

AmeriCorps State and National 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 Grantee Progress Report consists of the following sections: Demographic Information, MSYs/Members, Performance Indicators, Performance Measures, and Narratives. Only the Performance Measures section is required for the final GPR; sections of the GPR that do not need to be completed should not be visible.

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 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 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.

The screenshot shows the eGrants user interface. At the top, there is a header with the National Community Service logo and a photo of a young boy and a man looking at a laptop. Below the header, there are three main sections: 'eGRANTS MESSAGES' with a 'Welcome Test Contractor' message; 'VIEW MY GRANTS/APPLICATIONS' with a list of status counts (View All, 1 Approved for Consideration/Funding, 71 Awarded, 149 Closed, 1 Returned to grantee, 4 Under CNCS review); and a bottom navigation bar with three tabs: 'Change Organization', 'Managing My Account', and 'Reporting to CNCS'. The 'Reporting to CNCS' tab is active and contains links for 'Financial Report', 'Progress Report' (circled in red), and 'Progress Report Supplement'.

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.

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 Semiannual"), and click on the "edit" link. You will be taken to the main progress report screen. **If you don't 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 final grant year through the end date of your grant, inclusive of any no-cost extensions received. Note that this progress report is cumulative for the full final grant year (but not the entire 3 year grant period). 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 | Performance Measures | Summary/Staff Review

Screen Instructions [x]

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]
 Project Name [Redacted]
 Grant Year 2
 Progress Report Type Progress Report Lite Semiannual
 Amendment Number 3
 Reporting Period Start Date 10/01/2014
 Reporting Period End Date 12/31/2014
 Due Date 03/31/2015
 Extended Due Date
 # of Months Funded 9
 Status Progress Report Initial Entry

Cancel
 Begin

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	07/01/2013 - 03/31/2014	04/30/2014		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 that you can submit your GPR on time.

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 Measures Tab

National GPR and Competitive GPR

Each performance measure panel contains a chart showing each output and outcome for the performance measure, as well as the MSYs and members allocated to the measure. Grantees should report data on outputs and outcomes only; MSY and member data is not required (please enter zeroes in the "Actual" boxes for MSYs and members). Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Screen Instructions

This tab contains an accordion panel for each performance measure. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure target and actual.

If you leave any fields blank, these fields will default to values of zero when you move to the next tab or save the report.

Performance Measure Progress

Use the horizontal scroll bar at the bottom of the page to review the chart in its entirety.

Done with Section box checked Done with Section box not checked Clarification Required

Measure Type or Resource Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Correction Action
Output	O2	40	<input type="text"/>		%	No	Enter Explanation
Outcome	OUTCM16843	35	<input type="text"/>		%	No	Enter Explanation
MSYs		8.00	<input type="text"/>		%		Enter Explanation
Members		8	<input type="text"/>		%		Enter Explanation

Done with Section

Attainment of GED/high school diploma - Find Opportunity - PM 2

Opportunity Youth members successfully completing program - Find Opportunity - PM 3

For each output and outcome, enter a numerical value documenting your actual result. 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. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data has been entered for each performance measure, click the "Calculate" button at the bottom of the page. This will enable eGrants to calculate the numerical difference between each performance measure target and actual, as well as the percent of the target that was reached. In each performance measure panel, these values will appear in the "Diff" and "% of Target" columns. A "yes" or "no" will appear in the "Met Target" column. CNCS expects that programs will meet their targets by the end of the grant year.

Review Complete

- Program Officer Feedback
- Program Officer Clarification Items
- Grantee Clarification

An explanation is required for any output or outcome target that was not met. To enter an explanation, click on the “Enter Explanation” button in the “Explanation/Corrective Action” column. Clicking this button opens a text box. In the text box, explain the reason(s) the target was not met and the corrective actions you implemented. (Please note: there is a 1000-character limit on each explanation; any text entered above the character limit will not be saved.)

Number of economically disadvantaged individuals receiving job training - Employment - PM 1

Measure Type or Resource Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Corrective Action
Output	O2	40	<input type="text"/>		%	No ▾	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <input type="button" value="Close"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/>
Outcome	OUTCM16843	35	<input type="text"/>		%	No ▾	<input type="button" value="Enter Explanation"/>
MSYs		8.00	<input type="text"/>		%		<input type="button" value="Enter Explanation"/>
Members		8	<input type="text"/>		%		<input type="button" value="Enter Explanation"/>

If the explanation entered for one output or outcome target applies to other unmet targets for the measure (e.g., an output and outcome were unmet for the same reason), clicking the “Copy” button will automatically copy the explanation to the other outputs and outcomes in the measure. If you wish to provide a different explanation for other outputs or outcomes in the measure, enter those explanations by clicking on the “Enter Explanation” button for those outputs or outcomes.

Formula GPR

Follow the instructions above with the following exceptions:

- Actuals are not required for applicant-determined performance measures. No fields will be available to enter these numbers. An applicant-determined measure is any performance measure that does not contain a national performance measure output or outcome. Performance measures that contain a national performance measure output and an applicant-determined outcome are considered national performance measures, and actuals are required for these measures.

General Information Performance Measures Summary/Staff Review

Screen Instructions

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered for each subgrantee, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure

Scholar Performance - K-12 Success - PM 1

Measure Type or Resource Type	Measure #	Target	Actual	Diff
Output	OUTPT3019	400		
Outcome	OUTCM3020	400		
Outcome	OUTCM3021	80		
MSYs		5.00	<input type="text" value="0.00"/>	
Members		5	<input type="text" value="0"/>	

Done with Section

Program Officer Clarification Items

Grantee Clarification

- In lieu of providing actuals for applicant-determined measures, the commission selects a value of either "Yes" or "No" in the "Met Target" column. Select "no" in any situation where the subgrantee's actual is less than the target.

General Information Performance Measures Summary/Staff Review

Screen Instructions

This tab contains an accordion panel for each subgrantee. Clicking on a panel will reveal a second panel showing each of the subgrantee's performance measures. Click on a panel to enter performance measure data.

Enter numerical values and explanations as directed in the GPR Instructions.

Once data has been entered for each subgrantee, click the "Calculate" button at the bottom of the page to calculate the numerical and percentage difference between each performance measure

Target	Actual	Diff	% of Target	Met Target
400				No
400				No
80				No
5.00	<input type="text" value="0.00"/>	-5.00	0.00 %	
5	<input type="text" value="0"/>	-5	0.00 %	

- No explanations are required for any formula performance measures; therefore, no explanation buttons or text boxes are provided. If you wish to provide an explanation, use the "Grantee Narrative" text box. (Please note: there is a 2000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)

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

Click "Next" to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Pie charts and an MSY/Member summary chart show resource allocations and member activities. Graphs show performance against National Performance Measure targets. For commissions, this data is aggregated at the prime level. The subgrantee performance summary provides a quick visual reference for subgrantee performance.

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

For national 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.

Submitting the GPR

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

General Information Performance Measures Summary/Staff Review

Screen Instructions

This tab provides a summary of data entered in previous tabs as well as printable reports.

When all data has been entered into the GPR, click the "Grantee Submit to CNCS" to submit the GPR.

Scale/Legend	Scale/Legend	Scale/Legend	Scale/Legend	Scale/Legend
ENROLLMENT	RETENTION	30 DAY ENROLLMENT	30 DAY EXIT	PERFORMANCE MEASURES
● 100%	● 100%	● 100%	● 100%	● All Output and Outcome Targets Met
● 95 - 99.9%	● 90 - 99.9%	● 95 - 99.9%	● 95 - 99.9%	● SOME Output and Outcome Targets Met
● Below 95%	● Below 90%	● Below 95%	● Below 95%	● NO Output and Outcome Targets Met

Overall Grantee Note:

Grantee - Submit to CNCS

REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR

For each tab where data is 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.

▶ Grantee Narrative	Status <input type="checkbox"/> Clarification Required <input type="checkbox"/> Clarification Resolved <input type="checkbox"/> Review Complete
▶ Program Officer Feedback	
▶ Program Officer Clarification Items	
▶ Grantee Clarification	

The following text fields for feedback and clarification appear on all tabs where data is 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.

Charts on the Performance Measures tab also contain clarification columns to signal specific items on the chart that require clarification.

National Performance Measure – Education Priority Area) - K-12 Success - PM 1

Type or Measure Type	Measure #	Target	Actual	Diff	% of Target	Met Target	Explanation / Corrective Action	Clarification
	ED1	660	0	-660	0.00 %	No	Enter Explanation	
	ED2	462	0	-462	0.00 %	No	Enter Explanation	
	ED5	300	0	-300	0.00 %	No	Enter Explanation	
		16.00	0.00	-16.00	0.00 %		Enter Explanation	
		16	0	-16	0.00 %		Enter Explanation	

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.