



AmeriCorps Seniors

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

Foster Grandparent Program (FGP)

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>.

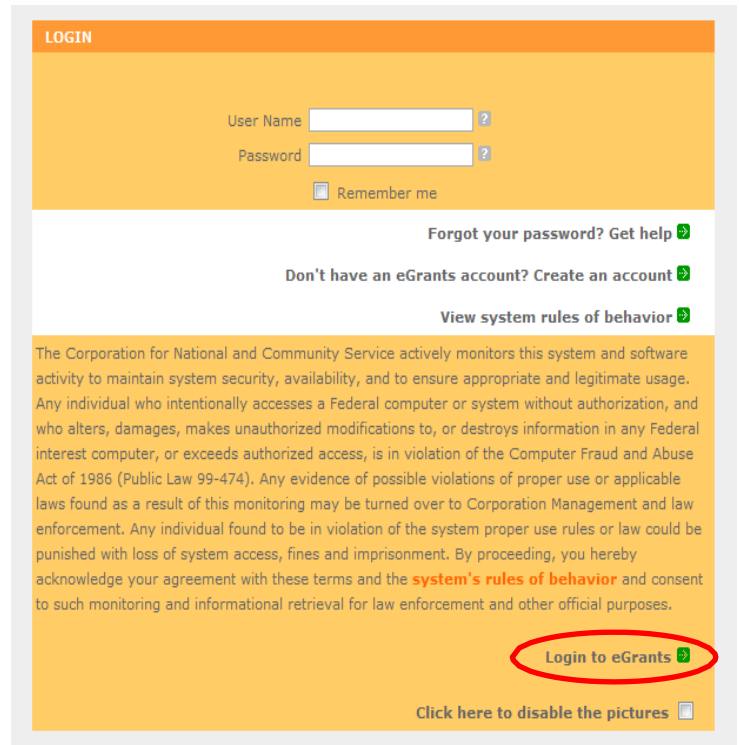
**As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corp shift to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.*

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).



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.



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	
10/01/2020-09/30/2021	02/02/2022		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 (02/02/2022) and the Reporting Period (10/01/2020-09/30/2021)

Senior Corps PRS

cancel
next

For information about the Progress Report Supplement

Senior Corps PRS

Grant# 16SFNOH004 - FGP

Due Date: 02/02/2022

Status: PRS Initial Entry

Reporting Period: 10/01/2020-09/30/2021

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 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 AmeriCorps Seniors 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	<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="1"/>
Total number of Volunteers federally funded	<input type="text" value="1"/>
Total number of Volunteers non-federally funded	<input type="text" value="1"/>
Total Number of Non-Stipend Volunteers	<input type="text" value="1"/>
Total number of Foster Grandparents who served in private homes	<input type="text" value="1"/>
Total number of US Armed Forces Service members serving as FGP volunteers	<input type="text" value="1"/>
Total number of volunteers serving as FGP with family members actively serving in the military	<input type="text" value="1"/>
Number of veterans serving as FGP volunteers	<input type="text" value="1"/>
Total number of seniors on waiting list to be FGP volunteers	<input type="text" value="1"/>
Total number of hours served	<input type="text" value="1"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text" value="1"/>
Health problems, death	<input type="text" value="1"/>
Transportation problems	<input type="text" value="1"/>
Income became over allowable guidelines to receive stipend	<input type="text" value="1"/>
Poor performance	<input type="text" value="1"/>
Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	<input type="text" value="1"/>
20 - 29 Hours per week	<input type="text" value="1"/>
30 - 40 Hours per week	<input type="text" value="1"/>
Volunteer Client Ratio	# of Vols
Serve 1 client weekly	<input type="text" value="1"/>
Serve 2 clients weekly	<input type="text" value="1"/>
Serve 3 - 5 clients weekly	<input type="text" value="1"/>
Serve 6 - 10 clients weekly	<input type="text" value="1"/>
Serve 11 or more weekly	<input type="text" value="1"/>

**Please only count total number of hours volunteers spent in actual service, do not include temporary allowance hours issued.*

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

Ages of Clients Served	# of Clients
Birth to age 5	<input type="text" value="0"/>
Ages 6 - 12	<input type="text" value="0"/>
Ages 13 - 19	<input type="text" value="0"/>
Youth Ages 20 and over	<input type="text" value="0"/>
Clients Served	# of Clients
Total number of children/youth served	<input type="text" value="0"/>
Number of children/youth awaiting service of a Foster Grandparent	<input type="text" value="0"/>
Total number of children of National Guard Reservists served	<input type="text" value="0"/>
Total number of children of US Armed Forces Service members served	<input type="text" value="0"/>
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 children benefitting indirectly from the presence of a Senior Corps volunteer	<input type="text" value="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

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	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Boarder Babies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Children with HIV/AIDS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Developmental Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Emotional Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hearing Impaired	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Homeless	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adjudicated Youth / Juvenile Offenders	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Language Barriers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Learning Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Physical Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Significantly Medically Impaired	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Substance Abuse	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Teen Pregnancy/Teen Parenting	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Terminally Ill	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Visually Impaired	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Special Needs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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.

The screenshot shows a web form titled "Progress Report Supplement". At the top, there are three buttons: "back", "save", and "next". Below the buttons, there is instructional text: "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." Below this text is a link: "For more Information click here" with a question mark icon. The main section is titled "Stations" and contains a table with the following data:

Federal Priorities	# of Stations	# of Vols
Total number of stations/volunteers supporting Opportunity Youth initiatives	0	0
Total number of stations/volunteers supporting STEM programs	0	0
Total number of stations/volunteers supporting evidence-based programs	0	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>.
- **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 (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 Portfolio Manager.

Senior Corps PRS

[back](#)

Review and Submit

Please review and submit your information

Grant# 165 ----- - **FGP**
Due Date: 01/30/2022
Status: PRS Initial Entry
Reporting Period: 10/01/2020-09/30/2021

Demographics: [edit](#)


Service Information: [edit](#)

Client Information: [edit](#)

Special Needs Served: [edit](#)

Stations: [edit](#)

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

Submit Progress Report Supplement 

AmeriCorps 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**?
- Have you entered the **Total Number of Hours Served** with actual hours served? You did not include temporary allowance hours.
- 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 AmeriCorps Portfolio Manager.