



## When to Contact Nevada Volunteers: New and High-Risk Programs

(Rev. 6.15-18)

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	1/15/2019
Quarter 2	Yes	Yes	4/15/2019
Quarter 3	Yes	No	7/15/2019
Quarter 4	Yes	Yes	10/15/2019
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 closeout must be completed annually 60 days after end of grant period			
<b>PERs are due on the 10<sup>th</sup> and 25<sup>th</sup> of the month (or next work day)</b>			

### Pre-Award Orientation Program Director Call Schedule

Required Program Director calls are typically held on the 3<sup>rd</sup> Thursday of the month at 10:00 am unless other training has been scheduled. Please contact Nevada Volunteers 7 working days before the call if you would like to add an agenda item.

<b>In-Person Start-Up Institute</b>	
<b>Both Days Required for Program Directors and Day 1 Only for Financial Contacts</b>	
Wednesday, September 26 9:00 am – Thursday, September 27 4:00 pm in Las Vegas Historic 5 <sup>th</sup> Street School UNLV Nonprofit Center Conference Room, 401 S 4th St, Las Vegas, NV 89101	
September 20, 2018 October 25, 2018 January 24, 2019 February 28, 2019	March 28, 2019 April 25, 2019 June 20, 2019

### Nevada Volunteers Contact Person

All programs should direct programmatic and fiscal questions and compliance concerns to their assigned Nevada Volunteers staff person.

Hawley Harrigan Director of AmeriCorps	Hawley@nevadavolunteers.org 775-825-1900
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### Other Important AmeriCorps Dates

9-11 Day September 11, 2018	GPOL October 18, 2018	MLK Day of Service January 21, 2019	National Service Recognition Day April 2, 2019	AmeriCorps Week March 10-16, 2019
Volunteer Week April 7 - 13 2019	Southwestern Pacific Training Conference April/May, 2019	Nevada Volunteers is closed on the following dates: 9/2/18, 10/26/18, 11/12/18, 11/22/18, 11/29/18 12/25/18, 1/1/19, 1/21/19, 2/18/19, 5/27/19 and 7/4/19		

## OnCorps Requirements for Financial and Programmatic Reporting

### Cost Reimbursement Grant Financial Reporting Requirements

1. **Periodic Expense Report (PER):** This form must be submitted monthly (unless permission is granted from Nevada Volunteers for quarterly submission) showing expenses to date. This form will also be used as your request for reimbursement.
2. **Upload/Download Files:** In addition to the PER, for us to process a request for reimbursement a *statement of revenue and expenses and a balance sheet* must be uploaded using the "upload/download files" option within the Financials menu. High risk or new grantees may be required to submit additional information.

### Programmatic Reporting Requirements

1. **Member Position Descriptions:** Member Position Descriptions must be uploaded to OnCorps following the AmeriCorps Member Position Description and Member Assignment Listing Guidance and approved before a member can start serving.
2. **Service Sites:** All member service sites must be input into OnCorps and each member assigned to a service site once their account is set-up in the system.
3. **Performance Measures:** All performance measures that were approved in your 18-19 grant application in eGrants must be input into OnCorps by the start of the grant year, September 1.
4. **2018 Reporting Deadlines:**

Q1 (September 1, 2018 - December 31, 2018): Report due January 15, 2019
Q2 (January 1, 2019 - March 31, 2019): Report due April 15, 2019
Q3 (April 1, 2019 - June 30, 2019): Report due July 15, 2019
Q4 (July 1, 2019 - August 31, 2019): Report due October 15, 2019
Q5 (only applicable for grantees approved for a no cost extension): Due 30 days after end of extension

### Grant Progress Report Instructions:

The following items must be completed as part of the progress reporting requirements in OnCorps:

**Tab 1 - General Information:** Enter AmeriCorps Program name, grant number, Program year (2016), and reporting period dates. If you have a grant amendment, also include this information.

**Tab 2 - Demographics:** The number of applicants and the number of leveraged volunteers are the only two required fields in this report. If you collect data relevant to the other fields please include it (number of Veterans serving, type of schools served, etc.).

**Tab 3 – MSY (2nd and 4th quarter only):** This report is completed by entering data for MSY/Members for each objective within your performance measures. You will need to reference your performance measures as entered in eGrants to select the appropriate objectives, and targets for MSY and Members. The final two items can be accessed by selecting "Reporting"-->"Submit Service Reports."

**Tab 4 – Performance Indicators:** On this tab explain any instances where enrollments or exits were not completed within 30 days.

**Tab 5 - PM Progress Reports:** This feature is used to report on your progress towards meeting the approved performance measures.

**Tab 6 – Narratives:** Answer these questions based on the guidance given by CNCS (linked at top of form in OnCorps).

**Additional Progress Reporting (2<sup>nd</sup> and 4<sup>th</sup> quarters only): Submitted by email to your program contact.**

- a. *Proof of Data Quality:* Please submit back-up document of aggregate data used for your Performance Measure reporting. We do not want every piece of data used, but some kind of Excel document or Word document where your data was compiled to report. If you have questions about this process please reach out to Hawley to determine what document will fulfill this requirement.
- b. *Names of Two Outstanding AmeriCorps Member:* Please submit names and contact information for two outstanding AmeriCorps Members from your program. In place of great stories, we will reach out to these members directly to highlight the great service they are providing in their community.

## When to Contact Nevada Volunteers

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 (over \$5,000) – 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 Program Director Handbook
Service events	Recommended
Slot conversion	Required - Needs approval
Slots left unfilled	Contact ASAP
Slot Refill	Required - Needs Approval