NWX-CORP FOR NTL SERVICE

Moderator: Patti Stengel
07/25/13
1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode. After the presentation we will conduct a question and answer session. To ask a question, please press Star 1.

Today's conference is being recorded and if you have any objections you may disconnect at this time.

I would now like to turn the meeting over to Patti Stengel. Ma'am you may begin.

Patti Stengel: Thank you very much (Laurie). Thanks to all of you for joining us for this, our third training and technical assistance call for the 2014 RSVP Competition. During this call we're going to be going through eGrants and show you how to actually input your application in our online system where all applications are going to be submitted.

A few things before we get started. We will have a facilitated question/answer session at the end of this. So it's hard for us to keep up with the chat feature in Webinar during the actual session so rather than using that chat feature if you

could just hold your questions till that facilitated Q & A. We'll be sure to answer them at that time and you can ask them verbally rather than having to type them in.

Another thing I want to make all of you aware of is that our External Reviewer Form from the 2013 RSVP Competition is now available on the CNCS Website. And you can find a link to that particular document in the frequently asked questions document that's posted in the notice of funding Website. So if you're interested in reviewing that it is available. Please note that it's from the 2013 Competition and our selection criteria in the NOFA have of course have been updated for the 2014 Competition but it still might be helpful to you as you work towards submitting your application.

So to get started we're going to be doing some screen sharing of eGrants so I'm going to share my desktop. I'm starting on the Competition Website. And the reason I'm starting there is because there are a number of really helpful tools on the Website that you're going to want to have in front of you as you work on your application. I'm going to show you what those are.

First and foremost the RSVP Notice of Funding. Right here under the Notice of Funding Opportunity it is called 2014 RSVP NOFO. I'm going to click here and show you in particular why this is so helpful - a number of reasons, but what I want to draw your attention specifically to - as I continue to scroll. What I'm going towards is the selection criteria.

There are 23 specific questions in the Notice of Funding. This is the beginning, it's on page 12. It shows the selection criteria breakdown of categories and their respective weights and then all 23 of those questions. And you're going to want to have this in front of you as you work on your

application just to make sure that you're addressing everything that is in that selection criteria.

The next document is the Grant Application Instructions. I highly recommend printing this out and having it in front of you as you work through eGrants. In these project narrative instructions and other pieces of the application instructions you're going to find that it aligns very closely with the selection criteria that start on page 12 of the NOFO. And you want to be sure that you address both the application instructions and the selection criteria.

The third document that's going to be most helpful to you are the eGrants Visual Instructions and they're right here right under the Grant Application Instructions. There's a PDF document, there's also one available for screen readers that's a more condensed version. This is a step-by-step tool that shows you screen shots of every single piece of eGrants where you will input information for this grant application.

You will notice that it is for all three of our Senior Corps programs for RSVP, SCP and FGP. So there are some portions of it that say specifically FGP or SCP or that say specifically RSVP. So be cognizant of that as you're working through it. You don't want to get confused and start working on a FGP or SCP part. So those are the three documents that I'm going to have in front of me as I work on this.

As I mentioned eGrants is the online system where all applications are submitted. There's a link to it here where it says "must apply using eGrants". It takes just a moment to open. While that's opening I'm going to show you where else you can find it on the Website.

So I scroll to the top, over on the left hand side it says eGrants is an online system designed to automate the entire grants and project management process from application to closeout. Then I can click Visit eGrants under that. The same window will pop up.

I'm actually going to be working in a test environment today for eGrants. I'm going to close that window, close that one as well. But that's how you will get to eGrants to work on your application. This is actually a test system of ours so nothing I do is actually live but it's live as far as we need it for this Webinar.

So I'm going to show you exactly from start to finishing. So I'm starting completely from scratch so I'm going to click on Don't have an eGrant Account, Create an Account'. I get two options here. The one I'm going to take is Create a Grantee Account that's what all of you will want to do. And then I'll select one of the following options below. I'm going to say this is my first time; I want to create a new account with eGrants.

Now many of you will probably already have eGrants account and you will not need to go through this particular process but I want to be sure I'm covering everything for those of you that are applying with us for the first time.

So I'm going to click on This is My First Time I Want to Create a New Account. And it's going to walk me through how to do that. I'm going to enter my name. This is a test system so I'm going to enter some of this as just examples. My user name and password it makes you select something that is pretty long and requires a number of capital and lowercase and special characters so make sure you remember what you select.

This is pretty basic information but some of this will be used in the face sheet of the grant application. EGrants can sometimes be a little slow and so does this test environment as well but sometimes it does require some patience with eGrants.

So next I'll enter my EIN number from my organization that I'm applying under. I'm entering just a sample number here; of course you'll enter your real EIN. And now I get a list of organizations that match that EIN number that I put in.

Now for many of you you're going to want to have more than one person at your organization that has an eGrants account. This is for a number of reasons. You might have a bookkeeper at your organization that will be the person who ends up doing the budget or submitting the financial reports. So that person might want to have an eGrants account.

You're probably going to have a project director that will possibly work on the grant application itself or work on the progress report and submitting that information. The application itself has to be submitted by an authorized representative at your agency. In most cases that is someone other than the project director, usually it's the executive director or possibly a board chair so in that case that person needs to have an eGrants account.

So it's - let's say the project director is the one that's working on the grant application itself and they already have an eGrants account. They're the first one to create an eGrants account at that agency. And then the executive director is the authorized representative and needs to create their own eGrants account to login and actually submit the application.

So that executive director might see a screen like this where there are a number of organizations to choose from and their's would be listed here. And then they would select that organization; which triggers an email to the grantee administrator to your organization which in most cases is the person who originally set up the eGrants account for your organization.

And then that person clicks an approve link in the account and sets up the eGrants account for that executive director so that they're then connected to your organization and can access your application and submit it.

So if there are any technical issues that you run into with connecting all of those grantee accounts for your organization you can always contact our National Service Hotline and they can help walk you through how to do this.

So for our session today I'm creating a new organization because I'm pretending that I'm a brand new applicant to CNCS. My organization is not listed here. I'm starting completely from scratch. I'm creating a new organization. I click Next and now I'm asked to enter my DUNS number so I'm going to enter that here. And then I'm going to enter my organization name. And then I'm going to select an organization type. There are a limited number of options here. In my case I'm going to say that I'm a non-profit organization.

And now I'm going to add characteristics. It gives me a number of options. I can select more than one. In this case I'm going to say that I'm a Community-Based Organization and also there was one other I wanted to select - Volunteer Management Organization. That's all I'm going to select as far as my particular organization characteristics. Of course you'll put in what is specific to your organization. Now I enter my street address. You will need to

enter a zip plus four. If you don't the system will set that up for you - will show you what you can select as far as options.

Sometimes these organizational characteristics will show another drop down, I'm going to delete that one, it might catch me from being able to submit. I'm going to enter the zip code - the zip plus four and it will correct that for me. Other than that you sometimes run into system issues at your end so I'm just going to return and start over - my organization name, my type. Okay we're going to try it one more time.

So here's where it shows me a recommended address. So it's telling me that 6191 is actually my zip plus four. I'm going to enter that here and then click Next. And it's asking me to select that additional one. I'm going to delete it in this particular situation and then I should be able to proceed. Then I enter my day time phone. This is going to be the best way to reach you about your application. The previous number I entered was particular to my organization itself, so now I'm going to enter my own - even though you'll see I'm entering the same number but that's just for the purposes of this training.

Now it's asking me to review and submit my information, make sure that everything I entered here is completely correct. And it is, so I'm going to submit.

So I have access to eGrants which is great. So now I'm going to go to my homepage and show you a few things. So now you can see I have an option for my account. I can change my password, all of these options I have to edit my organizational information. One of the options I didn't have was to create a new application. So I'm actually going to logout because that will trigger the option to create the application.

Now you'll see it looks a little bit different. So what I'm going to do now is click under Creating Application over on the left side I see the option for New. Everyone in this competition will want to select New as the option. As you saw there on the previous screen - and I'm just going to go back to show you one more time. One of the options is Continuation or Renewal.

For those of you who are current senior corps grantees you might be really tempted to click that renew button because that's probably what you've clicked for many years previously. But in this situation, for this competition everyone will select New.

So I click New. Now the next screen you see if you're a current grantee you might see a prompt that says 'Are you sure you want to create a new application? You have this other application in our system that needs to be renewed or continued'. And it's going to try to trick you and make you think you should select renewal. But really you want to say, "No, I definitely want to create a new application." That's what you'll want to do there.

Now from this dropdown I'm going to select Senior Corps and click Go and now I get a list of Notice of Funding available opportunities, NOFA opportunities.

Now in this particular system I don't have the option for this competition because as I said it's a test environment. But the NOFA that all of you are going to want to select is called 2014 RSVP Competition. So that's not an option for me here but the one I'm going to select is going to be nearly identical to the one that you will be using. So I'm going to select the 2013 Competition. As I mentioned again the one you will select is called 2014 RSVP Competition. Now I'm going to click Next. And it takes a minute but

now it asks me to review the NOFA I selected and be sure it's correct and I know that it is.

So my next option I have is to create a new project. Now for those of you who are current Senior Corps Grantees the option you might see instead at first is to select a project from a dropdown list, but as I mentioned before I'm doing this as a completely new applicant.so I'm going to actually select Create A New Project. It defaults the project title to the name of my organization.

This is where it's really helpful to have my Grant Application Instructions out. I know that on page five of the Grant Application Instructions, under the section that contains the applicant information, please enter the following information; it's about the middle of the page on page five. It says, "Select the appropriate dropdown project or enter/edit the project information." It tells me for the title of the project, "RSVP must be included in the title as well as a short description of the geographic service area."

For this training I'm going to be applying to opportunity Montana 1X which I know the geographic service area for that one is Hill County. So in this scenario I'm going to call my project Hill County RSVP because that meets my requirements as outlined in the application instructions. And then I'm going to put my state which as I mentioned is Montana. Now I'll enter my street address again.

We prompt you to enter it twice because in some cases we might have a national organization applying with a number of affiliates. So this is the street address for my project location in Montana. Now for this scenario yes, I'm going to enter the same that I entered before and it is a Washington, D.C. address but it will help us in the long run as we work through this. I'm going to click Save and Close. Oh it corrected my zip once more again, thank you.

Okay so now you'll see the present information looks a little bit different. So I can select Hill County RSVP from my dropdown. It asks me to select a project director and here it will list the people in our organization who have an eGrants account. So I'm the project director, I'm going to select my name. And it will prompt me to enter the private Website URL; it's not a required field so I'm not going to complete that at this time. Now I click Next.

Now it asks me to enter areas affected by the project. Now for this, I know from my Grant Application Instructions on page five that for competitive grants I need to include the appropriate State and Number of the grant opportunity from the notice. And that's found on Appendix A, the opportunity number.

So as I mentioned previously I am applying to Montana 1X, so I'm entering Montana 1X. And then I'm going to enter the geographic service area exactly as described in Appendix A. And I said that was Hill County. That's all I need to enter in that particular section. No need to enter sentences that go on about descriptions of geographic service area, we really just want the county or city as it's listed in Appendix A.

Next I enter my start date. Now I know from looking at Appendix A that the start date for Montana 1X is July 1, 2014, because this is the 2014 Competition so all start dates are in 2014. And my end date, for July 1, so this is a three-year period, my end date is actually going to be June 30, 2017.

There are only 2 options for every opportunity in this particular competition. So the project start and end date for July grants will be July 1, 2014 to June 30, 2017. For those that are April grants the start and end date will be April 1, 2014 to March 31, 2017.

So next it asks me about the State Executive Order 12372 process and whether or not my organization is subject to that. I can find more information about what exactly that means on page six of the Grant Application Instructions. I'm going to select No because for me for this training I'm not subject to that. If I were I would put in the date of the review as well as the State Application Identifier assigned to me as part of that process.

It also asks if my organization is delinquent on any Federal debt. And this is specific to my organization, not to me as an individual, but to the applicant organization. And categories of debt, this is described on page six of the application instructions includes delinquent audit allowances, loans and taxes. And if I select Yes here I'll need to enter an explanation of that in that box but I'm selecting No and I click Next.

And now I get to the section where I enter my narrative information. As I know from reading the Notice of Funding Opportunity, my total narrative including my face sheet - which the face sheet is always one page, it's an automatically populated form that's produced by eGrants so I don't have much control over that - always one page. So then one page down 24 to go, 25 is my limit.

So that's for the information here; that does not include work plans or the budget. So to enter my information I'm going to click View or Edit the Narrative next to Executive Summary is where we will start. And on page seven of the Grant Application Instructions you will see a template for the Executive Summary. It tells you exactly what to enter in that information.

The Executive Summary should not be longer than one page. So of course you will enter that text here. The full text of your Executive Summary goes there.

And now that I've entered it, this orange arrow to the left changes to a check box so I know that something has been entered there. It doesn't mean that I'm done with that section, doesn't mean that I'm satisfied with it and ready to submit necessarily - you can always go back and change something if you haven't submitted yet. It just means some text has been entered in that field.

So next we'll go to Strengthening Communities. The instructions for that particular section are found on page nine of the Grant Application. And I'll also, of course, be sure that I'm checking the selection criteria in the Notice of Funding to be sure it aligns there as well.

And then Recruitment Development. Again checking the application instructions, checking the Notice of Funding. The same with Program Management. You'll enter your full narrative here. The responses to both selection criteria and the Grant Application Instructions these are all resulting in my narrative, that again is to be no longer than 25 pages including the face sheet.

Then I get to this Other section. And I know from reading the Frequently Asked Questions document that this section is used later in the Competition so I don't have to enter any information here currently, I can just enter 'n/a'. If I don't enter anything there I might not be able to submit in eGrants, it might show up as something I have to go back and fix later.

So for these last two Other and (PNS) Amendments they don't apply to this particular competition at this time so I can just enter 'n/a'. Now all of these are green checkmarks. I know I'm ready to move on, I've completed these fully let's just imagine. And I see over here on the left side where I am in the application itself. So I've done the applicant info, I've done the application info, I'm in the narrative section and I still have all the rest of these parts to go.

I also see my grant application ID. This is a very important number. You should keep track of that and be sure that you have it written down somewhere because you'll need it when you are submitting your required documents and you will also need it in case you need to log out of eGrants and come back and work on your application later.

I also see the NOFA that I'm applying to and I see the type. And this is again where you can figure out if you're doing the correct type of application whether you're doing new or renewal. If you accidently selected renewal and you've already started we ask that you copy and paste narratives or any other information that you've already entered into a word document, save it somewhere and delete that renewal application and start over and create New.

And I'll know again that I'm doing new because it will stay Status Grantee Initial Entry type New. If I were doing anything other than New it would say more there, it would say Renewal or something else.

This is the start of the Work Plan Module. Now we're going to be doing a full session on the Work Plan Module on August 13th at 2:00 pm and I hope you all can join us for that.

We're not going to be getting too in-depth with it but I won't be able to submit the application unless I have something entered here. So I'm going to just do kind of the bare minimum here. And as I said we'll go through this in far more detail in our next session.

So right now basically I'm selecting where I'm going to be placing my volunteers. I selected Healthy Futures as the primary focus area; I selected The objective of Aging in Place. I would normally enter a full community

need here, I would enter full information. I would fill all of these text boxes out completely as described in the Notice of Funding. So I've added a Performance Measure I'm going to click Next and this will allow me to set my target for my volunteers.

This is where I need to go back again and look at Appendix A. And I know for Montana 1X that I mentioned I'm applying to the minimum is 88 volunteers. I will put 100 because I'm going above the minimum. You don't have to go above the minimum but that's the minimum. And once I enter that number on the top these targets light up and I can enter some information there.

Now I click Review Allocations and it will tell me if I did all of them completely. It says, 'Success, all allocations reviewed successfully' and now I go to Next. And to be sure I'm done I click Validate Performance Measures and it says 'Success' so now I know I can hopefully, successfully submit my application. I'm going to go back to the eGrants application to continue.

And the next section is the Document Section. This is again where I go to my application instructions. I go to page 15, 16, and 17 and this is where I figure out which documents I'm actually supposed to submit as part of my application. There are three columns on page 16 and page 17. The first two apply to this competition, the third one does not.

So if I’m New, I follow New Competitive. If I have any Senior Corps Grants, if I'm an organization that runs an SCP and FGP an RSVP, if I'm the incumbent. If I run an RSVP and I'm applying for an RSVP in a vacant area, I follow the second column that says Current Senior Corps Grantee.

So in my situation I mentioned that I am a new organization. I am going to select Sent. I can't just leave it as not sent; it won't allow me to submit my

application at the end. So even if you haven't sent them yet, select Sent if you're going to be sending them and email the documents to us as soon as you can. Don't delay really is what we're saying.

There are a number of documents that have to be submitted as you'll see. All the attachments should be emailed to 2014rsvpattachments@cncs.gov and that email should include your application ID which as I mentioned is right over here Grant Application ID and should also include the opportunity number in the email subject line. So the subject line should have App ID and opportunity number. And then in the body of that email you should let them know if you're the incumbent organization for that opportunity.

So following this chart on pages 16 and 17 of the Grant Application, I'm completing this to let you know what I'm sending. Direct Deposit Form I know from looking at that chart that it is to be submitted later on during the review when requested. So the (FFR) User Form is the same thing so I'm going to say not applicable. The Financial Management Survey I know I have to send, the Audit I know I have to send, the same thing with many of these.

So I'm sending these documents by email. I don't have to wait until my grant application is sent or submitted. I can just send them now because I know I have all of these documents ready.

So next I'm moved into the Budget. And this is where I can enter my budget information. The first thing I'm going to do is click on Enter Source of Matching Funds. This is where I enter the actual sources of any matching funds that I'm going to be putting in my budget. And when I say matching funds I'm referring to the grantee share which is the part of the budget that is expected to be covered by the grantee and it includes both cash and in-kind

support. So rather than say X amount of dollars in cash, X amount of in-kind support I need to actually name the sources.

So for me I'm going to say I get - my support is from the Smith Family Foundation and the Becton Family Foundation. And I'm going to Save and Close that and then when I get to the actual budget description pieces I'm going to enter more details to let you know which specific line items correspond to those sources of funds. And then I can go through each of these pieces and actually enter information.

So for Project Personnel Expenses I'm going to here list the title of each staff person who's charged to the project. I'm going to list all the positions and titles that are either funded by the CNCS share, the Grantee share or the excess funds. And for this particular screen I'll need to enter the position title, I'm going to say RSVP directors. I have one person, I'm going to say their annual salary is $50,000 they're 100% RSVP. My CNCS share is $40,000. I can't tell if I entered enough zeros, I think I did one extra. It's hard to tell because you can't put a comma here - eGrants will stop you. And my Grantee share is $10000 and zero for the excess amount.

Now I want to say one quick note here. As you know I'm applying for Montana 1X. That CNCS share of $40,000 is above what I'm allowed to apply for here so I'm going to pull off. I'm actually going to put my CNCS share is $30,888 because that is exactly what I'm told I can apply for according to Appendix A. So that means this person's salary is actually going to be $40,888. My excess amount is zero and excess if you're wondering is actually the - any contributions in excess of the required non-federal share. It's an optional section. Now I'm going to Save and Close.

Now normally under this Edit Column there will be an orange word here with a link that says Edit. There's a glitch in eGrants currently, a bug, that's going to be fixed probably in the next week or so to be sure you have that Edit function available to you. It's not available currently in this test environment and it's not available currently in eGrants Production. So don't stress out, it's going to be fixed hopefully soon but you cannot edit anything that you've already entered.

You can add a new budget item so again for this Personnel Fringe Benefits I could add a new budget item and call it FICA and not worry about these - I could leave these zero for now. Or you could just work on the rest of your application and come back and do the budget when that Edit piece is fixed and hopefully again that will happen soon.

So I'm not going to enter actual information in the rest of this section but I will tell you about it. So in this Personnel Fringe Benefits that's where I 'm going to enter the cost of Fringe Benefits that employees are going to be entitled to. It's going to be calculated at the same percentage of time that I've indicated for my staff under this previous line item, under the project personnel expenses. So for example if I have a personnel line item for a bookkeeper and they're 50% time then their personnel fringe benefit should be at no more 50% time for FICA or health insurance or retirement because they'll correspond accordingly. Local travel is about where I will enter any local travel cost, and local travel is defined as travel within the project service area, that geographic service area as described in Appendix A.

Long distance travel is where I'll put any travel that is outside of the project service area and I'll be sure to include the basis of any cost calculations in that so I'll want to have a purpose of my trip and I'll want to include the cost of transportation, meals, lodging all of that should be broken out. Any time you

click to add anything in this budget it's going to give you this description section. And we do really want you to put a lot of descriptive information there.

So next is the equipment section, in that section I'm going to put any items that cost more than 5,000 that I'll need for my project. Under supplies I will do anything under 5,000 and it's any items you've purchased, the quantity of those, the respective cost. I mean explain how all of those items are going to be used in the project. And if I have any large items I'm going to itemize those in that section. For contractual and consultant services I'll enter the cost of any contract and consultants that I'll be using for my RSVP, and I'll itemize each of those and provide a justification of the need for each of those.

I'll include any services that are documented in a contract so that might include clerical support, training consultants, equipment repair, and maintenance or bookkeeping. And again that's dependent on contracts, you might have not contracts on those things at your organizations. But be sure you are aware of how those things work at your particular organization. For other volunteer support cost you'll see here that criminal background checks are included in this particular section.

Just to revisit, in training and technical assistance call number two, you'll find a transcription of that call on the NOFO website, on page nine and ten of that transcript we talk a little bit about criminal history checks so for RSVP expenses are allowable for fingerprints or state criminal history checks. And fingerprints are required for any staff hired on or after April 21, 2011 that has recurring access to vulnerable populations. And state criminal history checks are required for anyone hired on or after October 1, 2009 and if you're in a current project you might have staff that have already been with you prior to

those dates, so you would not have to have criminal history checks in your budget.

And criminal history checks aren't required for RSVP volunteers, but they are an allowable budget expense then. And you can read the final rule for the criminal history checks it's at nationalserviceresources.org/national-service-criminal-history-check-resources or the easy way is to just go to the resource center, the knowledge network which is nationalserviceresources.org and just do a search for national service criminal history check resources and you should come to our landing page for that. And again the final rule is the first link under the Federal Regulations site, the section of that page.

So then the next is indirect cost, and for that one I'm going to enter any indirect cost charges that are applicable to my volunteer support expenses. And if I enter anything here I need to know that a negotiated indirect cost rate agreement has to be in place with my cognizant federal agency if I'm going to enter anything here. So for this particular test application I'm going through I don't have any approved indirect cost rate, I'm not going to enter anything there.

I move on to the budget section two which is the volunteer expenses section, and this is again where I would enter first the matching funds, so any grantee share I have to explain where it's coming from in this particular section and this is the share that's particular to section two of the budget where I'm working in and section two is just other volunteer cost. Now for RSVP there are some allowable cost and reimbursable expenses for volunteers and those include volunteer travel, meals, recognition, and insurance.

And volunteers can also be reimbursed for cost incurred while performing assignments, like transportation, equipment for supplies as long as those costs

are described in the memorandum of understanding with that volunteer station. So as I mentioned that edit button this is what it would look like, it's just not working for section one, it is working for section two. So next I'm going to validate this budget, and it shows me that the budget has been validated without errors, which is good.

So to move on to the next one I could actually click funding demographics. This page pre populates with what I answered - entered into the budget section. So you'll see I entered my total cost came to $40,888.00, my federal share matches exactly what is in Appendix A, and my applicant share there corresponds with my required non federal funds which I'm a new organization applying for a new area so I am required to come up with at least 10% of the total budget and I met that requirement.

This is where I break down where exactly that $10,000 came from. So I know I already kind of did that in the source of matching fund section, but I'm going to go into even more detail here. So there's a description of what these sections mean on page six of the grant application instructions so local is the amount coming from local sources, state is the amount coming from state sources and the other is other sources. Income is income generated by program activities. This is pretty straight forward, so I mention that my funding comes from those two family foundations, those are local sources for me.

I also enter my unduplicated volunteers which I mention I'm going above my minimum and I had 100 in the work plan, so I'm going to enter 100 here. I click next, now I'm taking you to the review and submit page, this is where it's a good idea to check your application and check the full application for federal assistance. I'm going to click on view, print report. As I mentioned a

lot of the information populates into what we call a facesheet which is automatically page one of the application.

The one page table takes a little bit - so there you see part one our - excuse me the face sheet page one and all of my narratives. Now remember my application including executive summary and narrative cannot be more than 25 pages, I'm only at two, I'm doing pretty good. The full application is four pages, but two of those pages are my work plans and required documents list. So those don't count as part of the 25 page requirement. So the next thing I'm going to check is my budget, and budget narrative is where I'll see the full description of everything I entered, so that's a more useful document for me.

And again it just takes a little while for it to load. This is where I can easily see what percentage of my budget is coming from nonfederal funds. It'll tell me when I try to validate the budget if I'm under the 10% requirement, but here I can see exactly what the breakdown is. So that will be helpful to me as I move forward with this. And this is see - I here - I see here all of my breakdowns as far as CNCS Share, grantee Share, and Excess and then it would add up my total here. So I'll only enter this one line item, of course those of you submitting application will have many more line items than that, and here at the bottom I see the source of funds.

This is really the only place I can see that, unless I clicked on that source of matching funds box, and got that pop-up window, and as I mention pop-up windows, you'll want to be sure that the pop-up's are turned - are allowed on your particular computer. If your computer tries to block them you're going to have problems using egrants. So you need to be sure that you allow pop-ups for this particular website. So I checked everything out and it all looks good and my documents are correct. I've validated my budget on the last screen so I don't have to do it again.

I'm going to click on next, and this is where I get to the authorize and submit page. Now in my case I'm going to pretend that I am not the authorized representative for my organization, so I'm going to stop right here. I'm going to log out, we're going to pretend that I'm logging in as a different user, this is my Executive Director. When they log in they're going to see this section over here where it says view my grants/applications they can click on view all or one grantee edited application or report.

If you have a number of grants with us, it's probably going to be easier here for you to click on view all so you're sure you're selecting the right one. This is where you will see that list of all of your current applications, and it will tell you the status. So mine is in grantee initial entry, I wrote my application down - my application ID down previously so I know I'm selecting the right one. I know I haven't submitted yet, it's still in initial entry status. I'm going to click on edit and I'm the Executive Director, I've read all this before my grant writer brought it to me or my Project Director brought it to me, so I'm just going to go to authorize and submit.

I'm going to click that I agree I've read this authorization and I agree with it. And there it shows my name so I know that's taken care of. I'm going to view these assurances and I'm going to print them to add them to my file and I'm sure that we're complying. I read through all of this, so I know exactly what I am agreeing to do. I click I agree, although it looks like I'm already authorized. Now I view and print the certification so I can see what else I'm agreeing to. So here I know if I select I agree I'm agreeing that I certified to agree with all on actions for all intentions on certification.

Few more checks and I'm almost done, I click verify this grant application, being sure I haven't left anything out. So there were no errors, I close that,

now I click submit grant application to CNCS. And it tells me I successfully completed the actions to submit the grant application. So that's a very good sign. Another way I can check to be sure that I've submitted is I see over here I have one under CNCS review for grant applications.

The status, this matches my application ID previously, and the status has changed to submitted to CNCS. I can't edit it anymore and I can't delete it. I can view it, but I can't make any changes. I could actually click on narratives and view all of this information I just can't type in there because it's been submitted. So that is all we're going to cover for this particular section. As I mentioned we'll be doing eGrants sessions again. The 5th and 6th T&TA sessions will be the same application instructions and so now we'll go ahead and open the line for questions. So (Lori) if you could set that up that would be great.

Coordinator: Thank you, at this time we are ready to begin the question and answer session. If you'd like to ask a question please press star one. Please un-mute your phone and record your first and last name when prompted. And to withdraw the question you may press star two. Once again please press star one if you'd like to ask a question, one moment please for the first question. And thank you the first question comes from (Randy Dakin).

(Randy Dakin): Hi, I just want to clarify the eGrant is different from eGrants that the Department of Education uses correct?

Patti Stengel: Yes.

(Randy Dakin): The same login and password doesn't work on both systems?

Patti Stengel: No you have to create a new eGrants account under CNCS system.

(Randy Dakin): And you don't use grants.gov because? I'm just asking I'm curious.

Woman: We participate in parts.

Patti Stengel: We participate in parts of grants.gov, but this is the system, eGrants is the system we use for submitting applications.

(Randy Dakin): Okay thank you very much.

Coordinator: Once again if you'd like to ask a question please press star one. One moment please. At this time there are no further questions. Actually one has just come into the queue.

Patti Stengel: Okay.

Coordinator: (Susan Voke) your line is open.

(Susan Voke): Yes we are a current RSVP project in Wisconsin and we are in the process of changing sponsors, so we will have a new sponsor that is doing the application for the 2014 competition, and I wanted to know we would still apply then as a new applicant correct?

Patti Stengel: Yes every application submitted in the competition will select new when creating their NOFO when selecting their NOFO.

(Susan Voke): Okay, is...

Patti Stengel: In starting their application they'll select new, whether or not you'll create a new organization really depends on where you are in this transfer process.

(Susan Voke): Okay.

Patti Stengel: Is - you're merging with this other organization or?

(Susan Voke): Yes we will be.

Patti Stengel: Okay do you know...

(Susan Voke): And the new organization is going to be applying for the grant.

Patti Stengel: Okay, so then they would probably create a whole new organization just as I walked through at the beginning of this.

(Susan Voke): Okay, that's what I thought. There is one other thing, let me see now - I'm sorry the questions just - I've lost it, thank you.

Patti Stengel: Thanks.

Coordinator: Our next question is from (Angela Little).

(Angela Little): Can you please repeat the email address for required attachments.

Patti Stengel: Yes, it is 2014rsvpattachments@cns.gov, and you'll also find it in the notice of funding the NOFO. All of - just FYI, all of the information I've shared today is found in the eGrant visual instructions, the grant application instructions, and the notice of funding. And we'll also have a recording of this session posted on the website.

(Angela Little): Okay, thank you.

Coordinator: The next question is from (Margaret Zetter).

(Margaret Zetter): Hi I just wondered - I have a question about the work plan itself. There's a very small area - well you could put a lot in under description, but should it just be a sentence or - I mean it doesn't - it isn't as large of a box as for instance the community need box, but does that matter because I pasted quite a bit under the description of the service activity that didn't seem to matter. It seemed like it was all in, but I wondered what the purpose was because it's just - it's not as large of a box. Are you supposed to put minimal information?

Patti Stengel: So the boxes might look really small, but you can actually type more in there - it's - the setup of it is a little tricky in that it'll allow you to continue typing text and you won't actually be able to view it unless you were to scroll through or go to the printable PDF version of the work plans. You can actually...

(Margaret Zetter): That was my second question, how do you get to the printable PDF version of the work plan?

Patti Stengel: On that last page - let me if it will allow me to go to that particular section. So I'm on the summary tab in work plans and right here it says print PDF for all performance measures.

(Margaret Zetter): Oh okay, thank you.

Patti Stengel: And that'll show me all of the text that I entered and it's really an easier way to view it than if you were to just view it as you were entering it because like as you said those text boxes themselves are pretty small. You can actually put in a lot of information in there. The character limit for the community needs,

the instrument description, and the service activity description are all 2,000 characters. And that includes spaces and punctuations, but you can put up to 2,000 characters there.

(Margaret Zetter): Thank you.

Patti Stengel: And there's a pretty straight forward description of exactly what needs to be in that particular part. And that I believe is kind of easy to use. (Lori) is there any other questions?

Coordinator: Yes the next question is from (Irene Powell).

(Irene Powell): Yes thank you for the webinar this afternoon. I was just wondering could you - do you - could you tell us - the grants will be given on the basis or criteria of meeting the focus areas. I assume that that is the main emphasis. If a community meets those - if an organization meets the focus - the needs of those focus areas, the six focus areas.

Patti Stengel: So there are several things you should be looking at and they're all described in the NOFO, the Notice of Funding Opportunity. There are several requirements. I really encourage you to go back and listen to T&TA call number one, which was a NOFO overview and all the resources that we have that go along with that. There are several requirements there on page one of the notice of funding is basically that you will serve the - at least the minimum number of volunteers, you will serve the entire geographic service area as listed in Appendix A.

To serve the minimum number of volunteers you'll minimize the extent of possible disruptions to current volunteers associated with an incumbent project. And you'll meet the national performance measure requirements and

criteria established in the notice. And the notice then goes on to talk about what those requirements are, and also outlines our 23 selection criteria questions and those are what we base our criteria on for the applications themselves. It also then goes on to describe the selection and review process. So that's our transparency as far as that.

(Irene Powell): And where can I find - I must have been out of the country at the time that one was given. I can go back and listen to that.

Patti Stengel: Yes so I'm going to show you. This is our Competition website it's - you'll see a longer URL here at the top, but you can easily get to it by just typing in nationalservice.gov/rsvpcompetition.

(Irene Powell): Okay.

Patti Stengel: So both of those URL's go to that. As I scroll down I see here 2014 RSVP NOFO and that's where all of my requirements and selection criteria are listed. And then I see training and technical assistance. This transcription PDF is the full transcription of the call. If you want to see a video of the call which includes Power Point, you can click this MP Webinar Replay and it will show you that.

(Irene Powell): Alright thank you so much.

Patti Stengel: You're welcome.

Coordinator: The next question is from (Jeremy Foreman).

(Jeremy Foreman): Hi I've got two questions, the first is I operate under a fiscal agent and will be legally separating but it won't be until after this competition, the RFP is

due. So just trying to figure out how we should apply, should it be the organization that is currently our fiscal sponsor and then notify you guys after that we're going to take it. And the second question is to - we're going to be applying for an area that was up for - or it was relinquished back in 2013 so I wanted to know if the disconnecting existing volunteer's rules kind of applied since that area is not really being served.

Patti Stengel: Okay I'm going to have to have you repeat your second question because we were discussing your first question.

(Jeremy Foreman): Sure.

Patti Stengel: And your first question if you don't mind, if you would email it to 2014RSVP@cns.gov so we can really go through the details. I don't want to give an off the cuff answer and risk giving you a wrong answer.

(Jeremy Foreman): Okay.

Patti Stengel: So if you'll send it in to us we'll answer it in our frequently asked questions document and get your answer there. And I'm sorry if you could repeat the second.

(Jeremy Foreman): The second question is we're looking at applying for an area that up for relinquishment in 2013 and so that area isn't necessarily being served currently. So would we then - you know you've got the rule about not displacing current volunteers so would there be current volunteers or can we just kind of come up with our own work plans?

Patti Stengel: Yes, so in those vacant service areas, there are no current volunteers. So you can...

(Jeremy Foreman): Right.

Patti Stengel: ...pretty much come up with your own.

(Jeremy Foreman): Okay, excellent, thank you.

Coordinator: The next question is from (Diane Kline).

(Diane Kline): Hi, thank you. My question - I think you may have covered I just need clarification. For the 10% match, can we just indicate that is agency operating funds?

Patti Stengel: If that's truly what it is, then yes. But the more specifics you give the better.

(Diane Kline): Okay thank you.

Coordinator: The next question is from (Angela McField).

(Angela McField): Good afternoon. I guess I missed the first part. We already have a grant - a current grant so when we go into - for re-competition we go to the same site eGrant?

Patti Stengel: Correct, correct so what I did today was I went through eGrants as though I do not have a current grant and I've never had a grant with CNCS. So I created a completely new organization. In most cases many of you have grants with us. Currently not everyone falls into that situation so I wanted to be sure to cover everything that I could. So in your case when you already have an RSVP grant you're not going to go in and create a new organization, you'll just log in with your typical user name and password and you'll still select create a new grant,

but you will - you won't have to go through the process of setting up an eGrant account.

(Angela McField): Oh okay I'll just go to the same site that we've been going through. So I don't have to set up everything - I mean I'll be going through new, but I won't have to set up everything like - you know every step you went through.

Patti Stengel: Correct.

(Angela McField): But everything will be - like the narratives and all that, all that have to be redone, the budget and all that right?

Patti Stengel: Correct, so that's one thing you'll notice when you select new your narratives aren't going to pre-populate in the application as they would have if you selected renewal. So that's one way you'll know if you selected the wrong thing. If you selected - if you're starting an application and you see narratives already there, you probably picked the renewal by accident. So you'll want to go back and delete that and select new instead.

(Angela McField): Thank you so much.

Patti Stengel: You're welcome.

Coordinator: And once again if you'd like to ask a question please press star one. At this time there are no further questions.

Patti Stengel: Okay, so as I mentioned our next T&TA session will be specific to the performance measure module. And you can see the date for that right here on screen, it's T&TA call number four on Tuesday August 13 at 2:00 eastern time. You'll see the dial in number, pass code and webinar information. And

we hopefully will have the recording of this webinar posted in the next few days. So be on the lookout for that if you have any further questions of course you can always email us at 2014rsvp@cns.gov and we'll answer those in our frequently asked questions document.

That document is found on the website here this - in the middle - here is our PDF which was most recently updated on July 12th and we will update that periodically as questions come in. I do encourage you to be sure to read everything on this website. Many of our questions that we receive are already answered somewhere on this page. I know it's a lot of information to go through, but you do really want to be as familiar with these resources as possible. (Lori) have any further questions come in?

Coordinator: We do have a question from (Lisa Hayes).

(Lisa Hayes): Good afternoon, I apologize. I may have - you may have had answered this question, but I came in a little late.

Patti Stengel: That's okay.

(Lisa Hayes): When I went into eGrants and I - I'm - I am a current RSVP grantee, so I went in and I started new and one of the questions I had was that I am - my grant starts July 1st, but the only option there was April 1st for 2014, and my grant year starts July 1st.

Patti Stengel: When you say the only option, do you mean when entering that project period start date?

(Lisa Hayes): Yes.

Patti Stengel: Okay, we'll look into that. You should be able to enter a July start date there.

(Lisa Hayes): It didn't allow me.

Patti Stengel: Okay.

(Lisa Hayes): Because it had options, and I should have it up now but I don't, but it gave me options and it had 2014 and - but it only had April 1st that program year starting April 1st 2014, but not July 1st.

Patti Stengel: Okay, we'll - if it's in the dropdown it's something we'll want to look at and we will investigate that a little more. If it's just in the NOFO description then that's probably - that's fine it's just what it's defaulting to because that's probably the bigger grantee group or potential opportunity group. But we will look into the dropdown part. It's not a - an end all for anything by any means, so if it doesn't end up getting corrected then we'll let you all know soon. We'll let you know in the next...

(Lisa Hayes): Because I did start it in that....

Patti Stengel: Okay.

(Lisa Hayes): ...default, but you know I was hoping that if need be I could change it and put the correct.

Patti Stengel: Yes, we'll definitely have an answer by the next T&TA call, but if for some reason we don't get it resolved it won't be an issue for you submitting...

(Lisa Hayes): Okay.

Patti Stengel: ...because we'll be able to fix it later for sure.

(Lisa Hayes): Okay, thank you.

Coordinator: The next question is from (Margaret Zetter).

(Margaret Zetter): Hi, me again I have one more question about the actual work plan and you see instructions. The screen instructions say select all the service activities that apply, each service activity will generate a separate work plan. So even if you see -- for instance -- we have a driver escort program, and we also have home delivered meals so there's transportation and home delivered meals. So I was intending to you know start all over each time and have one for transportation and one for home delivered meals.

On your activity area, I'm just going to check transportation and what on one of them and then the other one would be food delivery. Am I on the right track here or - I'm just a little confused where it says you know check all that apply and each will generate a separate work plan. I mean should I be combining them?

Patti Stengel: So one advantage to having to use prescribed outputs and outcomes is that you can align your service activities under those prescribed outputs and outcomes. So for example I'm going to reference Appendix B it's about performance measure instructions you'll find a table there that shows all of the options. And actually I'm going to show you on the website as well there's a great tool, it's called the RSVP Performance Measure Worksheets. This is a document that you can just type into and use throughout as you're developing these work plans. It's not something you submit to us it's just a tool for your own use.

So for example ED21 -, 21 and 23 are the aligned outputs and outcomes and you'll see here assisting in classrooms or assisting in classrooms has start of the service activity options. So in this particular item you'll see it's kind of setup how it would end up for you in the performance measure module. And like I said we'll go through this in more detail on our August 13th call. But you just enter one community need. You can - you would end up selecting that output and you could end up selecting the outcome if you end up going with that. But you can select both as a service activities that align with that need, and aligns with that output and outcome.

You'll enter a description you'll enter a number of unduplicated volunteers for each service activity. You'll enter a total number of volunteers for each service activity as well as a number of stations and a target, but the number of the community needs, the output, outcome are all aligned for those particular service activities. So you can kind of group things together in an easier way. When you've checked those boxes for the service activities in the module, it will generate separate work plans and you'll be able to see it as you work through the module. It's hard for me to describe here in much detail, that's why we're separating out a whole session on this, but basically...

(Margaret Zetter): Right.

Patti Stengel: ...you can select multiple service activities under one output and outcome.

(Margaret Zetter): But you would have to, for one of the outcomes I want to have that you know that outcome requirement for the 10% measurement...

Patti Stengel: Yes.

(Margaret Zetter): ...on transportation. The other one meal's I don't want to do that for. Will that...

Patti Stengel: So in that case you would have to select the output twice, so you're basically kind of having to enter it all twice.

(Margaret Zetter): Then that's what the direction I was going and that was reason...

Patti Stengel: Yes.

(Margaret Zetter): ...I was going to do it. Okay, thank you.

Patti Stengel: Yes.

(Margaret Zetter): Sorry to bother you with this, but the other one I don't want to wait till August to keep working, you know till the next...

Patti Stengel: Oh yes no problem, that's okay.

(Margaret Zetter): ...call, keep working on this thank you.

Patti Stengel: (Lori) are there any other questions?

Coordinator: Yes we do have another question from (Randy Dakin).

(Randy Dakin): Hi I'm sorry to ask two questions, but I have for the FAQ that's been updated as of the 14th. And I have a question about geographic area, the area that my institution represents is one of the ones listed in the Appendix A and I'm not actually - we haven't yet found out who has the current RSVP grant in our

area. How do you - is there an argument for additional funds or is the allotment that you have prescribed for each state pretty much set in stone?

Patti Stengel: The allotment per opportunity.

(Randy Dakin): Yes.

Patti Stengel: Yes, it's based on our previous RSVP funding cycle.

(Randy Dakin): Okay so we couldn't partner necessarily with an organization with each of us serving one area within the opportunity?

Patti Stengel: No unfortunately - I mean you could have that...

(Randy Dakin): Okay.

Patti Stengel: ...organization be a volunteer station of yours, but there would only be one organization responsible for that RSVP.

(Randy Dakin): Okay thank you very much.

Coordinator: At this time there are no further questions.

Patti Stengel: Okay, well then we'll go ahead and wrap it up and as I mentioned the next call is August 13th, I do also want to give an announcement about our Senior Corps Virtual Conference. It's August 6th and 7th, you can register now. You can find the registration link at nationalservice.gov. It's scrolling across the top of the screen there. It's free, it's open to the public, you just join us online on the 6th and 7th. And we'll have a lot of great information there about our Senior Corps programs, we'll go into some more detail on work plans and

performance measures and those kinds of things and you'll be able to network with current Senior Corp directors as well as members of the public interested, seniors and volunteering. So if there are no further questions, one last check.

Coordinator: We do have another and that is from (Monica Vanderhoot).

(Monica Vanderhoot): Good afternoon, on Appendix B under the education objective for school readiness, it has the output as ED29 number of children served in child safety welfare and health programs. When I went into the work plan in eGrants, school readiness doesn't have that output as a choice. But then I looked at some other ones in the other under education does have the ED29.

Patti Stengel: What's in eGrants is correct. So our Appendix B we'll fix that in that one particular section. It doesn't affect how you'll develop that work plan, but know that what's in eGrants is correct.

(Monica Vanderhoot): Okay, thank you.

Coordinator: Our question is from (Lisa Hayes).

(Lisa Hayes): That's okay my question has been answered, thank you.

Coordinator: Thank you.

Patti Stengel: Okay, thanks.

Coordinator: And there are no furthers questions at this time.

Patti Stengel: Okay well thank you all for joining us today and we hope that you'll join us in our virtual conference in a few weeks. Thank you.

Coordinator: Thank you everyone for participating on today's conference. The conference has concluded you may disconnect at this time.

END