

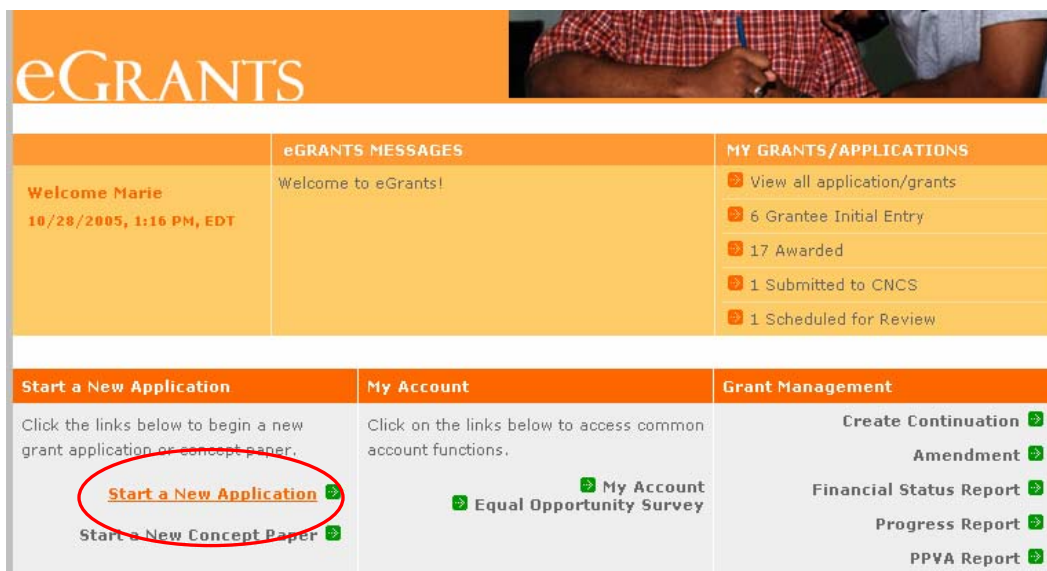
eGrants Instructions for PNS Competition

Applications for the **2006 PNS Competition** will be submitted in eGrants by existing Senior Corps projects that have been notified that their concept paper was accepted.

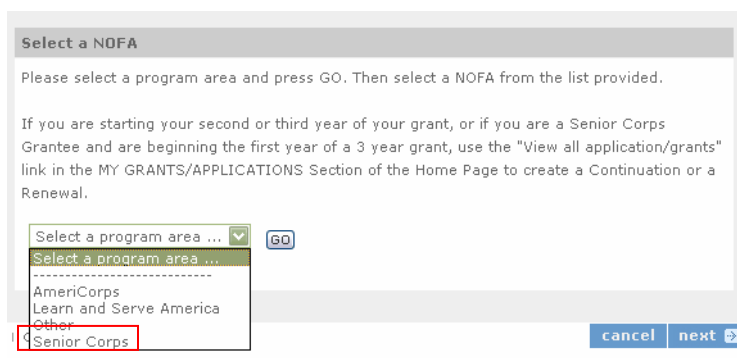
*Please read and follow the instructions below. Parts of the application are different from the regular Senior Corps continuation or renewal application. **The instructions regarding the content requirements are in the attachment “PNS Guidance Excerpt” that accompanies these eGrants instructions.***

It is highly recommended that applicants create PNS Applications in a word processing program such as WORD and then cut and paste into the eGrants forms for submission.

1. **Start a New Application:** Login to eGrants Phase II and click on the “**Start a New Application**” link. (Please note: The “**Start a New Application**” link is used only for competitive applications. Normally Senior Corps grantees use the “renewal” or “continuation” link.)



2. **Select a NOFA:** Enter a *Program Area* from the drop down list. Select “**Senior Corps**”. (Disregard instructions on the screen regarding renewals and continuations. The PNS Application is a special case.)



3. **Select a NOFA:** Be sure to read the entire list to find and select the *PNS RSVP 2006* or *PNS SCP 2006* NOFA. All of the Senior Corps open NOFAs will be listed. DO NOT select a *Quarter 4* NOFA. **You must apply against the correct NOFA to have your application considered in the PNS competition.**

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.

FGP Component Programs-June 2006 Texas Only
Due Date: 03/22/2006
Summary: FGP Statewide Project, June 2006 Texas Only.

RSVP 2006 Quarter 4 (Year 1 of single or multi year grant)
Due Date: 04/28/2006
Summary: For RSVP grantees/applicants with start dates in the 4th quarter of FY 2006 (July-September, 2006) entering year 1 of a new grant cycle.

FGP 2006 Quarter 4 (Year 1 of single or multi year grant)
Due Date: 04/28/2006
Summary: For FGP grantees/applicants with start dates in the 4th quarter of FY 2006 (July-September, 2006) entering year 1 of a new grant cycle.

SCP 2006 Quarter 4 (Year 1 of single or multi year grant)
Due Date: 04/28/2006
Summary: For SCP grantees/applicants with start dates in the 4th quarter of FY 2006 (July-September, 2006) entering year 1 of a new grant cycle.

PNS SCP 2006
Due Date: 05/15/2006
Summary: For current SCP grantees who have been invited to apply for PNS funding.

PNS RSVP 2006
Due Date: 05/15/2006
Summary: For current RSVP grantees who have been invited to apply for PNS funding.

- 4a. **Applicant Information:** Please enter/review your Applicant Information. You must “*create a new project.*” Click on the orange link to create a new project name for your PNS Application.

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: PNS FGP 2006
Due Date: 12/13/2005
Summary: For current FGP grantees who have been invited to apply for PNS funding.

Applicant information ?

Applicant/User: Ms Marie Osmond

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.

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.)

- 4b. **Applicant Information:** Project Name: *Please use your current project name with PNS added (see screen shot below).* Verify that the project address is correct; this is the project mailing address used for Senior Corps mailing list.

Enter/Edit a Project

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

* Project Title:

* Project State:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zipcode: -

* Phone: , , ext.

Fax: , ,

Email:

- 4c. **Applicant Information:** *Review Applicant and Project Information. Select the Project and Project Director from the drop down list of your organization.* The PNS project name created in Step 4b will be on the drop down list.

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 "enter new" 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.

Select a project:
[enter new](#) | [view/edit](#)

Project Director:
[enter new](#) | [view/edit](#)

4d.

Application Information:

- a. List the *geographic service area* that will be affected by the PNS service activity.
- b. Enter the *Proposed Start Date* as **9/15/2006**
- c. Enter the *Proposed End Date* as **9/14/2007**
(The actual start and end dates will be entered by the CNCS Program Officer for successful applicants when the PNS Award Amendment is certified.)
- d. Continue to answer the other questions for this section.

Application Info

Please enter the requested application information below.

Areas affected by the project (Max. 1000 chars) List Cities, Counties or States ?

Central County

Project Start and End Dates

Proposed Start Date: 09 / 15 / 2006 ?

Proposed End Date: 09 / 14 / 2007 ?

Other

The Application is Subject to Review by **State Executive Order 12372** Process.

Yes No ?

If yes, please enter the date of the review. Month / Day / Year...

Applicant is Delinquent on any federal debt.

Yes No ?

If yes, please explain. (Max. 240 chars)

5. **Narratives:** The complete instructions for the Narrative Section can be found in the attached *PNS Guidance Excerpt*. Please **do not** cut and paste the same information that is in your core grant for each narrative. Each narrative field must have characters entered. Type “NA” in narrative fields you do not use.

Narratives

Please Enter or edit the Narrative for each category as appropriate

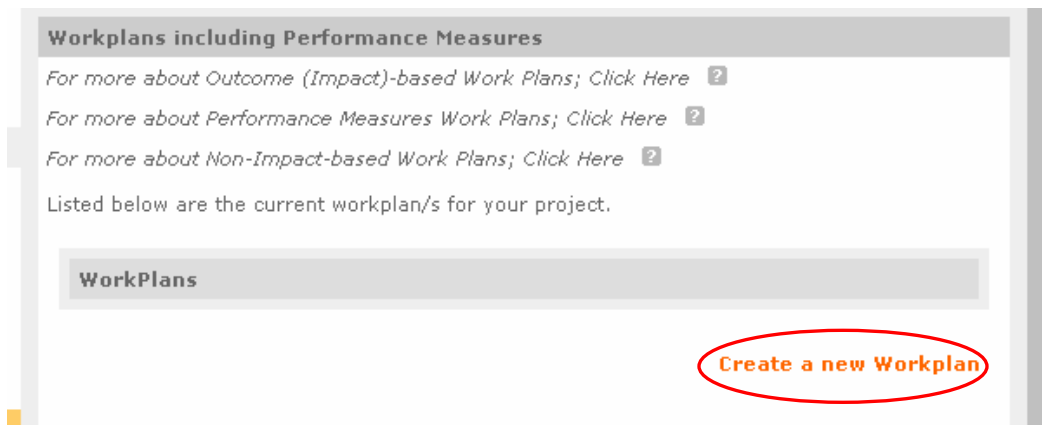
narrative entered ? narrative not entered ?

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

6a. Workplans including Performance Measures: Please review the instructions in attached *PNS Guidance Excerpt* regarding the requirements for PNS Workplans and Performance Measures.

The *PNS Guidance* requires only one “outcome” (intermediate or end) be selected as a Performance Measure. *However, the eGrants System requires that 3 elements be checked as Performance Measures to submit a Senior Corps application. To meet this system requirement for the PNS Application please follow instructions in “6b” to create a “blank” workplan in addition to the actual workplan(s) you create for this PNS application.*

Select *Create a new Workplan* for a new workplan form to open. Enter the elements as you would for a regular Senior Corps application. Repeat this step to add as many workplans as you need for your PNS Application.



6b. Creating a “blank” workplan: The eGrants System requires: “At least 3 elements of the workplan must be marked as performance measures.” In order to meet this requirement, you will have to use this “workaround.”

After you have entered your actual PNS Workplan(s) with one Performance Measure checked:

- 1) click *Create a new Workplan* again (see 6a).;
- 2) select any *Issue Area* and *Service Category* to generate a workplan form;
- 3) type “BLANK WORKPLAN” in the *Service Activity* textbox;
- 4) check any 2 of the 3 available Performance Measure boxes (see screen shot below).

Leave all other fields blank.

Part 1: Description of Workplan and Statement of Need

Please select an Issue Area & a Service Category and press go

Issue Area:

Service Category:

Enter Total # of Volunteer Stations where volunteers will serve

Enter Total # of Volunteers for this workplan

Enter Total # of people to be Served ?

Community Need:

Part 2: Action Plan

Service Activities:

Anticipated Input:

Anticipated Intermediate Impact/Outcome:
Please check if Performance Measure ?

Description of Anticipated Intermediate Impact/Outcome

Planned Period of Accomplishment: ?

Indicator ?

Target ? #(number) or %(percent)

#

How Measured: Method by which accomplishment of target will be determined.

Select a How Measured ...

Description of data collection process or measurement process

Anticipated Intermediate Impact/Outcome:
Please check if Performance Measure ?

Description of Anticipated Intermediate Impact/Outcome

Planned Period of Accomplishment: ?

Indicator ?

Target ? #(number) or %(percent)

#

How Measured: Method by which accomplishment of target will be determined.

Select a How Measured ...

Description of data collection process or measurement process

Anticipated End Impact/Outcome:
Please check if Performance Measure ?

Description of Anticipated End Impact/Outcome

Planned Period of Accomplishment: ?

- 6c. **The Workplan Summary:** The workplan summary screen should look similar to the screen shot below with a Blank Workplan and a Performance Measure Workplan (you may have additional workplans with no Performance Measures selected).

WorkPlans		
1	Issue Area: Community and Economic Development Service Category: Community Revitalization/Improvement Total # of Vol. Stations: 0 Total # of Vol.: 0 Total # of Clients.: 0 Performance Measure: Yes Service Activity: Blank Workplan	view/edit ? delete
2	Issue Area: Human Needs Service Category: Mentoring Total # of Vol. Stations: 5 Total # of Vol.: 50 Total # of Clients.: 100 Performance Measure: Yes Service Activity: Mentoring Children of Inmates	view/edit ? delete

[Create a new Workplan](#)

7. **Document Status List:** Up-to-date documents should be on file with the CNCS State Office and the *appropriate status should be selected* from the drop down list. No additional documents are required for the PNS Application.

Document Status List: ? add a new		
Document Name	Document Status	delete
Aggregate Dollar Amounts of funding	Already on File at CNCS	
Articles of Incorporation	Already on File at CNCS	
Board of Directors	Already on File at CNCS	
CPA Certification	Not Sent	
Certification of non-profit status	Select Doc Status...	
Community Advisory Group names and addresses	Already on File at CNCS	
List of the names of any Funding Organizations/Sources	Not Sent	
Negotiated Indirect Cost Agreement	Not Sent	
Organizational Chart	Not Sent	
Project Director's Job Description	Not Sent	
Roster of Volunteer Stations	Not Sent	
Statement of date of last A133 audit	Not Sent	
Statement of whether applicant is subject to A133 audit	Not Sent	

8. **Budget:** For the purposes of this PNS Competition *enter only the line items that reflect the funds requested in PNS application. Do not repeat line item amounts from the core grant.* For example: If you are requesting \$20,000, your budget should show the CNCS Share as \$20,000 total and any *additional* local share. **Do not** add in your core grant amounts for CNCS or Local Share.

Project Personnel Expenses : [add a new budget item](#) ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
PNS Coordinator	1	\$30,000	25%	\$7,500	\$7,500	\$0	\$0	edit	del
Subtotal	1	\$30,000		\$7,500	\$7,500	\$0	\$0		

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		

9. **Estimated Funding and Unduplicated Volunteers:**
- If your requested federal funding when added to your core grant will not cause the non-federal share (grantee share) to fall below the required percentage, you do not need to show any additional non-federal share in your PNS application. You may get a “warning” when you *Verify* your application but you can submit your grant with “0” for the grantee share. **Successful applicants** will be responsible for including any required additional non-federal share when the final awards are made.
 - The number of **Unduplicated Volunteers for RSVP** is the number of **new** volunteers to be added to the project if a PNS Award is granted.
 - The number of **Unduplicated Volunteers for SCP** is the number of **new** volunteers (not VSYs) to be added to the project if a PNS Award is granted. **VSYs** are reflected in the budget.

Estimated Funding (this appears only for Senior Corp.)

Please enter/check the necessary estimated funding information for your project.

Total	
Total Amount	\$20,000.00
Federal Share	
Amount	\$20,000.00
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:	\$0.00
State:	\$0.00
Other:	\$0.00
Income:	\$0.00
<input checked="" type="checkbox"/> Please check the box if your organization is funded by CNCS	
Number of Unduplicated Volunteers:	50

10. **Review:** Examine all of your information before submitting the application. (Entire screen is not shown)

The screenshot shows two sections of a grant application interface. The top section, titled "NOFA Information", contains a bulleted list: "NOFA: PNS RSVP 2006", "Grant Application ID #: 06SR057596", "Due Date: 12/13/2005", and "Summary: For current FGP grantees who have been invited to apply for PNS funding." Below this is a section titled "View/Print your application" with a sub-header "View/Print your application" and a paragraph: "Please click on any of the following links to view/print a report." This section contains a bulleted list of links: "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/People Report: view/print report", "Program Summary Chart: view/print report", and "Review Recommendations: view/print report". The bottom section, titled "Applicant Info: edit", contains a bulleted list: "Applicant/User: Stewie Griffin", "Authorized Representative:", "Applying Type: New", "Applying: Directly to CNCS", "Project: PNS Central County RSVP", "Project Initiative:", "Project Director: Griffin, Stewie", and "Project URL:". A partially visible section at the bottom is titled "Application Info: edit".

11. **Authorize and Submit:**

a. An Authorized Certifying Official from the sponsoring organization should complete the *Assurances and Certifications*.

b. *Verify and Submit* the PNS Application.

The screenshot shows three sections of a grant application interface. The top section, titled "Assurances: view/print certification", contains a paragraph: "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." Below this is a sub-header "Authorized by:" and a radio button labeled "I Agree". The middle section, titled "Certifications: view/print certification", contains a paragraph: "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." Below this is a sub-header "Authorized Certifying Official:" and a radio button labeled "I Agree". The bottom section, titled "Verify this Grant Application:", contains a paragraph: "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." Below this is a button labeled "Verify this Grant Application" with a green checkmark icon. The final section, titled "Submit this Grant Application:", contains a button labeled "Submit this Grant Application" with a green checkmark icon.

RSVP VERSION

**Excerpt from PNS Guidance Section VI.D.
(pp. 9-13 of the PNS Guidance of February 9, 2006)**

[Note: This attachment is provided for easy reference. Be sure to follow the instructions in the applicable PNS Guidance document *in particular Section II “Core Elements” and Section V “Budgeting.”*]

VI. PNS Application Process and Requirements

[VI.A, B, and C are omitted.]

D. Stage 3 – Full PNS Application

Grantees whose concept papers are accepted will be invited to participate in Stage 3 of the application process.

Note: Only applicants who are invited to participate in Stage 3 of the application process, may submit a full PNS application. Invitations to apply will be e-mailed from Senior Corps Headquarters after review of the Concept Papers.

1. Contents of the Full Application. The elements of the Senior Corps Grant Application to be completed and submitted in eGrants are listed below:

- a. **SF 424 Facesheet.**
- b. **Budget (SF 424A) and Budget Narrative.** Include the amounts **for the PNS activity only.**
- c. **Narratives.** Please note that the following instructions for narratives are **completely new for FY 2006.**

Applicants should organize their narratives according to the following the outline. Enter narratives in the corresponding Narrative Sections in eGrants. These sections will be blank when beginning to enter text. Refer to Section II for details concerning the respective Core Elements cited below. **Applicants should not assume that the reviewers have any prior knowledge of their capacity or track record.**

“Strengthening Communities” Section

Use this section to discuss:

Core Element A, Collaboration, Including Community Organizations

“Recruitment and Development of Volunteers” Section

Use this section to discuss:

Core Element B, Capacity Building/Volunteer Recruitment

Core Element C, Critical Mass/Teams

Core Element D, Volunteer Roles

Core Element E, High Quality Volunteer Experience

Core Element F, Baby Boomers and Diversity

“Program Management” Section

Use this section to describe plans for:

- (1) Developing and managing existing or new volunteer stations and volunteer assignments to address the community needs identified for the PNS work plan(s) and providing meaningful placements for the volunteers.
- (2) Assessing performance against the PNS work plan(s)
- (3) Securing any additional resources that may be required to implement the PNS work plan(s)

“Organizational Capacity” Section

Use this section to describe:

- (1) The applicant organization’s experience and past results obtained in the proposed program area or, if initiating a new program area, how they will ensure they will have access to the experience needed to ensure the success of the proposed program.
- (2) Plans for additional staffing, if any, for the proposed program or for redistributing work among existing staff to be able to handle the additional volunteers.

“Other” Section

Use this section to address any aspects of the proposal not discussed in the preceding sections, including any additional explanation of your proposed work plan.

“PNS Amendment” Section

Use this section only to identify by number and description the PNS category(ies) corresponding to each PNS work plan. (For the numbers and descriptions, see Attachments 1 and 2)

d. Work Plans and Performance Measure

- (1) In eGrants, applicants must prepare a separate work plan for each service category identified for their PNS application. They must:
 - select the appropriate Service Category;
 - state the number of volunteer stations contributing; and
 - state the total number of volunteers providing services related to the selected Service Category.
- (2) Applicants must complete all six work plan elements by providing a narrative in the appropriate boxes:
 - Community Need
 - Service Activity
 - Anticipated Input
 - Anticipated Accomplishment/Output

Attachment to eGrants Instructions- **RSVP VERSION**

- Anticipated Intermediate Impact/Outcome
- Anticipated End Impact/Outcome

For explanations of these elements see the *Senior Corps Toolkit: Performance Measurement Toolkit* at:

http://www.projectstar.org/star/SeniorCorps/sc_pmtoolkit.pdf

For the Anticipated Accomplishment/Output; Anticipated Intermediate Impact/Outcome and Anticipated End Impact/Outcome, applicants must indicate the projected timeframe to achieve the anticipated results using month and year (e.g. 12/2006; 6/2007).

As required in the approved Senior Corps Grant Application (Part IV, Section A) and further discussed in the Performance Measurement Toolkit, all impact-based work plans should state the outputs, intermediate outcomes, and end outcomes in measurable terms.

- (3) Each PNS applicant is also required to identify at least one outcome level Performance Measure in a PNS work plan for which they will be held accountable for their actual performance against specified targets. This Performance Measure may be either an Intermediate Impact/Outcome or End Impact/Outcome.

The Performance Measure must include the following:

- (a) indicator,
- (b) target, and
- (c) how measured.

- (4) Applicants may provide a **brief** additional narrative in the “Other” narrative section, if needed to clarify the community need or other elements of the work plan.

2. Submitting the Full Application

- a. **Submission Date and Time.** The deadline for all applications is **5:00 p.m. Eastern Daylight Time on May 15, 2006**. Applications submitted by fax or email will not be accepted.
- b. **Submission in eGrants.** Applicants invited to submit full proposals will receive complete instructions for submitting PNS applications in eGrants.
 - **Step by Step eGrants Help.** Applicants invited to submit full proposals will receive complete instructions for submitting PNS applications in eGrants.
- c. **Exception:**
In the event that an applicant is *unable* to submit in eGrants, they may submit a paper application, following these instructions:

Attachment to eGrants Instructions- **RSVP VERSION**

- Submit one unbound, single-sided original paper application.
- Also, submit an electronic version of the application on diskette or CD-ROM in order to expedite processing. The diskette or CD-ROM version must be an exact duplicate of the paper original and will be used to copy and paste the application information into eGrants. (Facsimiles or e-mail versions of your application will not be accepted.)
- Paper applications must arrive at the Corporation by the deadline specified in Section VI.D.2.a, above. If there are differences between the paper application and the diskette or CD-ROM, the diskette or CD-ROM version will be used. Faxed or e-mailed versions of the application will not be accepted.
- Type and double-space the narrative sections of the application in Times New Roman, 12-point font size with one-inch margins.
- Adhere to the character limits listed in the application instructions and number the pages. (The Senior Corps Grant Application instructions are available at http://www.seniorcorps.org/forms/sc_grant_app.pdf)
- Use only uppercase letters for all section headings and other information you would like to highlight in the narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy correctly into eGrants. None of these should be used in the application.
- Include a cover memo explaining why applicant is unable to submit in eGrants.

All paper applications, accompanied by explanations of why the application could not be submitted in eGrants, must *arrive* at the Corporation by the deadline cited in Section VI.D.2.a, above. Applications received after this date, regardless of post mark date, will not be accepted) Applicants should use a courier service because USPS (United State Postal Service) deliveries to government agencies often are delayed and sometimes damaged due to security measures.

Paper applications should be submitted to:

Corporation for National and Community Service
Attention: Senior Corps PNS Competition
1201 New York Avenue NW
Washington, DC 20525

d. eGrants Unavailability or Technical Difficulties:

Applicants should contact the eGrants Helpdesk immediately if a problem arises while preparing or submitting the application. In the event an applicant is prevented from completing and submitting the application by the deadline because the eGrants system is unavailable or the applicant is having technical difficulty, the applicant must contact the eGrants Helpdesk at 888-677-7849 or 202-606-7506, or by e-mail at egrantshelp@cns.gov, prior to the application deadline to explain the technical issue and receive an eGrants ticket number

The applicant must then submit the following items in hard copy to the Corporation:

Attachment to eGrants Instructions- **RSVP VERSION**

- A brief paragraph including the eGrants ticket number and an explanation of the technical issues that prevented the applicant from submitting in eGrants by the deadline.
- A paper application; and
- A diskette or CD-ROM with an exact duplicate of the application.

These items must be submitted via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the USPS) or by hand delivery to the address provided above for paper applications. **These items must be “postmarked” no later than one day after the original submission deadline in Section VI.D.2.a, above, and received at the Corporation no later than 5:00 PM Eastern Daylight Time two days after the original deadline. Applications by fax and e-mail will not be accepted.**

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be placed in eGrants and on www.nationalservice.gov, notifying all users of the extended deadline. In this case, applicants would need to submit applications via eGrants by the new deadline. The Corporation reserves the right to permit the filing of late applications upon a finding of good cause.

SCP VERSION

**Excerpt from PNS Guidance Section VI.D.
(pp. 9-13 of the PNS Guidance of February 9, 2006)**

[Note: This attachment is provided for easy reference. Be sure to follow the instructions in the applicable PNS Guidance document *in particular Section II “Core Elements” and Section V “Budgeting.”*]

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Use this section to discuss:

Core Element A, Collaboration, Including Community Organizations

“Recruitment and Development of Volunteers” Section

Use this section to discuss:

- Core Element B, Volunteer Roles
- Core Element C, High Quality Volunteer Experience
- Core Element D, Baby Boomers and Diversity

“Program Management” Section

Use this section to describe plans for:

- (4) Developing and managing existing or new volunteer stations and volunteer assignments to address the community needs identified for the PNS work plan(s) and providing meaningful placements for the volunteers.
- (5) Assessing performance against the PNS work plan(s)
- (6) Securing any additional resources that may be required to implement the PNS work plan(s)

“Organizational Capacity” Section

Use this section to describe:

- (3) The applicant organization’s experience and past results obtained in the proposed program area or, if initiating a new program area, how they will ensure they will have access to the experience needed to ensure the success of the proposed program.
- (4) Plans for additional staffing, if any, for the proposed program or for redistributing work among existing staff to be able to handle the additional volunteers.

“Other” Section

Use this section to address any aspects of the proposal not discussed in the preceding sections, including any additional explanation of your proposed work plan.

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- state the number of volunteer stations contributing; and
- state the total number of volunteers providing services related to the selected Service Category.

(2) Applicants must complete all six work plan elements by providing a narrative in the appropriate boxes:

- Community Need
- Service Activity
- Anticipated Input
- Anticipated Accomplishment/Output
- Anticipated Intermediate Impact/Outcome
- Anticipated End Impact/Outcome

For explanations of these elements see the *Senior Corps Toolkit: Performance Measurement Toolkit* at:

http://www.projectstar.org/star/SeniorCorps/sc_pmtoolkit.pdf

For the Anticipated Accomplishment/Output; Anticipated Intermediate Impact/Outcome and Anticipated End Impact/Outcome, applicants must indicate the projected timeframe to achieve the anticipated results using month and year (e.g. 12/2006; 6/2007).

As required in the approved Senior Corps Grant Application (Part IV, Section A) and further discussed in the Performance Measurement Toolkit, all impact-based work plans should state the outputs, intermediate outcomes, and end outcomes in measurable terms.

- (3) Each PNS applicant is also required to identify at least one outcome level Performance Measure in a PNS work plan for which they will be held accountable for their actual performance against specified targets. This Performance Measure may be either an Intermediate Impact/Outcome or End Impact/Outcome.

The Performance Measure must include the following:

- (d) indicator,
- (e) target, and
- (f) how measured.

- (4) Applicants may provide a **brief** additional narrative in the “Other” narrative section, if needed to clarify the community need or other elements of the work plan.

2. Submitting the Full Application

- a. **Submission Date and Time.** The deadline for all applications is **5:00 p.m. Eastern Daylight Time on May 15, 2006**. Applications submitted by fax or email will not be accepted.
- b. **Submission in eGrants.** Applications must be submitted using eGrants, the Corporation’s integrated, secure, web-based system for grants management.
 - **Step by Step eGrants Help.** Applicants invited to submit full proposals will receive complete instructions for submitting PNS applications in eGrants.

c. Exception to eGrants Submission:

In the event that an applicant is *unable* to submit in eGrants, they may submit a paper application, following these instructions:

- Submit one unbound, single-sided original paper application.
- Also, submit an electronic version of the application on diskette or CD-ROM in order to expedite processing. The diskette or CD-ROM version must be an exact duplicate of the paper original and will be used to copy and paste the application information into eGrants. (Facsimiles or e-mail versions of your application will not be accepted.)
- Paper applications must arrive at the Corporation by the deadline specified in Section VI.D.2.a, above. If there are differences between the paper application and the diskette or CD-ROM, the diskette or CD-ROM version will be used. Faxed or e-mailed versions of the application will not be accepted.
- Type and double-space the narrative sections of the application in Times New Roman, 12-point font size with one-inch margins.
- Adhere to the character limits listed in the Senior Corps Grant Application instructions and number the pages (The Senior Corps Grant Application instructions are available at http://www.seniorcorps.org/forms/sc_grant_app.pdf)
- Use only uppercase letters for all section headings and other information you would like to highlight in the narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy correctly into eGrants. None of these should be used in the application.
- Include a cover memo explaining why the applicant is unable to submit in eGrants.

All paper applications, accompanied by explanations of why the application could not be submitted in eGrants, must arrive at the Corporation by the deadline cited in Section VI.D.2.a, above. Applications received after this date, regardless of post mark date, will not be accepted) Applicants should use a courier service because USPS (United State Postal Service) deliveries to government agencies often are delayed and sometimes damaged due to security measures.

Paper applications should be submitted to:

Corporation for National and Community Service
Attention: Senior Corps PNS Competition
1201 New York Avenue NW
Washington, DC 20525

d. eGrants Unavailability or Technical Difficulties:

Applicants should contact the eGrants Helpdesk immediately if a problem arises while preparing or submitting the application. In the event an applicant is prevented from completing and submitting the application by the deadline because the eGrants system is unavailable or the applicant is having technical difficulty, the applicant must contact the eGrants Helpdesk at 888-677-7849 or

Attachment to eGrants Instructions- **SCP VERSION**

202-606-7506, or by e-mail at egrantshelp@cns.gov, prior to the application deadline to explain the technical issue and receive an eGrants ticket number

The applicant must then submit the following items in hard copy to the Corporation:

- A brief paragraph including the eGrants ticket number and an explanation of the technical issues that prevented the applicant from submitting in eGrants by the deadline.
- A paper application; and
- A diskette or CD-ROM with an exact duplicate of the application.

These items must be submitted via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the USPS) or by hand delivery to the address provided above for paper applications. **These items must be “postmarked” no later than one day after the original submission deadline in Section VI.D.2.a, above, and received at the Corporation no later than 5:00 PM Eastern Daylight Time two days after the original deadline. Applications by fax and e-mail will not be accepted.**

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be placed in eGrants and on www.nationalservice.gov, notifying all users of the extended deadline. In this case, applicants would need to submit applications via eGrants by the new deadline. The Corporation reserves the right to permit the filing of late applications upon a finding of good cause.