

APPENDIX D

Terms and Definitions

Advisory Council is a group of persons that the project sponsor formally organizes to ensure community participation in the project. Projects may also use other organizational structures to achieve this goal.

Agency-Wide Performance Measure is one of a set of 16 National Performance Measures aligned with the 2011-2015 Strategic Plan that allows CNCS to assess the individual and collective results of programs, continue to enhance program effectiveness, and tell the national story of service.

Capacity Building is a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. For example, capacity building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

CNCS-Supported is any organization that receives a CNCS grant award or CNCS national service members.

Complementary Program Measures are standardized National Performance Measures that allow CNCS to measure results of important programmatic activities not collected in the Agency-Wide Priority Measures, and also to assess the individual and collective results of programs and continue to enhance program effectiveness.

Focus Areas are one of a set of 6 core priority issue areas identified in the Serve America Act where CNCS focuses national service and measures its impact.

Graduated Volunteer Stations are those volunteer stations that were part of the incumbent RSVP grant but will not be included as active volunteer stations for the proposed RSVP grant because the stations do not align with the new application's program design. Volunteers associated with graduated volunteer stations as part of the incumbent grant can be provided other service opportunities through other volunteer stations, or may continue to volunteer outside of the RSVP program.

Indian Tribal Government means any Indian Tribe, Band, Nation, or other organized group or community (including any Alaskan Native Village or Regional Village Corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act) that is recognized by the United States or the state in which it resides as eligible for special programs and services provided to Indians because of their status as Indians.

Indirect Costs are costs that are incurred for common or joint objectives and cannot readily be associated with a particular budget line item. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that may be treated as

indirect. An approved Indirect Cost Rate Agreement must be in place if indirect costs are included in the budget.

In-Kind Contributions refer to budgeted amounts representing the value of non-cash contributions that may be provided by (1) the sponsor; or (2) public agencies and organizations, including Native American organizations; or (3) private organizations or individuals. They represent the value of real property, equipment, goods, maintenance, and services that directly benefit the project. Requirements for in-kind contributions are found in [45 CFR 2541.420](#) and [45 CFR 2543.23](#)

Memorandum of Understanding (MOU) is a written statement prepared and signed by the RSVP sponsor and the volunteer station, which identifies project requirements, working relationships, and mutual responsibilities.

Objective is a more specific focus and action plan within each Focus Area.

Output is a type of measure that tabulates, calculates, or records the actual products or services delivered by a program, such as students receiving tutoring or houses built.

Outcome is a type of measure that indicates progress toward achieving the intended result of a program, which usually represents a change in the situation of beneficiaries of service, such as educational achievement or housing.

Performance Measure is a value or characteristic that measures progress toward goals, and is also used to improve progress, reduce risks, or improve cost-effectiveness.

Project Period is the three-year period of an RSVP grant.

Proprietary health care facilities are health care facilities that are privately owned and operated for profit.

Required Non-Federal Share is the percentage share of non-Federal cash and in-kind contributions required to be raised by the sponsor in support of the grant, including non-CNCS Federal funds as permitted by law, state and local governments and privately raised contributions. This is also called grantee share.

Service Area is a geographically defined area in which RSVP volunteers are recruited, enrolled, and assigned.

Sponsor is a public agency or private non-profit organization, either secular or faith-based, which is responsible for the operation of an RSVP project.

Unduplicated Volunteers: Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the focus area (such as primary focus area vs community priority), in terms of the type of service, or in terms of the scope of service, (such as the most number of hours served).

Volunteer Station is 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 in health, education, social service or related settings such as multi-purpose centers, home health care agencies, or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations.

Work Plans are task plans with actions steps to address a specified community need. In the grant application, work plans form the basis for a proposed project plan; the need the volunteers will address, what they will do, and what their service should accomplish in the third year of the grant.

- Outcome Work Plans include both a measurable output target and a measureable outcome target. Outcome work plans describe a longer term or permanent change or improvement expected in the community due to the volunteers and their services.