




AmeriCorps

Days of Service New Grantee Resource Guide

Volunteer Initiatives

Version 1

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Table of Contents

Summary	2
Part I: Introduction	2
Overview of Days of Service	2
AmeriCorps Staff Roles	3
Part II: Grant Award Process.....	6
Pre-Grant Award Requirements.....	6
Pre-Award Costs	6
Award Notification.....	7
Part III: Support	7
Training and Technical Assistance (TTA).....	7
Part IV: Governing Authorities and Guidance.....	7
Days of Service Specific Rules.....	8
Other Requirements.....	9
Part V: Program Start-up Considerations	9
Financial Management Systems	9
Policies and Procedures	11
Subgrant Management.....	11
Training and Technical Assistance	12
Performance Measurement and Data Collection	13
AmeriCorps Electronic Data Management Systems (eGrants).....	13
Part VI: Program Implementation	14
Monitoring	14
Reporting	15
Performance Measures	16
Grant Continuation: Application Required	17
Grant Closeout.....	17
Appendix I: Resources	18

Summary

This is a training tool designed to help AmeriCorps Days of Service grantees manage their programs. The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Part I: Introduction

Congratulations on being awarded a Martin Luther King, Jr. National Day of Service or September 11th National Day of Service and Remembrance grant from AmeriCorps. Starting a new AmeriCorps program requires a significant amount of time and effort and a thorough understanding of program requirements and regulations that guide AmeriCorps. This document is intended to help you with the program start-up and management process by highlighting requirements and where to find them and by helping you become familiar with the AmeriCorps [Grant Terms and Conditions](#), Regulations, and your Notice of Grant Award. This document is intended for informational purposes only.

Overview of Days of Service

In 1994 and 2009 respectively, Congress designated AmeriCorps as the federal agency responsible for implementing the [Martin Luther King Jr. Day of Service](#) on the federal holiday bearing his name and the [September 11th National Day of Service and Remembrance](#). Projects developed for these Days of Service should occur on or near the day and offer ongoing opportunities to serve or volunteer throughout the year.

Martin Luther King, Jr. (MLK) Day of Service projects honor Dr. King's life example with projects that increase economic, environmental, educational, or other forms of equity and that meet an important, immediate community need and/or help to address systemic issues.

September 11th Day of Service and Remembrance projects honor and pay tribute to those who lost their lives on September 11, 2001, their families, and those who rose in service in response to that tragedy, as well as meet an important, immediate community need and/or help to address systemic issues.

AmeriCorps Staff Roles

There are various staff you will work with at AmeriCorps as you implement and lead your Day of Service program. AmeriCorps Office of Regional Operations (ORO) staff serve as your primary point of contact. Your assigned Portfolio Manager (PM) will provide you with regular program technical assistance and agency communications. Below is an overview of all AmeriCorps departments that will support your program operations as a grantee.

While we will do all that we can to maintain staffing continuity with your program, assignments may change during your time as a grantee due to changes in AmeriCorps staffing or to evenly distribute workload among our staff, etc. Changes in AmeriCorps contacts should not cause disruptions to your program, as all staff are committed to providing you with quality and timely assistance. Please do not hesitate to contact us with your questions and concerns.

Office of Regional Operations

- Location: Headquartered in Washington, D.C. and eight regional offices:
 - Mid-Atlantic
 - Midwest
 - Mountain
 - North Central
 - Northeast
 - South Central
 - Southeast
 - West
- Office Purpose: Responsible for providing support, technical assistance, and oversight to AmeriCorps Days of Service grantees
- Grantee Interaction: Primary point of contact, frequent direct communications with assigned Portfolio Manager
- Regional Office Key Staff:
 - Regional Administrator
 - Deputy Regional Administrator
 - Senior Portfolio Manager
 - Portfolio Manager
 - Associate Portfolio Manager
- Contact: [AmeriCorps Region Offices](#)

AmeriCorps Volunteer Initiatives Program Office

- Location: Washington, D.C.
- Office Purpose: Leads Volunteer Generation Fund and Days of Service grant programs. Responsible for assessing, creating, and implementing governance policies and procedures, managing grant competitions, and providing AmeriCorps Days of Service specific training and support to the Office of Regional Operations staff.
- Grantee Interaction: Secondary point of contact (receives indirect grantee communication from Office of Regional Operations staff), monthly newsletter, quarterly community of practice opportunities and regular communications via DaysofService@americorps.gov and GovDelivery messages (CNCS@delivery.nationalservice.gov). Increased interaction will occur in the three months prior to the day of service to provide resources, support, and engagement.
- Key Staff:
 - Project Manager for Volunteer Initiatives
 - Volunteer Initiatives Grand Specialist
- Contact: DaysofService@americorps.gov

Office of Grant Administration

- Location: Washington, D.C.
- Office Purpose: Responsible for facilitating competitive grant application review processes; conducting pre-award due diligence, issuing all awards and Days of Service grants, ensuring AmeriCorps' compliance with governmentwide grantmaking requirements, and providing guidance and occasional training for grantee financial grants management activities (such as preparing Federal Financial Reports and closing out grants).
- Grantee Interaction: Limited direct interaction beyond sending occasional communications via AmeriCorpsOGA@americorps.gov (this mailbox is not regularly monitored for incoming messages), and as requested by Portfolio Managers.
- Key Staff:
 - Director
 - Deputy Director

- Grant Application Review Process Team
- Award Team
- Training Team
- Grant Support Team
- Contact: Portfolio Manager, who will engage the Office of Grant Administration if needed.

Office of Monitoring

- Location: Washington, D.C.
- Office Purpose: Responsible for identifying and resolving noncompliance through the completion of standard monitoring activities of AmeriCorps grantees in order to increase their impact, strengthen their capacity to reduce risks, and promote a holistic approach to continuous improvement.
- Grantee Interaction: Grantees selected for monitoring activities will have direct contact with an assigned Monitoring Officer and/or Associate Monitoring Officer as well as a Corrective Action Planning Specialist.
- Key Staff:
 - Director
 - Deputy Director
 - Senior Monitoring Officers
 - Monitoring Officers
 - Corrective Action Planning (CAP) Specialists
 - Associate Monitoring Officers
 - Monitoring Support Assistants
 - Monitoring Analysts
 - Criminal History Check Program Manager
 - Office of Audit and Debt Resolution Team
- Contact: Monitoring@americorps.gov

Designating Your Agency Contact

Once you have determined your internal communication structure for managing your grant, please ensure that the correct contacts for your program are updated in the eGrants system to receive all grantee communications from Volunteer Initiatives (DaysofService@americorps.gov). Please refer to the [Populating the Contact Information Module](#) in eGrants to update your contacts. (Information related to accessing eGrants is covered later in this document). It is important to make these updates so that your program receives pertinent communications from AmeriCorps.

Part II: Grant Award Process

Pre-Grant Award Requirements

The Office of Grant Administration will send you an email correspondence via eGrants regarding the completion and submission of the related forms and any e-courses for new grantees. Please be sure to complete these activities as soon as possible to avoid delays in accessing grant funds.

One particularly important requirement for new AmeriCorps grantees is establishing an account with the Department of Human Services' [Payment Management System \(PMS\)](#). This will enable you to draw down funds on your award, as PMS disburses grant funds on behalf of AmeriCorps.

All programs must complete a semiannual report Federal Financial Report (FFR) on the funds that you have received through the Payment Management System. This form is submitted via eGrants, AmeriCorps' online grants management system. Reports are due semiannually on April 30 and October 30 for the preceding two quarters during the time that your grant is active. You must also submit a final financial report within 120 days of the end of your period of performance as part of completing the financial reconciliation of your grant during the closeout process.

Pre-Award Costs

The Office of Management and Budget authorizes federal agencies to allow pre-award costs under certain circumstances ([§ 200.458 Pre-award costs](#)). Of note, only costs that would be allowable post-award would be allowable pre-award. All pre-award costs are incurred at the organization's own risk. AmeriCorps is under no obligation to reimburse for pre-award costs if the organization does not receive an award or if the award is less than anticipated and inadequate to cover such costs.

For AmeriCorps Days of Service grantees, the agency may approve costs that support program start-up by allowing the grantee to establish an infrastructure to complete training and National Service Criminal History Checks before the grant period begins.

Prospective grantees entering year one of a new grant may request approval for pre-award costs by submitting a written request to their Portfolio Manager. The Portfolio Manager will review the request and make a recommendation to the Office of Grant Administration. If approved, the Office of Grant Administration will issue the formal approval to you, the grantee, via correspondence in eGrants. Pre-award costs may not be requested during continuation years.

Award Notification

Soon after you receive notification that your organization has been approved for a grant, your Portfolio Manager will contact you to inform you of any steps you must take before the grant can be awarded and/or before members may begin service. If your award has a special condition(s), make note of the special condition(s) and be sure to adhere to the resolution deadline and any consequences for non-compliance.

The agency recommends you inform your subgrantees and other stakeholders of the start-up process timeframe, including the budget period start.

Part III: Support

AmeriCorps is a large national network and will provide resources to support you in the start-up and ongoing implementation of your program. Below is a summary of these resources, with particular emphasis on the ones that you will use most in the start-up phase of your program.

Training and Technical Assistance (TTA)

- **Portfolio Manager Check-in Calls:** Portfolio Managers schedule regular check-in calls with grantees. The purpose of these calls is to receive updates on the program and provide technical assistance aimed at supporting the program's success.
- **Days of Service Monthly Newsletter:** Grantees will receive a monthly newsletter from the Volunteer Initiatives program office to provide updates from the agency, as well as resources and other important information. As a Days of Service grantee, you will automatically receive this newsletter.
- **Days of Service Training and Technical Assistance (TTA):** Grantee will receive increased support in the three months prior to the Day of Service.
- **Online Resources:** The agency website, AmeriCorps.gov, offers a variety of resources for grantees, including policy guidance, process guides, and templates. To locate these resources, navigate to the website homepage, click [Grantees & Sponsors](#), and navigate to [Volunteer Generation Fund and Days of Service Grantees](#). From there, scroll down to the "Grantee Resources"

Part IV: Governing Authorities and Guidance

Please spend a significant amount of time during the start-up phase becoming familiar with the rules and regulations of your AmeriCorps grant, as well as applicable

state and federal requirements. This point cannot be over-emphasized. As a recipient of a taxpayer-funded award, you have the responsibility to know the rules and regulations that govern the use of these funds, since improper use may result in your reimbursement of all or some of the funds and other possible actions. One recommendation is to thoroughly review your Notice of Grant Award with everyone in your organization who will be involved with your grant because it is the binding agreement between you and AmeriCorps. It also includes links to applicable Terms and Conditions and other guidance related to your specific Day of Service award.

Days of Service Specific Rules

In order to run an effective program, grantees must know the rules of their Day of Service grant, which can be difficult to navigate even for organizations that have prior federal grant experience.

Days of Service grant requirements are found in our [statute](#), [regulations](#), and [Terms and Conditions](#).

- The **statute** that authorizes federal funding for the Days of Service grants is the [National and Community Service Act of 1990 \(NCSA\)](#), as amended by the King Holiday and Service Act of 1994 and the Serve America Act of 2009. The provision governing the MLK Day grant program can be found in Section 198(i), 42 U.S.C. § 12653(i), of the NCSA. The provision governing the September 11th grant program can be found in Section 198(k), 42 U.S.C. § 12653(k), of the NCSA.
- The **regulations** are AmeriCorps' interpretations of the statute and set out the agency's purpose and powers, and the circumstances of applying the statute. Regulations are published in the Code of Federal Regulations (CFR). AmeriCorps' regulations can be found in [Title 45 of the CFR](#). AmeriCorps begins with Chapter 7, section 1200, section 2520.10. All federal grantees must also follow the Uniform Administrative Requirements outlined in [2 CFR 200](#). Citations for regulations are written like this: 45 C.F.R. §2522.230 or abbreviated as §2522.230.
- **AmeriCorps Terms and Conditions** are additional grant requirements that have two versions: General (all AmeriCorps) and Program-Specific (Days of Service). New Terms and Conditions are issued each year, and citations are written like this: [AC I. B.2].

- **Notice of Funding Opportunity (Notice) and Application Instructions** for which your grant was awarded contain important information. You will find it a helpful reference at many times.
- **Notice of Grant Award (NGA)**: this is the contract between grantees and AmeriCorps for the specific grant award. All Terms and Conditions of direct grantees must be passed on to subrecipients.
- **AmeriCorps Policies** provide supplemental and recent guidance relevant to AmeriCorps funded grants.

Other Requirements

- **State Laws**: AmeriCorps grantees must become aware of the laws of all the states in which their program is active. For example, you should find out about the state laws pertaining to taxes, workers compensation, background checks, etc.
- **Office of Management and Budget Uniform Guidance**: The [Uniform Guidance](#) in the Code of Federal Regulations outlines administrative requirements and cost principles for federal grant recipients. It also includes requirements for federal agencies related to grants and cooperative agreements.

Part V: Program Start-up Considerations

As you read the Governing Authorities and Policies, you will see that there are many required policies and procedures that you will need to develop and manage. This section will highlight some of the systems or aspects of program management you will develop during the start-up period. These examples are not the only aspects of program management you will need to consider and develop during start-up. Please discuss others with your AmeriCorps Portfolio Manager.

Financial Management Systems

Under AmeriCorps regulations, grantees must maintain financial management systems that provide accurate, complete, and current disclosure of AmeriCorps grant finances.

Components of a financial management system include:

- adequate practices that address regulatory requirements;

- segregation of duties for key financial functions;
- written policies and procedures, including for:
 - managing federal cash drawdowns;
 - procurement; and
 - subrecipient monitoring;
- documentation of expenses;
- cash management systems;
- an efficient accounting system;
- budget controls;
- time and activity documentation;
- documentation of matching requirements and in-kind contributions;
- timely, complete, and accurate reporting; and
- internal controls.

The following are several important financial management facts for new grantees:

- Each AmeriCorps grant must be tracked separately from other grants and programs.
- Staff identified on the AmeriCorps grant budget – whether paid with AmeriCorps funds or match (called “Grantee Share” in the eGrants budget) – must have a timekeeping system that documents the actual amount of time spent on each AmeriCorps grant and on other activities. Staff timesheet requirements follow regulations set forth in the OMB Uniform Guidance.
- Grantees are required to complete the [Key Concepts of Financial Grants Management](#) eCourse each year they are awarded an AmeriCorps grant. The course provides a helpful overview of financial grant management requirements.

If a subgrantee is found to be out of compliance with grant requirements, AmeriCorps will hold the grantee liable. Please note that, in addition to the [Key Concepts of Financial Grants Management](#) eCourse, there are a number of for-profit

and nonprofit organizations that offer training on federal grants management. Such courses would be especially helpful for grantee organizations that have no or minimal experience with federal grants management. While these trainings do not focus on the specifics of managing finances for an AmeriCorps program, they provide general guidance on federal requirements and setting up sound accounting practices. It is the grantee's responsibility to ensure that adequate financial systems and well-trained staff are in place to manage AmeriCorps resources.

Policies and Procedures

During the start-up period, you should develop and document policies and procedures that outline how your program will be managed. A well-written and comprehensive set of policies and procedures will help your program run more efficiently and effectively, while simultaneously ensuring compliance with regulatory requirements. Some policies are required by mandated grant requirements, but you will want to create other policies as well that are tailored to your program and your organization.

Required Policies: Before you begin your Day of Service program, create policies compliant with AmeriCorps requirements. Refer to the regulations and grant Terms and Conditions for guidance on developing your policies. Your Portfolio Manager can help point you to appropriate resources to guide your policy development. Your program policies and program oversight must ensure compliance with grant requirements, including, but not limited to:

- non-discrimination;
- prohibited activities;
- reasonable accommodation;
- drug-free workplace;
- grievance procedures; and
- National Service Criminal History Checks (NSCHC).

Subgrant Management

If your Day of Service program is awarding subgrants, effective subgrant management is a critical component of a successful program. During the program start-up period, dedicate ample time to putting subgrant management systems in place. Key elements include:

- communicating regularly with subgrantees;
- communicating expectations;
- providing training and technical assistance;
- holding them accountable through monitoring and oversight; and
- ensuring all subgrantees are committed to achieving shared program goals.

Subgrant Agreements: Subgrant agreements (also called a contract or memorandum of understanding) outline the terms of each subgrantee’s participation in your AmeriCorps program. Written subgrant agreements are part of your subgrant management. Ensuring subgrantees are aware of all applicable grant requirements is required, but the agreement content is not written by AmeriCorps. Organizations find it useful to:

- outline expectations;
- outline responsibilities;
- outline compliance requirements;
- clarify program and fiscal management tasks handled by the subgrantees;
- specify organizational match requirements;
- include program-specific policies;
- include reporting requirements; and
- include the AmeriCorps [Regulations](#) and [Terms and Conditions](#).

Training and Technical Assistance

Grantees are responsible for providing orientation, training, and technical assistance to anyone associated with the program, including parent organization staff and subgrantee staff, on the tasks that are required of them. Many programs find it helpful to spend part of the start-up period developing a staff training plan that consists of:

- one-on-one technical assistance;
- check-in calls;
- group conference calls;

- cross-site mentoring;
- training calls; and
- subgrantee visits.

Training should include information on the AmeriCorps [Regulations](#) and [Terms and Conditions](#). Refer to trainings listed on the [Manage Your Grant](#) webpage for existing trainings made available by AmeriCorps. Your Portfolio Manager and other project directors are good additional resources for information on the topics that might be useful to include in your training plan.

Performance Measurement and Data Collection

Demonstrating the impact of your program through performance measurement is crucial to your success as a grantee. Project Progress Reports (PPRs) will be submitted to AmeriCorps annually (annual PPR) and at the conclusion of the grant (final PPR). In the interim, collecting and aggregating data on an ongoing basis from subgrantees will help set you up for success. During the start-up period, spend time developing data collection tools that will demonstrate program impact. Contact your Portfolio Manager if you have questions about performance measurement and data collection.

AmeriCorps Electronic Data Management Systems (eGrants)

As an AmeriCorps grantee, you will use the online grants management system [eGrants](#) for:

- grant applications;
- grant amendments;
- financial reporting; and
- programmatic reporting.

Grantees and applicants should have a unique login account for each necessary staff member. eGrants account information should not be shared among staff. The Grantee Administrator user role has the responsibility of determining who at your organization has access. Access the [eGrants User Guide](#) for guidance on creating accounts and designating user roles.

If you need assistance with eGrants, contact the [AmeriCorps Hotline](#). Please notify your Portfolio Manager of any outstanding Hotline tickets, as they can escalate tickets on your behalf. Be sure to include the Hotline ticket number in your communications.

Part VI: Program Implementation

Once you have developed the necessary policies and procedures for your program, you can enter the program implementation stage. You can begin to use the systems and tools you developed during the program start-up period. The following subsections provide tips for moving forward.

Monitoring

As stewards of public funding, grantees need to ensure that their subgrantees are aware of their contractual requirements and are in compliance with all of the rules, regulations, and provisions governing Day of Service funds and programs.

Providing sufficient oversight of subgrantees is also in the best interest of programs, because AmeriCorps holds the grantee responsible for infractions at the subgrantee level.

To achieve quality oversight, program staff must create adequate systems, tools, and protocols for monitoring subgrantees that are fully implemented and available in writing. An adequate monitoring strategy features an array of oversight activities with subgrantees, including:

- document review;
- compliance reviews;
- program quality and performance reviews;
- special audits or surveys;
- one-on-one technical assistance to resolve any issues; and
- special efforts to ensure that prohibited activities (outlined in [45 CFR 2520.65](#)) are not violated.

Your Portfolio Manager will provide you with a copy of the AmeriCorps monitoring tool at the start of your grant year. Many grantees find it helpful to model their own monitoring tool on the agency's tool. Be prepared to review your monitoring strategy with your Portfolio Manager. You can also find a copy of the AmeriCorps monitoring tool ('Overview of Uniform Monitoring Package') on the [Monitoring](#) section of the website under the "Resources" section.

AmeriCorps staff also monitor your grant performance by reviewing your progress and financial reports. In addition, the AmeriCorps Office of Inspector General (OIG) conducts and supervises independent and objective audits, evaluations, and investigations of AmeriCorps' programs and operations. The OIG is available to assist AmeriCorps grantees that become aware of suspected criminal activity in connection with the AmeriCorps program. Grantees should immediately contact the OIG when they first suspect that a criminal violation has occurred. The OIG may be reached by email at hotline@americorpsig.gov or by telephone at (800) 452-8210.

The Office of Audit and Debt Resolution (OADR) is a unit within the Office of Monitoring. OADR manages audit resolution of OIG audits and single audits, establishes debts in instances of noncompliance which result in disallowed grant costs, and helps grantees establish indirect cost rates when AmeriCorps is the cognizant agency for indirect costs. If your organization is required to have a single audit, OADR staff may contact you for audit resolution purposes. You can also contact OADR if you would like more information about establishing an indirect cost rate (indirectcostrate@americorps.gov). More information on the requirements for having a single audit can be found [in 2 CFR §200](#). (See especially 2 CFR §200.501, Audit Requirements).

Reporting

Programmatic Reporting: All Days of Service grantees must submit one progress report per year and a final progress report at the end of the grant in addition to an annual report for the last grant year. These reports are called Project Progress Reports (PPRs) and are submitted in eGrants. See the Reporting Requirements section of the Days of Service [Terms and Conditions](#) for information on due dates for the reporting periods. The Volunteer Initiatives Program Office will provide guidance on how to complete the PPR prior to its due date. Your Portfolio Manager will review your progress reports and provide feedback.

Pre- and Post-Event Snapshot Reporting: In addition to formal progress reports, Days of Service grantees are expected to share basic event information with AmeriCorps six weeks before the day of service and updated event information two weeks after the day of service. Grantees will be asked to share the following details about all events sponsored by their Day of Service program:

- Project host organization name;
- Project city and state;
- Venue address;

- Project date and time;
- Event contact name, email, and phone number;
- Description of event;
- Planned number of volunteers;
- Any elected officials or other VIPs you plan to invite and/or who will be in attendance;
- Whether you would like support from AmeriCorps in reaching out to elected officials or other VIPs (grantees that say yes will be required to share additional event information);
- Whether any AmeriCorps members or AmeriCorps Seniors volunteers will be in attendance; and
- Plans for publicizing the event, including social media and shareable links.

Financial Reporting: Days of Service grantees must submit two Federal Financial Reports (FFRs) per year and a final financial report at the end of the grant. See the Reporting Requirements section of the Days of Service [Terms and Conditions](#) for information on FFR due dates and reporting periods.

Grantees must set their own submission deadlines for their subgrantee financial and programmatic reports that will enable you to provide timely and accurate information on your Day of Service program to AmeriCorps. The agency suggests including reporting deadlines on your organizational calendar.

Performance Measures

In the annual progress reports you submit to AmeriCorps you will be required to report on the performance measures included in your application. Performance measures are a tool used for program accountability and quality improvement, and provide AmeriCorps with valuable information about the outputs and outcomes of your program.

Days of Service grantees are not required to use performance measures. However, if you included any performance measures in your application, you must report on them.

Performance measure data you report to AmeriCorps should be valid, accurate, complete, and verifiable. If you will be reporting on performance measures, it is recommended that you complete the [National Performance Measurement Core Curriculum](#) to gain a full understanding of AmeriCorps performance measures and ensure that your data collection procedures yield high-quality reporting data.

Grant Continuation: Application Required

Although Day of Service funding is a three-year grant, you are required to apply each year to continue receiving funding. Second- and third-year applications are referred to as continuation applications. Continuation applications are less involved than the process of writing a new application; however, it is equally important to devote sufficient time to complete all the required elements. The agency will post the Notice of Federal Funding Opportunity and Application Instructions for future grant competitions on the [Funding Opportunities](#) page on the AmeriCorps website.

Grant Closeout

At the conclusion of your three-year VGF grant, you will be required to take steps towards grant closeout. Closeout is the process by which the federal awarding agency and the grantee complete all necessary financial, program, and administrative actions required under the grant.

Thirty (30) days prior to the end of your grant's project period, you will receive a closeout notification letter outlining the required steps, including submission of a final Federal Financial Report (FFR), final Project Progress Report (PPR), and equipment and supply inventory forms. Questions about the closeout process should be directed to your Portfolio Manager.

Appendix I: Resources

AmeriCorps Resources:

- [AmeriCorps.gov](https://www.americorps.gov) is the AmeriCorps website, where you can find agency information, funding opportunities, grant resources, agency news, and more.
- [eGrants](#) is AmeriCorps' online grants system for submitting grant applications and managing awards.
- The [AmeriCorps Hotline](#) provides eGrants assistance via [live chat](#), [webform](#), or phone (1-800-942-2677).
- The [Manage Your Grant](#) page contains extensive resources for all AmeriCorps grantees, including Terms and Conditions, pre-award requirements, post-award requirements, and training and technical assistance resources.

Days of Service Resources:

- The [Grantee Resources](#) page of the AmeriCorps website contains resources for Days of Service and Volunteer Generation Fund grantees including general and grant-specific Terms and Conditions, instructions for submitting PPRs, and governing authorities for Days of Service grants.
- The [Fiscal Year 2023 Days of Service Grants](#) funding opportunity webpage provides information on the closed 2023 Days of Service competition and continuation process, including the [Notice of Funding Opportunity](#) and [Application Instructions](#).
- [Amending a Volunteer Generation Fund or Days of Service Award](#), available on the Grantee Resources page under "Access program tools", provides guidance for grantees on initiating and submitting award amendments.
- The [MLK Day](#) and [MLK Day Resources](#) pages of the AmeriCorps website contain resources for planning, implementing, and promoting MLK Day projects, including links to register volunteer opportunities, project planning webinars, and a communication toolkit.
- The [9/11 Day](#) and [9/11 Day Resources](#) pages of the AmeriCorps website contain resources for planning, implementing, and promoting September 11th projects, including links to register volunteer opportunities, project planning webinars, and a communication toolkit.

Statute and Regulations:

- The [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#) are legal guidelines that all recipients of federal resources are required to follow.
- [Title 45 Chapter XXV](#) of the CFR outlines regulations specific to AmeriCorps, with which all AmeriCorps grantees must comply.
- The [National and Community Service Act of 1990 \(NCSA\)](#), as amended by the King Holiday and Service Act of 1994 and the Serve America Act of 2009. Statute relevant to MLK Day grants can be found in the [King Holiday and Service Act \(36 U.S.C. 169j\)](#) and Section 198(i), 42 U.S.C. § 12653(i), of the NCSA. Statute relevant to September 11th grants can be found in Section 198(k), 42 U.S.C. § 12653(k), of the NCSA.

Online Courses and Trainings:

- [Litmos](#) is AmeriCorps' online learning platform. Access the [Litmos Getting Started Guide](#) to set up an account and access AmeriCorps eCourses.
- [Key Concepts in Financial Grants Management](#) is a required eCourse on grants management and compliance that all grantees must complete annually.
- The [NSCHC eCourse](#) is a required training on criminal history check requirements and procedures that all grantees must complete annually.
- [Ensuring Correct and Supported Salary Allocations](#) is a recommended eCourse on compliant timekeeping and salary allocation practices for AmeriCorps grants.
- The [FFR Training for Grantees](#) is a recommended eCourse on successful and compliant completion of semiannual financial reports.
- The [National Performance Measurement Core Curriculum](#) is a six-part modular course on AmeriCorps' national performance measures and best practices in data collection and performance measurement.

NSCHC Resources:

- The [National Service Criminal History Checks](#) webpage contains comprehensive resources, guidance, and recorded trainings on conducting compliant criminal history checks, including the following.

- The [Getting Started with NSCHC Resources](#) guide is an introduction to NSCHC for new grantees and staff.
- [Common Findings of NSCHC Noncompliance](#) outlines common ways grantees fall out of compliance with NSCHC requirements and how to avoid them.
- The [NSCHC Manual](#) is a comprehensive guide to NSCHC requirements, components, timing, and monitoring and enforcement.

Monitoring Resources:

- The [Monitoring](#) webpage contains resources on monitoring activities, worksheets and forms, information on corrective action plans, and training on the Office of Monitoring's WebGrants site for grantees who have been selected for monitoring activities, including the following.
 - The [Uniform Monitoring Package \(UMP\)](#) provides an overview of monitoring questions that grantees may be asked if selected for monitoring.
 - [Remote Monitoring At a Glance](#) and [On-Site Monitoring At a Glance](#) provide information on the steps and timeline of the remote and on-site monitoring processes, respectively.
 - The [Office of Monitoring FAQ](#) provide answers to questions commonly asked by grantees during the monitoring process.

PMS Resources:

- The [Payment Management System \(PMS\)](#), not run by AmeriCorps, is where AmeriCorps grantees draw down grant funds. Grantees can receive assistance with PMS via the [PMS Help Desk](#).
- Grantees can access the [PMS User Guide](#) and [PMS Grant Recipient Training](#) for additional support using PMS.