

# Entering Your Volunteer Station Roster eGrants Step-by-Step Instructions for All Grantees

Foster Grandparent Program (FGP) Retired and Senior Volunteer Program (RSVP) Senior Companion Program (SCP)

### **BEFORE GETTING STARTED**

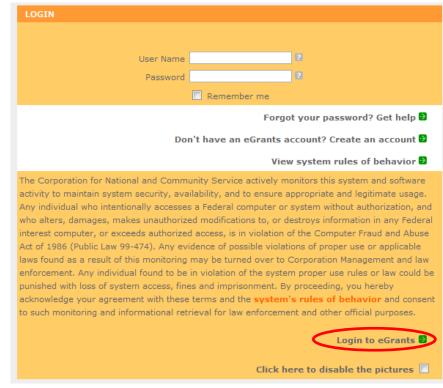
The following eGrants screen shots and instructions will walk you through entering your volunteer station roster for each grant. Below are a few tips to remember when entering your volunteer stations.

- 1. All of the fields in the volunteer station information screen are required. Each field in the Station Roster section must be completed in order to submit the changes.
- 2. To make changes after the submission, please contact your Portfolio Manager.
- 3. Entering your volunteer stations is a one-time request. You will only need to update your volunteer station if there is a change in the volunteer station (i.e. address change, volunteer station becomes inactive, etc.). You will not need to submit an amendment every time you want to update your volunteer station roster.
- 4. You will not be able to print the volunteer station roster. You can contact your Portfolio Manager for a printable version of the volunteer station roster.

## Instructions for Logging into eGrants (for Current Grantees)

To log into eGrants click on the eGrants link to start your grant application (<u>https://egrants.cns.gov/espan/main/login.jsp</u>).

- **A. Current Grantees**: Type in your grantee user name and password. Click the "Login to eGrants" link.
  - i. If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M-F, 9:00A.M. – 7:00P.M. Eastern Time, Jan, May, June, July, Aug, Sept and M-Th., 9:00A.M. -7:00P.M. Eastern Time, Feb, Mar, Apr, Oct, Nov, Dec). If you have an existing account, please do not open a *new* account, but work with the Hotline to gain access to your preexisting grantee account.

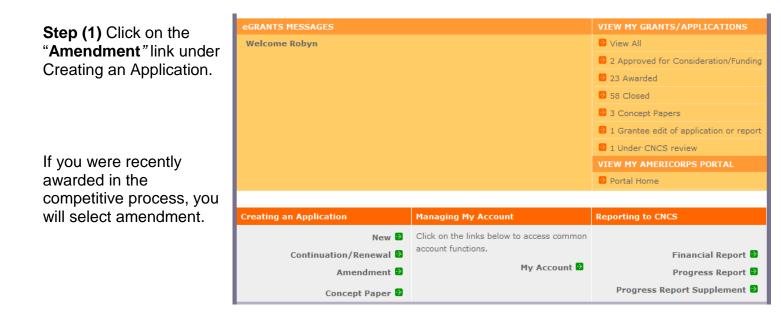


\*As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps will shift to becalled AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.

\*Note: You may have to temporarily enable pop-ups in order to move forward with your grant application.

## Instructions for Entering Your Volunteer Station Rosters

Once you have logged into eGrants with your username and password, you will be taken to the home screen.





**Step (2)** A list of all grants that can be amended are listed. Select the current grant number and program. A list of all the applications associated with that grant number and program will appear. Click on the "**amend**" link.

EXISTING AP	PLICATIONS - filt	ered by Amenda	bility.		Welcome Eugene P.
Grant #14SR	NOH001 - Retired	and Senior Volu	nteer Program		
Amend. #	App. ID	Арр. Туре	Creation Date	Status	
0	14SR153632	New	07/29/2013	Awarded	Select a Report

**Step (3)** An initial screen will appear with amendment types. Click on the Modify Station Roster checkbox to enter your station roster for this amendment. You will also need to type in a reason for the amendment (i.e. "I am entering my volunteer station roster for this grant."). Click "**next**" once you have completed this section.

\*Note: Ensure that you selected the correct Project name, grant number, and NOFA name for the volunteer station roster you are entering in eGrants.

		cancel next 🖉
Initia	al Information	
Pleas	se select amendment type(s), er	iter amendment reason and press NEXT button.
	<b>ject Name:</b> Cincinnati RSVP Prog	rainn
	nt Number: 14SRNOH001 FA Name: RSVP 2014 Competitio	
NUU	FA Name: K5VP 2014 Competitio	n
An	nendment Types	Description
	Change Service Area	Add or remove service or geographic areas covered by this grant
	Change Authorized Representative	Change the Authorized Representative for a specific grant
	Modify Performance Measures or Workplans	Edit the work plans, including adjusting, adding or removing performance measures
	Revise Budget	Adjust line items and/or match without changing total CNCS or Grantee share of budget
	Request No-Cost Extension	Extend project and budget period end date with no additional funds included
	Revise Narrative	Edit one or more application narratives
1	Modify Station Roster	Add or modify Volunteer Station Rosters
	ndment Reason: (Max. 2000 chan entering my volunteer stations f	

#### Welcome

#### Start Amendment

Applicant Info

Application Info

Narratives

Work Plan

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

#### Station Roster

Review

Authorize and Submit

\*Note: You may have to temporarily enable pop-ups in order to move forward.

**Step (4):** Review the instructions for entering your volunteer station information.

Click on the "**add a new**" link to enter your volunteer station information.

On the left, you will notice different sections for entering specific data. If you selected the amendment type "Modify Station Roster, eGrants will take you to the station roster section.

#### Start Amendment Grant Application

🕼 back 🛛 next 🕅

#### Volunteer Stations

Please enter volunteer station information.

Applicants for grant competitions do not need to complete this section. If selected for funding, all applicants for grant competitions will submit a station roster at a later date. Please enter volunteer station information. A volunteer station is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Senior Corps volunteers in health, education, social service or related settings such as multi-purpose centers, home health care agencies, or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations. Provide stations in as much detail as possible. For example, rather than entering a school district, enter each school where volunteers are serving.

As each station is entered, it will populate in a list below. Please make every effort to provide complete and accurate data and to update it each year through continuation or renewal. Once a volunteer station is created it cannot be deleted. If an organization was entered in error, uncheck the "Active" box in the pop up box by clicking on "View/Edit" next to the volunteer station in the list below.

Enter stations as planned for the upcoming grant year. If the station is not yet active, when entering the station uncheck the box marked "Active" and update the station later through an amendment.

Volunteer Stations add a new				
Volunteer Station Cit	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit

Fields with a red asterisk (\*) are required for completion of each volunteer station.

**Step (5)** Enter data for each field. For help, click on the help text (<sup>22</sup>) to understand the description of what should be entered into that specific field. For example, the street address line should be entered as the actual physical address location where AmeriCorps Seniors volunteers will serve. Do not enter post office boxes.

For the Focus Areas and Objectives, *you will have to select one Focus Area and Objective at a time*. For example, I have selected Veterans and Military Families – Veterans & Families Served. I will need to **'save & close'** the pop-up screen in order to add another Focus Area and Objective for this station roster.

	Volunteer Station Information	
	cancel save	e & close
Active MOU: check this box to indicate that there is a	Please enter volunteer station information.	
current signed MOU	* Volunteer Station Name Sample Community Center	
with this station.	* Volunteer Station Jane	
	Supervisor First Name	
Active: once a	* Volunteer Station	
volunteer station is	Supervisor Last Name	
created it cannot be	* Street Address Line 1 🛿 123 Greene Street	
deleted. If an	Street Address Line 2	
organization was	* City Augusta	
entered in error or is	* State Georgia 🗸	
no longer an active	* Zip code 30901 - 1234	
AmeriCorps Seniors	* Area Code and Phone Number: 123 . 456 . 7890 ext.	
station, uncheck	* Email Address jdoe@sccenter.net	
this box.	* Station Type 2 Parks/Recreational Agencies	
	* Number of Unduplicated Volunteers 2 25	
Step (6) Click 'save	* Number of Volunteers 2 25	
& close' once you	* Veterans 2 Yes	
have completed all		
applicable fields for	* Focus Areas and Objectives 🛛 add a new	
this volunteer	Focus Area and Objective de	elete
station.	Veterans and Military Families - Veterans & Families Served 🔻	
	Active MOU	
		🗹 Active 🛛

To enter more than one Focus Area and Objective for a volunteer station, you will have to enter them separately. Click on the "**view/edit**" link to add additional Focus Areas and Objectives.

olunteer Stations 🛽 add a n	ew				
/olunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Sample Community Center	Augusta	25	25	Y 🤇	view/edit

You will be able to select another Focus Area and Objective for this volunteer station.

* Focus Areas and	d Objectives 😰 add a new			
	Focus Area and Objective	delete		
	Other Community Priorities - Other 🔹			
	Veterans and Military Families - Veterans & Families Served	delete		
	Active MOU 😰 🔽			
			Active	2

NOTE: Please ensure that you enter all of the Focus Areas and Objectives for that particular volunteer station.

**Step (7)** The recent entry(ies) will be included on the Volunteer Stations screen. Repeat step 5 and 6 until all volunteer stations have been completely entered for this grant.

	Volunteer Stations 😰 add a new					
	Volunteer Station	City	Number of Volunteers	Number of Unduplicated Volunteers	Active	view/edit
Step (8) Click on the 'next' link	Example University	Augusta	10	5	Y	view/edit
once all volunteer stations have	Sample Community Center	Augusta	25	25	Y	view/edit
been added.						
	disable the pictures					
					🕙 back	next 🕅

**Step (9)** You will notice the next screen you will see the Amendment Type to be Modify Station Roster. Click "next" to go to the next screen.

Amendment Types: add		
Modify Station Roster		

Step (10) To submit your amendment, click on the 'Submit amendment to CNCS'.

uthorize and Subr	iii.
Authorization:	
Authorization:	
-	knowledge and belief, all data in this application/preapplication are tru
	cument has been duly authorized by the governing body of the
	applicant will comply with the attached assurances if the assistance is
awarded.	
Authorized by: Mc	guire, Nanci
Authorized on	
Assurances: view/	print certification
I Will comply with r	elevant statutes as referenced in the assurances and will meet the
	e grant award and have the legal authority to apply for federal
assistance.	
Authorized by: Mc	
Authorized on 0	3/06/2014
Certifications: viev	v/print certification
By selecting "I Agr	ee", you certify that you agree to perform all actions and support all
intentions in the C	ertification sections of this Grant Application.
Certified on 03	ing Official: Mcguire, Nanci /06/2014
Certified on 03	00/2014
Verify this Grant A	pplication:
When an application	n is submitted, eGrants checks to make sure all the required
information has be	en entered. You can optionally run this check before submitting by
clicking this link. If	there are errors in your application, a box will be displayed explaining
each error.	
	Verify this Grant Application 🦻
Available actions f	or this Grant Application:
	Submit amendment to CNCS
	8