

To: AmeriCorps State and National Grantees

From: Bill Basl, Director

Re: Clarifying Guidance for 2012-2013 AmeriCorps Grant Provisions

Date: August 22, 2013

The purpose of this memo is to clarify the 2012-2013 AmeriCorps Grant Provisions pertaining to the semi-annual Grantee Progress Report and final project report:

- The semi-annual Grantee Progress Report due October 31, 2013 covers the reporting period from the start of the grant year through September 30, 2013.
- A final project report is submitted in addition to, not in lieu of, the last semi-annual Progress Report.

Accordingly, the reporting requirements are updated as follows:

**Grantee Progress Reports.** The grantee shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets.

<b>Due Date</b>	<b>Reporting Period Covered</b>
April 30	Start of grant year through March 31
October 31	Start of grant year through September 30

A grantee must set submission deadlines for its respective subgrantees that ensure the timely submission of grantee reports.

**Final Project Report.** A grantee must submit, in addition to the last semi-annual Progress Report, a final project report. This final project report is due within 90 days after the end of the grant.

Please contact your program officer if you have any questions.

Thank you