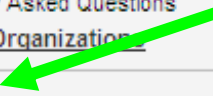# 2010 PROGRESS REPORT SUPPLEMENT (PRS) DATA COLLECTION
FOSTER GRANDPARENT PROGRAM (FGP)
EGRANTS INSTRUCTIONS FOR GRANTEES

The following instructions, with eGrants screen shots, walk you through completing the Progress Report Supplement also referred to as the PRS. This survey was previously known as the Project Profile and Volunteer Activity (PPVA). Please see the separate "Help Text" document for descriptions of each field.

1. All of the fields on the PRS form are required. Each field must be completed in order to submit the PRS report. If there are no numbers to report for a particular data field, please enter a "0".

2. Please be sure to **scroll down to the end of each category** to ensure all required fields are filled-in.

3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.

4. To print a copy of the PRS report, click on the **"Print PRS"** button on the "Review and Submit" screen.

Step (1) Log on to eGrants phase II: go to, www.seniorcorps.gov, and click on "eGrants" under "For Organizations":

eGrants

- □ eGrants Home
  - + Help / Assistance
  - + Notices of Funding Availability
  - + Feedback
  - + Hours of Operation
  - + Be a Peer Reviewer

Get Involved!

Your volunteer potential has never been stronger, the need has never been greater, and the time to get involved has never been better!

Search by interest:

| Everything ▾ |

and enter your zipcode: [   ]

or state: [-- ▾]

Find Opportunities Now

Powered by
VolunteerMatch

Advanced Search

| Senior Corps in Your State |
| Select a State ▾ |

| National Service Websites |
| Other National Service Websites ▾ |

| Site Tools |

Grab a Widget!
🔶 WIDGETS ...

Subscribe to RSS / XML Feeds:
🔶 SUBSCRIBE ...

Google Translate
Select Language ▾

---

eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

Click here to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users click here for information about using the new recruitment functionality in eGrants.

---

eGrants System Status
as of Tuesday, October 05, 2010

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages
as of Tuesday, October 05, 2010

There are currently no scheduled system outages for eGrants.

Help Desk Information:

Phone: 888-677-7849
Email: egrantshelp@cns.gov
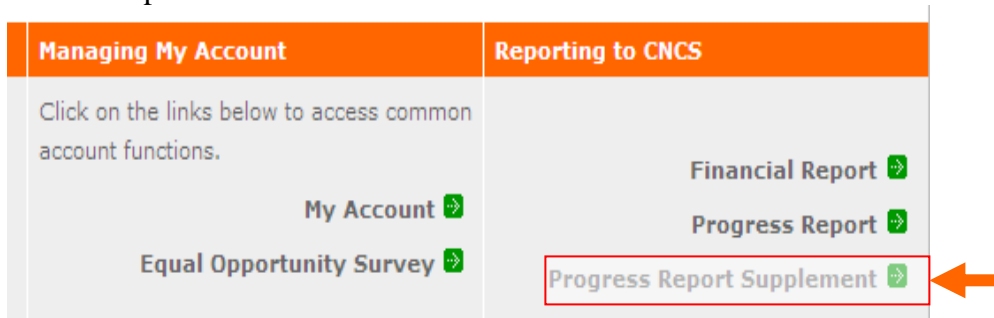**Hours of operation:** 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

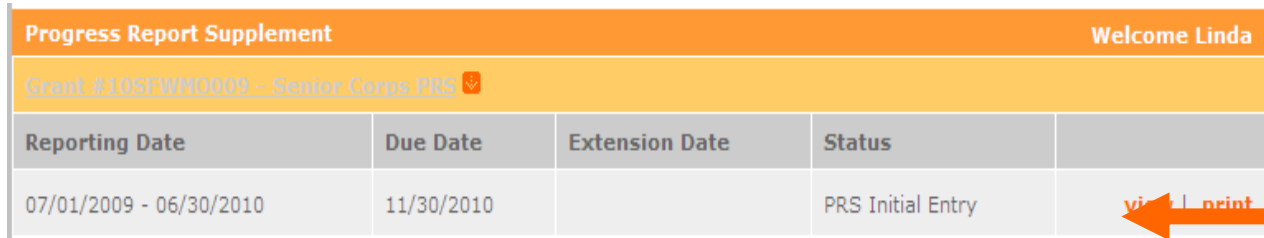
Please click here
to Use eGrants

After logging onto *Grants Phase II* you will see the following screen.

Step (2) Select the **Progress Report Supplement link** under **Reporting to CNCS.** This will bring up the PRS screen.

Step (3) Select the most current **grant number and "edit PRS"** will appear on the right column to fill-out the PRS screen.

Step (4) The first screen shows the Reporting Period for PRS: **July 1, 2009 – June 30, 2010** and the Due Date, **November 30, 2010.**

You can move to different sections of the report by clicking list in the left column or by clicking the "next" button as you finish each screen. Data is automatically saved by clicking "next".

Step (5) "Demographics" is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PRS data category.

Welcome Ulises

PR Supplement

Senior Corps PRS

▸ Demographics

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SFNMI002

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

Legal Applicant Info

Washtenaw County
301 W. Michigan, 4th Floor
Ypsilanti, MI 48197

Progress Report Supplement

◂ back | save | next ▸

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here ❓

Demographics

Age Group	# of Vols
55 to 64	
65 to 69	
70 to 79	
80 to 84	
85 and over	
Gender	**# of Vols**
Female	
Male	
Ethnicity	**# of Vols**
Hispanic or Latino	
Non-Hispanic or Non-Latino	
Racial Group	**# of Vols**
American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Pacific Island	
White	

508 Approved | Contact Help Desk | disable the pictures

◂ back | save | next ▸

Step (6) FGP Service Information. Fill in the number of volunteers in each field.

Senior Corps PRS
Demographics
→ Service Information
Client Information
Special Needs Served
Stations
Review and Submit

Grant Info

Grant #: 08SFNMI002

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

Legal Applicant Info

Washtenaw County
301 W. Michigan, 4th Floor
Ypsilanti, MI 48197

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here ?

Service Information

Volunteers	# of Vols
Total number of Volunteers	
Total Number of Non-Stipend Volunteers	
Total number of Foster Grandparents who served in private homes	
Total number of veterans serving as Foster Grandparents	
Total number of hours served	
Applicants	**# of Vols**
Able to enroll due to age set to 55	
Able to enroll due to income eligibility change	
Volunteers Separated	**# of Vols**
Employment, moved, family, new interests	
Health problems, death	
Transportation problems	
Income became over allowable guidelines to receive stipend	
Poor performance	
Hours Served	**# of Vols**
Number of Volunteers serving 15 - 19 Hours per week	
20 - 29 Hours per week	
30 - 40 Hours per week	
Volunteer Client Ratio	**# of Vols**
Serve 1 client weekly	
Serve 2 clients weekly	
Serve 3 - 5 clients weekly	
Serve 6 - 10 clients weekly	
Serve 11 or more weekly	

Step (7) FGP Client Information: Fill in the number of children served in each field.

PR Supplement

Senior Corps PRS

Demographics

Service Information

➡ Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SFNMI002

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

Legal Applicant Info

Washtenaw County
301 W. Michigan, 4th Floor
Ypsilanti, MI 48197

◀ back | save | next ▶

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here ❓

Client Information

Ages of Clients Served	# of Clients
Birth to age 5	
Ages 6 - 12	
Ages 13 - 19	
Youth Ages 20 and over	
Clients Served	**# of Clients**
Total number of children/youth served	
Number of children/youth awaiting service of a Foster Grandparent	
Total number of children of military families served	
Total number of children of prisoners served	
Total number of children mentored	

508 Approved | Contact Help Desk | disable the pictures

◀ back | save | next ▶

Step (8) FGP Special Needs Served

Each type of special need served has 3 columns: "# of Vols", "In Home" & "Not In Home"
- "For # of Vols", please fill in the number of volunteers. If zero then please enter a "0"
- "In Home", please fill in the number of children. If zero then please enter a "0"
- "Not In Home", please fill in the number of children. If zero then please enter a "0"

PR Supplement

Senior Corps PRS
Demographics
Service Information
Client Information
Special Needs Served
Stations
Review and Submit

Grant Info

Grant #: 08SFNMI002

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

Legal Applicant Info

Washtenaw County
301 W. Michigan, 4th Floor
Ypsilanti, MI 48197

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here

Special Needs Served

Special Needs	# of Vols	in Home	Not in Home
Abused/Neglected Children			
Boarder Babies			
Children with HIV/AIDS			
Developmental Disabilities			
Emotional Disabilities			
Hearing Impaired			
Homeless			
Adjudicated Youth / Juvenile Offenders			
Language Barriers			
Learning Disabilities			
Physical Disabilities			
Significantly Medically Impaired			
Substance Abuse			
Teen Pregnancy/Teen Parenting			
Terminally Ill			
Visually Impaired			
Other Special Needs			

508 Approved | Contact Help Desk | disable the pictures

Step (9) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission.

Stations		
Faith Based Stations	**# of Stations**	**# of Vols**
Total number of faith-based Stations / Volunteers		

Special Needs Served
Stations
Review and Submit

Step (10) Review and Submit:
- Click on "View/Print PRS Report" to confirm your responses. **(PLEASE SEE CHECKLIST ON NEXT PAGE)**
- If you need to change any responses you can do so by clicking "edit" in the appropriate section(s).
- After editing, click "View/Print PRS Report" again to confirm your answers are correct.
- Click "Submit PRS Report" to complete the final step. This step submits your report to your Program Manager in the State Office.

Stations
Review and Submit

Grant Info

Grant #: 08SFNMI002

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

Legal Applicant Info

Washtenaw County
301 W. Michigan, 4th Floor
Ypsilanti, MI 48197

Status: PRS Initial Entry
Reporting Period: 07/01/2009 - 06/30/2010

Demographics: edit

Service Information: edit

Client Information: edit

Special Needs Served: edit

Stations: edit

Available Actions: View/Print PRS

FGP PRS Grantee Checklist

- Have you **printed a copy** of the report and **verified the information** before submitting? ☐

- Do all fields contain a number? If no information is available, is a "**0**" entered? ☐

- Do the totals for all subcategories under **Age Group** equal **Total Number of Volunteers**? ☐

- Do the totals for all subcategories under **Gender** equal **Total Number of Volunteers**? ☐

- *Do the totals for all subcategories under **Ethnicity** equal **Total Number of Volunteers**? ☐

- *Do the totals for all subcategories under **Racial Group** equal **Total Number of Volunteers**? ☐

- Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**? ☐

- Do the totals for all subcategories under **Volunteer Client Ratio** equal **Total Number of Volunteers**? ☐

- Do the entries for the **In Home** column under **Special Needs** reflect the Number of **Children** and **NOT** **Volunteers**? ☐

- Do the entries for the **Not in Home** column under **Special Needs** reflect the Number of **Children** and **NOT** **Volunteers**? ☐

***We understand that some grantees do not collect information related to race and ethnicity. If this is the case, either not answering or entering incomplete information is allowed. If you do not have data, please enter "0" in these fields.

Questions? Please contact your Program Officer in the Corporation State Office.