



2016-17 AmeriCorps Calendar

Instructions: *This calendar includes all programmatic and fiscal due dates and required trainings for the 2016-17 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction).*

Additional Information:

- **New program/staff events are only required for programs/staff and planning grants.**
 - Programs and staff are considered new for the first two years.
- **Planning grants are only required to attend planning grant trainings**
- All times are on Eastern Standard Time (EST)
- **There are separate grant application review process (GARP) and planning grant calendars with additional dates.**

Legend:

New Program/Staff Required Training

Planning Grant Required Training

All Program Required Training

Deadline

State/National Holiday (SI Closed)

Non Required Events



July 2016

- 4 *Independence Day, SI Closed*
- 6-7 **Program Director Orientation 2016-17 PY**
- July 6th: Required for new staff/programs and planning grants
 - July 7th: Required for all programs and planning grants
- 11 **PY 2015-16 Periodic Expense Report due via OnCorps (reimbursement only)**
- 18 **Serve Indiana Awards for Excellence Nomination Due Date. All programs are asked to submit one nomination:** <http://www.in.gov/serveindiana/awards.htm>
- 21 15-16 close out package released to programs, due October 14th
- 16-17 Signatory Authority Form Released (all programs)
- Orientation Follow up Call, 9:30-10:00am
- Planning Grant Call (2016-17), 10:00-11:00am**
- 29 **Request for Funds Due (fixed and reimbursement)**
- 16-17 Signatory Authority Form due to Program Officer**
- Program Officer Assignments Released to Programs

August 2016

- 1 **Fiscal Orientation Webinar, 1pm-2:30pm (Required for all program fiscal contacts)**
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 11 **Serve Indiana Commission Meeting (10-12:30pm; Indiana Government Center South)**
- 30 **16-17 Request for Funds Due (fixed and reimbursement)**
- 2016-17 Training Calendar/Policy due to Serve Indiana (all programs)**
- Final PER submission extension request due (if applicable)**



September 2016

- 2 **Planning Grant Conference Call, 9:30-10:30am**
New Program/Staff Conference Call, 10:30-11:30am
- 5 *Labor Day, SI Closed*
- 10 **Final PY 2015-16 Periodic Expense Report Due (reimbursement only)***
****Extensions for final PER must be submitted by August 31st to Serve Indiana***
16-17 August Periodic Expense Report due via OnCorps (reimbursement & August 1st start only)
- 11 National Day of Service and Remembrance ([CNCS Information](#))
- 20-23 *Serve Indiana out for CNCS Training*
- 30 **16-17 Criminal History Check Results Due to Serve Indiana (amount communicated by SI)**
Final 2015-16 Request for Funds Due (fixed and reimbursement)
Request for Funds Due (fixed and reimbursement)*
****Only applies to 15-16 programs and August 1 start for 16-17 programs***
2015-16 Year end Progress Report Due to SI (all programs)
Final 2015-16 PY Aggregated Financial Report Due to SI via OnCorps (April-September 2016)
- TBD 2017-2018 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

October 2016

- 3 **Planning Grant Conference Call, 9:30-10:30am**
New Program/Staff Conference Call, 10:30-11:30am
- 10 *Columbus Day SI closed*
16-17 Periodic Expense Report due via OnCorps (reimbursement only)
- 13 Opening Ceremonies, 10am-5pm, Indiana Government Conference Center
- 14 **Close out report due to Serve Indiana via email**



30 **16-17 Request for Funds Due (fixed and reimbursement)**

Risk Assessments Results Released to Programs

November 2016

3 **Planning Grant Conference Call, 9:30-10:30am**

New Program/Staff Conference Call, 10:30-11:30am

8 *Election Day, Serve Indiana Closed*

10 Serve Indiana Commission Meeting, 2:00-4:30pm, Indiana Government Center South

Serve Indiana Awards for Excellence, 5:00-7:00pm, Indiana State House

Periodic Expense Report due via OnCorps (reimbursement only)

11 *Veteran's Day Serve Indiana Closed*

24 *Thanksgiving, Serve Indiana Closed*

25 *Lincoln's Birthday, Serve Indiana Closed*

30 **Request for Funds Due (fixed and reimbursement)**

December 2016

1 **Executive Director/Program Director Meeting, TBD, Indianapolis, 10am-4pm**

10 **Periodic Expense Report due via OnCorps (reimbursement only)**

23 *Washington's Birthday, Serve Indiana Closed*

26 *Christmas Day Observed, Serve Indiana Closed*

30 **Request for Funds Due (fixed and reimbursement)**



January 2017

- 2 *New Year's Day Observed, Serve Indiana Closed*
- 6 **Planning Grant Conference Call, 9:30-10:30am**
New Program/Staff Conference Call, 10:30-11:30am
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 16 *Martin Luther King Jr. Day, Serve Indiana Closed*
Martin Luther King Jr. Day of National Day ([CNCS Information](#))
- 30 **Request for Funds Due (fixed and reimbursement)**

February 2017

- 2 **Planning Grant Conference Call, 9:30-10:30am**
All Program Conference Call, 10:30-11:30am
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 17 **Criminal History Check Results Due to Serve Indiana (amount based on risk assessment results)**
Progress Report instructions released to programs
- 30 **Request for Funds Due (fixed and reimbursement)**

March 2017

- TBD AmeriCorps Week ([CNCS Information](#))
- 1 **Planning Grant Conference Call, 9:30-10:30am**
New Program/Staff Conference Call, 10:30-11:30am
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 17 **Planning Grant Operating Grants due via Egrants**
- 30 **Request for Funds Due (fixed and reimbursement)**



Semi-Annual Progress Report Due (Start of PY-March 31)

April 2017

- 7 **Spring Program Director Training, TBD, Indianapolis, 10am-4pm**
Mayor and County Recognition Day for National Service ([CNCS Information](#))
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 14 *Good Friday, Serve Indiana Closed*
- 30 **Request for Funds Due (fixed and reimbursement)**
Aggregated Financial Report due to Serve Indiana via OnCorps (August-March 31; N/A Fixed)

May 2017

- 2 **New Program/Staff Program Conference Call, 9:30-10:30am**
- 10 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 29 *Memorial Day, Serve Indiana Closed*
- 30 **Request for Funds Due (fixed and reimbursement)**

June 2017

- 2 **All Program Conference Call, 9:30-10:30am**
Orientation RSVP & Needs Assessment Released to programs
- 12 **Periodic Expense Report due via OnCorps (reimbursement only)**
- 16 **Orientation RSVP & Needs Assessment Due to Serve Indiana via Survey Monkey**
- 30 **Request for Funds Due (fixed and reimbursement)**



July 2017

- 4 *Independence Day, Serve Indiana Closed*
- 6-7 **PY 17-18 Orientation, TBD, Indianapolis, 10am-4pm each day**
- July 6th: Required for new staff/programs and planning grants
 - July 7th: Required for all programs and planning grants
- 10 **16-17 Periodic Expense Report due via OnCorps (reimbursement only)**
- TBD **Serve Indiana Awards for Excellence Nomination Due Date. All programs are asked to submit one nomination:** <http://www.in.gov/serveindiana/awards.htm>
- 21 16-17 close out package released to programs
- 17-18 Signatory Authority Form Released (all programs)
- Orientation Follow up Call, 9:30-10:00am
- Final 16-17 Planning Grant Call/2017-18 Orientation, 10:00-11:00am**
- 31 **16-17 Request for Funds Due (fixed and reimbursement)**
- 17-18 Signatory Authority Form due to Serve Indiana (all programs)**
- Program Officer Assignments Released to Programs

August 2017

- 1 **17-18 Fiscal Orientation Webinar, 1pm-2:30pm (Required for all program fiscal contacts)**
- 10 **16-17 Periodic Expense Report due via OnCorps (reimbursement only)**
- 30 **16-17 Request for Funds Due (fixed and reimbursement)**
- 2017-18 Training Calendar/Policy due to Serve Indiana (all programs)**
- Final 16-17 PER submission extension request due (if applicable)**
- TBD **Serve Indiana Commission Meeting**



September 2017

- 1 **17-18 Planning Grant Conference Call, 9:30-10:30am**
17-18 New Program/Staff Conference Call, 10:30-11:30am
- 4 *Labor Day, SI Closed*
- 11 **Final PY 2016-17 Periodic Expense Report Due (reimbursement only)***
****Extensions for final PER must be submitted by August 31st to Serve Indiana***
August 17-18 Periodic Expense Report due via OnCorps (reimbursement only)
National Day of Service and Remembrance ([CNCS Information](#))
- 29 **17-18 Criminal History Check Results Due to Serve Indiana (amount communicated by SI)**
Final 2016-17 Request for Funds Due (fixed and reimbursement)
Request for Funds Due (fixed and reimbursement)*
****Only applies to 16-17 programs and August 1 start for 17-18 programs***
2016-17 Year End Progress Report Due to SI (all programs)
Final 2016-17 PY Aggregated Financial Report Due to SI via OnCorps (April-September 2016)
- TBD 2018-2019 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

October 2017

- 3 **2017-18 Planning Grant Conference Call, 9:30-10:30am**
New Program/Staff Conference Call, 10:30-11:30am
- 9 *Columbus Day SI closed*
17-18 Periodic Expense Report due via OnCorps (reimbursement only)



12 **Close out report due to Serve Indiana via email**

13 Opening Ceremonies, 10am-5pm, Indiana Government Conference Center

30 **Request for Funds Due (fixed and reimbursement)**

Risk Assessments Results Released to Programs