

Commission Investment Fund 2023 Project Progress Report Instructions

How will AmeriCorps use the information reported?

The Commission Investment Fund (CIF) Project Progress Report (PPR) provides information for AmeriCorps staff to monitor commission progress and to respond to requests from Congress and other stakeholders. Some information provided in your PPR may be used by AmeriCorps 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 PPR?

The Commission Investment Fund Project Progress Report consists of two sections: Performance Data Elements and Narratives.

Please complete the report using eGrants, AmeriCorps' integrated, secure, web-based system for grants management, and follow these instructions.

When is the PPR due?

The PPR is due on March 31, 2024.*

If you cannot meet the submission deadline for the progress report, you must request an extension from your Portfolio Manager. 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 commission, and
2. AmeriCorps receives a request explaining the need for an extension before the due date of the report.

*If 2023 was the last year of the project period, the PPR is due 90 days after the end of the project period, inclusive of any no cost extensions.

Selecting the Right PPR

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 2023 grant 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 **3/30/2024** due date labeled “Progress Report Annual,” and click on the “edit” link.* You will be taken to the main progress report screen.

Training and Technical Assistance					
Reporting Date	Due Date	Extension Date	Status	PR Type	
01/01/2023 - 12/31/2023	03/30/2024		Progress Report Initial Entry	Progress Report Annual	edit
01/01/2022 - 12/31/2022	03/31/2023		Progress Report Reviewed	Progress Report Annual	view

*Note: Due to limitations in eGrants, the due date is listed as March 30 whereas the Terms and Conditions of the grant state the due date is March 31. Please follow the dates according to the Terms and Conditions.

Reporting Period

The reporting period is from January 1, 2023, through December 31, 2023. Note that this progress report covers the specified reporting period only. The report is not cumulative for the entire multi-year grant period and should not include data already reported in past Commission Investment Fund PPRs.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the approved grant application) and verifiable (i.e., the commission 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

The screenshot shows the 'General Information' tab with the following details:

- Grant #: [Redacted]
- Project Name: [Redacted]
- Grant Year: 2
- Progress Report Type: Progress Report Annual
- Amendment Number: 3
- Reporting Period Start Date: 01/01/2023
- Reporting Period End Date: 12/31/2023
- Due Date: 03/30/2024
- Extended Due Date: [Redacted]
- # of Months Funded: 12
- Status: Progress Report Initial Entry

Buttons: Cancel, Begin

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	[Redacted]	[Redacted]	[Redacted]	Progress Report Reviewed	PDF Link

The General Information tab displays 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 PPR. If you have amendments currently in process on your grant, please work with your Portfolio Manager to get the amendment awarded or withdrawn before you start entering data into the PPR. Also, it is best to avoid initiating any new amendments while you are entering data into the PPR (i.e., after you open the PPR for the first time, but prior to submitting the PPR to AmeriCorps); amendments awarded during the PPR 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 Data Elements Tab

Screen Instructions

Report on all Performance Data Elements. If you do not collect data on an indicator, enter a zero (0).

Performance Data Elements

This section contains a list of Performance Data Elements of interest to AmeriCorps and our stakeholders. Please provide cumulative totals for the reporting period.

Performance Data Elements Information		Value
1	Number of CIF-supported professional development/training events or service projects	* <input type="text"/>
2	Number of organizations participating in CIF-supported training or technical assistance activities	* <input type="text"/>
3	Number of commission staff members receiving CIF-supported training or technical assistance	* <input type="text"/>
4	Number of AmeriCorps members participating in CIF-supported professional dev/training/serv projects	* <input type="text"/>

The Performance Data Elements tab contains a list of data elements of interest to AmeriCorps. The definition of each Performance Data Element can be found in the 2023 Commission Investment Fund PPR Supplemental Instructions, which are in the Appendix of this document. **Your responses on this tab should include all data collected for these elements during the time period 1/1/2023-12/31/2023, regardless of the grant year(s) to which the data are connected.**

You are required to report on the following:

- 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
- Number of AmeriCorps members participating in CIF-supported professional development/training events or service projects

Enter a numerical value in each field; do not enter decimals or punctuation. 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.

Ensure that counts are not duplicated and only represent the direct efforts of the commission (not the work of subgrantees). Data reported should not be duplicated in any other AmeriCorps project progress reports including, but not limited to, AmeriCorps State and National, Public Health AmeriCorps, Volunteer Generation Fund, Commission Support Grant, AmeriCorps VISTA, or AmeriCorps Seniors progress reports.

Click “Next” to proceed to the next tab.

Narratives Tab

General Information Performance Data Elements **Narratives** Summary/Staff Review

Screen Instructions [Close]

Respond to each narrative field. If a field does not apply to your project, enter "N/A".

Place your cursor over the gray question mark icon to view a description for each narrative field.

Click the "Help" button at the top of the screen for more details about entering narratives.

PPR Narratives

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

✔ Narrative entered ❓ Narrative not entered

- * ? ❓ Performance Management
- * ? ❓ Outcomes
- * ? ❓ Other-Narrative

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

Provide the following narratives:

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?

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.

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

Click "Next" to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs.

From this tab, you can view or print all text and data entered into the PPR by clicking "Print PPR Summary." To print all notes entered in the PPR, click "Print Complete Note History."

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

Submitting the PPR

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

APPENDIX
Commission Investment Fund Project Progress Report
2023 Supplemental Instructions: Performance Data Elements

Data reported for Performance Data Elements in the Project Progress Report (PPR) must adhere to the definitions below.

Note: All Performance Data Elements should reflect unduplicated counts and should not be double-counted in any other progress report submitted to AmeriCorps.

Required Data Points:

Number of CIF-supported professional development/training events or service projects:

Number of professional development events, training events, or service projects supported in whole or in part by CIF funds during the reporting period. Events may be geared toward AmeriCorps members, subgrantees, potential grant applicants, and/or any other individuals or organizations served through CIF-funded activities. Each event or project should be counted only once even if it spans multiple days.

Number of organizations participating in CIF-supported training or technical assistance activities:

Number of organizations, including (but not limited to) subgrantees and potential grant applicants, who participated in training or technical assistance activities supported in whole or in part by CIF funds during the reporting period. Each organization should be counted only once even if they received more than one type of assistance from the commission.

Number of commission staff members receiving CIF-supported training or technical assistance:

Number of commission staff members who participated in training or technical assistance activities supported in whole or in part by CIF funds during the reporting period. Each staff member should be counted only once even if they participated in more than one type of training or technical assistance activity.

Number of AmeriCorps members participating in CIF-supported professional development/training events or service projects:

Number of AmeriCorps members from any program (State, National, VISTA, NCCC) who participated in professional development, training events, and/or service projects supported in whole or in part by CIF funds during the reporting period. Each AmeriCorps member should be counted only once even if they participated in more than one type of activity.