



AmeriCorps Seniors

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

FACSIMILE OF ELECTRONIC FORMS

Form is Authorized for Local Reproduction

CNCS Form 424-NSSC

OMB Control No. 33045-0035-Expiration 11/30/2024

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 due to updates in reporting requirements. Screenshots are provided as a reference. 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 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.**

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).

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. 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 | |
| 10/01/2021-09/30/2022 | 01/30/2023 | | 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.

Please note the Due Date (01/30/2023) and the Reporting Period (10/01/2021-09/30/2022)

Senior Corps PRS

cancel
next

For information about the Progress Report Supplement ?

Senior Corps PRS

Grant# 16SFNOH004 - FGP

Due Date: 01/30/2023

Status: PRS Initial Entry

Reporting Period: 10/01/2021-09/30/2022

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 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 RSVP/SDP 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 | <input type="text" value="0"/> |
| 60 to 69 | <input type="text" value="0"/> |
| 70 to 79 | <input type="text" value="0"/> |
| 80 to 84 | <input type="text" value="0"/> |
| 85 and over | <input type="text" value="0"/> |
| Gender | # of Vols |
| Female | <input type="text" value="0"/> |
| Male | <input type="text" value="0"/> |
| Ethnicity | # of Vols |
| Hispanic or Latino | <input type="text" value="0"/> |
| Non-Hispanic or Non-Latino | <input type="text" value="0"/> |
| Racial Group | # of Vols |
| American Indian or Alaskan Native | <input type="text" value="0"/> |
| Asian | <input type="text" value="0"/> |
| Black or African American | <input type="text" value="0"/> |
| Native Hawaiian or Pacific Island | <input type="text" value="0"/> |
| White | <input type="text" value="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 | <input type="text" value="0"/> |
| No. RSVP Vols. serving to mobilize volunteers for other organizations | <input type="text" value="0"/> |
| No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs. | <input type="text" value="0"/> |
| Number of veterans serving as RSVP volunteers | <input type="text" value="0"/> |
| Total number of US Armed Forces Service members serving as RSVP volunteers | <input type="text" value="0"/> |
| Total number of volunteers serving as RSVP with family members actively serving in the military | <input type="text" value="0"/> |
| Total number of hours served | <input type="text" value="0"/> |
| Hours Served | # of Vols |
| 4 or Fewer Hours per week | <input type="text" value="0"/> |
| 5 - 10 Hours per week | <input type="text" value="0"/> |
| 11 - 19 Hours per week | <input type="text" value="0"/> |
| 20 - 29 Hours per week | <input type="text" value="0"/> |
| 30 or more hours per week | <input type="text" value="0"/> |
| Volunteers Separated | # of Vols |
| Employment, moved, family, new interests | <input type="text" value="0"/> |
| Health problems, death | <input type="text" value="0"/> |
| Transportation problems | <input type="text" value="0"/> |
| Poor performance | <input type="text" value="0"/> |

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

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

| Clients Served | # of Clients |
|---|--------------------------------|
| Total number of children of prisoners served | <input type="text" value="0"/> |
| Total number of children mentored | <input type="text" value="0"/> |
| Total number of veterans served | <input type="text" value="0"/> |
| Total number of US Armed Forces Service members served | <input type="text" value="0"/> |
| Total number of family members of US Armed Forces service members served | <input type="text" value="0"/> |
| Number of adult ex-offenders served | <input type="text" value="0"/> |
| Total number of Immigrants served | <input type="text" value="0"/> |
| Number of seniors receiving independent living services | <input type="text" value="0"/> |
| Number of caregivers provided with respite | <input type="text" value="0"/> |
| Total number of children benefitting indirectly from the presence of a Senior Corps volunteer | <input type="text" value="0"/> |

Step (7) The next section is *Stations* with three groups (Faith-based Stations, Disaster Recovery/ Relief, and Federal Priorities). In this section, you will enter the number of stations and number of volunteers serving at those stations in each field. See below the screenshot for more information and definitions for these questions. Click “next” to continue to the next section.

Progress Report Supplement

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 

Stations

| Federal Priorities | # of Stations | # of Vols |
|--|--------------------------------|--------------------------------|
| Total number of stations/volunteers supporting Opportunity Youth initiatives | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total number of stations/volunteers supporting STEM programs | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total number of stations/volunteers supporting evidence-based programs | <input type="text" value="0"/> | <input type="text" value="0"/> |

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>.
- Legal Aid or Elder Justice Initiatives:** Legal Aid initiatives support low-income people seeking civil legal assistance through the Legal Services Corporation. For more information on Legal Aid, visit <https://www.lsc.gov/>. Elder Justice Initiatives combat harm against older adults. For more information, visit <https://www.justice.gov/elderjustice>. Please combine your stations and volunteers participating in each initiative and report them together here.
- 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 AmeriCorps 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 (8) 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 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 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 Portfolio Manager.

Senior Corps PRS

[← back](#)

Review and Submit

Please review and submit your information

Grant# 16SFNOH004 - FGP
Due Date: 01/30/2022
Status: PRS Initial Entry
Reporting Period: 10/01/2020-09/30/2022

Demographics: [edit](#)

Service Information: [edit](#)

Client Information: [edit](#)

Special Needs Served: [edit](#)

Stations: [edit](#)

Available Actions: [View/Print PRS](#)

Submit Progress Report Supplement [➔](#)

AmeriCorps Seniors RSVP 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.