



**AmeriCorps**  
Indiana

## 2021-2022 AmeriCorps Calendar

**Instructions:** This calendar includes all programmatic and fiscal due dates and required trainings for the 2021-22 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). All trainings are virtual until further notice.

**Additional Information:**

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

**Legend:**

**New Program/Staff Required Training**

**All Program Required Training**

**Fiscal Deadline**

**Programmatic Deadline**

**Deadline**

*State/National Holiday (SI Closed)*

**Non Required Events**



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## July 2021

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- 3 *Independence Day Observed, Serve Indiana Closed*
- 7 21-22 Signatory Authority Form Released (all programs)  
21-22 Directory released to programs for review
- 14 Serve IN releases instructions on Training Calendar/Policy submission to 2021-2022 New Programs  
Serve IN releases OnCorps Budget Submission Reminder/Instructions to 2021-2022 All Programs  
Serve IN releases 2021-22 Capacity Assessment Pre-test (via Survey Monkey)  
**Cost Reimbursement Fiscal Training, 10:00 AM, Zoom**  
**Fixed Budget Fiscal Training, 1:30 PM, Zoom**
- 15 **20-21 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 27 PY 20-21 close out process communicated to all programs via email
- 30 **20-21 Request for Funds due (fixed and reimbursement)**  
**20-21 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2021 to Serve Indiana**  
**21-22 Signatory Authority Form due to Serve Indiana (all programs)**  
**21-22 Directory edits due to Serve Indiana**

## August 2021

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- 13 **21-22 Budget due in OnCorps**
- 15 **Final PY 2020-21 Periodic Expense Report due (20-21 programs with end date of July 31)\***  
*\*Extensions for final PER must be submitted before July 31<sup>st</sup> to Serve Indiana*
- 19 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom
- 27 **2021-22 Training Calendar/Policy due to Serve Indiana (new programs)**  
**Final 20-21 PER submission extension request due (if applicable)**  
**Serve Indiana releases 20-21 End of Year Progress Report instructions to AC programs via email**  
**2021-22 Capacity Assessment Pre-test due to Serve Indiana**
- 31 **2020-21 Request for Funds due (fixed and reimbursement)**



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TBD 2022-2023 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

## September 2021

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- 6 *Labor Day, SI Closed*
- 10 **All Program Conference Call, Microsoft Teams, 10:00 a.m.-11:00 a.m.**
- 11 National Day of Service and Remembrance
- 15 **Final PY 2020-21 Periodic Expense Report due (20-21 programs with end date of August 31)\***  
*\*Extensions for final PER must be submitted by August 31<sup>st</sup> to Serve Indiana*  
**PY 21-22 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**
- 30 **2020-21 Year End Progress Report due to SI (all programs) by 11:59 p.m.**  
**Final 2020-21 Request for Funds due (fixed and reimbursement) for PY 20-21**  
**Request for Funds due (fixed and reimbursement) for PY 21-22**  
**Final 2020-21 PY Aggregated Financial Report due to SI via OnCorps (March 2020-End of program year)**

## October 2021

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- 1 **Serve Indiana Close Out checklist due to SI**  
**All Program Conference Call, Microsoft Teams, 10:00 a.m.-11:00 a.m.**
- 11 *Indigenous People Day, SI closed*
- 15 **DWD Closeout Due from PY 2020-2021 to DWD Grants Closeouts**  
**21-22 Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
**2020-21 Capacity Post-test due to Serve Indiana (via Survey Monkey)**
- 21 **Serve Indiana Commission Meeting (10 a.m.-12:00 p.m.), Location: Zoom**
- 30 **Request for Funds due (fixed and reimbursement)**  
**Risk Assessment results released to programs**



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## November 2021

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- 2 **New, Recompete & Competitive Continuations for 2022-2023 Funding due by 5:00 p.m. EST**
- 4 Serve Indiana Award's for Excellence Ceremony and Swear-in, Noon EST
- 5 **New Program/Staff Conference Call, Microsoft Teams, 10:00 a.m-11:00 a.m.**
- 11 *Veteran's Day Serve Indiana Closed*
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 17 **GARP Reviews due to SI by 5:00 p.m. EST**
- 25 *Thanksgiving, Serve Indiana Closed*
- 26 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**

## December 2021

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- 2 Serve Indiana Commission Meeting, New, Recompete & Competitive Continuation Funding (10:00 a.m-2:00pm), Location: Zoom
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 23 *Washington's Birthday, Serve Indiana Closed*
- 25 *Christmas Day Observed, Serve Indiana Closed*
- 31 **Request for Funds due (fixed and reimbursement)**
- 31 *New Year's Day Observed, Serve Indiana Closed*

## January 2022

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- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 17 *Martin Luther King Jr. Day, Serve Indiana Closed*  
*Martin Luther King Jr. Day of National Day ([CNCS Information](#))*
- 20 **Winter Program Director Training, 10:00 a.m.-3:30 p.m., Zoom**
- 28 The Empathy Sector Open House, Noon-1:00 p.m. ET, Zoom
- 30 **Request for Funds due (fixed and reimbursement)**



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## February 2022

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- 4 **New Program/Staff Conference Call, Zoom, 10:00am-11:00am**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 17 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom
- 21 **NSCHC Monitoring Documents due by 11:59 p.m. EST**
- 26 Mid-Year Progress Report Instructions sent to Program Directors
- 28 **Request for Funds due (fixed and reimbursement)**  
Mid-Year Progress Report instructions released to programs

## March 2022

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- 4 **All Program Conference Call, Zoom, 10:00 a.m -11:00 a.m.**
- 9 **Formula Continuation Grants due in eGrants by 11:59 p.m. EST**
- 13-19 AmeriCorps Week ([CNCS Information](#))
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 30 **Request for Funds due (fixed and reimbursement)**  
**AFR due to SI via OnCorps (August-February 28; N/A Fixed)**
- 31 **Mid-Year Progress Report due in OnCorps & via email by 11:59 p.m. EST (Start of PY-February 28)**

## April 2022

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- 8 **Unexpended funds report due to Cassandra (beginning of PY-February 28<sup>th</sup>)**
- 15 *Good Friday, Serve Indiana closed*  
**Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 20 **Spring Program Director Training, 10:00 a.m.-4:00 p.m., In person-TBD**
- 21 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom
- 26-28 ASC Regional Training, Milwaukee, WI
- 30 **Request for Funds due (fixed and reimbursement)**



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## May 2022

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- 6 **All Program Conference Call, Zoom, 10:00 a.m-11:00 a.m.**
- 15 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 25 **All Formula PY 2022-23 Application Clarifications Due in in eGrants**
- 30 **Request for Funds due (fixed and reimbursement)**  
*Memorial Day, Serve Indiana Closed*  
**Grant Extension Request deadline (No extension will be granted if submitted after this date)**
- TBD **PY 22-23 Orientation RSVP & Needs Assessment Released to programs**
- TBD **PY 22-23 Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey**

## June 2022

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- 3 **21-22 PY All Program Conference Call, Zoom, 10:00 a.m. -11:00 a.m.**
- 14 **PY 2022-2023 Program Director Orientation Day 1, 10:00-3:30 p.m., Location: INRC, 708 E Michigan Rd, Indianapolis, IN 46202**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
**PY 2022-2023 All Program Orientation Day 2, 10:00-3:30 p.m., Location: INRC, 708 E Michigan Rd, Indianapolis, IN 46202**
- 16 **Serve Indiana Commission Meeting 10:00 am- 12:00 pm, Location: TBD**
- 19 *Juneteenth*
- 30 **Request for Funds due (fixed and reimbursement)**



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## July 2022

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- 4 *Independence Day Observed, Serve Indiana Closed*
- 11 22-23 Signatory Authority Form Released (all programs)  
22-23 Directory released to programs for review  
Serve IN releases instructions on Training Calendar/Policy submission to 2022-2023 New Programs  
Serve IN releases OnCorps Budget Submission Reminder/Instructions to 2022-2023 All Programs  
Serve IN releases 2022-23 Capacity Assessment Pre-test (via Survey Monkey)
- 13-14 **Interrupting Racism Training, In-person, TBD location and time**
- 15 **21-22 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 27 PY 21-22 close out process communicated to all programs via email
- 29 **21-22 Request for Funds due (fixed and reimbursement)**  
**21-22 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2022 to Serve Indiana**  
**22-23 Signatory Authority Form due to Serve Indiana (all programs)**  
**22-23 Directory edits due to Serve Indiana**

## August 2022

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- 12 **21-22 Budget due in OnCorps**
- 15 **Final PY 2020-21 Periodic Expense Report due (21-22 programs with end date of July 31)\***  
*\*Extensions for final PER must be submitted before July 31<sup>st</sup> to Serve Indiana*
- 18 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 22 **Serve Indiana releases 21-22 End of Year Progress Report instructions to AC programs via email**
- 26 **2022-23 Training Calendar/Policy due to Serve Indiana (new programs)**  
**Final 21-22 PER submission extension request due (if applicable)**  
**2022-23 Capacity Assessment Pre-test due to Serve Indiana**
- 30 **2021-22 Request for Funds due (fixed and reimbursement)**



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## September 2022

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- 5 *Labor Day, SI Closed*
- 11 National Day of Service and Remembrance
- 15 **Final PY 2021-22 Periodic Expense Report due (21-22 programs with end date of August 31)\***  
*\*Extensions for final PER must be submitted by August 31<sup>st</sup> to Serve Indiana*  
**PY 22-23 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**
- 16 **All Program Conference Call, Webex, 10:00 a.m.-11:00 a.m.**
- 30 **2021-22 Year End Progress Report due to SI (all programs) by 11:59 p.m.**  
**Final 2021-22 Request for Funds due (fixed and reimbursement) for PY 21-22**  
**Request for Funds due (fixed and reimbursement) for PY 21-22**  
**Final 2021-22 PY Aggregated Financial Report due to SI via OnCorps (March 2021-End of program year)**
- TBD 2023-2024 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

## October 2022

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- 7 **Serve Indiana Close Out checklist due to SI**  
**All Program Conference Call, Webex, 10:00 a.m.-11:00 a.m.**
- 10 *Indigenous People Day, SI closed*
- 15 **DWD Closeout Due from PY 2021-2022 to DWD Grants Closeouts**  
**22-23 Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
**2021-22 Capacity Post-test due to Serve Indiana (via Survey Monkey)**
- 20 Serve Indiana Commission Meeting (10 a.m.-12:00 p.m.), Location: TBD
- 28 Risk Assessment results released to programs
- 30 **Request for Funds due (fixed and reimbursement)**