

**Volunteer Louisiana FY25 State Formula
Training and Technical Assistance (TTA)
Q & A by Topic
Updated 21 Feb 2025**

Notes: This file contains questions from applicants posed by applicants and responses offered by Volunteer Louisiana. Some identifying details have been changed.

Updates to this file will be posted at least twice a week until February 28, 2025.

Critical Notice: File Updates

Following questions from applicants on Training & Technical Assistance sessions on Thursday, February 20, Volunteer Louisiana updated several files related to the FY25 State Formula Application process and given them new names, including:

- **1. VOL LA FY25 State Formula Face Sheet and Narrative - rev 21 Feb (Word file)**
 - **NOTE:** This file contains an update on the bottom of Page 1
 - **NOTE:** It is **not necessary** for applicants to use this updated version for submission, but we advise reviewing the update

- **2A. VOL LA FY25 State Formula Excel File - rev 21 Feb**
 - **NOTE:** This file contains notes on 4 of the 5 sheets, including:
 - Performance Measures
 - Additional Documents
 - Logic Model
 - Add'l Docs if Grant Awarded
 - **NOTE:** It is **not necessary** for applicants to use this updated version for submission, but we advise reviewing the update

- **2B. VOL LA FY25 State Formula Excel File - FIXED AMT budget - rev 21 Feb**
 - **NOTE:** This file contains notes on 4 of the 5 sheets, including:
 - Performance Measures
 - Additional Documents
 - Logic Model
 - Add'l Docs if Grant Awarded
 - **NOTE:** It is **not necessary** for applicants to use this updated version for submission, but we advise reviewing the update

Critical Notice: File Updates continues on next page

Critical Notice: File Updates, continued

- 3. ASN Performance Measure collection file - **rev 21 Feb**
 - **Applicants must use this updated file version for submission**
 - **NOTE:** Each of the 8 Performance Measures sheets have been reformatted. Changes include:
 - **moving Columns G - J in the original file to now appear as Columns C – F**
 - **Advice:** Applicants can copy/paste any notes from their current file for Columns G, I, and J to the new files' Columns C, E, and F
 - Applicants should check that they have selected the same choice for Column D in the new file that they choose as Column H in the old file

The new cells where Applicants should input information are shaded lavender to assist them to identify the new columns added
 - **adding columns** to collect information for
 - Describing the Instrument used to measure Output(s) – **Column J in the new file**
 - Targets, How Target are Measured, and Instrument Descriptions for Outcomes – **Columns L, M, and N in the new file**

The new cells where Applicants should input information are shaded lavender to assist them to identify the new columns added
 - **NOTE:** This file contains a clarifying note on the MSY Calculation Sheet

New versions of these files are available for download or reference on the FY25 State Formula Resources for Applicants Webpage (<https://volunteerlouisiana.gov/fy25appresources>).

End of Critical Notice section

Topic: Recording of TTA sessions and sharing of information

1. **Q.** Will all of these forum sessions be recorded, so that we may hear other applicants' questions and answers? **(question via e-mail, 4 Feb 2025)**
2. **A.** Yes. Volunteer Louisiana is committed to posting the recording links on the FY25 State Formula Resources for Applicants webpage (<https://volunteerlouisiana.gov/fy25appresources>) within one day following each Zoom session (barring any technical issues).

Topic: Application submission

1. **Q.** Our application will have to be submitted by Friday, February 28 due to the Mardi Gras holidays. Is that okay? **(question via e-mail, 4 Feb 2025)**

A: Yes. Volunteer Louisiana will accept submissions at any point in time before the deadline.

Topic: Logic Models

2. **Q:** Regarding the Logic model, can our short term, mid-term and long-term outcomes pertain to or include members? **(question on TTA Zoom call, 20 Feb 2025 at 11 a.m.)**

A: Reminder that Logic Model tab only needs to be completed by new applicants. Continuation applicants have their Logic Model on file in eGrants.

In response to including outcomes pertaining to members, Volunteer Louisiana reminds all applicants to center the expected short term, mid-term and long-term outcomes on the

Topic: Performance Measures

1. **Q.** In the State Formula Excel File, the first tab says, "This tab will be updated and distributed..." – Has this tab been replaced by the separate Excel document, Performance Measure Collection File? **(question via e-mail, 4 Feb 2025)**

A. That is correct. Volunteer Louisiana kept the original wording of the file – and will make a note in our new TTA Q&A file to be posted online (under the TTA section) and in the notes for the Excel files.

Topic: Performance Measures, continued

2. **Q.** Is it a disadvantage to include more than one Performance Measure with our application? **(question via e-mail, 4 Feb 2025)**

A. No. It is up to the program to set their performance measures (and the number of those). We understand that a program addressing more than one AmeriCorps focus area (Education, Environmental Stewardship, etc.) may track and report performance for each of those focus areas – and perhaps with more than one performance measure for each area.

The only stipulation for performance measure counts is that programs need to use at least one of AmeriCorps' pre-made performance measures (see file *ASN Performance Measures Instructions rev State Formula 24 Jan 2025* and file *ASN Performance Measure collection file rev 24 Jan 2025*).

Keep in mind that the Commission (Volunteer Louisiana staff and Board members) will review Performance Measure results as reported on a quarterly basis and annual basis to help understand overall program performance.

Topic: Signature for Authorized Representative

1. **Q:** In the Word document, there is no signature line for the Authorized Representative. We typically have another office or person in our organization sign our grant applications. What should we do? **(question on TTA Zoom call, 20 Feb 2025 at 1 p.m.)**

A: We will accept the form unsigned. We will create a single PDF of each applicant's submitted materials from their one Word document and two Excel documents. We will send that PDF to the primary point of contact and to the Authorized Representative following the application deadline. We will ask that them to notify us if any information is missing from the application.

If an applicant wishes, they can upload a brief memo noting the relationship of the Authorized Representative (department/office and person) to the applicant organization.

Topic: Dropbox Submission of Files

1. **Q:** Can you add another representative to access our Dropbox folder? **(question on TTA Zoom call, 20 Feb 2025 at 1 p.m.)**

A: Yes. E-mail that request to Jacob Brumfield, jbrumfield@crt.la.gov

Topic: Presentations for the Wed., March 12 Volunteer Louisiana Commission Board meeting

1. **Q:** Can you please confirm that continuing applicants will NOT make presentations to the Commission in March? **(question via e-mail, 4 Feb 2025)**

A. Yes, that is correct. Current programs in the Volunteer Louisiana portfolio (inc. those submitting FY25 State Formula applications as Continuation Applicants) will not be asked to present at the Commission meeting on Wed., March 12.

Volunteer Louisiana will send preparation instructions for new applicant organizations (potential programs) by Friday, February 21.

End of current TTA QandA Notes File