



2021-2022 Performance Measurement Requirements

Performance Measurement Requirements for **ALL** programs (except planning grants)

- Data Collection Plan
- Performance Measures only GPR
- Quarterly GPRs

Performance Measurement Requirements Due Dates

Item	Submission Instructions	Due Date
Performance Measure Only GPR	Submit via OnCorps Does not require any data collected, just that you input your required performance measures	9/30/2021
Data Collection Plan	Submit via email to Analise at analise.adams@dss.virginia.gov	10/15/2021
Grantee Progress Report (GPR)	Submit via OnCorps Quarter 1, includes data from beginning of the Program Year to 12/31/2021	1/10/2022
Grantee Progress Report (GPR)	Quarter 2, includes data from 1/1/2022-3/31/2022	4/11/2022
Grantee Progress Report (GPR)	Quarter 3, includes data from 4/1/2022-6/30/2022	7/11/2022
Grantee Progress Report (GPR)	Quarter 4, includes data from 7/1/2022-8/31/2022	9/12/2022

Required Data for the Grantee Progress Report

Performance Data Elements (reported 10/1/2021-9/30/2022, **this differs from the time period for your performance measures**):

- Number of individuals who applied to be AmeriCorps members
- Number of volunteers recruited or managed
- Dollar amount of resources leveraged by the program

The following elements are required for all programs for whom the indicator is a significant part of a grantee's program design and Theory of Change:

- Number of hours served by recruited or managed volunteers
- Number of children and youth served
- Number of individuals receiving job training or placement
- Number of acres of public land supported
- Number of individuals receiving opioid/drug intervention services

Narratives:

- Narratives are required for all sections that fail to meet expectations. For example, if the retention rate is below the AmeriCorps-specified expectation or members are enrolled or exited outside the appropriate timeframe, please explain the reason and the actions your program will take to prevent the issue in the future.
- Explanations are also required when your performance measures when the following occur:
 - 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 end-of-year GPR have been included in the reported actual
- There is a section for qualitative narratives used to Commission story-sharing and data reporting. Instructions for this section is included in the GPR.

Documentation Requirements for Performance Measurement

Regulations for performance measurement are found: 45 CFR §2522.550

“All grantees must establish, track, and assess performance measures for their programs.

*(b) Ensure that any program under your oversight **collects and organizes performance data on an ongoing basis**, at least annually;*

*(c) Ensure that any program under your oversight **tracks progress toward meeting your performance measures**;*

(selection edited for length and relevance)

While the actual documentation for the data you report in your GPR does not have to be submitted to the Commission, the program should maintain the information on record as part of the program files. The same standards from 2CFR§200 Subpart D apply to records for performance measurement as well as financial reporting.

Data Collection Plan

What it is: A tool to organize how you will collect and analyze high-quality and accurate data for your AmeriCorps program.

[Link to the template](#)

How to submit: Email your completed plan to Analise at analise.adams@dss.virginia.gov, and cc your program officer. Data Collection plans for 2021 are due by 10/15/2021.

Background information:

Reporting data and sharing the impact of your program is a key element to managing your AmeriCorps program. By collecting high quality data, you are able to measure impact, share the importance of your program, and use evaluation to make data-driven decisions and improvements within your program. Your data collection plan helps the Virginia Service Commission understand the plans to measure performance for your program, and support you in collecting high-quality and accurate data.

In your data collection plan, you will outline the following for each output and outcome:

- How you will measure the data point (what tool will you use?)
- What is considered meaningful success or improvement (what is the goal for your participants to reach? How will you assess improvement across all participants?)
- Who will collect the data (how will they be trained?)
- How will you use this data—to show the impact of your program, to talk about successes, to make data-driven decisions for the future

The data collection plan you will submit has been designed as a communication tool between the Virginia Service Commission and your program. This plan focuses on what data you plan to collect for your grantee progress reports, and how you plan to utilize your data. This plan does not request as many details about how you plan to collect and store your data as other data collection plan templates. If you have questions or would like to request more support in designing a more comprehensive evaluation plan, please reach out to Analise.



Grantee Progress Report (GPR)

What it is: Required quarterly reporting

Link: Log into va.oncorpsreports.com

How to submit: click “Reporting”, and “Submit Quarterly Reports”

Background information:

In your application, you selected a variety of National Performance Measures that are applicable to the impact of your program. These National Performance Measures are used not only to measure the impact of your program but are reported to AmeriCorps the Agency to demonstrate the impact of national service on a statewide level. By reporting these National Performance Measures, you are contributing to a national data set that demonstrates the impact of AmeriCorps members across the country. The Virginia Service Commission has developed specific guidance for data reporting that interpret the evaluation requirements provided by AmeriCorps the Agency.

The primary method for data reporting is through a tool called the “Grantee Progress Report”. These quarterly reports ask for a variety of data points, both that you specified in your application and measures that we require of every program within the statewide portfolio of AmeriCorps programs. Through the data collected in these GPRs, the Virginia Service Commission submits an annual Grantee Progress Report for the portfolio to the federal agency.

All Grantee Progress Reports are submitted in OnCorps. Reports are required to be submitted quarterly. The full list of required data points can be found on the first page of this document; if you have questions about what applies to your program, please contact Analise.

Reports are reviewed by the VSC Performance Measurement and Evaluation Specialist (Analise), who may provide feedback as necessary for clarification or requesting additional information. Based on the report, programs may be required to provide written correspondence, participate in specific training, and/or receive additional site visits.