## 2020 AmeriCorps State-Supported Grants Continuation eGrants Instructions

**How to Submit Your Continuation Request in eGrants:**
- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Once the continuation application has been created, you will be able to access it later by clicking on "Subapplicant edit of application" from the eGrants home page.

*Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.* Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

**What to Include in Your Continuation Request:**

**I. Applicant Info and Application Info**
Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

**II. Narrative (Narratives Section)**
Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **If you are requesting changes to your Program Narrative, copy and paste the relevant sections into eGrants (Executive Summary, Rationale and Approach/Program Design, and Organizational Capability).** Cost Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes should be left alone.

**III. Logic Model**
Copy and paste the information from the Logic Model into this section in eGrants.

**IV. Performance Measures (Performance Measures Section)**
Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your primary Performance Measurement Worksheet, you will need to update eGrants.  To revise performance measures, "View/Edit" the performance measures that copy over from your original application.

**V. Program Information**
In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**AmeriCorps Funding Priorities**
Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

**Grant Characteristics**
Check any grant characteristics that are a significant part of the proposed program.

**VI. Budget (Budget Section)**
Your budget from the previous year's application is copied into your continuation request. If you are requesting changes to your budget, first complete the State-Supported Budget Template in Excel. When transferring that information from Excel to eGrants, you will need to combine the State Share and Grantee Share from Excel into a single amount for the Grantee Share in eGrants. For the purposes of eGrants, the State Share is considered part of the match for the grant.

**Source of Funds (Match)**
In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match.  Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.)  Define all acronyms the first time they are used.

Include "State of California" as a source of match using the total State Share from your Excel budget as the dollar amount, "cash" as the match classification, and "State/Local" as the source type.

**IX. Review, Authorize, and Submit**
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:
- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.