



TO: AmeriCorps Seniors
FROM: Danielle Melfi, Chief Program Officer
RE: Use of offsets for AmeriCorps Seniors grants
DATE: December 18, 2023

For all AmeriCorps Seniors fiscal year 2024 continuation grants, AmeriCorps will continue to allow the use of unexpended funds for carryforward into FY 2024 as outlined in the unexpended funds letter issued to grantees; however, AmeriCorps will offset the unexpended funds in the amount awarded in FY 2024 only for Senior Companion and Foster Grandparent grants. The purpose of this memo is to document a change in practice for offsets in FY 2024 for RSVP grants. Note, The FY 2024 offset process does not impact the annual baseline funding levels available to AmeriCorps Seniors awards.

Offsets is a process that AmeriCorps selectively utilizes to manage grant funds, using information about the amount of funds grantees spent in the previous fiscal year to inform the amount of new funds awarded for the next fiscal year. For example, if a grantee has expended 80 percent of its awarded funds at the end of the fiscal year, leaving 20 percent of that fiscal year's funds unexpended, then AmeriCorps may "offset" (i.e., reduce) the amount of funding it provides to that grantee in the next fiscal year by 20 percent. AmeriCorps Seniors began utilizing offsets in 2020. The purpose of this memo is to document a change in practice for offsets in FY 2024 for RSVP grants.

In FY 2024, AmeriCorps Seniors **will** continue to utilize offsets for Foster Grandparent and Senior Companion grants but **will not** utilize offsets for RSVP grants. In practical terms, this means that AmeriCorps will not reduce the amount of new grant dollars given to an RSVP grantee based on the amount of the prior year's unexpended funds as reported to AmeriCorps' Office of Grants Administration.

This decision has been made to reflect the reality of the pending reduction of AmeriCorps staff, resulting from the conclusion of American Rescue Plan funding at the end of this fiscal year. This reduction of staff will significantly affect the Office of Regional Operations and the Office of Grants Administration, which will experience a 20 percent and 50 percent reduction in staff respectively, by Monday, Sept. 30, 2024. These staff play a critical role in executing AmeriCorps grants management processes, including processing additional amendments for an offsets process.

AmeriCorps is also seeking to reduce the administrative burden for both staff and grantees. This includes minimizing the number of processed transactions, particularly those (i.e., RSVP) that require a higher degree of manual effort and making it easier for grantees to understand the amount of funds they will receive. Given that AmeriCorps will continue to allow use of unexpended funds for carryforward into FY 2024, RSVP grants will have FY 2023 unexpended funds and the full FY 2024 funds to expend in FY 2024. This change also reduces complexity for RSVP grantees in making the amount of new funding they will receive more transparent and predictable.

