

## 2013 RSVP Competition

### FREQUENTLY ASKED QUESTIONS

Updated 10.16.2012

*This document supplements the 2013 RSVP Competition Senior Corps Notice of Funding Opportunity and Application Instructions:*

[http://www.seniorcorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=97](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)

## NOTICE OF FUNDING OPPORTUNITY CLARIFICATION

DATE UPDATED	QUESTION
08.03.12	<p><b>1. I don't understand a term. Where can I find out what it means?</b></p> <p>Please refer to APPENDIX F - DEFINITION OF TERMS for information about terms. If the term in question is not in that appendix, please send us a question through FAQ's and we will post and answer.</p>
Updated 9.14.12	<p><b>2. There are differences between the selection criteria in the Senior Corps Application Instructions and the Notice. Which is correct?</b></p> <p>The differences between the two documents are minor. Your application should conform to both the Application Instructions and the <i>Notice</i>.</p>
08.01.2012	<p><b>3. Where can I send questions about applying for these funding opportunities?</b></p> <p>Questions may be left on the competition voicemail at (202) 606-3225 or send by e-mail to 2013RSVP@cns.gov. You will not receive a direct e-mail or phone call in return. Instead, please revisit this FAQ document for updates. Please review the FAQ carefully for updates as your question may have been generalized to address similar questions.</p>
08.01.2012	<p><b>4. What is the amount of funding we can request for a new grant?</b></p> <p>Funding amounts are specific to each of the opportunities found in Appendix A of the <i>Notice</i> posted on the web at: <a href="http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97">http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97</a></p> <p>Applications may not exceed the federal funding assigned to the Grant Opportunity Summaries.</p>
08.24.2012	<p><b>5. This question has been removed.</b></p>

- 08.01.2012 **6. Can we supplement the geographic area in a funding opportunity to add additional counties?**  
No.
- 08.01.2012 **7. Do current grantees in good standing receive priority consideration?**  
No. All applicants are reviewed through an identical process to identify the highest quality applications based on selection criteria established in the *Notice* and CNCS regulations and applicable statutes.  
The application does request examples of a track record in managing volunteers in the Primary Focus Area. We are interested in funding incumbent applicants and new applicants who can demonstrate this track record in their application.
- 08.01.2012 **8. If a current grantee in another service area wants to compete for an RSVP project in one of the geographic areas listed in the *Notice*, must the new project be managed as a separate, independent grant with its own project director and project staff?**  
Yes. Each project must be managed as a separate grant, each of which carries the same fiscal and program responsibilities as any other CNCS funded RSVP grant, including the assignment of a full-time project director. You should propose managing the project with a separate full time project director or a plan for managing the new project with less than a full-time project director.
- 08.01.2012 **9. Does the list of geographic areas posted in the *Notice* APPENDIX A show the areas available to be served by new projects?**  
Yes. The list shows the funding opportunities available through this competition. Proposed projects must cover the entire geographic area associated with the funding opportunity for which you are applying listed in Appendix A.
- 08.01.2012 **10. Do I have to apply for the entire geographic service area associated with the grant opportunity for which I am applying?**  
Yes. Your application must propose to cover the entire geographic service area associated with the funding opportunity for which you are applying.
- 08.01.2012 **11. Section VI. Award Administration Information of the *Notice* states that awards for successful applications will be issued by late March 2013 for an April 1, 2013 start date and late June 2013 for a July 1, 2013 start date. What period of time will grant funds be available to be spent?**  
We anticipate announcing the results of this competition by March 2013 for an April 1, 2013 start date and late June 2013 for a July 1, 2013 start date.

Grants will be made for a three-year project period, with funding provided one year at a time, contingent on satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, and the availability of Congressional appropriations. Before the end of the first and second budget years, recipients will receive guidance on submitting a continuation application for the subsequent year of funding.

08.01.2012

**12. Does a new sponsoring organization have three years to recruit the target number of unduplicated volunteers?**

For funding opportunities in Part 1 of Appendix A, the new RSVP project sponsor can start recruiting additional volunteers immediately, but also need to manage the volunteer panel of the incumbent grant. Please see Appendix C of the *Notice* for additional information on how applicants must demonstrate they plan to minimize the disruption of volunteers if they propose graduating volunteer stations that are included in an incumbent grant.

For funding opportunities in Part 2 of Appendix A, the new RSVP project sponsor is expected to be on track to recruit the target number of unduplicated volunteers by the end of the 3<sup>rd</sup> year of the grant.

08.01.2012

**13. Is there a non-federal share requirement for current RSVP programs?**

Yes. See the *Notice*, Section III.4. Non-federal Share Requirements for All Applicants. All incumbent RSVP grantees must budget 30% in non-federal funds for year 1 of the program.

Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this *Notice*, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.

08.01.2012

**14. Can an organization apply for an available geographic service area in more than one state?**

Yes. The statute and regulations do not prohibit RSVP grantees from operating projects in a different state. In the grant application, the applicant should demonstrate a viable presence in the proposed geographic area proposed in the Grant Application. The Clarification Process will also confirm that the legal applicant has sufficient local presence to directly manage the proposed RSVP grant. The operation of an RSVP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

08.01.2012

**15. Do I have to maintain the same programming and service activities as the current RSVP project?**

The application asks applicants to describe their plans and infrastructure to responsibly graduate volunteer stations to meet changing community needs and do so in a way that minimizes disruption to current volunteers where possible. All applications should describe how they plan to minimize the disruption of volunteers if they propose graduating volunteer stations that are included in an incumbent grant. Please see Appendix C of the *Notice* for additional guidance.

08.01.2012

**16. Do I have to maintain the same number of volunteers as the current RSVP project?**

Applicants must propose to support at least 80% of the number of volunteers listed in Part 1 or Part 2 of Appendix A at the time the grant is awarded. Grantees can propose to enroll or graduate new service stations to better address the community needs described in their application, or to better meet changing community needs. However applicants should review Appendix C for additional guidance on how to minimize disruptions to current volunteers when graduating service station.

08.01.2012

**17. Are all of the Six Focus Areas equally weighted?**

Yes, all six focus areas are equally weighted:

- Education
- Healthy Futures
- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

08.01.2012

**18. How can we find out the current sponsor of a grant?**

[You can send an e-mail request, per the Freedom of Information Act, to this e-mail address: FOIA@cns.gov. In your request, please identify the area of interest by the State and Opportunity number as listed in Appendix A of the Notice.](#)

08.01.2012

**19. My project is approved for an 80% RSVP Director position by our State Office. However, the *Notice* states that there should be a full-time Project Director. Could you please clarify?**

The program requirements in the *Notice* reflect the RSVP program regulations which call for a full-time Project Director. The regulations also include some flexibility to approve a Project Director at a lesser time should that be deemed an appropriate management level.

Please see Q17 in the *Notice* for additional guidance:

Q17. Descriptions of clearly defined paid staff positions, including how these positions will be sustained and (as applicable) identification of current staff assigned to the project.

08.01.2012

**20. If my community is not listed in Appendix A, how do we apply for a new grant?**

This competition is only open to the geographic service area funding opportunities listed in Appendix A of the *Notice*. If the community you wish to serve is not listed, there is no opportunity to apply for an RSVP grant at this time.

Updated 08.24.2012

**21. What is the format for submitting a grant application?**

[Please visit](http://www.nationalservice.gov/pdf/notices/fy12_12_0727_44.pdf)

[http://www.nationalservice.gov/pdf/notices/fy12\\_12\\_0727\\_44.pdf](http://www.nationalservice.gov/pdf/notices/fy12_12_0727_44.pdf)

Updated 9.17.2012

**22. Can there be consideration given to extending the application submission deadline beyond October 18?**

No.

08.01.2012

**23. For a proposal from a current Senior Corps grantee, should we assume the reviewers will not see our current grant application already entered into eGrants?**

Yes.

Updated 9.14.12

**24. This question has been removed**

08.10.12

**25. What does it mean to support at least 80% of volunteers in Part 1 or Part 2 of Appendix A?**

Applications submitted must support at least 80% of the number of volunteers listed in Appendix A with the specific grant opportunity for which you are applying. For example, if the grant opportunity for which you are applying lists 100 volunteers in Appendix A, the application submitted must

include *at least* 80 volunteers as described in the narratives, work plans, and budget.

08.10.12

**26. What should be included in the Notice of Intent?**

The Notice of Intent needs to include the name of the applicant organization, address, contact person, and phone number.

08.10.12

**27. Is a separate application needed for each service area listed in Appendix A?**

Yes. For example, if your organization would like to be the sponsor for RSVP in the opportunities listed for both Alabama 1 and Alabama 2, two separate applications must be submitted.

Updated

08.24.12

**28. The number of unduplicated volunteers listed in the Appendix A - Part 1 is incorrect. Can I change the number?**

The number of unduplicated volunteers was taken from the grantee's latest approved and certified grant application (most commonly the 3rd year continuation). We used the number provided to us by the grantee in the application. If the number should be changed, the grantee can do so through an amendment to the current grant. However, the deadline for certifying any amendments to the grants is August 31, 2012. This is a firm deadline.

Grantees who wish to change the number of unduplicated volunteers can work with their CNCS State Office to initiate an amendment. CNCS Staff may initiate the amendment, but must return the grant application to the grantee for submission. CNCS Staff cannot submit the change.

08.10.12

**29. Can the Service Areas listed in Appendix A - Part 1 be changed?**

No. These service areas, which were also taken from the grantee's last approved grant application, are locked down and cannot be changed at this time.

08.17.12

**30. I am a current RSVP grantee. How do I know when it is time for my project to compete?**

All RSVP projects for 2013 competition are listed in Appendix A Part 1. If you are an RSVP grantee whose service area is not part of Appendix A Part 1, please contact your CNCS State Office to find out when your RSVP grant will be part of competition.

08.17.12

**31. Why weren't all of the current grants in my state part of the 2013 RSVP Competition?**

This competition is only open to the geographic service area funding opportunities listed in Appendix A of the *Notice* whose renewal is slated for 2013. If the community you wish to serve is not listed, the funding opportunity is not up for renewal and there is no opportunity to apply for an RSVP grant at this time.

08.17.12

**32. How can I find out when a specific geographic service area will be part of competition in the future?**

[You can find this information by contacting the CNCS State Office in your state. Contact information for CNCS State Offices can be found here:](http://www.seniorcorps.gov/about/role_impact/state_profiles.aspx)  
[http://www.seniorcorps.gov/about/role\\_impact/state\\_profiles.aspx](http://www.seniorcorps.gov/about/role_impact/state_profiles.aspx)

08.17.12

**33. Does the requirement to have at least 80% of the volunteers listed in Appendix A apply also to the incumbent applicant?**

Yes.

08.17.12

**34. Do I have to submit a Notice of Intent to Apply?**

No, however submission of a Notice of Intent to Apply is strongly encouraged.

08.17.12

**35. How do I know if my letter of intent was received?**

When you submit your notice of intent via email to **2013RSVPIntent@cns.gov** you will receive an auto-reply email that states *“Thank you for your notice of Intent to Apply for the 2013 RSVP Competition. Please ensure that you have included the name of your organization, address, contact person, and phone number in your Notice of Intent.”*

08.17.12

PLEASE NOTE: This email address is intended only to collect the notices of Intent. We will not be responding to individual submissions of intent to apply.

**36. I am a current RSVP grantee, but my grant is not set to compete this year. Is it possible for me to enter competition early and compete this year?**

- No.
- 08.24.12**                    **37. This question has been removed.**
- Updated 9.14.12**                    **38. If grants will not be awarded until March, what is the reason for the October 18 due date?**
- In order to allow time for the review process needed for a large national grant competition, an October 18 due date is necessary to award the grants on time.
- 08.24.2012**                    **39. My current RSVP grant has an end date of June 30, 2013 for my 3-year grant cycle. Is my grant part of the 2013 competition?**
- Yes.
- 08.24.2012**                    **40. What is the start date for the grant opportunities?**
- All opportunities listed in Appendix A will begin on April 1, 2013 unless there is an asterisk next to the opportunity. Those opportunities with an asterisk will begin on July 1, 2013.
- 08.24.2012**                    **41. Can I apply for a 1-year project?**
- No. All grants are for 3 years.
- 08.24.2012**                    **42. Does an incumbent RSVP have three years to recruit the target number of volunteers proposed in the application and meet the changes that would be needed for Performance Measurement?**
- Yes.
- 08.24.2012**                    **43. I currently run a volunteer program that works with volunteers of all ages. Is my program eligible to apply for RSVP or is RSVP only for volunteers 55 and older?**
- RSVP is only for volunteers 55 and older.
- 08.24.2012**                    **44. The funding opportunity I would be applying for seems low. How are the funding opportunities for Appendix A Part 1 and Part 2 determined? How is the data derived to formulate this funding opportunity?**



For Appendix A Part 1, the data source of the states, geographic service areas, number of unduplicated volunteers, and funding amounts were derived from the most recent Grant Application, including amendments. In most cases, this application was the 2012 continuation.

For Appendix A Part 2, the data source of the relinquished applications was from two sources. The states and geographic service areas were derived by the last awarded grant application. The number of unduplicated volunteers and funding amount were derived from the 2010 Grant Application minus 20%.

08.24.2012

**45. Will a list be published of all organizations that intend to submit applications for this competition?**

No.

08.24.2012

**46. Does the funding amount and number of volunteers listed with the opportunity in Appendix A apply to each county in the opportunity or to the opportunity as a whole? For example, if the opportunity lists two counties, 100 volunteers, and \$30,000 is the opportunity for 100 volunteers and \$30,000 per county: 200 volunteers and \$60,000 total?**

The funding amount and total volunteers is for the entire opportunity. If 100 volunteers and \$30,000 is listed for an opportunity that covers 2 counties, then \$30,000 is the total amount available to cover the 100 volunteers in the two counties.

08.24.2012

**47. My organization would like to submit an application to provide training to the RSVPs in my area. Is that an option for this competition?**

No. This competition is meant to select the sponsoring organization for RSVP in each area. If you are part of a new organization that was awarded a grant through this competition, your organization would be the new RSVP sponsoring organization for the service area for which you applied. You would not be serving other RSVPs in the surrounding area and the previous incumbent RSVP sponsor in your area would pass all RSVP operations to your organization.

8.31.2012

**48. Appendix A includes an opportunity for the Washington DC Metropolitan Area. Does this opportunity include serving Prince George's County in Maryland?**

No.

**8.31.2012** **49. If I could achieve the goal of having at least 25% of the unduplicated volunteers in the primary focus area, but could not place the other 75% of the volunteers listed in Appendix A, does that meet the requirements of this grant opportunity?**

No. All projects must include at least 80% of the volunteers listed in Appendix A with the opportunity for which you are applying.

**8.31.2012** **50. The selection criteria weights show that some scoring will be based on the outcome work plans that are above the minimum 10%. Does credit in this area carry over into other areas of scoring?**

No. The total scoring for this section only affects 15% of the total score.

**8.31.2012** **51. If funding decisions will be announced in March 2013, how much time will grants that start on April 1, 2013 have to transition to a new sponsor organization if needed?**

The new sponsoring organization would officially begin running RSVP on April 1, 2013. The time for transition would be between the funding announcement and April 1.

**8.31.2012** **52. Can two RSVP projects operate at the same time within one service area?**

No.

**8.31.2012** **53. My organization previously relinquished an RSVP grant, so we are no longer a sponsor of RSVP. What would be our non-federal fund requirement for year 1?**

10%.

**09.14.2012** **54. I did not submit a letter of intent. Can I still apply?**

Yes. A letter of intent was not a requirement. However, a letter of intent can still be submitted to help CNCS determine the planned number of applicants.

**09.14.2012** **55. Can I recruit volunteers from outside of the geographic service area listed in Appendix A?**

Yes. However, the service must occur within the geographic service area and all volunteer stations must be within the geographic service area. Volunteers may reside outside of the service area as long as they are willing to travel to the geographic service area to volunteer. If there is an RSVP serving the area from which you are recruiting, you must sign an agreement with that RSVP that sanctions your recruitment in the area. Service that occurs in an area outside the geographic service area listed in Appendix A cannot be included as part of your RSVP.

09.14.2012

**56. How should applicants address the selection criteria described in the *Notice* for cost effectiveness/budget adequacy?**

The RSVP application does not have a budget narrative section that allows for lengthy text entry. Selection criteria Q21, Q22, and Q23 should be addressed through narrative responses in the application narrative sections: Recruitment and Development, Program Management, and Organizational Capability. The budget information entered as well as the descriptive budget information (sometimes referred to as the Budget Narrative) should also address and/or support Q21, Q22, and Q23.

09.14.2012

**57. Can a list be shared of those who submitted letters of intent?**

No.

09.14.2012

**58. My current RSVP grant ends on 06/30/2013. Does this mean that my start date would be 07/1/2013?**

Yes.

09.14.2012

**59. Is the number of volunteers listed in Appendix A the number that organizations will be expected to host at their site or can multiple organizations host RSVP volunteers in one local area?**

The number of volunteers is the total number that you as the potential grantee are expected to recruit for your RSVP project (within 80%). The volunteers can serve at multiple volunteer stations within the geographic service area listed for the particular opportunity for which you are applying.

09.14.2012

**60. Is the number of volunteers listed in Appendix A the number of volunteers per year or the total over three years?**

The number of volunteers listed in Appendix A is the total number of volunteers that you would be expected to have in your RSVP project (within 80%). You would have three years to recruit this number of volunteers. For example, if Appendix A lists 100 volunteers and you include all 100 volunteers in your application (although you have the option to only include 80% or 80 volunteers in this case), it is expected that by the time you report on your project at the end of the third year, there would be at least 100 volunteers currently serving with your RSVP.

09.14.2012

**61. Is the amount of funding listed in Appendix A the amount that would be received each year or the total for three years?**

The amount of funding is the amount that would be received each year.

09.14.2012

**62. Should the selection criteria questions be included as section headings in the narrative information that I enter in eGrants?**

No.

09.14.2012

**63. My area is not included in Appendix A. How can I find out about future RSVP funding opportunities that may include my service area?**

All CNCS funding opportunities are listed on grants.gov.

09.14.2012

**64. I submitted an application for the 2012 RSVP Relinquishment Competition and it was not funded. Can I apply as part of the 2013 RSVP Competition?**

Yes, as long as the service opportunity is listed in Appendix A.

09.21.2012

**65. My RSVP applied for augmentation funds through the 2012 RSVP Relinquishment Competition. We are also competing as an incumbent in the 2013 RSVP Competition. How will the augmentation award affect our 2013 application?**

Once all 2012 augmentation awards have been finalized, Appendix A Part 1 will be updated to demonstrate the new award amounts and the new numbers of volunteers. It is expected that the work plans submitted for 2013 competition would reflect the veterans activities submitted as part of your augmentation application.

09.21.2012

**66. Are the funding amounts listed in Appendix A based on a projected scope of work or allocated for a particular county? This question mainly applies to Appendix A Part 2.**

All funding amounts listed in Appendix A are tied to the geographic service area and number of volunteers listed for that particular funding opportunity. The service area and number of volunteers are essentially the scope of the project. For those opportunities listed in Appendix A Part 2, awards may not be made for every opportunity listed. However, applications submitted must propose to cover the entire geographic service area listed with the opportunity.

09.21.2012

**67. What is the timeline for CNCS to make public information about successful applications?**

Please refer to page 2 of the Notice for this information.

09.21.2012

**68. The Notice says to paste my application into eGrants no later than 10 days before the due date. Does this mean that the application is really due in eGrants on October 8, 10 days before the October 18 due date?**

No. The suggestion to paste your application into eGrants 10 days prior to the due date is to help you ensure that you meet the application submission due date of October 18. A 10 day cushion allows for any challenges your organization may run into with submission in eGrants.

09.21.2012

**69. For the last two years, my RSVP has been gradually “graduating” stations, and the final wave of stations and volunteers will be phased out on December 31 of this year. The plan was put in place to give the stations and volunteers plenty of time to adjust to the change, and also time for us to identify non-impact volunteers and try to engage them in the new focus areas. My grant has been amended to account for the reduction in volunteers. Will our RSVP be required to complete Appendix C since the volunteers will still be engaged when the October submission is made, even though they will not be present for the final quarter of our current grant cycle?**

Appendix C is not a document to be completed. Rather, it is guidance on what it means to graduate volunteers and stations.

The application submitted should propose what you plan to do for the three year project period, which begins with the start date of either April 1, or July 1, 2013. Volunteers involved in December 2012 would not be included as part of this plan.

09.21.2012

**70. How was the list of service areas in Appendix A generated? Can new service areas be added?**

Appendix A represents the current RSVP portfolio with a grant cycle that began in 2010. In the 2014 competition, Appendix A will include the RSVP portfolio with a grant cycle that began in 2011 and so forth. The service areas will be changed each year depending on the RSVP areas competing.

09.21.2012

**71. In the selection criteria for Program Management, Q12 asks for “Plan and Infrastructure to develop and/or oversee volunteer stations that address specified community needs outside the Primary Focus Area.” What exactly is this referring to?**

This is in reference to any stations that have activities that are not part of your Primary Focus Area. This would include any stations that are in other Focus Areas that you are working in, Other Community Needs, and/or Capacity Building.

09.21.2012

**72. Should my application just answer the questions outlined in the selection criteria outlined in the Notice?**

[Your application should generally follow the RSVP Grant Application Instructions:](#)

[http://www.seniorcorps.gov/pdf/2012\\_RSVP\\_Grant\\_Application\\_Instructions\\_Vol1.pdf](http://www.seniorcorps.gov/pdf/2012_RSVP_Grant_Application_Instructions_Vol1.pdf) The instructions are written to align with the selection criteria. The selection criteria are the questions reviewers will answer when reviewing the application and are not exactly meant to be the questions applicants solely address in their submission.

09.28.2012

**73. I am a current RSVP sponsor competing this year. Two years ago we expanded into a new county. The new county is not part of the service area as described in Appendix A for my opportunity. Can it be added?**

No.

09.28.2012

**74. The geographic service areas as described in Appendix A vary. Some include counties, some include cities, and some include both cities and counties. Are we required to have a volunteer station in each city or county listed?**

Yes. You should plan to have volunteer stations in the geographic service area as it is listed with the service opportunity, including all cities or counties listed.

09.28.2012

**75. How do I know if I'm using the correct Final Application Instructions and Final Notice?**

Both the Final Application Instruction and Final Notice are now live on the Notice website. Please be sure the versions you are using match what is currently posted to the website and are not marked "DRAFT".

09.28.2012

**76. How do I answer Q10 in the notice about receiving credit for unduplicated volunteers above the minimum 10%?**

Q10 is part of the selection criteria that reviewers will use when assessing applications. It is not a question that requires a narrative response.

09.28.2012

**77. How do I know what project end date to enter in eGrants?**

All projects dates are for three years. If the start date for the opportunity you are applying for is April 1, 2013, the end date should be March 31, 2016. If the start date for the opportunity you are applying for is July 1, 2013, the end date should be June 30, 2016. Please note that budget dates should be for only a one year period.

09.28.2012

**78. Am I required to submit applications for all funding opportunities listed in Appendix A for the state that my organization is in?**

No.

10.04.2012

**79. Do I have to distribute volunteers throughout the geographic service area in proportion to the percentage of volunteers in the Primary Focus Area? For example, if I have 25% of my volunteers in my Primary Focus Area do I have to have 25% of all volunteers in each county serving in my Primary Focus Area?**

No.

10.04.2012

**80. How do I answer the cost-effectiveness questions in the Notice if there is not a budget narrative section in eGrants?**

Reviewers will assess your full application. This includes your narratives, work plans, and budget. The budget includes many areas in eGrants where you can enter descriptive information.

10.04.2012

**81. I am an incumbent RSVP. I intend to graduate stations. Do I still have to serve the entire area listed in Appendix A for my RSVP?**

Yes.

10.12.2012

**82. Appendix A shows 200 volunteers for the opportunity for which I am applying. The Notice says my application must support at least 80% of these. I only plan to support 80% of the volunteers, so should my application include 160 unduplicated volunteers (80%) or 200 unduplicated volunteers?**

Your application should include the unduplicated number of volunteers that you plan to have currently serving during the third year of your grant. The unduplicated number must be at least 80% of what is listed in Appendix A for your opportunity. In this example, your application should list 160 unduplicated volunteers.

10.12.2012

**83. I'm trying to get replays of some of the previous webinars and all I am getting is listen mode. I'm not able to actually access the visual part. Is that a problem or, it's a problem for me but is that a malfunction or is there not a visual component of these replays?**

All of the audio replays should be available on the NOFO page. The only visual replays that we are keeping are the visual of the October 4 webinar.

10.16.2012

**84. Can programs have a start date later than the April 1, 2013 available start date? For example, we run on a school calendar and would want our program to start 7/1/13 and run through June of the following year (and for the following 2 years) to account for all recruited volunteers.**

10.16.2012

No. All start dates must align with the dates for the opportunity number in Appendix A.

**85. I was attempting to apply for a CCR number. However, when I attempt to load the site provided in the NOFA ([www.bpn.gov/CCR](http://www.bpn.gov/CCR)), I'm getting a security certificate error. What website should I use for obtain a CCR number?**

The CCR the website has moved to [www.sam.gov](http://www.sam.gov)

**ELIGIBLE ORGANIZATIONS**



**DATE UPDATED****QUESTION****08.01.2012****1. Is the grantee of a current non-Corporation funded RSVP project considered a "grantee" for this competition?**

This *Notice* describes a competition for federally funded RSVP grants.

Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this *Notice*, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.

**08.01.2012****2. May a national organization apply for multiple grants to be used in different locations/states or would the national organization be limited to one grant for the entire organization?**

RSVP is a program focused on local needs, with local community participation. While a national application is not prohibited, all potential applicants will have to demonstrate how they will directly manage the grant prior to the grant award.

**08.01.2012****3. We previously relinquished an RSVP grant may we apply for a new grant?**

Yes.

**08.01.2012****4. Can Foster Grandparent Programs or Senior Companion Programs apply for this grant money or is it only for RSVP?**

Sponsors of Foster Grandparent Programs or Senior Companion Programs are welcome to apply to operate an RSVP program in one of the available geographic service areas.

Organizations with current CNCS grants (to include RSVP grants) that are applying for a RSVP grant that they do not currently hold that is associated with a geographic service area in this *Notice*, will budget 10% in matching non-federal funds for year 1 of the program, 20% in matching non-federal funds for year 2 of the program, and 30% in matching non-federal funds for year 3 of the program and all subsequent years.

**08.01.2012****5. Are Tribes eligible to apply for grant opportunities under this *Notice*?**

- Yes.
- 08.01.2012**      **6. We are a new non-profit and do not yet have a 990 filed, can we still apply for the RSVP Competition?**
- Yes. Part of the financial requirements for private non-profit organizations outlined in the *Notice* includes instructions for submitting a Financial Management Survey with your most recent audit and IRS Form 990 as attachments. These forms are a financial requirement for private non-profit organizations submitting an application for this competition.
- 08.17.2012**      **7. Can only current RSVP grantees apply through this Notice?**
- No. Eligibility information for organizations can be found on page 9 of the *Notice*.
- 8.31.2012**      **8. Do current RSVP grantees receive priority in this competition?**
- No. All applicants will receive equal consideration.
- 8.31.2012**      **9. Can two organizations jointly apply for one grant?**
- No. One organization must be identified as the sponsor organization. The second organization could become a volunteer station, but would not be considered the grantee.
- 8.31.2012**      **10. Can an organization that wins this competition sub contract to another organization to run RSVP?**
- No.
- 8.31.2012**      **11. Can only incumbent organizations apply for opportunities listed in Appendix A Part 1?**
- No. Both Appendix A Part 1 and Appendix A Part 2 are open to applicants from any eligible organization as described on Page 9 of the *Notice*
- 09.28.2012**      **12. Are national organizations with field offices in an RSVP geographic service area eligible to apply? The field office has staff and program administration in place in the geographic service area.**
- Yes.
- 10.04.2012**      **13. Are Canadian organizations eligible to apply for these grants?**
- No.

## EGRANTS

### DATE UPDATED

### QUESTION

08.01.2012

**1. If extenuating circumstances make use of eGrants impossible, rather than sending a hard copy of the application, can an applicant send the application on a disk or thumb drive?**

No. If extenuating circumstances make the use of eGrants impossible, an applicant must follow the instructions detailed in Section VII of the *Notice*. Disks or thumb drives will not be accepted.

08.01.2012

**2. Can I format my application with bullets and special characters?**

No. The CNCS eGrants system does not accommodate bullets, special characters, or other formatting other than capitalization.

08.01.2012

**3. When pasting materials into eGrants, should the text be double-spaced?**

Applicants may use a standard, double spaced word document as a reference to how many pages the application will be in eGrants, however, it is important to note that this will not be an exact conversion and applicants should print out the pages from eGrants to verify the page count. eGrants automatically formats text as double-spaced when printed.

08.01.2012

**4. How do I find the correct *Notice* in eGrants for the application?**

Applicants interested in applying for this competition select the "RSVP 2013" NOFA application button on the left side of the eGrants screen directly after login. The eGrants application for this *Notice* will only be available once the *Notice* is final.

08.01.2012

**5. We are a current RSVP grantee applying to a new service area. Can we use our current RSVP name or do we have to create a new name for the new RSVP service area?**

A new name should be used for new RSVP applications. If your sponsoring organization is awarded an RSVP grant in an additional, new service area, the two grants will remain separate with CNCS even though they are under one sponsoring organization. Progress reports, application continuations, budgets, and volunteers would all remain separate under two different programs. Each separate budget must reflect a full time project director for each separate RSVP.

09.14.2012

**6. When I go to eGrants and try to enter my organization's EIN, I get a message that our organization cannot be found. Does this mean that I need to create a new organization profile in eGrants?**

Yes.

09.14.2012

**7. What NOFA should I select in eGrants?**

If you are applying for an opportunity listed in Appendix A Part 1, select:

RSVP 2013 Competition Appendix A Part 1 Funding Opportunities

If you are applying for an opportunity listed in Appendix A Part 2, select:

RSVP 2013 Competition Appendix A Part 2 Funding Opportunities

09.21.2012

**8. When can I enter my performance measure information in eGrants and submit my application?**

The eGrants Performance Measure module is now available for you to enter your Performance Measures and submit your application by the new deadline of October 18, 2012, 5:00 p.m. EST.

Updated 10.16.2012

**9. How will page limits be measured?**

The eGrants system allows you to print your application as a pdf document. This is how pages will be measured. The 25 page limit includes the facesheet, executive summary, and narratives. Work plans, budget, and required documents are not part of the page limits.

09.21.2012

**10. What is the basic process for starting this application in eGrants?**

After you have created an eGrants account, select 'New' under 'Creating an Application.' Then select 'Senior Corps' from the drop down list and click 'Go.' Then select the NOFA for this competition. If you have problems with this process, please contact the National Service Hotline: 1-800-942-2677.

09.21.2012

**11. In eGrants do I select 'new' or 'renewal'? eGrants says that renewals are for re-competes.**

For the purposes of this competition, ALL APPLICANTS should select 'new.' This **includes** incumbent RSVPs.

09.28.2012

**12. I am a current RSVP grantee. How do I know if the application I am working on in eGrants was started as a 'New' application or as a 'Renewal' application?**

If the application was started as 'New' when viewing the application in eGrants, on the left side of the screen, the 'Type' will be listed as 'New.' For example:

When viewing the 'Review' section, the 'Applying Type' will be listed as 'New.'



If the application was started as a 'Renewal' when viewing the application in eGrants, on the left side of the screen, the 'Type' will be listed as 'New Grant/Previous Grantee.' When viewing the 'Review' section, the 'Applying Type' will be listed as 'New Grant/Previous Grantee.'

If the grant was started as a 'Renewal,' please delete the application and begin another application as 'New.'

09.28.2012

**13. How do I enter my performance measures in eGrants?**

Performance Measure information is entered in the Work Plan section of your application in eGrants.

09.28.2012

**14. My application in eGrants does not currently have an authorized representative listed. What should I do?**

Your organization's authorized representative will need to login to eGrants with their own eGrants account and accept the certifications and assurances when the grant application is ready to be submitted. This person will need to be the individual who actually submits the application in eGrants. Then their name will show up as the authorized representative.

10.04.2012

**15. My new competitive grant application narratives and budget are already populated with information from my previous grant. Should I just remove that text and re-enter information?**

No. If information is populating from your previous application, this means that you are working on a 'Renewal' application rather than a 'New' application. See eGrants FAQ #12 for more details on this. The correct action is for you to delete the grant you are working on and start over with a new application.

10.04.2012

**16. I have saved information in my application in eGrants but when I logout and then login again the information isn't there. Why?**

Most likely you have more than one application started in eGrants. Write down your application ID number and be sure you select the same application ID each time you work on the application in eGrants. If this does not resolve the problem, contact the National Service Hotline.

10.04.2012

**17. What is the state application identifier?**

The state application identifier does not apply to Senior Corps. This text box can be left blank.

10.04.2012

**18. I am trying to enter the Source of Matching Funds for Budget Section I and II but I cannot access the link. What should I do?**

Contact the National Service Hotline.

10.04.2012

**19. There are two sections to enter the Source of Matching Funds, one in Budget Section I and another in Budget Section II. Do I have to complete both?**

It depends on which sections have your non-federal funds. If you include non-federal funds (grantee share) in the budget for both Budget Section I and Budget Section II, then you would complete the Source of Matching Funds in both Budget Section I and Budget Section II. If you only have non-federal funds in one of the budget sections, then you would only complete the Source of Matching Funds for the particular section where you budget your grantee share.

10.04.2012

**20. I get an error when I click on the Subsidiary Budget (Summary) Report link in the Review section of eGrants. How can I view my budget?**

This error is in the process of being corrected. Once it is correct, you should see Budget and Budget Narrative as view/print options on the eGrants Review screen.

10.04.2012

**21. How do I enter my authorized representative name in my application?**

The authorized representative for your organization must login to eGrants with their own user account, click on the assurances and conditions, and submit the grant application. This will allow their name to show up as the authorized representative for the grant application.

10.09.2012

**22. Pages 7 & 8 of the application instructions (#15) show me how to enter the breakdown of non-federal funds in eGrants. What exactly should be included in the section marked 'Other' (part 'e')? Should this include dollar amounts listed in the Excess column of the budget?**

The dollar amount you enter in the 'Other' section should include any funds that are not from local government, state government, or program income. For example, this might include in-kind community donations or grants from private foundations. Funds entered in the Excess column of the budget should not be included in your answer to #15.

10.11.2012

**23. When I print my narratives from eGrants, some pages print as random letters, without any words that make sense. What should I do?**

You may want to contact the National Service Hotline. It is most important that the pdf document contains the correct information rather than the printed version.

10.11.2012

**24. The application instructions say that the CFDA number for RSVP is 94.01 but when I print my facesheet it says the CFDA number is 94.002. What should I do?**

There is no action you need to take on this issue. 94.01 is a typing error in the grant application instructions. 94.002 is the correct CFDA.

10.12.2012

**25. What should I do if I encounter an 'Error 500, Internal Server Error' in eGrants?**

Contact the National Service Hotline.

10.12.2012

**26. Can I include hyperlinks in my application?**

No. Please do not enter hyperlinks unless eGrants specifically instructs you to do so. For example, eGrants asks for your organization's website and so you can include a hyperlink in that section.

10.15.2012

**27. I cannot complete the validate function for the**

**performance measures. When I go to validate, it says that you have to have a performance measure for all objectives. What am I doing wrong?**

It is likely that you have checked an objective on the first Performance Measure screen and have not entered a work plan for that objective. Contact the National Service Hotline if further assistance is needed.

## **APPLICATION - WORK PLANS/PERFORMANCE MEASURE**

### **DATE UPDATED**

**08.01.2012**

### **QUESTION**

**1. When will RSVP performance measures training be available?**

An overview course is available now on the National Service Resource Center. Additional training will be available during the Senior Corps Virtual Conference, August 14-16.

**08.01.2012**

**2. When will RSVP grantees have to adopt National Performance Measures?**

Beginning in FY 2013, all competitively awarded RSVP grants must use National Performance Measures.

**08.01.2012**

**3. How do I enter my performance Measures in eGrants?**

A new performance measures portion of eGrants, the CNCS electronic grants management system, will be available in September. Prior to the launch of that system, you may work on the other parts of the application and complete the performance measures worksheets that are included in the application instructions. Please do not submit your application until after you have entered and validated your performance measures.

**08.01.2012**

**4. Will eGrants allow current RSVP grantees to follow the new format?**

The new eGrants performance measures module will only be available for grants awarded through the competitive process. However, RSVP grantees in continuation years of their grants have the option to begin to align with the Focus Areas and the new National Performance Measures. Continuation grantees who elect to adopt the new performance measures will do so under the existing eGrants functionality, and will not use the new performance measures module

**08.01.2012**

**5. What is an “unduplicated volunteer?”**



Each volunteer can only be counted once as an “unduplicated volunteer,” even if that volunteer serves in more than one activity.

08.01.2012

**6. What is the unit of measure for RSVP performance measures?**

The unit of measure is “unduplicated volunteers.” You allocate your unduplicated volunteers to reflect your programming in alignment with the RSVP performance measures.

08.01.2012

**7. Do 25% of unduplicated volunteers have to be in a single Focus Area? How will we calculate that?**

Yes, you must place at least 25% of your unduplicated volunteers in a single Focus Area. The new eGrants performance measures system will calculate for you as you create work plans and allocate volunteers.

08.01.2012

**8. What is a work plan?**

A work plan is what RSVP applicants use to show how their volunteers will serve their communities. RSVP work plans are based on the logic model and include the following components:

Community Need

Service Activity

Output

Output Target

Outcome

Outcome Target

# of Unduplicated Volunteers

# of Total Volunteers

# of Volunteers Stations

08.01.2012

**9. What measures do I use to capture the impact RSVP volunteers have at blood Drives?**

You can use Capacity Building output G3-3.17: “Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants.” For the service activity, you should select “Supporting Blood Drives” from the drop-down menu. When you set the output target, you should anticipate the number of pints of blood your volunteers will assist in collecting, rather than the “dollar value of in-kind resources.”

08.01.2012

**10. If I choose an Education output such as ED21, “Number of children that completed participation in CNCS-supported early childhood education programs,” can I choose multiple**

**outcomes for that output?**

Yes. In order to do so, you would select the appropriate output, in this case ED21, more than once to create a new work plan for each output/outcome pair. For example, you may have three work plans for ED21 as outlined in the table below:

<b>Output</b>	<b>Outcome</b>
ED21. Number of children that completed participation in CNCS-supported early childhood education programs.	ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development.
ED21. Number of children that completed participation in CNCS-supported early childhood education programs.	ED24. Number of children demonstrating gains in school readiness in terms of literacy skills.
ED21. Number of children that completed participation in CNCS-supported early childhood education programs.	ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.

08.01.2012

**11. Will tax prep volunteers be captured under financial literacy?**

RSVP volunteers helping low-income individuals prepare their taxes may be reported using measure O1, “Number of economically disadvantaged individuals receiving financial literacy services.”

08.01.2012

**12. My project has an MOU with a National Wildlife Refuge. RSVP volunteers maintain walkways, rebuild handicapped-accessible ramps, act as docents, and educate children. Does this volunteer station fit into the Environmental Stewardship measures?**

Some of the activities, such as rebuilding handicapped-accessible ramps and maintaining walkways on public lands, likely fit into measure EN4 or EN5. However, Volunteers who serve as docents, lead tours, or teach children must be counted in the “Other Community Priorities” work plan. For more information, please see the Environmental Stewardship section of Appendix B.

08.01.2012

**13. If projects have to “graduate” a large number of volunteers to comply with the new requirements, how low can their total number of volunteers get?**

Projects funded in this competition must support at least 80% of the number of volunteers listed for their opportunity, as listed in Appendix A.

08.01.2012

**14. For the measures under K-12, do the children have to be in a structured school setting?**

The measures included for use in Senior Corps measures the impact of the activity on students. For example the output *Number of students that completed participation in CNCS-supported K-12 education programs*. According to the definition of student that is provided in Appendix B, the children served must be enrolled in school. The activity, however, does not have to take place in a school setting.

08.01.2012

**15. How do I count a volunteer who serves K-12 during the school year but also serves pre-K during the summer?**

Each volunteer can only be counted once as an “unduplicated volunteer.” You should decide where to count the volunteer-- either where he or she has the most impact or where he or she best demonstrates the impact of your project.

08.01.2012

**16. What exactly does “living independently” mean?**

The Healthy Futures section of Appendix B includes the following definition for “live independently:” *Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in an assisted living facility, nursing home, or group home.*

08.01.2012

**17. Can volunteers provide respite care in assisted living facilities?**

Yes. The definitions for the respite care measures do not exclude assisted living facilities or nursing homes.

Updated 08.24.2012

**18. How frequently will I report on performance measures?**

You will be required to report annually on your progress toward your three-year targets, but the success of the project will be judged by what you achieve in the third year.

Updated 9.14.12

**19. Where would congregate meals fit in a work plan, if at all?**

Congregate meals may be represented **only** in the Other Community Priorities work plan.

08.01.2012

**20. Will I still choose 3 measures to report on in my progress reports?**

- Updated 08.01.2012
- No. You will report on all performance measures.
- 21. As Senior Corps grants are for 3-year periods, do I need to achieve outcome targets annually or can I achieve the target at the end of the three year period?**
- You will need to achieve your performance measures targets by the end of the third year. You will report annually on your progress towards these three-year goals.
- 08.01.2012
- 22. Do I have to choose Veterans and Military Families performance measures in order to report on how I serve those populations?**
- No. All RSVP grantees will report the following information: the number of veterans served, the number of family members of veterans served, the number of family members of active-duty military served, and the number of veterans and military family members engaged in service opportunities.
- 08.24.2012
- 23. Are RSVP projects permitted to create collaborations with nonprofit organizations? If so, are the work plans established with the nonprofit organization or with the RSVP volunteer serving at the organization?**
- Yes. RSVP projects collaborate with other organizations, which are referred to as Volunteer Stations, in order to implement the project. See Appendix F, Definition of Terms, for the Volunteer Station definition. A Memorandum of Understanding is established with the Volunteer Station in order to implement the work plan.
- 08.24.2012
- 24. Can Project Star be contacted for assistance in writing work plans?**
- No. Project Star is no longer able to provide individual assistance to Senior Corps grantees or applicants.
- 08.24.2012
- 25. Can 10% of required volunteers for outcomes be part of the Primary Focus Area or is the 10% in addition to the 25% required in the Primary Focus Area?**
- The 10% of unduplicated volunteers you are required to place in outcome-based work plans can be in the Primary Focus Area. It also may be in other Focus Areas or in Capacity Building. The 10% is 10% of your total unduplicated volunteers.
- 08.24.2012
- 26. When we submit our application with a certain number of volunteers in each work plan are we locked into that number or can we have more volunteers at the end of the**

**year?**

When you report at the end of each year, you may exceed your target, as long as you continue to make progress toward meeting the Performance Measure requirements (25% in your Primary Focus Area, 10% in outcome-based work plans, and no more than 30% in community priorities).

The number of unduplicated volunteers you enter in your application should reflect the number you plan to have by the end of year three. You will report annually on the number of unduplicated volunteers your program has in each work plan. You may exceed your targets for number of volunteers in each work plan, but you should keep in mind that doing so will also affect the number of unduplicated volunteers you are required to place in outcomes and in your Primary Focus Area and permitted to place in community priorities.

**08.24.2012**

**27. Should all health education activities be included in one work plan or should they be separated?**

If your volunteers are performing different service activities or are addressing different community needs, then they should be represented in different work plans.

**08.24.2012**

**28. Are we allowed to include teaching in classrooms as an education activity?**

No. Volunteers are not allowed to take the place of employees.

**08.24.2012**

**29. We are looking for clarification on the following:  
H8: "Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently." Do the older adults that are counted in this measurement need to be either homebound or disabled?**

No. The following type of individuals can be served and measured using output H8: Homebound individuals, older adults, and individuals with disabilities.

**08.24.2012**

**30. I'm confused about unduplicated volunteers. Does my sample below demonstrate a correct understanding of unduplicated volunteers?**

**My RSVP has 10 volunteers in four work plans:**

1. Abe
2. Bill
3. Charlie
4. Don
5. Erin
6. Frank
7. Gus
8. Harriet
9. Ingrid
10. Janet

**Below are the work plans to which each volunteers is assigned. The \* indicates were the volunteer counts in the “unduplicated” requirements.**

**Healthy Futures (Primary Focus) Aging in Place  
Transportation**

**Abe\***

**Bill\***

**Charlie\***

**Healthy Futures (Primary Focus) Aging in Place Food  
Delivery**

**Abe**

**Bill**

**Don\***

**Education (Other Focus Area) K-12 Success Tutoring –  
Public Schools**

**Abe**

**Erin\***

**Frank\***

**Gus\***

**Community Priority**

**Abe**

**Frank**

**Harriet\***

**Ingrid\***

**Janet\***

**In looking at the unduplicated volunteers to meet the grant requirements, the program would need 25% of the volunteers in the Primary Focus Area. In this case it would be Healthy Futures since Abe, Bill, Charlie, and Don would count here as 40% of unduplicated volunteers. In Other Focus Areas, the program would have 30% of the unduplicated volunteers here since Erin, Frank, and Gus count. Then Community Priority would be 30% of unduplicated volunteers (within the maximum requirement) since Harriet, Ingrid, and Janet are counted here as unduplicated volunteers.**

**I can only count Abe once even though he is in all four work plans. He would still show up in the work plans four times, but only get counted once for the requirements of % of unduplicated volunteers.**

**Is this right?**

Yes. The scenario you have presented would meet the requirements for at least 25% of unduplicated volunteers in the Primary Focus Area and no more than 30% of unduplicated volunteers in the community priority.

**08.24.2012**

**31. What measure should I use to report on the demolition of unsafe structures?**

If the demolition is part of disaster recovery, then you may be able to use measure D3. Demolition does not fit into the Economic Opportunity Focus Area.

**08.24.2012**

**32. The question, "Do you feel increased food security for you and your children?" seems insensitive. Does CNCS have any suggestions about how we can ask about food security?**

You may want to include the question as part of a customer satisfaction survey and also include questions like, "Are you happy with the service you received today?" or "Did the services meet your needs?"

**08.24.2012**

**33. If volunteers provide transportation, grocery shopping, and meals to homebound persons we are told to ask "as a result of this service do you have increased social ties /perceived social support?" We believe the response will be no. They see those services not as social, but enabling them to remain independently in their own homes (age in place.) Do we understand correctly that we cannot change the wording on the outcomes?**

That is correct. You cannot change the wording of the outcomes. However, you may certainly measure any additional outcomes that are not part of the CNCS Performance Measures.

08.24.2012

**34. Can you please provide clarification on a volunteer activity? I run an RSVP volunteer led childhood obesity prevention project that includes physical exercise and nutrition education for youth. According to Strategic Plan Objective 2, this should go under the “Reducing Childhood Obesity” section. However, the measures don’t work for this project because the intent is not to alleviate long term hunger. The way I see it, it fits under Objective 3, but I am not sure if it fits under H2 or H4. A definition in H2 for preventive health services talks about engaging individuals in life style change and this is what my project is doing. The definition in H4 states that the activity is the process of conveying info for positive health behaviors, which my project does as well. So should I use H2 or H4? They both seem very similar.**

It sounds like H4 is a better fit for your project. H2 is meant to measure the number of individuals you helped to access services of which they were not previously aware. Measure H4 is intended to teach individuals about how to live a healthier lifestyle.

08.24.2012

**35. Will sample plans be made available to use as templates?**

We do not plan to provide sample work plans, but you will find performance measure worksheets in the application materials.

08.24.2012

**36. Can teaching ESL count as an item under any of the Performance Measures, such as economic opportunity?**

Yes, but the measures differ depending on the age of the individuals you serve. Teaching ESL to adults can be measured using output O2 and, possibly, outcome O10. If volunteers are helping school-aged children learn English, then output measure ED2 and outcome ED5 may be more appropriate. If the children being served are Pre-K, then you may use output ED21 and outcome ED24.

08.24.2012

**37. What if the community needs shift during the three year period and the focus area volunteer numbers become a different percentage?**



CNCS is still working on issues pertaining to the implications of failing to meet Performance Measure requirements by the end of the three-year grant period or failing to meet Performance Measures as described in your grant application as it was originally awarded. These decisions are CNCS Agency-wide rather than solely the decision of Senior Corps. These issues will be addressed at a later time.

8.31.2012

**38. The definition for older adults in the performance measures is “65 and older.” The Older Americans Act defines older adults as 60 and older. Will CNCS reconsider its definition of older adults to match the Older Americans Act definition?**

No. We do not anticipate a change in this definition at this time.

8.31.2012

**39. When we report on the new work plans, will we be reporting on both the unduplicated number of volunteers and the total number of volunteers in each work plan?**

Yes.

8.31.2012

**40. Regardless of the Primary Focus Area selected, do service activities to veterans and military families need to be included within the Primary Focus Area?**

No. Serving veterans and military families should be discussed as part of the Primary Focus Area, Other Focus Areas, or in Capacity Building. Serving veterans and military families does not need to be included in the Community Priorities.

09.14.2012

**41. Are intermediate outcomes used in the new performance measures?**

No.

09.14.2012

**42. Can we change our Primary Focus Area during year 2 or 3?**

No.

09.14.2012

**43. If we have a gift shop at a hospital staffed completely by RSVP volunteers, and the proceeds go to hospital equipment purchases, would this count as a capacity building performance measure?**

[Fundraising activities for RSVP can only be counted under the capacity building measure if fundraising is for a specific programmatic initiative. In this example, hospital equipment would not fit that definition so the activity would not be](#)

allowed. See: <http://www.nationalservicerresources.org/npm/g3-316>

09.14.2012

**44. Can pen pal programs count towards the education performance measures?**

Pen pal programs would most likely need to be counted as a community priority. The nature of a pen pal program typically does not meet the activity descriptions in the RSVP education measures (ED2 or ED4a). See:

<http://www.nationalservicerresources.org/npm/rsvp>

09.14.2012

**45. We have volunteers doing a range of capacity building activities (setting up databases, grant writing, marketing, etc.) What type of capacity building activities can be included in the RSVP performance measures?**

The capacity building performance measures for RSVP capture volunteer recruitment, volunteer management and leveraging cash/in-kind resources. See:

<http://www.nationalservicerresources.org/npm/rsvp>

09.14.2012

**46. Are there any performance measures that address post-secondary education?**

No. However, O2 “Number of economically disadvantaged individuals receiving job training”, includes providing skills development services like GED Education, Adult ESL and job skills.

09.14.2012

**47. If the focus of a mailing is to fund raise, could this fall under a capacity building performance measurement?**

Possibly. As a general rule, CNCS considers capacity building activities to be indirect services that enable CNCS-supported organizations to provide more, better and sustained direct services. To determine whether assigned national service participants’ activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1) Be intended to support or enhance the program delivery model.

- 2) Respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
- 3) Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

09.14.2012

**48. If a group of volunteers are putting together packets for school children for the new school year, could this fall under the capacity building performance measurement, such as leveraging resources?**

No, RSVP volunteers assembling school packets don't fall under capacity building. However, a group of non-RSVP community volunteers recruited by the RSVP volunteers could be counted under G3-3.1.

09.14.2012

**49. Can a classroom aide position be considered under the capacity building performance measurement?**

No, this does not fall under the category of Capacity building as it is seen as direct service. Capacity Building is defined as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Also, CNCS Programs are prohibited from displacing employees.

09.14.2012

**50. H10 covers the number of individuals receiving emergency food supplies. The definition of key terms gives the example of people needing food because their house burned down or a natural disaster occurred. Most individuals and families need food because of underemployment or unemployment, large medical expenses, etc. Some of these people may need food help for months or longer. Will H10 allow for food assistance to people with these types of economic need?**

Yes, H10 may include individuals faced with unemployment and temporary financial hardship. H11 may also be appropriate for this demographic as most underemployed or unemployed families face long term needs that require assistance.

09.14.2012

**51. Can activities that focus on international disasters be part of disaster preparedness work plans within the new performance measure?**

No, activities that focus on international disaster preparedness would not be an appropriate activity.

09.14.2012

**52. If funds are raised but donated to international organizations, can the fundraising count as part of the capacity building performance measure or does the money raised have to stay with that particular volunteer station?**

No, the services provided by an RSVP program should benefit the local community. In this case efforts of RSVP volunteers should not be utilized to benefit international organizations and thus could not be counted under any performance measure.

09.14.2012

**53. How does adult literacy fit in the Performance Measures?**

Adult literacy could fit under measure O2 “Number of economically disadvantaged individuals receiving job training and other skill development services.” The objective of the adult literacy should be employment and would have to benefit economically disadvantaged individuals as defined in Appendix B.

09.14.2013

**54. Are the service activities listed in the PM’s examples or are they the only options for activities within the measures?**

There is an option to select “other” in the list of service activities provided in the eGrants performance measures module for some objectives. This would allow the project to create a work plan that contains activities outside of the list provided. However those activities listed are the approved activities for that particular measure, if “other” is chosen a determination will be made regarding the appropriateness of the work plan.

09.14.2012

**55. There is an excellent study on senior centers in the 21st century based on a survey (much like the one for FGP and SCP clients and volunteers from CNCS) that shows the impact for clients 65 and over (older adults), taking part 3 days per week (dosage) reporting developing friendships at centers, reduced loneliness and feelings of increased independence (H9). RSVP volunteers are instructors, run the wellness center and exercise room, cook lunch, lead service projects and more. Do you see senior centers as fitting in the 25% core focus area of Healthy Futures?**

If the activities of the RSVP volunteer meet the objective of the measure chosen and fit within the definitions provided for the measure then they may be used for that particular performance measure. It is up to the project to determine if a particular station will align with the new performance measures. Please refer to Appendix B for more information.

09.21.2012

**56. The *Notice* states that volunteers in the Other Community Needs area must be represented in a single work plan. Does this mean all volunteer service activities are reflected in ONE plan or do we still develop separate work plans for separate activities?**

You can only develop one work plan for the Other Community Needs section. All volunteer service activities will fall within this one work plan.

09.21.2012

**57. How do I know how many stations to list in the work plans if I will be recruiting stations for these service activities?**

You should list the planned number of stations you expect to recruit and have as RSVP volunteer stations by the end of the three year grant period.

09.21.2012

**58. If I have an odd number of volunteers, how do I calculate the number of volunteers for meeting the required 25% in a primary focus area and other percentage requirements? My calculations currently come out with decimal points.**

The percentage requirements are all minimum or maximum thresholds. You should calculate enough volunteers to meet the requirement. For example, if you have 99 volunteers, 25% is 24.75, so you must place *at least 25* volunteers in the primary focus area to meet the requirement. Placing only 24 volunteers in the primary focus area will not meet the requirement. The new eGrants performance measure module includes a built in volunteer calculator to help you ensure you are meeting all requirements.

09.21.2012

**59. Can congregate meals be part of the Healthy Futures Focus Area?**

No. Congregate meals should only be part of the Other Community Priorities.

09.21.2012

**60. Is there a limit to the number of activities and volunteer stations that can be included in the one work plan within the 30% unduplicated volunteer requirement in the Community Priorities category?**

No there is not. The only limitation is that only 30% of unduplicated volunteers can be assigned to community priorities.

09.21.2012

**61. Please clarify what “implementing three or more effective volunteer management practices” means in the Capacity Building objective. Is there a list of what these “effective volunteer management practices” are and how is the determination made?**

There are several examples of effective volunteer management practices listed in Appendix B of the RSVP NOFO on page 47 within the definition of the key terms. Examples of volunteer management practices include but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of volunteer manual/training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs\*, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities, such as award ceremonies, for volunteers\*, annual measurement of volunteer impact, training and professional development for volunteers\*, and training for paid staff in working with volunteers.

09.21.2012

**62. Can you have 0 unduplicated volunteers in community priorities if they are all serving in a focus area as unduplicated? In this case you would only have total number of volunteers for this work plan.**

Yes this is possible if all unduplicated volunteers are primarily serving in the other focus areas.

09.21.2012

**63. If you choose a work plan that has a possible outcome must you include the outcome or assuming you have more than 10% in outcomes in other focus areas can you choose to just have an output?**

At least 10% of the unduplicated RSVP volunteers must be placed in work plans that result in outcomes. Once an applicant has met that threshold they may choose to place additional volunteers in output work plans and not select the optional outcome.

09.21.2012

**64. In which Focus Area, if any, could I put volunteers who serve on Advisory Councils and/or Boards of Trustees?**

In most cases volunteers of this nature should be assigned to Community Priorities. Another possible Focus Area would be Capacity Building. However, applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

- 1) Be intended to support or enhance the program delivery model.
- 2) Respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
- 3) Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

09.21.2012

**65. How do you decide which service activity to select for volunteer positions that seem to include multiple activities?**

**For example:**

**a. RSVP Volunteers are matched with homebound frail elderly persons and their volunteer job is to provide a weekly visit to provide companionship and encouragement, as well as, grocery shopping or medical transportation. The volunteer supports the same volunteer each week.**

**b. RSVP volunteers who serve at a food bank and distribute food, collect food, sort, weigh, record, rotate stock, and assist those receiving services. They serve in a variety of support roles. They are cross trained and do whatever is needed.**

**Each volunteer can only be counted once as an "unduplicated volunteer," even if that volunteer serves in more than one activity.**

Applicants will select one work plan in which to count an individual volunteer, even if that volunteer serves in more than one activity. It is up to the applicant to determine the service activities that best represent the performance measure selected. Applicants should also consider which activity will provide the most outcome data.

09.21.2012

**66. Where would volunteers in an ombudsman program fit in the new focus areas?**

These programs may best fit in the 30% Community Priorities work plan.

09.21.2012

**67. Which Performance Measures address health education?**

Measure H4 “Number of clients participating in health education programs”.

09.21.2012

**68. A core group of our RSVP volunteers provide transportation services taking clients to/from individual medical appointments (office visits, dialysis, etc.). A second group of volunteers drive a scheduled van service to a regional treatment center. A third group provide a monthly commodity delivery to several satellite sites in our rural county; and also 5 times a week meal delivery to three different congregate lunch sites. Do all of these services fall under Objectives 1 and 2 of the Healthy Futures focus area?**

Please refer to the definitions that are provided in Appendix B. If the objective of the activity is aging in place and the clients served are either homebound or older adults and individuals with disabilities then it may meet the first objective under Healthy Futures. Objective 2 can be met if the activities focus on providing access to food and meals and are providing emergency food assistance or alleviating long term hunger as defined in Appendix B.

09.21.2012

**69. Our RSVP volunteers are very active with our local food pantry. Typically the pantry assists individuals and families by providing them with a two week supply of groceries twice a year. Is this activity most appropriately linked to Measure H10 or Measure H11 of the Healthy Futures Focus area?**

This activity does not meet the definition of “Emergency” food assistance as it is not meant to designate routine help in meeting a family’s needs and is not based on a need resultant of an emergency experienced by the family or individual. In order to count this activity under H11 the activity would need to help individuals access food, provide nutritional services, education and life skills that leads to alleviation of food insecurity. The infrequency of interaction may not be enough to influence the outcome of long-term hunger alleviation.

09.21.2012

**70. In terms of impact, how are SWAT (Senior Workers Available Today) teams and hours being counted within the performance measures? If those volunteers are not assigned to a station in a Focus Area work plan, would they then fall into the Community Needs 30%?**

RSVP volunteers that are in activities that do not align with any of the National Performance Measures as outlined in Appendix B of the should be counted in Community Priorities.



Updated 10.11.2012

**71. What is the character limit for the community need statement, instrument description, and service activity description in the work plans?**

The character limit is 2000 characters for each of the three descriptions, which includes spaces and punctuation. Do a character count in a word document prior to pasting the information in eGrants. Do not enter more than 2000 characters.

09.28.2012

**72. What should be entered to explain my instrument and service activity?**

In the Instrument Description box, give the name of the instrument, and briefly describe who will collect the data from whom, and when it will be collected.

For the service activity, you will write a brief description in the corresponding text box. The service activity description should explain what the RSVP volunteers are doing in a way that shows how they will achieve the outcome. Say who the beneficiaries are, and what the volunteers will be doing with the beneficiaries. Say how often volunteers will provide the service and for how long. Say where the service will take place.

09.28.2012

**73. Can we create work plans in more than one focus area?**

Yes. Your project can have multiple work plans in more than one Focus Area. You could even have work plans in every Focus Area, plus work plans for Other Community Priorities and Capacity Building.

09.28.2012

**74. What would examples be of providing health education, developing health materials and distributing health information in the Healthy Futures Focus Area?**

It is up to each applicant to determine and describe how their organization will achieve the performance measures. However, you may find the service activities listed in the List of National Performance Measures of Appendix B helpful.

09.28.2012

**75. My organization is a non-profit pro-bono consulting program. The volunteer consultants provide management assistance to non-profit organizations so that they can provide more direct services to their clients. Does pro-bono consulting fit in one of the six Focus Areas or in Capacity Building?**

It depends on the specific activities of your volunteers. Some measures allow for indirect services, while others require interaction with “clients” or “individuals served.” Please review the material in Appendix B to help you determine the best way to measure the impact of your volunteers.

09.28.2012

**76. Where do food pantries and food banks fit in the new Performance Measures?**

It depends on the specific activities of your volunteers. Some food pantry and food bank activities may fit into the Healthy Futures Focus Area or Capacity Building, while others may need to be represented in the Other Community Priorities category. Please review the material in Appendix B to help you determine the best way to measure the impact of your volunteers.

09.28.2012

**77. Where do thrift stores fit in the new Performance Measures?**

It depends on the specific activities of your volunteers. Some thrift store activities may fit into the one of the Focus Areas or Capacity Building, while others may need to be represented in the Other Community Priorities category. Please review the material in Appendix B to help you determine the best way to measure the impact of your volunteers.

09.28.2012

**78. Our organization mails 2 newsletters that our volunteers assist in mailing. The newsletters provide information on Health Care, Medicaid, health Benefits, and Access to Healthcare. Can this activity fall under H2, Healthy Futures: Number of clients to whom information on health insurance, health care access, and health benefits programs are delivered?**

It depends on whether the activities meet all the definitions and requirements of for measure H2 that are provided in Appendix B. Please note that a one way communication, simply sending mail or email to someone, does not generally constitute an “interaction.”

09.28..2012

**79. “Live Well” is an evidence based healthy aging licensed national program supported by NCoA. It is a Chronic Disease Self Management Education Program that educates persons with chronic disease to make better choices and learn to manage their disease through self efficacy, and action plans. It has been tested by Stanford University and there are published surveys to support the effectiveness of the program. We have RSVP volunteers that are presenting these seminars (six 2.5 hour sessions to 8-15 individuals signed up for the classes several times each year) and they are also training trainers to present the seminars.**

**What is the best performance measure for this activity?**

It is up to each applicant to determine and describe how their organization will achieve the performance measures. However, you may find the Healthy Futures service activities listed in the List of National Performance Measures of Appendix B to be a helpful resource.

09.28.2012

**80. A local second hand store collects donations, processes those donations and offers them for resale to the general public. The organization utilizes the proceeds to support various non-profits in the community through a grant process (including the local RSVP program). Volunteers are needed to help collect & process donations for sale – can this be counted as a Capacity Building Activity?**

It depends on the specific activities of your volunteers. Some thrift store activities may fit into the one of the Focus Areas or Capacity Building, while others may need to be represented in the Other Community Priorities category. Please review the material in Appendix B to help you determine the best way to measure the impact of your volunteers.

09.28.2012

**81. This question concerns the capacity building output. It refers to G3-3.17 dollar value of in-kind resources leverage by CNCS supported organizations or national service participants. We would like to know if we can count as a service activity the volunteers who participate in book sales at our local library. The money from the book sales or the resources raised from the book sales are used for educational programs and education materials for the community. So this seems like this would be a service activity and work plan that we could include under capacity building.**

Possibly. Please review the material in Appendix B to determine whether your volunteers’ activities meet all the

applicable definitions for measure G3-3.17.

**Updated 10.04.2012**

**82. If we use teacher surveys to indicate how many students have improved academic engagement what will happen if we do not get 100% participation from the teachers? For example, what if I have 100 students that participated in tutoring, but only 60 teachers return the survey. Of those 60 teachers, 50 reported increased student engagement.**

**Does this mean that I would need to report that only 50% of students increased their engagement or can it be scaled based off of the number of teacher completed surveys? Basically, I am asking if we will be punished if teachers do not complete and return the surveys? So if 50 out of 60 reported increased engagement that is around 80%. If 50 out of 100 is counted that is only 50%.**

You will report on the number of individuals that reported the increase, which, in your example, would be 50. We understand that this may not reflect all of the individuals who were actually served. At this time the criteria for which to base a project's "success" have not been determined.

**09.28.2012**

**83. If we want to measure ED5 for improved academic performance can we use a standardized test used by the school district we partner with that measures academic progress but is not a state wide test?**

Yes, as long as the test meets all other requirements for Measure ED5 listed in Appendix B.

**09.28.2012**

**84. Would volunteers serving in an adult day care program fit into H13? The purpose of the center is to keep people living in their homes longer by offering daytime supervision and social support. Some individuals go every day, others go 2-3 times each week to give family members respite.**

Possibly, if the volunteers' activities meet all the requirements for of measure H13, as listed in Appendix B. But you should keep the following in mind: 1) Measure H13 requires that respite services provide "short term assistance to an adult who is the primary caregiver;" 2) RSVP volunteers cannot take the place of employees of the day care center.

**09.28.2012**

**85. How do we count the individuals served? Would it be the average number of clients on the days the volunteers are present?**

The project will need to develop a tracking system to record the number of individuals receiving the service and count each person only once.

09.28.2012

**86. In potentially placing volunteers in the Other Community Priorities category, would an activity related to and addressing social and emotional needs of children in military families be aligned with the intent of the NOFO? Within our community/service area/geographic scope/state we have strong supporting statistical evidence of the presence of military families with children and supporting evidence of their child's social/emotional need/gap as well as what is occurring without these services.**

It depends on the specific activities of your volunteers. If the activity meets all the requirements for one of the Veterans and Military Families measures, then you may be able to include it in that Focus Area instead of counting those volunteers as part of your Community Priorities.

09.28.2012

**87. How do you suggest we deal with volunteers that report hours at multiple stations since we cannot duplicate our volunteers?**

You will have to choose where to count each volunteer as an "unduplicated volunteer." In general, you should count each volunteer in the work plan that best demonstrates his or her impact. While you are required to count unduplicated volunteers," the eGrants Performance Measure Module also provides the opportunity to record the actual number of volunteers contributing to each work plan.

09.28.2012

**88. In ED4A, activities are limited to only economically disadvantaged students. Yet, any student can be academically disadvantaged regardless of their financial situation. What is the reason for limiting activities to serve only economically disadvantaged students?**

Measure ED4A has been modified to include children with special or exceptional needs, much like Measure ED2. Please review the updated Appendix B.

10.04.2012

**89. If we are only required to have 10% of the unduplicated volunteers in an outcome based work plan, is that the ONLY work plan we will need to gather surveys/data for our reporting requirements? Or, will we need to verify all Focus Area work plans with quantifiable data using surveys, etc?**

You will report on all targets, not just the outcome targets.

10.04.2012

**90. In eGrants H9 mentions only individuals with disabilities, which is different from the H9 description in Appendix B. Why is this?**

eGrants uses abbreviated versions of the Performance Measure language. The full language is contained in Appendix B.

10.04.2012

**91. Is it possible to view my service activity description and instrument description when I print my performance measures?**

Not at this time. This will be added in a later eGrants release.

10.04.2012

**92. How do I know what to select as my “Primary Focus Area?” If 44% of my unduplicated volunteers are serving in Healthy Futures, is that my Primary Focus Area; or is it the highest concentration of unduplicated volunteers within one output or outcome section (example: H13 or H14) within Healthy Futures?**

The 44% of unduplicated volunteers serving in Healthy Futures would meet the Primary Focus Area Performance Measurement requirement. You may develop as many work plans as you need, which could include any combination of measures from Healthy Futures (H8, H13, H10, H11, H2, H4, & H7). If you have more than 25% of your unduplicated volunteers serving in another focus area, you may choose which focus area you will use to meet the Primary Focus Area requirement.

10.04.2012

**93. If a station provides respite care, but the volunteers do not, are these volunteers who support this station considered under the primary focus area?**

Your work plans need to represent the actual activities of your RSVP Volunteers. Therefore, if the RSVP Volunteers do not provide respite care services at the station, then this activity can't be included in your Healthy Futures performance measures.

10.04.2012

**94. I have volunteers serving at a national museum, which is part of our county historical society, they help to greet & educate guests at the museum, help with archives, and help with community events that raise awareness about the local ecosystem, animals, etc...The events are also used to raise funds for the organization. Does this fit capacity building in the new RSVP performance measures? Would it work to take the number of hours volunteers give at this station and multiply it by the Independent Sector value of a volunteer hour to give an approximate dollar amount that volunteers**

**gave/supported the organization with?**

RSVP Volunteers may support fundraising, however, it depends on the activity and whether you can demonstrate how the volunteer contributed to these efforts. To count RSVP activities as fundraising, you must be able to accurately account for, verify, and track all donations that were raised with the assistance of RSVP activities. See Appendix B of the Notice for the definitions of Capacity Building and further instructions on how to measure and track fundraising activities.

[http://www.seniorcorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=97](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)

**10.04.2012**

**95. We would like to know if we can include under the capacity building service activity of “other” volunteers who work and raise money at several public libraries book sales in our community. Dollars raised from these book sales go back into educational programs and educational supplies for the communities they serve.**

“Other” volunteers can be counted as Community Volunteers leveraged. The number of Community Volunteers must be recruited and/or managed by your RSVP Program or RSVP Volunteers. For more details on the definitions of Capacity Building and how to count Capacity Building activities, please refer to Appendix B of the Notice.

[http://www.seniorcorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=97](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)

**10.04.2012**

**96. Can fundraising to support Veterans Service Organization activities be an activity in a work plan in the focus area of Veterans and Military? The money is used to pay for small flags for veterans graves on Memorial Day, Veteran’s Day activities, flags to fly on Memorial Day, funds to support the purchase of medical equipment such as walkers, hand rails, and wheel chairs for local veterans, etc.**

The Veterans and Military Families Focus Area Measures (V1, V3, V7 & V8) do not count the amount of funds raised, however, the measures do count the number of veterans, military, and service families who receive CNCS-supported assistance. CNCS-supported assistance includes providing a variety of different supports to help veterans and military families have a higher quality of life, which could include providing medical equipment.

10.04.2012

**97. Where does placing flags in cemeteries on memorial day count in the new Performance Measures?**

This activity would be appropriate under Community Priorities.  
**98. Is knitting for overseas veterans considered a valid performance measure? There are no outcomes attached to this particular measure.**

10.04.2012

This activity would be appropriate under Community Priorities.  
**99. Healthy Futures Measure H9 states “Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support.” Do visits made by volunteers to individuals in hospice care both at home or in a medical setting qualify as providing social support?**

10.04.2012

Yes, providing home visits to hospice clients living in a personal residence would fit Healthy Futures measures H8 and H9. The intention of these measures is to serve older adults and individuals with disabilities who live in a private or rented residence (house, apartment, mobile home). Hospice clients living in institutional facilities like nursing homes would not fit the definitions of measures H8 & H9.

10.04.2012

**100. Food provided by our local food pantry is provided on a regular basis to families both weekly and monthly. I can see this falling under H10. Is this correct?**

[Possibly, as long as the food assistance being provided isn't routine help in meeting a family's needs. Emergency food assistance falls under H10, see the definitions and how to calculate this measure in Appendix B of the Notice. http://www.seniorcorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=97 .](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)



10.04.2012

**101. We do not have a VA in our county but we do have a military base and will have volunteers placed at the military hospital on base serving our local military, vets and their families. I would be inclined to include this as Veteran's and Military Families served. Is this correct?**

[Yes, depending upon the actual volunteer activities. Please see the service activities listed for Veterans and Military Families found in Appendix B of the Notice.](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)  
[http://www.seniorcorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=97](http://www.seniorcorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=97)

10.04.2012

**102. We have RSVP volunteers who assist guardianship programs. Trained RSVP volunteers serve as legal guardians to indigent incompetent adults that have no available or appropriate family to become their decision maker. Many of them go to court on behalf of the client, or assist in other important decisions, such as medical care, appropriate housing placement, etc.. Some of the clients continue to live independently while others are moved to a residence more appropriate for them (assisted living, nursing home, etc.). Can this service activity be counted in one of the RSVP focus areas? If so, which one?**

It might fit into Healthy Futures, particularly if the services you describe are delivered to individuals who live independently.

10.04.2012

**103. Could one work plan be written for H8 independent living services that would include companionship, meal delivery to homebound persons, grocery shopping and medical transportation where the outcome is H9 increased social support?**

Only one activity can be selected per work plan; however, multiple work plans can be created with the same output and outcome pair.

10.04.2012

**104. Last year our RSVP program developed a social contact work plan for care home residents. There was a request from care homes to have this program as many residents don't have much social contact. This work plan of social contact and interaction enriches quality of life through familiar recognition of individuals, energizes and stimulates enjoyment of company, improves mental awareness, social communication, promotes exercise, and the positive well being of clients. How does this activity fit in the new Performance Measures?**

This service activity would be appropriate under community priorities.

10.04.2012

**105. We have two volunteer stations that work to keep used materials out of the local landfills. At the first one, volunteers refurbish used medical equipment that is then sent overseas. At the second, volunteers collect gently worn or slightly damaged goods (i.e. furniture, clothing, etc.) from stores and individuals that is then repaired and/or repurposed and given to individuals in need. These two projects both work to recycle items that would otherwise end up being thrown out, so do they qualify as recycling programs under Output EN6?**

Yes, these projects would fall under Output EN6.

10.04.2012

**106. In the NOFA Appendix B, the Healthy Futures Objective 2 is Reducing Childhood Obesity and Increasing Access to Nutritious Food. But all of the performance measures have to do with preventing Hunger. We offer KidZercize which is a program that allows kids to learn how to workout and stay active before and after school, as well as providing nutritional knowledge on choosing the right foods. This doesn't seem to fit the performance measure options, but it does fit the Objective. Is it correct to include this activity in this Performance Measure?**

This activity would be more appropriate under H4: Health Education Programs.

10.04.2012

**107. Can I put Healthy Futures activities under Other Community Priorities?**

[If the activities of the volunteers fit under Healthy Futures, it is best to include them in a Healthy Futures work plan. Please refer to Appendix B of the Notice for a list of appropriate activities. Projects may include no more than 30% of their volunteers in the other community priorities workplan. \[http://www.seniorcorps.gov/for\\\_organizations/funding/nofa\\\_detail.asp?tbl\\\_nofa\\\_id=97\]\(http://www.seniorcorps.gov/for\_organizations/funding/nofa\_detail.asp?tbl\_nofa\_id=97\)](#)

10.04.2012

**108. Do I have to have include Other Community Priorities in my project? If not, is it recommended even if it is not a requirement?**

The only requirement is that projects do not place more than 30% of your volunteers in the community priorities work plan.

10.04.2012

**109. Where do I enter the unduplicated volunteers in eGrants for my work plans?**

Enter the unduplicated volunteers on the target tab of the work plan module.

10.04.2012

**110. When I print the work plans, I don't see my service activity or instrument descriptions. How can I view this?**

eGrants will have this feature added later this month.

10.04.2012

**111. I can't seem to enter the period covered dates in the work plan section. Why is this?**

The period covered dates will populate automatically from the three year project start and end dates that are entered in the Application Info section of eGrants.

10.04.2012

**112. I'm a little confused about the unduplicated volunteers totals for three years. Where do we enter the totals for three years? Just for an example, let's say you have 500 volunteers annually, should you enter 1,500?**

You will report annual numbers. If you anticipate having 500 volunteers during the last year of the grant, the third year of the grant, that's the number of unduplicated volunteers you should put into the eGrants performance module. Even though you're reporting annually, what you're actually putting in your application is the total number of volunteers in the third year of your grant. The reporting will not be cumulative.

10.04.2012

**113. I've been looking the websites that have links for measurement instruments for the different areas but what if they don't exactly measure our objectives or our outcomes? Can we modify some of these instruments?**

In terms of the instruments for RSVP, there are no required instruments; those instruments are recommended. As part of your application you should describe your instrument. If it's a modification of what is a recommended instrument, you would put down your explanation or justification in the instrument description space.

10.04.2012

**114. I've noticed that I have several that share the same outcome or share the same output. For example, I have two improving trails work plans that have two different service activities associated with the same output. Should I be entering them one time and putting two service activities and it will still come out to two work plans?**

Yes, that's correct.

10.04.2012

**115. How do you distinguish the number of total volunteers contributing from the number of unduplicated volunteers?**

Let's say you have a volunteer who's working on restoring trails and that same volunteer is also working in other community priorities. You have to make a decision about where to count that volunteer as an unduplicated volunteer. Most likely you would choose the restoring trails activity, because it's part of an environmental stewardship focus area. So you would count that person in the unduplicated column in the environmental stewardship work plan. In the total volunteers column that person could also appear in the other community priorities

10.04.2012

**116. I know that the outcome has to be a number and not a percentage. We want to increase literacy 75%. So do I put a 75 there?**

You would use the actual number and it should be a number that's either the same or smaller than the number you entered for your output. For example, for tutoring if you think you're going to show improvement in 75% and your output that you entered was 100 which means that number is going to be 75% who show improvement you would enter 75 because that's 75% of 100.

10.09.2012

**117. Is dosage something that is calculated at the initiation of volunteer services on an individual basis for each recipient?**

**If so, how would dosage be calculated for all recipients in a given Performance Measure since it would vary for each recipient? Is dosage a required component for each work plan? If so, where is it entered in e-grants?**

Several measures, H8 and H11 for example, mention "dosage," and define it as "how many sessions, days or hours of service are required to influence the desired outcomes." For each measure, you should indicate the minimum dosage that can be expected to create the desired result. You should indicate the dosage in the Service Activity Description field on the Performance Measures tab of the work plan section of eGrants.

10.09.2012

**118. Today on the conference call it was said that for the Output Target we should only include the number of people that will be served in the 3rd year of our grant. However on page 16 of Grant Application part (g) it says "The target is the number that you anticipate achieving in the performance period (usually three years)." This shows that it should be a compilation of people served over the three years and NOT just in the 3rd year. Could you please verify how we should report these targets.**

Your Output Target should indicate how many individuals you plan to be serving annually by the end of your third year. For example: I plan to have 100 RSVP volunteers tutoring children by the end of the third year of the grant (measure ED2). I anticipate that by the end of the third year, those 100 volunteers will be tutoring 120 children. I enter 120 for my output target for measure ED2.

10.09.2012

**119. We have a group of RSVP volunteers that volunteer at a non-profit organization that receives used computers from local business, refurbishes them and donates them to area schools and non-profit community agencies that work specifically with children. Most volunteers in this placement are retired engineers and/or technology managers. The volunteers apply their extensive technical skills in refurbishing the computers. A paid staff person from the organization organizes the collection and distribution of the computers. The center donates about 2500 computers per year at a rate of \$300 per computer and 200 printers at rate of \$100 per printer. This totals over \$770,000 in community in-kind contributions. Would it be possible to place this under the Capacity Building Work Plan G3-3.17? These individuals are turning in-kind donations into a useable resource and distributing them throughout the community. I would list it under "Other."**

It can certainly be counted in the Other Community Priorities category, but you should also look closely at the definitions for EN6 provided in Appendix B.

10.09.2012

**120. We do the B.A.B.E.S. Program (Beginning Alcohol and Addictions Basic Education Studies). On the updated Service Categories Substance Abuse is listed under the Healthy Futures Categories. On e-grants I can't find this. This is definitely a program of education for Healthy Futures. Where is Substance Abuse listed?**

Depending on the activities of the volunteers, it may be possible to include substance abuse counseling activities in the Healthy Future Focus Area. You should look closely at the definitions for H4 provided in Appendix B. Otherwise, it most likely fit best in Other Community Priorities.

10.09.2012

**121. I need a survey clarification. We usually survey our Meals on Wheels Clients annually and while we may serve 660 clients, we usually only receive responses from about 50-60 of those served and cannot, of course, force people to complete surveys. We have always reported “of the 60 responding to the survey, 65% reported a perceived increase in social support through the program.” Do I understand that we cannot use a percentage any longer? What number would go in the output/outcome target?**

You are correct—you will report a number, not a percentage for the outcome.

10.09.2012

**122. One of the service activities in the healthy futures work plan is “companionship”. Is there a definition of companionship or can any activity which provides companionship fit into this service activity?**

CNCS does not define “companionship;” however, companionship should be a person-to-person supportive relationships with each client served. In order to fit into the “companionship” service activity, the activities must meet all other requirements for measure H8 or H9, depending on whether the work plan’s goal is aging in place or respite care.

10.11.2012

**123. When I print my work plans, some sections are printed twice. Is this a problem?**

We are working on resolving this issue. There is no need to let this issue keep you from submitting your application.

10.11.2012

**124. How do you define pre-kindergarten?**

Senior Corps defines pre-kindergarten as children up through the age of kindergarten.

10.11.2012

**125. How do I know if something falls under the Capacity Building category?**

Please review the Capacity Building section of Appendix B.

10.11.2012

**126. I am still unclear about counting RSVP volunteers. Are the hours of RSVP volunteers to be only counted for the one “unduplicated” volunteer assignment that we count them in on the focus areas? Can the hours that they volunteer in other areas not be counted for the program at all?**

A volunteer may be counted one time in your performance measures. The unit of measure is volunteers and not volunteer hours. If a volunteer serves in more than one assignment there is an opportunity to count the total number of volunteers contributing to each work plan under the Performance Measure Targets tab in eGrants. Please review the eGrants Work Plan: 2013 RSVP New Applications tutorial on the National Service Knowledge Network for more information.

For purposes other than performance measures, hours served by all RSVP volunteers will be counted as part of overall volunteer management. However, the hours served are not part of the performance measures reporting.

10.11.2012

**127. I have a question regarding Appendix C - page 38 - Graduating Stations and Station Alignment. It says "RSVP volunteers associated with a volunteer site in an incumbent grant could transition from being RSVP volunteers into community volunteers that were managed by RSVP volunteers who are performing a capacity building role." Does this mean if a RSVP volunteer managed a station that would no longer be an official station under the new directives; we could still maintain those volunteers. I hope this makes sense. I have a large number of volunteers that work in stations that will no longer fit into the new focus areas. If an official RSVP volunteer manages them can we count this as capacity building?**

Possibly, if the activity meets all of the definitions under the capacity building measure G 3-3.2. Please refer to Appendix B for definitions.

10.11.2012

**128. I have a station where 70% of the current RSVP vols. are veterans or members of military families. There are no employees. The station is a military museum dedicated to preserving and restoring artifacts of our military men and women from the Revolutionary War to the present. RSVP volunteers are actually restoring vehicles, small aircraft and personal items. Volunteers also catalog the thousands of donations to allow survivors to see how their veterans are honored. Would this fit under the Veterans focus area?**

No, these activities would best fit under Other Community Priorities. Or if they meet the definitions outlined in Appendix B some may fit under Capacity Building.

10.11.2012

**129. If my primary focus area is Healthy Futures and I choose H8 which includes food delivery, transportation and companionship for our grant, is there a way to enter the Community Need separately for each of the Service Activities. The way we did it was one Community Need for all three areas, but it would be a much stronger community need if we could somehow enter the community need separately for each of the service activities since it is actually generating three work plans. Is this possible and if so how do I do this?**

Yes, you may have multiple work plans under each objective for different service activities. Please review the eGrants Work Plan: 2013 RSVP New Applications tutorial on the National Service Knowledge Network for more information on how this is accomplished.

10.11.2012

**130. The definition of Key terms states, Emergency food: "Emergency" food assistance is not meant to designate routine help in meeting a family's needs. The emergency may be experienced by the family personally, such as their house burning down..." Would unemployment, and underemployment count as an emergency? Would divorce or separation count as an emergency?**

If volunteers are providing food access services that are long term in nature and provide routine help then measure H11 should be used. The situations described may fit more appropriately under H11.

10.11.2012

**131. V.7 output addresses family members of active-duty military, but the activity says "other community-based activity that serve veteran's and military families" not active duty military family members. V.8 output addresses military service members, and again the activity - "other community-based activity that serve veterans and family members" not military service members. Should the activity under other not reflect the population being served in the output?**

The activity should benefit the population that is specified in the output.

Updated 10.15.2012

**131. We have a new program this year, formerly operated by Ombudsman, called VISIT. It is friendly visiting (matched one-to-one) in long-term care facilities. What**



**service category do you recommend for this program? The volunteers visit each person once/week for approx. 1 hour.**

This may fit under Healthy Futures however the clients must meet the definitions listed in Appendix B for measure H8 and the objective of the activity must be aging in place. Those serving in assisted living facilities cannot be counted in this measure.

**10.11.2012**

**132. I notice that Appendix B of the final NOFO seems to be changed: Veterans & Military Families on p.6. The outputs no longer list general activities found at VA Medical Centers. Am I reading this correctly?**

The information that is currently listed in Appendix B on the 2013 RSVP Competition Notice of Funding page is what should be used by applicants. The Veterans & Military Families definitions have been updated to provide more clarity around CNCS supported assistance.

**133. On the CNCS Agency-Wide Categories that came out in January 2012, Cultural Heritage was a category under Education. We have several stations that serve in museums as docents, curators, and educators. Is there a performance measure for these stations?**

The measures that are to be used for Senior Corps RSVP programs are listed in Appendix B. Please refer to those measures and definitions to determine where your volunteer activities best fit.

**10.11.2012**

**134. Can mental health services fit in H4?**

Possibly, if the activities are providing training or education to the community, please refer to appendix B for more information on health education programs.

**10.11.2012**

**135. Does each output in a focus area objective need its own community need? For example if in Healthy Futures I am planning on H8, H11, and H4 do I need 3 community need statements?**

Yes, each measure will generate a new work plan that includes a community needs statement.

**10.11.2012**

**136. We have volunteer RN's placed at a station that**

**provides hands on medical services. Do they fit into either H2 of H4?**

**10.11.2012**

No, activities for H2 and H4 include delivery of health information and health education. Please refer to appendix B for additional information on these measures.

**137. Where do you see volunteers who help staff large day long health fairs, where homeless are actually receiving health care, fitting in?**

**10.11.2012**

These activities may best fit under Other Community Priorities.

**138. Can a target be a dollar amount? This might certainly be a target in Capacity Building when leveraging dollars. Could you clarify this?**

**10.11.2012**

Yes, measures G3-3.16 and G3-3.17 both track dollar value.

**139. I am still unclear about counting RSVP volunteers. Are the hours of RSVP volunteers to be only counted for the one "unduplicated" volunteer assignment that we count them in on the focus areas? Can the hours that they volunteer in other areas not be counted for the program at all?**

**10.11.2012**

A volunteer may be counted one time in your performance measures. The unit of measure is volunteers and not volunteer hours. If a volunteer serves in more than one assignment there is an opportunity to count the total number of volunteers contributing to each work plan under the Performance Measure Targets tab in eGrants. Please review the eGrants Work Plan: 2013 RSVP New Applications tutorial on the National Service Knowledge Network for more information.

**140. What would I do if I do not have the 25% required number of volunteers that are currently working in one focus area? Am I to write the grant with the intent to recruit more volunteers to make the 25%?**

**10.11.2012**

Yes, you should explain the intent to recruit more volunteers in the narrative of your application and include the planned number of volunteers in your work plans to meet the requirement.

**141. What will happen if the percentages of required**

**volunteers are not met at the end of the three years?**

CNCS is still working on issues pertaining to the implications of failing to meet Performance Measure requirements by the end of the three-year grant period or failing to meet Performance Measures as described in your grant application as it was originally awarded. These decisions are CNCS Agency-wide rather than solely the decision of Senior Corps. These issues will be addressed at a later time.

10.11.2012

**142. I just listened to the e-grants work plan: 2013 RSVP webinar. Regarding # of volunteers it stated: We record # of volunteers in 3 year grant cycle. If my goal total is 500 volunteers, is it 500 over the course of 3 years, or 500 actively serving in the final year. If a person volunteered in year 2 but not in year 3 can I still count then towards my 500 in year 3?**

If you indicate in your application and work plans that your project will have 500 volunteers the project will be expected to have 500 volunteers currently serving by the end of the third year.

10.12.2012

**143. Outputs and Outcomes “should cover 3 year grant period” if my RSVP volunteers tutor 50 3rd graders per year is my output/outcome 50 or 150?**

Outputs and Outcomes will indicate the target number for the third year of the grant. In this example it would be 50. You will annually report on your progress towards these targets.

10.12.2012

**144. I have a question in regards to the Disaster Services Focus Area. On page 39 of the 2013 RSVP National Performance Measures Instructions, it states: “You may select any measures that apply to your program model (D1-D4)”. However, there is also listed Measure D6 on page 41. This is the most appropriate measure for our Disaster Services Focus area . Is the D6 Measure ok to use? Also, is/was there Measure D5? I want to make sure we are preparing this correctly.**

10.12.2012

Yes you may use measure D6. Senior Corps does not have a measure D5.

**145. Under the capacity building work plans (recruiting/managing community volunteers and garnering resources) are there any limitations on the organizations for which RSVP volunteers may serve other than being a private nonprofit, public agency or proprietary health**

**facility?**

**10.12.2012**

Yes, capacity building cannot support activities that are prohibited including organizing to promote advocacy activities and managing CNCS supported grants.

**145. I could not find any definitions on companionship. Are their limitations on what kinds of activities might be considered companionship in the healthy futures priority area?**

**10.12.2012**

CNCS does not define “companionship;” however, companionship should be a person-to-person supportive relationship with each client served. In order to fit into the “companionship” service activity, the activities must meet all other requirements for measure H8 or H9, depending on whether the work plan’s goal is aging in place or respite care.

**146. Under ED29 the output is number of children served in child safety, welfare and health programs. Will there be an “other” option on service activities?**

**10.12.2012**

No.

**147. What about helping young father’s or economically disadvantaged grandparents who are primary caregivers? We have program in our community which engages volunteers in modeling reading to young children who are living 100% below poverty level in health care facilities. This is followed up by doctors talking with families about reading. This is a research based program with proven success in early learning outcomes. Does this program fit in the educational priority area?**

**10.12.2012**

Possibly, if the project meets the definitions outlined in Appendix B under the Education Focus Area.

**148. If a work plan does not have an outcome should the service activity still include a dosage?**

**10.12.2012**

It is recommended that the project establish a “dosage” or indicator of how much activity is necessary to achieve the desired result as part of the overall program goals. This information will not be reported to CNCS if there is no outcome selected in eGrants.

**148. If an RSVP volunteer is serving under a capacity**

**building measure, do they have to be working for an organization that falls under the performance measure focus areas or can they be placed at any type of organization? For example, can they be the volunteer manager/recruiter for an animal shelter (not in alignment) or do they have to be doing volunteer management/recruitment for a school, homeless shelter, food bank, etc.?**

**10.12.2012**

Capacity building may take place at a station even if the activity of the station does not otherwise support a national service measure.

**149. In the service activities do we need to put how many hours volunteers will serve in each activity?**

**10.12.2012**

Yes, the Service activity description box should include; who the beneficiaries are, what the volunteers will do with the beneficiaries, how often the volunteers will provide service and for how long as well as where the service will take place.

**150. How many community needs do I enter in the performance measures module?**

**10.12.2012**

A community need is entered every time you have selected an output outcome pair.

**151. The dates are not populating in my work plan printout. How do I know the dates for my work plan target?**

**10.12.2012**

The date information will populate on the printout at a later time, but do not be concerned with that information not showing up on the printout at this time.

**152. In a previous conference call you mentioned that there were sample surveys available on one of the sites. Could you give me that site?**

**10.12.2012**

You can locate some of the sample surveys on the Knowledge Network (formerly the Resource Center) at [www.nationalserviceresources.org](http://www.nationalserviceresources.org). Click on the CNCS Performance Measures on the right hand side. Then you will be able to scroll down and click on Senior Corps then RSVP. From there you will click on a Focus Area and the appropriate objective and then the appropriate output. This site will take you through the Focus Areas to the Performance Measures Instructions and Recommended surveys and Instruments.

**153. I am entering performance measures into eGrants and I am working with K-12 success. I want to go back to another area, another objective to edit it and it would not allow me to edit a different section. I keep getting a message saying I need to complete the section I was in (K-12). Is this correct?**

It is generally better to finish one task before going back to complete others. You should be able to go back but you may not be able to go forward. You should first make sure that you have saved the tab that you are currently in. You should be able to go back to the Objectives tab. You have to click in the box at the top when you are on that page if you choose the measure that you want to edit.

**10.12.2012**

**154. In order to put in our targets we have to put in our community priorities and our problem area focus areas before the target button will light up?**

So if you have selected those yes, you have to have put measures in for every objective that you have selected before it will let you enter your target. The reason for that is it cannot calculate your percentages accurately until you have all of the measures there available.

**10.12.2012**

**155. Are the targets in the work plans for one year or are they accumulative for all three years?**

The targets are for one year and it should be what you anticipate achieving in the third year.

**10.12.2012**

**156. I have validated my work plans. Can I go back in to edit them?**

Yes. You will just revalidate the work plans after the changes are made. Changes can be made up until you submit the application in eGrants.

**10.16.2012**

**157. I see up on the upcoming RSVP grants that there are 6 Focus Areas identified by the Serve America Act. I am not clear whether those are the work plans. Is human needs still part of that?**

The six focus areas are what you should review to determine how to create your work plans. Appendix B includes information about the focus areas and new performance measures. Review Appendix B to see how human needs fit into

10.16.2012

the new performance measures.

**158. I already triple checked that I entered PM for each objective under each output all registering complete. Although I can get to the Target tab I cannot enter numbers into the summary screen. How do I enter the Target numbers?**

The number of unduplicated volunteers must be entered at the top of the Target page before other numbers can be entered in the Target tab. Numbers cannot be entered or edited from the summary tab.

10.16.2012

**159. I am in the work plan performance measure module. It allows me to create work plans, it allows me to put in information in the performance measures but the target tab is not solid so I cannot click on it. I cannot put in any numbers for unduplicated volunteers, duplicated volunteers, and targets for outcomes and outputs. What should I do?**

When you have entered all of your performance measure information, make sure you click "Next" at the bottom of the screen instead of trying to click on the targets tab. When you click 'Next', if you cannot advance to the Target tab, you will get an error message that tells you what the problem is. If you continue to encounter problems, contact the National Service Hotline.

## APPLICATION – NARRATIVES & REQUIRED DOCUMENTS

DATE UPDATED	QUESTION
Updated 9.14.12	<p><b>1. My organization is not a non-profit, so we do not have a Form 990 to submit. What should be submitted instead?</b></p> <p>The <i>Notice</i> and Application Instructions both include lists of items to submit. Please refer to pages 12-13 of the <i>Notice</i> and the Required Documents section of the Application Instructions to learn about required documents.</p>
Updated 9.14.12	<p><b>2. By what date should required documents be submitted?</b></p> <p>All required documents must be received by the application due date: October 18, 2012, 5:00 p.m. Eastern Time.</p>
08.24.2012	<p><b>3. If the application must support 80% of the volunteers listed in Appendix A, do applicants need to address the other 20% of volunteers that may be graduated from the project?</b></p> <p>Yes. Please refer to the Narrative sections of the RSVP Grant Application Instructions for information on what needs to be</p>

included regarding graduating volunteers.

08.24.2012

**4. Where do I need to send required documents?**

For competitive applications, all items marked as Sent in eGrants should be sent to 2013RSVPattachments@cns.gov. The exception to this is financial documents. All financial documents (items noted in the Application Instructions) for competitive applications should be sent to the FFMC at the address listed in the *Notice*.

08.24.2012

**5. Can I use a format other than the ones provided to submit the volunteer station roster and aggregate dollar amount of funding forms?**

No.

8.31.2012

**6. Should the strengthening communities narrative provide evidence of community priorities the project will address in addition to evidence of the Primary Focus Area?**

No. Unless the application instructions or *Notice* state otherwise, the strengthening communities narrative should address the Primary Focus Area.

8.31.2012

**7. Page 1, Question 3 of the Financial Management Survey asks if you have received CNCS funding previously and if so specify grant numbers. We have had CNCS funding for many years. What grant numbers should be listed?**

You only need to list your current CNCS grant numbers.

09.14.2012

**8. Should current grantees submit a Financial Management Survey?**

If you are an incumbent RSVP organization, you do not need to submit a Financial Management Survey. If you are a current grantee for another CNCS program, you should submit the Financial Management Survey.

Updated 09.21.2012

**9. My organization does not currently have an RSVP project and so I do not have volunteer stations. What should I include in the station roster?**

The station roster is not required for organizations that do not currently have an RSVP. When completing the required documents section in eGrants, select 'Not Applicable' for the station roster. If those organizations are selected for funding through this competition, a completed station roster may be



requested at a later date.

09.21.2012

**10. Many sections of the narrative instructions ask about infrastructure. What exactly is infrastructure in terms of RSVP?**

Infrastructure refers to the basic framework of your organization or program. In most cases, the application instructions ask about your plan and infrastructure. This means you are to write about your proposal to address the question (plan) and your current activity to address the question (infrastructure).

Updated 10.04.2012

**11. We are an incumbent RSVP and plan to graduate volunteer stations and bring on new stations. Should the station roster include all current stations or should it include only those that we plan to have as part of our RSVP after we graduate stations?**

The station roster should include only those volunteer stations with which you currently have a Memorandum of Understanding. Later in process, depending on the outcome of the competition, you will be instructed to revise and submit a current roster, reflecting the changes you have made from the old grant to the new grant application.

09.21.2012

**12. Are there character limits for the narrative sections?**

Character limits do not apply to particular narrative sections. The limit is 25 total pages for the Executive Summary, Project Narratives, and Cover Page as the pages print out from eGrants. The page limit does not include the Budget section or Work Plans.

09.21.2012

**13. My RSVP sponsoring organization is the Aging Office out of a county agency. The financial survey asks whether an organization has received a federal grant contract award in the last 2 years. Are we able to answer that in reference to the specific Office of the Aging that administers this grant or are you expecting an answer for the whole county government and its receipt of federal funds?**

This depends on the EIN you are using for your application. If your Aging Office has a separate EIN from the county, then the Aging Office is considered the sponsoring organization. If the EIN is the county itself, then the county is the sponsoring organization and questions about federal funding should be answered as they pertain to the county.

09.21.2012

**14. Should I email my station roster to the CNCS State Office?**

No. Attachments should be emailed to [2013RSVPAttachments@cns.gov](mailto:2013RSVPAttachments@cns.gov) unless otherwise stated in the Notice. Station rosters are not required for new applicants that are not incumbent RSVPs.

09.21.2012

**15. I am the incumbent RSVP sponsor. Which required documents column do I follow on pages 18 and 19 of the grant application instructions?**

Incumbent RSVP sponsors should submit documents according to the column marked 'New/Previous CNCS Grantee.'

09.21.2012

**16. My current grant application is only 10 pages long. Should I add to it to make it closer in length to the 25 page limit?**

It is not required that your application meet the maximum page limit. The length of the application you submit should be detailed enough that you feel you have both followed the application instructions and addressed all selection criteria. It is up to you to determine the length within the page limits.

09.21.2012

**17. The narrative instructions for the Strengthening Communities section requests information that I plan to include in the Community Need section of my work plan. Should the Strengthening Communities section just be a copy and paste of my Community Need?**

No. Some of the information included may be similar, but you need to expand on it in the narrative.

09.28.2012

**18. Should I include annual anticipated outcomes in the Executive Summary or three year outcomes?**

The Executive Summary should include the outcomes you expect to achieve by the end of the third year of your grant. The application is for a three year grant with three year targets but you will report on annually on progress towards these targets.

09.28.2012

**19. The "Attachments" listed at the end of the Financial Management Survey includes: "Schedule of Federal Funds" What is the Schedule of Federal Funds" ?**

The Aggregate Dollar Amount of Funding Form will be a sufficient document for the Schedule of Federal Funds.

10.04.2012

**20. My organization is a current RSVP grantee. We are applying for our current grant as well as another opportunity. Which documents do we need to submit for the application for which we are not the current incumbent?**

You should submit the documents listed under the New/Previous CNCS Grantee column on pages 18 and 19 of the application instructions.

10.04.2012

**21. Is there a standard template form for the Statement of Audit Status document?**

No.

10.04.2012

**22. Our project currently has an MOU with a local school district. In past station rosters, we have listed that district as 1 Volunteer station. Should the individual schools that we plan to place volunteers be listed instead?**

A school district can be listed as one volunteer station.

10.04.2012

**23. Where can I find the station roster template?**

The station roster template is on the Notice website under Technical Assistance.

10.04.2012

**24. I am a current grantee applying for an opportunity for which I am not the incumbent. Which documents should I send?**

Follow the New/Previous CNCS Grantee column on pages 18 and 19 of the application instructions.

10.04.2012

**25. Where can I find the new list of station types?**

The list of station types is incorporated into the station roster. When the excel document is open, look in the lower left corner. You should see a worksheet tab that says 'Station Types.' Click on that tab to see a full list of the station type options. You may also find a list of the station types by clicking on a drop down list that is incorporated into the station type column.

10.04.2012

**26. I noticed a required document we need to provide for the 2013 RSVP grant is a:**

**“Statement of audit status that indicates whether the applicant is subject to A-133 Audit requirements. If yes, provide the date of the last audit and the date forwarded to the Audit Clearinghouse.”**

**We currently have our own 501c3 status/tax ID number and are in the process of making a full financial transition. We have completed a Form 990-N, but we don't have a statement of audit status. Will this disqualify us from applying for the 2013 RSVP grant?**

If a Form 990-N has been completed, a statement of audit status is reported on Form 990. Part XII of the 990 form has questions that address the organization's financial statement and reporting issues and specifically the A-133 status. These questions answer whether the organization had a financial audit complete. Part XII of the 990 form could be submitted as your statement of audit status.

10.09.2012

**27. May I cut and paste data from Volunteer Reporter in to the Volunteer Station Roster template?**

Yes, however it is very important that you do not make any copy and pastes actions that will alter the format of the station roster spreadsheets. This will alter the spreadsheet data structure and it will not save properly in our system.

10.09.2012

**28. When I enter information in the Strengthening Communities narrative am I supposed to address all activities in my Primary Focus Area, or just one of the objectives?**

You should address all activities you propose for your Primary Focus Area.

10.10.2012

**29. In the station roster, how do I know what to enter in the column marked “Veterans (Y/N)”?**

When you enter your volunteer stations, check the “Y” (yes) column for stations that serve that serve veterans and military families and “N” (no) for the ones that do not.

10.10.2012

**30. In the station roster columns for # of unduplicated volunteers and # of volunteers, should current volunteer placements be listed?**

Yes.

- 10.10.2012           **31. Where do we find the Aggregate Dollar Amount of Funding Form?**  
It is posted to the Technical Assistance section of the Senior Corps NOFA website.
- 10.10.2012           **32. There are 10 columns on the station roster for Focus Areas and Objectives. Do all 10 columns need to be complete for every row?**  
No. Complete these columns as needed for each station. If you place volunteers at a station where the service activities fall into more than one focus area, you would complete more than one column to indicate the respective focus areas. If activities at a station only fall under one focus area and objective, you would only complete one of these columns.
- 10.11.2012           **33. What should be entered in the Project Title section of the station roster? Should I enter my opportunity number as the Project Title?**  
Your opportunity number should not be entered as the Project Title. Enter the same Project Title that you entered in Applicant Info section of eGrants
- 10.11.2012           **34. In the required documents section of the grant application instructions, it appears that documents 13-15 apply only to private non-profits. Is this correct?**  
Yes.
- 10.11.2012           **35. I heard that we have to have a MOU with the stations that we turn the station roster into. Is this true?**

Yes, that's true. You should submit the station roster with the stations that you currently have.

Updated 10.16.2012           **36. I read something today about the documents that have to be in and they have to be in by the deadline. So I'm assuming everything can be either faxed or scanned?**

All documents must be received by the deadline. The **financial documents** have to be physically mailed to the Field Financial Management Center address listed in both the Notice and the Application Instructions. They cannot be faxed or emailed. **All other documents** must be emailed.

10.11.2012           **37. Is there supposed to be a separate place on the face sheet for your 12 month period or is there just the grant dates for the three year?**

No. The face sheet should only include the dates for the three year period.

10.11.2012 **38. On the documents that are required to be sent, the supplemental documents, where it talks about statement of audit status, the A133 audit, if we have sent one of those in with our last audit we still need to send it in again?**

Yes. And the reason for that is whether or not you need an A133 is dependent upon how much in federal funding you would spend in a given year. So your status may have actually changed from one year to the next and that's why Senior Corps requires it again.

**10.12.2012 39. Am I required to send the SF424 Facesheet with my attachments?**

Sending your application ID number with the attachments is sufficient.

**10.12.2012 40. I am a current grantee applying for a new service opportunity, one for which I am not the incumbent. Do I need to send a station roster for this service opportunity?**

No.

**10.12.2012 41. When I try to enter my volunteer numbers in the station roster, I get the following error message: The value you entered is not valid. A user has restricted values that cannot be entered into this cell. What does this mean and what should I do?**

The volunteer numbers columns are restricted so that only numbers can be entered. 1000 is the highest number that can be entered. Do not enter commas or other characters. You should enter your numbers in these columns to the best of your ability.

**10.12.2012 42. I am forming a new nonprofit. I do not yet have an EIN or IRS nonprofit status document. Can I still apply?**

No.

**10.12.2012 43. If our audit is not done for this year, can we submit last year's audit?**

Yes. The instructions say to submit your *most recent* audit. If this year's audit is not finished, then the previous year's audit is the most recent audit.

**10.12.2012 44. Is the executive summary supposed to address all performance measure activities or only the Primary Focus Area?**

The executive summary should focus on the Primary Focus Area.

**10.12.2012 45. In the indirect cost budget section, if we enter our indirect costs in the grantee share column rather than the CNCS share column, do we still have to submit our indirect cost rate agreement?**

Yes. Your indirect cost rate agreement must be submit regardless of whether the indirect costs are in the CNCS share or the grantee share.

**10.12.2012 46. When sending the attachments to 2013RSVPAttachments@cns.gov, should I send each one separately or combine all the documents into one document?**

When sending the required documents for your application, please ensure that each document is submitted as a separate attachment. If necessary, you can submit more than one email but all required documents for your application should be submitted as separate documents attached to the email. Please do not scan all documents into one PDF and send as one attachment.

**10.12.2012 47. When I am working on the station roster and I am copying and pasting the information it will work for a while on the number of volunteers and then I get an error message that says, “The value you entered is not valid. The user has restricted values that cannot be entered into that cell.” Sometimes it works, sometimes is does not. It is not consistent. Any thoughts?**

Please check the copy and paste functions. Please check to make sure that there are no commas in the number. For the number of volunteer columns, you can enter up to the number 1000 without getting an error. Please submit what you can to the appropriate email address. You will have the opportunity to submit a revised version later on down the road.

**10.12.2012 48. Is the aggregate dollar amount from past budget year 2011 or 2012?**

The dates you consider for your organization to your last complete 12-month year. If you are on a calendar year it would be for 2011.

**10.15.2012 49. What should be entered in the “Other” narrative section?**

The “Other” narrative section does not apply to this competition. You can enter ‘N/A.’

## APPLICATION - BUDGET

DATE UPDATED	QUESTION
08.01.2012	<b>1. If all program volunteers will use their own vehicles to volunteer and attend program activities does the Grantee have to carry Accident, Personal Liability Excess Liability, and Liability Insurance?</b>  Yes. RSVP regulations § 2553.43 require the following:  (d) Insurance. A RSVP volunteer is provided with the Corporation-specified minimum levels of insurance as follows:

(1) Accident insurance. Accident insurance covers RSVP volunteers for personal injury during travel between their homes and places of assignment, during their volunteer service, during meal periods while serving as a volunteer, and while attending project sponsored activities. Protection shall be provided against claims in excess of any benefits or services for medical care or treatment available to the volunteer from other sources.

(2) Personal liability insurance. Protection is provided against claims in excess of protection provided by other insurance. It does not include professional liability coverage.

(3) Excess automobile liability insurance. (i) For RSVP volunteers who drive in connection with their service, protection is provided against claims in excess of the greater of either:

(A) Liability insurance the volunteers carry on their own automobiles; or

(B) The limits of applicable state financial responsibility law, or in its absence, levels of protection to be determined by the Corporation for each person, each accident, and for property damage.

[64 FR 14135, Mar. 24, 1999, as amended at 69 FR 20831, Apr. 19, 2004; 69 FR 56718, Sept. 22, 2004]

**Updated 08.24.2012**

**2. Can the grant funds be used to purchase a wheelchair equipped mini bus to transport shut-ins, wounded warriors, etc., to and from community programs?**

No. This program does not fund items of this nature. Transportation for volunteers from home to assignment locations is an allowable expense. This could include purchase of a mini bus if the applicant can justify the cost versus other transportation modes.

**08.01.2012**

**3. Are there any restrictions regarding the amount of federal funding that may be requested?**

Yes. Funding amounts for each grant opportunity are listed in Appendix A of the *Notice*. Up to the amount listed may be requested.

**08.01.2012**

**4. Is there a formula for determining the non-federal share we should budget?**



Yes. The RSVP non-federal share requirement — 10% in Year 1, 20% in Year 2, and 30% in Year 3 and subsequent years — is calculated as a percentage of the **total** project budget. For example, if your total budget is \$100,000, the required non-federal share for Year One would be \$10,000 and the federal share would be \$90,000. **The amount listed in the Grant Opportunity Summaries is the federal share.**

08.01.2012

**5. Will applicants garner any special consideration for providing non-federal funds beyond the required minimum percentage?**

No.

08.01.2012

**6. Will cash or in-kind contributions be accepted as part of match?**

Yes. The RSVP Program Regulations in 45 CFR 2553.72(2), state that: “a grantee is responsible for identifying non-Corporation funds which may include in-kind contributions.”

08.01.2012

**7. Is there any guidance on how much should be budgeted for long distance travel?**

Information on budgeting for long distance travel can be found in the Senior Corps Grant Application: Enter travel costs on the appropriate local or long-distance lines on the Budget form. Include only travel costs for staff listed under budget line A and who directly support the grant activities described in your application. Local travel is travel within the project service area as shown in item 12 of the Facesheet. All travel outside the service area is long distance travel. Briefly list the purpose of anticipated local travel and the basis for cost calculations. For long distance travel, show the purpose for each trip and break out for each the cost of transportation, meals and lodging, and other travel costs.

08.01.2012

**8. Are housing vouchers and transportation allowable expenses under this competition?**

Transportation is permitted as a reimbursement to RSVP volunteers for their travel for service. Housing vouchers are not permitted.

08.01.2012

**9. Are travel, meals, and recognition for volunteers allowable expenses in this grant?**

Yes. Travel and meal reimbursement for volunteers while serving is an allowed expense. Recognition is also allowed as an expense.

08.17.2012

**10. Can grant funds be used to hire project staff to implement RSVP at my organization?**

Yes.

09.21.2012

**11. How do I know the amount to base my budget on?**

The total federal funding is specific to the opportunity for which you are applying. All opportunities are listed in Appendix A.

09.21.2012

**12. Are conferences and training allowed or required as part of the travel section of the budget?**

Conferences and trainings are allowed in the budget but are not required.

09.21.2012

**13. If the applicant has a federally approved indirect cost rate, can that rate be applied to the budget in our application submission?**

Yes.

09.21.2012

**14. Is there a mandatory requirement to reimburse volunteers for transportation and meals or is this at the discretion of each program?**

This is at the discretion of each RSVP but the applicant's plan for doing so will be taken into account when rating Q21 according to the selection criteria.

09.21.2012

**15. The funding announcement does not contain much detail regarding budgeting and cost allowability specific to the RSVP program. Is there an additional source for budget guidance or do we simply refer to the respective Cost Principles applicable to our agency?**

[Please review the cost principles listed on page 20 of the Notice as well as the RSVP Regulations:](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr2553_main_02.tpl)

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr2553\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr2553_main_02.tpl)

09.28.2012

**16. Should 5% of the RSVP project director's salary and benefits be included in the Excess column of the budget to account for time spent fund raising?**

If the RSVP project director engages in fundraising activities, time spent on these activities cannot be paid for through CNCS funds or through non-federal funds that are part of the required non-federal share. If time is spent on fundraising, the Excess column should reflect the amount of time that is spent on fundraising.

09.28.2012

**17. Would you clarify how the “Excess Amount” category is to be used in calculating the budget? Our situation is that we have an indirect cost rate that will cover all of the required 30% match. However, the federal funds will not cover all of our direct cost needed to operate the grant. If we add those costs (such as volunteer recognition) in the Grantee Share it increases the total grant dollars. This in turn increases our required dollars of match since match is based not on the federal award amount, but the total grant project cost (federal funds + grantee share).**

**Can the dollar expenditure anticipated beyond the required match be put in the Excess Amount category? If so, would this exclude these expenditures from being counted in the total project costs so that we don’t have to pay additional match on those dollars?**

The Excess column of the budget can be used to reflect the amount of non-federal cash and in-kind contributions generated by a sponsor in excess of the required percentage.

10.04.2012

**18. How do I enter in-kind donations into my budget as part of the grantee share?**

Your organization should have a process for determining the value of in-kind donations so you can track the donation and enter the amounts into the budget. Please refer to page 20 of the Notice for information that governs this.

10.04.2012

**19. Our agency is large and we have some money that needs to be allocated for HR, IT, and accounting that would support the RSVP grant. Would that go under the contract part or would you keep it under the personnel budget like where you’d list the director’s salary and the allocation for the salary of the other components?**

That depends on if you're paying those things as a contract. But it sounds like it might be part of your indirect costs and that would mean that you'd have to have a negotiated indirect cost rate agreement in place. So the indirect cost is the cost that's not directly allocable to any particular program. It still comes out of your program's budget. So if it's a large agency or organization and there's a certain percentage that comes out for all of those departments that really sounds like indirect costs.

10.04.2012

**20. Is it a problem if all of our non-federal share is covered by the indirect cost rate?**

No

10.04.2012

**21. When I figured our 30% non-federal share, I figured a 30% non-federal share against the federal share. Is that correct?**

No. The non-federal share is figured against your total budget. The total budget is the federal amount you are applying for *plus* the non-federal share.

10.09.2012

**22. I have already entered information for my budget in eGrants and validated it. Can I still make budget changes?**

Yes. You will just revalidate the budget after the changes are made. Changes can be made up until you submit the application in eGrants.

10.12.2012

**23. In the past, we have been told to set aside a portion of the budget for Senior Corps Conferences and there is usually a suggested dollar amount. Is there any guidance for this line item for this competition?**

No.

10.12.2012

**24. Where can I enter narrative information to describe my budget?**

Some of this information should be addressed in your responses to various narrative questions according to the application instructions. Other descriptions can be entered in the description text boxes that are built into the budget sections of eGrants.

10.12.2012

**25. When I print out my document when I'm reviewing it, the budget does not print out with it as a part of that. Should it be?**

No, you would have to select just the budget to print out separate.

10.12.2012

**26. In the budget when you go to the review on eGrants, my**

**two budget sections still come up errors. Has that been fixed?**

We are working on resolving that error and hopefully it will be taken care of soon.

**10.12.2012**

**27. On the budget where you enter the source of matching funds there are two different locations, one in section 1, one in section 2. I think that's kind of a new thinking, from the past it was just you did it one place. How close does that have to be when you're doing it so far ahead of time, you know, you don't, I don't know specifically if the organization's dollars will go above the line or below the line. I'm going to say right now I guess, I can guess.**

Anytime you enter a budget a budget is a plan. And so you want to enter the most accurate reflection of that plan.

**10.15.2012**

**28. We do not yet have an approved negotiated indirect cost rate agreement but we hope to have one in the next few months. How should we handle this?**

At the time the application is submitted, if an indirect cost rate agreement is not yet approved, the costs would have to be budgeted as direct costs. If the application is awarded and the indirect cost rate agreement is approved, an amendment could be done at a later time to adjust the budget for the new indirect cost rate agreement.

**10.16.2012**

**29. Can a stipend be paid to RSVP volunteers using federal or non-federal funds?**

No. It is not allowable to pay RSVP volunteers a stipend of any kind.

## **PROGRAM IMPLEMENTATION**

**DATE UPDATED**

**QUESTION**

**08.01.2012**

**1. What is the minimum amount of time a RSVP volunteer can serve?**

There is no minimum. The RSVP program regulations state that "a RSVP

volunteer shall serve weekly on a regular basis, or intensively on short-term assignments

consistent with the assignment description." [45 CFR 2553.51]

**08.01.2012**

**2. Can we place volunteers in programmatic activities in our own agency?**

Yes. The RSVP program regulations in 45 CFR 2553.61 state: “The grantee may function as a volunteer station, provided that no more than 5% of the total number of volunteers budgeted for the project are assigned to it in administrative or support positions. This limitation does not apply to the assignment of volunteers to other programs administered by the grantee or special volunteer activities of the project. The RSVP project itself may function as a volunteer station or may initiate special volunteer activities provided the Corporation agrees that these activities are in accord with program objectives and will not hinder overall project operations.”

08.01.2012

**3. What is the basis for reimbursing a grantee’s costs?**

[Grantees draw funds based on actual cash needs from the Department of Health and Human Services Payment Management System \(HHS/PMS\). If you receive an award and are not currently drawing funds in this manner, Corporation staff will work with you to set up your account. Costs must be consistent with the approved grant budget and allowable under the applicable OMB Cost Principles found at \[http://www.whitehouse.gov/omb/grants\\\_circulars/\]\(http://www.whitehouse.gov/omb/grants\_circulars/\)](#)

08.01.2012

**4. We are applying for an available grant opportunity and proposing a new program with new volunteer stations. Could the volunteers already engaged in the current RSVP program enroll in our new RSVP program or must we recruit volunteers that are new to RSVP?**

New grantees should manage the current program distribution attributed to the grant being applied for, in order to minimize disruptions to the current volunteer stations where possible. If you are partnering with new volunteer stations your proposal should consider assessment of current volunteers’ alignment with the proposed volunteer stations, and a plan for recruitment of new volunteers as appropriate. Should you propose not to partner with some current volunteer stations associated with the grant opportunity for which you are applying, your proposal should demonstrate a coordinated alignment of existing volunteers with the remaining volunteer stations.

08.01.2012

**5. What about former RSVP volunteers who were graduated to community volunteers with downsizing and elimination of non-impact type activities? Are they eligible to now re-enroll and be considered eligible for the new grant?**

Yes.

Updated 08.24.2012

**6. Given that a new grantee would have to build up to the total number of new volunteers we are proposing, how many volunteers should be shown in the first year of the grant?**

Your application should show the total number of volunteers you expect to eventually enroll. Explain your plans for recruiting these volunteers in your narrative.

Applications must propose to support, at a minimum, 80% of the volunteers attributed to the grant being applied for. Applications must propose to manage volunteers associated with the grant being applied for with minimal disruptions to the current volunteers where possible.

08.24.2012

**7. Do incumbent applicants need to comply with Performance Measure requirements and graduate stations prior to submitting an application or is the application a proposal describing the changes that will be made during the three-year grant period?**

The application should propose the changes that will be made.

08.24.2012

**8. What types of organizations can be volunteer stations?**

A volunteer station can be a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of RSVP volunteers. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Informal groups do not qualify as volunteer stations.

08.24.2012

**9. A volunteer station can be a public agency. What exactly is a public agency?**

A public agency refers to state, county, or city government-run organizations. This may include public schools or city government.

08.24.2012

**10. My RSVP receives funding from other sources that may not approve of us graduating volunteer stations or changing our activities to fit the new Performance Measures. Can my RSVP continue our current RSVP activities above the allowable 30% maximum for community priorities using support from other funding streams?**

No. These activities outside of the Performance Measure requirements could not be considered part of your RSVP.

09.14.2012

**11. My organization currently runs a volunteer program that includes volunteers of all ages. Can we have volunteer stations that have both RSVP volunteers (55 and older) and non-RSVP volunteers?**

Only volunteers 55 and older can be RSVP volunteers. The volunteers that are under age 55 could not be counted as part of RSVP and the RSVP grant funds could not be used to manage and support the non-RSVP volunteers. Volunteer stations themselves may have volunteers serving that are not RSVP volunteers or age restricted.

09.14.2012

**12. Our organization is a current AmeriCorps State and National grantee. Can RSVP and AmeriCorps members serve at the same sites?**

Yes. You would have to ensure that RSVP funds are only used to manage the RSVP project and that impact is measured only for the services provided by RSVP volunteers.

09.14.2012

**13. Do RSVP volunteers receive a stipend or Education Award?**

No.

09.21.2012

**14. Can an RSVP project directly oversee a Medicare counseling program?**

Yes, to an extent. If the project is completely run by RSVP volunteers, it would be considered a program of your RSVP. If the project is so large that involves other staff and other volunteers that are not part of RSVP, it may be best for another program of the sponsor organization to run the counseling program and have RSVP only contribute volunteers.

09.21.2012

**15. Regarding counting unduplicated volunteers, what constitutes a volunteer “serving intensively on short term assignments?” For example, are there a minimum number of short term assignments required to justify counting a volunteer experience? Is there a benchmark for the number of hours per day or total assignment hours that is considered reasonable?**

There is not a minimum number of hours or assignments. This will vary based on each particular volunteer assignment developed by the RSVP.

09.21.2012

**16. My organization constructs urban farming equipment. Can this funding be used to provide this equipment to adults 55 and older?**



- No. That is not the intent of RSVP.
- 09.21.2012** **17. If RSVP volunteers report hours at multiple places, can we count all hours, even if they are hours served at stations that are not RSVP stations?**
- No. Hours reported by RSVP volunteers, and tracked and reported by RSVP projects should only be hours that were served at RSVP volunteer stations.
- 09.28.2012** **18. Where can I find information about prohibited activities for RSVP?**
- A link to prohibited activities can be found on page 20 of the Notice of Funding Opportunity.
- 09.28.2012** **19. If I graduate volunteer stations, do I transform the stations to sites where RSVP volunteers perform capacity building services?**
- No. Once stations and volunteers are graduated, they are no longer considered part of your RSVP project.
- 09.28.2012** **20. Can my RSVP volunteers be community volunteers without being part of the capacity building performance measure? Can these capacity building RSVP volunteers just not report hours and keep volunteering?**
- RSVP volunteers and community volunteers are not considered the same for purposes of this competition. All unduplicated volunteers in work plans must be RSVP volunteers. All RSVP volunteers should report hours. Please revisit Appendix B for explanations of Capacity Building.
- 10.04.2012** **21. Is there a need for volunteers to submit hours served each month since the desired measures in work plans is # of unduplicated volunteers? Will we need to report hours to CNCS on progress reports? It seems that hours are being downplayed as part of competition.**
- Yes, volunteers will still need to submit hours to your RSVP.
- 10.09.2012** **22. Can work plans change from year to year?**
- You should write the work plans so that they can be achieved by the end of your third year without any changes.
- 10.09.2012** **23. Is a new background check required if my organization already has a background check completed for me?**

10.12.2012

No, as long as the background check meets the CNCS criminal history check requirements. See <http://www.nationalservicerresources.org/national-service-criminal-history-check-resources> for more information.

**24. I am brand new RSVP Director. I have ideas for future programs and I do not believe that is would be advantageous for me to include those in the grant application. If I become a grantee can I add them later and is there any advantage to doing that?**

The application represents the plan that you plan to enact to the best of your ability to represent that plan right now. We cannot advise you on what to put in the application or what to not put in the application. You are actually in the best position to decide that. There will be a process once grants are awarded to potentially change aspects of that application.

10.12.2012

**25. What happens at the end of three years if I have not been able to make my targets and produce outcomes? Does that sort of disengage me from being a future applicant for grants?**

We are not answering those questions at this point as well. We are limiting our conversations to the application process.

**10.15.2012                    26. If I plan to support 80% of the volunteers but end up with more than that at the end of year 3, how will that affect my reporting?**

CNCS is still working on reporting requirements for the new Performance Measures.

**10.16.2012                    27. Can funds be used to establish a money management program where volunteer seniors would serve as representative payees and also help seniors and others with budgeting and bill paying?**

No.