

## Volunteer Generation Fund Annual Grantee Progress Report Instructions

### **How will CNCS use the information reported?**

The Volunteer Generation Fund 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 External 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 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 the instructions below.

### **When is the GPR due?**

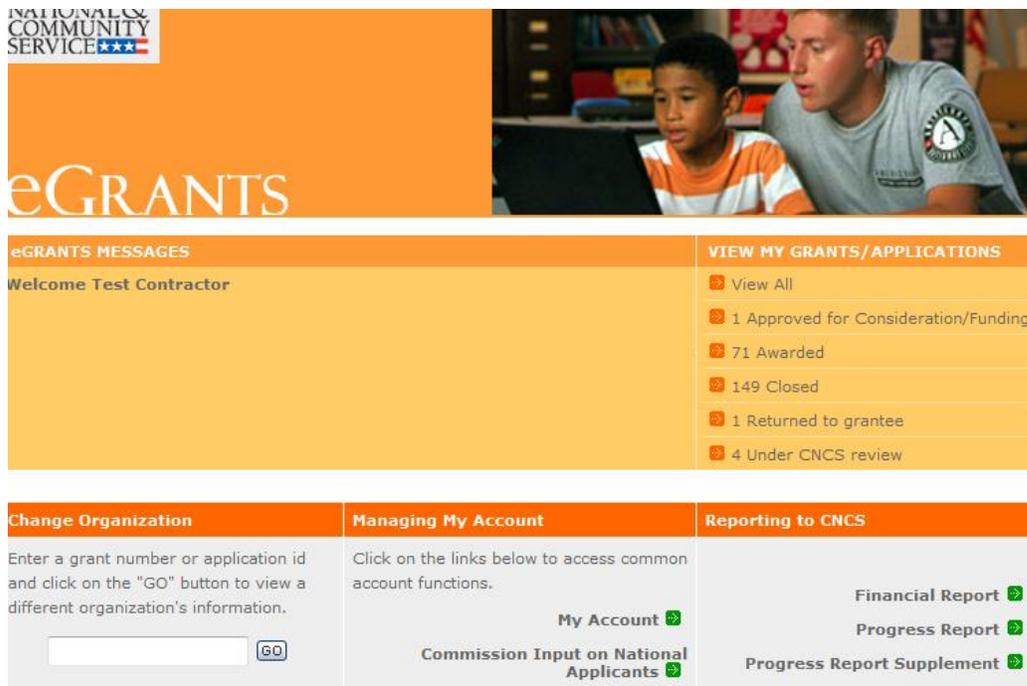
The GPR is due on October 31, 2018.

If you cannot meet the submission deadline, 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.



The screenshot displays the eGrants user interface. At the top left is the National Community Service logo. To the right is a photograph of a young boy and a male volunteer looking at a laptop. Below the header, there are two main sections: 'eGRANTS MESSAGES' and 'VIEW MY GRANTS/APPLICATIONS'. The messages section shows a 'Welcome Test Contractor' message. The grants section lists: View All, 1 Approved for Consideration/Funding, 71 Awarded, 149 Closed, 1 Returned to grantee, and 4 Under CNCS review. At the bottom, there are three columns: 'Change Organization' with a search box and 'GO' button; 'Managing My Account' with links for 'My Account', 'Commission Input on National Applicants', and 'Reporting to CNCS'; and 'Reporting to CNCS' with links for 'Financial Report', 'Progress Report', and 'Progress Report Supplement'.

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2017-2018 program year, and expand the list by clicking on the orange arrow key to the right of the grant number and grant name.

Find the progress report with the 10/31/2018 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 the beginning of your 2017-2018 grant year through the end of the grant year or September 30, 2018, whichever is sooner. 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 previous 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 the prior report due to continuing program activities), please include these data in the Actuals fields of the current GPR and provide a note of explanation clearly identifying which data correspond to which program year. See the Demographic and Performance Measure sections below for more specific guidance.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the performance measure and demographic 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

The screenshot displays the 'General Information' tab of the CNCS Program Progress Report (PPR) Module. The interface includes a navigation bar with tabs for 'General Information', 'Demographics', 'Narratives', 'Performance Measure', and 'Summary/Staff Review'. The 'General Information' tab is active, showing the following details:

- Grant #: [Redacted]
- Project Name: [Redacted]
- Grant Year: 1
- Progress Report Type: Progress Report Annual
- Amendment Number: 0
- Reporting Period Start Date: 10/01/2017
- Reporting Period End Date: 09/30/2018
- Due Date: 10/31/2018
- Extended Due Date: [Redacted]
- # of Months Funded: 12
- Status: Progress Report Initial Entry

Buttons for 'Cancel' and 'Begin' are visible. Below the main information, a table lists 'Reporting Period', 'Due Date', 'Ext. Due Date', 'Status', and 'View Report (PDF)'. A message at the bottom states: 'There are currently no Progress Reports in Reviewed status.'

A 'Screen Instructions' window is open on the left, providing guidance on how to use the 'Begin' button and what to do if a warning message appears.

This tab displays information for the progress report you have selected. Check the due date to ensure you have selected the correct report. If you have not selected the correct report for the reporting period, 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 PDF versions of these reports.

## **Demographics Tab**

	Demographic Information	Value
1	Number of volunteers of all ages who were recruited, coordinated or supported by your grant.	* <input type="text"/>
2	Number of hours leveraged volunteers served during the reporting period.	* <input type="text"/>
3	Number of individuals who served as leveraged volunteers who are NEW volunteers.	* <input type="text"/>
4	Number of hours leveraged volunteers served during the reporting period that were by NEW volunteers.	* <input type="text"/>

To complete this tab, enter a value for each of the indicators for which you have collected data.

All grantees must report values for the following demographic indicators:

1. Number of volunteers of all ages who were recruited, coordinated or supported by your grant
2. Number of hours leveraged volunteers served during the reporting period
3. Number of individuals who served as leveraged volunteers who are new volunteers\*
4. Number of hours leveraged volunteers served during the reporting period that were by new volunteers\*

*\*These are sub-sets of the first two demographic indicators; the values reported for indicators 3 and 4 should also be included as part of the totals reported for indicators 1 and 2.*

Enter a numerical value in each field. If you did 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.

If you have demographic data from the previous year or previous reporting period that was not included in the prior progress report (i.e., noted as “ongoing” on prior report due to continuing program activities), please include this data in the GPR. Provide a note of explanation in the “Other Explanations” narrative field on the Narratives tab clearly explaining which demographic data correspond to which program year. For example, if you are reporting “Number of hours leveraged volunteers served during the reporting period” with data from two program years, your explanation might read as follows: *The*

9,500 total number of hours served by leveraged volunteers served includes 8,000 hours from the current program year and 1,500 hours from the previous program year, due to ongoing activities from the previous program year that were completed after the last GPR submission.

Demographic data reported should not be duplicated in any other CNCS grantee progress reports including, but not limited to, AmeriCorps State and National, Commission Support Grant, Commission Investment Fund, VISTA or Senior Corps progress reports.

Click “Next” to proceed to the next tab.

### **Narratives Tab**

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 the GPR may be submitted. For fields that are not required, if not providing narrative, enter “NA” in the text box.

Provide the following narratives (*please limit your remarks in each section to 1,500 words or less*):

**Grant Activities** (Required): Describe your progress in delivering the primary interventions of your grant and meeting your primary objectives. Please include qualitative and quantitative data.

**Performance Management** (Required): Describe how the data you have collected about your processes or outcomes (including performance measurement and evaluation data) will be used to improve your program. What have you learned from your data collection efforts, e.g., what is working well, and what changes will your program make to improve program processes and/or outcomes to better address identified community needs in the coming year?

**Other Explanations** (Required): Provide other explanations as directed elsewhere in the GPR instructions. This field may also be used if character limits are exceeded in other narrative fields.

Click “Next” to proceed to the next tab.

## Performance Measures Tab

General Information
Demographics
Narratives
Performance Measure
Summary/Staff Review

**Screen Instructions** ✕

For each Performance Measure:

Enter the actual numbers for each output, outcome, and resource, as applicable. 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

▼ Capacity Building & Leverage-1-Organizational Capacity Building

Interventions : Other

Measure Type	Measure #	Target	Actual	Progress
Outcome	G3-3.3	18	<input style="width: 50px;" type="text" value="0"/>	0.00 %
Output	G3-3.4	27	<input style="width: 50px;" type="text" value="0"/>	0.00 %
# of Vols		0	<input style="width: 50px;" type="text" value="0"/>	0.00 %
Project Hours		0.00	<input style="width: 50px;" type="text" value="0.00"/>	0.00 %
MSYs		0.00	<input style="width: 50px;" type="text" value="0.00"/>	0.00 %
Amount		\$0.00	<input style="width: 50px;" type="text" value="\$ 0.00"/>	0.00 %

**Grantee Note**

Done With Section

▶ Capacity Building & Leverage-2-Volunteer Management

Expand each performance measure to show a panel with each output and outcome for the performance measure. Enter the actual for each output and outcome. Enter "0" in each remaining field (# of Vols, Project Hours, MSYs and Amount). If you do not enter zeroes 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. A green checkmark will appear on the accordion panel when it is collapsed, signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (e.g., commas, decimals, the percent symbol) these fields will default to values of zero when you move to the next tab or save the report.

Once data have 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 for each output and outcome.

Save
Calculate Progress
Back Next

An explanation is required for any output or outcome target that was not met, for any output or outcome actual that greatly exceeds the target, for program activities that are still ongoing, and/or for

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which data from previous grant years have been included in the reported actuals. Provide this explanation in the Grantee Note text box.

If you have performance measurement data from the previous year that were not included in the prior GPR (i.e., noted as “ongoing” on prior report due to continuing program activities), please include this data in the Actuals fields of the current GPR. Note that if the GPR includes data from the previous program year, it may appear that targets for the current year were met when they were not. Provide a note of explanation in the Grantee Note text box clearly explaining which data correspond to which program year. Explain any targets for the current year that were unmet. For example, if you are reporting data from two program years for the performance measure, “number of organizations implementing three or more effective volunteer management practices,” your explanation might read as follows: *The 30 organizations reported to have implemented three or more volunteer management practices were all served under the previous program year. We have not yet met the outcome target for the current program year. Activities for the current year are ongoing, and outcome data have not yet been collected.*

Performance measurement data reported should not be duplicated in any other CNCS grantee progress report including, but not limited to, AmeriCorps State and National, Commission Support Grant, Commission Investment Fund, VISTA or Senior Corps progress reports.

Click “Next” to go to the next tab.

### **Summary Tab**

From this tab, you can view or print a summary of data entered in the GPR by clicking “Print PPR Summary.” To print a summary of any notes entered in the application, 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 and double-checked, go to the Summary Tab and click the “Grantee – Submit to CNCS” button.

