



# Submitting the End-of-Year and Final Grantee Progress Report

*September 27, 2018*



# **Welcome!**

## **Submitting the End-of-Year and Final Grantee Progress Report**



***We'll get started in just  
a couple of minutes.***

***Please be sure to  
access the Audio link in  
Adobe Connect.***

# Technology Check



- Check the Connect Web Links to access today's PPT and training evaluation.
- Today's presentation is being recorded, and it will be posted on the Knowledge Network:  
[www.nationalservice.gov/resources/americorps](http://www.nationalservice.gov/resources/americorps)
- We will use the Chat box throughout today's presentation. Let's test the Chat feature; please type a short greeting to your colleagues now.

# Purpose of the Staff Development Webinars

- In general, the 2018 AmeriCorps Staff Development Series is designed to build knowledge in core program and grant management areas to support strong service across the AmeriCorps State and National network.
- The webinars are intended to give commission and program staff a break from the day-to-day demands of grant management and focus on broader, longer-term issues.

# AmeriCorps Program Staff Series

The 2018 webinar series includes:

- Continuity Planning
  - How to Review Data Collection Plans
- Orientations for New Commission and Program Staff
  - Financial Management
  - Criminal History Check Management
  - AmeriCorps Member Orientation and Training
- Member and Site Monitoring & Reporting Requirements
  - ***Submitting Grantee Progress Reports***
    - Data Quality Monitoring

# Today's Target Audience

- State Service Commission, national/multi-state program, and tribal program staff who are new to their jobs and/or directly involved in preparing and submitting Grantee Progress Reports (GPRs).

# Session Overview



- Introductions
- Overview of the AmeriCorps State and National End of Year and Final Grantee Progress Report (GPR)
- Changes for 2017 and beyond
- Program design and data reporting scenarios
- Resources
- Q and A
- Closing Remarks

# CNCS AmeriCorps State and National

AmeriCorps State and National Program Officers:

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# Why change GPR instructions? Which GPRs are impacted by the changes?

- Periodic OMB requirements to re-approve GPR instructions provide a chance to update and improve GPR content.
- 2017 GPR changes include Mid-Year, End-of-Year, and Final GPRs for State and National, plus Planning Grant GPRs.
- Commissions: CIF, VGF, and CSG GPR instructions were also revised.

# 2017 End-of-Year GPR

- Timeline and Reporting Period
  - Due: October 31, 2018
  - Covers period from beginning of 2017 award until end of the grant or September 30, 2018, whichever is sooner
- Components of the End-of-Year GPR
  - Demographics
  - Performance Indicators
  - Performance Measures
  - Narratives

# GPR Logistics



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## eGRANTS Progress Report

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

[General Information](#) | 
 [Demographics](#) | 
 [Performance Indicators](#) | 
 [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] [Cancel](#)  
**Grant Year** 3 [Continue Working](#)  
**Progress Report Type** Progress Report Annual  
**Amendment Number** 3  
**Reporting Period Start Date** 04/01/2016  
**Reporting Period End Date** 09/30/2016  
**Due Date** 10/31/2016  
**Extended Due Date**  
**# of Months Funded** 6  
**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	<a href="#">PDF Link</a>
2	04/01/2015 - 09/30/2015	10/31/2015	11/20/2015	Progress Report Reviewed	<a href="#">PDF Link</a>
3	09/05/2014 - 03/31/2015	04/30/2015		Progress Report Reviewed	<a href="#">PDF Link</a>

# Reporting and Data Quality

- State Commission reporting requirements:
  - In each prime grant, the grantee reports PM data for that prime.
  - Commissions report narratives for all grants (except School Turnaround AmeriCorps) in the formula cost-reimbursement prime GPR.
- Data Quality
  - Data submitted in the GPR must be valid and verifiable.
  - Maintain source documentation.
- Resolve Open Amendments prior to GPR data entry.

# GPR Feedback and Clarification

- The CNCS PO reviews each tab and determines if clarification is needed. If so, the PO returns the GPR for re-work.
- The following text fields for feedback and clarification appear on all tabs where data are entered:
  - Program Officer Feedback
  - Program Officer Clarification Items
  - Grantee Clarification
- After responding to all clarification items, the grantee returns the report to CNCS.

# Changes for 2017 End-of-Year GPR

- Demographics
  - Prior-year data not reported on previous End-of-Year GPR should be included in Actuals fields.
  - **Exception**
    - If the prior-year data were from a different legal grant (e.g., a previous three-year grant award), report the prior-year data in narrative form in the Final GPR for the prior award.
- Performance Indicators
  - Retention Rate

# Changes for 2017 End-of-Year GPR

- Performance Measures
  - Prior-year data not reported on previous End-of-Year GPR should be included in Actuals fields.
  - **Exception:** if the prior-year data were from a different legal grant (e.g., a previous three-year grant award), report the prior-year data in narrative form in the Final GPR for the prior award.
  - Explanations
    - The actual is lower than the target value for current year
    - The actual greatly exceeds the target value by 400% or more
    - Program activities and/or data collection are still ongoing for this measure, even if targets have already been met
    - Data from the previous grant year that were not reported on the previous end-of-year GPR have been included in the reported actual

# Changes for 2017 End-of-Year GPR

- Narratives

- Analysis of Impact, Member Experience, and Impact Snapshots narrative prompts removed.
- New narratives required on data quality, performance management, and TTA and monitoring.

# New Narrative Prompt



## Data Quality (Required)

- National/Tribal Grantees: Describe the process you used to verify data from sites reported in this GPR.
- State Commissions: Describe the process you used to verify the subgrantee data reported in this GPR.

# New Narrative Prompt



## Performance Management (Required)

- National/Tribal Grantees: Describe how the data you have collected about your processes or outcomes (including performance measurement and evaluation data) will be used to improve your program.
- What have you learned from your data collection efforts, e.g., what is working well, and what changes will your program make to improve processes and/or outcomes to better address identified community needs in the coming year?

# New Narrative Prompt



## Performance Management (Required)

- State Commissions: Describe how you support subgrantees 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 are using data to make improvements to processes and/or outcomes to better address their identified community needs in the coming year.

# New Narrative Prompt



## TTA and Monitoring (Required)

- National/Tribal Grantees and State Commissions: Describe the training and technical assistance you have provided to subgrantees or sites during the reporting period.
- National/Tribal Grantees: Explain how you have implemented your monitoring plan. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them.

# Narrative Prompt



## Other Explanations (Optional)

- If required narrative explanations in other sections of the GPR exceeded character limits, provide overflow explanations here.

## State Commissions:

- Enter narrative responses in the formula cost reimbursement GPR only; enter "See Formula Report" for the narratives on the other commission prime GPRs.
- Enter narratives specific to School Turnaround AmeriCorps subgrantees in the School Turnaround GPR.
- Do not provide information from every subgrantee when responding to narrative questions. Rather, they should provide high-level analysis of their portfolio supplemented by relevant examples.

# Performance Measure Scenarios

## Program #1

- The program intervention runs from September-August.
- In the 2016 program year, all members completed their service terms by the end of August.
- The full set of 2016 data were reported in the end-of-year GPR due 10/31/17.
- 2017 End-of-Year GPR Data Entry:
  - Enter only 2017 End-of-Year Actuals.

# Performance Measure Scenarios

## Program #2

- The program intervention runs from September – August.
- In the 2016 program year, some members were still serving beyond the end of August.
  - Possible reasons: rolling/late enrollments, refill slots utilized, service extensions due to suspension
- The program was not able to report a full set of 2016 data on the End-of-Year GPR due 10/31/17. The 2016 End-of-Year GPR notes on-going program activities.

# Performance Measure Scenarios

Program #2 continued:

- 2017 GPR Data Entry
  - Mid-Year GPR
    - Include both current (2017) program year actuals AND prior-year (2016) actuals not previously reported on the 2016 End-of-Year GPR.
  - End-of-Year GPR
    - Include both current (2017) program year actuals AND prior-year (2016) actuals not previously reported on the 2016 End-of-Year GPR.
  - Explain which data are from which program year.

# Performance Measure Scenarios

## Program #3

- The program intervention runs from September – August.
- In the 2016 program year, some members were still serving beyond the end of August.
  - The 2016 program year was also the 3<sup>rd</sup> year of the grant
- The program was not able to report a full set of 2016 data on the End-of-Year GPR due 10/31/17. The 2016 End-of-Year GPR notes on-going program activities.

# Performance Measure Scenarios

Program #3 continued:

- 2017 GPR Data Entry
  - Mid-Year and End-of-Year GPR
    - Do not include data from the previous three-year grant award
- 2016 Final GPR
  - Data from the final year, to include a no-cost extension

# Preview of Changes for 2017 Final GPR

- Narrative
  - New narrative required describing what you have learned about your theory of change (for national/tribal grantees) or your subgrantee portfolio (for commissions) during the full three-year grant period.
- Performance Measures and Demographics
  - No Performance Measures or Demographics tabs.
  - Data not reported on previous End-of-Year GPR should be provided in narrative form.

# CNCS Resources



- GPR Landing Page (has all 2017 GPR instructions)
  - [www.nationalservice.gov/build-your-capacity/grants/managing-amicorps-grants/amicorps-state-and-national-grantee-progress](http://www.nationalservice.gov/build-your-capacity/grants/managing-amicorps-grants/amicorps-state-and-national-grantee-progress)
- eGrants Interface GPR Tutorial
  - [www.nationalservice.gov/resources/amicorps/completing-amicorps-grantee-progress-report-gpr](http://www.nationalservice.gov/resources/amicorps/completing-amicorps-grantee-progress-report-gpr)
- 2017 National Performance Measure Instructions
  - [www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions.pdf](http://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions.pdf)
- CNCS Program Officer
- GPR Instructions Overview Webinar (to be posted in October)

# What questions do you have?



# Thank you!

