

## AmeriCorps State and National Grantee Progress Report Instructions

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

The AmeriCorps Grantee Progress Report (GPR) provides information for Corporation staff to monitor grantee progress, and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report (particularly “Great Stories” and demographic information), may be used by the Corporation’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 AmeriCorps 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 these instructions.

### When is the GPR due?

**The GPR is due on Monday, December 6, 2010.**

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions of the progress report 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. The Corporation receives a request explaining the need for an extension **before** the due date of the report.

### Step 1: Log in to eGrants.

After you log in, select the “progress report” link in the bottom right corner of your home page screen.

The screenshot shows the eGrants website interface. At the top left is the logo for the Corporation for National & Community Service. To the right is a photograph of several AmeriCorps volunteers in hard hats and work clothes. Below the header is a navigation bar with the text "eGRANTS" in large letters. Underneath, there are two main sections: "eGRANTS MESSAGES" and "VIEW MY GRANTS/APPLICATIONS". The "eGRANTS MESSAGES" section displays a "Welcome Walter" message. The "VIEW MY GRANTS/APPLICATIONS" section lists several application statuses: "View All", "1 Approved for Consideration/Fun", "21 Awarded", "24 Closed", "1 Returned to grantee", "3 Subapplication being reviewed b prime", and "5 Under CNCS review". At the bottom of the page, there is a navigation bar with three main categories: "Creating an Application", "Managing My Account", and "Reporting to CNCS". Under "Creating an Application", there are links for "New", "Continuation/Renewal", "Amendment", and "Concept Paper". Under "Managing My Account", there are links for "Click on the links below to access common account functions.", "My Account", and "Equal Opportunity Survey". Under "Reporting to CNCS", there are links for "Financial Status Report", "Progress Report" (which is circled in red), and "PPVA Report".

**Step 2: Select the appropriate progress report.**

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2009 - 2010 program year, and expand the list by clicking on the orange arrow key to right of the grant number.

Find the progress report with the **12/06/2010** due date, and click on the “edit” link. You will be taken to the main progress report screen.

**Note:** The reporting period is from the beginning of your 2009 – 2010 program year through September 30, 2010.

PROGRESS REPORT FOR EXISTING GRANTS Welcome			
Reporting Date	Due Date	Extension Date	Status
10/01/2009 - 09/30/2010	12/06/2010	Progress Report Initial Entry	<a href="#">edit</a>   <a href="#">print</a>
10/01/2008 - 09/30/2009	12/07/2009	Progress Report Initial Entry	<a href="#">edit</a>   <a href="#">print</a>

**Step 3: Enter demographic information**

This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. Definitions of each indicator are available by clicking on the “?” icon on the screen.

You are required to:

- report the total number of individuals that applied to be AmeriCorps members and
- the total number of leveraged volunteers.

To complete this section, enter how many people you have worked with during the reporting period in each category for which you have collected data.

The remaining indicators are **not required**. However, if a program includes these types of leveraged volunteers or target groups, you are required to include this data in your report. If you do not collect data on an indicator, enter a zero (0) in that field.

Enter only numbers: do not enter commas. For example, if you tutored 5,000 students, enter “5000”.

When you have completed this section, click the “next” link to proceed to the performance measures section.

The screenshot shows a web application interface for a Progress Report. The sidebar on the left contains the following navigation items: Welcome Walter, Progress Report (selected), Report Information, Demographic Information (active), Performance Measures, Narratives, Review and Submit, Grant Info, and Legal Applicant Info. The main content area is titled 'Progress Report' and 'Demographic Information'. It includes a 'back' button and a 'next' button (circled in red). Below the title, there is a text box with a question mark icon (circled in red) and the instruction: 'This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. Please provide cumulative total'. The list of indicators and their corresponding input fields is as follows:

Applicants - # of individuals who applied to be AmeriCorps members::	<input type="text" value="3"/>
Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs::	<input type="text" value="4"/>
Disadvantaged children and youth - # serving as leveraged volunteers::	<input type="text" value="55"/>
College students - # of leveraged volunteers enrolled in a degree-seeking program::	<input type="text" value="600"/>
Baby Boomers - # of individuals born between 1946 and 1964 who serve as volunteers::	<input type="text" value="7000"/>
AmeriCorps members - # who participated in disaster services projects::	<input type="text" value="80000"/>
AmeriCorps members - # certified in disaster preparedness and response::	<input type="text" value="900000"/>
AmeriCorps members - # available for deployment in support of any disaster::	<input type="text" value="1000000"/>
Disadvantaged children and youth - # served::	<input type="text" value="0"/>
Children and youth of incarcerated parents - # served::	<input type="text" value="0"/>
Individuals mentored - # of individuals mentored::	<input type="text" value="0"/>
Independent living services - # of clients who received independent living services::	<input type="text" value="0"/>
Disaster services - # of local disasters to which AmeriCorps members have responded::	<input type="text" value="0"/>
Disaster services - # of individuals affected by disaster receiving assistance from members::	<input type="text" value="0"/>

**Step 4A: Multi-State and Tribes Performance Measures**

Each of your performance measures from your approved grant application will be listed on the screen.

Click on “enter/edit progress to date” next to each measure (instructions continued on next page).

Welcome Walter

Progress Report

back next

Progress Report

Report Information

Demographic Information

Performance Measures

Narratives

Review and Submit

Grant Info

Grant #: [REDACTED]

Project Period  
04/01/2004 - 03/31/2007

Status: Progress Report  
Initial Entry

Legal Applicant Info

[REDACTED]

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back next

Progress Report

Performance Measures

Report on your Progress for each Performance Measure

Measure Types	
1. Members Protect and Restore the Nation's Natural and Cultural Resources	enter/edit progress to date
2. Environmental Education is Provided to School Students	enter/edit progress to date
3. Members become Conservation Leaders through their [REDACTED]	enter/edit progress to date
4. Environmental Awareness is Increased	enter/edit progress to date

Your performance measures from your approved application will automatically populate the Grantee Performance Report, including the sections for Need, Activity, Activity Dates, Result, Result Statement, and Indicator.

You will report on each measure separately. To complete this section, enter the following information for each performance measure.

- **Actual to Date:** In this field, enter a numerical value documenting your actual progress towards the measure. Enter only numbers: do not enter commas. For example, if you tutored 5,000 students, enter “5000”.
- **Progress toward Measure:** You may elaborate on your progress toward this measure in this field, but do not use this field to explain unmet targets or describe correction actions. This field is not required.
- **Challenges/Corrective Actions:** This field is required if you did not reach your target. For each target that your program did not reach, explain why you did not reach the target, and the corrective actions you will carry out to improve performance.

Click “save & close” after entering information for the measure. You will be taken back to the list of all your measures. Select the next measure, and repeat the process.

**Progress Report** cancel save & close

**Performance Measure: Wildlife, Land, & Vegetation Protection or Restoration**

In this section you will report on your progress toward meeting your Performance Measure ?

**Need**  
The need for natural resource protection, restoration and conservation education exists nationwide as an increased number of visitors impact our nation's natural and cultural resources.

**Activity**  
1200 [redacted] members will complete 1000 conservation service projects defined and prearranged by [redacted] service partners. Projects will take place at community based organizations and at both federal and state agencies. Specific projects will include: improving and restoring public areas and facilities, conducting enhanced interpretive programs for visitors, implementing wildlife and vegetation protection measures and community outreach and education on natural resource conservation issues.

**Activity Dates**

Activity Start Date	Activity End Date
04/01/2006	03/31/2007

**: Intermediate Outcome**

**Result Statement**  
[redacted] AmeriCorps Members will improve the protection of both natural and cultural resources across the United States.

**Indicator**  
Improvement of natural and cultural resources

Target #(number) or %(percent) Actual to date

85 %  [ ] %

**Progress Towards Measure**  
TEST

**Challenges/Corrective Actions**  
TEST

**Step 4B: State Commission Performance Measures**

For State Commissions, your programs’ performance measures will populate the report with the following bubbles for each approved measure in your sub grantee portfolio: met, unmet, ongoing.

- Mark each bubble according to the data collected during the reporting period.
- For each bubble marked as unmet, please provide an explanation and corrective actions you will implement to improve performance in the **successes and challenges narrative** section of the GPR. This content is required for all unmet bubbles.
- For each bubble marked as ongoing, please provide an explanation in the **successes and challenges narrative** section of the GPR. (Please see Step 5.2)

Click “save & close” after entering information for the measure.

The screenshot shows a web application interface for a 'Progress Report'. On the left is a navigation sidebar with sections: 'Welcome', 'Progress Report' (with sub-items: Report Information, Demographic Information, Performance Measures, Narratives, Review and Submit), 'Grant Info' (with fields for Grant #, Project Period: 10/01/2009 - 09/30/2012, Status: Progress Report Initial Entry), and 'Legal Applicant Info'. The main content area is titled 'Progress Report' and contains a 'Performance Measures' section. A note says: 'In this section select Met, Unmet, or Ongoing for each sub grantee Performance Measure.' Below this is a table for 'Division of Parks and Recreation' (ID: 06ACHDE0010001). The table has columns for 'Met', 'UnMet', and 'Ongoing'. It lists performance measures under 'Green Volunteering' and 'Outdoor Activity: Education, Recreation, Programs', each with 'Output', 'Intermediate Outcome', and 'End Outcome' rows. Each row contains three radio buttons. A 'Subtotal' row shows 0 for all categories. A 'Percentages' row shows 0% for all categories. At the bottom, a 'Grand Total' row shows 0 for all categories, and another 'Percentages' row shows 0% for all categories.

Division of Parks and Recreation	06ACHDE0010001		
	Met	UnMet	Ongoing
<b>Green Volunteering</b>			
Output	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intermediate Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
End Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Outdoor Activity: Education, Recreation, Programs</b>			
Output	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intermediate Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
End Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal</b>	0	0	0
<b>Percentages</b>	0%	0%	
<hr/>			
<b>Grand Total:</b>	0	0	0
<b>Percentages</b>	0%	0%	

## Step 5: Narratives

Click on the “Narratives” link on the left hand side of the page.

In this section, describe your activities during the reporting period in more detail, focused on the areas described below. Please limit your remarks in each section to 1,500 words or less, approximately 1-3 pages in length.

There are four sections to focus on:

1. Monitoring Activities
2. Successes and Challenges
3. Great Stories
4. Activities Related to Corporation Strategic Initiatives

Click on “add narrative” for each section to enter information. Detailed guidance on what to address in each section is provided on the next page.

As you enter narratives for each section, the orange square in front of each section title will change to a green square. The green square indicates that you have entered a narrative for that section.

Click on “save & close” after you finish entering your narrative.

### 1. The Monitoring Activities section is required

Please respond to the following required elements for this section:

- Describe how you assessed your subgrantees’ or sites’ needs, if applicable.
- Discuss how you conducted technical assistance and monitoring.
- Describe how you imposed corrective measures, and otherwise encouraged continuous improvement.

An example of the narrative screen for the monitoring activities section is shown at right. Click on “save & close” after you finish entering your narrative.

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## 2. The Successes and Challenges section is required

Please respond to the following required elements for this section

- Describe any factors you have found to positively or negatively influence program performance. Use examples from particular subgrantees or sites, if applicable, to illustrate the trends that you see affecting your performance overall. Your discussion may include but is not limited to enrollment, retention, recruitment, training, supervision, program and financial management, systems, data collection, evaluation, subgrantee capacity building, and resource development, including raising match funds.
- Describe progress toward securing match. Describe efforts to ensure the sustainability of programming beyond the grant period. This may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts. In particular, focus on successful strategies that may be useful to other grantees.
- If a program did not fill or retain all of its awarded slots, explain why and identify corrective actions that are being planned to improve recruitment and retention practices, or any planned reduction in slots requested.
- State Commissions must include comments about performance measures that were marked as unmet or ongoing. (Please see Step 4.B above).

Progress Report

Narratives

cancel save **save & close**

Please enter the Monitoring Activities for current reporting period

cancel save **save & close**

### 3. The Great Stories is section is optional

Share your great stories. Highlight member activities which are especially reflective of the impact the program has in the community, or which illustrate an innovative or highly successful aspect of program operation.

Click on “save & close” after you finish entering your narrative.

### 4. Activities Related to Corporation Strategic Initiatives

If your program(s) or sites addressed any of the following activities effectively, please describe those activities here. During this reporting period the Corporation’s Strategic Initiatives were:

- Mobilizing more volunteers
- Ensuring a brighter future for all of America’s youth
- Engaging students in communities
- Harnessing Baby Boomers’ experience
- Disaster preparedness and response

Click on “save & close” after you finish entering your narrative.

#### **Step 6: Review and submit**

Please review your report carefully before submitting. Click on “view/print PR” to review or print the progress report. If you see any errors, you may click on the “edit” buttons, and edit the information.

If all information is correct and completed, click on “Submit Progress Report”. You will see that the “status” of the report changes to “Progress Report Submitted”.

The GPR has not been submitted to CNCS until you click on “Submit Progress Report”. If you have left any required section blank, eGrants will not let you submit the report and will give you an “error report” which identifies each blank section. After you enter the missing information, you will be able to submit the report.

Your Program Officer will review and provide feedback in a timely manner.

The screenshot displays the 'Review and Submit' interface for a progress report. On the left sidebar, the 'Narratives' section is highlighted in orange, along with the 'Legal Applicant Info' section. The main content area is titled 'Please review and submit your information'. It shows report details: Grant # 04EDHNH001, Due Date 12/03/2007, Status: Progress Report Initial Entry, and Reporting Period 10/01/2006 - 09/30/2007. A 'view/print PR' link is circled in red. Below this, a 'Demographic Information' section lists various statistics such as 'Applicants - # of individuals who applied to be AmeriCorps members:: 3', 'Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs:: 4', and 'Disadvantaged children and youth - # serving as leveraged volunteers:: 55'. At the bottom, the 'Available Actions' section includes a 'Submit Progress Report' button with a green arrow icon, also circled in red.