



AmeriCorps
Nevada



Planning Grant Requirements & Deliverable Schedule

2024-2025

Nevada Volunteers has developed the following planning grant deliverable framework to ensure that planning grant requirements are completed in a thorough and timely fashion so that you are ready on day one to operate a robust AmeriCorps Nevada program.

Planning Grant Orientation and Start-up Institute

Nevada Volunteers is committed to providing on-going training and technical assistance to our subgrantees throughout the grant year. Individual calls are held twice a month to support you in the development of your deliverables. In addition, Planning Grantees are required to participate in subgrantee calls throughout the grant period.

Items to be completed before the grant start date:

1. Set-up a Litmos Training Resources username and password by following these [instructions](#). This account will allow you to access AmeriCorps on-line training materials at Americorpsonlinecourses.litmos.com.
2. Complete the following AmeriCorps required training courses and email a copy of the Certificate of Completion to Nevada Volunteers at alicia@nevadavolunteers.org.
 - a. [National Service Criminal History Check Training](#)
 - b. [Key Concepts of Financial and Grants Management](#)
 - c. [Fraud Awareness Training for AmeriCorps Grantees](#)
 - d. [Developing Policies and Procedures for AmeriCorps State and National Grantees](#)
3. Provide Nevada Volunteers with the Program Contact Information for key grant staff (name, title and contact information) by email to alicia@nevadavolunteers.org.
4. Create an On3Learn account at: <https://on3learn.digitalchalk.com/auth/login>. This is the platform you will be using for most of your online training throughout the planning grant process.
5. Begin preparing your systems for planning grant implementation (payroll, financial management, time tracking, monitoring and oversight tools, etc.)

Items to be completed throughout grant period:

September & October

1. Take the following On3Learn Course(s):
 - a. Planning Grant Series 01 – The Fundamentals
 - b. Planning Grant Series 02 – AmeriCorps 101
 - c. Planning Grant Series 03 – AmeriCorps Members 101
2. Review the Nevada Volunteers [AmeriCorps Program Director Handbook](#)
3. Review the [2024 Terms and Conditions for AmeriCorps State and National Grants](#)
4. Review the [2024 General Grants and Cooperative Agreement Terms and Conditions](#)
5. Complete [OnCorps](#) Program Director Training Parts I & II
6. Input approved eGrants budget in the OnCorps system

7. Create Truescreen and Fieldprint accounts. These are the required vendors for National Service Criminal History Checks. Account set-up is outlined in the AmeriCorps [NSCHC Using Fieldprint and Truescreen Manual](#).
8. Attend quarterly sub-grantee conference call: September 17, 10-11:30am
9. Attend individual sub-grantee calls with Nevada Volunteers

November & December

1. Take the following On3Learn Course(s):
 - a. Planning Grant Series 04 – AmeriCorps Member Benefits 101
 - b. Planning Grant Series 05 – Your Program Design
 - c. Planning Grant Series 06 – Data 101
2. Research evidence-based models to support your Logic Model and Performance Measures
3. Develop the [Logic Model](#)
4. Develop Performance Measures based on the 2024 CNCS Performance Measure Instructions
5. Develop [Data Collection Plan](#) and Data Collection Tools
6. Develop an Accommodation Plan
7. Review [Health Care for AmeriCorps Members FAQ](#)
8. Develop Health Care Policy
9. Develop plan for securing all match resources to support an operational AmeriCorps program, including cash and in-kind
10. Develop plan for accounting changes required to manage AmeriCorps resources (stipends, member insurance, etc.)
11. Complete National Service Criminal History Checks (NSCHC) for staff who will be charged to the grant in accordance with the requirements set forth by AmeriCorps and Nevada Volunteers.
12. Conduct outreach to potential Host Sites (if applicable)
13. Attend quarterly sub-grantee conference call: November 19, 10-11:30am
14. Attend individual sub-grantee calls with Nevada Volunteers

January & February

1. Review Nevada Volunteers Formula Notice of Funding Opportunity (NOFO)
2. Review Nevada Volunteers Formula Application Instructions
3. Review CNCS Mandatory Supplemental Guidance
4. Submit your AmeriCorps Grant LOI following the instructions in the NOFO
5. Take the following On3Learn Course(s):
 - a. Understanding the AmeriCorps Budget Part 1
 - b. Understanding the AmeriCorps Budget Part 2
 - c. Developing and Integrating AmeriCorps Member Position Descriptions
6. Create draft AmeriCorps application including budget and budget narratives
7. Develop [Member Position Descriptions](#)
8. Develop [Health Insurance forms](#) and develop health insurance plan
9. Develop [Child Care forms](#)
10. Attend quarterly sub-grantee conference call: February 11, 10-11:30am
11. Attend individual sub-grantee calls with Nevada Volunteers

March & April

1. Finalize operational grant proposal, including program and budget narratives and submit in eGrants
2. Take the following On3Learn Course(s):
 - a. AmeriCorps Interview and Selection
 - b. Planning Grant Series 07 – Infrastructure
 - c. Planning Grant Series 08 – Your Partners & Sites
3. Develop AmeriCorps branding and Public Awareness Standards (web, social media, traditional media, host site branding)

4. Develop Member Uniform
5. Develop Training/Orientation Plan for members
6. Review [Recruiting AmeriCorps Members](#)
7. Develop Recruitment Plan, including Recruitment Marketing Materials
8. Develop [Member Service Agreement](#)
9. Finalize the NSCHC policy and NSCHC Checklist
10. Develop [Host Site Agreements](#) (if applicable)
11. Develop Host Site Orientation and Monitoring Plan (if applicable)
12. Attend America's Service Commission (ASC) National Service Training: April 8-10, Atlanta, GA.
13. Attend individual sub-grantee calls with Nevada Volunteers

May & June

1. Take the following On3Learn Course(s):
 - a. AmeriCorps Member Eligibility
 - b. AmeriCorps Member Files
2. Develop Member File Checklist (using the [Nevada Volunteers Member File Checklist](#) as a guide)
3. Develop Life After AmeriCorps program component
4. Develop Member Handbook (including applicable policies)
5. Develop [Member Performance Evaluations](#), mid-term and end-of-term of service evaluations
6. Formula Operational AmeriCorps program grant clarification – Peer Review & Commission funding decisions made
7. Begin advertising program and recruiting members
8. Attend quarterly sub-grantee conference call: May 20, 10-11:30am
9. Attend individual sub-grantee calls with Nevada Volunteers

July & August

1. Take the following On3Learn Course(s):
 - a. AmeriCorps Member Enrollment and Exit
 - b. National Service Criminal History Checks
2. Input [Member Service Opportunity Listings](#) in the MyAmeriCorps Portal
3. Continue to recruit members
4. Input [Member Position Descriptions](#) in the OnCorps system
5. Input approved eGrants budget in the OnCorps system
6. Input Performance Measures in the OnCorps system
7. Develop sustainability plan (short/long term and preparation to sustain without AmeriCorps resources)
8. Complete [Programmatic Information Sheet](#)
9. Attend Start-up Institute for program year 2025-2026
10. Attend individual sub-grantee calls with Nevada Volunteers

Progress Reporting

Planning grant sub-grantees are required to submit Planning Grant Progress Reports (PGPRs) to report on progress made on the above tasks. Planning grant sub-grantees are responsible for certifying that they have reviewed those items that do not require the development of a document and attaching the relevant documents that have been developed over the relevant two-month reporting period. Late PGPRs and/or inaccurate reporting may result in a Notice of Noncompliance being issued by Nevada Volunteers and will be a factor in the staff assessment of past performance for future grant funding consideration. PGPRs for each reporting period can be accessed via the links below.

Schedule for PGPR submission is as follows (if the deadline falls on a weekend or holiday the report can be submitted the next business day):

Months Covered	PGPR Due Date
September & October	November 15
November & December	January 15
January & February	March 15
March & April	May 15
May & June	July 15
July & August	August 31

Financial Reporting

Nevada Volunteers Planning Grants are cost-reimbursement grants. Nevada Volunteers expects that planning sub-grantees will submit cost reimbursement requests (PERs) once per month following the month in which the expenses were incurred. For the convenience of sub-grantees, Nevada Volunteers provides two monthly due date options for PER submission: the 10th and the 25th of each month. PERs are submitted through the [OnCorps](#) reporting system.

With your request for reimbursement (PER) you must submit a General Ledger, Balance Sheet and Profit and Loss report. You must attach all backup documentation to support your expenses (i.e. timesheets, payroll records, receipts, etc.).

Late financial reporting and/or inaccurate reporting may result in a Notice of Noncompliance being issued by Nevada Volunteers and will be a factor in the staff assessment of past performance for future grant funding consideration. Late and/or inaccurate PER submissions may result in a delay of your cost reimbursement check.

Aggregate Financial Report

Planning Grantees are required to submit two Aggregate Financial Reports (AFRs). AFRs cover the previous 6-month period. The first report is submitted on April 15 and covers September - February. The second report is submitted on October 15 and covers March – August. AFRs are submitted in OnCorps.

Unexpended Funds

Nevada Volunteers monitors sub-grantee expenditures in order to ensure that our portfolio will be fully expended at grant year-end. If we do not think a sub-grantee is on-track to fully expend their grant funds, we reserve the right to transfer funds to another sub-grantee. Nevada Volunteers will work with sub-grantees in order to identify ways in which sub-grantees can more fully expend their funds on allowable, allocable and reasonable costs.