# Appendix 1.d. Volunteer Iowa Maximum Slot Request Limit – Policy and Procedure

## Policy

Volunteer Iowa encourages applicants to request only number of slots the program has the capacity to fill to meet community needs. Toward this end, Volunteer Iowa is setting the guidelines and limits for 2024-2025 based on previous year enrollment rates. Applicants with reduced numbers of MSY/slots are expected to have corresponding reductions in other grant costs. This policy pertains to all applicants, including recompetes and continuation grants. New applicants are not subject to these limits and programs are able to request a waiver to the policy if extenuating circumstances exist.

## Procedures

Maximum Slot Request Limit: Under all circumstances, the description outlines the maximum number of slots. Programs can elect to request less than the maximum, based on their own assessment or changes to partners or program design.

1. Programs with a 2022-2023 enrollment rate of **80% or higher** *will not be required to reduce slot requests for 2024-2025*. Any expansion requests will be reviewed based on the program’s enrollment trends from the last 3 years and plans outlined in the grant application to support expansion. Programs with enrollment rates above 80% are still encouraged to consider a reduction, if needed.
2. Programs with a 2022-2023 enrollment rate **between 60% and 80%** AND with 2021-2022 enrollment rate **above 80%** *will not be required to reduce slot requests for 2024-2025*. *Expansion requests may be requested but are unlikely to be approved*.
3. Programs with a 2022-2023 enrollment rate **between 60% and 80%** AND 2021-2022 enrollment rate **below 80%**, *are limited to requesting the number of slots enrolled in 2021-2022 OR 2022-2023, whichever is higher*.
4. Programs with a 2022-2023 enrollment rates **less than 60%** may not request more members than the number of members enrolled in 2021-2022 OR 2022-2023, whichever is higher.
5. New organizations operating an AmeriCorps program in their first 3 years will not be held to the criteria above until the third year. If a program feels that issues related to enrollment have been addressed, they’re encouraged to request a waiver.

Programs may request a waiver to these rules by submitting a waiver as part of the pre-application process. This process is outlined in the 24-25 Volunteer Iowa Request for Proposal materials.