

Commission Support Grants Grantee Progress Report Instructions

How will the Corporation use the information reported?

The Commission Support Grants 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 GPR 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 Commission Support Grants Grantee Progress Report consists of three sections: Demographic Information, 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 March 31, 2019.*

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.

*If 2018 was the last year of the project period, the GPR is due 90 days after the end of the project period, inclusive of any no-cost extensions.

Selecting the Right GPR

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

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2018 grant 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 3/31/19 due date and click on the “edit” link. You will be taken to the main progress report screen.

Reporting Period

The reporting period is from January 1, 2018 through December 31, 2018. Note that this progress report covers the specified reporting period only. The report is not cumulative for the entire three-year grant period and should not include data already reported in past end-of-year GPRs.

If you have demographic or performance measurement data from the previous reporting period that were not included in the prior GPR (i.e., noted as “ongoing” on prior report due to continuing program activities/data collection), please include these data in the “actuals” fields of the current GPR. Provide a note of explanation as described in the sections below that clearly explains which data correspond to which year.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the performance measure instructions, approved program design, and grant application) and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

General Information Tab

Grant Number:
NOFA:
Application ID:
Legal Applicant Name:

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eGRANTS Progress Report

General Information Demographics Narratives Performance Measure Summary/Staff Review

Screen Instructions

Welcome to the CNCS Program Progress Report (PPR) Module.

Click the "Begin" button to start entering your progress report.

Click the "Help" button at the top of the screen for more information about the PMM screens.

Note: If there is an open amendment on your grant, you will see a warning message when you click the "Begin" button. If you receive this warning message, you should contact your CNCS Program Officer immediately. He or she will advise you on the status of your amendment. Do not begin entering your PPR until you have talked to your CNCS Program Officer.

General Information

Grant # [REDACTED]
Project Name State Administrative Grant
Grant Year 2
Progress Report Type Progress Report Annual
Amendment Number 4
Reporting Period Start Date 01/01/2017
Reporting Period End Date 12/31/2017
Due Date 03/31/2018
Extended Due Date
of Months Funded 12
Status Progress Report Initial Entry

Cancel
Continue Working

	Reporting Period	Due Date	Extended Due Date	Status	View Report (PDF)
1	07/01/2016 - 12/31/2016	01/31/2017		Progress Report Reviewed	PDF Link
2	01/01/2016 - 06/30/2016	07/30/2016		Progress Report Reviewed	PDF Link

This tab displays information for the progress report you have selected. 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 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 you have amendments currently in process on any of your grants, please work with your Program Officer or Grants Officer to get those amendments awarded or withdrawn before you start entering data into the GPR. Also, it is best to avoid initiating any new amendments while you are entering data into the GPR (i.e., after you open the GPR for the first time, but prior to submitting the GPR to CNCS); amendments awarded during the GPR data-entry process may result in the need to re-enter all of the data from scratch.

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

General Information | **Demographics** | Narratives | Performance Measure | Summary/Staff Review

Screen Instructions

Report on all applicable demographic indicators. If you do not collect data on an indicator, enter a zero (0).

Click the "Help" button at the top of the screen for more details about reporting on demographic indicators.

PPR Demographics Information

This section contains a list of demographic indicators of interest to CNCS and our stakeholders. Please provide cumulative totals.

	Demographic Information	Value
1	Number of episodic volunteers recruited, trained, or coordinated	* <input type="text"/>
2	Number of ongoing volunteers recruited, trained, or coordinated	* <input type="text"/>
3	Number of disasters to which the commission responded	* <input type="text"/>
4	Number of individuals assisted by commission during a disaster	* <input type="text"/>
5	Number of new applicants to commission's AmeriCorps competition	* <input type="text"/>
6	Total dollars leveraged from community or private sources	* <input type="text"/>

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

- Number of episodic volunteers recruited, trained, or coordinated by the commission
- Number of ongoing volunteers recruited, trained, or coordinated by the commission
- Number of disasters to which the commission responded
- Number of individuals receiving assistance from commission during a disaster
- Number of new applicants that applied to the commission's AmeriCorps competition (new is defined as an organization that has never received funding from AmeriCorps State and National in your state)
- Total dollars leveraged from community or private sector sources in support of the goals of the State Service Plan

Enter a numerical value in each field; do not enter decimals or punctuation. If you do not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted until there is a numerical value, including zero, entered in every field on this tab.

Ensure that counts are not duplicated and only represent the direct efforts of the commission (not the work of subgrantees). Demographic data reported should not be duplicated in any other CNCS grantee progress reports including, but not limited to, AmeriCorps State and National, Volunteer Generation Fund, Commission Investment Fund, VISTA or Senior Corps progress reports.

If you have demographic data from the previous reporting period that was not included in the prior year GPR, please include this data in the current GPR. Provide a note in the Grantee Note field clearly explaining which data correspond to which year. For example, if you are reporting "Number of episodic volunteers recruited, trained, or coordinated" with data from two grant years, your explanation would read as follows: *The number of 100 total episodic volunteers includes 80 volunteers from the current year and 20 volunteers from the previous year due to additional data that was collected after the last GPR submission.*

Click "Next" to proceed to the next tab.

Performance Measures Tab

Screen Instructions

For each Performance Measure:

Enter the actual numbers for each output and outcome. Enter "0" in the resource fields. The numbers that you report should reflect your accomplishments during the reporting period covered on your PPR.

Click the "Calculate Progress" button to refresh the calculated fields on the chart.

Check the "Done with Section" box once you have entered all data for a measure.

Click the "Help" button at the top of the screen for more details about reporting on performance measures.

Performance Measure Progress

Done with Section box checked Done with Section box not checked

Capacity Building & Leverage-1-Building High-Performing Organizations

Interventions : Capacity Building Activity

Measure Type	Measure #	Target	Actual	Progress
Outcome	G3-3.10	10	<input type="text" value="0"/>	0.00 %
Output	G3-3.4	10	<input type="text" value="0"/>	0.00 %
Outcome	G3-3.9	10	<input type="text" value="0"/>	0.00 %
Amount		\$0.00	\$ <input type="text" value="0.00"/>	0.00 %

Grantee Note

[Note History](#)

Done With Section

Save Calculate Progress Back Next

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Each performance measure panel contains a chart showing each output and outcome for the performance measure. For each output and outcome, enter a numerical value documenting progress toward the target. Round any decimals to the nearest whole number. **Note: Enter "0" in the Amount field. If you do not enter "0" in the Amount field as required, the GPR will be returned to you for revision.**

When you have entered all data for one performance measure, check the "Done with Section" box. This 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.

Once data have been entered for each performance measure, click the "Calculate" button at the bottom of the page. This will enable eGrants to calculate the percent of target in the "Progress" column.

An explanation is required for any output or outcome measure for which one or more of the following is true:

- The actual is lower than the target value;*
- The actual greatly exceeds the target value (i.e., by 400% or more);
- Data from the previous grant year that were not reported on the previous GPR have been included in the reported actuals.

The content of the explanations should be as follows:

Situation	Required Explanation
Actual that is lower than the target value*	Reason(s) why the target was not met. <i>If activities are still ongoing, please note this in the explanation.</i>
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. <i>It must be clear in the explanation that no data were double-counted and that all data are directly attributable to commission activities.</i>
Data included that were not reported in the previous grant year	Indicate what numerical portion of the actual value corresponds to the current grant year vs. the previous grant year. <i>Only data that were NOT already reported on the previous year's GPR should be included here.</i>

*If you include performance measurement data from the previous year that were not reported in the prior GPR (i.e., noted as “ongoing” on prior report due to continuing activities and/or data collection), it may appear that targets for the current year were met when they actually were not. Explanations should be provided for any output or outcome where the actual value for the CURRENT grant year is lower than the target value.

Performance measurement data reported in this GPR should not be duplicated in any other CNCS grantee progress report submitted by the commission, including but not limited to, AmeriCorps State and National grant, Commission Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

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

Click “Next” to go to the next tab.

Narratives Tab

The screenshot displays the 'Narratives Tab' interface. At the top, there is a navigation bar with five tabs: 'General Information', 'Demographics', 'Narratives' (which is highlighted in pink), 'Performance Measure', and 'Summary/Staff Review'. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Screen Instructions' box with a close button (X) and a scroll bar. The instructions state: 'Respond to each narrative field. If a field does not apply to your project, enter "N/A". Place your cursor over the gray question mark icon to view a description for each narrative field. Click the "Help" button at the top of the screen for more details about entering narratives.' On the right, there is a 'PPR Narratives' section with a title bar. Below the title bar, there is a heading: 'In this section, open each narrative and describe your activities during the reporting period in more detail.' Below this heading, there are two status indicators: a green checkmark icon followed by 'Narrative entered' and an orange arrow icon followed by 'Narrative not entered'. Below these indicators, there is a list of five narrative categories, each with a question mark icon and a status indicator: 'Summary of Results and Accomplishments', 'Collaboration and Sustainability', 'Monitoring', 'Other Narratives', and 'Promising Practices'. Each category is represented by a horizontal bar with a right-pointing arrow and a text label.

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:

Summary of Results and Accomplishments (Required): Provide a brief summary of the Commission’s most important accomplishments during the year (up to three).

Performance Management (Required): Describe how the Commission has collected data about its own processes or outcomes (as depicted in the logic model and State Service Plan) to inform continuous improvement, including but not limited to data from the Commission’s performance measure. Describe what the Commission learned from the data it collected. What Commission activities are working well, and what changes will the Commission make to improve its processes and/or outcomes in the coming year?

Collaboration and Sustainability (Required): Describe the outcomes of ongoing efforts or special initiatives that involved convening and/or collaborating with the CNCS state offices, multi-state AmeriCorps programs, AmeriCorps VISTA, AmeriCorps NCCC, Senior Corps, state education agencies, state networks of volunteer centers, and/or other volunteer service organizations within the state.

Monitoring (Required): Describe the trends the Commission has observed for compliance issues and corrective actions. Do not describe monitoring findings for every subgrantee; rather, summarize the type and frequency of compliance findings and corrective actions across the portfolio.

Other Narratives (Optional): Enter demographic explanations as directed elsewhere in these instructions. If required narrative explanations in other sections of the GPR exceeded character limits, provide overflow explanations here.

Promising Practices (Optional): Describe no more than one promising practice, in no more than one of the following areas, that may be shared with other State Commissions: AmeriCorps Grant Outreach and Selection, Compliance and Performance, Collaboration and Sustainability.

Click “Next” to go to the next tab.

Summary Tab

Screen Instructions

This page provides a summary of all the information you have entered in this module.

Click the "Grantee -- Submit to CNCS" button at the bottom of the screen to submit your completed PPR to CNCS.

Click the "Help" button at the top of the screen for more details about editing and printing your progress report.

Performance Measure Progress Summary

Print PPR Summary Print Complete Note History

Overall Progress Summary:

Focus Area	Objective	Amount(Target)	Amount(Actual)
Capacity Building	Capacity Building & Leverage	\$0.00	\$0.00
Subtotal:		\$0.00	\$0.00
Other Community Priorities	Other	\$0.00	\$0.00
Subtotal:		\$0.00	\$0.00
GRAND TOTAL:		\$0.00	\$0.00

Individual Performance Measure Progress Summary:

ID	Title	Service Activity
1	Test Title Capacity Building	Capacity Building Activity

Overall Grantee Note

Grantee - Submit to CNCS

Save Back

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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 PPR Summary." To print all notes entered in the GPR, click "Print Complete Note History."

To comment on this summary, 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.