

NWX-CORP FOR NTL SERVICE

Moderator: Patti Stengel
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1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. 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.

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

Patti Stengel: Thank you (Laurie) and thanks to all of you for joining us today. This is our 4th Training and Technical Assistance call for the RSVP competition. This call is specifically on the Performance Measure Module which is a part of the application in eGrants.

So before we get started I want to show you where to locate some helpful resources that would be of great assistance to you as you work through your performance measures for your application.

If you joined the Senior Corps Virtual Conference last week a lot of the information that I'll be sharing on this call will be very similar to the RSVP Performance Measure Module session that was held there at the conference. That session is available on demand through September 7 in a conference environment and I'll show you how to access that.

If you go to nationalservice.gov and then go to Senior Corps. And then across the top here you'll see the Senior Corps Virtual Conference. If I click there and scroll down just a bit and then over on the right side I have Register and Log-In. You can register still. You can log-in with your previous log-in information and access all of the on-demand sessions. So anything that was presented there was recorded and is now available for playback through September 7.

And even after September 7 all of the information will be moved to the Knowledge Network and you can access there. So that's where you can hear the recorded webinar from the RSVP Performance Measure Module. You can also access some completed Work Plan/Worksheets for RSVP in the document section in the library at the virtual conference. And that's actually what I'll be using today as we go through the module to input some Work Plans into the Performance Measure Module.

So to get started I'm going to have some helpful resources in front of me. So everything is available on the Competition Web site. But scroll down to about to the middle of the page, of course I know that RSVP 2014 NOFO is there and I want to be sure I'm very familiar with that. The grant applications instructions here in this PDF includes very helpful details about performance measures, specifically on page - beginning on Page 12 there's a lot of information, a lot of detail there about what exactly you should be putting in the text boxes that are available in the module.

And the most helpful one are the eGrants Visual Instructions. It's this PDF; this includes screenshots of every part of eGrants where you'll be entering information. I'll scroll down just a bit to show you what it looks like; it's everything from logging in to submitting your application and on Page 17 of this document that's where the RSVP Performance Measure Module Instructions begin. And it shows you exactly how to input your information.

So now I'm going to go back to the Competition Web site. And finally I want to reference the RSVP Performance Measure Worksheet. This is a Word document; you can type directly into it and it will help you as you're trying to generate your Work Plans. If you're someone who doesn't find eGrants especially user-friendly or you're not quite sure where you want to put all of your volunteers yet and would rather map it out on paper beforehand, this is a great tool for you.

You put in your number of volunteers. It helps you figure out how many of those volunteers would need to be counted as unduplicated in your primary focus area. And then the maximum you can place in your community priorities based on your number of volunteers and then how many you would need to reach that goal of at least 10% in outcomes.

And then if you scroll down it actually breaks out each performance measure and shows you the output instruments available for that measure, the outcome instruments available and the corresponding services activities helps you set up exactly how many unduplicated volunteers, how many total volunteers, how many station and your output and outcome targets. So that's a really great tool to have on hand.

And then finally the National Performance Measure Instructions, also known as Appendix B, these are the full details about the performance measures. It gives you definitions of various key words. It talks about service activities. It's a lengthy document, but this is where all of the performance measure instructions are today.

So this is a part of eGrants as I said; it's part of the application and this link here is how you get to eGrants, visit eGrants. So I'm going to go to an eGrants test environment. So I'm already logged in. To access my application this is one that I've already started. So I'm going to go to View All and I've written down my application ID. So I just look for it in my list of existing applications. This is the one I want to work on, so I'm going to go to Edit and this is one I've already started and I've come back to it. I haven't done the Work Plan module yet.

With eGrants you can input some information into your application in eGrants and come back and start working on it again, just as long as you're sure you're working on the same application. And that's why it's important to know your grant application ID which is this number at the top, 14SR154038.

So to access the Performance Measure Module I'm going to go to Work Plan over here on the left. It shows me all of the pieces of my application that have to be complete in order to submit. So I'm going to click on Work Plan. So that's what we're going over today. And it says click here to enter Work Plan. This is actually how I get to the Performance Measure Module. It's actually a separate part of eGrants; it's a separate module that connects to eGrants. That's why it looks a little bit different. It has these tabs across the top home page Objective, Performance Measure, Target and Summary.

And as I work through the module, those tabs will light up as I have access to them and I'll be able to actually click on those. On the left over here I have screen instructions that will help me as I complete the module. If I find that I need more space on the screen I can collapse those. I can bring them back. I can even close it completely. It just gives me a little more room to work. Some other things to keep in mind here; if I want to go back to the actual application, the rest of the pieces, I would click this back to eGrants application.

Up here at the top it shows me my application ID, the NOFO that I'm working on. This is what you all would select, RSVP 2014 Competition. It shows that I'm working a new application which is what you all want to be; you don't want to be in Renewal. And then it shows Status Grantee Initial Entry; that just means I haven't submitted it yet. To get started you can either click Next or you can click Begin. I'm going to go ahead and go with Begin.

So next it takes us to the Objective tab. This is where all of the focus areas are listed. So if I click on these arrows I see what objectives are available for that specific focus area. So for Disaster Services I can create Work Plans and disaster assistance provided for economic opportunity, employment, financial, literacy and housing, for education, K-12 success, school readiness and other education, for environmental stewardship, at-risk ecosystems, for healthy futures, access to care, aging in place and obesity and food.

For veterans and military families it's veterans and families served. For capacity building it's capacity building and leverage. And for other community priorities it's other. Now capacity building and other community priorities aren't actually focus areas; the title is a bit misleading. The only focus areas are the six at the top, Disaster Services, Economic Opportunity,

Education, Environmental Stewardship, Healthy Futures and Veterans and Military Families.

I can still create Work Plans in capacity building and other community priorities, but they can't be my primary focus area. And to give you an easy breakdown of how these objectives relate to the focus areas and the service activities I'm going to go back briefly to the Performance Measure Instructions, Appendix B. These are kind of repeated in the RSVP Work Plan/Worksheets, but it's quite helpful to come to this document and go to this table that begins on Page 4.

It shows all of the objectives in the first column and then the corresponding output and service activities available and the outcomes that might correspond. It's pretty short; just a few pages and it really helps put it in a user-friendly, easy to follow format.

So for this particular session today I'm going to use the RSVP Work Plan/Worksheets that were used in the Senior Corps Virtual Conference. So for that one I know I want an education objective and that's ED2. So I'm going to go back and look to see where ED2 falls in which objective. And it's K-12 success. So I go to the module and I select that objective for K-12 success. And then I know I want a Healthy Futures Work Plan and I'm going to be working in H 10 and H 12.

If I go to my table H 10 and H 12 are under Obesity and Food. So I go back and select Obesity and Food and then I know I have another Community Priorities Work Plan that I want to complete. So I mark the box next to that. And then it asks me to select my primary focus area. For this particular session I'm going to select Education as my primary. I'm going to go to Next. And now it asks me to select a category title. These titles will help generate

the objective below. So first I'm going to go with my primary; my selection there was Education. So it gives me the objective of K-12 success.

Then I'm going to enter my community need. I'd already typed it in my worksheet. For this session today I'm just going to enter test, but again this is where your grant application instructions come in very handy. So if I go to Page 12 of the grant application instructions it tells me that in my community needs I have to describe the need in enough detail to convey its importance in the community, use local statistics that can be helpful to make my case. I need to describe the consequences of the need going unmet in the community.

I should describe why RSVP volunteers can be effective resources to meet the need and describe the need in a way that's clear to people unfamiliar with my community. And do not assume that other readers have an existing understanding. So this text box actually will hold 2000 characters. So you want to be sure to enter enough information there.

So now I select my output and in this case I'm going to select ED2 as I mentioned earlier. It's going to generate the instruments available for that output. I'm going to select activity log and here I need to describe my instrument. And this is in the Grant Application Instructions; it tells me on Page 14 that I need to give the name of the instrument and briefly describe who will collect the data and from whom and when it will be collected.

So this text box looks small, but it will hold as much information as the community needs. So it will hold 2000 characters as well. Next I select my outcome. In this case I'm going with ED5. Now you'll notice that on some of these outputs and outcomes eGrants shortens the description a little bit. So if you run into one that looks a bit funny this is because there's a character limit there in the system.

So the full description, the output or outcome, is what you'll find in the Appendix B Performance Measure Instructions. But eGrants truncates it just a little bit. So if something looks funny, that's the reason why. And then I want to select the instruments that I'm going to be using for measuring my outcome. In this case I'm going to use a pre and post test and I'll enter an instrument description once again. And then I select my service activities. So in this case we have the option of going with tutoring, faith-based, other or public schools.

This is because sometimes we get asked for a more detailed breakdown of our service activities. If you can measure in faith-based and public schools or in some other type of tutoring setting, you could check all three. But every time you check a service activity it will create a Work Plan where you'll enter a target and you'll enter unduplicated volunteers. So keep that in mind as you check the box here. If you can break it down into more detail and into more service activities, that's great. But if not, you can just pick a broader one.

So this is a really good demonstration of that, public schools would cover that particular activity. So here I'm going to enter a description; this again looks like a small text box and it's not a required field in eGrants. You might be able to submit without entering anything here, but you want to enter something here. This holds up to 2000 characters as well.

And if I go to the grant application instructions it tells me on Page 13 that the service activity description should explain what the RSVP volunteers are doing in a way that shows how they will achieve the outputs and outcomes, stating who the beneficiaries are and what the volunteers will be doing with the beneficiary. Say how often volunteers will provide a service and for how long and say where the service will take place. So you're going to want to enter all that information in there.

Now I'm going to click Add PM and now you'll see it's added that performance measure at the top. That will create a Work Plan for me. If I selected more than one service activity there it would've listed them up here. There would have been a comma and some more information.

So next I'm going to go with my Healthy Futures Work Plan. So I'm going to select Other Focus Area. It's going to give me the objective of Obesity and Food. I'll enter my full community need as is described in the grant application instructions. I'm going to go with H 10 in this case, enter my instrument description.

And I'm selecting H 12 and my instrument for that and again entering instrument description. And in this case I'm going to select Food Distribution as my activity and again enter my full service activity description in the text box. And now I enter Add PM and then again it creates another line where I have a Work Plan.

So next I'm going to go with my Other Community Priorities Work Plan; this is where you're allowed to have up to 30% of your unduplicated volunteers. The only objective here is Other. So I'm going to enter my community need and there's only one output option and if you read it it's not the traditional output option that you would have with focus areas, other focus areas that are options for your primary. So here the only output is, "Grantee met their target for community priority activity, yes or no?"

And in this case you do not have to enter what your target is. You don't have to tell us how you're going to measure it. You can select Other and tell us a little bit about it, but you don't have to report on that target as that. For example if your target ends up being you have 50 stations that you work with

in community priorities and you end up meeting that target, you don't have to report that 50 or 60 or however many you exceed that by ended up working with you; you just say yes or no. And I'll show you how to do that in a little bit.

So there's no outcome option for this particular Other Community Priorities. So here I'm going to add PM because it's all the information I need to enter. Although I did miss entering my service activity. There's just one option there and it's Other. So I'm going to check the box and again I'm going to enter a description because we do want to know what those volunteers are doing. And again, it adds my line here. You'll notice there's no outcome, but the fourth measure is complete and I've entered everything I need to enter.

So now I'm going to click Next. And that's the only way that I'm going to get to my Target screen. I wouldn't have been able to click this tab otherwise. So this is where I enter my project unduplicated volunteers. So in this case I'm going to enter 20 total volunteers. This is really where you need to be familiar with Appendix A where all of our service opportunities are listed. In Appendix A you'll find the minimum number of unduplicated volunteers and that's the minimum number you would need to put in this box.

You could come in with more volunteers, but you should not come in with less. So I'll enter my minimum under unduplicated volunteers here at the top and now I can enter in these text box, in these other boxes down here the breakdown of my target. And I'm going to start with my unduplicated volunteers just because I think that's a little easier place to start with. So for my Education Work Plan, my unduplicated volunteers I have seven there and my total volunteers I have ten. And you'll notice that as I put that seven up there, my calculator here at the top updated.

So it showed I had 7 placed and 13 still left to place. It shows that for my primary focus area, remember I have to reach the target of having at least 25% of volunteers in my primary focus area. It shows me off the bat the minimum I must place for that primary based on my number of unduplicated is five. And I've placed seven. So I have zero left to place; I've met that requirement.

Next I'm going to do my unduplicated volunteers for my Healthy Futures activity. For that one I'm going to have 8 and a total of 20. And then finally my volunteers for my Other Community Priorities and for that one I'm going to have five and ten volunteers total. So you'll see by entering that last one it shows that I have zero volunteers left to place. So I know I've placed all of my volunteers. So now I'm going to go back and enter my target. You don't necessary have to do it in this order; it's up to you. Whatever's easiest.

So for education my number of volunteer stations is five. I'm going to put in an output target of 30. I want my outcome target here to be 24. These are annual targets that you're to meet in the third year. So it's an annual target, but you're projecting out three years. You're saying this is what my project will accomplish in the third year. So keep that in mind as you work on your Work Plans.

Next my output target for Healthy Futures in this case is 400 and my outcome target is 39. And if at any point I can't remember what those outcome or output targets were, if I hover that H 12 or H 10 or whatever number is my performance measure, it will show me exactly what my target is. So here I'm saying I will help - my project will help 39 individuals reporting, increased food security. So I enter my volunteer stations for my Healthy Futures activity and there are five.

And now I need to enter my output target for Other Community Priorities. There's only one number that should be put here and that's one. You only put one. Remember this is the one where the only output option was, "Grantee met their community priorities target, yes or no?" Ideally this box would not be a text box; it would be a Yes or No dropdown. But we couldn't quite configure that in the system. We would love for this to be a Yes response, but we can't have it. It has to be a numerical response. So the number we want you to put there is 1.

And then when it comes time to do the reporting on this, if you met the target you would put a 1; if you didn't meet your target you would put a 0. The number of volunteer stations in this case is two. Now I'm going to review my allocations and this will do a check for me to see if I met all of the Work Plan requirements which if you'll remember at least 10% of unduplicated volunteers in outcomes, at least 25% in my primary focus area and no more than 30% in Other Community Priorities.

And it tells me that all of the allocation rules are satisfied. So I'm going to scroll down to the bottom and I'm going to click on Next because that's the only way I'm going to get that Summary tab. Notice it's not lit there; I can't click on it. But I can click Next.

And now I am on the Summary tab and it gives me some really helpful pie charts that show visually where my volunteers are placed. So this is unduplicated volunteers by objective, unduplicated volunteers by category title and unduplicated volunteers in outcomes. I can also print a PDF for all my performance measures. If I were to select - if I had selected multiple service activities for one output or outcome pair this is a good visual of how that would look.

I didn't in this particular case, but had I selected more than one service activity for this output/outcome pair it would've shown my repeating community need. It would've shown my repeating instrument description and output and outcomes. So some of the information might look like it's repeated, but it's because you would have created multiple Work Plans by checking more than one service activity.

And here I can read about my particular measures. I can also go to print that measure to just have a PDF of that one particular measure. I can also go to Edit Targets and it'll bring me back to the Target tab. I can go to Edit Performance Measures and it would bring me back to the Performance Measure Tab. And I can click on these additional objectives and it will show those Work Plans. So there's a lot of helpful information on this page. And I'm going to click Validate Performance Measures and it will tell me whether I have all the information complete.

And it says, "Success. All performance measures are valid. Exit the performance measure section and go back to the main application." And the way to do that is to click this Back to eGrants Application and it takes me right back where I started. So then from there I can just go to the document section and continue working on my application. If I forget something and realized I entered a performance measure wrong, I can always go back to the Work Plan section and re-enter the module.

So we'll probably start on the Summary Tab, but I can easily go to the objectives and start over. I might get into a situation where I would have to go to the Performance Measures Tab and either delete or edit one of these particular Work Plans in order to make those changes that I need to make. But this is where I would go back and make changes if needed.

And that's the Performance Measure Module. So (Laurie), we'll go ahead and open the lines if there are any questions.

Coordinator: Thank you. At this time if you would like to ask a question, please press star 1. Please un-mute your phone and record your first and last name when prompted. To withdraw the question you may press star 2.

Once again, please press star 1 if you'd like to ask a question.

Our first question is from (Amanda Burrows).

(Amanda Burrows): Hi. I'm wondering if it's required if - for you to put outputs in all of your Work Plans?

Patti Stengel: It is required to put an output because otherwise there's no way to select a service activity, but the outcome pair is not required. So for example in the Obesity and Food, food distribution service activity I could have selected just H 10 and left it at that and just not selected H 12 as the dropdown from the outcome.

So basically - let's see I'm going to edit this and see if I can show you.

(Amanda Burrows): Well I'm talking about, how about output targets is what I'm wondering? Do you need to have an output target listed for each of your Work Plans?

Patti Stengel: Yes.

(Amanda Burrows): Okay.

Coordinator: Are we ready for the next question?

Patti Stengel: Yes.

Coordinator: Thank you. The next question is from (Bruce Davis).

(Bruce Davis): Hi, good afternoon. I mostly completed this, but I do have a question regarding the statement of the community need in the Work Plan. Our primary focus area is Healthy Futures and what I found myself doing was using pieces of my argument in the Strengthening Communities section for the Healthy Futures in that community needs.

Is that basically the right track or are you just basically - or maybe condensing down some of the argument that you made in the Strengthening Communities to fit into that community need? I'm just I'm concerned about repeating myself in both sections.

Patti Stengel: And there might be some need to repeat yourself. I can't really go into more detail besides what is already covered in the application instructions and the Notice of Funding. But if you go to the application instructions and look at the narrative instructions for Strengthening Communities, a lot of it does talk about your primary focus area and the need.

And then of course you're going to need to describe the community need of the Performance Measure Module as well. So there will be some level of repetition, but I can't really go into more detail than that.

(Bruce Davis): Thank you.

Coordinator: Our next question is from (Holly Meelam).

(Holly Meelam): Hi, I had a question about some of the program regulations; specifically eligibility cost reimbursement for volunteer assignments and also insurance requirement. Specifically in the regulations it states that there needs to be insurance coverage for volunteers going to volunteer stations. Can you clarify what that means?

Patti Stengel: Yes. Just a moment.

Sorry, we're looking. Give us just a minute.

(Holly Meelam): 2553.43 and then specifically accident insurance.

Patti Stengel: Yes there are several levels of insurance that have to be covered. And yes there's a specified minimum level and I believe we covered this in previous TTA calls; you have to provide some level of accident insurance, personal liability insurance, excess automobile liability insurance. We can try and provide more details about what that means in our FAQ update in our next one, but outside what's in the regulations I can't really provide anymore at this moment.

So we can add another FAQ about it. So look for an update at the end of this week or early next week.

(Holly Meelam): End of this week, next week? Okay.

Patti Stengel: Yes.

Coordinator: Our next question is from (Chris Adams).

(James Harris): Hi, this is (James Harris). The question I had was are we given credit for having additional volunteers beyond a specified minimum?

Patti Stengel: So in the review process the selection is made based on our selection criteria primarily. There's 23 of those and they're listed in the Notice of Funding. And if you go through and read those 23 questions you'll find that there isn't one that's specific to the total number of volunteers in your application; what you will find is there is a selection criteria question that asks about the total percentage of volunteers in outcomes beyond the required 10%.

(James Harris): All right and one more question. Are there any online grant samples for a funded RSVP project?

Patti Stengel: Not yet. We have awarded applications from the 2013 competition will be posted as part of our transparency package, as part of our CNCS posting policy for grant applications. But the time frame for that is 90 days after all awards were made and those awards were last made July 1. So...

(James Harris): How about previous grants?

Patti Stengel: You will find the 2012 applications from a small competition that we had then; however they didn't use these performance measures. And they have different grant application instructions. So our instructions have been updated since then, the selection criteria are different. You'll see an application, but it's not one that would have been submitted for a '14 competition.

Do you have any other questions?

(James Harris): I think that's it.

Patti Stengel: Okay. I think we're ready for our next one (Laurie).

Coordinator: Thank you. The next question is from (Paula Wright).

(Paula Wright): Hi, I just have a question regarding on the volunteer calculator, the difference between the number of unduplicated volunteers and the number of total volunteers contributing. I mean obviously unduplicated means you only count them once, but I'm just wondering why that number would not be the same? I'm a little confused by that.

Patti Stengel: Think of it in terms of how many activities that one volunteer is doing. So for this Education Work Plan I have ten volunteers contributing and I have seven unduplicated. That means ten is the total number that I have in that Work Plan, seven of them are unduplicated. It probably means that they're not doing another activity in one of these other Work Plans.

So for my food distribution all of my volunteers are working in that Work Plan.

(Paula Wright): Okay. I got it.

Patti Stengel: Okay. Does it make any sense?

(Paula Wright): Yes it does. Thank you.

Patti Stengel: Okay.

Coordinator: Our next question is from (Diane Klein).

(Diane Klein): Hi, my question is about disaster preparedness mitigation and relief. In that area would you mind going through that one? Could you go to that focus area?

Patti Stengel: Yes. I'm actually creating a Work Plan for it; we'll see.

(Diane Klein): All right. So in that area I think it's a little bit tricky to predict the output target. Would you think that's true because I mean we are going to use that not as our primary focus area, but it will be one of our focus areas that, you know, it's a little bit hard to predict how many disasters you're going to have.

So I'm wondering how that would be viewed?

Patti Stengel: Well if you go to Appendix B you'll find in the disaster section that not all of them have to depend on a disaster actually happening.

(Diane Klein): Oh.

Patti Stengel: So for example disaster preparedness is an option. If I go to Appendix B in the disaster section -- give me just a moment to get there -- so for preparedness that can include...

(Diane Klein): Yes that wasn't one that I was questioning so much...

Patti Stengel: So it can include training...

(Diane Klein): ...because we already work off that.

Patti Stengel: Yes. It can include training, disasters, those types of things that are education-based rather than having to have a disaster actually occur.

(Diane Klein): Okay. So but we also are adept at setting up call centers and for our geographic area that's been important in the past few years. So in that area though it will be difficult to predict the target output.

Patti Stengel: Yes I agree with you.

(Diane Klein): Okay. All right, thank you.

Coordinator: Our next question is from (Denise Fisher).

(Denise Fisher): Hi. Yes I have a couple of questions. I wondered first can you have zero unduplicated volunteers in a Work Plan?

Patti Stengel: I am not sure. I believe the answer is no, but we will look into that and we will post an answer in the FAQ document if there's not one already in the archives.

(Denise Fisher): Okay. And then my second question is we currently for our literacy program use DIBELS and DIBELS test scores from the schools as part of our outcome. I guess I'm a little confused on what's considered a state standardized test? And would that be one of them?

Patti Stengel: We actually had that question submitted this weekend into our FAQ inbox and we're going to post a response at the end of this week or early next week. It's something we need to run by a few people. So look for a response on that.

As far as your question about zero unduplicated volunteers - actually yes we'll add that one later too.

(Denise Fisher): Okay. Thank you.

Coordinator: The next question is from (Amanda Burrows).

(Amanda Burrows): Hi, thank you. I have another question about outputs and outcomes; I'm wondering if you have one Work Plan with two service activities, do you need to report outcomes in both or could we report outcomes for one of the service activities and not the other?

Patti Stengel: So you can do that, but you'll have to set it up in kind of a unique way. So for example I'm going to go to the food distribution service activity and try and show you.

So every time I select one of these service activities, it's going to create a new Work Plan. So I've already selected an outcome here and selected H12. Let's say I want to do food collection, but only use the output.

(Amanda Burrows): Yes.

Patti Stengel: So I am going to - let's see if I can edit. I'm going to go to Reset and see if that will let me - yes that triggered it. So this was my other focus area. I'm selecting Obesity and Food. I'm going to just select my output and I'm not going to select the outcome and I'm going to do Food Collection. I'm going to complete that one and I'll see if it will give me an option to go right to the next performance measure.

So yes, so then I'm going to add another Work Plan.

(Amanda Burrows): So you're actually doing it as two separate Work Plans?

Patti Stengel: Exactly. So I was using H 10.

(Amanda Burrows): Yes.

Patti Stengel: So I'm going to enter all of my information and this time I'm going to select the outcome.

(Amanda Burrows): But you could use the same community need?

Patti Stengel: Yes.

(Amanda Burrows): Okay. So...

Patti Stengel: So I'm doing food - I did food collection with my output only. I'm doing food distribution with this with the outcome and I'm adding - and it should give me two lines at the top. Yes if I scroll down I see I have another line here for another Work Plan where H 10 and H 12 are selected.

And then this one that was collected at the top is used in the H 10.

(Amanda Burrows): But you want them setup as separate ones instead of 2.1, 2.2?

Patti Stengel: Right. If you select an output and an outcome together...

(Amanda Burrows): Yes.

Patti Stengel: ...those service activities you select with it are going to need to have an outcome target as well.

(Amanda Burrows): Okay. Thank you. And I just have one other quick question; I'm just wondering down the road, is there going to be a penalty for not meeting your number of total volunteers? You know, and let's say we have ten volunteers

that we know are going to be assisting in one area, but we put 20 - we put 10 unduplicated and 20 duplicated; if we don't reach that 20 duplicated number is that going to be a problem for our report?

Patti Stengel: That's something we're still working on; we're still working on guidance for assessing these project reports as they come in during a three year project period and working on guidance for grantees on how to report on those.

So it's something we're still trying to figure out. I can't say for sure right now.

(Amanda Burrows): Okay. Thank you.

Patti Stengel: Our next question is from (Bruce Davis).

(Bruce Davis): Hi, just one other quick question. In the Community Priorities Work Plan I got a question on there that said something like, "You still have X number of volunteers available to add to the plan," although all the work plans validated. What are they essentially saying that based upon the percentages you can add a few more volunteers, but you don't need to?

Patti Stengel: Yes. So you'll see I have that same situation happening here. So it says I still have available to place one volunteer; that's because this one is a maximum percentage. So I can't go beyond placing 30% of my unduplicated volunteers, but I can come in under.

(Bruce Davis): Right. But as long...

Patti Stengel: So it's showing the maximum that you could put there and you're welcome to come in under. You don't even have to have a Community Priorities Work Plan; it's up to you.

(Bruce Davis): Well...

Patti Stengel: So you could have no volunteers there. You could have no work plan for community priorities.

(Bruce Davis): Okay. But as long as the plans are validating...

Patti Stengel: Yes.

(Bruce Davis): ...we should be all right then, at least in that sense with the numbers?

Patti Stengel: Yes. You just don't want to exceed that maximum. So you can have some left to place under community priorities. That's okay.

(Bruce Davis): Okay. Thank you.

Coordinator: Our next question is from (Stacy Randall).

(Stacy Randall): Hi, can you hear me?

Patti Stengel: Yes.

(Stacy Randall): I just wanted to go back to the unduplicated volunteer question. So in your example you have seven in education and a total of ten. What are those other three people doing?

Patti Stengel: The other - they would still be in that Work Plan. They're still doing that service activity; it just means that they're not counted as unduplicated. You can only count them as unduplicated in one focus area.

(Stacy Randall): Right.

Patti Stengel: So they might be doing some activity in another.

(Stacy Randall): But they're all listed under Education in that one particular Work Plan under that service activity. So is there ten volunteers doing service activities?

Patti Stengel: There's ten volunteers doing that one service activity. Yes. So those seven that are counted as unduplicated in this education and tutoring, basically it means they're just doing tutoring. So the easiest way to think of this is where are you counting them as unduplicated.

So there are seven people that are just doing tutoring. There are ten total people working on this application - working on this service activity. The other three are probably counted as unduplicated in another service activity. So they might be counted as unduplicated in the other community priorities or they might be counted as unduplicated in the food distribution.

There are some great resources in the virtual conference environment to help explain this, if you go through some of the on-demand performance measure sessions.

(Stacy Randall): Yes I did all of those already. So is it possible that those are the same number? Like say for instance Meals on Wheels, it's a very particular thing. It's all they do. So is it possible that the unduplicated number would be the same as the total number?

Patti Stengel: It's possible, yes. Especially when you're looking at your primary focus area.

(Stacy Randall): Right.

Patti Stengel: Because for most projects they're probably going to put most of their volunteers as unduplicated in their primary focus area.

(Stacy Randall): Right.

Patti Stengel: So in that case trying to count them all as unduplicated there, it probably is going to equal your total.

(Stacy Randall): Okay. So that won't put a red flag in the system or anything if it's the same number?

Patti Stengel: No. There was a really good FAQ that was submitted last year and we included it in the 2013 RSVP Performance Measure archive document which is found in the national - in the Knowledge Network. And it kind of names ten volunteers and places them in Work Plans and kind of shows you how this would make sense.

So that's a good FAQ to follow up on. (Zach Rhein) and (Amy Daly) did a session at the virtual conference where they went through and they wrote down volunteer's name and then crossed them out in pencil so you could still that kind of illustrated how that looks.

(Stacy Randall): Yes.

Patti Stengel: So there are a number of resources and I understand it's a hard idea to fit around, but it's pretty much...

(Stacy Randall): It just didn't seem like for most of the stuff that we're doing that the number would be different. So that's why I was just trying to figure out what the other people were doing.

Patti Stengel: Yes.

(Stacy Randall): Okay. That helps. Thank you.

Coordinator: The next question is from (Holly Meelam).

(Holly Meelam): Hi. In the application you specify the number of total volunteers; is that for a one year project period or a three year project period?

Patti Stengel: So you'll find the minimum number of unduplicated volunteers in Appendix A and it's the number for - it's the number of active volunteers in the project. So when you submit your application you're saying this is the number I expect to have currently serving in the third year.

The target you'll be expected to achieve in the third year, but you're putting your application as describing your plan for that third year.

(Holly Meelam): Okay and I have some other...

Patti Stengel: Does that make sense?

(Holly Meelam): Yes it does. Absolutely. Thank you. That makes a whole lot of sense to me. The other question that I had was in regards to funding and then the non-federal sources of funding. I know that we had submitted a question previously about the acceptance of contract funds that we receive for emergency services and if those could be used as a match.

So specifically funds that are from the federal government funneled through the state to the locals; is that still considered federal funding?

Patti Stengel: I believe in your example it was considered federal funding. I would need to go back and look. I know we posted a FAQ about it that went onto the Web site on Friday - or excuse me; yesterday. So we'll go back and look at that. If it doesn't answer your question I do encourage you to resubmit the question to 2014RSVP@cns.gov.

It's possible that it answers your question. We didn't realize they were pass-through funds. So those funds that you mentioned don't come directly from the federal government. Because typically if they're coming directly from federal, they can't be counted as non-federal for the match.

(Holly Meelam): Right. But if they're pass-through, there is a potential?

Patti Stengel: There's a potential. We'd have to look at it.

(Holly Meelam): Okay. All right, thank you very much.

Coordinator: And once again, if you'd like to ask a question please press star 1.

One moment please.

Currently there are no further questions in the queue.

Patti Stengel: Okay. Our next T&TA session is on the eGrants module submitting your application. This will be a repeat of the session we had a few weeks back. It's scheduled for August 21 which is a Wednesday and it's again at 2:00 pm.

We'll post a recording of this webinar hopefully soon, but just know it takes a while.

So if there's any information that you need a repeat of, again all of this in the RSVP eGrants Visual Instructions which can be found on the competition Web site. And you can also go to those replays of the virtual conference sessions.

Any other questions come in (Laurie)?

Coordinator: Yes. We do have some more. The next question is from (Paula Rice).

(Paula Rice): Hi, I'm wondering where we can find the 2013 FAQ's?

Patti Stengel: I will show you. So if you go to the competition Web site.

(Paula Rice): Okay.

Patti Stengel: There's a couple of different ways you can get there. And while the computer is getting there I'm going to go back to the question that was asked previously about the pass-through funds. So we did submit this as a response in our FAQ updates this week.

So that the question that we wrote was, "Can federal funds from other sources be used towards a non-federal match?" And our answer was, "No. The exception to this is if funds are specifically designated from the federal agency to be used as a match on a federal grant. Or if the funds pass through another entity as is the case with community service block grants." And all RSVP grants must operate in accordance with the OMB Cost Principles which are linked on Page 18 of the NOFO.

So for whoever asked that last question, that's the answer we're going to go with. And the archived FAQ's, if you go to the FAQ document. Now this front table is easily navigated. I can just click on performance measure and here at the top it tells me the FAQ's for last year for the competition for performance measure are on the Web site, the National Service Knowledge Network. This is a performance measure landing page.

And if I scroll to the bottom I see 2013 RSVP performance measure FAQ's. It's a PDF; it looks kind of like our FAQ's this time. These are all accurate for this competition as well. If you don't want to go to the link you can just enter nationalserviceresources.org; this is the Knowledge Network home page. If I scroll down and click on performance measurement and I'm going to always click No on the security warning. And then Senior Corps. And then RSVP. And then scroll to the very bottom; they're right there on the left.

Did you have any other questions?

(Paula Rice): No that's it. Thanks.

Coordinator: Our next question is from (Susan Copeland).

(Susan Copeland): Yes I am wondering, I'm a little confused about capacity building and leverage not being a focus area. Could you explain that a little clearer to me? You said something about it falling under community priorities?

Patti Stengel: Community priorities and capacity building are the two on that first objective tab that do not count as a primary focus area option.

(Susan Copeland): Oh.

Patti Stengel: But I will show you on the Objective Tab again. So this lists all the CNCS focus areas and then at the bottom capacity building and other community priorities. So these first six are based on our CNCS strategic plan and they're the options for our primary focus area which for our performance measure requirements you have to have at least 25% of your unduplicated volunteers and one of these six as your primary focus area.

So you can have Work Plans in these last two; they're just not options for your primary. So here where I select a primary at the bottom I wouldn't get capacity building or other community priorities as an option there even if I had selected them with a check box here.

Does that make sense?

(Susan Copeland): Yes. So I can list some other focus areas, but they cannot be a primary?

Patti Stengel: Capacity building and other community priorities cannot be a primary. No.

(Susan Copeland): Okay. Thank you.

Coordinator: Our next question is from (Chris Adams).

(Chris Adams): Yes. We will pick a minimum number or max - a minimum number of volunteers that have to meet requirements for by the end of Year 3. But do they all need to still be active by Year 3 end? Say you've got in your grant 100 volunteers that you're going to recruit, is that over the course of the three years or by the end of Year 3 do 100 volunteers have to still be active?

Patti Stengel: So it's the number you expect to achieve in your third year. So when it comes time to report in Year 3 is the number that should be currently active.

(Chris Adams): Currently active. So it's...

Patti Stengel: Currently in your project. Not cumulative over the three years.

(Chris Adams): Okay.

Patti Stengel: In that 12 month period they should be active.

(Chris Adams): Okay. That makes a big difference.

Patti Stengel: (Laurie), are there any other questions?

Coordinator: At this time there are no further questions.

Patti Stengel: Okay. We'll go ahead and wrap it up. Again, our next call will be on August 21. Look for a transcript to be posted of this and a recording to be posted on the Web site. If you need information prior to that we'll have the eGrants Visual Instructions are available as well as the recordings from the virtual conference.

So thanks to everyone for joining us today and that concludes our session.

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

END