

## **Volunteer Generation Fund 2020 Grantee Progress Report Instructions**

### **How will AmeriCorps use the information reported?**

The Volunteer Generation Fund (VGF) Grantee Progress Report (GPR) provides information for AmeriCorps staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your GPR 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 GPR?**

The VGF Grantee Progress Report consists of three sections: Performance Data Elements, Performance Measures, and Narratives.

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

### **When is the GPR due?**

The GPR is due on December 31, 2021.\*

If you cannot meet the submission deadline, 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 grantee, and
2. AmeriCorps receives a request explaining the need for an extension before the due date of the report.

\*If 2020 was the last year of the project period, the GPR is due 90 days after the end of the project period, inclusive of any no-cost extensions.

### **Selecting the Right GPR**

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.

The screenshot displays the AmeriCorps eGrants dashboard. At the top left is the AmeriCorps logo. The main header area is dark blue with 'eGrants' written in white. Below this, there are two orange tabs: 'GRANTS' and 'PEER REVIEW'. Under the 'GRANTS' tab, there's a section for 'eGRANTS MESSAGES' with a 'Welcome Sarah' message and a 'View All' link. The dashboard is divided into three columns. The first column, 'Change Organization', provides instructions on how to search for an organization using various identifiers like Grant Number, Application ID, EIN, etc., and includes a search input field and a 'GO' button. The second column, 'Managing My Account', contains a 'My Account' link with a right-pointing arrow. The third column, 'Reporting to CNCS', lists three reporting options: 'Financial Report', 'Progress Report', and 'Progress Report Supplement', each with a right-pointing arrow. The 'Progress Report' link is highlighted with a red circle.

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2020-21 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 12/31/2021 due date (or the due date that is 90 days after the end of your grant) 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 2020 grant year through September 30, 2021.

- For Performance Data Elements, report all data collected during the time period 10/1/2020-9/30/2021, regardless of the program year to which the data are connected.
- For Performance Measures, report all data pertaining to your 2020 program year, plus any previously unreported data from the previous (2019) program year. 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.

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 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

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, 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 on the same grant year as the GPR may interfere with data entry in the GPR. If you have amendment(s) currently in process that fit this description, please work with your Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the GPR. Also, it is best to avoid initiating amendments on the same grant year 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 AmeriCorps); same-year 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 PDF versions 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 is listed below. **Your responses on this tab should include all data collected for these elements during the time period 10/1/2020-9/30/2021, regardless of the program year to which the data are connected.**

The following elements are required for all commissions:

- **Number of volunteers recruited or managed:**  
Number of volunteers recruited, trained, managed, or coordinated by your Volunteer Generation Fund program during the time period from October 1-September 30. Each individual volunteer should be counted only once even if they participated in more than one volunteer opportunity.
- **Number of hours served by recruited or managed volunteers:**  
Total number of hours served by volunteers that were recruited, trained, managed, or coordinated by your Volunteer Generation Fund program during the time period from October 1-September 30.

Enter a numerical value in each field. If you did not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted unless there is a numerical value, including zero, entered in every field on this tab.

Data reported in the Volunteer Generation Fund GPR should not be duplicated in any other AmeriCorps grantee progress reports including, but not limited to, AmeriCorps State and National, Commission Support Grant, Commission Investment Fund, VISTA, or AmeriCorps Senior 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 the GPR may be submitted. 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): Describe the specific steps you took to verify data from sites reported in this GPR.

**Performance Management** (Required): Describe how you have used, or plan to use, the data you collected about your Volunteer Generation Fund processes or outcomes (including performance measurement data) during the reporting period to improve your program. Based on the data you collected, what has worked well in your program during this reporting period, and what changes will you make in the coming year to improve processes and/or outcomes to better address the objectives of your Volunteer Generation Fund grant?

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

Click "Next" to proceed to the next tab.

*\*The PDF printout of the GPR often truncates the narratives entered in the Progress Report interface. However, the Progress Report screens themselves will accept 32,000 characters per narrative field and will save the entire narrative entered up to that limit, even if the narrative does not display fully in the PDF.*

## Performance Measures Tab

The Performance Measures tab asks you to enter performance measure data for the 2020 program year and to compare achieved (actual) values to the targets set in the grant application. **Your responses on this tab should include all data pertaining to your 2020 program year (i.e., the outputs and outcomes accomplished by your 2020 program activities), plus any previously unreported data from the previous (2019) program year. Any activities taking place during the reporting period that correspond to a later grant year (2021 or beyond) should be reported on the subsequent Volunteer Generation Fund GPR.**

Expand each performance measure to show a panel with each output and outcome for the performance measure. Enter the actual for each output and outcome. Enter "0" in each remaining field (# of Vols, Project Hours, MSYs and Amount). If you do not enter zeroes as required, the GPR will be returned to you for revision.

When you have entered all data for one performance measure, check the "Done with Section" box. A green checkmark will 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

(e.g., commas, decimals, the percent symbol) 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 Progress” button at the bottom of the page. This will enable eGrants to calculate the percent of target for each output and outcome.

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 GPR have been included in the reported actual

The content of the explanations should be as follows:

<b>Situation</b>	<b>Required Explanation</b>
Actual that is lower than the target value*	Reason(s) why the target was not met. <i>If activities are still ongoing, please see below for the required explanation content.</i>
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. <i>It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.</i>
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. <i>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.</i>
Data included that were not reported in the previous GPR	Indicate what numerical portion of the actual value corresponds to the current grant year vs. the previous grant year. <i>Only data that were NOT already reported on the previous year’s GPR should be included here.</i>

\*If you include performance measurement data from the previous year that were not reported in the prior 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.

Provide these explanations in the Grantee Note text box. If you need additional space, utilize the “Other Narratives” field on the Narratives tab.

Performance measurement data reported should not be duplicated in any other AmeriCorps grantee progress report including, but not limited to, AmeriCorps State and National, Commission Support Grant, Commission Investment Fund, VISTA, or AmeriCorps Senior progress reports. Click “Next” to go to the next tab.

### **Summary Tab**

From this tab, you can view or print a summary of data entered in the GPR by clicking “Print PPR Summary.” To print a summary of any notes entered in the application, click “Print Complete Note History.”

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

### **Submitting the GPR**

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