





Reporting Requirements: Low and Mid-Risk Programs (Rev. 7.22)

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	Unexpended Funds Report	Proof Of Data Quality Spreadsheet	Due Date
Mid-Year Reporting (September 1-February 28)	Yes	Yes	Yes	Yes	4/15/2023
Final Report (March 1 - August 31)	Yes	Yes	No	Yes	10/15/2023
No-Cost Extension					06/01/2023
No-cost extensions should be requested 90 days before the end of the grant to ensure deadlines are met.					
Grant closeout must be completed annually 60 days after the end of the grant period.					
Periodic Expense Reports (PERs) are due monthly on the 10 th or the 25 th of the month (or next workday).					
Program Director Call Schedule Required Program Director calls are held four times a year on the 3 rd Tuesday of the month from 10:00-11:30 am unless other training has been scheduled. Please contact Nevada Volunteers 3 working days before the call if you would like to add an agenda item or are not able to attend.		 <p>September 20th, 2022</p> <p>November 15th, 2022</p> <p>February 21st, 2023</p> <p>April 18th, 2023</p>			
Important AmeriCorps Dates 9-11 Day of Service: September 11, 2022 2022 Governor's Points of Light Awards: October 20 th , 2022 (Las Vegas, NV) MLK Day of Service: January 16, 2023 AmeriCorps Week: TBD National Service Recognition Day: TBD Volunteer Week: April 15-22, 2023 ASC Southwestern Pacific Training Conference: TBD Nevada Volunteers Office Closures: 09/05/22 * 10/28/22 * 11/11/22 * 11/24/22 * 11/25/22 * 12/23/22 * 12/26/22 * 01/16/23 * 2/20/23 * 05/29/23 * 06/19/23 * 07/04/23					
Nevada Volunteers Contact Person All programs should direct programmatic and fiscal questions and compliance concerns to their assigned Nevada Volunteers staff person.		 <p>Alicia Blood Director of AmeriCorps alicia@nevadavolunteers.org 775-825-1900</p> <p>Charli Bruce AmeriCorps Program Officer charli@nevadavolunteers.org 775-224-9141</p>			

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 backup documentation.

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:** 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

2022-2023 Grant Progress Report Instructions

The following items must be completed in OnCorps as part of the Grant Progress Report (GPR). These items have not been finalized by AmeriCorps and changes to requirements may occur prior to your initial reporting deadline.

Tab 1- General Information:

Enter AmeriCorps Program name, grant number, Program year (2022), 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 volunteers recruited or managed
Number of volunteers recruited, trained, managed, or coordinated by your AmeriCorps program during the grant period. Each individual volunteer should be counted only once even if they participated in more than one volunteer opportunity.
- 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 AmeriCorps as federal grant share or member benefits. Rather, the reported value should reflect any

actual expenditures beyond the formal budget (similar to the “Other Revenue” funds projected in the AmeriCorps State and National grant application). The reported amount should be backed up by your own accounting records but does not need to follow the documentation requirements for formal match or cost share. Resources raised by the national service participant (if applicable) should not be included in the reported value; this value should be reported in a separate Performance Data Element.

The remaining demographics fields are required for all grantees for whom the indicator is relevant to their program model (“relevant” refers to something that is a significant part of a grantee’s program design and Theory of Change).

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 enrollment and/or retention rates, including any adjustments to your 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 AmeriCorps (linked at top of form in OnCorps). This is the final tab in the OnCorps GPR report.

Proof of Data Quality:

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
OnCorps problems- general	OnCorps helpdesk first
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