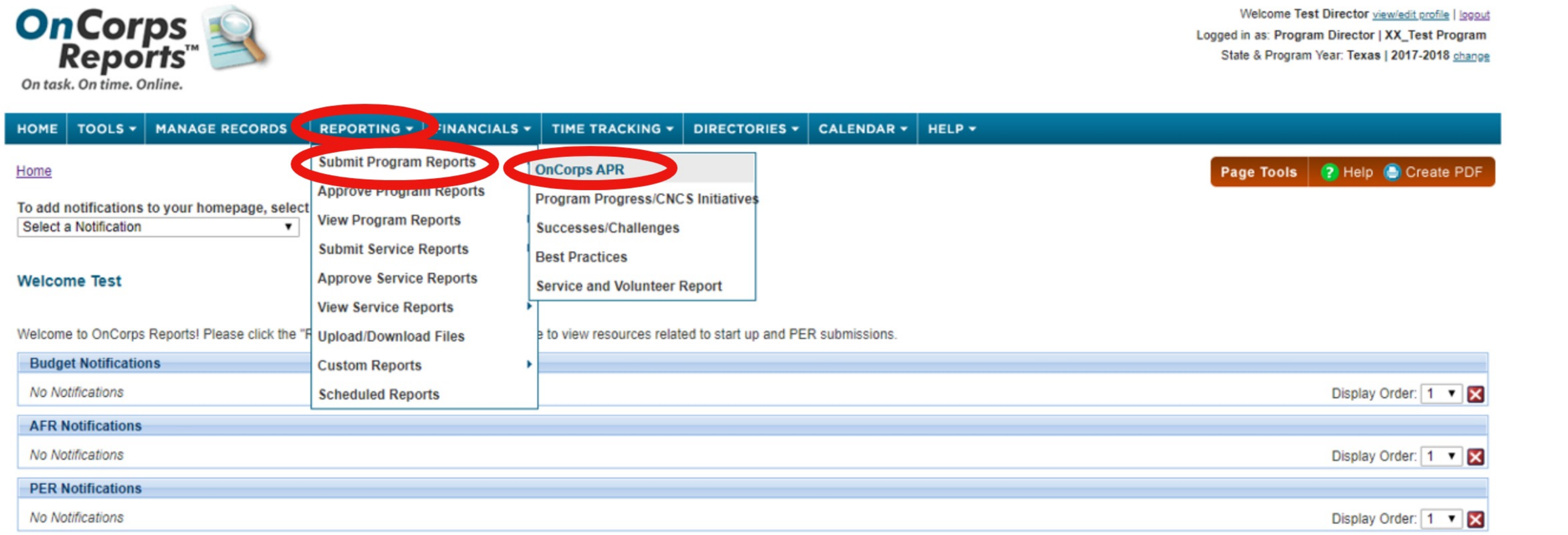
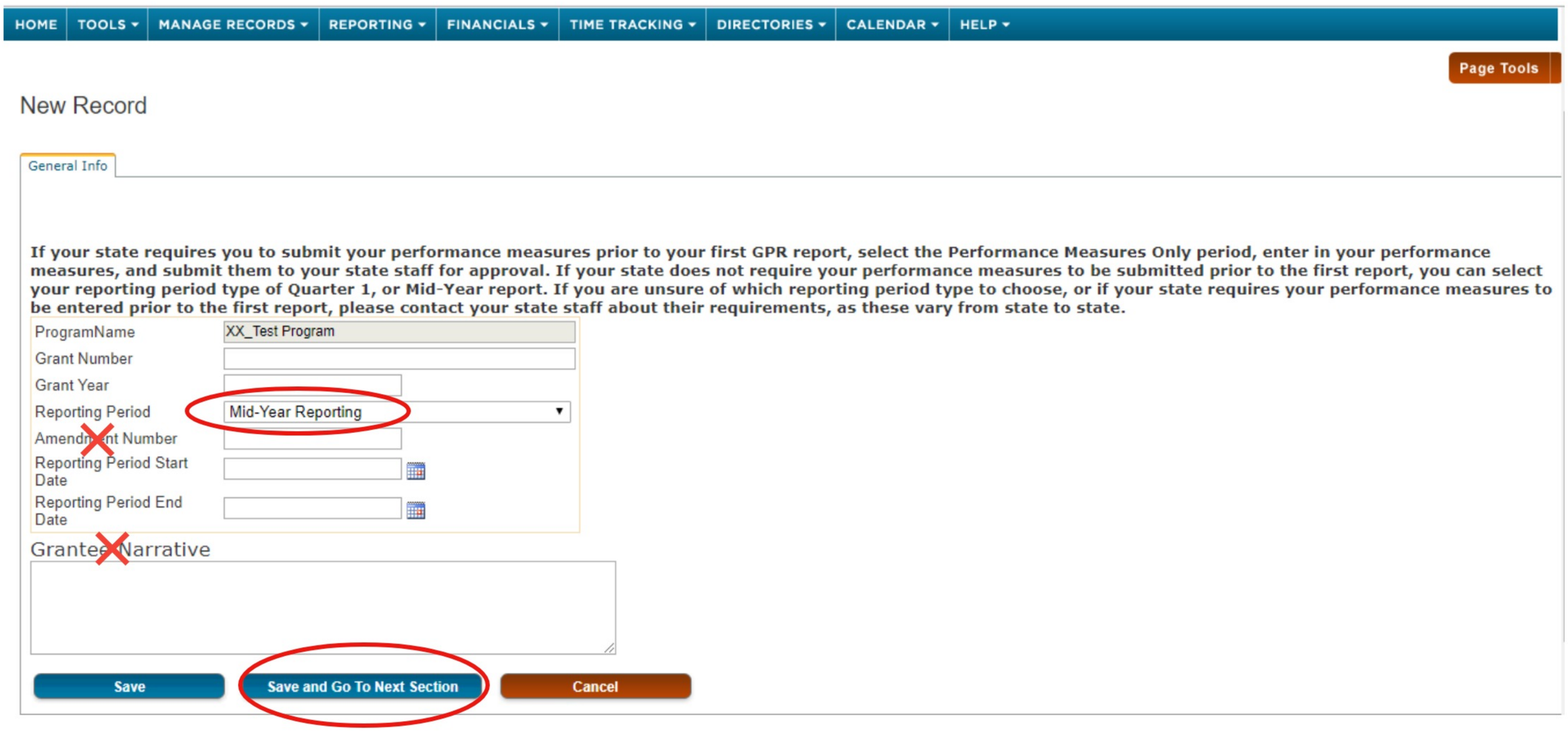
How to Submit a Mid-Year APR Report

1. Log in to tx.oncorpsreports.com

2. From your dashboard, choose the Reporting Tab, then the option “Submit Program Reports”, then “OnCorps APR”.



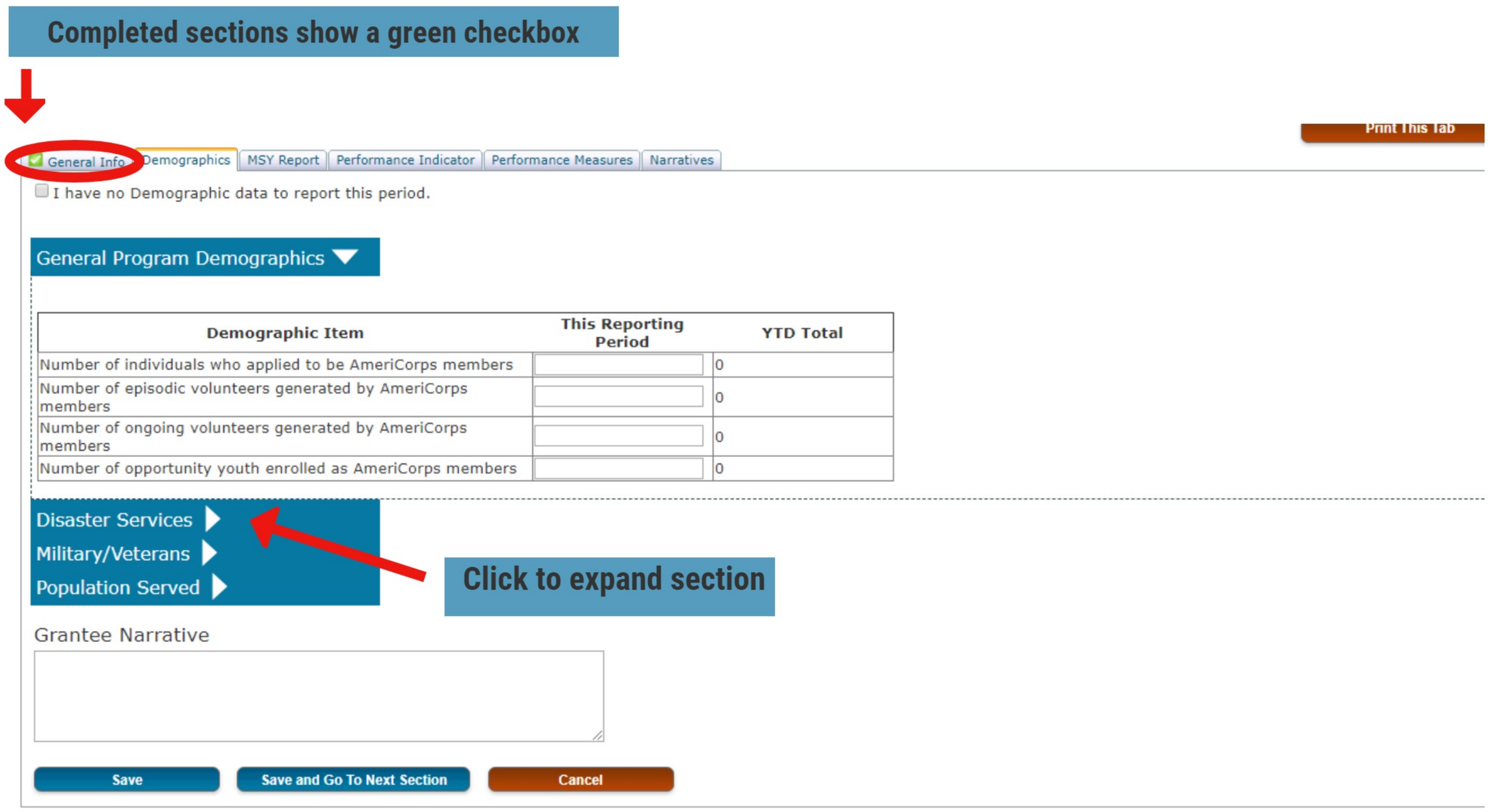
3. Select "Mid-Year Reporting" from the "Reporting Period" drop down menu.



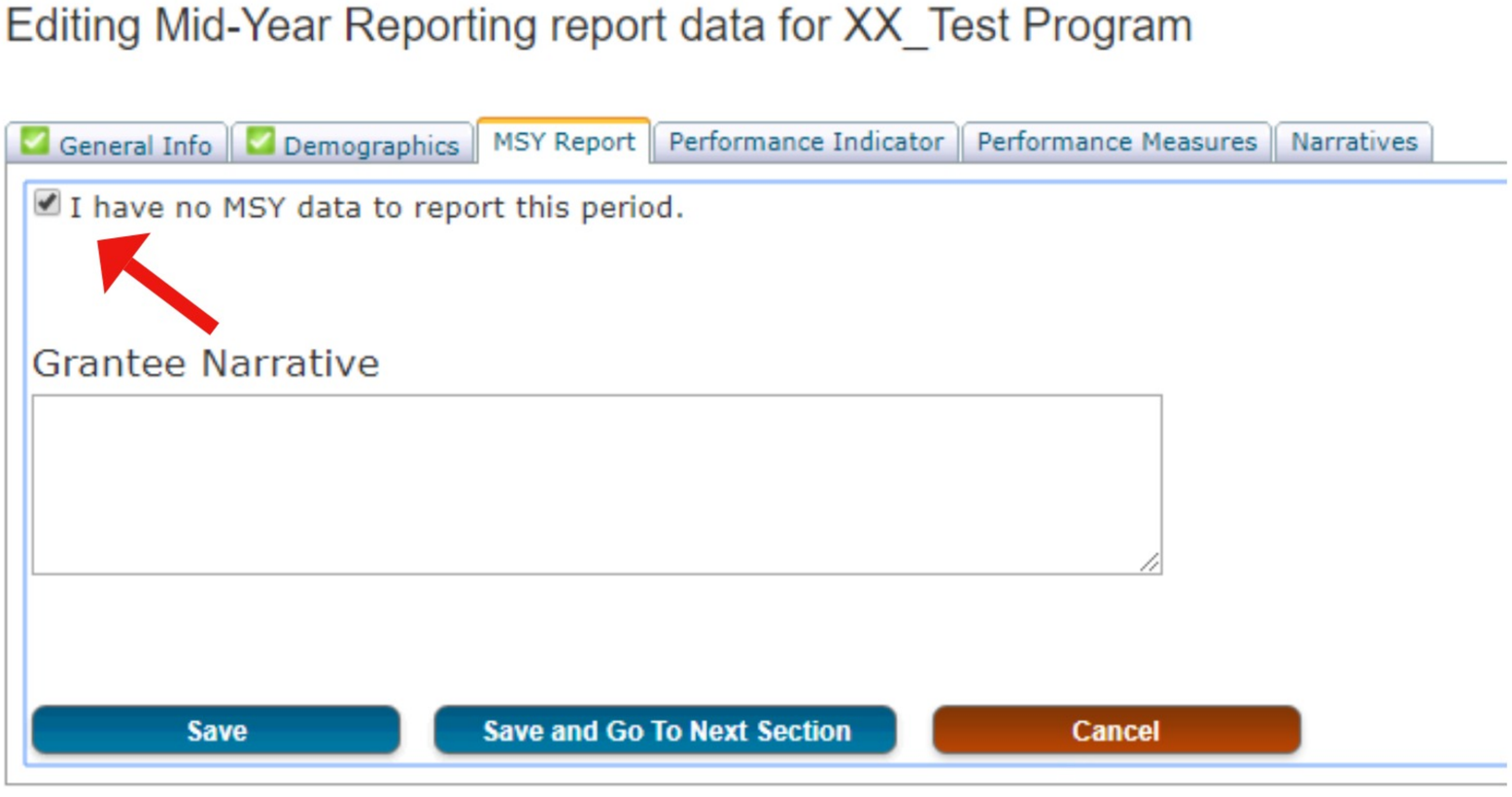
Fill out the following fields:
- "Grant Number" (Program eGrants Number)
- "Grant Year" (20XX - 20XX)
- "Reporting Period Start Date" (August 1 or September 1)
- "Reporting Period End Date" (March 31)

Then click the blue button "Save and Go To Next Section" at the bottom of the page.

4. The "Demographics" tab contains a list of demographic indicators of interest to OneStar and CNCS. Please provide cumulative totals. If the category does not apply to your program or you do not collect that specific data, enter "0". Click on each of the demographics categories in blue to expand or collapse each section. When finished, click the blue button "Save and Go To Next Section" at the bottom of the page.



5. Under the "MSY Report" tab, check the box stating "I have no MSY data to report this period. CNCS no longer requires grantees to report MSY data during the Mid-Year APR.
Do not enter any amounts for MSY data under this tab. When finished, click the blue button "Save and Go To Next Section" at the bottom of the page.



6. Under the "Performance Indicator" tab, submit your enrollment rate, retention rate, 30-day enrollment cycle rate, and 30-day exit cycle rate. When finished, click the blue button "Save and Go To Next Section" at the bottom of the page.

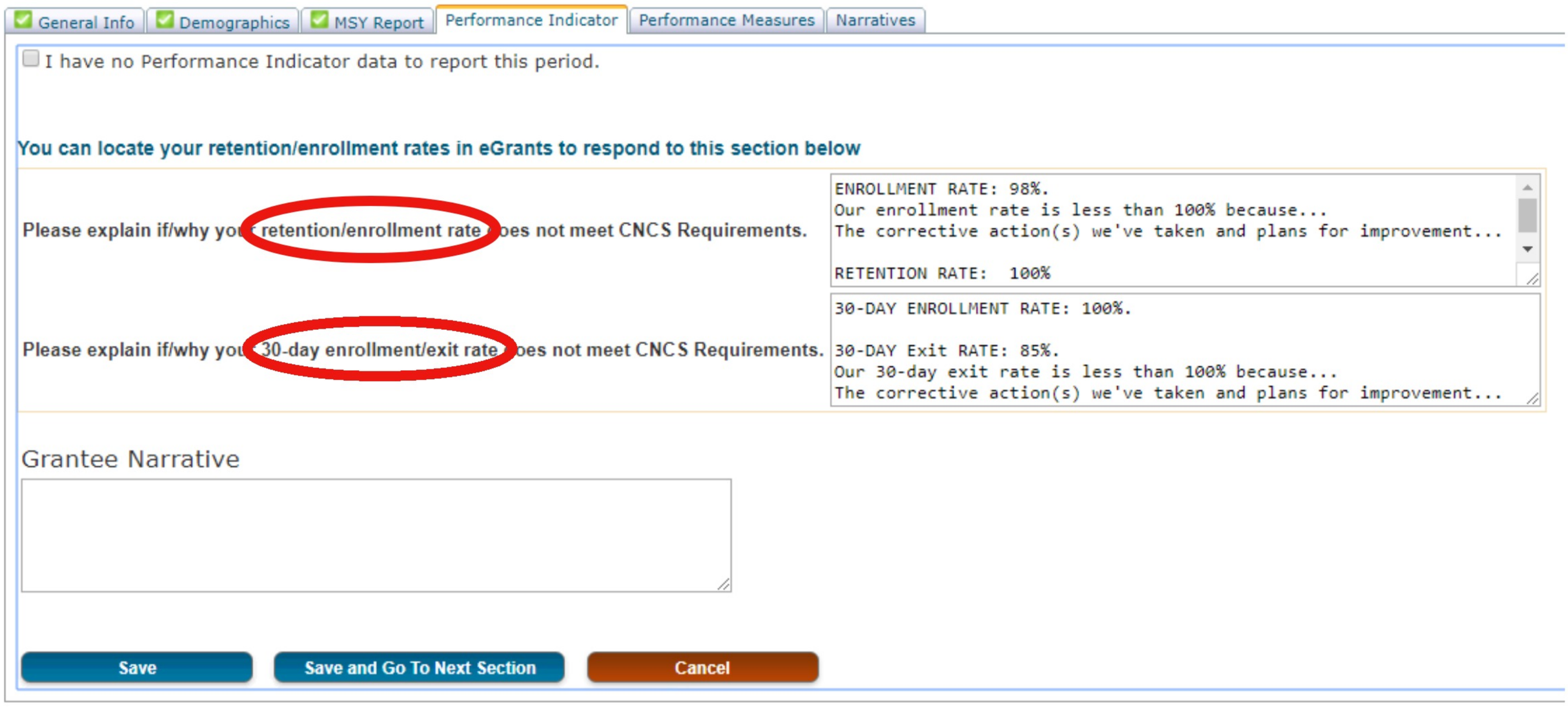
Calculation formulas (round decimals to the nearest tenth)

Enrollment Rate: Numerator = # of slots filled (cumulative data); Denominator = # of slots awarded

Retention Rate: Numerator = # active members + # of members exited with award (partial or full); Denominator = # of members enrolled (cumulative data)

30-day Enrollment Rate: Download "Enrollment Cycle Approval Time" report from eGrants. Numerator = # of members enrolled in 31 days or less. Denominator = total # of members enrolled to date. This is new guidance from CNCS on how to calculate the 30-day enrollment cycle time.

30-day Exit Rate: Download "Exit Cycle Approval Time" report from eGrants. Numerator = # of members exited in 31 days or less. Denominator = total # of members exited to date. This is new guidance from CNCS on how to calculate the 30-day exit cycle time.



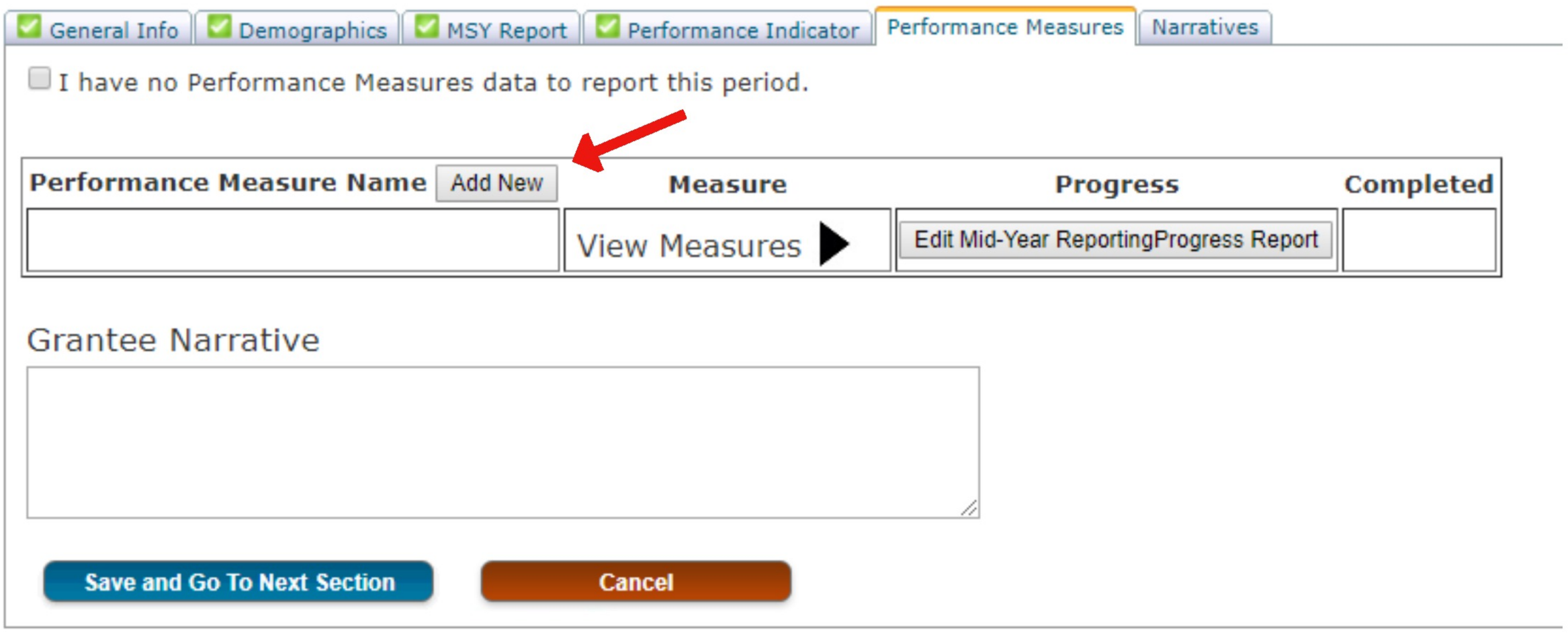
In the first box, submit your enrollment and retention rates.
In the second box, submit your 30-day enrollment and exit cycle rates.

For *each* rate, provide an explanation for why the rate is less than 100%. Enter "N/A" if the rate is 100%. If the rate is less than 100% describe the corrective action(s) already taken by your program and plans for future improvement. Enter "N/A" if the rate is 100%.

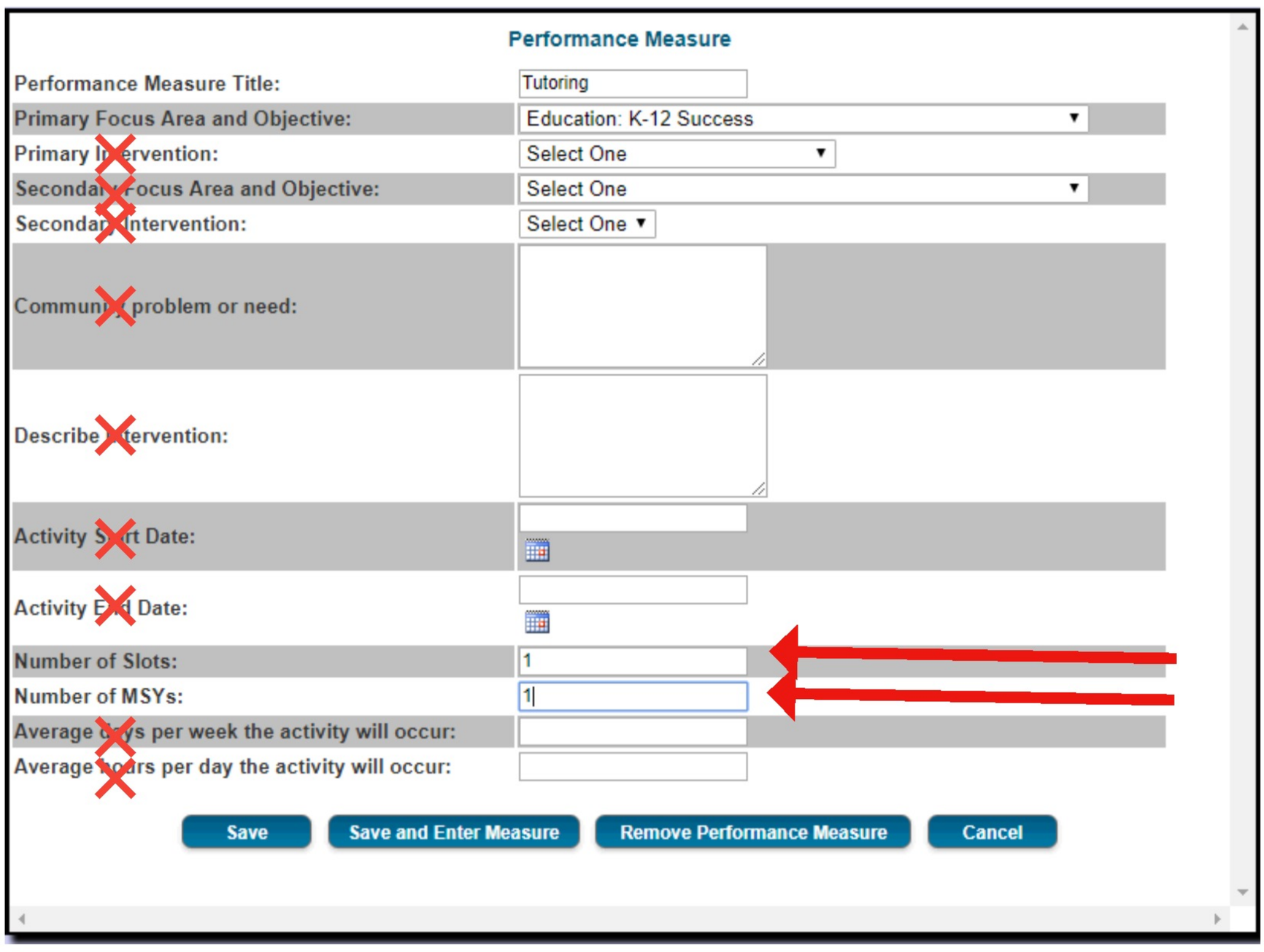
IMPORTANT: Provide an explanation and corrective action for *all* rates that are less and 100%.

7. Under the "Performance Measures" tab, provide information about your approved National Performance Measures. Please note that National Performance Measures can only be reported in eGrants using numbers, not percentages. Percentages can only be used for applicant-determined measures.

First, add all your National Performance Measures.

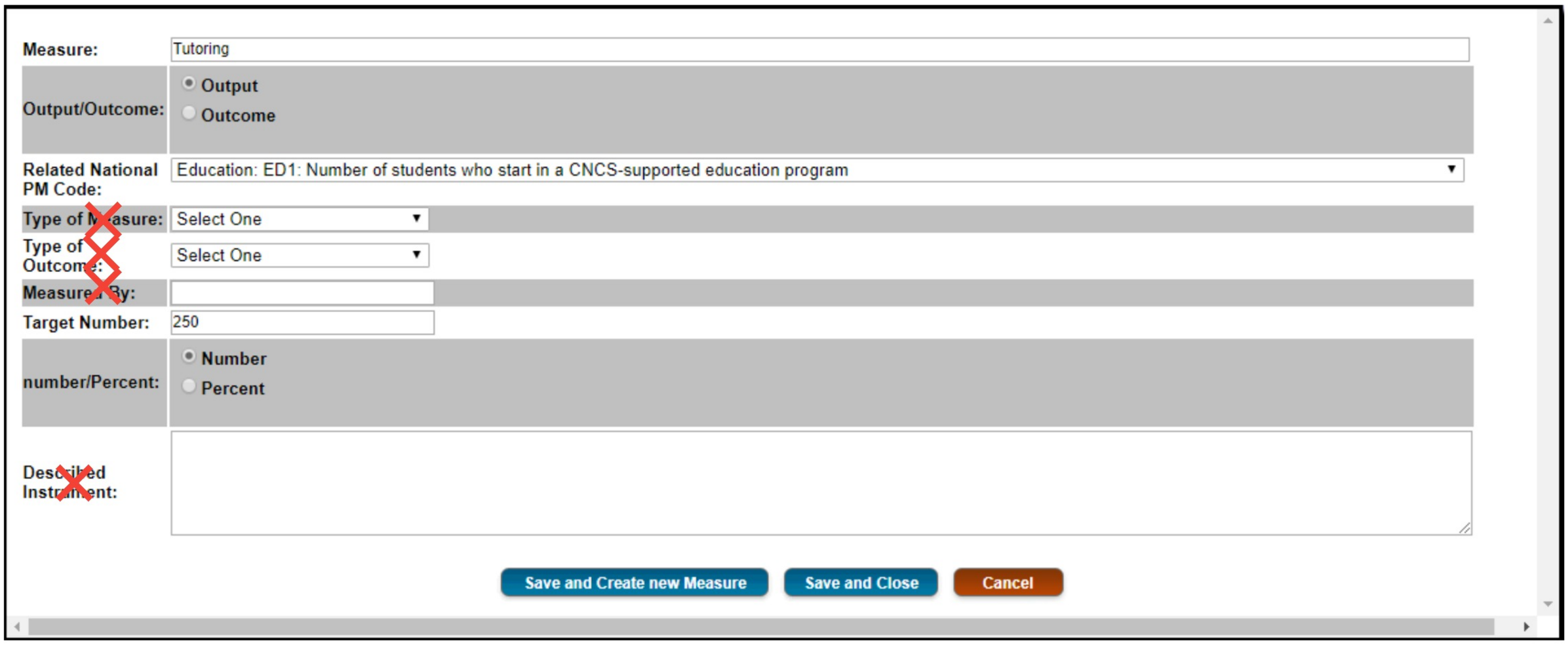


In the pop-up box, enter your "Performance Measure Title", choose your "Primary Focus Area and Objective, and enter "1" for "Number of Slots" and "Number of MSYs". Then click the blue button "Save and Enter Measure" at the bottom of the box.

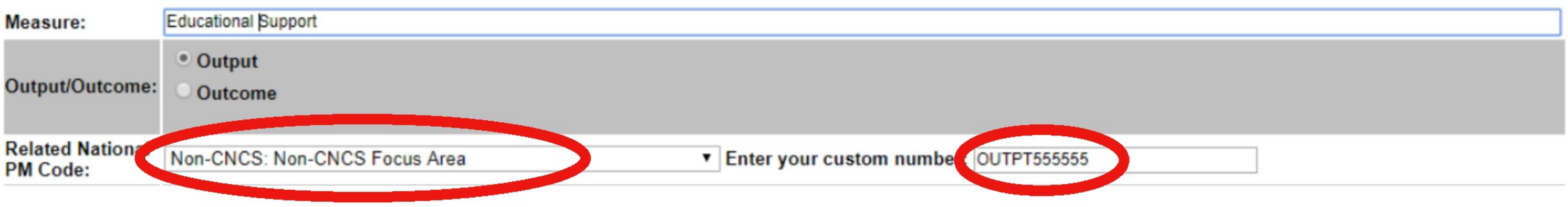


OneStar does not collect Slot/MSY data during the APR. OnCorps requires you to include a number here so all programs should enter "1".

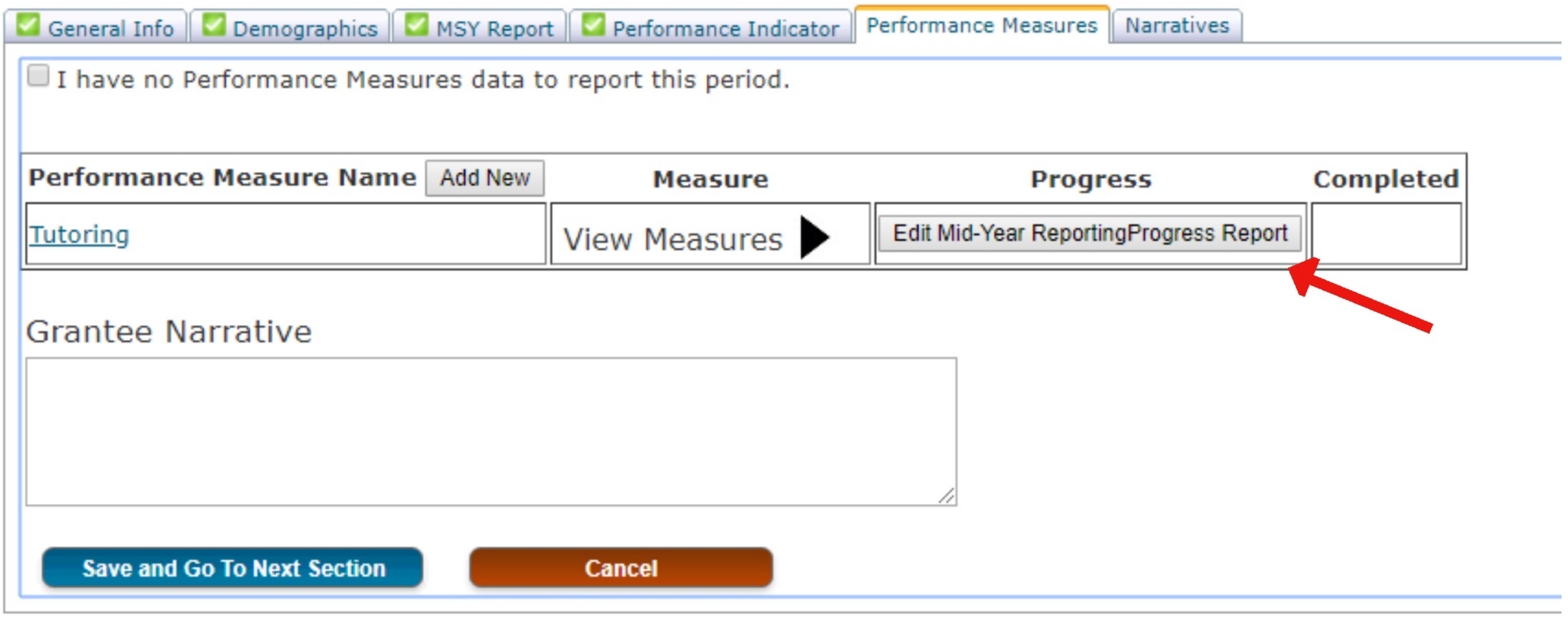
In the next pop-up box, re-enter the name of your "Measure", choose whether it is an "Output" or "Outcome, select a "Related National PM Code" from the drop-down menu, input your "Target Number", and make sure "Number" is selected under "number/Percent". Then click either "Save and Create new Measure" if you have more Performance Measures to add or "Save and Close" if you're finished entering all Performance Measures.



If you have an Applicant Determined Measure, select "Non-CNCS: Non-CNCS Focus Area" from the "Related National PM Code" drop-down menu then enter your custom number.



Once you have entered all your Performance Measures, click "Edit Mid-Year Reporting Progress Report" to submit your current actuals.



Submit the "Actual" for each Performance Measure. Under "Met Target?", select "Yes" or "No".

If the measure has not been met, please submit measure collection and progress status in the "Explanation/Corrective Action" box.

Measure Collection Status: If you are still collecting data on this performance measure, please type "ONGOING". Please explain when activities will be completed and when data will be available. If you have finished collecting data and the actual number reported will not change on the Final APR, please type "COMPLETE".

Measure Progress Status: Please type "NOT STARTED", "BEHIND", "ON TRACK", or "MET".
If the measure is behind or not started, please provide an explanation for why the measure is behind or has not yet been started.

Tutoring

Measure Type	Measure	Target	Current Period Actual	Current Period Diff	Current Period Percent of Target	YTD Actual	YTD Diff	YTD Percent of Target	Met Target?	Explanation/CorrectiveAction
Output	Tutoring ED1	250.00 (#)	240.00	-10.00	96.00	240.00	-10.00	96.00%	No	BEHIND and ONGOING. Activities will be complete .... Data will be available... Measure behind because...
MSY		1.00 (#	1.00	0.00	100.00				Yes	
Slots		1.00 (#	1.00	0.00	100.00				Yes	

Save and Close Cancel

OneStar does not collect Slot/MSY data during the APR. OnCorps requires you to include a number here so all programs should enter "1" and select "Yes" under "Met Target?"

When finished, click "Save and Close." Once you've completed entering actuals for all measures select "Save and Go To Next Section" at the bottom of the Performance Measure tab.

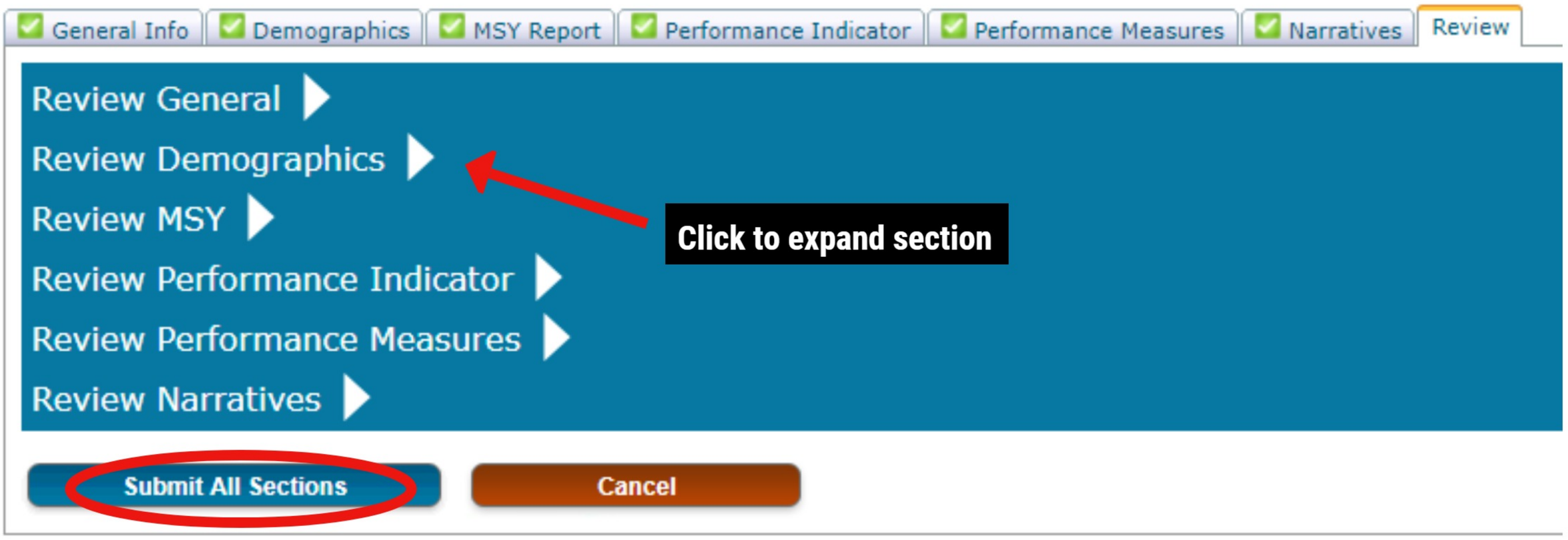
8. OneStar does not collect "Narratives" data at the Mid-Year APR. Additional information will be required to be reported on the Final APR. Check the box stating "I have no Narratives data to report this period". Then click the blue button "Save and Go To Next Section".

General Info | Demographics | MSY Report | Performance Indicator | Performance Measures | Narratives

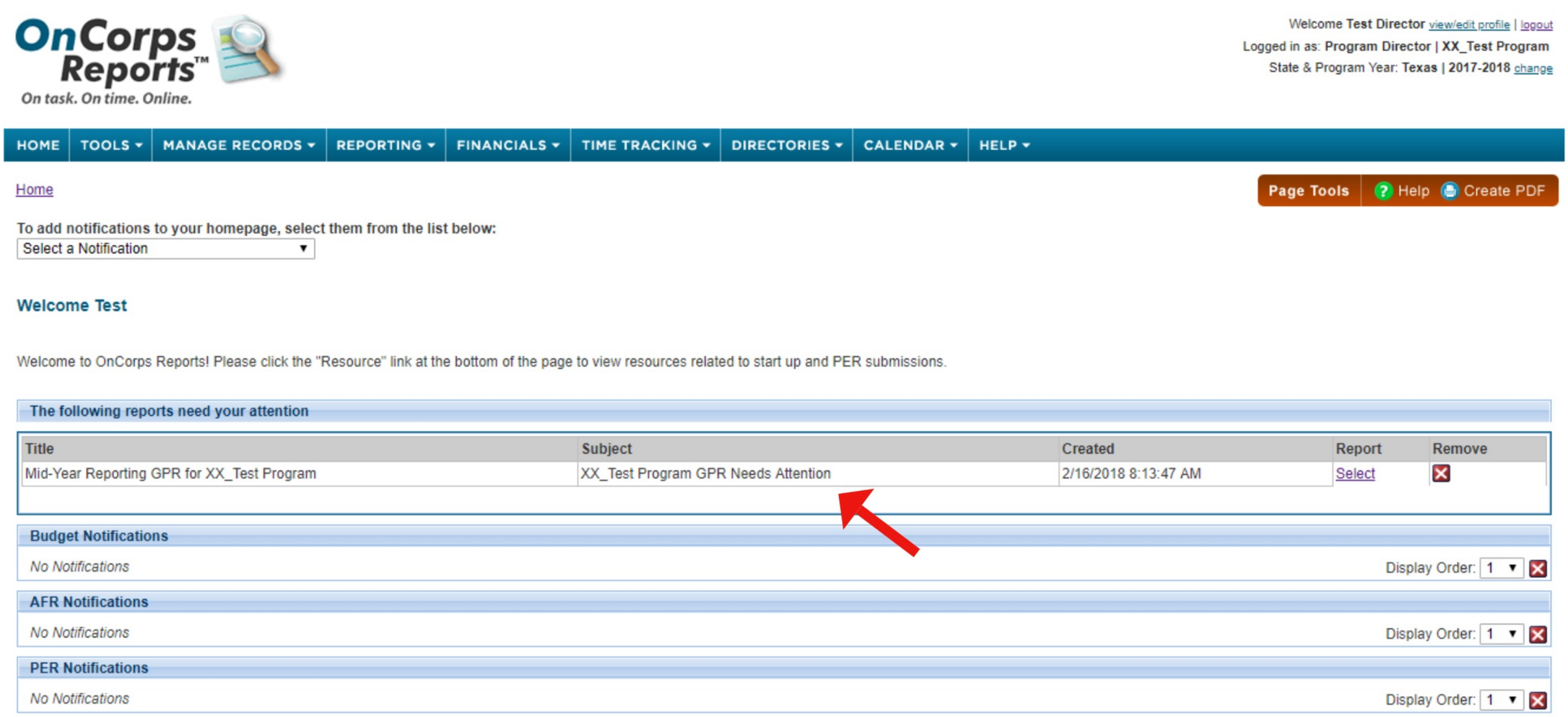
☑ I have no Narratives data to report this period.

Save Save and Go To Next Section Cancel

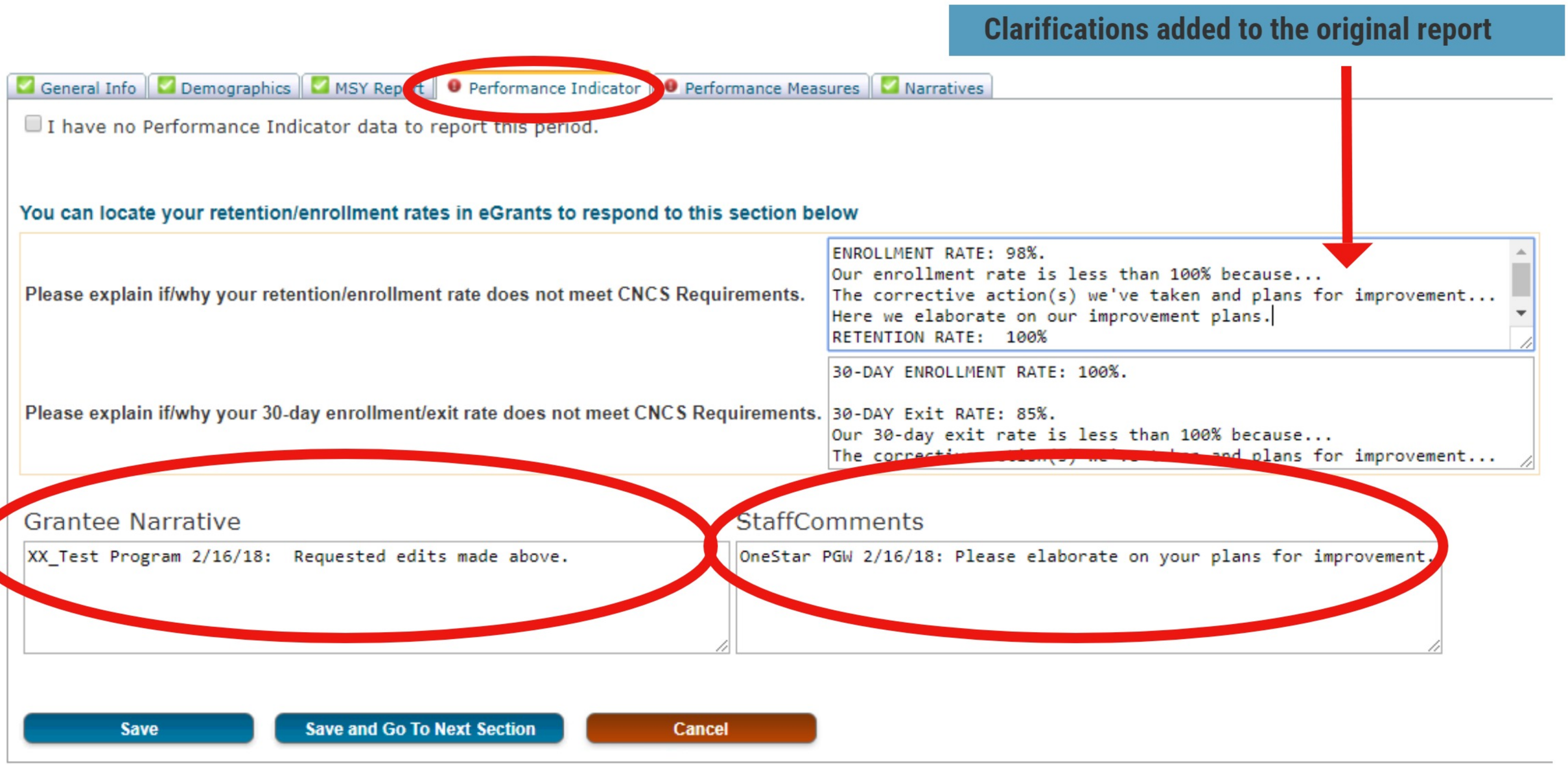
9. Once all of the tabs have been completed, a "Review" tab will appear. Click on each of the sections to review before submitting. If you would like to make a change you will need to go back to that section's tab and make the change there. When you are ready to submit the Mid-Year APR to OneStar, click "Submit All Sections."



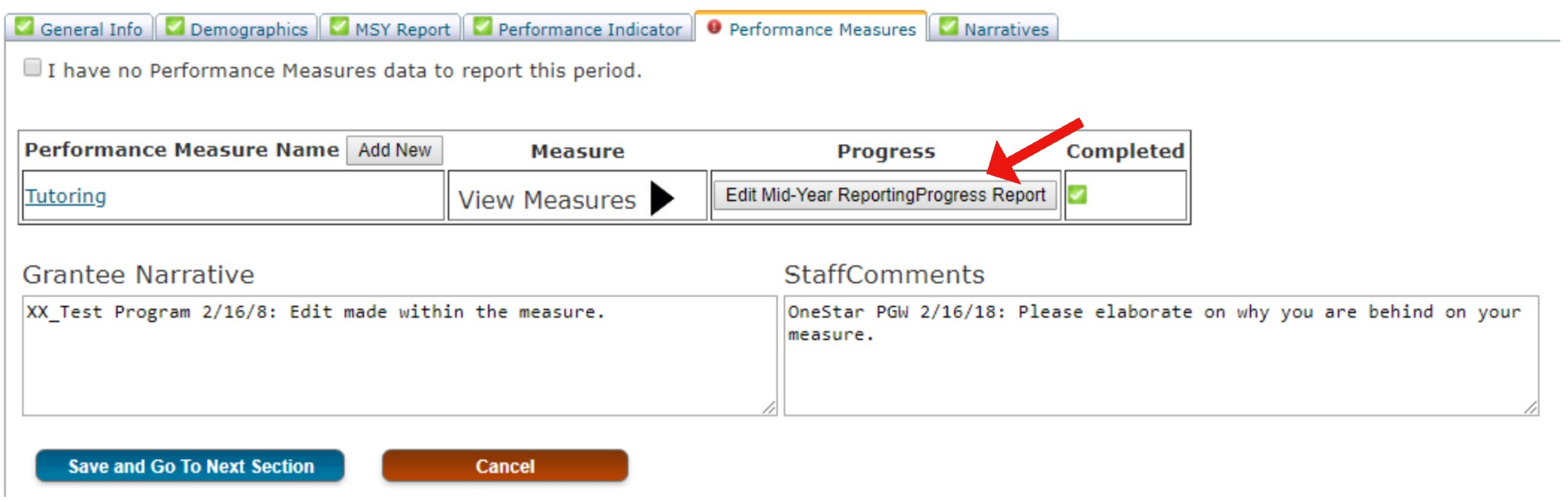
10. The report is sent to OneStar through OnCorps. Your program officer will review the report. Your program officer will either approve or reject each section of the submitted report. If your report is rejected, you will automatically get a notification on your OnCorps homepage.



11. Click on the tabs with the red stop signs that indicate those sections were rejected by your program officer. Your program officer will include any clarifications in the "Staff Comments" box. Please make your edits within the original report then type your program name, the date, and "Requested edits made above" in the "Grantee Narrative" box at the bottom of the page. Then click "Save and Go To Next Section".



To make edits to your performance measures, you must click on "Edit Mid-Year Reporting Progress Report" to open up the pop-up box with your current actuals and explanations.

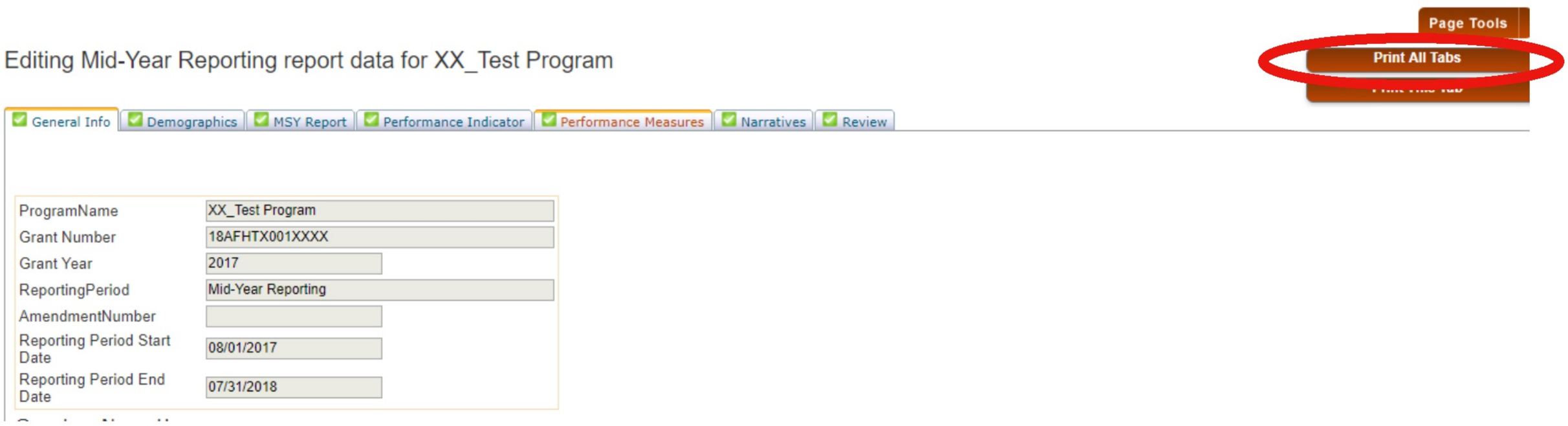


12. Once all of the tabs have been completed, a "Review" tab will appear. Click on each of the sections to review before submitting. If you would like to make a change you will need to go back to that section's tab and make the change there. When you are ready to submit the Mid-Year APR to OneStar, click "Submit All Sections."

13. You can review and print your submitted Mid-Year APR in two ways.

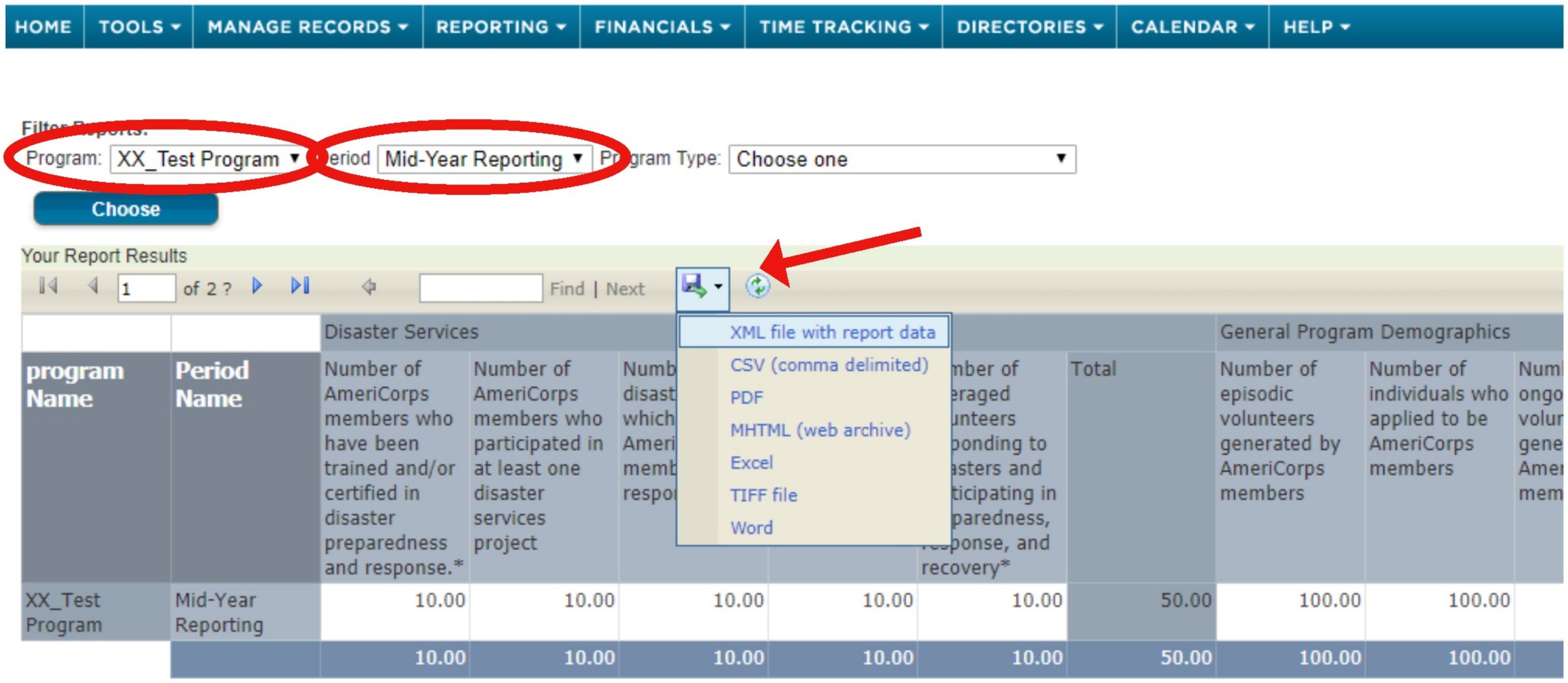
First, go back to the report from your Dashboard by choosing the Reporting tab, then the option "Submit Program Reports", then "OnCorps APR". *See number 2. of this guide.*

Once you've selected the report, you can click the "Print All Tabs" red box on the right side of the page to download a PDF of your report.



Alternatively, from your Dashboard choose the Reporting tab, then the option "View Program Reports", then "OnCorps APR Report".

Choose your "Program" and the reporting "Period" in the drop-down menus then click "Choose". The report will appear in a spreadsheet format. You can click on the floppy disk icon to export the data in a number of different formats.



program Name	Period Name	Disaster Services: Number of AmeriCorps members who have been trained and/or certified in disaster preparedness and response.*	Disaster Services: Number of AmeriCorps members who participated in at least one disaster services project	Disaster Services: Numb disast which Ameri memb respo		nber of eraged unteers ponding to asters and ticipating in paredness, sponse, and recovery*	Total	General Program Demographics: Number of episodic volunteers generated by AmeriCorps members	General Program Demographics: Number of individuals who applied to be AmeriCorps members	Numl ongo volur gene Amer mem
XX_Test Program	Mid-Year Reporting	10.00	10.00	10.00	10.00	10.00	50.00	100.00	100.00	
		10.00	10.00	10.00	10.00	10.00	50.00	100.00	100.00	

The Mid-Year APR must be submitted through OnCorps by Thursday, April 12th, 2018, 11:59pm CST.

Please contact your Program Officer if you have any questions.