NOFO Getting Started Overview

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THE GOVERNOR'S OFFICE OF VOLUNTEER SERVICES / ALABAMA STATE SERVICE COMMISSION

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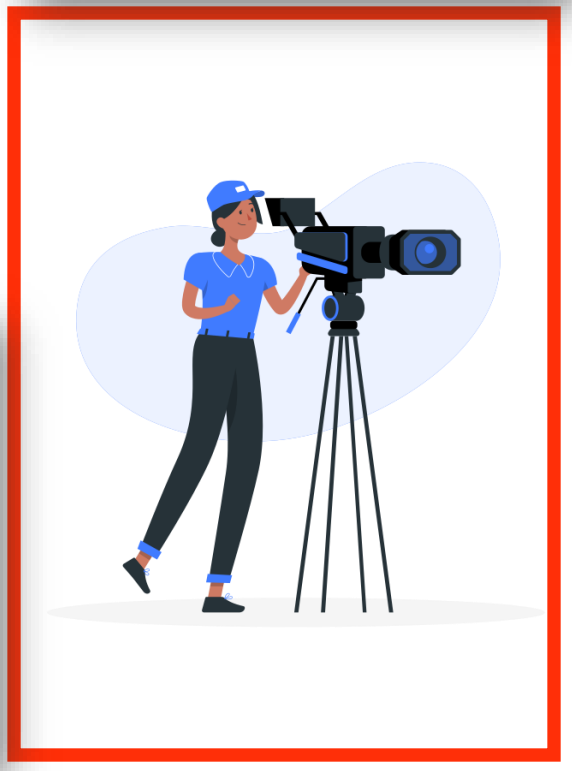

Housekeeping

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

- 2x 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
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Today's Agenda

- Getting Started
- DUNS Number
- Set-up eGrants Account
- NOFO Selection
- Completion of Face Sheet

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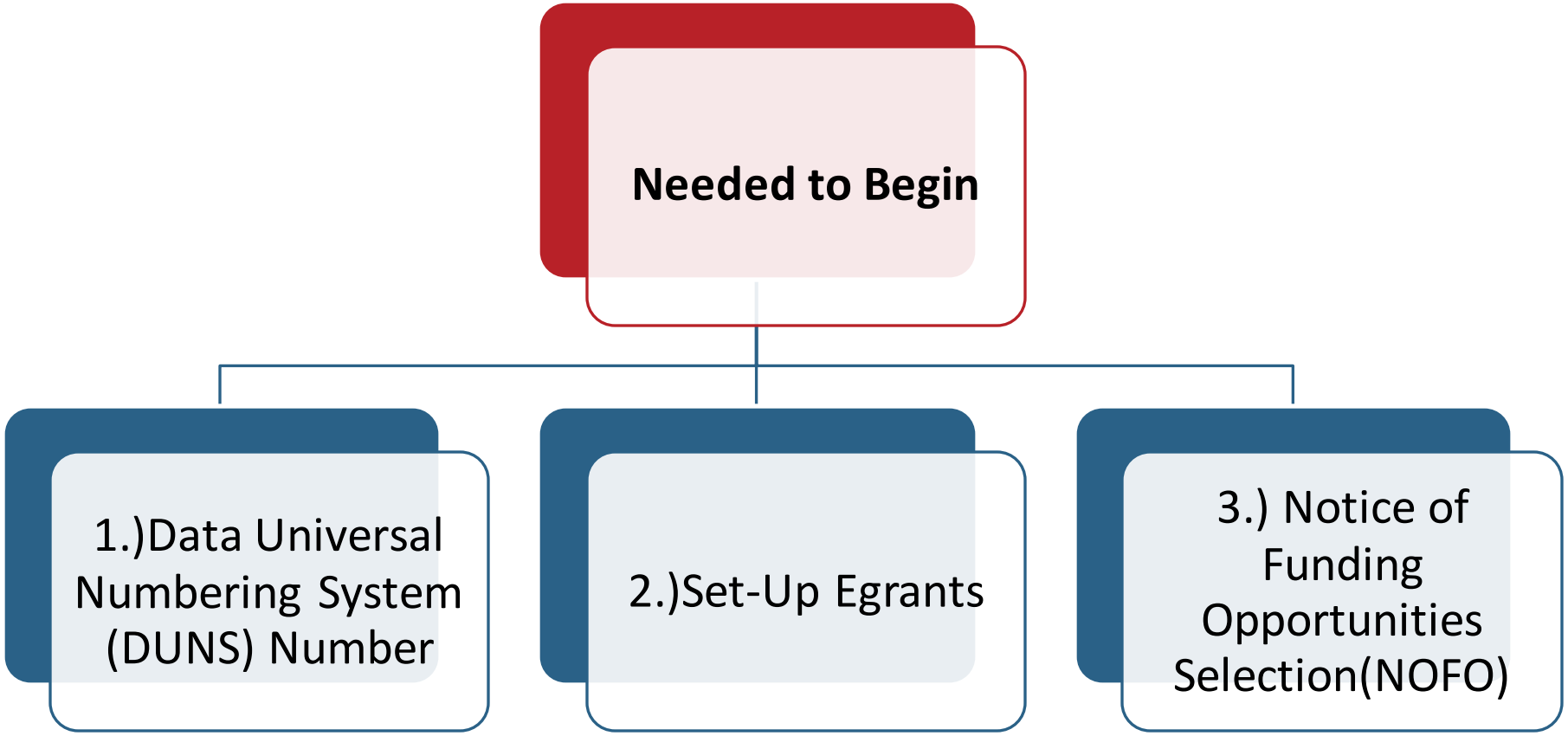
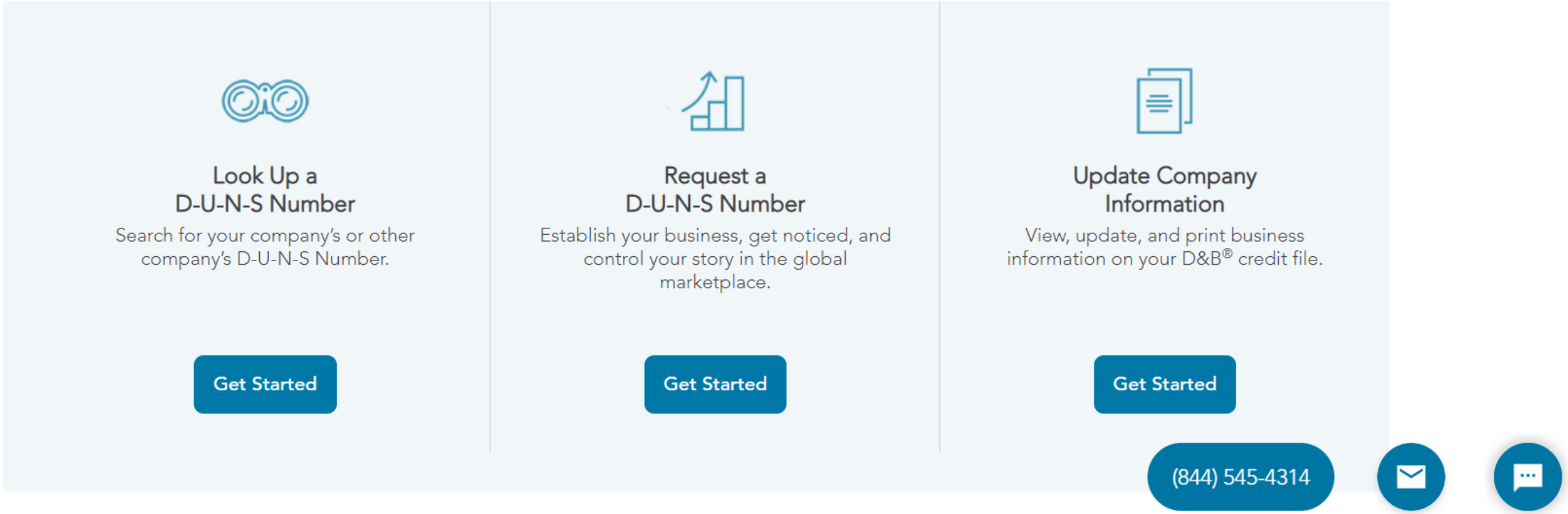
Let's Get Started!



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** 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

Step One: Creating an eGrants Account

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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

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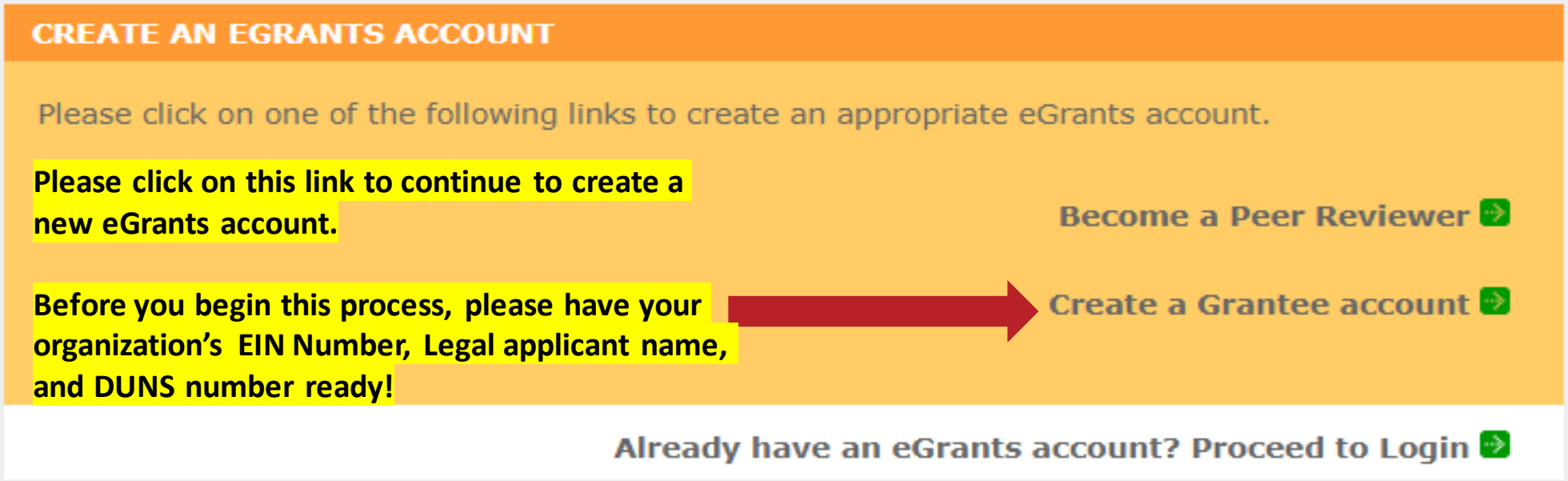

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BECOME A GRANT APPLICANT

Please select one of the following options below.

Please click on the this is my first time to continue to create a new eGrants account

I have an eGrants account...

This is my first time. I want to create a new account with eGrants...

Already have an eGrants account? Proceed to Login

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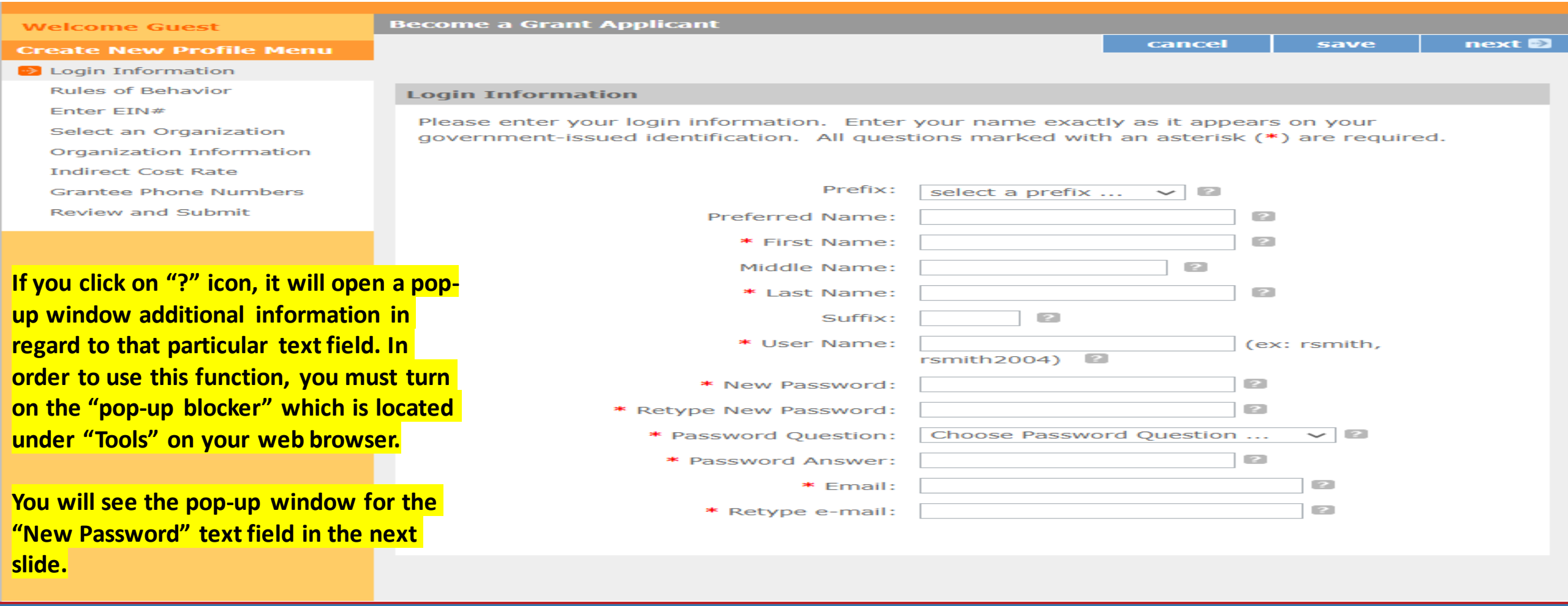

If you click on "?" icon, it will open a pop-up window additional information in regard to that particular text field. In order to use this function, you must turn on the "pop-up blocker" which is located under "Tools" on your web browser.

You will see the pop-up window for the "New Password" text field in the next slide.

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Create New Profile Menu

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

Enter EIN

Please enter your organization's EIN#.

Enter your EIN #:

Enter your organizations' 9 digit Employer Identification Number.

308 Approved | Report a Bug

back next

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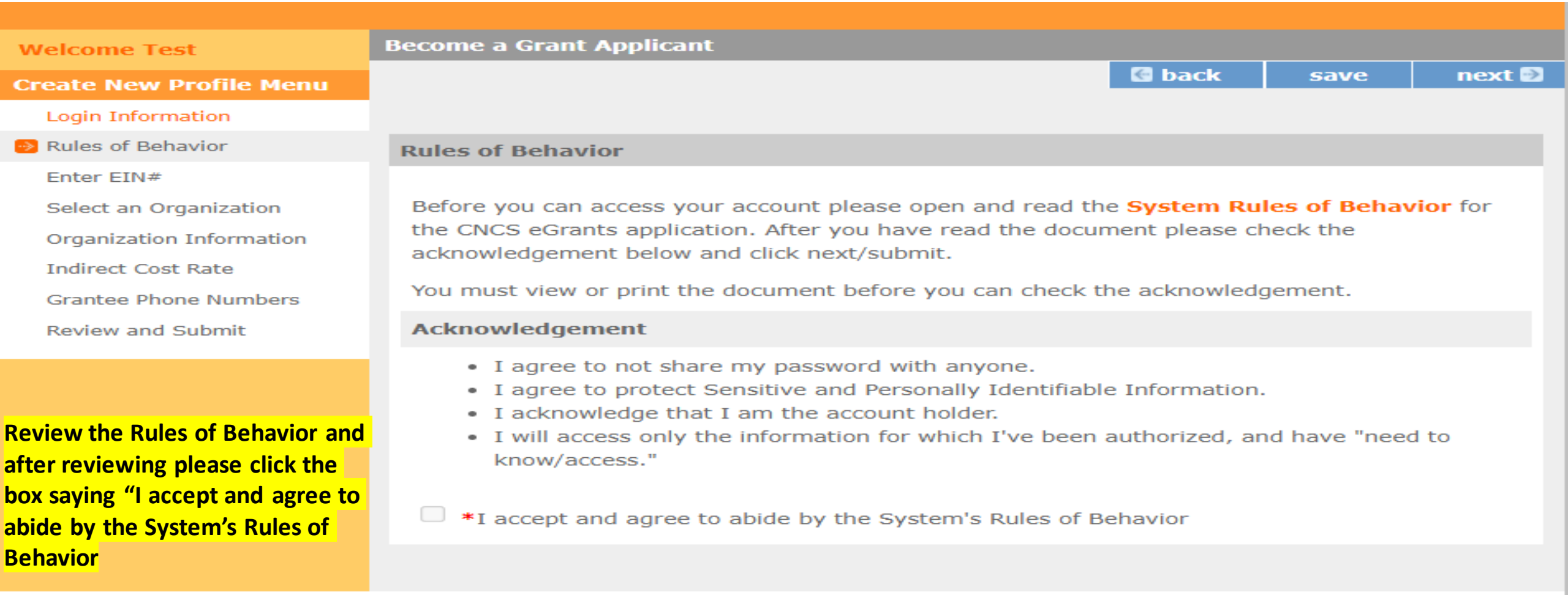

Review the Rules of Behavior and after reviewing please click the box saying "I accept and agree to abide by the System's Rules of Behavior

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Welcome Test

Create New Profile Menu

- Login Information
- Rules of Behavior
- Enter EIN#
- Select an Organization
- Organization Information
- Indirect Cost Rate
- Grantee Phone Numbers
- Review and Submit

Enter your EIN Number

Become a Grant Applicant

back next

Enter EIN

Please enter your organization's EIN#.

Enter your EIN #:

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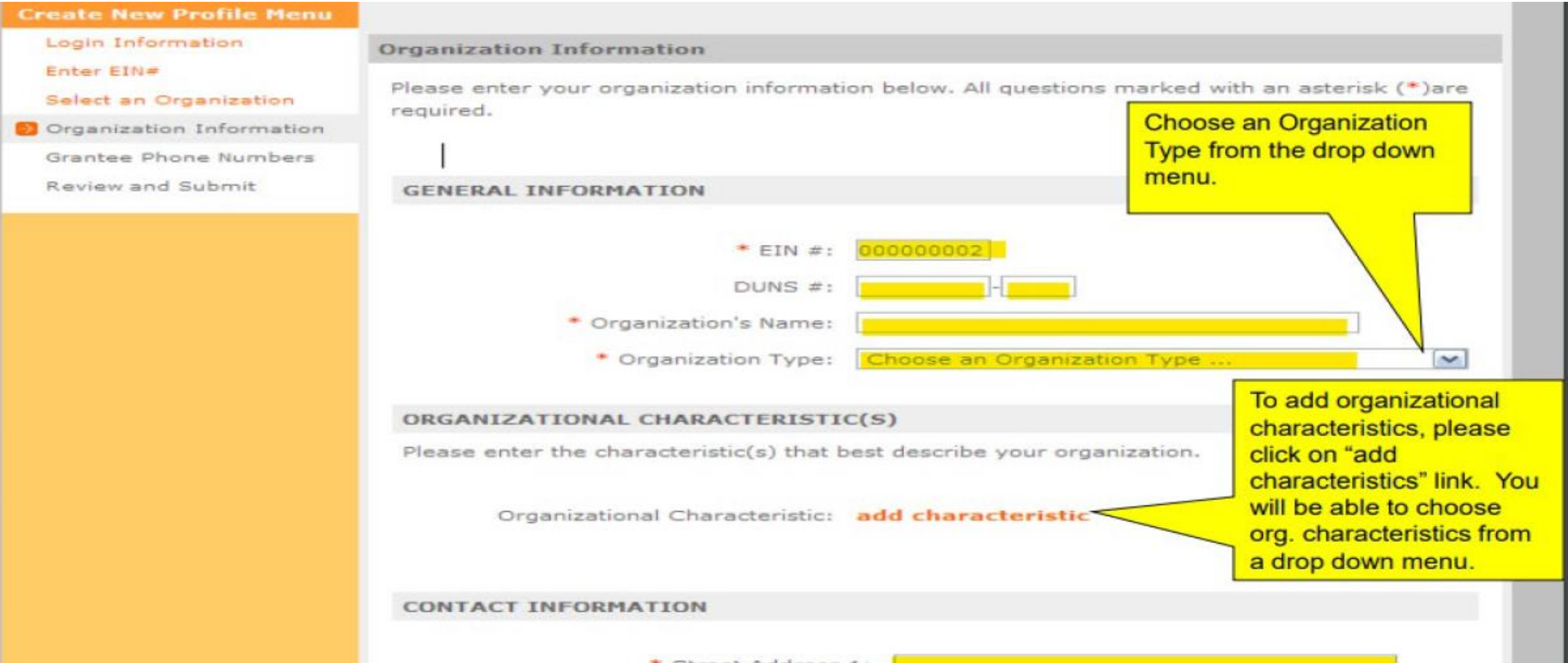

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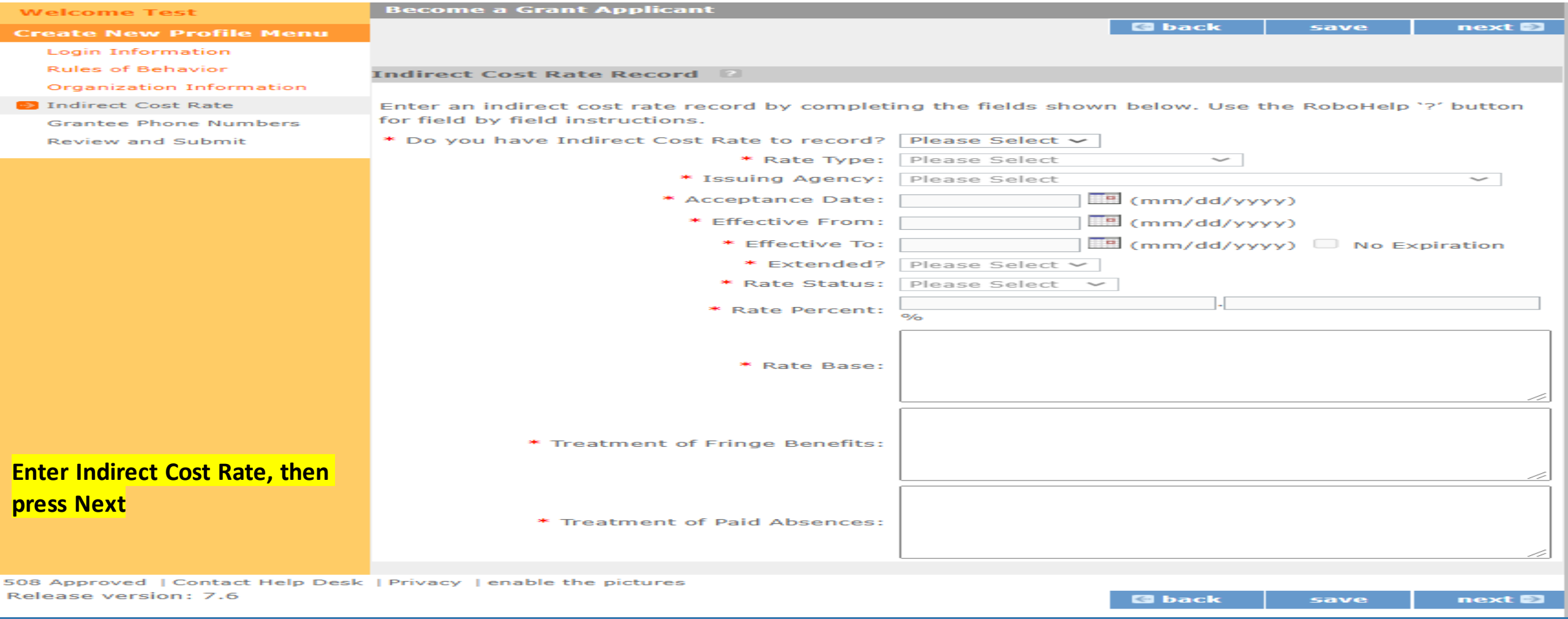

Enter Indirect Cost Rate, then press Next

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Create New Profile Menu

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

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: ___ . ___ . ___

Enter your contact information.

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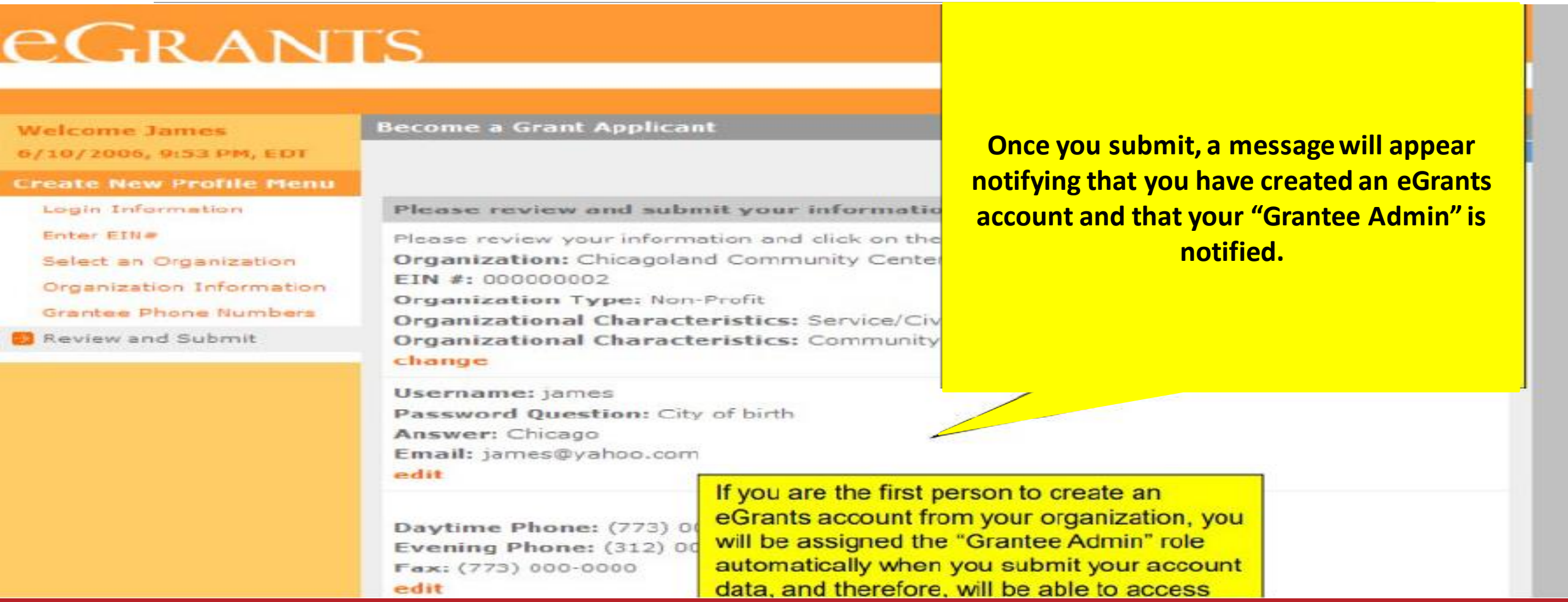

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Your Grantee Administrator's name/s will be listed at the bottom of this message.
Until your Grantee Admin assign you an eGrants user role which gives access privileges, you will not be able to access your organizations eGrants system.

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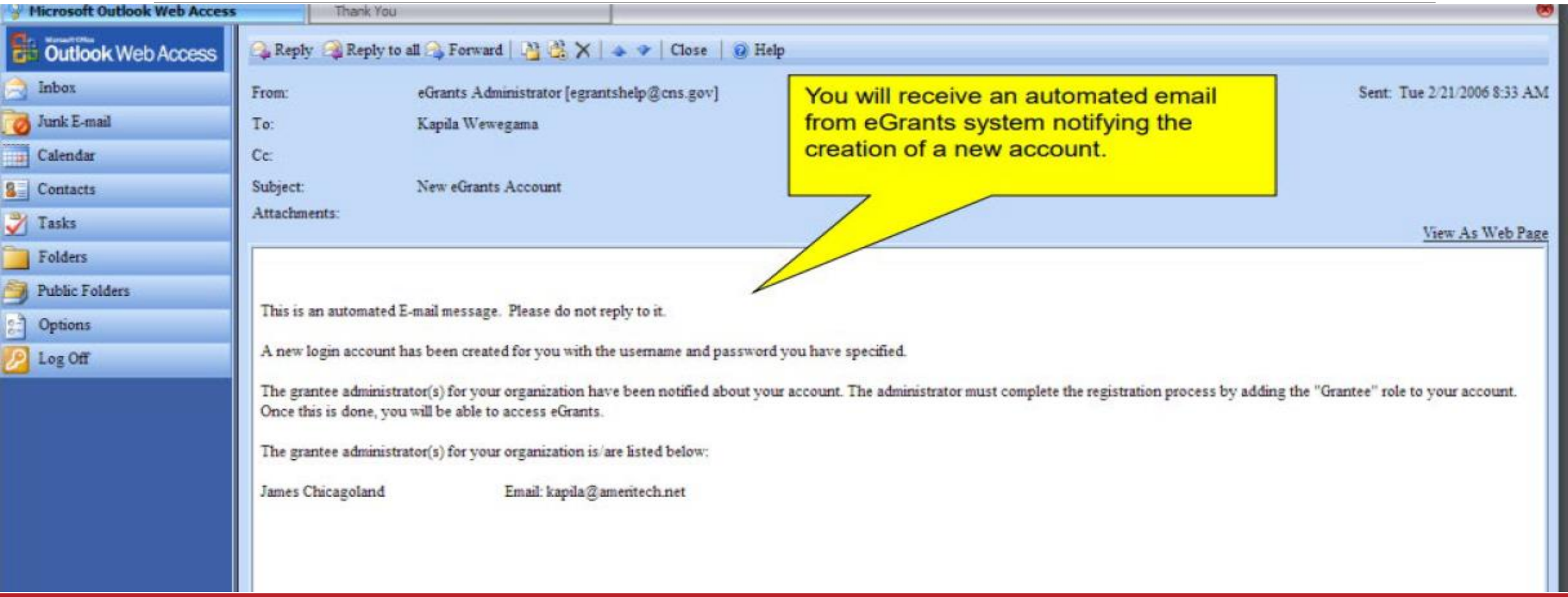

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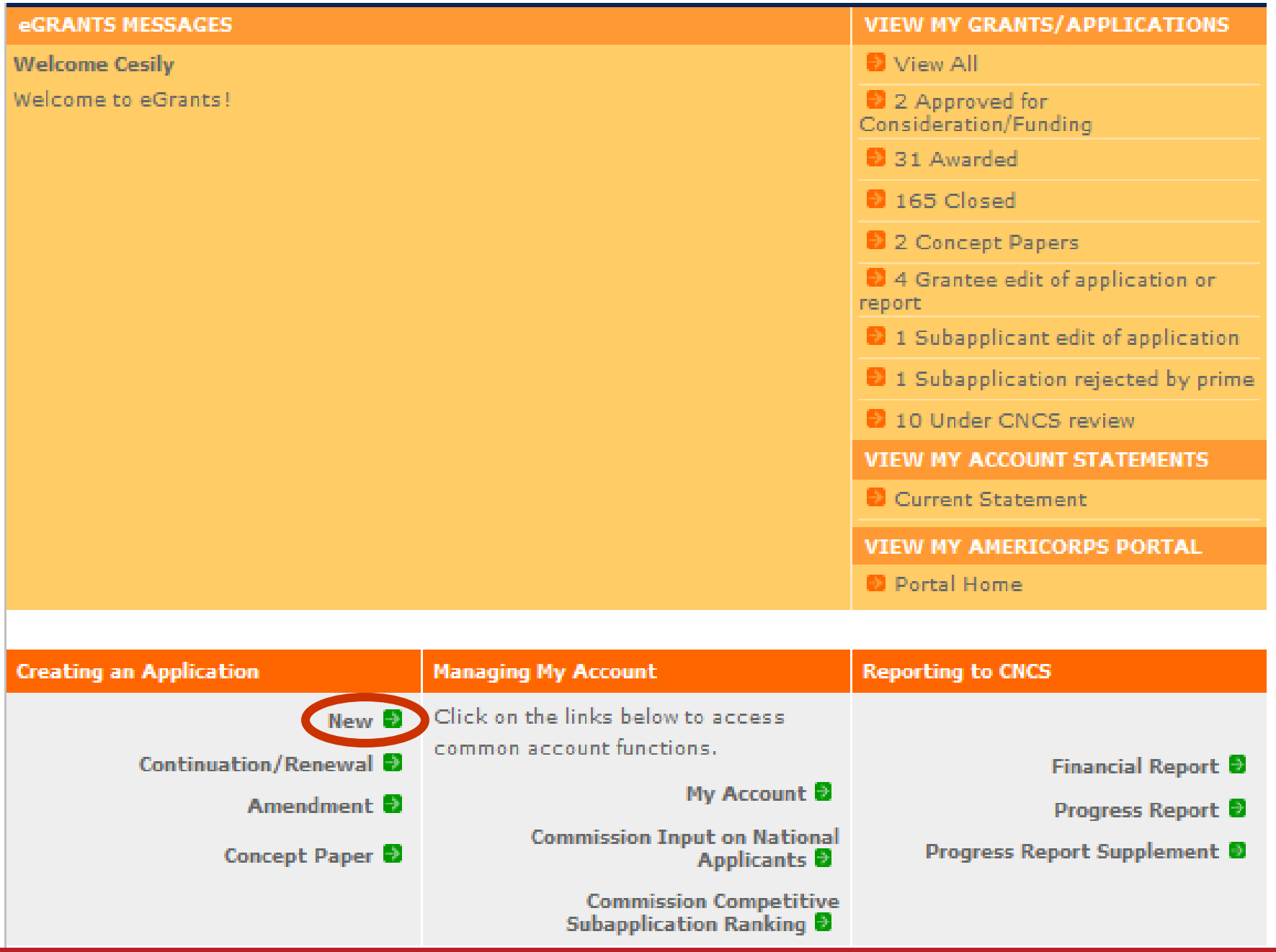
ACCESS ROLES

- 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



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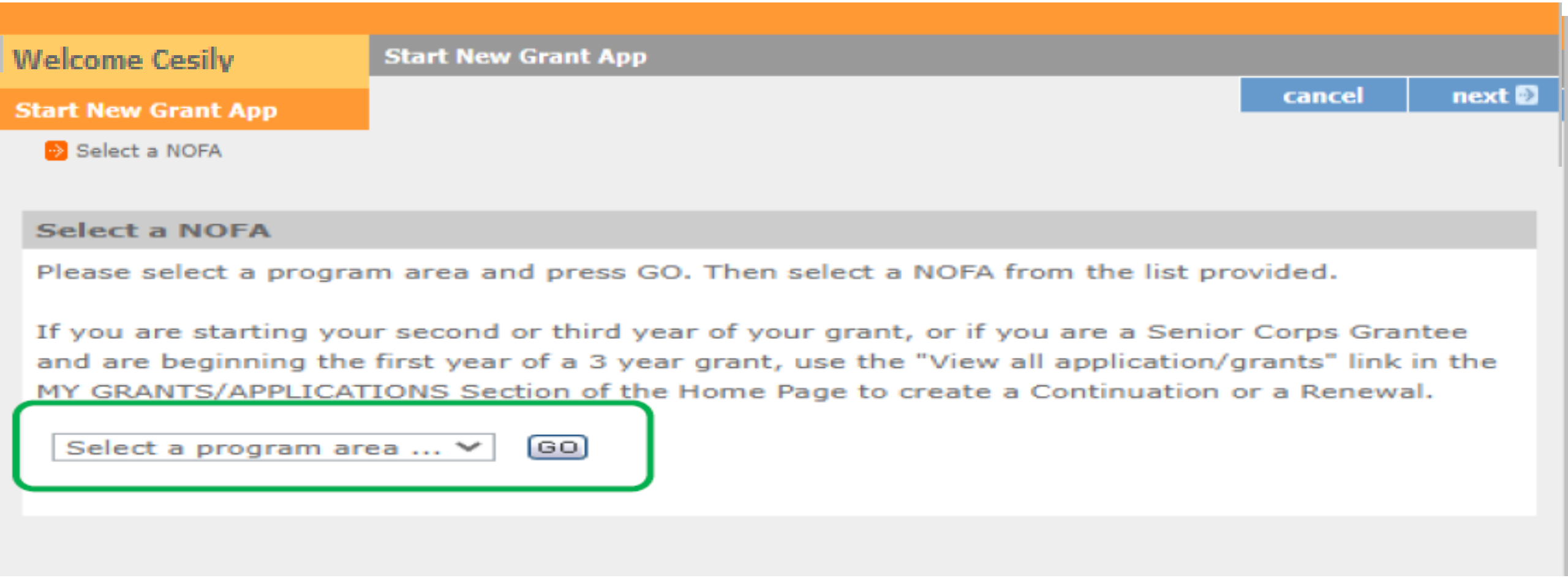

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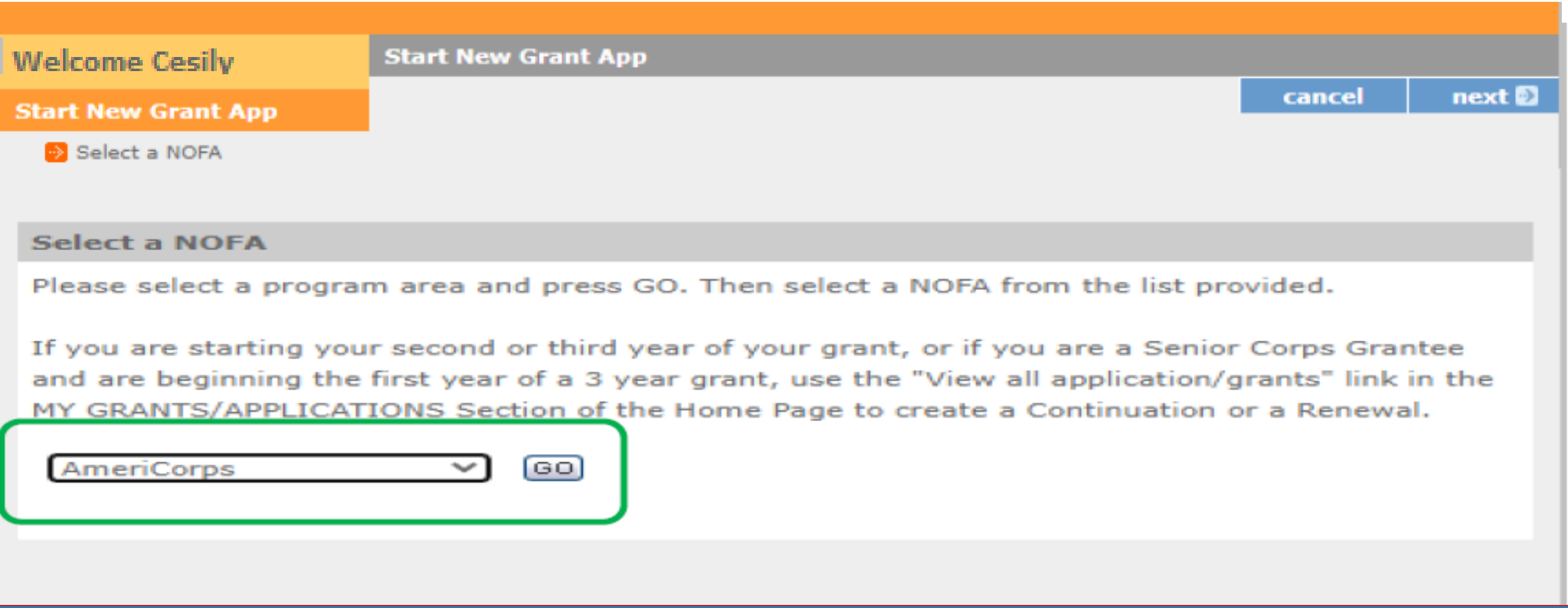

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Welcome Cesily

Start New Grant App

Select a NOFA

Start New Grant App

cancel next

Please note that the when selecting for a NOFA that you select the FY 2022 AmeriCorps and Territory Commission Selection

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.

○ **FY 2021 AmeriCorps State and Territory Commission (New and Continuations)**

Due Date: 01/06/2021

Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

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Welcome Cesily

Start New Grant App

Start New Grant App

cancel next

Select a NOFA

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

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- Start New
- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Budget Section 3
- Funding/Demographics
- Review
- Authorize and Submit

Application Info

Please enter the requested application information below.

Areas affected by the program (Max. 1000 chars) List Cities, Counties or States

Please note that the start date is 10/1/2022 and end date is 09/30/2023

Program Start and End Dates

Proposed Start Date: 10 / 01 / 2021

Proposed End Date: 09 / 30 / 2022

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:
Application [X] Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE: [redacted]	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: [redacted]	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: [redacted]

5. APPLICATION INFORMATION

LEGAL NAME: [redacted]
UEI NUMBER:
DUNS NUMBER: [redacted]

ADDRESS (give street address, city, state, zip code and county):
[redacted]
Birmingham AL [redacted]
County: [redacted]

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):
NAME: [redacted]
TELEPHONE NUMBER: [redacted]
FAX NUMBER:
INTERNET E-MAIL ADDRESS: [redacted]

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
200850212

7. TYPE OF APPLICANT:
7a. Non-Profit
7b.

8. TYPE OF APPLICATION (Check appropriate box).
[ ] NEW [ ] NEW/PREVIOUS GRANTEE
[X] CONTINUATION [ ] AMENDMENT
If Amendment, enter appropriate letter(s) in box(es): [ ] [ ]
A. AUGMENTATION B. BUDGET REVISION
C. NO COST EXTENSION D. OTHER *(specify below)*:

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006
10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
[redacted]
11.b. CNCS PROGRAM INITIATIVE (IF ANY):

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):
All 67 Alabama counties.

13. PROPOSED PROJECT: START DATE: 10/01/21 END DATE: 09/30/22

14. CONGRESSIONAL DISTRICT OF: a.Applicant [AL 07] b.Program [AL 07]

15. ESTIMATED FUNDING: Year #: [2]

a. FEDERAL	$ 303,180.00
b. APPLICANT	$ 303,180.00
c. STATE	$ 0.00
d. LOCAL	$ 0.00
e. OTHER	$ 0.00
f. PROGRAM INCOME	$ 0.00
g. TOTAL	$ 606,360.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
[ ] YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE:
[X] NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
[ ] YES If "Yes," attach an explanation. [X] NO

18. 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.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: [redacted]	b. TITLE:	c. TELEPHONE NUMBER: [redacted]
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 05/14/21

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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

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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

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