

AmeriCorps National Grantee Progress Report Instructions

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report provides information for Corporation staff to monitor your 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 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 information is required?

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.

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 user interface. At the top left is the logo for the Corporation for National & Community Service. To the right is a photograph of several AmeriCorps members in hard hats and work clothes at a construction site. Below the header, the word "eGRANTS" is prominently displayed. The main area is divided into three columns:

- eGRANTS MESSAGES:** Contains a "Welcome Walter" message.
- VIEW MY GRANTS/APPLICATIONS:** Lists application statuses: View All, 1 Approved for Consideration/Funding, 21 Awarded, 24 Closed, 1 Returned to grantee, 3 Subapplication being reviewed by prime, and 5 Under CNCS review.
- Reporting to CNCS:** A navigation menu with three main sections:
 - Creating an Application:** New, Continuation/Renewal, Amendment, Concept Paper.
 - Managing My Account:** Click on the links below to access common account functions. My Account, Equal Opportunity Survey.
 - Reporting to CNCS:** Financial Status Report, **Progress Report** (circled in red), 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 2006-2007 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 12/3/2007 due date, and click on the “edit” link. You will be taken to the main progress report screen



Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

PROGRESS REPORT FOR EXISTING GRANTS Welcome Walter

Grant #04E[REDACTED] - Education Awards Program

Reporting Date	Due Date	Extension Date	Status	
10/01/2006 - 09/30/2007	12/03/2007		Progress Report Initial Entry	edit print
02/01/2005 - 09/30/2005	12/05/2005		Progress Report Initial Entry	edit print
11/01/2004 - 04/30/2005	06/01/2005		Progress Report Initial Entry	edit print
10/01/2003 - 09/30/2004	11/30/2004		Progress Report Initial Entry	edit print

Grant #07EDH001 - Education Awards Program

Step 3: Enter demographic Information

This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. Please note that you are **not required** to report on each indicator. However, if your program includes these types of leveraged volunteers or target groups, you are required to include this data in your report.

Remember that as an AmeriCorps program, you **are required** to report total number of individuals that applied to be AmeriCorps members and total leveraged volunteers.

Definitions of each indicator are available by clicking on the “?” icon on the screen.

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. 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.

This section is a draft, pending OMB approval. This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. Please provide a cumulative totals.

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

Step 4: 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

Report Information

Demographic Information

Performance Measures

Narratives

Review and Submit

Grant Info

Grant #: 0 [REDACTED]

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

Status: Progress Report
Initial Entry

Legal Applicant Info

[REDACTED]

508 Approved | Report a Bug | disable the pictures

back next

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.

Target Actual to Date: In this field, enter a numerical value documenting your actual progress towards the measure. For example, if you anticipated tutoring 5000 students in reading during the reporting period, specify the number of students you actually tutored.

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: 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. This field is required if you did not reach your target.

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 2

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
120 members will complete 1000 conservation service projects defined and prearranged by 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
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) 85 %

Actual to date %

Progress Towards Measure
TEST

Challenges/Corrective Actions
TEST

Step 5: Narratives

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

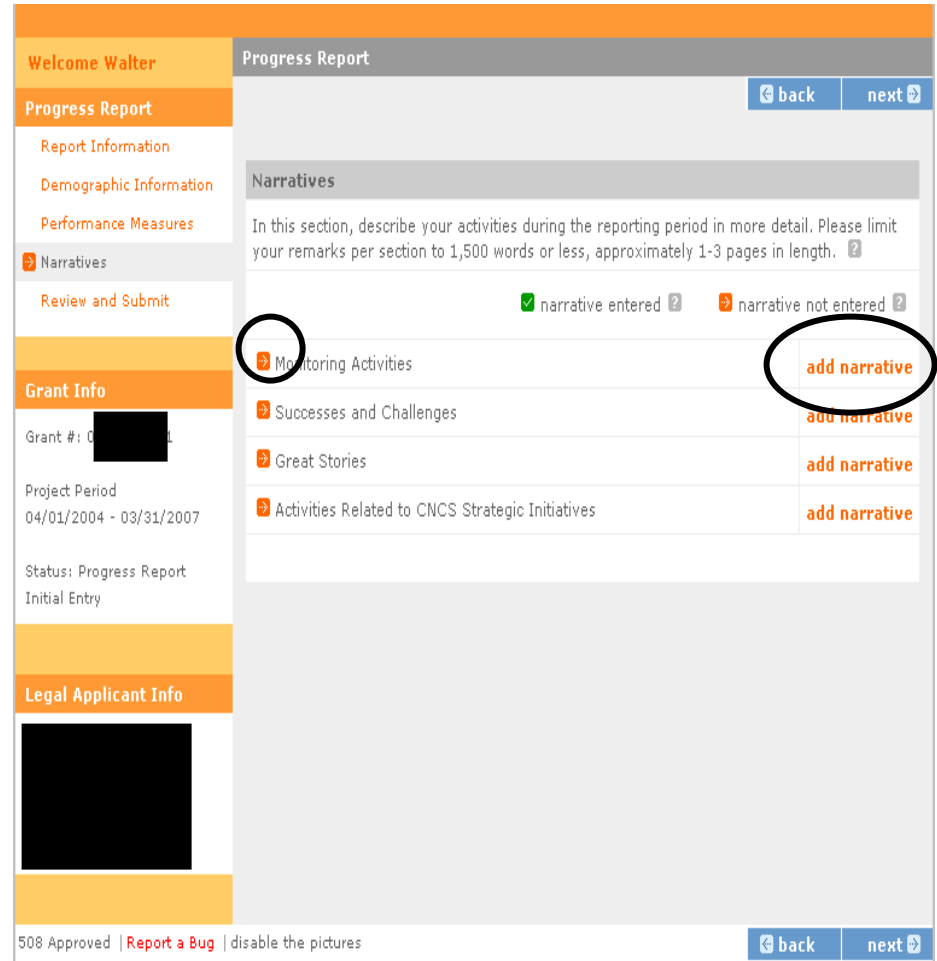
In this section, describe your activities during the reporting period in more detail, focused on the areas described below. Please limit your remarks in each section to 1,500 words or less, approximately 1-3 pages in length.

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.



1. Monitoring Activities

This section is required. 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.

2. Successes and Challenges

This section is required. 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.

Please describe your progress toward securing your match. Describe your efforts to ensure the sustainability of your program beyond the grant period. You 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 your program did not fill or retain all of its awarded slots, explain why and identify the corrective actions you are planning to improve your recruitment and retention practices, or any planned reduction in slots requested.

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

The screenshot shows a web interface for entering monitoring activities. The top bar is orange and labeled 'Progress Report'. Below it is a grey bar labeled 'Narratives'. To the right of this bar are three buttons: 'cancel', 'save', and 'save & close'. The 'save & close' button is circled in black. Below the 'Narratives' bar is a text input area with the prompt 'Please enter the Monitoring Activities for current reporting period'. The input area is a large white box with a vertical scrollbar on the right. At the bottom of the screen are three buttons: 'cancel', 'save', and 'save & close'.

3. Great Stories

This 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 high successful aspect of program operation.

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

4. Activities Related to Corporation Strategic Initiatives

If your programs or sites have addressed any of the Corporation Strategic Initiatives particularly effectively, describe these activities here. The Corporation’s Strategic Initiatives are:

- 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”.

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

Demographic Information
Performance Measures
Narratives
Review and Submit

Grant Info
Grant #: 0 [redacted]
Project Period
04/01/2004 - 03/31/2007
Status: Progress Report Initial Entry

Legal Applicant Info

Please review and submit your information

Report Information: [view/print PR](#)

Grant #: [redacted] - AmeriCorps National Education Awards Program 2006 (March) - Continuation
Due Date: 12/03/2007
Status: Progress Report Initial Entry
Reporting Period: 10/01/2006 - 09/30/2007

Demographic Information: [edit](#)

Applicants - # of individuals who applied to be AmeriCorps members:: 3
Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs:: 4
Disadvantaged children and youth - # serving as leveraged volunteers:: 55
College students - # of leveraged volunteers enrolled in a degree-seeking program:: 600
Baby Boomers - # of individuals born between 1946 and 1964 who serve as volunteers:: 7,000
AmeriCorps members - # who participated in disaster services projects:: 80,000
AmeriCorps members - # certified in disaster preparedness and response:: 900,000
AmeriCorps members - # available for deployment in support of any disaster:: 1,000,000
Disadvantaged children and youth - # served:: 0
Children and youth of incarcerated parents - # served:: 0
Individuals mentored - # of individuals mentored:: 0
Independent living services - # of clients who received independent living services:: 0
Disaster services - # of local disasters to which AmeriCorps members have responded:: 0
Disaster services - # of individuals affected by disaster receiving assistance from members:: 0

Narrative: [edit](#)

Monitoring Activities: not entered
Successes and Challenges: not entered
Great Stories: not entered
Activities Related to CNCS Strategic Initiatives: not entered

Available Actions: [view/print PR](#)

Submit Progress Report

Privacy Act Statement: In compliance with the Privacy Act of 1974, the following information is