

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 Grantee Progress Report consists of the following 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, 2018.*

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 2017 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.



The screenshot shows the eGrants user interface. At the top left is the logo for the Corporation for National & Community Service. Below it is the 'eGRANTS' logo. The main content area is divided into three columns: 'eGRANTS MESSAGES', 'VIEW MY GRANTS/APPLICATIONS', and a grid of navigation links. The 'VIEW MY GRANTS/APPLICATIONS' section shows a summary of grant statuses: 1 Approved for Consideration/Funding, 21 Awarded, 24 Closed, 1 Returned to grantee, 3 Subapplication being reviewed by prime, and 5 Under CNCS review. The navigation grid has three columns: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. The 'Reporting to CNCS' column contains links for 'Financial Status Report', 'Progress Report' (circled in red), and 'PPVA Report'. The 'Creating an Application' column contains links for 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper'. The 'Managing My Account' column contains a note to click on links for common account functions and links for 'My Account' and 'Equal Opportunity Survey'.

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2017 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 3/31/18 due date (or later, for grants that are ending and have no-cost extensions), 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	
01/01/2017 - 12/31/2017	03/31/2018		Progress Report Initial Entry	Progress Report Annual	edit

Reporting Period

The reporting period is from January 1, 2017 through December 31, 2017. Note that this progress report is cumulative for the year, but not the entire three-year grant period.

General Information Tab

home back to eGrants my account help logout

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

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

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 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

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

home back to eGrants my account help logout

eGRANTS Progress Report

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"/>

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

- 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

Enter a numerical value in each field; do not enter decimals or punctuation. Ensure that counts are not duplicated and only represent the direct efforts of the commission (not the work of subgrantees). 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.

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	0	0.00 %
Output	G3-3.4	10	0	0.00 %
Outcome	G3-3.9	10	0	0.00 %
Amount		\$0.00	\$ 0.00	0.00 %

Grantee Note

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. 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. Please ensure that the data entered on this tab are not double-reported on any other GPR you are submitting to CNCS, including AmeriCorps State and National, Volunteer Generation Fund, or Commission Investment Fund GPRs.

Once data has been entered for each performance measure, click the "Calculate Progress" 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 target that was not met or for which data collection is still ongoing. Enter an explanation in the "Grantee Note" text field. If data collection associated with the performance measure is still ongoing, explain when data collection will be complete 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.

Narratives Tab

The screenshot displays the eGRANTS Progress Report interface. At the top, there is a navigation bar with links for 'home', 'back to eGrants', 'my account', 'help', and 'logout'. Below this, the 'eGRANTS Progress Report' title is prominently displayed. To the right of the title, there are fields for 'Grant Number:', 'NOFA:', 'Application ID:', and 'Legal Applicant Name:'. The main content area is divided into several tabs: 'General Information', 'Demographics', 'Narratives' (which is highlighted in red), 'Performance Measure', and 'Summary/Staff Review'. On the left side of the 'Narratives' tab, there is a 'Screen Instructions' box with the following text: '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.' The main area of the 'Narratives' tab is titled 'PPR Narratives' and contains the instruction: 'In this section, open each narrative and describe your activities during the reporting period in more detail.' Below this instruction, there are two status indicators: a green checkmark for 'Narrative entered' and an orange square for 'Narrative not entered'. The main area also features an accordion menu with four items: 'Summary of Results and Accomplishments', 'AmeriCorps Outreach and Selection', 'Compliance and Performance', and 'Collaboration and Sustainability'. Each item has a red asterisk icon and a question mark icon to its left.

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 that will give a snapshot of the commission’s accomplishments during the year.

AmeriCorps Grant Outreach and Selection (Required): Describe the results of your outreach to organizations interested in operating an AmeriCorps program. Describe the results of your risk assessment and pre-award review processes for AmeriCorps applicants during the reporting period.

Compliance and Performance (Required): Describe how the commission met outcomes/results outlined in its State Service Plan and logic model. Describe any factors or trends that positively or negatively affected the commission’s performance. In addition, if you did not fully utilize the awarded funds, or needed to make significant changes to your budget, please provide an explanation. How did you prevent, detect, and (if applicable) enforce compliance issues within the commission and among your subgrantees?

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. Describe any community and private sector resources you leveraged in support of the goals identified in your State Service Plan. Please describe the progress made towards your commission succession plan and continuity of operations.

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.