




AmeriCorps

Volunteer Generation Fund New Grantee Resource Guide

Volunteer Initiatives

Version 1

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Summary

This is a training tool designed to help AmeriCorps Volunteer Generation Fund (VGF) 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 Volunteer Generation Fund (VGF) grant from AmeriCorps. Starting a new AmeriCorps program requires a significant amount of time and effort, as well as 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 Volunteer Generation Fund

The Volunteer Generation Fund focuses on investments in volunteer management practices that strengthen nonprofit organizations' and other entities' ability to increase recruitment and retention of volunteers to meet critical community needs through service. AmeriCorps funds effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve community problems.

AmeriCorps Staff Roles

There are various staff you will work with at AmeriCorps as you implement and lead your VGF program. AmeriCorps Office of Regional Operations (ORO) staff will 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 VGF 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 AmeriCorps VGF and Days of Service grant programs. Responsible for assessing, creating, and implementing governance policies and procedures, managing grant competitions, and providing VGF training and support to 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 VolunteerGeneration@americorps.gov and GovDelivery messages (CNCS@delivery.nationalservice.gov).

- Key Staff:
 - Project Manager for Volunteer Initiatives
 - Volunteer Initiatives Grant Specialist
- Contact: VolunteerGeneration@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 VGF grants, ensuring AmeriCorps' compliance with government-wide 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 (VolunteerGeneration@americorps.gov). Please refer to the [Populating the Contact Information Module](#) in eGrants to update your contacts. (Information related to accessing eGrants is covered in the [eGrants section](#) of 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 eCourses 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 funding amount is less than anticipated and inadequate to cover such costs.

For AmeriCorps VGF 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 (NSCHC) before the grant period begins.

Prospective grantees entering the first year 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 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. If your award has any special conditions, make note of the special condition(s) and be sure to adhere to the resolution deadline, noting any consequences for noncompliance.

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

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.
- **Volunteer Generation Fund 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 VGF grantee, you will automatically receive this newsletter.
- **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 "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 a responsibility to know the rules and regulations that govern the use of these funds, as 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, the binding agreement between the grantee and AmeriCorps, with all staff in your organization who will be involved with the grant. The Notice of Grant Award also includes links to the applicable Terms and Conditions and other guidance related to your specific VGF award.

Volunteer Generation Fund Specific Rules

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

VGF requirements are found in our [statute](#), [regulations](#), and [Terms and Conditions](#).

- The **statute** that authorizes federal funding for the Volunteer Generation Fund is the [National and Community Service Act of 1990 \(NCSA\)](#). Congress has amended the NCSA several times since its original passage in 1990, including through the National and Community Service Trust Act of 1993, and most recently through the Serve America Act of 2009. The provision governing the Volunteer Generation Fund can be found in Section 198P, 42 U.S.C. 12653s, of the NCSA.
- The **regulations** are AmeriCorps' interpretations of the statute. They 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](#). All federal grantees must also follow the Uniform Administrative Requirements outlined in [2 CFR 200](#). Citations for regulations are written like this: 45 CFR §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 (Volunteer Generation Fund). New Terms and Conditions are issued each year, and citations are written like this: [AC I. B.2].
- The **Notice of Funding Opportunity (Notice)** and **Application Instructions** for which your grant was awarded contain important information. You will find them a helpful reference at many times.
- The **Notice of Grant Award (NGA)** is the contract between grantees and AmeriCorps for the specific grant award. All Terms and Conditions applicable to 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 VGF 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 VGF 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) are 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 VGF 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, the 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@americorpsoig.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 Volunteer Generation Fund grantees must submit one progress report per year and a final progress report at the end of the grant in lieu of 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 VGF [Terms and Conditions](#) for information on due dates and reporting periods. The Volunteer Initiatives program office will provide guidance on how to complete the PPR prior to the due date. Your Portfolio Manager will review your progress reports and provide feedback.

Financial Reporting: Volunteer Generation Fund 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 VGF [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 them to provide timely and accurate information on your VGF 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.

All VGF grantees are required to report on the following performance measures in the Capacity Building focus area:

- **Output G3-3.4:** Number of organizations that received capacity-building services; and
- **Outcome G3-3.10A:** Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach.

If you included additional performance measures in your VGF application, you must report on those as well.

Performance measure data you report to AmeriCorps should be valid, accurate, complete, and verifiable. 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.

Days of Service and Other Initiatives

Annually, AmeriCorps encourages programs to participate in AmeriCorps initiatives, including Martin Luther King Jr. Day of Service, 9/11 National Day of Service and Remembrance, and AmeriCorps Week. These initiatives give programs the opportunity to:

- address unmet community needs;
- collaborate with other AmeriCorps programs;
- promote volunteerism and service in local communities; and
- highlight the difference AmeriCorps makes across the nation.

Refer to the AmeriCorps website for more [Days of Service](#) information and resources.

Grant Continuation: Application Required

Although VGF is a three-year grant, grantees are required to submit an application each year to continue receiving funding. Second- and third-year applications are referred to as **continuation applications**. Continuation applications are less involved than new applications; 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 of 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.

VGF Resources:

- The [Grantee Resources](#) page of the AmeriCorps website contains resources for VGF and Days of Service grantees including general and grant-specific Terms and Conditions, instructions for submitting PPRs, and governing authorities for VGF.
- The [Fiscal Year 2023 Volunteer Generation Fund](#) funding opportunity webpage provides information on the closed 2023 VGF competition, including the [Notice of Funding Opportunity](#) and [Application Instructions](#).
- The [Fiscal Year 2023 ARP Volunteer Generation Fund](#) funding opportunity webpage provides information on the closed 2023 ARP VGF competition, 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.

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 Serve America Act of 2009](#), is the legislation that authorizes and governs the VGF grant program. The statute relevant to VGF can be found in Section 198P, [42 U.S. Code § 12653p](#), 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.