



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

Deadline

State/National Holiday (SI Closed)

Non Required Events



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July 2021

- 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

- 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 31st 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



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- 31 **2020-21 Request for Funds due (fixed and reimbursement)**
- TBD 2022-2023 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

September 2021

- 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 31st to Serve Indiana*
PY 21-22 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1st
- 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

- 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

- 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

- 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

- 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 [\(CNCS Information\)](#)



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- 20 **Winter Program Director Training, 10:00 a.m.-3:30 p.m., In person-TBD**
- 30 **Request for Funds due (fixed and reimbursement)**

February 2022

- 4 **New Program/Staff Conference Call, Microsoft Teams, 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**
- 28 **Request for Funds due (fixed and reimbursement)**
Mid-Year Progress Report instructions released to programs

March 2022

- 4 **All Program Conference Call, Microsoft Teams, 10:00 a.m -11:00 a.m.**
- 6-12 **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 to SI (Start of PY-February 28)**
- TBD **Formula Continuation Grants due to SI**

April 2022

- 5 **Mayor and County Recognition Day for National Service ([CNCS Information](#))**
- 8 **Unexpended funds report due to Cassandra (beginning of PY-February 28th)**
- 15 *Good Friday, Serve Indiana closed*
Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps



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- 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)**

May 2022

- 6 **All Program Conference Call, Microsoft Teams, 10:00 a.m-11:00 a.m.**
- 15 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 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**
- TBD **ASC Regional Conference, Virtual**

June 2022

- 3 **21-22 PY All Program Conference Call, Microsoft Teams, 10:00 a.m. -11:00 a.m.**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
PY 2022-2023 New Program/New Program Director Orientation Day 1, 10:30 a.m.-12:00 p.m. & 1:30 p.m.-3:30 p.m., Location: TBD
- 16 **PY 2022-2023 All Program Orientation Day 2, 10:30 a.m. -12:00 p.m. & 1:30 p.m.-3:30 p.m., Location: TBD**
- 19 *Juneteenth*
- 30 **Request for Funds due (fixed and reimbursement)**



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July 2022

- 4 *Independence Day, Serve Indiana Closed*
- 13 Fiscal Orientation PY 2022-23, Location: TBD
- 14 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 SurveyMonkey)
- 15 **21-22 Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 20 22-23 Signatory Authority Form Released (all programs)
- 27 Close out process PY 21-22 communicated to all programs via email
- 29 **21-22 Request for Funds due (fixed and reimbursement)**
22-23 Signatory Authority Form due to Serve Indiana (all programs)
22-23 Directory edits due to Serve Indiana
22-23 Training calendar and policy submission instructions released by SI to programs

August 2022

- 15 **2021-22 Periodic Expenses Report (Operational and Fixed) due via OnCorps (Final PER for programs with July 31 end date)**
- 18 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom
- 26 **2022-23 Budget due in OnCorps**
2022-23 Training Calendar/Policy due to Serve Indiana (new programs)
- 30 **21-22 Request for Funds due (fixed and reimbursement)**
Final 21-22 PER submission extension request due (if applicable)

September 2022

- 1 SI releases End of Year Progress Report instructions for PY 21-22



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- 5 *Labor Day, SI Closed*
- 9 **All Program Conference Call, 10:00-11:00am**
- 11 National Day of Service and Remembrance ([CNCS Information](#))
- 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 31st to Serve Indiana*
PY 22-23 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1st
- 30 **Final 2021-22 Request for Funds due (fixed and reimbursement)**
Request for Funds due (fixed and reimbursement)*
**Only applies to 21-22 programs and August 1 start for 22-23 programs*
2021-22 Year End Progress Report due to SI (all programs)
Final 2021-22 PY Aggregated Financial Report due to SI via OnCorps (April-September 2022)

October 2022

- 3 **Serve Indiana Closeout Checklist due to SI**
- 7 **New Program/Staff Conference Call, 10:00 a.m.-11:00 a.m.**
- 10 *Indigenous Peoples Day, Serve Indiana closed*
- 15 **Closeouts Due to DWD**
22-23 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps
- 20 **Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom**
- 30 **Request for Funds due (fixed and reimbursement)**
- 30 **Risk Assessment results released to programs**