

Corporation for National and Community Service

NationalService.gov



To: Jaime Longoria, Sponsor Representative
Lidia Limas, SCP Project Director

From: Ben Alamprese, Program Officer

Date: 2/22/2019

Re: Senior Companion Program Grant Continuation
18SCWTX003

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 Senior Companion Program (SCP) 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 have made important changes to the process this year, compared to prior years when you have applied for a continuation. Specifically:

- Senior Corps is offering you a permanent increase in baseline funding to allow grantees to strengthen their compliance and internal controls, particularly but not limited to, using Truescreen and Fieldprint, CNCS's approved National Service Criminal History Check (NSCHC) vendors.
- All grantees will need 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 SCP 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.

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 SCP 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		
1	Budget Period (one year):	7/1/2019 – 6/30/2020
2	Project Period (multi-year):	7/1/2018 – 6/30/2021
3	Prior Federal Funding Level:	\$427,428
4	Additional Funding Available:	\$21,371
5	Total Amount Available	\$448,799
6	# Federal VSYs:	71

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

IV. 2019 Instructions for Senior Companion Program (SCP) Continuation Applicants

(In fiscal year 2019, the process to apply for your continuation grant differs from previous years.)

Changes This Year

- 1) Additional funding is available to allow grantees to strengthen their compliance and internal controls, particularly but not limited to, using Truescreen and Fieldprint, CNCS's approved National Service Criminal History Check (NSCHC) vendors. Complete terms and conditions for this additional funding are available in [Appendix C: FGP and SCP Baseline Augmentation Opportunity](#). The amount of additional funding available to you to is listed in the table above in Row 4. Your new total federal funding amount is listed in Row 5.
 - a. **To accept these funds**, revise your budget when submitting your application to include the additional funds.
 - b. Please note that accepting these funds will:
 - i. Increase your amount of required non-federal share.
 - ii. Potentially increase the number of VSYs you need to program towards National Performance Measure Work Plans resulting in outcomes.

Appendix C, referenced above, contains detailed information on these requirements, including examples to help you identify any potential changes to your required non-federal share of VSY allocation.

- 2) CNCS has revised its National Performance Measures to simplify and streamline what is required of all grantees. All SCP applicants must use these new National Performance Measures. In most cases, previous measurements will correspond to new measures in a relatively direct manner, with the new

measures encompassing multiple previous measures or offering new flexibility. See [Appendix B to the Invitation to Apply](#) for more information.

- 3) Several changes to the regulations that govern the Senior Companion Program became effective on January 31, 2019. These changes include changes to volunteers' minimum amount of service, the elimination of the "80/20 rule" or Direct Benefit Ratio, and a reduction in the required amount of in-service training provided. You may choose to modify your application this year to take advantage of these new flexibilities. Visit [Senior Corps' Final Rule Headquarters](#) for more information on these changes.

How to Submit Your Continuation Request:

1. From your eGrants home page, click **Continuation/Renewal**. A list of applications for your organization will be displayed.
2. Click **Continue** next to the application that you plan to update and submit for your continuation. Be sure to select the correct application.
3. Next you will see a list of Notice options. Your CNCS State Office will provide you with the appropriate NOFA to select.
4. 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.
5. When you have completed your edits, your Authorized Representative should login with their eGrants account and click the **SUBMIT** button.

What to Review or Edit:

Applicant Info, Application Info and Funding/Demographics

Update only if there have 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 no 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 the 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

SCP National Performance Measures were modified for FY 2019. National Performance Measures outputs are now broader and must be paired with an outcome.

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: SCP 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 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, **including the baseline augmentation (if you are accepting it) and your expected increase in non-federal share.**

Incorporate any other changes such as a new source of non-federal funds, adjustments to recognition, or personnel changes. The non-federal share must be a minimum of 10%.

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.**

Key Documents and Links:

1. **2019 SCP Invitation to Apply for Administrative Grant Renewal:** This document was first introduced in 2016. Its purpose parallels a competitive Notice of Funding Opportunity, as far as content and format and operational instructions. The difference, in this case, is that the SCP 2019 announcement is limited to incumbent SCP grantees. No other applicants are eligible.
2. **Appendix B*: SCP Performance Measure Requirements:** The SCP National Performance Measures have been modified to offer grantees more flexibility and allow for the measurement of outcomes of more activities. Please read this document in full and select new National Performance Measures to capture your activity. SCP applicants must still program one VSY in outcome-based work plans for every \$6,000 in federal funding that they receive.
3. **Appendix C: FGP and SCP Baseline Funding Augmentation:** Additional funding to permanently increase your baseline funding amount is available this year. Please review this document for full instructions, terms and conditions.
4. **Grant Application Instructions.** The Senior Corps Grant Application was revised beginning in FY 2016. Please be sure to review the Grant Application so that you are familiar with the changes and how the new Performance Measures are to be documented

*Please note there is no Appendix A for this process this year. It is omitted from this list intentionally.

For Additional Assistance:

Please schedule a phone call with your program officer in the CNCS State Office to discuss your application as needed. You can find training opportunities offered by Senior Corps at www.nationalservice.gov/programs/senior-corps/trainingcalendar.

Sincerely,

Ben Alamprese
Program Officer
Corporation for National and Community Service