NWX CNCS (US)

Moderator: Tamika Becton
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1:00 pm CT

Coordinator: Welcome and thank you for standing by. All participants are in a listen-only mode for the duration of today's conference which is being recorded. If you have any objections you may disconnect at this time.

After the presentation we will conduct a question and answer session at which time if you would like to ask a question please press Star 1, record your first name - your first and last name clearly when prompted.

Your host for today's conference is Patti Stengel. Thank you, you may begin.

Patti Stengel: Thank you very much. Thanks everyone for joining us today. This is our final technical assistance call for the 2015 RSVP competition.

So during this call we'll be walking you through how to submit your application through eGrants. This is a repeat of the technical assistance call number three that we held a few weeks back to show you how to enter information and actually submit the application.

So I'll take you all the way from the start from creating an eGrants account through application and submission.

What you should be seeing on your screen right now is the RSVP competition and Web site. The URL is www.nationalservice.gov/rsvpcompetition.

You'll see a longer URL here in your window but you can enter just nationalservice.gov/rsvp competition and get to the same page.

This is a great starting point for you. You'll see our competition due date here. Applications are due September 9, 2014. They're due at 5:00 PM Eastern Standard Time.

You'll also see contact information here. If you have a question you could always submit it to 2015rsvp@cns.gov.

We'll also be taking questions at the end of this call. If you have a question later on you can email it to us. We do respond to those questions through a public FAQ document and other public information that's on our Web site.

So in order to receive an answer through that public FAQ document all questions must be submitted by close of business Wednesday, September 3.

So please don't hesitate in getting those questions in so you can be sure to receive a response in plenty of time.

If you look further on down you'll see more information about our application deadline. This section at the top you can jump to various parts of the Web site further down.

The application deadline here again. And then the notice of funding opportunity itself, I'm going to open this document.

You're going to want to be sure to have this available as you work through your application because it has pieces of information about our specific selection criteria. You want to know what selection criteria you're applying against as you work through your application.

And then within that funding opportunity section you'll see our grant application instructions. You also want to have these on hand.

These show you specifically what has to be entered into your grant application. So you'll want to read this in conjunction with the notice of funding opportunity.

And then also the eGrants visual instructions, this is essentially what I'm going to be going through today.

These visual instructions include screenshots of eGrants to show you specifically what parts of eGrants you'll need to enter which specific pieces of information into.

And then you'll find Appendix A. You'll want to have this on hand so you know that you're entering your correct opportunity number in the correct spot which all of them are state abbreviation followed by a number.

You'll want to know what your start date is for your grant. This one that I'm looking at right now Alabama-01 start date is April 1, 2015. You want to know the geographic service area because you'll have to enter that.

You also want to know the minimum number of volunteers for the opportunity for which you are applying in this case this one is 215.

And then the grant amount which this is the CNCS maximum funding amount so for this particular one AL-01 it’s $50,120. You don’t want to go over that for your CNCS share in the budget. And again this is Appendix A.

You also want to have Appendix B on hand so you understand the national performance measures. And appendix C and D give you specific information about terms we use in RSVP and Senior Corps.

So while you’re working on your application of course the notice of funding opportunity and grant application instructions and the visual instructions are going to be very helpful to you.

As I mentioned previously the FAQ document will be of help to you. It was most recently updated August 25. And we’ll continue to update this as we work towards our deadline of September 9.

In order to search this document you should just enter Control F on your keyboard and the Find window will pop-up in the corner and you could enter a search term.

So I’m going to enter documents because I know there are requirement documents I have to submit. And I’m going to hit Enter. And it will highlight every specific place where the word ‘document’ shows up in this FAQ.

So you can just hit Enter and work your way through the document to try and find what you’re looking for.

And if you do that through all of the documents on the Web site through the FAQ documents, and application instructions and still can't find what you're looking for then that's probably a good time to submit that question at 2015rsvp@cns.gov.

In order to actually submit your application it has to be submitted through eGrants which is our online system.

This is a link to eGrants right here on the Web site. I'm actually going to be working in our test environment today. It looks very close to our actual production environment.

So it - this is our test environment. I'm going to take you from creating the actual eGrants account to submitting your application.

So this is the home screen I've shown you previously in our production system. If you were not a current grantee if you do not have a current eGrants account you would select 'don't have an eGrants account create an account.'

This is also what someone would do if they were new to an organization. So let's say you have a new Executive Director on your staff they'll need to have eGrants account because they're most likely the authorized representative for your organization and they need to be the one to submit the application through eGrants with their own eGrants account.

So they would start this process. And then they would click this to create a grantee account. And then you have to select another option on this page.

And you would select this is my first time I want to create a new account with the eGrants. There are number of checks built in here to be sure that you're not creating a duplicate account.

And then there's various login information you have to enter to get set up. So I'm going to enter first name, last name.

There are help texts on the site that show up in pop-up windows. So you'll need to be sure that you have your pop-up blocker disabled so that you can see everything as it's described.

And is not just the help text that shows up in a pop-up but other sections of eGrants as we work through and you'll see that in a minute.

So then I'm going to enter a username and a password, the password question and answer. Your email to be sure that you can receive correspondence from the system.

Some of these pages do take a little bit to load so just be patient with the system.

So next you're going to enter is the EIN for your organization. This is where it would be especially important if - in the example I'm using of this new Executive Director this is where they enter the EIN for their organization.

And then on this next screen a list would pop-up of any organization that was ever created in eGrants that also had that same EIN.

So if you are coming on board new to an organization that already has a grant with CNCS this is where they would select that particular grant or excuse me that particular organization's name.

And so let's say they were selecting this last one (unintelligible) Washington DC. Let's say this was an actual organization that the Executive Director was working at.

They would select that. They would click Next. That would trigger an automatic email to someone else already at your organization who is the administrator for the eGrants account for your organization.

They would receive an email. It would say this new person is trying to create an account connected to your eGrants account, login and approve them for certain user roles.

And then they would be able to login and say yes this person is actually connected to my organization. And it would allow that new Executive Director access to the eGrants account and to various application information in there.

So they can actually login and review the application without having to have the project director print it out and bring it to them for review. They could do that in the system.

But in this case I'm going to say this person is creating a new organization. So it's not connected to any of these organizations below.

I'm pretending I'm a new applicant. And I've never had an eGrants account before. So I'm going to click Next. And it will take me through some more steps that I need to complete.

I need to enter a DUNS Number for my organization. My organization name and what type of organization I am. I'm going to say that I am a higher education organization in this case.

And I can also add organization characteristics and it gives me this drop-down list. So I can say add multiple options here to best describe my organization.

Obviously these don't quite go to together in this scenario but I just wanted to show you that you can add multiple characteristics here.

And then you're going to enter your street address, city, and state, and your ZIP Code and then the phone number.

And it will check against clean address to be sure that you're entering a correct mailing address and ZIP Code. Oh and I have an error here so I'm going to figure out what that's about.

Let's see going to try this one more time. (Unintelligible) phone number. Oh it's saying I missed a DUNS Number because I went back and I had to - erased it and I didn't add it in again so I'm going to put that here.

Enter my organization type my characteristics again. And that's just checking against that clean address. It's giving me a recommended ZIP Code.

And I click Next. Hopefully we'll get through this time. There we go. And then I can enter a daytime phone for my organization. And click Next.

And then this gives me the option to review the information that I have entered so far. Everything looks good to me. So I'm going to submit that and where it actually creates my account for me.

And it's saying you now have access to eGrants. You may proceed to your homepage. And I click Go To Homepage but it doesn't give me very many options here.

So what I'm going to do is log out and log back in. And I'll show you the home screen will look a bit different then.

And you'll see now I have some different options because those at the bottom were not here previously. So over here on the left you see creating an application. And I have the option for new or continuation or renewal. And I also have an amendment or concept paper.

Those of you who are current Senior Corps grantees you might be really tempted to select continuation/renewal.

But everyone applying for this competition will select new, that includes current Senior Corps grantees, current RSVP grantees and new applicant organizations. So everyone selects new.

And then from there you select a program area, and it's Senior Corps. And you hit Go. And then from here you select the NOFA to which you're applying.

Everyone should select RSVP 2015 Competition and hit Enter or Next. And it's in this section where if you are a current grantee you will probably see some screens that say are you sure you want to select a new NOFA or a new application because you have applications in your system that are available to be renewed or continued.

And you're going to say no I am absolutely certain I want to select a new application. And it'll tell you if you selected the right type of application if the type over here to the left says type 'new.'

If it says new/renewal or anything about a renewal or a continuation you've started the wrong type of application.

If that's the case you want to delete the application you're working on. You're welcome to paste information into a Word document to save it so you can re-paste it later but you'll want to delete the one you're working on and create a new type of application that is new.

Some other things to note on the screen are that you have an application ID over here to the left. All of them will start out with 15 SR that's the fiscal year and the program type.

And then it had a string of digits after that. So this is something you'll want to keep in mind when you're submitting documents required documents to our inbox 2015rsvpattachments@cns.gov.

You'll want to include that application ID. You'll also probably just want to note it in case you need to be logging in and out of eGrants to be sure that you're selecting the correct application ID to be working on each time.

So on this screen it gives me the option to review the NOFA that I selected. I selected RSVP 2015 competition. And that's the one I want to be working on. So I don't need to do any changes at this point.

Next I'm going to be able to create a new project. This is where I'm going to enter information about my project such as the title and the director's name.

If I were a current Senior Corps grantee I would probably have a drop-down list here. And it would allow me to select different - it would allow me to select from types of titles that I've already used for projects in my area or project directors that already have a grant account at my organization. But in this case because I'm a new applicant I enter the information from scratch.

So project title is something that you want to be careful you select something that's really specific to your project.

The grant application instructions actually tell you to use a geographic - something that's related to the geographic service area. So the service area for which you're applying.

For my example today I'm going to be applying for Arkansas-01. It's AR-01 which serves Washington County. So I'm going to call my project Washington County RSVP.

If there were a major city within Washington County I could call it, you know, that city RSVP; it's up to you. It depends on the geographic service area though. So we do want you to pick something that's specific to you.

If everyone just called themselves RSVP it wouldn't really differentiate all of our projects across the country. So do be sure to pick something specific to you, to your organization to your area.

And then I'm going to enter my street address again, and ZIP Code and then your phone number. And this is for your organization.

So this is your project as a whole that you're entering information about. And again it gives me a recommended address. We'll go with that.

And this is where I have that drop-down option now. So it'll tell me to select an existing project. I just created this one Washington County RSVP. That's the one I'm going to select.

And here I see all of the - and - all the people that have an eGrants account at my organization. So I'm going to select this person as my project director. Obviously it's not a real name, then we go to the next screen.

In this section I'm supposed to put the areas affected by the project. And I know from reading the grant application instructions that these - this is where I would enter my geographic service area and my opportunity number.

So before - I'm applying for Arkansas-01 so I'm going to enter that directly in here AR-01. And then my service area is just Washington County.

Some of the service area descriptions are quite long but you would enter everything as it appears in Appendix A. So AR-01 Washington County is my service area.

And then Appendix A tells me my start date is April 1, 2015. So I'm going to enter that here. All of the start dates are either April 1, 2015 or July 1, 2015.

And the project period is a three year period so everyone's end date will either be March 31, 2018 for April 1 grantees or June 30, 2018 if you - if your organization application has a July 1 started.

Next you enter whether or not your organization is subject to review by state Executive Order 12372. And there's more information about what that means on Page 6 of the grant application instructions.

And if you were subject to that you would enter a date for that review here. So this is also where you enter whether your organization is delinquent on any federal debt and that includes audit allowances, loans and taxes. This is specific to the organization, not to you as an individual.

And then if you have a state application identifier you would enter that here. And again that's described on Page 6 of application instructions.

Most organizations applying here will not be subject to state application identifier or Executive Order 12372.

And then you click Next. And this is where you would begin to enter the narrative information for your application.

The application instructions combined with the notice of funding selection criteria tell you what to enter in each of the specific places.

I'm just going to enter a little bit of text into each of these. You will not be able to submit your application unless some text has been entered in all of these.

You'll see now that I've entered something in the executive summary it was an orange arrow next to it and now there's a green check mark to show that something's been entered there.

Here I would enter my strengthening communities narrative. And that green checkmark shows that something is entered.

It doesn't mean that I've completed that section. Obviously there's only one word in each of these but it just means something has been entered there. So keep that in mind as you're working to answer all of the narrative questions.

The other narrative section is not a requirement for this grant competition. We don't want you to enter any specific information here but something does have to be entered. So you can just enter NA for now and click Save and Close.

And the same thing with PNS amendment, this doesn't apply for this particular competition so you're just going to enter NA and click Save and Close.

And now I see that something has been entered for all these narratives. Obviously what you'd be entering would be a lot longer in order to satisfy all of the selection criteria and the grant application instructions.

But for this test - for this call I'm just going to move to the next section of this work plan. And you can see over here on the left that we'll be working through each of these sections.

So we're at work plan. And this is where we would enter information about our performance measures and work plans. And where our RSVP volunteers are actually going to be serving and what they were doing.

The last technical assistance call that we held was specific to the performance measures module to the work plan module.

So if you haven't already I urge you to go back and listen to that particular Webinar. There's a replay available on the competition Web site. I'll show you it's right here Performance Measure Module TTA #4 Webinar replay.

So I'm going to just enter the minimum information here in order for me to be able to submit this so that we can just move on with our other sections of the application because we wouldn't be able to cover all of it today.

So I'm just going to fill in the particular field that would be required insuring that I satisfy all of the performance measure requirements with numbers.

And in order to get to that target tab to click Next here at the bottom. This is where I enter my actual numbers of volunteers.

And again if you haven't already I urge you to review the session of the Performance Measure Module.

This tells me all allocation rules are satisfied so I should be able to get by on this. You won't be able to submit an application unless your performance measures satisfy all the requirements and you have information here.

So that's why I'm going through and just ensuring that something is entered here so I can at least submit it during this technical assistance session.

In order to get back to the rest of the eGrants application from here I have to click on this back to eGrants application section at the top.

So I'm going to click on that. I'm back kind of where I started just a moment ago. And in order to get to the document section I can either click Documents here or I can click Next over here to the right.

I'm going to click Documents. And this is where I see a list of everything that might possibly submit - be submitted with an RSVP application.

If you're not sure what to submit some of these documents are specific to organization types like whether or not you're a nonprofit and some of them are not.

What you need to do is look at the grant application instructions Pages 16 and 17. There's a chart in that section that tells you specifically what to submit. And every applicant for this competition will follow the first column of the chart.

So it will tell you what needs to be submitted what does not need to be submitted. Everything submitted needs to be emailed to 2015rsvpattachments@cns.gov.

Please don't hesitate in sending those documents to us. You don't have to wait until your application is submitted.

Most of these documents as you will be able to see are specific to your organization and you probably already have them on hand pretty easily.

So once you have your application ID and you know what opportunity you're applying to, send us those documents. And there's specific information about what needs to be included in the notice of funding.

So if you're selecting already on file at CNCS they're probably not the right thing to select. Most of these documents do have to be submitted and you'll see that by following the chart.

So you're pretty much or most of these are going to select sent because they all have to be submitted. If you're looking for the aggregate dollar amount of funding form it's on the competition Web site.

It is right here under aggregate dollar amount of funding form under required documents. And if you are looking for - so you're going to select sent. And that means that you're going to email it to us to that inbox.

Selecting sent here doesn't automatically send it. You still send out a separate email. There's no connection between - there's no connection in the system between what you email us and what shows up on this list. You have to actually manually change these.

So I'm going to select sent for Board of Directors, sent for my community advisory group, the Federal Financial Report user form does not have to be sent at this time. You'll see that in the chart.

Financial Management Form doesn't management Survey does need to be sent - does need to be sent excuse me, do send that.

Financial statement audit needs to be sent, IRS certificate of nonprofit status if you're a nonprofit needs to be sent.

Negotiated indirect cost rate agreement will not be applicable for many organizations. Organization chart sent, project director job description anything that you leave as not sent here will not allow you to submit your application at the end.

So it'll show up as something that needs to be done. You'll have to change all of these statuses. And the statement audit status is one that's tricky for folks.

This is really just a statement that your organization writes. It can be a Word document, it can be a PDF, it really just needs to be a few sentences.

We just need to say and this is on Pages 16 and 17 of the grant application instructions. You can just say whether your organization is subject to an A133 audit. And if they are, when you last sent your audit to the audit clearinghouse. So you would need to include the date.

So then I'm going to click Next to go to the next screen. And this is where I get to Budget Section 1. At the top here I'm going to enter the source of matching funds.

This is where I would provide the sources of matching funds for all of the grantee share the nonfederal share that I'm using for my nonfederal share requirement.

So I'm going to enter the exact organization. And I'm going to say what they're providing. It can either be cash or in kind.

But I'm going to provide enough information that you'd be able to connect what I typed there to what I'm actually entering in the budget.

And then project personnel expenses is where you would list the title of each staff position that supports the project.

You'd say whether or not that person is part time or full time. I'm going to just enter enough information that we could submit this if we would like to.

So I'm going to say I have a full time project director. We saw my United Way funding this person gives 100% of their time.

I'm going to say their salary is $200 well $100 CNCS share and $100 grantee share which we know was the source of funds I listed previously.

Save and close. Obviously these aren't the actual numbers I'm putting in. They wouldn't correspond to an actual budget submitted. I just wanted to show you what this looks like.

So as you go through you would just click these buttons to add a new budget item. And then enter information about the item and the description.

And then the total amount which once you enter the total you'll need to enter information in the CNCS share, the grantee share, and the excess amount in order to add up to the total amount.

And the eGrants system will kind of force you into making these calculations fit. So these three items below the total amount will have to add up to the total in order for you to be able to validate your budget.

So the excess section this is actually where you would enter any contributions in excess of the required nonfederal share that you're required to have.

So some of you might have some excess, some of you might not. What you're required to have is the grantee share percentage amount and then CNCS share needs to match the amount that's listed in Appendix A for the application for which you're applying.

I'm actually not going to enter a lot of detail in that - in each of these items. I just want to open up some of them and show you what they look like.

So in the personnel line item this is where you would enter the fringe benefits that correspond to the personnel for the budget that I listed in the previous section in project personnel expenses.

And then for local travel you would click to add a new budget item. And this is where you would include the purpose of anticipated local travel and the basis for any cost calculations.

So in this purpose section you would enter enough information for us to understand what you're travel is going to be.

And local travel is defined as travel within the service area. So we know that I'm applying for Washington County and Arkansas. So just travel within Washington County.

And then for long distance travel this is considered travel outside of the project service area. So you would list the purpose of the long distance travel and the basis for those cost calculations.

You would show each trip broken out for the cost of transportation, meals, lodging and other travel costs.

And then the equipment, this is defined as items that cost more than $5000. These would be a listed here. And you would include the purpose of each of those items.

For supplies this is anything less than $5000 that you would need to run the project. You can add a new budget item here.

Contractual and consultant services -- this is where you would itemize each contract or consultant and give a brief justification of the need for each of those. You would include that justification in the purpose section.

This might be clerical support, training consultants, equipment repair and maintenance or bookkeeping. It's typically assistance from outside of your organization.

And then other volunteer support cost, this is where you would include allowable volunteer support expenses that aren't included in the categories listed above here. So this might be criminal history background checks, training, evaluation services, things like that.

If you have any questions about criminal history or background checks be sure you review information about criminal history background checks on the National Service Knowledge Network.

There is information about that also in our virtual conference materials which are on 2015 RSVP competition Web site.

Be sure that you have a clear understanding of what's required for criminal history background checks.

And then next indirect costs, as I said not every organization will have an indirect cost rate agreement.

This negotiated indirect cost rate agreement must be in place with your cognizant Federal agency at the time that you submit the application in order for you to list something here.

You would select what type of indirect cost rate agreement your organization has, and the cost basis, and then a calculation of how you'd claim that rate.

And then I'm going to move on to the next section of the budget. This is Budget Section 2. Again we have a space to enter the source of matching funds.

And you would enter the specific organization or specific type of support. You enter as much detail here as you can in order to connect it to the actual budget line item that is - corresponds to the source of matching funds.

And then you can edit each of these sections for other volunteer costs whether or not your RSVP provides meals, insurance is a required cost, be sure you understand what the required volunteer expenses are for your particular project.

You can enter specifics around recognition and volunteer travel reimbursement as well.

I'm not going to open any (unintelligible) right now I'm just going to move on to validate this budget. And this will run a specific check to see if you have any errors in terms of calculations.

It tells me that it's validated without errors. So I'm going to go ahead and close that. And then you'll see this change to a checkbox to show that I've validated. So I'm going to click Next.

And this section takes information from my budget and gives me my total applicant share. And then I need to break that down in terms of type if you have local, state, other or income.

So the breakdown that's listed here should equal the applicant share above. So I'm going to say that 50% was from local sources or excuse me $50 from local sources actually I'm going to say $100 from a local source because I entered $100 from the United Way previously.

And then I'm going to enter my demographics here which is the number of unduplicated volunteers. And for Washington County in Arkansas I know that I have to have a minimum of 258 volunteers.

That's what I would have entered into my performance measures into my work plan. It's my minimum so I'm going to put that there. And then I'm going to click Next.

The station roster should not be submitted as part of this application either on paper or, you know, emailed to us, or through the grant application itself it is not a required part of the application at this time so please hold off on doing anything there.

Don’t email it to us. And if you have it with your application in the eGrants then you can - should be able to just skip it and submit your application without it.

So I’m going to move on to review. And this is where I can open various views of different parts of the application.

This is a great section to just double check can be sure that you’re within the page requirements. Application for federal assistance will show the full application that you’ve entered so far.

So our page limits are 25 pages as they print from eGrants including the face sheet. So it does not include the work plans and it does not include the budget. This is where it would check for that.

This pop-up will show the full face sheet and then the application narrative. So you’ll see I just entered testing in each of those pop-up windows so it’s pretty short. It’s only two pages total. And then the performance measures begin.

So this is a well within 25 page limit. So I’m going to close that. You can also view their budget in either a narrative longer format or a shorter one page version.

And then this is actually the point where I could - I can review everything. I can see what’s been sent as far as required documents what I intend to send. I know that my budget has been validated. Basically my application is good to go and can be submitted.

If I look at the top here the only remaining section is authorize and submit. If I were not the authorized representative from our organization this is where I would be stopping.

And I would tell my Executive Director or my board chair whoever is the authorized representative that it's time for them to log into eGrants with their account and authorize and submit the application.

So this is the point where I as the project director would log off and my job would be done for the moment in terms of submitting the application.

So another person at my organization who is the authorized rep would login, they would go to this last section and authorize and submit after they've reviewed everything and read the application.

And they would click these I Agree buttons. And they would click View and Print for the assurances to read through and understand what they're committing to.

And as they click things and as they review these documents essentially an e-signature appears and it shows authorized by.

You have to actually open these documents in order to be able to click on these agree buttons ensuring that you've read all of the information.

So now I clicked I Agree on all of these, there's just a couple steps left. So I'm going to verify this grant. It's going to just give you one final check and ensure that everything meets the requirements in terms of the eGrants requirements in the system. So it's showing there are no significant errors that would keep me from submitting.

So I'm going to go ahead and click the section at the bottom. Again this would be the authorized representative for your organization doing this. So we'll click submit grant application to CNCS.

Oh and we have an error, oh no. I'll try it one more time. Sometimes you have to be patient. Hopefully this is just happening in test.

So you'll see here the status says submitted to CNCS. What should have happened is you should have seen a screen show up finally that says your application was submitted and it would give you a timestamp and a date. And you could take a screenshot of that to ensure that you have documentation that you actually submitted.

It should also send you an automatic email message to show that your application was submitted. But I know this was submitted because my status changed.

Prior to this the status was grantee initial entry. And now it shows the status as submitted to CNCS. So I know that it went through. I know that everything was submitted correctly.

So now we're going to go ahead and open up the line to see if there are any questions. So (Arlene) could you queue up the questions?

Coordinator: Absolutely. If you would like to ask a question please press Star 1, state your name, your first and last name when prompted.

Once again press Star 1. One moment please for our first question.

Patti Stengel: And if you...

Coordinator: Our first question comes from (Evelyn Herrero). Your line is open.

(Evelyn Herrero): Thank you. Hi. My question really you did not - I think you had discussed this in a other presentations but I'm still kind of a little worried on the - to make sure that my math I'm understanding correctly the math here.

Under the - when we were developed the work documents the work plan documents it says total number of unduplicated volunteers (unintelligible). Well that I know. I just take the number of unduplicated volunteers that I wrote and put it there.

But the percentage of total unduplicated volunteers and output is that calculated based on the output target, the percent of volunteers that work towards the output target or where do I get that number for - from?

Patti Stengel: So the work plan module will actually complete those checks for you. The requirement is at least 10% working in activities that result in outcomes.

Every volunteer will be serving in an output. So some outputs have outcomes that pair with them. You don't have to pick them for every output you select it's an optional pairing for RSVP.

The requirement though is that at least 10% be in an outcome output pair. So you'll have to select certain ones to pick. But the system will show you how to do that.

And then the option I showed I used an education measure. So I'll show you that here actually on the target screen.

This breaks it down for you pretty simply. So I had entered 100 -- I can't do any edits on this because it's been submitted already -- but I had entered 100 which is my unduplicated volunteer and it had told me how many I needed for my primary focus area and the maximum I could put in community priorities.

The outcome target requirement isn't figured here at the top but you could figure it out by if any of these had outcomes you'll see 85 is the outcome I was selecting.

If I had not selected an outcome and I just had ED2 as the output then I wouldn't count the number of unduplicated volunteers that I have here towards the outcome percentage requirement because there - they would not be serving in an outcome work plan.

So you would only count those volunteers that you're putting in an outcome work plan. Does that make sense?

(Evelyn Herrero): Yes. And basically the program does it for me. It actually tells me the percent I'm putting in there. And it will calculate that percent that I was a little worried about the percentage total unduplicated volunteers or volunteers?

Patti Stengel: Yes. To figure outcome you can also look on the Summary tab. This last pie chart on the Summary tab will show you the percentage that are working on outcomes.

In the example I'm giving here they're all working on outcomes. So it's not helpful visually but let's say I'd only had 15 in outcomes this would have been divided in half. And there would be different colors and it would show you the actual number.

(Evelyn Herrero): Okay. Okay well that was my question. Thank you very much.

Patti Stengel: No problem. And just to note we're not accepting questions through the chat feature so if you typed one there please be sure to queue up through the call instead so we can answer your question.

Coordinator: Our next question comes from (Elizabeth Williams). Ms. (Williams) your line is open.

(Elizabeth Williams): Yes hello. I had a question about authorized representatives versus grantee admin. I created an account for my organization. I'm not the Executive Director but I wanted her to be the authorized representative.

I was wondering if there's a process to go about assigning that role or is that automatically given to the person who creates the account?

Patti Stengel: It ends up being that whoever submits the application will show up as the authorized representative for that application.

So when your Executive Director whoever is going to be the authorized representative or whoever is the authorized represented for your organization sets up their eGrants account you as the grantee administrators should get an automatic email saying to go in and give them certain roles.

And those roles pretty much just have to do with what they can view and what they can edit. So for example one person might have a role to be able to submit a financial report and another person might have a role just to be able to view it.

And it'll - should give you some good descriptors of what each of those roles are within the my account section. Are you able to find that on your home screen?

It should be under this Managing My Account. If you were the grantee administrator you should be able to update user roles and permissions in this section here.

(Elizabeth Williams): Yes. I went in there and I changed my Executive Directors role to the grantee admin. Is that what I need to do or does - can she be a grantee as well?

Patti Stengel: The grantee administrator role should give them a lot of the roles they would need to be able to submit a grant application.

If for some reason it - they get into their eGrants account and it's not letting them submit that would be a perfect time for them to contact the National Service Hotline.

And it might be that they don't have the correct user role or they're logged in incorrect or some other issue but the hotline could be - should be able to help them work through that.

(Elizabeth Williams): Okay. Now - I was playing around a little bit on eGrants and I saw that I had the option to validate and verify the grant. And obviously I'm not the person that wants to do that.

So she should be able to get on her account and validate it from there and that would make her be the authorized representative?

Patti Stengel: If the grantee administrator role should allow her to do that. But for her name to show up as the authorized representative she needs to actually submit, which is a little different from validating.

Validating will happen in the work plan section and then again at the end of the budget section. And then again on the Authorize and Submit section.

So at the end of this Authorize and Submit page I had two sections for validating. This is essentially the screen their Executive Director needs to be working in and actually clicking buttons in, in order to show up as the authorized representative.

So in the end it needs to be authorized by and her name will show up as she's clicked all these buttons.

(Elizabeth Williams): All right. Thank you very much.

Coordinator: Once again if you have a question please press Star 1 and state a name clearly when prompt. But at present there are no questions in the queue.

Patti Stengel: Okay just a couple of reminders then September 9 is the application due date. It's due at 5:00 PM Eastern Time.

The National Service Hotline will actually be open the weekend prior to that so on Saturday and Sunday, September 6 and September 7 they will be available.

If you have any technical questions on eGrants you can give them a call. The phone number is in the notice of funding.

Again if you have any questions that come up you can email those to 2015rsvp@cns.gov. And the deadline for submitting those will be close of business Wednesday, September 3.

That's in order to be sure we have enough time to respond to you through the FAQ document before the deadline. Any other questions operator, that might have come in?

Coordinator: At this time no. There are no questions.

Patti Stengel: Okay. Well thanks to all of you for joining us today. We really appreciate it. Hope this was helpful. That will wrap up the call. Thank you.

Coordinator: Thank you. This concludes today's conference. Participants you may disconnect at this time.

END