**Special Planning Grant NOFO 2017-2018**

**Questions and Answers**

Question: I know the Corporation for National and Community Service (CNCS) has a regulation that the indirect costs (if you don’t have a federal indirect cost rate) cannot be more than five percent. How is that reconciled with the IRS current regulation that if the federal de minimis rate of 10 percent that we are supposed to use for all federal awards once we start using it? We use if for all other federal awards now.

Answer: According to our grant application the de minimis rate of 10 percent is applicable to the CNCS application. Please refer to Section III in the budget instructions.

Question: I am trying to submit my application for the AmeriCorps Planning Grant in eGrants and I am questioning whether or not I have selected the correct NOFA.  I selected "FY 2017 AmeriCorps State and Territory Commission (New and Continuations)" as there is not an option within the NOFA drop down menu for a Planning Grant specifically. Before I submit, can you tell me if this is correct and if not, where I can find the Planning Grant NOFA in eGrants?

Answer: You are in the right spot! There is not a specific NOFO drop down menu for a Planning Grant. AmeriCorps\*State Planning and Operational Grants are uploaded into eGrants in the same fashion. Select “FY 2017 AmeriCorps State and Territory Commission (New and Continuations)” in order to upload your Planning Grant in eGrants.

Question: Can you please provide me with additional information regarding the types of things that will be expected of me as a Planning Grant grantee?

Nevada Volunteers had posted to our website Attachment E: AmeriCorps\*State Planning Grant NOFO. This document outlines activities that planning grantees will be engaged in over the term of a Planning Grant. While much of this information is referenced in the Special Planning Grant NOFO, this outline details the range of activities engaged in during the course of the Planning Grant.

Question: Can you please tell me how to upload the Planning Grant without Performance Measures?

**Performance Measures Instructions for Planning Grants**

**(eGrants Performance Measures Section)**

**Important Note: Performance measures are NOT required for planning grants. However, eGrants will require you to complete this section for submission so please follow the instructions below.**

**Home Page**

To start the module, click the “**Begin**” button on the Home Page. As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Once you have started the module, clicking “**Continue Working**” will return you to the tab you were on when you last closed the module. To edit the interventions, objectives, MSYs, and slot allocations, click “Edit objectives/MSYs/Slots”.

**Objectives Tab**

 An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective. **You will be required t select a focus area, an objective, and an intervention in eGrants in order for you to submit the application.** First click on a focus area. Then click on an objective and select an intervention. **For all sections, select “other” from the list.**

**MSYs/Slots Tab**

 On this tab, you will enter information about the allocation of MSY. **Planning Grant applicants must enter “1”** when entering the total MSYs for your program. Otherwise, eGrants will continue to give you error messages and prevent submission. Next, **enter “1” for the number of objectives** selected on the previous tab. In the slots column, **enter “1” for number of members** that will be assigned to each objective.

**Performance Measure Tab**

Performance measures are not required for planning grants. However, you must create at least one aligned performance measure for eGrants to allow submission.

* Begin by selecting “**other**” as an objective.
* Enter “**N/A**” for the title for your performance measure.
* Enter “**N/A**” in the text box provided.
* For the intervention section, click “**add user intervention**” and enter “**N/A**” for the description of the intervention.
* Select “**Add User Outcome"** and enter “**N/A**” in the text box.
* Enter “**1**” for the number of MSYs and slots section.
* Click “**next**” to proceed to the data collection tab.

**Data Collection Tab**

* Expand each output and outcome and enter “**N/A**” in each text box.
* Enter “**1**” for your output or outcome.
* After entering “N/A” for the outputs and outcomes section, click “**Mark Complete**.” You will return to the Performance Measure tab.

**Summary Tab**

* The summary tab shows all of the information you have entered in the module.
* To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
* To print one performance measure, expand the measure and click “Print This Measure.”
* Click “**Edit Performance Measure**” to return to the Performance Measure tab.
* Click “**Edit Data Collection**” to return to the Data Collection tab.
* **Click "Validate Performance Measures**” to validate this module prior to submitting your application.

Question: Can you please share with me a step by step process for entering my applicant information in eGrants?

**I. Applicant Info**

In eGrants, complete the Applicant Info Section (Attachment A). This section is particularly important for data collection and evaluation. Please take the time to reflect your activities accurately in this section.

* Enter your contact information into the fields that appear.
* Select a primary Program Model, and a secondary Program Model, if appropriate.
* Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

**II. Application Info**

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet, the standard cover sheet for federal grant applications. In the Application Info Section enter:

* Program/Title (include this on the Facesheet, 11.a): **PLANNING GRANT <Your Organization’s Name>**
* Areas affected by your proposed AmeriCorps activity
* Requested project period start and end dates: **September 1, 2017 – August 31, 2018**
* Indicate if you are delinquent on any federal debt
* State Application Identifier: **Enter N/A**
* State Single Point of Contact: **pre-filled “No, this is not applicable”**
* Waiver of Volunteer Leveraging Requirements: **Do Not Enter**
* Leave the box for “Program Initiative” blank

The “Estimated Funds Request” box will be populated automatically after you complete the

budget.