

BLENDED REVIEWER FAQ – 2014 RSVP COMPETITION
Updated 10.28.2013

1) How can you determine what the primary focus area is for the grant?

Applicants were instructed to identify the primary focus area in the executive summary. Should you review an application where the primary focus area is not articulated in the executive summary, you may need to review and calculate the volunteer numbers in the work plans to identify the primary focus area.

2) In reviewing applications I have found programming that I understood should no longer be in a performance measure but rather should be in the community priorities area. How should I assess this?

Applicants were given instructions regarding what programming belongs in community priorities. Please refer to Appendix B Performance Measures from the *Notice* to assist you with your assessment. You should take this into account when evaluating selection criteria Q5 and Q6.

3) The rubric for Q14 seems to follow some different guidelines for 'Fair' and 'Does Not Meet' compared to the other selection criteria rubrics. Is this a correct assessment?

Yes. Whereas the typical 'Fair' assessment is that the response is unclear and a typical 'Does Not Meet' assessment is that the applicant did not respond, this is reversed for Q14. If an applicant does not address the question at all, they would receive a 'Fair' assessment. If an applicant tries to address the question in that they plan to graduate stations, but they do not include information about the plan or infrastructure to minimize disruption to volunteers, they would receive a 'Does Not Meet' assessment. An applicant for a vacant area could only receive a 'Fair' or 'Does Not Meet' assessment for this selection criterion.

4) When should a review of the budget be taken into account?

FFMC staff are responsible for reviewing Q21-23, which are primarily on the budget. Blended Review Panel Members should only take the budget into review for Q18. Refer to training #5, Reviewing Against the Selection Criteria, for more information. However, you are expected to review all parts of the application as some information in the budget and budget narrative may be helpful in addressing other criteria.

5) Q5 and Q6 include the bullet point, "Does not address one of the four major elements" under Does Not Meet. What does this mean?

In the eGrants Performance Measure Module, the applicant must fill in text boxes for the community need, service activity, instrument description, and targets. If any of these fields are left blank in any work plan, the element has not been addressed. 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. The description should include who the beneficiaries are, what the volunteers will be doing

with the beneficiaries, how often the volunteers will provide the services, for how long, and where the service will take place. The instrument description should give the name of the instrument and briefly describe who will collect the data from whom and when it will be collected.

The highlighted section below shows where text has been entered in a work plan for a service activity description and instrument description.

Service Activity: Support Mental Health Access	
Service Activity Description:	Staff and volunteers available for assistance and avocation for mental health services due to connectivity with Social Work Department at Troy University.
Anticipated Output:	(PRIORITY) V1: Number of veterans receiving CNCS-supported assistance
Target: 20	How Measured: Activity Log
Instrument Description:	An activity log indicating the activity, time, date and name of attendees will be at each event. The staff member or volunteer will insure each attendee signs the log.

The highlight section below shows a missing service activity description.

Service Activity: Economic Opportunity activity	
Service Activity Description:	
Anticipated Output:	(PRIORITY) V8: Number of veterans family members receiving CNCS-supported assistance
Target: 100	How Measured: Attendance Log
Instrument Description:	sign-in sheet