



# **AmeriCorps Seniors**

**2020 Progress Report Supplement (PRS)  
eGrants Step-by-Step Instructions for  
Grantees**

**Senior Companion Program (SCP)**

FACSIMILE OF ELECTRONIC FORMS

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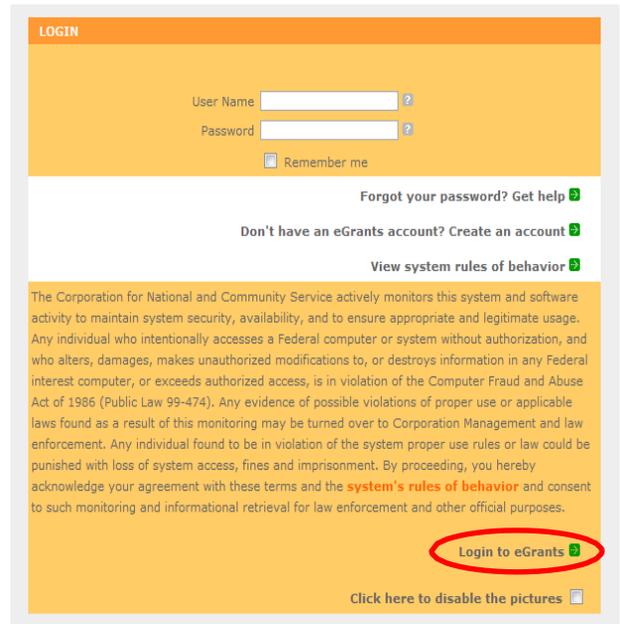
CNCS Form 424-NSSC

OMB Control No. 3045-0033-Expiration 01/31/2023

## Before Getting Started

The following eGrants screenshots and instructions will walk you through completing the Progress Report Supplement (PRS). Below are a few tips to remember when completing your PRS.

1. All of the fields on the PRS form are required. Each field must be completed in order to submit the PRS. If there are no numbers to report for a particular data field, please enter a "0".
2. For questions introduced this year, you may not have collected the relevant data to inform this report. Where possible please provide an estimate for these questions this year and plan to collect data for future reports.
3. Please be sure to **scroll down to the end of each category** to ensure all required fields are filled in.
4. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your AmeriCorps Portfolio Manager.
5. To print a copy of the PRS, click on the **"Print PRS"** button on the "Review and Submit" screen.



## Instructions for Logging into eGrants

To log into eGrants: go to [www.nationalservice.gov](http://www.nationalservice.gov) and click on the Grants and Funding tab on the top of the screen. From the Grants & Funding page, click on the "Access eGrants Platform" link.

You will be directed to the eGrants page on the National Service website which gives you a brief introduction to eGrants and the eGrants Help Desk Information. You will then click on the eGrants Log-in link.

The eGrants log-in screen will appear.

**\*Note: You may have to temporarily enable pop-ups in order to move forward.**

All current and previous grantees can type in their grantee user name and password. Click the "Login to eGrants" link.

If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).

***\*As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps will shift to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.***

## Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your user name and password, you will be taken to the home screen.

**Step (1)** Click on “Progress Report Supplement” under Reporting to AmeriCorps.



**Step (2)** Select the most current grant number. The “edit” link will appear in the right column; click on it to fill out the PRS. To ensure that you have selected the correct grant number you can check the reporting period.

Grant #16SFNOH004 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
10/01/2019-09/30/2020	12/10/2020		PRS Initial Entry	<a href="#">edit</a>   <a href="#">print</a>

**\*Note:** If you do not know your current grant number, please contact your AmeriCorps Portfolio Manager.

**Step (3)** The next screen verifies the grant number with the program, the due date, the status, and the reporting period.

Please note the Due Date **(11/13/2020)** and the Reporting Period **(10/01/2019-09/30/2020)**

A screenshot of a web application interface for "Senior Corps PRS". At the top, there is a grey header bar with the text "Senior Corps PRS". Below this, there are two buttons: "cancel" and "next". Below the buttons, there is a white box with the text "For information about the Progress Report Supplement" and a question mark icon. Below this, there is a grey header bar with the text "Senior Corps PRS". Below this, there is a white box with the following text: "Grant# SFNOH004 - FGP", "Due Date:", "Status: PRS Initial Entry", and "Reporting Period:".

In the left column, you will notice different sections for entering specific data. You cannot move to the next section until you have completed all fields. By clicking the “next” button, you will be able to move to the next section.



**Step (4)** The first section is *Demographics* with four groups (Age Group, Gender, Ethnicity, and Racial Group). In this section, you will enter the number of volunteers in each field. All AmeriCorps Seniors volunteers must be accounted for in the Age Group. The sum of the number of volunteers in the subcategories of each group should be equal to the total number of volunteers active during the reporting period for your AmeriCorps Seniors SCP project. For Gender, Ethnicity, and Racial Group, please enter all available information regarding the number of volunteers in each subcategory. Click “next” to continue to the next section.

**Progress Report Supplement**

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.  
Be sure to scroll down to the end of each category to ensure completion of all required fields.

[For more Information click here](#)

**Demographics**

Age Group	# of Vols
55 to 59	<input style="width: 50px;" type="text" value="0"/>
60 to 69	<input style="width: 50px;" type="text" value="0"/>
70 to 79	<input style="width: 50px;" type="text" value="0"/>
80 to 84	<input style="width: 50px;" type="text" value="0"/>
85 and over	<input style="width: 50px;" type="text" value="0"/>
Gender	# of Vols
Female	<input style="width: 50px;" type="text" value="0"/>
Male	<input style="width: 50px;" type="text" value="0"/>
Ethnicity	# of Vols
Hispanic or Latino	<input style="width: 50px;" type="text" value="0"/>
Non-Hispanic or Non-Latino	<input style="width: 50px;" type="text" value="0"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input style="width: 50px;" type="text" value="0"/>
Asian	<input style="width: 50px;" type="text" value="0"/>
Black or African American	<input style="width: 50px;" type="text" value="0"/>
Native Hawaiian or Pacific Island	<input style="width: 50px;" type="text" value="0"/>
White	<input style="width: 50px;" type="text" value="0"/>

**Step (5)** The next section is Service Information with four groups (Volunteers, Volunteers Separated, Hours Served, Volunteer Leaders, and Volunteer Client Ratio). In this section, you will enter the number of volunteers in each field. Click “next” to continue to the next section.

**Progress Report Supplement**

[back](#) [save](#) [next](#)

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.  
Be sure to scroll down to the end of each category to ensure completion of all required fields.

[For more Information click here](#)

**Service Information**

Volunteers	# of Vols
Total number of Volunteers	<input type="text"/>
Total number of Volunteers federally funded	<input type="text"/>
Total number of Volunteers non-federally funded	<input type="text"/>
Total Number of Non-Stipend Volunteers	<input type="text"/>
Total number of Volunteers who served in private homes	<input type="text"/>
Number of veterans serving as SCP volunteers	<input type="text"/>
Total number of US Armed Forces Service members serving as SCP volunteers	<input type="text"/>
Total number of seniors on waiting list to be SCP volunteers	<input type="text"/>
Total number of volunteers serving as SCP with family members actively serving in the military	<input type="text"/>
<b>Total number of hours served</b>	<input type="text"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text"/>
Health problems, death	<input type="text"/>
Transportation problems	<input type="text"/>
Income became over allowable guidelines to receive stipend	<input type="text"/>
Poor performance	<input type="text"/>
Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	<input type="text"/>
20 - 29 Hours per week	<input type="text"/>
30 - 40 Hours per week	<input type="text"/>
Volunteer Leaders	# of Vols
Number of Senior Companion Leaders	<input type="text"/>
Senior Companions recruited by Senior Companion Leaders	<input type="text"/>
Community Volunteers recruited by Senior Companion Leaders	<input type="text"/>
Volunteer Client Ratio	# of Vols
Serve 1 client weekly	<input type="text"/>
Serve 2 clients weekly	<input type="text"/>
Serve 3 - 5 clients weekly	<input type="text"/>
Serve 6 - 10 clients weekly	<input type="text"/>
Serve 11 or more weekly	<input type="text"/>

\*Please only count total number of hours in actual service, do **not** include temporary allowance hours issued.

**Step (6)** The next section is *Client Information* with two groups (*Ages of Clients Served* and *Clients served*). In this section, you will enter the number of clients in each field. Click “*next*” to continue to the next section.

**Progress Report Supplement**

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.  
Be sure to scroll down to the end of each category to ensure completion of all required fields.  
[For more Information click here](#) ?

**Client Information**

<b>Clients Served</b>	<b># of Clients</b>
Total number of clients served	<input type="text" value="0"/>
Number of potential clients awaiting services of a Senior Companion	<input type="text" value="0"/>
Number of caregivers receiving respite	<input type="text" value="0"/>
Total number of veterans served	<input type="text" value="0"/>
Total number of US Armed Forces Service members served	<input type="text" value="0"/>
<b>Ages of Clients Served</b>	<b># of Clients</b>
Ages 22 - 44	<input type="text" value="0"/>
Ages 45 - 64	<input type="text" value="0"/>
Ages 65 - 74	<input type="text" value="0"/>
Ages 75 - 84	<input type="text" value="0"/>
Ages 85 or higher	<input type="text" value="0"/>

**Step (7)** The next section is *Special Needs Served*. In this section for each Special Need category, you will enter the number of volunteers and the number of clients. Click “next” to continue to the next section.

**Progress Report Supplement**

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.  
Be sure to scroll down to the end of each category to ensure completion of all required fields.  
[For more Information click here](#)

**Special Needs Served**

Special Needs	# of Vols	# of Clients
Alzheimer's Disease	<input type="text" value="0"/>	<input type="text" value="0"/>
Chronic Care Disabilities/Frail Elderly	<input type="text" value="0"/>	<input type="text" value="0"/>
Developmentally Disabled Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Emotionally Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Hearing Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Short-Term Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>
Substance Abuse (Adult)	<input type="text" value="0"/>	<input type="text" value="0"/>
Terminally Ill Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Visually Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Caregivers receiving respite through Senior Companion Services	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Special Needs	<input type="text" value="0"/>	<input type="text" value="0"/>

**Step (8)** The next section is *Stations*. For this section, you will enter the number of stations and number of volunteers that support specific initiatives and programs. See below the screenshot for more information and definitions for these questions. Click “next” to continue to the next section.

**Progress Report Supplement**

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.  
Be sure to scroll down to the end of each category to ensure completion of all required fields.  
[For more Information click here](#)

**Stations**

Stations	# of Stations	# of Vols
Total number of stations/volunteers supporting Legal Aid or Elder Justice initiatives	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of stations/volunteers supporting evidence-based programs	<input type="text" value="0"/>	<input type="text" value="0"/>

These questions ask about the participation of your stations and volunteers in certain federal priority programs.

- **Legal Aid or Elder Justice Initiatives:** Legal Aid initiatives support low-income people seeking civil legal assistance through the Legal Services Corporation. For more information on Legal Aid, visit <https://www.lsc.gov/>. Elder Justice Initiatives combat harm against older adults. For more information, visit <https://www.justice.gov/elderjustice>. Please combine your stations and volunteers participating in each initiative and report them together here.
- **Evidence-Based Programs:** The term evidence-based program refers to a set of activities and practices supported by a theory of change tested through rigorous impact evaluation. These impact evaluations have demonstrated a causal relationship between specified program activities and outcomes. Causal evidence is typically generated through one or more quasi-experimental or experimental field tests. Good evidence-based program models provide an opportunity to reproduce positive outcomes when replicated consistently. Projects do not need to receive augmentation funding from AmeriCorps in order to report activity in support of evidence-based programs. For more information, visit <https://www.whitehouse.gov/omb/evidence>.
- **Prescription Drug/ Opioid Abuse Prevention Initiatives:** Prescription drug and Opioid Abuse Prevention initiatives increase access to care and participation in health education activities designed to prevent or reduce prescription drug and opioid abuse.

**Step (9)** The last section is *Review and Submit*. In this section, you should click on “*View/ Print PRS*” to confirm your responses. Please review the Checklist on the following page to determine if the Progress Report Supplement is complete and ready to be submitted.

If you need to change any responses, you can click any of the “edit” buttons for the appropriate section.

After any editing, click on the “*View/ Print PRS*” again to confirm your answers are correct.

Click “*Submit Progress Report Supplement*” to complete the final step. This step submits your report to your Portfolio Manager.

## AmeriCorps Seniors SCP PRS Grantee Checklist

- Have you **printed a copy** of the report and **verified the information** before submitting?
- Do all fields contain a number? If no information is available, is a “0” entered?
- Do the totals for all subcategories under **Age Group** equal **Total Number of Volunteers**?
- Have you entered all available information regarding volunteer numbers in each of the categories under **Gender**?
- Have you entered all available information regarding volunteer numbers in each of the categories under **Ethnicity**?
- Have you entered all available information regarding volunteer numbers in each of the categories under **Racial Group**?
- Have you entered the **Total Number of Hours Served** with actual hours served? You did not include temporary allowance hours.
- Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**?
- Do the totals for all subcategories under **Volunteer Client Ratio** equals **Total Number of Volunteers**?

\*We understand that some grantees do not collect information related to gender, race, and ethnicity. If you do not have data, please enter “0” in these fields.

\*\*We understand that grantees may not have collected data for questions that are new this year. Please provide an estimate for these questions this year and begin collecting data on them in the future.

**Questions?** Please contact your AmeriCorps Portfolio Manager.