NWX-CORP FOR NTL SERVICE

Moderator: Patti Stengel
August 21, 2013
1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants will be in a listen-only mode. At the end of the conference there will be a question-and-answer session. At that time to ask a question press star 1 on your touch-tone phone.

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

I would now like to introduce your host Ms. Patti Stengel. You may begin.

Patti Stengel: Thank you (Holly). Hello everyone; this is Patti Stengel and I'm Program Officer here with Senior Corps. This session today is our fifth T&TA session; it is a repeat of Session #3 and we'll also be repeating this same information for Session #6. This is on inputting your application into eGrants and actually submitting it.

So we'll go from actually starting ain eGrants accounts, creating a new organization, inputting the information and then submitting it through the system.

One reminder before we get into what we're going to be doing; please do not hesitate in sending your attachments to us. There is a list of required documents on Page 16 and 17 of the grant application instructions. You do not have to wait until you've submitted your application to email those to us. All attachments should be emailed to 2014RSVPattachments@cns.gov. This information is in the RSVP notice as well.

The only thing you need to know is your application ID and opportunity number. You'll put those in the subject line and your application ID is generated as soon as you begin an application, so you don't have to wait to submit. Please send those to us as soon as you can; it's going to help us in our process here as we get going with this competition.

So we're going to start from the RSVP competition Web site. So to get here I'm at nationalservice.gov/RSVPcompetition. Even though my URL at the top is a bit longer we can use that shorter one. There are several documents you're going to want to have in front of you as you work on your application and I'll show you where to find them. First is the 2014 RSVP NOFO; you should all be very familiar with this document. This is where you'll find the selection criteria which you'll need to know as you work on your application. And you'll also find other information about this competition.

Next is the grant application instructions; this is the detailed information about what you need to be submitting in eGrants.

Another really helpful tool is the eGrants visual instructions. This is basically what I'm going to be going through on this call, although I'll be doing it in a live test environment that looks exactly like eGrants. But this document includes screenshots of every part of eGrants where you'll be entering information. So if there's anything you need to refer back to and you don't want to listen to the recording or read the transcript of this call, you can come to this document and you should find an answer there.

So to get to eGrants I can click this button here that says Visit eGrants; it's over on the right side of the competition page. That's how you would be doing it if you were actually inputting your information. I'm in a test environment currently, so I'm going there a different way. As I said I'm going to go from creating account, so this is for new organizations who do not currently have any kind of CNCS grant or eGrants account.

Or if you have someone who's coming onto your organization who's new, so for example a new executive director that needs to be connected to your grant in order to submit it as the authorized representative, they would start out by clicking the same button, "Don’t have an eGrants account. Create an account." So I'm going to say I want to create a grantee account; this is my first time I want a new account with eGrants. And then it's going to ask me to submit some information here; this helps me set up my eGrants account.

I'm going to be sure I select a user name that's easy for me to remember. And my password has to be pretty long and the system will help you in knowing what special characters are needed. Then I'm going to choose a password question, answer, enter my email and then click Next. This is where I enter the EIN for the organization that I work with that I'm applying for the grant. And I click Next.

Now this is where if I were someone new to the organization that already has an eGrants account, so for example a new executive director. After I enter my EIN I would see a list of organizations that match my EIN; in most cases you'll only see one because that number should be unique to your organization. So if I were that new executive director I would see my organization listed here. And I would select it and then that would trigger an email to my grantee administrator who's probably someone else in my organization who would get an email that said that this new person is trying to access your eGrants account.

Log-in to allow them to access and to give them roles. So then I could assign roles to that person so they could actually log-in and submit my application when it's ready to be submitted. But in this case I'm creating a new eGrants account. So again, this is for any organization who has never had an eGrants account before, who doesn't have a CNCS grant. And I'm going to enter my DUNS number, again unique to my organization.

I'm going to enter my organization's name and my type. In this case I'm going to say I'm a non-profit. And I'm going to enter some characteristics about my organization. I'm going to say that I am a faith-based organization. And I'll enter my address and my phone number.

Whenever you run into errors on this page and this is just kind of keep going back and refreshing, you might not run into this in production; it might just be a test environment issue. I'm going to just enter my information again and try it one more time. And you do have to enter a zip plus 4 in that field.

And in Add Another Organizational Characteristic I'm just going to delete that and see if it will let me go on. And it recommends this particular address which is fine. So now I enter another phone number; this would be specific to me rather than my organization. So if I'm my own line this is where I would enter it. And then I'm allowed to review the information I submitted to be sure it's all correct.

So I now have an eGrants account. I go to my home page; there's not much I can do there at this point. So I'm going to log out and when I log back in it's going to look just a little bit different.

So now you'll see I have some different options; I have some options to create an application. Before there was nothing in this section. So I can create new; I can continue an application. I can do an amendment and create a concept paper for all applications to this competition regardless of whether you've ever had any grant with CNCS, you're going to click New.

If you are current senior corps grantee, this is where you might get prompted to say, "Are you sure you have another grant that needs to be continued or that could be continued or renewed? Are you sure you want to select New?" And you're going to say, "Yes I'm sure." Here you'll select Senior Corps and you'll click Go. And you'll notice I tried to click Next at that point and it didn't get me anywhere. Now I have a list of NOFAs that I am able to apply against.

So for this competition we're applying to RSVP 2014 competition. I'm going to click Next. And you'll notice on this page I have a bunch of options over here to the left; essentially as I work through this application I'm going to be going through each of these pieces. And they all have to be complete in order for me to submit. I also have my grant application ID over here; I want to be sure to write that down because if I exit eGrants and come back and want to start working on my application I want to be sure that I am working on the one that I intend to submit.

I don't want to start another one because I might accidentally start one; I might be working on two. I just want to be sure that I have the same one going. And then I'll also see that my NOFA is RSVP 2014 competition and the type is new; that's what you want it to be. That's because I did not select Continue or

Renew. And my status is Grantee Initial Entry and what that means is I haven't submitted it yet.

So on this page I'm able to review NOFA. I know it's correct. And then I enter project information. If you already have a senior corps grant you might get a drop-down list here to begin with and I'll show you what that looks like. We'll see in the next step. But for now I create a new project; here is where I enter my project title. If I've read the NOFA and the grant application instructions I know that my project title has to include RSVP and it also should include a short geographic description of my area. It doesn't need to be long; it can be something general.

You know, RSVP of Southwest Indiana, something like that. But it does need to be specific enough so that we can identify it with your particular grant. So don't enter something like RSVP or RSVP #2. It doesn't help us very much. So for mine I'm going to be applying for Colorado Opportunity 1X which covers Jefferson County. So my project is going to be called Jefferson County RSVP.

You know I'm applying to Colorado, but we have a couple different scenarios happening here and this is just a test environment. So I'm entering some information that doesn't necessarily make sense if I were actually submitting an application. And all of the information I enter here is specific to my project itself. So now you'll see when I scroll down I have drop-down options. This is what you would have seen to start out with if you already had a senior corps project. So it allows you to drop-down from - see what your options are here. If you have more than one person at your organization that has an eGrants account, you might see more than one name here as options.

So I'm going to select my project director, my project title is correct. So I'm going to click Next. Now you'll see I completed all the applicant info and it now it goes to application info. And here is where I enter the areas affected by the project. Again, from reading the grant application instructions I know that this is where I am supposed to enter my opportunity number which as I mentioned is Colorado 1X. And then the geographic service area exactly as it appears in Appendix A.

So for me it's Colorado 1X, Jefferson County. My project start and end dates then need to be entered. And if I look at Appendix A all of the start dates are listed. So for my grants that I'm applying for it's July 1, 2014. All start dates will either be July 1, 2014 or April 1, 2014. All of these project start and end dates should be three year periods. You’re writing your proposal for three years for what you expect to achieve in the third year. So for me my end date is actually June 30, 2017.

If I had a project that I had an April 1 start date, my end date would be March 31, 2017. So keep that in mind. And next I'm asked whether my application is subject to review by State Executive Order 12372. If I look at the grant application instructions there are more details about what that means. For now I'm going to leave it at No. If I was subject I would enter a date here and then I would be assigned a state application identifier as part of that process. And I would enter it in this box here.

I'm also asked whether my organization is delinquent on any federal debt. This includes delinquent auto allowances, loans and taxes. And again, this is for the organization; not for the individual.

I'm going to go to the next part. This is where I enter all of my narrative information. This is where it's really important to have a good knowledge of both the grant application instructions as well as the NOFO itself. And I'm just going to enter some text here to show you that once I enter any kind of text these arrows that are orange change to a green checkbox. So you'll want to follow the application instructions to know what to put here.

I'm just entering some test information for the purposes of this call because you do have to enter some kind of text in each of these fields or you will not be able to submit. I know from reading the Frequently Asked Questions document that I have to enter something in the Other section, so I'm just going to enter N/A. That's what it tells me to do. And the same for PNS Amendment, I have to enter something. So I'm putting N/A. And those two fields do not apply to this competition.

And I click Next. And this is where I enter my work plan; I have to enter something here, but we had a different T&TA Session #4 on the performance measure module itself. So I'm not going to go into a great amount of detail, but I do have to enter enough information to be able to submit this application. So I'm just going to do a couple things. That recording of that session is not up yet, but the transcript is. You can see basically the same session in the senior corps virtual conference.

All of that information is available On Demand if you go back to the virtual conference environment. Again, I'm just clicking through this quickly so I can actually submit. You of course would enter a lot more information here. I'm not going to actually select an outcome for this particular work plan.

This is where I go back to Appendix A and I find that the opportunity I'm applying for, Colorado 1X the minimum number of volunteers that I can have is 240. I can have more than that, but that's the minimum.

Okay. Success all my rules are satisfied. And then go to the next screen and see if I can verify - validate my performance measures and move on. And all my performance measures are valid, so now I have to go back to the eGrants application. And to do that I click here. So this section is a little bit different than the rest in that in the rest of eGrants all of my navigation is on the left. With that one to get back I clicked on tab at the top. So just remember that as you're working.

Next is the document section. For this, this is where I go to the grant application instructions. Again, Page 16 and 17. I have to select a status for each of these. If I go to the grant application instructions it gives me three columns; only the first two columns apply to this competition. So the columns are - the first one is new grantee - or excuse me; it's new competitive. So that would include any organization that does not currently have a senior corps grant; think of it that way.

And the second one is current senior corps grantee; that includes everyone who currently has a senior program whether you're applying for the opportunity you currently have that you already are the incumbent for or whether you're applying for a different service opportunity. So for Column 1 any non-current senior corps grantee; Column 2, any current senior corps grantee. So I follow those columns to know what exactly I should be submitting. And some of the documents aren't requested until later on in the grant application review process.

But I have to select a drop-down for all of these sent to me as I intend to send it via email as soon as possible to 2014RSVPattachments@cns.gov. There are a few that are not requested until later in the process, the federal financial user form and the recipient contact form. That's not requested until later. It outlines it pretty clearly in the grant application instructions, so just be sure you're looking at that as you complete this section. You can't actually attach anything in eGrants, so that's why we have that separate email address.

Next we complete Budget Section 1. At the top of this there's a section where you enter the source of matching funds; this is where I name the actual sources of those funds. So this is my non-federal share. This is the requirement to have other 30% of the total budget if you are the incumbent for the opportunity or 10% of the total budget increasing to 20 and 30% in Years 2 and 3. The source of matching funds can be either in-kind or cash, but you would name the actual organization.

So in this case I'm going to list the foundation that's funding, my Budget Section 1. And then when I go to actually enter the information in the description I would say what they're actually funding. I'm going to show you some of these boxes, but not all. So for this one this where I enter my project personnel and say that I have one person. I'm not going to open all these budget sections, but I do want to show you that what I enter here needs to cover the budget amount as it's listed in Appendix A.

So in this case I'm going to say that my annual salary for this person -- think of this in terms of the whole budget -- so I'm going to say that this is a $100,000 position. You cannot enter a comma, so that's why. My percentage of time is 1; this is for purposes of this session only.

CNCS share, this is where I want you to pay attention. So Appendix A lists the minimum CNCS share - or excuse me; maximum CNCS share. And for this for Colorado 1X it's $83,891. I cannot enter more in my total budget than what is in that CNCS maximum share; it's the last column in the Appendix A. And I know that I have to have my match, my non-federal share; that's where this grantee column comes in. So I have to get to $100,000. I might need a calculator in this case to figure out what this number should be. We'll see if (Tameka) can help me with that.

So $16,000 it'll tell me exactly what's needed. My excess amount is going to be zero. It will tell me I have some remaining. Let's see if this fixes it.

Oh I see what I did. This is 100% time. That should let us move on.

Great. So you'll see now that I haven't entered information there; I actually have an Edit button. So if I need to go back and make adjustments there, this is where I could do it. I could edit that line or I could delete that line. Under Personnel Fringe Benefits this is where you will enter any fringe benefits for anyone you've listed in this directory - in this personnel section. You can have multiple people in this section. You would just keep clicking Add a New Budget Item.

So if you have a bookkeeper of if you have a RSVP coordinator, if you have a couple coordinators, anyone who's charging time to the grant should be listed here. And their fringe benefits as they charge time to the grant should be listed here. So if you have someone who is only 50% RSVP up here, they should be 50% RSVP in the personnel fringe benefits as well.

Next is local travel; this is where I would enter any local travel costs. I would explain the purpose of that anticipated local travel and the basis for the cost calculations. When you add a line item here it's going to give you quite a bit of section that you can complete as far as the description. And we really want you to be descriptive there and include everything that's listed in the grant application instructions and that's listed in the individual instructions. So for there I’m going to have the anticipated local travel purpose and the basis for the cost calculation.

And we define local travel as any travel within the project service area. So for me it's just Jefferson County, but for some projects that include many counties, they would all be listed there under local travel. For long-distance travel I would enter the travel cost as appropriate and list the purpose of anticipated long-distance travel and the basis for those cost calculations. This covers all travel outside the service area. So for long-distance travel I'm going to show the purpose for each trip and break out each trip as far as transportation, meals, lodging and other travel costs.

Under Equipment I'm going to list items that cost more than $5000; under Supplies anything for my project that's under $5000. And I'm going to list the quantity, the cost and how each item is actually going to be used in the project.

Next is contractual and consultant services; this is where I list any contracts or consultants and include a justification of the need for each of those. I'll include any services documented in the contract, like clerical support, training consultants, equipment repair and maintenance, even bookkeeping. So be aware of any contracts that your organization has that would be working with RSVP.

Under Other Volunteer Support Costs I have criminal background checks; criminal background checks are an allowable cost for RSVP. They are not required for RSVP volunteers. They may be required for RSVP staff. Please review the final rule under the federal regulations at the Knowledge Network. If you go to nationalserviceresources.org and search National Service Criminal History Check Resources, the first document you'll find there is the final rule and that is our landing page for all information about criminal history checks.

And then you see indirect costs; if your organization has an approved indirect cost rate, this is where you would enter that information. Most organizations do not. And I'm going to click Next. Now I'm in Budget Section 2; this is where again I would enter a source of matching funds if I had non-federal share in Budget Section 2. So there's a particular place for Section 1 and a particular place for Section 2. So know where your non-federal share is actually contributing.

This is where I enter Other Volunteer Costs, so I can enter reimbursable expenses to RSVP which for RSVP are meals or recognition or travel. Insurance is a required expense for all of RSVP. You can edit that line here. And then I'm going to click to validate this budget. And my budget was validated without errors. If I were to come up short on my match it would probably tell me that here.

Now I see that this has turned green showing that I have validated my budget significantly. So I'm going to move onto Funding and Demographics; this is where it takes my budget and breaks down my applicant share. So I mentioned I only had one particular foundation that's contributing to my project. And they are covering the total of my share and they are the local organization. If you have a state-based contributor you would enter it in the state line. Other goes in Other obviously. And so on.

I also enter my unduplicated volunteers here. This needs to match the number that I'm putting in eGrants for the work plans. So if you remember I had 240. I'm going to click Next. And this is where I have the option to review any information I've already entered. So it shows everything from my budget to my application itself. This is where it's good to stop and check and see how many pages your application is. Remember your face sheet executive summary and narrative can be no longer than 25 pages. So this is where we would be checking for that; this is a printable view.

So you'll see this is where the applicant information application information and budget and - Funding and Demographic section populates. And then my narratives will begin. So in this case I only have two pages. So I'm under 25. And then my performance measures start. And the performance measures do not count as part of that 25 pages. And at the very end I see the documents as I indicated that I would be sending them.

So everything looks good there. So I'm going to click Next. And now I get to the Authorized and Submit page; this is where you're actually submitting and verifying the grant application. Your authorized representative for your organization should be the one to do this. So this is where I talked about the executive director in most cases is the one that needs to log-in and do this. So if I were the project director and I was not the authorized representative for my organization, I would log out at this point.

I've entered the information; I've done my part. And then my authorized representative would come in with their own eGrants account and log-in, review what I've entered and then just go to this Authorize and Submit section and actually click these I Agree buttons and prepare to submit the application. And once those buttons are clicked it shows my name as the authorized representative and that I authorize that particular section.

You'll also want to be sure that you view these certifications and assurances. Be sure you're aware of what you're agreeing to do. And I'm going to verify this grant application; it'll tell me if I have any errors. It looks like I missed clicking one button. I'm going to go back up; I'm going to click this one and I'll see once I click it I bet. Sometimes you just click the first one again.

Now it looks like they are all authorized. So there's three different places; they all show being authorized. I'm going to verify again.

And I'm verified without errors. So that's good. And then I submit the grant application to CNCS. And this is where it shows I've successfully submitted my application. And then when I go to my eGrants home page and I can view my grants and applications here. This is also where if I log out and need to come back and start working on it, this is how I would get there. So I would look at my application ID and over here if I had not submitted yet, there would be an Edit button.

I've already submitted this in this case, so instead of Edit I get View. And I can click that and I can look at different parts of the application, but I can't make any changes. And the reason I can't make any changes is because I've already submitted. So my status is submitted to CNCS.

And (Holly) will go ahead and open the lines for any questions at this time.

Coordinator: At this time if you'd like to ask a question on the phone, press star then 1. Please un-mute your phone and record your first and last name clearly when prompted. Once again, to ask a question over the phone, press star then 1.

One moment.

You have a question queuing. One moment.

And our question comes from (Bruce Davis). Your line's open.

(Bruce Davis): Hi, good afternoon. Could you clarify for me the non - the matching numbers, the non-federal share; when you say 30% of total budget that's not necessarily 30% of the CNCS share? Is that correct, and especially if there's like excess amounts?

Patti Stengel: Correct. So it's the total budget. And eGrants will help you with this calculation in a sense. So if you come up with an excess grantee share, so if you exceed the required non-federal share. So let's say you come up with - let's say your grant - your CNCS share is $50,000 and you match it with $50,000, you're exceeding the 30% share, but it's going to - eGrants budget is going to add it up to be 30% of the total project budget.

(Bruce Davis): That was my next question. It will - this thing will validate before you submit it?

Patti Stengel: Correct.

(Bruce Davis): Correct?

Patti Stengel: So one way to check the budget that's really easy; if I go to the Budget Narrative on this review page and click View/Print Report.

(Bruce Davis): Yes.

Patti Stengel: It takes a while to come up. You may also be able to view it on this page itself. I scroll all the way to the bottom, budget total and my CNCS share is 84% and my grantee share is 16%. And that works in this situation because I'm applying as a new grantee, so my requirement is only 10%. But it would show you the grantee share here as far as the percentage.

(Bruce Davis): Okay and that's under View/Print Report at the end?

Patti Stengel: So this is on the Review tab itself.

(Bruce Davis): Okay. All right.

Patti Stengel: The budget total is at the bottom. You can also get a printable view under View/Print your applications and Budget Narrative. That's what I'm trying to pull up here, but it's slow.

There it is. So this shows a nice breakdown of the full budget and it would include any description that you entered for each of the lines. And then if you go all the way to the bottom this is your total. So again that 84% for the CNCS share and I'm at 16% for my non-federal share.

(Bruce Davis): And then just one other clarification; I'm not the financial guy here. I'm just the project director. The section where you again repeat information or they ask for more information on matching funds, that's supposed to be specific to that next section...?

Patti Stengel: Right.

(Bruce Davis): ...like for volunteer costs?

Patti Stengel: Right.

(Bruce Davis): Okay.

Patti Stengel: So it comes up the only place you can see it in a printable version without having to click a box to have something open is on this particular printable view. This is the budget narrative.

(Bruce Davis): Right.

Patti Stengel: So it's Section 1 Volunteer Support Expenses, Section 2 Volunteer Expenses. And it's Source of Funds at the bottom. So I would actually enter the name of any organizations that are contributing, if I'm receiving some kind of other grant I would list that here. And be as descriptive as possible, yes.

(Bruce Davis): All right and one other quick thing; would you be interested in hearing about a glitch that I ran into on eGrants or is this not the forum for it?

Patti Stengel: No I'd be interested in hearing that.

(Bruce Davis): Okay. I was - your National Help Desk is very helpful; they finally came through with the solution this morning. If you're looking - I'm not sure this is true of other areas of the performance measures, but specifically in the veteran's projects when you're in there and you click in my particular case for service activities Assist with Access to State and Federal Benefits, in that rectangular box right next to there where you're able to, you know, like copy and paste the description of the service activity, it was not saving.

I could not get it to save either with input directly or with copy and paste. And it turned out -- I'm not quite sure why it's this way -- but it turned out because of the spacing on the page that those boxes are off by one line. So if you in this case click Assist with Access to State and Federal Benefits you would not put the description in the box directly across from there; you put the description in the box directly below that box, save it and it does save.

Patti Stengel: Oh interesting.

(Bruce Davis): Yes and that was the solution they gave us. And he was explaining that apparently it's something to do about the architecture of the page and how the boxes don't necessarily, you know, line up. So and...

Patti Stengel: So was that something you ran into with every focus area or just an event?

(Bruce Davis): No it was my next to last work plan. And I was trying to get this thing to submit - we'd like to submit early next week and it just wouldn't grab it. It would - the information would show up in the box; it would copy and paste in, but as soon as you hit either Save or Complete PM it would wipe it out.

Patti Stengel: Correct.

(Bruce Davis): And so the solution apparently, if those boxes are all off by one. So that first rectangular box that shows is actually referring to the Assist Veterans with Transportation Service Activity which is up one line and over to the left. And you can see that there's no box on the top to associate with that first service activity.

Patti Stengel: Oh okay.

(Bruce Davis): So it's all off by one. And it - and your folks on the desk are great; they're wonderful, but it took them - I put my original request in on the 5th of August...

Patti Stengel: Okay.

(Bruce Davis): ...and we finally got something back today. So that's - but that's the only area where I ran into a problem.

Patti Stengel: Okay. Thanks for sharing that. We appreciate that.

(Bruce Davis): Okay.

Patti Stengel: We'll see if we can find some kind of fix in the system, but I'm glad there's a workaround.

(Bruce Davis): Well it does - and he referred to it as not necessarily being glitches; it was like he referred to it as like an architecture problem. So.

Patti Stengel: Okay.

(Bruce Davis): Yes.

Patti Stengel: All right. Thank you.

(Bruce Davis): Yes. Thank you.

Coordinator: And once again, to ask a question, press star then 1.

Our next question comes from (Stephanie Rummet). Your line is open.

(Stephanie Rummet): Hi there; I have a couple of questions and I'm sorry if they were on some other webinars about this, but I just got this on my desk. This is the first call I've been able to get into.

Since background checks are covered under the costs, is it safe to say that training people - we have special trainings that are being run. Would those costs be included or allowed as well?

Patti Stengel: I believe so.

(Stephanie Rummet): Okay.

Patti Stengel: But let me look into that a little more to be sure and we'll post an answer to that in our next FAQ update which will be at the end of this week or early next week.

(Stephanie Rummet): Okay. The program that we use in our organization is called Safe from Harm; I don't know if you need to know that or not?

Patti Stengel: Actually what will be really great is if you would submit that question to our FAQ inbox. It's 2014RSVP@cns.gov.

(Stephanie Rummet): Okay.

Patti Stengel: And that'll help us in forming an answer to you.

(Stephanie Rummet): Perfect. Well to tell you the truth I think I'll just do one email with all my questions then because it's more specific.

Patti Stengel: Okay.

(Stephanie Rummet): So thank you for your time.

Coordinator: And our next question comes from (Abbey Everett). Your line's open.

(Abbey Everett): Thank you. I actually have three questions. The first is do you want a complete listing of our outcomes for all work plans in the executive summary or just those related to the primary focus area?

Patti Stengel: That's one we're actually planning on answering in our next FAQ update, but I saw you submitted it.

(Abbey Everett): Yes.

Patti Stengel: And I think that we do have to run some of our questions by a few people, so we can't give a response on this call at this time. But we'll have an answer in the next FAQ.

(Abbey Everett): Okay. Thank you. And the second question is under the environmental stewardship outputs do we input the number of acres and/or miles or is that one of those quirky things where you just put in a 1?

Patti Stengel: The only one where you'll put in a 1 is Other Community Priorities.

(Abbey Everett): Right.

Patti Stengel: So it's not one of those, but if you go to Appendix B it's dependent on which particular environmental stewardship measure you're using.

(Abbey Everett): Right. You're using both.

Patti Stengel: So you would see on Appendix B environmental stewardship focus area starts on Page 31. If you're doing EN4 it's number of acres.

(Abbey Everett): Okay. So it's the actual number of acres and the actual number of miles? So the actual number?

Patti Stengel: Right. You're going to be EN5 is the number of miles.

(Abbey Everett): Right.

Patti Stengel: If you're doing EN6 it's the number of tons.

(Abbey Everett): Okay and one final question, actually a follow-up question to the Veteran's Services Work Plan; I don't know if you can pull that up, but next to one of the service activities it didn't have a box at all. So I just assumed you didn't have to write in the service activity, but maybe it's because the boxes are not aligned correctly?

Patti Stengel: Yes I think that's what our last person was mentioning is that the boxes aren't aligned. So it sounds like for that particular one the only way I can pull this up is if I actually create another application.

Let me see if I can try that. It sounds like what you have to do is use the line below.

(Abbey Everett): Unfortunately in this situation there is no line below.

Patti Stengel: Below and to the right. So essentially it sounded like...

(Abbey Everett): No but there isn't one below and to the right. I was listening to them and I...

Patti Stengel: Well let's see if we can look at it. So create a new application I'm going to go to the work plans. And this is select Veterans.

Is the issue you were talking about where Assist Veterans?

(Abbey Everett): No if you'll scroll all the way to the bottom. See there's Other Community-based Activities. So what you're saying the box for that is literally above it.

Oh I see. Well...

Patti Stengel: It just sounds like the alignment is off.

(Abbey Everett): Well let's see...

Patti Stengel: So it sounds like in this case we'll try and work on this issue and see if it's something we can correct, but in the meantime it sounds like the hotline has been really helpful in resolving this. I'll have to look at it a little more, but it sounds like everything is just off by one. So if you're having trouble with this particular description - you do have to enter a service activity description for every box you check.

(Abbey Everett): Right and that's what I thought, but I don't think there are enough boxes for the number of service activities.

Patti Stengel: Yes. Yes. So you may need to contact the hotline for assistance with this until we can get a fix for it.

(Abbey Everett): Okay.

Patti Stengel: It sounds like they're good about walking people through on this.

(Abbey Everett): Okay. Thank you very much.

Coordinator: And once again, to ask a question, dial star then 1.

Our next question comes from (Carolyn Finley). Your line is open.

(Carolyn Finley): Yes I wanted to ask a question. You said something about the number of pages for the narrative. Could you repeat that number...?

Patti Stengel: Yes.

(Carolyn Finley): ...that was allowed?

Patti Stengel: It's also in the Notice...

(Carolyn Finley): For the narrative?

Patti Stengel: Yes it's also in the Notice of Funding and the grant application instructions in case you forget from this call. The total allowed for the narrative, this includes the face sheet, executive summary and all the narrative, is 25 pages as I print from eGrants. So that's why it's important to go from that printable view and see what your application would look like printed.

(Carolyn Finley): And that excludes the performance measure pages?

Patti Stengel: Right. It does not include performance measures. It does not include work plans.

(Carolyn Finley): And it doesn't include the budget?

Patti Stengel: Does not include the budget. Correct.

(Carolyn Finley): Okay. Thank you.

Coordinator: And our next question comes from (Bruce Davis). Your line's open.

(Bruce Davis): Yes just one other follow-up question. I got another question from a person who was asking about a possibility of a change to the executive summary and I guess my question is what is the final publication of that FAQ page? So if we wanted to submit early where we're making sure that we've included all the latest information?

Patti Stengel: Yes that's a great question. So we've been updating our FAQ document on pretty much a weekly basis. Starting next week and the week after because those are the two weeks leading up to the deadline, we'll be trying to do updates on a twice weekly basis.

So if you want a question responded to in that FAQ we need to receive it by no later than 10:00 am Eastern Time on September 4 in order for us to get a response made publicly by the end of that week.

(Bruce Davis): Okay. So what would be your suggestion for the earliest week to submit making sure we're up to date on all the rules?

Patti Stengel: You can submit it at any time. All the rules are out there; what they're asking about is a clarification on the executive summary. Executive summary if you read the selection criteria it's not part of the selection criteria.

(Bruce Davis): Okay. All right.

Patti Stengel: So there's no score associated with it.

(Bruce Davis): Okay. Fine. All right, thank you.

Coordinator: And our next question in queue comes from (Cindy). Your line's open.

(Cindy Braun): Hi, this is (Cindy Braun). I hear a lot of people talking about the FAQ's and I just wanted to confirm what the web address was for that location.

Patti Stengel: Yes I'll show you where it is. It's on the RSVP competition Web site. So this is a really long URL at the top of this page, but the shorter way to get there is just to enter nationalservice.gov/RSVPcompetition. That will get you here as well.

So if I scroll down to about the middle of this page it's the Frequently Asked Questions document. It's a PDF; you'll see here it was last updated August 16.

(Cindy Braun): Perfect.

Patti Stengel: And then it goes to that document. And you can click through this pretty easily. Our sections are here on the front, so if I want to go to Appendix A I just click here and it takes me to that Section A.

(Cindy Braun): Okay. Thank you.

Coordinator: And once again, to ask a question, dial star then 1.

I do have a question prompting; just one moment please.

And our question comes from (Jeff). Your line's open.

(Jeff): Yes I'm working on my work plans and as I put them all in I'm going back and I'm trying to make some corrections and some edits. The problem we're running into is when I enter a work plan such as say under Healthy Futures and I have several different objectives; in my community needs I'm not able to go back and adjust those so that they reflect exactly what objective I'm trying to illustrate in that work plan.

Instead for instance it may have the community need of nutrition, but in fact what I'm talking about is transportation. Is there a secret to how to do this that I'm missing somehow?

Patti Stengel: So let's - let me show you; so every time you select a service activity it creates a work plan, but work plan you would put targets in and unduplicated volunteers in. But it takes off the same community need, the same instrument description, the same output. So for example here if I were going to do employment, the community need that I enter here...

(Jeff): Yes.

Patti Stengel: ...is going to be the same for every outcome and output - for every service activity under this outcome and output. So if I selected adult basic education and I'm also doing GED, it's all going to be aligned with that same community need and that same output/outcome instrument description.

So the only way - if you have a really unique community need that only is to one particular service activity, you would have to create multiple performance measures in that. So in this case you would click Complete PM. So I would only click one of these service activities. I'd click Complete PM after all of this information is entered. And then I have to go back and do another one, another work plan.

So I complete that one. And then I would have to go into other focus areas, employment all over again. The idea is that the need should be specific to the objective and to the output selected and the outcome because what you're really selecting is outcome/output pairs.

(Jeff): Right.

Patti Stengel: So if you can make the need apply to both the output and the outcome, then it will just repeat as you're working on particular targets. So in this case I would select helping with GED because I've selected - I've entered some community need that's specific to that. It's up to you how you want to go about doing this, but the idea is to streamline the need to match the output/outcome pairs.

(Jeff): Okay and I thought that that's what I had done and now that I'm going back in as I'm trying to work on my edits and I'm noticing that in the community needs on some of my work plans they don't match. And so what you're suggesting is I just hit the Edit button.

The other thing I've noticed is that in the section on the left where it says ID and you have numbers 1 and 2, in my work plan I have - I don't have a number 1; I jump right to number 2 and number 3 and then it skips to 4 and it goes to 5. Is there a reason for that?

Patti Stengel: I haven't heard that happening. So this might be a situation where you need to contact the National Service Hotline. They're the ones that can really help with the technical aspects of eGrants. So if you're running into issues like this where you're not able to edit the community need as you need or the ID numbers are showing up in a strange way, this would be a great time to contact them.

(Jeff): Do you have their number handy?

Patti Stengel: Yes. Give me just a minute.

It's 800-942-2677. And during the time the competition is open their hours are Monday through Friday, 8:00 am to 8:00 pm Eastern Time.

(Jeff): Okay. Good. Thank you.

Coordinator: And our next question in queue comes from (Monica). Your line's open.

(Monica): Thank you. I wanted to make sure that I heard you correctly for the anticipated output target for the Other Community Priority Work Plans, we put a 1? Is that correct?

Patti Stengel: Yes that's correct. We went through this on the performance measure module session that we did. When you - the Other Community Priorities only has one output and it says, "Did the grantee meet their target? Yes or no?" Ideally when you go to put that target in we'd want you to put yes because you intend to meet that target, but we ended up with a numbers box instead of a text box. So you have to enter a number; you can't just enter yes.

And in your report you can't just enter Yes or No. So our solution is on that target for Other Community Priorities this is the one where no more than 30% of your unduplicated volunteers are in just one work plan, one output, you're going to enter a 1 for the target.

(Monica): Okay. Thank you.

Patti Stengel: For the output target; not for the unduplicated volunteers or the total volunteers, but the output target.

(Monica): Okay. Thank you.

Coordinator: And our next question comes from (Abbey Everett). Your line's open.

(Abbey Everett): Just one other question if I could; regarding GED/ESOL adult education and I know that it falls under education, but if the system, the adult education program that we're working with does not track the outcome that's been specified by the corporation, can we then put that program into Other Community Priorities rather than the education module?

Patti Stengel: So this is a situation where I'll have to have you email the FAQ inbox because I'm going to have to go through some of the other FAQ's, see if I can run this by our performance measure team, see if it's one we can answer. So it's going to take some research. So if you'd submit it to 2014RSVP@cns.gov that would be great.

(Abbey Everett): Okay. Will do.

Patti Stengel: Thanks.

(Abbey Everett): Thank you.

Coordinator: And once again, to ask a question, press star then 1.

And I have no further questions in queue.

Patti Stengel: Okay. Just a couple reminders then in case some more questions come up; again, do not hesitate in sending in your competition attachments. You only need to have your application ID number and your opportunity number in order to start sending those in. It's really going to help us get those in well before the deadline. So a lot of you they're probably easy documents; you probably already have them on hand.

So please send your attachments as soon as possible to 2014RSVPattachments@cns.gov. You're going to want to enter your application ID and opportunity number in the subject line and in the message tells us whether you are the incumbent for the organization. And that means that you are the organization that currently has the RSVP for that opportunity.

And another reminder; our next T&TA call is Thursday, September 5 at 2:00 pm. It's again on the eGrants application in the same format. And if you have questions that you need an answer to, we need to have them by Wednesday, September 4 10:00 am Eastern Time. That'll allow us time to review those questions and get the final answers posted in our FAQ document prior to the deadline to the applications, which again September 10.

(Holly), are there any other questions that have come in?

Coordinator: I have no other questions over the phone.

Patti Stengel: Okay. We'll go ahead and wrap up then. Thanks everyone for joining us.

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

END