

AmeriCorps*National 2004 eGrants Manual Supplement & Budget Tips

Chapter 3: How to Use eGrants to Create an Application

Summarized below are recent changes to the eGrants system that are not yet reflected in Chapter 3 of the eGrants manual.

APPLICANT TAB

The screenshot displays the 'Applicant' tab in the eGrants system. The interface includes several sections for data entry:

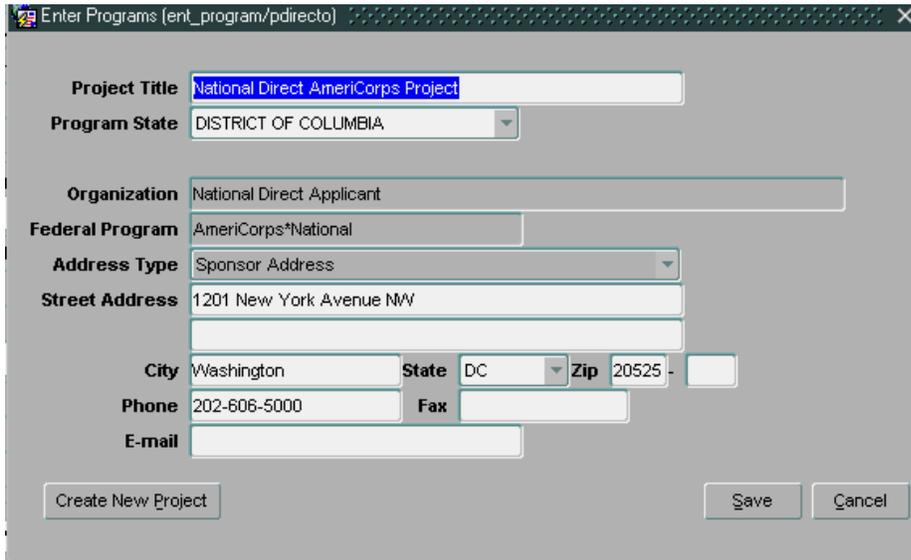
- Application Information:** Application ID (04ND029775), Status (Prime Applicant Initial Entry), Application Due Date (04/15/2004), and HOFA (AmeriCorps*National FY2004 (NEW)).
- Applicant Information:** EIN (678901234), DUNS # (empty), Plus 4 (checkbox), and an 'Edit Organization' button.
- Legal Applicant:** National Direct Applicant.
- Street Address:** 1201 New York Avenue NW.
- City:** Washington, **State:** DC, **Zip:** 20525.
- Project/Project Director Information:** Project Title, Street Address, City, State, Zip, Project Director, Day Phone, Fax, and E-mail.
- Name of Authorized Representative:** Director, Project Esq, Telephone Number (202-606-5000), Title (Project Director).
- Prime Application:** Application ID and Program Description.
- Type of Application:** New.
- If Amendment, select type:** (dropdown menu).
- Amendment Reason:** (dropdown menu).
- Original Grant Number:** (text field).
- Program Initiative:** (dropdown menu).
- Date Received by CNCS:** (text field), **Time:** (text field).
- Date Received by Prime:** (text field).
- Creation Date:** 02/06/2004.
- Created by:** PDIRECTO.
- Grant #:** (text field).
- Subapplication Type:** P, CRPP, NATL.

Buttons at the bottom include 'Create Application', 'Enter/Edit Budget', 'Verify', 'Submit Application', 'Reports', and 'Run Report'.

DUNS

There is now a field for the DUNS # (next to the EIN) as described in the AmeriCorps*National 2004 Application Instructions. To enter your DUNS #, press the 'Edit Organization' button.

Project (Enter/Edit Program)



The screenshot shows a web browser window titled "Enter Programs [ent_program/pdirecto]". The form contains the following fields and values:

Project Title	National Direct AmeriCorps Project		
Program State	DISTRICT OF COLUMBIA		
Organization	National Direct Applicant		
Federal Program	AmeriCorps*National		
Address Type	Sponsor Address		
Street Address	1201 New York Avenue NW		
City	Washington	State	DC
		Zip	20525
Phone	202-606-5000	Fax	
E-mail			

At the bottom of the form, there are three buttons: "Create New Project", "Save", and "Cancel".

Updating Project Information

If you have previously been awarded a grant from the Corporation for the proposed project (under your current EIN), then click on the arrow and select the project from the drop down menu. To edit the information for the existing project, enter your changes here and save. To add a new project, do not type over the previous project's information. This would change that project's record on every previous grant with which that project has been associated.

Entering a New Project

If you are proposing a different project than one that has been funded in the past, press the "**Create New Project**" button. The form will become blank. Enter the project information and save.

Project Director (Enter/Edit Contact)

Assistance SF424 [ent_424/pdirecto]

Application | **Assurances and Certifications** | Narratives | Performance Measures | Subap

Enter People (ent_people/pdirecto)

Organization: National Direct Applicant

Prefix: Ms.

First Name: Project

Middle Name:

Last Name: Director

Suffix: Esq

Title: Project Dierctor

Daytime Phone: 202-606-5000

Fax Number:

Email: pdirector@cns.gov

Comments:

Save Cancel

Selecting or Updating an Existing Project Director

If the project director is associated in the system with your organization, click on the arrow and select the name from the drop down list. Update the contact information if necessary. To add a new project director, do not type over an existing name as this would change the information on every previous grant with which that director has been associated.

Entering a New Project Director

To add the name of a project director, press the “**Enter/Edit Contact**”. Click on the “**Insert New Record**” (green + sign) button on the toolbar. The form will become blank. Enter the project director’s information and save.

SUBAPPLICATIONS TAB

The **Subapplications** Tab is where National Direct applicants enter information about their operating sites/sub-grantees, including each site’s budget.

The **Subapplications** Tab will contain the operating sites/sub-grantees that exist in your current grant. Please update each site's information as necessary. You will need to add the project director for each site because this option was not available last year. You may add new sites if you choose. If you do not plan to include a current site in your continuation application, be sure to remove budget and member slot information so that those amounts are not included in your request. It is not possible to delete the subapplication record.

BUDGET TIPS

Budget (Enter/Edit Budget)

Grantee/Parent Organization Budget

Do not include member slots in the parent organization budget. Member slots should be reflected in Section II of the subapplication/operating site budgets.

Source of Match Funds

In the application instructions, you are instructed to describe your match contribution for Sections I and II of the budget. These descriptions should be put in the text boxes entitled **Source of Funds**. The **Source of Funds** text boxes can be found by clicking on **Section I. Program Operating Costs** and **Section II. Member Costs** on the budget menu tree.

Deleting Information

To delete a line, highlight the line to be deleted and delete the current record, by pressing the **"Delete Current Record"** button (red x) on the toolbar. Do not try to delete a row by blanking out all the entries.

Recording different living allowance amounts for a single member slot type. If you are proposing different living allowance amounts for a single slot type for a particular subapplication/operating site (e.g. an operating site has 10-FT members, seven receive \$10,000 and three are team leaders and receive \$15,000), follow the steps below.

Since *eGrants* only allows one living allowance amount per slot type, you will need to enter an average of the living allowances for the total number of members for each term of service category for that subapplication/operating site. Enter a description of the varying types of living allowance in the Source of Funds text box for Section II. Member Costs.

For the above example, in the **Full Time (1700 hrs)** row, you would enter 10 in the **# Mbrs w/ Allow** field and 0 in the **# Mbrs w/o Allow** field. You would then enter \$11,500 ($[7 \times 10,000 + 3 \times 15,000] / 10$) in the **Allowance Rate** field. Lastly, in the **Source of Funds** text box, you would describe the actual living allowance breakdown: "7 FT @ \$10,000 and 3 FT @ \$15,000 divided by 10 equals \$11,500 average per FT." The **Source of Funds** text box can be found by clicking on the **Section II. Member Costs** line in the budget menu tree.

Item	# Mbrs w/Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	10	11,500	0	115,000		
Half Time (900 hrs)						

Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
2 nd Year of 2-Year Half Time						
				Totals		