



OnCorps Reports Summary ... What we need, when, and why

All OnCorps reports are described below. Some of them are required for GCSV to roll up information to CNCS. Others are for your use only as a program director. You may choose to use them or not to use them.

Reporting ▾ Program Reports

1. Create Performance Measures

- Required
- All your performance measures must be entered to mirror what is approved in eGrants.
- GCSV uses this to report to CNCS.

2. Performance Measures Progress Report

- Required
- GCSV uses this to report to CNCS as part of the state progress report.
- Quarterly for all programs
- Due dates in your grant award

3. Program Progress/CNCS Initiatives

- Not required
- If you track specified CNCS initiatives, please do submit it when you submit your performance measures report.

4. Demographic Report

- Required
- GCSV uses this to report to CNCS as part of the state progress report.
- Quarterly for all programs
- Due dates in your grant award
- Note that this is set up for program year quarters (not calendar year quarters)
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5. Successes/Challenges

- Required
- GCSV uses this to report to CNCS as part of the state progress report.
- Quarterly for all programs

6. Best Practices

- Not Required

7. Service and Volunteer Report

- Required
- GCSV uses this to report to DCA, to GCSV board, and to the public via the GCSV website.
- Quarterly for all programs

Reporting ▾ Service Reports

1. Great Stories

- Required
- GCSV uses this to report to CNCS as part of the state progress report.
- Quarterly for all programs
- Due dates in your grant award

2. Volunteer Mobilization

- Not Required
- Is a helpful tool for your members to track the volunteers they engage
- May help you with your reporting on demographic or progress report.

3. Civic Engagement Activities

- Not Required
- Is a helpful tool for your members to track the volunteers they engage
- May help you with your reporting on demographic or progress report.

4. Promote Coordinator, Supervisor, or Member Stories

- Required – one per period will suffice, but please promote more if appropriate.
- GCSV uses this to report to CNCS as part of the state progress report.
- Quarterly for all programs
- Due dates in your grant award

Stated another way, the following reports must be submitted in OnCorps as part of your quarterly progress reporting:

1. Performance Measures Progress Report
2. Demographic Report
3. Successes/Challenges
4. Great Stories
5. Service and Volunteer Report

Financials ▾ Financial Reports

1. Budget

- Required
- Must be loaded as reflected in eGrants before you can submit a PER

2. Periodic Expense Report (PER)

- Required – the only approved method to request reimbursement on your grant expenses.
- This data aggregates into your Federal Financial Reports (FFR).
- Must include 30 days of expenses, and must be filed within 90 days of the month claiming for.

3. Federal Financial Report (FFR)

- Required
- GCSV uses this to report to CNCS
- Twice a year for regular formula or competitive programs
- Due date is not flexible; the months of information included in the report is flexible
- Due dates in your grant award

4. Budget Modification Request

- Required only if you need to make a change to your budget
- Cannot be done in the last quarter of a program year
- Should be filed in conjunction with the Grant Adjustment Request, a narrative form located in the Resources page of OnCorps

5. In-Kind Other

- Required
- May be a useful tool for your own program record-keeping.