

NWX-CNCS

**Moderator: Tamika Becton
October 28, 2015
12:00 pm CT**

Coordinator: Welcome, and thank you for standing by. At this time, participants will be on a listen-only mode until the question and answer portion. If at that time you would like to ask a question press star 1.

Today's conference is also being recorded. If you have any objections, please disconnect at this time. And now I'll turn the call over to host today to Ms. Tamika Becton. Ma'am, you may begin.

Tamika Becton: Thank you (Melissa), and thank you all for joining the last training and technical assistance call, number seven for the eGrants walkthrough, for the 2016 RSVP Limited Geographical Area Competition.

As the host said, my name is Tamika Becton, and I'm the program and management analyst here with Senior Corps at the headquarters office. So what we'll be doing today is actually going through the eGrants application submission process for submitting your RSVP application.

So what you see currently on my screen is actually the notebook page that I've been referencing throughout the majority of the calls. If you are not on the

webinar, what I would suggest, I would just go ahead and go to www.nationalservice.gov/rsvpcompetition and then once you're there, then you'll be able to click on the Section Five training and technical assistance.

And then you can go ahead and click on the, [Click here for Skype for Business](#) in order to see the visual instructions of it. So once you do that, you should be able to see my screen, and what I'm actually going to do, we're going to go ahead and start the grant application process.

So in this scenario, I will be coming in as a Senior - I'm a previous Senior Corps grantee - or I'm a current Senior Corps grantee, but I want to extend my geographical area and apply for another opportunity that's in Appendix A, which we'll reference later.

So this is the home screen for eGrants, and so what I'm going to do - I'm going to type in my username and password to start the process. I already have an account, so I'm already going to have a password and a username for this.

If you do not have one, then in the grant application instructions, you will be able to - they have the specific step-by-step instructions on how you would create a grantee account.

But for me, I'm already a CNCS grantee, so I'm typing in my actual username and password. So for all applicants, even though I am a current grantee, what, I will be selecting the "new" for creating a new application in eGrants. So I'm going to go ahead and select "new."

And then we're going to select the program. So RSVP is under the "Senior Companions" umbrella, so I'm going to go ahead and click on "Senior Corps" and press the "go." And then when I scroll down, I find the competitions that

are available to me right now. And so I'll go ahead and click on FY 2016 RSVP Limited Geographical Area Competition. And I click on the "next."

So now with this section, what we see here is, we want to make sure that this information right here is correct. This - I've selected the correct NOFA as well as the applicant or the user as well as creating a new project. So this information right here should be selected.

So I'm going to go ahead and click on "create a new project," because all Senior Corps grantees should have a project. So we're going to go ahead and click on the name of my - this is the project title. It's the name of my project so I'm just going to put RSVP of Maui County.

And my project state is going to be Hawaii. And my street address, we'll just put in (unintelligible) and the phone number, so all of the information that has a red asterisk beside it should be - is required, so you want to make sure that you put in this information for your project.

Now, of course it's going to give me an error message, because I did a dummy account, so we'll say that this is the address that I'm recommending. So we're going to save and close.

And then - so that's our project. When you're creating a project it's - and then you have to select a project director. So the project director may not be the person that is doing the - is submitting the application.

It may be a different person. And that person should actually have a, their own eGrants account, and they should be attached to this legal applicant info. So they should be attached to this application - this applicant organization right here, highlighted.

But for my benefit, I'm going to go ahead and - I'm the project director, and I'm submitting the grant application. So I want to select my name. You can enter new or you can view and edit if your information has changed.

So then I'm going to go ahead and select "next." And so with - here is where we actually start to type in information for our face sheet, or our 424 sheet. So the areas affected - this is where you would see Appendix A.

And you would type in whatever service geographical area or opportunity number that you will be applying for, so for me I'm just going to go ahead and do Hawaii 01. The county is Maui. Because this is one of the geographical service areas in Appendix A. And the proposed start date for that would actually be April 1, 2016. And then we go to March 31, 2019.

And so I know that I'm not under, I'm not subject to review by the state executive order, but if you are, then you would click "yes" and you would select the date of the review, but if you're not, then you would click no.

Applicant that is delinquent in federal debt - this is a yes or no, and if you are, then you would explain here why. And the state application identifier is not required for Senior Corps grant applications. So then I'm just going to go ahead and click on the next screen.

Okay, here is where I would actually be entering in my information for my narrative. So what I would refer to is the selection criteria and what should be included in the narrative in the format. And all of these must have something in the, must have some type of content in the field.

So my first one, for the executive summary. I know based off of the eGrants application instructions that this, the information that should be included in here is the - I'm pulling it up now.

I know that the number of unduplicated volunteers should be in there, as well as the - so this information right here, the estimate of the number. This is a template for your benefit to include in your narrative.

So I know that when I click on this, this is where this information would go in - this information for the executive summary. And then I would click save and close. And so filling in the number of unduplicated volunteers, I'm going to say I'm going to have 120. Fill in the service activities that I would be completing.

So ED2, and you would explain this more in detail as well with the ED11 as my outcome and then ED4A, but you would definitely explain this more in detail of what service activities would be included in here, as well as how much money you would be requesting in this field right here.

And I'm just going to put 70,000. And I'm going to go ahead and save and close. And then you'll see a green check box here of what, that you've entered information here.

So next I will go to my strengthening community section, and I know with that section what's included or what I should be describing in this section is these things right here.

So this is the narrative. Remember, this is the narrative portion of your grant application, so you want to make sure that you're as detailed as possible, as well as you want to make sure that it aligns with whatever you're putting in

your strengthening community section and aligns with your work plans, as well.

So I'm going to go ahead and save and close, because that is what you would be doing here for this selection criteria. And then I would do the same thing for recruitment and development.

So for my recruitment and development, I would actually scroll down and I would make sure that I have the information that's right here in my recruitment and development section.

And I would explain in detail, making sure that it aligns with my work plans and my - making sure that the recruitment and development - make sure it aligns with your budget as well, because where your information that you're going to be, that you're putting in here, it may reflect on the training that you may be providing RSVP volunteers.

So you want to make sure that those both align as well. So we're going to go ahead and save and close that. Now our program management section. We're going to look at the next section, which is - and so in this section, this is where you're specifically describing your plans.

And so we're going to go ahead and click copy, I'm just copying and pasting where you would find this information in the eGrants application instructions. And what you would actually be putting into the section in your grant application instructions for the program management section.

So then I would save and close here, and then I would do the same thing for the organizational capability. And so this one you're going to make sure that it is aligning with your budget, as well because it does have the type of

equipment and supplies especially if you need that when you're doing your budget.

So we're going to go ahead and save and close here. And then other. So I am actually going to be - this section is only for applicants that are proposing evidenced based program. So if you are not proposing evidence based program, then you would just insert "N/A" here.

If you are proposing evidence based programming, you would want to enter specific information here on evidence based programming. And so this information that you would actually be selecting, if you are submitting evidence based programming, the information that you would be selecting for this is actually in the Appendix C of the grant, of the Appendix C on the notebook page.

So evidence based programming, Appendix C, if you are proposing it, these would be the instructions of what you would need to be entering into that other section in eGrants.

Right here, so I'm going to copy and paste. And this is what would be the specific information that you would need to be putting into that section. And I'm just going to go ahead and copy and paste that into my evidence base, right here, of what I would need to be putting in here. So I'm going to go ahead and save and close that.

Now there is one more that says PNS amendment, and this is not applicable to anybody with this during this competition as of right now, so we're just going to go ahead and open it and just put "N/A" in here. So everybody should be putting "N/A" in this selection - in this field. And were going to save and close.

So next I've completed my narrative portion of my grant application instructions, so then I'm going to go ahead and select "next." Now we'll be entering into the work plan. Now we'll be entering into the work plan. And so actually since we did have a lot of, we have some confusion or some questions that so I, kind of, I'm providing an example of what I would be doing.

So I'm going to go ahead and click on the into the work plan section. And here it's going to give me the beginning of my work plan. So on the left hand side we see the screen instructions.

And it will, once you read here you'll be, it will tell you what you'll be selecting, how you're allocating, and then how to submit. So basically this helps you for each screen.

So our first tab is the home screen and so it just tells us what we will eventually entering, what information we'll be entering. So all of this will be filled by the time we're complete with a work plan.

Now, I will say that this may be confusing, but I do want to put, I want to make sure that you refer - when you're doing your work plans you refer to the RSVP work sheet as well as the RSVP performance measure instructions.

So those are definitely on the NOFA page. I'm going to go ahead and go to the NOFA page now. And the RSVP work sheet is right here. You can print it out. You can save it on your computer.

It's a Word document that helps you to calculate what volunteers will go where, what service activities, your targets. It's pretty much a, I guess a

writable version for you to actually just copy and paste into the performance measure work plans.

As well as the performance measure instructions are right here, so this will definitely help you with deciding what service activities, what focus areas you'll be proposing et cetera.

So I'm going to go ahead and click on, "Begin". And so for my focus area I'm actually going to be selecting my, I'm going to have education as, so I'm going to have K-12.

As well as I'm going to have blue, red in this. And I'm going to actually have healthy futures which I know it includes access to care. Now, when I go ahead and go to my healthy futures performance, well, this sheet right here, kind of, this is the performance measure instructions.

And so what you'll be, this is where you can see what has an outcome, what has an output, and what outcome is tied to that as well. So this is definitely helpful in the performance measure instructions.

So I know that I will be doing ED2 which is my K-12 success. As well as ED4A which is K-12 as well. And then I know that I will be also working in H4 which is access to care, which would include my - I'm doing evidence based, so I want to make sure that I'm doing number of participants, number of clients participating in health education programs.

So I'm going to go ahead and go back to events. So I have my access to care selected and I also have my K-12 selected. And then I'm going to scroll down because I know that I need to select my primary focus area and my primary focus area is actually going to be education. So then I'm going to click next.

So now it takes me to the performance measure tab in the, what's planned. So I know that when you get to this screen you're actually going to have to save pretty often because then once you save it will open up other fields for that, if it has an outcome then it will open up that outcome field right here.

So I said that my focus area is obviously this is the education one. So then I'm going to click my K-12. And here for the community needs. So what you will be selecting for your community needs, you will actually be putting in the, if you look at the grant application instructions I'm going to make this a little bit smaller.

And for your community needs you will actually put the statement needs to show, describe this right here. So I'm just going to go ahead and describe, copy and paste this to show what I would need to put in my community needs section.

And then, so this is where you will be describing the consequences of how the need is going unmet in the community. You can provide statistics. That information here.

So my output for my K-12 is actually going to be ED2. So then I go ahead and save and then it will open up these other fields right here. Then my instrument that I'm selecting, I'm actually going to do an attendance log.

And so for you attendance, for your instrument description you want to make sure that your instrument description for tracking, it includes this, how it's being collected, who's going to be collecting it, you want to include that right here. This information that I just copied and pasted.

So then this one, I know that my ED2 does not, does have an outcome so I'm going to select ED10 number of students entering post-secondary institutions. So I'm going to go ahead and select that.

And then I'm going to go ahead and save because I know that I'm going to be entering an instrument description here as well. So my instrument description for how we're going to track the number of students, we're going to go ahead and do registration records.

And again, you want to make sure that the information that you put in your instrument description is detailed. Who's going to be collecting it, how it will be collected, et cetera.

So then I'm going to keep, I'm going to scroll down and I'm going to go ahead and click on my service activities. So the service activities that I'm going to do, I'm actually going to do tutoring in public schools.

So I'm just going to go ahead and select that one. And with this one you do have to select a description for your service activity. And I know that my description for my service activities will be, I'm trying to find it in the grant application instructions.

Right here. So that service activity, you want to make sure that you're as detailed as possible in your work plan as well as it's depicted in your narrative as well. So I know that I'm going to copy and paste this. And this is, this field is, you want to make sure that selling errors in checking.

So you want to make sure that pretty much you start, we recommend you starting in Word and then copying and pasting. So you have a form of, a

backup just in case as well. So I'm going to go ahead and say complete performance in my chair because I've completed all of this section.

So I've, right here it says success that it's incomplete. So now I can add my other performance measures. So my next one, I'm still in my primary focus area because I still have two. I have ED, I know that K-12.

And I know that I can, you want to enter your community need here and be as descriptive as possible. And I know that my output for this one, I want ED4A which is the number of use and mentor matching to sustain.

So I'm going to go ahead and save just because I know that I'm going to go ahead and open this up. And I know that this one actually has an outcome as well. So I'm going to go ahead and select activity log for this one.

And you want to go ahead and enter that instrument description as described in the grant application instructions on Page 25, that instrument description. So you want to make sure that you're answering that as well as the outcome that goes with this one.

So with this one I'm going to actually do ED11, the number of students earning a post-secondary degree. And I'm going to go ahead and save so that I know my instrument comes up. And so for this instrument I'm actually going to do other.

And so for my other I want to make sure that I'm actually being especially descriptive here because if it's not one of the three things, I mean one of the other two, you want to make sure that you're, you want to specify explicitly what you're using as an instrument.

So for my service activity what I'm actually going to do, I'm going to do, I'm going to be performing school based mentoring. And for here you want to make sure that you're as descriptive as possible with your service activities. How builds RSVP volunteer is going to be, how long they're going to be doing it, the length of time.

So you want to make sure that you be as descriptive as possible here as well. And I'm going to go ahead and complete my performance measure for this one. Now, my last one I know that I have to, I did select other focus area. And that's going to be my healthy teachers.

And that's the access to care. So my objective is access to care. So this one is where I'm going to be actually providing my evidence based programming here. So you want to make sure that you're as detailed as possible here.

Because with evidence based programming this is where you can propose evidence based programming for additional funding. So funding on top of the amount in Appendix A.

So you're community here you want the same thing. You want to enter the community need and be as descriptive as possible explaining what, these statistics as well. So here. So my output, I know for this one is actually I'm going to go ahead and save just because I want to make sure that it comes up.

So my output for here is going to be H4 in health education programs. So this is the number of clients participating in health education programs. This is the evidence based piece of the performance measures.

So you want to make sure that you're selecting the number of clients participating in health education programs. And so when I go ahead and save

I'm going to go ahead and select my instruments and I'm going to do an activity log here.

And you want to make sure that whatever you're using, whatever instrument you're using to document you want to be, it's located here. I'm just going to put, be descriptive here as well.

Now my, now I'm going to go ahead and save. Now I know that this one does not have an outcome. When I look in my performance measure instructions I know the A tour does not have an outcome along with it. So this is correct. But I do have to scroll down to select my service activities of what the RSVP volunteers will be doing.

So for this one I'm actually going to select the chronic disease management. So the alignment here is a little off. So what I'm going to do, I'm going to count one, two, three, four, five, six. And I'm just going to count one, two, three, four, five, six.

And then here you're actually going to be entering in, you want to enter in what the specific service activity is the volunteers will be doing. So how long? Et cetera.

So you want to make sure that you're being, entering as descriptive as possible in all of these fields because the reviewers will be assessing the work plan based off of what you're saying in the narrative portion of your application.

I'm going to go ahead and just complete performance measures. And now I have completed all three of my performance measures. Two of them have outcomes and one of them is evidence based.

Now, I think where the confusion lies in the, is that you do not have to have both. You do not have to have, you do not have to propose evidence based, but you have to have either or.

So you have to have, based off of the NOFA requirements for performance measures you either have to have whatever is the minimum number of volunteers in Appendix A is for outcome based assignment.

So, I know that these two right here, my K-12 tutoring and school based mentoring have outcome. So that means that my minimum number has to be, this, has to at least be my minimum.

So when I go ahead and look at Appendix A and I said that I selected Hawaii one for my service activity, the minimum number for Hawaii one is actually only minimum bite for year two and three of 66.

For year one, 53. So, but I'm going to make sure that my year, I'm going to follow the year two and year three just because I know that by, I have to have achieved at least this number by year three.

So I'm going to go back to here and so we're going to go ahead and click on next. Because I'm complete with my performance with adding my work plan. So I said in my total was 120. So I have 120 unduplicated volunteers.

I'm a, since I'm a current grantee I have 120 volunteers already. This does not mean I need to go down to Appendix A. You do not have to go down to 66. You can still have the same number of volunteers as long as they're either in outcome based assignments or if you're proposing evidence based programming.

So, when I scroll down here. So this volunteer calculator is actually, you want to double check your own work in the performance measures. Right here it says double check. Because you want to make sure that your numbers align, one. And that it makes sense.

So I'm going to go ahead and scroll down. And so I know that for tutoring my output for ED2, I'm going to have my output target, I'm going to say that I'm going to try to reach 150.

My outcome target is, I only reached 115. And my number of volunteers that are actually going to be in this that will be performing this service activity is 50. And the number of total volunteers contributing to this, we're going to say that it's 50. And then the number of volunteer stations we'll say is three.

Now, for my ED4, my ED4A which is my school based mentoring, I'm going to say that I'm, I want to reach 200 students. My outcome, because this is the number of students earning a post-secondary degree. So we'll say that's only 165 do the outcome.

Now the number of volunteers that are going to be performing in this work plan is 50 as well. And we're going to have the same 50 actually we'll say 60 here. Because this means when we put 60 here that means that, let's just say that 10 of these are actually doing both school based mentoring and tutoring public schools.

So, and the number of volunteer stations that we're going to have is eight. And then if I am doing evidence based programming, I added this one just to show or give an example of evidenced based programming.

I know that this does not have an outcome target, but I do know that I need to put it in my outputs as well and the number of volunteers that will be serving. So for here I'm going to do for my output target I'm going to say 300.

And my, I don't have an outcome, but the number of volunteers that are going to be working in this service activity which is chronic disease self-management, is only 20 because I know that I have 120. So that means that my undo rate of volunteer should equal this number right here.

You want to make sure that you're doing the calculation correctly. And the number of volunteers contributing, I'm going to go ahead and say 20 as well. And then the number of volunteer stations I'm just going to say one.

So here if I go ahead and save it pretty much says that I've placed my 120. And I have none, I do not have any more to place in my work plans. So, I'm going to go ahead, when you click on the review allocations, I would actually, it's going to tell you that it's correct, but you want to make sure and double check that it is correct because it will say all allocations are successfully satisfied.

But you want to make sure that your numbers are aligned and they make sense. So we're going to go ahead and click next. And so here is where is the summary of your performance, of your work plans basically.

So I have unduplicated volunteers in my focus area, so I have my healthy futures as well as my education. And that's the breakdown of that as well as by objectives, K-12 versus my access to care.

Same as my primary focuses areas. So my primary focus area I have 100 in education and then I have my 20 in healthy futures. And the percentage of

unduplicated volunteers working or not working to tide outcomes, 83% and 17%.

So the - and when we scroll down we see that we can put out PDFs for all of your performance measures. Or you can also just look and see that you have everything covered and here whatever you put in your performance measure tab is what's here.

So you want to make sure that it aligns, it makes sense. This is you just double checking. Now if something is wrong you can edit the performance measures or you can edit your target.

And you can select your school base here as well as my evidence based programming. If you need to change that as well it's here, you can edit. So I'm going to just go ahead and validate my performance measures to see if they're correct.

And it says that they are valid, it makes - they are valid. So that means that you put something in here. It doesn't mean that it's, it doesn't, it checks for the basics. So make sure that you have information in there and that you have an outcome, you're not missing anything.

So then I'm going to go ahead to go back to the main grant application. And to do that you go to the top and it says back through eGrants application. And I'm going to go ahead and select that.

So that is the entering the performance measure piece of it. So now I'm going to go ahead and go to my next section. I can click the documents or I can click next.

And it takes me to what documents are required. Now, you want to make sure that for this one I want to put out an announcement that you can submit your attachments well in advance of the deadline next Tuesday.

So I want to definitely urge people to send those documents in because you don't want to wait till the last minute and you're trying to get your grant application instructions, I mean, your grant application submitted by the, by 4:45 and you haven't submitted your documents yet.

So these are documents that you should have on file, your organization should have on file anyway. So it should be easy to scan then or submit them electronically to the 2016 RSVP attachments at cns.govmailbacks.

So here we're going to go ahead and send this. I did send all of this information. It will not let you submit your grant application if you have not selected something other than not fit.

So you want to make sure that you have at least something selected for all of these. And how you will find out if you are eligible is under the grant application instructions on page, I want to say it's Page 22.

But this definitely, I know that I am a previous CN, I'm a previous grantee. So the section that I will be following is, so I'm a currency in core grantee, but I still need to be, so some things I do not need to submit unless it's changed.

So I would be looking at this current column right here. If you're new to the CNTS then you would be submitting pretty much everything. So be aware of what you need to be submitting based on the grant application instructions.

I'm going to go ahead and click next. And so what we have here is the budget section in the grant application instructions and we're almost done. So I want to make sure that we have questions at the end as well, so I might brief through these.

But with this budget you want to make sure that you're entering your source of matching funds. So those matching funds that you received, so if you're a new applicant than you would be submitting, your match needs to be at least 10% of the annual budget that's in Appendix A.

Now, so here you would just enter XYZ gave us \$40,000 for equipment. So you want to make sure that you're specific here to show what you're entering in here. And here this is your project press analysis.

So if you need to add anything you would select and then you would just enter in the title, who the, this is who's the personality. So maybe, it may be a private director, it may be an assistant that's helping the project director. Whoever's on the grant you want to make sure that they're, you're filling in this information here.

As well as with health insurance. So if your private vector is full time and your organization has health insurance or it's included you want to make sure that you're editing that and putting that in as well as well as local travel and long distance.

So when they're visiting sites this may be a budget item that you want to make sure that you're calculating into the budget as well as long as if they're attending, if your, the personnel is attending training, trainings. So that would probably go into long distance travel.

Equipment. So I said that we got \$40,000 from matching funds. So we will have, we will definitely be adding whatever equipment was and how many too. And the unit cost was 20,000. So it does the calculation for us at 40,000.

And I know that this was the, that 40,000. I have to put zero in all of these in order to do it. And we'll just say that it was computer, soft computer. Put there. You want to save and close. So I have that 40,000 in here that's going to show up from my matching funds.

So my supplies, if you have supplies you want to makes sure that you're putting that here as well if you're using a consultant or contractual. So I know with evidence based you may use an outside source. So you want to make sure that you're putting in that information as well and where those funds will be coming from.

Other support costs. So with RSVP there is only staff will be requirement to do the criminal background checks. So you want to make sure that you're calculating that information as well into your budget section as well if you have an indirect cost save. But I know that our organization does not, so we don't need to have this selected.

I'm going to go ahead and click next. And so the next budget section is on the volunteer expenses. So of course I'm going to make sure that my source of matching funds ABC organization or a local government gave us \$20,000 for materials, basically.

So I have that in my source of matching funds. And then our materials may be uniforms. So we want to make sure that we're editing that. And we're going to say that RSVP jackets, signs, brochures, et cetera.

So you want to make sure that you're putting in that information here in assets 20,000 in matching funds. So, you do not have to, I'm going to say that we're going to put this in access because we're over our limit, over our grantee shares since we have 40,000.

So we clearly have the ten, the 30% match. I'm going to go ahead and save and close. I'm have to put a zero here. So I want to make sure - so my total needs to be, it needs to equal. So I'm going to go ahead and save and close now.

So now you can validate your budget to make sure that you have, there is not errors. You're not missing anything. And we can save and close. And then we're going to go ahead and select next.

And here we have \$60,000. Of course I would, for Appendix A I know that my minimum is this, and I'm asking for an additional \$5,000. So I'm going to go back real quick and just add another \$10,000 somewhere because I put ceremonies. And I'm going to go ahead and use that.

Not saying that this is correct, but I just want to give an example of how much. So save. And then we're going to validate. So then we're going to go to close. And then we can go to our next.

And it should have our \$70,000 that we said that we were going to be asking for. Now it's over because I'm actually having my evidence based programming here. It's only about \$5,000 over towards evidence based programming.

So then you would have your minimum source, your breakdown of where it came from. So I know that \$30,000 was local. You have 20,000 in state. And

then we had 10,000 here. And my total number of unduplicated volunteers I know was 120.

So then I'm going to go ahead and select next. And so here is the volunteer station roster. And what we have here, if you are new you may not have this information available right now.

If you are not new and you have your volunteer station last year you can enter that information here. You can just click add new and then you will be able to type in the volunteer information supervisor, where the station is, the phone number, what focus area is, what the main focus area is at that volunteer site.

And you can select that. But I'm going to go ahead and just to get through to ask questions I'm going to go ahead and submit next. And so here you would actually, you would reviewing the information that you selected. So you would - I mean, that you entered in.

So I know that I do not have an indirect cost rate. You can click on these reports and they'll be able to show you what your report looks like. And if I scroll down it tells me the information, how much access I have, grantee share, and so the breakdown here.

So then I'm going to go ahead and select next. And so here is the, authorize and submit button. And here you would be the authorized representative is the person that would be selecting the Okay button.

Now for here we want to make sure that this is the person that will be submitting the application and they must use their own eGrant's account. Now for me I'm the, just for the sake of time I'm going to be the authorized rep.

So I would click on, my agree and it will give me a time stamp authorized by, it will give me a time stamp of who authorized it and the date of the authorization. As well as the assurances. So I'm looking here. You can print, review, look, scroll down. It will tell you what is applicable, and what is applicable for a certain program.

And we're going to go ahead and click agree because I agree with the assurances. And then my last one is the certification. So this is the, this is certifying that everything that you submitted is correct as well as your intentions and what you agree to perform basically.

So you want to make sure that you review, print this out. Make sure it's handy. And then I'm going to go ahead and agree. Then I'm going to go ahead and verify this grant application.

So, it says that, should come up and say that, so basically my estimated funding, my local and state in the tab it does not equate for what I'm asking for in my budget. So I'm going to go ahead and close.

And then I'm going to go back to my budget section, my funding's demographics section. And I'm going to go ahead and put one because I believe it must add up to 60,000, so I was - so now I'm going to go ahead and select next, review, authorize and submit.

So now, there we go. So I'm verifying my grant application. It should give me the okay button for it. So verify without errors. So I'm going to close. And then I'm going to, this is where I'm going to submit your grant application instructions.

So once you submit this, I click on, my submit, you'll actually have a message that pops up that says you select successfully submitted your grant application instructions. So I'm going to actually pause and ask that the operator, Melissa, can you ask to see if we have any questions?

Coordinator: Yes, ma'am. Thank you. At this time if you would like to ask a question please press star 1 and record your name. Again, at this time to ask a question please press star 1. One moment for questions. One moment. And ma'am, your first question comes from (Valerie), your line is open.

(Valerie): Okay. Thank you for having the workshop for us. My first question is where at do we put the budget line for the evidence base? I'm going to go back to my budget area. Is there a certain line, do we have to actually divvy it out as to X amount of dollars is going here and X amount is uniform? Do we have to do that?

Tamika Becton: Yes. So it can be divvied out however, wherever you see fit. Because I think this is a question that you asked last time, right? And we didn't have an answer for you. Yes, actually.

(Valerie): Remembered me. Yes.

Tamika Becton: So yes. Where you can divvy it out at. So what I'm going to go ahead is view my budget. So if you're proposing evidence based you want to make sue, first of all in your narrative section that you're in that other section in the narrative.

(Valerie): That's correct.

Tamika Becton: Yes, you want to describe where that, where the funding is going to be going. So wherever that funding is going you want to make sure that it aligns with

whatever is in your budget section. So let's just say that if you are proposing evidence space.

Let's just say that we're going to use it for some health education training, some type of training. So you want to make sure that's under the, in your budget section you want to make sure training for the volunteer, you want to make sure that's under the volunteer expenses under training...

(Valerie): I see, I see.

Tamika Becton: Okay?

(Valerie): So how do you distinguish that, and that's where my question was before. If we're separating - okay, for example let's say that only part of our grant gets awarded, that evidence base does not, but the E grant for the RSVP geographical area does.

How are, does our other description of the three pages we use for that, is that describing what part of that budget was evidence base and what part was for the geographical location?

Tamika Becton: So that other section is only for your evidence base.

(Valerie): I see.

Tamika Becton: That other section is only for your evidence base. Now this is...

(Valerie): Our budget's going to reflect both, my geographical...

Tamika Becton: Yes.

(Valerie): Okay.

Tamika Becton: Correct, correct. Your budget is going to reflect both. Now let's just say that you have outcomes and evidence base like I had in my, you have both...

(Valerie): Right, right.

Tamika Becton: But let's just say I didn't give enough evidence to show that I'm going to be, that I didn't give enough evidence to show the I'm going to do well in my chronic disease or...

(Valerie): Okay.

Tamika Becton: You may still, you may not get funded, you may not get the additional funds. So you may not get that extra \$5,000...

(Valerie): I see.

Tamika Becton: What may happen is you may get the, you're more than likely than...

(Valerie): The geographical one.

Tamika Becton: Yes. More than likely if that's fine, because if you, if you answer all of the questions and everything, if you select all of the questions effectively, when it gets reviewed -

And they say that, hey, they propose that hey this is good, then you can get funded for that RCP program but the evidence base piece you may not. So what we'd do is we would ask to clarify your budget...

(Valerie): Resend, okay

Tamika Becton: And resend the budget without the (unintelligible)...

(Valerie): Okay. then let me ask you this, let's say that both of them get approved, does that change the animal, when we, when it comes time to doing the progress reports and all that, will there be two separate, like will there be one for the geographical area and one for the evidence base programming?

Tamika Becton: And you're saying this when you're doing your progress reports?

(Valerie): Yes, let's say we win both.

Tamika Becton: Yes. Yes, so you will be, yes, both of them will be reflected in your progress report.

(Valerie): Separately or together?

Tamika Becton: It should be together but I'm going to actually verify to make sure. So I'll put that in the FAQ document, okay?

(Valerie): Okay. Now the other thing is the contractual. Then we're going to be putting in because I see in the budget area that there's a place for speakers and that kind of stuff. That would be just for our evidence base because we don't need that for the geographical area, right? If we didn't?

Tamika Becton: That is up to you, I can't tell you what to put in there.

(Valerie): I understand, okay. Now the next question. The criminal background has me confused. In the past because we our previous RSVP Grantee. Where do we, what if I have some volunteers that are volunteering at a day care? They need criminal background checks. How come you're only putting a line item for staff and not one for our volunteers?

Tamika Becton: Okay. So that is a, it's a question that has come up before. Now this is something that I honestly wish my CHC person was on the phone to give your more in-depth answer.

But what I will say it's not, it's tied to money, so the dollars. So with RSVP volunteers they're not receiving a stipend. Now we definitely don't discourage applicants, I mean we definitely encourage applicants to go ahead and have your RSVP volunteers.

Especially if they're dealing with vulnerable populations in regards to children, but you want, you can get background checks on them but it's not a requirement for RSVP.

(Valerie): Not requirement. So that would not be a CNCS expense - that would be a grantee expense?

Tamika Becton: Correct.

(Valerie): Okay. The station roster it says that on our paperwork it says that we do not have to send not until we've been asked to send the station roster.

Tamika Becton: Correct, yes. You do not have to, it's not going to prevent you from submitting your grant application instructions.

(Valerie): I see.

Tamika Becton: Now if you do receive, this is the thing, so if you do, if you are granted, if you're granted the award for whatever geographical area and your state office or somebody from the corporation is actually going to follow up with you via email and say, hey, we need you to go ahead and enter your volunteer unintelligible...

(Valerie): I understand.

Tamika Becton: And that would be an amendment.

(Valerie): Okay, I'm done before. And then the last question is when we make the work plans for the evidence base, does that have to be in our primary focus area?

Tamika Becton: So if you're, it depends on your, it depends on your, what your community needed, basically. So if...

(Valerie): Okay.

Tamika Becton: In my example it wasn't a primary focus area because I didn't have, in my example I had education is my primary focus there...

((Crosstalk))

(Valerie): So it could be another focus? It doesn't necessarily have to be what your primary focus is?

Tamika Becton: Correct.

(Valerie): But it does need its own work plan?

Tamika Becton: Correct.

(Valerie): Thank you for answering my questions.

Tamika Becton: No problem. I know we're a little bit over. So (Melissa) do we have any other questions?

Coordinator: Yes, ma'am, we do. Do you want to go ahead and take that?

Tamika Becton: Yes.

Coordinator: We just have one more, okay? The question comes from (Amy), your line is open.

(Amy): Yes, my question is also about the volunteer backgrounds. And I understand that that would be a match, but what area of the budget are we now putting that in? (Unintelligible) for the criminal background and the match to that is really just for just staff, correct? So we would have to have a separate line for volunteers...

Tamika Becton: Yes. So if you want to have your volunteers to have criminal background checks, there is the budget Section 2, Volunteer Expenses.

And so when you click on the volunteer source of matching funds you can type in the that this information right here, I can't do it because I submitted the grant application, but you would type in, okay we're getting, we're using \$5,000 for our volunteers to get CHC.

And then you would add a, you would have that add a new expense or add a new item. And then you can put it there in your, you can put in the CHC or criminal background check in that line item, you can add a line item.

(Amy): And that will count towards our match percentage, correct?

Tamika Becton: If that's part of your match, yes.

(Amy): Perfect. All right that's all I had.

Tamika Becton: Do we have any other questions?

Coordinator: No, ma'am. I'm showing, no I'm showing no further questions.

Tamika Becton: Okay. I appreciate and thank you all for your patience. I know yesterday we had some technical issues where our network went down. I think it was a Verizon issue. So I definitely appreciate you all tuning in to this last PA call.

I will follow-up in regards to the progress reports in regards to the volunteers and evidence base if you need to submit two different ones. And the deadline the application deadline is Tuesday November 3.

I'll definitely start and I've seen some progress with people starting their grant application. So I definitely appreciate the early birds. So thank you so much for starting your application.

If you have not definitely we're about a week away from the deadline. So differently look forward to reviewing those. And definitely will probably, I'll probably update the FAQs probably by the end of this week.

So I'm definitely, I'll look out for that if you have any if you have any dire need questions send those to 2016RSVP@CNS.gov and we'll try to get those to you by the, post it by this Friday. So thank you so much for joining and we look forward to seeing your application. Thank you.

Coordinator: Thank you and this does conclude today's conference. All parties may disconnect.

END