

AmeriCorps State and National Mid-Year Grantee Progress Report Instructions

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report (GPR) provides information for CNCS staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by CNCS's Office of Public Affairs to promote service. Program staff will use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

What are the components of the GPR?

The Grantee Progress Report consists of five sections: Demographic Information, MSYs/Members, Performance Indicators, Performance Measures, and Narratives. Only the Performance Measures section is required for the mid-year GPR; sections of the GPR that do not need to be completed should not be visible in eGrants. If any non-required sections are present in your mid-year GPR, please enter zeroes or N/A in all of the fields for such section(s).

Please complete the report using eGrants www.nationalservice.gov/egrants/, the Corporation's integrated, secure, web-based system for applications, and follow these instructions.

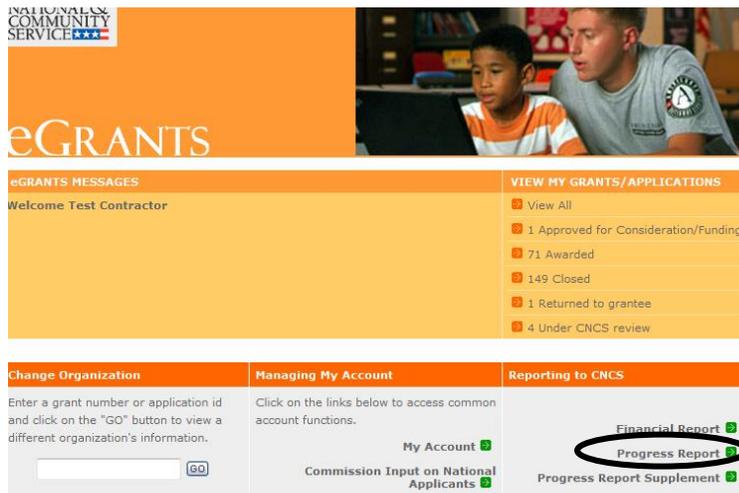
When is the GPR due?

The GPR is due on April 30, 2017.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
2. CNCS receives a request explaining the need for an extension before the due date of the report.

Selecting the Right GPR



After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2016-2017 program year, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 04/30/2017 due date, and click on the “edit” link. You will be taken to the main progress report screen.

| Reporting Date | Due Date | Extension Date | Status | PR Type | |
|-------------------------|------------|----------------|-------------------------------|---------------------------------|----------------------|
| 09/01/2016 - 03/31/2017 | 04/30/2017 | | Progress Report Initial Entry | Progress Report Lite Semiannual | edit |

Reporting Period

The reporting period for the mid-year GPR is from the beginning of your 2016-2017 program year through March 31, 2017. Note that this progress report is cumulative for the year to date (but not the entire three-year grant period).

Note: If you have data from the previous year or previous reporting period that were not included in the prior GPR (i.e., noted as “ongoing” on the prior report due to continuing program activities), please include these data in the Grantee Narrative text box on the Performance Measure tab and include a note of explanation. For example, if on your prior progress report, you indicated that 30 students demonstrated increased academic achievement, but there were an additional 10 who demonstrated increased academic achievement after you submitted the last progress report, please note the additional 10 students in the Grantee Narrative text box and explain that this figure is an addendum to the previous reporting period. *There is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.*

Commissions will complete progress reports for each of their prime grants (competitive cost reimbursement, competitive fixed amount, competitive EAP, formula cost reimbursement, formula fixed/EAP, School Turnaround AmeriCorps, etc.).

Data submitted in the Progress Report should be valid (the data collected and reported must accurately align with the performance measure instructions, approved program design and grant application) and verifiable (ability to demonstrate the data is accurate). Source documentation that supports the actual results should be maintained.

General Information Tab

General Information Performance Measures Summary/Staff Review

Screen Instructions

Check the reporting period start and end dates, as well as the due date, to ensure you have selected the correct report. If you have not selected the correct report, click the "Cancel" button.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

For additional information, refer to the GPR

General Information

| | | |
|-----------------------------|---------------------------------|--------|
| Grant # | [REDACTED] | |
| Project Name | [REDACTED] | Cancel |
| Grant Year | 1 | |
| Progress Report Type | Progress Report Lite Semiannual | Begin |
| Amendment Number | 1 | |
| Reporting Period Start Date | 09/01/2016 | |
| Reporting Period End Date | 03/31/2017 | |
| Due Date | 04/30/2017 | |
| Extended Due Date | | |
| # of Months Funded | 7 | |
| Status | Progress Report Initial Entry | |

On the General Information tab (above), you will see information for the progress report you have selected. Check the reporting period start and end dates, as well as the due date, to ensure you have selected the correct report. If you have not selected the correct report for the reporting period and due date, click the "Cancel" button and select the correct report. If you have selected the correct report, click the "Begin" button to open the progress report. If you return to this tab after starting the report, you will see a "Continue Working" button that allows you to open the report that is in progress.

Open amendments may interfere with data entry in the GPR. If there is an open amendment on your grant and you click the "Begin" button, you may see a warning message. If you receive this warning message, please communicate with your Program Officer to ensure resolution of the amendment so you can submit your GPR on time. Once the GPR has been submitted, please DO NOT initiate a new amendment on the grant until after the GPR has been reviewed and closed out.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

Performance Measures Tab

National GPR and Competitive GPR

Each performance measure panel contains a chart showing each output and outcome for the performance measure, as well as the MSYs and members allocated to the measure. Grantees should report data on outputs and outcomes only; MSY and member data are not required (please enter zeroes in the "Actual" boxes for MSYs and members). Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

General Information | Performance Measures | Summary/Staff Review

Screen Instructions

This tab contains an accordion panel for each performance measure. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure target and actual.

If you leave any fields blank, these fields will default to values of zero when you move to the next tab or save the report.

Performance Measure Progress

Use the horizontal scroll bar at the bottom of the page to review the chart in its entirety.

Done with Section box checked Done with Section box not checked Clarification Required

Number of economically disadvantaged individuals receiving job training - Employment - PM 1

| Measure Type or Resource Type | Measure # | Target | Actual | Diff | % of Target | Met Target | Explanation / Correction Action |
|-------------------------------|------------|--------|----------------------|------|-------------|------------|---------------------------------|
| Output | O2 | 40 | <input type="text"/> | | % | No | Enter Explanation |
| Outcome | OUTCM16843 | 35 | <input type="text"/> | | % | No | Enter Explanation |
| MSYs | | 8.00 | <input type="text"/> | | % | | Enter Explanation |
| Members | | 8 | <input type="text"/> | | % | | Enter Explanation |

Done with Section

Attainment of GED/high school diploma - Find Opportunity - PM 2

Opportunity Youth members successfully completing program - Find Opportunity - PM 3

For each output and outcome, enter a numerical value documenting progress toward the target. Round any decimals to the nearest whole number. When you have entered all data for one performance measure, check the "Done with Section" box (circled on the screenshot above). This action will cause a green checkmark to appear on the accordion panel when it is collapsed, signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data have been entered for each performance measure, click the "Calculate" button at the bottom of the page. This action will enable eGrants to calculate the numerical difference between each performance measure target and actual, as well as the percent of the target that was reached. In each performance measure panel, these values will appear in the "Diff" and "% of Target" columns. A "yes" or "no" will appear in the "Met Target" column. CNCS expects that programs are on track to meet targets by the end of the year.

Review Complete

> Program Officer Feedback
 > Program Officer Clarification Items
 > Grantee Clarification

An explanation is required for every output or outcome target that was not met or for which program activities are still ongoing. To enter an explanation, click on the “Enter Explanation” button in the “Explanation/Corrective Action” column. Clicking this button opens a text box. Enter an explanation and corrective action plan in the text box. If activities associated with the performance measure are still ongoing, use the “Explanation/Corrective Action” column to explain when activities will be completed and when the data will be available. Do this even if performance measure targets were met. *Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.*

▼ Number of economically disadvantaged individuals receiving job training - Employment - PM 1

| Measure Type or Resource Type | Measure # | Target | Actual | Diff | % of Target | Met Target | Explanation / Corrective Action |
|-------------------------------|------------|--------|----------------------|------|-------------|------------|--|
| Output | O2 | 40 | <input type="text"/> | | % | No ▼ | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <input type="button" value="Close"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/> |
| Outcome | OUTCM16843 | 35 | <input type="text"/> | | % | No ▼ | <input type="button" value="Enter Explanation"/> |
| MSYs | | 8.00 | <input type="text"/> | | % | | <input type="button" value="Enter Explanation"/> |
| Members | | 8 | <input type="text"/> | | % | | <input type="button" value="Enter Explanation"/> |

If the explanation entered for one output or outcome target applies to other unmet targets for the measure (e.g., an output and outcome were unmet for the same reason), clicking the “Copy” button will automatically copy the explanation to the other outputs and outcomes in the measure. If you wish to provide a different explanation for other outputs or outcomes in the measure, enter those explanations by clicking on the “Enter Explanation” button for those outputs or outcomes.

Formula GPR

Follow the instructions above with the following exceptions:

- Actuals are not required for applicant-determined performance measures. No fields will be available to enter these numbers. An applicant-determined measure is any performance measure that does not contain a national performance measure output or outcome. Performance measures that contain a national performance measure output and an applicant-determined outcome are considered national performance measures, and actuals are required for these measures.

| Measure Type or Resource Type | Measure # | Target | Actual | Diff |
|-------------------------------|-----------|--------|--------|------|
| Output | OUTPT3019 | 400 | | |
| Outcome | OUTCM3020 | 400 | | |
| Outcome | OUTCM3021 | 80 | | |
| MSYs | | 5.00 | 0.00 | |
| Members | | 5 | 0 | |

- In lieu of providing actuals for applicant-determined measures, the commission selects a value of either “Yes” or “No” in the “Met Target” column. Select “no” in any situation where the subgrantee’s actual is less than the target, even if activities are still ongoing.

| Target | Actual | Diff | % of Target | Met Target |
|--------|--------|-------|-------------|------------|
| 400 | | | | No |
| 400 | | | | No |
| 80 | | | | No |
| 5.00 | 0.00 | -5.00 | 0.00 % | |
| 5 | 0 | -5 | 0.00 % | |

- No explanations are required for formula performance measures; therefore, no explanation buttons or text boxes are provided. If you wish to provide an explanation, use the “Grantee Narrative” text box. *Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.*

The progress report cannot be submitted unless all required data have been entered.

Click “Next” to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Based on the date you enter, pie charts and an MSY/Member summary chart will be automatically generated showing resource allocations and member activities. Graphs show performance against National Performance Measure targets. For commissions, this data is aggregated at the prime level. The subgrantee performance summary provides a quick visual reference for subgrantee performance.

From this tab, you can view or print all text and data entered into the GPR by clicking "Print Overall GPR Summary."

For national grantees, to print a visual summary similar to the summary screen, click "Print Grantee Report."

For commissions, to view or print a summary of all data entered for a single subgrantee, select a subgrantee in the "Select Subgrantee" dropdown box and click "Print Subgrantee Report."

To comment on this summary, enter text in the "Overall Grantee Note" text box.

Submitting the GPR

When all data have been entered into the progress report and double-checked for accuracy, go to the Summary Tab and click the "Grantee – Submit to CNCS" button.

General Information Performance Measures Summary/Staff Review

Screen Instructions

This tab provides a summary of data entered in previous tabs as well as printable reports.

When all data has been entered into the GPR, click the "Grantee Submit to CNCS" to submit the GPR.

| Scale/Legend | Scale/Legend | Scale/Legend | Scale/Legend | Scale/Legend |
|--------------|--------------|-------------------|--------------|-------------------------------------|
| ENROLLMENT | RETENTION | 30 DAY ENROLLMENT | 30 DAY EXIT | PERFORMANCE MEASURES |
| 100% | 100% | 100% | 100% | All Output and Outcome Targets Met |
| 95 - 99.9% | 90 - 99.9% | 95 - 99.9% | 95 - 99.9% | SOME Output and Outcome Targets Met |
| Below 95% | Below 90% | Below 95% | Below 95% | NO Output and Outcome Targets Met |

Overall Grantee Note:

Grantee - Submit to CNCS

REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR

For each tab where data are entered, the CNCS Program Officer reviews data and determines whether clarification is necessary. If clarification is required, the Program Officer checks the "Clarification Required" box on each tab that requires clarification and returns the GPR to the awardee in eGrants for rework.

| | |
|---------------------------------------|--|
| ▶ Grantee Narrative | Status <input type="checkbox"/> Clarification Required <input type="checkbox"/> Clarification Resolved <input type="checkbox"/> Review Complete |
| ▶ Program Officer Feedback | |
| ▶ Program Officer Clarification Items | |
| ▶ Grantee Clarification | |

The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback – May contain feedback from the CNCS Program Officer. Grantees are not required to provide clarification responses regarding this feedback.
- Program Officer Clarification Items – Contains clarification items from the CNCS Program Officer. Grantees are required to respond to these clarification items.
- Grantee Clarification – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field.

Charts on the Performance Measures tab also contain a clarification column to signal specific items on the chart that require clarification.

National Performance Measure – Education Priority Area) - K-12 Success - PM 1

| Type or Measure Type | Measure # | Target | Actual | Diff | % of Target | Met Target | Explanation / Corrective Action | Clarification |
|----------------------|-----------|--------|-----------------------------------|--------|-------------|------------|-----------------------------------|----------------------|
| | ED1 | 660 | <input type="text" value="0"/> | -660 | 0.00 % | No ▾ | Enter Explanation | <input type="text"/> |
| | ED2 | 462 | <input type="text" value="0"/> | -462 | 0.00 % | No ▾ | Enter Explanation | <input type="text"/> |
| | ED5 | 300 | <input type="text" value="0"/> | -300 | 0.00 % | No ▾ | Enter Explanation | <input type="text"/> |
| | | 16.00 | <input type="text" value="0.00"/> | -16.00 | 0.00 % | | Enter Explanation | |
| | | 16 | <input type="text" value="0"/> | -16 | 0.00 % | | Enter Explanation | |

After responding to all clarification items, the grantee returns the report to CNCS by clicking the “Grantee – Submit to CNCS” button on the Summary tab.

If the progress report does not require clarification, or if all clarification items have been satisfactorily addressed, the CNCS Program Officer will set the GPR status to “Reviewed.” The grantee will receive email notification and will be able to review any feedback provided in the progress report when the report is in Reviewed status.