

Commission Program Development Grant Reporting

Program Development 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 per the dates identified in the grant's Terms and Conditions.

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 the grant for which you wish to report. 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 are navigation links: 'home', 'back to eGrants', 'my account', 'help', and 'logout'. Below these, the 'Grant Number', 'Application ID', and 'Sponsor/Grantee' fields are visible, with redacted content. The main content area is titled 'General Information' and contains a table of report details. A 'Cancel' button is located at the top right of the form, and a 'Begin' button is at the bottom right. A 'Screen Instructions' pop-up window is open on the left side of the form.

General Information	
Grant #	[REDACTED]
Project Name	[REDACTED]
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 features a 'Screen Instructions' pop-up window on the left. The main area contains a list of narrative categories: 'Primary Activities', 'Accomplishments and Challenges', and 'Other'. Each category has a status indicator (a green checkmark for 'Narrative entered' and a red square for 'Narrative not entered'). The 'Primary Activities' category is currently selected and expanded.

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.

Narrative entered Narrative not entered

- Primary Activities
- Accomplishments and Challenges
- Other

A. Primary Activities:

Describe the primary activities you engaged in during the planning period. Please comment on your progress in achieving the deliverables outlined in your awarded application, including your activities to develop and implement an

outreach strategy to eligible applicants focused on addressing the priorities identified in the Program Development Grant application.

B. Accomplishments and Challenges:

- What were your accomplishments during the planning period?
- What challenges did you encounter during the planning period, 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 AmeriCorps State and National staff to improve the Program Development Grant initiative and support State Commissions in the planning process?

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.