



Questions & Answers

Requests for Proposals for 2024-2025 AmeriCorps State Funds Formula Program and Formula Planning Grants

The following questions have been asked and answered regarding the following two Requests for Proposals (RFP) issued by Serve Wisconsin, the Wisconsin National and Community Service Board:

- Requests for Proposals for 2024-2025 AmeriCorps State Formula Program Funds
RFP #2425WNCSB-ACF, and
- Requests for Proposals for 2024-2025 AmeriCorps State Formula Planning Funds
RFP #2425WNCSB-ACP

This list of Questions and Answers will be updated regularly with new Questions and their Answers, and re-posted to the [Formula Planning Grant RFP](#) and [Formula Program Grant RFP](#) pages of the Serve Wisconsin website.

For fairness and transparency, questions about the Request for Proposals may only be submitted in writing via email to ServeWisconsin@Wisconsin.gov.

- Please review the materials on the RFP webpage, then send your questions via email
- A final version of this *Questions and Answers* document will be posted to the RFP pages on 3/11/24.

Question 1: I was reaching out to get access to the trainings suggested for the Formula Grant Application.

Is there a way to get access to those?

Answer 1: Thank you for your question. To begin the process of creating an account, registering and taking the courses at On3Learn, visit the following website: <https://on3learn.digitalchalk.com/>

Please also see the updated [How to Optimize your On3Learn Course Experience](#).

- For the best course experience, use the latest version of the Google Chrome browser. If you are unable to access Google Chrome, Firefox is the next best choice
- Use the following code when checking out courses so it will not cost you anything – WISUB22
 - If your code does not work, please DO NOT enter a credit card number – simply email info@on3learn.com for support

If you have any issues setting up your account or taking courses from On3Learn, email info@on3learn.com. If you have additional questions about the Request for Proposals or related documents, please don't hesitate to reach out again at ServeWisconsin@Wisconsin.gov.

Question 2: On the formula funds RFP webpage, the link for “Appendix 3: Cost Reimbursement Budget Instructions,” pulls up “Attachment B: Cost Reimbursement Budget Checklist.” I’m looking for the budget instructions to confirm some of our budget changes. Any help you can provide would be greatly appreciated. Thank you!

Answer 2: Thank you for your question, and apologies for the incorrect link. Please visit the Formula Program Request for Proposals page again to find the correct link to Appendix 3.

Question 3: I see in the RFP that the cost per MSY is now \$27,000; in past years it was \$28,800 per MSY. It also states that it has been adjusted by \$18,000 due to inflation. Can you please confirm that the 2024-2025 cost per MSY has decreased to \$27,000?

Answer 3: Thank you for your question. I can confirm that the maximum cost per MSY for formula applicants has changed from \$28,800 for the 23-24 program/grant year to \$27,000 for the 24-25 program/grant year.

	FY23	FY24
FT Member Min. Living Allowance	\$17,600	▲ \$18,700 (\$11/hr)
Max. Cost/MSY	\$28,800	▼ \$27,000

Guidance:
• Please closely review all continuation applications prior to submission to ensure that the max cost per MSY does not exceed the new FY 24 limits.

AmeriCorps provided a little bit of explanation about this decrease on one of their [webinars](#) explaining their version of the RFP, the Notice of Funding Opportunity (NOFO) (specifically, the Public Health AmeriCorps (PHA) NOFO, which has the same maximum cost per MSY as formula). They indicated that the maximum cost per MSY is tied to an original value of \$18,000, adjusted based on the Consumer Price Index, which "fluctuated downward."

Question 4: I have a question about opening and creating our application in the eGrants portal. I logged into my eGrants account to create an application for Marquette University's application to the 2024-25 AmeriCorps Serve Wisconsin Formula Program Grant RFP and was having trouble finding the



correct selection. I believe we need to select New from the eGrants home page, and then select AmeriCorps from the dropdown menu. After clicking Next, on the Select a NOFA page however, I do not see the 2024-45 Formula Grant RFP as an option. Do we need to complete our Notice of Intent form first, in order for it to be listed? If so, as we were looking at the Notice of Intent to Apply Form, we noticed that a new, formula grant application was not listed as an option there either (see screen shot below). Can you please advise as to how we should proceed with the Notice of Intent and creating our affiliated application in eGrants?

Answer 4: Thank you for your question.

On the "Select a NOFA" page in eGrants, after selecting "AmeriCorps" from the dropdown menu, is one of your options: FY 2024 AmeriCorps State and Territory Commission (New and Cont)?

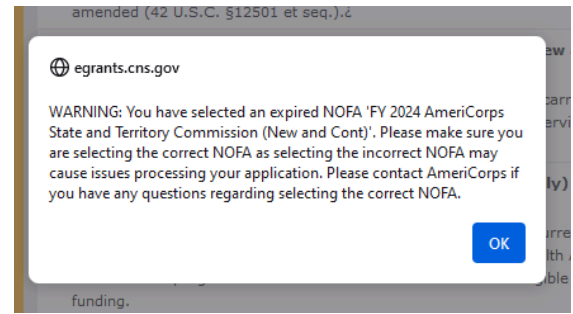


If not, could you please send me a screenshot of what you see in eGrants?

For the Notice of Intent to Apply, please select "Recompete," as we are reserving the term "New" for applicant organizations that have not received AmeriCorps funding before.

However, as you won't have a Formula Program grant in eGrants that's available for continuation/recompete, please follow the eGrants instructions for a "New" application.

Question 4.1: I do have FY 2024 AmeriCorps State and Territory Commission (New and Cont) as an option, but was unsure about selecting it since it has the due date of 1/4/24 listed (and the deadline we are submitting to is 3/12/24).



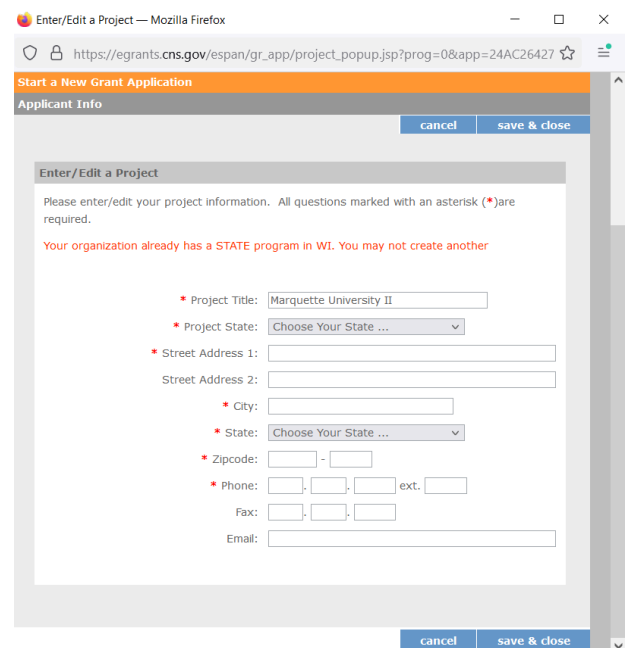
I logged into eGrants now and made that selection. However, it immediately opens up a prompt with a warning message (see screenshot below). Okay to click 'OK' and proceed?

Question 4.2: Hello, To piggyback on my previous email – I went ahead and created a New proposal under the FY 2024 AmeriCorps State and Territory Commission (New and Cont) opportunity. Proceeding through the application, the only program I can select on the next page from the Program dropdown list is “414 Fellows AmeriCorps Program-PLANNING GRANT” (see screenshot below). I wouldn’t think this would be the correct choice, as this is not a planning grant, however there isn’t any other option available. Can you please advise on how to proceed?

Answer 4.2: *Thanks for your question. I can confirm that you selected the correct opportunity.*

In your screenshot, just under the dropdown box where you have the option to select "414 Fellows," there is an orange link you can click called "enter new." Please click on "enter new," then enter "414 Fellows Program."

Question 4.3: Sorry to keep bothering you. I tried entering a new program and this is the error message I received: Your organization already has a STATE program in WI. You may not create another. (see screenshot below)



Answer 4.3: *Thanks for your question and for sending the screenshot. I've started the process to get a workaround set up so we can bypass the error message. I will let you know when the workaround is ready.*

Question 4.4: I went into eGrants to see if we could start our two applications and am still receiving the same error. Are there any updates on when the work around will be completed, and we will be able to start working on our two applications due 3/12? This year, we will not only have this application for

the currently funded 414 Fellows, but also a planning grant application for a brand-new program that we will be submitting.

If there is any additional information I can provide to help with this, just let me know.

Answer 4.4: Thanks for following up. Our program officer at AmeriCorps was out last week, so we just got an update this morning. In the screenshot you sent 2/19, just below the "Select a program" dropdown option, are you able to click "view/edit?" If so, try editing the name of the 414 Fellows planning project and removing the word "planning."

Question 4.5: I was able to edit, so I have been able to start an application for our 414 Fellows program. Thank you!

However, when I go into eGrants to start a proposal for a new Planning Grant application, I get the 'your organization already has a state program in WI' error message. I used the below option to start the application, but have been unable to add a program. What do I have to update in order to successfully create a Planning Grant application for Marquette University too?

Answer 4.5: For the formula planning grant application, the grant application materials that are due by March 12, 2024 are submitted as email attachments—not in eGrants.

Application content instructions start on page 14 of the Formula Planning Grant RFP document. The narratives are submitted in a word processing document and the budget is submitted using the Attachment A: Planning Grant Budget Worksheet. There are other Additional Documents that are required to be submitted via email attachment—see Attachment B: Planning Grant Additional Document Checklist.

Per page 14 of the [Formula Planning Grant RFP](#), "If an applicant passes the initial review process, instructions for entering their proposal in eGrants, the online grant application and management system, will be provided." This would happen after March 12, 2024.

Prior to entering information into eGrants for the planning grant, you will complete a [New Project Request Form](#) to demonstrate that the EXCEL Fellowship proposed AmeriCorps program is substantially different than the 414 Fellows AmeriCorps program. You can begin to complete the New Project Request Form at any time, but it is not due by March 12, 2024.

Question 4.6: Thank you! I was so concerned with making sure everything was good to go for eGrants, that I didn't even look at the submission details for the planning grant.

I think we're all set then. I really appreciate your assistance with this!

Answer 4.6: *That's understandable. On behalf of eGrants, I apologize for all of the roadblocks.*

The only other suggestion I have is to check to see if you may have created a new/continuation application in eGrants for the competitive process, but didn't submit. Since the Competitive and Formula applications use the same NOFO in eGrants, deleting an open application (that isn't going to get submitted anyway) may help avoid issues when we're trying to enter the planning grant into eGrants later next month.

Question 5: **I'm going to submit the Notification of Intent to Apply this week and get started on the application. I reviewed the RFP, and it looks like we meet all of the criteria to apply including the 10+ member threshold. While I didn't see anything else listed to do with your team to confirm our eligibility to apply, as a "new" applicant back to the Serve WI portfolio, is there anything else you need from us to have TFA Milwaukee eligible to submit the NOI?**

Answer 5: *Please begin by submitting a [Notice of Intent to Apply](#) form. Then, follow the instructions in the [Formula Program Request for Proposals](#) to create a new application in eGrants and select the prime application #24ES264130*.*

For fairness and transparency, questions about the Request for Proposals may only be submitted in writing via email to ServeWisconsin@Wisconsin.gov.

** Please note: for a Cost Reimbursement grant application, the Serve Wisconsin prime application ID is #24AC263583. For a Fixed Amount grant application, the Serve Wisconsin prime application ID is #24ES264130.*

Question 5.1: **I just submitted our Notification of Intent to apply. Thank you for sending the application number so we can get started on our application. Thank you!**

Question 5.2: **I went into eGrants to start transferring over our application materials into the portal, and I'm wondering if you have suggestions about how to find the application #24ES264130? I only see the option for the Formula Cost Reimbursement grant with application # 24AC263583 (screenshot below)? Can you confirm on your end if the application we need is available? Thank you!**

Answer 5.2: *Thanks for your question. Please go back to the beginning and select NOFO called "FY 2024 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)," and let me know if you don't see the prime application #24ES264130 among the options.*

Question 6: The Dane County PASS program has already applied for competitive funding for next year. If we want to be considered for formula funding in the event that we are not awarded competitive funding, do we also need to apply for formula funding under the current formula RFP? My understanding is that it doesn't work that way, but I want to double check.

Answer 6: *Thank you for your question. Applications submitted in response to the Serve Wisconsin AmeriCorps State Competitive Request for Proposal issued in 2023 that are not selected for funding by AmeriCorps for a Competitive grant award are **automatically** included for consideration in the Serve Wisconsin AmeriCorps State Formula Program grant application review process in 2024. There is no need to submit an additional application in response to the Formula Program Request for Proposal if your application was approved for Competitive.*

Question 7: Hope you're well. May I ask you to please send the coupon code information for On3Learn online workshops?

Additionally, may I ask if fiscally sponsored projects are able to apply, or you require 501(c)3 organizations?

Answer 7: *Thank you for your questions. To create an account, register and take the courses at On3Learn, start with the [How to Optimize your On3Learn Course Experience](#) document. Use the following coupon code when checking out courses so it will not cost you anything: WISUB22 If your code does not work, please do not enter a credit card number – simply email info@on3learn.com for support. If you have any issues setting up your account or taking courses from On3Learn, email info@on3learn.com.*

A fiscally sponsored project could become the proposed program described in a grant application, but the applicant organization must be of a type listed in the "Eligible Applicants" section of the Request for Proposals document.

Question 8: Do we need to sign up for a UEI now if we're starting the application for a planning grant instead of the full Americorps project award?

Answer 8: *Thanks for your question. Per page 30 of the Serve Wisconsin Formula Planning Grant Request for Proposals:*

5. Universal Entity Identifier

Applicants must include a Unique Entity Identifier (UEI) in eGrants at the time of submission. Applicants must obtain their UEI and register their entity through the System for Award Management. All grant recipients are required to maintain a valid registration, which must be renewed annually.

This includes planning grant applicants.

If you have additional questions about the Request for Proposals or related documents, please don't hesitate to reach out again at ServeWisconsin@Wisconsin.gov as soon as possible, and no later than 3/8/24. A list of all questions asked about either the Formula Planning or Formula Program Grant Request for Proposals and their answers will be collected in one document, updated regularly and posted to both the [Formula Planning Grant RFP](#) and [Formula Program Grant RFP](#) pages of the Serve Wisconsin website.

Question 9: As a required attachment to the a Serve Wisconsin AmeriCorps Formula Continuation application, Attachment C: AmeriCorps Operational and Financial Management Survey, Compliance question #35 asks whether our organization has “received federal funds for similar programs or projects”.

Would this include previous years' funding for the AmeriCorps program we are currently applying for? (as 'similar')

Or is the question asking whether our organization has received federal funding for other, similar, non-AmeriCorps programs?

Or is the question inquiring whether we currently have another federally funded AmeriCorps program (or project) similar to the one we are currently applying for?

Answer 9: *Thank you for your question. Compliance question #35 is asking whether your organization has received any federal, non-AmeriCorps funds.*

Answer 9.1: *I also reached out to AmeriCorps HQ about your question, and they responded yesterday to indicate that my first answer was incorrect.*

In [Attachment C: AmeriCorps Operational Financial Management Survey](#), answer compliance question #35 by taking into account all federal grants received by your organization, including previous AmeriCorps grants.

If you have additional questions about the Request for Proposals or related documents, please don't hesitate to reach out again at ServeWisconsin@Wisconsin.gov as soon as possible, and no later than 3/8/24. A list of all questions asked about the Formula Planning or Formula Program Grant Request for Proposals and their answers will be collected in one document, updated regularly and posted to both the [Formula Planning Grant RFP](#) and [Formula Program Grant RFP](#) pages of the Serve Wisconsin website.

Question 10: I'm writing to volunteer to serve as a Peer Reviewer, if you need any additional ones, for your upcoming Formula Grant Review. My organization, WAFCC, has decided not to submit a Formula Grant Application so I shouldn't have too many conflicts of interest.

Answer 10: *Thank you for volunteering! At this time, we are recruiting peer reviewers that are not associated with a program that is currently receiving a grant through Serve Wisconsin.*

Question 11: There is a missing text field in Attachment D (Serve Wisconsin Financial and Management Survey) for question number 9, which is asking for the name of the automated accounting system software. See screenshot below. (And, no, my cursor is not in the box ready to type!)

Will a new document be posted or should we answer this question in the box above with a note saying "For Number 9:"?

Answer 11: *Thanks for letting me know. A new version of Attachment D-Serve Wisconsin Financial and Management Survey has been posted to the [Formula Program RFP](#) page.*

You can download the new version of Attachment D or answer the question in the box above.

Question 12: I hope all is well! Alisha, Scott, and I are working diligently on our planning grant application and we have one quick question about the grant's format. We know the RFP states the grant should be no longer than 8 pages, but is the formatting for 8 pages single or double-spaced?

Answer 12: *Thank you for your question. The grant application narrative may be submitted as eight pages single spaced.*

Question 13: I have a question about the attachments required with Attachment D (SW Financial Management Survey).

**Do you prefer Attachment D and all of its included attachments separately?
Or, would you prefer Attachment D to include all of its attachments in one .pdf.**

Answer 13: *Thanks for your question. Please do not send multiple documents in one combined file. Attachment D should be submitted as one document, and each of the items it requests as additional documents should each be submitted separately. Your Additional Documents email should include one file containing the organization's audit, a separate file for the management letter, a separate file for the organizational chart, etc.*

Question 14: For Period of Performance, the RFP states: The project period is generally one year with a start date of either August 15 or September 1, 2024, and end date of either August 14 or August 31, 2025, respectively.

And for Application Info: Program Start and End Dates. Serve Wisconsin AmeriCorps applicants select one of the following two options:

**Proposed Start Date 8/15/2024 and Proposed End Date 8/14/2025 or
Proposed Start Date 9/1/2024 and Proposed End Date 8/31/2025**

Is it possible to use proposed start and end dates of 8/1/2024 and 7/31/2025 instead of the two options above?

Answer 14: *Thank you for your question. Applicants are required to select one of the two periods of performance described in the RFP, starting either 8/15/24 or 9/1/24.*

If you have additional questions about the Request for Proposals or related documents, please don't hesitate to reach out again at ServeWisconsin@Wisconsin.gov as soon as possible, and no later than

3/8/24. A list of all questions asked and their answers will be collected in one document, updated regularly and posted to the [Formula Program Grant RFP](#) page of the Serve Wisconsin website.

Question 15: On the site, it asked for a code to watch the videos, can I please receive that?

Also, for the paper, is it in 12pt or 11pt? My colleague found one and I found the other. Wanted to make sure we're good to go there. Also, for the in-kind match of staff time from our group, that is the number that we put in the cost and budgeting section? We have all the others one taken care of, making sure that we're providing everything needed for the budgeting items is what I would love clarification on to ensure we're putting our best foot forward.

Answer 15: Thank you for your questions. To begin the process of creating an account to view the online training workshops at On3Learn, visit the following website: <https://on3learn.digitalchalk.com/>

Please also see the updated [How to Optimize your On3Learn Course Experience](#).

- For the best course experience, use the latest version of the Google Chrome browser. If you are unable to access Google Chrome, Firefox is the next best choice
- Use the following code when checking out courses so it will not cost you anything – WISUB22

If your code does not work, please DO NOT enter a credit card number – simply email info@on3learn.com for support

Please see page 14 of the Request for Proposals (RFP):

4. Page Limits

Proposals must use Arial or Times New Roman 12-point font, and 1" margins or larger. Applications may not exceed 8 pages for the: Executive Summary, Program Design, Organizational Capability, and Cost Effectiveness and Budget Adequacy. This page limit does not apply to the separate budget template.

If you found a reference to 11-point font, could you please let me know where?

Could you provide more detail about your question about in-kind match? I'm not sure if you're asking about the application narrative or the application budget.

Question 16: I was trying to refer to the document for the questions and answers and am receiving an error message. Can you advise if I can find this elsewhere?

QUESTIONS AND ANSWERS

All questions regarding the RFP must be submitted in writing via email by March 8, 2024 to ServeWisconsin@Wisconsin.gov. Questions for Serve Wisconsin via telephone will not be accepted. Questions asked between February 5, 2024 and March 8, 2024 and their answers will be collected in one document, updated regularly and posted here.

[Questions & Answers](#)

(last updated 2/29/24)

We couldn't find the page you were looking for. This is either because:

- There is an error in the URL entered into your web browser. Please check the URL and try again.
- The page you are looking for has been moved or deleted.

You can return to our homepage by clicking here, or you can try searching for the content you are seeking by clicking here.

Answer 16: *Thanks for your question. I upload a new version of the Questions & Answers document about once or twice a day, so you may have caught the page when I was in the process of uploading a new version. Please try clicking on the updated "Questions & Answers" link today, and let me know if you still run into a problem.*

The identical "Questions & Answers" document is also posted to the [Formula Program Grant RFP](#) page, as well.

Question 17: Do we not need to include this in our budget anymore?

\$250 membership to [America's Service Commissions](#) (ASC) is budgeted. This had previously been paid by Serve Wisconsin; applicants are now required to include in the budget.

Answer 17: *Thank you for your question. I can confirm that membership to America's Service Commissions (ASC) is no longer required, but is allowable.*

Question 18: I had a question in regards to our application. We are a program that has been running since 2019 and had competitive funding last year. We are now applying for formula funding and have been directed to apply as a "new/recompete" applicant.

Given the new structure to the narrative and logic model, I am wondering if you have any recommendations for where we should place data in regard to adjustments we are making to our performance measures so that evaluators can have information on why we are making a proposed change. Reading through the new instructions, we want to clarify if this should be placed under program design, the logic model, or in the performance measures section. Any insight you may be able to provide would be appreciated.

Answer 18: Thank you for your question. The performance measures should be described and concisely explained in the Logic Model's outputs and outcomes columns. In the **Logic Model** section that starts on page 41 of the Formula Program Grant RFP, the instructions indicate that rationales and justifications for the output and outcome targets should be included in the Logic Model, including "program data observed over time" and "prior program evaluation findings."

Question 19: After attending today's logic model zoom call, I had a few other questions that I thought I would ask:

Logic Model

- **In the "problem" section, my understanding is that this should be more robust than it has in the past. Can/should this include historical programmatic data?**
- **In previous years, we have detailed information around our partner organization to inform our program design. Should this be included in the logic model now under inputs?**
- **In the past, the Inputs, outputs, and outcomes were very straightforward and succinct. Can we elaborate on our program design in these sections as we have historically done in the narrative? Is it appropriate here to provide data for adjustments we are making in targets from past years?**

Alignment with Wisconsin State Service Plan Attachment

- **How should we navigate objectives that are not applicable for our program (for example, "Increase Service for Wisconsin citizens aged 55 and older, and people with disabilities" for a program working in early childhood classrooms)**

I may have other questions as I finish things up this week. I also recognize that some of these questions may not be able to be answered but appreciate the opportunity to inquire!

Answer 19: *Thanks for your questions. In the [Formula Program Grant RFP](#) starting on page 31, the **Community Problem** section of the application narrative, provide "a detailed summary of the community problem that the proposed AmeriCorps program will address..." There are no specific expectations about the quantity of information provided in this section, as long as it addresses the bulleted criteria and constitutes a detailed summary. There are no specific sources of information that*

must be included in this section, other than those included in the bulleted criteria. Unfortunately, Serve Wisconsin staff are not able to provide recommendations to applicants while the competition is open.

*In the [Formula Program Grant RFP](#) for AmeriCorps grants starting in 2024, the **Program Design** section of the narrative no longer lists criteria related to the description and detail about the AmeriCorps program, and instead asks for that information in the Logic Model (see page 31). The page limit for the Logic Model has more than doubled to accommodate more details about the program design.*

*For **Attachment E: Alignment with Wisconsin State Service Plan**, if there are objectives that do not align with to your organization/program, you can indicate that the objective is not applicable.*

If you have additional questions about the Request for Proposals or related documents, please don't hesitate to reach out again at ServeWisconsin@Wisconsin.gov as soon as possible, and no later than 3/8/24. A list of all questions asked about either the Formula Planning or Formula Program Grant Request for Proposals and their answers will be collected in one document, updated regularly and posted to the RFP pages of the Serve Wisconsin website.

Question 20: Does the next year's budget need to account for background checks for all member slots we put into the budget, even though we know that some members will be returning and we do not need to run a new background check on them?

For example, we are request a budget for 28 members, but we know that at least 5 are returning from this grant year.

Answer 20: *Thanks for your question. No, if you know you won't need new National Service Criminal History Checks (NSCHCs) for all members because some will be returning within 180 days of the end of their previous term of service.*

Instead, in the "calculation" description box, indicate that you have budgeted NSCHCs for all members, minus the ones that you know will not need a check because they're returning.
