2019 Progress Report Supplement (PRS)
eGrants Step-by-Step Instructions for Grantees

Foster Grandparent Program (FGP)
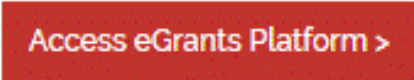
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Before Getting Started

The following eGrants screenshots and instructions will walk you through completing the Progress Report Supplement (PRS). Below are a few tips to remember when completing your PRS.

1. All of the 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 and 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. To make changes after the submission, please contact your CNCS Program Officer or 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 www.nationalservice.gov and click on the Grants and Funding tab on the top of the screen. From the Grants & Funding page, click on the "Access eGrants Platform" link.

Access eGrants Platform >

You will be directed to the eGrants page on the National Service website which gives you a brief introduction to eGrants and the eGrants Help Desk Information. You will then click on the eGrants Log-in link.

eGrants Log-in >

The eGrants log-in screen will appear.

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

All current and previous grantees can type in their grantee 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).

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 CNCS.

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. To ensure that you have selected the correct grant number you can check the reporting period.

Grant #16SFNOH004 - Senior Corps PRS				
Reporting Date	**Due Date**	**Extension Date**	**Status**	
10/01/2017-09/30/2018	12/10/2018		PRS Initial Entry	edit | print

*Note: If you do not know your current grant number, please contact your CNCS Program Officer or Portfolio Manager.

Step (3) The next screen verifies the grant number with the program, the due date, the status, and the reporting period.

Please note the Due Date (**11/15/2019**) and the Reporting Period **(10/01/2018-09/30/2019)**

Senior Corps PRS

cancel   next ⬎

For information about the Progress Report Supplement ❓

Senior Corps PRS

Grant# 16SFNOH004 - FGP

Due Date: 11/15/2019

Status: PRS Initial Entry

Reporting Period: 10/01/2018-09/30/2019

PR Supplement

➤ Senior Corps PRS

Demographics

Service Information

Client Information

Special Needs Served

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. By clicking the "*next*" button, you will be able to move to the next section.

Step (4) The first section is *Demographics* with four groups (Age Group, Gender, Ethnicity, and Racial Group). In this section, you will enter the number of volunteers in each field. All FGP 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 FGP 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.

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 59	0
60 to 69	0
70 to 79	0
80 to 84	0
85 and over	0
Gender	**# of Vols**
Female	0
Male	0
Ethnicity	**# of Vols**
Hispanic or Latino	0
Non-Hispanic or Non-Latino	0
Racial Group	**# of Vols**
American Indian or Alaskan Native	0
Asian	0
Black or African American	0
Native Hawaiian or Pacific Island	0
White	0

Step (5) The next section is *Service Information* with four groups (Volunteers, Volunteers Separated, Hours Served, and Volunteer Client Ratio). In this section, you will enter the number of volunteers in each field. Click "*next*" to continue to the next section.

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 ?

Service Information

Volunteers	# of Vols
Total number of Volunteers	1
Total number of Volunteers federally funded	1
Total number of Volunteers non-federally funded	1
Total Number of Non-Stipend Volunteers	1
Total number of Foster Grandparents who served in private homes	1
Total number of US Armed Forces Service members serving as FGP volunteers	1
Total number of volunteers serving as FGP with family members actively serving in the military	1
Number of veterans serving as FGP volunteers	1
Total number of seniors on waiting list to be FGP volunteers	1
Total number of hours served	1

Volunteers Separated	# of Vols
Employment, moved, family, new interests	1
Health problems, death	1
Transportation problems	1
Income became over allowable guidelines to receive stipend	1
Poor performance	1

Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	1
20 - 29 Hours per week	1
30 - 40 Hours per week	1

Volunteer Client Ratio	# of Vols
Serve 1 client weekly	1
Serve 2 clients weekly	1
Serve 3 - 5 clients weekly	1
Serve 6 - 10 clients weekly	1
Serve 11 or more weekly	1

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

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 ?

Client Information

Ages of Clients Served	# of Clients
Birth to age 5	0
Ages 6 - 12	0
Ages 13 - 19	0
Youth Ages 20 and over	0

Clients Served	# of Clients
Total number of children/youth served	0
Number of children/youth awaiting service of a Foster Grandparent	0
Total number of children of National Guard Reservists served	0
Total number of children of US Armed Forces Service members served	0
Total number of children of prisoners served	0
Total number of children mentored	0
Total number of children benefitting indirectly from the presence of a Senior Corps volunteer	0

Step (7) The next section is *Special Needs Served.* In this section for each Special Need category, you will enter the number of volunteers, the number of children served at in-home placements, and the number of children served at organizations and not at their home. Click "*next*" to continue to the next section.

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 ?

Special Needs Served

Special Needs	# of Vols	in Home	Not in Home
Abused/Neglected Children	0	0	0
Boarder Babies	0	0	0
Children with HIV/AIDS	0	0	0
Developmental Disabilities	0	0	0
Emotional Disabilities	0	0	0
Hearing Impaired	0	0	0
Homeless	0	0	0
Adjudicated Youth / Juvenile Offenders	0	0	0
Language Barriers	0	0	0
Learning Disabilities	0	0	0
Physical Disabilities	0	0	0
Significantly Medically Impaired	0	0	0
Substance Abuse	0	0	0
Teen Pregnancy/Teen Parenting	0	0	0
Terminally Ill	0	0	0
Visually Impaired	0	0	0
Other Special Needs	0	0	0

Step (8) The next section is *Stations.* For this section, you will enter the number of stations and number of volunteers that support specific initiatives and programs. See below the screenshot for more information and definitions for these questions. Click "*next*" to continue to the next section.

These questions ask about the participation of your stations and volunteers in certain federal priority programs.

- **STEM Programs**: Science, Technology, Engineering and Math (STEM) Programs focus on increasing students' proficiency in the fields of Science, Technology, Engineering and Math. For more information, visit http://www.ed.gov/stem.
- **Evidence-Based Programs**: The term evidence-based program refers to a set of activities and practices supported by a theory of change tested through rigorous impact evaluation. These impact evaluations have demonstrated a causal relationship between specified program activities and outcomes. Causal evidence is typically generated through one or more quasi-experimental or experimental field tests. Good evidence-based program models provide an opportunity to reproduce positive outcomes when replicated consistently. Projects do not need to receive augmentation funding from CNCS in order to report activity in support of evidence- based programs. For more information, visit https://www.whitehouse.gov/omb/evidence.
- **Prescription Drug/ Opioid Abuse Prevention Initiatives**: Prescription drug and Opioid Abuse Prevention initiatives increase access to care and participation in health education activities designed to prevent or reduce prescription drug and opioid abuse.

Step (9) The last section is *Review and Submit.* In this section, you should click on "*View/ Print PRS*" to confirm your responses. **Please review the Checklist on page 10 to determine if the Progress Report Supplement is complete and ready to be submitted.**

If you need to change any responses, you can click any of the "edit" buttons for the appropriate section.

After any editing, click on the "View/ Print PRS" again to confirm your answers are correct.

Click *"Submit Progress Report Supplement"* to complete the final step. This step submits your report to your Program Officer or Portfolio Manager.

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**?

- ☐ 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?**

- ☐ 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 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 CNCS Program Officer or Portfolio Manager.