AmeriCorps Seniors

Progress Report Supplement (PRS) eGrants

Step-by-Step Instructions for Grantees

Before Getting Started

The following eGrants screenshots and instructions will walk you through completing the Progress Report Supplement (PRS). All screenshots may not match what is in eGrants identically. Screenshots are provided as a reference.

Below are a few tips to remember when completing your PRS.

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

2. For questions introduced this year, you may not have collected the relevant data to inform this report. Where possible, please provide an estimate for these questions this year or enter a "0". You should have a plan to collect data for future reports.

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

4. You will be unable to make changes once the report has been submitted. Too make changes after the submission, please contact your AmeriCorps portfolio manager.

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

Instructions for Logging into eGrants

To log into eGrants: go to the AmeriCorps.gov Grantee/Sponsors page, https://americorps.gov/grantees-sponsors, and scroll down to the eGrants link in the Quick links section of the page.
Direct access to eGrants can be found here: https://egrants.cns.gov/espan/main/login.jsp.

*As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps will shift to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.

The eGrants log-in screen will appear.

*Note: You may have to temporarily enable pop-ups in order to move forward.

Type in your user name and password. Click the "*Login to eGrants*" link.

If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).

LOGIN

User Name [   ] [?]
Password [   ] [?]
☐ Remember me

Forgot your password? Get help ▸

Don't have an eGrants account? Create an account ▸

View system rules of behavior ▸

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants ▸

Click here to disable the pictures ☐

Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your user name and password, you will be taken to the home screen.

Step (1) Click on "*Progress Report Supplement*" under Reporting to AmeriCorps.

Reporting to CNCS

Financial Report ▸

Progress Report ▸

Progress Report Supplement ▸

Step (2) Select the most current grant number. The "**edit**" link will appear in the right column; click on it to fill out the PRS..

Grant #16SFNOH004 - Senior Corps PRS				
Reporting Date	**Due Date**	**Extension Date**	**Status**	
10/01/2022-09/30/2023	011/30/2023		PRS Initial Entry	edit | print

*Note: If you do not know your current grant number, please contact your AmeriCorps portfolio manager.

Step (3) The next screen verifies the grant number with the program, the due date, the status, and the reporting period. To ensure that you have selected the correct grant number, verify the Due Date (**11/30/2023)** and the Reporting Period **(10/01/2022-09/30/2023).**

Senior Corps PRS

Grant# 23SFHFL001 - FGP

Due Date: 11/30/2023

Status: PRS Initial Entry

Reporting Period: 10/01/2022 - 09/30/2023

PR Supplement

▶ Senior Corps PRS

Demographics

Service Information

Client Information

Stations

Review and Submit

In the left column, you will notice different sections for entering specific data. You cannot move to the next section until you have completed all fields in that section. Once you have completed all fields, click the *"next"* button to move to the next section.

Step (4) The first section is *Volunteer Demographics* with seven groups (Age Group, Gender, Ethnicity, Racial Group, LGBTQIA status, Income, and Housing). In this section, you will enter the number of AmeriCorps Seniors volunteers in each field. All AmeriCorps Seniors volunteers must be accounted for in the Age Group. The sum of the number of volunteers in the subcategories of each group should be equal to the total number of volunteers active during the reporting period for your AmeriCorps Seniors project. For Gender, Ethnicity, and Racial Group, please enter all available information regarding the number of volunteers in each subcategory. Click "*next*" to continue to the next section.

Demographics	
Age Group	**# of Vols**
55 to 59	
60 to 69	
70 to 79	
80 to 84	
85 and over	
Gender	**# of Vols**
Female	
Male	
Gender Fluid/Does Not Identify as Male or Female	
Ethnicity	**# of Vols**
Hispanic or Latino	
Non-Hispanic or Non-Latino	

Racial Group	**# of Vols**
Native American or Alaska Native	
Asian/Asian American	
African American/Black	
Native Hawaiian or Other Pacific Islander	
White/Caucasian	
Two or More Races	
LGBTQIA	**# of Vols**
Identify as a member of the member of the LGBTQ community	
Does not identify as a member of the LGBTQ community	
Unknown	

Income Levels of Volunteers	# of Vols
$24,999 or less	
$25,000 to $39,999	
$40,000 to $59,999	
$60,000 to $74,999	
$75,000 to $99,999	
$100,000 to $149,999	
$150,000 or more	
Don☐t know	

Housing	# of Vols
Owned by the volunteer or someone in their household with a mortgage or loan	
Owned by the volunteer or someone in the household free and clear without a mortgage or loan	
Rented	
Occupied without payment or rent	
Don☐t know	

Step (5) The next section is *Service Information* (Volunteers) In this section, you will enter the number of volunteers in each field. Click "*next*" to continue to the next section.

Service Information

Volunteers	# of Vols
Total number of Volunteers	
Total counts of volunteers who are below 200% of the state poverty line	
Number of volunteers identifying as a member of the Disability community	
Number of veterans serving as volunteers	
Total number of hours served	
Total number of Volunteers federally funded	
Total number of Volunteers non-federally funded	
Total Number of Non-Stipend Volunteers	

Step (6) The next section is *Client Information* (Clients Served). In this section, you will enter the number of clients in each field. Click "*next*" to continue to the next section.

Client Information

Clients Served	# of Clients
Total number of veterans served	
Total number of US Armed Forces Service members served	
Total number of family members of US Armed Forces service members served	
Total number of caregivers provided with respite care	
Total number of seniors receiving independent living services	
Total number of children/youth served	
Total number of children mentored	
Total number of direct project beneficiaries	
Total number of direct project beneficiaries in poverty	
Report the percentage of total direct project beneficiaries for whom poverty level is known	

Step (7) The next section is *Stations* (Stations). In this section, you will enter the number of volunteer stations as well as the number of volunteer stations that do and do not count the number of beneficiaries in poverty. The number of volunteer stations that do count beneficiaries in poverty, plus the number of volunteer stations that do not count the number of beneficiaries in poverty should equal the first number, total number of volunteer stations. See the screenshot for more information. Click "*next*" to continue to the next section.

Stations

Stations	# of Stations
Total number of volunteer stations	
Total number of volunteer stations that count the number of direct beneficiaries in poverty	
Total number of volunteers stations that do not count the number of direct beneficiaries in poverty	

Step (8) The last section is *Review and Submit.* In this section, you should click on "*View/ Print PRS*" to review your responses. **Please see the Checklist on the following page to determine if the Progress Report Supplement is complete and ready to be submitted.**

If you need to change any responses, you can click the "edit" button for the appropriate section. After editing, click on the "View/ Print PRS" again to review your answers and confirm all information is correct.

Click "*Submit Progress Report Supplement"* to submit your report to your portfolio manager.

Review and Submit

Please review and submit your information

Grant# 23SFHFL001 - FGP
Due Date: 11/30/2023
Status: PRS Initial Entry
Reporting Period:10/01/2022 - 09/30/2023

Demographics: edit

Service Information: edit

Client Information: edit

Stations: edit

Available Actions: View/Print PRS

Submit Progress Report Supplement ➡

AmeriCorps Seniors 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**?

☐ Have you entered all available information regarding volunteer numbers in each of the categories under **Gender**?

☐ Have you entered all available information regarding volunteer numbers in each of the categories under **Ethnicity**?

☐ Have you entered all available information regarding volunteer numbers in each of the categories under **Racial Group**?

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

*We understand that some grantees do not collect information related to gender, race, and ethnicity. If you do not have data, please enter "0" in these fields.

We understand that grantees may not have collected data for questions that are **new this year. Please provide an estimate for these questions this year and begin collecting data on them in the future.

Questions? Please contact your AmeriCorps Seniors portfolio manager.