Guide for Performance Measure Progress Reporting

The following components are required with quarterly progress reporting:

1. OnCorps GPR *(Grantee Progress Report)*
2. Program Progress/CNCS Initiatives
3. Great Stories

Component #1: OnCorps GPR

Reporting → Submit Program Reports → OnCorps GPR

The OnCorps GPR consists of the following tabs (*data is required quarterly unless otherwise noted)*:

General Info

Enter the basic information for the report including the program name (program name from eGrants; not the legal entity name); 14-character grant number (from eGrants); grant year (e.g. "2017" = 2017-2018 program year); reporting period; and reporting period start and end dates. ***Grantee narrative is not required in this tab.***

Demographics

Demographics are additional deliverables specific to the AmeriCorps project. Only enter data for those demographic prompts that apply to your AmeriCorps program.

Compliance Notes (General Program Demographics):

1. In the first prompt *(number of individuals who applied to be AmeriCorps members)*, only report individuals who applied to serve as ACMs for the current program year. ***Do not include individuals being recruited for a subsequent year of funding.***

2. **Volunteer Recruitment Data:** Volunteer recruitment data will now be reported under demographics. Report the number of both episodic and ongoing volunteers generated by the AmeriCorps program under the *General Program Demographics* section.

3. **Grantee Narrative Field** *(required)***:** Enter the **number of hours episodic and ongoing volunteers served** cumulative for the year.

MSY Report (not required)

Do not report data on this tab. Mark *"I have no MSY data to report this period"* for each quarter.

Performance Indicators

Enter explanations and corrective plans for the following:

1. Member enrollment/ retention below the CNCS standard of 100% retention.
2. Enrollments [and exits] not completed in My AmeriCorps Portal within 30 days.

If neither of the above apply in the reporting period, mark *"I have no Performance Indicator data to report this period."*

Performance Measures

Programs must enter CNCS and MCSC-required performance measures with submission of the Q1 progress report. Please note the following:

1. CNCS (program) performance measures **must match** those approved in the program's *Application for Federal Assistance* from eGrants.

2. MCSC-required Member training measures should be entered using the performance measure title *"MO-specific Member Training"* and each of the following should be entered as separate <u>output measures</u> under the performance measure:
   1. Number of ACMs trained/certified in CPR.
   2. Number of ACMs trained/certified in First Aid.
   3. Number of ACMs trained/certified in Disaster Preparedness/Response.
   4. Number of ACMs trained/certified in Citizenship.

Once performance measures are entered and saved, the program will be able to complete the Q1 progress report. Note that performance measures will be saved for subsequent reporting periods.

Explanation/Corrective Action field (required):
This field is required under the following circumstances:

- If activities associated with the performance measures are **ongoing**, enter an explanation of when activities will be completed and when data will be available. <u>This is required for any unmet output and outcome prior to the final report.</u>
- If activities associated with the performance measures are **complete** and **measures are unmet (final report)**, enter an explanation and corrective plan for each unmet output and outcome. <u>This is required for any unmet output and outcome in the final report.</u>
- If the **actual progress exceeds the PM target by 200% or more**, include an explanation outlining the cause.

Narratives *(required with Final Report only)*

For reporting periods prior to the final report, mark *"I have no Narratives data to report this period."*

For the final report, the narratives must address the following:

- **Analysis of Impact**
  - Describe how AmeriCorps members' service is making an impact in the community that would not have been possible through existing staff and/or volunteers.
  - If applicable, describe how AmeriCorps has enabled the program to leverage new public-private partnerships, funding, and/or other resources.
- **Impact Snapshot**
  - In no more than 3 sentences, describe one example of a change in beneficiary knowledge, attitude, behavior, or condition that your program has been able to measure (quantitative).
  - *Format:* Sentence #1 should state the problem addressed. Sentence #2 should state the intervention provided. Sentence #3 should state the quantifiable change in beneficiaries.
- **Member Experience**
  - Describe any activities or accomplishments relative to ACM experience that were not captured in the performance measures.
  - Describe how your organization ensured that ACMs consistently found satisfaction, meaning, and opportunity during the term of service.
- **Other Narrative**
  - If applicable, describe any significant issues or trends with programmatic or financial administration of the AmeriCorps program and how you are responding to them.

Review

The program **must** review the progress report for accuracy, clarity, and completeness **before** submitting to MCSC for review.

Component #2: Program Progress/CNCS Initiatives

Reporting → Submit Program Reports → Program Progress/CNCS Initiatives

The narrative field may be used to describe either of the initiatives outlined below:
1. If applicable, the program should briefly describe any activities or projects in which the AmeriCorps program participated for CNCS or MCSC special initiatives or days of service *(e.g. 9/11 Day of Remembrance, MLK Day of Service, AmeriCorps Week, etc.)*.
2. If applicable, the program should briefly describe any collaborative efforts with other streams of AmeriCorps *(e.g. Senior Corps, AmeriCorps VISTA, AmeriCorps NCCC, etc.)*.
3. If applicable, any significant service projects not captured by performance measure progress reporting.

Reports should be entered for the reporting period in which they occur. Reports should not restate information already captured in performance measure progress reporting.

Component #3: Great Stories

Reporting → Submit Service Reports → Great Stories

Great stories may be written by AmeriCorps members, site supervisors, or program directors. The program must "promote" 2 – 3 great stories per quarter. Great stories should meet the following criteria:
- Be well-written, meaningful, and free of inappropriate language/references;
- Provide insight into the Member, beneficiary, or program experience; and
- Be quantitative (e.g. measurable impact) or qualitative (e.g. quality of experience).

Reporting Deadlines

Progress reports are due **quarterly** as follows:

Quarter	Reporting Period	Deadline
1st	*Program Start Date* – December 31st	January 31th
2nd	January 1st – March 31st	April 16th
3rd	April 1st – June 30th	July 16 th
4th (Final)	July 1st – *Program End Date*	October 15th

*Sub-grantees will be notified of any changes to reporting deadlines or requirements by MCSC via email.

Deadline Extension Requests: If circumstances prevent the program from submitting progress reports by the deadline, then the program should submit a underline request for a deadline extension. The request should:
- Be emailed to the assigned MCSC program officer prior to the reporting deadline;
- Include the reason the extension is needed; and
- Include an anticipated submission deadline for MCSC consideration.

Approval of deadline extension requests are at the discretion of MCSC. Decisions regarding such requests will be provided to the AmeriCorps program director in writing, via email, by the assigned MCSC program officer. Generally, MCSC will not approve deadline extension requests for Q2 and Q4 reporting due to reporting deadlines for CNCS.

Additional Requirements

1. Progress reporting should be:
    a. **Accurate:** The data should be applicable to the AmeriCorps State project; properly aggregated to avoid duplication, inflation, or estimates of counts; and be attributable to the reporting period.
    b. **Clear:** Narratives should be concise and comprehensible.
    c. **Complete:** Reports should adhere to reporting guidelines.
    d. **Timely:** The program should ensure sufficient time to aggregate and verify the accuracy of data prior to completing reports and submit reports to MCSC by the specified deadlines.

2. Data should be reliable, valid, unduplicated, and unbiased.

3. Source documentation for data collection should be maintained by the program per its Records Retention Policy and made available upon request in the event of a compliance review or Office of Inspector General (OIG) audit.

4. MCSC staff may have follow-up/clarification questions related to progress reporting. The program should respond to such requests in a timely fashion (generally within 2-3 business days unless otherwise noted by MCSC staff).