



AmeriCorps State and National Planning Grant Progress Report Instructions

Who completes the Planning Grant Progress Report?

All planning grantees must complete a Grantee Progress Report (GPR) describing the progress made during the planning period.

What are the components of the GPR?

The GPR for planning grants consists of a set of narrative responses. No demographic or performance measure data is requested.

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 Planning Grant 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 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.



eGRANTS

eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
Welcome Test Contractor	<ul style="list-style-type: none"> ➤ View All ➤ 1 Approved for Consideration/Funding ➤ 71 Awarded ➤ 149 Closed ➤ 1 Returned to grantee ➤ 4 Under CNCS review

Change Organization	Managing My Account	Reporting to CNCS
<p>Enter a grant number or application id and click on the "GO" button to view a different organization's information.</p> <input type="text"/> <input type="button" value="GO"/>	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none"> My Account ➤ Commission Input on National Applicants ➤ 	<ul style="list-style-type: none"> Financial Report ➤ Progress Report ➤ Progress Report Supplement ➤

Find the grant number for your planning grant, 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 listed with the appropriate due date, please let your program officer know.

Reporting Period

The reporting period is from the beginning of your planning grant through the end date of your grant. The reporting period listed in eGrants may be incorrect; please ignore it.

General Information Tab

Grant Number: [REDACTED]
 Application ID: [REDACTED]
 Sponsor/Grantee: [REDACTED]

eGRANTS Progress Report

General Information | Narratives | Summary/Staff Review

Screen Instructions

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, click the "Cancel" button.

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.

For additional information, refer to the GPR

General Information

Grant # [REDACTED] [Cancel](#)

Project Name [REDACTED] [Begin](#)

Grant Year 3

Progress Report Type Progress Report Lite Quarterly

Amendment Number 3

Reporting Period Start Date 10/01/20

Reporting Period End Date 10/02/20

Due Date 12/31/20

Extended Due Date

of Months Funded 0

Status Progress Report Initial Entry

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	04/01/2016 - 09/30/2016	10/31/2016		Progress Report Reviewed	PDF Link
2	04/01/2015 - 09/30/2015	10/31/2015	11/20/2015	Progress Report Reviewed	PDF Link
3	09/05/2014 - 03/31/2015	04/30/2015		Progress Report Reviewed	PDF Link

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 interfere with the accuracy of the progress report. If there is an open amendment on your grant and you click the "Begin" button, you will see a warning message. If you receive this error message, you should talk with your Program Officer to ensure resolution of the amendment so you can submit your GPR on time.

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 (*please limit your remarks to 1,500 words or less*):

Narrative Field 1: Primary Activities (required):

Describe the primary activities you engaged in during the planning period. (*You might want to comment on the actions you have taken to develop plans for the following aspects of an AmeriCorps program: member activities; member recruitment, training, and support; site management; performance measurement; oversight and monitoring; partnership development; sustainability, etc.*)

Narrative Field 2: Accomplishments and Challenges (required):

- What were your accomplishments during the planning period?
- What challenges did you encounter during the planning year, and how did you address these challenges?

Narrative Field 3: Other Narrative (optional):

Describe how you are better prepared to submit a high-quality application as a result of this planning grant.

Click “Next” to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs.

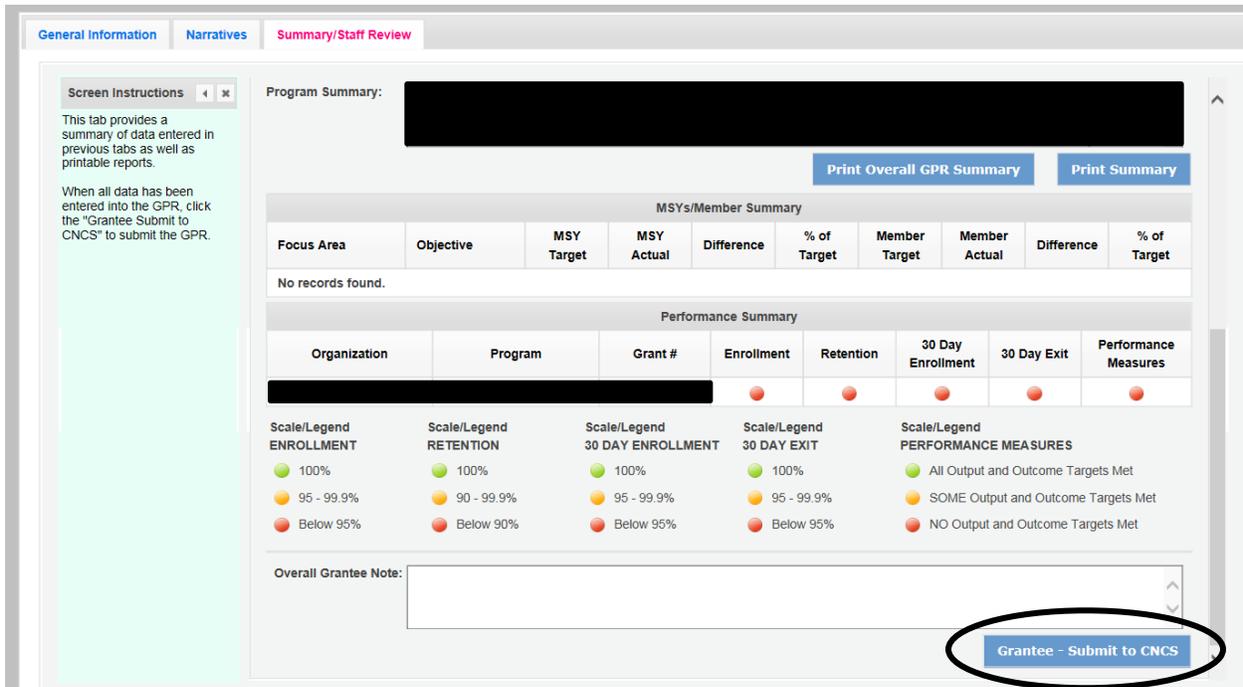
From this tab, you can view or print all text and data entered into the GPR by clicking “Print Overall GPR Summary.”

To print a visual summary similar to the summary screen, click, “Print Grantee 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.)*

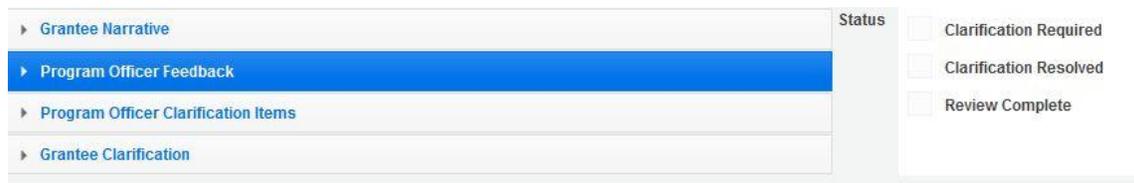
Submitting the GPR

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



REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR

For each tab where data are entered, the CNCS Program Officer reviews data and determines whether clarification is necessary. If clarification is required, the Program Officer 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 CNCS Program Officer. Grantees are not required to provide clarification regarding this feedback.

- Program Officer Clarification Items – Contains clarification items from the CNCS Program Officer. 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.

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

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, the CNCS Program Officer 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.