Slot Conversion Request Template Instructions

Use "Slot Conversion Template" to submit your slot conversion to OCS. This template utilized an embedded MS Excel form that will automatically calculate MSY and Ed Awards based on slots available and requested. **Double click** on the spreadsheet to open the embedded excel document. To complete a slot conversion, please address the following areas of the template.

Complete template form fields (i.e. highlighted fields).

Enter the current slots wishing to convert only, into C2 to C11. Do not include your full awarded slots, only those to be converted. Enter the proposed slots in D2 to D11. Do not enter any negative values as the formula will correct for lost and gained slots.

The slot table includes formulas that will automatically generate slot differences, education award and differences, and MSY and MSY differences. Do not change the calculations. Do not enter any negative values into the slot table as that will generate errors in the formula based fields.

Formulas may generate errors (marked in red) that require adjustment to proposed slot table:

MSY Change Difference cannot be greater than 0 or less than -.21164022.

Proposed MSY cannot exceed current MSY.

Proposed education award exceeds current education award.

Once the table is completed without any errors, enter the proposed slots into eGrants Slot Conversions and “Validate” only. If eGrants can validate without errors, send this completed form into the OCS Grants Manager to receive approval prior to submitting the change in eGrants.

**Date**

OCS Grants Contact

Governor’s Office of Community Service

PO Box 200801

Helena, MT 59601

Dear OCS Grants Contact,

**Name of Org/Corps** requests to amend to our 20**XX** – 20**XX** AmeriCorps Budget. The purpose of this amendment is to add **X** additional **XX** hour slots and **X** additional **XX** hour slots in order to enroll members currently committed to less than 1700 hour slots.

Only the slot conversions below are requested. We are not requesting any additional funds. This requested change does not increase the total number of our MSY or the total value of the Education Awards under the grant.

The reason for this request is to**…** The adverse effect of this slot conversion not being approved would be that **Name of Org/Corps** could not best utilize the slots remaining under this grant.

**Name of Org/Corps** requests the following amendment in the number of Education Awards and slot types for members.



Please call if you have questions or wish to discuss this further.

Sincerely,

Name

AmeriCorps Program Director Updated 7/2023