

## Commission investment Funds End-of-Year Grantee Progress Report Instructions

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

The Commission Investment Funds 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 Investment Funds 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 end-of-year GPR due?**

The GPR is due on August 30, 2017.

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.



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, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 8/30/17 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 start of the award through July 31, 2017.

Note that this progress report is cumulative for the reporting period, meaning that it includes data reported in the mid-year GPR. Even if the reporting period listed in eGrants shows just the time period since the mid-year report, the report should include the information for the full reporting period through July 31, not just for the period since the mid-year report.

### **General Information Tab**

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

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**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 PPR 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 # 13CAHMS001  
Project Name State Administrative Grant  
Grant Year 2  
Progress Report Type Progress Report Annual  
Amendment Number 5  
Reporting Period Start Date 07/01/2014  
Reporting Period End Date 12/31/2014  
Due Date 01/31/2015  
Extended Due Date  
# of Months Funded 6  
Status Progress Report Initial Entry

Cancel  
Continue Working

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 may interfere with the accuracy of the progress report. If there is an open amendment on your grant, talk with your Program Officer to ensure resolution of the amendment so that you can submit your GPR on time. An open amendment is not an acceptable reason to request an extended due date unless the amendment is required by CNCS.

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

**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 AmeriCorps members (any program) participating in one or more service projects	* <input type="text"/>
2	Number of AmeriCorps members participating in one or more professional development/training events	* <input type="text"/>
3	Number of service projects	* <input type="text"/>
4	Number of professional development/training events	* <input type="text"/>

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

- Number of AmeriCorps members (any program) participating in one or more service projects
- Number of AmeriCorps members (any program) participating in one or more professional development/training events
- Number of service projects
- Number of professional development/training events

Ensure that counts are not duplicated and **only represent direct efforts of the commission that were funded, in whole or in part, through the CIF grant** (not the activities of subgrantees using their AmeriCorps funds, nor commission activities that were supported under the Commission Support Grant or other commission funding). Demographic data reported on the CIF GPR should not be duplicated in any other CNCS grantee progress report including, but not limited to, AmeriCorps State and National, Volunteer Generation Fund, Commission Support Grant, VISTA, or Senior Corps progress reports.

Enter a numerical value in each field; do not enter decimals or punctuation. If you do not have 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.

## Narratives Tab

The screenshot shows a web application interface with a top navigation bar containing five tabs: "General Information", "Demographics", "Narratives" (highlighted in pink), "Performance Measure", and "Summary/Staff Review". Below the tabs, on the left, is a "Screen Instructions" box with a close button. The instructions state: "Respond to each narrative field. If a field does not apply to your project, enter 'N/A'." and "Place your cursor over the gray question mark icon to view a description for each narrative field." Below this, it says: "Click the 'Help' button at the top of the screen for more details about entering narratives." The main content area 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 are two status indicators: a green checkmark for "Narrative entered" and an orange question mark for "Narrative not entered". At the bottom, there are two accordion panels. The first panel is titled "Performance Management" and has a red asterisk, a gray question mark icon, and an orange question mark icon. The second panel is titled "Other-Narrative" and also has a red asterisk, a gray question mark icon, and an orange question mark icon.

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:

**Performance Management (Required):** Describe how the Commission has collected data about its own TTA processes or outcomes to inform continuous improvement. Describe what the Commission learned from the data it collected. What is working well, and what changes will the Commission make to improve TTA processes and/or outcomes in the coming year?

**Other Narrative (Optional):** Insert text in this field if the character limits are exceeded in any other part of the GPR.

Click “Next” to go 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

**Performance Measure Progress**

Done with Section box checked

Capacity Building & Leverage-1-Priority Performance Area 3

Interventions : Other

Measure Type	Measure #	Target	Actual	Progress
Outcome	OUTCM36149	30		%
Output	OUTPT36148	40		%

Grantee Note

Done With Section

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. If you do not enter "0" in the amount field 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. 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.

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.

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, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

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

Click "Next" to go to the next tab.

### **Summary Tab**

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.