Housekeeping

Please note that this Webinar is being recorded and will be shared with you after the event.

- Keep your line muted.
- Be mindful of background distractions (music, tv, humans, “furbabies”, etc.).
- Limit distractions.
- Avoid multi-tasking.
- Portions of the training will be recorded, please be mindful.
- Avoid putting phone on hold to prevent hold music from interfering with training participants.
Presenters:
Amber E. Price
Cesily Means

- v2x AmeriCorps Alumna Service Member with the YWCA of Central Alabama Building Communities, Bettering Lives Program
- Alabama State Service Commission
- AmeriCorps Outreach, Engagement and Training Coordinator
- Sr. AmeriCorps Program Officer
- amber.price@servealabama.gov
- Cesily.Means@ServeAlabama.gov
Today’s Agenda

• Getting Started
• DUNS Number
• Set-up eGrants Account
• NOFO Selection
• Completion of Face Sheet
Let’s Get Started!

Needed to Begin

1.) Data Universal Numbering System (DUNS) Number
2.) Set-Up Egrants
3.) Notice of Funding Opportunities Selection (NOFO)
What is a DUNS Number?

The Dun & Bradstreet DUNS Number is a unique nine-digit number for businesses. Organizations can request a DUNS number by calling their Customer Service Number (844) 230-7479/ (844) 545-4314 or visiting their website https://www.dnb.com/duns-number/get-a-duns.html
Reminders!

- Entities must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award.
- The entity registration for SAM is FREE!
- See Section D.3. Unique Entity Identifier and System for Award Management (SAM) page 13 for additional information
- Both the Commission and the Corporation will check [www.SAM.gov](http://www.SAM.gov) for registration
- This is an annual registration
- You must use your DUNS number or Unique Entity Identifier
  - A unique nine-digit number assigned to your organization by Dun & Bradstreet
  - AmeriCorps will perform a name-based check in addition to the DUNS number
To create your eGrants, please visit the website: https://egrants.cns.gov/espan/main/login.jsp

1. Open
   - Open the Create an eGrants Account Page
   - Open the eGrants Login Page
   - If you are logged in to the system, you will have to log out in order to access this page.

2. Click
   - Click Do not have an eGrants account? Create an Account
   - Click Create a grantee account. Then the Grant Application page will open
   - Click This is my first time
Please click on this link to continue to create a new eGrants account.

Before you begin this process, please have your organization’s EIN Number, Legal applicant name, and DUNS number ready!

Already have an eGrants account? Proceed to Login
Please click on the this is my first time to continue to create a new eGrants account
If you click on “?” icon, it will open a pop-up window additional information in regard to that particular text field. In order to use this function, you must turn on the “pop-up blocker” which is located under “Tools” on your web browser. You will see the pop-up window for the “New Password” text field in the next slide.
Enter your organization's 9 digit Employer Identification Number.
Review the Rules of Behavior and after reviewing please click the box saying “I accept and agree to abide by the System’s Rules of Behavior.”
Enter your EIN Number

Please enter your organization's EIN#.

Enter your EIN #: [blank box]
Choose an Organization Type from the drop down menu.

To add organizational characteristics, please click on “add characteristics” link. You will be able to choose org. characteristics from a drop down menu.
Enter Indirect Cost Rate, then press Next
Enter your contact information.
Once you submit, a message will appear notifying that you have created an eGrants account and that your “Grantee Admin” is notified.

If you are the first person to create an eGrants account from your organization, you will be assigned the “Grantee Admin” role automatically when you submit your account data, and therefore, will be able to access...
Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to http://www.cns.gov/egrants.ta.html.

- James Chicagoland

Your Grantee Administrator’s name/s will be listed at the bottom of this message. Until your Grantee Admin assign you an eGrants user role which gives access privileges, you will not be able to access your organizations eGrants system.
You will receive an automated email from eGrants system notifying the creation of a new account.

This is an automated E-mail message. Please do not reply to it.

A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration process by adding the “Grantee” role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

James Chicagoland

Email: kapila@ameritech.net
ACCESS ROLES

• You have three access role options; however, you will need to appoint at least one person from your organization as the Grantee Administrator, as this is the person who can approve or deny access for other users.

• You will also need at least one person from your organization to have budget access.

• At this point, you should also determine who in your organization will be responsible for officially submitting your grant application in eGrants. This decision should be based on your organization’s policy regarding who is permitted to enter into legal contracts and submit grant requests. Applicants must ensure that this person has an eGrants account and is available to submit the full application in eGrants.

The access roles are as follows:

• No Access
  • The user has not yet been approved and cannot access the eGrants system.

• Grantee Without Access to Budget
  • Has limited application information; no budget access
  • Cannot assign user role
  • Can authorize, assure, and certify

• Grantee With Access to Budget
  • Has access to entire application information, including budget information
  • Cannot assign user role
  • Can authorize, assure, and certify
Notice of Funding Opportunity
Selection Process
Welcome Cesily
Welcome to eGrants!

<table>
<thead>
<tr>
<th>eGRANTS MESSAGES</th>
<th>VIEW MY GRANTS/APPLICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View All</td>
</tr>
<tr>
<td></td>
<td>2 Approved for Consideration/Funding</td>
</tr>
<tr>
<td></td>
<td>31 Awarded</td>
</tr>
<tr>
<td></td>
<td>165 Closed</td>
</tr>
<tr>
<td></td>
<td>2 Concept Papers</td>
</tr>
<tr>
<td></td>
<td>4 Grantee edit of application or report</td>
</tr>
<tr>
<td></td>
<td>1 Subapplicant edit of application</td>
</tr>
<tr>
<td></td>
<td>1 Subapplication rejected by prime</td>
</tr>
<tr>
<td></td>
<td>10 Under CNCS review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIEW MY ACCOUNT STATEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Statement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIEW MY AMERICORPS PORTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal Home</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creating an Application</th>
<th>Managing My Account</th>
<th>Reporting to CNCS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New</strong></td>
<td>Click on the links below to access common account functions.</td>
<td>Financial Report</td>
</tr>
<tr>
<td></td>
<td><strong>My Account</strong></td>
<td>Progress Report</td>
</tr>
<tr>
<td></td>
<td><strong>Commission Input on National Applicants</strong></td>
<td>Progress Report Supplement</td>
</tr>
<tr>
<td></td>
<td><strong>Commission Competitive Subapplication Ranking</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.
Welcome Cesily

Start New Grant App

Start New Grant App

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.

AmeriCorps
Please note that when selecting for a NOFA that you select the FY 2022 AmeriCorps and Territory Commission Selection.
You have applications available for continuation or renewal (re-compete) under this NOFA. Please make sure you do not mean to continue or renew one of these existing grants before creating a new grant.

No, I am sure I want to apply for a new Grant.
Please note that the start date is 10/1/2022 and end date is 09/30/2023.
# Application for Federal Assistance

## Part I - Face Sheet

<table>
<thead>
<tr>
<th>1. Type of Submission</th>
<th>Approved ☐ Non-Consent ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Date Submitted to Corporation for National and Community Service (CNC)</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. Date Received by State</td>
<td>[ ]</td>
</tr>
<tr>
<td>4. Date Received by Federal Agency</td>
<td>[ ]</td>
</tr>
<tr>
<td>5. Application ID</td>
<td>[ ]</td>
</tr>
<tr>
<td>6. Application Information</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### Legal Name:

- [ ] New
- [ ] Renewed (Grant or Agreement)

#### Telephone Number:

- [ ] Fax Requiring
- [ ] Internet Email Address:

### Name and Contact Information for Project Director or Other Person to Be Contacted on Matter Involving This Application (See Item 50b)

#### Name:

#### Telephone Number:

### State Application Identifier:

#### Federal Identifier:

### Type of Applicant:

#### Non-Profit:

### Name of Federal Agency:

- Corporation for National and Community Service

### Project Information:

#### Proposed Project Start Date: 10/01/2021

#### Estimated Funding Year: Y2K

| A. Federal | 0 |
| B. Applicant | 0 |
| C. State | 0 |
| D. Local | 0 |
| E. Other | 0 |
| F. Program Income | 0 |
| G. Total | 500,000.00 |

### Congressional District:

- [ ] Applicant [ ] Program

### Is Application Subject to Review by State Executive Order 13272 Process?

- [ ] Yes
- [ ] No

### 17. Is the Applicant Delinquent on Any Federal Debt?

- [ ] Yes
- [ ] No

### Signature of Authorized Representative:

- [ ] [Signature]

### Title:

- [ ] [Title]

### Telephone Number:

- [ ] [Phone Number]

### Date Signed:

- [ ] [Date]
Application Components

The completed application will consist of the following components, described in more detail below:

A. Standard Form 424
B. Executive Summary
C. Narratives:
   1. Program Design
   2. Organizational Capability
   3. Cost-Effectiveness and Budget Adequacy
D. Standard Form 424A Budget
E. Authorization, Assurances, and Certifications
   A. Standard Form 424 You can find the Standard Form (SF) 424 and instructions here:
      https://www.grants.gov/forms.html
References

• ALL WEBINARS ARE BEING RECORDED
• INTRODUCTION TO NATIONAL SERVICE AND NOTICE OF FUNDING OPPORTUNITY (NOFO)
• HTTPS://ATTENDEE.GOTOWEBINAR.COM/RECORDING/5716156862737019920
Thank You!

Who to Contact for Assistance?

Presenter Email: amber.price@servealabama.gov

For all **Application Questions** on the NOFO
Cesily Means, Sr. AmeriCorps Program Officer
Cesily.Means@ServeAlabama.gov

For all **Financial/Budget Questions** on the NOFO
Ronica Faire, Senior Accountant
Ronica.Faire@ServeAlabama.gov

Brandy Hattemer, Grants Compliance Officer
Brandy.Hattemer@ServeAlabama.gov

**Governor’s Office of Volunteer Services Main Line and Email Address**
(334) 242-1549
Info.AmeriCorps@servealabama.gov