

## AmeriCorps State PDAT and Disability Reporting Instructions

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

The AmeriCorps PDAT and Disability Progress Reports provide information for Corporation staff to monitor grant progress, and to respond to requests from Congress and other stakeholders. Program staff uses 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.

We realize you are requested to complete your reports on the grants before the end of the year. Please report your progress to-date in implementing your 2008 plans for these grants, and your anticipated activities and accomplishments for the remainder of this year.

### What information is required?

The AmeriCorps PDAT Progress Report consists of three sections: Training Event, Training Category, and Narratives.

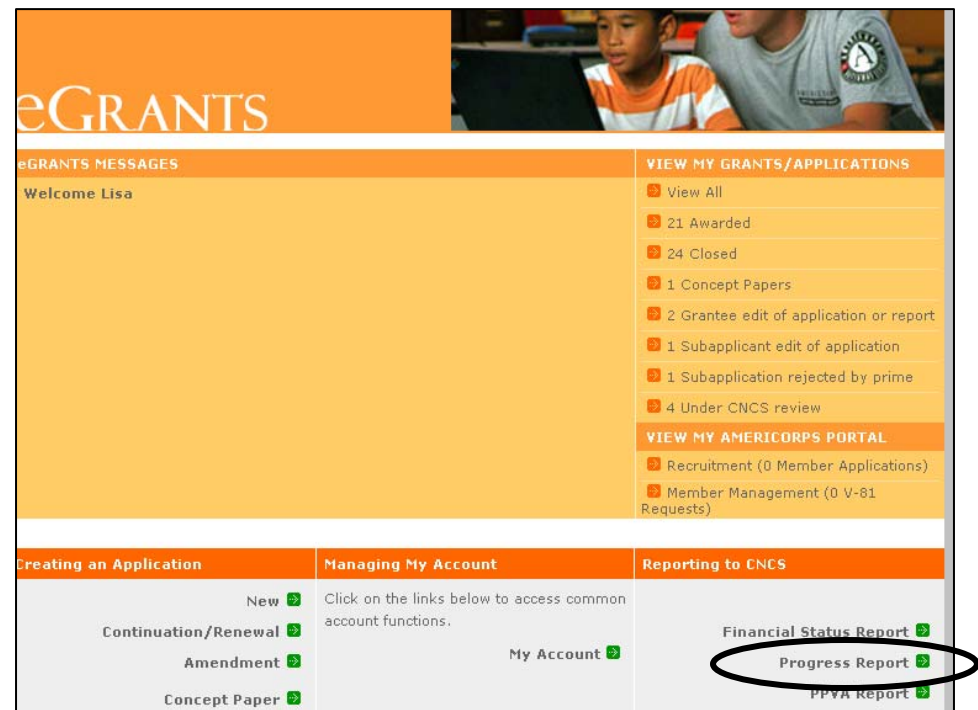
The Disability Progress Report consists of four sections: Demographic Information, Training Event, Training Category, and Narratives.

The Narratives section for both reports consists of one required response, and three optional responses.

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 for submission.

### 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.



**Step 2: Select the appropriate progress report.**

You will see a list of possible progress reports for each of your existing grants. To locate each report, find the 2008 grant numbers for your PDAT and Disability grants, and expand the list by clicking on the grant number.

Locate the progress report for the 2008 year. The report's status should appear as "Progress Report Initial Entry." Click on the "edit" link for this progress report. You will then be directed to the main progress report screen.

**Note:** The 2008 progress report will appear with an incorrect due date of 1/31/2009. However, the correct due date for the report is 11/4/2008.

10/28/2008, 3:50 PM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

PROGRESS REPORT FOR EXISTING GRANTS Welcome Lisa

- Grant #04ACHAL001 - AmeriCorps\* State
- Grant #04AFHAL001 - AmeriCorps\* State
- Grant #05BIHAL001 - Basic Innovative Programs
- Grant #05PTHAL001 - Program Development & Technical Assist.
- Grant #06ACHAL001 - AmeriCorps\* State
- Grant #06AFHAL001 - AmeriCorps\* State
- Grant #06AFHAL002 - AmeriCorps\* State
- Grant #07VSSAL005 - VISTA State
- Grant #08CDHAL001 - Disability**

Reporting Date	Due Date	Extension Date	Status	
01/01/2008 - 12/31/2008	01/31/2009		Progress Report Initial Entry	<a href="#">edit</a>   <a href="#">print</a>

**Step 3: Confirm Report Information.**

This section contains information on the grant, such as the grant number, the progress report due date and status, and the reporting period. It also includes a message explaining the incorrect due date that appears.

Please confirm that the correct progress report is selected for the correct reporting period. Once this has been confirmed, click “next” to advance to the next section of the report.

**eGrants**

Welcome Lisa Progress Report

cancel next

**Progress Report**

Report Information

Demographic Information

Training Event

Training Category

Narratives

Review and Submit

**Grant Info**

Grant #: [redacted]

Project Period  
01/01/2008 - 12/31/2010

Status: Progress Report  
Initial Entry

**Legal Applicant Info**

[redacted]

**Progress Report**

Did you select the Progress Report for the correct reporting period? If so, click on the "next" button to continue. If not, click "cancel" and select the correct report.

The eGrants system defaults to a due date for progress reports that is 30 days after the end of the reporting period. However, the due date on this screen is incorrect because Disability grant progress reports are due prior to the end of the reporting period and on the same day that the new grant applications are due. If you have questions, contact your CNCS program officer to confirm the due date for these progress reports.

**Grant #:** [redacted] **Commission Disability Funds FY 2008**

**Due Date:** 01/31/2009

**Status:** Progress Report Initial Entry

**Reporting Period:** 01/01/2008 - 12/31/2008

**OMB number:** 3045-0099      **Expiration date:** 5/31/2010

**Step 4, Disability Reports ONLY:**  
**Enter Demographic Information.**

**(PDAT Report Instructions, skip to Step 5.)**

This section contains two demographic indicators of interest to the Corporation and its stakeholders.

To complete this section, enter the number of disability accommodations requested and provided during the reporting period. These numbers should include the number of accommodation requests that you have received and anticipate meeting before the end of the annual grant period.

Enter the demographic information in the two fields, and click on “next” to advance to the Training Event screen.

The screenshot displays the 'eGRANTS' web interface. At the top left is the logo for the Corporation for National & Community Service. A header banner features the text 'eGRANTS' and a photograph of a smiling woman. Below the banner, a navigation bar includes 'Welcome Lisa', 'Progress Report', and 'back next' buttons. A left sidebar menu lists: 'Progress Report', 'Report Information', 'Demographic Information' (highlighted), 'Training Event', 'Training Category', 'Narratives', 'Review and Submit', 'Grant Info', and 'Legal Applicant Info'. The 'Grant Info' section shows: Grant # [redacted], Project Period 01/01/2008 - 12/31/2010, and Status: Progress Report Initial Entry. The main content area is titled 'Demographic Information' and contains the following text: 'Record the number of accommodations requested and provided during the reporting period. Because this report is due before the end of the twelve month grant period, please include any disability accommodation requests that you have received and anticipate meeting before the end of the annual grant period. If you receive disability accommodation requests after you have submitted this progress report and before the end of the current twelve month grant period, you may submit that information in next year's progress report.' Below this text are two input fields: 'Number of accommodations requested:' and 'Number of accommodations provided:'. Both fields contain the number '0' and are circled in black.

### Step 5: Enter Training Event.

Enter a minimum of one training event for both the PDAT and Disability reports. The training events you enter should represent those supported by funds for each type of grant, including training(s) planned for the remainder of the annual grant period. You will also indicate the number of members and staff trained at each event, as well as whether each training event was conducted using CNCS training providers.

Click on “save” at the top of the screen once all information has been entered for a training event. You must save each event before adding another. To delete a training event that has been entered, click on “delete” to the right of the event. To add information about additional training events, click on “Add another Training Event.”

Click on “next” to advance to the Training Category screen.

The screenshot displays the 'eGRANTS' web application interface. At the top, there is a header with the 'Organization for NATIONAL & COMMUNITY SERVICE' logo and a photo of a man and a child reading a book. Below the header, the page is titled 'Progress Report' and includes navigation buttons for 'back', 'save', and 'next'. The main content area is titled 'Disability Training Event Information' and contains instructions: 'Please list the training events supported by Disability funds. Then indicate the number of members and staff members trained at each event. Also indicate whether each training event was conducted using CNCS training providers. Click on "Save" once you have completed entering all information for each training event. In addition, because this progress report is due before the end of the annual grant period, please include training you have planned for the remainder of the grant period and anticipated staff and member participation.'

On the left side, there is a sidebar menu with the following items: 'Welcome Lisa', 'Progress Report', 'Report Information', 'Demographic Information', 'Training Event', 'Training Category', 'Narratives', and 'Review and Submit'. Below the menu, there is a 'Grant Info' section with the following details: 'Grant # [redacted]', 'Project Period 01/01/2008 - 12/31/2010', and 'Status: Progress Report Initial Entry'. At the bottom of the sidebar, there is a 'Legal Applicant Info' section which is currently redacted.

The main content area features a table with the following columns: 'Training Event', '# of Members Trained', '# of Staff Trained', and 'Used CNCS Contractors'. There is one row in the table with the number '1' in the first column. Below the table, there is a button labeled 'Add another Training Event' and a 'Total Training Events' field showing the value '1'. The 'save' button at the top right of the page is circled in red.

**Step 6: Enter Training Category.**

The training events entered on the Training Event screen will now appear listed on the Training Category screen.

For both the PDAT and Disability reports, please indicate the type of topics covered in each training event supported by funds from each grant. If a training event covered a topic other than the categories listed, please specify the topic in the “Other” column. A minimum of one training category (or “other”) must be noted for each training event.

Once all training categories have been entered, click “save,” and then “next” to advance to the Narratives screen.

The screenshot shows the eGrants web interface. At the top left is the logo for the Corporation for National & Community Service. The main header area contains the text "eGRANTS" and a photograph of a smiling man in a blue shirt. Below the header is a navigation bar with "Welcome Martha" and "Progress Report" tabs. A sidebar on the left contains a menu with items: "Report Information", "Training Event", "Training Category" (highlighted with a red circle), "Narratives", and "Review and Submit". Below the sidebar is a "Grant Info" section with fields for "Grant #:", "Project Period" (01/01/2008 - 12/31/2010), and "Status: Progress Report Initial Entry". The main content area is titled "PDAT Training Category Information" and includes instructions: "Please indicate the type of topics covered in each training event supported by PDAT funds by category below. If the training event covered a topic other than the categories listed, please specify in the Other column. You may only specify one Other category for each event." Below this is a table with columns for various categories and an "OTHER, PLEASE SPECIFY" column. The table has one row with "Seq" 1 and "Training Event" "Program Director Training". The "OTHER, PLEASE SPECIFY" column contains a text input field. At the bottom of the main content area, there is a status bar with "508 Approved | Contact Help Desk | disable the pictures" and navigation buttons for "back", "save", and "next".

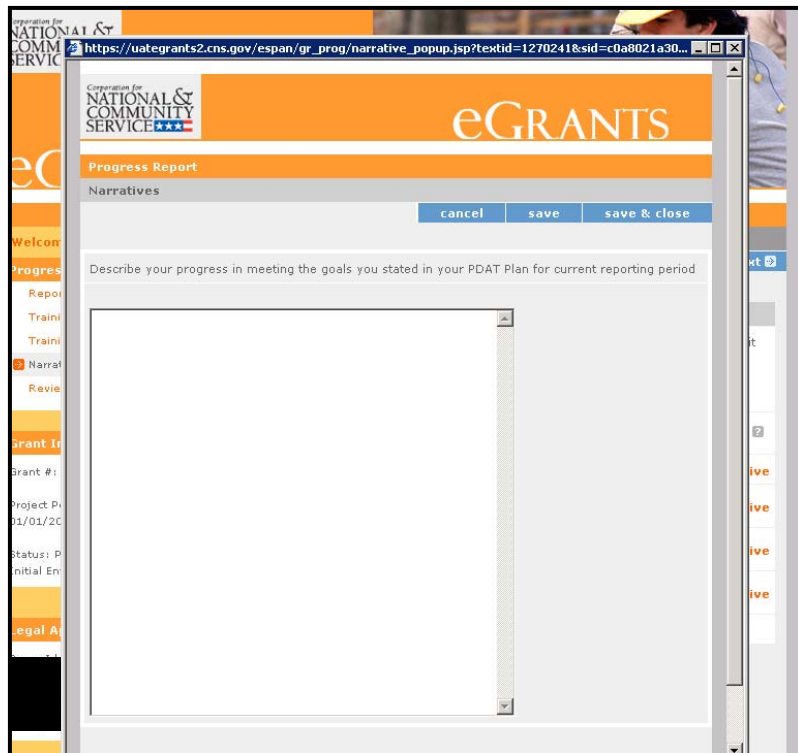
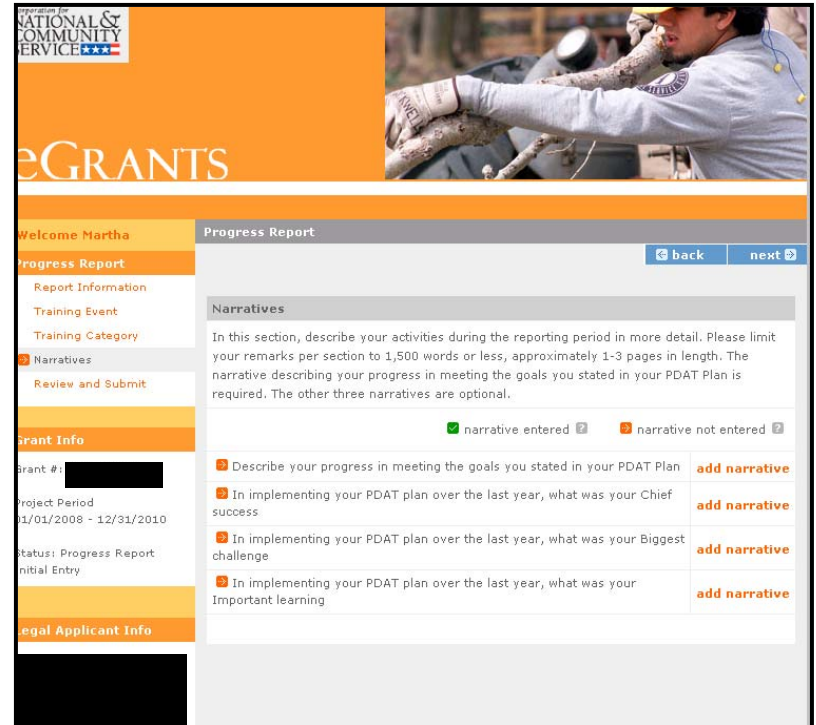
Seq	Training Event	Recruitment Member	Development Member	Leveraging Volunteer	Community Engagement	Development Resource	Measurement Performance	Evaluation Management	Financial AmeriCorps	eGrants/My AmeriCorps	OTHER, PLEASE SPECIFY (You may only specify one per event)
1	Program Director Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

### Step 7: Enter Narratives.

In the Narratives section of both reports, four narratives will appear. A response is required for the first narrative; the remaining three narratives are optional.

Click on “add narrative” to the right side of your screen, and a pop-up window will appear for you to enter your narrative responses. Please limit your responses to each narrative to 1,500 words or less, approximately 1-3 pages in length. Click “save” after entering each narrative response, or click “save & close” to return to the Narratives screen. A green check will appear next to each narrative that has been entered.

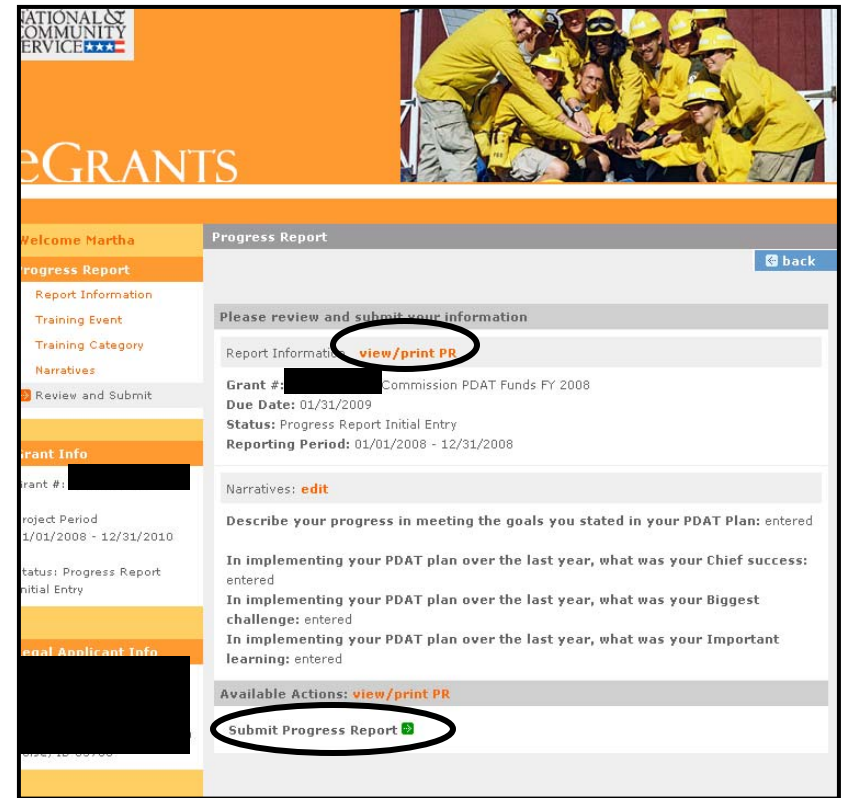
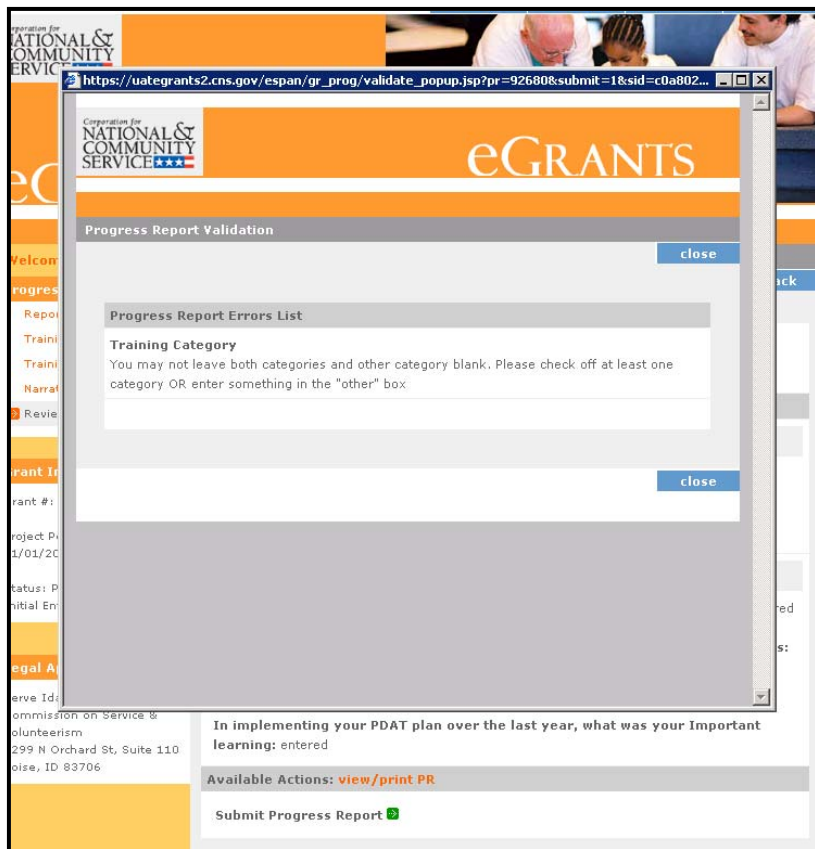
Once the required narrative and any optional narratives you choose have been entered, click “next” to advance to the Review and Submit screen.



### Step 8: Review and Submit.

Click on “View/Print PR” to view data in the report. The report will be opened as a PDF file. Verify that the report shows all the same information in the same format as entered into the report screens.

Click on Submit to submit the progress report to CNCS. If any errors are found in the report, a Progress Report Validation pop-up window will appear (example below). Any errors must be corrected in order to submit the report.





Once the report has been submitted, verify that you receive the message below, indicating that you have successfully submitted the progress report. If you return to Step 1, and view your progress reports, you will now see that the report's status is changed to Progress Report Submitted, and can no longer be edited.

