter Instrument Description' field next to it. At the bottom, there is a table for 'Select Service Activities' with columns 'Service Activities' and 'Description', and a message 'No records found.'

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

The screenshot shows a form with 'Select Category Title' set to 'Other Focus Areas' and 'Select Objective' set to 'Veterans & Families Served'. The 'Enter Community Need' field is empty. The 'Select Output' dropdown is set to '(PRIORITY) V9: Number of active military service members that received CNCS-supported assistance'. The 'Select Instrument' dropdown is circled in red and shows a list with '--Select Instruments--' at the top and 'Activity Log', 'Attendance Log', 'Tracking System', and 'Other' below it. The 'Enter Instrument Description' field is also circled in red and is currently empty. Below this, there is another 'Enter Instrument Description' field. At the bottom, there is a table for 'Select Service Activities' with columns 'Service Activities' and 'Description', and a checkbox for 'Assist with access to state and federal benefits'.

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

The screenshot shows a form with the following fields:

- Select Objective:** School Readiness
- Enter Community Need:** (Empty text area)
- Select Output:** (PRIORITY) ED21: Number of children who completed early childhood education programs
- Select Instrument:** Activity Log
- Enter Instrument:** (Empty text area)
- Select Outcome:** --No Outcome selected-- (highlighted with a red box)
- Select Instrument:** (Empty dropdown)
- Select Service Activities:**
  - Assisting in classroom
  - Assisting in classroom-Head Start

Reset Add PM  
Back Next

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

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

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

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

Click Add PM after completing the information for each objective.

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

Home Page Objective **Performance Measure** Target Summary

Summary of Performance Measures								
Objective	ID	Category Title	Service Activities	Output	Outcome	Complete	Delete	Edit
School Readiness	1	Agency-wide Education Outcome 75%	Assisting in classroom	ED21	ED23	Yes	<a href="#">Delete</a>	<a href="#">Edit</a>

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

The screenshot shows the 'Target' tab of a software interface. At the top, there are three tabs: 'Performance Measure', 'Target' (which is active), and 'Summary'. Below the tabs is a 'Volunteer Calculator' form. The form has two columns. The left column is titled 'Total # of Unduplicated Volunteers' and contains the text 'My project's total # of unduplicated volunteers is:' followed by a text input field containing the number '0'. The right column is titled '75% Agency-wide Education Outcome' and contains three rows of text: '# I must place: 0.', '# placed so far: 0.', and '# I still have to place: 0.'. Below the calculator is a 'Summary of Performance Measures' section.

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

This screenshot shows the 'Target' tab with additional content. On the left, there is a 'Screen Instructions' box with the following text: 'On this tab, you will indicate how many volunteers will be working in each work plan, and you will indicate target for your outputs and outcomes. • Targets must be numbers, not percents.' The 'Volunteer Calculator' form is identical to the previous screenshot. Below it is a 'Summary of Performance Measures' table with the following data:

Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	# of Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
School Readiness	1.1	Agency-wide Education Outcome 75%	Assisting in classroom	ED21	<input type="text" value="0"/>	ED23	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Employment	2.1	Other	Adult Basic Education	O2	<input type="text" value="0"/>	O10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

At the bottom of the page, there are three buttons: 'Save', 'Review Allocations', and 'Next'.

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

- **Success: All allocation rules satisfied**

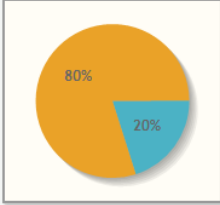
Volunteer Calculator

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

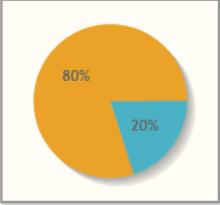
Performance MeasureTargetSummary

Summary

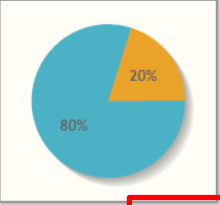
Unduplicated Volunteers by Focus Areas



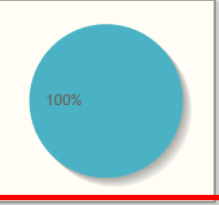
Unduplicated Volunteers by Objective



Unduplicated Volunteers by Category Title



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



[Print PDF for all Performance Measures](#)

▶ [PM 1.1-Assisting in classroom](#)

▶ [PM 2.1-Adult Basic Education](#)

Back Validate Performance Measures

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

The screenshot shows a web application interface for managing performance measures. At the top right, there is a link "Print PDF for all Performance Measures". Below this, a dropdown menu is expanded to show "PM 1.1-Assisting in classroom". The main content area contains a form with the following fields:

Applicant Organization:	Test RSVP Grantee	Period Covered Starting:		Ending:	
Community Need to be Addressed:	test				
Focus Area:	Education	Objective:	School Readiness	Number of Volunteer Stations:	1

Below the form, there is a "Project Planning" tab. Under this tab, the following information is displayed:

Service Activity:	Assisting in classroom				
Anticipated # of Unduplicated Vols:	40				
Anticipated # of Total Vols Contributing:	40				
Anticipated Output:	(PRIORITY) ED21: Number of children who completed early childhood education programs				
Target:	40	How Measured:	Activity Log		
Anticipated Outcome:	(PRIORITY) ED23: Number of children demonstrating gains in social and/or emotional development				
Target:	40	How Measured:	Observation Tool		

At the bottom of the form, there are three buttons: "Edit Performance Measures", "Edit Targets", and "Print This Measure". The "Print This Measure" button is highlighted with a red rectangle. Below the form, there are two more buttons: "Back" and "Validate Performance Measures".

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

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



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

The screenshot shows a web application interface for managing performance measures. At the top right, there is a link "Print PDF for all Performance Measures". Below this, a section titled "PM 1.1-Assisting in classroom" is expanded. It contains several input fields: "Applicant Organization" (Test RSVP Grantee), "Period Covered Starting:" and "Ending:" (empty), "Community Need to be Addressed:" (test), "Focus Area:" (Education), "Objective:" (School Readiness), and "Number of Volunteer Stations:" (1). A "Project Planning" tab is active, showing "Service Activity:" (Assisting in classroom), "Anticipated # of Unduplicated Vols:" (40), "Anticipated # of Total Vols Contributing:" (40), "Anticipated Output:" ((PRIORITY) ED21: Number of children who completed early childhood education programs), "Target:" (40), "How Measured:" (Activity Log), "Anticipated Outcome:" ((PRIORITY) ED23: Number of children demonstrating gains in social and/or emotional development), and "Target:" (40), "How Measured:" (Observation Tool). At the bottom of this section are buttons for "Edit Performance Measures", "Edit Targets", and "Print This Measure". At the bottom of the entire interface, there are two buttons: "Back" and "Validate Performance Measures", with the latter highlighted by a red rectangular box.

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

The screenshot shows a "Summary" tab. Below the tab, there is a red bullet point message: "Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application". Below the message, there is a table with four columns: "Unduplicated Volunteers by Focus", "Unduplicated Volunteers by", "Unduplicated Volunteers by Category", and "% of Unduplicated Volunteers".

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

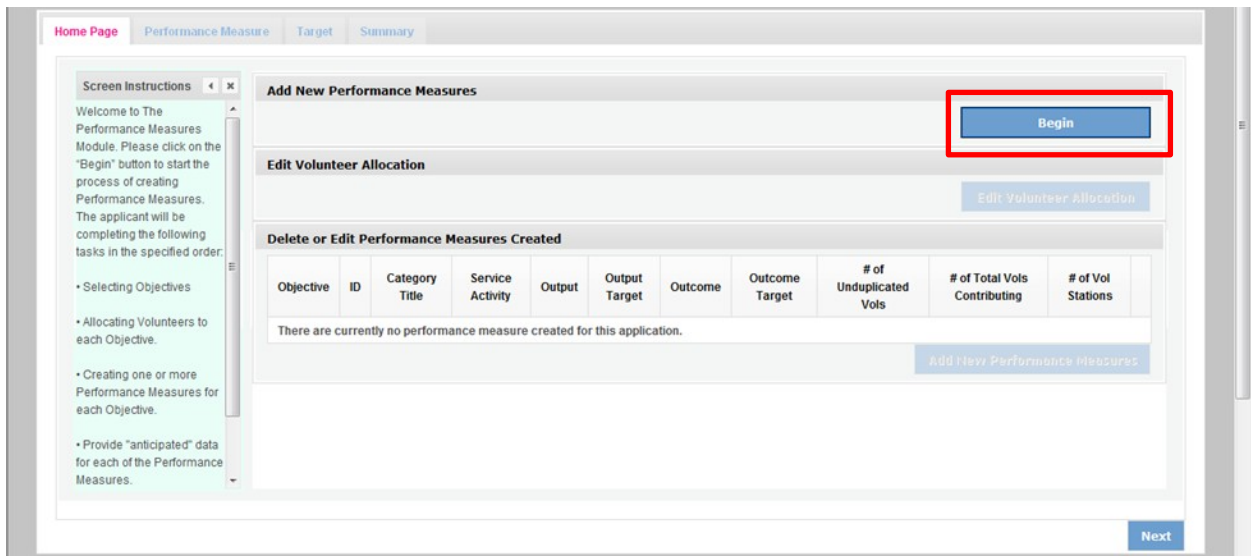
The screenshot shows the application header with navigation buttons: "home", "back to eGrants application", "my account", "help", and "logout". The "back to eGrants application" button is highlighted with a red rectangular box. Below the header, there is an orange banner with the following information: "Grant application ID: 13SF146760", "NOFA: FGP 2013 Quarter 3 (Year 1 of single or multi year grant)", "Type: New Application", "Status: Grantee Initial Entry", "Submitted:", and "Legal Applicant Name: Test RSVP Grantee".

## For Senior Companion Program Applicants

Click to enter the work plan Performance Measure Module.



Click Begin to start entering work plans.



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

The screenshot shows the 'Performance Measures' form in a web application. At the top, there are navigation tabs: 'Home Page', 'Performance Measure' (active), 'Target', and 'Summary'. Below the tabs is a 'Summary of Performance Measures' table with columns: Objective, ID, Category Title, Service Activities, Output, Outcome, Complete, Delete, and Edit. The table is currently empty, with a message: 'There are currently no Performance measures created for this application.' On the left, there is a 'Screen Instructions' panel with a list of steps: 'Begin by selecting a category title.', 'Select an objective for your aligned performance measure.', 'Provide a brief description of the need your project will address in this performance measure.', and 'Select the output you wish to measure in this set of workplans.' The main form area is titled 'Performance Measures' and contains several sections: 'Select Category Title' with a dropdown menu showing 'Independent Living and Respite Care' selected; 'Select Objective' with a dropdown menu showing 'Independent Living and Respite Care' selected (indicated by a red arrow); 'Enter Community Need' with a text input field; 'Select Output' with a dropdown menu showing 'OT2: Number of other older adults and individuals with disabilities served.'; 'Select Instrument' with a dropdown menu showing 'Other' and an 'Enter Instrument Description' field; 'Select Outcome' with a dropdown menu showing '--No Outcome selected--'; another 'Select Instrument' section with a dropdown menu showing '--Select Instruments--' and an 'Enter Instrument Description' field; and 'Select Service Activities' with a table header 'Service Activities' and 'Description', and a single entry 'Serving Non-Veterans'. At the bottom right, there are buttons for 'Reset', 'Add PM', 'Back', and 'Next'. A 'Save' button is located at the bottom left.

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

The screenshot shows the 'Performance Measures' form in a web application, similar to the previous one. The 'Category Title' dropdown is still set to 'Independent Living and Respite Care'. The 'Select Objective' dropdown menu is now open, showing a list of objectives: 'Aging in Place', '--Select Objective--', and 'Aging in Place'. The 'Aging in Place' option is highlighted in blue, and a red arrow points to it. The 'Enter Community Need' text input field is empty. The 'Select Output' dropdown menu is set to '--Select Output--'. The 'Select Instrument' dropdown menu is set to '--Select Instruments--'. The 'Select Outcome' dropdown menu is set to '--No Outcome selected--'. The second 'Select Instrument' dropdown menu is set to '--Select Instruments--'. The 'Select Service Activities' table is empty, with a message 'No records found.' at the bottom. The navigation tabs and buttons are the same as in the previous screenshot.

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

Select Objective: Aging in Place

Enter Community Need

Select Output: --Select Output--

Select Instrument: --Select Instruments--

Enter Instrument Description

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments--

Enter Instrument Description

Select Service Activities

Service Activities	Description
--------------------	-------------

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

Performance Measures

Select Category Title: Independent Living and Respite Care

Select Objective: Aging in Place

Enter Community Need

Select Output: --Select Output--

Select Instrument: --Select Instruments--

Enter Instrument Description

Select Outcome: --No Outcome selected--

Select Instrument: --Select Instruments--

Enter Instrument Description

Select Service Activities: Service Activities

Description

No records found.

Reset Add PM

Back Next

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

The screenshot shows the 'Performance Measures' form with the following fields:

- Select Category Title: Independent Living and Respite Care
- Select Objective: Aging in Place
- Enter Community Need: (empty)
- Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service
- Select Instrument: --Select Instruments-- (dropdown menu is open showing options: --Select Instruments--, Activity Logs, Client Tracking Database, Other)
- Enter Instrument Description: (empty)
- Select Outcome: (empty)
- Select Instrument: (empty)
- Select Service Activities:
 

Service Activities	Description
<input type="checkbox"/> Companionship	

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

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

The screenshot shows the 'Performance Measures' form with the following fields:

- Select Category Title: Independent Living and Respite Care
- Select Objective: Aging in Place
- Enter Community Need: test
- Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service
- Select Instrument: Client Tracking Database
- Enter Instrument Description: test
- Select Outcome: --No Outcome selected-- (dropdown menu is open showing options: --No Outcome selected--, H14: Number of caregivers who reported having increased social ties/perceived social support)
- Select Instrument: (empty)
- Select Service Activities:
 

Service Activities	Description
<input type="checkbox"/> Companionship	

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

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

The screenshot shows the 'Performance Measures' form with the following fields:

- Select Category Title: Independent Living and Respite Care
- Select Objective: Aging in Place
- Enter Community Need: test
- Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service
- Select Instrument: Client Tracking Database
- Enter Instrument Description: test
- Select Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support
- Select Instrument: --Select Instruments-- (dropdown menu is open showing 'Survey')
- Enter Instrument Description: (empty text box)
- Select Service Activities:
  - Companionship

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

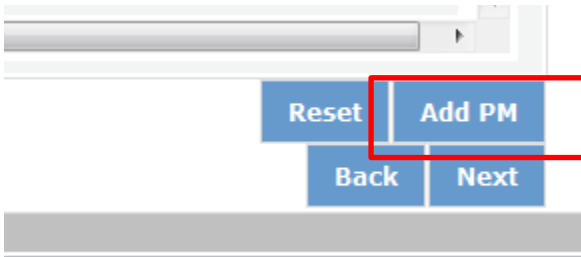
Select all the service activities that apply. The service activities that appear are generated based on the objective selected. Each service activity selected will create a new work plan. Enter a description of the service activity in the corresponding text box. The service activity description should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

The screenshot shows the 'Performance Measures' form with the following fields:

- Select Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service
- Select Instrument: Client Tracking Database
- Enter Instrument Description: test
- Select Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support
- Select Instrument: Survey
- Enter Instrument Description: test
- Select Service Activities:
 

Service Activities	Description
<input checked="" type="checkbox"/> Companionship	
<input checked="" type="checkbox"/> Companionship-Dept. of Veterans Affairs	
<input type="checkbox"/> Preventing Elder Abuse	
<input type="checkbox"/> Transportation	

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



Click Add PM after completing the information for each objective.

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

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

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

sure Target Summary

Volunteer Calculator

Total # of Unduplicated Volunteers

My project's total # of unduplicated volunteers is:

Total placed so far: 0.

# I still have to place: 100.

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

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

**Screen Instructions** ✕

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

• Targets must be numbers, not percents.

**Volunteer Calculator**

**Total # of Unduplicated Volunteers**

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

Total placed so far: 100.

# I still have to place: 0.

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

[Save](#)
[Review Allocations](#)

[Back](#)
[Next](#)

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

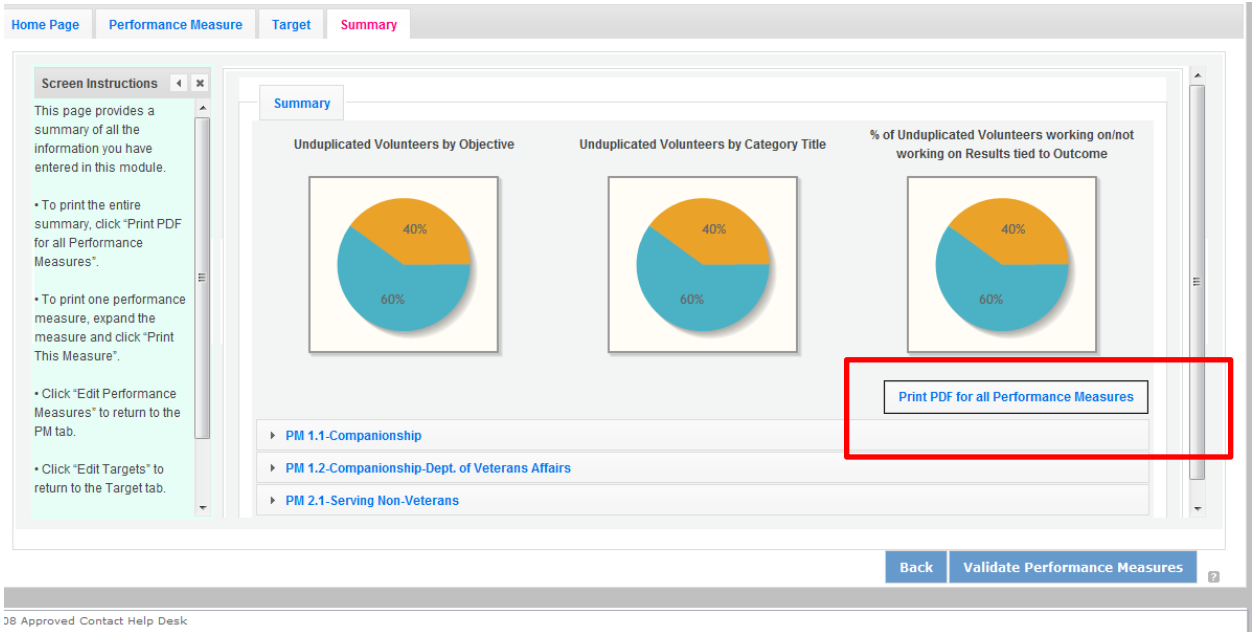
- **Success: All allocation rules satisfied**

**Volunteer Calculator**

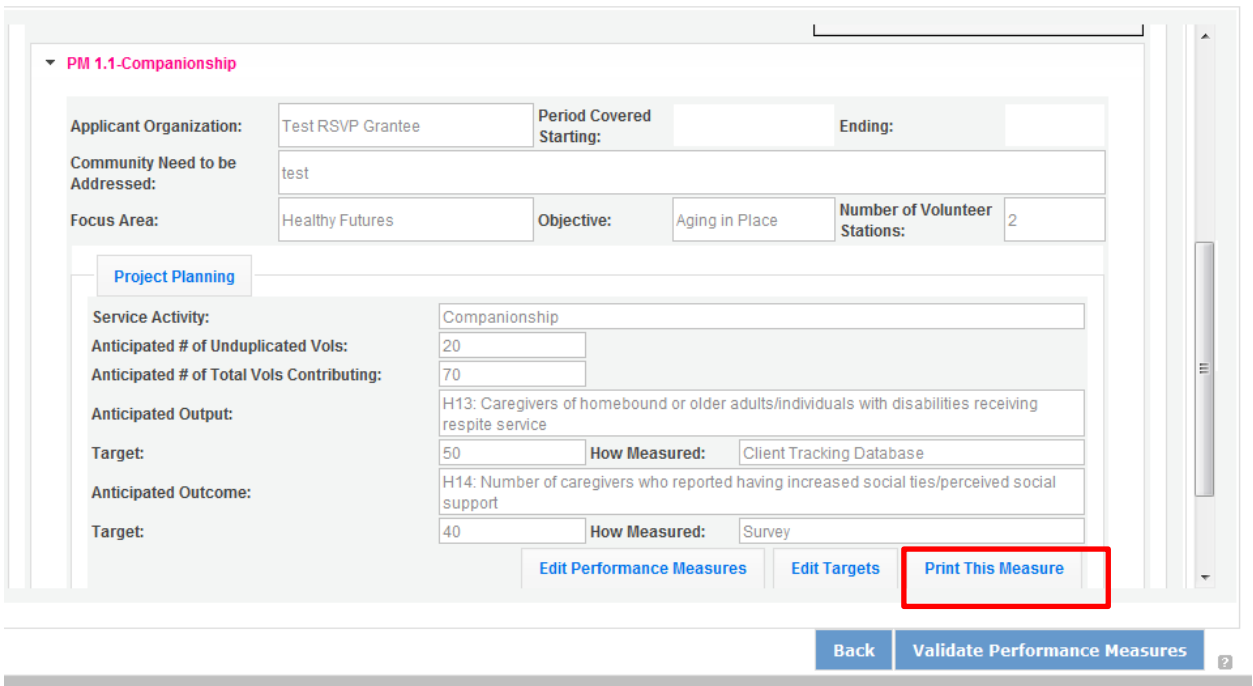
<b>Total # of Unduplicated Volunteers</b>	<b>Primary Focus Areas</b>
---	----------------------------



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



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



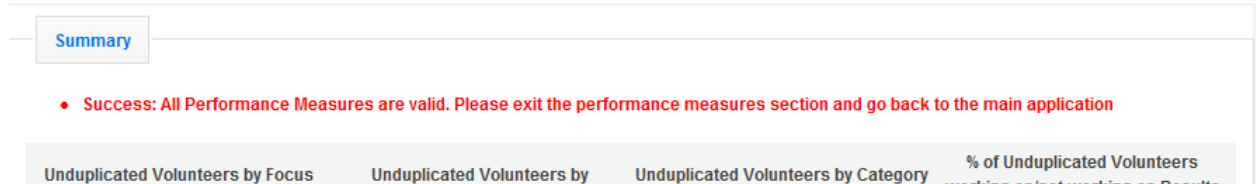
Click Edit Performance Measures to return to the Performance Measure tab.

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

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

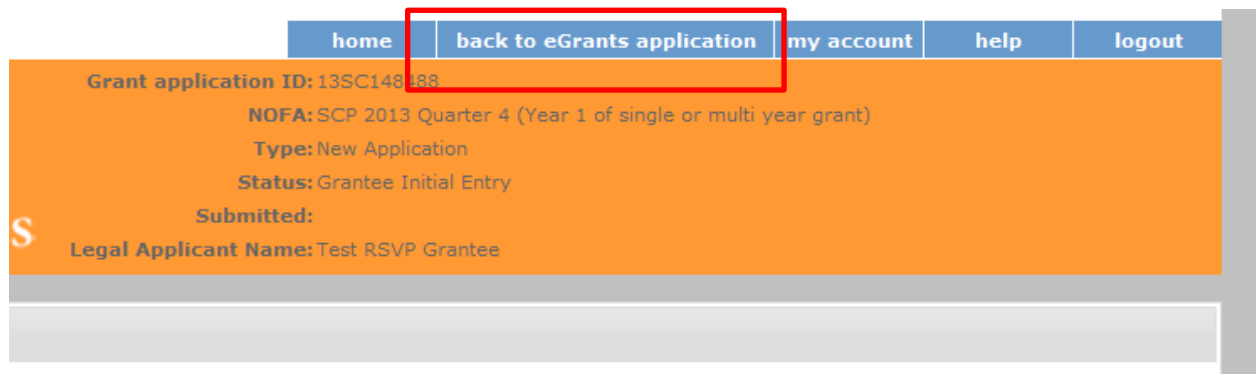
This screenshot is identical to the one above, showing the same 'PM 1.1-Companionship' form. In this version, the 'Validate Performance Measures' button at the bottom right is highlighted with a red box, while the 'Edit Performance Measures' button is no longer highlighted.

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



The screenshot shows a 'Summary' tab selected. Below it is a red bullet point message: 'Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application'. At the bottom of the box are four tabs: 'Unduplicated Volunteers by Focus', 'Unduplicated Volunteers by', 'Unduplicated Volunteers by Category', and '% of Unduplicated Volunteers'.

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



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

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

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

status entered   
  status not entered

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

### Document Statuses

**Sent:** means you have sent the document to CNCS

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

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

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

**PART V. – BUDGET Instructions: eGrants Budget Sections**

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

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

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

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

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

**Source of Matching Funds**

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

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

Please enter the necessary budget information for your project.

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

Source of Matching Funds (Max. 1000 chars)

of  
in

**Project Personnel Expenses**

List the title of each staff position charged

Project Personnel Expenses <b>add a new budget item</b> ?									
Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>									

to the project. List all positions/titles that are either funded by CNCS, grantee share, or excess resources.

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

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

**Personnel Fringe Benefits**

Personnel Fringe Benefits : **add a new budget item**

Item	Description	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
FICA		\$0	\$0	\$0	\$0	edit	
Health Insurance		\$0	\$0	\$0	\$0	edit	
Retirement		\$0	\$0	\$0	\$0	edit	
Life Insurance		\$0	\$0	\$0	\$0	edit	
<b>Subtotal</b>		\$0	\$0	\$0	\$0		

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

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

Description:

\* Total Amount: \$  .

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

### Local Travel

Local Travel: **add a new budget item** ?

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>							

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

Local travel is travel within project service area.

For Local Travel →

Please enter the necessary budget information for your project.

\* Purpose:

Calculation:

\* Total Amount: \$  .

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

cost  
the

### Long Distance Travel

Enter long distance travel costs, as appropriate, in the budget. Briefly list the purpose of anticipated long distance travel

Long Distance Travel: **add a new budget item** ?

Purpose	Destination	Trans. Amount	Meals/ Lodging	Other Travel	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>										

Please enter the necessary budget information for your project.

\* Purpose:

Destination:

\* Trans. Amount: \$  .

\* Meals/ Lodging: \$  .

\* Other Travel: \$  .

Total Amount: \$0.00

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

and the basis for cost calculations.

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

← For Long Distance Travel

### Equipment

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

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

Please enter the necessary budget information for your project.

\* Item/Purpose:

\* Qty:

\* Unit Cost: \$  .

Total Amount: \$0.00

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

### Supplies

By clicking here

Supplies <b>add a new budget item</b> ?							
Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>							

be

you will be able to list your supplies.

Please enter the necessary budget information for your project.

\* Item/ Purpose:

Calculation:

\* Total Amount: \$   .

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

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



## Contractual and Consultant Services

Enter the cost of contracts and consultants as appropriate.

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

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>							

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

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

Please enter the necessary budget information for your project.

\* Purpose:

Calculation:

\* Total Amount: \$   .00

\* CNCS Share: \$

\* Grantee Share: \$

\* Excess Amount: \$

## Other Volunteer Support Costs

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

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

Item	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Criminal Background Check	\$0	\$0	\$0	\$0	<b>edit</b>	
<b>Subtotal</b>	\$0	\$0	\$0	\$0		

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

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

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

Please enter the necessary budget information for your project.

\* Item: Criminal Background Check

\* Total Amount: \$ 0 .00

\* CNCS Share: \$ 0 .00

\* Grantee Share: \$ 0 .00

\* Excess Amount: \$ 0 .00

Please enter the necessary budget information for your project.

\* Item:

\* Total Amount: \$ 0 .00

\* CNCS Share: \$ .

\* Grantee Share: \$ .

\* Excess Amount: \$ .

### Indirect Costs

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

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

Rate Type	Cost Basis	Calculation	Rate	Claimed	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
<b>Subtotal</b>										

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

Please enter the necessary budget information for your project.

\* Rate Type: Select a Cost Type

Cost Basis: Select a Basis

Calculation:

Rate: . %

Claimed: . %

Total Amount: \$ 0 .00

\* CNCS Share: \$ .

\* Grantee Share: \$ .

\* Excess Amount: \$ .

## Section II: Volunteer Expenses (for RSVP applicants)

### Source of Matching Funds

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

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

Please enter the necessary budget information for your project.

---

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

**Source of Matching Funds** (Max. 1000 chars)

### Other Volunteer Costs (for RSVP)

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

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

Item	Description	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Meals		\$0	\$0	\$0	\$0	edit	
Uniforms		\$0	\$0	\$0	\$0	edit	
Insurance		\$0	\$0	\$0	\$0	edit	
Recognition		\$0	\$0	\$0	\$0	edit	
Volunteer Travel		\$0	\$0	\$0	\$0	edit	
<b>Subtotal</b>		\$0	\$0	\$0	\$0		

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

'Add a new budget item' →

Please enter the necessary budget information for your project.

\* Item:

Description:

\* Total Amount: \$  .

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

Please enter the necessary budget information for your project.

\* Item: Meals

Description:

\* Total Amount: \$  .

\* CNCS Share: \$  .

\* Grantee Share: \$  .

\* Excess Amount: \$  .

← 'Edit' the categories applicable to your organization.

**Subtotal:**

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

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

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

[Validate this budget](#) 

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

### Source of Matching Funds (for FGP and SCP)

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

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

Please enter the necessary budget information for your project.

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

**Source of Matching Funds** (Max. 1000 chars)

### Stipends (for FGP and SCP)

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

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

Please enter the necessary budget information for your project.

\* Item: Corporation Funded

\* #:

\* Annual Stipend: \$2767

Total Amount: \$0.00

\* CNCS Share: \$  ,00

\* Grantee Share: \$  ,00

\* Excess Amount: \$  ,00

Please enter the necessary budget information for your project.

\* Item: Non-Corporation Funded

\* #:

\* Annual Stipend: \$2767

Total Amount: \$0.00

\* CNCS Share: \$  ,00

\* Grantee Share: \$  ,00

\* Excess Amount: \$  ,00

**Other Volunteer Costs (for FGP and SCP)**

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

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

'Add a new budget item' →

Please enter the necessary budget information for your project.

\* Item:

Description:

\* Total Amount: \$   .00

\* CNCS Share: \$

\* Grantee Share: \$

\* Excess Amount: \$

Please enter the necessary budget information for your project.

\* Item: Physical Examinations

Description:

\* Total Amount: \$   .00

\* CNCS Share: \$   .00

\* Grantee Share: \$   .00

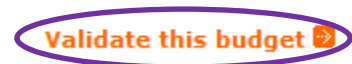
\* Excess Amount: \$   .00

← 'Edit' the categories applicable to your organization.

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

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

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



## PART VI – FUNDING Instructions: Estimated Funding

### Estimated Funding (for RSVP, FGP, and SCP)

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

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

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

Under the “Review” and “Authorize and Submit” sections, you should review each section of your application. We *strongly encourage* you to print out your application prior to final submission to ensure it is not over the 25 page limit. This limit does not include the budget and performance measures.

**NOFA Information**

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

**View/Print your application**

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

- **Application for Federal Assistance:** [view/print report](#)
- **Budget:** [view/print report](#)
- **Budget Narrative:** [view/print report](#)
- **Funding Summary Chart:** [view/print report](#)
- **Notice of Grant Award:** [view/print report](#)
- **Organization/People Report:** [view/print report](#)
- **Program Summary Chart:** [view/print report](#)

**Applicant Info: [edit](#)**

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

**Application Info: [edit](#)**

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

**Narratives: [edit](#)**

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

**Documents: [edit](#)**

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

**Budget Section 1 Subtotal: [edit](#)**

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

**Budget Section 2 Subtotal: [edit](#)**

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

**Budget Total: [Validate this budget](#)**

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

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

Now that you have reviewed and made any necessary changes to your application, you are now ready to authorize and submit your application.

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



### Authorize and Submit

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


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

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

#### Authorization:

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

**Authorized by: Grantee Account, Test**


 Authorized on **06/12/2012**

I Agree

#### Assurances: [view/print certification](#)

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

**Authorized by: Grantee Account, Test**

 Authorized on **06/12/2012**

I Agree

#### Certifications: [view/print certification](#)

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

**Authorized Certifying Official:**

I Agree

#### Verify this Grant Application:

When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run this check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

[Verify this Grant Application !\[\]\(5a351309c3b87e4420622c1f0e57efc0\_img.jpg\)](#)

#### Available actions for this Grant Application:

[Submit grant application to CNCS !\[\]\(23a2e9ddc7bb0ef55393d38b772a848d\_img.jpg\)](#)