



**AmeriCorps**

# **AmeriCorps State and National 2023 American Rescue Plan Planning Grant Project Progress Report Instructions**

AmeriCorps State and National  
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## Who Completes the Planning Grant Project Progress Report?

All American Rescue Plan planning grantees must complete a Planning Grant Project Progress Report describing the progress made during the planning period.

## What Are the Components of the PPR?

The planning grant PPR consists of a set of narrative responses.

Please complete the report using [eGrants](#), AmeriCorps' integrated, secure, web-based system for grants management, and follow these instructions.

## When Is the Planning Grant PPR Due?

The PPR is due **120 days after the grant end date**.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Portfolio Manager. 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

- AmeriCorps receives a request explaining the need for an extension before the due date of the report.

## Selecting the Right PPR

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

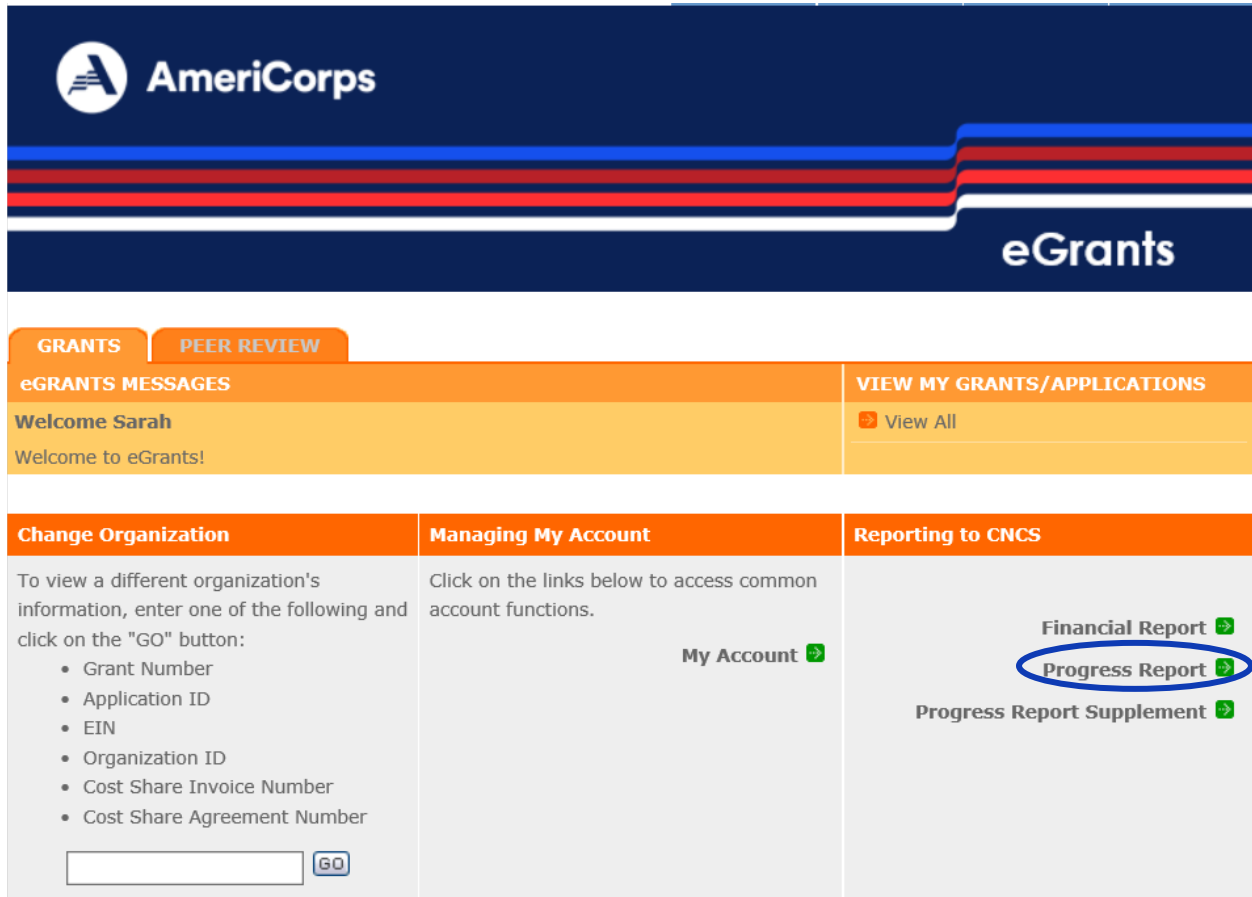


Figure 1: Home page of eGrants Phase 2 with the Progress Report link circled.

Find the grant number for your planning grant and expand the list by clicking on the orange arrow key to the right of the grant number and grant name.

Find the progress report with a due date of 120 days after your grant end date (the progress report type should be **Progress Report Lite Quarterly**) and click on the **edit** link. You will be taken to the main progress report screen. If you do not see a report that has the appropriate type and due date, please let your Portfolio Manager know.

Reporting Date	Due Date	Extension Date	Status	PR Type
04/01/2023 - 03/31/2024	07/29/2024		Progress Report Initial Entry	Progress Report Lite Quarterly <a href="#">edit</a>

Figure 2: The Progress Report Lite Quarterly associated with the planning grant in eGrants. The arrow used to expand the list of reports and edit link are circled.

## Reporting Period

The reporting period is from the beginning of your planning grant through the end date of the grant. The reporting period listed in eGrants may be incorrect; please ignore it.

## Completing the Planning Grant PPR

### General Information Tab

General Information

Narratives

Summary/Staff Review

Screen Instructions ✕

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, click the "Cancel" button.

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.

For additional information, refer to the GPR instructions.

General Information


Grant #	<div style="background-color: #0056b3; height: 15px; width: 100%;"></div>	<a href="#">Cancel</a>
Project Name	<div style="background-color: #0056b3; height: 15px; width: 100%;"></div>	
Grant Year	1	<a href="#">Begin</a>
Progress Report Type	Progress Report Lite Quarterly	
Amendment Number	2	
Reporting Period Start Date	04/01/2023	
Reporting Period End Date	03/31/2024	
Due Date	07/29/2024	
Extended Due Date		
# of Months Funded	12	
Status	Progress Report Initial Entry	

Figure 3: The General Information tab in the progress report.

On this tab, you will see information for the progress report you have selected. Check the Progress Report Type and Due Date to ensure you have selected the correct report. If you have not selected the correct report, 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.

Open amendments on the same grant year as the PPR may interfere with data entry in the PPR. If you have amendment(s) currently in process that fit this description, please work with your Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the PPR. Also, it is best to avoid initiating amendments on the same grant year while you are entering data into the PPR (i.e.,

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after you open the PPR for the first time, but prior to submitting the PPR to AmeriCorps). Same-year amendments awarded during the PPR data-entry process may result in the need to re-enter all of the data from scratch.

## Narratives Tab

The Narratives tab asks grantees to reflect on activities and accomplishments during the planning grant period.

Click on the accordion panels to enter narratives. When accordion panels are closed, green checkmarks indicate that text has been entered in the text box. Text must be entered in every narrative field before submitting the PPR.

Provide the following narratives. Please limit your remarks to 1,500 words or less. (The PDF printout of the PPR often truncates the narratives entered in the Progress Report interface. However, the Progress Report screens themselves will accept 32,000 characters per narrative field and will save the entire narrative entered up to that limit, even if the narrative does not display fully in the PDF.)

### Narrative Field 1: Primary Activities (required):

Describe the primary activities you or your subgrantees engaged in during the planning period. This may include activities to develop plans for the following aspects of an AmeriCorps program: member activities; member recruitment, training, and support; site management; performance measurement; oversight and monitoring; partnership development; sustainability; etc.

### Narrative Field 2: Accomplishments and Challenges (required):

- What were your or your subgrantees' primary accomplishments during the planning period?
- What challenges did you or your subgrantees encounter during the planning year, and how did you/they address these challenges?

### Narrative Field 3: Other Narrative (required):

Please describe how you or your subgrantees are better prepared to submit a high-quality application as a result of this planning grant. If you or any of your subgrantees do not plan to submit an application for an AmeriCorps program, please explain why not.

Click **Next** to go to the next tab.

## Summary Tab

This tab provides a summary of the data entered in previous tabs.

You can view or print all text and data entered into the PPR by clicking **Print Overall GPR Summary**.

To print a visual summary similar to the summary screen, click, **Print Grantee Report**.

To comment on this summary, enter text in the **Overall Grantee Note** text box. (Please note: the **Overall Grantee Note** text box has a 3,980-character limit. Any text entered above the character limit will not be saved.)

## Submitting the PPR

When all data have been entered into the progress report, go to the Summary tab and click the **Grantee - Submit to AmeriCorps** button.

## Reviewing Feedback and Responding to Clarification Items in the PPR

For each tab where data are entered, the AmeriCorps Portfolio Manager reviews data and determines whether clarification is necessary. If clarification is required, the Portfolio Manager checks the **Clarification Required** box on each tab that requires clarification and returns the PPR for rework.

The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback - May contain feedback from the AmeriCorps Portfolio Manager. Grantees are not required to provide clarification regarding this feedback.
- Program Officer Clarification Items - Contains clarification items from the AmeriCorps Portfolio Manager. Grantees are required to respond to these clarification items.
- Grantee Clarification - Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field.

After responding to all clarification items, the grantee returns the report to AmeriCorps by clicking the **Grantee - Submit to AmeriCorps** button on the summary tab.

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, the AmeriCorps Portfolio Manager will set the PPR status to **Reviewed**. The grantee will receive email notification and will be able to review all feedback provided in the progress report when the report is in Reviewed status.

