AmeriCorps State and National
End-of-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 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 AmeriCorps Grantee Progress Report consists of four sections: Demographic Information, Performance Indicators, Performance Measures, and Narratives.

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 December 31, 2019.
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 <u>before</u> 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 2018-2019 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 12/31/2019 due date labeled "Progress Report Annual," 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 2018 grant year through September 30, 2019. This reporting period corresponds to your 2018 grant year activities. Any activities taking place during the reporting period that correspond to a later grant year should be reported on the subsequent end-of-year GPR.

The report should not include data already reported in past end-of-year GPRs. However, if you have demographic or performance measurement data from the previous year of your current three-year grant cycle that were NOT included in the prior end-of-year GPR (i.e., noted as "ongoing" on the 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 later in these instructions clearly explaining which data correspond to which program year.

Commissions will complete one progress report for each of their AmeriCorps State and National prime grants (competitive cost reimbursement, competitive fixed amount, competitive EAP, 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 demographics and narratives for all grants in the formula cost-reimbursement prime.

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

This tab displays information for the progress report you have selected. Check 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.

Demographics Tab

This tab contains a list of indicators of interest to CNCS. You are required to report:
- Number of individuals who applied to be AmeriCorps members
- Number of episodic volunteers generated by AmeriCorps members*
- Number of ongoing volunteers generated by AmeriCorps members*

Individual volunteers may not be counted in both the episodic and ongoing volunteer categories; the sum of the volunteers reported in these two categories must represent an unduplicated count. If you are unsure whether a volunteer is episodic or ongoing, report it the "episodic" category.

The following indicators are not required; however, if your program collects data on any of these indicators, you are required to include it in the progress report:
- Number of AmeriCorps members who participated in disaster services projects
- Number of disasters to which AmeriCorps members have responded
- Number of individuals affected by disaster receiving assistance from members
- Number of veterans serving as AmeriCorps members
- Number of veterans served
- Number of veteran family members served
- Number of military family members served
- Number of active duty military members served
- Number of opportunity youth enrolled as AmeriCorps members

To complete the Demographics tab, refer to the demographic definitions in the GPR Supplemental Guidance. Enter the appropriate numerical data in each category for which you have collected information. If you do not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted until there is a numerical value, including zero, entered in every field on this tab.

If you wish to provide an explanation about the data you have entered on this tab, clicking on the "Grantee Narrative" bar will open a text box for this purpose. This is not required. *(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.)*

Commissions should enter demographic data for all competitive and formula subgrantees in the formula cost reimbursement GPR only. Demographic data reported should not be duplicated in any other CNCS grantee progress reports including but not limited to Commission Support Grant, Volunteer Generation Fund, Commission Investment Fund, VISTA or Senior Corps progress reports.

If you have demographic data from the previous year or previous reporting period that were not included in the prior GPR (i.e., noted as "ongoing" on a prior report due to continuing program activities), please include these data in the current GPR. Provide a note of explanation in the Grantee Narrative text box clearly explaining which data correspond to which program year. For example, if you are reporting "Number of episodic volunteers generated by AmeriCorps members" with data from two program years, your explanation would read as follows: *The 500 total episodic volunteers includes 240 volunteers from the previous program year and 260 volunteers from the current program year due to ongoing activities from the previous program year that were completed after the last end-of-year GPR submission.*

Click "Next" to proceed to the next tab.

Performance Indicators Tab

The Performance Indicators Tab shows enrollment, retention, 30-day enrollment and 30-day exit rates for the 2018 program year to date. ***These data are pulled from the portal the first time the tab is opened. The data do not refresh when the tab is re-opened. As a result, please do not open this tab***

until you are ready to complete it. Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Enrollment and Retention
For enrollment and retention, a "yes" or "no" appears in the "Meets CNCS Expectations" column. CNCS expects grantees to provide an explanation for retention rates below 85% and to achieve the highest retention rate possible. For enrollment, any rate below 100% is assessed as not meeting CNCS expectations.

For national/tribal grantees and competitive subgrantees with enrollment rates less than 100% and/or retention rates less than 85%: in the "Explanation" column to the right of the "Meets CNCS Expectations" column, explain why and identify corrective actions that are being planned to improve recruitment and retention practices, or any planned reduction in slots requested. Click on the button that says, "Enter Explanation," type your explanation and corrective action plan, and click the "Close" button. The progress report cannot be submitted unless all required explanations have been provided. *(Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.)*

For formula subgrantees, an explanation is not required for each subgrantee; however, the commission must use the "Grantee Narrative" section on this tab to describe its efforts to improve enrollment and retention rates in its portfolio. *(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.)*

30-Day Enrollment and Exit
For 30-day enrollment and exit rates, a "yes" or "no" appears in the "Compliant" column. Any rate below 100% is not compliant.

For national/tribal grantees or state subgrantees with 30-day rates below 100% **for reasons entirely beyond the grantee or subgrantee's control**, provide an explanation in the "Grantee Narrative" section. Based on this explanation, your Program Officer may change the compliance status to "Yes." *(Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.)* No other explanations are required.

Click "Next" to go to the next tab.

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 will report on output and outcome data 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.

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, 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 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.

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

- The actual is lower than the target value;*
- The actual greatly exceeds the target value (i.e., by 400% or more);

- Program activities and/or data collection are still ongoing for this measure, even if targets have already been met; and/or
- Data from the previous grant year that were not reported on the previous end-of-year GPR have been included in the reported actual

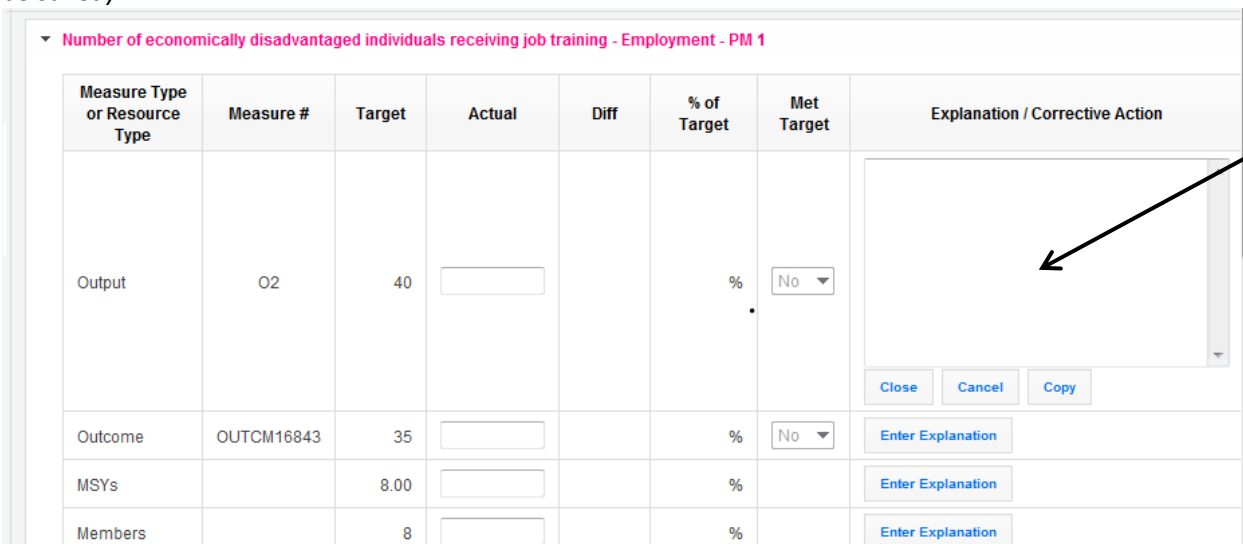The content of the explanations should be as follows:

Situation	Required Explanation
Actual that is lower than the target value*	Reason(s) why the target was not met. *If activities are still ongoing, please see below for the required explanation content.*
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. *It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.*
Ongoing program activities and/or data collection, even if the target is already met	State that activities are still ongoing and explain when program activities will be completed and a full set of data will be available. *Any output or outcome data that are not reported in this GPR will need to be included in next year's end-of-year GPR.*
Data included that were 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. *Only data that were NOT already reported on the previous year's end-of-year GPR should be included here.*

**If you include performance measurement data from the previous year that were not reported in the prior end-of-year GPR (i.e., noted as "ongoing" on prior report due to continuing program activities and/or data collection), it may appear that targets for the current year were met when they actually were not. Explanations should be provided for any output or outcome where the actual value for the CURRENT grant year is lower than the target value.

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)*

If the explanation entered for one output or outcome target applies to other 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.

Performance measurement data reported in this GPR should not be duplicated in any other CNCS GPR submitted by your organization, including but not limited to other AmeriCorps State and National grant, Commission Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

Formula GPR
Follow the instructions for National/Tribal and Competitive GPRs above, but with the following exceptions:
- Actuals are not required for applicant-determined performance measures. No fields will be available to enter these numbers (see screenshot below). 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.
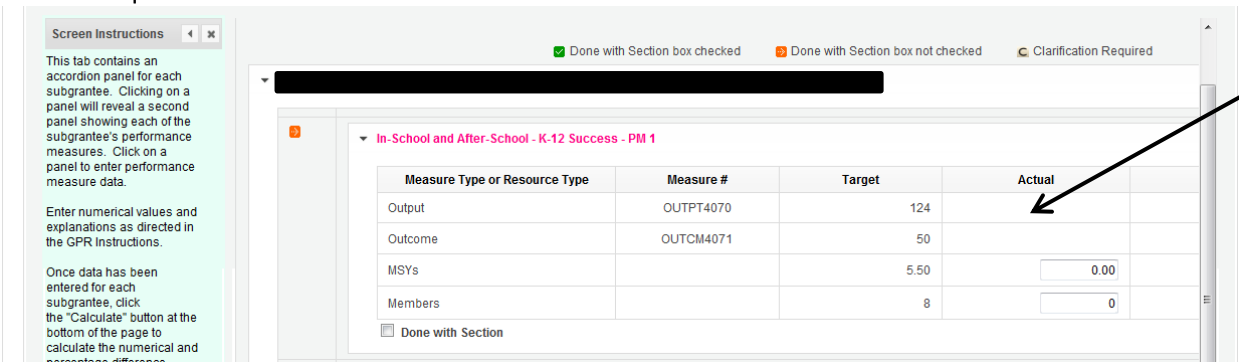
- In lieu of providing actuals for applicant-determined measures, the commission must select either "Yes" or "No" in the "Met Target" column (see screenshot below). Select "No" in any situation where the subgrantee's actual for the CURRENT grant year is less than the target, even if activities are still ongoing, and even if the subgrantee also provided prior-year data.

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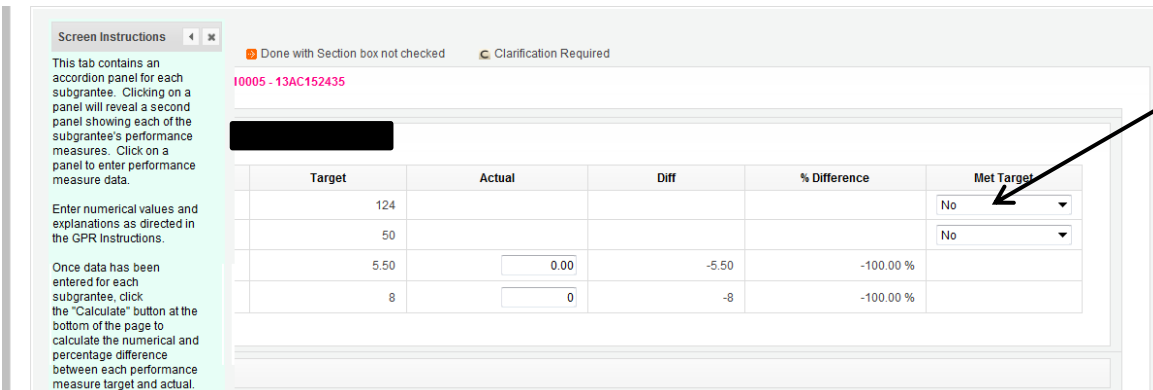
- Explanations are only required for the following situations:

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. *It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.*
Ongoing program activities and/or data collection, even if the target is already met	State that activities are still ongoing. *Any output or outcome data that are not reported in this GPR will need to be included in next year's end-of-year GPR.*
Data included that were 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. *Only data that were NOT already reported on the previous year's end-of-year GPR should be included here.*

Provide these explanation 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 in the "Other Explanations" 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 Other Explanations narrative field has a 32,000-character limit.)*

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

Click "Next" to go to the next tab.

Narratives Tab

Click on the accordion panels to enter narratives. When accordion panels are closed, green checkmarks indicate that text has been entered in the text box. Text must be entered in every narrative field before submitting the GPR. For fields that are not required, if not providing narrative, enter "N/A" in the text box.

Provide the following narratives *(please limit your remarks in each section to 1,500 words or less)**:

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.

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?

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.

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. (Commissions provide this information in the Commission Support Grant GPR.)

Other Explanations (Optional)
If required narrative explanations in other sections of the GPR exceeded character limits, provide overflow explanations here.

*Guidance for state commissions on how to complete the Narratives tab:
- Commissions should enter narrative responses in the formula cost reimbursement GPR only; enter "See Formula Report" for the narratives on the other commission prime GPRs.
- Commissions should 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.

Click "Next" to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Pie charts and an MSY/Member summary chart show resource allocations and member activities. 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/tribal grantees, to print a visual summary similar to the summary screen, click, "Print Grantee Report.

For state 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."
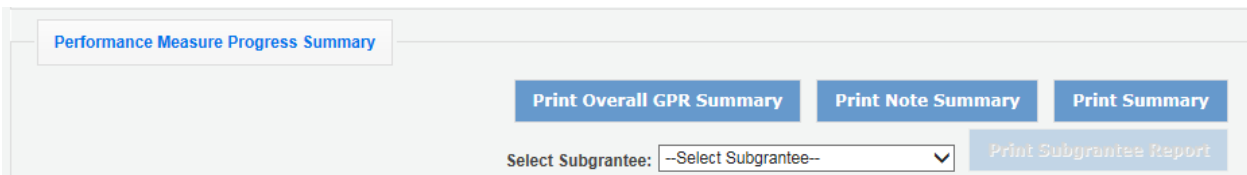

To comment on this summary, enter text in the "Overall Grantee Note" text box. *(Please note: there is a 3,980-character limit on the Overall Grantee Note text box; any text entered above the character limit will not be saved.)*

Submitting the GPR

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

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 no clarification is required, the Program Officer closes out the GPR. If clarification is required, the Program Officer checks the "Clarification Required" box on each tab that requires clarification and returns the GPR for rework.
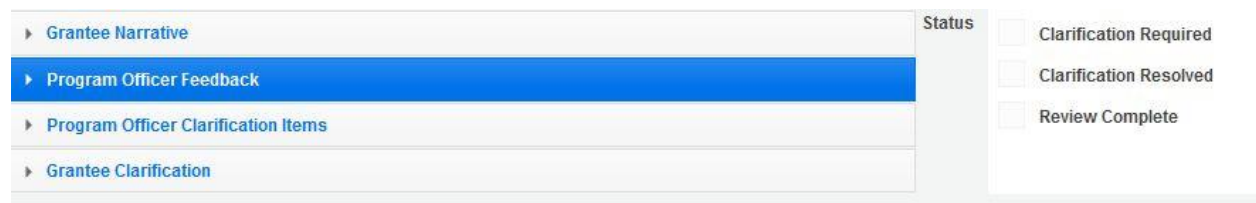
The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback – May contain feedback from the CNCS Program Officer. Grantees are not required to provide clarification 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 Items – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field. (*(Please note: there is a 1,984 character limit on the Grantee Clarification text box; any text entered above the character limit will not be saved.)*

Charts on the Performance Indicators tab and the Performance Measures tab may also contain clarification columns to signal specific items on the chart that require clarification.

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

e Type or ce Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Corrective Action	Clarification
	ED1	660	0	-660	0.00 %	No	Enter Explanation	
	ED2	462	0	-462	0.00 %	No	Enter Explanation	
	ED5	300	0	-300	0.00 %	No	Enter Explanation	
		16.00	0.00	-16.00	0.00 %		Enter Explanation	
		16	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.