

NWX-CNCS (US)

Moderator: Tamika Becton
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1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode until the question-and-answer session of today's conference. At that time you may press star 1 on your touch-tone phone to ask a question.

I would like to inform all parties today's conference is being recorded. If you have any objections, you may disconnect at this time. I would now like to turn the conference over to Ms. Patti Stengel. Thank you and you may begin.

Patti Stengel: Thank you (Dawn) and thanks everyone on the line for your patience as we get setup for today's call. Welcome to this our second technical assistance call for the 2015 RSVP competition. As the operator said, my name is Patti Stengel. I'm a Program Officer here with Senior Corps at CNCS.

Basically as you'll see here in our agenda, this call is where we want to give you a better understanding of RSVP and how these grant funds are to be used so I'll review Senior Corps and RSVP.

I'll give some information about the RSVP budget and provide examples of RSVP activities by focus area and then as the operator mentioned at the beginning, at the end we'll have some time for questions and answers from all

of you on the call. RSVP is one of the three Senior Corps programs run by the Corporation for National and Community Service or CNCS.

The other two Senior Corps programs are the Foster Grandparent Program or FGP and the Senior Companion Program or SCP. Senior Corps is the nation's largest organization for volunteers aged 55 and over.

To give you some background about our other two programs, volunteers with the Foster Grandparent Program tutor or mentor children with special needs and volunteers with the Senior Companion Program assist frail, older adults to help them maintain their independence in their home.

Both the Foster Grandparent Program and the Senior Companion volunteers serve between 15 and 40 hours each week and those who are eligible receive a small stipend for that service. Now RSVP is slightly different in that volunteers can serve in a variety of opportunities with flexible hours and no stipend is received.

Senior Corps projects can be found in every state as well as the District of Columbia, Puerto Rico and the Virgin Islands. Senior Corps volunteers support more than 70,000 nonprofit and public agencies across the country.

All Senior Corps programs are supported by CNCS headquarters staff as well as 47 field offices or we call them state offices spread out across the country so now I'll go into further detail specifically for RSVP to help you gain a better understanding of the RSVP program and what exactly it would mean for your organization should you be awarded a grant through this competition.

RSVP was established in 1971. Each year 296,000 RSVP volunteers serve through 685 RSVP projects spread out across the country. As you saw in the

previous slide RSVP has been around since 1971. RSVP grants were originally awarded in 1971 through a competitive process. However, prior to 2013 grants were awarded through administrative renewals every three years but there wasn't a formal competitive process.

Then the Edward M. Kennedy Serve America Act was passed in 2009 and the Serve America Act reauthorized CNCS and implemented a competition for RSVP beginning in Fiscal Year 2013.

So Serve America Act also implemented national performance measures which guide projects to select a primary focus area and demonstrate impact by reporting on outcomes. This RSVP competitive grant process combined with national performance measures really helps assure accountability in RSVP by ensuring that funding is received by the best applicant in each community.

RSVP does use some terminology that's a bit different from what our other CNCS program use so on the RSVP Notice of Funding Website which is www.nationalservice.gov/rsvpcompetition you'll find Appendix D which includes a list of terms and their definitions so please be sure to review that and become familiar with that list.

I'll go through some common terms during this session so a sponsor or grantee is a public agency or private nonprofit organization either secular or faith-based which is responsible for the operation of an RSVP project.

For purposes of this grant competition a current sponsor applying for the RSVP grant that is currently awarded to them is referred to as the incumbent. If you are awarded a grant through this competition, we refer to you as the sponsor or grantee organization.

A volunteer station is a public agency - secular or faith-based private, nonprofit organization - or a proprietary healthcare organization that accepts the responsibility for assignment and supervision of RSVP volunteers in health, education, social service or related settings such as multipurpose centers, home healthcare agencies or similar establishments.

Each volunteer station must be licensed or other certified when required by the appropriate state or local government and private homes are not volunteer stations. Those who serve through RSVP are referred to as RSVP volunteers. Some of our other programs here at CNCS call their folks that serve with them members but with RSVP they are volunteers.

Next, advisory council. An advisory council is a group of persons that the project sponsor formally organizes to assure that the project has some kind of community participation. Projects might also use other organizational structures to achieve this goal but one of the requirements is community participation.

Appendix D also includes a number of performance measure terms that you should get to know. These include things like primary focus area, unduplicated volunteers, capacity building, outputs and outcomes.

Graduated volunteer stations are those volunteer stations that were part of the incumbent grant but will not be included as active volunteer stations for the proposed RSVP grant because the stations don't align with the new applicant's program design.

Volunteers that are associated with those stations that graduate as part of the incumbent grant can be provided other service opportunities through other

RSVP volunteer stations or may separate from RSVP and just continue to volunteer outside the RSVP program.

Appendix D of the notice on the Website includes more information about graduating stations and volunteers and what that means so if your organization were to be awarded a grant through this RSVP competition, your organization would then be responsible for implementing the RSVP project in the awarded service area.

So you would likely use the grant funds to hire an RSVP director to run RSVP at your organization which would now be known as the RSVP sponsor organization and in your application you will have to explain the needs in your community and how you would recruit and place RSVP volunteers in the community at the volunteer stations to make an impact on meeting those community needs.

So as I said, the organizations in the service area where you would place RSVP volunteers to serve become known as the RSVP volunteer stations. RSVP volunteers are not committed to a certain volunteer schedule. They have a lot of flexibility here. Some volunteers might serve once every few weeks. Others might consistently put in 20 hours a week.

RSVP just allows a large amount of flexibility for volunteers in terms of their schedules and that can be very appealing for volunteers as they're being recruited. The service activity options for RSVP are also very flexible. Volunteers can serve in a variety of activities and can choose the activity offered that's best for them.

Activities might include renovating low-income housing, teaching English to immigrants, assisting victims of natural disasters, recruiting and managing

other volunteers or even tutoring children and later in this call I'll go into more detail about possible service activities for RSVP.

As I mentioned previously, RSVP volunteers do not receive a stipend or education award for their service as other national service participants might. Instead RSVP volunteers receive other benefits. They're covered by accident, personal liability and certain excess automobile liability insurance while they are serving.

They also receive recognition from the RSVP project and depending on your RSVP project budget, they might also receive a meal while serving and some transportation reimbursement for travel to and from their volunteer station.

As mentioned before, volunteer stations are where RSVP volunteers serve. Volunteer stations will need to be spread throughout the geographic service area for your RSVP. They can be nonprofit organizations, proprietary healthcare facilities or public agencies like schools.

Your RSVP formally works with volunteer stations under a signed memorandum of understanding and your RSVP project would assign RSVP volunteers to that particular station so think about the minimum number of volunteers for the opportunity for which you are applying and consider how many volunteer stations will be needed to place all the RSVP volunteers.

So this is something that's found in Appendix A of the Notice of Funding which is on the competition Website. Each opportunity lists the minimum number of volunteers and the service area so look at that minimum number, look at that service area and think about what organizations in your service area might be able to become volunteer stations.

Here our sponsor organizations can also serve as an RSVP volunteer station. However, if the RSVP volunteers are serving in administrative or support positions at the sponsor organization, no more than 5% of the total number of RSVP volunteers can serve in that particular assignment.

The community served is also involved with the RSVP project through an RSVP advisory council. Your RSVP is to recruit individuals from the community to serve on that council but their role and structure is up to your RSVP. Many advisory councils assist in things like assessing community needs, resource development or even volunteer recognition.

On Page 21 of the Notice of Funding you'll see a link to the RSVP regulations which includes a list of prohibited service activities for RSVP and a few of those prohibited activities are listed on the slide you see here. RSVP volunteers cannot replace paid staff. They cannot have volunteer activities that are political in nature.

This includes influencing elections or voter registration activities. RSVP volunteers cannot give religious instruction, conduct worship services or engage in any form of proselytization as part of their duties and also the sponsor cannot use grant funds directly or indirectly to finance labor or anti-labor organization or related activity.

Here's some examples of possible budget items for RSVP so as you're looking at the funding amount which is in Appendix A for each opportunity, think about how this translate into a budget for your project. Funds can be used as I mentioned to hire a full-time RSVP director to setup recognition events for RSVP volunteers and to recruit new RSVP volunteers.

Funds can be used to communicate with RSVP volunteers and stations through newsletters or for the RSVP director to travel to meet with volunteer station staff throughout the geographic service area.

RSVP funds can also be used for RSVP directors to travel to CNCS training events or other relevant training opportunities and as you work on that budget keep in mind that all grants are subject to uniform administrative requirements and the uniform administrative requirements can be found on the Federal Register Website.

You'll also find a link on Page 13 of the Notice of Funding. The uniform administrative requirements contain the OMB cost principles that detail allowable expenses for budgets.

RSVP grants do have certain requirements for nonfederal funds. In the first year of a grant, a sponsor must have 10% of their total project budget come from nonfederal funds. This can be either cash or in-kind and this nonfederal requirement increases to 20% in the second year of the grant and 30% in Year 3 and each year thereafter so it would remain at the 30% requirement after Year 3.

All incumbent projects are required to already have at least 30% in nonfederal funds because they're already been running the project for at least three years. However, if there's a current RSVP grantee that is applying for a neighboring RSVP grant, they are not considered the incumbent for that opportunity and so are only required to have a 10% nonfederal share.

Now the nonfederal share is represented as the grantee share in the budget when you go to do that budget in e-grants and anything in excess of the required nonfederal share can be listed in the excess column of the budget.

Any staff time that's spent on fundraising should be accounted for in the excess column of the budget as this is not an allowable expense for RSVP.

Criminal history checks are an allowable budget item. Expenses might be fingerprints or state criminal history checks. Fingerprints are required for any staff hired on or after April 21st, 2011 that has recurring access to vulnerable populations.

State criminal history checks are required for anyone hired on or after April 1st, 2009. Many projects might have staff that have been with them prior to these dates so they would not have criminal history checks in the budget and criminal history checks for RSVP volunteers are not required but they are an allowable budget expense.

You'll see a link here to the knowledge network which includes a criminal history check section. I really encourage you to go to that particular page and review it to understand the full criminal history check requirements and how they apply for RSVP.

The Code of Federal Regulations 45 Part 2553 is the source of requirements for RSVP so if you're considering applying for an RSVP grant, please read the Code of Federal Regulations for RSVPs. The easiest way to review that Code of Federal Regulations or CFR is by accessing it through the eCFR and you'll find a link to that on Page 18 of the Notice of Funding.

The Website is setup in an easy-to-follow question-and-answer format. You'll see the screenshot here so for example if you want to know what are the required service schedules for an RSVP volunteer just click on 2553.51, what are the terms of service of an RSVP volunteer and then you'll be directed to the answer.

An RSVP volunteer shall serve weekly on a regular basis or intensively on short-term assignments consistent with the assignment description so by now you're probably wondering about possible service activities for an RSVP volunteer.

As you will see from reviewing the RSVP notice, RSVP work plans must fit into the performance measure requirements and there are four basic performance measure requirements for RSVP. First at least 25% of unduplicated volunteers must be in a primary focus area.

No more than 30% of unduplicated volunteers can be placed in other community priorities. At least 10% of unduplicated volunteers must be in work plans that result in outcomes and the rest of the unduplicated volunteers are placed in other focus areas or capacity-building.

So you might be wondering what each focus area means and what types of service activities can be in each of the focus areas so next I'll go through each of the focus areas. I'll describe them a little bit and include some examples of service activities you might see in that focus area.

For a full description of the national performance measures, please review Appendix B of the notice which is on the competition Website. So first is disaster services. Disaster services might include training RSVP volunteers in disaster services, preparing individuals to respond to disasters, helping individuals recover from disasters and increasing the capacity of individuals to mitigate disasters.

Some examples of RSVP disaster services activities include providing training and outreach, staffing call centers and shelters, transporting victims, distributing meals and cleaning-up debris.

The economic opportunity focus area includes improving access to services and benefits that increase financial literacy, transitioning individuals into safe, affordable housing and improving employability.

Specific activities for RSVP volunteers in the economic opportunity focus area include things like building and repairing homes, assisting with housing searches, supporting adult education and does include GED preparation and adult ESOL and ESL and also providing income tax assistance.

The education focus area includes improving school readiness for young children and increasing educational and behavioral outcomes for students in elementary, middle and high school, specific education activities include things like assisting in classrooms and tutoring and mentoring.

Our environmental stewardship focus area is about improving parks and trails and recycling materials. Activities in environmental stewardship might include removing vegetation or debris, restoring land or improving trails and waterways.

The healthy futures focus area works to allow seniors to remain in their homes for as long as possible. Access to primary and preventative healthcare is also improved in this focus area.

Some activity examples include supporting food pantries, providing transportation or companionship services, preventing elder abuse, maintaining community gardens and providing health education.

Next is veterans and military families focus area serves veterans and military family members and engages veterans and military family members in service.

Activities there might include assisting DOL vets or Department of Veterans Affairs programs, delivering food, providing companionship and assisting National Guard volunteer services.

Now capacity building is not one of the six focus area options to choose as your primary but volunteers are permitted to be placed in capacity building work plans.

Capacity building activities must meet all three of the criteria you see here on the slide, be intended to support or enhance the program delivery model, 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 the third one is very important: enable the organization to provide sustained level of more or better direct services after the national service participant's term of service has ended. So there has to be a plan for ending that RSVP volunteer service and the activities continuing after that RSVP volunteer is gone.

Volunteers might also serve in work plans that address other community needs. This is one work plan. It encompasses the variety of activities that do not fall within capacity building or the six focus areas.

Prohibited activities cannot be included here. The only measure option is that the applicant met all their community priority service activity targets and

you'll see this when you look at Appendix B and you'll see this when you go to do the actual work plans in eGrants.

Every performance measure option has output and outcome dropdowns that correspond to it. For the other community priority options, there's only one output and it's yes/no met all applicant's determined community priority service activity targets, as you see on this screen.

The actual targets don't have to be listed and there'll be a spot in eGrants where it will prompt you to enter a target number for that work plan and for other community needs, for this work plan, enter a 1.

So now that you know more about RSVP you've probably already realized some of the great benefits that RSVP could bring to your organization if you were awarded a grant through this competition.

RSVP volunteers can be used to build the capacity of your organization through their service. Your organization becomes part of a larger Senior Corps and National Service network.

Your RSVP project would strengthen other organizations in your community and throughout the geographic service area and then finally, your award would demonstrate that your application was strong enough to be awarded through a competitive grant process. For more information about Senior Corps and RSVP you can visit the Website here, seniorcorps.gov.

As I mentioned all application materials are on the competition Website www.nationalservice.gov/rsvpcompetition. You'll see our Notice of Funding there. Our funding priorities are listed on Page 3. One of those is to pursue a

balanced rural and non-rural portfolio. Be sure to look at Appendix A which includes all opportunities available through this competition.

I would encourage you to be sure to start e-mailing your documents that are required for an application here. The documents list can be found in the grant application instructions. It's on I believe Page 17 of the grant application instructions which are also on the competition Website.

All applicants for this competition will follow Column 1 as listed on the documents table. Any documents would need to be e-mailed. Please do not mail them. They need to be e-mailed to 2015rsvpattachments@cns.gov and that e-mail address is in the Notice of Funding.

Again the attachments table on Pages 16 and 17 of the application instructions, everyone follows Column 1 and e-mail those to 2015rsvpattachments@cns.gov. You don't have to wait to submit your application and then send your attachments. You can send the attachments right now.

I do encourage you though to start your applications early. It is somewhat a time-consuming process. You're probably going to need a good four weeks to work on your application and get it in. If you are interested in learning more about our previous competitions, you can visit the transparency section of our Website.

You go to nationalservice.gov under about us and then data sources and then results of grant competitions. You can see currently our 2013 awards with applications. 2014 will not be posted until 90 days after all those applications are awarded. This is also outlined in the NOFO.

But you can see the 2013 application narratives and you can also see the 2014 review forms that were used in the competition. Don't forget our due date is Tuesday, September 9th, 5:00 pm Eastern Time and now (Dawn) if we could open the line for questions.

Coordinator: Thank you. We will now begin the question-and-answer session. If you would like to ask a question, please press star 1, unmute your phone and record your name clearly. If you need to withdraw your question, press star 2. Again to ask a question, please press star 1. It will take a few moments for the questions to come through. Please standby. First question comes from (Vicki Vaught). (Vicki) your line is open.

(Vicki Vaught): Thank you, can you hear me?

Patti Stengel: Yes, go ahead.

(Vicki Vaught): Great. As a sponsor we have several programs that we may be able to place volunteers into but we also have one external partners who we think could be a good volunteer station so our question is are there any current or past RSVP programs with that kind of setup, the sponsor having the majority of the volunteer stations and the one partner?

And a follow-up to that is if we were to elect for any reason to only have that partner be the volunteer station, have you had that experience before?

Patti Stengel: I am not familiar with any programs that currently follow that type of model that you're explaining.

(Vicki Vaught): Okay. Have any ever applied and in effect been turned down?

Patti Stengel: It's not information that I have and it's not information that I'm sure that I can obtain. Just because for example the number of applications awarded last year was 175 and we don't go through into that level of detail here at headquarters to know the number of stations that were awarded each.

(Vicki Vaught): Okay.

Patti Stengel: I'm sorry. I can tell you that we do see - all RSVP grantees submit volunteer station rosters to us through their state offices - and so we can see through that the number of stations there. It's not something that I personally look at but I know that most RSVP projects have many more than one station.

(Vicki Vaught): Okay, thanks very much.

Patti Stengel: Going off of that last question, I would want to add to look at the minimum number of volunteers for each opportunity. We do have some in this particular competition where the minimum number of volunteers is quite small. We do have others where it's quite large so just to take that into consideration as you're planning where you would place those volunteers and what's realistic for a particular opportunity. (Dawn) are there any other questions?

Coordinator: Yes, (Pat Volling), your line is open. Go ahead.

(Pat Volling): Okay, thank you. I'm an incumbent. I receive two programs. We have 800 volunteers. The primary focus area we're looking at is healthy futures. Healthy futures has, you know, three different kinds of things, the aging in place, access to healthcare and the food, you know, healthy food.

And I wondered is the 25% considered, you know, adding all of the volunteers in those three areas or is it 25% just say I need to pick one say aging in place

or can my 25% include also my volunteers who are doing the access to healthcare and working at food pantries and dining out?

Patti Stengel: Yes, yes, so it's 25% in one focus area which you would call your primary focus area so if you...

(Pat Volling): So is that considered healthy futures...

Patti Stengel: ...yes...

(Pat Volling): ...or would that be considered one of the subcategories?

Patti Stengel: ...yes, so if you chose healthy futures as your primary focus area, you could place - you would need to place - at least 25% of your unduplicated in any service activity in healthy futures so for example if you're looking at there's a chart in Appendix B that shows how all the outputs and outcomes break down.

(Pat Volling): Right.

Patti Stengel: And the healthy futures section has gosh 25 service activity options which is that middle column...

(Pat Volling): Right, but it can all be added together to add-up to...

Patti Stengel: ...yes, it adds it all together and it'll be a little more evident once you are actually in eGrants and putting everything in.

(Pat Volling): ...right, right.

Patti Stengel: It adds it up for you by the focus area.

(Pat Volling): My concern was, you know, the outcomes measurement that we would be using would be the, you know, decreased feelings of isolation, increased socialization for people receiving home-delivered meals, transportation, tap calls, things like that but it wouldn't really be relevant to the food pantry people.

So I would only be measuring those people under the aging in place then, they would only be doing their outcomes or can I use different outcomes measurement under one focus area because...

Patti Stengel: Yes, you'll be able to select multiple outcomes.

(Pat Volling): ...okay.

Patti Stengel: Yes.

(Pat Volling): That's what I wanted to know. Okay, thank you.

Patti Stengel: You're welcome.

Coordinator: Okay, next question comes from (Alison Johallison). Go ahead, your line is open.

(Alison Johallison): Hello. I just needed that e-mail address again to send the documentation.

Patti Stengel: Yes, it's 2015rsvpattachments@cns.gov and is also listed in the Notice of Funding Opportunity.

(Alison Johallison): Okay, thank you.

Patti Stengel: You're welcome.

Coordinator: Next question comes from (Susie Reaks). Go ahead, your line is open.

(Susie Reaks): Hi, my question is can you tell me a little bit more about RSVP Plus and is this something that is something that a new applicant can include in their application?

Patti Stengel: I am not familiar with RSVP Plus. It might be a local initiative in your community.

(Susie Reaks): Okay.

Patti Stengel: Can you...

(Susie Reaks): We are applying for a new grant and we're told that it was something that is for like under 55 group.

Patti Stengel: This is the first I've heard of it. For this competition all of the volunteers have to be at least 55 years old. That's one of the RSVP requirements.

(Susie Reaks): Okay, thank you, and can I ask another question?

Patti Stengel: Sure.

(Susie Reaks): Can you give me the Web address again that you said the applications from or the information from 2013 was on?

Patti Stengel: Yes, it's actually a little bit tricky to find so if you go to nationalservice.gov you're going to click on the about us section at the top and then you're going to click over on the left-hand side data sources and then under that results of grant competitions and I couldn't even give you the URL to locate it.

(Susie Reaks): Okay, I can find it.

Patti Stengel: So about us, data sources, results of grant competitions and what is on that Website is all competition results from CNCS so it's lumped in, AmeriCorps, Senior Corps, a lot of our other grants so if you - there's a Senior Corps section - that's where you'll find the 2014 external and FFMC review forms.

There are two review forms we used so have a look at those and then if you scroll further down there is a series of dropdown menus that helps you find a NOFA so you can look for the 2013 RSVP NOFA there and it will pull-up applications that were awarded in the '13 competition.

Please keep in mind that the NOFO for 2015 had a little bit of shifting in there so always read the NOFO and the application instructions as you're working on your application.

(Susie Reaks): Thank you.

Patti Stengel: Yes.

Coordinator: All right, next question comes from (Robin Johnson). (Robin), your line is open. Go ahead.

(Robin Johnson): Thank you. I was wondering if there was any mechanism for challenging the number of volunteers and the grant funding amount for an incumbent agency

and we've definitely taken note of the fact that our reimbursement for volunteer is much lower than most other RSVPs so is there any mechanism for changing that?

Patti Stengel: That's something you could talk to your state office about but really the opportunities as they're listed in Appendix A have been reviewed by us here at headquarters. They've been cleared by our CNCS staff in the field and they're based on historical information for that grantee.

So you will see a lot of or for that particular service area, you will see a lot of variation but it's all historical information and we're restricted actually by the Serve America Act on how we describe these grant opportunities as they're available so we don't have really any leeway there. Is there any additional questions?

Coordinator: Next question comes from (Alan Collins). (Alan), go ahead, your line is open.

(Alan Collins): Yes, hi. I just had a quick question and actually two quick questions. One the number of volunteers to engage listed in the Appendix, is that collective over the three years or is that an annual number and either way do you then when you're filling-out the application you set targets?

If it is over a three-year period, do you set target dates each year in order to get to that number so that's the first question?

Patti Stengel: So I understand it's a little bit confusing so stop me if I get way off and very, extra confusing. I don't want to go there. But the minimum number of volunteers as it's listed in Appendix A is what you plan to have serving in your third year of your grant and that's how you'll work on your work plans, your performance measures as you're putting them in.

Your targets are what you expect to achieve in the third year so if you think about it like that, it is an annual target but we don't expect to have you reach it until Year 3.

(Alan Collins): Got it, so you could have let's just say if you started off slow in Year 1 and you hit 20 and then Year 2 and 3 it picks-up to make-up to hit your maximum at the end of Year 3...

Patti Stengel: Right, so...

(Alan Collins): ...and so it really varies but it is a target that you're hitting in Year 3?

Patti Stengel: ...yes, so for example if there's 100 volunteers listed in Appendix A for the opportunity you're applying for, your application should reflect 100 volunteers because that's what's in Appendix A and your target as you're going to put it for recruiting those volunteers should be 100.

You could have more than that. You can list it as 150-200, whatever you want as your goal but that's what we - it must be at least a minimum - and that's what we would expect to see in Year 3 active and you report on these targets at the six-month mark of every year and then annually.

So when you report annually it will be the full 12 months - that full 12-month grant year - and you'll report in Year 1. You might have only 20 at that point as you said, you know, you're building-up. Year 2 you might be up to 60 or 70 and then by the time you report on your final report it'll be the reporting for a full year and we would expect to see at least 100.

(Alan Collins): Okay, and then the second question was in regards to the graduating volunteers in stations so if the grant is for, I mean, we're a new applicant but the grant is for an area that had a program, it's not an incumbent grant as far as I know so would it be volunteers that already served previously?

Are those considered graduating volunteers and do they count or would they not count in the new cycle?

Patti Stengel: So with graduating volunteers and stations, I encourage you to definitely read through Appendix C which talks about that. When we say graduating it really means separating from RSVP so as programs are fitting into these new performance measures for the first time, they might end-up graduating some stations and volunteers, essentially letting them go from their RSVP.

As a new organization, if you were awarded a grant then you were transferring that grant to your particular organization and you were taking on new volunteers, you might take on some of them that were with the project previously. You might choose to have some of them graduate because they don't fit what you plan to do.

You might invite those volunteers to do something at another station that you are keeping on and then they would count as part of your RSVP but if there was a station and they want to continue to serve with that station but the station's not going to be one of your RSVP stations anymore, they would just not be RSVP volunteers anymore.

You wouldn't count them as part of your project. If you're applying for a vacant service area - one of those that's marked with an X - in Appendix A, there probably aren't any volunteers left for you to try and recruit from the old RSVP so in that case take a look at there is one particular selection criteria

question about graduating volunteers and I'm looking for it right now in the NOFA.

It's Question 14 so this question you might initially read it and think oh, this doesn't apply for a vacant situation because there are no volunteers to graduate but be sure to read that question in full. This question asks about the plan and infrastructure to meet changing community needs to include minimizing disruption to current volunteers and/or graduating stations as necessary.

So we also want to hear about changing community needs, so graduating stations might not be applicable but changing community needs, we always know that needs in a community vary from year to year so keep that in mind.

(Alan Collins): Okay, thank you.

Coordinator: Next question comes from (Brenda Reed). Go ahead (Brenda) your line is open.

(Brenda Reed): Okay, thank you. I am an incumbent RSVP and I have two questions. I wasn't able to get in and watch everything that you were doing. Will you be able to set that up so that I can see what you were doing like the slides?

Patti Stengel: Mm-hmm.

(Brenda Reed): Okay, uh huh.

Patti Stengel: So later on probably within the next week or so we will post a recording of this session on the competition Website...

(Brenda Reed): Okay.

Patti Stengel: ...so it will be in the same section where the link was to access it today and the phone number was so we'll take down the link and the phone number and we'll put in a link for the recording that will have both the Webinar and the audio and then we'll also put a link for a transcript - a typed transcript - of all the audio information so that should cover everything. It should be up in the next week or so.

(Brenda Reed): Okay, and my second question is I have 850 volunteers that I'm obligated at this point. When I (go for) my competition in 2015 do I have to have that many or can I start cutting-out some of my volunteers in that manner or do I have to keep those volunteers up to that point?

Patti Stengel: The requirement is the minimum number of volunteers that are listed in Appendix A so you can come in at over that amount but you should not come in at less so that's your baseline but as I mentioned previously that's the number that you expect to achieve in the third year so your plan as you describe it in your work plan for service activities is what you expect in Year 3.

(Brenda Reed): In Year 3 so okay so I have three years to get up to the 850 at this point then?

Patti Stengel: Yes.

(Brenda Reed): Okay.

Patti Stengel: But your application as you submit it should reflect that minimum number as described in Appendix A.

(Brenda Reed): Okay, thank you.

Coordinator: Okay, next question comes from (Bailey Reed). (Bailey), your line is open.

(Betty Ruth): I think it's (Betty Ruth).

Patti Stengel: Yes, hi (Betty).

(Betty Ruth): Hi, I wanted to go back to the slide that you showed which is criminal background check and it said if I read correctly it may not be budgeted for incumbent grants.

What does that mean because I thought if you brought on a new employee even if you were an incumbent grantee, if you brought on a new employee that you had to do a criminal background check and also if you have volunteers in the school system and there isn't anyone else that's doing background check then that could fall upon you as an RSVP grantee so could you help me with that, please?

Patti Stengel: Sure, so it says it might not be budgeted for incumbent projects because an incumbent project might not have any staff that came on after those particular dates. They might have staff that have been with - all the staff of that project - might have been with them for the last 10 years in which case the pieces of the criminal history check requirement that cost money wouldn't apply in that particular situation.

It really basically we're saying it's going to vary depending on when the staff came onboard and for an incumbent that's been doing these criminal history checks already and for those that are in this competition that they probably already did the criminal history check piece that costs money, you know, they

probably submitted their fingerprints and then got their FBI clearance a year ago.

So that wouldn't be something they would put in their grant as an expense in the budget this time so it's going to vary from grant to grant.

(Betty Ruth): Okay, I just wanted to be sure of that, okay? Thank you very much.

Patti Stengel: Uh huh, so definitely review the Website here to be sure that you understand the criminal history checks.

(Betty Ruth): Oh, well I've heard several presentations on criminal background checks and each time it seems I get a little bit different take on it.

Patti Stengel: We're just saying here that the budget will be different for incumbents and depending on when they did the check and when staff came onboard.

(Betty Ruth): Yes.

Patti Stengel: Thanks for checking on that.

(Betty Ruth): Thank you very much.

Coordinator: Next question comes from (Joyce Cavey). (Joyce), go ahead, your line is open.

(Joyce Cavey): Hi, I am looking at the required supplemental document and where let's see, the financial management survey, where is that form? Is there a form for that and where is it?

Patti Stengel: There is, yes, the form is found on the competition Website. It's under the I think it's the document section. It's probably about midway down the page. If you just continue to scroll down, you'll find a link for it there.

It'll open up as a Word document and then you would just fill it out. There's some additional attachments with it and you would e-mail those to 2015rsvpattachments@cns.gov.

(Joyce Cavey): You said - where is - can you repeat where it is again, please? I missed the little...

Patti Stengel: Sure, it's on the competition Website nationalservice.gov/rsvpcompetition.

(Joyce Cavey): Okay, but you were more specific than that. You said something about scrolling down and...

Patti Stengel: Yes, let me see if I can show you here on the Webinar, just a minute. Are you seeing the Website here?

(Joyce Cavey): Mm-hmm.

Patti Stengel: Okay. I'm going to go to nationalservice.gov/rsvpcompetition...

(Joyce Cavey): Yes.

Patti Stengel: ...scroll down or actually you could link to it here, here Number 3 is required documents...

(Joyce Cavey): Required documents, okay. That's fine.

Patti Stengel: ...drop you down to further in the page and it is here, required documents. Is the aggregated dollar amount of funding form, that's an Excel form you'll have to submit. And here is the financial management survey.

(Joyce Cavey): Okay, thank you.

Patti Stengel: Yes.

(Joyce Cavey): Okay, and the negotiated indirect cost rate agreement, how do you define an indirect cost?

Patti Stengel: An indirect cost rate agreement is a formal agreement with your cognizant federal agency so if you don't already have one - if your organization doesn't already have one - it's probably not something you should include in your budget at this time. So you would know if you had one.

It's a lengthy process to get it going so if you intend to start one my advice as far as submitting your budget is just submit it as though you do not have one and you can mention in your application that you plan to work on one later but if it's not approved at this point, you will have nothing to send us so we won't be able to verify it.

(Joyce Cavey): Okay, very good. Let's see. On the statement of audit status, if we get an audit every year, do you want us to just send the audit? Is that what that means?

Patti Stengel: It does not mean that. Let me - I'm going to go to that section - just a minute so the statement of audit status is really just a few sentences. You can type it into a Word document and save it that way that basically it's just saying yes, my organization is subject to A133 audit requirements or no, my organization is not subject to A133 audit requirements.

And then if you're giving a yes statement, then you would need to provide the date of the last audit and the date it was forwarded to the auditing clearinghouse. So it's different from a typical audit. It's the A133 that we're asking about here and it can just be a Word document you send.

(Joyce Cavey): Okay, very good. Okay, and then the final question is if our focus is helping people age in place, healthy futures, you know, that sort of thing, private homes are not volunteer stations clearly but if you're trying to keep people in their homes a lot of the activities that the volunteers do will be associated with the individual, the older people's homes.

Patti Stengel: Right.

(Joyce Cavey): So that's allowed, right?

Patti Stengel: It is. You would have the - you would still have a volunteer station involved - so you might in that case maybe there's a nonprofit that does a lot of independent living type of activities so the station would be that nonprofit and then you would be putting RSVP volunteers to serve their clients, you know, let's say Meals on Wheels is a good example.

You would be partnering with Meals on Wheels as the station but then the activity takes place at various homes, whatever.

(Joyce Cavey): Right, and then we, you know, we would be a site for RSVP but we also we would have, you know, we happen to have volunteers who help older people that just coincidentally know so could we - we could be - a volunteer station along with other volunteer stations, correct?

Patti Stengel: Yes, the sponsoring organization can be a volunteer station.

(Joyce Cavey): Okay, good, and are there certain required numbers of volunteer stations?

Patti Stengel: There are not. This kind of goes along with the question that was asked earlier. There's not a required number of volunteer stations. It all depends on how you're going to cover your geographic service area and how you're going to place that minimum number of volunteers and how you're going to actually meet the performance measure requirements.

(Joyce Cavey): Okay, very good, thank you.

Coordinator: Next question comes from (Ivory Williams). (Ivory), your line is open. Go ahead.

(Ivory Williams): The question was I understand that RSVP funds cannot be invested in stipends for volunteers. If we have non-RSVP funds in our application coming from a partner through a memorandum of agreement to invest stipends for purchasing vegetables and fruit for our volunteers, is that okay and is anyone else doing something like that anywhere else?

Patti Stengel: This is where you would want to definitely read the OMB circulars that were mentioned in this presentation to help understand what expenses are allowable. With in-kind expenses is I think is what you're describing, our grants officers that work with our grantees on their budgets typically say if you wouldn't spend federal money on it, then there's no reason to count it as a nonfederal item or a grantee share.

So vegetables given to volunteers, I mean, it would depend on if you were trying to do it as a recognition or something but it would be a challenge I think to - you would have to justify it - in your application in some way essentially.

In the budget there are sections where you can write-in some narrative text and you would have to include some very clear justification on that. Did I answer your question?

(Ivory Williams): Yes, thank you.

Patti Stengel: Okay.

Coordinator: Okay, next question is from (William Soskedule). Go ahead (William), your line is open.

Patti Stengel: Hello? Hello, are you on mute maybe? Operator, is there another question?

Coordinator: Yes, next question comes from (Lee Sonnecksen). (Lee), your line is open.

(Lee Sonnecksen): Yes, good afternoon. Thank you so much for this complete overview. I have a question. We are in the Hampton Roads area which is really dominated by the military establishment and I notice that with veterans and veterans families, there are no outcomes in the performance measures.

If I put 25% in that as a primary focus area, how do I then account for the 10% with outcomes? Do I need to select another target area?

Patti Stengel: Yes, you would have to place volunteers in some other activity that results in outcomes so your outcome 10% requirement doesn't have to be within your primary focus area. You can still select veterans and military families as your

primary but you would have to have some volunteers in another focus area to meet that 10% requirement.

(Lee Sonnecksen): Okay, thank you very much.

Patti Stengel: Yes.

Coordinator: Next question comes from (Lynn Hanson). (Lynn), your line is open. Go ahead.

(Lynn Hanson): Yes, I have a question. We had an RSVP program and then past management let it go three years ago and it was taken over by another agency which is like three counties down from where we are at so now those five counties have been combined together and there are counties between that agency and our agency.

And so what's happened is we have no benefit from volunteers and the program at all with RSVP. Is there any way that we can get those three counties back or have that split between, you know, those three counties that we have, you know, that we deal with and then those two counties that they deal with?

Patti Stengel: So this competition is very restricted in terms of what opportunities we're actually competing so they're all listed in Appendix A and they are reflective of the previous portfolio, which is the requirement of Serve America Act so we're really constrained by legislation here so as it's described, that geographic service area is what needs to be served.

So if there's a five-county area listed for the geographic service area, you would have to apply to serve all five of those counties.

(Lynn Hanson): Okay, thank you.

Patti Stengel: Yes.

Coordinator: Next question is from (Anne Wiffahunt). (Anne), your line is open. Please go ahead.

(Anne Wiffahunt): Yes, thank you, just a couple of questions. One's more of a clarification. If the incumbent RSVP sponsor is choosing not to reapply for the new grant and another agency is going to apply for the grant, the new agency then is their expectation is that they would take on the current volunteers in RSVP stations and then in their work plan they could graduate those as they see fit to align, is that correct?

Patti Stengel: It sounds like you're on track. Question 14 in the selection criteria asks about minimizing disruption to current volunteers. That's one of our requirements for this competition that the transition, that if there is a transition minimizes disruption as well as the transition into performance measures minimizes the disruption to the volunteers so your organization would be to explain in your application how you're going to do that.

(Anne Wiffahunt): Okay, that's what I thought. My second question has to do with this application being due in September and perhaps with the proposed budget being approved by Congress if that happens by October 1st as it is currently proposed, would a new application have to be written to apply to the volunteer generation fund for the next funding or would this application just be processed through the volunteer generation fund?

Patti Stengel: We have FAQs around the 2015 budget on the nationalservice.gov Website so I would encourage you to just check those out and see if that addresses your question. I think it will.

(Anne Wiffahunt): Thank you.

Coordinator: Okay, next question comes from (Alan Collins). (Alan), your line is open.

(Alan Collins): Great, thank you. I just thought of another question as we were sitting here.

Patti Stengel: Sure.

(Alan Collins): For the service region or the area it's listed, there has to be a volunteer station located in at least in every single one of those cities or can volunteers come from those cities as well?

Patti Stengel: The service area as it's described is where we have access...

((Crosstalk))

Patti Stengel: ...I'm sorry?

(Alan Collins): Yes, as described in Appendix A.

Patti Stengel: Yes, yes, so the service area as it's described in Appendix A is where we expect the service activities to take place so you might have volunteers that are coming from the next county over but they would need to be serving in the geographic service area as it's listed in Appendix A.

(Alan Collins): No, I get that but I guess I'm trying to get more specific in that. Does there have to be a volunteer station in every single one of those cities?

Patti Stengel: Yes.

(Alan Collins): So work has to happen in every single one of those cities?

Patti Stengel: Yes, and the descriptions vary. In some cases it's many small cities and in other cases it's just a couple of counties but we would expect you to serve the area as it's described in Appendix A which means a station.

(Alan Collins): Okay, so in the event that let's say in an unincorporated area where they may not actually be any let's say nonprofits or programs that are conducive to the grant requirements, is that just something that you address in the narrative or...

Patti Stengel: Yes, yes.

(Alan Collins): ...okay. Okay, thank you.

Patti Stengel: Yes, there's a narrative selection criteria questions about stations, support and recruitment and that would probably be a good place to address that.

(Alan Collins): Okay, thanks.

Coordinator: Next question comes from (Tracy Ovee). (Tracy), your line is open.

Patti Stengel: Hello (Tracy)?

(Stacy Ovee): Hi, I'm (Stacy), can you hear me?

Patti Stengel: Oh yes.

(Stacy Ovee): I'll assume that it was me so I'm looking at - okay, so it must be - I'm looking at Appendix A and I understand that we have to serve that number of people by the third year...

Patti Stengel: In the third year.

(Stacy Ovee): ...okay, in the third year. My question is about the amount of money. Is that annual or total in that next column?

Patti Stengel: That's an annual amount.

(Stacy Ovee): Okay.

Patti Stengel: Yes, so that's what your budget should reflect that amount as you would submit it for this competition and pending, you know, appropriations that's what you would be awarded in Year 1 and this is described in the NOFA as well continuation, you would apply for a continuation in Year 2 and Year 3 and it would be awarded for the same amount just, you know, depending on performance and Congressional appropriations and things like that of course.

(Stacy Ovee): Okay, and there is a current grantee in our area so I need to check with them first because I don't want to compete with anybody else, right? I need to make sure that they're not reapplying or they don't want it anymore or whatever.

Patti Stengel: Any eligible organization can apply for any opportunity as listed in Appendix A.

(Stacy Ovee): Okay, got it so they're not going to get any bonus points for the fact that they already have it?

Patti Stengel: The selection criteria is what we base the review on, so everyone's under the same selection criteria.

(Stacy Ovee): Okay, thank you so much.

Coordinator: I'm showing no further questions over the phone.

Patti Stengel: Okay, well if anyone thinks of questions later, further down the line, you can e-mail those to 2015rsvp@cns.gov and that e-mail address is also in the Notice of Funding.

As I mentioned we will have this recording and a transcript posted in the next week or so to the Website in the same section where the Webinar information was so look in that particular section under technical assistance Call Number 2 and if no further questions, just want to check again in case anyone changed their mind. (Dawn) did anything else come in?

Coordinator: I don't show any questions.

Patti Stengel: Okay, well we'll go ahead and wrap this up then and then feel free to check back to the competition Website for our next TTA call for our third one. Thank you very much, everyone.

Coordinator: That concludes today's conference. Thank you for participating. You may disconnect at this time.

END