## INSTRUCTIONS FOR STATE SERVICE COMMISSIONS How to Open a Commission Prime Application

Note: CNCS will need to create a new project for you if you already have an existing project of that program type (e.g., cost-reimbursement or fixed). Consult with your Portfolio Manager for this process. When a new project has been created, move forward to the steps identified below.

1. Log on to <u>eGrants</u>.

2. Determine which NOFO applies to the subapplications that you are soliciting. Cost Reimbursement and Fixed Amount (EAP or full-time) applications must be submitted to the corresponding, correct NOFO.

3. If you have an existing prime of the type you need and it provides the option to "Continuation/Renewal," click on it (see screenshot below) then select "Renew" or "continue" as appropriate.

If you do not have a current or recent formula commission prime of the type that you need to renew or continue, select "new."



4. If creating a cost reimbursement prime, first select your program and select "Go."

Welcome	Start New Grant App		
Start New Grant App		cancel	next D
Select a NOFA			
Legal Applicant Info	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. AmeriCorps		

5. Select the applicable NOFO option (see screen shot below for an example).

- If you are submitting fixed amount (including EAP) applications, select "FY 202X AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)."
- If you are submitting cost-reimbursement applications, select "FY 202X AmeriCorps State and Territory Commission (New and Continuations)."
- If you are submitting planning grant applications, select the "FY 202X AmeriCorps Formula Planning Grants (New)."

Then click "Next" at the bottom of the screen.



6. If the commission is creating a new prime, select "Competitive" or "Formula" based on the type of funding being requested for this application. (**NOTE: once a commission designates a prime as either competitive or formula, they cannot change it**. It should remain as the designated competitive or formula prime grant program in perpetuity to ensure grant record fidelity.)

Welcome	Start New Grant Application			
Start New	C back save next D			
Applicant Info				
Application Info	Application Info			
Narratives	Please enter the requested application information below.			
Documents				
Budget Section 2				
Funding/Demographics	Areas affected by the program (Max. 1000 chars) List Cities, Counties or States			
Subapplications				
Review				
Authorize and Submit	~			
Grant Application Info	Program Start and End Dates			
Grant Application ID:	Proposed Start Date: Month 🗸 / Day 🗸 / 2020 🗸 🖾			
NOFA: FY AmeriCorps	Proposed End Date: Month 🗸 / Day 🗸 / 2020 🗸 🖾			
State and Terr Comm Fixed				
Amount, EAP (New and Continuation)				
,	Competitive/Formula Information			
Type: New Status: Prime Applicant Initial	Competitive or Formula is a required field.			
Entry				
	O Competitive O Formula			

7. If this is a new prime application, select the new project CNCS created for you (e.g., Planning Grants *State*) in the Select a program field. If you do not see the new project on the drop-down menu, contact CNCS.

Start New Grant Application					
	save	next D			
Applicant Info 🛛					
Please enter/review your applicant and program information.					
NOFA information 🖾 : change to another NOFA					
Please review the NOFA you selected. If needed change your NOFA selection	n.				
NOFA: FY 20. AmeriCorps State and Terr Comm Fixed Amount, EAP (New Data	NOFA: FY 20. AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)				
Summary: This application is for new recompeting, or continuation comm	ission annlica	nts			
including Territories with commissions, applying for fixed amount grants (in	cluding EAP)				
Applicant information					
Applicant/User:					
Authorized Representative:					
Program information:					
The program information section defines the name and location of the pro-	gram, the sta	te in			
which the volunteers or members will be serving, and the name and conta	ct informatio	n for the			
program director.					
First-time applicants: Use the "create a new program" link to enter the infe	ormation abo	ut your			
program. (Hint: Select a unique program name for each application that y Continuation Dequests and Percompete Applicants: Lise the view/edit link to	ou submit.)	orogram			
continuation Requests and Recompete Applicants: Use the view/edit link to review the program name and address and undate as necessary and confirm that the program name associated with					
this request matches the program name used last year.					
Select a program:		~			
enter new + view/edit 😫					
Program Director: Select a Program Director	*				
enter new 🕕 view/edit 😰					
Program Website URL:		2			

You must ask CNCS to create a new project for you. **DO NOT** rename a program/project you are no longer using. Doing so will change the name of all past applications using that name. This will likely cause technical difficulties or delays in submission or processing of an application. Once CNCS has created the new program, it will appear in your drop-down box as a choice.

8. Click on the "Application Info" link which will take you to that section of the prime application.

Welcome	Start New Grant Application		
Start New		save	next D
Applicant Info			
Application Info	Applicant Info 🔒		
Narratives	Please enter/review your applicant and program information.		
Logic Model			
Performance Measures	NOFA information 🔛 : change to another NOFA		

9. Enter your determined subapplication due date for sub applicants (date must be in the future). Then click on the "Open this program to Subapplication" link.

Welcome	Start New Grant Application			
Start New		C back	save	next 🖸
Applicant Info				
Application Info	Application Info			
Narratives	Please enter the requested application information below.			_
Documents				
Budget Section 2				
Funding/Demographics	Areas affected by the program (Max. 1000 chars) List	Cities, Countie	es or States 🛙	1
Subapplications				
Review		0		
Authorize and Submit		~		
Grant Application Info	Program Start and End Dates			
Grant Application ID:	Pronoced Start Date: Month V / Day V / 202			
NOFA: FY AmeriCorps State and Terr Comm Eived	Proposed End Date: Month V / Day V / 2020			
Amount, EAP (New and				
Continuation)	Competitive/Formula Information			
Type: New				
Status: Prime Applicant Initial	0.0			
Enuly	Competitive O Formula			
Logal Applicant Tate				
Legal Applicant Info	Subapplication due date			
	Open this Program to Subappl	ication 🖸 🚽		_
		1		
	Sub application due date: Month V / Day V / Year V	1		
	Other			

Please reach out to the eGrants hotline, and cc your Portfolio Manager if you experience any technical issues during this process.