

Grantee Progress Report Tips and Reminders

You may access the new progress reporting system at <http://www.americorps.gov/egrants/index.asp> .

We hope that this tip sheet will help you to avoid the most common mistakes that programs make in completing the GPR. If you have any questions, please contact your program officer.

General reminders:

- If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions of the progress report will be granted when:
 - 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the grantee, and
 - 2) the Corporation receives a request explaining the need for an extension **before** the due date of the report.
- The reporting period is from the beginning of your 2006-2007 program year through September 30, 2007.
- Make sure you select the appropriate the appropriate GPR to complete. Choose the one with the December 3, 2007 due date.
- Read the 2007 Progress Reports Instructions sheet, which includes helpful screen shots.
- Your GPR has not been submitted to CNCS until you click on “Submit Progress Report.” If you have left any required sections blank, eGrants will not let you submit the report and will give you an “error report” which identifies each blank section. After you enter the missing information, you will be able to submit the progress report.
- **Education Award Program (EAP) grantees:** EAP grantees must enter their Site Information Profiles (SIPs) **into WBRS** by December 3, 2007. This requirement is described in the AmeriCorps EAP Provisions, Section IV.N.4. **This requirement only applies to EAP grantees.** Please contact your Program Officer if you have any questions.

Tips for completing each section:

Demographic Section

- Do not use commas when entering numbers into any of the demographic fields, or into any of the fields where you report on actual targets. For example, if you tutored 5,000 students, enter “5000” into the target field.
- Remember, 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.
- All AmeriCorps grantees are required to report the total number of individuals that applied to be AmeriCorps members and the leveraged volunteers.

Performance Measurement Section

- For each target that your program did not reach, explain why you did not reach your target and state the actions you will take to improve performance. This field is required if you did not reach your target. Include this information in the “challenges section” for that performance measure.

Narrative Section

- Specific instructions for completing the four sub-sections are included in the progress report instructions.

You will receive feedback on your progress report by January 11, 2008.