



## 1.4 Iowa AmeriCorps Calendar of Events and Deadlines



2021-2022

This calendar of events and deadlines tries to capture all due dates based on different grant start dates (August 1<sup>st</sup>, September 1<sup>st</sup>, or January 1<sup>st</sup>). Program directors that are unsure of a deadline, please contact the assigned Volunteer Iowa Program Officer.

Color Code:

Orange	Blue	Green	Purple	Black
Volunteer Iowa events/information	Program monitoring items	Financial monitoring items	Training information	Miscellaneous

### **July 2021**

#### *Events/Deadlines*

- 31 Signed 2021 – 2022 grant agreement returned to Volunteer Iowa (or earlier) if grant start date is 8/1/2021

### **August 2021**

#### *Events/Deadlines*

- 1 Program start date (if approved via grant agreement or pre-award letter)
- 1 Program Start Forms Phase 1 (pre-award) due in IowaGrants (for programs with August/September start dates)
- 4 New Program Director Orientation, Virtual
- 11 TA Webinar, Topic: NSCHC Review, 9 – 10 am
- 18 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 TA Webinar, Topic: Site Supervisor Support, 9 – 10 am
- 31 Signed 2021 – 2022 grant agreement returned to Volunteer Iowa (or earlier) if grant start date is 9/1/2021

#### *Monitoring Level Schedule*

High	Review Phase 1 Program Start Forms
Moderate	Review Phase 1 Program Start Forms
Low	Review Phase 1 Program Start Forms

### **September 2021**

#### *Events/Deadlines*

- 1 Program start date (if approved via grant agreement or pre-award letter)
- 1 Program Start Forms Phase 2 due in IowaGrants (for programs with August/September start dates)
- 8 TA Webinar, Topic: Data Collection & Performance Measurement, 9 – 10 am
- 11 National Day of Service and Remembrance (<http://911dayofservice.org/>)
- 15 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 24 Iowa AmeriCorps Disaster Response Team (Iowa A-DRT) Training – required for Iowa A-DRT programs
- 25 Monthly claim submitted in IowaGrants (for 08/21), if applicable
- 29 TA Webinar, Topic: TBD, 9 – 10 am

#### *Monitoring Level Schedule*

High	Review Phase 2 Program Start Forms
Moderate	Review Phase 2 Program Start Forms
Low	Review Phase 2 Program Start Forms



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### **October 2021**

#### *Events/Deadlines*

- 1 Program Start Forms Phase 3 due in IowaGrants (for programs with August/September start dates)
- 5-7 Iowa Nonprofit Summit, virtual (<https://www.volunteeriowa.org/summit>)
- 13-15 ASC AmeriCorps Boot Camp, Austin, TX (training opportunity for new program staff)
- 20-21 Iowa AmeriCorps Program Staff Launch, Des Moines/Virtual
- 25 Monthly claim submitted in IowaGrants (for 09/21)
- 27 TA Webinar, Topic: Open Office Hour, 9 – 10 am

#### *Monitoring Level Schedule*

High	Review Phase 3 Program Start Forms, Claim Review, Member Date Alignment Review
Moderate	Review Phase 3 Program Start Forms, Member Date Alignment Review
Low	Review Phase 3 Program Start Forms

### **November 2021**

#### *Events/Deadlines*

- 17 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 10/21)
- 30 Last day to enroll full time members/slots for fall program start dates (unless pre-approved)

#### *Monitoring Level Schedule*

High	Quarter 1 Enrollment/Budget Check-in, Claim Review
Moderate	Quarter 1 Enrollment/Budget Check-in
Low	Quarter 1 Enrollment/Budget Check-in

### **December 2021**

#### *Events/Deadlines*

- 1 Program Start Forms Phase 1 (pre-award) due in IowaGrants (for programs with January start date)
- 1 FT slot conversion requests or updated enrollment plan due in IowaGrants
- 15 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 11/21)

#### *Monitoring Level Schedule*

High	Enrollment paperwork/date alignment review, Claim Review (if necessary)
Moderate	None anticipated
Low	None anticipated



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### **January 2022**

#### *Events/Deadlines*

- 1 Program Start Forms Phase 2 due in IowaGrants (for programs with January start date)
- 15 Initial Progress Report due in IowaGrants (for programs with August/September start dates)
- 21 Martin Luther King, Jr. Day of Service ([www.mlkday.gov](http://www.mlkday.gov))
- 25 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 12/21)
- 25 Quarterly claim submitted in IowaGrants (for start of grant – 12/21)
- 30 Enrollment Plan Chart Update due in IowaGrants (if needed)

#### *Monitoring Level Schedule*

High	Review Initial Progress Report, Member Timekeeping Component Review (including enrollment paperwork), NSCHC Background Check review, Claim Review (if necessary)
Moderate	Review Initial Progress Report, Member Timekeeping Components (including enrollment paperwork)
Low	Review Initial Progress Report, Financial Review (Desk Review), Member Timekeeping Components (including enrollment paperwork)

### **February 2022**

#### *Events/Deadlines*

- 1 TQT slot conversion request or updated enrollment plan due in IowaGrants
- 8 or 15 Volunteer Iowa Day at the Capitol, State Capitol, Des Moines
- 16 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 01/22)

#### *Monitoring Level Schedule*

High	Quarter 2 Performance Measure Check-in, Site Supervisor Interviews, NSCHC Background Check review, Claim Review (if necessary)
Moderate	Quarter 2 Performance Measure Check-in, Site Supervisor Interviews, NSCHC Background Check review
Low	Quarter 2 Performance Measure Check-in, Site Supervisor Interviews

### **March 2022**

#### *Events/Deadlines*

- TBD Innovation Exchange Training
- 1 Program Start Forms Phase 3 due in IowaGrants (for programs with January start date)
- 13-19 National AmeriCorps Week, tentative dates
- 16 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 02/22)

#### *Monitoring Level Schedule*

High	Review Phase 4 Program Start Forms, Member Timekeeping Component Review (including enrollment/exit paperwork), Financial Desk Review (Desk Audit), Site Supervisor Interviews
Moderate	Review Phase 4 Program Start Forms, Site Supervisor Interviews, NSCHC Background Check review



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Low	Review Phase 4 Program Start Forms, NSCHC Background Check review
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### **April 2022**

#### *Events/Deadlines*

- TBD Innovation Exchange Training
- TBD Iowa Volunteer Hall of Fame Ceremony & EMA
- 1 HT, RHT Slot Conversion Request or updated Enrollment Plan due in IowaGrants
- 1 FT Slot Conversion Request or updated Enrollment Plan due in IowaGrants (for programs with January start date)
- 5 National Service Recognition Day  
(<https://www.nationalservice.gov/serve/Recognitionday>)
- 15 Initial Progress Report due in IowaGrants (for programs with January start date)
- 17-23 National Volunteer Week ([www.pointsoflight.org](http://www.pointsoflight.org))
- 20 Program Director Webinar; 9 – 10 a.m. – required by all programs
  
- 25 Monthly claim submitted in IowaGrants (for 03/22)
- 25 Quarterly claim submitted in IowaGrants (for 01/22 – 03/22)
- 25 Federal Financial Report (FFR) due in IowaGrants (covering start of grant – 03/31/2022), required for all programs
- 25 Estimated Unexpended Funds Report due in IowaGrants, required for all programs
- 26-28 Central National Service Training Conference (required), Milwaukee, WI  
(<http://www.nationalservicetraining.org/>)
- 30 Budget Modification Request due in IowaGrants (for programs with August/September start dates)
- 30 No-Cost Grant Agreement Extension request submitted in IowaGrants (if needed, for August/September start dates)

#### *Monitoring Level Schedule*

High	Quarter 3 Budget Modification Check-in, Monitoring Site Visit, Review FFR, Budget Modification/NCE Request (if needed), Claim Review (if necessary)
Moderate	Quarter 3 Budget Modification Check-in, Monitoring Site Visit, Member Timekeeping Component Review (including enrollment paperwork), Financial Review (Desk Audit), Review FFR, Budget Modification/NCE Request (if needed)
Low	Quarter 3 Budget Modification Check-in, Monitoring Site Visit, Review FFR, Budget Modification/NCE Request (if needed)

### **May 2022**

#### *Events/Deadlines*

- 1 Enrollment Plan Chart Update due in IowaGrants (if needed)
- 15 Mid-year Progress Report due in IowaGrants (covering start of grant through – 03/31/22), required for all programs
- 18 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 04/22)
- 30 Enrollment plan update due in IowaGrants (if needed) for programs with January start dates



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### *Monitoring Level Schedule*

High	Review Mid-year Progress Report, Monitoring Site Visit, Member Timekeeping Component Review (including enrollment/exit paperwork), Claim Review (if necessary)
Moderate	Review Mid-year Progress Report, Monitoring Site Visit
Low	Review Mid-year Progress Report, Monitoring Site Visit

### **June 2022**

#### *Events/Deadlines*

- 1 TQT Slot Conversion Request or updated Enrollment Plan due in IowaGrants (for programs with January start date)
- 15 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 05/22)

### *Monitoring Level Schedule*

High	Monitoring Site Visit, Claim Review (if necessary)
Moderate	Monitoring Site Visit
Low	Monitoring Site Visit, Site Supervisor Interviews

### **July 2022**

#### *Events/Deadlines*

- TBD Virtual Life After AmeriCorps & Member Recognition Celebration, program collaborative training opportunity
- 1 QT, MT, & AT Slot Conversion Request or updated Enrollment Plan due in IowaGrants
- 20 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (for 06/22)
- 25 Quarterly claim submitted in IowaGrants (for 04/22 – 06/22)
- 31 Budget Modification Request due in IowaGrants (for programs with January start date)
- 31 No-Cost Grant Agreement Extension request submitted in IowaGrants (if needed, for January start date)
- 31 2021 – 2022 grant agreement ends for programs with a start date of August 1 (all members should be ending their service term and no further grant costs should be incurred, unless grant agreement extension was requested and approved)

### *Monitoring Level Schedule*

High	Claim Review (if necessary), Member Timekeeping Component Review (including enrollment/exit paperwork)
Moderate	Member Timekeeping Component Review (including enrollment/exit paperwork)
Low	Member Timekeeping Component Review (including enrollment/exit paperwork)

### **August 2022**

#### *Events/Deadlines*

- 1 HT & RHT Slot Conversion Request or updated Enrollment Plan due in IowaGrants (for programs with January start date)



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### 2021-2022

- 17 Program Director Webinar; 9 – 10 a.m. – required by all programs
- 25 Monthly claim submitted in IowaGrants (FINAL claim for grants that ended in July 2022) (for 07/22)
- 30 All 2021 – 2022 members should be exited from the electronic systems for grants ended July 31 (unless grant agreement extension was requested and approved)
- 31 Final Progress Report due in IowaGrants for programs ended 7/31/2022 (covering start of grant year through end of grant year)
- 31 2021 – 2022 grant agreement ends for programs with a start date of September 1 (all members should be ending their service term and no further grant costs should be incurred, unless grant agreement extension was requested and approved)

#### Monitoring Level Schedule

High	Quarter 4 Closeout Discussion Check-in, Claim Review (if necessary)
Moderate	Quarter 4 Closeout Discussion Check-in
Low	Quarter 4 Closeout Discussion Check-in

#### September 2022

##### Events/Deadlines

- 25 Monthly claim submitted in IowaGrants (FINAL claim for grants that ended in August 2022) (for 08/22)
- 25 Quarterly claim submitted in IowaGrants (FINAL claim for grants that ended in August 2022) (for 07/22 – 08/22)
- 30 All 2021 – 2022 members should be exited from electronic systems for grants ended August 31 (unless grant agreement extension was requested and approved)
- 30 Final Progress Report due in IowaGrants for programs ended 8/31/2022 (covering start of grant year through end of grant year)
- 30 Enrollment plan update due in IowaGrants (if needed) for programs with January start dates
- 30 Closeout packet due in IowaGrants for grants ended 7/31/2022
- 30 Final FFR submitted in IowaGrants for grants ended 7/31/2022

#### Monitoring Level Schedule

High	Review Final Progress Report, Member Timekeeping Component Review (including enrollment/exit paperwork), Claim Review (if necessary)
Moderate	Review Final Progress Report
Low	Review Final Progress Report

#### October 2022

##### Events/Deadlines

- 25 FFR submitted to Volunteer Iowa in IowaGrants (covering start of grant year – September 30, 2022) required for all programs
- 30 All 2021 – 2022 members should be exited from electronic systems for grants ended September 30 with a no-cost extension
- 31 Final Progress Report due in IowaGrants for programs ended 9/30/2022 with a no-cost extension (covering start of grant year through end of grant year)
- 31 Final FFR submitted in IowaGrants for grants ended 8/31/2022



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31 Closeout packet due in IowaGrants for programs ended 8/31/2022

### Monitoring Level Schedule

High	Review FFR
Moderate	Review FFR, Member Timekeeping Component Review (including enrollment/exit paperwork and date/hour alignment)
Low	Review FFR, Member Timekeeping Component Review (including enrollment/exit paperwork and date/hour alignment)

### November 2022

#### Events/Deadlines

- 1 QT & MT, and AT Slot Conversion Request or updated Enrollment Plan due in IowaGrants (for programs with January start date)
- 30 Last potential day of service for 2021 – 2022 members for programs with an August/September start date (if program was awarded a no-cost grant agreement extension)
- 30 All 2021 – 2022 members should be exited from electronic systems for grants ended October 31 with a no-cost extension
- 30 Final Progress Report due in IowaGrants for programs ended 10/31/2022 with a no-cost extension (covering start of grant year through end of grant year)
- 30 Final FFR submitted in IowaGrants for grants ended 9/30/2022 with a no-cost extension
- 30 Closeout packet due in IowaGrants for grants ended 9/30/2022 with a no-cost extension

### Monitoring Level Schedule

High	Closeout monitoring
Moderate	Closeout monitoring
Low	Closeout monitoring, Member Timekeeping Component Review (including enrollment/exit paperwork and date/hour alignment)

### December 2022

#### Events/Deadlines

- 1 Year End Progress Report submitted in IowaGrants (for January 1 start-date programs and programs with an extension through 11/30). If programs have significant activities beyond 11/15, they can request an extension through 12/15.
- 30 All 2021 – 2022 members should be exited from electronic systems for grants ended November 30 with a no-cost extension
- 31 Final Progress Report due in IowaGrants for programs ended 11/30/2022 with a no-cost extension (covering start of grant year through end of grant year)
- 31 Final FFR submitted in IowaGrants for grants ended 10/31/2022 with a no-cost extension
- 31 Closeout packet due in IowaGrants for grants ended 10/31/2022 with a no-cost extension

### Monitoring Level Schedule

High	None anticipated
Moderate	None anticipated
Low	None anticipated





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### **Other Events/Dates**

- Volunteer Iowa Commission Meeting dates and time can be found on our website at <https://volunteeriowa.org/meetings>.
- State holidays when Volunteer Iowa offices are closed can be found at <https://das.iowa.gov/das-core/customer-service-center/state-holidays>.

*Programs may receive no-cost extensions for up-to three months, or as approved by Volunteer Iowa, in order to allow members to complete their terms of service. For 2021 – 2022 programs that are extended, the following deadlines and activities will apply to programs based on the grant agreement end date:*

### **Every Month of Extended Grant Agreement**

25 Monthly claim submitted in IowaGrants (for the previous month). This includes the final claim of the grant year.

### **By End Date of Grant Agreement**

Varies 2021 – 2022 Grant Agreement Ends  
(All members should be done with their service and no further grant costs should be incurred)

### **15 Days After the End Date of Grant Agreement**

Varies Final Program Progress Report submitted in IowaGrants. Data submitted is for period covering the start date of the grant through the end date of the grant (or the extension of the grant).

### **30 Days After the End Date of Grant Agreement**

Varies All members should be exited from electronic systems

### **60 Days After the End Date of Grant Agreement**

Varies Final FFR submitted in IowaGrants  
Varies Closeout packet due in IowaGrants





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### **Other Reports Due to Volunteer Iowa as Needed** (in IowaGrants)

#### **Program-Related (utilizing Program Officer Notification status report)**

- Change in program staff, including authorized representative (within 5 business days of change)
- Changes in project sites (within 5 business days of change)
- Performance measure amendment requests due to Volunteer Iowa Program Officer as needed
- Other significant program changes (within 5 business days)

#### **Member-Related (utilizing the Member/Slot Change Form status report, unless otherwise noted)**

- Termination, suspension or transfer (within 5 business days – do not make change in eGrants/MyAmeriCorps Portal/OnCorps without prior Volunteer Iowa approval)
- Slot conversion requests (do not make change in eGrants/MyAmeriCorps Portal/OnCorps without prior Volunteer Iowa approval)
- If a member exits their term successfully more than 2 weeks prior to scheduled end date, submit Program Officer Notification status report
- Member injury requiring worker's comp notification (within 48 hours of incident), submit Program Officer Notification status report
- Member convicted of a felony during a term of service (within 5 days of conviction), submit Program Officer Notification status report
- Member convicted of sale or distribution of a controlled substance during their term of service (within 5 days of conviction), submit Program Officer Notification status report

#### **Budget-Related**

- Financial Desk Review upon request with 30 days notice by Volunteer Iowa
- Change in fiscal staff (within 5 business days of change), submit Program Officer Notification status report
- Proposed budget changes (as soon as possible – may take up to two weeks for approval, longer if AmeriCorps the Agency approval is required)

### **Program Director Webinar Instructions**

Our program director webinars are scheduled the 3rd Wednesday of each month from 9:00 – 10:00 am. In some instances, they may be rescheduled or cancelled with advance notice. Login instructions will be the same each month. We will be using Microsoft Teams to conduct our webinars. No registration is required with this, the link will be same for each month (listed below) and it will be included in prior email notification from Volunteer Iowa. It is required to have a program representative attend each monthly webinar.

The monthly URL is <https://bit.ly/20-21PDwebinar> or call [515-348-6300](tel:515-348-6300) (Conference ID: 147 202 440#). Use this same link to login/call in each month. With questions or issues, please contact Ashley Tenney at [ashley.tenney@volunteeriowa.org](mailto:ashley.tenney@volunteeriowa.org).



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### **Volunteer Iowa AmeriCorps Grant Application Outline**

Each year Volunteer Iowa grants and administers around \$2 million of AmeriCorps State funding in Iowa through a competitive grant process. Programs may be awarded funding at the national level (through competitive funding) or state level (through formula funding). Organizations that wish to operate an AmeriCorps State program solely within Iowa must follow the Volunteer Iowa application procedures. To find out more details, visit <https://www.volunteeriowa.org/ameri-corps-state>. A general outline of the process is available below.

#### **Application Materials**

- Volunteer Iowa posts its Request for Applications for AmeriCorps State on IowaGrants ([www.iowagrants.gov](http://www.iowagrants.gov)) under "Grant Opportunities" or "Funding Opportunities". This typically happens in late summer or early fall.
- Potential applicants need not register with IowaGrants in order to review the funding opportunity but will have to create an account in order to apply.
- Pre-Application Instructions, Final Application Instructions, and any Volunteer Iowa or AmeriCorps the Agency supporting materials will also be posted in IowaGrants.
- If there is no Request for Applications posted in IowaGrants, then we are not currently accepting applications.

#### **Application Timeline**

- Late summer/early fall: Review the Request for Grant Applications (RFA) from the Iowa Commission on Volunteer Service and the corresponding Pre-Application/Final Application Instructions.
- Early to mid-fall: Submit notice of intent to apply and attend technical assistance webinars offered by the ICVS for applicants intending to operate in Iowa.
- Mid to late fall (for returning applicants) or on a rolling basis through early spring (for new applicants): Submit grant pre-applications to ICVS.
- Following pre-application submission: Pre-applications are reviewed by ICVS staff and organizations are given feedback to revise their proposals and re-submit a final application by either a competitive or formula funding deadline.
- Late winter to late spring: Final applications are reviewed and scored, either by CNCS reviewers (for competitive applicants) or locally by a Volunteer Iowa grant review committee (for formula applicants). Reviewers prepare questions for applicants, which may be sent electronically or, for formula applicants, discussed in an in-person appearance before the grant review committee.

#### **Funding Timeline**

- Late spring: Competitive funding decisions are announced for those who applied the previous fall/winter.
- Late spring/early summer: Volunteer Iowa announces which applicants will receive funding from our state formula pool. Programs work with Volunteer Iowa staff to resolve any final application requirements.
- September 1: Typically, is the first day of the program year for AmeriCorps State programs.