



AmeriCorps State and National *and* School Turnaround AmeriCorps Mid-Year Grantee Progress Report Instructions

How will CNCS 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 GPR 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 AmeriCorps Grantee Progress Report consists of four sections: Demographic Information, Performance Indicators, Performance Measures, and Narratives. The Mid-Year GPR only requires the Performance Measures and Narratives sections; sections of the GPR that do not need to be completed should not be visible. 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 sections.

Please complete the report using eGrants (<http://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, 2018.

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.



eGRANTS MESSAGES

Welcome Test Contractor

VIEW MY GRANTS/APPLICATIONS

- View All
- 1 Approved for Consideration/Funding
- 71 Awarded
- 149 Closed
- 1 Returned to grantee
- 4 Under CNCS review

Change Organization

Enter a grant number or application id and click on the "GO" button to view a different organization's information.

Managing My Account

Click on the links below to access common account functions.

- My Account
- Commission Input on National Applicants

Reporting to CNCS

- Financial Report
- Progress Report**
- Progress Report Supplement

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2017-2018 program year, and expand the list by clicking on the orange arrow key to the right of the grant number and grant name.

Find the progress report with the 04/30/2018 due date, and click on the "edit" link. You will be taken to the main progress report screen.

Reporting Period

The reporting period is from the beginning of your 2017-2018 grant year through March 31, 2018. Note that this progress report covers the specified reporting period only and is cumulative for the reporting period.

If you have performance measurement data from the previous year that were not included in the prior end-of-year GPR (i.e., noted as "ongoing" on prior report due to continuing program activities), please include these data in the "actuals" fields of the current GPR. Provide a note of explanation as described on p. 5 of these instructions clearly explaining which data correspond to which program year. Note that you will also need to include these prior-year data in the upcoming end-of-year GPR.

Commissions will complete one progress report for each of their prime grants (competitive cost reimbursement, competitive fixed amount, competitive EAP, School Turnaround AmeriCorps, formula cost reimbursement, formula fixed/EAP, etc.) providing information as follows:

- In each prime grant, the grantee reports on performance measurement data for that prime grant.

- State commissions report on narratives for all grants, except School Turnaround AmeriCorps, in the formula cost-reimbursement prime.
- Performance measure data and narratives for School Turnaround AmeriCorps subgrantees will be reported in the School Turnaround AmeriCorps GPR. Failure to provide all School Turnaround AmeriCorps data and narratives in the School Turnaround AmeriCorps GPR will result in having the GPRs returned for correction.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the performance measure instructions, approved program design, and grant application) and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

General Information Tab

Grant Number: [Redacted]
 Application ID: [Redacted]
 Sponsor/Grantee: [Redacted]

General Information | Performance Measures | Narratives | 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]
 Grant Year 3
 Progress Report Type Progress Report Lite Semiannual
 Amendment Number 3
 Reporting Period Start Date 07/01/2016
 Reporting Period End Date 03/31/2016
 Due Date 04/30/2016
 Extended Due Date
 # of Months Funded 9
 Status Progress Report Initial Entry

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	04/01/2016 - 09/30/2016	10/31/2016		Progress Report Reviewed	PDF Link
2	04/01/2015 - 09/30/2015	10/31/2015	11/20/2015	Progress Report Reviewed	PDF Link
3	09/05/2014 - 03/31/2015	04/30/2015		Progress Report Reviewed	PDF Link

On this tab, 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 you have amendments currently in process on any of your grants, please work with your Program Officer or Grants Officer to get those amendments awarded or withdrawn before you start entering data into the GPR. Also, it is best to avoid initiating any new amendments while you are entering data into the GPR (i.e., after you open the GPR

for the first time, but prior to submitting the GPR to CNCS); amendments awarded during the GPR data-entry process may result in the need to re-enter all of the data from scratch.

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/Tribal 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 on this tab. *Failure to do so will result in the GPR being returned for correction.* Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Screen Instructions

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. 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 for each subgrantee, 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

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

Creating Healthy School Food Environments - Other Healthy Futures - PM 1

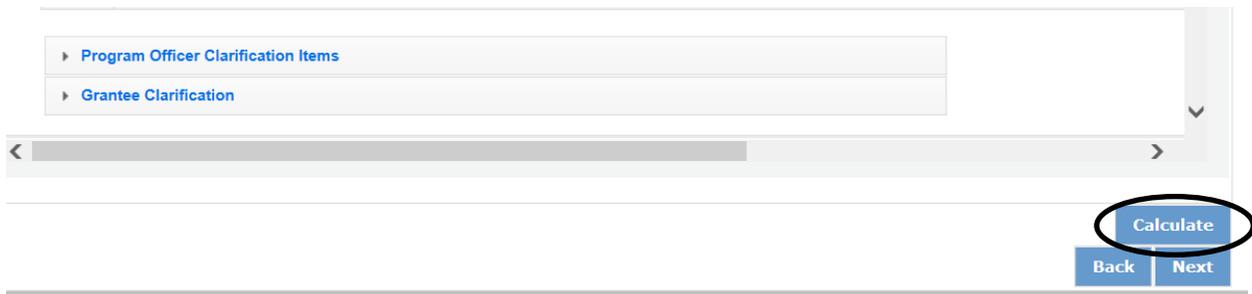
Garden-Enhanced Nutrition Education - Obesity and Food - PM 2

Measure Type or Resource Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Co Action
Output	H6	800	<input type="text"/>		%	No	Enter Explanation
Outcome	OUTCM28702	300	<input type="text"/>		%	No	Enter Explanation
MSYs		7.50	<input type="text"/>		%		Enter Explanation
Members		10	<input type="text"/>		%		Enter Explanation

Done with Section

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 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, percent symbols, 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 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.



An explanation is required for any output or outcome measure for which one or more of the following is true:*

- The actual greatly exceeds the target value (i.e., by 400% or more)
- Data from the previous grant year that were not reported on the previous end-of-year GPR have been included in the reported actual

The content of the explanations should be as follows:

Situation	Required Explanation
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. <i>It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.</i>
Data included that was not reported in the previous grant year	Indicate what numerical portion of the actual value corresponds to the current grant year vs. the previous grant year. <i>Only data that were NOT already reported on the previous year's end-of-year GPR should be included here.</i>

*Note: As this is a mid-year report, it is expected that program activities are still ongoing and data collection is not yet complete. As a result, explanations are NOT required at mid-year for actuals that are less than the target values.

To enter an explanation, click on the "Enter Explanation" button in the "Explanation/Corrective Action" column. Clicking this button opens a text box where the explanation should be entered.

(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 #ccc; height: 100px; width: 100%;"></div> Close Cancel Copy
Outcome	OUTCM16843	35	<input type="text"/>		%	No ▼	Enter Explanation
MSYs		8.00	<input type="text"/>		%		Enter Explanation
Members		8	<input type="text"/>		%		Enter Explanation

If the explanation entered for one output or outcome target applies to other targets for the measure (e.g., an output and outcome were substantially exceeded 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.

Performance measurement data reported in this GPR should not be duplicated in any other CNCS grantee progress report submitted by your organization, including but not limited to other AmeriCorps State and National grant, Commission Support Grant, Volunteer Generation Fund, Commission Investment Fund, VISTA, or Senior Corps progress reports. (Exception: data reported in the mid-year GPR SHOULD be reported again in the upcoming end-of-year GPR.)

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.

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. 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 for each subgrantee, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure

Measure Type or Resource Type	Measure #	Target	Actual	Diff
Output	OUTPT3019	400		
Outcome	OUTCM3020	400		
Outcome	OUTCM3021	80		
MSYs		5.00	<input type="text" value="0.00"/>	
Members		5	<input type="text" value="0"/>	

Done with Section

► Program Officer Clarification Items

► Grantee Clarification

- 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 for the CURRENT grant year is less than the target, even if activities are still ongoing, and even if the subgrantee also provided prior-year data.

Screen Instructions

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. 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 for each subgrantee, click the "Calculate" button at

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 %	

- The required explanations for formula performance measures are the same as for competitive measures (see table above). These explanations should be provided in the “Grantee Narrative” text box, clearly indicating which explanation corresponds to which subgrantee. If you run out of space, additional text may be entered at the end of the “Performance Targets” field on the Narratives tab. *(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 Performance Targets narrative field has a 32,000-character limit.)*

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

Click “Next” to go to the next tab.

Narratives Tab

General Information Performance Measures **Narratives** Summary/Staff Review

Screen Instructions

Enter narratives as directed in the GPR Instructions.

Text must be entered in every narrative field before submitting the GPR. If you are not providing optional narratives please enter "NA."

Narratives

In this section, open each narrative and describe your activities during the reporting period in more detail.

Narrative entered
 Narrative not entered

Performance Targets

Program Officer Feedback

Program Officer Clarification Items

Grantee Clarification

Status

Clarification Required
 Clarification Resolved
 Review Complete

Click on the accordion panel to enter the required narrative. When the accordion panel is closed, a green check mark indicates that text has been entered in the text box. Text must be entered in the narrative field before submitting the GPR.

Provide the following narrative (*please limit your remarks to 1,500 words or less*)*:

Performance Targets (Required)

National/Tribal Grantees: Describe any challenges your program has encountered that may prevent you from meeting your performance measure targets by the end of the program year. What plans do you have to address these challenges?

State Commissions:

Describe any challenges that may prevent subgrantees from meeting their performance targets by the end of the program year, and describe how you will provide technical assistance to address these challenges.

*Guidance for state commissions on how to complete the Narratives tab:

- Commissions should enter a narrative response in the formula cost reimbursement GPR only; enter "See Formula Report" for the narratives on the other commission prime GPRs. The only exception is School Turnaround AmeriCorps: commissions should enter a narrative specific to School Turnaround AmeriCorps programs in the School Turnaround GPR.
- Commissions should not provide information from every subgrantee when responding to the narrative question. Rather, they should provide high-level analysis of their portfolio supplemented by relevant examples.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Graphs show performance against National Performance Measure targets. For commissions, these data are 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. (*Please note: there is a 3,980-character limit on the Overall Grantee Note text box; any text entered above the character limit will not be saved.*)

Submitting the GPR

When all data has been entered into the progress report, go to the Summary Tab and click the "Grantee – Submit to CNCS" button.

General Information | Performance Measures | Narratives | Summary/Staff Review

Screen Instructions x

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.

MSYs/Member Summary									
Focus Area	Objective	MSY Target	MSY Actual	Difference	% of Target	Member Target	Member Actual	Difference	% of Target
No records found.									

Performance Summary							
Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures
[REDACTED]			●	●	●	●	●
[REDACTED]			●	●	●	●	●
[REDACTED]			●	●	●	●	●

Scale/Legend ENROLLMENT

● 100%

● 95 - 99.9%

● Below 95%

Scale/Legend RETENTION

● 100%

● 90 - 99.9%

● Below 90%

Scale/Legend 30 DAY ENROLLMENT

● 100%

● 95 - 99.9%

● Below 95%

Scale/Legend 30 DAY EXIT

● 100%

● 95 - 99.9%

● Below 95%

Scale/Legend PERFORMANCE MEASURES

● All Output and Outcome Targets Met

● SOME Output and Outcome Targets Met

● 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 is 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 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 is 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.

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

Type or ce 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 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.