



## **AmeriCorps State and National *and* School Turnaround AmeriCorps Final Grantee Progress Report Instructions**

### **Who completes the Final Grantee Progress Report (GPR)?**

All grantees who are concluding the final year of their grant period must complete a final GPR. Commissions will submit final GPRs at the conclusion of the grant period for each prime grant (competitive cost reimbursement, competitive fixed amount, competitive EAP, formula cost reimbursement, formula fixed/EAP, etc.).

### **What are the components of the GPR?**

The Grantee Progress Report consists of a set of narrative responses. No demographic or performance measure data are requested on the Final GPR; any additional data collected since the last End-of-Year GPR submission should be reported in the Narratives tab in Narrative Field 3.

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 final GPR due?**

The GPR is due **90 days after the grant end date**.

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.



eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
Welcome Test Contractor	<ul style="list-style-type: none"> <li>View All</li> <li>1 Approved for Consideration/Funding</li> <li>71 Awarded</li> <li>149 Closed</li> <li>1 Returned to grantee</li> <li>4 Under CNCS review</li> </ul>

Change Organization	Managing My Account	Reporting to CNCS
Enter a grant number or application id and click on the "GO" button to view a different organization's information. <input type="text"/> <input type="button" value="GO"/>	Click on the links below to access common account functions.  <a href="#">My Account</a>  <a href="#">Commission Input on National Applicants</a> 	<a href="#">Financial Report</a>  <a href="#">Progress Report</a>  <b>(Circled)</b> <a href="#">Progress Report Supplement</a> 

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

Find the progress report with a due date of 90 days after your grant end date (the progress report type should be "Progress Report Lite Quarterly"), and click on the "edit" link. You will be taken to the main progress report screen. **If you do not see a report listed with the appropriate due date, please let your Program Officer know.**

**Reporting Period**

The reporting period is from the beginning of your current grant cycle through the end date of your grant, inclusive of any no-cost extensions received. Note that this progress report is cumulative for the entire three-year grant period. The reporting period listed in eGrants may be incorrect; please ignore it.

## General Information Tab

Grant Number: [Redacted]  
 Application ID: [Redacted]  
 Sponsor/Grantees: [Redacted]

**eGRANTS Progress Report**

General Information | Narratives | Summary/Staff Review

Screen Instructions  
 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 # [Redacted] [Cancel](#)  
 Project Name [Redacted]  
 Grant Year 3 [Begin](#)  
 Progress Report Type Progress Report Lite Quarterly  
 Amendment Number 3  
 Reporting Period Start Date 10/01/2015  
 Reporting Period End Date 10/02/2015  
 Due Date 12/31/2015  
 Extended Due Date  
 # of Months Funded 0  
 Status Progress Report Initial Entry

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	04/01/2016 - 09/30/2016	10/31/2016		Progress Report Reviewed	<a href="#">PDF Link</a>
2	04/01/2015 - 09/30/2015	10/31/2015	11/20/2015	Progress Report Reviewed	<a href="#">PDF Link</a>
3	09/05/2014 - 03/31/2015	04/30/2015		Progress Report Reviewed	<a href="#">PDF Link</a>

On this tab, you will see information for the progress report you have selected. Check the Progress Report Type and Due Date to ensure you have selected the correct report. If you have not selected the correct report, 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 interfere with the accuracy of the progress report. 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 that you can submit your GPR on time.

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.

## Narratives Tab

Click on the accordion panels to enter narratives. When accordion panels are closed, green checkmarks 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 “N/A” in the text box.

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

National/Tribal Grantees: Describe what you have learned about your theory of change during the full three-year grant period:

- Do you feel that your program was able to make a meaningful difference in addressing your originally identified community needs or problems, and achieving your logic model outcomes? If so, how?
- Did your intervention (program activities) proceed according to your original plan? What changes, if any, did you make to your intervention, and why?
- Have you increased the evidence base for your program? If so, how?

Commissions: Describe what you have learned about your portfolio during the full three-year grant period:

- How have the subgrantees supported under this grant addressed problems/needs in your state and made a meaningful difference in the state?
- Have your subgrantees increased the evidence base for their programs over the course of this grant? If so, please describe.

If you have any additional output or outcome data collected after the last End-of-Year GPR submission, please enter it in Narrative Field 3 along with a note of explanation. For example, if on your last End-of-Year GPR you indicated that 30 students demonstrated increased academic achievement, but an additional 10 students demonstrated increased academic achievement after you submitted the last End-of-Year GPR, please note the additional 10 students in Narrative Field 3 and explain that this figure is an addendum to the previously submitted GPR.

Click "Next" to go to the next tab.

## **Summary Tab**

This tab provides a summary of the data entered in previous tabs.

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

For national/tribal grantees, to print a visual summary similar to the summary screen, click, "Print Grantee Report."

For 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."

To comment on this summary, enter text in the "Overall Grantee Note" text box. *(Please note: there is a 3,980-character limit on the Overall Grantee Note text box; any text entered above the character limit will not be saved.)*

## **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.

General Information | Narratives | **Summary/Staff Review**

Screen Instructions  x

This tab provides a summary of data entered in previous tabs as well as printable reports.

When all data has been entered into the GPR, click the "Grantee Submit to CNCS" to submit the GPR.

Program Summary: [Redacted]

[Print Overall GPR Summary](#) [Print Summary](#)

MSYs/Member Summary									
Focus Area	Objective	MSY Target	MSY Actual	Difference	% of Target	Member Target	Member Actual	Difference	% of Target
No records found.									

Performance Summary							
Organization	Program	Grant #	Enrollment	Retention	30 Day Enrollment	30 Day Exit	Performance Measures
[Redacted]	[Redacted]	[Redacted]	●	●	●	●	●

Scale/Legend  
ENROLLMENT

- 100%
- 95 - 99.9%
- Below 95%

Scale/Legend  
RETENTION

- 100%
- 90 - 99.9%
- Below 90%

Scale/Legend  
30 DAY ENROLLMENT

- 100%
- 95 - 99.9%
- Below 95%

Scale/Legend  
30 DAY EXIT

- 100%
- 95 - 99.9%
- Below 95%

Scale/Legend  
PERFORMANCE MEASURES

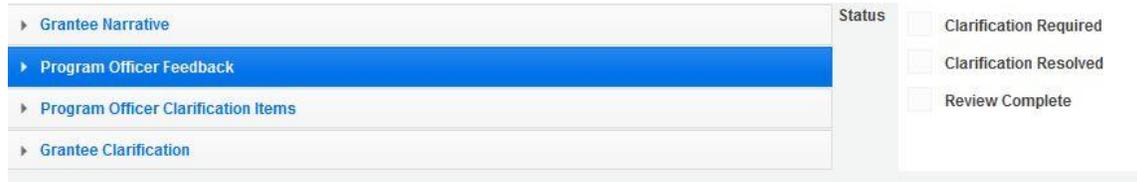
- All Output and Outcome Targets Met
- SOME Output and Outcome Targets Met
- NO Output and Outcome Targets Met

Overall Grantee Note:

[Grantee - Submit to CNCS](#)

## **REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR**

For each tab where data is entered, the CNCS Program Officer reviews data and determines whether clarification is necessary. 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 web interface with four tabs: "Grantee Narrative", "Program Officer Feedback", "Program Officer Clarification Items", and "Grantee Clarification". The "Program Officer Feedback" tab is currently selected and highlighted in blue. To the right of the tabs is a "Status" section with three checkboxes: "Clarification Required", "Clarification Resolved", and "Review Complete". All three checkboxes are currently unchecked.

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 – Contain clarification items from the CNCS Program Officer. Grantees are required to respond to these clarification items.
- Grantee Clarification – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field.

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 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 all feedback provided in the progress report when the report is in Reviewed status.