



AmeriCorps State and National End-of-Year Grantee Progress Report Instructions

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report (GPR) provides information for CNCS staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by CNCS's Office of Public Affairs to promote service. Program staff will use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

What are the components of the GPR?

The AmeriCorps Grantee Progress Report consists of the following sections: Demographic Information, MSYs/Members, Performance Indicators, Performance Measures, and Narratives.

Please complete the report using eGrants -- <http://www.nationalservice.gov/egrants/>, the Corporation's integrated, secure, web-based system for applications, and follow these instructions.

When is the GPR due?

The GPR is due on October 31, 2017.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
2. CNCS receives a request explaining the need for an extension before the due date of the report.

Selecting the Right GPR

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.

Creating an Application	Managing My Account	Reporting to CNCS
New 3	Click on the links below to access common account functions.	Financial Status Report 3
Continuation/Renewal 3		Progress Report 3
Amendment 3	My Account 3	PPVA Report 3
Concept Paper 3	Equal Opportunity Survey 3	

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2016-2017 program year, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 10/31/2017 due date labeled "Progress Report Annual," and click on the "edit" link. You will be taken to the main progress report screen.

Reporting Date	Due Date	Extension Date	Status	PR Type	
07/01/2016 - 03/31/2017	04/30/2017		Progress Report Initial Entry	Progress Report Lite Semiannual	edit
04/01/2016 - 09/30/2016	10/31/2016		Progress Report Initial Entry	Progress Report Annual	edit

Reporting Period

The reporting period is from the beginning of your 2016-2017 grant year through the end of the grant year or September 30, 2017, whichever is sooner. Note that this progress report is cumulative for the year (but not the entire three-year grant period). Even if the reporting period listed in eGrants shows just the time period since the mid-year report, the October report should include the information for the full program year (or for the program year through September 30, if the year is still ongoing), not just for the period since the mid-year report.

*If you have data from the previous (2015-2016) program year that was not included in the 2015 end-of-year GPR (i.e., noted as ongoing due to continuing program activities) and was also not reported on the 2016 mid-year GPR, please include these data in the Grantee Narrative text box on the Performance Measure tab and include a note of explanation. For example, if on your prior progress report, you indicated that 30 students demonstrated increased academic achievement, but there were an additional 10 who demonstrated increased academic achievement after you submitted the last progress report, please note the additional 10 students in the Grantee Narrative text box and explain that this figure is an addendum to the previous reporting period. *(Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)*

Commissions will complete one progress report for each of their prime grants (competitive cost reimbursement, competitive fixed amount, competitive EAP, School Turnaround AmeriCorps, formula cost reimbursement, formula fixed/EAP, etc.). Demographic data and narratives for School Turnaround subgrantees will be reported in the School Turnaround GPR. All other demographic data and narratives will be reported in the formula cost reimbursement prime only. Failure to provide all competitive and formula data and narratives, except School Turnaround data and narratives, in the formula cost reimbursement GPR will result in having the GPRs returned for correction.

Demographic and performance measure data reported should not be duplicated in any other CNCS grantee progress report including, but not limited to, the Commission Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

General Information Tab

[home](#) [back to eGrants](#) [my account](#) [help](#) [logout](#)


eGRANTS Progress Report

Grant Number:
Application ID:
Sponsor/Grantee:

[General Information](#) | [Demographics](#) | [MSYs/Members](#) | [Performance Indicators](#) | [Performance Measures](#) | [Narratives](#) | [Summary/Staff Review](#)

Screen Instructions x

Check the reporting period start and end dates, as well as the due date, to ensure you have selected the correct report. If you have not selected the correct report, click the "Cancel" button.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

For additional information, refer to the GPR.

General Information

Grant #	<input type="text"/>	<input type="button" value="Cancel"/>
Project Name	<input type="text"/>	
Grant Year	1	<input type="button" value="Begin"/>
Progress Report Type	Progress Report Annual	
Amendment Number	2	
Reporting Period Start Date	04/01/2016	
Reporting Period End Date	09/30/2016	
Due Date	10/31/2016	
Extended Due Date		
# of Months Funded	6	
Status	Progress Report Initial Entry	

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	07/01/2015 - 03/31/2016	04/30/2016		Progress Report Reviewed	PDF Link

On this tab, you will see information for the progress report you have selected. Check the due date to ensure you have selected the correct report. If you have not selected the correct report for the reporting period and due date, click the "Cancel" button and select the correct report. If you have selected the correct report, click the "Begin" button to open the progress report. If you return to this tab after starting the report, you will see a "Continue Working" button that allows you to open the report that is in progress.

Open amendments may interfere with data entry in the GPR. If there is an open amendment on your grant and you click the "Begin" button, you will see a warning message. If you receive this error message, you should talk with your Program Officer to ensure resolution of the amendment so you can submit your GPR on time. Once the GPR has been submitted, please DO NOT initiate a new amendment on the grant until after the GPR has been reviewed and closed out. Note, having an open amendment that prevents timely completion of the GPR is not an acceptable reason to request an extended due date.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

Demographics Tab

Grant Number:

Application ID:

Sponsor/Grantee:

eGRANTS Progress Report

General Information | **Demographics** | MSYs/Members | Performance Indicators | Performance Measures | Narratives | Summary/Staff Review

Demographics

	Demographic Information	Value
1	Number of individuals who applied to be AmeriCorps members	<input type="text"/>
2	Number of episodic volunteers generated by AmeriCorps members	<input type="text"/>
3	Number of ongoing volunteers generated by AmeriCorps members	<input type="text"/>
4	Number of AmeriCorps members who participated in at least one disaster services project	<input type="text"/>
5	Number of disasters to which AmeriCorps members have responded	<input type="text"/>
6	Number of individuals affected by disaster receiving assistance from members	<input type="text"/>
7	Number of veterans serving as AmeriCorps members	<input type="text"/>
8	Number of veterans served	<input type="text"/>
9	Number of veteran family members served	<input type="text"/>
10	Number of military family members served	<input type="text"/>
11	Number of active duty military members served.	<input type="text"/>
12	Number of opportunity youth enrolled as AmeriCorps members	<input type="text"/>
13	Number of SIG schools (School Turnaround)	<input type="text"/>
14	Number of priority schools (School Turnaround)	<input type="text"/>
15	Number of urban schools (School Turnaround)	<input type="text"/>
16	Number of rural schools (School Turnaround)	<input type="text"/>

Screen Instructions

Enter a numerical value in each field. If you do not collect data on an indicator, enter a zero (0) in that field.

Refer to GPR Instructions for details on which indicators are required.

If you wish to provide an explanation about data on this tab, click on the Grantee Narrative bar.

This tab contains a list of indicators of interest to CNCS. You are required to report on the following indicators:

- Number of individuals who applied to be AmeriCorps members
- Number of episodic volunteers generated by AmeriCorps members*
- Number of ongoing volunteers generated by AmeriCorps members*

**Individual volunteers may not be counted in both the episodic and ongoing volunteer categories; the sum of the volunteers reported in these two categories must represent an unduplicated count. If you are unsure whether a volunteer's hours are episodic or ongoing, report them the "episodic" category.*

If your program collects data on indicators that are not required, you are required to include the data in the progress report.

Additional indicators for School Turnaround AmeriCorps grantees and Youth Opportunity AmeriCorps grantees are not required and should only be completed by School Turnaround or Youth Opportunity AmeriCorps grantees (this includes grantees who received Youth Opportunity AmeriCorps supplemental funding). Guidance for completing indicators can be found in the respective Notices of Funding Availability for School Turnaround AmeriCorps and Youth Opportunity AmeriCorps.

To complete this section, refer to the data definitions in the GPR Supplemental Guidance. Enter the appropriate numerical data in each category for which you have collected information. If you do not

collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted unless there is a numerical value, including zero, entered in every field on this tab.

If you wish to provide an explanation about the data you have entered on this tab, clicking on the “Grantee Narrative” bar will open a text box for this purpose. This is not required. *(Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)*

Commissions should enter demographic data for all competitive and formula subgrantees, except School Turnaround AmeriCorps subgrantees, in the formula cost reimbursement GPR only. Demographic data reported should not be duplicated in any other CNCS grantee progress report including, but not limited to, Commission Support Grant, Volunteer Generation Fund, Commission Investment Fund, VISTA or Senior Corps progress reports.

Click “Next” to proceed to the next tab.

MSY/Members Tab

MSYs/Members Information

Focus Area	Objective	MSY Target	MSY Actual	Difference	% Difference	Member Target	Member Actual	Difference	% Difference
Education	K-12 Success	50.00	0.00	-50.00	-100.00%	50	0	-50	-100.00%
	Sub Total:	50.00	0.00	-50.00	-100.00%	50	0	-50	-100.00%
	GRAND TOTAL:	50.00	0.00	-50.00	-100.00%	50	0	-50	-100.00%

Done with Section

▶ Grantee Narrative Status: Clarification Required
 ▶ Program Officer Feedback Clarification Resolved
 ▶ Program Officer Clarification Items Review Complete
 ▶ Grantee Clarification

On this tab, you see the target MSYs. The actual MSY data will not be collected in this Grantee Progress Report. Ensure ‘0’ is entered in the MSY Actual and Member Actual cells.

Click “Done with Section” to indicate you have entered all required data for the section. Commissions will select ‘Done with Section’ after each subgrantee.

Click “Next” to move on to the next tab.

Performance Indicators Tab

The Performance Indicators Tab shows enrollment, retention, 30-day enrollment, and 30-day exit rates for the 2016-2017 program year to date. ***These data are pulled from the portal the first time the tab is opened. The data do not refresh when the tab is re-opened. As a result, please do not open this tab until you are ready to complete it.*** Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Enrollment Rate	Meets CNCS Expectations	Clarification	Retention Rate	Meets CNCS Expectations	Clarification	30 Day Enrollment Rate	Compliant	30 Day Exit	Compliant
88.9	No	Not Applicable	80.0	No	Not Applicable	99.2	No	100.0	Yes
103.4	Yes	Not Applicable	92.7	No	Not Applicable	100.0	Yes	100.0	Yes

Enrollment and Retention

For enrollment and retention, a “Yes” or “No” appears in the “Meets CNCS Expectations” column. Any rate below 100% is assessed as not meeting CNCS expectations (i.e., choose “No”).

For national grantees and competitive subgrantees with enrollment and/or retention rates that do not meet CNCS expectations: in the “Explanation” column to the right of the “Meets CNCS Expectations” column, explain why the CNCS expectations were not met and identify corrective actions planned to improve recruitment and retention practices, or any planned reduction in slots requested. Click on the button that says, “Enter Explanation,” type your explanation and corrective action plan, and click the “Close” button. The progress report cannot be submitted until all required explanations have been

provided. (Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.)

For formula subgrantees, an explanation is not required for each subgrantee; however, the commission must use the “Grantee Narrative” section on this tab to describe its efforts to improve enrollment and retention rates in its portfolio. (Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)

30-Day Enrollment and Exit

For 30-day enrollment and exit rates, a “Yes” or “No” appears in the “Compliant” column. Any rate below 100% is not compliant.

For national grantees or state subgrantees with 30-day rates below 100% **for reasons that are entirely beyond the grantee or subgrantee’s control**, provide an explanation in the “Grantee Narrative” section. Based on this explanation, your Program Officer may change the compliance status to “Yes.” (Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.) No other explanations are required.

Click “Next” to go to the next tab.

Performance Measures Tab

National GPR and Competitive GPR

Each performance measure panel contains a chart showing each output and outcome for the performance measure, as well as the MSYs and members allocated to the measure. Grantees will report on output and outcome data only; MSY and member data are not required. Please enter zeroes in the "Actual" boxes for MSYs and members on this tab. Failure to do so will result in the GPR being returned for correction. Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Screen Instructions

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered for each subgrantee, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure target and actual.

Performance Measure Progress

Use the horizontal scroll bar at the bottom of the page to review the chart in its entirety.

Done with Section box checked Done with Section box not checked Clarification Required

Measure Type or Resource Type	Measure #	Target	Actual	Diff	% Difference	Met Target	Explanation / Correction Action
Output	HB	6000	<input type="text" value="0"/>	-6000	-100.00 %	No	Enter Explanation
Outcome	OUTCM494	3000	<input type="text" value="0"/>	-3000	-100.00 %	No	Enter Explanation
MSYs		8.50	<input type="text" value="0.00"/>	-8.50	-100.00 %		Enter Explanation
Members		16	<input type="text" value="0"/>	-16	-100.00 %		Enter Explanation

Done with Section

Change in School Food Environment - Obesity and Food - PM 2

For each output and outcome, enter a numerical value documenting progress toward the target. Round any decimals to the nearest whole number. When you have entered all data for one performance measure, check the “Done with Section” box (circled on the screenshot above). Doing so will cause a green checkmark to appear on the accordion panel when it is collapsed, signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data have been entered for each performance measure, click the “Calculate” button at the bottom of the page. Doing so will enable eGrants to calculate the numerical difference between each performance measure target and actual, as well as the percent of the target that was reached. In each performance measure panel, these values will appear in the “Diff” and “% of Target” columns. A “Yes” or “No” will appear in the “Met Target” column.

The screenshot shows a web interface with a list of sections on the left: Grantee Narrative, Program Officer Feedback, Program Officer Clarification Items, and Grantee Clarification. To the right is a 'Status' panel with three checkboxes: Clarification Required, Clarification Resolved, and Review Complete. At the bottom right, there are three buttons: 'Calculate' (circled in red), 'Back', and 'Next'.

An explanation is required for any output or outcome target that was not met, including for which program activities are still ongoing.

To enter an explanation, click on the “Enter Explanation” button in the “Explanation/Corrective Action” column. Clicking this button opens a text box. Enter an explanation and (if applicable) corrective action plan in the text box. If activities associated with the performance measure are still ongoing, make a note of this in the “Explanation/Corrective Action” column and explain when activities will be completed and when the data will be available; do this even if performance measure targets were met. *(Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.)*

Performance measurement data reported should not be duplicated in any other CNCS grantee progress report including, but not limited to, the Commission Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

(Please note: there is a 1,000-character limit on each explanation; any text entered above the character limit will not be saved.)

▼ Number of economically disadvantaged individuals receiving job training - Employment - PM 1

Measure Type or Resource Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Corrective Action
Output	O2	40	<input type="text"/>		%	No ▼	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> Close Cancel Copy
Outcome	OUTCM16843	35	<input type="text"/>		%	No ▼	Enter Explanation
MSYs		8.00	<input type="text"/>		%		Enter Explanation
Members		8	<input type="text"/>		%		Enter Explanation

If the explanation entered for one output or outcome target applies to other unmet targets for the measure (e.g., an output and outcome were unmet for the same reason), clicking the “Copy” button will automatically copy the explanation to the other outputs and outcomes in the measure. If you wish to provide a different explanation for other outputs or outcomes in the measure, enter those explanations by clicking on the “Enter Explanation” button for those outputs or outcomes.

Formula GPR

Follow the instructions above with the following exceptions:

- Actuals are not required for applicant-determined performance measures. No fields will be available to enter these numbers (see screenshot below). An applicant-determined measure is any performance measure that does not contain a national performance measure output or outcome. Performance measures that contain a national performance measure output and an applicant-determined outcome are considered national performance measures, and actuals are required for these measures.

General Information Demographics MSYs/Members Performance Indicators Performance Measures Narratives Summary/Staff Review

Screen Instructions Done with Section box checked Done with Section box not checked Clarification Required

▼ In-School and After-School - K-12 Success - PM 1

Measure Type or Resource Type	Measure #	Target	Actual
Output	OUTPT4070	124	<input type="text"/>
Outcome	OUTCM4071	50	<input type="text"/>
MSYs		5.50	<input type="text" value="0.00"/>
Members		8	<input type="text" value="0"/>

Done with Section

- In lieu of providing actuals for applicant-determined measures, the commission must select either “Yes” or “No” in the “Met Target” column (see screenshot below). Select “No” in any situation where the subgrantee’s actual is less than the target, even if activities are still ongoing.

General Information Demographics MSYs/Members Performance Indicators Performance Measures Narratives Summary/Staff Review

Screen Instructions Done with Section box not checked Clarification Required

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered for each subgrantee, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure target and actual.

Target	Actual	Diff	% Difference	Met Target
124				No
50				No
5.50	0.00	-5.50	-100.00 %	
8	0	-8	-100.00 %	

- No explanations are required for any formula performance measures; therefore, no explanation buttons or text boxes are provided. If you wish to provide an explanation, use the "Grantee Narrative" text box. Also provide an explanation in cases where performance measure actuals are substantially larger or smaller than the target values (for example, actuals that are more than 400% of the target), providing explanations may reduce the number of clarification questions during the GPR review process. *(Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)*
- Provide a list of all formula subgrantees whose activities are still ongoing in the "Grantee Narrative" text box. *(Please note: there is a 2,000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)*

The progress report cannot be submitted unless all required data has been entered.

Click "Next" to go to the next tab.

Narratives Tab

General Information Demographics MSYs/Members Performance Indicators Performance Measures Narratives Summary/Staff Review

Screen Instructions

Enter narratives as directed in the GPR Instructions.

Text must be entered in every narrative field before submitting the GPR. If you are not providing optional narratives please enter "NA."

Narratives

In this section, open each narrative and describe your activities during the reporting period in more detail.

Narrative entered Narrative not entered

- Analysis of Impact
- Impact Snapshots
- Member Experience
- Other-Narrative

Program Officer Feedback

Program Officer Clarification Items

Grantee Clarification

Status

- Clarification Required
- Clarification Resolved
- Review Complete

Click on the accordion panels to enter narratives. When accordion panels are closed, green check marks indicate that text has been entered in the text box. Text must be entered in every narrative field before submitting the GPR. For fields that are not required, if not providing narrative, enter “NA” in the text box.

Provide the following narratives (*please limit your remarks in each section to 1,500 words or less*):

Analysis of Impact (Required)

- Describe how AmeriCorps members’ service is making an impact in the community that would not have been possible through existing staff and/or volunteers.
- If applicable, describe how AmeriCorps has enabled the program to leverage new public-private partnerships, funding, and other resources.
- For state commissions, if applicable, describe the collective impact of subgrantees on the CNCS focus areas and other priorities in your state.
- Describe any factors or trends that positively or negatively affected your program’s performance (national grantees) or portfolio’s performance (state commissions).

Impact Snapshots (Optional)

Provide one or more examples of a change in beneficiary knowledge, attitude, behavior, or condition that your program has been able to measure. Include the following:

- Program name and grant number,
- Geographic location(s), and
- 2-3 sentences describing the problem, intervention, and quantifiable change in beneficiaries.

Member Experience (Required)

Describe any activities and accomplishments relative to member experience that were not captured in national performance measures. How has your organization ensured that members consistently find satisfaction, meaning, and opportunity?

Other (Required)

- Describe the training and technical assistance you have provided to subgrantees or sites during the reporting period.
- Explain how you have implemented your monitoring plan. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them.

Commissions should provide School Turnaround AmeriCorps narratives on each subgrantee in the School Turnaround GPR. All other narratives must be entered in the formula cost reimbursement GPR only; enter "See Formula Report" for the narratives on the other commission prime GPRs.

Note: commissions are not required—and should not—provide information from every subgrantee when responding to narrative questions. Rather, they should provide high-level analysis of their portfolio supplemented by relevant examples. Impact snapshots should reflect significant accomplishments the commission would like to highlight.

Click “Next” to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Pie charts and an MSY/Member summary chart show resource allocations and member activities. Graphs show performance against National Performance Measure targets. For commissions, these data are aggregated at the prime level. The subgrantee performance summary provides a quick visual reference for subgrantee performance.

From this tab, you can view or print all text and data entered into the GPR by clicking "Print Overall GPR Summary."

National grantees: to print a visual summary similar to the summary screen, click, "Print Grantee Report."

State commissions: to view or print a summary of all data entered for a single subgrantee, select a subgrantee in the "Select Subgrantee" dropdown box and click "Print Subgrantee Report."

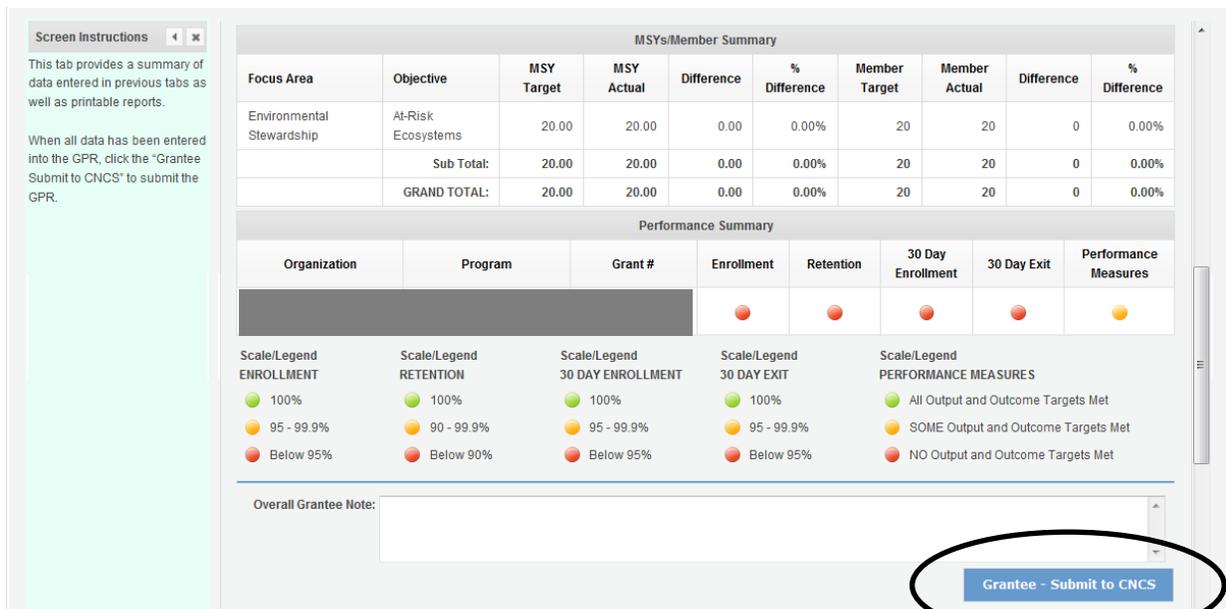


The interface shows a header "Performance Measure Progress Summary" in a blue box. Below it are three buttons: "Print Overall GPR Summary", "Print Note Summary", and "Print Summary". A dropdown menu labeled "Select Subgrantee:" contains "--Select Subgrantee--". To the right of the dropdown is a button labeled "Print Subgrantee Report".

To comment on this summary (comments are allowed but are not required), enter text in the "Overall Grantee Note" text box.

Submitting the GPR

When all data have been entered into the progress report, go to the Summary Tab and click the "Grantee – Submit to CNCS" button.



The interface displays two tables and a legend. The first table is titled "MSYs/Member Summary" and the second is "Performance Summary".

Focus Area	Objective	MSY Target	MSY Actual	Difference	% Difference	Member Target	Member Actual	Difference	% Difference
Environmental Stewardship	At-Risk Ecosystems	20.00	20.00	0.00	0.00%	20	20	0	0.00%
	Sub Total:	20.00	20.00	0.00	0.00%	20	20	0	0.00%
	GRAND TOTAL:	20.00	20.00	0.00	0.00%	20	20	0	0.00%

Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures

Scale/Legend

ENROLLMENT	RETENTION	30 DAY ENROLLMENT	30 DAY EXIT	PERFORMANCE MEASURES
100%	100%	100%	100%	All Output and Outcome Targets Met
95 - 99.9%	90 - 99.9%	95 - 99.9%	95 - 99.9%	SOME Output and Outcome Targets Met
Below 95%	Below 90%	Below 95%	Below 95%	NO Output and Outcome Targets Met

Overall Grantee Note:

Grantee - Submit to CNCS

Reviewing Feedback and Responding to Clarification Items in the GPR

For each tab where data are entered, the CNCS Program Officer reviews data and determines whether clarification is necessary. If no clarification is required, the Program Officer closes out the GPR. If clarification is required, the Program Officer checks the “Clarification Required” box on each tab that requires clarification and returns the GPR for rework.

The screenshot shows a navigation menu on the left with four tabs: "Grantee Narrative", "Program Officer Feedback" (highlighted in blue), "Program Officer Clarification Items", and "Grantee Clarification". To the right is a "Status" panel with three checkboxes: "Clarification Required" (checked), "Clarification Resolved", and "Review Complete".

The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback – May contain feedback from the CNCS Program Officer. Grantees are not required to provide clarification regarding this feedback.
- Program Officer Clarification Items – Contains clarification items from the CNCS Program Officer. Grantees are required to respond to these clarification items.
- Grantee Clarification Items – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field.

Charts on the Performance Indicators tab and the Performance Measures tab may also contain clarification columns to signal specific items on the chart that require clarification.

Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Corrective Action	Clarification
ED1	2550	<input type="text"/>		%	No <input type="button" value="v"/>	<input type="button" value="Enter Explanation"/>	Required <input type="button" value="v"/>
ED2	2168	<input type="text"/>		%	No <input type="button" value="v"/>	<input type="button" value="Enter Explanation"/>	Not Applicable <input type="button" value="v"/>
ED27	1083	<input type="text"/>		%	No <input type="button" value="v"/>	<input type="button" value="Enter Explanation"/>	Not Applicable <input type="button" value="v"/>

After responding to all clarification items, the grantee returns the report to CNCS by clicking the “Grantee – Submit to CNCS” button on the summary tab.

If the progress report does not require clarification or once all clarification items have been satisfactorily addressed, the CNCS Program Officer will set the GPR status to “Reviewed.” The grantee will receive email notification and will be able to review any feedback provided in the progress report when the report is in Reviewed status.