

## Samuels, Jason (VDSS)

---

**From:** Ferni Estrada-Petersen <FESTRADA-PETERSEN@cns.gov>  
**Sent:** Friday, April 01, 2016 12:25 PM  
**To:** DeBrew, Felecia (VDSS)  
**Cc:** Samuels, Jason (VDSS)  
**Subject:** eGrants Application Submitted (Continuation)

Submission time: Date, 04/01/2016, 04:25pm ET.

Application Submitted! Thank you for your interest in national and community service. This is a confirmation that your application (App ID: 16GX183657) has been received by the Corporation for National and Community Service in our eGrants system.

If you are applying for a grant competition, and your submission time is past the posted deadline (Eastern Time), note that your application may not be considered for the competition. Please refer to the respective NOFA and application instructions for more specifics. If you have questions about your submission, please submit a help request via [https://questions.nationalservice.gov/app/ask\\_eg](https://questions.nationalservice.gov/app/ask_eg) or contact the help desk at 1-800-942-2677.

Please save this confirmation for your records.

Note: This is a computer generated notice. If you are receiving this in error, please contact the eGrants Help Desk.

# Corporation for National and Community Service

NationalService.gov



**To:** Barbara Stewart  
Jason Samuels, FGP Project Director

**From:** Debbie Martinez, Program Officer

**Date:** March 10, 2016

**Re:** FGP Grant Continuation 14GX5VA001

**Please refer to the Managing Senior Corps Grants webpage for links to the most current application instructions and other helpful documents, including:**

- FGP and SCP Senior Corps Grant Application (PDF)
- eGrants Visual Instructions (PDF)
- FGP National Performance Measures Instructions (PDF)
- FGP Work plan Development Worksheet (Word)
- Aggregate Dollar Amount of Funding Form (for private non-profits)(Excel)

We invite you to submit your continuation application for the Senior Corps grant sponsored by your organization, using eGrants. You are invited to submit an application based on the determination that your project is continuing to meet the eligibility criteria. **Please review this entire memo prior to submitting your project application in eGrants.**

<b>NOFA Opens:</b>	<b>March 1, 2016</b>
<b>Application Due Date:</b>	<b>April 15, 2016</b>

Please choose the following NOFA:

- **FY 2016 FGP Fixed Quarter 4 (Year 2 or 3 of multi-year grant)**

## FY 2016 Federal Funding Levels:

Budget Period (one year):	7/1/2016 – 6/30/2017
Project Period (multi-year):	7/1/2014 – 6/30/2017
FY 2016 Total Federal funding level:	5345, 138
* Federal VSYS	62

**\*\*Funding amount listed reflects end of FY 15 base level funding. Final award amount based on final FY 16 appropriations.\*\***

## **Continuation 2016 Instructions for Foster Grandparent Program (FGP)**

### **How to Submit Your Continuation Request:**

- From your eGrants home page, click **Continuation/Renewal**. A list of applications for your organization will be displayed.
- Click **Continue** next to the application that you plan to update and submit for your continuation. Be sure to select the correct application.
- Next you will see a list of Notice options. Your CNCS State Office will provide you with the appropriate NOFA to select.
- After the NOFA is selected, eGrants creates the continuation application which will include a copy of all information from your previously awarded application. Edit your continuation application as directed in the continuation request instructions below.
- When you have completed your edits, your Authorized Representative should login with their eGrants account and click the **SUBMIT** button.

### **What to Include in Your Continuation Request:**

#### **Applicant Info, Application Info and Funding/Demographics**

Update only if there have been significant changes at your project or organization.

#### **Narratives**

The Executive Summary should be reviewed and updated to ensure that the outcomes reflect any changes made in the Work Plans. All other narratives should only be updated if the information is no longer accurate due to project or sponsor organization changes. If the narrative information is accurate, leave it unchanged in the continuation application.

**Technical Hints:** Keep in mind there is no spell or grammar check in eGrants. Click on a category on the left (i.e. Strengthening Communities, etc.), then fill in the box on the right with your text for that particular category. Double-clicking the on the right will open up the text editor which is an optional way to enter text.

As always, please remember that all work should be completed and SAVED in a Word document PRIOR to copying and pasting into eGrants.

#### **Work Plans**

Information will copy from your previously awarded application into your continuation application. Work Plans are designed to align with the three-year performance period. Update the Work Plans as needed to reflect the upcoming performance period for the continuation.

#### **Required Documents**

Refer to the Continuation column on pages 22-23 of the Application. Send the required documents to your CNCS State Office or the FPMC as indicated in the Application.

You will be entering your volunteer station information directly into eGrants (please refer to eGrants Visual Instructions). You are no longer required to submit an Excel spreadsheet version of your Volunteer Station Roster as a separate document.

Review and update the roster as needed to reflect the current status of stations using instructions here.

You will be required to indicate the status of each document in the Required Documents section of eGrants.

### **Budget**

Your agency is applying for a fixed amount grant. With a fixed amount grant, you do not have an approved detailed budget in the grant award nor specific restrictions on the use of the grant funds. The grant funds are assumed to be used for allowable costs because the amount of the grants will be significantly less than the cost of operating the project. As a fixed amount grant awardee, you will receive an award for a specific amount per Volunteer Service Year (VSY.) Failure to achieve the approved VSY level may result in a reduction in the grant. The OMB Cost Principles and certain sections of the program regulations are not applicable to fixed amount grants. Your grants officer and/or I will work with you as needed. If you need assistance or have questions, please contact me.

### **Authorizations, Assurances and Certifications**

The person who electronically signs these 3 items by clicking "I Agree" must be authorized by your agency to do so. Usually, this person is the Executive Director or CEO. It generally should not be the Project Director. The correct person must be logged in under his/her own account before pressing "I Agree."

### **Contractor Registration Required**

System for Award Management (SAM) combined the federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.

All grant recipients are required to maintain a valid registration, which must be renewed annually. SAM is a free service that can be accessed at [www.sam.gov](http://www.sam.gov). Be aware that other sites may require a fee to register your organization.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/public/SAM/>.

**If you have questions about the content of your continuation, please contact your CNCS State Office. If you experience problems using eGrants, contact the National Service Hotline at (800) 942-2677.**