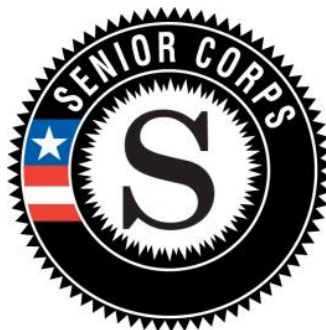




# **Senior Corps Project Progress Report**

## eGrants Step-by-Step Instructions



**Retired and Senior Volunteer Program (RSVP)  
Foster Grandparent Program (FGP)  
Senior Companion Program (SCP)**

OMB Control Number 3045-0033

**About the PPR**

The Project Progress Report (PPR) is used to ensure grantees of the Senior Corps programs (RSVP, Foster Grandparent and Senior Companion Programs) address and fulfill legislated program purposes; meet agency program management and grant requirements; track and measure progress to benefit the local project and its contributions to senior volunteers and the community; and to report progress toward work plan objectives agreed upon in the granting of the award.

**Purpose**

The PPR will be used to report progress toward accomplishing work plan goals and objectives, reporting volunteer and service outputs, reporting actual outcomes related to self-nominated performance measures meeting challenges encountered, describing significant activities, and requesting technical assistance.

## Accessing the Progress Report

4/19/2013, 1:46 PM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

# eGRANTS

eGRANTS MESSAGES

Welcome, Darin

VIEW MY GRANTS/APPLICATIONS

- View All
- 1 Approved for Consideration/Funding
- 11 Awarded
- 14 Closed
- 2 Concept Papers
- 5 Grantee edit of application or report

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<ul style="list-style-type: none"><li>New</li><li>Continuation/Renewal</li><li>Amendment</li><li>Concept Paper</li></ul>	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none"><li>My Account</li><li>Equal Opportunity Survey</li></ul>	<ul style="list-style-type: none"><li>Financial Report</li><li><b>Progress Report</b></li><li>Progress Report Supplement</li></ul>

508 Approved | Contact Help Desk | disable the pictures  
Release version: 5.5.1

After logging into eGrants, access the Progress Report from the eGrants home screen by clicking on "Progress Report."

A list of all previous and current CNCS grant awards will be listed. Click on your current grant number to see the Progress Reports available for that award.

4/19/2013, 1:54 PM, EDT

home my account help

Corporation for NATIONAL & COMMUNITY SERVICE

# eGRANTS

## PROGRESS REPORT FOR EXISTING GRANTS

- Grant #02SFWM0005 - Foster Grandparent Program
- Grant #04SFWM0001 - Foster Grandparent Program
- Grant #07SFWM0001 - Foster Grandparent Program
- Grant #08VSWM0001 - VISTA State
- Grant #10SFWM0002 - Foster Grandparent Program
- Grant #13SFWM0001 - Foster Grandparent Program

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After you click on the grant number, a list will display of the Progress Reports available for that award. A status of "Progress Report Initial Entry" indicates that the report has not been submitted to CNCS and is available for you to enter information. Review the reporting date and due date to help select the correct report. Click "Edit" to begin working on the report.

Grant #13SFWM0001 - Foster Grandparent Program					
Reporting Date	Due Date	Extension Date	Status	PR Type	
01/01/2013 - 12/31/2013	01/31/2014		Progress Report Initial Entry	Progress Report Annual	<a href="#">edit</a>
01/01/2013 - 06/30/2013	07/31/2013		Progress Report Submitted	Progress Report Lite Semiannual	<a href="#">view</a>

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## General Information Tab

The Progress Report uses tabs, similar to the Performance Measure Work Plan Module. The first Progress Report tab is "General Info." Review the information in the General Information section of this screen to ensure you are working on the correct PPR.

If you are working on the correct PPR, click "Begin." You may also click "Next" to move to the next screen and start working on the PPR. If this is not the correct PPR, click "Cancel" to return to the previous eGrants screen.

home | back to eGrants application | my account | help | logout

Grant Number: 13SFNOH002  
NOFA: FGP 2013 Quarter 2 (Year 1 of single or multi year grant)  
Application ID: 13SF144416  
Legal Applicant Name: Senior Centers, Inc.

**eGRANTS Progress Report**

General Info | Demographics | Narratives | Progress Report | Veterans | Summary/Staff Review

Screen Instructions: Did you select the Progress report for the correct reporting period? If so, click "Begin." If not, click "Cancel" and select the correct report.

**General Information**

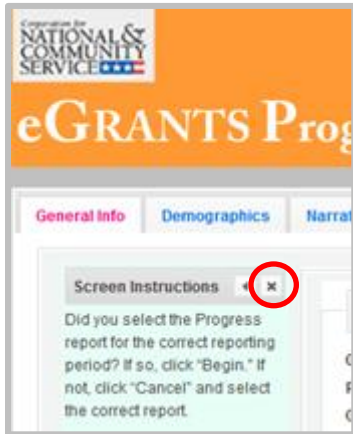
Grant # 13SF144416  
Project Name FGP of Lucas County  
Grant Year 1  
Progress Report Type Progress Report Annual  
Progress Report Amendment # 0  
Reporting Period Start Date 01/01/2013  
Reporting Period End Date 12/31/2013  
Due Date 01/31/2014  
Extended Due Date  
# of Months Funded 12  
Status Progress Report Initial Entry

Cancel  
Begin

Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
There are currently no Progress reports are in Reviewed status.				

Next

The header at the very top of each PPR screen contains your Grant Number, NOFA, Application ID, and Legal Applicant Name.



Additional instructions can be found on the left side of each screen. The instructions can be hidden by clicking the “X.”

The General Information section includes various pieces of information about this PPR and the grant.

“# of Months Funded” indicates the number of months of the three-year project period that have been completed by the end date of the reporting period for the PPR.

“Status” indicates the status of the PPR you are currently working on.

“Progress Report Initial Entry” means that the PPR has not yet been submitted to CNCS.

“Progress Report Submitted” means that the PPR has been submitted to CNCS but has not yet been reviewed by CNCS.

“Progress Report Reviewed” means that the PPR has been reviewed by CNCS and now includes feedback from CNCS.

“Progress Report Returned for Rework” means that the PPR has been returned to you for changes that are described in the PPR feedback.

General Information	
Grant #	13SF144416
Project Name	FGP of Lucas County
Grant Year	1
Progress Report Type	Progress Report Annual
Progress Report Amendment #	0
Reporting Period Start Date	01/01/2013
Reporting Period End Date	12/31/2013
Due Date	01/31/2014
Extended Due Date	
# of Months Funded	12
Status	Progress Report Initial Entry

At the bottom of the General Info tab, you will see a list of all PPRs that have previously been submitted for this grant. You can click on any PPR in the list to go directly to a PDF of that PPR.

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	01/01/2013 - 12/31/2013	01/31/2014		Progress Report Reviewed	<a href="#">PDF Link</a>
2	01/01/2013 - 06/30/2013	07/31/2013		Progress Report Reviewed	<a href="#">PDF Link</a>

## Demographics Tab

The next tab is the Demographics Tab. The Demographics Tab is available for FGP and SCP only.

On line 1, enter the total number of cumulative volunteer hours for this budget period.

On line 2, enter the total number of active volunteers serving this budget period.

On line 3, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Non-Federal).

On line 4, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Federal).

**Senior Corps PPR Demographics Information**  
This section contains a list of demographic indicators of interest to CNCS and our stakeholders. Please provide cumulative totals.

	Demographic Information	Value
1	Vol Data Total Number of Cumulative Hours This Budget Period	<input type="text" value="0"/>
2	Vol Data Total Number of Active Volunteers Serving This Budget Period	<input type="text" value="0"/>
3	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Non-Federal) Cumulative Expenses To-Date	<input type="text" value="0"/>
4	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Federal) Cumulative Expenses To-Date	<input type="text" value="0"/>

Buttons: Save, Back, Next

Click "Next" to move to the next tab.

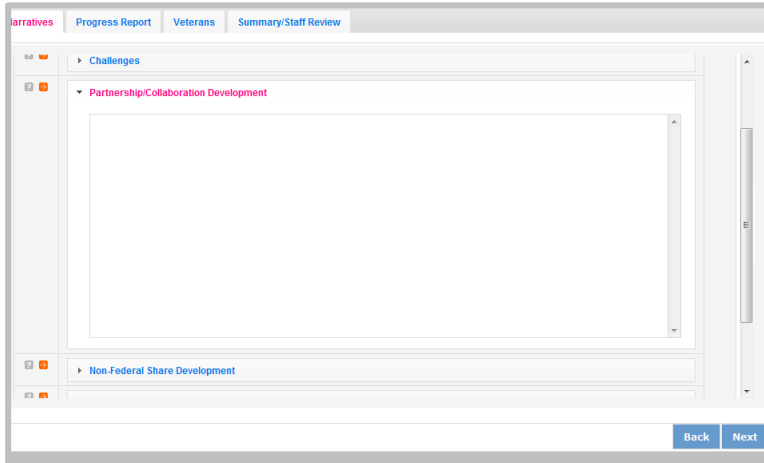
## Narratives Tab

On the Narratives Tab, complete each narrative with information about your activities during the reporting period. By clicking on each narrative heading, a text field will display allowing you to enter narrative information. Once any text has been entered in that section, the orange arrow next to the heading will change to a green check mark.

The screenshot displays the eGRANTS Progress Report interface. At the top, there is a navigation bar with links for home, back to eGrants, my account, help, and logout. Below this, the header includes the National & Community Service logo, the title "eGRANTS Progress Report", and the following information: Grant Number: 13SCNOH001, NOFA: SCP 2013 Quarter 2 (Year 1 of single or multi year grant), Application ID: 13SC143165, and Legal Applicant Name: The Benjamin Rose Institute. The main navigation tabs are General Info, Demographics, Narratives (highlighted), Progress Report, Veterans, and Summary/Staff Review. The "Senior Corps PPR Narratives" section is active, showing instructions: "In this section, open each narrative and describe your activities during the reporting period in more detail." A legend indicates that a green checkmark means "Narrative entered" and an orange arrow means "Narrative not entered". A list of narrative categories is shown, each with a small arrow icon: Challenges, Partnership/Collaboration Development, Non-Federal Share Development, Other Accomplishments, Stories, and List of Additional Documents Sent to CNCS State Office. A "Save" button is at the bottom left, and "Back" and "Next" buttons are at the bottom right.

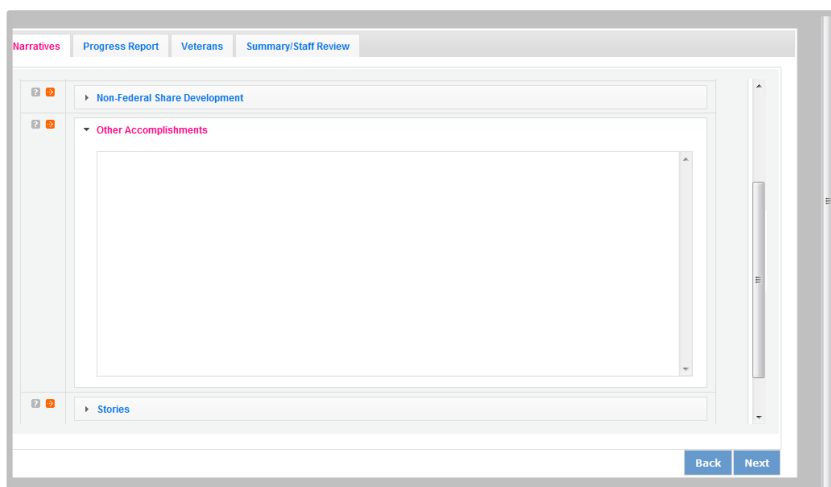
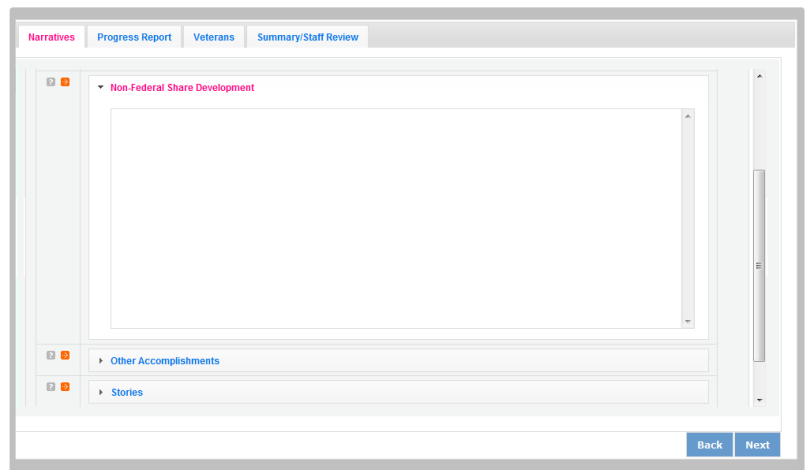
In the Challenges narrative, describe any new challenges affecting your project during the reporting period.

This screenshot shows a close-up of the "Challenges" narrative section. The heading "Challenges" is displayed with a small orange arrow icon next to it. Below the heading is a large, empty text input area for entering the narrative. At the bottom of the screen, the "Partnership/Collaboration Development" category is visible with a small orange arrow icon. "Back" and "Next" buttons are located at the bottom right of the interface.



In the Partnership/Collaboration Development narrative, describe efforts to develop partnerships or collaborations with volunteer stations. You should include efforts to develop new stations as well as efforts to garner support (data collection, volunteer training, etc.) from existing stations.

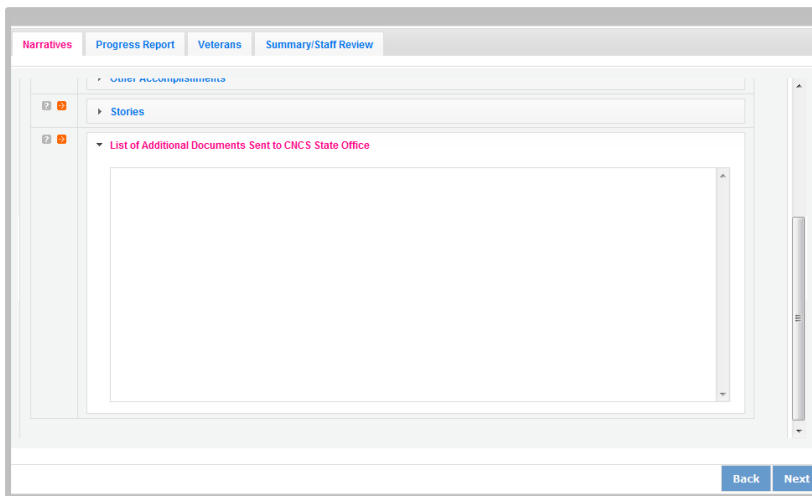
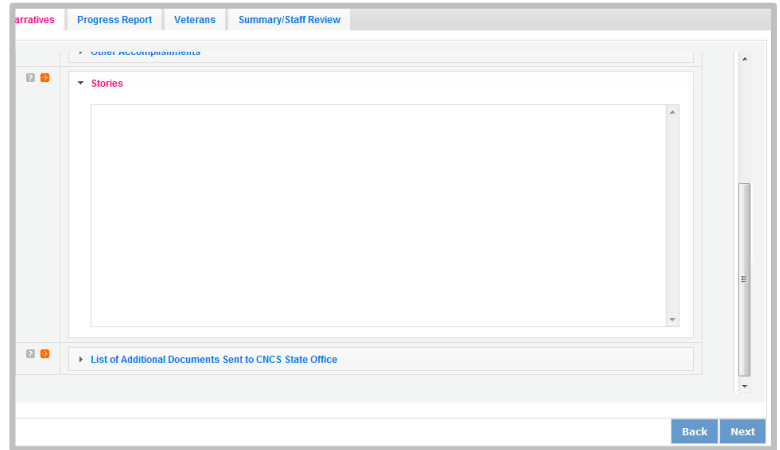
In the Non-Federal Share Development narrative, describe efforts to meet the non-federal share requirement for your project. Include both cash and in-kind resource development that occurred during this reporting period.



In the Other Accomplishments narrative, describe any significant project accomplishments other than your work plan progress already reported in the PPR.



In the Stories narrative, share any additional stories other than your work plan progress already reported in the PPR.



Additional documents cannot be attached or uploaded to eGrants. In the List of Additional Documents Sent to CNCS State Office section, list any additional documents you have emailed or mailed to your CNCS State Office. Additional documents might include press clips, recognition event documents, or other documents to supplement the PPR.

Click "Next" to move to the next screen.

## Progress Report Tab

The Progress Report Tab is where you enter your progress on achieving the Performance Measure targets planned in your application. You will use this screen to enter actual outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations for each work plan.

The screenshot shows the eGRANTS Progress Report interface. At the top, there is a navigation bar with links for home, back to eGrants, my account, help, and logout. Below this, the header displays the Grant Number (13SPNOH002), NOFA (FGP 2013 Quarter 2 (Year 1 of single or multi year grant)), Application ID (13SF144416), and Legal Applicant Name (Senior Centers, Inc.). The main content area is divided into several tabs: General Info, Demographics, Narratives, Progress Report (selected), Veterans, and Summary/Staff Review. On the left, there is a 'Screen Instructions' box with a close button. The main content area is titled 'Progress Summary' and contains a table with the following data:

	Target	Actual	Progress
Unduplicated Volunteers	80	80	100.00 %
Cost per Volunteer	\$3,435.75	\$3,435.75	
Total Output	395	395	100.00 %
Primary Focus Area	80	80	100.00 %
% Unduplicated Volunteers in Outcomes	80	80	100.00 %
Community Priorities	0	0	0.00 %

Below the table is the 'Performance Measure Progress' section, which includes a legend for 'Done with Section box checked' (green checkmark) and 'Done with Section box not checked' (orange square). There are two entries in this section, both marked as 'Done with Section box checked':

- School Readiness-2.1-Agency-wide Education Outcome 75%-The children being served are ...Assisting in classroom-Head Start
- K-12 Success-3.1-Agency-wide Education Outcome 75%-Many children in the Toledo Pu...Tutoring-Public School

At the bottom of the screen, there are buttons for 'Save', 'Calculate Progress', 'Back', and 'Next'.

There are two main sections in the Progress Report Tab: Progress Summary and Performance Measure Progress.

The Progress Summary section shows the target unduplicated volunteer numbers that were planned in the application. The “Actual” column calculates information based on the numbers you enter in the Performance Measure Progress section below. The “Progress” column shows your progress towards achieving the target.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Progress Summary' table. The table data is as follows:

	Target	Actual	Progress
Unduplicated Volunteers	80	80	100.00 %
Cost per Volunteer	\$3,435.75	\$3,435.75	
Total Output	395	395	100.00 %
Primary Focus Area	80	80	100.00 %
% Unduplicated Volunteers in Outcomes	80	80	100.00 %
Community Priorities	0	0	0.00 %

The Performance Measure Progress section is where data is entered. All work plans will be listed in this section.

Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

The screenshot shows a web interface with tabs for Narratives, Progress Report, Veterans, and Summary/Staff Review. The main content area is titled "Progress Summary" and contains a table with the following data:

	Target	Actual	Progress
Unduplicated Volunteers	80	80	100.00 %
Cost per Volunteer	\$3,435.75	\$3,435.75	
Total Output	395	395	100.00 %
Primary Focus Area	80	80	100.00 %
% Unduplicated Volunteers in Outcomes	80	80	100.00 %
Community Priorities	0	0	0.00 %

Below the table is a section titled "Performance Measure Progress" with a red box around it. It contains two work plan descriptions, each with a green checkmark and a right-pointing arrow:

- School Readiness-2.1-Agency-wide Education Outcome 75%-The children being served are ...Assisting in classroom-Head Start
- K-12 Success-3.1-Agency-wide Education Outcome 75%-Many children in the Toledo Pu...Tutoring-Public School

At the bottom right of the interface are buttons for "Calculate Progress", "Back", and "Next".

The screenshot shows a detailed view of a work plan. At the top, it says "Aging in Place-1.1-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Companionship". Below this is a table with the following columns: Measure Type or Resource Type, Measure #, Target, Actual, and Progress. The data in the table is as follows:

Measure Type or Resource Type	Measure #	Target	Actual	Progress
Output	H8	70	0	0.00 %
Outcome	H9	70	0	0.00 %
# of Unduplicated Vols		70	0	0.00 %
# of Total Vols Contributing		70	0	0.00 %
# of Vol Stations		22	0	0.00 %

Below the table is a "Grantee Note" section with a text area and a "Note History" link. At the bottom right are buttons for "Calculate Progress", "Back", and "Next".

When the work plan is open, a column is displayed, allowing you to enter actual numbers for your outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers your report should reflect your accomplishments during this reporting period.

When entering unduplicated volunteers, keep in mind that each volunteer can only be reported in **one** work plan.

For the total number of volunteers contributing, report **every** volunteer who served in the work plan.

If you would like to provide any additional information for a work plan, you should provide it in the Grantee Note section. If targets have not been achieved or are not on track to be achieved, provide an explanation.

When all information has been entered for the work plan, check the "Done with Section" box. The PPR cannot be submitted until all "Done with Section" boxes have been checked.

Other-3.1-Other Community Priorities-Community agencies need the su...Other

Community Need: Community agencies need the support of volunteers due to budget cuts,

Measure Type or Resource Type	Measure #	Target	Actual	Progress
Output	OT1	1	0	0.00 %
# of Unduplicated Vols		180	0	0.00 %
# of Total Vols Contributing		200	0	0.00 %
# of Vol Stations		10	0	0.00 %

Grantee Note

Done with Section

If you are reporting on RSVP measure OT1, Other Community Priorities, the target should be 1. To report the Actual for the Output, enter "1" for "yes" if you met the target you set for your project, or "0" for "no" if you did not meet the target set for your project. The numbers for Unduplicated Volunteers, Total Volunteers, and Volunteer Stations should be reported the same way your reported for the other work plans.

Calculate Progress

Back Next

After completing each work plan, click "Calculate Progress." This will update the Progress Summary section. When all work plans are complete, click "Next" to move to the next screen

## Veterans Tab

If you have data about veterans and military families, report it on the Veterans Tab. If you do not have that information, simply enter zero in each field. Many projects have veterans information available for some work plans, but not for others. CNCS asks that you report on veterans and military families data when you have the information available.

home back to eGrants my account help logout

Grant Number: 13SCNOH001  
NOFA: SCP 2013 Quarter 2 (Year 1 of single or multi year grant)  
Application ID: 13SC143165  
Legal Applicant Name: The Benjamin Rose Institute

**eGRANTS Progress Report**

General Info Demographics Narratives Progress Report **Veterans** Summary/Staff Review

Screen Instructions

This screen gives you the opportunity to report on the number of veterans and military family members serving in and served by your project. If you have data about veterans and military families, please report it on this tab. If you do not have that information, simply enter zero in each field. Many projects have information available for some work plans, but not for others. CNCS asks that you report on veterans and military families data when you have the information available.

**Veterans Summary**

Veterans Summary	Actual
Veterans Serving	0
Veterans Served	0
Veteran's Family Members Served	0
Active Duty Served	0
Active Duty Family Served	0

**Veteran Split**

Done with Section box checked  Done with Section box not checked

- Aging in Place-1.1-Independent Living and Respite Care-PASSPORT is the cornerstone of...Companionship
- Aging in Place-1.2-Independent Living and Respite Care-PASSPORT is the cornerstone of...Preventing Elder Abuse

Save Calculate Veterans Back Next

There are two main sections in the Veterans Tab: Veterans Summary and Veterans Split.

The Veterans Summary section includes numbers in the “Actual” column that are populated based on data entered in the Progress Report Tab.

The screenshot shows a software interface with a navigation bar at the top containing tabs: General Info, Demographics, Narratives, Progress Report, Veterans, and Summary/Staff Review. The 'Veterans' tab is active. On the left, there is a 'Screen Instructions' box with text explaining the reporting process. The main content area is divided into two sections: 'Veterans Summary' and 'Veteran Split'. The 'Veterans Summary' section contains a table with the following data:

Veterans Summary	Actual
Veterans Serving	0
Veterans Served	0
Veteran's Family Members Served	0
Active Duty Served	0
Active Duty Family Served	0

The 'Veteran Split' section includes a legend with a green checkmark for 'Done with Section box checked' and an orange square for 'Done with Section box not checked'. Below the legend are two expandable work plan items, each with a small orange square icon and a right-pointing arrow:

- ▶ Aging in Place-1.1-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Companionship
- ▶ Aging in Place-1.2-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Preventing Elder Abuse

At the bottom of the interface, there are buttons for 'Save', 'Calculate Veterans', 'Back', and 'Next'.

This close-up screenshot focuses on the 'Veteran Split' section. It shows the legend and the two expandable work plan items, which are highlighted with a red rounded rectangle. The work plan items are:

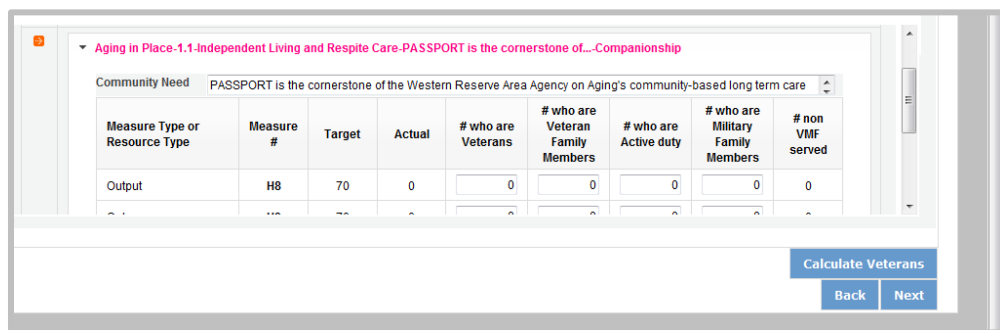
- ▶ Aging in Place-1.1-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Companionship
- ▶ Aging in Place-1.2-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Preventing Elder Abuse

At the bottom right of this section, there are buttons for 'Calculate Veterans', 'Back', and 'Next'.

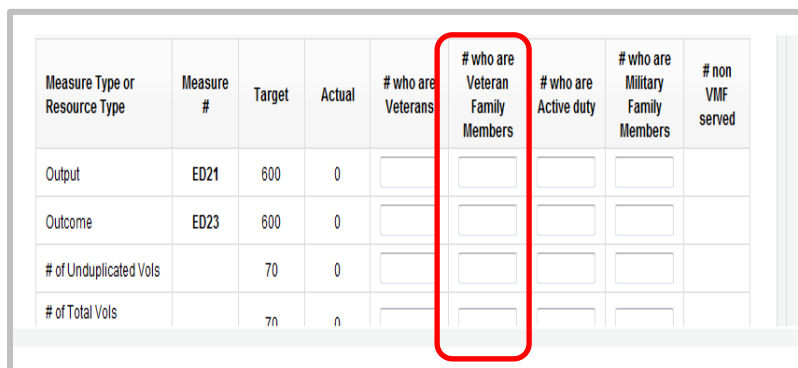
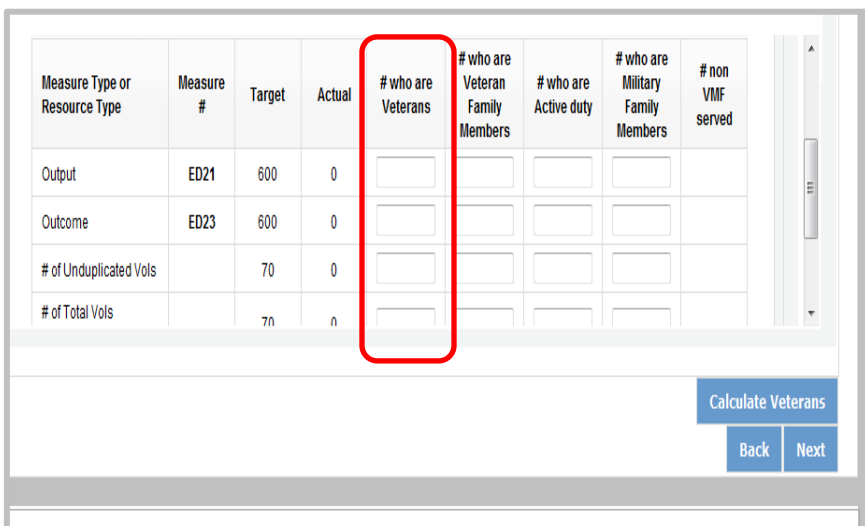
The Veterans Split section is where data is entered. All work plans will be listed in this section.

Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description

When the work plan is open, columns are displayed, allowing you to enter numbers for outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations. The “Actual” column is populated from data you entered on the Progress Report Tab. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers your report should reflect your accomplishments during this reporting period.



Enter the number of Veterans for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults...” You served 100 people in that work plan. Ask yourself the question, “How many of those people were veterans?” Enter data when you have it available. If you do not know, please enter 0.



Enter the number of Veterans’ Family Members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported for Output

H8: Number of homebound or older adults...” You served 100 people in that work plan. Ask yourself the question, “How many of those people were Veterans’ Family Members?” Enter data when you have it available. If you do not know, please enter 0.

Measure Type or Resource Type	Measure #	Target	Actual	# who are Veterans	# who are Veteran Family Members	# who are Active duty	# who are Military Family Members	# non VMF served
Output	ED21	600	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outcome	ED23	600	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Unduplicated Vols		70	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Total Vols		70	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the number of Active Duty Military Service members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults...” You

served 100 people in that work plan. Ask yourself the question, “How many of those people were Active Duty Military Service Members?” Enter data when you have it available. If you do not know, please enter 0.

Enter the number of Family Members of Active Duty Military Members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults...” You served 100 people in that work plan. Ask yourself the question, “How many of those people were Family Members of Active Duty Military Members?” Enter data when you have it available. If you do not know, please enter 0.

Measure Type or Resource Type	Measure #	Target	Actual	# who are Veterans	# who are Veteran Family Members	# who are Active duty	# who are Military Family Members	# non VMF served
Output	ED21	600	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outcome	ED23	600	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Unduplicated Vols		70	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Total Vols		70	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The number of non Veterans and Military Family Served column (#non VMF served) will populate based on numbers you enter in the previous four columns. If this column populates with negative numbers, there is likely an error in the other data you just entered on this tab.

				Members	Members	.....
Output	ED21	600	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcome	ED23	600	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Unduplicated Vols		70	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Total Vols Contributing		70	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Done with Section

When all information has been entered for the work plan, check the “Done with Section” box. The PPR cannot be submitted until all “Done with Section” boxes have been checked.

After completing each work plan, click “Calculate Veterans.” This will update the Veterans Summary section. When all work plans are complete, click “Next” to move to the next screen.

## Summary/Staff Review Tab

The Summary/Staff Review Tab provides a summary of your PPR. From this screen, you can print your PPR Summary, review your project’s progress, enter notes to your Program Officer, and review comments that your Program Officer provided to you.

home
back to eGrants
my account
help
logout

Grant Number: 13SCNOH001  
NOFA: SCP 2013 Quarter 2 (Year 1 of single or multi year grant)  
Application ID: 13SC143165  
Legal Applicant Name: The Benjamin Rose Institute

## eGRANTS Progress Report

General Info
Demographics
Narratives
Progress Report
Veterans
Summary/Staff Review

**Screen Instructions** x

This screen provides a summary of your PPR. From this screen, you can print your PPR Summary, review your project’s progress, enter notes to your Program officer, and review comments that your Program Officer provided to you. Click ‘Grantee - Submit to CNCS’ to submit the PPR. If the PPR was submitted, a message will display indicating that the PPR was submitted successfully. Otherwise, an error message will display indicating the errors that must be corrected.

Summary Charts

100%

100%

100%

100%

Actual Vols by Focus Area
Actual Vols by Objective
Actual Vols by Category Title
Actual % Vols working on results tied to Outcome

Performance Measure Progress Summary

Primary Focus Area: Healthy Futures  
Federal Share: \$274,130

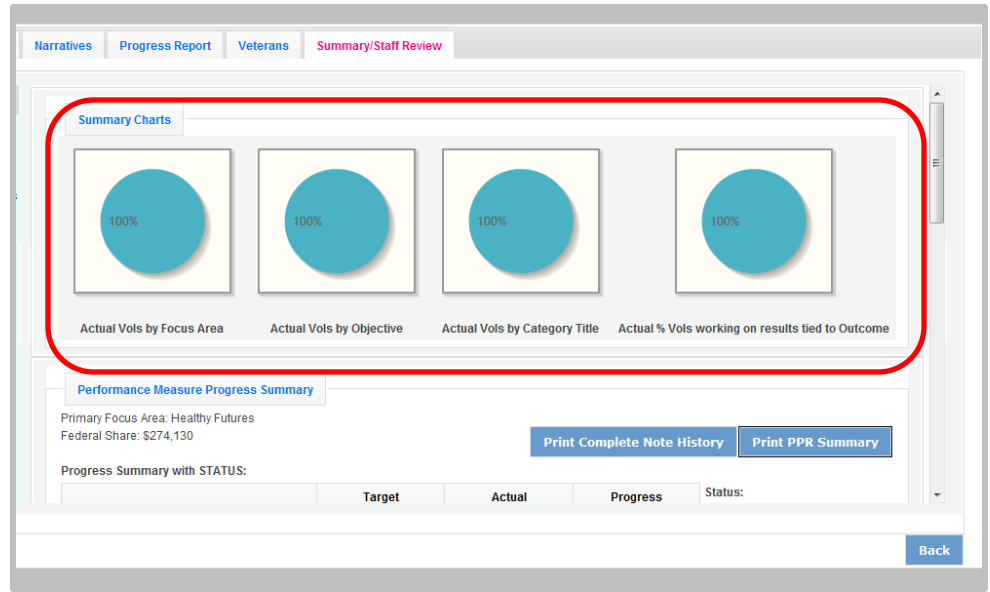
Progress Summary with STATUS:

	Target	Actual	Progress	Status:



There are two main sections on the Summary/Staff Review Tab: Summary Charts and Performance Measure Progress Summary.

The Summary Charts display in pie charts the actual numbers entered on the Progress Report Tab. Hovering over the various sections of the pie charts will show the actual numbers entered for each work plan.



	Target	Actual	Progress	Status:
Unduplicated Volunteers	80	55	68.75 %	
Cost per Volunteer	\$3,426.63	\$4,984.18		
	Target	Actual	Progress	Status:
Total Output	160	110	68.75 %	
	Target	Actual	Progress	Status:
Primary Focus Area	80	55	68.75 %	
% Unduplicated Volunteers in Outcomes	80	55	68.75 %	
Community Priorities	0	0	0.00 %	

full work plan report.

The Performance Measure Progress Summary shows progress towards meeting the National Performance Measure requirements.

By clicking “Print Complete Note History” you can print all notes you entered in the Progress Report Tab. By clicking “Print PPR Summary” you can print the full work plan report. Notes are not part of the

At the bottom of the Performance Measure Progress Summary section, each work plan is listed. Use the Overall Grantee Note box to enter any additional information you would like to provide your Program Officer.

When you are sure you have entered all information correctly, click “Grantee – Submit to CNCS” to submit the PPR.

Primary Focus Area	80	55	68.75 %
% Unduplicated Volunteers in Outcomes	80	55	68.75 %
Community Priorities	0	0	0.00 %

ID	Title	Service Activity	Status
1.1	Independent Living and Respite Care-PASSPORT is the cornerstone of...	Companionship	
1.2	Independent Living and Respite Care-PASSPORT is the cornerstone of...	Preventing Elder Abuse	

Overall Grantee Note

Overall Staff Note

Overall Status

Grantee - Submit to CNCS

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## Progress Report Returned for Rework

If your Program Officer returns the PPR to you for rework, the PPR can be reviewed to help you understand where to make changes prior to resubmitting. Click on the Summary/Staff Review Tab. Click “Print Complete Note History.” A printable PDF will open allowing you to review all notes entered by your Program Officer. The notes should clearly indicate which work plan data or tabs need edited. Go to the appropriate tab to make the necessary changes.

Performance Measure Progress Summary

Primary Focus Area: Healthy Futures  
Federal Share: \$274,130

Progress Summary with STATUS:

	Target	Actual	Progress	Status:
Unduplicated Volunteers	80	55	68.75 %	
Cost per Volunteer	\$3,426.63	\$4,984.18		
	Target	Actual	Progress	Status:
Total Output	160	110	68.75 %	
	Target	Actual	Progress	Status:
Primary Focus Area	80	55	68.75 %	
% Unduplicated Volunteers in Outcomes	80	55	68.75 %	
Community Priorities	0	0	0.00 %	

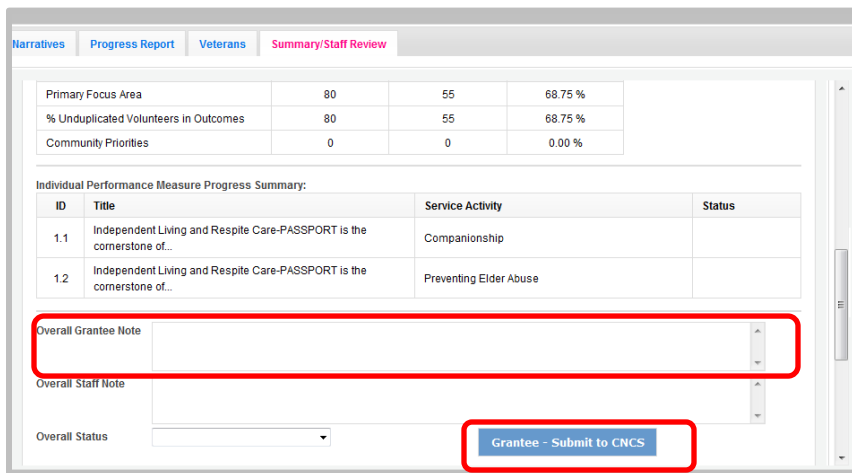
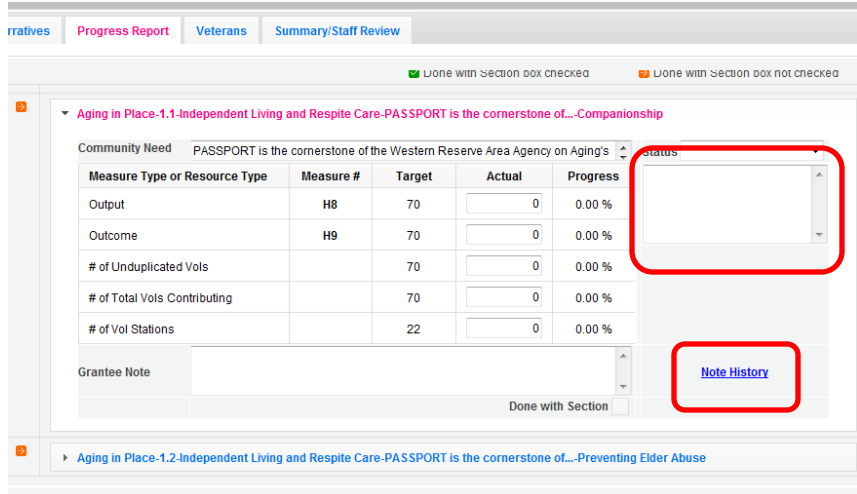
Print Complete Note History

Print PPR Summary

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Individual notes from your Program Officer for each work plan can also be viewed on the Progress Report Tab. After clicking to open the work plan, you will see the Program Officer notes displayed to the right of the work plan. You can also click on “Note History” to see the original note that you entered as well as the note from your Program Officer for that work plan. After editing the data in the

work plan, you can respond to your Program Officer by entering a new Grantee Note for the work plan. Your Program Officer can review the new Grantee Note and it becomes part of the Note History.

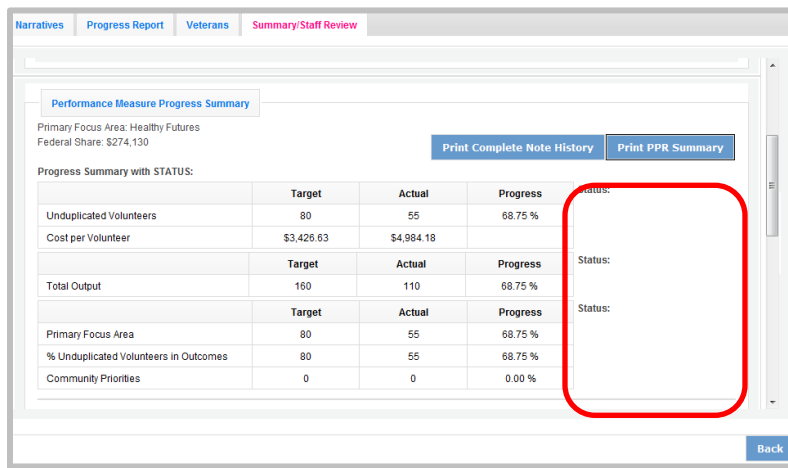
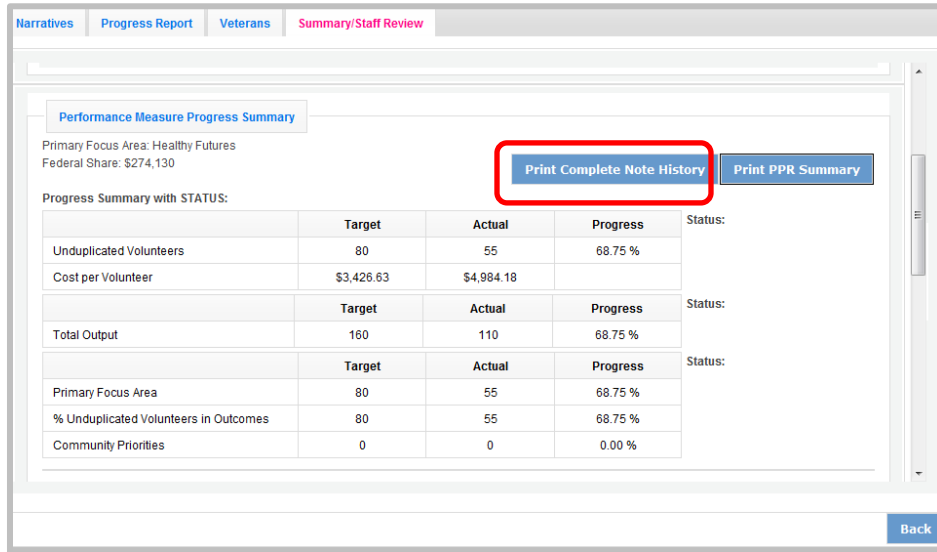


You may also want to enter a new note to your Program Officer in the Overall Grantee Note section of the Summary/Staff Review Tab.

When all edits have been made, click “Grantee – Submit to CNCS” to resubmit the PPR.

## Progress Report Reviewed

Once your Program Officer has reviewed the PPR, view the PPR to see the Program Officer’s feedback. Click on the Summary/Staff Review Tab. Click “Print Complete Note History.” A printable PDF will open allowing you to review all notes entered by your Program Officer. The note history will also include all Grantee Notes that you have entered.



A status will be displayed next to each National Performance Measure requirement. A status of “On Track” means that you are on track to meet the target by the end of the three year project period. A status of “Needs Work” means that your Program Officer has reason to think the target may not be met by the end of the three year project period. A status of “Complete” will only be

used for the final PPR of the three year Project period. A “Complete” status means that the target was achieved.

The first status is for the total unduplicated volunteers. The second status is for the total output. The third status is for progress on unduplicated volunteers in the three performance measure requirements. For FGP and SCP this only refers to the percentage of volunteers in outcomes. For RSVP, this status is for having at least 25% of the unduplicated volunteers in the Primary Focus Area, at least 10% in outcomes, and no more than 30% in community priorities.

Summary/Staff Review

Primary Focus Area	80	55	68.75 %
% Unduplicated Volunteers in Outcomes	80	55	68.75 %
Community Priorities	0	0	0.00 %

Individual Performance Measure Progress Summary:

ID	Title	Service Activity	Status
1.1	Independent Living and Respite Care-PASSPORT is the cornerstone of...	Companionship	
1.2	Independent Living and Respite Care-PASSPORT is the cornerstone of...	Preventing Elder Abuse	

Overall Grantee Note

Overall Staff Note

Overall Status:

Grantee - Submit to CNCS

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Your Program Officer will also indicate an Overall Status for the entire work plan as well as statuses for each individual work plan.

If a status of "Needs Work" is selected for any other part of the PPR, the overall status for the PPR will be "Needs Work."

Individual notes from your Program Officer for each work plan can also be viewed on the Progress Report Tab. After clicking to open the work plan, you will see the Program Officer status and notes displayed to the right of the work plan. You can also click on "Note History" to see the full note history for that work plan.

Summary/Staff Review

Done with Section checked

Done with Section not checked

Aging in Place-1.1-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Companionship

Community Need: PASSPORT is the cornerstone of the Western Reserve Area Agency on Aging's

Status:

Measure Type or Resource Type	Measure #	Target	Actual	Progress
Output	H8	70	0	0.00 %
Outcome	H9	70	0	0.00 %
# of Unduplicated Vols		70	0	0.00 %
# of Total Vols Contributing		70	0	0.00 %
# of Vol Stations		22	0	0.00 %

Grantee Note

Note History

Done with Section

Aging in Place-1.2-Independent Living and Respite Care-PASSPORT is the cornerstone of...-Preventing Elder Abuse

Summary/Staff Review

Performance Measure Progress Summary

Primary Focus Area: Healthy Futures  
Federal Share: \$274,130

Print Complete Note History

Print PPR Summary

Progress Summary with STATUS:

	Target	Actual	Progress	Status:
Unduplicated Volunteers	80	55	68.75 %	
Cost per Volunteer	\$3,426.63	\$4,984.18		
Total Output	160	110	68.75 %	
Primary Focus Area	80	55	68.75 %	
% Unduplicated Volunteers in Outcomes	80	55	68.75 %	
Community Priorities	0	0	0.00 %	

Back

The full PPR, with statuses from your Program Officer, can be printed from the Summary/Staff Review Tab.