

**Commission Support Grant
2019 Grantee Progress Report Instructions**

How will CNCS use the information reported?

The Commission Support Grants Grantee Progress Report (GPR) provides information for CNCS staff to monitor commission progress and to respond to requests from Congress and other stakeholders. Some information provided in your GPR may be used by CNCS 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 Grant Grantee Progress Report consists of two sections: Performance Data Elements and Narratives.

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

When is the GPR due?

The GPR is due on March 31, 2020.*

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer/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 commission, and
2. CNCS receives a request explaining the need for an extension before the due date of the report.

*If 2019 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 that includes the 2019 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 3/31/20 due date labeled “Progress Report Annual,” and click on the “edit” link. You will be taken to the main progress report screen.

Reporting Period

The reporting period is from January 1, 2019 through December 31, 2019. Note that this progress report covers the specified reporting period only. The report is not cumulative for the entire three-year grant period and should not include data already reported in past Commission Support Grant GPRs.

Data submitted in the Progress Report must be valid (i.e., the data collected and reported must accurately align with the approved grant application) and verifiable (i.e., the commission 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

The General Information 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 your grant, please work with your Program Officer/Portfolio Manager to get the amendment 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.

Performance Data Elements Tab

The Performance Data Elements tab contains a list of data elements of interest to CNCS. The definition of each Performance Data Element can be found in the [2019 Commission Support Grant GPR Supplemental Guidance](#). **Your responses on this tab should include all data collected for these elements during the time period 1/1/2019-12/31/2019, regardless of the grant year(s) to which the data are connected.**

You are required to report on the following:

- Number of new applicants to the commission’s AmeriCorps competition(s)
- Number of subgrantees that received TTA and monitoring from the commission
- Number of subgrantees reporting improved capacity as the result of TTA and monitoring from the commission

The following data elements are optional:

- Number of volunteers recruited or managed
- Number of individuals affected by disaster served
- Number of individuals assisted in preparing for disasters

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 until 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). Data reported should not be duplicated in any other CNCS grantee progress

reports including, but not limited to, AmeriCorps State and National, Volunteer Generation Fund, Commission Investment Fund, VISTA, or Senior Corps progress reports.

Click “Next” to proceed to the next tab.

Narratives Tab

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 “N/A” in the text box.

Provide the following narratives:

Performance Management (Required) Describe how you have used, or plan to use, data you collected about commission processes or outcomes during the reporting period to improve commission activities. Based on the data you collected, what has worked well during the reporting period, and what changes will your commission make in the coming year to improve processes and/or outcomes to better meet the goals of your State Service Plan?

Collaboration (Required): Describe collaborations and/or cross-stream partnerships initiated or sustained during the reporting period that involved other state commissions, 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. Include in your description any disaster-focused collaborations/partnerships.

Training, Technical Assistance, and Monitoring (Required):

- Describe the training and technical assistance you provided to your subgrantees during the reporting period.
- Describe how you monitored your subgrantees during the reporting period. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them. (Do not describe monitoring findings for every subgrantee; rather, summarize the type and frequency of compliance findings and corrective actions within your portfolio.)

Other Narratives (Optional): If required narrative explanations in other sections of the GPR exceeded character limits, provide overflow explanations here.

Promising Practices (Optional): Describe no more than one promising practice that may be shared with other State Commissions, in no more than one of the following areas: AmeriCorps Grant Outreach and Selection; Compliance and Performance; Collaboration and Sustainability.

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 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.