

FY 2025 RSVP



Competition

AmeriCorps Seniors

Submitting Your Application in eGrants

July 2024



Agenda

- Tips for Creating and Submitting Your Application
- Step-by-Step Walkthrough
- Common eGrants Issues
- Important Reminders





Tips for Creating and Submitting Your Application





Before You Begin

Tips for Creating and Submitting Your Application

- Visit the [Funding Opportunity](#) page
 - **Read the Notice** thoroughly and refer to it while writing
 - Review the **Grant Application Instructions**
 - Review **Appendix B: RSVP Performance Measure Instructions**
- Make sure your organization's [SAM](#) registration is active as of September 18, 2024
- **Create an account in [eGrants](#)**, if you do not already have one
 - See the Grant Application Instructions
 - Contact the AmeriCorps Hotline for support
 - Phone: 1-800-942-2677, Monday – Friday, 8:00 am – 8:00 pm ET



Tips for Creating Your Application

Tips for Creating and Submitting Your Application

- Refer to the **Grant Application Instructions** frequently.
- Draft application in a **word processing program** (like Microsoft Word or Google Docs), then **copy and paste** it into eGrants.
 - Save early, save often.
- Address **each item in section E.1** clearly, succinctly, and **in order**
 - Use headings to organization information.
 - Start the paragraph with key words from the item you're addressing.
- Use **Appendix B** and the **Work Plan Development Worksheet** to develop your work plans.
- **Be consistent** between narratives, work plans, and budget.



Tips for Submitting Application

Tips for Creating and Submitting Your Application

- Plan to submit your application **at least 10 days prior** to the deadline
- **Read the full application** before submission
 - Narratives, work plans, budget
 - Ask a co-worker to review your application
- **Print your application from eGrants** to check the page count
- Problems?
 - Contact the **National Service Hotline**
 - Phone: 1-800-942-2677, Monday – Friday, 8:00 am – 8:00 pm ET
 - Review and follow the steps in **Section D.4.c Late Applications** if necessary



FY 2025 RSVP



Competition

Step-by-Step Walkthrough

Refer to the Grant Application Instructions



AmeriCorps
Seniors

Login to eGrants



User Name ?

Password ?

Remember me

[Forgot your password? Get help](#)

2 [Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

AmeriCorps actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to AmeriCorps Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

1 [Login to eGrants](#)

1. Have an account?
 - Enter your username and password
 - Click “login to eGrants”
2. Don't have an account?
 - Click “Create an account”
 - See the Grant Application Instructions for steps

Create a NEW Application

eGRANTS MESSAGES

Welcome Your Name
Welcome to eGrants!

Creating an Application

1 [New](#) →

[Continuation/Renewal](#) →

[Amendment](#) →

[Concept Paper](#) →

Managing My Account

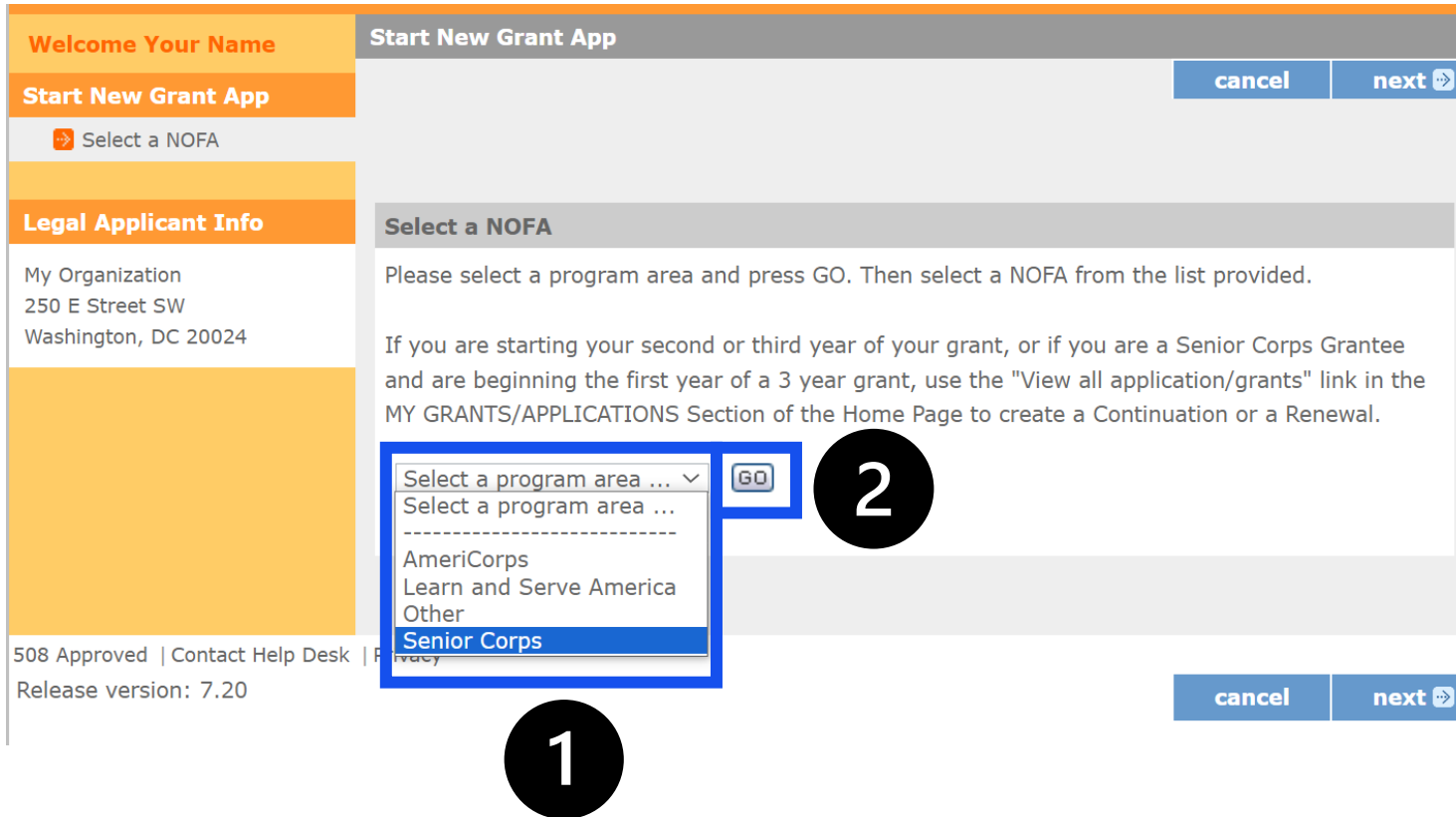
Click on the links below to access common account functions.

[My Account](#) →

508 Approved | Contact Help Desk | Privacy
Release version: 7.20

1. All applicants for FY 2025 RSVP Competition will select “New”

Select a Program Area



Welcome Your Name | **Start New Grant App** [cancel] [next →]

Start New Grant App [cancel] [next →]

→ Select a NOFA

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

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.

Select a program area ... [GO] **2**

Select a program area ...

AmeriCorps
Learn and Serve America
Other
Senior Corps

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Release version: 7.20

[cancel] [next →]

1

1. Select "Senior Corps" from the dropdown menu
2. Click "Go"

Select a NOFA

Welcome Mario | Start New Grant App

Start New Grant App

Select a NOFA

Legal Applicant Info

Triton College
2000 5th Ave
River Grove, IL 60171

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.

Senior Corps

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 2024 AmeriCorps Seniors RSVP Renewal (Year 1 of 3)
Due Date: 10/26/2023
Summary: Title: FY 2024 Q3 AmeriCorps Seniors RSVP Summary: This NOFO is for renewal grantees who will be starting a new grant period of performance in 2024.
- FY 2024 Foster Grandparent Program Replacement Opportunity
Due Date: 02/01/2024
Summary: The purpose of this NOFO is to establish the FY 24 Foster Grandparents Program opportunity. Foster Grandparent Programs engage adults, aged 55+, in providing tutoring and mentoring to children and youth.
- FY 2024 Senior Companion Program Replacement Opportunity
Due Date: 02/01/2024
Summary: The purpose of this NOFO is to establish the FY 24 Senior Companion Program opportunity. Senior Companion Programs engage adults, aged 55+, in providing companionship and other services to older adults.
- FY2024 AmeriCorps Seniors Q4 SCP Continuation and Renewal
Due Date: 03/11/2024
Summary: To award FY 2024 funding to Senior Companion Programs that are in continuation or renewal. New applicants are not accepted.
- FY2024 AmeriCorps Seniors Senior Demonstration Program Year-Long for Invitees
Due Date: 03/11/2024
Summary: For new 2024 AmeriCorps Seniors Demonstration Program applicants who have been invited to apply.
- FY 2024 AmeriCorps Seniors Q4 FGP Continuation and Renewal
Due Date: 03/11/2024
Summary: To award FY 2024 funding to Foster Grandparent Programs that are in continuation or renewal. New applicants are not accepted.
- 2025 AmeriCorps Seniors RSVP Competition**
Due Date: 09/18/2024
Summary: The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.

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Release version: 7.20

cancel next

2025 AmeriCorps Seniors RSVP Competition

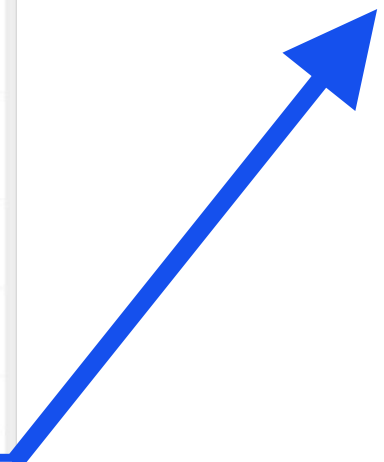
Due Date: 09/18/2024

Summary: The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.

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Release version: 7.20

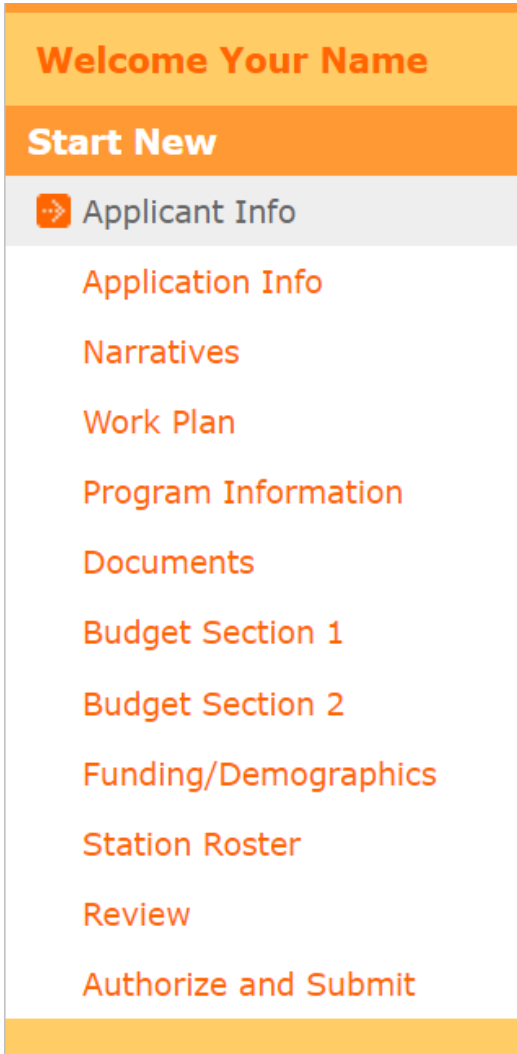
cancel **next**

2



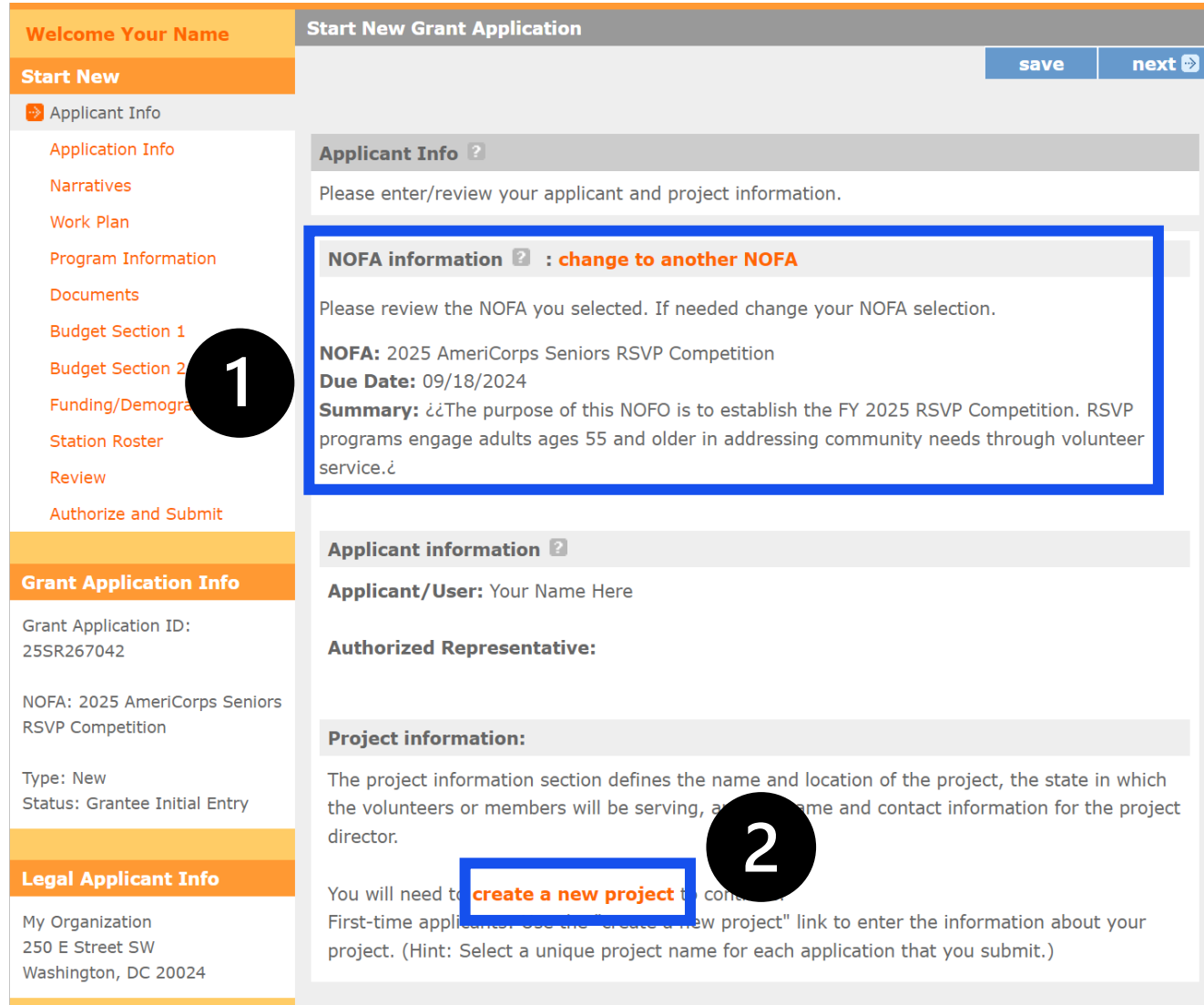
1. Click the radio button next to "2025 AmeriCorps Seniors RSVP Competition"
2. Click "Next"

Parts of the Application



- The menu on the left side of the screen shows the sections that make up the application.
- Sections may be completed in any order. Except for the “**Authorize and Submit**”, which should be completed last.
- Multiple staff members may complete the application, as applicable.
 - They each need their own eGrants account.
 - However, the **Authorized Representative** must complete the “Authorize and Submit” section.

Applicant Info



Welcome Your Name Start New Grant Application

Start New save next

Applicant Info

Application Info
Narratives
Work Plan
Program Information
Documents
Budget Section 1
Budget Section 2
Funding/Demographics
Station Roster
Review
Authorize and Submit

1

Applicant Info ?
Please enter/review your applicant and project information.

NOFA information ? : **change to another NOFA**

Please review the NOFA you selected. If needed change your NOFA selection.

NOFA: 2025 AmeriCorps Seniors RSVP Competition
Due Date: 09/18/2024
Summary: ÷÷The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.÷

Applicant information ?

Applicant/User: Your Name Here

Authorized Representative:

Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

2

You will need to **create a new project** to continue.

First-time applicants use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

1. Verify the NOFA is 2025 AmeriCorps Seniors RSVP Competition
2. Click on "Create a new project"
 - All applicants must create a new project

Start a New Grant Application

Applicant Info

cancel

save & close

Enter/Edit a Project

2

Please enter/edit your project information. All questions marked with an asterisk (*) are required.

1

* Project Title:

* Project State:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zipcode: -

* Phone: . . ext.

Fax: . .

Email:

1. Enter project information
 - All applicants must create a new project title
 - Use a unique name from other projects you may have
2. Click “save & close”

NOTE: 2025 AmeriCorps Seniors RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

Project information:

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.) Continuation Requests and Recompete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

1 enter new | view/edit ?

* Project Director: enter new | view/edit ? 2

Project Website URL:

3

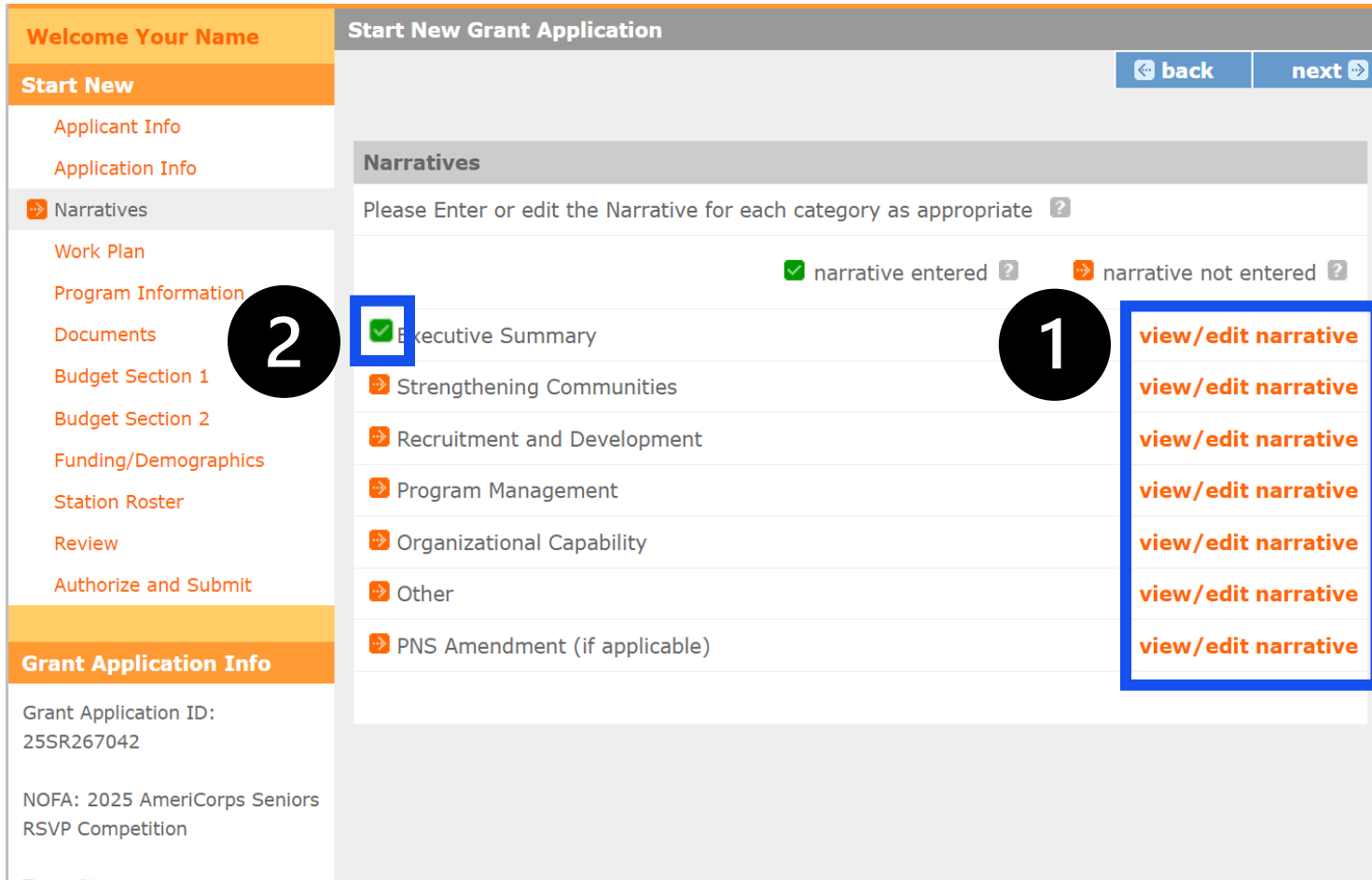
508 Approved | Contact Help Desk | Privacy
Release version: 7.20

1. Verify the Project Title
2. Select Project Director from the dropdown
 - Only people with active eGrants accounts will be listed
 - Select “enter new” under the project director if necessary
3. Click “next”

Application Info

Complete all information. See the Grant Application Instructions for details.

1. Use the **required format** for “Areas affected by the project”
2. Start date: April 1, 2025
End date: March 31, 2028
3. When you’ve completed the full page, click “next”



Welcome Your Name Start New Grant Application

Start New

Applicant Info

Application Info

Narratives

Work Plan

Program Information

Documents

Budget Section 1

Budget Section 2

Funding/Demographics

Station Roster

Review

Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Narratives

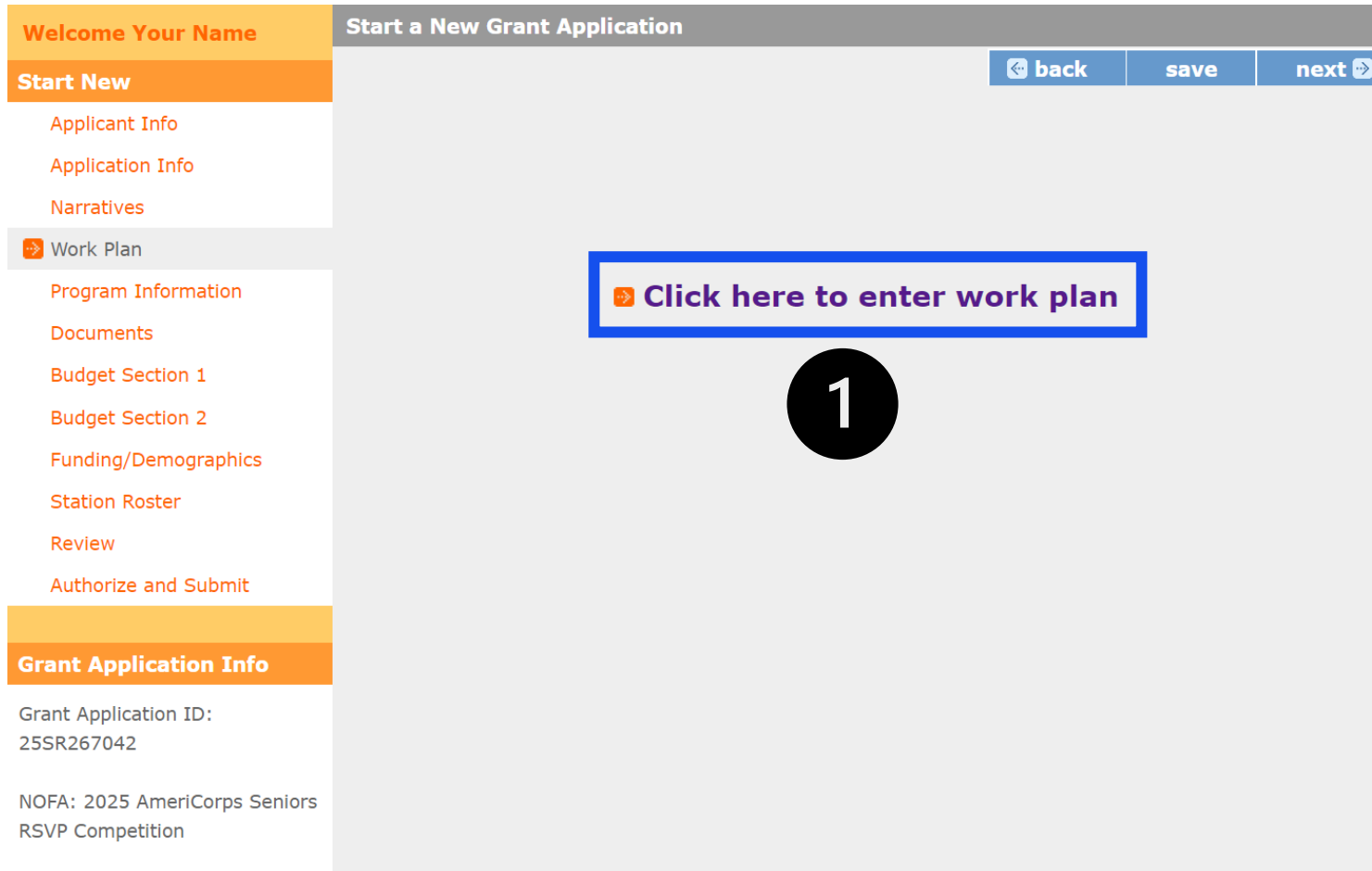
Please Enter or edit the Narrative for each category as appropriate ?

narrative entered ?
 narrative not entered ?

| | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Executive Summary | view/edit narrative |
| <input type="checkbox"/> Strengthening Communities | view/edit narrative |
| <input type="checkbox"/> Recruitment and Development | view/edit narrative |
| <input type="checkbox"/> Program Management | view/edit narrative |
| <input type="checkbox"/> Organizational Capability | view/edit narrative |
| <input type="checkbox"/> Other | view/edit narrative |
| <input type="checkbox"/> PNS Amendment (if applicable) | view/edit narrative |

Complete narratives. See Section E.1 of the Notice for information.

1. Click “view/edit narrative” to enter a narrative section
 - A new window will pop up. Enter information then click “save and close”.
2. Icon next to the narrative section will become a green checkmark once there is any text entered
 - Green checkmark means there is text, not that the section is complete



Welcome Your Name Start a New Grant Application

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan**
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

back save next

Click here to enter work plan

1

1. Click on “Click here to enter work plan” to use the Performance Measure Module to enter your work plans
 - Refer to Appendix B: RSVP Performance Measure Instructions!

Work Plans, continued

Add New Performance Measures

1
Begin

Edit Volunteer Allocation

Edit Volunteer Allocation

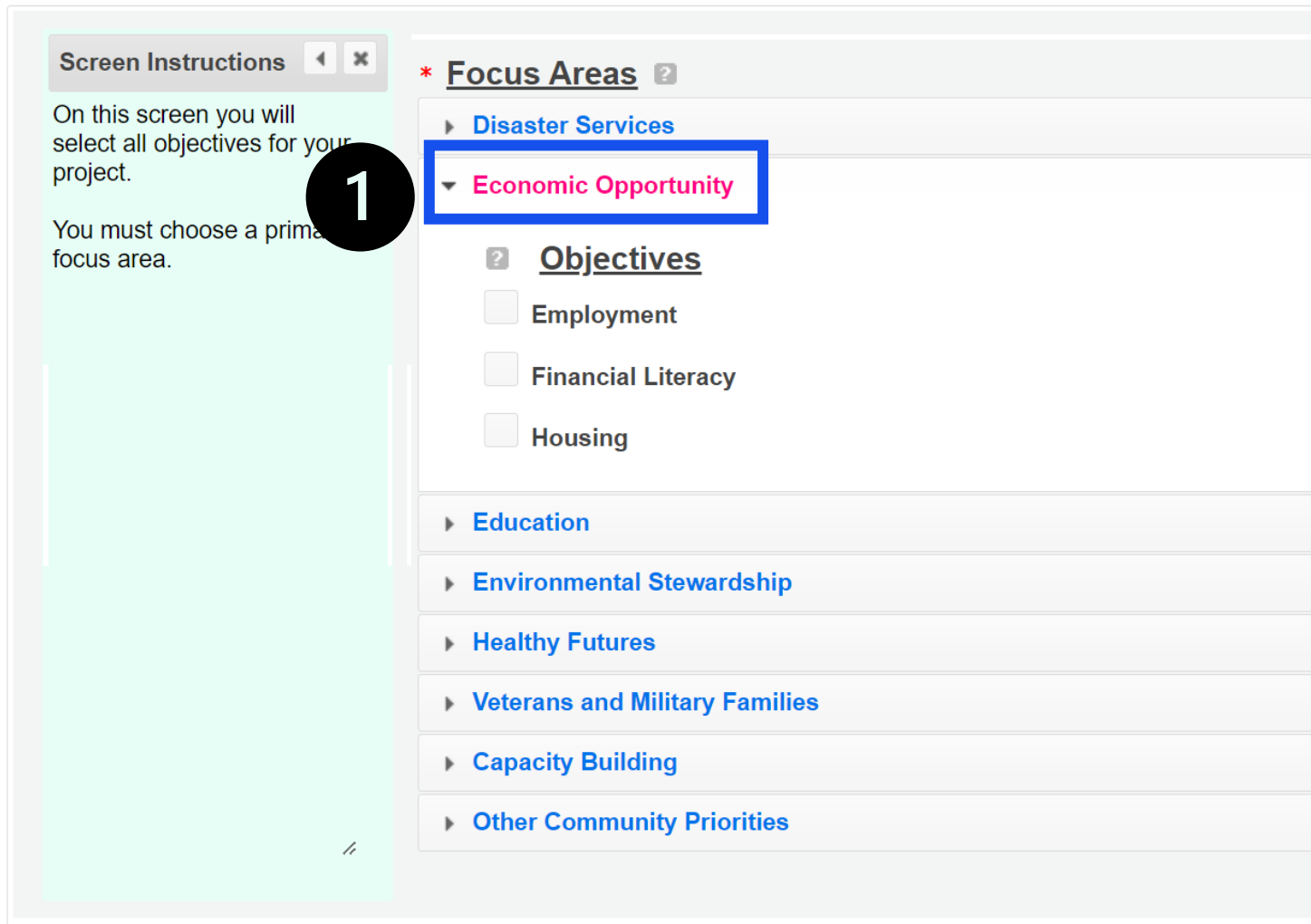
Delete or Edit Performance Measures Created

| Objective | ID | Category Title | Service Activity | Output | Output Target | Outcome | Outcome Target | # of Unduplicated Vols | # of Total Vols Contributing | # of Vol Stations |
|--|----|----------------|------------------|--------|---------------|---------|----------------|------------------------|------------------------------|-------------------|
| There are currently no performance measure created for this application. | | | | | | | | | | |

Add New Performance Measures

1. Click “Begin” to get started
 - This button becomes “Continue Working” once you’ve started

Select Objectives



Screen Instructions

On this screen you will select all objectives for your project.

You must choose a primary focus area.

1

* **Focus Areas**

- Disaster Services
- Economic Opportunity**

Objectives

- Employment
- Financial Literacy
- Housing

- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families
- Capacity Building
- Other Community Priorities

1. Click on each Focus Area name to expand the list to see the objectives. Choose the appropriate objectives for your proposed.
 - See Appendix B
 - You can return to this tab to make changes

Primary Focus Area

Home Page Objective Performance Measure Target Summary

Screen Instructions

On this screen you will select all objectives for your project.

You must choose a primary focus area.

1

*** Focus Areas**

- ▶ Disaster Services
- ▶ Economic Opportunity
- ▶ Education
- ▶ Environmental Stewardship
- ▶ Healthy Futures
- ▶ Veterans and Military Families
- ▶ Capacity Building
- ▶ Other Community Priorities

*** Select Primary Focus Area**

--Select Focus Area--
--Select Focus Area--
Education
Environmental Stewardship
Veterans and Military Families

2

Save

1. Once you've selected all of your objectives, choose a primary focus area
 - See Appendix B
2. Remember to save!

Complete Each Work Plan

Home Page Objective **Performance Measure** Target Summary

Summary of Performance Measures

| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
|---|----|----------------|--------------------|--------|---------|----------|--------|------|
| There are currently no Performance measures created for this application. | | | | | | | | |

1

Performance Measures

* Select Category Title

* Select Objective

* Enter Community Need

* Select Output

* Select Instrument * Enter Instrument Description

Select Outcome

Select Instrument Enter Instrument Description

* Select Service Activities

| Service Activities | Description |
|--------------------|-------------|
| No records found. | |

Save Reset Add PM

1. Complete each field in the Performance Measures section. Scroll down the window to see all content.

- See Appendix B: RSVP Performance Measure Instructions

2. Click "Add PM" when you're done.

2

Complete Each Work Plan, continued

1

Home Page Objective **Performance Measure** Target Summary

| Summary of Performance Measures | | | | | | | | |
|---------------------------------|----|--------------------|--------------------|--------|---------|----------|--------|------|
| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
| Financial Literacy | 1 | Primary Focus Area | Tax Preparation | O1A | O19A | Yes | Delete | Edit |

Performance Measures

- * Select Category Title: Primary Focus Area
- * Select Objective: --Select Objective--
- * Enter Community Need: [Text Area]
- * Select Output: --Select Output--
- * Select Instrument: --Select Instruments-- (with red asterisk)
- Enter Instrument Description: [Text Field]
- Select Outcome: --No Outcome selected--
- Select Instrument: --Select Instruments--
- Enter Instrument Description: [Text Field]
- * Select Service Activities: [Table with columns: Service Activities, Description]

No records found.

Screen Instructions: This tab allows you to create sets of aligned performance measures. All the grant activities that will measure. - Begin by selecting a category title. - Select an objective for your aligned performance measure. - Provide a brief description of the need your project will address in this performance measure. - Select the output you wish to measure in this set of workplans. - Select the outcome you wish to measure in this set of workplans.

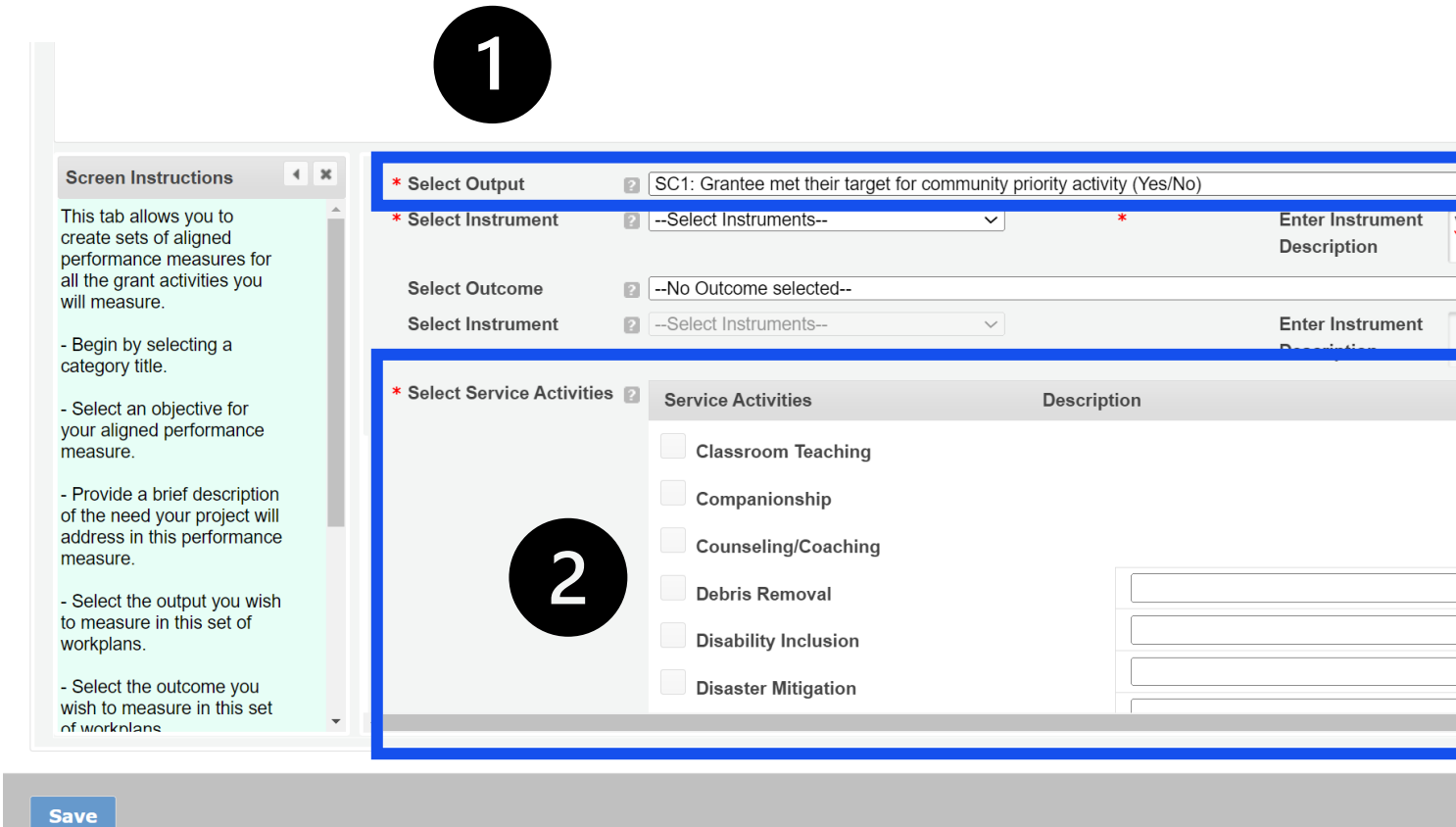
Buttons: Save, Reset, Add PM, Back, Next

2

1. The Work Plan you just entered will appear at the top

2. Enter your next work plan's information in the Performance Measures section, then click Add PM. Continue until all work plans are entered.

NEW in FY 2025: Service Activities for Other Community Priorities Work Plans



1

2

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you will measure.

- Begin by selecting a category title.
- Select an objective for your aligned performance measure.
- Provide a brief description of the need your project will address in this performance measure.
- Select the output you wish to measure in this set of workplans.
- Select the outcome you wish to measure in this set of workplans.

* Select Output

* Select Instrument Enter Instrument Description

Select Outcome

Select Instrument Enter Instrument Description

* Select Service Activities

| Service Activities | Description |
|---|-------------|
| <input type="checkbox"/> Classroom Teaching | |
| <input type="checkbox"/> Companionship | |
| <input type="checkbox"/> Counseling/Coaching | |
| <input type="checkbox"/> Debris Removal | |
| <input type="checkbox"/> Disability Inclusion | |
| <input type="checkbox"/> Disaster Mitigation | |

Save

1. If you have Other Community Priorities work plan(s)
2. You must select a Service Activity and include a description
 - Refer to Appendix B: RSVP Performance Measure Instructions
 - Applicants may not select "N/A" even if it appears in eGrants

NEW In FY 2025 Work Plan, Continued

Home Page Objective **Performance Measure** Target Summary

Summary of Performance Measures

| Objective | ID | Category Title | Service Activities | Output | Outcome | Complete | Delete | Edit |
|------------------------------|----|----------------------------|----------------------|----------|----------|----------|--------|------|
| Financial Literacy | 1 | Primary Focus Area | Tax Preparation | O1A | O19A | Yes | Delete | Edit |
| Other | 2 | Other Community Priorities | Tutoring | SC1 | | Yes | Delete | Edit |
| Capacity Building & Leverage | 3 | Other Focus Areas | Donations Management | G3-3.16A | G3-3.10A | Yes | Delete | Edit |
| Obesity and Food | 4 | Other Focus Areas | Counseling/Coaching | H4A | H18 | Yes | Delete | Edit |

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you will measure.

- Begin by selecting a category title.
- Select an objective for your aligned performance measure.
- Provide a brief description of the need your project will address in this performance measure.
- Select the output you wish to measure in this set of workplans.
- Select the outcome you wish to measure in this set of workplans.

Performance Measures

* Select Category Title

* Select Objective

* Enter Community Need

* Select Output

* Select Instrument * Enter Instrument Description

Select Outcome

Select Instrument Enter Instrument Description

* Select Service Activities

| Service Activities | Description |
|--------------------|-------------|
| No records found. | |

Save Reset Add PM Back Next

1. When you have finished entering all work plans, click "Next"



Set Targets, Allocate Volunteers

Home Page Objective Performance Measure **Target** Summary

Screen Instructions ✕
PLEASE DOUBLE-CHECK the Performance Measure requirements outlined in the PM Instructions/Appendix B and verify that your work plans accurately reflect the requirements.

1

My project's total # of unduplicated volunteers is:

Volunteer Calculator

| Primary Focus Areas | | Community Priorities | |
|-----------------------------|-----------------------------|---------------------------------------|---------------------|
| Minimum # I must place: 0. | # placed so far: 0. | Maximum # I may place: 0. | # placed so far: 0. |
| # I still have to place: 0. | # I still have to place: 0. | # I still have available to place: 0. | |

2

Summary of Performance Measures

| ID | Category Title | Service Activity | Output | Output Target | Outcome | Outcome Target | # of Unduplicated Vols | # of Total Vols Contributing | # of Vol Stations |
|-----|----------------------------|----------------------|----------|--------------------------------|----------|--------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 1.1 | Primary Focus Area | Tax Preparation | O1A | <input type="text" value="0"/> | O19A | <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> |
| 2.1 | Other Community Priorities | Tutoring | SC1 | <input type="text" value="0"/> | | | * <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> |
| 3.1 | Other Focus Areas | Donations Management | G3-3.16A | <input type="text" value="0"/> | G3-3.10A | <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> |
| 4.1 | Other Focus Areas | Counseling/Coaching | H4A | <input type="text" value="0"/> | H18 | <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> | * <input type="text" value="0"/> |

3

Save

4

1. Enter your total number of unduplicated volunteers at the top
2. Set your output and outcome targets, number of volunteers, and stations
3. When done, click “review allocations” to check your numbers
4. When all issues are addressed, click next

Validate Performance Measures

3

Grant application ID: 25SR267042
NOFA: 2025 AmeriCorps Seniors RSVP Competition
Type: New Application
Status: Grantee Initial Entry
Submitted:
Legal Applicant Name: My Organization

eGrants Performance Measures

Home Page Objective Performance Measure Target Summary

Screen Instructions

This page provides a summary of all the information you have entered in this module.

- To print the entire summary, click "Print PDF for all Performance Measures".
- To print one performance measure, expand the measure and click "Print This Measure".
- Click "Edit Performance Measures" to return to the PM tab.
- Click "Edit Targets" to return to the Target tab.
- Click "Validate Performance Measures" to validate this module prior to submitting your application.

Summary

Print PDF for all Performance Measures

PM 1.1-Tax Preparation

Applicant Organization: My Organization Period Covered Starting: Ending:

Community Need to be Addressed:

Back Validate Performance Measures

1

2

1. Review your work plans
2. Validate the performance measures
 - Address any errors
3. Click "back to eGrants application" to continue
 - Revisit the Performance Measure Module at any time to make changes

NEW in FY 2025: Program information

Welcome Your Name

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information**
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

Start New Grant Application

back save next

Program Information

Please indicate the funding priorities and grant characteristics for your proposed program.

Funding Priorities

Check any priority area(s) that apply to the proposed program. If no priorities apply to your program, select N/A. Please refer to the NOFO for the information on the threshold for meeting priority consideration

| | Select all that apply: | |
|---|---|---|
| 1 | <input type="checkbox"/> Supporting older adults and their caregivers | <input type="checkbox"/> Helping older adults re-enter the workforce |
| | <input type="checkbox"/> Preventing and mitigating fraud and scams | <input type="checkbox"/> Reducing the number of people who are unhoused |
| | <input type="checkbox"/> Supporting local climate change initiatives | <input type="checkbox"/> Supporting behavioral health initiatives |
| | <input type="checkbox"/> N/A no priority applies | |

Program Characteristics

* Check any program characteristic(s) that apply to the proposed program. If no characteristics apply to your program, select N/A.

| | Select all that apply: | |
|---|---|---|
| 2 | <input type="checkbox"/> Serving rural communities | <input type="checkbox"/> Serving urban communities |
| | <input type="checkbox"/> Serving Tribal communities | <input type="checkbox"/> High poverty community (20-39% in poverty) |
| | <input type="checkbox"/> Extreme poverty community (40% or more in poverty) | <input type="checkbox"/> N/A no program characteristics apply |

1. Select any funding priorities that apply, or N/A
2. Select program characteristics that apply, or N/A

Welcome Your Name Start New Grant Application

Start New back save next

Documents

Please select the appropriate status for each document.

Document Status List: **add a new** 2

status entered status not entered

| Document Name | Document Status | delete |
|--|-----------------|--------|
| Applicant Operational and Financial Management Survey (OFMS) | Not Sent | |

1

See D.7.a of the Notice

1. Once you have submitted the OFMS, change the status from “Not Sent” to “Sent”
2. If you have tribal documents, please click “add a new” and enter the appropriate information

Do not enter any documents that aren’t specified in D.7.a of the Notice

Budget Section 1 and 2

Welcome Your Name

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1**
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

Start New Grant Application

back save next

Budget Section I. Volunteer Support Expenses Enter Source of matching funds ?

Please enter the necessary budget information for your project.

Project Personnel Expenses : Add a new budget item ?

| Position/Title | Qty | Annual Salary | % Time | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|-----------------|-----|---------------|--------|--------------|------------|---------------|---------------|------|-----|
| Subtotal | | | | | | | | | |

Personnel Fringe Benefits : Add a new budget item ?

| Item | Description | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|------------------|-------------|--------------|------------|---------------|---------------|------|-----|
| FICA | | \$0 | \$0 | \$0 | \$0 | edit | |
| Health Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Retirement | | \$0 | \$0 | \$0 | \$0 | edit | |
| Life Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | | |

1. Complete the budget, adding new items if necessary
2. Enter your source of matching funds for this section; include source, amount, cash or in-kind, secured or proposed for entire amount of match

Produced and published at US taxpayer expense.

Jul-24 30

Validate the Budget

Welcome Your Name

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2**
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

Start New Grant Application

[back](#) [next](#)

Budget Section II. Volunteer Expenses [Enter Source of matching funds](#) ?

Please enter the necessary budget information for your project.

Other Volunteer Costs : Add a new budget item ?

| Item | Description | Total Amount | CNCS Share | Grantee Share | Excess Amount | edit | del |
|------------------|-------------|--------------|------------|---------------|---------------|----------------------|-----|
| Meals | | \$0 | \$0 | \$0 | \$0 | edit | |
| Uniforms | | \$0 | \$0 | \$0 | \$0 | edit | |
| Insurance | | \$0 | \$0 | \$0 | \$0 | edit | |
| Recognition | | \$0 | \$0 | \$0 | \$0 | edit | |
| Volunteer Travel | | \$0 | \$0 | \$0 | \$0 | edit | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | | |

Subtotal:

| Total Amount | CNCS Share | Grantee Share | Excess Amount |
|--------------|------------|---------------|---------------|
| \$0 | \$0 | \$0 | \$0 |
| | ? | ? | ? |

1 [Validate this budget](#)

- After you've entered all budget information, validate the budget (at the end of Budget Section 2).
 - Address any issues and validate again

How to View Your Whole Budget

- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review**
- Authorize and Submit
- Grant Application Info**
- Grant Application ID:
25SR267042
- NOFA: 2025 AmeriCorps Seniors
RSVP Competition
- Type: New
Status: Grantee Initial Entry
- Legal Applicant Info**
- My Organization
250 E Street SW
Washington, DC 20024

- **NOFA:** 2025 AmeriCorps Seniors RSVP Competition
- **Grant Application ID #:** 25SR267042
- **Due Date:** 09/18/2024
- **Summary:** The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.

View/Print your application

Please click on any of the following links to view/print a report.

- **Application View Revision Log**
- **Application for Federal Assistance: view/print report**
- **Budget: view/print report**
- **Budget Narrative: view/print report**
- **Funding Summary Chart: view/print report**
- **Notice of Grant Award: view/print report**
- **Organization IDCR History: view/print report**
- **Organization/People Report: view/print report**
- **Program Summary Chart: view/print report**
- **Station Roster Report: view/print report**

Applicant Info: edit

- **Applicant/User:** Your Name Here
- **Authorized Representative:**
- **Applying Type:** New
- **Applying:** Directly to CNCS

Application Info: edit

- **Areas affected by the project:**

- To see your whole budget, click:
 - “Budget: view/print report” for top-line budget amounts by category
 - “Budget Narrative: view/print report” for line-item detail

Funding/Demographics

Welcome Your Name

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics**
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization

Start New Grant Application

back
save
next

Estimated Funding

| | |
|------------------------|--------|
| Total | |
| Total Amount | \$0.00 |
| Federal Share | |
| Amount | \$0.00 |
| Applicant Share | |
| Amount | \$0.00 |

Applicant Share Breakdown

Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$0.00.

| | |
|---------|---------------------------------------|
| Local: | \$ <input type="text" value="0"/> .00 |
| State: | \$ <input type="text" value="0"/> .00 |
| Other: | \$ <input type="text" value="0"/> .00 |
| Income: | \$ <input type="text" value="0"/> .00 |

Please check the box if your organization is funded by CNCS

Demographics

of Unduplicated Volunteers:

1. Provide the breakdown of applicant share
2. Enter the number of unduplicated volunteers
 - This should match the Executive Summary and your total unduplicated volunteers in your work plans

Station Roster

Welcome Your Name

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster**
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW
Washington, DC 20024

Start New 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 | City | Number of Volunteers | Number of Unduplicated Volunteers | Active | view/edit |
|-------------------|------|----------------------|-----------------------------------|--------|-----------|
| | | | | | |

Not required—successful applicants will be asked to update rosters within 6 months of award

1. We encourage incumbents or other applicants to enter stations if they know them. Please note: this will not be scored on the application

Welcome Your Name
Start New Grant Application

← back
next →

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization

NOFA Information

- **NOFA:** 2025 AmeriCorps Seniors RSVP Competition
- **Grant Application ID #:** 25SR267042
- **Due Date:** 09/18/2024
- **Summary:** ¿¿The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.¿

View/Print your application

Please click on any of the following links to view/print a report.

- Application ~~View/Revision Log~~
- **Application for Federal Assistance: view/print report**
- Budget: view/print report
- Budget Narrative: view/print report
- Funding Summary Chart: view/print report
- Notice of Grant Award: view/print report
- Organization IDCR History: view/print report
- Organization/People Report: view/print report
- Program Summary Chart: view/print report
- Station Roster Report: view/print report

Applicant Info: edit

- **Applicant/User:** Your Name Here
- **Authorized Representative:**
- **Applying Type:** New
- **Applying:** Directly to CNCS



Review the information on the screen. Scroll down to see more.

1. Click “view/print report” next to Application for Federal Assistance to print the application to check the page count
 - See Section D.2.b of the Notice for page limits

Authorize and Submit

Welcome Your Name Start New Grant Application

Start New [back](#)

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review

Authorize and Submit

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization
250 E Street SW

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

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:

I Agree **1**

Assurances: [view/print certification](#)

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by:

I Agree **2**

Authorized Rep should log in to complete this page and submit when everything is done

1. Click "I agree" for the Authorization
2. Click "view/print certification" to view the Assurances, then click "I agree"

Authorize and Submit, continued

Washington, DC 20024

Certifications: [view/print certification](#)

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

Authorized Certifying Official:

I Agree

3

Verify this Grant Application:

When an application is submitted, eGrants checks to make sure all the required information has been 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](#)

4

Available actions for this Grant Application:

[Submit grant application to CNCS](#)

5

3. Click “view/print certification” to view the Certifications, then click “I agree”
4. Verify the application
 - Address any error and re-verify
5. Submit and celebrate!



FY 2025 RSVP



Competition

Common eGrants Issues

Tips for Troubleshooting



AmeriCorps
Seniors



Errors vs Warnings

Common eGrants Issues

- May appear during work plan or budget validation or when you verify the application
- **Error:** something that must be addressed before submission
 - You will not be able to submit the application if there are errors
- **Warning:** something that does not have addressed
 - Not very common
 - You should address it if possible, but you will be able to submit if you don't
- Not sure? Call the Hotline
 - Phone: 1-800-942-2677, Monday – Friday, 8:00 am – 8:00 pm ET



Validating Work Plans

Common eGrants Issues

- When I validate my work plans, I get an error that says, “At least one performance measure must be created for all selected Objectives.” How do I proceed?
 - In the “Objectives” tab in the Performance Measure Module, look to see which objectives you selected
 - Add a work plan for any objectives that don’t have one
 - If you’ve changed your mind about an objective, de-select it in the “Objectives” tab



Documents Showing as “Not Sent”

Common eGrants Issues

- We submitted our Operational and Financial Management Survey via the web form, but eGrants is saying the status of the Operational and Financial Management Survey is “Not Sent.” Does this mean you didn’t receive it?
 - Per the Grant Application Instructions, applicants must manually change the document status from “Not Sent” to “Sent” in eGrants.

Setting the Document Status

Welcome Your Name Start New Grant Application

Start New back save next

Documents

Please select the appropriate status for each document.

Document Status List: ? add a new

status entered status not entered

| Document Name | Document Status | delete |
|--|-----------------|--------|
| Applicant Operational and Financial Management Survey (OFMS) | Not Sent | |

1

1. In the Documents tab, once you have submitted the OFMS, use the drop-down menu to change the document status from “Not Sent” to “Sent”.



Grantee Match Percentage Not Met

Common eGrants Issues

- When I validate my budget, I get an error that the required grantee match percentage is not met. How do I proceed?
 - Review the amounts in the “Grantee Share” column and make sure the total Grantee Share meets the match
 - See Appendix E for a match calculator
- If you are applying for a waiver, you must meet the match rate stated in the Notice (10% of total costs for new applicants, 30% of total costs for incumbents)
 - If the waiver is approved and you are selected for funding, you’ll revise your budget during resolution

How to View Your Whole Budget

- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review**
- Authorize and Submit
- Grant Application Info**
- Grant Application ID:
25SR267042
- NOFA: 2025 AmeriCorps Seniors
RSVP Competition
- Type: New
Status: Grantee Initial Entry
- Legal Applicant Info**
- My Organization
250 E Street SW
Washington, DC 20024

- **NOFA:** 2025 AmeriCorps Seniors RSVP Competition
- **Grant Application ID #:** 25SR267042
- **Due Date:** 09/18/2024
- **Summary:** The purpose of this NOFO is to establish the FY 2025 RSVP Competition. RSVP programs engage adults ages 55 and older in addressing community needs through volunteer service.

View/Print your application

Please click on any of the following links to view/print a report.

- **Application View Revision Log**
- **Application for Federal Assistance: view/print report**
- **Budget: view/print report**
- **Budget Narrative: view/print report**
- **Funding Summary Chart: view/print report**
- **Notice of Grant Award: view/print report**
- **Organization IDCR History: view/print report**
- **Organization/People Report: view/print report**
- **Program Summary Chart: view/print report**
- **Station Roster Report: view/print report**

Applicant Info: edit

- **Applicant/User:** Your Name Here
- **Authorized Representative:**
- **Applying Type:** New
- **Applying:** Directly to CNCS

Application Info: edit

- **Areas affected by the project:**

- To see your whole budget, click:
 - “Budget: view/print report” for top-line budget amounts by category
 - “Budget Narrative: view/print report” for line-item detail

Estimated Funding Error

Common eGrants Issues

Welcome Your Name | Start New Grant Application

Start New | back | save | next

Applicant Info
Application Info
Narratives
Work Plan
Program Information
Documents
Budget Section 1
Budget Section 2
Funding/Demographics
Station Roster
Review
Authorize and Submit

Grant Application Info

Grant Application ID: 25SR267042

NOFA: 2025 AmeriCorps Seniors RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

My Organization

Estimated Funding

| | |
|--|--------------|
| Total | |
| Total Amount | \$125,000.00 |
| Federal Share | |
| Amount | \$100,000.00 |
| Applicant Share | |
| Amount | \$25,000.00 |
| Applicant Share Breakdown | |
| Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$25,000.00. | |
| Local: | \$ 0 .00 |
| State: | \$ 0 .00 |
| Other: | \$ 0 .00 |
| Income: | \$ 0 .00 |

Please check the box if your organization is funded by CNCS

Demographics

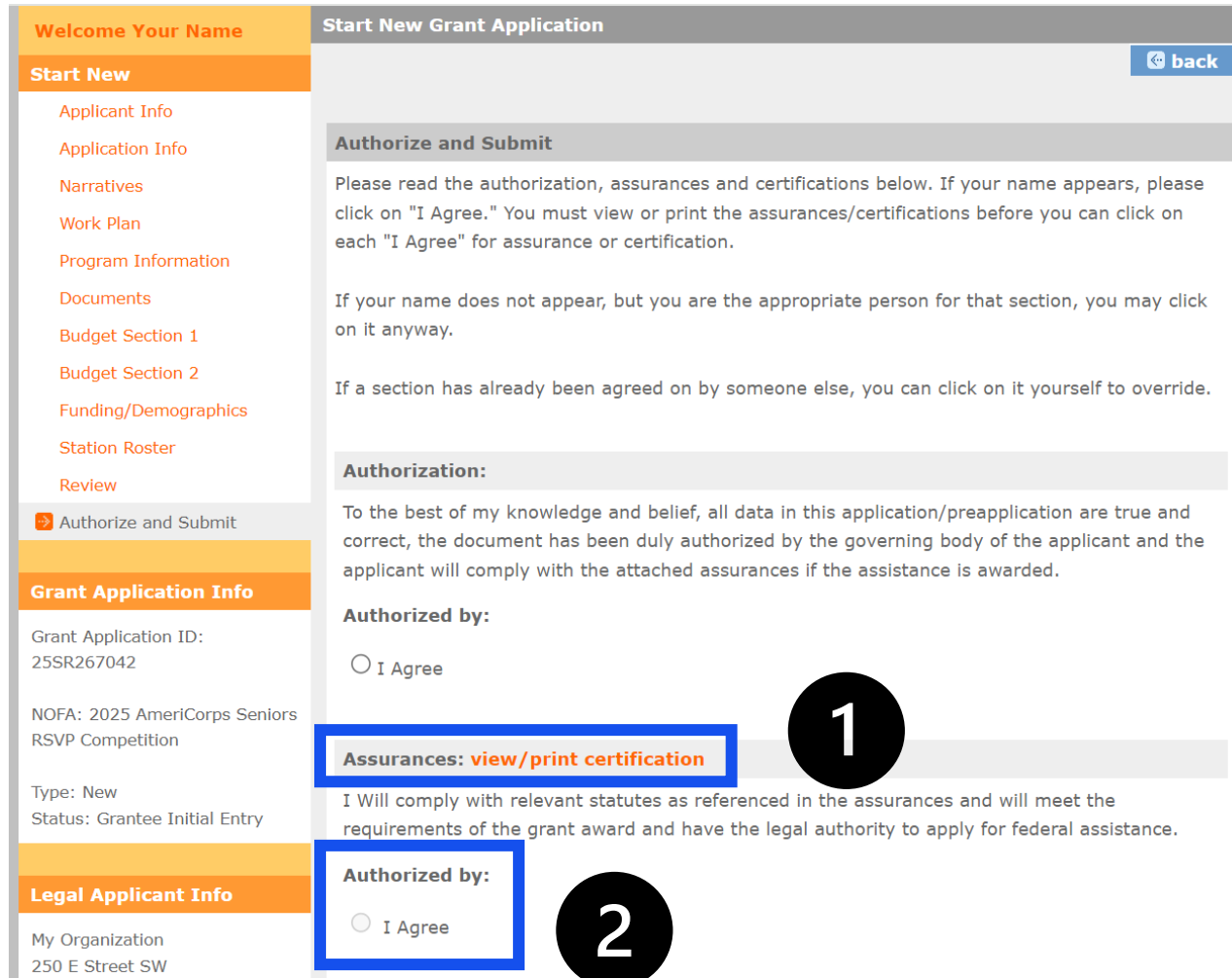
of Unduplicated Volunteers: 0

When I verify the application, it says that the sum of the "local," "state," "other," and "income" boxes in Estimated Funding do not equal the applicant amount. How do I proceed?

- In the Funding/ Demographics tab, verify the amount in the Applicant Share section equals the total listed in the “Applicant Share Breakdown” section
- Note: The “Applicant Share” is the Grantee Share from your budget

Can't Click "I Agree"

Common eGrants Issues



Welcome Your Name Start New Grant Application [back](#)

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics
- Station Roster
- Review

Authorize and Submit

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

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:

I Agree

Assurances: [view/print certification](#) 1

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by:

I Agree 2

Grant Application Info

Grant Application ID:
25SR267042

NOFA: 2025 AmeriCorps Seniors
RSVP Competition

Type: New
Status: Grantee Initial Entry

Legal Applicant Info

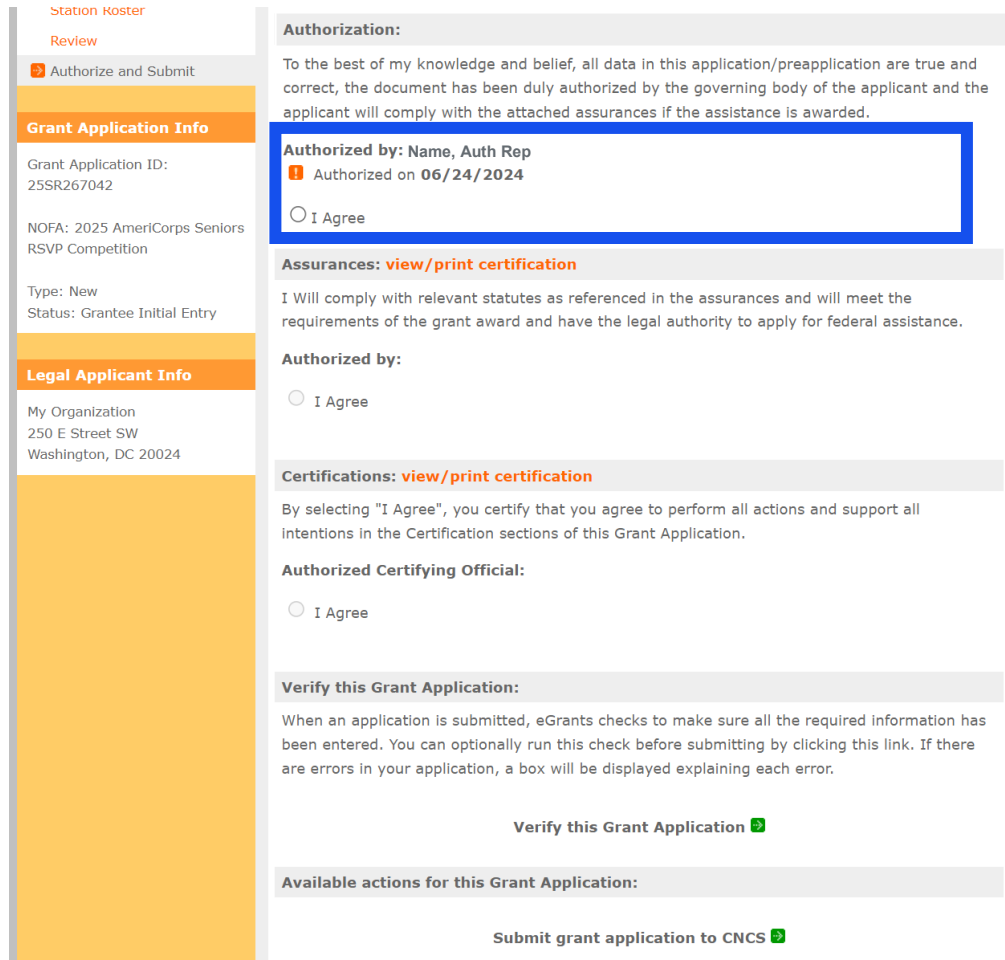
My Organization
250 E Street SW

My Authorized Rep is on the Authorize and Submit tab but can't click "I Agree" to the Assurances and Certifications. How do they proceed?

1. Click "view/print certification" to view the document
2. Then they can click "I agree"

Authorized Rep's Name Doesn't Appear

- Common eGrants Issues



The screenshot shows the 'Authorize and Submit' tab of an eGrants application. The 'Authorized by' field is highlighted with a blue border. The text in the field reads: 'Authorized by: Name, Auth Rep' and 'Authorized on 06/24/2024'. Below this field is a radio button labeled 'I Agree'. The interface also includes sections for 'Grant Application Info', 'Legal Applicant Info', 'Assurances', 'Certifications', and 'Verify this Grant Application'.

Our Authorized Rep's name doesn't appear on the Authorize and Submit tab. How do I enter it?

- The Authorized Representative must log-in to eGrants with their own user account
- Once they click "I agree" on the Authorizations, Assurances, and Certifications, their name will appear
- They will be designated as the Authorized Rep when they submit the application



FY 2025 RSVP



Competition

Important Reminders

Things to Remember



**AmeriCorps
Seniors**



Funding Opportunity Page

- Notice of Funding Opportunity and Appendices
- Grant Application Instructions
- Training and Technical Assistance Webinars
- FAQs and Other Resources for Applicants

PARTNER

Funding Opportunities

If you are part of a national or local nonprofit, school, government agency, faith-based or community organization, you can apply for people power and funding through one of our programs.



Current Funding Opportunities

We are currently accepting applications to the following AmeriCorps opportunities.

For more information, visit the [Funding Opportunity Page](#).



Competition

Important Dates

Applications are due no later than
**Wednesday,
September 18, 2024,
by 5:00 PM ET***

Successful applicants will be issued awards by
March 2025



Successful applicants will be notified by
January 2025

** See Section D.4.c for the Late Application process*



Key Contacts

Where to Contact and When

| Need to... | Contact... |
|---|--|
| Receive a printed copy of the Notice, Grant Application Instructions, and Appendix B? | RSVPCompetition@americorps.gov |
| Submit a late application request? | LateApplications@americorps.gov |
| Request a federally negotiated indirect cost rate from AmeriCorps | IndirectCostRate@americorps.gov |
| Submit the Operational and Financial Management Survey (OFMS) | Submit online ; forms submitted by email will not be accepted |
| Submit Tribal organization eligibility documentation | AdditionalDocuments@americorps.gov |
| Ask general questions about the competition or AmeriCorps Seniors | RSVPCompetition@americorps.gov |

Please note: Incumbent grantees **should not** contact their portfolio manager for questions about the RSVP Competition.



Issues with eGrants

Who to Contact and When

- Call the AmeriCorps Hotline at 800-942-2677
 - Make note of your ticket number
 - If assistance is needed on an application within 10 days of the submission deadline, choose option #3
- Submit a question to the support team via the [web form](#)
- Hotline hours:
 - Monday – Friday, 8:00 a.m. – 8:00 p.m. Eastern Time
 - Closed on federal holidays



AmeriCorps Seniors

FY 2025 RSVP Competition Funding Opportunity

RSVPCompetition@americorps.gov

FY 2025 RSVP



Competition



**AmeriCorps
Seniors**