



# Questions & Answers

## Requests for Proposals for 2024-2025 AmeriCorps State Funds Competitive and Public Health AmeriCorps

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

- Requests for Proposals for 2024-2025 AmeriCorps State Competitive Program Funds RFP #2425WNCSB-AC and
- Requests for Proposals for 2023-2024 Public Health AmeriCorps Continuation Funds RFP #2425WNCSB-PHA

This list of Questions and Answers will be updated periodically with new Questions and their Answers, and re-posted to the Serve Wisconsin website [Competitive Program RFP](#) and [Public Health AmeriCorps RFP](#) pages.

Send your questions via email to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) no later than midnight Central Time on 10/4/23. All questions must be submitted via email.

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**Question 1: I have a question pertaining to the RFP for the competitive grant that is due in October. We run a Foster Grandparent Program in western Wisconsin (CESA 10 region) and often have people interested who do not qualify based on their income and/or age. Would the competitive grant funds allow us to work with individuals who are not eligible for our program? There is a huge need for volunteers in schools, but we are finding it difficult to recruit only low-income seniors.**

**It appears as if the funds are intended for programs who have volunteers receiving living allowances and educational awards. Can the funds instead be used to provide an hourly stipend and mileage reimbursement? Is there a way that the hourly stipend could instead be a living allowance for these additional volunteers?**

*Thank you for your questions. An AmeriCorps State competitive grant could be used to provide tutors and mentors to children and youth, and allows programs to recruit AmeriCorps members that are 18 years or older and incomes. Living allowances cannot be paid on an hourly basis, please see the text from the RFP*

*below. AmeriCorps State competitive programs may include mileage reimbursement and transportation costs in their budgets.*

*As you found in the Serve Wisconsin Competitive Request for Proposals on page 7, AmeriCorps State competitive programs can provide a living allowance for members. A living allowance is required if you will have AmeriCorps members that serve as Full-Time members (members who earn 1700 or more service hours in a year), but programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program does choose to provide a living allowance, programs can decide the amount of the living allowance for members within the minimum and maximums described in the Request for Proposals. However, the living allowance can not be paid on an hourly basis; it must be paid in regular increments (per the AmeriCorps State and National Specific Terms and Conditions, page 12).*

*AmeriCorps members participating with an AmeriCorps State program are eligible to receive an education award at the end of their term of service. However, the amount of the education award is not part of the grantee's budget but is paid by the National Service Trust, so that amount can not be used for other purposes.*

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**Question 2: I have a question regarding eGrants process for us as a recompetete applicant. Per the RFP & Instructions those recompeteting, including those who have had competitive funding within the past five years (that would apply to us), should select 'Continual Renewal'. However, when selected I'm led to a screen that states,"No applications are in an continuable state at this time." How should I proceed? Thank you for your guidance.**

*Thank you for your question. Serve Wisconsin has not yet been able to open the new prime grant in eGrants, but expects to open its new prime grants in the next few days. Once the prime grant applications are open in eGrants, you should see the option to begin your subapplication.*

*When available, the grant application number for the new prime applications will be posted to the Serve Wisconsin Request for Proposals (RFP) webpages and will be emailed to those that have submitted a Notice of Intent to Apply.*

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**Question 3: I wanted to clarify with you the timeline for our Milwaukee grant for 24/25. I know that the NOFO was just released for competitive funding, but I believe that as part of the revised application we completed this past spring, we were transitioning to formula funds.**

**Can you confirm that, and if so, how does that impact the application timeline? Your website shows that formula grants are not currently open and are typically released in the spring, so I**

**wanted to have clarity around submitting the NOI this month and whether we still needed to submit fully by the October competitive grant deadline.**

*In order to help Serve Wisconsin keep more Formula funding in Wisconsin for the new Program Year 2023-24, we offered to fund the program through Formula funds for only Program Year 2023-24.*

*We will be reminding all Serve Wisconsin programs on Monday afternoon that AmeriCorps programs currently receiving funds through a Formula grant are eligible to apply for Competitive funds in the fall, too. The "Fiscal Responsibility Act" that was passed in June rescinded ARPA appropriations made available to several federal agencies, including AmeriCorps, so Serve Wisconsin doesn't have an idea yet of what funds might be available for the Formula competition in the spring. Any applications that Serve Wisconsin approves for Competitive funding and forwards to AmeriCorps HQ for consideration but that do not end up getting funded through the Competitive process will be considered if we have Formula funds available. State law doesn't allow me to provide any advice, though, while a Request for Proposals is open.*

**Update:** *I learned that part of the earlier response was incorrect. Per Appendix 9: Serve Wisconsin Formula Program Grant Application Selection Process of the current Competitive Request for Proposals, your program may apply for a second consecutive year of Continuation Formula Program funding and may also apply for Competitive Program funding:*

*Formula Program grant programs that have been awarded a Formula Program grant may choose to apply for up to two additional years of Continuation Formula Program grant funding, for a maximum of three consecutive years of Formula Program grant funding. After applying for three years of Formula Program grant funding, programs are required to apply for Competitive Program grant funding.*

*However, Formula Program grantees are not required to apply for second and third year Continuation Formula Program grant funding and can choose to apply for Competitive Program grant funding instead of applying for a second or third year of Continuation Formula Program grant funding*

*Per both the Competitive Request for Proposals and its Appendix 9, Serve Wisconsin's selection criteria include the program's fit in Wisconsin's grant portfolio criteria for all applicants.*

*Fit in Wisconsin's portfolio criteria includes, but is not limited to: program location, program focus, cost efficiency, public or private non-profit registered in Wisconsin, and staff capacity.*

*I apologize for the error in previous communications. If you have additional questions, please send them to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) as soon as possible, and no later than 10/4/23. A list of questions asked and the responses from Serve Wisconsin are posted regularly to the [Serve Wisconsin AmeriCorps Competitive Grant Program RFP webpage](#).*

**Question 4: I am interested in reviewing several of the online workshops that are available as we are considering an application. Can you please send me the coupon code?**

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 Instructions for How to Take a Course at On3Learn.

- Page 1: Optimize your On3Learn Course Experience provides you with tips to ensure your course experience is a success one of which is super important - 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
- Page 2: How to create an account provides you with instructions on how to create your account so you can access the courses we are asking you to take
- Pages 3-5: How to register for & take a course provide you with instructions on how to register for, select, and start the courses. Please note the following:
  - 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](mailto:info@on3learn.com) to solve the issue
- Pages 6-7: How to access completed courses, certificates and resources provide you with instructions on how to access your completed courses, certificates, and how to download the impressive related resources
- Page 8: How to retake a completed course provides you with instructions on how to retake a completed course, if interested

If you have any issues setting up your account or taking courses from On3Learn, or any questions about the Request for Proposals or related documents, please don't hesitate to reach out again at [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).

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**Question 5: I have a handful of questions about the new/recompete + PHA RFPs:**

**New/recompete:**

- **Pg 9: I saw Olivia's email to provide information about the match percentage: ("This is still TBD, as there is uncertainty if years as a PHA program will be considered when determining match percentage. Our commission's understanding is when you login to eGrants as a new applicant, your budget should populate what your match percentage is. Unfortunately, we don't have the Regular Competitive Prime open quite yet as we're wrapping up an unprecedented amount of 22-23 and 23-24 amendments with the Commission 2% à 1%, match waiver requests, and budget modifications. If you have concerns about your match percentage, you can simultaneously submit a match waiver**

along with the New Competitive application.”). Does the planning grant year count towards the match? In the past, I was told the planning grant year DOES count towards our overall match/”years we’ve received AC funding” but recently was told “it shouldn’t count towards match”. When the time comes and I’m looking at the match in eGrants, I wanted to see what I should expect (or when to ask). Hopefully that makes sense.

- For the Intent to Apply submission (pg 16): Are PHA programs technically recompetete for the “new” RFP application? In reviewing the definitions in the RFP and the Intent to Apply form, it sounds like our program falls in the “recompetete” definition, but I wanted to double-check before submitting.
- the revised application instructions regarding the community and logic model section: to confirm, we no longer need to provide a narrative about our program design (outside of the two bullet points listed in the RFP instructions on page 19), all the program design information goes into the logic model. This is quite the change, so just wanted to confirm.
- Follow-up question: is it applicable/okay to provide any supporting program design information in the narrative at all? Or should that all strictly be left in the logic model.
- Pg 26: the 4 components within the “cost effectiveness ad budget adequacy section”: our program is supporting efforts/doing things that fit within the criteria (specifically items 1-4) that are free of cost. Can we still list those efforts if those efforts are not reflected in the budget?
- Pg 28: question about the logic model: in the past, I was under the impression that each correlated/associated activity, output, and outcome had to be all within 1 row. With the new instructions this year, can we have multiple rows that support the same output/outcome? For example, say we need 3 rows to describe our community need, inputs, and activities, but only 1 row for the associated output and outcome. Is that okay to do?
- From the Budget instructions (appendix C): the match waiver form that is provided via URL link. Is that the same match waiver request form that programs are able to submit during a program year? Or are those two separate forms?

#### **NEW AND PHA:**

- For the PHA continuation RFP, programs are advised to submit budgets similar to what we were awarded for the FY 2023 (2023-2024 service year). Does that same advice carry over to the New/recompetete RFP proposal or no?
- For the additional documents/attachments to submit: the IRS Determination letter – that’s the document that indicates our organization is a non-profit correct (501c3)? My first reaction was yes, but wanted to double check.

*Thank you for your questions. Answers about the Competitive Request for Proposals:*

- *AmeriCorps has communicated to Serve Wisconsin and other state commissions that the planning grant year should not count toward the number of years for the purpose of determining how much match is required. However, eGrants does not always reflect this. If you notice that eGrants does not include the correct number of years for the purpose of determining how much match is required, please contact [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again to let us know.*

- *For the notice of intent to apply, you should select both the checkbox for "Continuation Public Health AmeriCorps application" and "Recompete." If the Google Form doesn't allow you to select both, please contact [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) to let us know.*
- *Confirmed: per the Competitive Request for Proposals, the narrative section should include a detailed summary of the community problem, and this is a change from previous years. The description of the program--and demonstration that the intervention is likely to lead to the outcomes identified--will be in the logic model only, not in the narrative section.*
- *Cost Effectiveness and Budget Adequacy section—that is a really good question. AmeriCorps is going to have a webinar about the competitive NOFO next week and I'm going to ask this question*
- *Logic model rows—that is a really good question. AmeriCorps is going to have a webinar about the competitive NOFO next week and I'm going to ask this question*
- *The match waiver form link in the Budget Instructions (Appendix C) takes you to the same form that programs use to submit a match waiver at any time during a grant year.*

*Answers about the Public Health AmeriCorps Request for Proposals:*

- *For a new/recompete proposal for the Competitive Request for Proposals, Serve Wisconsin is unable to provide advice about budget size.*
- *For the IRS Determination Letter, please submit the document that indicates that your organization is a 501c3 nonprofit organization.*

**Question 6: A follow-up question: for the competitive NOFO webinar you mentioned that's next week. Is it the same one as the screenshot below? Is that something that would be beneficial for programs to attend or is that more for state commissions to attend who are administering their RFPs?**

- **September 19th (1pm ET)- FY24 AmeriCorps State and National Competitive NOFO Overview, Register [here](#)**

*Yes, subapplicants are welcome to participate in the AmeriCorps State and National Competitive NOFO Overview on 9/19/23. Just keep in mind that there are some differences between the AmeriCorps NOFO (Notice of Funding Opportunity) and the Serve Wisconsin Request for Proposals. The most important difference is that the deadline for submitting an application for Serve Wisconsin is Tuesday 10/10/23.*

**Question 7: Thanks for your response. We decided not to apply this year and look at possibly applying next year. Is this a grant that is normally offered annually?**

*Thank you for your message. Serve Wisconsin usually issues two Requests for Proposals for AmeriCorps State programs each year. The Request for Proposals in the fall is for AmeriCorps State "Competitive"*

*Grant applications, which generally is limited to existing AmeriCorps State programs (not new programs). Each year in February or March, however, Serve Wisconsin issues a similar Request for Proposals for AmeriCorps State programs applying for what AmeriCorps calls "Formula" Grant applications.*

*For Formula Grant funding, Serve Wisconsin usually issues two Requests for Proposals for AmeriCorps State grants at the same time—one is for a program (operational) grant and the other is for a planning grant. Serve Wisconsin strongly recommends that organizations that are looking to start a new AmeriCorps State program begin with a one-year planning grant, as AmeriCorps State programs are required to adhere to some specific requirements.*

*You can find links to more information about each type of Request for Proposals that Serve Wisconsin offers for AmeriCorps State programs at [our Funding Opportunities website](#), including the Request for Proposals for planning grants that we issued earlier in 2023. The Formula Planning Grant Request for Proposals, when read with the [AmeriCorps State & National Terms & Conditions](#), can provide you with many of the requirements that would apply to a new AmeriCorps State program. Serve Wisconsin expects to issue a similar request for proposals for planning grants in early 2024.*

*Please also contact [Jeanne.Duffy@Wisconsin.gov](mailto:Jeanne.Duffy@Wisconsin.gov) to talk more about options, the process, and best next steps.*

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**Question 8: I wanted to reach out and introduce myself as well as express interest in the Competitive Grant. We are a new applicant to this grant but currently have AmeriCorps / Serve Wisconsin funding for our Day of Caring project through the VGF Mini Grant.**

**With our proposal, we are looking to expand an already successful volunteer-run program called Digital Navigators. This program takes place in Eau Claire County and started in early 2021. The program was started by a social work professor at UW-Eau Claire who saw first-hand how the pandemic affected those who didn't know how to use technology well and thus felt even lonelier during this time. Today, the program is still running as a way to help seniors and those in need of technology support to be able to stay connected with friends and family, print documents, attend telehealth appointments, pay their bills online, and more. The program is all volunteer run by connecting UW-Eau Claire service learning students with community members referred to us by the Eau Claire County ADRC. While this program has helped numerous individuals and families, volunteers are temporary, and the need is much greater. The social work professor who started this program came to me with an idea to apply for this Competitive Grant to expand Digital Navigators and fill the need we see in the community. We have ideas for how to do this which I am happy to share as well. As there are many efforts and funding sources underway to expand broadband access and digital equity, the time is ripe for Digital Navigators to expand and be there when community members need it most.**

**Knowing this, what are the next steps? We did fill out the notification of intent to apply, but please let me know the best steps to proceed. I am happy to have a conversation about this and answer any questions you have.**

*Thank you for your question. If you are new to Serve Wisconsin, I encourage you to contact [Jeanne.Duffy@wisconsin.gov](mailto:Jeanne.Duffy@wisconsin.gov) as soon as possible to talk more about options, the process, and best next steps.*

*In addition, Serve Wisconsin provides an All-Access Pass to [On3Learn courses](#), which Serve Wisconsin encourages you to use in conjunction with writing a proposal.*

*Serve Wisconsin usually issues two Requests for Proposals for AmeriCorps State programs each year. The Request for Proposals in the fall is for AmeriCorps State "Competitive" Grant applications, which generally is limited to existing AmeriCorps State programs (not new programs). Each year in February or March, however, Serve Wisconsin issues a similar Request for Proposals for AmeriCorps State programs applying for what AmeriCorps calls "Formula" Grant applications.*

*For Formula Grant funding, Serve Wisconsin usually issues two Requests for Proposals for AmeriCorps State grants at the same time—one is for a program (operational) grant and the other is for a planning grant. Serve Wisconsin strongly recommends that organizations that are looking to start a new AmeriCorps State program begin with a one-year planning grant, as AmeriCorps State programs are required to adhere to some specific requirements.*

*You can find links to more information about each type of Request for Proposals that Serve Wisconsin offers for AmeriCorps State programs at [our Funding Opportunities website](#), including the Request for Proposals for planning grants that we issued earlier in 2023. The Formula Planning Grant Request for Proposals, when read with the [AmeriCorps State & National Terms & Conditions](#), can provide you with many of the requirements that would apply to a new AmeriCorps State program. Serve Wisconsin expects to issue a similar request for proposals for planning grants in early 2024.*

*If you have additional questions, feel free to email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again.*

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**Question 9: I am currently working on our proposal for competitive funding and have run into an egrants issue that may be tied to the amendment we are working on.**

**When I go into egrants and select "continuation/renewal," I get the error message "No applications are in an continuable state at this time."**

**I am guessing this is because we currently have an amendment in progress?**

**I've attached a screenshot of the message in egrants.**

**Thanks for your help!**

*Thank you for your question. I think you are running into this error message because Serve Wisconsin has an amendment submitted on our competitive grant. We expect it to be approved any moment now, and will send an email update as soon as we have confirmation that eGrants is ready to accept applications.*

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**Question 10: Hello, I went to start our continuation application and when I select continuation/renewal it only comes up with WD's RSVP grant for me to select. Do you know why that might be?**

*Thank you for your question. I think you are running into this error message because Serve Wisconsin has an amendment submitted on our competitive grant. We expect it to be approved any moment now, and will send an email update as soon as we have confirmation that eGrants is ready to accept applications.*

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**Question 11: As a competitive applicant that received funding nationally last year, do we need to complete this? I always question myself.**

*Thank you for your question. After receiving a new AmeriCorps grant from your competitive application last year, you will submit an application for year 2 competitive funding this year as a continuation applicant. Continuation grantees must submit an application in order to be eligible to receive funding for the 2024 program year.*

*Continuation applicants must also submit a Notice of Intent to Apply and an application in order to be eligible to receive funding for the following year by 12:00 Midnight CT on September 21, 2023. The application submission deadline for continuation requests is October 10, 2023 by 4:30 PM Central Time. Applications are submitted using the eGrants website.*

*Although I recommend you read the entire Request for Proposals, there is a section with application instructions specifically for continuation applicants.*

*As a reminder, Serve Wisconsin offers an All-Access Pass to [On3Learn training courses](#), which Serve Wisconsin encourages you to use in conjunction with writing your proposal.*

*If you have additional questions, please send them to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) as soon as possible, and no later than October 4, 2023. A list of questions asked and the responses from Serve Wisconsin are posted regularly to the Serve Wisconsin AmeriCorps [Competitive Grant Program RFP webpage](#).*

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**Question 12: NCCAP AmeriCorps would like to confirm that as we are currently (2023'24) in year two of three, we will be eligible to apply for Serve WI AC Formula, continuation funding for 2024-2025 this upcoming Spring.**

**However, we are also eligible (& encouraged, but not required) to apply for the Competitive funding cycle for 2024-2025 due on October 10th as well.**

**Correct?**

*Thank you for your questions. As reflected on the Face Sheet of your program's approved eGrants application for Program Year 2023-24 funding, your program recently began operating its second consecutive year of Formula Program funding. Per Appendix 9: Serve Wisconsin Formula Program Grant Application Selection Process of the current Competitive Request for Proposals, your program is eligible to apply for a third consecutive year of Formula Program funding and is also eligible to apply for Competitive Program funding, as well:*

*Formula Program grant programs that have been awarded a Formula Program grant may choose to apply for up to two additional years of Continuation Formula Program grant funding, for a maximum of three consecutive years of Formula Program grant funding. After applying for three years of Formula Program grant funding, programs are required to apply for Competitive Program grant funding.*

*However, Formula Program grantees are not required to apply for second and third year Continuation Formula Program grant funding and can choose to apply for Competitive Program grant funding instead of applying for a second or third year of Continuation Formula Program grant funding*

*If you have additional questions, please send them to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) as soon as possible, and no later than 10/4/23. A list of questions asked and the responses from Serve Wisconsin are posted regularly to the Serve Wisconsin AmeriCorps [Competitive Grant Program RFP webpage](#).*

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**Question 13: Based on the RFP I was thinking I should select "Continuation/renewal" when creating our competitive application, but this is the message I receive. Does this mean I should select "New" instead?**

No applications are in an continuable state at this time.

508 Approved | Contact Help Desk | Privacy

*Thank you for your question. I think you are running into this error message because Serve Wisconsin has an amendment submitted on our competitive grant. We expect it to be approved any moment now, and will send an email update as soon as we have confirmation that eGrants is ready to accept applications.*

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**Question 14: The 2024-25 AmeriCorps State RFP notes that federal funds may be used as matching funds (page 9). The Additional Documents table (page 32) requires that a copy of a letter be provided documenting permission to use federal funds as match. UW-Eau Claire has a copy of a letter from Dept. of Education permitting use of their funds as match, dated April 2022 (attached). Is this acceptable documentation? If not, please provide additional detail.**

*Thank you for your question. The letter from the US Department of Education is acceptable documentation for using federal US Department of Education funds as match.*

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**Question 15: Thank you for the response and guidance. I'm afraid I'm still confused. In previous years, our continuation applications were a narrative in the continuation section of the e grants narrative that we submitted in the winter/spring. Do we need to do the full process of applying again this year as a continuation applicant? I thought that since this was renewable funding our reapplication process would look more like what we did in the winter/spring of 2021 and 2022. Is that only for formula funding? I didn't realize that we would need to submit a new full application and want to make sure that I'm reading pages 10 and 17 ff of the NOFO correctly. I appreciate your help.**

**You'll see an email I sent just now with a question about the continuation process. The NOFO that I downloaded from the RFP webpage contains two different page 17s that are referenced for the continuation. The first page 17 talks about continuation but then seems to cover the process for recompetete and new applicants. The second page 17, which follows page 34 in the NOFO, is much more closely aligned to what I remember going through in recent years during our continuation process. I am assuming I should be following that process, but I'd appreciate any clarification and guidance you can provide. I am going to start the process following the instructions on the second page 17, but I'm doubting myself a little right now.**

**I started following the instructions on the second page 17 of the RFP to start a continuation application and received a prompt in e grants that no grants are eligible for a continuation at this time. Please let me know how to proceed. I appreciate your help.**

*Thanks for your questions. I apologize about the confusion caused by the page numbers. As a continuation applicant, you do not need to respond to every narrative section in eGrants—you will leave all of them unchanged, with the exception of the "continuation changes" narrative field. You found the correct instructions for continuation applicants (see screenshot of the beginning of that section).*

## **B. Continuation Applications**

The following instructions for submitting a continuation request apply only to programs that are currently in your first or second year of operation within a grant cycle.

If your program is currently in the final year of its grant cycle, you must apply using the application instructions for recompeting programs.

In addition, if you are in year two or three of a cost reimbursement grant cycle, you must submit a "new" application to participate as a fixed amount grant; you cannot continue your existing project and switch from cost reimbursement to fixed amount. AmeriCorps reserves the right to consider your continuation request if your fixed amount application is not funded

Organizations that have current AmeriCorps State and National awards that will be in program Year 2 or Year 3 in FY 2024 are considered continuation applicants. Continuation applicants must submit an application in order to be eligible to receive funding for the 2024 program year.

Requests by continuation applicants for increases in the level of funding or number of positions will be assessed using the [selection criteria](#).

Continuation application selection will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program. To be approved for continuation funding, applicants must demonstrate satisfactory performance with respect to key program

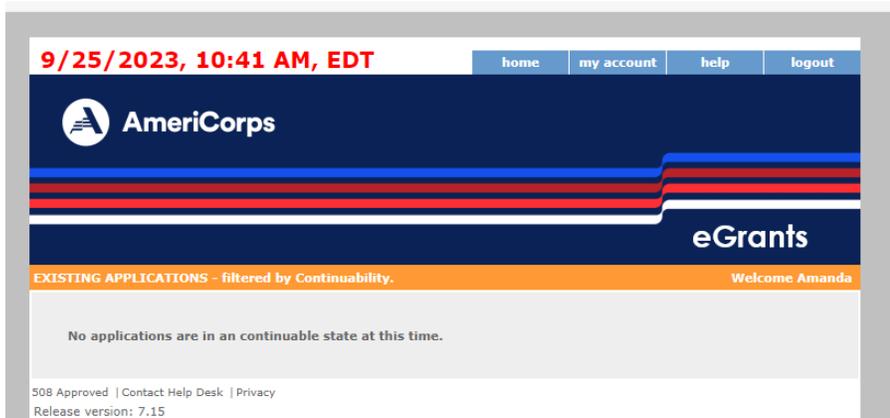
*I think you are running into this eGrants error message because Serve Wisconsin has an amendment submitted on our competitive grant. We expect it to be approved in the next few business days, and will send an email update as soon as we have confirmation that eGrants is ready to accept applications.*

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**Question 16: I'm wondering when we'll be able to enter our applications into eGrants?**

**I was going to try and start creating our application in eGrants for our Public Health AmeriCorps program continuation application.**

**I followed the instructions on page 12 and clicked on the "continuation/renewal" option and I saw this screen:**



**When I click on the “new” application option, I can click a dropdown to select the “AmeriCorps” grants. From there, I see a list of applications I can apply to. I see the option below. Is this the route I should go? Or are we not able to start our applications in eGrants yet?**



*Thank you for your question. I think you are running into this eGrants error message because Serve Wisconsin has an amendment submitted on both our competitive and Public Health America grants. We expect them to be approved in the next few business days, and will send an email update as soon as we have confirmation that eGrants is ready to accept applications. Until then, please do not begin a new application in eGrants.*

**Question 17: In the 23/24 grant year, we moved our funding to Formula funds with Serve Wisconsin at the request of the commission, after many successful years of Competitive funds. This was done part-way through our standard three-year grant cycle. It is my understanding that we are able to transition back to Competitive funding during the 24/25 grant year, however, my question is whether this would mean that we need to do a full recompetete or are able to use the continuation process.**

*Thank you for your question. An application for competitive funding for Program Year 2024-25 would be a recompetete application, not a continuation application.*



*If you contact the AmeriCorps Hotline and do not receive an answer promptly, please send me that information.*

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**Question 21: I had a couple of clarifying questions about our two upcoming Continuation applications for Achievement Connections and Schools of Hope.**

**Upon review of Tab 7. Additional Document Requirements in the RFP, I see that the inclusion of an Evaluation Report is not required for Continuations, but "If Applicable", we are to include Evaluation briefs, reports, or studies. I do not understand if this is applicable to Schools of Hope or Achievement Connections. The description of this line item is not clear to me: "Applicants who have evaluation reports of the same intervention described in the application may submit up to 2 of those reports to qualify for the Preliminary, Moderate, or Strong evidence tier. See Evidence Base section for more information." Can you help me understand what is required of us regarding this line item, please?**

**Also, please see the correspondence below regarding updating our Performance Measures and Logic Model for Achievement Connections. We were not entirely sure how to interpret the guidance we were given. Firstly, will the Performance Measures and Logic Model be "editable" in eGrants once I begin the Continuation application? Or is there some other method for updating these as part of our Continuation submission?**

**Lastly, could you please provide our Director of Achievement Connections, Karl Johnson, with guidance on how he is expected to "document the changes in who can be counted in the output and outcomes in their grant record to have it on file"? We were not sure what that meant - does this mean he is expected to gather and report on Q1 based on the new PMs that will be officially updated by Oct. 10?**

**Thanks for your help!**

*Thank you for your questions. Continuation applicants have already satisfied the requirement to provide an Evidence Base and are not required to provide evaluation briefs, reports or studies.*

*Serve Wisconsin and AmeriCorps expect that continuation applicants' programs will maintain a consistent program design for the duration of the three-year project period; however, Serve Wisconsin and AmeriCorps recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the following changes listed below during the continuation process:*

- *Changes in Operating Sites*
- *Significant Changes in Program Scope or Design*
- *Changes to Performance Measures*
- *Significant Changes to Monitoring Structures or Staffing*

- *Budget Revisions*

*Both the logic model and performance measures sections should be available for you to edit. Be sure to describe these changes in the "continuation changes" narrative section. Please note that it is not uncommon that the logic model section may appear empty; feel free to copy and paste from last year's application, then make the changes referenced.*

*For the final question, please reach out to your program officer for more guidance. Thank you for your leadership.*

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**Question 22: For the 10/2 RFP Q&A with the Wisconsin Evaluation Collaborative, what types of questions would appropriate for their team, and what types of questions would be best addressed to the Serve WI email/you?**

*Thank you for your question. If you have a question about the Request for Proposals, please email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov). However, because of the state's rules about the Request for Proposals process, I'm not allowed to provide any advice.*

*If you have questions or would like to brainstorm about things like logic models, evaluation plans, reporting, evidence, performance measures, I encourage you to use the survey link to contact the awesome folk at WEC. Not only are they very experienced in the areas of logic models, evaluation, reporting and performance measures, because they are not running the Request for Proposals process, they can also provide advice.*

*If you have questions about the Request for Proposals, please don't hesitate to email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again.*

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**Question 23: The RFP for PH continuation indicates a 2% share for SW on p.14. Are we using that or the 1% share as we did this current project year?**

*Thank you for your question. Please use the 2% formula per Appendix 3: Cost Reimbursement Budget Instructions to create your application budget for the 2024-25 Program Year.*

*Per the Request for Proposals on page 1, if you have additional questions about the Request for Proposals, they must be sent to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov). Questions emailed by 10/4/23 will receive a response, and all questions and responses are combined into a document that is updated regularly and posted on the Request for Proposals webpages in the "Questions & Answers" section.*

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**Question 24: UW-Eau Claire’s ECLIPSE program is a recompetete applicant, per the AmeriCorps Glossary definition: Those that have received AmeriCorps State and/or National funding before and are in Year 3 of their grant cycle and are applying for continued funding for the program for a new cycle.**

**In the 2024-25 RFP, in the “Evaluation Plan (required for recompetiting grantees),” there is this requirement: If the applicant has previously received three or more years of competitive funding for the same project being proposed (use the Glossary (Appendix 8) for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment.**

**QUESTION: If an applicant is in their third year of formula funding, are they required to submit the Evaluation Plan?**

*Thank you for your question. An applicant that has received three or more years of Competitive Program grant funding is required to submit an Evaluation Plan with a recompetete Competitive program grant application.*

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**Question 25:**

**In the 2024-25 RFP, recompetiting applicants in the Preliminary evidence tier are directed as follows: If you are a current AmeriCorps grantee and are recompetiting for your third competitive grant cycle, you are required to submit an evaluation report of your AmeriCorps funded program. The RFP section on Additional Document Requirements further states:**

- **Evaluation Report: If an evaluation report is required, you must submit a copy at the time of application, even if you think AmeriCorps may already have it on file.**

**QUESTION: Where can we find our prior submitted evaluation reports? Please provide specific instructions on how to access and download prior submitted evaluation reports from AmeriCorps systems. OR, if a program has recently received only formula funding, is that program exempt from the evaluation reporting requirement? If yes, how do we indicate in the current proposal?**

- **Evaluation briefs, reports, or studies: Applicants who have evaluation reports of the same intervention described in the application may submit up to 2 of those reports to qualify for the Preliminary, Moderate, or Strong evidence tier.**

**QUESTION: What is an example of an evaluation report/brief/study that is separate from the AmeriCorps required evaluation reports? Is a published study about the efficacy of the proposed intervention allowable (even if published by an entity other than the applicant)?**

Thank you for your questions. Where the Request for Proposals says:

*“If you are a current AmeriCorps grantee and are recompeting for your third competitive grant cycle, you are required to submit an evaluation report of your AmeriCorps funded program.”*

the phrase “grant cycle” refers to a 3-year grant cycle.

- *The first grant cycle includes the applicant organization’s first three years of Competitive Program grant funding.*
- *The second grant cycle usually includes the fourth through sixth years of Competitive Program grant funding.*
- *Most organizations that are recompeting for their “third competitive grant cycle” are submitting an application for the seventh through ninth years of Competitive Program funding.*

*The recompet application for the seventh year of Competitive Program grant funding is usually the first time an applicant for Competitive Program grant funding is required to submit an Evaluation Report.*

*If an applicant previously submitted an Evaluation Report, it would have been submitted as an email attachment with the recompet application for their third competitive grant cycle. Evaluation Reports are not uploaded to eGrants, so they are not available for download.*

*Per the Serve Wisconsin Competitive Request for Proposals section: IV. Submitting Your Grant Application in eGrants→ A. New and Recompet Applicants→ b) Program Design→ (2) Evidence Base→ (a) Evidence Tier,*

*If you have outcome or impact evaluation reports of the same intervention described in your application and Logic Model (use the Glossary (Appendix 8) document linked on the Serve Wisconsin [Competitive Grant Program RFP webpage](#) for a definition of “same intervention”), you may submit up to two of those reports, plus (if applicable) the evaluation report from your last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by you in the following areas, all of which must be clearly described in the Community and Logic Model sections of the application:*

- *Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;*
- *Characteristics of the population delivering the intervention;*
- *Dosage (frequency and duration) and design of the intervention, including all key components and activities;*
- *The context in which the intervention is delivered; and*
- *Outcome of the intervention.*

*Submitted reports that do not sufficiently match the intervention proposed by you in all of these areas will not be considered applicable and will not be*

*reviewed or receive any points. If you submit additional documents that are not consistent with the guidance and requirements described in this RFP (such as advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations), they will not be reviewed.*

*In the Evidence Tier of the application narrative, you must:*

- *summarize the study design and key findings of any outcome or impact evaluation report(s) submitted, and*
- *describe any other evidence that supports your program, including past performance measure data and/or other research studies that inform your program design.*

*If you submit evaluation reports for consideration, you must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in your application (use the Glossary's definition of "same intervention").*

*You must provide citations for the studies you describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional document that is not a study submitted in accordance with the instructions in this Request for Proposals.*

*Your program must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports you submit do not meet the definitions, you may be considered for a lower evidence tier.*

*If you have additional questions, please send them to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) as soon as possible, and no later than 10/4/23. A list of questions asked and the responses from Serve Wisconsin are posted regularly to the Serve Wisconsin AmeriCorps [Competitive Grant Program RFP webpage](#).*

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**Question 26: Now that we are able to submit our PHA and new applications into eGrants, I wanted to circle back to two questions from earlier that were "TBD"**

- 1. Pg 26: the 4 components within the "cost effectiveness ad budget adequacy section": our program is supporting efforts/doing things that fit within the criteria (specifically items 1-4) that are free of cost. Can we still list those efforts if those efforts are not reflected in the budget?**
- 2. Pg 28: question about the logic model: in the past, I was under the impression that each correlated/associated activity, output, and outcome had to be all**

**within 1 row. With the new instructions this year, can we have multiple rows that**

**Do you happen to have any updates on the two questions above? Thanks so much for your continued help! Really appreciate it.**

*Thanks for following up. Both of those questions were asked, but not much guidance was provided. In response to the first one, AmeriCorps HQ staff said that budgets should reflect the values of the project, so if member recruitment and retention are truly priorities, that should be reflected in the budget. For the second one, they indicated that applicants should follow the instructions for the logic model from the NOFO/RFP. If you'd like, AmeriCorps HQ did release a short video about logic models that you can review—see the bottom of the [AmeriCorps Competitive Funding Opportunity webpage](#).*

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**Question 27: Just curious if a potential government shut down would impact the RFP process at all since eGrants is a federal website.**

*If there were a federal shutdown, we expect that the eGrants website would continue to be available to us, just not the staff at AmeriCorps HQ. We have reason to believe that a limited number of people at the AmeriCorps hotline might still be available for us if we had issues with eGrants.*

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**Question 28:**

**New application:**

- **if we are including incidental hour activities and disaster relief language in the member experience, should that be included in the logic model? It's not necessarily a significant part of our program design in relation to our outputs and outcomes, but still an activity members could do.**
- **in the logic model instructions on the RFP (page 28), it says "Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings." à Based on the RFP instructions, it sounded like this should be described in the evidence section on page 24 (our program is pre-preliminary). Should we also describe this in the logic model as well as the evidence based section? If we should describe this in the logic model, is it appropriate to refer readers to the evidence section of our application?**

**PHA:**

- **We have an update to our program design. The section that's being updated is relevant to information listed in our logic model. The RFP instructions on page 13 say to not enter information into the logic model. I wanted to confirm that we should NOT make any updates to our logic model, per the RPF instructions.**
- **Are there any particular definitions for the "grant characteristics" as listed on the eGrants application. The RFP just mentioned to check any characteristics (as appropriate). They are the following: Faith-based organizations, EAP program, Geographic focus-urban, Innovative community strategies, Professional corps, STEM program, Geographic focus-rural, None of the above grant characteristics**
- **I'll be updating our demographic section (removing volunteer mobilization goals due to lack of volunteers). I described this in the program scope/design section of the narrative. Do I need to specifically call out the change in the "demographics section" if I already mentioned the changes in the program design narrative? If so, where should I call out that change? In the:**
  - **changes to operating sites;**
  - **significant changes in program scope or design;**
  - **changes to performance measures;**
  - **significant changes to monitoring structures or staffing;**
  - **budget revisions section**

*Thanks for your questions.*

*For a new application for the Competitive Program Grant RFP:*

- *The Request for Proposals indicates that the "incidental hours" and "disaster relief hours" language should be added to the Member Experience portion of the Program Design narrative, just after the Evidence Base portion.*
- *In the past, AmeriCorps may have directed applicants not to assume that the reader of one portion of the application had also read another portion of the application, but I was not able to find that kind of instruction in this year's NOFO from AmeriCorps.*

*For a continuation application for the Public Health AmeriCorps RFP:*

- *Significant changes in program scope or design may be requested by describing proposed changes in the Continuation Changes narrative field. Continuation applicants may change their logic model accordingly.*
- *Some of the terms for the Grant Characteristics section are defined in Appendix 7: AmeriCorps Mandatory Supplemental Information and/or Appendix 8: Glossary, including "EAP Program" and "Professional Corps"*
- *You can describe the change in the continuation narrative section wherever it makes the most sense. Be sure not to adjust anything in other narrative fields.*

**Question 29: In the Community and Logic Model Section, the RFP states the following:**

**“The Logic Model chart will demonstrate that the intervention is likely to lead to the outcomes identified in the organization’s logic model; this information is no longer part of this narrative section (see Logic Model section for instructions).”**

**In past proposals, we have included our proposed intervention in the Community and Logic Model Section. Does the above statement mean we should not include our proposed intervention in this section?**

**Thanks for your help!**

*Thank you for your question. The description of the intervention will be in the Logic Model, and possibly in other sections of the narrative, but not in the "Community and Logic Model" section of the narrative.*

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**Question 30: I wanted to check in with you about submission requirements for the Operational and Financial Management Survey required for all state and national applicants (per guidance provided on the “Manage Your Grant” page for FY 2024 AmeriCorps State and National Grants).**

#### **Manage Your Grant**

Resources you need to effectively manage your grant, including eGrants instructions, terms and conditions, individual match waivers, pre-award requirements, financial reporting requirements, and training and technical assistance materials are found on [Manage Your Grant](#).

- **Applicant Operational and Financial Management Survey (OFMS)** - All new and recouping applicants regardless of funding level are required to submit an OFMS with every new and recouping application an organization submits to AmeriCorps. The form needs to be completed fully, a response for every question. If there are additional comments needed to explain certain responses, please utilize the 'preparer's comments' section.
  - The OFMS must be submitted as an MS Form Survey through the link above. All other formats, including Word Document and PDF, will not be accepted.

**I have not been able to find a deadline for this survey, however the information listed on the FY24 ASN page says that it should be submitted with the recompute application. Does this mean that the survey is due 10/10 at 4:30pm when our PHA recompute application is due?**

*Thank you for your question. Public Health AmeriCorps continuation applications are not required to submit the Operational and Financial Management Survey with their application on Tuesday 10/10/23.*

*Competitive Program Grant applicants should follow the instructions for submitting the Operational and Financial Management Survey from the Serve Wisconsin Request for Proposals (not the AmeriCorps State and National webpage) by completing Attachment C: AmeriCorps Operational Financial Management Survey form (available at the Serve Wisconsin Competitive Request for Proposals webpage) and submitting it as an attachment, along with other required additional documents.*

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**Question 31: Just to clarify this is for competitive continuation requests as well?**

*Thank you for your question. Yes, this new procedure for submitting applications via templates applies to Competitive continuation applications.*

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**Question 32: Are you able to confirm that our organization does not need to submit an evaluation plan? This part is always confusing to me. We were formula funded so I don't think we need one? It says " if the applicant has previously received 3 or more years of competitive funding", which would not be us correct? Or does that include being funded years ago for it?**

*Thank you for your question. I have been trying to find the answer to your question, and hope to have more information soon.*

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**Question 33: I'm working on creating our new application in the eGrants Portal.**

**I was reading the instructions on page 16 of the RFP and based on those, our program falls into the "continuation/renewal" category. When I click on the "continuation/renewal" option, I see screenshot 2, which says I don't have any applications open.**

**If I click on the "new" option under creating an application, I then see screenshot 3, which redirects me to the "select a NOFA" checklist. Here, I'm able to select different options, including screenshot 4.**

**I'll note, I've had issues in past grant application cycles where I accidentally started a grant application. For Screenshot 5, when I click on "2 subapplicant edit of application" button in the "view my Grants/Applications", I see our PHA continuation application. It does not look like I've started a previous application for the state commission option.**

**I wanted to check - do I proceed with the screenshot 3 and 4 route for the new application? Or am I supposed to proceed with screenshot 2, and if so, I'm assuming I'll need to contact the help desk to see why I can't access said application? Please let me know the best way to proceed.**

*Thank you for your question. For the Serve Wisconsin AmeriCorps Competitive Request for Proposals, instead of entering application information in eGrants, applicants will submit their Competitive Program Grant application by responding to the Request for Proposals criteria in Word and Excel templates, and submitting them via email.*

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**Question 34: Thank you for your continued support. I am checking in on whether there is an update on the e-grants functionality for developing a continuation application. As of a few moments ago, I was not able to begin a continuation. I wanted to make sure to submit a request for support or advice on this prior to the October 4 deadline. Have a great afternoon!**

*Thank you for your question. For the Serve Wisconsin AmeriCorps Competitive Request for Proposals, instead of entering application information in eGrants, applicants will submit their Competitive Program Grant application by responding to the Request for Proposals criteria in Word and Excel templates, and submitting them via email.*

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**Question 35: Just checking in on this. Can we submit applications to eGrants yet?**

*Thank you for your question. For the Serve Wisconsin AmeriCorps Competitive Request for Proposals, instead of entering application information in eGrants, applicants will submit their Competitive Program Grant application by responding to the Request for Proposals criteria in Word and Excel templates, and submitting them via email.*

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**Question 36: I'm following up on my previous question about accessing the 2024-25 application in eGrants. MCC still does not have a sub application available and we are mindful that it is due a week from today. Thank you for support or guidance.**

*Thank you for your question. For the Serve Wisconsin AmeriCorps Competitive Request for Proposals, instead of entering application information in eGrants, applicants will submit their Competitive Program Grant application by responding to the Request for Proposals criteria in Word and Excel templates, and submitting them via email.*

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**Question 37: Thank you for the response! A follow-up clarification: Since UW-Eau Claire is on our third year of formula funding we are not viewed as having received 3+ years of competitive funding and therefore do not need to provide an Evaluation Plan?**

*Thank you for your question. Whether an applicant is required to submit an Evaluation Plan and/or Evaluation Report is dependent on the number of years of Competitive AmeriCorps funding, and does not take into account years of Formula AmeriCorps funding.*

*Per the Request for Proposals:*

*If the applicant has previously received three or more years of competitive funding for the same project being proposed (use the Glossary (Appendix 8) for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment.*

*As the University of Wisconsin - Eau Claire has received more than three years of Competitive AmeriCorps funding, you are required to submit an evaluation plan as an attachment.*

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**Question 38: Clarification request: UW-Eau Claire has most recently received formula funding, not competitive funding. (It has been more than 6 years since UWEC received competitive funding). If an applicant has ever received competitive funding, that applicant must submit an evaluation plan, is that correct?**

*Thanks for your question. According to Serve Wisconsin records, UW-Eau Claire received Competitive AmeriCorps funding for Program Years 2018-19, 2019-20 and 2020-21.*

*The requirement to submit an Evaluation Plan applies to applicants that have ever had three or more previous years of AmeriCorps Competitive Program funding. For the purposes of this requirement, it does not matter that UW-Eau Claire most recently received Formula Program funding.*

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**Question 39: I am sorry if I missed this, but is there any delineation for “continuation” applications? We have just entered year 1 of a 3 year award, and I was curious if there is anything about the process that will be different for us as compared to the recompetes?**

*Thank you for your question. Yes, this new procedure for submitting applications via templates also applies to Competitive continuation applications.*

---

**Question 40: Quick question that I think falls in your purview vs. asking through the general questions for grantees.**

**In 24-25 we'll be in the third year of our three year continuation grant. I'm not sure which applies to us for year 3. In reading the info in the RFP—we are not recompeting (bullet 1) nor do bullets 2 or 3 apply to us.**

## How to Submit Your Continuation Application

1. Start on the eGrants homepage in the "Creating an Application" section
  - If you are re-competing (in the final year of a competitive funding cycle and applying for a new grant cycle), select Continuation/Renewal
  - If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select Continuation/Renewal
  - If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select New, and then refer to the [New and Recompete Applicants section](#).
2. After selecting Continuation/Renewal, you will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue.
  - Make sure you select the correct one.
  - Do not start a new application.

### Is this the wrong spot for us to enter the continuation information?

*Thank you for your question. I apologize for the confusion. For the Serve Wisconsin AmeriCorps Competitive Continuation Request for Proposals, instead of entering application information in eGrants, all applicants—including continuation applicants—will submit their Competitive Program Grant application by responding to the Request for Proposals criteria in Word and Excel templates, and submitting them via email.*

*Please do send any other questions you may have about the Request for Proposals process to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).*

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### Question 41: Thank you for the update. This is most helpful.

**In reading the instructions below, I wanted to check: would United Way Fox Cities technically fall under the "new" button for the application process (If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, click on the word "New.")? We currently have not received three consecutive years of federal funding (applying for year 3 of PHA funds) and previously, received funds through the formula funding process.**

**I'm assuming we should follow the instructions for the "new" application, but wanted to double check before proceeding in eGrants. Thank you for your help and guidance on this.**

*Thank you for your question. According to Serve Wisconsin's records, United Way Fox Cities should submit a "new" application.*

---

**Question 42: Thanks for taking my call today. Just to clarify we do not need to fill out the attached form (Evaluation Plan Template) since this is our first year of a RFP competitive grant correct?**

*Thank you for sending your question via email. Applicants that have not previously received three or more years of competitive funding do not need to submit an Evaluation Plan.*

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**Question 43: I am a little confused, sorry! So for Dane County PASS, we click continuation/renewal, even though we are applying for a new 3-yr cycle, correct?**

**When I do click that, I am send to screen that says “No application are in continuable state at this time.”**

*Thanks for your question. In theory, you should have the option to click "renew" on the grant for last year that starts with 21ACEWI001 in order to start a new recompetete application.*

*Could you please ask the AmeriCorps hotline for help and let me know what they say? You can let them know that you're trying to create a recompetete application as a subapplicant, and the prime grant application ID is 24AC260955. Thanks in advance.*

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**Question 44: I'll try and do this today. I am extremely busy trying to finish up all the grant materials though, so I might not get to it.**

*Thanks. I just sent a message to the AmeriCorps Hotline to see if they'll be willing to let me know what you should do next. Sometimes they will insist that they can only talk to the subgrantee, but I'll let you know what answer I receive.*

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**Question 45: Ok, well the hotline emailed me to call the number... which is not working. Thankfully, with your new instructions, I am in and able to enter in eGrants. Thanks for your help and direction!**

*Thanks for letting me know. I'm glad to hear you were able to open the application today.*

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**Question 46: I tried to call the 800 number, but it doesn't work? I did submit a message, but I am sort of panicking because I was really hoping to submit today. I am trying live chat... we'll see how it goes. I don't have a ton of hope, but I'll let you know!**

**I am wondering if, in the meantime, you could re-share the template you sent for the performance measure section? I didn't realize that was so extensive and I really need to start working on it, but I can't see what info I need since I can't get into eGrants.**

*I'm glad you were able to get into eGrants. If you are still interested in getting access to the templates, just let me know and I'd be glad to share them.*

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**Question 47: Milwaukee Christian Center is still receiving the "No applications are in a continuable state at this time." when selecting "Continuation/Renewal" for our recompetete application. Guidance is appreciated.**

*Thanks for your question. If you can jump on a call to show me your screen, I may be able to assist.*

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**Question 48: To confirm the maximum cost per MSY for the competitive RFP is \$27,000 and not \$25,000 correct?**

*Thanks for your question. The maximum cost per MSY for Competitive Program applications for Program Year 2024-25 is \$25,000.*

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**Question 49: I am attempting to start a recompetete application for College Possible based on the instructions below and am running into a complication.**

**When I go into the "Continuation/Renewal" screen, I am only given the option to create applications for our MN, National Direct, OR, and VISTA grants. Please see the screenshot below.**

*Thanks for letting me know. Please reply if you have any trouble opening a new application per the email I just sent.*

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**Question 50: Since this is a question that is unique to MCHS, I am sending this directly. Apologize if I should have used the general email.**

**Anyway, as you probably know, we are submitting our 2 programs for both PH continuation and SW competitive. Both Recovery Corps and Community Corps were previously funded by SW. We are a bit uncertain as to whether our competitive application be done as NEW or something else. Do we start from scratch under the New – AmeriCorps – FY2024 AmeriCorps State Commission (New and Cont) – the use the no, I am sure I want to start a new Grant link? Will this pick up the proper year and match level for our programs?**

*That's a good question.*

*For the competitive application that you plan to submit for the "MCHS AmeriCorps Rural Intermediary Program," is that going to be the same program design as the grant #18ACHWI0010005 (the one that is showing up as an option to select for a recompute)? It looks like grant #18ACHWI0010005 was for a program focused on training members in volunteer management to increase host sites' volunteer capacity. If your "MCHS AmeriCorps Rural Intermediary Program" competitive proposal is for that same program design, then you should select the option "continue this grant" shown on the fourth screenshot below.*

*If the "MCHS AmeriCorps Rural Intermediary Program" is going to have a different program design than the volunteer capacity building program, then you should select the "no, I am sure I want to apply for a new Grant" option.*

*For the Recovery Corps competitive application, you should select the "no, I am sure I want to apply for a new Grant" option.*

*If you have additional questions, please don't hesitate to reply and send more questions. Screenshots are helpful, too. Thank you for your leadership.*

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**Question 51: Just clarifying that nothing is to be entered into eGrants (narrative or budget) for continuation grants. Rather, everything will be submitted via email to DOA Serve Wisconsin <ServeWisconsin@wisconsin.gov>**

**For those writing a continuation grant, please see attached from 23-24 continuation narrative. Can you confirm that what is needed for 24-25 continuation will be a similar narrative, along with the required attachments. Just wanting to be sure as we're unclear based on the screenshot below from the RFP**

Continuation applicants must submit a Notice of Intent to Apply and an application in order to be eligible to receive funding for the following year. All applicants, including continuation applicants, must submit a [Notification of Intent to Apply](#) by 12:00 Midnight CT on September 21, 2023. **The submission deadline for continuation requests is also October 10, 2023 by 4:30 PM Central Time.** Applications are submitted using [the eGrants website](#).

Serve Wisconsin and AmeriCorps reserve the right to award applications in an amount other than the requested level of funding and will document the rationale for doing so.

*Thank you for your question. I apologize for the confusion.*

*For a Competitive Program continuation grant application, please follow these steps:*

- 1. In the "Creating an Application" section on the eGrants homepage (bottom left of the screen), click on the words "Continuation/Renewal"*
- 2. Find the grant number that starts with "21ACEWI001" and, along the right side of the screen, click on the word "renew" (in bright orange)*
- 3. Select the radio button next to "FY 2024 AmeriCorps State and Territory Commission (New and Cont)" and click "next"*
- 4. Click on the words "Narrative" along the left side of the screen*
- 5. You will see that all of the narrative fields in the list have a green checkmark next to them—that indicates that you already entered information into each narrative box last year.*
- 6. Find the row called "Continuation Changes" and click on the words "view/edit narrative" along the right side of the screen*
- 7. In the pop-up box, you should see the continuation changes narrative that you entered into eGrants last year—do not delete that information*
- 8. Above the narrative you wrote for last year, insert a line (-----)*
- 9. Above the line, type "2024-25 Continuation Changes"*
- 10. Below the "2024-25 Continuation Changes" but before the line, enter a narrative describing your proposed changes for Program Year 2024-25*

*When you submit your application in eGrants, the application should include both this year's and last year's requested changes in the "Continuation Changes" narrative field. Do not make changes to any of the narratives from previous years except the one called "Continuation Changes."*

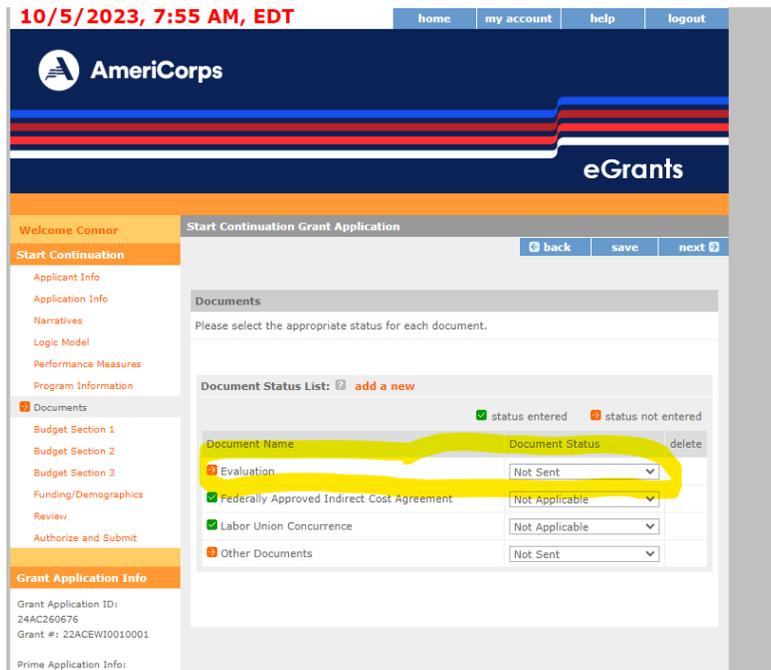
*Send the applicable required attachments as attachments to an email to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).*

*If you have additional questions, please don't hesitate to email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again as soon as possible, and no later than 10/9/23.*

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**Question 52: I am with the Wisconsin Association of Free and Charitable Clinics (WAFCC). I am making sure we have all the correct documents sent. I had a quick question. In the past 2 years**

we have listed the document "Evaluation" as not applicable. Can you please refresh my memory on what this is for again? I believe it is still not applicable but I want to confirm. Attached is a screenshot for reference.



*Thank you for your question. In the "Documents" section of the eGrants application, the listing called "Evaluation" in the Document Status/Document Name section refers to a completed evaluation report.*

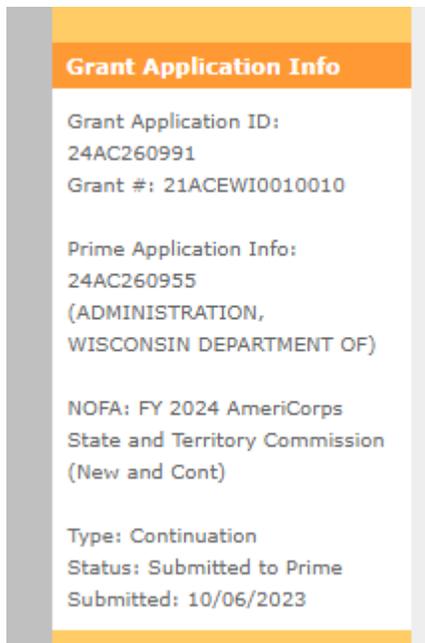
*If you are a current AmeriCorps grantee and are recompeting for your third competitive grant cycle, you are required to submit an evaluation report of your AmeriCorps funded program. For applicants that have not yet received two competitive grant cycles' worth of funding, select "Not Applicable" from the dropdown field in the "Evaluation" line of the "Documents" section.*

*If you have additional questions, please don't hesitate to email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again as soon as possible, and no later than 10/9/23.*

**Question 53: Thank you for this update. I have submitted our continuation application in E-grants; however, as I re-read the email below, I am wondering if you can confirm that I have done so correctly. The App ID that I had available for submission as a continuation is different from the one provided in the email below. The application I was able to continue is: 24AC260991**

**Please let me know if our application has been submitted correctly and if the needed components are complete on your end. I appreciate your assistance and hope you have a great weekend!!**

*Thank you for your question. I can confirm that you have submitted a continuation application for Wisconsin Association for Runaway Services with application ID 24AC260991. If you look along the left side of the screen in eGrants, you will see in the "Grant Application Info" section that, while your grant application ID is 24AC260991, your subapplication is associated with the correct Serve Wisconsin prime grant application ID of 24AC260955 (see screenshot below).*



*I can confirm that this application was submitted in eGrants correctly.*

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**Question 54: Thanks for your feedback. Is the PHA considered competitive? I am not sure if this applies to us or not?**

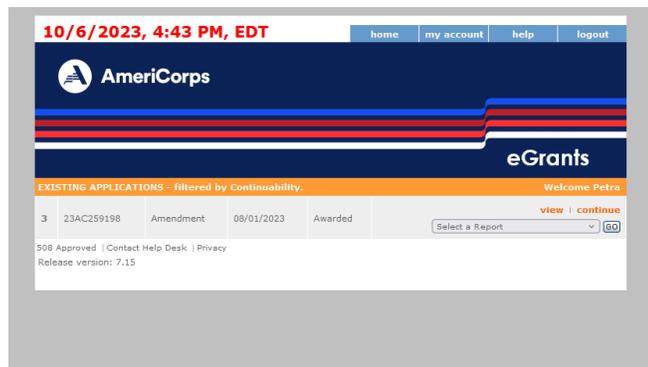
*Thank you for your question. For the purpose of the evaluation report requirement, years of Public Health AmeriCorps (PHA) funding are not considered years of competitive funding. As WAFCC has not yet received any competitive funding, no evaluation report is required with any of your applications.*

*If you have additional questions, please don't hesitate to email [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) again as soon as possible, and no later than 10/9/23.*

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## Question 55: Some follow up questions:

- When we follow your instructions, we're getting held up at item #2 because we don't see what you see. Here is what we see:



## Can you provide clarity?

- In the email that Kelly Wochinske received dated October 4, 2023 with the subject, "Re: Serve WI Competitive application -- deadline and templates" we see that we are required to submit our application using the templates provided by Serve WI and that there are different templates for continuation applications. When we open the link, however, we don't see any templates other than the "Attachment F: Evaluation Plan Template." Can you share which template we are required to use as a continuation grant?
- In that same email, the instructions indicate that we should "Submit all completed templates and required Additional Documents as attachments via email to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov)<mailto:ServeWisconsin@Wisconsin.gov>." Should we do that in addition to submitting in eGrants per the instructions in your email below from Friday, October 6<sup>th</sup> with the subject, "Re: eGrants for continuation grant"? So, submit both via email and via eGrants?

Head's up, the RFP goes from page 34 to page 17. There are two page 17s. This made it challenging to navigate to the appropriate location for information about continuation applications. We suggest changing that for next year.

Also, is it possible to get Victoria and myself included on any communication that goes to Ryan Daniels and Kelly Wochinske? They were the contacts listed on the Intent to Apply because they are the official representatives of MPL and MPLF for our project, but Victoria and I are the Program Directors responsible for writing the grant. They may assume we are included if everyone is BCCed, but that's not always the case.

*I apologize about the confusion.*

- 1. When you get to the screen in your screenshot below, please click the word "continue." If you have questions about the screens you encounter in eGrants by the end of today 10/9/23, please send them to me at [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov). If you have questions about eGrants between tomorrow 10/10/23 and Thursday 10/12/23, please contact the AmeriCorps Hotline.*
- 2. Unfortunately, because of the delay with the eGrants budget amendments for Program Year 2022-23, eGrants was not available for applicants until last week. On Tuesday 10/3/23, I sent instructions to applicants indicating that we were changing the submission requirements and requiring that everyone submit their application information using Word and Excel templates. By Thursday 10/5, eGrants became available and the decision was made to switch back to requiring applicants to submit in eGrants, not using the Word and Excel templates, after all.*

*I have not forwarded the email with information about the templates that was sent last Tuesday, since we are no longer accepting application submissions using the templates. I have forwarded to you both the email that went to all Notice of Intent to Apply contacts specifying that a) applications will be submitted via eGrants, as originally planned, and b) the deadline for applications to be submitted in eGrants is now Thursday 10/12/23.*

- 3. Follow the instructions in the RFP for submitting your grant in eGrants, as well as the instructions for sending Additional Documents via email.*

*I apologize for the error in page numbering; I wasn't able to fix that. I will start with a fresh document next year so that the pagination is clear.*

*Once you've reviewed the forwarded email message, please let me know if you have further questions as soon as possible. If there are additional email announcements sent to all applicants, I will include you and Victoria.*

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**Question 56: I'm working with our accountant to complete the Financial Management survey (Attachment C) for the new application cycle. We're stuck on #5. Assistance listing number associated with funding opportunity.**

**I was looking on our generated application face sheet and our application in eGrants. Would this number be the prime applicant info "24AC260955 (ADMINISTRATION, WISCONSIN DEPARTMENT OF)"? Or would it be "CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006" as found on the face sheet? I'm assuming it's the 94.006 number, but wanted to double check.**

**Is this a question you're able to answer? Thanks for any help/insight you're able to provide!**

*Thank you for your question. The answer for #5 is, indeed, 94.006.*

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**Question 57: Hello, I am finishing up our application and I am having a hard time with the State Service Plan document. It will not wrap the text in the text boxes. Is there a way to get a different version that will wrap the text so that you can read the entire answer?**

*Thank you for your question. I apologize for the difficulty you encountered. I changed a setting and re-uploaded the PDF form to the RFP webpage. If you are still encountering difficulties, you can also click on "(Word)" after the template to download a version of the form in Microsoft Word.*

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**Question 58: Thanks for the reminder! One quick clarification. It says that the continuation changes cannot be more than 6 pages long. To confirm you are talking about just the continuation section being no more than 6 pages correct? The whole document with narratives can be more than 6 pages I would assume?**

*Thanks for your question. You are correct—the length of only the "Continuation Changes" portion of the narrative is limited to 6 pages, as they print out in the PDF you download from eGrants.*

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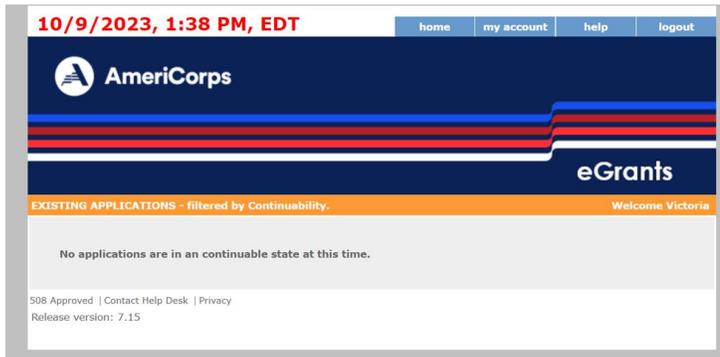
**Question 59: Are we supposed to see our logic model in eGrants for continuation applications? There is nothing in my logic model section for my continuation application.**

*Thank you for your question. eGrants has a weird glitch where it does not display the Logic Model when you are creating a continuation application. Unless you have changes to your program that need to be reflected as changes in the Logic Model, you can leave the Logic Model section blank. The Logic Model will not be reviewed for continuation applicants unless there is a reference in the "Continuation Changes" narrative indicating a change.*

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**Question 60: We're trying to batch any additional follow ups to avoid confusion on what is likely a busy day. However, this question feels more time sensitive. First, thanks for the clarification. We will enter our continuation information in eGrants as instructed. Initially when we logged into eGrants following receipt of this message we were able to see the continuation application in eGrants, which we checked just to confirm we could see what we needed. We did not do**

anything with the application, however. Moments later when we back into eGrants we received the message below. The “continue” application seems to have disappeared. Any idea how to troubleshoot this sudden disappearance? Frustrating! (we did log out/back in to no avail)



No worries—today is question-answering day for me, so please feel free to send any other RFP questions you may have.

That is very strange—I don't have an explanation for why that might have happened. Please reach out to the [AmeriCorps Hotline](#) as soon as possible. If they aren't able to resolve this issue, please let me know at [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).

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**Question 61: Can you please tell me if there is a line spacing requirement for the narrative? Is 1.5 acceptable?**

Thanks for your question. I apologize for the confusion, but, as eGrants is now able to accept applications, the decision has been made to require that all applications for Competitive Program funding be submitted in eGrants (not using Word and Excel templates), per the email sent Thursday 10/5/23.

The page limit applies to the application as it appears when you generate a PDF of the application from eGrants. After having entered your information into eGrants, go to the "Review" section and, in the "View/Print your application" section, look for the line called click "Application for Federal Assistance:" and click "view/print report." You don't have control over the line spacing.

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**Question 62: Letting you know that the issue has not been resolved. I did send a message to the AC Hotline at the link below. Given that they operate in EDT I fear we may not get a response today. Any suggestions? I know we now have time before we have to enter our work in eGrants. We want to document that we've had trouble with the platform just in case.**

*Thank you for the update. At this time, please continue to draft your "Continuation Changes" narrative and budget in separate documents, so that you're ready to copy & paste as soon as the issue in eGrants is resolved.*

*As long as you indicated that you were asking about an application in eGrants, they will prioritize your question. If you don't hear back first thing in the morning, you can also call the Hotline to talk to someone.*

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**Question 63: I know that the instructions say to include all attachments in 1 email to Serve WI. However, we had to complete attachment D this year, and it has several additional attachments required. For this reason, I am not able to send them all in one email (attachment becomes too "heavy") Is it ok if I have to send 2 or 3 emails, as long as the subject includes 1/3, 2/3, 3/3 at the end?**

*Thanks for your question. Yes, if needed, you can send the attachments via multiple emails.*

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