



## OnCorps Requirements for Financial and Programmatic Reporting (rev. 6-17)\*

### Cost Reimbursement Grant Financial Reporting Requirements

1. **Budget:** Budgets must be submitted for approval and should match the approved budget in eGrants. Grantee share will be entered into OnCorps to indicate cash vs. in-kind.
2. **Periodic Expense Report (PER):** This form must be submitted at least quarterly and no more than monthly showing expenses to date. This form will also be used as your request for reimbursement.
3. **Upload/Download Files:** In addition to the PER, for us to process a request for reimbursement a **statement of revenue and expenses and a balance sheet** must be uploaded using the "upload/download files" option within the Financials menu. High risk or new grantees may be required to submit additional information.
4. **Aggregate Financial Report (AFR):** This report replaces the FFR and will auto-populate some financial information based on the submitted PERs. It is important to select the appropriate PERs for each AFR based on the required reporting period. All PERs must be approved prior to submitting the AFR for the period.

### Fixed Price Grant Financial Reporting Requirements

1. **Fixed Amount Grant Invoice:** This feature will be used to request reimbursement for fixed amount grants and is based on the approved member hours in OnCorps. In addition, fixed price grantees must upload the Fixed Price Grant Reimbursement Request Certification and journal showing payroll and health insurance payments for members using the upload/download feature.

### Programmatic Reporting Requirements

1. **Member Position Descriptions:** Member Position Descriptions must be uploaded to OnCorps following the AmeriCorps Member Position Description and Member Assignment Listing Guidance and approved before a member can start serving.
2. **Service Sites:** All member service sites must be input into OnCorps and each member assigned to a service site once their account is set-up in the system.
3. **Performance Measures:** All performance measures that were approved in your 16-17 grant application in eGrants must be input into OnCorps.
4. **Grant Progress Report Instructions: 2018 Reporting Deadlines:**

Q1 (September 1, 2016 - December 31, 2016): Report due January 15, 2018

Q2 (January 1, 2017 - March 31, 2017): Report due April 16, 2018

Q3 (April 1, 2017 - June 30, 2017): Report due July 16, 2018

Q4 (July 1, 2017 - August 31, 2017): Report due October 15, 2018

Q5 (only applicable for grantees approved for a no cost extension): Due 30 days after end of extension

The following items must be completed as part of the progress reporting requirements in OnCorps:

(Please note that the MSY/Member report is only completed for the 2nd and 4th quarter progress reports. To access each of these items you will select Reporting-->Submit Program Reports.)

**Tab 1 - General Information:** Enter AmeriCorps Program name, grant number, Program year (2016), and reporting period dates. If you have a grant amendment, also include this information.

**Tab 2 - Demographics:** The number of applicants and the number of leveraged volunteers are the only two required fields in this report. If you collect data relevant to the other fields please include it (number of Veterans serving, type of schools served, etc.).

**Tab 3 - MSY:** This report is completed by entering data for MSY/Members for each objective within your performance measures. You will need to reference your performance measures as entered in eGrants to select the appropriate objectives, and targets for MSY and Members. The final two items can be accessed by selecting "Reporting"-->"Submit Service Reports."

**Tab 4 – Performance Indicators:** On this tab explain any instances where enrollments or exits were not completed within 30 days.

**Tab 5 - PM Progress Reports:** This feature is used to report on your progress towards meeting the approved performance measures.

**Tab 6 – Narratives:** Answer these questions based on the guidance given by CNCS (linked at top of page).

1. **Progress Reporting:** Submitted through OnCorps including all of the following elements.
  - a. **PM (Performance Measures) Progress Reports (New):** This feature is used to report on your progress towards meeting the approved performance measures.
  - b. **Demographics:** This feature is used to report the required demographic information for each quarterly report.
  - c. **Successes/Challenges:** This report is used to share important information regarding successes, challenges, and significant changes during each quarter. It is expected that this form will be completed for each quarter. This section will also be used to provide an explanation for enrollment and retention rates if either is less than 100 percent.
  - d. **Service and Volunteer Report:** This report is completed quarterly and will include new volunteers recruited (during quarter only) and total volunteer hours (including volunteers recruited in previous quarters who served during this quarter).
  - e. **Volunteer Mobilization:** This report is used to share information on all community service projects implemented by the program during the quarter.
  - f. **Great Stories:** This section is used to share at least one compelling member service story during each quarter. It can be used more frequently if desired. Members have the ability to submit these directly to you through the OnCorps system.
  - g. **Timekeeping:** An account must be created for all supervisors prior to creating the member account so that each member can be assigned a supervisor. Member Service Logs (timesheets) should be up-to-date and approved within the last 30 days.

*\*Nevada Volunteers may need to update these reporting instructions if OnCorps implements any changes prior to the start of the new grant year.*