From:	DeBrew, Felecia [felecia.debrew@dss.virginia.gov]
Sent:	Wednesday, April 11, 2018 4:31 PM
To:	DeBrew, Felecia
Subject:	Re: eGrants Application Submitted (Continuation)

On Mon, Apr 9, 2018 at 1:41 PM, Lenore Smith <lsmith@cns.gov> wrote:
Submission time: Date, 04/09/2018, 05:41pm ET.

Application Submitted! Thank you for your interest in national and community service. This is a confirmation that your application (App ID: 18SF203090) 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 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.

4/9/2018, 5:41 PM, EDT

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eGRANTS

Thank you

You have successfully completed the action to Submit application for grant continuation on 4/9/2018 at 5:41 PM, EDT. The status of your application is now Submitted to CNCS.

Go to your eGrants home ▣

508 Approved | Contact Help Desk | disable the pictures
Release version: 6.8.1

To: Barbara Stewart, Adult Services Director, City of Hampton

        Gina Lewis, FGP Project Director, City of Hampton

From: Kellie Mattingly, Program Officer, Virginia State Office

Date: 2/12/2018

Re: Foster Grandparent Program Grant Continuation

        Grant Number: 17SFSVA002

Dear Ms. Stewart,

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*.**

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
- eGrants Visual Instructions
- FGP National Performance Measures Instructions
- FGP Work Plan Development Worksheet
- Aggregate Dollar Amount of Funding Form (for private non-profits)

NOFA Opens:	**February 1, 2018**
Application Due Date:	**April 9, 2018**

Please choose the following NOFA:
- **FY 2018 FGP Quarter 4 (Year 2 or 3 of multi year grant)**

250 E Street, SW
Washington, D.C. 20525
202-606-5000 | 800-942-2677 | TTY 800-833-3722

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FY 2018 Federal Funding Levels	
Budget Period (one year):	7/1/2018 – 6/30/2019
Project Period (multi-year):	7/1/2017-6/30/2020
FY 2017 Total Federal Funding Level:	$345, 222
# Federal VSYs:	82

**Funding amount listed reflects end of FY 17 base level funding. Final award amount based on final FY 18 appropriations.*

Continuation 2018 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

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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 <u>SAVED</u> in a Word document <u>PRIOR</u> 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.

Evidence-based Augmentations Only

For grantees that have unused evidence-based program augmentations from the previous grant cycle, you may request that those funds are carried forward. Add this sentence at the top of the "Other" narrative section: "We would like to carry forward [*Total Unused Award*]".

Grantees should build a budget with their current continuation year evidence-based funds as standard line items. For potential funds that may be carried forward in a future continuation, create a line item that is called "evidence-based programming" and add other detail in the description.

Required Documents

Refer to the Continuation column on pages 49-51 of the Grant Application Instructions. Send the required documents to your CNCS State Office or the FFMC 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.

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

Budget

Update the budget for the upcoming year. Incorporate any changes such as a new source of non-federal funds, adjustments to recognition, or personnel changes. The non-federal share must be a minimum of 10%.

All Senior Corps grantees *must* budget for training of one staff person, primarily the Project Director. Training may include any training event approved by the CNCS State Office. Grantees *may* budget for an additional staff member to attend the event, if funds

permit. The recommended amount, for budgeting purposes is $1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.

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 <u>not</u> 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. 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.**

Sincerely,

Kellie Mattingly
Program Officer, Virginia State Office
Corporation for National and Community Service

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