

Commission Investment Funds 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 Investments Funds Grantee Progress Report consists of the following sections: Demographic Information, Performance Measures, and Narratives. Only the Performance Measures section is required for the mid-year GPR; sections of the GPR that do not need to be completed should not be visible. If any non-required sections are present in your Mid-Year GPR, please enter zeroes or N/A in all of the fields for this section.

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 mid-year GPR due?

The mid-year GPR is due on January 31, 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.



The screenshot shows the eGrants interface. At the top left is the logo for the Corporation for National & Community Service. To its right is a photo of four people in hard hats. Below the photo is the 'eGrANTS' logo. The main content area is divided into two columns. The left column, titled 'eGrANTS MESSAGES', contains a 'Welcome Walter' message. The right column, titled 'VIEW MY GRANTS/APPLICATIONS', contains a list of application statuses: View All, 1 Approved for Consideration/Funding, 21 Awarded, 24 Closed, 1 Returned to grantee, 3 Subapplication being reviewed by prime, and 5 Under CNCS review. Below these columns are three tabs: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. The 'Creating an Application' tab is active and shows links for New, Continuation/Renewal, Amendment, and Concept Paper. The 'Managing My Account' tab shows links for My Account and Equal Opportunity Survey. The 'Reporting to CNCS' tab shows links for Financial Status Report, Progress Report, and PPVA Report.

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 1/31/17 due date, 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	
08/01/2016 - 12/31/2016	01/31/2017		Progress Report Initial Entry	Progress Report Lite Semiannual	edit

Reporting Period

The reporting period is from the start of the grant period through December 31, 2016. This corresponds to the first half of the 2016 grant year for Commission Investment Fund Grants.

General Information Tab

Grant Numbers: [REDACTED]

NOFA: [REDACTED]

Application ID: [REDACTED]

Legal Applicant Name: [REDACTED]

eGRANTS Progress Report

General Information | 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] [Cancel](#)

Project Name [REDACTED]

Grant Year 1 [Continue Working](#)

Progress Report Type Progress Report Life Semiannual

Amendment Number 1

Reporting Period Start Date 08/01/2016

Reporting Period End Date 12/31/2016

Due Date 01/31/2017

Extended Due Date

of Months Funded 5

Status Progress Report Initial Entry

Reporting Period	Due Date	Ext. 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 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. Open amendments are not an acceptable reason to request an extended due date unless the amendment is required by CNCS.

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-Priority Performance Area 1

Interventions : Other

Measure Type	Measure #	Target	Actual	Progress
Outcome	OUTCM34546	2	0	0.00 %
Output	OUTPT34545	5	0	0.00 %

Grantee Note

Done With Section

Save Calculate Progress Back Next

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.

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 Progress" button at the bottom of the page. This will enable eGrants to calculate the percent of target in the "Progress" column. CNCS expects that Commissions are on track to meet targets by the end of the year.

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, or for program activities that are still ongoing. Enter an explanation in the "Grantee Note" text field. If activities associated with the performance measure are still ongoing, explain when activities will be completed and when the data will be available. Do this even if performance measure targets were met.

Performance measurement data reported cannot 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.

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.