

AmeriCorps State and National Planning Grant Reporting Updated August 2015 (For grants awarded in or after 2015)

Planning Grants are required to submit a report on the progress made during the planning period. This report, the Planning Grantee Progress Report (PGPR), is to be submitted via eGrants **90 days after the grant end date**.

The PGPR is the only programmatic progress report required for planning grants; however, submission of quarterly cash transaction reports, two Federal Financial Reports (FFRs) and a Final FFR for closeout are also required. Contact your grants officer for questions regarding financial reporting.

Please follow these steps to submit your PGPR in eGrants:

1. Login to eGrants.
2. Click on the Progress Report link in the lower right of the homepage.
3. Select the link for your AmeriCorps Planning Grant. A new browser window will open.
4. General Information Tab:
5. Click on the link to 'Begin' your progress report, or select 'Continue Working' if the Progress Report editing has already begun.

The screenshot shows 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 'General Information' tab is selected. The form displays the following details:

Grant #	[Redacted]	Cancel
Project Name	[Redacted]	Begin
Grant Year	1	
Progress Report Type	Progress Report Lite Quarterly	
Amendment Number	1	
Reporting Period Start Date	09/25/2014	
Reporting Period End Date	09/24/2015	
Due Date	12/23/2015	
Extended Due Date		
# of Months Funded	12	
Status	[Redacted]	

6. Narratives Tab:

The screenshot shows the 'Narratives' tab in the eGrants system. It includes a 'Screen Instructions' box and a list of narrative categories:

Screen Instructions: Enter narratives as directed in the GPR Instructions. Text must be entered in every narrative field before submitting the GPR. If you are not providing optional narratives please enter "NA."

In this section, open each narrative and describe your activities during the reporting period in more detail.

- Primary Activities
- Accomplishments and Challenges
- Other

Legend: Narrative entered, Narrative not entered

A. Primary Activities:

Describe the primary activities you engaged in during the planning period. (*You might want to comment on your activities to develop plans for the following aspects of an AmeriCorps program: member activities; member recruitment, training, and support; site management; performance measurement; oversight and monitoring; partnership development; sustainability, etc.*)

B. Accomplishments and Challenges:

- What were your accomplishments during the planning period?
- What challenges did you encounter during the planning year, and how did you address these challenges?

C. Other-Narrative:

Please enter any of the following optional responses (or if no responses, enter "Not Applicable.")

- Please share any additional information about your planning period.
- What advice would you give to future planning grantees in order to fully utilize the planning period?
- What advice would you give to AmeriCorps State and National staff to improve the planning grant program or better support planning grantees?

Then click "Next."

7. Summary/Staff Review Tab:

Review and Submit - Please review your report carefully before submitting. Please disregard the Performance Summary charts and graphs as they are not relevant to Planning Grants.

Your Program Officer will review and provide feedback in a timely fashion. You will receive an email notification when the Progress Report has been reviewed.

General Reminders

- If you cannot meet the submission deadline for the progress report, you must request an extension from your program officer. Request for extensions of the progress report will be granted when:
 1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
 2. The Corporation receives a request explaining the need for an extension **before** the due date of the report.
- Your PGPR has not been submitted to CNCS until you click on "Submit Progress Report." If you have left any required sections blank, eGrants will not let you submit the report and will give you an "error report" which identifies each blank section. After you enter the missing information, you will be able to submit the progress report.

If you have questions about the Planning Grantee Progress Report, please contact your program officer.