Commission Support Grant
2022 Project Progress Report Instructions

How will AmeriCorps use the information reported?
Formerly known as the Grantee Progress Report (GPR), the Commission Support Grant 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 Support Grant Project Progress Report consists of two sections: Performance Data Elements and Narratives.

Please complete the report using eGrants (http://www.nationalservice.gov/egrants/), AmeriCorps' integrated, secure, web-based system for grants management, and follow these instructions.

When is the PPR due?
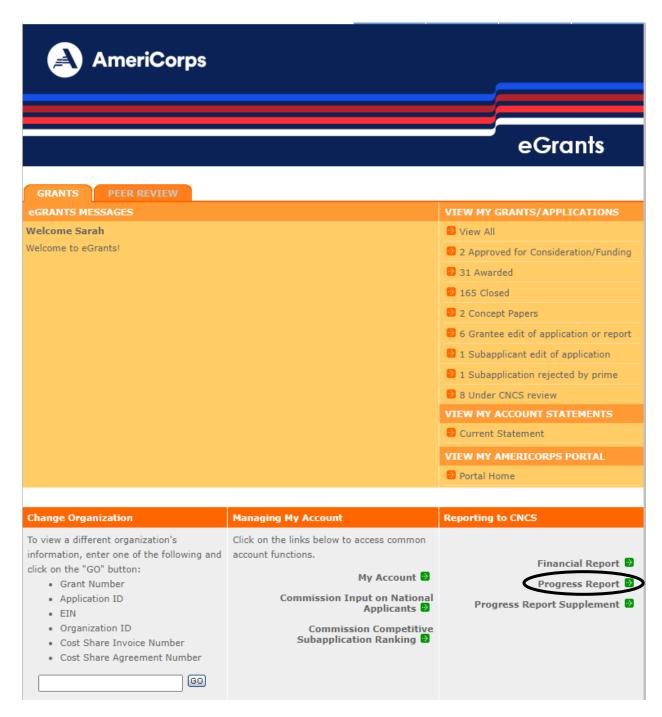The PPR is due on March 31, 2023.*
If you cannot meet the submission deadline for the progress report, you must request an extension from your Portfolio Manager. Requests for extensions may be granted when:
1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the commission, and
2. AmeriCorps receives a request explaining the need for an extension before the due date of the report.

*If 2022 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.
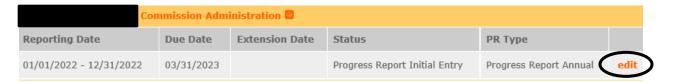
Selecting the Right PPR
After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2022 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 3/31/2023 due date labeled "Progress Report Annual," and click on the "edit" link. You will be taken to the main progress report screen.

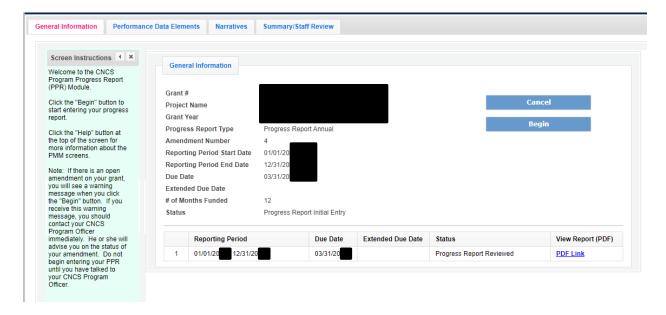| Commission Administration ☑					
Reporting Date	**Due Date**	**Extension Date**	**Status**	**PR Type**	
01/01/2022 – 12/31/2022	03/31/2023		Progress Report Initial Entry	Progress Report Annual	edit

Reporting Period

The reporting period is from January 1, 2022, through December 31, 2022. Note that this progress report covers the specified reporting period only. The report is not cumulative for the entire three-year grant period and should not include data already reported in past Commission Support Grant 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.
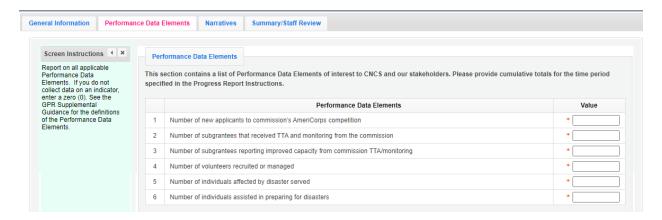
General Information Tab

The 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

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 2022 Commission Support Grant 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 1/1/2022-12/31/2022, regardless of the grant year(s) to which the data are connected.**

You are required to report on the following:
- Number of new applicants to the commission's AmeriCorps competition(s)
- Number of subgrantees that received TTA and monitoring from the commission
- Number of subgrantees reporting improved capacity as the result of TTA and monitoring from the commission
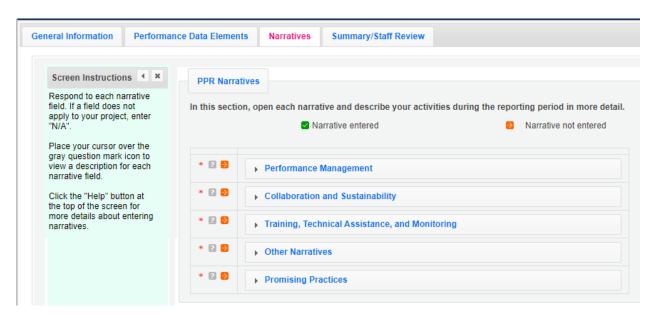
The following data elements are optional:
- Number of volunteers recruited or managed
- Number of individuals affected by disaster served
- Number of individuals assisted in preparing for disasters

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, Volunteer Generation Fund, Commission Investment Fund, AmeriCorps VISTA, or AmeriCorps Seniors progress reports.

Click "Next" to proceed to the next tab.

Narratives Tab

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 commission processes or outcomes during the reporting period to improve commission activities. Based on the data you collected, what has worked well during the reporting period, and what changes will your commission make in the coming year to improve processes and/or outcomes to better meet the goals of your State Service Plan?

Collaboration and Sustainability (Required): Describe collaborations and/or cross-stream partnerships initiated or sustained during the reporting period that involved other state commissions, multi-state AmeriCorps programs, AmeriCorps VISTA, AmeriCorps NCCC, AmeriCorps Seniors, State Education Agencies, state networks of volunteer centers, and/or other volunteer service organizations within the state. Include in your description any disaster-focused collaborations/partnerships.

Training, Technical Assistance, and Monitoring (Required):
- Describe the training and technical assistance you provided to your subgrantees during the reporting period.
- Describe how you monitored your subgrantees during the reporting period. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them. (Do not describe monitoring findings for every subgrantee; rather, summarize the type and frequency of compliance findings and corrective actions within your portfolio.)

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

Promising Practices (Optional): Describe no more than one promising practice that may be shared with other State Commissions, in no more than one of the following areas: AmeriCorps Grant Outreach and Selection; Compliance and Performance; Collaboration and Sustainability.

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 Support Grant Progress Report
2022 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.

<u>Required Data Points:</u>

Number of new applicants to the commission's AmeriCorps competition(s):
Number of new applicants that submitted one or more AmeriCorps applications to your commission during the time period from January 1-December 31. "New applicant" is defined as an organization that has never received funding from AmeriCorps State and National in your state. Each applicant should be counted only once, even if they submitted more than one application during this time period.

Number of subgrantees that received TTA and monitoring from the commission:
Number of AmeriCorps-supported subgrantees, including AmeriCorps competitive, AmeriCorps formula, and Volunteer Generation fund subgrantees, who received training, technical assistance, and/or monitoring from the commission during the time period from January 1-December 31. Each subgrantee should be counted only once even if they received more than one type of assistance from the commission.

Number of subgrantees reporting improved capacity as the result of TTA and monitoring from the commission:
Number of AmeriCorps-supported subgrantees, including AmeriCorps competitive, AmeriCorps formula, and Volunteer Generation fund subgrantees, who report that the training, technical assistance, and/or monitoring they received from the commission improved their capacity during the time period from January 1-December 31. Each subgrantee should be counted only once even if they received more than one type of assistance from the commission. The commission must use a valid tool to assess changes in subgrantee capacity; the use of a pre-post assessment is strongly encouraged.

<u>Optional Data Points:</u>

Number of volunteers recruited or managed:
Number of volunteers recruited, trained, managed, or coordinated by the commission during the time period from January 1-December 31. The count should not include volunteers recruited/trained/managed/coordinated by AmeriCorps subgrantees. Each individual volunteer should be counted only once even if they participated in more than one volunteer opportunity.

Number of individuals affected by disaster served:
Number of individuals that received support or assistance from the commission in the areas of disaster response (immediate actions to save lives, protect property and the environment, and/or meet basic human needs) and/or disaster recovery (longer-term care or restoration) during the time period from January 1-December 31. The count should not include individuals assisted by AmeriCorps subgrantees. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of individuals assisted in preparing for disasters:
Number of individuals that received support or assistance from the commission in the area of disaster preparation (planning, training, educating, and/or increasing capability in advance of potential disasters) during the time period from January 1-December 31. The count should not include individuals assisted by AmeriCorps subgrantees. Each individual should be counted only once even if they were assisted on more than one occasion.