AmeriCorps Washington

FFY25 State Competitive Grants CONTINUATION RFGA

September 12, 1:00pm
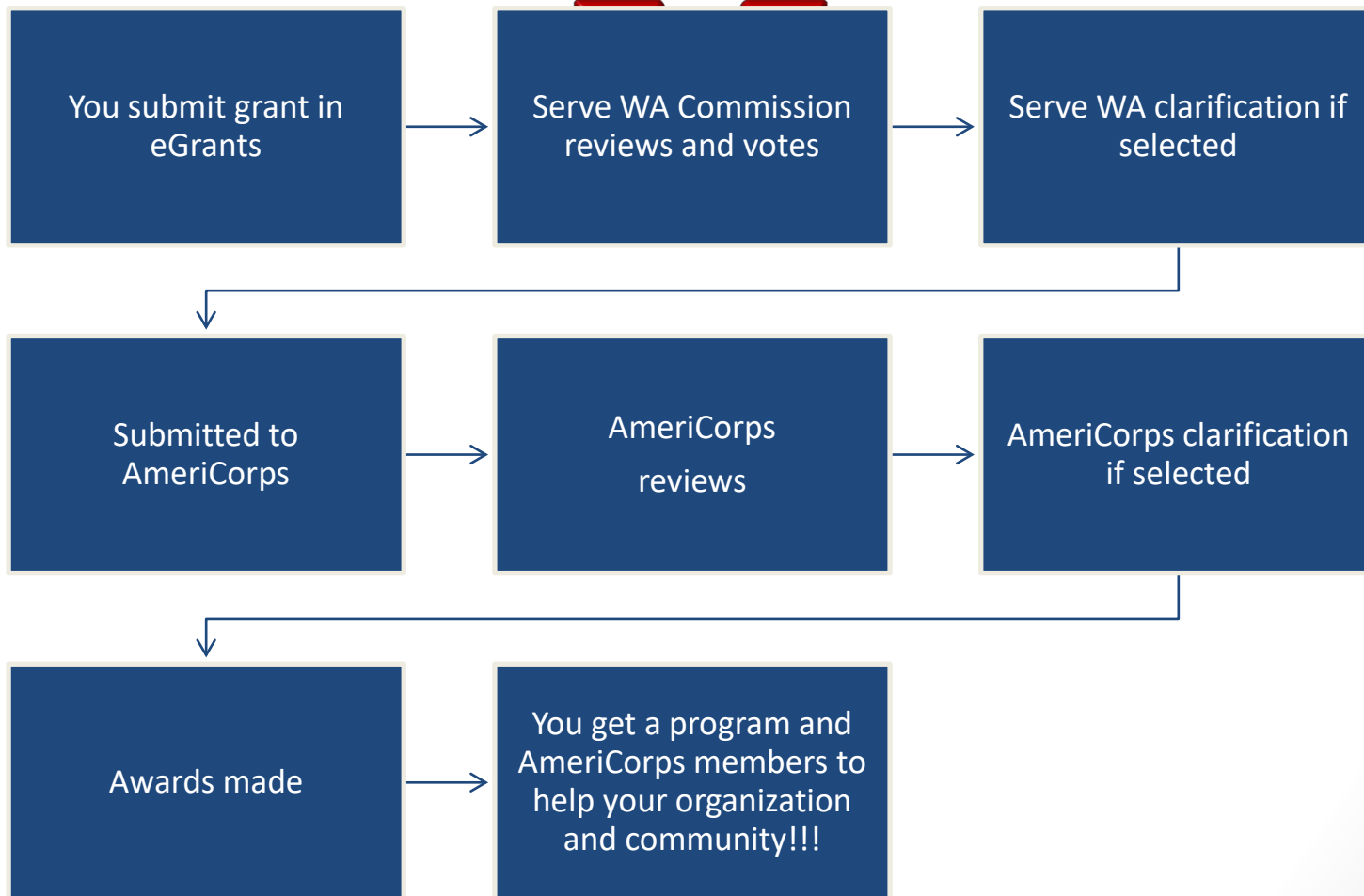
Please sign-in via the chat box:

- 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

```
You submit grant in      →    Serve WA Commission    →    Serve WA clarification if
eGrants                        reviews and votes            selected
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Submitted to             →    AmeriCorps             →    AmeriCorps clarification
AmeriCorps                     reviews                      if selected
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Awards made              →    You get a program and
                              AmeriCorps members to
                              help your organization
                              and community!!!
```

RFGA Timeline

Serve WA Request for Grant Applications Released	September 3, 2024
Serve WA Technical Assistance Call for Applicants	September 12, 2024
Completed Applications Due from Applicants	**October 3, 2024, 5:00pm**
Serve WA Staff Review for Compliance	October 9-10, 2023
Serve WA Grant Review Committee Application Review	October 11 - November 4, 2024
Serve WA Grant Review Committee Meeting **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.**	November
Serve WA Clarification/Revision Period for Some Applicants	Beginning On/Around November 8, 2024
Serve WA Commissioners Vote on Grant Review Committee Recommendation	December 5, 2024
Serve WA Notification to Applicants Regarding Vote	Week of December 9, 2024
Serve WA Clarification/Revision Period Continues for Selected Applicants	Notification – December 16, 2024
Serve WA Submits Applications to AmeriCorps (by)	**January 9, 2025, 2:00pm**
AmeriCorps Notifies Successful Applicants	mid-April 2025 – ASN
AmeriCorps Clarification/Revision Period	TBD (after notification, before award)
AmeriCorps Issues Awards	mid-July 2025 – ASN

Key Highlights

NOFO Items that **DO NOT** apply to Serve Washington applicants:

- Dates – instead, **follow the dates in the RFGA**
- **DO NOT** send additional documents to AmeriCorps – instead, **follow RFGA** and send to servewa@ofm.wa.gov
  - Most recent Single Audit or Audited Financial Statement
  - Evaluation Report, if applicable to AEAs

Key Highlights - continued

NOFO Items that **DO** apply to Serve Washington applicants:

- Follow AmeriCorps Application Instructions, pgs 10-17
- Page Limit – 11 Pages
  - This is a TON of pages for most, no need to use all space
- Maximum Cost/MSY $25,000
- FT Minimum Living Allowance $20,400 (increase)
- FT Maximum Living Allowance $40,800 (increase)
- Criminal History Checks
  - Approx. budget (in WA) - $68 + out-of-state variable costs
- Performance Measures
  - Double check NPM! Use FY25

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

- 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 Instructions

Ask for what you need!

- Suggestion - Only request MSY or member expansion if enrollment history is at or above 90% (especially fixed awards as ability to draw funds is directly related)

- Suggestion - Only request $ at a proportional rate – what are your overall increases, show that the program will share in the increase

  - No guarantee, award could be flat
  - Will need to amend budget based on final decision(s)
  - Speak to increase request fully in continuation narrative…

Match Updates

- **<u>AmeriCorps Funding Year and Grantee Share Requirements</u>**
  - **Years 1,2, and 3 = 24%**
  - **Years 4,5, and 6 = 26%**
  - **Years 7,8, and 9 = 28%**
    - **Years 10 + = <mark>30%</mark>**

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
- Use Chrome (now that IE is gone, Chrome is next best)

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 continuation 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: one full year (1st of the month through last day of last month)(not the same as Member Service Year)
- Print final application for review
- Give yourself an early deadline – system has been known to be down or challenging

Budget Tips

Cost-Reimbursement: (app instructions pg. 22)

- 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 to Meeting X = $1,186
  - Narrative = Airfare $650, Ground Transport $50, Lodging Two Nights $400, Per Diem Two Days $86 (all equals $1,186)
  - Registration Fees = Training (not travel)
- Itemize
  - Salary and Fringe Benefits categories are per person/role, not one lump item in each category

Budget Tips - 2

…cont. Cost-Reimbursement: (app instructions pg. 22)

- If you change a line item in section I or II, be sure to recalculate section III – admin/indirect rate
  - The de minimis indirect rate is now 15%
    - This means you might get slightly more match with the de minimis than with the Corporation fixed 5%/10% option
    - Don't forget that once you use the de minimis rate on a Federal grant, you will be expected to use it on ALL Federal grants
    - The de minimis also has other limitations in its application compared to other options
- Don't forget Source of Funds section which is an explanation of funds used for grantee share – the two totals should match

Budget Tips - 3

Fixed-Amount: (app instructions pg. 33)

- Don't forget Source of Funds section which is an explanation of additional funds used – this total should match the total you under "other revenue" in the demographics section

*Checklist on pg. 35 applies to all budget types

…a little something extra…

Begin to think and prepare now for recompete applications…

- The role current or historical inequities faced by underserved communities may play in contributing to the overall problem/need
  - Check out the [CDC Social Vulnerability Index](#) as it may play a role in community need and selecting service locations
- Commitment to DEI
  - How does the program ensure the design is culturally responsive and community appropriate
  - How does the program create a supportive & safe environment for members
  - How does the program recruit & engage from/with the geographic/demographic communities in which the program operates
- Does the design lend to workforce development opportunities (apprenticeships, certifications, professional development)
- Does the program provide additional benefits to members/enhance member experience (higher living allowance, transportation, etc.)

…a little something extra… continued

B.3. Period of Performance

AmeriCorps plans to make three-year grant awards. AmeriCorps generally makes an initial award for the first year of the three-year period of performance. Applicants must submit a one-year budget. Applicants may propose any project start date that fits their program design. The period of performance may not start before July 1, 2025. Continuation awards for future years are not guaranteed; they depend upon future appropriations and satisfactory performance.

Q&A

Email questions to servewa@ofm.wa.gov