



# AmeriCorps Washington

## FFY25 State Formula Grants CONTINUATION RFGA

February 18, 2025, 10:15 am

Please sign-in via the chat box:

- Name(s)
- Organization/Program

# Welcome

- House Keeping Items
  - **Please Sign-in!** Name, organization, in the chat box
  - Call is intended for CONTINUATION applicants
  - Silence phones, use webinar features, closed caption available
  - Recording
- Agenda
  - Process and Timeline
  - RFGA/NOFO Key Highlights
  - Helpful Tips and Tricks
  - Q & A



# RFGA Process



# RFGA Timeline

Request for Grant Applications Released	February 11, 2025
Technical Assistance Zoom for Potential Applicants	<b>February 18, 2025, 9:00am PST</b>
<b>Completed Applications Due from Applicants</b>	<b>March 28, 2025, by 5:00pm PST</b>
Staff Review for Compliance	March 31, 2025
Grant Review Committee Application Review	March 31 – April 16, 2025
Grant Review Committee (GRC) Meeting <b>Note: Applicants must be available by phone on this day in the event the GRC needs additional information or clarification. Interviews will not be conducted.</b>	April 17, 2025
Clarification/Revision Period for Some Applicants	Beginning On/Around April 17, 2025
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	April 24, 2025
Notification to Applicants Regarding Serve Washington Vote	Week of April 28, 2025
Serve Washington to submit applications to AmeriCorps (No Later Than)	<b>TBD</b>
AmeriCorps to Award Grants (No Later Than)	<b>TBD</b>



# Key Highlights

- Follow RFGA Only
- Page Limit – 11 Pages
  - This is a TON of pages for most, no need to use all space
- Maximum Cost per MSY \$25,200 (\$1,800 **decrease**)
- FT Minimum Living Allowance \$20,400 (\$1,700 **increase**)
- Criminal History Checks
  - Approx. budget (in WA) - \$68 + out-of-state variable costs
- Performance Measures
  - Double check NPM!
- Engage in Direct Service
  - Minimum 70% Direct Service
  - Maximum 20% Training
  - Maximum 10% Fundraising
    - *Under the current rule, there is a 20 percent limit to the aggregate total of hours in a program that AmeriCorps members may spend in education and training activities. The new rule allows AmeriCorps to grant waivers of education hour limitations for apprenticeship programs, job training and readiness programs, activities to support attainment of GEDs and other credentialing or primarily enrolls economically disadvantaged members (effective 10/01/2024).*
      - *Talk to your PO if you think your Program Design qualifies.*



# Key

- Budget Items
  - 2-Day – WA Subgrantee Meeting – Olympia Area (*travel*)
  - Week-Long – Regional Training – Out of State, West Coast (*travel + \$300 registration fee*)
  - (Optional) <sup>Highlights</sup> Two 2-Day – Leader Corps for 1-2 Members – Olympia Area (*travel*)
  - **New:** Personnel guidelines for Reimbursable
    - .5-1.5 FTE per 10MSY
    - One staff at at least .5FTE usage on grant
    - No staff less than 20% usage
    - Staff at 50% usage or more should be located in WA
    - If conditions can't be met, include a justification with application



# The Key Highlights

- Member Support Costs
  - DO budget for living allowance and FICA
  - DO budget for worker's compensation (in WA)
  - DO NOT budget for unemployment
  - DO NOT budget for WA PFML
  - DO NOT budget for WA Cares Act Premiums
- During to amendments in EGrants, your application may not be accessible in the system – do as much as you can outside Egrants.
- Due dates are subject to change (but will be later, not earlier).
- Formula instructions haven't been sent by Federal Agency as of 02/18/2025.



# Application Instructions

- DO NOT start a new application, click on cont/renewal
- Go section by section in instructions, cont applicants often assume they know what's in the instructions – please read each year it's only a couple pages
- No change? Really no changes? Great, enter N/A for continuation narrative – **MAKE CHANGES IN NARRATIVE TO FOLLOW EOs – FOLLOW RFGA**
- **Keep new rule on member term limits in mind – more to come in subgrantee meetings**
- Changes? Keep it simple and clear in the continuation narrative
- DO NOT make changes in original narratives
- Changes to Evaluation Plan? Talk to PO first
- Budget, instructions allow for expansion





# Budget Tips

## Cost-Reimbursement:

Fully explain the calculations used for each amount in the budget “narrative”

- Ensure the budget “narrative” mathematically adds up to the actual amount in the associated line item
  - Staff Travel = \$1,186
  - Narrative = Airfare \$650, Ground Transport \$50, Lodging Two Nights \$400, Per Diem Two Days \$86 (all equals \$1,186)
- If you change a line item in section I or II, be sure to recalculate section III – admin/indirect rate
- Do you have a federally approved ICR? Use it!
- Don’t forget Source of Funds section which is an explanation of funds used for grantee share – the two totals should match



# Application Tips

- Read App Instructions
- Numbers/Data/Demo should match in all sections – if you update one section, think to yourself “where else might this need updated”
  - New targets in narrative, update PM module
- Be accurate on the Face Sheet as to the Authorized Rep vs project/program director (Auth Rep has signing authority)
- Project/Contract date: 12 months (different than member service year)
  - If thinking of changing, get ok from PO.
- Print final application for review
- Give yourself an early deadline – system has been known to be down or challenging
  - Continuation grants should come in MUCH earlier than the deadline
  - Don't risk guaranteed funding.



# eGrants Tips

- Create application pieces outside of eGrants
- eGrants does not allow for fancy formatting
  - No bold, italics, bulleted lists, charts
  - Can use ALL CAPS for section headings
- eGrants automatically double spaces when printing
- Spacing not always perfect between Word and eGrants
- Save and validate often once in eGrants



# Q&A

[Continuation RFGA](#)

Email questions to [servewa@ofm.wa.gov](mailto:servewa@ofm.wa.gov)

