

Volunteer Generation Fund Mid-Year Grantee Progress Report Instructions

How will the Corporation use the information reported?

The Volunteer Generation Fund Grantee Progress Report (GPR) provides information for CNCS staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by CNCS's Office of External Affairs to promote service. Program staff will 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 are the components of the GPR?

The Grantee Progress Report consists of the following sections: Demographic Information, Performance Measures, and Narratives. Only the performance measures section is required for the mid-year GPR.

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.

When is the GPR due?

The GPR is due on April 30, 2014.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
2. CNCS receives a request explaining the need for an extension before the due date of the report.

Selecting the Right GPR

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.

NATIONAL AND COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES
Welcome Test Contractor

VIEW MY GRANTS/APPLICATIONS

- View All
- 1 Approved for Consideration/Funding
- 71 Awarded
- 149 Closed
- 1 Returned to grantee
- 4 Under CNCS review

Change Organization
Enter a grant number or application id and click on the "GO" button to view a different organization's information.
 GO

Managing My Account
Click on the links below to access common account functions.
My Account
Commission Input on National Applicants

Reporting to CNCS
Financial Report
Progress Report
Progress Report Supplement

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2013-2014 program year, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 04/30/2014 due date, and click on the “edit” link. You will be taken to the main progress report screen.

| Grant # [REDACTED] Volunteer Generation Fund | | | | | |
|--|-------------------|----------------|-------------------------------|---------------------------------|--|
| Reporting Date | Due Date | Extension Date | Status | PR Type | |
| 04/01/2014 - 09/30/2014 | 10/31/2014 | | Disabled | Full | view print |
| 04/01/2014 - 09/30/2014 | 10/31/2014 | | Progress Report Initial Entry | Progress Report Annual | edit |
| 01/01/2014 - 03/31/2014 | 04/30/2014 | | Progress Report Initial Entry | Progress Report Lite Semiannual | edit |

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Release version: 5.9

Reporting Period

The reporting period is from the beginning of your 2013-2014 program year through March 31, 2014. Note that this progress report is cumulative for the year to date (but not the entire three-year grant period).

* If you have data from the previous year or previous reporting period that was not included in the prior GPR (i.e., noted as “ongoing” on prior report due to continuing program activities), please include this data in the Overall Grantee Note text box on the Summary tab and include a note of explanation.

General Information Tab

Application ID: 13VG156314
Legal Applicant Name: Utah Commission on Volunteers

eGRANTS Progress Report

General Information
Performance Measure
Summary/Staff Review

Screen Instructions

Welcome to the CNCS Program Progress Report (PPR) Module.

Click the "Begin" button to start entering your progress report.

Click the "Help" button at the top of the screen for more information about the PPM screens.

Note: If there is an open amendment on your grant, you will see a warning message when you click the "Begin" button. If you receive this warning message, you should contact your CNCS Program Officer immediately. He or she will advise you on the status of your amendment. Do not begin entering your PPR until you have talked to your CNCS Program Officer.

General Information

Grant # [REDACTED]

Project Name [REDACTED]

Grant Year 1

Progress Report Type Progress Report Lite Semiannual

Amendment Number 1

Reporting Period Start Date 01/01/2014

Reporting Period End Date 03/31/2014

Due Date 04/30/2014

Extended Due Date

of Months Funded 3

Status Progress Report Initial Entry

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

On this tab, you will see information for the progress report you have selected. Check the reporting period start and end dates, as well as the due date, to ensure you have selected the correct report. If you have not selected the correct report for the reporting period and due date, click the “Cancel” button and select the correct report. If you have selected the correct report, click the “Begin” button to open the progress report. If you return to this tab after starting the report, you will see a “Continue Working” button that allows you to open the report that is in progress.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

Performance Measures Tab

Screen Instructions

For each Performance Measure:

Enter the actual numbers for each output, outcome, and resource, as applicable. The numbers that you report should reflect your accomplishments during the reporting period covered on your PPR.

Click the "Calculate Progress" button to refresh the calculated fields on the chart.

Check the "Done with Section" box once you have entered all data for a measure.

Click the "Help" button at the top of the screen for more details about reporting on performance measures.

Performance Measure Progress

Done with Section box checked Done with Section box not checked

Capacity Building & Leverage-1-Volunteer Management

Interventions : Volunteer Management

| Measure Type | Measure # | Target | Actual | Progress |
|---------------|-----------|----------|--------|----------|
| Outcome | G3-3.3 | 150 | | % |
| Output | G3-3.8 | 3500 | | % |
| Output | G3-3.2 | 1200 | | % |
| # of Vols | | 1200 | | % |
| Project Hours | | 3500.0 | | % |
| MSYs | | 0.0 | | % |
| Amount | | 101580.0 | \$ | % |

Grantee Note

Done With Section

Note History

Expand each performance measure to show a panel with each output and outcome for the performance measure. Enter the actual for each output and outcome. Enter “0” in each remaining field (# of Vols, Project Hours, MSYs and Amount).

When you have entered all data for one performance measure, check the “Done with Section” box. This will cause a green checkmark to appear on the accordion panel when it is collapsed signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data has been entered for each performance measure, click the “Calculate Progress” button at the bottom of the page. This will enable eGrants to calculate the percent of target for each output and outcome.

An explanation is required for any output or outcome target that was not met. Provide this explanation in the Grantee Note text box.

Click “Next” to go to the next tab.

Summary Tab

From this tab, you can view or print a summary of data entered in the GPR by clicking “Print PPR Summary.” To print a summary of any notes entered in the application, click “Print Complete Note History.”

To comment on this summary, enter text in the “Overall Grantee Note” text box.

Submitting the GPR

When all data has been entered into the progress report, go to the Summary Tab and click the “Grantee – Submit to CNCS” button.

submit your completed PPR to CNCS.
Click the "Help" button at the top of the screen for more details about editing and printing your progress report.

| | | | | (Target) | (Actual) | | | | |
|---------------------|------------------------------|----------|----------|-------------|-------------|-------------|-------------|---------------|---------------|
| Capacity Building | Capacity Building & Leverage | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 |
| Subtotal: | | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 |
| GRAND TOTAL: | | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 |

Individual Performance Measure Progress Summary:

| ID | Title | Service Activity |
|----|----------------------|----------------------|
| 1 | Volunteer Management | Volunteer Management |

Overall Grantee Note

[Grantee - Submit to CNCS](#)

[Save](#) [Back](#)

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