

## Commission Support Grants Grantee Progress Report Instructions

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

The Commission Support Grants 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 Support Grants 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 GPR due?**

The 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.

\*If 2016 was the last year of the project period, the GPR is due 90 days after the end of the project period, inclusive of any no-cost extensions.

### **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 1/31/17 due date (or later, for grants ending with the 2016 grant year), 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	
07/01/2016 - 12/31/2016	01/31/2017		Progress Report Initial Entry	Progress Report Annual	<a href="#">edit</a>
01/01/2016 - 06/30/2016	07/30/2016		Progress Report Reviewed	Progress Report Lite Semiannual	<a href="#">view</a>

## Reporting Period

The reporting period is from January 1, 2016 through December 31, 2016 (or, for grants ending with the 2016 grant year, through the end date of the grant). Note that this progress report is cumulative for the year, but not the entire three-year grant period. Even if the reporting period listed in eGrants shows just the time period since the mid-year report, the January report should include the information for the full program year through December 31, not just for the period since the mid-year report.

## General Information Tab

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

# 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 #

Project Name

Grant Year

Progress Report Type

Amendment Number

Reporting Period Start Date

Reporting Period End Date

Due Date

Extended Due Date

# of Months Funded

Status

Cancel

Begin

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.

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**

Grant Number: [Redacted]  
NOFA: [Redacted]  
Application ID: [Redacted]  
Legal Applicant Name: [Redacted]

**eGRANTS Progress Report**

home back to eGrants my account help logout

General Information **Demographics** Narratives Performance Measure Summary/Staff Review

**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 episodic volunteers recruited, trained, or coordinated	* <input type="text"/>
2	Number of ongoing volunteers recruited, trained, or coordinated	* <input type="text"/>
3	Number of disasters to which the commission responded	* <input type="text"/>
4	Number of individuals assisted by commission during a disaster	* <input type="text"/>

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

- Number of episodic volunteers recruited, trained, or coordinated by the commission
- Number of ongoing volunteers recruited, trained, or coordinated by the commission
- Number of disasters to which the commission responded
- Number of individuals receiving assistance from commission during a disaster

Enter a numerical value in each field; do not enter decimals or punctuation. Ensure that counts are not duplicated and only represent the direct efforts of the commission (not the work of subgrantees). If you do 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.

Click “Next” to proceed 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 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-Building High-Performing Organizations**

Interventions : Capacity Building Activity

Measure Type	Measure #	Target	Actual	Progress
Outcome	G3-3.10	10	<input type="text" value="0"/>	0.00 %
Output	G3-3.4	10	<input type="text" value="0"/>	0.00 %
Outcome	G3-3.9	10	<input type="text" value="0"/>	0.00 %
Amount		\$0.00	\$ <input type="text" value="0.00"/>	0.00 %

Grantee Note

☐ Done With Section

[Note History](#)

**Save** **Calculate Progress** **Back** **Next**

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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. 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. Please ensure that the data entered on this tab are not double-reported on any other GPR you are submitting to CNCs, including AmeriCorps State and National, Volunteer Generation Fund, or Commission Investment Fund GPRs.

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.

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.

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

Click "Next" to go to the next tab.

## Narratives Tab

The screenshot shows the 'eGRANTS Progress Report' interface. At the top, there is a navigation bar with links: home, back to eGrants, my account, help, and logout. Below this, the header area displays the 'eGRANTS Progress Report' title and fields for Grant Number, NOFA, Application ID, and Legal Applicant Name. The main navigation tabs are General Information, Demographics, Narratives (highlighted), Performance Measure, and Summary/Staff Review. The 'Narratives' tab is active, showing a section titled 'PPR Narratives'. On the left, there is a 'Screen Instructions' panel with text: 'Respond to each narrative field. If a field does not apply to your project, enter "N/A".', 'Place your cursor over the gray question mark icon to view a description for each narrative field.', and 'Click the "Help" button at the top of the screen for more details about entering narratives.' The main content area contains a legend: a green checkmark for 'Narrative entered' and an orange square for 'Narrative not entered'. Below the legend, there are four accordion panels: 'Summary of Results and Accomplishments', 'AmeriCorps Outreach and Selection', 'Compliance and Performance', and 'Collaboration and Sustainability'. Each panel has a red asterisk icon and a question mark icon to its left.

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:

**Summary of Results and Accomplishments (Required):** Provide a brief summary that will give a snapshot of the commission’s accomplishments during the year.

**AmeriCorps Grant Outreach and Selection (Required):** Describe the results of your outreach to organizations interested in operating an AmeriCorps program. Describe the results of your risk assessment and pre-award review processes for AmeriCorps applicants during the reporting period.

**Compliance and Performance (Required):** Describe how the commission met outcomes/results outlined in its State Service Plan and logic model. Describe any factors or trends that positively or negatively affected the commission’s performance. In addition, if you did not fully utilize the awarded funds, or needed to make significant changes to your budget, please provide an explanation. How did you prevent, detect, and (if applicable) enforce compliance issues within the commission and among your subgrantees?

**Collaboration and Sustainability (Required):** Describe the outcomes of ongoing efforts or special initiatives that involved convening and/or collaborating with the CNCS state offices, multi-state AmeriCorps programs, AmeriCorps VISTA, AmeriCorps NCCC, Senior Corps, State Education Agencies, state networks of volunteer centers, and/or other volunteer service organizations within the state. Describe any community and private sector resources you leveraged in support of the goals identified in your State Service Plan. Please describe the progress made towards your commission succession plan and continuity of operations.

Click “Next” to go to the next tab.

## Summary Tab

General Information Demographics Narratives Performance Measure **Summary/Staff Review**

**Screen Instructions**

This page provides a summary of all the information you have entered in this module.

Click the "Grantee - Submit to CNCS" button at the bottom of the screen to submit your completed PPR to CNCS.

Click the "Help" button at the top of the screen for more details about editing and printing your progress report.

**Performance Measure Progress Summary**

[Print PPR Summary](#) [Print Complete Note History](#)

Overall Progress Summary:

Focus Area	Objective	Amount(Target)	Amount(Actual)
Capacity Building	Capacity Building & Leverage	\$0.00	\$0.00
<b>Subtotal:</b>		<b>\$0.00</b>	<b>\$0.00</b>
Other Community Priorities	Other	\$0.00	\$0.00
<b>Subtotal:</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL:</b>		<b>\$0.00</b>	<b>\$0.00</b>

Individual Performance Measure Progress Summary:

ID	Title	Service Activity
1	Test Title Capacity Building	Capacity Building Activity

Overall Grantee Note

[Grantee - Submit to CNCS](#)

[Save](#) [Back](#)

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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.