

2013 RSVP Competition

FREQUENTLY ASKED QUESTIONS

Updated 09.14.2012

This document supplements the 2013 RSVP Competition Senior Corps Notice of Funding Opportunity and Application Instructions:

http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97

NOTICE OF FUNDING OPPORTUNITY CLARIFICATION

| DATE UPDATED | QUESTION |
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| 08.03.12 | <p>1. I don't understand a term. Where can I find out what it means?</p> <p>Please refer to APPENDIX F - DEFINITION OF TERMS for information about terms. If the term in question is not in that appendix, please send us a question through FAQ's and we will post and answer.</p> |
| Updated 9.14.12 | <p>2. There are differences between the selection criteria in the Senior Corps Application Instructions and the Notice. Which is correct?</p> <p>The differences between the two documents are minor. Your application should conform to both the Application Instructions and the <i>Notice</i>.</p> |
| 08.01.2012 | <p>3. Where can I send questions about applying for these funding opportunities?</p> <p>Questions may be left on the competition voicemail at (202) 606-3225 or send by e-mail to 2013RSVP@cns.gov. You will not receive a direct e-mail or phone call in return. Instead, please revisit this FAQ document for updates. Please review the FAQ carefully for updates as your question may have been generalized to address similar questions.</p> |
| 08.01.2012 | <p>4. What is the amount of funding we can request for a new grant?</p> <p>Funding amounts are specific to each of the opportunities found in Appendix A of the <i>Notice</i> posted on the web at: http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97</p> <p>Applications may not exceed the federal funding assigned to the Grant Opportunity Summaries.</p> |
| 08.24.2012 | <p>5. This question has been removed.</p> |
| 08.01.2012 | <p>6. Can we supplement the geographic area in a funding opportunity to add additional counties?</p> <p>No.</p> |

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| 08.01.2012 | <p>7. Do current grantees in good standing receive priority consideration?</p> <p>No. All applicants are reviewed through an identical process to identify the highest quality applications based on selection criteria established in the <i>Notice</i> and CNCS regulations and applicable statutes.</p> <p>The application does request examples of a track record in managing volunteers in the Primary Focus Area. We are interested in funding incumbent applicants and new applicants who can demonstrate this track record in their application.</p> |
| 08.01.2012 | <p>8. If a current grantee in another service area wants to compete for an RSVP project in one of the geographic areas listed in the <i>Notice</i>, must the new project be managed as a separate, independent grant with its own project director and project staff?</p> <p>Yes. Each project must be managed as a separate grant, each of which carries the same fiscal and program responsibilities as any other CNCS funded RSVP grant, including the assignment of a full-time project director. You should propose managing the project with a separate full time project director or a plan for managing the new project with less than a full-time project director.</p> |
| 08.01.2012 | <p>9. Does the list of geographic areas posted in the <i>Notice</i> APPENDIX A show the areas available to be served by new projects?</p> <p>Yes. The list shows the funding opportunities available through this competition. Proposed projects must cover the entire geographic area associated with the funding opportunity for which you are applying listed in Appendix A.</p> |
| 08.01.2012 | <p>10. Do I have to apply for the entire geographic service area associated with the grant opportunity for which I am applying?</p> <p>Yes. Your application must propose to cover the entire geographic service area associated with the funding opportunity for which you are applying.</p> |
| 08.01.2012 | <p>11. Section VI. Award Administration Information of the <i>Notice</i> states that awards for successful applications will be issued by late March 2013 for an April 1, 2013 start date and late June 2013 for a July 1, 2013 start date. What period of time will grant funds be available to be spent?</p> <p>We anticipate announcing the results of this competition by March 2013 for an April 1, 2013 start date and late June 2013 for a July 1, 2013 start date.</p> <p>Grants will be made for a three-year project period, with funding provided one year at a time, contingent on satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, and the availability of Congressional appropriations. Before the end of the first and second budget years, recipients will receive guidance on submitting a continuation application for the subsequent year of funding.</p> |
| 08.01.2012 | <p>12. Does a new sponsoring organization have three years to recruit the target number of unduplicated volunteers?</p> <p>For funding opportunities in Part 1 of Appendix A, the new RSVP project sponsor can start recruiting additional volunteers immediately, but also need to manage the volunteer panel of the incumbent grant. Please see Appendix C of the <i>Notice</i> for</p> |

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| | <p>additional information on how applicants must demonstrate they plan to minimize the disruption of volunteers if they propose graduating volunteer stations that are included in an incumbent grant.</p> <p>For funding opportunities in Part 2 of Appendix A, the new RSVP project sponsor is expected to be on track to recruit the target number of unduplicated volunteers by the end of the 3rd year of the grant.</p> |
| 08.01.2012 | <p>13. Is there a non-federal share requirement for current RSVP programs?</p> <p>Yes. See the <i>Notice</i>, Section III.4. Non-federal Share Requirements for All Applicants. All incumbent RSVP grantees must budget 30% in non-federal funds for year 1 of the program.</p> <p>Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this <i>Notice</i>, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.</p> |
| 08.01.2012 | <p>14. Can an organization apply for an available geographic service area in more than one state?</p> <p>Yes. The statute and regulations do not prohibit RSVP grantees from operating projects in a different state. In the grant application, the applicant should demonstrate a viable presence in the proposed geographic area proposed in the Grant Application. The Clarification Process will also confirm that the legal applicant has sufficient local presence to directly manage the proposed RSVP grant. The operation of an RSVP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.</p> |
| 08.01.2012 | <p>15. Do I have to maintain the same programming and service activities as the current RSVP project?</p> <p>The application asks applicants to describe their plans and infrastructure to responsibly graduate volunteer stations to meet changing community needs and do so in a way that minimizes disruption to current volunteers where possible. All applications should describe how they plan to minimize the disruption of volunteers if they propose graduating volunteer stations that are included in an incumbent grant. Please see Appendix C of the <i>Notice</i> for additional guidance.</p> |
| 08.01.2012 | <p>16. Do I have to maintain the same number of volunteers as the current RSVP project?</p> <p>Applicants must propose to support at least 80% of the number of volunteers listed in Part 1 or Part 2 of Appendix A at the time the grant is awarded. Grantees can propose to enroll or graduate new service stations to better address the community needs described in their application, or to better meet changing community needs. However applicants should review Appendix C for additional guidance on how to minimize disruptions to current volunteers when graduating service station.</p> |

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| 08.01.2012 | <p>17. Are all of the Six Focus Areas equally weighted?</p> <p>Yes, all six focus areas are equally weighted:</p> <ul style="list-style-type: none"> • Education • Healthy Futures • Veterans and Military Families • Environmental Stewardship • Economic Opportunity • Disaster Services |
| 08.01.2012 | <p>18. How can we find out the current sponsor of a grant?</p> <p>You can send an e-mail request, per the Freedom of Information Act, to this e-mail address: FOIA@cns.gov. In your request, please identify the area of interest by the State and Opportunity number as listed in Appendix A of the <i>Notice</i>.</p> |
| 08.01.2012 | <p>19. My project is approved for an 80% RSVP Director position by our State Office. However, the <i>Notice</i> states that there should be a full-time Project Director. Could you please clarify?</p> <p>The program requirements in the <i>Notice</i> reflect the RSVP program regulations which call for a full-time Project Director. The regulations also include some flexibility to approve a Project Director at a lesser time should that be deemed an appropriate management level.</p> <p>Please see Q17 in the <i>Notice</i> for additional guidance:</p> <p>Q17. Descriptions of clearly defined paid staff positions, including how these positions will be sustained and (as applicable) identification of current staff assigned to the project.</p> |
| 08.01.2012 | <p>20. If my community is not listed in Appendix A, how do we apply for a new grant?</p> <p>This competition is only open to the geographic service area funding opportunities listed in Appendix A of the <i>Notice</i>. If the community you wish to serve is not listed, there is no opportunity to apply for an RSVP grant at this time.</p> |
| Updated 08.24.2012 | <p>21. What is the format for submitting a grant application?</p> <p>Please visit http://www.nationalservice.gov/pdf/notices/fy12_12_0727_44.pdf</p> |
| 08.01.2012 | <p>22. Can there be consideration given to extending the application submission deadline beyond October 11?</p> <p>No.</p> |
| 08.01.2012 | <p>23. For a proposal from a current Senior Corps grantee, should we assume the reviewers will not see our current grant application already entered into eGrants?</p> |

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| | Yes. |
| Updated 9.14.12 | 24. This question has been removed |
| 08.10.12 | <p>25. What does it mean to support at least 80% of volunteers in Part 1 or Part 2 of Appendix A?</p> <p>Applications submitted must support at least 80% of the number of volunteers listed in Appendix A with the specific grant opportunity for which you are applying. For example, if the grant opportunity for which you are applying lists 100 volunteers in Appendix A, the application submitted must include <i>at least</i> 80 volunteers as described in the narratives, work plans, and budget.</p> |
| 08.10.12 | <p>26. What should be included in the Notice of Intent?</p> <p>The Notice of Intent needs to include the name of the applicant organization, address, contact person, and phone number.</p> |
| 08.10.12 | <p>27. Is a separate application needed for each service area listed in Appendix A?</p> <p>Yes. For example, if your organization would like to be the sponsor for RSVP in the opportunities listed for both Alabama 1 and Alabama 2, two separate applications must be submitted.</p> |
| Updated 08.24.12 | <p>28. The number of unduplicated volunteers listed in the Appendix A - Part 1 is incorrect. Can I change the number?</p> <p>The number of unduplicated volunteers was taken from the grantee's latest approved and certified grant application (most commonly the 3rd year continuation). We used the number provided to us by the grantee in the application. If the number should be changed, the grantee can do so through an amendment to the current grant. However, the deadline for certifying any amendments to the grants is August 31, 2012. This is a firm deadline.</p> <p>Grantees who wish to change the number of unduplicated volunteers can work with their CNCS State Office to initiate an amendment. CNCS Staff may initiate the amendment, but must return the grant application to the grantee for submission. CNCS Staff cannot submit the change.</p> |
| 08.10.12 | <p>29. Can the Service Areas listed in Appendix A - Part 1 be changed?</p> <p>No. These service areas, which were also taken from the grantee's last approved grant application, are locked down and cannot be changed at this time.</p> |
| 08.17.12 | <p>30. I am a current RSVP grantee. How do I know when it is time for my project to compete?</p> <p>All RSVP projects for 2013 competition are listed in Appendix A Part 1. If you are an RSVP grantee whose service area is not part of Appendix A Part 1, please contact your CNCS State Office to find out when your RSVP grant will be part of competition.</p> |
| 08.17.12 | <p>31. Why weren't all of the current grants in my state part of the 2013 RSVP Competition?</p> |

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| | <p>This competition is only open to the geographic service area funding opportunities listed in Appendix A of the <i>Notice</i> whose renewal is slated for 2013. If the community you wish to serve is not listed, the funding opportunity is not up for renewal and there is no opportunity to apply for an RSVP grant at this time.</p> |
| 08.17.12 | <p>32. How can I find out when a specific geographic service area will be part of competition in the future?</p> <p>You can find this information by contacting the CNCS State Office in your state. Contact information for CNCS State Offices can be found here: http://www.seniorcorps.gov/about/role_impact/state_profiles.asp</p> |
| 08.17.12 | <p>33. Does the requirement to have at least 80% of the volunteers listed in Appendix A apply also to the incumbent applicant?</p> <p>Yes.</p> |
| 08.17.12 | <p>34. Do I have to submit a Notice of Intent to Apply?</p> <p>No, however submission of a Notice of Intent to Apply is strongly encouraged.</p> |
| 08.17.12 | <p>35. How do I know if my letter of intent was received?</p> <p>When you submit your notice of intent via email to 2013RSVPIntent@cns.gov you will receive an auto-reply email that states “<i>Thank you for your notice of Intent to Apply for the 2013 RSVP Competition. Please ensure that you have included the name of your organization, address, contact person, and phone number in your Notice of Intent.</i>”</p> <p>PLEASE NOTE: This email address is intended only to collect the notices of Intent. We will not be responding to individual submissions of intent to apply.</p> |
| 08.17.12 | <p>36. I am a current RSVP grantee, but my grant is not set to compete this year. Is it possible for me to enter competition early and compete this year?</p> <p>No.</p> |
| 08.24.12 | <p>37. This question has been removed.</p> |
| Updated 9.14.12 | <p>38. If grants will not be awarded until March, what is the reason for the October 18 due date?</p> <p>In order to allow time for the review process needed for a large national grant competition, an October 18 due date is necessary to award the grants on time.</p> |
| 08.24.2012 | <p>39. My current RSVP grant has an end date of June 30, 2013 for my 3-year grant cycle. Is my grant part of the 2013 competition?</p> <p>Yes.</p> |
| 08.24.2012 | <p>40. What is the start date for the grant opportunities?</p> <p>All opportunities listed in Appendix A will begin on April 1, 2013 unless there is an asterisk next to the opportunity. Those opportunities with an asterisk will begin on</p> |

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| | July 1, 2013. |
| 08.24.2012 | <p>41. Can I apply for a 1-year project?</p> <p>No. All grants are for 3 years.</p> |
| 08.24.2012 | <p>42. Does an incumbent RSVP have three years to recruit the target number of volunteers proposed in the application and meet the changes that would be needed for Performance Measurement?</p> <p>Yes.</p> |
| 08.24.2012 | <p>43. I currently run a volunteer program that works with volunteers of all ages. Is my program eligible to apply for RSVP or is RSVP only for volunteers 55 and older?</p> <p>RSVP is only for volunteers 55 and older.</p> |
| 08.24.2012 | <p>44. The funding opportunity I would be applying for seems low. How are the funding opportunities for Appendix A Part 1 and Part 2 determined? How is the data derived to formulate this funding opportunity?</p> <p>For Appendix A Part 1, the data source of the states, geographic service areas, number of unduplicated volunteers, and funding amounts were derived from the most recent Grant Application, including amendments. In most cases, this application was the 2012 continuation.</p> <p>For Appendix A Part 2, the data source of the relinquished applications was from two sources. The states and geographic service areas were derived by the last awarded grant application. The number of unduplicated volunteers and funding amount were derived from the 2010 Grant Application minus 20%.</p> |
| 08.24.2012 | <p>45. Will a list be published of all organizations that intend to submit applications for this competition?</p> <p>No.</p> |
| 08.24.2012 | <p>46. Does the funding amount and number of volunteers listed with the opportunity in Appendix A apply to each county in the opportunity or to the opportunity as a whole? For example, if the opportunity lists two counties, 100 volunteers, and \$30,000 is the opportunity for 100 volunteers and \$30,000 per county: 200 volunteers and \$60,000 total?</p> <p>The funding amount and total volunteers is for the entire opportunity. If 100 volunteers and \$30,000 is listed for an opportunity that covers 2 counties, then \$30,000 is the total amount available to cover the 100 volunteers in the two counties.</p> |
| 08.24.2012 | <p>47. My organization would like to submit an application to provide training to the RSVPs in my area. Is that an option for this competition?</p> <p>No. This competition is meant to select the sponsoring organization for RSVP in each area. If you are part of a new organization that was awarded a grant through this competition, your organization would be the new RSVP sponsoring</p> |

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| | organization for the service area for which you applied. You would not be serving other RSVPs in the surrounding area and the previous incumbent RSVP sponsor in your area would pass all RSVP operations to your organization. |
| 8.31.2012 | 48. Appendix A includes an opportunity for the Washington DC Metropolitan Area. Does this opportunity include serving Prince George's County in Maryland? No. |
| 8.31.2012 | 49. If I could achieve the goal of having at least 25% of the unduplicated volunteers in the primary focus area, but could not place the other 75% of the volunteers listed in Appendix A, does that meet the requirements of this grant opportunity? No. All projects must include at least 80% of the volunteers listed in Appendix A with the opportunity for which you are applying. |
| 8.31.2012 | 50. The selection criteria weights show that some scoring will be based on the outcome work plans that are above the minimum 10%. Does credit in this area carry over into other areas of scoring? No. The total scoring for this section only affects 15% of the total score. |
| 8.31.2012 | 51. If funding decisions will be announced in March 2013, how much time will grants that start on April 1, 2013 have to transition to a new sponsor organization if needed? The new sponsoring organization would officially begin running RSVP on April 1, 2013. The time for transition would be between the funding announcement and April 1. |
| 8.31.2012 | 52. Can two RSVP projects operate at the same time within one service area? No. |
| 8.31.2012 | 53. My organization previously relinquished an RSVP grant, so we are no longer a sponsor of RSVP. What would be our non-federal fund requirement for year 1? 10%. |
| 09.14.2012 | 54. I did not submit a letter of intent. Can I still apply? Yes. A letter of intent was not a requirement. However, a letter of intent can still be submitted to help CNCS determine the planned number of applicants. |
| 09.14.2012 | 55. Can I recruit volunteers from outside of the geographic service area listed in Appendix A? Yes. However, the service must occur within the geographic service area and all volunteer stations must be within the geographic service area. Volunteers may reside outside of the service area as long as they are willing to travel to the geographic service area to volunteer. If there is an RSVP serving the area from |

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| | <p>which you are recruiting, you must sign an agreement with that RSVP that sanctions your recruitment in the area. Service that occurs in an area outside the geographic service area listed in Appendix A cannot be included as part of your RSVP.</p> |
| 09.14.2012 | <p>56. How should applicants address the selection criteria described in the <i>Notice for cost effectiveness/budget adequacy</i>?</p> <p>The RSVP application does not have a budget narrative section that allows for lengthy text entry. Selection criteria Q21, Q22, and Q23 should be addressed through narrative responses in the application narrative sections: Recruitment and Development, Program Management, and Organizational Capability. The budget information entered as well as the descriptive budget information (sometimes referred to as the Budget Narrative) should also address and/or support Q21, Q22, and Q23.</p> |
| 09.14.2012 | <p>57. Can a list be shared of those who submitted letters of intent?</p> <p>No.</p> |
| 09.14.2012 | <p>58. My current RSVP grant ends on 06/30/2013. Does this mean that my start date would be 07/1/2013?</p> <p>Yes.</p> |
| 09.14.2012 | <p>59. Is the number of volunteers listed in Appendix A the number that organizations will be expected to host at their site or can multiple organizations host RSVP volunteers in one local area?</p> <p>The number of volunteers is the total number that you as the potential grantee are expected to recruit for your RSVP project (within 80%). The volunteers can serve at multiple volunteer stations within the geographic service area listed for the particular opportunity for which you are applying.</p> |
| 09.14.2012 | <p>60. Is the number of volunteers listed in Appendix A the number of volunteers per year or the total over three years?</p> <p>The number of volunteers listed in Appendix A is the total number of volunteers that you would be expected to have in your RSVP project (within 80%). You would have three years to recruit this number of volunteers. For example, if Appendix A lists 100 volunteers and you include all 100 volunteers in your application (although you have the option to only include 80% or 80 volunteers in this case), it is expected that by the time you report on your project at the end of the third year, there would be at least 100 volunteers currently serving with your RSVP.</p> |
| 09.14.2012 | <p>61. Is the amount of funding listed in Appendix A the amount that would be received each year or the total for three years?</p> <p>The amount of funding is the amount that would be received each year.</p> |
| 09.14.2012 | <p>62. Should the selection criteria questions be included as section headings in the narrative information that I enter in eGrants?</p> <p>No.</p> |

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| 09.14.2012 | 63. My area is not included in Appendix A. How can I find out about future RSVP funding opportunities that may include my service area? All CNCS funding opportunities are listed on grants.gov. |
| 09.14.2012 | 64. I submitted an application for the 2012 RSVP Relinquishment Competition and it was not funded. Can I apply as part of the 2013 RSVP Competition? Yes, as long as the service opportunity is listed in Appendix A. |

ELIGIBLE ORGANIZATIONS

| DATE UPDATED | QUESTION |
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| 08.01.2012 | <p>1. Is the grantee of a current non-Corporation funded RSVP project considered a "grantee" for this competition?</p> <p>This <i>Notice</i> describes a competition for federally funded RSVP grants.</p> <p>Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this <i>Notice</i>, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.</p> |
| 08.01.2012 | <p>2. May a national organization apply for multiple grants to be used in different locations/states or would the national organization be limited to one grant for the entire organization?</p> <p>RSVP is a program focused on local needs, with local community participation. While a national application is not prohibited, all potential applicants will have to demonstrate how they will directly manage the grant prior to the grant award.</p> |
| 08.01.2012 | <p>3. We previously relinquished an RSVP grant may we apply for a new grant?</p> <p>Yes.</p> |
| 08.01.2012 | <p>4. Can Foster Grandparent Programs or Senior Companion Programs apply for this grant money or is it only for RSVP?</p> <p>Sponsors of Foster Grandparent Programs or Senior Companion Programs are welcome to apply to operate an RSVP program in one of the available geographic service areas.</p> <p>Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this <i>Notice</i>, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.</p> |
| 08.01.2012 | <p>5. Are Tribes eligible to apply for grant opportunities under this <i>Notice</i>?</p> <p>Yes.</p> |
| 08.01.2012 | <p>6. We are a new non-profit and do not yet have a 990 filed, can we still apply for the RSVP Competition?</p> |

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| | <p>Yes. Part of the financial requirements for private non-profit organizations outlined in the <i>Notice</i> includes instructions for submitting a Financial Management Survey with your most recent audit and IRS Form 990 as attachments. These forms are a financial requirement for private non-profit organizations submitting an application for this competition.</p> |
| 08.17.2012 | <p>7. Can only current RSVP grantees apply through this <i>Notice</i>?</p> <p>No. Eligibility information for organizations can be found on page 9 of the <i>Notice</i>.</p> |
| 8.31.2012 | <p>8. Do current RSVP grantees receive priority in this competition?</p> <p>No. All applicants will receive equal consideration.</p> |
| 8.31.2012 | <p>9. Can two organizations jointly apply for one grant?</p> <p>No. One organization must be identified as the sponsor organization. The second organization could become a volunteer station, but would not be considered the grantee.</p> |
| 8.31.2012 | <p>10. Can an organization that wins this competition sub contract to another organization to run RSVP?</p> <p>No.</p> |
| 8.31.2012 | <p>11. Can only incumbent organizations apply for opportunities listed in Appendix A Part 1?</p> <p>No. Both Appendix A Part 1 and Appendix A Part 2 are open to applicants from any eligible organization as described on Page 9 of the <i>Notice</i></p> |
| EGRANTS | |
| DATE UPDATED | QUESTION |
| 08.01.2012 | <p>1. If extenuating circumstances make use of eGrants impossible, rather than sending a hard copy of the application, can an applicant send the application on a disk or thumb drive?</p> <p>No. If extenuating circumstances make the use of eGrants impossible, an applicant must follow the instructions detailed in Section VII of the <i>Notice</i>. Disks or thumb drives will not be accepted.</p> |
| 08.01.2012 | <p>2. Can I format my application with bullets and special characters?</p> <p>No. The CNCS eGrants system does not accommodate bullets, special characters, or other formatting other than capitalization.</p> |
| 08.01.2012 | <p>3. When pasting materials into eGrants, should the text be double-spaced?</p> <p>Applicants may use a standard, double spaced word document as a reference to how many pages the application will be in eGrants, however, it is important to note that this will not be an exact conversion and applicants should print out the pages from eGrants to verify the page count. eGrants automatically formats text</p> |

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| | as double-spaced when printed. |
| 08.01.2012 | <p>4. How do I find the correct <i>Notice</i> in eGrants for the application?</p> <p>Applicants interested in applying for this competition select the “RSVP 2013” NOFA application button on the left side of the eGrants screen directly after login. The eGrants application for this <i>Notice</i> will only be available once the <i>Notice</i> is final.</p> |
| 08.01.2012 | <p>5. We are a current RSVP grantee applying to a new service area. Can we use our current RSVP name or do we have to create a new name for the new RSVP service area?</p> <p>A new name should be used for new RSVP applications. If your sponsoring organization is awarded an RSVP grant in an additional, new service area, the two grants will remain separate with CNCS even though they are under one sponsoring organization. Progress reports, application continuations, budgets, and volunteers would all remain separate under two different programs. Each separate budget must reflect a full time project director for each separate RSVP.</p> |
| 09.14.2012 | <p>6. When I go to eGrants and try to enter my organization’s EIN, I get a message that our organization cannot be found. Does this mean that I need to create a new organization profile in eGrants?</p> <p>Yes.</p> |
| 09.14.2012 | <p>7. What NOFA should I select in eGrants?</p> <p>If you are applying for an opportunity listed in Appendix A Part 1, select: RSVP 2013 Competition Appendix A Part 1 Funding Opportunities</p> <p>If you are applying for an opportunity listed in Appendix A Part 2, select: RSVP 2013 Competition Appendix A Part 2 Funding Opportunities</p> |

APPLICATION - WORK PLANS/PERFORMANCE MEASURE

| DATE UPDATED | QUESTION |
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| 08.01.2012 | <p>1. When will RSVP performance measures training be available?</p> <p>An overview course is available now on the National Service Resource Center. Additional training will be available during the Senior Corps Virtual Conference, August 14-16.</p> |
| 08.01.2012 | <p>2. When will RSVP grantees have to adopt National Performance Measures?</p> <p>Beginning in FY 2013, all competitively awarded RSVP grants must use National Performance Measures.</p> |
| 08.01.2012 | <p>3. How do I enter my performance Measures in eGrants?</p> <p>A new performance measures portion of eGrants, the CNCS electronic grants management system, will be available in September. Prior to the launch of that system, you may work on the other parts of the application and complete the performance measures worksheets that are included in the application instructions. Please do not submit your application until after you have entered and validated your performance measures.</p> |

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| 08.01.2012 | <p>4. Will eGrants allow current RSVP grantees to follow the new format?</p> <p>The new eGrants performance measures module will only be available for grants awarded through the competitive process. However, RSVP grantees in continuation years of their grants have the option to begin to align with the Focus Areas and the new National Performance Measures. Continuation grantees who elect to adopt the new performance measures will do so under the existing eGrants functionality, and will not use the new performance measures module</p> |
| 08.01.2012 | <p>5. What is an “unduplicated volunteer?”</p> <p>Each volunteer can only be counted once as an “unduplicated volunteer,” even if that volunteer serves in more than one activity.</p> |
| 08.01.2012 | <p>6. What is the unit of measure for RSVP performance measures?</p> <p>The unit of measure is “unduplicated volunteers.” You allocate your unduplicated volunteers to reflect your programming in alignment with the RSVP performance measures.</p> |
| 08.01.2012 | <p>7. Do 25% of unduplicated volunteers have to be in a single Focus Area? How will we calculate that?</p> <p>Yes, you must place at least 25% of your unduplicated volunteers in a single Focus Area. The new eGrants performance measures system will calculate for you as you create work plans and allocate volunteers.</p> |
| 08.01.2012 | <p>8. What is a work plan?</p> <p>A work plan is what RSVP applicants use to show how their volunteers will serve their communities. RSVP work plans are based on the logic model and include the following components:</p> <ul style="list-style-type: none"> Community Need Service Activity Output Output Target Outcome Outcome Target # of Unduplicated Volunteers # of Total Volunteers # of Volunteers Stations |
| 08.01.2012 | <p>9. What measures do I use to capture the impact RSVP volunteers have at blood Drives?</p> <p>You can use Capacity Building output G3-3.17: “Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants.” For the service activity, you should select “Supporting Blood Drives” from the drop-down menu. When you set the output target, you should anticipate the number of pints of blood your volunteers will assist in collecting, rather than the “dollar value of in-kind resources.”</p> |
| 08.01.2012 | <p>10. If I choose an Education output such as ED21, “Number of children that</p> |

| | <p>completed participation in CNCS-supported early childhood education programs,” can I choose multiple outcomes for that output?</p> <p>Yes. In order to do so, you would select the appropriate output, in this case ED21, more than once to create a new work plan for each output/outcome pair. For example, you may have three work plans for ED21 as outlined in the table below:</p> <table border="1" data-bbox="418 449 1484 724"> <thead> <tr> <th data-bbox="418 449 1052 485">Output</th> <th data-bbox="1052 449 1484 485">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 485 1052 562">ED21. Number of children that completed participation in CNCS-supported early childhood education programs.</td> <td data-bbox="1052 485 1484 562">ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development.</td> </tr> <tr> <td data-bbox="418 562 1052 640">ED21. Number of children that completed participation in CNCS-supported early childhood education programs.</td> <td data-bbox="1052 562 1484 640">ED24. Number of children demonstrating gains in school readiness in terms of literacy skills.</td> </tr> <tr> <td data-bbox="418 640 1052 724">ED21. Number of children that completed participation in CNCS-supported early childhood education programs.</td> <td data-bbox="1052 640 1484 724">ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.</td> </tr> </tbody> </table> | Output | Outcome | ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development. | ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED24. Number of children demonstrating gains in school readiness in terms of literacy skills. | ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills. |
|---|---|--------|---------|---|---|---|---|---|--|
| Output | Outcome | | | | | | | | |
| ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development. | | | | | | | | |
| ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED24. Number of children demonstrating gains in school readiness in terms of literacy skills. | | | | | | | | |
| ED21. Number of children that completed participation in CNCS-supported early childhood education programs. | ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills. | | | | | | | | |
| 08.01.2012 | <p>11. Will tax prep volunteers be captured under financial literacy?</p> <p>RSVP volunteers helping low-income individuals prepare their taxes may be reported using measure O1, “Number of economically disadvantaged individuals receiving financial literacy services.”</p> | | | | | | | | |
| 08.01.2012 | <p>12. My project has an MOU with a National Wildlife Refuge. RSVP volunteers maintain walkways, rebuild handicapped-accessible ramps, act as docents, and educate children. Does this volunteer station fit into the Environmental Stewardship measures?</p> <p>Some of the activities, such as rebuilding handicapped-accessible ramps and maintaining walkways on public lands, likely fit into measure EN4 or EN5. However, Volunteers who serve as docents, lead tours, or teach children must be counted in the “Other Community Priorities” work plan. For more information, please see the Environmental Stewardship section of Appendix B.</p> | | | | | | | | |
| 08.01.2012 | <p>13. If projects have to “graduate” a large number of volunteers to comply with the new requirements, how low can their total number of volunteers get?</p> <p>Projects funded in this competition must support at least 80% of the number of volunteers listed for their opportunity, as listed in Appendix A.</p> | | | | | | | | |
| 08.01.2012 | <p>14. For the measures under K-12, do the children have to be in a structured school setting?</p> <p>The measures included for use in Senior Corps measures the impact of the activity on students. For example the output <i>Number of students that completed participation in CNCS-supported K-12 education programs</i>. According to the definition of student that is provided in Appendix B, the children served must be enrolled in school. The activity, however, does not have to take place in a school setting.</p> | | | | | | | | |
| 08.01.2012 | <p>15. How do I count a volunteer who serves K-12 during the school year but also serves pre-K during the summer?</p> <p>Each volunteer can only be counted once as an “unduplicated volunteer.” You</p> | | | | | | | | |

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| | should decide where to count the volunteer--either where he or she has the most impact or where he or she best demonstrates the impact of your project. |
| 08.01.2012 | 16. What exactly does “living independently” mean? The Healthy Futures section of Appendix B includes the following definition for “live independently:” <i>Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in an assisted living facility, nursing home, or group home.</i> |
| 08.01.2012 | 17. Can volunteers provide respite care in assisted living facilities? Yes. The definitions for the respite care measures do not exclude assisted living facilities or nursing homes. |
| Updated 08.24.2012 | 18. How frequently will I report on performance measures? You will be required to report annually on your progress toward your three-year targets, but the success of the project will be judged by what you achieve in the third year. |
| Updated 9.14.12 | 19. Where would congregate meals fit in a work plan, if at all? Congregate meals may be represented only in the Other Community Priorities work plan. |
| 08.01.2012 | 20. Will I still choose 3 measures to report on in my progress reports? No. You will report on all performance measures. |
| Updated 08.01.2012 | 21. As Senior Corps grants are for 3-year periods, do I need to achieve their outcomes targets annually or can I achieve the target at the end of the three year period? You will need to achieve your performance measures targets by the end of the third year. You will report annually on your progress towards these three-year goals. |
| 08.01.2012 | 22. Do I have to choose Veterans and Military Families performance measures in order to report on how I serve those populations? No. All RSVP grantees will report the following information: the number of veterans served, the number of family members of veterans served, the number of family members of active-duty military served, and the number of veterans and military family members engaged in service opportunities. |
| 08.24.2012 | 23. Are RSVP projects permitted to create collaborations with nonprofit organizations? If so, are the work plans established with the nonprofit organization or with the RSVP volunteer serving at the organization? Yes. RSVP projects collaborate with other organizations, which are referred to as Volunteer Stations, in order to implement the project. See Appendix F, Definition of Terms, for the Volunteer Station definition. A Memorandum of Understanding is established with the Volunteer Station in order to implement the work plan. |
| 08.24.2012 | 24. Can Project Star be contacted for assistance in writing work plans? |

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| | <p>No. Project Star is no longer able to provide individual assistance to Senior Corps grantees or applicants.</p> |
| 08.24.2012 | <p>25. Can 10% of required volunteers for outcomes be part of the Primary Focus Area or is the 10% in addition to the 25% required in the Primary Focus Area?</p> <p>The 10% of unduplicated volunteers you are required to place in outcome-based work plans can be in the Primary Focus Area. It also may be in other Focus Areas or in Capacity Building. The 10% is 10% of your total unduplicated volunteers.</p> |
| 08.24.2012 | <p>26. When we submit our application with a certain number of volunteers in each work plan are we locked into that number or can we have more volunteers at the end of the year?</p> <p>When you report at the end of each year, you may exceed your target, as long as you continue to make progress toward meeting the Performance Measure requirements (25% in your Primary Focus Area, 10% in outcome-based work plans, and no more than 30% in community priorities).</p> <p>The number of unduplicated volunteers you enter in your application should reflect the number you plan to have by the end of year three. You will report annually on the number of unduplicated volunteers your program has in each work plan. You may exceed your targets for number of volunteers in each work plan, but you should keep in mind that doing so will also affect the number of unduplicated volunteers you are required to place in outcomes and in your Primary Focus Area and permitted to place in community priorities.</p> |
| 08.24.2012 | <p>27. Should all health education activities be included in one work plan or should they be separated?</p> <p>If your volunteers are performing different service activities or are addressing different community needs, then they should be represented in different work plans.</p> |
| 08.24.2012 | <p>28. Are we allowed to include teaching in classrooms as an education activity?</p> <p>No. Volunteers are not allowed to take the place of employees.</p> |
| 08.24.2012 | <p>29. We are looking for clarification on the following: H8: "Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently." Do the older adults that are counted in this measurement need to be either homebound or disabled?</p> <p>No. The following type of individuals can be served and measured using output H8: Homebound individuals, older adults, and individuals with disabilities.</p> |
| 08.24.2012 | <p>30. I'm confused about unduplicated volunteers. Does my sample below demonstrate a correct understanding of unduplicated volunteers?</p> <p>My RSVP has 10 volunteers in four work plans:</p> |

1. Abe
2. Bill
3. Charlie
4. Don
5. Erin
6. Frank
7. Gus
8. Harriet
9. Ingrid
10. Janet

Below are the work plans to which each volunteers is assigned. The * indicates were the volunteer counts in the “unduplicated” requirements.

Healthy Futures (Primary Focus) Aging in Place Transportation

Abe*
 Bill*
 Charlie*

Healthy Futures (Primary Focus) Aging in Place Food Delivery

Abe
 Bill
 Don*

Education (Other Focus Area) K-12 Success Tutoring – Public Schools

Abe
 Erin*
 Frank*
 Gus*

Community Priority

Abe
 Frank
 Harriet*
 Ingrid*
 Janet*

In looking at the unduplicated volunteers to meet the grant requirements, the program would need 25% of the volunteers in the Primary Focus Area. In this case it would be Healthy Futures since Abe, Bill, Charlie, and Don would count here as 40% of unduplicated volunteers. In Other Focus Areas, the program would have 30% of the unduplicated volunteers here since Erin, Frank, and Gus count. Then Community Priority would be 30% of unduplicated volunteers (within the maximum requirement) since Harriet, Ingrid, and Janet are counted here as unduplicated volunteers.

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| | <p>I can only count Abe once even though he is in all four work plans. He would still show up in the work plans four times, but only get counted once for the requirements of % of unduplicated volunteers.</p> <p>Is this right?</p> <p>Yes. The scenario you have presented would meet the requirements for at least 25% of unduplicated volunteers in the Primary Focus Area and no more than 30% of unduplicated volunteers in the community priority.</p> |
| 08.24.2012 | <p>31. What measure should I use to report on the demolition of unsafe structures?</p> <p>If the demolition is part of disaster recovery, then you may be able to use measure D3. Demolition does not fit into the Economic Opportunity Focus Area.</p> |
| 08.24.2012 | <p>32. The question, "Do you feel increased food security for you and your children?" seems insensitive. Does CNCS have any suggestions about how we can ask about food security?</p> <p>You may want to include the question as part of a customer satisfaction survey and also include questions like, "Are you happy with the service you received today?" or "Did the services meet your needs?"</p> |
| 08.24.2012 | <p>33. If volunteers provide transportation, grocery shopping, and meals to homebound persons we are told to ask "as a result of this service do you have increased social ties /perceived social support?" We believe the response will be no. They see those services not as social, but enabling them to remain independently in their own homes (age in place.) Do we understand correctly that we cannot change the wording on the outcomes?</p> <p>That is correct. You cannot change the wording of the outcomes. However, you may certainly measure any additional outcomes that are not part of the CNCS Performance Measures.</p> |
| 08.24.2012 | <p>34. Can you please provide clarification on a volunteer activity? I run an RSVP volunteer led childhood obesity prevention project that includes physical exercise and nutrition education for youth. According to Strategic Plan Objective 2, this should go under the "Reducing Childhood Obesity" section. However, the measures don't work for this project because the intent is not to alleviate long term hunger. The way I see it, it fits under Objective 3, but I am not sure if it fits under H2 or H4. A definition in H2 for preventive health services talks about engaging individuals in life style change and this is what my project is doing. The definition in H4 states that the activity is the process of conveying info for positive health behaviors, which my project does as well. So should I use H2 or H4? They both seem very similar.</p> <p>It sounds like H4 is a better fit for your project. H2 is meant to measure the number of individuals you helped to access services of which they were not previously aware. Measure H4 is intended to teach individuals about how to live a healthier</p> |

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| | lifestyle. |
| 08.24.2012 | <p>35. Will sample plans be made available to use as templates?</p> <p>We do not plan to provide sample work plans, but you will find performance measure worksheets in the application materials.</p> |
| 08.24.2012 | <p>36. Can teaching ESL count as an item under any of the Performance Measures, such as economic opportunity?</p> <p>Yes, but the measures differ depending on the age of the individuals you serve. Teaching ESL to adults can be measured using output O2 and, possibly, outcome O10. If volunteers are helping school-aged children learn English, then output measure ED2 and outcome ED5 may be more appropriate. If the children being served are Pre-K, then you may use output ED21 and outcome ED24.</p> |
| 08.24.2012 | <p>37. What if the community needs shift during the three year period and the focus area volunteer numbers become a different percentage?</p> <p>CNCS is still working on issues pertaining to the implications of failing to meet Performance Measure requirements by the end of the three-year grant period or failing to meet Performance Measures as described in your grant application as it was originally awarded. These decisions are CNCS Agency-wide rather than solely the decision of Senior Corps. These issues will be addressed at a later time.</p> |
| 8.31.2012 | <p>38. The definition for older adults in the performance measures is “65 and older.” The Older Americans Act defines older adults as 60 and older. Will CNCS reconsider its definition of older adults to match the Older Americans Act definition?</p> <p>No. We do not anticipate a change in this definition at this time.</p> |
| 8.31.2012 | <p>39. When we report on the new work plans, will we be reporting on both the unduplicated number of volunteers and the total number of volunteers in each work plan?</p> <p>Yes.</p> |
| 8.31.2012 | <p>40. Regardless of the Primary Focus Area selected, do service activities to veterans and military families need to be included within the Primary Focus Area?</p> <p>No. Serving veterans and military families should be discussed as part of the Primary Focus Area, Other Focus Areas, or in Capacity Building. Serving veterans and military families does not need to be included in the Community Priorities.</p> |
| 09.14.2012 | <p>41. Are intermediate outcomes used in the new performance measures?</p> <p>No.</p> |
| 09.14.2012 | <p>42. Can we change our Primary Focus Area during year 2 or 3?</p> <p>No.</p> |
| 09.14.2012 | <p>43. If we have a gift shop at a hospital staffed completely by RSVP volunteers,</p> |

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| | <p>and the proceeds go to hospital equipment purchases, would this count as a capacity building performance measure?</p> <p>Fundraising activities for RSVP can only be counted under the capacity building measure if fundraising is for a specific programmatic initiative. In this example, hospital equipment would not fit that definition so the activity would not be allowed. See: http://www.nationalserviceresources.org/npm/g3-316</p> |
| 09.14.2012 | <p>44. Can pen pal programs count towards the education performance measures?</p> <p>Pen pal programs would most likely need to be counted as a community priority. The nature of a pen pal program typically does not meet the activity descriptions in the RSVP education measures (ED2 or ED4a). See: http://www.nationalserviceresources.org/npm/rsvp</p> |
| 09.14.2012 | <p>45. We have volunteers doing a range of capacity building activities (setting up databases, grant writing, marketing, etc.) What type of capacity building activities can be included in the RSVP performance measures?</p> <p>The capacity building performance measures for RSVP capture volunteer recruitment, volunteer management and leveraging cash/in-kind resources. See: http://www.nationalserviceresources.org/npm/rsvp</p> |
| 09.14.2012 | <p>46. Are there any performance measures that address post-secondary education?</p> <p>No. However, O2 “Number of economically disadvantaged individuals receiving job training”, includes providing skills development services like GED Education, Adult ESL and job skills.</p> |
| 09.14.2012 | <p>47. If the focus of a mailing is to fund raise, could this fall under a capacity building performance measurement?</p> <p>Possibly. As a general rule, CNCS considers capacity building activities to be indirect services that enable CNCS-supported organizations to provide more, better and sustained direct services. To determine whether assigned national service participants’ activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:</p> <ol style="list-style-type: none"> 1) Be intended to support or enhance the program delivery model. 2) Respond to the organization’s goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and 3) Enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended. |
| 09.14.2012 | <p>48. If a group of volunteers are putting together packets for school children for the new school year, could this fall under the capacity building performance</p> |

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| | <p>measurement, such as leveraging resources?</p> <p>No, RSVP volunteers assembling school packets don't fall under capacity building. However, a group of non-RSVP community volunteers recruited by the RSVP volunteers could be counted under G3-3.1.</p> |
| 09.14.2012 | <p>49. Can a classroom aide position be considered under the capacity building performance measurement?</p> <p>No, this does not fall under the category of Capacity building as it is seen as direct service. Capacity Building is defined as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Also, CNCS Programs are prohibited from displacing employees.</p> |
| 09.14.2012 | <p>50. H10 covers the number of individuals receiving emergency food supplies. The definition of key terms gives the example of people needing food because their house burned down or a natural disaster occurred. Most individuals and families need food because of underemployment or unemployment, large medical expenses, etc. Some of these people may need food help for months or longer. Will H10 allow for food assistance to people with these types of economic need?</p> <p>Yes, H10 may include individuals faced with unemployment and temporary financial hardship. H11 may also be appropriate for this demographic as most underemployed or unemployed families face long term needs that require assistance.</p> |
| 09.14.2012 | <p>51. Can activities that focus on international disasters be part of disaster preparedness work plans within the new performance measure?</p> <p>No, activities that focus on international disaster preparedness would not be an appropriate activity.</p> |
| 09.14.2012 | <p>52. If funds are raised but donated to international organizations, can the fundraising count as part of the capacity building performance measure or does the money raised have to stay with that particular volunteer station?</p> <p>No, the services provided by an RSVP program should benefit the local community. In this case efforts of RSVP volunteers should not be utilized to benefit international organizations and thus could not be counted under any performance measure.</p> |
| 09.14.2012 | <p>53. How does adult literacy fit in the Performance Measures?</p> <p>Adult literacy could fit under measure O2 "Number of economically disadvantaged individuals receiving job training and other skill development services." The objective of the adult literacy should be employment and would have to benefit economically disadvantaged individuals as defined in Appendix B.</p> |
| 09.14.2013 | <p>54. Are the service activities listed in the PM's examples or are they the only options for activities within the measures?</p> <p>There is an option to select "other" in the list of service activities provided in the eGrants performance measures module for some objectives. This would allow the</p> |

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| | <p>project to create a work plan that contains activities outside of the list provided. However those activities listed are the approved activities for that particular measure, if “other” is chosen a determination will be made regarding the appropriateness of the work plan.</p> |
| 09.14.2012 | <p>55. There is an excellent study on senior centers in the 21st century based on a survey (much like the one for FGP and SCP clients and volunteers from CNCS) that shows the impact for clients 65 and over (older adults), taking part 3 days per week (dosage) reporting developing friendships at centers, reduced loneliness and feelings of increased independence (H9). RSVP volunteers are instructors, run the wellness center and exercise room, cook lunch, lead service projects and more. Do you see senior centers as fitting in the 25% core focus area of Healthy Futures?</p> <p>If the activities of the RSVP volunteer meet the objective of the measure chosen and fit within the definitions provided for the measure then they may be used for that particular performance measure. It is up to the project to determine if a particular station will align with the new performance measures. Please refer to Appendix B for more information.</p> |

APPLICATION – NARRATIVES & REQUIRED DOCUMENTS

| DATE UPDATED | QUESTION |
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| Updated 9.14.12 | <p>1. My organization is not a non-profit, so we do not have a Form 990 to submit. What should be submitted instead?</p> <p>The <i>Notice</i> and Application Instructions both include lists of items to submit. Please refer to pages 12-13 of the <i>Notice</i> and the Required Documents section of the Application Instructions to learn about required documents.</p> |
| Updated 9.14.12 | <p>2. By what date should required documents be submitted?</p> <p>All required documents must be received by the application due date: October 18, 2012, 5:00 p.m. Eastern Time.</p> |
| 08.24.2012 | <p>3. If the application must support 80% of the volunteers listed in Appendix A, do applicants need to address the other 20% of volunteers that may be graduated from the project?</p> <p>Yes. Please refer to the Narrative sections of the RSVP Grant Application Instructions for information on what needs to be included regarding graduating volunteers.</p> |
| 08.24.2012 | <p>4. Where do I need to send required documents?</p> <p>For competitive applications, all items marked as Sent in eGrants should be sent to 2013RSVPAttachments@cns.gov. The exception to this is financial documents. All financial documents (items noted in the Application Instructions) for competitive applications should be sent to the FFMC at the address listed in the <i>Notice</i>.</p> |
| 08.24.2012 | <p>5. Can I use a format other than the ones provided to submit the volunteer station roster and aggregate dollar amount of funding forms?</p> <p>No.</p> |

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| 8.31.2012 | <p>6. Should the strengthening communities narrative provide evidence of community priorities the project will address in addition to evidence of the Primary Focus Area?</p> <p>No. Unless the application instructions or <i>Notice</i> state otherwise, the strengthening communities narrative should address the Primary Focus Area.</p> |
| 8.31.2012 | <p>7. Page 1, Question 3 of the Financial Management Survey asks if you have received CNCS funding previously and if so specify grant numbers. We have had CNCS funding for many years. What grant numbers should be listed?</p> <p>You only need to list your current CNCS grant numbers.</p> |
| 09.14.2012 | <p>8. Should current grantees submit a Financial Management Survey?</p> <p>If you are an incumbent RSVP organization, you do not need to submit a Financial Management Survey. If you are a current grantee for another CNCS program, you should submit the Financial Management Survey.</p> |
| 09.14.2012 | <p>9. My organization does not currently have an RSVP project and so I do not have volunteer stations. What should I include in the station roster?</p> <p>The station roster should include those organizations that you intend to have as volunteer stations if you should be awarded an RSVP grant through this competition.</p> |

APPLICATION - BUDGET

| DATE UPDATED | QUESTION |
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| 08.01.2012 | <p>1. If all program volunteers will use their own vehicles to volunteer and attend program activities does the Grantee have to carry Accident, Personal Liability Excess Liability, and Liability Insurance?</p> <p>Yes. RSVP regulations § 2553.43 require the following:</p> <p>(d) Insurance. A RSVP volunteer is provided with the Corporation-specified minimum levels of insurance as follows:</p> <p>(1) Accident insurance. Accident insurance covers RSVP volunteers for personal injury during travel between their homes and places of assignment, during their volunteer service, during meal periods while serving as a volunteer, and while attending project sponsored activities. Protection shall be provided against claims in excess of any benefits or services for medical care or treatment available to the volunteer from other sources.</p> <p>(2) Personal liability insurance. Protection is provided against claims in excess of protection provided by other insurance. It does not include professional liability coverage.</p> <p>(3) Excess automobile liability insurance. (i) For RSVP volunteers who drive in connection with their service, protection is provided against claims in excess of the greater of either:</p> <p>(A) Liability insurance the volunteers carry on their own automobiles; or</p> |

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| | <p>(B) The limits of applicable state financial responsibility law, or in its absence, levels of protection to be determined by the Corporation for each person, each accident, and for property damage.</p> <p>[64 FR 14135, Mar. 24, 1999, as amended at 69 FR 20831, Apr. 19, 2004; 69 FR 56718, Sept. 22, 2004]</p> |
| Updated 08.24.2012 | <p>2. Can the grant funds be used to purchase a wheelchair equipped mini bus to transport shut-ins, wounded warriors, etc., to and from community programs?</p> <p>No. This program does not fund items of this nature. Transportation for volunteers from home to assignment locations is an allowable expense. This could include purchase of a mini bus if the applicant can justify the cost versus other transportation modes.</p> |
| 08.01.2012 | <p>3. Are there any restrictions regarding the amount of federal funding that may be requested?</p> <p>Yes. Funding amounts for each grant opportunity are listed in Appendix A of the <i>Notice</i>. Up to the amount listed may be requested.</p> |
| 08.01.2012 | <p>4. Is there a formula for determining the non-federal share we should budget?</p> <p>Yes. The RSVP non-federal share requirement — 10% in Year 1, 20% in Year 2, and 30% in Year 3 and subsequent years — is calculated as a percentage of the total project budget. For example, if your total budget is \$100,000, the required non-federal share for Year One would be \$10,000 and the federal share would be \$90,000. The amount listed in the Grant Opportunity Summaries is the federal share.</p> |
| 08.01.2012 | <p>5. Will applicants garner any special consideration for providing non-federal funds beyond the required minimum percentage?</p> <p>No.</p> |
| 08.01.2012 | <p>6. Will cash or in-kind contributions be accepted as part of match?</p> <p>Yes. The RSVP Program Regulations in 45 CFR 2553.72(2), state that: “a grantee is responsible for identifying non-Corporation funds which may include in-kind contributions.”</p> |
| 08.01.2012 | <p>7. Is there any guidance on how much should be budgeted for long distance travel?</p> <p>Information on budgeting for long distance travel can be found in the Senior Corps Grant Application: Enter travel costs on the appropriate local or long-distance lines on the Budget form. Include only travel costs for staff listed under budget line A and who directly support the grant activities described in your application. Local travel is travel within the project service area as shown in item 12 of the Facesheet. All travel outside the service area is long distance travel. Briefly list the purpose of anticipated local travel and the basis for cost calculations. For long distance travel, show the purpose for each trip and break out for each the cost of transportation, meals and lodging, and other travel costs.</p> |
| 08.01.2012 | <p>8. Are housing vouchers and transportation allowable expenses under this competition?</p> <p>Transportation is permitted as a reimbursement to RSVP volunteers for their travel for service. Housing vouchers are not permitted.</p> |

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| 08.01.2012 | <p>9. Are travel, meals, and recognition for volunteers allowable expenses in this grant?</p> <p>Yes. Travel and meal reimbursement for volunteers while serving is an allowed expense. Recognition is also allowed as an expense.</p> |
| 08.17.2012 | <p>10. Can grant funds be used to hire project staff to implement RSVP at my organization?</p> <p>Yes.</p> |

PROGRAM IMPLEMENTATION

| DATE UPDATED | QUESTION |
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| 08.01.2012 | <p>1. What is the minimum amount of time a RSVP volunteer can serve?</p> <p>There is no minimum. The RSVP program regulations state that “a RSVP volunteer shall serve weekly on a regular basis, or intensively on short-term assignments consistent with the assignment description.” [45 CFR 2553.51]</p> |
| 08.01.2012 | <p>2. Can we place volunteers in programmatic activities in our own agency?</p> <p>Yes. The RSVP program regulations in 45 CFR 2553.61 state: “The grantee may function as a volunteer station, provided that no more than 5% of the total number of volunteers budgeted for the project are assigned to it in administrative or support positions. This limitation does not apply to the assignment of volunteers to other programs administered by the grantee or special volunteer activities of the project. The RSVP project itself may function as a volunteer station or may initiate special volunteer activities provided the Corporation agrees that these activities are in accord with program objectives and will not hinder overall project operations.”</p> |
| 08.01.2012 | <p>3. What is the basis for reimbursing a grantee’s costs?</p> <p>Grantees draw funds based on actual cash needs from the Department of Health and Human Services Payment Management System (HHS/PMS). If you receive an award and are not currently drawing funds in this manner, Corporation staff will work with you to set up your account. Costs must be consistent with the approved grant budget and allowable under the applicable OMB Cost Principles found at http://www.whitehouse.gov/omb/grants_circulars/</p> |
| 08.01.2012 | <p>4. We are applying for an available grant opportunity and proposing a new program with new volunteer stations. Could the volunteers already engaged in the current RSVP program enroll in our new RSVP program or must we recruit volunteers that are new to RSVP?</p> <p>New grantees should manage the current program distribution attributed to the grant being applied for, in order to minimize disruptions to the current volunteer stations where possible. If you are partnering with new volunteer stations your proposal should consider assessment of current volunteers’ alignment with the proposed volunteer stations, and a plan for recruitment of new volunteers as appropriate. Should you propose not to partner with some current volunteer stations associated with the grant opportunity for which you are applying, your proposal should demonstrate a coordinated alignment of existing volunteers with the remaining volunteer stations.</p> |
| 08.01.2012 | <p>5. What about former RSVP volunteers who were graduated to community</p> |

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| | <p>volunteers with downsizing and elimination of non-impact type activities? Are they eligible to now re-enroll and be considered eligible for the new grant?</p> <p>Yes.</p> |
| <p>Updated 08.24.2012</p> | <p>6. Given that a new grantee would have to build up to the total number of new volunteers we are proposing, how many volunteers should be shown in the first year of the grant?</p> <p>Your application should show the total number of volunteers you expect to eventually enroll. Explain your plans for recruiting these volunteers in your narrative.</p> <p>Applications must propose to support, at a minimum, 80% of the volunteers attributed to the grant being applied for. Applications must propose to manage volunteers associated with the grant being applied for with minimal disruptions to the current volunteers where possible.</p> |
| <p>08.24.2012</p> | <p>7. Do incumbent applicants need to comply with Performance Measure requirements and graduate stations prior to submitting an application or is the application a proposal describing the changes that will be made during the three-year grant period?</p> <p>The application should propose the changes that will be made.</p> |
| <p>08.24.2012</p> | <p>8. What types of organizations can be volunteer stations?</p> <p>A volunteer station can be a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of RSVP volunteers. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Informal groups do not qualify as volunteer stations.</p> |
| <p>08.24.2012</p> | <p>9. A volunteer station can be a public agency. What exactly is a public agency?</p> <p>A public agency refers to state, county, or city government-run organizations. This may include public schools or city government.</p> |
| <p>08.24.2012</p> | <p>10. My RSVP receives funding from other sources that may not approve of us graduating volunteer stations or changing our activities to fit the new Performance Measures. Can my RSVP continue our current RSVP activities above the allowable 30% maximum for community priorities using support from other funding streams?</p> <p>No. These activities outside of the Performance Measure requirements could not be considered part of your RSVP.</p> |
| <p>09.14.2012</p> | <p>11. My organization currently runs a volunteer program that includes volunteers of all ages. Can we have volunteer stations that have both RSVP volunteers (55 and older) and non-RSVP volunteers?</p> <p>Only volunteers 55 and older can be RSVP volunteers. The volunteers that are under age 55 could not be counted as part of RSVP and the RSVP grant funds could not be used to manage and support the non-RSVP volunteers. Volunteer stations themselves may have volunteers serving that are not RSVP volunteers or age restricted.</p> |
| <p>09.14.2012</p> | <p>12. Our organization is a current AmeriCorps State and National grantee. Can RSVP and AmeriCorps members serve at the same sites?</p> |

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| | Yes. You would have to ensure that RSVP funds are only used to manage the RSVP project and that impact is measured only for the services provided by RSVP volunteers. |
| 09.14.2012 | 13. Do RSVP volunteers receive a stipend or Education Award? No. |