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# The New ASN Grantee Progress Report Instructions

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- Purpose of Grantee Progress Reports (GPRs)
- Reporting requirements and structure
- Changes made in 2019
- Overview of GPR content for 2019 program year and beyond
  - AmeriCorps Program Grants
  - Commission Support Grants
  - Commission Investment Fund Grants
  - Volunteer Generation Fund Grants
- Q&A

# Purpose of Grantee Progress Reports (GPRs)



- Monitor grantee and subgrantee progress in meeting grant objectives
- Respond to data requests from Congress and other stakeholders
- Share success stories
- Identify trends and issues that may lead to changes in policies/procedures, training and technical assistance, or opportunities for peer learning

# Reporting Requirements



- Specified in the annual Terms and Conditions for each grant type
- Due dates governed by 2 CFR § 200.328
- ASN program grants
  - End-of-Year (annual) GPR due end of December
  - Final GPR due 90 days after end of grant
    - In ADDITION to last End-of-Year GPR
    - Different format and instructions

# Reporting Requirements



- ASN direct planning grants
  - Planning Grant GPR due 90 days after end of grant
- Commission administration grants (CSG, CIF)
  - End-of-Year (annual) GPR due end of March
  - Final GPR due 90 days after end of grant
    - In LIEU of last End-of-Year GPR
    - Same format and instructions
- Volunteer Generation Fund (VGF) grants
  - End-of-Year (annual) GPR due end of December
  - Final GPR due 90 days after end of grant
    - In LIEU of last End-of-Year GPR
    - Same format and instructions

# Report Structure

- Submitted via the eGrants Progress Report Module:  
<https://egrants.cns.gov/espan/main/login.jsp>



The screenshot shows the eGrants Progress Report interface. At the top right, there are links for "home" and "back to eGrants". Below these, there are input fields for "Grant Number", "Application ID", and "Sponsor/Grantee". The main heading is "eGRANTS Progress Report". At the bottom, there is a navigation bar with tabs for "General Information", "Demographics", "Performance Indicators", "Performance Measures", "Narratives", and "Summary/Staff Review".

- Becomes visible to grantees 2 months before due date (for ASN program and planning grants) or when the reporting period starts (for CIF, CSG, and VGF grants)
- Includes multiple tabs requesting different types of information
  - Performance data and associated explanations
  - Narrative responses

# GPR Changes Made in 2019

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- Data collection questions for ASN, CSG, CIF, and VGF GPRs were revised in the spring of 2019
  - Open comment periods in March-April and June-July 2019
- Final OMB clearance received in October 2019
- Updated GPR instructions documents will be posted on the Grantee Progress Report website by the end of December: <https://www.nationalservice.gov/grants-funding/manage-funds/manage-amicorps-state-and-national-grants/amicorps-grantee-progress-reports>
- Changes apply to the **2019** grant year and beyond

# Most Significant Content Changes



- Updated demographic indicators (now called Performance Data Elements)
  - New required and optional elements
  - Optional member-focused elements that replace previous member-focused performance measures
  - **Reported by fiscal-year timeframe (October 1 – September 30) regardless of member cohort or program year start and end dates\***
- Streamlined/updated narrative prompts
  - Focus more on actual activities that took place during the reporting period

*\*Performance measure outputs and outcomes will still be reported based on program year*

# How to Report Data on the 2019 ASN GPR

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*2019 reporting period (from T&C): start of award year through September 30, 2020*

Scenario 1	Performance Data Elements	Performance Measures
2019 members enroll in a single cohort and serve from 10/1/19 – 9/30/20	Report all data collected between 10/1/19 – 9/30/20	Report all outputs and outcomes achieved by 2019 members

# How to Report Data on the 2019 ASN GPR



*2019 reporting period (from T&C): start of award year through September 30, 2020*

Scenario 2	Performance Data Elements	Performance Measures
2019 members enroll in a single cohort and serve from 7/1/19 - 6/30/20. The 2020 member cohort begins service on 7/1/20 and serves several months before 9/30/20	Report all data collected between 10/1/19 – 9/30/20, regardless of which member cohort it pertains to	<ul style="list-style-type: none"><li>• Report all outputs and outcomes achieved by 2019 members</li><li>• Do not report outputs and outcomes achieved by 2020 members; these will be reported on the next GPR</li></ul>

# How to Report Data on the 2019 ASN GPR



*2019 reporting period (from T&C): start of award year through September 30, 2020*

Scenario 3	Performance Data Elements	Performance Measures
<p>2019 members enroll in a single cohort and serve from 1/1/20 – 12/31/20. The 2018 member cohort didn't complete their service until 12/15/19.</p>	<p>Report all data collected between 10/1/19 – 9/30/20, regardless of which member cohort it pertains to</p>	<ul style="list-style-type: none"><li>• Report all outputs and outcomes achieved by 2019 members by the time the GPR is submitted</li><li>• Report any outputs and outcomes achieved by 2018 members that were not included on the previous year GPR</li></ul>

# How to Report Data on the 2019 ASN GPR



*2019 reporting period (from T&C): start of award year through September 30, 2020*

Scenario 4	Performance Data Elements	Performance Measures
<p>2019 members enroll in multiple cohorts with rolling start dates between 8/1/19 and 7/30/20. About 50% of the members are still serving at the time the 2019 GPR is submitted. At various times during the year, 2019 members are serving alongside both remaining 2018 members and new 2020 members.</p>	<p>Report all data collected between Oct 1-Sept 30, regardless of which member cohort it pertains to</p>	<ul style="list-style-type: none"><li>• Report outputs and outcomes achieved by 2019 members by the time the GPR is submitted</li><li>• Report any outputs and outcomes achieved by 2018 members that were not included on the previous year GPR</li><li>• Do not report outputs and outcomes achieved by 2020 members; these will be reported on the next GPR</li></ul>

# AmeriCorps Program Grants: Performance Data Elements

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- Required for all grantees:
  - Number of individuals who applied to be AmeriCorps members
  - Number of volunteers recruited or managed
  - **Dollar amount of resources leveraged by the program**

# AmeriCorps Program Grants: Performance Data Elements

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- Required for all grantees for whom the indicator is relevant to their program model:
  - **Number of hours served by recruited or managed volunteers**
  - Number of individuals affected by disaster served
  - **Number of individuals assisted in preparing for disasters**
  - **Number of children and youth served**
  - **Number of individuals receiving job training or placement**
  - **Number of individuals receiving independent living services**
  - Number of veterans served
  - Number of veteran family members served
  - Number of military family members served
  - Number of active duty military members served
  - **Dollar amount of resources leveraged by national service participants**
  - **Number of acres of public land supported**
  - **Number of individuals receiving opioid/drug intervention services**

# Determining Relevance of Performance Data Elements



Element	Relevant: should be reported	Not Relevant: can be reported if desired
Number of children and youth served	Education program that serves primarily K-12 students	Disaster relief program that assists people of all ages
Number of hours served by recruited or managed volunteers	Capacity-building program focused on volunteer management	College readiness program that recruits volunteers to help with a one-time graduation celebration
Number of acres of public land supported	Environmental stewardship program that removes invasive species from federal nature preserves	Healthy Futures program whose members help clean up storm debris from a neighborhood park on MLK Day

# AmeriCorps Program Grants: Performance Data Elements

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- Optional for all grantees:
  - Number of previously unemployed AmeriCorps members who gain employment
  - Number of veterans serving as AmeriCorps members who gain employment
  - Number of AmeriCorps members who earn a high-school diploma or GED
  - Number of AmeriCorps members who remain in the education field post-service



## Data Quality (Required)

- National Grantees: Describe the **specific steps you took** to verify data from sites reported in this GPR.
- State Commissions: Describe the **specific steps you took** to verify the subgrantee data reported in this GPR.



## Performance Management (Required)

- Direct Grantees: Describe how you have used the data you have collected about your processes or outcomes (including performance measurement and evaluation data) **during the reporting period** to improve your program. Based on the data you have collected, **what has worked well in your program during the reporting period**, and what changes will you make in the coming year to improve processes and/or outcomes to better address identified community needs?



## Performance Management (Required)

- **Commissions:** Describe how you have supported subgrantees **during the reporting period** to use data they have collected about their processes or outcomes (including performance measurement and evaluation data) to improve their programs. Provide examples of how subgrantees **have used data during the reporting period**, and/or plan to use data in the coming year, to make improvements to program processes and/or outcomes to better address their identified community needs.



## Training, Technical Assistance and Monitoring (Required for National Direct/Tribal grantees only; Commissions provide this information in the CSG GPR.)

- Describe the training and technical assistance you provided to your sites during the reporting period.
- Describe how you **monitored your sites during the reporting period**. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them.

# Commission Support Grants: Performance Data Elements

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Required for all commissions:

- Number of new applicants to the commission's AmeriCorps competition(s)
- **Number of subgrantees that received TTA and monitoring from the commission**
- **Number of subgrantees reporting improved capacity as the result of TTA and monitoring from the commission**

# Commission Support Grants: Performance Data Elements

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Optional for all commissions:

- Number of volunteers recruited or managed
- **Number of hours served by recruited or managed volunteers**
- Number of individuals affected by disaster served
- **Number of individuals assisted in preparing for disasters**
- Dollar amount of resources leveraged by the commission

# Commission Support Grants: Narratives

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## Performance Management (Required)

- Describe how you have used, or plan to use, data you collected about commission processes or outcomes **during the reporting period** to improve commission activities. Based on the data you collected, **what has worked well during the reporting period**, and what changes will your commission make in the coming year to improve processes and/or outcomes to better meet the goals of your State Service Plan?

# Commission Support Grants: Narratives

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## Collaboration (Required):

- Describe collaborations and/or cross-stream partnerships **initiated or sustained during the reporting period** that involved other state commissions, multi-state AmeriCorps programs, AmeriCorps VISTA, AmeriCorps NCCC, Senior Corps, State Education Agencies, state networks of volunteer centers, and/or other volunteer service organizations within the state. **Include in your description any disaster-focused collaborations/partnerships.**



## Training, Technical Assistance, and Monitoring (Required):

- **Describe the training and technical assistance you provided to your subgrantees during the reporting period.**
- **Describe how you monitored your subgrantees during the reporting period.** Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them. (Do not describe monitoring findings for every subgrantee; rather, summarize the type and frequency of compliance findings and corrective actions within your portfolio.)

# Commission Support Grants: Narratives

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## Promising Practices (Optional):

- Describe no more than one promising practice that may be shared with other State Commissions, in no more than one of the following areas: AmeriCorps Grant Outreach and Selection; Compliance and Performance; Collaboration and Sustainability.

# Commission Investment Fund: Performance Data Elements

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Required for all commissions (enter 0 if not applicable):

- Number of CIF-supported professional development/training events or service projects
- **Number of organizations participating in CIF-supported training or technical assistance activities**
- **Number of commission staff members receiving CIF-supported training or technical assistance**

# Commission Investment Fund: Performance Data Elements

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Optional for all commissions:

- **Dollar amount of resources leveraged by the commission**



## Performance Management (Required)

- Describe how you have used, or plan to use, data you collected about Training and Technical Assistance (TTA) processes or outcomes **during the reporting period** to improve CIF-supported activities. Based on the data you collected, **what has worked well during the reporting period**, and what changes will you make in the coming year to improve the TTA provided by the commission?

# Commission Investment Fund: Narratives

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## Outcomes (Required):

- **Describe how the activities supported by your CIF grant have resulted in significant and demonstrable improvements in one or more of the CIF Priority Performance Areas included in your application.**

# Volunteer Generation Fund: Performance Data Elements

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Required for all commissions:

- Number of volunteers recruited or managed
- Number of hours served by recruited or managed volunteers

# Volunteer Generation Fund: Narratives

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## Data Quality (Required)

- Describe the **specific steps you took** to verify data from sites reported in this GPR.



## Performance Management (Required)

- Describe how you have used, or plan to use, the data you collected about your Volunteer Generation Fund processes or outcomes (including performance measurement data) **during the reporting period** to improve your program. Based on the data you collected, **what has worked well in your program during this reporting period**, and what changes will you make in the coming year to improve processes and/or outcomes to better address the objectives of your Volunteer Generation Fund grant?



- AmeriCorps Program Grants Final GPR
  - Narrative questions only, covering the entire three-year grant period
  - Questions are essentially unchanged
- AmeriCorps Planning Grant GPR
  - For Direct planning grants only (not commission subgrantees)
  - Narrative questions only, covering the one-year grant period
  - Questions are essentially unchanged



- AmeriCorps Grantee Progress Report webpage:  
<https://www.nationalservice.gov/grants-funding/manage-funds/manage-ameri-corps-state-and-national-grants/ameri-corps-grantee-progress-reports>
  - Instructions by grant year for each GPR type
  - Tutorial on how to use the GPR interface
  - Recording of this webinar
- Grant Terms and Conditions:  
<https://www.nationalservice.gov/resources/financial-management/terms-conditions-and-certifications-assurances-cnccs-grants>
  - GPR due dates and reporting periods\*

*\*Reporting periods showing in eGrants may not be correct*



- AmeriCorps Performance Measurement page:  
<https://www.nationalservice.gov/resources/performance-measurement/ameri-corps>
  - Performance Measure Instructions for AmeriCorps State and National grants, by grant year
- Data Quality Review Best Practices (PPT and recording):  
<https://www.nationalservice.gov/resources/ameri-corps/data-quality-review-best-practices>
  - Discusses key aspects of data quality, common challenges in GPR submissions, and suggestions for developing and maintaining strong data collection systems