

NWX-CORP FOR NTL SERVICE (US)

**Moderator: Patti Stengel
June 19, 2014
1:00 pm CT**

Coordinator: Welcome everyone and thank you for standing by. All parties will remain on mute for the duration of today's call until the questions and answer portion. At that time please make sure that your line is not muted, press star 1 and record just your name at the prompt to be placed into the queue.

This call is being recorded, so if you do have any objections, please disconnect at this time. And now I'd like to turn the meeting over to Patti Stengel. You may begin.

Patti Stengel: Thank you very much. Welcome to our first 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 the Corporation for National and Community Service.

Before we get started, just a note. If you could please hold all questions until the Q&A session at the end, there is a Chat feature in the Webinar itself, but we're going to just hold questions until the end and you can ask them verbally rather than using the Chat.

So we'll go ahead and jump right into our session today. So during this call we'll provide a very brief overview of the Corporation for National and Community Service, or CNCS, and an overview of RSVP, just to give you some context for this particular competition.

And then I'll review the highlights of the Notice of Funding for the 2015 RSVP Competition. And I'll show you some of the resources that are available to you on the Notice of Funding Web site which you'll see at www.nationalservice.gov/rsvpcompetition.

And then as I said, at the end of the call we'll have time to answer any questions that you might have at this time.

So first a brief overview of CNCS, the mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

We accomplish this through our programs, Senior Corps, AmeriCorps, and the Social Innovation Fund. And you can learn more about those programs by visiting our Web site, www.nationalservice.gov.

Now a brief overview of the RSVP Program just to help you understand the program for which these competition funds are to be used. RSVP is one the three Senior Corps programs run by CNCS. Beginning in 1971, RSVP is one of the nation's largest organizations for volunteers aged 55 and over.

Those organizations that are awarded funds through this competition become known as RSVP sponsors or grantees. And it's then their responsibility to

recruit and place RSVP volunteers in organizations throughout their geographic service area, as well as to manage current RSVP volunteers.

And the organizations where the RSVP volunteers serve are known as RSVP Volunteer Stations. Technical Assistance Call Number 2 will have a more in-depth overview of RSVP, and I really encourage you to call into that particular T&TA call as well, to learn more about this program.

So now we'll go over the highlights of the Notice of Funding for this competition. Keep in mind that these are only the highlights. Listening to this Webinar is not a substitute for reading the entire Notice of Funding in detail, as well as the grant application instructions, frequently asked questions document, and other technical assistance resources.

There are two key dates associated with this notice. The due date for the Notice of Intent to Apply is Friday, August 8, 2014. The Notice of Intent to Apply is not required but is highly encouraged.

Send your Notice of Intent to Apply to 2015rsvpintent@cns.gov. We ask that you please include your opportunity number, how you heard about the RSVP Competition, the name of the applicant organization, address, contact person and phone number in your Notice of Intent to Apply. And you'll find the opportunity number in Appendix A, for your particular opportunity.

And then of course applications are due no later than Tuesday, September 9, 2014 at 5:00 pm Eastern Time.

Here you see a list of those organizations that are eligible to apply for these funds. Organizations that have been convicted of a federal crime or that engaged in lobbying activities are not eligible to apply. And previously

receiving federal funding is not a prerequisite for submitting an application for this competition.

As far as the application requirements, all applications submitted must serve the entire geographic service area for the opportunity for which they are applying. And again those are listed in Appendix A of the Notice.

They must support at least the minimum number of volunteers associated with the funding opportunity. And again you'll find that in Appendix A.

All applications must meet the national performance measure requirements and other criteria established in the Notice. And must minimize disruptions to the current volunteers associated with any incumbent project.

As I mentioned, information about the service area, number of volunteers, and whether there is an incumbent project are found in Appendix A of the Notice. Each opportunity in Appendix A is identified by what we call an opportunity number. An example of this would be AK-01 which indicates the first opportunity in Alaska.

If there's an X in the opportunity number, for example AK-1X, this indicates that there's not currently an RSVP project for that specific opportunity. It's considered a vacant opportunity.

Any eligible organization can apply for any opportunity listed in Appendix A. Each opportunity also shows the maximum CNCS annual funding amount, the minimum number of unduplicated volunteers, and the geographic service area where the volunteers will serve.

And later in this call I'll show you exactly where to find Appendix A on the Notice of Funding Web site.

So as mentioned previously, all applications for this competition must meet national performance measure requirements. On Page 3 of the Notice you'll find the beginning of further details about the national performance measures for RSVP. And here's a chart showing you how this works out.

So for RSVP at least 25% of unduplicated volunteers must be placed in work plans in one of the six CNCS focus areas which are Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans and Military Families.

And that focus area is then known as your project's primary focus area. And no more than 30% of unduplicated volunteers can be placed in one work plan representing other community priorities. And at least 10% of unduplicated volunteers must be placed in work plans that result in outcomes.

The remainder of volunteers can be placed in other CNCS focus areas or in capacity building work plans.

So as I mentioned there are six CNCS focus area in which RSVP volunteers may serve. RSVP volunteers serving in the Education focus area provide support or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special or exceptional needs.

RSVP volunteers serving in the Healthy Futures focus area assist with meeting health needs within the communities. And this includes access to care, aging in place and childhood obesity.

RSVP volunteers serving in the Veterans and Military Families focus area positively impact the quality of life of veterans and improve military family strength.

RSVP volunteers serving in the Environmental Stewardship focus area might support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements, particularly for economically disadvantaged households.

RSVP volunteers serving in the Economic Opportunity focus area provide support or facilitate access to services and resources that contribute to the improved economic wellbeing and security of economically disadvantaged individuals.

And then finally RSVP volunteers serving in the Disaster Services focus area help individuals and communities prepare for, respond to, recover from, and mitigate disaster.

Now capacity building is not one of the six focus area options but RSVP volunteers can serve in capacity building work plans.

Capacity building activities are indirect service activities that allow the organization where the RSVP volunteer served, to provide more, better, and sustained direct service after the National Service participant's term of service has ended.

However, capacity building activities cannot solely support the administration or operation of the organization.

The project period for grants for this competition is three years. The funding amount that you see listed in Appendix A for each opportunity is the CNCS funding for year one of the three year project period.

Grants would be eligible for continuation funding for years two and three, as long as they meet the requirements you see here - they demonstrate satisfactory performance that indicates the grant is on track to achieve the proposed performance measure at the end of the three year period, demonstrates capacity to manage the grant meaning that they are in compliance with grant requirements, and this does include terms and conditions of the grant, the requirement for biannual reporting of performance measures, and securing the required non-federal share of the budget, and of course depending on the availability of Congressional appropriations.

All applications for this competition must be submitted through eGrants which is CNCS' online grant submission system. And we recommend that you begin that process of submitting your application in eGrants early.

Create an eGrants account and begin your application at least three weeks prior to our deadline.

We also recommend starting your application in a word processing document and then copying and pasting it into eGrants no later than ten days prior to the deadline to give yourself plenty of time.

The National Service Hotline is available to answer any technical questions related to eGrants. The National Service Hotline hours are Monday through Friday, 9:00 am to 7:00 pm Eastern Standard Time. And you'll see their phone number here, 800-942-2677. That's again for technical questions for eGrants.

We do ask that you also submit all required attachments by the application due date. And then when working on your application, keep in mind that RSVP must be included in the project title and must be used in promoting the project throughout the duration of the project period.

So you'll find a list of required attachments in Part IV, Required Documents in the grant application instructions which are on the competition web site.

You'll want to email all of those required attachments - required documents by the deadline to 2015rsvpattachments@cns.gov. And we encourage you to submit your attachments well in advance of the deadline. You do not need to wait until your application has been submitted to email the required documents.

And if you look at that list of required documents, many of them are probably items your organization has easily on hand such as an organizational chart or a project director job description.

So if you can - if you know you're going to apply you can go ahead and start emailing those documents now.

In the subject line of your email you'll want to include your application ID and the opportunity number that you're applying for. And please also indicate in your attachment submission whether you are the incumbent organization for that particular opportunity.

The application page limit is 25 pages as they print from eGrants. This includes the executive summary, project narrative, and the cover page or face sheet.

It does not include the budget or the National Performance Measures work plans.

So we encourage you to check the printable version of your application in eGrants prior to submitting so you know that you're within those page limits. Reviewers will stop reading applications after Page 25.

The application should also include the required non-federal share. In year one of the project the required non-federal share is 10% of the total project budget.

In year two of the project the required non-federal share is 20% of the total project budget. And in year three and subsequent years the required non-federal share is 30% of the total project budget.

Current RSVP grantees are required to have a 30% non-federal share only when they are applying for the opportunity for which they are the incumbent. So if they're not the incumbent then only a 10% share is required in year one.

Applications must include a DUNS number, as well as an Employer Identification Number.

All applicant organizations must be registered with the Systems for Award Management or SAM. And we urge you to begin this registration process as soon as possible. And you'll find more details about this on Page 11 of the Notice.

CNCS may consider an application after the deadline, but only if you submit an email explaining the extenuating technical circumstances that caused that delay. Advanced request to consider late applications are not going to be

considered. And that email must be sent to lateapplications@cns.gov within 24 hours after the deadline.

All applications will be assessed against 31 selection criteria questions that are listed in the Notice. And here you'll see the selection criteria categories and their respective weights.

Program Design is worth 50%, and broken into the subcategories of Strengthening Communities which is worth 35%, and Recruitment and Development which is worth 15%. Organizational Capacity is worth 35% and is broken into the subcategories of Program Management which is worth 15%, and Organizational Capability which is worth 20%.

And then Cost Effectiveness and Budget Adequacy is worth 15%. With the exception of questions 21 through 30, all the selection criteria or responses are assessed as excellent, good, fair, or does not meet. And you can read all of the selection criteria of questions on Pages 13 through 17 of the Notice.

The review and selection process itself for this competition does include several distinct stages and these are outlined on Page 17 through 20 of the Notice, describing the review and selection process.

So first CNCS staff will review all applications to determine compliance. And then next, panels of external and CNCS staff reviewers will assess applications for RSVP grants based on those 31 selection criteria.

The results will be reviewed for fairness and consistency. And some applications might be selected for a quality control assessment.

In the risk assessment evaluation, CNCS will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds.

And then during clarification, applicants might receive requests to provide clarifying information to resolve questions and issues about their application.

Then in the program staff review stage, CNCS staff will determine which applications to recommend for selection.

And then finally the CEO selects the final portfolio based on the results of the review and selection process. And then following grant awards each applicant will receive a summary of feedback pertaining to their application.

Now there are a number of technical assistance resources available to you, and they are listed in the Notice, but I'd like to highlight a few of them on this call.

Any questions about this competition can be submitted by email to 2015rsvp@cns.gov. And the answers to questions submitted to that email address will be added to the FAQ document posted on the Notice Web site which as I mentioned before, nationalservice.gov/rsvpcompetition.

Additional technical assistance calls will be held while this competition is open. And dates and times for all of those calls are currently listed on the Notice Web site.

And I'm going to go ahead and go to the Notice Web site itself and show you some of the documents available.

So this is what you see when you go to nationalservice.gov/rsvpcompetition. At the top there's a table of contents and you can click on each of these sections and it will just drop you down to further information on this same Web page.

At the beginning we have a summary of RSVP and some additional details about this competition.

Then you'll see information about our application deadline. All of this is in the Notice of Funding itself, but we highlighted it again in this section, the Notice of Intent to Apply, again due on August 8. And the application deadline, September 9.

And this section is really the heart of it, the funding opportunity and application instructions. Here is where you will see the 2015 RSVP Notice of Funding Opportunity, the Notice as I refer to it.

This is the full Notice. Be sure you read all of it and are familiar with it. The grant application instructions tell you all of the requirements and how to enter your application into our system.

And I'll go into Page 17. This is where we begin our required documents section that shows you which documents have to be submitted to that attachments email address I mentioned.

Applicants for this competition will follow this first column, New Competitive, to know what to submit.

The eGrants visual instructions are a helpful tool to help you understand how the grant application instructions need to be followed to actually enter the

information into eGrants. It includes screenshots of each section of eGrants where the information is entered. It's a rather lengthy document but it is quite helpful to show you what eGrants will look like.

Appendix A as I mentioned before, shows you all of the available opportunities for this competition.

So this first column as I mentioned, is the opportunity number. So here you see AK- 01, the first opportunity in Alaska, the start date for the grant. These are all either April 1, 2015, or July 1, 2015. Then the geographic service area, this particular one right here. So you would have to commit to serving the entire geographic service area as I mentioned in the requirements section. The minimum number of volunteers - this one has 276. So you can propose to have more than that number, but you cannot propose less. And then the grant amount - this is the CNCS funding amount for year one, which as I mentioned, could be available for continuation in years two and three.

Appendix B shows you the National Performance Measure instructions, so it gives more detailed information about each of the focus areas that I mentioned previously, as well as capacity building, and tells you more about how those focus areas translate into service activities, and how to measure those particular activities.

Appendix C talks about graduating stations and minimizing disruptions to volunteers.

And then Appendix D includes some helpful terms and definitions that we use at CNCS and for this RSVP program.

This required documents section gives you some of the attachments that have to be submitted. Aggregated Dollar Amount of Fund form is an Excel spreadsheet that must be submitted as an attachment to that attachment email.

And the Financial Management Survey is a Word document that you'll have to fill out and send as well.

Then down here you'll see the Frequently Asked Questions section. As you'll see we updated this most recently on June 13, and we'll continue to update it throughout the competition.

This section you can drop down to various topics. So if I want to see budget questions I can see those here.

Another helpful way to search this is if you enter Control F and just enter a term it will show you where that term pops up in that particular - in this particular FAQ document.

And we'll indicate in that document when a question has been added, we'll add the date. And then you'll also see this 2013 and 2014 RSVP Performance Measure FAQ document. This includes an archive of the performance measure questions that were submitted during our first and second years of this competition.

So you'll see again it has a table of contents here where you can go to the various sections of the document to help you find what you're looking for.

And again you can use that Control (CTRL) F feature on your keyboard and look for any term that you want to find.

So that 2013 and '14 RSVP Performance Measure FAQ will not be updated again. As I mentioned, those are archived so any new questions submitted will be updated on the Frequently Asked Questions document that's a little further up.

Another section is Resources for Applicants. This includes a link to eGrants. This is where you would input your application and submit it.

RSVP Performance Measures worksheet. This is a Word document. It is not a required tool that you have to submit to us. It's just a Word document that can help you in planning how to place your volunteers if you're not quite ready to put them into eGrants itself. It kind of shows you how you could set up your volunteers and what service activity and measurement instruments are available in the eGrants module. Those are just a helpful tool for you to use.

And then some additional information about RSVP Performance Measures and congregate nutrition stations. And then finally a link to the RSVP Program Regulations.

These are the federal regulations that govern RSVP, and I'll talk more about those in the RSVP 101 T&TA session.

And then the next section is information about the Senior Corps Virtual Conference. This is a free event, open to the public. It will be August 6 and 7 with a preview day on August 5. And it will just include helpful information about Senior Corps and RSVP.

There will be an agenda when you sign up and you can look for options that might be helpful to you as an applicant for this competition.

And then here at the bottom you will see the remaining training and Technical Assistance calls that are coming up during the time this Notice is open. Once a call has been held we'll post the recording information in this section as well.

So again the Web address is nationalservice.gov/rsvpcompetition. Now I'll go back to the PowerPoint.

So as I mentioned, applications are due Tuesday September 9, five o'clock Eastern Time. And operator I think we'll go ahead and open the line for questions right now. Operator?

Coordinator: I'm here. My button switched to talkless and I apologize. Again if anyone does have a question please press star 1 and record just your name at the prompt if you do have any questions. Again star 1 and record just your name.

And if you'd like to be removed, again press star 2. And we'll give it just a moment. (Colleen Baldwin) your line is open.

(Colleen Baldwin): Thank you for taking my call. In each work plan does every output require an outcome, or is it possible with some of them to have just the output?

Patti Stengel: you can always create a work plan that only uses the output for a measure. The outcome - some outputs have outcome options with them, but there are options.

The requirement overall is to have at least 10% of your unduplicated volunteers serve in work plans that result in outcomes. So you will have to have some outcome measures used to meet that requirement, but you don't have to use an outcome every time.

(Colleen Baldwin): Thank you very much.

Coordinator: (Patty Cameron) your line is open.

(Patty Cameron): Thank you. I have a question. I'm an incumbent for 20 years or so. We're at 473 number of volunteers. Are we also required to keep that number or can we go down a certain percentage?

Patti Stengel: The requirement is to meet the minimum number that's in Appendix A.

(Patty Cameron): Okay, so it's the same for everybody then? Okay, thank you.

Patti Stengel: Yes.

Coordinator: And (Robin Johnson) your line is open.

(Robin Johnson): Thank you. I have a question about the number of volunteers. Is that cumulative number over the period of three years, or is it - like my number is 530. Is it 530 volunteers each year?

Patti Stengel: So the - it's the number that you are planning to have serving in your third year of your grant.

When we talk about the performance measures then we'll get a little more in detail on this later - in the RSVP 101 session.

But the targets that you put for your work plans for your performance measures are what you expect to achieve in the third year of your grant. And that's where you'll also put your unduplicated volunteer number.

(Robin Johnson): Okay, let me ask a question a different way just to see - just to clarify this. If I run a tutoring program and we engage 100 volunteers in that tutoring program each year and we have a 75% return rate on volunteers. So my first year I have 100 volunteers. In my second year I have 100 volunteers and 75 of those are the same people, and 25 of them are new.

Do I add 25 to that each year? And each year I'm only going to have a total of 100, and the numbers can vary.

Patti Stengel: Right. So if your minimum number of volunteer's number in Appendix A is 100 then you'd be meeting the requirement. So to answer your question, it's each year.

(Robin Johnson): It's each year. So it's not...

Patti Stengel: Not cumulative over the three.

(Robin Johnson): It's not cumulative over the three?

Patti Stengel: Correct.

(Robin Johnson): Okay, so each year. So I can't - so even if I engaged over three years 150 people in the tutoring it is cumulative to that - whatever that final year is?

Patti Stengel: It's what you're expecting to achieve in the third year. It's the minimum number of volunteers currently serving in the project that you expect in the third year.

So, if you're starting new and the numbers are really high -- 1000 volunteers maybe -- you have a little bit of time to build up to that. But by the time

you've reported in the third year, that's what we're expecting to see in the volunteer number.

(Robin Johnson): Okay. So the assumption is then that the programs grow over the three years, generally?

Patti Stengel: Generally if you're - yes.

(Robin Johnson): Okay, thank you.

Patti Stengel: It's the goal you're expected to meet in your third year.

(Robin Johnson): In my third year?

Patti Stengel: Some programs might start off with meeting that number already, but not all.

(Robin Johnson): Okay, thank you.

Coordinator: And (Joanne Hiccox) your line is open.

(Joanne Hiccox): Can I go additionally on to the question of numbers? We work with senior citizens. They tend to leave programs, not of their own will.

If we have - of the numbers we need to have 300 people involved, it's a brand new program, we are expected to have 300 in year one, two, and three? Or we are to expect - are expected to have 300 on our rolls by the end of the third year and all active, or just they were active in the second year and not in the third year? I mean help me.

Patti Stengel: So when you submit your application you'll include a section with work plans that outline how you're going to place volunteers within the performance measures.

And one of the requirements is that you must have at least the minimum number of volunteers that's listed in Appendix A.

And when you put your work plans into eGrants, the targets that you enter there, including the unduplicated volunteer numbers, are what you're planning to achieve in the third year.

So as you're working towards that number you'll be reporting on six months report every year on your PPR, and then an annual report - Progress Project Report; we call it the PPR.

So you'll report that in year one, you'll report it in year two, and you'll report that annual PPR again in year three. And that's where we're really going to look for you to meet the number that you projected when you originally submitted your application.

So you're inputting the number; at least your minimum number of volunteers, when you actually submit your application. And you're submitting it knowing that that's the target you expect to achieve in your third year. Does that help?

(Joanne Hiccox): No, but I think I need to read the entire thing to understand better.

Patti Stengel: It's a little bit complicated. We do have a number of resources out there to help you. And I really encourage you to read the Performance Measure archives FAQ document.

(Joanne Hiccox): Okay.

Patti Stengel: It explains a lot about unduplicated volunteers and how to place your volunteers within the measures.

(Joanne Hiccox): Thank you.

Coordinator: And next I have (Debra Odom). Your line is open.

(Debra Odom): Thank you. As an incumbent applicant, when you referenced the Required Documents Sheet, the second column I think was for current grantees. But as this is a year one and in competition, are we to follow the guidelines?

I believe you put your mouse - your cursor on the first column. So even though we're incumbents we follow as though we are a new applicant?

Patti Stengel: Yes, you'll follow the column that says, New Competitive.

(Debra Odom): Thank you.

Patti Stengel: And when you go - when you actually to do your application in eGrants, you'll select New as the application type.

(Debra Odom): All right, thank you very much.

Tamika Becton: Patti we did get a question the Chat so, is it okay to ask it?

Patti Stengel: Yes, go ahead.

Tamika Becton: Okay, “Could volunteers who serve in libraries; example, shelving books, directing clients to research items, can that be counted under capacity building?”

Patti Stengel: So Appendix B describes all of the requirements for capacity building, and I would just say to read all of those requirements. There are three especially that you have to meet, and I’m going to flip to that page.

So this is on Page 41 of Appendix B. It says that, “Capacity building activities must, number one, be intended to support or enhance the program delivery model.

Number two, 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 number three, enable an organization to provide a sustained level of more or better direct services after the National Service spend term of service has ended.”

And that’s a really complicated part, that last piece. If you have someone shelving books in a library, it’s probably an ongoing activity that’s not going to continue if that particular RSVP volunteer leaves or moves on to some other placement. So you would have to figure out a way to make sure that that service continued.

So when we think of capacity building, usually a National Service participant is creating something that’s going to live on after they’re done. The goal is to have that volunteer leave.

So most likely, shelving books in the library is more of an activity under Other Community Priorities.

Operator, are there any other questions that came in on the line?

Coordinator: There are. (Colleen Baldwin), your line is open.

(Colleen Baldwin): Thank you. I'd like to go back to the unduplicated count for volunteers. And I understand that at the end of the three years you must meet the number that is on the Appendix A, but each year, if John Doe is an unduplicated volunteer in year one, he also remains a volunteer in grant year two, can he be recounted in grant year two because that is a new grant year?

Patti Stengel: He is counted every year that he serves. So if he is active with your RSVP in year one, he's counted in year one. If he's active in year two he's counted there, and again in year three.

(Colleen Baldwin): Thank you very much.

Patti Stengel: Yes.

Coordinator: And (Erica Wyatt) your line is open.

(Erica Wyatt): Hi yes, we are looking at serving one of the areas that does not currently have an incumbent. I mean we're new to this whole RSVP process, so bear with me.

I'm going to ask a question about the budget - the grant amount, the budget and the reimbursements to the volunteers. Do we set that stipend amount or I

mean does it all come out of the grant amount? I mean can you just explain kind of how that works?

Patti Stengel: Yes. RSVP is the one Senior Corps program where the volunteers do not receive any kind of stipend or living allowance, but they are eligible to receive reimbursements for certain things.

These include meals while serving, and transportation. So you could reimburse them for some mileage to and from their service sites. And that is up to the project to set their policies around that.

The other coverage that they would receive is a volunteer insurance coverage, and we do - I'll go into more depth on this on our RSVP 101 call, and T&TA call.

But those three items that I just mentioned are expenses that could be taken out of the CNCS share or the non-federal share required match. Does that answer your question?

(Erica Wyatt): Yes, so that comes out - that you include - when you're developing the budget you include that along with the actual operating costs to the program? You budget it all?

Patti Stengel: Yes. And the three things I mentioned - meals, insurance, and transportation, the only one of those three that's required is insurance. The other two are optional. You know they are a selection criteria item that will be assessed in reviewing the application. But the required one is insurance.

(Erica Wyatt): Okay, thanks so much.

Patti Stengel: Mm-hmm.

Coordinator: And I'm showing no further questions.

Patti Stengel: Okay. So just a reminder, applications are due Tuesday, September 9, five o'clock Eastern Time. That's when all applications must be submitted in eGrants.

As I mentioned, nationalservice.gov/rsvpcompetition is where you can continue to look for FAQ updates, and of course our T&TA calls information.

Tamika, did any other questions come up through the Chat?

Tamika Becton: Yes, there was one that it came up twice. "Will this presentation be posted somewhere or can it be emailed?" And I guess you can answer that.

Patti Stengel: Yes, so on the competition Web site you will be able to find -- and I'll show you here on the Webinar -- so in the same section where we list our Technical Assistance call information, once the call has been held we'll remove the call-in number and participant code and Webinar link and those things that aren't relevant anymore to help you, and we'll replace that with call - Webinar recording information and transcript information that we have. So just continue to look on the page for that update, coming up next.

Are there any other questions either through the Chat or on the phone?

Tamika Becton: Yes, they - oh, go ahead.

Coordinator: So there aren't any on the phone.

Tamika Becton: Yes, there are two more in the Chat. One was, "Can you repeat, in regards to the requirements for reporting?"

Patti Stengel: Yes, these are also addressed in the Notice of Funding, the NOFA. There is biannual - semiannual reporting every six months on the Progress Report - Project Progress Report - PPR.

At the six month mark and then at the annual mark you'll submit a full PPR. The PPR Lite or semiannual as we call it, only includes outputs and demographic information.

And then the annual PPR includes outcome information as well as outputs and demographic information and narrative, and then financial reporting as well.

Any other questions?

Tamika Becton: Yes.

Coordinator: We do have one more, I'm sorry.

Tamika Becton: Go ahead operator.

Coordinator: We do have one more on the phone Patti.

Patti Stengel: Thank you.

Coordinator: (Unintelligible) your line is open.

Woman: Thank you. Hi, I have a question about the Other Community Opportunities - Community Priorities I guess that is the Other.

Patti Stengel: Mm-hmm.

Woman: As you said there's only one work plan. Can you explain that a bit more because I have - I was planning to put all my Public Safety in there; a couple of other things, so I'm not sure because I haven't looked at it yet, but how would you put that all together.

Patti Stengel: Yes, and this will - it's actually a way to make it easier on all of you that are applying.

It's all in one work plan, so you'll put in one community need and you can summarize things to the best that you can. You'll put in one service activity description, and again summarize it the best you can.

And then you'll just put your volunteer numbers in there, your unduplicated number, and your total number. And then there's a section where you'll put a target number.

And for all of them; for everyone for this application, if you're putting in an Other Community Priority work plan and your target number will be one, it's actually a yes or no question, but we couldn't allow our system somehow to allow you to enter yes or no, about whether or not you met the target.

So it's really just a question answering yes, no, did you meet the target, and you don't even have to tell us what that particular target is. You just enter a 1, and then when it comes time to do the reporting, if you met your own target you would enter a 1. So if you didn't meet it you would enter a zero.

So it's pretty basic and it's pretty simple. You just put in your unduplicated volunteer numbers, and that 1.

Woman: A little more to go on that. So my community priority is Public Safety, but I also have those volunteers that may be duplicated that I want to throw in there as well. If I have more than one community need and it's only one work plan, I don't understand how that works.

Patti Stengel: So you would just kind of describe your community need to the best you can to cover all of the activities that you're putting in that one work plan.

Woman: Okay. So there's a need for volunteers at the Sheriffs and Police Departments, there's a need for trail maintenance, there's a need for...

Patti Stengel: Yes.

Woman: Okay, that makes sense.

Patti Stengel: And you'll just kind of lump it all together. It's a little different than all the other work plans. And when you go to read the - I encourage you to read the Grant Application Instructions and the Performance Measure Instructions, Appendix B.

So your grant application instructions really help you understand what needs to be entered in the community needs description, and the service activity description, instrument descriptions in the work plan module. And when it...

Woman: Can I ask one more question?

Patti Stengel: ...when it comes to the other community priorities you can summarize it a little more.

Woman: Is there any way to cut - how do you cut and paste into eGrants? Is there a document already that I can fill out on my Word processor?

Patti Stengel: There is not. You would just have to - as far as the copying and pasting into eGrants, we recommend that for your narrative. It's a little harder with the work plans, and that's one of the reasons we give this work plan worksheet, and I'll open it again.

Woman: Yes, I saw that.

Patti Stengel: In the Resources section, it's right here, it's called RSVP Performance Measures Worksheet. So when it comes time to do your work plans, this helps you understand how you're supposed to put your volunteers into those particular work plans.

So on Page 3 here, you could type directly in your community need. This is a document that you can save to your own desktop. Then if you're using for example ED-21, then you can enter your volunteers here, your total number; your number of stations. These are all of the things you would have to then enter in eGrants as well.

((Crosstalk))

Woman: (Unintelligible) paste from there.

Patti Stengel: And then you could cut and paste from here. And then you'd also have to enter a service activity description and an instrument description as well.

Woman: So it's close enough that I can cut and paste from there. That's good.

Patti Stengel: Yes.

Woman: Okay, thank you very much. I think that's it for me.

Patti Stengel: Okay, any other questions?

Coordinator: No more on the line.

Tamika Becton: Yes, there is one here. "Do we need to provide services throughout the jurisdiction or simply recruit volunteers from the area?"

Patti Stengel: So the service area as it's listed in Appendix A is the geographic service area where the service will take place.

So you might have a volunteer that lives just on the other side of that county. It's okay to recruit them as long as they're committing to serve in activities that happen within the geographic service area as it's listed in Appendix A. And you do need to commit to covering that entire geographic service area.

Tamika Becton: Okay, and one more. "Could you please elaborate on the term of service that's mentioned in Capacity Building definition?"

Patti Stengel: So I will go to Appendix B. And as I mentioned, this starts on Page 41 of Appendix B, Capacity Building section. And in Appendix B there's a number of areas where we do define certain terms. So here you'll see the key terms for Capacity Building.

It does not look like we have a term of service definition. So when it comes to RSVP, if you're putting Capacity Building volunteers - if you're putting RSVP volunteers into Capacity Building work plans, you would have to come up with that in terms of your own particular service activities you're having those RSVP volunteers do.

So as I mentioned, that third requirement is after the participant's term of service has ended, and those requirements are listed on Page 41 right here. So this is what they are referring to. You would have to set that within your particular program.

Any other questions?

Tamika Becton: No, that's it.

Coordinator: And there are no...

Patti Stengel: Okay operator, any - no more on the phone? Okay, well that concludes the session then. And again just a reminder, September 9 is our due date. Please don't hesitate in getting that application in and getting those documents submitted as well.

So thank you for joining us today and we will hope you join us on our RSVP 101 or our next Technical Assistance call. Thank you very much everyone.

Coordinator: That concludes today's conference. Thank you for participating. Please disconnect your lines at this time. Thank you.

END