



## **AmeriCorps State and National 2020 Final Grantee Progress Report Instructions**

### **Who completes the Final Grantee Progress Report (GPR)?**

All grantees who are concluding the final year of their grant period must complete a final GPR. Commissions will submit final GPRs at the conclusion of the grant period for each prime grant (competitive cost reimbursement, competitive fixed amount, competitive EAP, formula cost reimbursement, formula fixed/EAP, etc.).

### **What are the components of the GPR?**

The Final Grantee Progress Report consists of a set of narrative responses. No Performance Data Element or performance measure data are requested on the Final GPR; any additional performance measure data collected since the last End-of-Year GPR submission should be reported in the Narratives tab in Narrative Field 3.

Please complete the report using eGrants (<http://www.nationalservice.gov/egrants/>), AmeriCorps' integrated, secure, web-based system for grants management, and follow these instructions.

***Please note: AmeriCorps State and National GPRs are not visible to grantees in eGrants until 2 months prior to their due date.***

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

The GPR is due **90 days after the grant end date**.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Portfolio Manager. 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. AmeriCorps 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 AmeriCorps eGrants interface. At the top left is the AmeriCorps logo. The top right corner displays 'eGrants'. Below the header, there are two tabs: 'GRANTS' (selected) and 'PEER REVIEW'. Under the 'GRANTS' tab, there is a section for 'eGRANTS MESSAGES' with a 'Welcome Sarah' message and 'Welcome to eGrants!'. To the right, there is a 'VIEW MY GRANTS/APPLICATIONS' section with a 'View All' link. The main content area is divided into three columns: 'Change Organization', 'Managing My Account', and 'Reporting to CNCS'. The 'Change Organization' column provides instructions on how to view a different organization's information and lists fields like Grant Number, Application ID, EIN, Organization ID, Cost Share Invoice Number, and Cost Share Agreement Number. The 'Managing My Account' column has a 'My Account' link with a right-pointing arrow. The 'Reporting to CNCS' column lists 'Financial Report', 'Progress Report', and 'Progress Report Supplement', each with a right-pointing arrow. The 'Progress Report' link is circled in red.

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes your final 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 a due date of 90 days after your grant end date (the progress report type should be "Progress Report Lite Quarterly"), and click on the "edit" link. You will be taken to the main progress report screen. **If you do not see a report that has the appropriate type and due date, please let your Portfolio Manager know.**

### **Reporting Period**

The reporting period is from the beginning of your current grant cycle through the end date of your grant, inclusive of any no-cost extensions received. Note that this progress report is cumulative for the entire three-year grant period. The reporting period listed in eGrants may be incorrect; please ignore it.

### **General Information Tab**

On this tab, you will see information for the progress report you have selected. Check the Progress Report Type and Due Date to ensure you have selected the correct report. If you have not selected the correct report, 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 on the same grant year as the GPR may interfere with data entry in the GPR. If you have amendment(s) currently in process that fit this description, please work with your Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the GPR. Also, it is best to avoid initiating amendments on the same grant year 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 AmeriCorps); same-year 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 a PDF version of these reports.

### **Narratives Tab**

Click on the accordion panels to enter narratives. When accordion panels are closed, green checkmarks 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 “N/A” in the text box.

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

National/Tribal Grantees: Describe what you have learned about your theory of change during the full three-year grant period:

- Was your program able to make a meaningful difference in addressing your originally identified community needs or problems, and in achieving your logic model outcomes? If so, how?
- Did your intervention (program activities) proceed according to your original plan? What changes, if any, did you make to your intervention(s), and what were the reason(s) for those changes?
- Have you increased the evidence base for your program over the course of this grant cycle? If so, how?

Commissions: Describe what you have learned about your portfolio during the full three-year grant period:

- How have the subgrantees supported under this grant addressed problems/needs in your state and made a meaningful difference in the state?
- Have your subgrantees increased the evidence base for their programs over the course of this grant cycle? If so, please describe.

Please enter “N/A” in Narrative Field 2.

If you have any additional performance measure output or outcome data collected after the last End-of-Year GPR submission, please enter it in Narrative Field 3 along with a note of explanation. For example, if on your last End-of-Year GPR you indicated that 30 students demonstrated increased academic achievement, but an additional 10 students demonstrated increased academic achievement after you

submitted the last End-of-Year GPR, please note the additional 10 students in Narrative Field 3 and explain that this figure is an addendum to the previously submitted GPR. If you do not have any additional performance measure data to report, please enter “N/A” in Narrative Field 3.

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 Overall GPR Summary.”

For national/tribal grantees, to print a visual summary similar to the summary screen, click, “Print Grantee Report.”

For commissions, to view or print a summary of all data entered for a single subgrantee, select a subgrantee in the “Select Subgrantee” dropdown box and click “Print Subgrantee Report.”

To comment on this summary, enter text in the “Overall Grantee Note” text box. *(Please note: there is a 3,980-character limit on the Overall Grantee Note text box; any text entered above the character limit will not be saved.)*

### **Submitting the GPR**

When all data have been entered into the progress report, go to the Summary Tab and click the “Grantee – Submit to AmeriCorps” button.

### **REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR**

For each tab where data is entered, the AmeriCorps Portfolio Manager reviews data and determines whether clarification is necessary. If clarification is required, the Portfolio Manager checks the “Clarification Required” box on each tab that requires clarification and returns the GPR for rework.

The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback – May contain feedback from the AmeriCorps Portfolio Manager. Grantees are not required to provide clarification regarding this feedback.
- Program Officer Clarification Items – Contain clarification items from the AmeriCorps Portfolio Manager. Grantees are required to respond to these clarification items.
- Grantee Clarification – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field. *(Please note: there is a 1,984 character limit on the Grantee Clarification text box; any text entered above the character limit will not be saved.)*

After responding to all clarification items, the grantee returns the report to AmeriCorps by clicking the “Grantee – Submit to AmeriCorps” button on the summary tab.

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, the AmeriCorps Portfolio Manager will set the GPR status to “Reviewed.” The grantee will receive email notification and will be able to review all feedback provided in the progress report when the report is in Reviewed status.