

AmeriCorps State and National 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 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 Commission Support Grants Mid-Year Grantee Progress Report consists of the following sections: Demographic Information, Performance Measures, and Narratives. Only the Performance Measures section is required for the mid-year GPR; sections of the GPR that do not need to be completed should not be visible.

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 July 30, 2016.

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	Click on the links below to access common account functions.	Financial Status Report
Continuation/Renewal		Progress Report
Amendment		PPVA Report
Concept Paper		

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2016 grant year for the Commission Support Grant which includes “CAH” in the grant number, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 7/30/16 due date, 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	
01/01/2016 - 06/30/2016	07/30/2016		Progress Report Initial Entry	Progress Report Lite Semiannual	edit

Reporting Period

The reporting period is from January 1, 2016 through June 30, 2016. This corresponds to the first half of the 2016 grant year for Commission Support Grants.

General Information Tab

General Information
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 PIM 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 #	██████████	Cancel
Project Name	State Administrative Grant	Begin
Grant Year	1	
Progress Report Type	Progress Report Lite Semiannual	
Amendment Number	2	
Reporting Period Start Date	01/01/2016	
Reporting Period End Date	06/30/2016	
Due Date	07/30/2016	
Extended Due Date	██████████	
# of Months Funded	6	
Status	Progress Report Initial Entry	

Reporting Period	Due Date	Extended Due Date	Status	View Report (PDF)
There are currently no Progress Reports in Reviewed status.				

On this tab, you will see 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 interfere with the accuracy of the progress report. If there is an open amendment on your Commission Support Grant, 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.

Performance Measures Tab

Measure Type	Measure #	Target	Actual	Progress
Output	G3-3.4	150	<input type="text"/>	%
Outcome	G3-3.10	40	<input type="text"/>	%
Amount		0.0	<input type="text"/>	%

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 in the Actual field documenting progress toward the target. Round any decimals to the nearest whole number. Enter “0” in the Amount field. 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 has 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. CNCS expects that Commissions are on track to meet targets by the end of the year.

An explanation is required for any output or outcome target that was not met or for which program activities are still ongoing. Enter an explanation in the “Grantee Note” text field. If activities associated with the performance measure are still ongoing, explain when activities will be completed and when the data will be available. Do this even if performance measure targets were met.

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

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