



When to Contact Nevada Volunteers

(Rev. 1-20-17)

This document is designed to assist you in meeting your deadlines and knowing when to contact Nevada Volunteers. Please use it, in conjunction with your grant agreement, as a guide for report deadlines and changes to your program. You should always contact your program contact, listed below, directly for programmatic and fiscal concerns.

Important Deadlines

Period	Progress Report	FFR/AFR	Due Date
Quarter 1	Yes	No	1/15/2017
Quarter 2	Yes	Yes	4/15/2017
Quarter 3	Yes	No	7/15/2017
Quarter 4	Yes	Yes	10/15/2017
No-Cost Extension	Yes	Yes	30 days after end of no-cost extension
No-cost extensions should be requested 90 days before end of grant to ensure deadlines are met			
Grant close out must be completed annually 60 days after end of grant period			
PERs are due on the 2 nd and 17 th of the month (or next work day)			

Program Director Call Schedule

Required Program Director calls are held on the 3rd Thursday of each month at 10:00 am. Please contact your program contact 7 working days before the call if you would like to add an agenda item.

January 19, 2017	May 18, 2017
February 16, 2017	June 15, 2017
March 16, 2017	July 20, 2017
April 20, 2017	August 17, 2017

Program/Fiscal Contact List

Program Name	Nevada Volunteers Contact
Nevada Conservation Corps	Hawley Harrigan, AmeriCorps Compliance Specialist
City of Las Vegas	Laura Dickey, Director of AmeriCorps
Nevada Outdoor School	Hawley Harrigan, AmeriCorps Compliance Specialist
Nevada Statewide Coalition Partnership	Laura Dickey, Director or AmeriCorps
Nevada Vet Corps	Laura Dickey, Director of AmeriCorps
Truckee Meadows Parks Foundation	Laura Dickey, Director of AmeriCorps
Urban Roots Garden Classrooms	Hawley Harrigan, AmeriCorps Compliance Specialist

Other Important AmeriCorps Dates

AmeriCorps Week April 3-11, 2017	Mayor's Day April 4, 2017	Southwestern Conference May 22-24, 2017
Nevada Volunteers is closed on the following dates: 1/16/17, 2/20/17, 5/29/17, 7/4/17, 9/4/17, 10/31/17, 11/10/17, 11/23/17, 11/24/17 and 12/25/17.		

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Situation	Contact requirement
Appeal – funding decisions	Required
Budget changes > 10%	Pre-approval required
Changes in key grant staff	Required
Changes to program scope	Pre-approval required
Contract amendment	Required
eGrants problem – application submission	Required - documentation
eGrants problems – general	Contact eGrants National Helpline first
Equipment purchase – unbudgeted	Required
Grant closeout	Required
No-cost grant extension request	Required
Grant funds will be unused	Contact ASAP
Grievance filing (host site/staff)	Recommended
Grievance filing (member)	Required
Host site/partnership changes	Required
Late reporting – progress report	Required
Late reporting PERs, AFR	Required- extension request
Major audit findings	Required
Member arrest	Required
Member placed outside of Nevada	Required
Member suspension	Required
Member transfer – in	Optional
Member transfer – out	Required
Member serious injury, hospitalization or death	Required
National Service Day - event	Required
Pre-award grant spending	Required – Needs written approval
Press/media events	Required
Press release/News coverage	Recommended
Program change that will significantly impact a performance measure	Required
Reasonable accommodation	Optional
Reasonable accommodation appeal	Required – within 5 days of formal notice
Member release – compelling personal circumstance	Required
Member release – for cause	Required
Reporting/submission deadlines	Consult Subgrant agreement or Grantee Resource Manual
Service events	Recommended
Slot conversion	Required - Needs approval
Slots left unfilled	Contact NV ASAP
Slot Refill	Required - Needs Approval