



## Reporting Requirements: New and High-Risk Programs (Rev. 1.20)

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	Grant Progress Report (GPR)	AFR/Program Income Report	Due Date
Quarter 1 (September 1 – November 30)	Yes	No	1/15/2020
Quarter 2 (December 1-Feb 29)	Yes	Yes	4/15/2020
Quarter 3 (March 1 – May 31 30)	Yes	No	7/15/2020
Quarter 4 (June 1 - August 31)	Yes	Yes	10/15/2020
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			
Periodic Expense Reports (PERs) are due on the 10 <sup>th</sup> and 25 <sup>th</sup> of the month (or next work day)			
<b>Program Director Call Schedule</b>  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.		September 12, 2019 October 17, 2019 November 21, 2019 January 16, 2020 February 20, 2020 March 19, 2020 April 16, 2020 June 18, 2020	
<b>Important AmeriCorps Dates</b> 9-11 Day of Service: September 11, 2019 MLK Day of Service: January 20, 2020 AmeriCorps Week: March 9-13, 2020 ASC Southwestern Pacific Training Conference: March 30-April 1, 2020 National Service Recognition Day: April 7 2020 Governor's Points of Light Awards: April 9, 2020 Volunteer Week: April 19-25, 2020  Nevada Volunteers Office Closures: 9/2/19, 10/25/19, 11/11/19, 11/20/19, 11/21/19 12/25/19, 1/1/20, 1/20/20, 2/17/20, 5/25/20 and 7/4/20			
<b>Nevada Volunteers Contact Person</b> All programs should direct programmatic and fiscal questions and compliance concerns to their assigned Nevada Volunteers staff person.		Hawley Carlson AmeriCorps Director hawley@nevadavolunteers.org 775-825-1900	

# Requirements for Financial and Programmatic Reporting

## Financial 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 is completed in OnCorps and will be used as your request for reimbursement.
2. **Upload/Download Files:** In addition to the PER, for us to process a request for reimbursement general ledger showing expenses, including match, must be uploaded into OnCorps using the "upload/download files" option within the Financials menu. High risk or new grantees may be required to submit additional information.

### Fixed-Price Grant Financial Reporting Requirements

1. **Fixed Amount Grant Invoice:** This feature will be used to request reimbursement for fixed amount grants and is based on the approved member hours in OnCorps. In addition, fixed-price grantees must upload the Fixed-Price Grant Reimbursement Request Certification and journal showing payroll and health insurance payments for members using the upload/download feature.

### Additional Financial Reporting (all programs)

1. **Aggregate Financial Report (AFR):** This form must be submitted twice a year with the mid-year and final GPR. This form is submitted through the financial reporting section of the OnCorps system. A tutorial on how to submit AFRs can be found in OnCorps under the help menu.
2. **Program Income Report (NEW!):** In addition to the AFR, all programs must submit a Program Income Report in OnCorps. Please add all sources of income used as match for the reporting period. In the comments section, note the CFDA numbers for all federal funding sources as well as the amount of any unspent program income generated as a result of the grant.

## Programmatic Reporting

### 2019-2020 Grant Progress Report Instructions

The following items must be completed in OnCorps as part of the Grant Progress Report (GPR):

#### Tab 1- General Information:

Enter AmeriCorps Program name, grant number, Program year (2019), and reporting period dates. If you have a grant amendment, also include this information.

#### Tab 2- Demographics:

The following demographics fields are required:

- Number of individuals who applied to be AmeriCorps members
- Number of episodic volunteers generated by AmeriCorps members (unduplicated)  
*Episodic volunteers are those that volunteer for a project or event*
- Number of ongoing volunteers generated by AmeriCorps members (unduplicated)  
*Ongoing volunteers are those that volunteer in an ongoing, long-term capacity*
- Dollar amount of resources leveraged by the program  
*Dollar amount of cash and in-kind resources leveraged by your program to support activities under this specific program during the reporting period. The reported value should NOT include*

*resources reported as formal match or cost share (if applicable) and should also not include resources provided by CNCS as federal grant share or member benefits. Rather, the reported value should reflect any actual expenditures beyond the formal budget.*

The remaining demographics fields are only required if relevant for your program.

**Tab 3 – MSY:**

This tab is not required. Please check the “I have no MSY data to report this period” box at the top.

**Tab 4 – Performance Indicators:**

On this tab in the top box explain any instances where your program is not fully enrolled or if your retention rate is under 85%. In the bottom box explain if exits were not completed within 30 days. Explanations should include the following:

- Why your numbers are below the targets (100% enrollment, 85% retention, 30 day exit)
- What corrective actions are being planned to improve recruitment and/or retention practices

**Tab 5 – Performance Measures:**

This feature is used to report on your progress towards meeting the approved performance measures. Responses should include any performance measure data pertaining to the reporting period. An explanation is required for any output or outcome measure for which one or more of the following is true:

Situation	Required Explanation
Actual is lower than the target value	Reason(s) why the target was not met.
Actual greatly exceeds the target value by 400% or more	Reason(s) why the value is significantly higher than originally projected. Clarify that no data was double counted, and all data are directly attributable to the program activities.
Program activities and/or data collection are still ongoing, even if targets have already been met	State that activities are still ongoing and explain when program activities will be completed, and a full set of data will be available.

**Tab 6 – Narratives:**

Answer these questions based on the guidance given by CNCS (linked at top of form in OnCorps). This is the final tab in the OnCorps GPR report.

**Proof of Data Quality (Quarter 2 and 4 only):**

This portion of the reporting should be submitted by email to your program contact as part of your GPR. Please submit back-up documents of aggregate data used for your Performance Measure reporting. This does not mean every piece of data used, but rather a document (Excel, Word, etc) where your data was compiled to report. If you have questions about this process, please reach out to Hawley to determine what documents will fulfill this requirement.

## 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