VGF New Grantee Checklist

Use this checklist to ensure the necessary steps are taken to develop a compliant Volunteer Generation Fund 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 Volunteer Generation Fund 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.

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 VGF Terms and Conditions.

Establish Data Collection and Reporting Procedures

❑ Create a plan and set of tools for grant-related data collection. Review Attachment A of the VGF Application Instructions for instructions on Performance Measure tracking and reporting and Section F.4 of the VGF Notice of Funding Opportunity for expectations for data quality. Complete the National Performance Measurement Core Curriculum to help guide data collection for your project.

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

❑ Review Project Progress Report (PPR) deadlines in the VGF 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.