Days of Service New Grantee Checklist

Use this checklist to ensure the necessary steps are taken to develop a compliant Martin Luther King Jr. or September 11th Day of Service project. If you have any questions about the tasks or resources below, please reach out to your Portfolio Manager.

Familiarize Yourself with Grant Systems

❑ **eGrants** is AmeriCorps' grants management system. Use eGrants to submit applications and amendments, complete required progress and financial reports, and access award-related documents. Contact the **AmeriCorps Hotline** via web form, live chat, or by phone (1-800-942-2677) if you encounter a system issue with eGrants.

❑ **Litmos** is AmeriCorps' online learning platform. Use Litmos to complete the mandatory National Service Criminal History Check (NSCHC) and Key Concepts in Financial Grants Management eCourses, as well as any additional courses that may be relevant to your grant. Access the Litmos Getting Started Guide for information on setting up an account.

❑ The **Payment Management System (PMS)**, not operated by AmeriCorps, is the online grants payment platform from which grantees receive federal funds. Use PMS to draw down award funds. Access the PMS Help Desk, User Guide, and Grant Recipient Training schedule for support using PMS.

Familiarize Yourself with Grant Resources

❑ Review the AmeriCorps General Terms and Conditions and program-specific Days of Service Terms and Conditions.

❑ Review and bookmark the resources on the Volunteer Generation Fund and Days of Service Grantees and Manage Your Grant pages of the AmeriCorps website. Use the Volunteer Generation Fund and Days of Service Grantees page to access program-specific resources throughout your grant.

❑ Review the AmeriCorps Office of Monitoring's Uniform Monitoring Package (UMP). Use this resource as a guide as you finalize policies and procedures for your organization.

❑ Access MLK Day resources or 9/11 Day resources to help plan and promote your project.

Establish Grant Compliant Personnel Policies and Procedures

❏ Create policies and procedures to ensure you meet all National Service Criminal History Check (NSCHC) requirements. Identify at least one staff member to complete the NSCHC eCourse in Litmos **annually**. Further details on NSCHC compliance can be found in the Getting Started with NSCHC Resources guide and Common Findings of NSCHC Noncompliance resource. Refer to the NSCHC page and Office of Monitoring's NSCHC Recommendations for additional resources and guidance.

❏ Create and maintain records of position descriptions for all staff members working on grant activities that clearly delineate roles and responsibilities.

❏ Establish a system for staff timekeeping. Complete the Ensuring Correct and Supported Salary Allocations eCourse in Litmos to learn how to develop a timekeeping system that is grant compliant.

Establish Financial Grants Management Policies and Procedures

❏ Review financial reporting requirements and develop policies and procedures that ensure fiscal compliance. Refer to the General Terms and Conditions and 2 CFR 200 to determine requirements.

❏ Create a process with your accounting department that regularly allows for review of actual against budgeted expenses, including those covered by match funding.

❏ Create a process for submitting Federal Financial Reports (FFRs). Complete the FFR Training for Grantees in Litmos for guidance and review FFR deadlines in the Days of Service Terms and Conditions.

Establish Data Collection and Reporting Procedures

❏ Create a plan and set of tools for grant-related data collection. Review Sections A.3 and F.4 of the Days of Service Notice of Funding Opportunity to familiarize yourself with reporting requirements.

❏ Create a data reporting system that stores data securely and allows data to be easily analyzed for reporting.

❏ Review annual and final Project Progress Report (PPR) deadlines in the Days of Service Terms and Conditions. Instructions for completing PPRs will be posted three to four months before each PPR submission deadline on the Volunteer Generation Fund and Days of Service Grantees webpage.

Familiarize Yourself with Days of Service Pre and Post Event Reporting Requirements

❑ If your organization's point of contact for your Days of Service program differs from the Authorized Representative and Program Director listed in eGrants, share contact information for that person by emailing DaysofService@cns.gov. Doing so will ensure that this person is included on all communications leading up to Day of Service events.

❑ Create a plan for collecting and sharing pre-event details with AmeriCorps on **all** Day of Service events sponsored by your program on the following timeline:

Grant Type	Deadline to Share Pre Event Details with AmeriCorps	Number of Weeks Before Events
MLK Day	December 1, 2023	Six
9/11 Day	July 31, 2024	Six

Pre-event details to be shared will include:
- 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
- Whether any AmeriCorps members or AmeriCorps Seniors volunteers will be in attendance
- Plans for publicizing the event, including social media and shareable links

Grantees who wish to receive AmeriCorps support in conducting outreach to elected officials for their projects will additionally be asked to share the following information for each event:

- Event goals (such as number of individuals served, number of items distributed, etc.)
- On-site event contact name, email, and phone number
- Organizational partners involved
- How elected officials would participate in the event
- Whether media will be present

❏ Create a plan for collecting and sharing post-event details with AmeriCorps on **all** Day of Service events sponsored by your program on the following timeline:

Grant Type	Deadline to Share Post Event Details with AmeriCorps	Number of Weeks After Events
MLK Day	January 26, 2024	Two
9/11 Day	September 24, 2024	Two

Post-event details to be shared will include:
- Any changes or updates to the details shared pre-event, including updates to number of volunteers and a list of all elected officials/VIPs in attendance
- Links to any media coverage of the event
- Any additional success stories or powerful anecdotes you would like to share from the event