



OnCorps Progress Report Instructions

Progress Report Due Dates:

Q1 (September 1, 2016 - December 31, 2016): Report due January 15, 2017

Q2 (January 1, 2017 - March 31, 2017): Report due April 15, 2017

Q3 (April 1, 2017 - June 30, 2017): Report due July 15, 2017

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

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 (only completed for Q2 & Q4): 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).

