



**STATE OF WASHINGTON  
SERVE WASHINGTON**

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# AmeriCorps Washington

**Request for Grant Applications  
CONTINUATION GRANTS ONLY**

AmeriCorps State Formula Grant  
Federal Fiscal Year 2024

State Solicitation Number: 24-300

**Release Date: February 8, 2024**  
**Application Due Date: March 4, 2024**

**Important Notice to Applicants:** This Request for Grant Applications (RFGA) uses an abridged version of the Federal Agency AmeriCorps Notice of Funding Opportunity (NOFO) so that it is tailored to the subgrantee level of Washington's local statewide competition. For the purposes of this RFGA, the terms grantee and subgrantee may be used interchangeably. The national competition held earlier this year is closed.

**The dates which applicants are to abide by are the dates that are included in this RFGA.**

**State Entity:** Serve Washington  
**Federal Agency:** AmeriCorps  
**Federal Funding Opportunity:** 2024 AmeriCorps State Formula Grants  
**Announcement Type:** Request for *New/Recompete* Grant Applications *Only*  
**Assistance Listing Number:** 94.006

Serve Washington is pleased to announce the *2024 AmeriCorps State Formula* Request for Grant Applications (RFGA) to meet state and local challenges through service and volunteer action.

**This RFGA is for Continuation Grants only – organizations brand new to Washington AmeriCorps operational grant funding and organizations ending a three-year grant looking to recompile for another grant.**

*If you are an organization seeking funding for a program not previously funded by Serve Washington or restarting a three-year cycle for an established AmeriCorps program, this is NOT the appropriate RFGA. Please return to the Serve Washington [website](#) for the RFGA for Continuation Grants.*

*If you are interested in a Planning Grant to develop systems for successful implementation of an AmeriCorps operational grant application, this is NOT the appropriate RFGA, please return to the Serve Washington [website](#) for the RFGA for Planning Grants.*

### **Serve Washington**

Serve Washington advances national service, volunteerism, and civic engagement to improve lives, expand opportunity to meet the local critical needs of residents of Washington, and strengthen community capacity while creating healthy and resilient communities.

Authorized by Executive Order #16-08, a 20-member board of Governor-appointed commissioners support and advise Serve Washington. Its role is to carry out the mission and goals of the [State Service Plan](#) and to fulfill the statutory responsibilities for state service commissions authorized by the National and Community Service Trust Act of 1990 as amended by the Serve America Act.

### **AmeriCorps**

[AmeriCorps](#) brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) from the

National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

### **AMERICORPS FOCUS AREAS**

[The National and Community Service Act of 1990, as amended by the Serve America Act](#), emphasizes measuring the impact of service and focusing on a core set of issue areas. To carry out Congress's intent, maximize the impact of investment in national service, and achieve the goals laid out in the [Strategic Plan \(2022-2026\)](#), AmeriCorps has the following focus areas:

#### **Disaster Services**

Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

#### **Economic Opportunity**

Improving the economic well-being and security of underserved individuals.

#### **Education**

Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

#### **Environmental Stewardship**

Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

#### **Healthy Futures**

Supporting health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, public health, and addressing childhood obesity, especially in underserved communities.

#### **Veterans and Military Families**

Improving the quality of life of veterans, military families, caregivers, and survivors.

### **SERVE WASHINGTON FUNDING PRIORITIES**

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Serve Washington seeks to employ AmeriCorps resources to develop a diverse portfolio of programs that meet the following priority areas:

- Service strategies are driven **by community identified priorities**;
- Organizations that **are led and staffed by people that reflect the communities being served**;
- Programs that strive **to recruit and select national service members that reflect communities being served**;
- Programs that **support communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, and/or increasing opportunity to achieve**

- sustainable change;**
- Models that **utilize service as a strategy to develop career pathways and/or lead to industry recognized credentials;**
  - Models that **demonstrate an implemented commitment to Justice, Diversity, Equity, Inclusion, and Access;**
  - Programs that **provide additional benefits to members such as Member Assistance (mental health), housing assistance, transportation, childcare, etc.;**

## **WHAT WE DO NOT FUND**

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AmeriCorps funds cannot be used to fund the following program activities:

### **Religious Use**

AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

### **Political Activity**

AmeriCorps assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.

### **Contracts or Collective Bargaining Agreements**

AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.

### **Supplantation**

AmeriCorps assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive AmeriCorps support.

### **Nonduplication**

AmeriCorps assistance may not be used to duplicate an activity already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities currently provided.

### **Nondisplacement**

An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, because of the use by such employer of a participant in a program receiving AmeriCorps assistance.

An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.

A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

A participant in any program receiving AmeriCorps assistance may not perform any services or duties, or engage in activities, that—

- Will supplant the hiring of employed workers; or
- Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—

- Presently employed worker;
- Employee who recently resigned or was discharged;
- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

## **ELIGIBILITY**

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### **Eligible Applicants**

The following Non-Federal Entities (all of which are defined in 2 CFR §200.1) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments, including school districts
- Nonprofit organizations
- States and US Territories (2 CFR §200.90)

## IMPORTANT DATES

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Request for Grant Applications Released	February 8, 2024
Technical Assistance Zoom for Potential Applicants	<b>February 12, 2024, 11:30am PST</b>
<b>Completed Applications Due from Applicants</b>	<b>March 4, 2024, by 5:00pm PST</b>
Staff Review for Compliance	March 5, 2024
Grant Review Committee Application Review	March 6 – 29, 2024
Grant Review Committee 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 4, 2024
Clarification/Revision Period for Some Applicants	Beginning On/Around April 4, 2024
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	April 10, 2024
Notification to Applicants Regarding Serve Washington Vote	Week of April 15, 2024
Serve Washington to submit applications to AmeriCorps (No Later Than)	May 17, 2024
AmeriCorps to Award Grants (No Later Than)	July 2024

### Technical Assistance Zoom

Applicants are highly encouraged to participate in an online technical assistance session via Zoom on **Monday, February 12<sup>th</sup>, 2024** to review application instructions and as an opportunity for applicants to ask questions about the process. This session will also be recorded and posted on the Serve Washington [website](#).

### **CONTINUATION GRANTS ONLY 11:30am-12:30pm**

[Join Online Here](#)

Call In: 253 215 8782

Meeting ID: 826 1346 3673

Passcode: 048669

## AMERICORPS GRANT AWARDS

Grant Types	Cost	Fixed Amount	
Available Subtypes	Traditional	Full-Cost	EAP
Maximum Cost per MSY	\$27,000	\$27,000	\$800 / \$1,000*
Budget Submission Required	Yes	No	
Availability of Funds linked to	No	Yes	
Match Requirements	Yes	No	
Financial Reporting	Yes	No	
Available to New Applicants	Yes	Needs Approval	

\*\*not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

### Period of Performance

Serve Washington anticipates making three-year grants. The initial award for the first year is based on a one-year budget. Continuation awards for subsequent years are anticipated but not guaranteed. Continuation awards depend on availability of funds and satisfactory performance. The start date for the first year is proposed by the applicant. (The *earliest* project award period allowed is August 1, 2024 – July 31, 2025. The *latest* project award period allowed is January 1, 2025 – December 31, 2025. Any 12-month period in between is acceptable.)

The project start date may not occur prior to the date AmeriCorps/Serve Washington awards the grant. AmeriCorps applicants may not enroll prior to the start date of the award. AmeriCorps applicants may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours an applicant performs prior to the applicant becoming a member in the system of record (eGrants) and the beginning of the member enrollment period.

### Member Living Allowance

- A living allowance is not considered a salary or a wage.
- Programs are not required to provide a living allowance for members serving in less than full-time terms of service.
- If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below.
- For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.
- While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed Amount grant applicants should indicate the amount of the living allowance in the budget.

### 2024 Terms of Service and Living Allowance Amounts

Service Term	Minimum # of Hours	Member Service Year (MSY) Value	Minimum Living Allowance	Maximum Living Allowance
Full-time (FT)	1700	1.0	\$18,700	\$35,400
Three Quarter-time (TQT)	1200	.70	n/a	\$26,180
Half-time (HT)	900	.50	n/a	\$18,700
Reduced Half-time (RHT)	675	.38	n/a	\$14,212
Quarter-time (QT)	450	.26	n/a	\$9,724
Minimum-time (MT)	300	.21	n/a	\$7,854
Abbreviated time (AT)	100	.06	n/a	\$2,244

### Exceptions to the Living Allowance Requirements

1. **Programs existing prior to September 21, 1993**, are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement set forth in the Living Allowance table in this Notice.
2. **Education Award Program (EAP) Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table in this Notice.
3. **Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table in this Notice. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve and are not included in the



budget.

### Amount of the Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an [Education Award](#) from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after their term of service to use the Education Award. *(Do not include in the program budget, AmeriCorps awards this directly to the member from the National Service Trust.)*

### 2024 AmeriCorps Terms of Service and Segal Education Award Amounts

Term of Service	Minimum # of Hours	Education Award
Full-time	1700	\$7,395.00
Three Quarter-time	1200	\$5,176.50
Half-time	900	\$3,697.50
Reduced Half-time	675	\$2,817.14
Quarter-time	450	\$1,956.35
Minimum-time	300	\$1,565.08
Abbreviated time	100	\$416.17

### APPLICATION REQUIREMENTS

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Applications must include an Employer Identification Number (EIN).

System for Award Management ([SAM](#)) registration is required. Serve Washington suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise. All applicants must maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps/Serve Washington.**

Applications must also include a valid Unique Entity Identifier (UEI). A UEI is a 12-character alphanumeric identifier automatically assigned in the SAM.

Awards will not be made to entities that do not have a valid SAM registration and Unique Entity Identifier.

Applicants awarded will need a [Statewide Vendor Registration Number](#) to receive payment from Serve Washington. If you have not received payment from the State of Washington within the last two years your Statewide Vendor Number will need to be renewed.

### Other Requirements

Under section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this RFGA.

Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps/Serve Washington is aware that any corporation has any unpaid Federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this RFGA. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has decided that suspension or debarment is not necessary to protect the interest of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for AmeriCorps/Serve Washington funding.

This *Notice and [Application Instructions](#)* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550, the [Mandatory Supplemental Information](#), and the [National Performance Measure Instructions](#) which are incorporated by reference.

## INSTRUCTIONS

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### General Information

Applicants are required to complete applications for funding in accordance with this RFGA, the [Mandatory Supplemental Information](#), and the [National Performance Measures](#) (where applicable). These and other resources are located at the Serve Washington [website](#).

### Application Deadline

All [application materials](#) must be completed and submitted in eGrants by **5:00pm** (PST) on **March 4, 2024**. Required [additional documents](#) must be submitted to [servewa@ofm.wa.gov](mailto:servewa@ofm.wa.gov) by the same deadline.

### Creating Your Application in eGrants

#### Continuation Grants ONLY

- Start a **Continuation** Grant Application (*Bottom left of the eGrants home page under Creating an Application*).
- **Make sure you select the correct one** – do not start a new application. The system will copy your most recently awarded application.
  - Only if prompted, select the applicable **Notice of Funding Opportunity (NOFO)**:
    - **FY 2024 AmeriCorps State and Territory Commission (New and Cont)**
  - Select the applicable **Prime Application Identification** number:
    - **Reimbursable Grant Prime: 24AC263126**
    - **Fixed Grant Prime: 24ES263125**
- Select State: Washington

### Additional Documents Submitted via Email

Files are preferred; however, if the document is too large, a link is acceptable.

- 1) Most recent single audit (entities subject to 2 CFR 200 Subpart F); **OR**  
Most recent audited financial statements; **OR**  
An explanation as to why neither is available.

### What to Include in Your Continuation Request

#### I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

#### II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and

Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

Serve Washington expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant:

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

The page limit for the Continuation Changes field is **six pages**, as the pages print out from eGrants.

Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes.

While it may seem counterintuitive, many programs will not have significant changes and therefore may enter “N/A.”

### **III. Logic Model**

Continuation applicants do not need to enter content into these fields.

### **IV. Performance Measures (Module)**

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, need to adjust targets, or are requesting a change in MSYs, you may need to revise your measures. Continuation applicants whose measures do not align with current-year [Performance Measure Instructions](#) must also revise their measures to conform with the current instructions. To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures. Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, also include a justification for this change in the Continuation Changes field.

### **V. Program Information**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

**AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

**Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program.

**VI. Budget (Budget Section)**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance.

**Continuation applicants may apply for expansions – dollars, MSY, and/or members.**

**Cost-Reimbursement Grants**

For cost-reimbursement grants, revise your detailed line-item budget for the upcoming year (both the federal share and the grantee share/match).

Cost-reimbursement grants are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match. See chart below for minimum match requirements.

**AmeriCorps Mandated Match Requirements**

Year	1,2,3	4	5	6	7	8	9	10+
Grantee Share	24%	26%	30%	34%	38%	42%	46%	50%

**Fixed Amount Grants**

For fixed amount grants, revise the cost per MSY and/or the total MSY/member slots as applicable.

**All Grants**

**Source of Funds**

In the “Source of Funds” field, enter a brief description of the match. Identify each match source separately. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) and whether the match is (secured or proposed). For cost-reimbursement grants this description must equal the grantee share/match identified in the budget. For fixed amount grants this must equal the Other Revenue funds (see section VII.).

**Required Meetings/Events**

- 1) Serve Washington Subgrantee Annual Meeting: Budget for two days of travel to the Olympia area (no registration fee). Primary AmeriCorps Program Director required, up to one additional staff usually permitted.

- 2) [National Service Regional Conference](#): Budget travel for a 5-day out-of-state conference on the west coast, registration fee approximately \$500 per person. Primary AmeriCorps Program Director required, Fiscal Position highly encouraged, multiple additional staff usually permitted.

#### Optional Meetings/Events

- 3) [Leader Corps](#): Budget travel for a 4-day member training opportunity, two days virtual and two days in the Lacey area (no registration fee). This opportunity occurs in two parts; one 2-day training followed by another 2-day training with a month or so in between for project implementation. AmeriCorps members only. Programs usually send 1-2 nominated members.
- 4) [National Conference of Volunteering and Service](#): Information can be found via the Points of Light website.

#### Clarification Information (0 percent)

#### VII. Funding/Demographics Section

Enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not federal share or grantee share/match. This is most commonly used by fixed amount grants and all fixed amount grants will enter Other Revenue funds. If cost-reimbursement grants identify all revenue directly in the proposed budget, enter \$0, otherwise use this space for any additional revenue not captured in the proposed budget.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate. AmeriCorps is no longer tracking episodic vs ongoing volunteers; volunteer numbers should remain unduplicated.

#### VIII. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the **Authorization, Assurances, and Certifications** carefully. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An **Authorized Representative** is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

## APPLICATION REVIEW PROCESS

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### Staff Review

Applications will be reviewed by Serve Washington staff during March 6 – March 29, 2024. Continuation applications are not reviewed by the Grant Review Committee. Staff will then develop recommendations to present for consideration to the Serve Washington Commission on April 10, 2024, with notifications to follow.

### Assessment Criteria

Staff will assess each of the applicants based on how well the applicant answers the questions and follows the directions included in the RFGA. Staff will also assess overall performance to ensure continuation applicants are in good standing.

## QUESTIONS

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Please submit questions about this funding opportunity to [serveva@ofm.wa.gov](mailto:serveva@ofm.wa.gov).

We will attempt to answer all questions in a timely manner; however, we cannot guarantee effective or efficient responses near the deadline. Please ask all questions no later than one week before the deadline, or February 26, 2024.

If you require accommodation for this RFGA process, such as language translation or cultural translation technical assistance, please email your specific request to [serveva@ofm.wa.gov](mailto:serveva@ofm.wa.gov).

## FAQS

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Frequently asked questions are listed below:

### **How do I pronounce AmeriCorps?**

The “p” and the “s” in AmeriCorps is silent. AmeriCorps is pronounced *Ameri-Core*. Think of apple core or core of the earth.

### **I missed the Technical Assistance Zoom, is a recording available?**

If technology cooperated, yes, a copy of the Zoom may be available. This is not posted on the website because this funding opportunity is only available to those in continuation status and could result in confusion for the general public. If you need a copy of that recording, please email [serveva@ofm.wa.gov](mailto:serveva@ofm.wa.gov).

### **Can continuation applicants apply for increased funding?**

Yes. Please refer to section VI. Budget. Information was also discussed on the Technical Assistance Zoom. If you need a copy of that recording, please email [serveva@ofm.wa.gov](mailto:serveva@ofm.wa.gov).



### **Can continuation applicants ask for a reduction or increase in AmeriCorps members?**

Yes. It's a good idea to discuss this with your Program Officer prior to submitting your application.

### **How does Serve Washington handle late applications?**

All applications received after the deadline published in this RFGA are presumed to be non-compliant and will not be reviewed or eligible for selection of award. To overcome this presumption, the applicant must:

- Submit a written explanation or justification of the extenuating circumstance(s) that cause the delay, including:
  - The timing and specific cause(s) of the delay
  - The ticket number if a request for eGrants assistance was submitted to the AmeriCorps Hotline and any associated information regarding technical issues
  - Any other documentation that supports the justification
- Ensure that Serve Washington receives the written explanation described above via [servewa@ofm.wa.gov](mailto:servewa@ofm.wa.gov) no later than 24 hours after the application deadline

Serve Washington will determine whether to accept a late application on a case-by-case basis.

Serve Washington will not consider an advance request to submit a late application. Applicants are highly encouraged to review the RFGA carefully and submit applications as soon as possible to prevent late submissions.