

Corporation for National and Community Service

NationalService.gov



To: Jaime Longoria, Sponsor Representative
Sylvia Sepulveda, RSVP Project Director

From: Ben Alamprese, Program Officer

Date: 2/25/2019

Re: RSVP Grant Continuation
17SRWTX017

Dear Mr. Longoria,

By copy of this letter, the Corporation for National and Community Service (CNCS) invites you to submit a grant application for the fiscal year 2019 continuation of the RSVP grant sponsored by your organization. As in past years, you will use *eGrants*, the CNCS grants management system to submit your grant application.

You are invited to submit an application based on the determination that your project continues to meet the eligibility criteria.

Please **review this entire letter** prior to creating your project application in *eGrants*. Reading this entire letter is of particular importance this year, as CNCS and Senior Corps has made two important changes to the process this year, compared to prior years when you have applied for a continuation. **Specifically:**

- **You will have the opportunity to utilize CNCS' revised National Performance Measures system.** These new measures are streamlined and will simplify your ability to measure and communicate your impact to CNCS.
- On December 17, the Federal Register published updates to the regulations that govern all Senior Corps programs. These changes are effective January 31, 2019. Grantees may propose changes to their plans and budget that take advantage of the new flexibility they provide. See [Senior Corps' Final Rule Headquarters](#) for more information on these changes.

This letter contains some of the basic and essential instructional information that you will need to apply for your 2019 RSVP grant, including more information on the changes above. Within the letter are links to key documents you will need as a reference when applying for your grant. These materials are also posted on the [Managing Senior Corps Grants](#) page.

I. Timeline:

NOFA Opens:	February 11, 2019
Application Due Date:	April 10, 2019

II. Please select the following eGrants NOFA, which coincides to your grant cycle:

- **FY 2019 RSVP Quarter 4 (Year 2 or 3 of multi-year grant)**

III. FY 2019 Project Period, Budget Period, and Funding Level

FY 2019 Federal Funding Levels	
Budget Period (one year):	7/1/2019 – 6/30/2020
Project Period (multi-year):	7/1/2017 – 6/30/2020
FY 2019 Total Federal Funding Level:	\$76,751

**** Final award amounts are based on final FY 19 appropriations ****

IV. Continuation 2019 Instructions for RSVP

How to Submit Your Continuation Request:

- From your eGrants home page, click **Continuation/Renewal**. A list of applications for your organization will be displayed.
- Click **Continue** next to the application that you plan to update and submit for your continuation. Be sure to select the correct application.
- Next you will see a list of Notice options. Your CNCS State Office will provide you with the appropriate NOFA to select.
- After the NOFA is selected, eGrants creates the continuation application which will include a copy of all information from your previously awarded application. Edit your continuation application as directed in the continuation request instructions below.
- When you have completed your edits, your Authorized Representative should login with their eGrants account and click the **SUBMIT** button.

What to Include in Your Continuation Request:

Applicant Info, Application Info and Funding/Demographics

Update only if there has been significant changes at your project or organization.

Narratives

The Executive Summary should be reviewed and updated to ensure that the outcomes reflect any changes made in the Work Plans. All other narratives should only be updated if the information is no longer accurate due to project or sponsor organization changes. If the narrative information is accurate, leave it unchanged in the continuation application.

Technical Hints: Keep in mind there is a spell or grammar check in eGrants. Click on a category on the left (i.e. Strengthening Communities, etc.), then fill in the box on the right with your text for that particular category. Double-clicking on the right will open up the text editor which is an optional way to enter text.

As always, please remember that all work should be completed and SAVED in a Word document PRIOR to copying and pasting into eGrants.

Work Plans

RSVP National Performance Measures were modified for FY 2019. National Performance Measures outputs are now broader and must be paired with an outcome. In addition, as indicated in the Invitation to Apply you used when submitting a new application for administrative renewal, for every \$1,000 in annual base federal funding, at least one unduplicated RSVP volunteer must be placed in work plans that result in national performance measure outcomes.

While information will copy from your previously awarded application into your continuation application, you will need to create new work plans with these modified performance measures. Additionally, you will need to edit your volunteer allocation to shift volunteers from work plans with the old performance measures to these new work plans for the upcoming performance period for the continuation. For more information, please refer to [Appendix B: RSVP National Performance Measure Instructions](#).

Evidence-based Augmentations Only

For grantees that have unused evidence-based program augmentations from the previous grant cycle, you may request that those funds are carried forward. Add this sentence at the top of the “Other” narrative section: “We would like to carry forward [*Total Unused Award*]”.

Grantees should build a budget with their current continuation year evidence-based funds as standard line items. For potential funds that may be carried forward in a future continuation, create a line item that is called “evidence-based programming” and add other detail in the description.

Required Documents

Refer to the Continuation column on pages 49-51 of the [Grant Application Instructions](#). Please disregard the requirement to send a “Copy of the **annual assessment** to assess the accomplishments and impact of the project”, as the removal of this requirement went into effect with the Final Rule on 1/31/2019. Scan and email the required documents to your CNCS State Office or the FFMC as indicated in the Application.

You will be entering your volunteer station information directly into eGrants (please refer to the eGrants Visual Instructions). You are no longer required to submit an Excel spreadsheet version of your Volunteer Station Roster as a separate document.

You will be required to indicate the status of each document in the Required Documents section of eGrants.

Budget

Update the budget for the upcoming year. Incorporated any changes such as a new source of non-federal funds, adjustments to recognition, or personnel changes. Be sure that the non-federal share is within the requirement.

All Senior Corps grantees *must* budget for training of one staff person, primarily the Project Director. Training may include any training event approved by the CNCS State Office. Grantees *may* budget for an additional staff member to attend the event, if funds permit. The recommended amount, for budgeting purposes is \$1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.

Authorizations, Assurances and Certifications

The person who electronically signs these 3 items by clicking “I Agree” must be authorized by your agency to do so. Usually, this person is the Executive Director or CEO. It generally should not be the Project Director. The correct person must be logged in under his/her own account before pressing “I Agree.”

Contractor Registration Required

System for Award Management (SAM) combined the federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.

All grant recipients are required to maintain a valid registration, which must be renewed annually. SAM is a free service that can be accessed at www.sam.gov. Be aware that other sites may require a fee to register your organization.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/public/SAM/>.

If you have questions about the content of your continuation, please contact your CNCS State Office. **If you experience problems using eGrants contact the National Service Hotline at (800) 942-2677.**

Sincerely,

Ben Alamprese
Program Officer
Corporation for National and Community Service