

**COMPLETING THE APPLICATION FOR FEDERAL ASSISTANCE
SF424, SF424A, AND SF424B
MLK, JR. SERVICE DAY INITIATIVE GRANT APPLICATION**

3.1 Overview

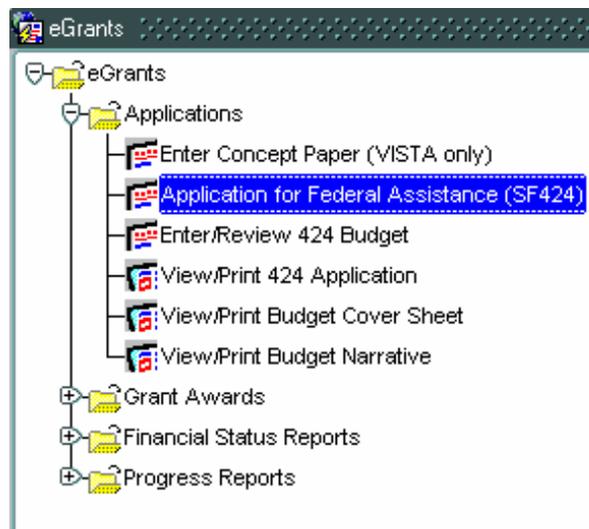
All organizations requesting funds from the Corporation for National and Community Service must complete the **Application for Federal Assistance (SF424, SF424A, and SF424B)**. The program to which you apply will determine the application requirements and deadline. Refer to the MLK, Jr. Service Day Initiative Notice of Funding Opportunity for specific application instructions and deadlines.

To access the **Application for Federal Assistance (SF424)**:

1. Log into *eGrants*.
2. From the *eGrants* menu tree, click on the **Applications** node (plus sign next to the folder).



3. Open the **Application for Federal Assistance (SF424)** (double click).



There are several **tabs** within the Application for Federal Assistance. These include the Applicant, Application, Assurances and Certification, Narratives, and Documents Tabs. Clicking on each of these tabs will provide you with a screen for completing each portion of the Application.

Note that there is no Budget Tab: The budget is accessed through the “Enter/Edit Budget” button at the bottom of the Applicant Tab.

Following are instructions for completing each tab, entering the budget, and submitting the application.

Tabs →

Information on Your Previous Grants from the Corporation

If your organization has had a previous grant with the Corporation, the information from the old grant may have been pre-loaded into *eGrants*.

3.2 Creating an Application

To begin your new application, press the **Create Application** button at the bottom left corner of the screen.

A pop-up window is displayed. *The Legal Applicant* and *EIN* fields are filled in with your organization's information.

Apply for a Grant

Legal Applicant Test Organization EIN 54-2777777 Edit Organization

1. How are you applying to the Corporation?

Directly to the Corporation As a subgrantee/site As a state commission creating a formula grant

2. Select the Program and Notice of Funds Availability (NOFA) under which you are applying.

a. Program National Senior Service Corps

b. NOFA RSVP April 2003 (Year 1 of single or multi year grant)

3. Select the type of application you are creating.

New Continuation New Grant/Previous Grantee

Name of Authorized Representative Enter/Edit Rep

Reset/Start Over Proceed Cancel

The pop-up window asks for the following information:

1. *How are you applying to the Corporation?*

- a) **Directly to the Corporation** – If you are applying directly to the Corporation, select this option. (This option applies to all MLK Day applicants.)
- b) **As a subgrantee/site** – If you are applying as a subgrantee or site, select this option.
- c) **As a state commission creating a formula grant** – If you are a state commission creating a formula application, select this option.

2. *Select the Program and Notice of Funding Availability (NOFA) under which you are applying.*

To select the type of program, click on the inverted arrow (pull-down menu button) and select **Other**.

The NOFA is the grant or funding to which you are applying. It is critical that you select the appropriate Notice of Funding Availability (NOFA), otherwise you will have to begin your application again.

Click on the inverted arrow for a pull-down list and select **Martin Luther King Day Service Initiative (2004)**.

3. **Select the type of application you are creating.**
 - a. **New** – If you are applying for a new grant, select this option. (This option applies to all MLK Day applicants.)
 - b. **Continuation** – If you are a grantee applying for a second or third year of funding within a 3-year grant, select this option. You will be prompted to select the current grant number.
 - c. **New/Previous Grantee** – *This option is only available for Senior Corps grantees.* If you are *an existing grantee* and are beginning the first year of funding for a 3-year grant, select this option.
4. **Name of Authorized Representative.** The authorized representative is the person from your organization who will electronically sign the assurances for your grant application. This person, along with others completing the grant application in *eGrants*, will be required to obtain an account and access *eGrants*. If the authorized representative already has an *eGrants* account, click on the inverted arrow to get to the drop-down list and select the appropriate person. If the person is not listed, click on the “Enter/Edit Rep” button to enter the person’s name.

To continue with your application, press the **Proceed** button on the bottom of the pop-up window. You will receive an alert notifying you that your application has been saved, and providing you with your **Application ID number**. You may continue completing your application or return to it later.

Make a note of your Application ID number (also found in the top left of your screen). This is a unique identifier that is helpful when retrieving your application later or when contacting Corporation or other support staff about your application.

3.3 Applicant Tab

The first section (tab) of the **Application for Federal Assistance (SF424)** is the **Applicant Tab**. Some of the information in this tab is completed when you press the **Start Application** button on the bottom of screen and provide the requested information (see Section 3.2). This section details how you complete the remainder of this tab.

3.3.1 Applicant (Organization Information)

This section will already be completed with your organization’s EIN and address. If you need to make changes to the information, press the “**Edit Organization**” button and make the necessary changes. Once the changes are made, save your information before your proceed

Applicant

EIN 54277777

Legal Applicant Test Organization

Street Address 8905 Moreland Lane
Cupboard under the Stairs

City Annandale State VA Zip 22003 -

3.3.2 Project/Project Director Information

This section is used to identify the specific project title and information for the particular grant.

3.3.2.1 Project Title – If you have prior grant applications on file with the Corporation under the current EIN, you may select the project name from those on file. To do this, click on the arrow and select the project from the drop down. If the project title is not listed or it is a new project, press the “**Enter/Edit Program**” button. Enter the project information and save.

3.3.2.2 Project Director – If the project director is on file under the current EIN, you may select the project director’s name from those on file. To do this, click on the arrow and select the project from the drop down. If the project director is not listed or it is a new project director, press the “**Enter/Edit Contact**” button. Enter the project director’s information and save.

Project/Project Director Information

Project Title

Street Address

City State Zip -

Project Director

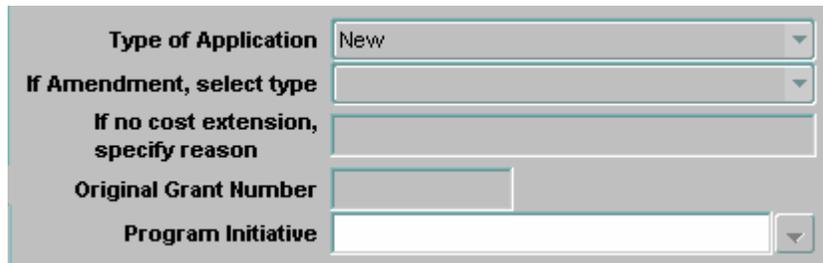
Day Phone

Fax

E-mail

3.3.3 Program Initiative

This field is located to the right of the screen in the center and is a drop-down list. If one of these Program Initiatives applies to your grant, please select it. If none of the Initiatives listed apply to your project as a whole, disregard this field.

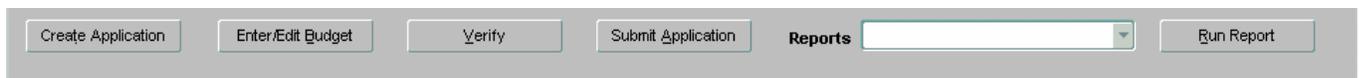


The screenshot shows a form with the following fields:

- Type of Application: New
- If Amendment, select type: [Empty]
- If no cost extension, specify reason: [Empty]
- Original Grant Number: [Empty]
- Program Initiative: [Empty]

3.3.4 Action Buttons

There are 5 action buttons on the applicant tab. Each is used at various points in the application process to begin or complete an action.



3.3.4.1 Create Application – Click on this button to begin a new application. See Section 3.2 “Starting an Application” for more details.

3.3.4.2 Enter/Edit Budget – Click on this button to begin entering or editing your budget. See Section 3.9 “Budget” for details on completing your application budget.

3.3.4.3 Verify – This allows you to verify that your application has been completed correctly. See Section 3.10 “Submitting Your Application” for more details.

3.3.4.4 Submit Application – Click on this button to submit your application to the Corporation. See Section 3.10 “Submitting Your Application” for more details.

3.3.4.5 Run Report – This button allows you to view your application in its entirety. See Section 3.10 “Submitting Your Application” for more details.

3.4 Application Tab

The **Application Tab** is the second tab of the Application for Federal Assistance (SF424). Complete the following information for your application.

The screenshot shows a web form with the following fields and options:

- Organization Type:** Non-Profit
- Catalog of Federal Domestic Assistance Number:** 94.004
- Areas Affected by Project (List Cities, Counties, States, etc):** Oklahoma
- Proposed Project Period Start Date:** 06/30/2002
- End Date:** 06/30/2005
- Approved Start Date:** [Empty]
- End Date:** [Empty]
- Application is Subject to Review by State Executive Order 12372 Process**
- Applicant is Delinquent on any Federal Debt**
- If yes, date:** [Empty]
- If yes, explain:** [Empty text area]
- Program Website Address:** [Empty]

3.4.1 Areas Affected by Project – List all the geographic areas that your project will serve, using cities, counties, and/or states.

3.4.2 Proposed Project Period Start and End Dates – Enter the proposed start and end dates for your project. For MLK Grants, please refer to the Notice of Funding Opportunity for available project/budget period.

3.4.3 Whether your application is subject to review by State Executive Order 12372 Process – Indicate if this application is subject to review by the state Executive Order 12372 Process.

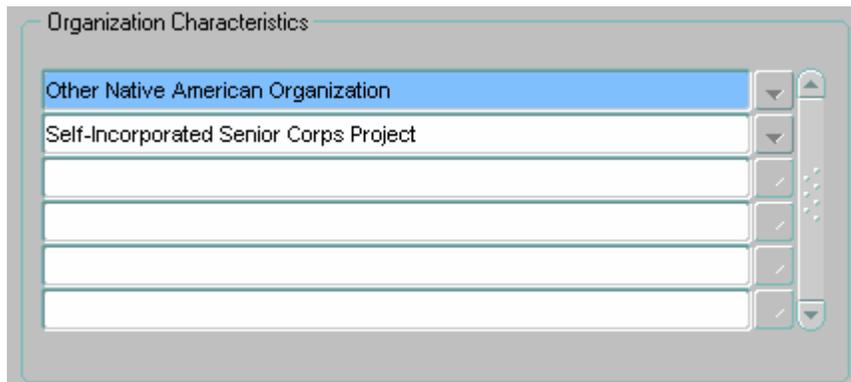
Executive Order 12372, “Intergovernmental Review of Federal Programs,” was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct Federal development. The Order allows each state to designate an entity to perform this function. A list of these “Single Point of contact” entities can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>. Contact the Single Point of Contact to determine whether your application is subject to the state intergovernmental review process.

If you indicate yes, you must enter the date a copy of your application was submitted to the state for review under the 12372 Process.

3.4.4 Whether your organization is delinquent on any Federal debt – Indicate whether your organization is delinquent on any Federal debt including federal tax or non-tax debts. If you indicate yes, you must enter an explanation.

3.4.5 Program Website Address – Enter your project’s website address, if applicable.

3.4.6 Organization Characteristics – Enter one or more characteristics of your organization by clicking on the arrow and selecting from the list of values. Organization characteristics that have previously been entered will already be displayed. If you have more than 6 characteristics, put your cursor in the last row and press the green insert button at the top of the screen. This will enable you to list additional characteristics. Repeat until all characteristics for your organization are listed.



The screenshot shows a window titled "Organization Characteristics". It contains a list of six rows. The first row is highlighted in blue and contains the text "Other Native American Organization". The second row contains "Self-Incorporated Senior Corps Project". The remaining four rows are empty. To the right of each row is a small downward-pointing arrow. To the right of the entire list is a vertical column of controls, including a green upward-pointing arrow at the top, a vertical ellipsis (three dots) in the middle, and a downward-pointing arrow at the bottom.

3.4.7 Estimated Funding

The Estimated Funding fields will remain blank until you have completed your budget. Once the budget is final, come back to the Application Tab. You will see that the Federal Funds and Applicant Share have automatically been totaled for you.

All other fields in this section are automatically completed during the application process.

3.5 Assurances and Certifications Tab

The **Assurances and Certifications Tab** allows applicants to agree to perform all actions and support all intentions in the Assurances and Certifications Documents. Your authorizing and certifying official(s) must view and electronically sign the assurances and certifications in this tab *before the application can be submitted*.

The person logged into eGrants at the time of the assurances and certification must be the authorizing official.

3.5.1 Authorization

The name of the person selected as the Authorized Representative on the **Applicant** tab automatically appears in the authorization section on this tab. The name cannot be changed on this tab. If you need to change the name, you must do so on the Applicant Tab.

To authorize the application, complete the following steps:

1. The person who will be authorizing the application must log into eGrants and access the application.
2. On the Assurances and Certifications tab, read the statement in the Authorization section, then click on the “**I Agree**” button directly below. The current date will appear in the date field.

Authorization

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.

Authorized by Title Date

3.5.2 Assurances

The name of the person selected as the Authorized Representative on the **Applicant** tab automatically appears as the certifying official for the Assurances. The name cannot be changed on this tab. If you need to change the name, you must do so on the Applicant Tab.

To electronically sign the Assurances, complete the following steps:

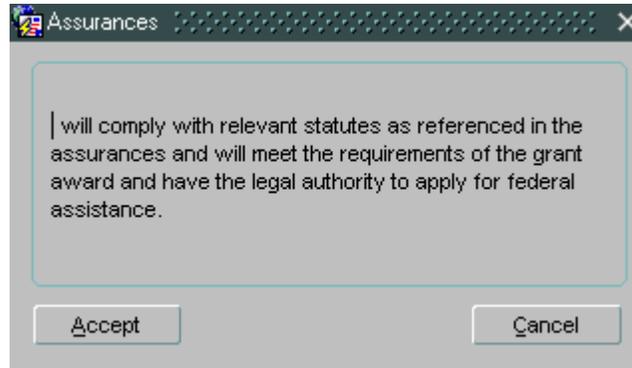
1. The authorized certifying official must log onto *eGrants* and access the application.

2. In this tab, press the “**View/Print Assurances**” button. This will open a new window containing the text of the Assurances. You may print the Assurances or read them on the screen. When you are finished, close the window.

3. Click on the “**I agree**” button.



4. An assurances window will appear. Click on the “**Accept**” button.



5. The date field will be automatically filled with the current date.



3.5.3 Certifications

The name of the authorized certifying official for the Certifications can be the same person as the authorizing certifying official for the Assurances or a different person. This person can be selected here by clicking on the arrow and selecting a person on file. If the person needed is not on file, he/she must create his/her own *eGrants* account.

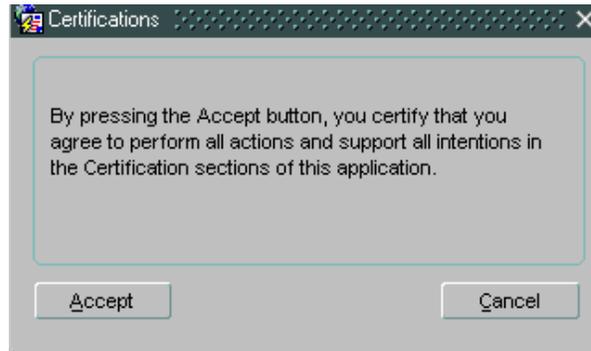
To electronically sign the Certifications, complete the following steps:

1. The authorized certifying official must log onto *eGrants* and access the application.
2. In this tab, press the “**View/Print Certifications**” button. This will bring up a new window. You may print the Certifications or read them on your computer screen. When you are finished, close the window.

3. Click on the “**I agree**” button.



4. A certifications window will appear. Click on the “**Accept**” button.



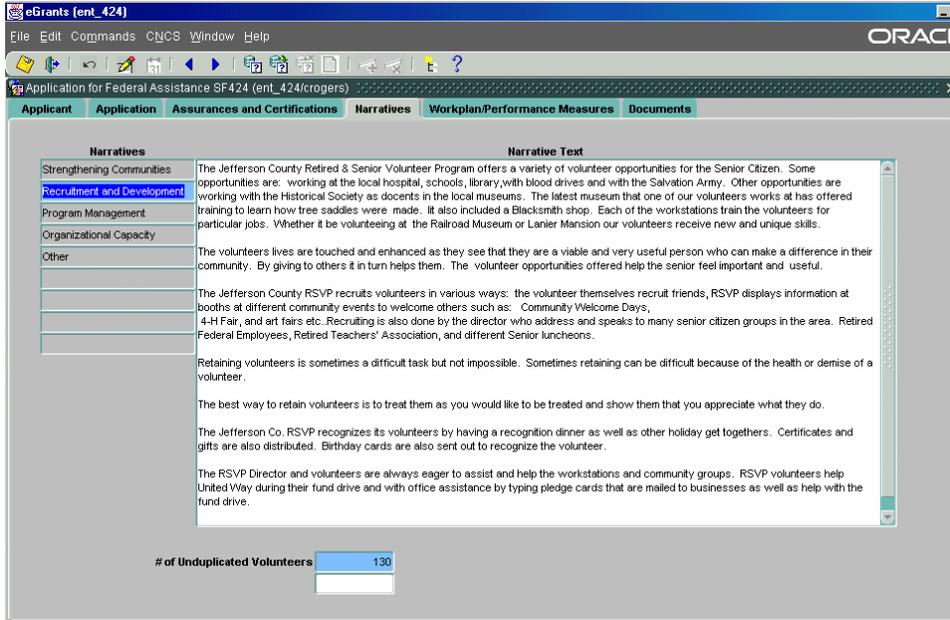
5. The date field will be automatically filled with the current date.



3.6 Narrative Tab

Use the **Narrative Tab** to enter your application narratives.

On the left of the screen you will see the **Narrative categories** that are required for a MLK Day grant application. On the right you will see the **Narrative Text** field. For each Narrative category, enter your information into the Narrative Text field that is next to it. You will see that when you highlight each of the categories, the text field changes depending on what you have entered.

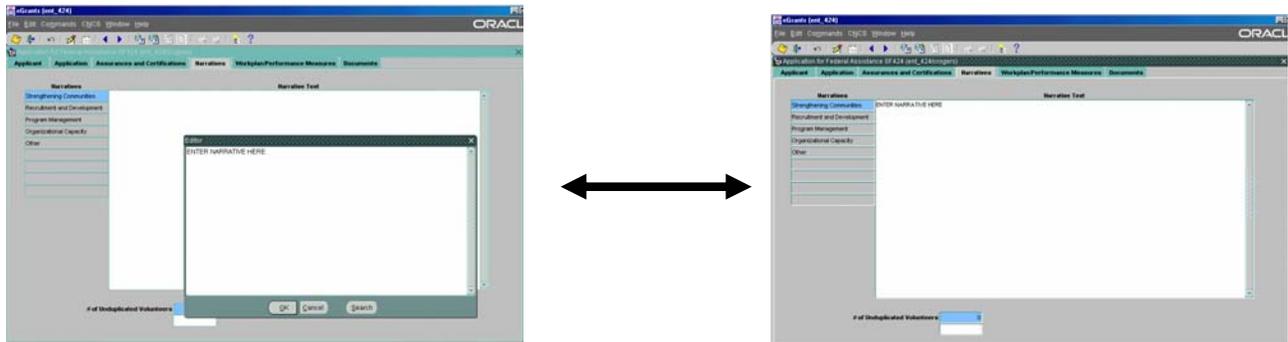


3.6.1 Entering Text

There are two methods for entering text into the Narrative field:

Method #1:

Double click on the white space and open the Editor Box. Begin typing your narrative directly into the Editor. When you are finished, click on **OK** and the text will appear in your Narrative Field.



Method #2:

Compose your narrative in a Microsoft Word (or other word processing) document and then “Cut and Paste” it into the Narrative Text field. To do this, follow these steps:

1. Compose your narrative in a Word document.
2. Log into *eGrants* and click on the **Narratives Tab**.
3. Open the Word document that contains your narrative
4. Highlight the text you want to copy
5. Go to the **Edit** menu and select “**Copy**”
6. Go to *eGrants* and put your cursor in the appropriate narrative field
7. Go to the Edit menu again and select “**Paste.**”

Helpful Hints:

If eGrants does not accept your information, you may be trying to put too much text into the field. Try the Cut and Paste operation again, but move a smaller amount of information at a time.

Be sure to *Spell Check* your document while it is in Word. eGrants cannot perform this function.

eGrants does not accept most Word formatting features. To ensure that your information is copied correctly, *do not use Bold, Italics, Bullets, Underlines* or other formatting tools.

3.8 Documents Tab

The **Documents Tab** includes a list of the documents that are required for your application, but must be submitted separately from eGrants. There are no required documents for the MLK Day application.

3.9 Entering a Budget

1. Open the Enter Budgets Screen

To enter your budget, click on the “**Enter/Edit Budget**” button at the bottom of the Applicant Tab on the **Application for Federal Assistance 424** screen.

The screenshot shows a web form for entering application details. The fields are as follows:

City	adadad	State	VA
Project Director	Mcclintock, Sherry		Enter
Day Phone	617-565-7006		
Fax	617-565-8607		
E-mail	smcclintock@cns.gov		
Name of Authorized Representative	Cat, Hobbes D	Teleph	

At the bottom of the form, there are three buttons: "Create Application", "Enter/Edit Budget", and "Verify". A black arrow points to the "Enter/Edit Budget" button.

This will take you in the **Enter Budgets** screen (seen below for a Senior Corps grant application). Note that most of the screen is grayed out. This will change as soon as you highlight a budget category or sub-category.

The screenshot shows the "Enter Budgets" screen in an Oracle application. The window title is "Enter Budgets (ent_bgt/crogers)". The "Grant Details" section contains the following information:

Application ID	D3SF024327	Project	Project	Validated	<input type="checkbox"/>	Validate
Grant #		Legal Applicant	Test Organization	Reports	Budget	Run Report
Original Grant #		Corporate Program	Foster Grandparents			

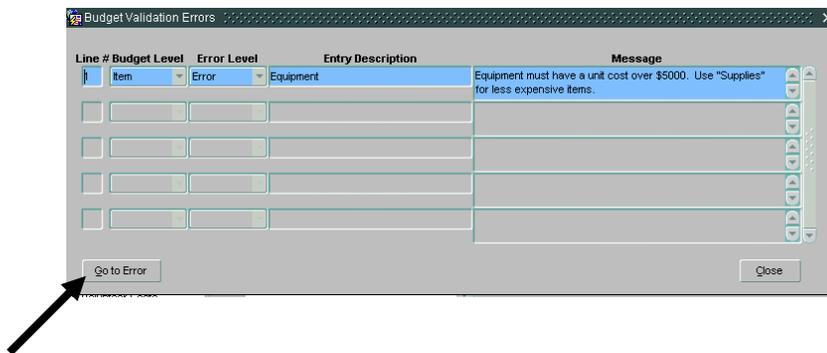
Below the details is a tree view for the "Foster Grandparent Program". The tree structure is as follows:

- Foster Grandparent Program
 - Section I. Volunteer Support Expenses
 - A. Project Personnel Expenses
 - B. Personnel Fringe Benefits
 - C. Project Staff Travel
 - Local Travel
 - Long Distance Travel
 - D. Equipment
 - E. Supplies
 - F. Contractual and Consultant Serv
 - I. Other Volunteer Support Costs
 - J. Indirect Costs
 - Section II. Volunteer Expenses
 - A. Stipends
 - B. Other Volunteer Costs

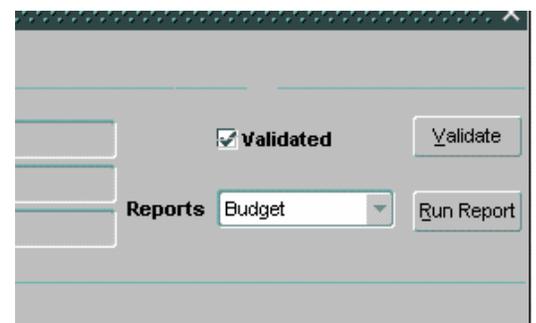
budget meets program guidelines, click the **Validate** button at the top right of the screen.



If there are any problems with the budget, a window listing the problems will be displayed. Note all of the corrections that are needed.



Click on **“Go to Error”** and make the adjustments to the budget and attempt to validate again. If your budget is valid, a message will confirm this:



Notice that the **“Validated”** checkbox is now checked. If you make any changes to the budget after validating, you will need to validate again.

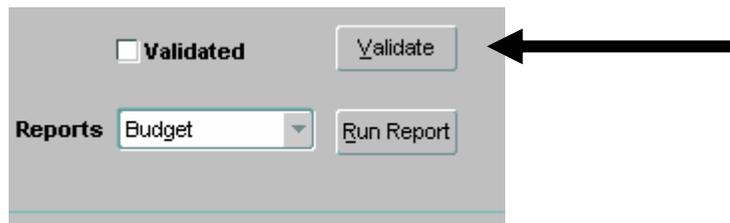
The information that you enter in this screen becomes both your budget cover sheet and your budget narrative. A separate form is not required for the budget narrative.

3.10 Submitting Your Application

3.10.1 Validating and Verifying Your Application

In order to submit your application, your budget must be validated and your application must be verified. If there are any errors, you will not be able to submit your application.

- **To validate the budget**, click on the “**Enter/Edit Budget**” button from the **Application for Federal Assistance (SF424)**. Click on the “**Validate**” button from the **Enter Budgets** screen.

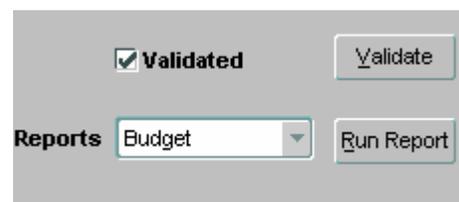


If there are no errors, you will receive a message:



If there are errors in your budget, a box will be displayed with each error. Correct the errors and *re-validate the budget until there are no errors*.

The system indicates that the budget has been validated in the upper right of the screen with a check mark in the “validated” box.



- **To verify the Application for Federal Assistance (SF424)**, click on the “**Verify**” button from the **Application for Federal Assistance (SF424)**.



If there are no errors, you will receive a message that there are no errors. If there are errors in your application, a box will be displayed with each error. Correct the errors and *re-verify the application until there are no errors*.

3.10.2 Submitting Your Application

When the application is verified, submit your application to the Corporation by clicking the “**Submit Application**” button from the **Application for Federal Assistance** (SF424) Applicant Tab.



Create Application	Enter/Edit Budget	Verify	Submit Application	Reports	Run Report
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You will receive a pop-up window that says your application has been successfully submitted to the Corporation. In addition, you will note that:

1. The status of your application changed from “Grantee Initial Entry” to “Submitted to CNCS” in the **Application for Federal Assistance** screen.

Application ID	95KC016365	Status	Submitted to CNCS
NOFA	Learn and Serve Community-Based New (Test - 2002)		

2. The date the application was submitted is entered in the “Received by CNCS” date field in the **Application for Federal Assistance** screen.

Date Received by CNCS	04/02/2002
Date Received by Prime	
Creation Date	04/02/2002
Created by	BGRANTEE

Once an application has been submitted to the Corporation you cannot make any changes to the application.