

## Commission Investment Fund Grantee Progress Report Instructions

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

The Commission Investment Fund 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 GPR 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, and/or opportunities for peer learning.

### What are the components of the GPR?

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

The GPR is due September 30, 2019.

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 that are 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.

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	Financial Status Report
Continuation/Renewal		My Account
Amendment		Equal Opportunity Survey
Concept Paper		Progress Report
		PPVA Report

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2018 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 9/30/19 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	
09/01/2018 - 06/30/2019	09/30/2019		Progress Report Initial Entry	Progress Report Annual	

**Reporting Period**

The reporting period is from the start of the 2018 grant year through the end of the grant year, inclusive of any no-cost extensions. The report is not cumulative for the entire grant period and should not include data already reported in previously submitted end-of-year GPRs.

If you have demographic or performance measurement data from the previous year that was not included in the previous end-of-year GPR, please include these data in the “actuals” fields of the current GPR. Provide a note of explanation as described on pp. 4-5 in these instructions, clearly explaining which data correspond to which program year.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the performance measure instructions, approved program design, and grant application) and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

## General Information Tab

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

home back to eGrants my account help logout

**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 PPM 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]  
Project Name [Redacted] [Cancel](#)  
Grant Year 3 [Begin](#)  
Progress Report Type Progress Report Annual  
Amendment Number 7  
Reporting Period Start Date 09/01/2018  
Reporting Period End Date 06/30/2019  
Due Date 09/30/2019  
Extended Due Date  
# of Months Funded 10  
Status Progress Report Initial Entry

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	01/01/2017 - 07/31/2017	08/30/2017		Progress Report Reviewed	<a href="#">PDF Link</a>
2	08/01/2016 - 12/31/2016	01/31/2017		Progress Report Reviewed	<a href="#">PDF Link</a>

This tab displays 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 data entry in the GPR. If you have amendments currently in process on any of your grants, please work with your Program Officer or Grants Officer to get those amendments awarded or withdrawn before you start entering data into the GPR. Also, it is best to avoid initiating any new amendments 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 CNCS); 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.

## Demographics Tab

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 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 the following:

- 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

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

Ensure that counts are not duplicated and only represent the direct efforts of the commission (not the work of subgrantees). Demographic data reported 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.

If you have demographic data from the previous year that was not included in the previous end-of-year GPR, please include this data in the current GPR. Provide a note of explanation in the Grantee Note text box clearly explaining which data correspond to which program year. For example, if you are reporting "Number of AmeriCorps members (any program) participating in one or more service projects" with data from two program years, your explanation would read as follows: *The reported value of 1,236 AmeriCorps members includes 955 members from the current year and 281 members from the previous year.*

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-Priority Performance Area 3**

Interventions : Other

Measure Type	Measure #	Target	Actual	Progress
Outcome	OUTCM36149	20	<input type="text"/>	%
Output	OUTPT36148	35	<input type="text"/>	%

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.

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 have 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 measure for which one or more of the following is true:

- The actual is lower than the target value;\*
- The actual greatly exceeds the target value (i.e., by 400% or more);
- Data from the previous grant year that were not reported on the previous GPR have been included in the reported actuals.

The content of the explanations should be as follows:

Situation	Required Explanation
Actual that is lower than the target value*	Reason(s) why the target was not met. <i>If activities are still ongoing, please note this in the explanation.</i>
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. <i>It must be clear in the explanation that no data were double-counted and that all data are directly attributable to commission activities.</i>
Data included that was not reported in the previous grant year	Indicate what numerical portion of the actual value corresponds to the current grant year vs. the previous grant year. <i>Only data that were NOT already reported on a previous GPR should be included here.</i>

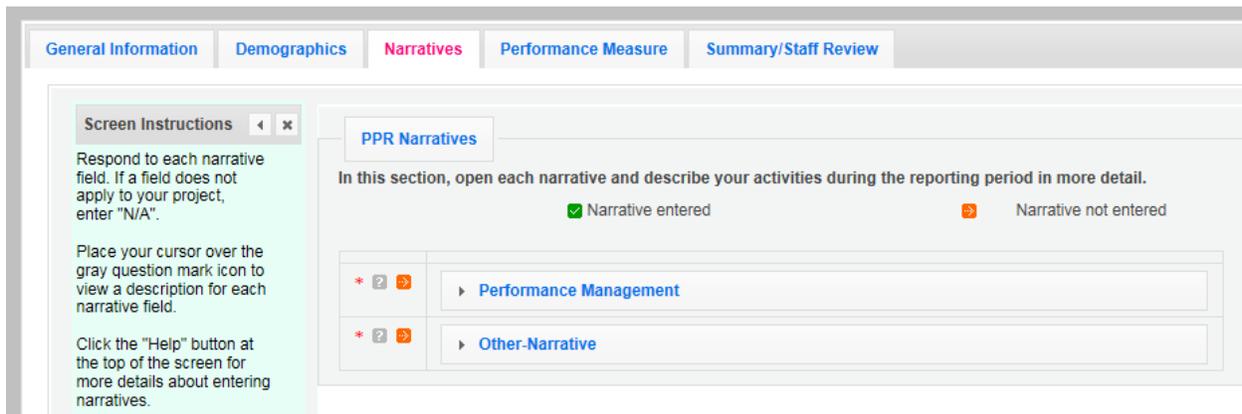
\*If you include performance measurement data from the previous year that were not reported in the prior GPR, it may appear that targets for the current year were met when they actually were not. Explanations should be provided for any output or outcome where the actual value for the CURRENT grant year is lower than the target value.

Performance measurement data reported in this GPR should not be duplicated in any other CNCS grantee progress report submitted by the commission, including but not limited to, AmeriCorps State and National grant, Commission Support Grant, Volunteer Generation Fund, VISTA, or Senior Corps progress reports.

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

Click “Next” to go to the next tab.

### **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 “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.

## Summary Tab

**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.

**Summary Charts**

**Performance Measure progress Summary** Print PPR Summary Print Complete Note History

**Overall Progress Summary:**

Focus Area	Objective	Staff Rating
Capacity Building	Capacity Building & Leverage	
<b>Subtotal:</b>		
<b>GRAND TOTAL:</b>		

**Individual Performance Measure Progress Summary:**

ID	Title	Service Activity	Staff Rating
1	Priority Performance Area 3	Other	

Overall Grantee Note

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 have been entered into the progress report, go to the Summary Tab and click the "Grantee – Submit to CNCS" button.