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LSI  
Senior Corps Session 4: Submitting Your Application in eGrants

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>> LSI: Good afternoon. Thank you for joining us today. This webinar is going to be recorded. The audio for the event is broadcasting by phone and also online. The webinar is lecture only. Your microphones have been muted to reduce background noise. Let's take a look at this zoom features for this webinar to help you get the most out of the session. At the top of your screen are the view options. Drop-down menu where you can adjust the size of your screen. In the lower left-hand corner of your screen are the audio options. To the right of audio options in the middle of the screen, you will notice icons. You can select an icon to open the feature. The first one on the left is for the chat panel. If you have questions during the webinar, enter them here. The next one over is the raised hand feature. During the webinar if you are experiencing any technical issues, select that icon to raise your hand and a team member will assist you privately in chat to work through the issue. The next icon is the closed captioning feature. Select this icon to view the closed captioning. Before we get underway, let's do a quick sound check. Please type yes in the chat to confirm you can hear me clearly. Excellent. Looks like everyone's sound is working. Brian, you can begin.

>> BRIAN COGNATO: Thank you so much, Kim. I'm going to pick up right where you left off. All of those messages and all of those yeses, it looks like they came in just to the panelists, which is just those of us on the admin side of the webinar. But I'd like to invite all of you if you are so inclined to where it says to in the chat box, use it see the word to: and all panelists with an arrow next to it. I invite you to switch to all panelists and attendees. That will allow you in every message you send, everyone will be able to view them. This is helpful because we will be taking questions this way. You can see other questions your colleagues have. You are chat -- free to chat with each other to share advice and share perspectives. I'm inviting you to switch that now and introduce yourselves to the group here today. In the chat box where it says to call right next to TO you

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should see a button that says all panelists and click the arrow to switch to all panelists and attendees. Then you can chat with the whole group. Let's see who is interested in doing that. Great to see some responses come in. I see familiar names as well. We have a few along for the whole series of webinars. That is how you ask questions as I mentioned. Just one note on that, there may be some questions that are really specific to one organization or one set of circumstances. When that is the case, we will refer you to an email box we will talk about in just a little bit. My name is Brian. I don't know if I share that yet. I'm joined by my colleague Courtney. Courtney, do you want to say hello?

>> COURTNEY SUTTON: Hello, everyone.

>> BRIAN COGNATO: Hello, Courtney. We will be hurt -- hearing from her in a bit. Those who have been to earlier webinars will be recognizing how we like to get things started off by checking in to see who is with us. Go ahead and let us know if you have had a federal grant before. If you have not had a federal grant, I think this is a great opportunity to get started working with the federal government. But it's good to see who's got some of that experience. Today's session will be talking about the electronic grants management system we called eGrants. That is unique to the Corporation for National and community services. This won't have a whole lot of bearing on our discussion here t the purpose of today's webinar is to walk through eGrants, so some screens will look familiar to you, but you are always welcome to get a refresher and maybe we will cover something you haven't thought of before. For those who are new, this is perfe one last question. I saw familiar names in the chat box, but how many of you have joined us for a webinar already this cycle? We will give that one more minute to give people a chance to respond. It looks like most of you have been with us for at least one of our sessions earlier. If you are new to this, that is fantastic. Let's jump ahead a little bit to show you the different resources that we have had available. This is the fourth of four webinars for this competition. All

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sessions were recorded and we will be sharing recordings lately -- likely next week. We will share that on the competition webpage, though link you see to the top right. All information on the competition will be on that webpage. We will be referring to it a lot in the course of the webinar. As those of you who early -- earlier attended will know. Down at the bottom is the mailbox we alluded to where you can send questions we are not able to address today. As the deadline approaches, you don't want to be sending questions a few days or a week before that deadline closes. There are humans on the other end of that car real people who need to answer those questions and they don't have unlimited capacity. So the time to get questions in his sooner rather than later. That will be a theme as we go through content today. Here is what we will be doing. We will go through competition basics. For those who are brand-new, those for whom this is the first session, we will make sure you have some of the same basic information everybody else is already gotten. For those who have attended an earlier webinar, this will be review, but that information is important. Then we will dive into content today. We will walk through the electronic grants management system step-by-step and give you tips on how to navigate that process. It is software. Like any software it has a few nuances to it and a few things to be aware of and we will walk through those today. Let me handed over to Courtney to go through some of our competition basics.

>> COURTNEY SUTTON: Thanks, Brian. Competition we have open right now for the Foster Grandparent and Senior Companion Program's, we are accepting applications now, which means you are able to submit an application in eGrants today up until her application deadline, which is five p.m. on December 6. This competition, we are looking to replace some programs that recently closed. So we have some limited geographic areas that are available for funding and that information can be found on our Appendix A which will give you a pretty -- we , which Brian has pasted into the chat. It's also the link at the bottom of the screen on this slide.As I mentioned in the previous slide, there are some limited

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opportunities and geographic areas where these opportunities are available. The map you are seeing right now is showing you where those programs and where that funding is open. The blue states have some funding available in very specific areas for Foster Grandparent. The orange or red looking states have some areas available only for Senior Companion. Then the states and green have availability for both programs. All of that information about exactly where those locations that are available for funding are can be found on Appendix A. Both Senior Companion and Foster Grandparent have their own individual Appendix A. On Appendix A you can see the state in which the funding is available, the total amount of funding available that CNCS would give your agency to run the program, our anticipated start date for these programs, the volunteer service years, which we talked about quite a bit this weekend I don't think we will get into very much in this presentation, but this is basically the minimum number of volunteer service hours that you would need to have based on the funding level. Brian, pre--- please correct me if I misspoke there. Then the areas affected are going to be the specific counties and areas within the states that we have funding available to run programming in.

>> COURTNEY SUTTON:

>> BRIAN COGNATO: It's a measure of stipended hours, we will be coming back and talking about it a little bit today. It is inescapable. I want to emphasize one thing. It's a frequent question we get so I want to make sure it's clear. When you are looking at this map, we color-coded the states to let you know which states have competitions available. But what's available for competition is not the whole state. It's going to be a particular portion of the state. For example, a little corner of Missouri as an example Laura corner of Wyoming. I'm just making up where those spaces are, so don't take that as a geographic reality. But it's these regions within the state that are actually up for competition right now. This is a screenshot of the Senior Companion Appendix A, but as

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Courtney already alluded to, there is a Foster Grandparent Program Appendix A that is different. There is some overlap in terms of states, but even when there's overlap, it doesn't even mean they will be the same geographic area. So please go to the competition website links in the chat box right now and take a look at Appendix A to see what is available for you if you want more information about the volunteer service year measure, we will come back to that a little later. This is a screenshot from the competition website. The reason I want to pull this up as I want to let you know that basically everything I'm about to say and in fact much more than I am about to say, much more than we could communicate in a webinar is available in the documents that have those big red arrows next to them. Those documents are the basis of this information. We will walk through the electronic grant management system, the required system to submit your application. But the documents walk you through it too. They have screenshots, instructions, definitions of fields you will be filling in. Very often through the webinar you will hear me alluding to these documents for more information so I want to highlight those. You can get those at the URL in the chat box right now. Before we dive into the actual eGrants system, I am going to offer some key tools and tips. Before I offer those tools and tips, because we have about 27 attendees and I know the good portion of you have attended some earlier webinars, I'm going to invite those who have attended before, have you heard me offer any tips about submitting your application in eGrants before? If you have, can you share those in the chat box? What tips -- we also have current Senior Corps grantees, so if you have your own tips, you can share them too. Make sure the chat box is turned to all panelists and attendees and let us know if you have heard me share tips about using the eGrants system or just if you have any of your own tips from your own experience with the system. Go ahead and put those in the chat docs there. I see Beverly is first. She says don't late and -- wait until the last minute. Do not wait until the application deadline. That's probably number one. But there are some others. Anybody have any others? We have a Shia group here today. Let me share some of our key tips and I will reemphasize these at various times

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throughout the webinar. Draft your application in a wordprocessing program such as Microsoft Word or Google Docs and copy and paste it in the electronic grant management system. EGrants is not a word processing program, not made for editing, track changes, moving things around. It can do some elements of that in the text box. You have some tools, but not nearly the kinds of drafting tools you want for an application like this. So don't write your application in eGrants. Rated outside the system in a wordprocessing program and then copy and paste it into eGrants when you are ready. As Beverly told us, prepare to sip your -- submit your application well in advance of the deadline. We recommend 10 business days. That would be about two full weeks. I think we have time until December 6. I don't think with we -- we are within 10 is just days yet, that benchmark is recommended. You have until five p.m. on September 6 -- December 6 two submit, but under no circumstances should you be waiting until the last week to submit your application. Get it in early. Use your work plan development worksheets to draft out your work plan. If you don't know what the work plan is, it's a particular part of the application. We talked about it quite a bit in the last two webinars. You will use it to tell the story of your service. He you will tell what your volunteers will be doing, the community need you expect them to address and the outputs and outcomes that will result from that. Just like the rest of the application, you don't want to be building them in eGrants. As we will see when we go in the system, the way you make that part of the application is it's kind of constructed almost like a table that you are building within the eGrants system. It has advantages. It makes it kind of error proof, but has disadvantages. Those are it makes it really tough to experiment and try one man decided on like that, let me try different way. So just like the whole application, you will want to basically know what you want to put in before you even get to eGrants. We do have a page limit. That's 15 pages. As the application prints out from eGrants, so this is another reminder about why it's important to start early because what you don't want to happen is you don't want to draft the application, put it into eGrants and then you print it and it's 20 pages instead of 15 because CNCS won't review any

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information above 15 pages. So you need to put it into the system and print it and review it to make sure that it meets the page limit. Finally if you have any technical difficulties, there is a service available to you call the National Service hotline. You can contact them via phone or email and they -- contact information is in the Notice of Funding Opportunity. It's an important document, or requote -- equivalent to request for proposals. Who can tell me where they might find that? In the chat box can anyone tell where you would find the notice of opportunity? Not seeing anything come in yet. Courtney, where can we find the Notice of Funding Opportunity?

>> COURTNEY SUTTON: The Notice of Funding Opportunity is on the competition website.

>> BRIAN COGNATO: Thank you. The competition website is the URL that I pasted a little earlier. That's got the contact information for our National Service hotline that can help you with any typical difficulties you might run into. Again, this is another reason why it's really important not to wait. They might be busy at 4:59 p.m. on December 6. They are not unlimited either because you don't want to be contacting them for the first time if you need any help at 4:59 p.m. on December 6. You want to be well in advance of that. So don't wait for the deadline to reach out to them just like you shouldn't be waiting for the deadline to submit your application. Those are some big picture tips. We are going to reemphasize them as we go through this system. Let's start with that process. Today's webinar will be different than the other webinars, a little more just talking because we are going to try to give you a guided tour of the electronic grants management system. As you can see, you need a username and password to get started. We are not going to show you how to register for one of those. That's outside the scope of the webinar. But you can find information to do that in those resources I pointed out earlier. These resources there. Which are available on the competition website. They will give you step-by-step instructions about how

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to create a username and password. One step that is often missed until near the end of the process is that your application must be submitted by someone who is authorized to do so. Someone who is authorized to bind your organization contractually. It's a term we call the authorized representative. Very often that's someone at an executive director level, leadership level. They will have their own unique eGrants credentials. Don't mention them right before the deadline. Let them know to start to create their access because they will need that access to submit the application. We are not going to go through that step-by-step. There are instructions in the grant application instructions. You will see something when you get in that looks like this. As you can see there's more available than just submitting an application. This is what our grant teams used to manage grants on a day-to-day basis. So there's a lot more tools here than just submitting an application. You will want to click the new button. That's how you will start an obligation. Once you start drafting an application, you will not go back to new again. Instead you will see something new pop up over here to let you know how to continue an application. But when you are getting started for the first time, you will click new. Then it will Sais select a NOFA. We have a slightly different acronym in the system. Don't worry about that. All you need to know is how to navigate to the application you are looking for. Which means you will click on Senior Corps because this is a Senior Corps competition. Down here. Then what will come up after that is a choice of several different Notice of Funding Opportunity's, several competitions open right now. Depending on your interest, you will either choose FGP or SEP. You can submit applications for both, but they need to be separate applications. You submit a separate app -- application for each. They are separate processes, but you can submit an application for both. That will pop up in a drop-down menu after you select Senior Corps here. What that does is pulls in the structure of the application you will fill out. He pulls it in so you are working within the lines of what we are looking for. The first page you will see will look like this. There will actually be some information here where you see blanks in the middle of the screen because that is going to be populated

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by the Notice of Funding Opportunity you choose. This sample is blank. Up to the left you will see an outline of all the information you will need to provide. This is essentially a summary of everything you will fill out. But before you get started, you need to focus down here where it says create a new -- there's a toolbar in front of me right where I'm trying to point where it says create a new project. First time applicants create a new project to enter information about your organization. All of you will create a new project. That will ask you certain information about -- click create new project. It will take you to the screen that will ask about what you have planned. We are not going to go through all the fields. If you want more information about that it's in the grant application instructions. But I want to highlight this areas affected by the project right here. This should match what's in Appendix A. This should match what's in appendix a and that helps us make sure we can identify what you are applying for. You don't want to be caught with us not being able to determine exactly what you are applying -- applying for because you use different language, so this should match what's in Appendix A, the service areas we pointed out earlier. You will provide information and save that. Then you will come back to get started on the application proper. This is where the application itself gets started with the narrative section. You can see the outline for that narrative section on the screen right now. This is information you will be -- we will be asking for. There were there are sections you won't need to provide and those of the two at the bottom. Those are not relevant for this, so you don't need to put information in there. The Notice of Funding Opportunity contain some information as well as the criteria that we will use to review each of those narrative sections. That's a really helpful resource. You will want to use those evaluation criteria in drafting your application because that is what we will use to evaluate your grant applications. We are trying to tell you what we will use to make our decision, so use that when you are drafting these narratives. Next we will move to the work plan. This is the part of the application I mentioned before that is kind of constructed rather than written. We will see what that looks like. When you first enter the work plan area, this is what you will see. There's not

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much there. It you will need to click -- click begin to get started. Once you do that, you will have a drop-down menu of focus areas. This is one area where are applicants for the FTP program will see something different than SEP program -- SEP program. The Foster Grandparent Program differs from the Senior Companion Program. Senior Companion applicants will only see healthy futures. This is a sample from the Foster Grandparent Program here. Senior companion program will only see healthy futures and because these are the focus areas and categories of performance measures available to each program. When you click on these arrows, they are drop-down menus. What will appear our objectives. These words I'm saying, focus areas and objectives, don't mean anything to you, I recommend you listen to the last two webinars depending on the program you are interested in. One was about Senior Companion and one was Foster Grandparent and we talked more about performance measurement. There's also Appendix B on the competition website. When we are done with the walk-through, I will go to the competition website to show you the different resources so you can see what I'm talking about. But that will help you understand the content of these different performance areas. The key thing to note here though is that the choices you make on this screen will affect the choices you make later on. That's actually true throughout the performance measurement part of our electronic grants management system. In some ways it's very smart and error proof in that if you make a decision at one stage, you will take what you put in and carry that through. That's great and it makes it error proof in some ways, but it can be challenging because it does mean you need to know what you are putting in at the very beginning because if not, it can be tricky to go back and fix it. You can go back and fix it. You are not stuck her out of luck if you don't get it right the first time, but it's more complicated. We encourage you to use the worksheets to plot out this area of the application before you get to this point. You will choose your focus areas. Senior Companion will only have healthy futures as a choice. And other community priorities. Then that will take you to a screen that looks like this. It has a series of drop-down menus. At first, there will

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be no information up top. As you fill out some of these screens down here, you will start to see those populate up top. So you will fill out all of these areas and then click this add p.m. button to the bottom right and that will take what you put in and to make it appear up top. Certain things are grayed out and will be grayed out until you put in information that's required above. It's like a waterfall. The information you put in in each steps opens the possibilities for you to put in what's below based on what you are choosing. This is a Foster Grandparent Program example because you will see different things here for senior companion. The most important piece of advice I can give to you about this screen is that the size of the text boxes does not convey any information about how much you should right there. You should not look at this and say enter community need, that's a pretty big text box, enter instrument description is a smaller text box therefore I should write a lot up here and a little down here. That is not the right way to think about it. That is just an artifact of the technology. In order to know what a complete answer is for these, you are going to want to look at our grant application instructions again. That's the document I said heads definitions I will tell you that -- that will tell you what we are looking for. It will tell you what is a complete community need description. Don't go by whether boxes are bigger small because that's not relevant. You will fill out the information requested and click add p.m. and it will start to populate up here. You can see an example here where we added one. I filled out one set of these drop-down menus and you can see it appeared up top here. When you are all done adding your performance measures, you will click next. It will take you to a screen that looks like this. This is the first screen where that VSY term, volunteer service year term that courtroom -- Courtney mentioned, becomes relevant. Can anyone tell me in the chat box where I will write volunteer service years, where I will write a number of volunteer service years on this screen? I mentioned it in one of the earlier webinars. Where will you put volunteer service years on this screen? No takers. This is very important. Due to a quirk of the system, the way the technology was built, where it says up top my projects total number of

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unduplicated volunteers is -- in this case zero -- you are going to put the total number of volunteer service years in this box. For the purpose of submitting your application in eGrants, we are asking you to assume that unduplicated volunteers and volunteer service years are equivalent. Only for the purposes of submitting your application in eGrants. We know they are not necessarily going to be the same thing. Those of you who have attended the earlier webinars will know that a volunteer service year is 1044 hours of service. Most of you if not all will likely have some volunteers who serve more, some who serve less than that. There is no requirement that the average amount of service be 1044 hours. It's just a tool we use to help us count hours. But for the purposes of eGrants in your application, when you see my projects total number of unduplicated volunteers is, will you will put the total number of volunteer service years you propose to -- propose to provide in your application here. This is the amount that cannot be less than what you see in Appendix A. I will go back to our screenshot of Appendix A. The number you put in that box cannot be less than this number for the application or sorry, for the service area you are applying for. If you are applying for Montgomery County Pennsylvania, you cannot include less than 33 in that space. That means you are committing to provide at least 33 volunteer service years worth of service. One volunteer service year is equal to 1044 hours. Let's take this one step further. Can anybody tell me how many hours -- stipended hours of service is associated with this opportunity, the 33? How many hours worth of service, stipended hours worth of service, does this 33 contain? If one volunteer service year equals 1044 hours. Who has a calculator handy? It looks like Karen is first followed by Scott. The way you get the answer is you take 33 and multiply it by 1044 and the answer is 34,452. That's the total number of hours here. That's what this means. But the key thing I want to emphasize right now to jump back to where we were is if I'm applying for that Montgomery County, Pennsylvania opportunity we looked at, who can tell me what number I'm going to put in this box here at minimum. You can go above, but the lowest possible number you could put in this box right here? I see Karen's answer.

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Anyone else want to venture? I think we have probably narrowed it down to two numbers, but let's see if we can zero in on the right one. I see Clementine said 33. If I'm applying for Montgomery county Pennsylvania opportunity, 33 hours of services the minimum number I can put there. I want to stress that doesn't actually mean -- I know this is counterintuitive -- that doesn't mean that you are committing to provide 33 unduplicated volunteers. We are just asking you to assume that they are equivalent for these purposes. The VSYS, stipended hours are important because that's what's tied to Appendix A and will drive the budget in a way we will look at in a minute. But it doesn't have to be the number of unduplicated volunteers you intend to put there. I think we've talked that through. You will put the number of volunteer service years you intend to provide, no less than Appendix A. Once you put that number there, then you will be able to fill out the fields at the bottom. Output target, outcome target relate to number of beneficiaries and the number you think will experience change based on performance members and the number of unduplicated volunteers. As is true up here, you will -- down here you will assume that is equal to one VSY. When you add the rose, that has to equal the number up here. What I put here plus here plus here has to equal 25. Some who attended earlier webinars will also remember we said you must measure the performance. What that means is you must have outputs and outcomes for a certain number of volunteer service years. It's the same number as are in Appendix A. So if I'm in Montgomery county Pennsylvania, these two rows where I have two -- outcomes and outcomes will need to add up to 33. If I'm proposing to bring 34 VSYS worth of service, I could put the extra VSY in the other category, which I don't have to measure. Let's do an example with what we see on the screen right now. Let's say this applicant who is proposing to bring 25 volunteer service years worth of service to the project is applying for an opportunity where Appendix A says 20. 20 is the required number VSYS. What is the number of VSYS that I would expect to see when I add these two fields together? What's the number I should see if this applicant is applying for an opportunity where the minimum number of VSYS is

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20? When I add these two fields together? The minimum number of VSYS in Appendix A is 20. What's the number I would see when I add these two fields together? Just these two. I think I have stumped you. It's 20. You can tell that because they have the outputs and outcomes. Clementine got that in there. 20 because it's got out, -- outputs and outcomes. What's in Appendix A has to go here. In this scenario, the applicant is proposing 25, so those five they can put down here. These are all minimums, so they could choose to put one and have the rest here alongside the other 20 or they can illuminate this work plan entirely and just have all 25 here. But they have to have at least the number of VSYS indicated in Appendix A associated with outputs and outcomes. I know that's a lot of information. Look at Appendix B and I will show you where that is to help sort through these things because it's got that information and much more. We also cover it in more depth in the prior two webinars into recording will be available soon. Once you fill those fields, you will see this dashboard. This is helpful information. What's really in horror -- important as you will click validate performance measures and that will make sure you filled out all the fields you need to fill out. That's not checking you have the right number of VSYS for the opportunity or your math. It's just making sure you feel that all the fields you need to fill out. You will click that and then when you are done you will click back to eGrants application to get back to the main application body. You will see how that's constructed and not just a free-form written narrative. The next part of the application is the required documents section. This is just a checklist because you are actually going to send you required documents to the email address you see on the screen right now. You will not attach anything to this in eGrants. It's not a capability available. But as you send things in, you will track them using this. The grant application instructions provide more information about all of these including when they may or may not be applicable. Next up is the budget. As you can see when you are working in the eGrants budget area, sometimes you will be able to add a whole new budget line. Other times there are going to be lines that are pre-populated for you and you will just be editing them. This is

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how you will make your budget. We are not going to go through every line in the budget, but I wanted to focus on our statement section. Hopefully all of you by this point are aware that volunteers who for within 200% of the poverty level in their state can receive a stipend of \$2.65 for their service. This is going to come pre-populated. You look at our stipend area of the budget, you will see that it comes with this annual stipend of \$2767. Can anyone in the chat box guess where that number comes from? What is that 2000's -- \$2767 mean? If you are not sure, try dividing by \$2.65. For the sake of time, I will give the answer. Hours. Karen got it. Hours. If you divide 2007 or \$67 by \$2.65, which is the current stipend level, you will get 1044 hours. 1044 hours is one VSY. 1044 hours of service is one VSY if you multiply that by \$2.65, it equals this amount. What this means is we count hours, count your stipend hours in terms of VSYS. When you fill this out and you click edit, it's going to ask you to put in numbers of VSYS. Instead of just pure dollar amounts. It will do the conversion for you. It will ask for numbers of VSYS and it will convert to dollar amounts for you. The number of VSYS you put in should equal the number of VSYS you put in for your national performance measures stage because they should be equivalent. That's the budget section. Next we will ask for information about how you intend to fund the project including the applicant share of the project. All applications must have at least 10% of the total project cost coming from the applicant. We will go faster here. We are in the home stretch and have covered most of the difficult information. I haven't seen questions, so if you have any now would be a good time to get them queued up because you will not need to complete the station roster for new applications. We just added that to the FAQs so if you don't see that there, it will be there shortly. You don't have to prepare a station roster for new applications. Then you will have an opportunity to review what you put in and finally the authorized representative will be able to authorize it. It has to be an authorized representative that finishes the process because they can bind your organization contractually. They will do that by putting in I agree right there and then the application is submitted. I know that's a lot. I want to do a couple of

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things. First thing we are going to do is give you another invitation to put questions in the chat box. We have about 15 minutes left. I haven't seen questions yet, so please go ahead and put any questions you might have any chat box. While you formally questions come going to go navigate to our competition page and show you some of the resources we talked about. Before I do that, Courtney, if you have additions or clarifications or anything else to add, go ahead and jump in while I get us to the competition webpage.

>> COURTNEY SUTTON: I don't really have anything to add, but I will say that on the competition webpage, there are all of these resources because with don't remember anything after this call, you can always go to the webpage and take a look and get all the information you would need for completing your application.

>> BRIAN COGNATO: Thanks, Courtney. Let's take a look at this. You can see we already saw a screenshot of this. We have one section for Foster Grandparent Program, one for Senior Companion Program. The eGrants information, step-by-step walk-through, is in this document. It's actually the same document for both programs, so you can follow either link. We post in both places to make it convenient. But it's the same document for both programs. That gives you the step-by-step walk-through that this -- an abbreviated version and the more information about what we are looking for in specific questions. Also where you can find more information about requirement -- required documents. We also talked about our performance measure instructions. That is where you can go to learn more about work plans, outputs, outcomes, VSYS. Those topics will be described in the performance measure instructions. Final resource I want to highlight -- actually, two more resources. These workplan develop worksheets. That's the part of the application that is constructed rather than written. So you need to go to that having a pretty good idea of being almost certain what you're going to put in before you get there and the worksheets will help you do that.

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Then the last thing I want to highlight while we are here is if you scroll down more, down here we have frequent ask questions. Those are handy. Courtney is updating those whenever we think there is something to be added. I will switch back to our deck for a minute. I see one question we have from Lashawnda. Are there multiple -- if there are multiple counties and one states, are of the county sharing the funding and VSYs? When you look at Appendix A and we can go back to that, each one of these is one opportunity. CNCS will make one grant for one opportunity. One organization is going to apply for this amount of money. They need to commit to provide this amount of minute -- minimum volunteer service years to serve this area and one organization will be the recipient of the grant. Each one of these rows in Appendix A is a package deal that comes together. Courtney, anything to add that?

>> COURTNEY SUTTON: I think you got it.

>> BRIAN COGNATO: Is an average budget available? An average budget is not available unfortunately. Every program is different, so in the eGrants system, there are guides to help you navigate through, but there are no sample budgets available. I don't see any other questions right now, so I'm going to check our knowledge with some polls and just see if we are followi anything above that we can put into other community priorities. That should be a little more specific here. For the foster grandparent program, you need to put these in education outcome specifically and for senior programs, you will need to put it in healthy outcomes and aging in place. If those don't mean anything to you, you will want to note -- go to the notice of funding. It looks like we'll answer the question about the application timing. I'm glad to hear that. If I've communicated nothing else over the course of these webinars, I hope I've been able to communicate that. We have more here. While we go through these knowledge check questions, please continue to ask questions in the chat box. The tool you can use to plan your work plan before entering them into eGrants is called the

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electronic grants management system, budget, calculator, workplan develop worksheets? We have a handful of answers. One last call. Five, four, three, two, one. Results. The workplan develop worksheets are the tool that will let you program -- plan things outside of the eGrants system. That's what you will use. But when you get to this is the last question. A VSY is -- you can use more than one answer here. Is it 1044 stipended hours? Is it 2060 -- 2767 hours? Is it assumed to be equivalent to un-deprecated volunteers? Or is it what you look at in appendix a to determine the minimum service required for service area? You can choose more than one answer. I have a question from J. Where are the work plan development worksheets located? Remind us where we can access this instructional webinar. The answer to both is the same. I will paste the URL into the chat box now. It is the competition website. That is where you can get the Notice of Funding Opportunity, Appendix B that has information about performance measures, grant application instructions that walk through the system, the work plan develop a worksheet and where these recordings will be posted next week. All of that at the website. That is your home base. The answer to this question is all of these things. All of them are different ways of thinking about VSYS, volunteer service years. Definitionally at its most basic level it is 1044 stipended hours. you have 16 ounces in a pound and 144 stipended hours in a VSY. We know stipends right now are set to \$2.65. If you know that, and we are talking about 1044 stipended hours, you can get the value of that by multiplying those together. That's the \$2767 number. That's what you will see in eGrants when you go to enter your stipend. It will have that amount. It wants you to count VSYS, not just put in the total amount. When you are putting in your work plans, that's what you are going to assume is equivalent to unduplicated volunteers. You are not going to see the term VSY in workplan area in eGrants. Instead you will see unduplicated volunteers and you should assume those are equivalent to VSY even though we know that won't always be the case in practice. Finally, that's got to be the amount -- you have to provide at least the number of those volunteer service years you see in Appendix A for your

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particular opportunity. This whopper should -- Utah's 13. If I went to FGP Appendix A, I would see a different set of service areas and volunteer service years associated with it. As we look at the answers, looks like we all tracked the first one, but less confident in later questions. They are all different ways of thinking of VSYS. Last set of questions we will see is just the invitation to let us know how we did. We have about two minutes yet -- left and we could take one more question. Please take the satisfaction survey and let us know how we are doing. Courtney, any final thoughts as we come down to the end of this webinar and this series of webinars?

>> COURTNEY . If you have any questions or anything that comes up that you can't find on the website, you can email us at 2020 FGP-SCP at cns.gov mailbox and we will get back to you with an answer. Thank you.

Can you show us the survey results again briefly? If you want to hang around for a couple minutes after the end of the webinar, two minutes past, I can pull them up again. I can only poll at a time and we want to make sure we get the satisfaction survey up. Afterwards, I will pull those up. I haven't seen any questions come in so I will take this opportunity to thank you for coming and learning alongside us. Thank you for your interest in these opportunities. This was not our most exciting rope webinar, but trust me when I say we are excited by these opportunities. If you were able to attend other webinars, hopefully that came through. We are grateful for your interest and for those who are new to the community, we are excited about your excitement about National Service. Good luck in the process. We look forward to seeing strong applications and I have no doubt we will. We will be signing off. Thank you again. Please take a minute to fill and Scott, just hang on a few minutes after and I will pull those up. Thank you and good luck.

(End of Session)

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