AmeriCorps Seniors

Progress Report Supplement (PRS) eGrants

Step-by-Step Instructions for Grantees

RSVP and Senior Demonstration Program (SDP)

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. 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.

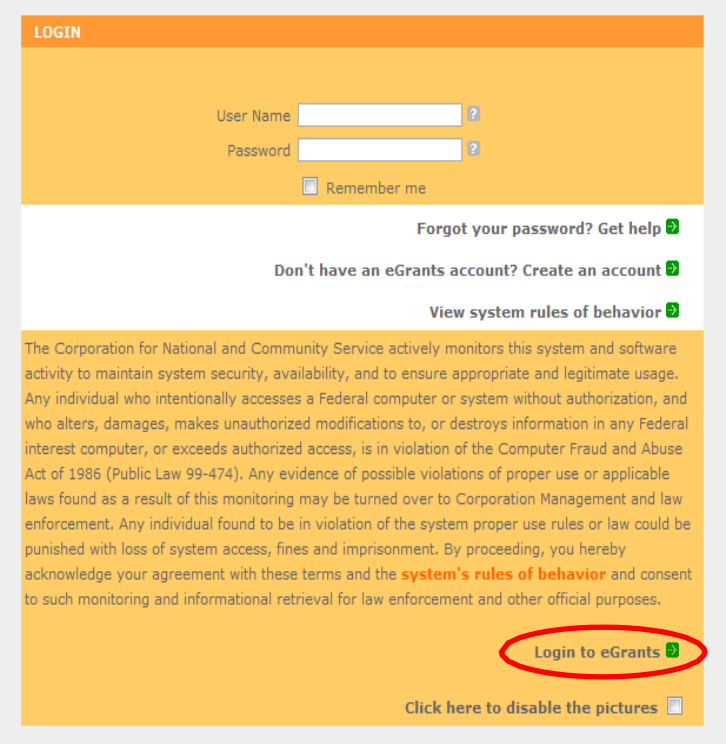
As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps will shift to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.

The eGrants log-in screen will appear.

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

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 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	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	0
No. RSVP Vols. serving to mobilize volunteers for other organizations	0
No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	0
Number of veterans serving as RSVP volunteers	0
Total number of US Armed Forces Service members serving as RSVP volunteers	0
Total number of volunteers serving as RSVP with family members actively serving in the military	0
Total number of hours served	0
Hours Served	**# of Vols**
4 or Fewer Hours per week	0
5 - 10 Hours per week	0
11 - 19 Hours per week	0
20 - 29 Hours per week	0
30 or more hours per week	0
Volunteers Separated	**# of Vols**
Employment, moved, family, new interests	0
Health problems, death	0
Transportation problems	0
Poor performance	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

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

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

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

Stations

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.

- **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.

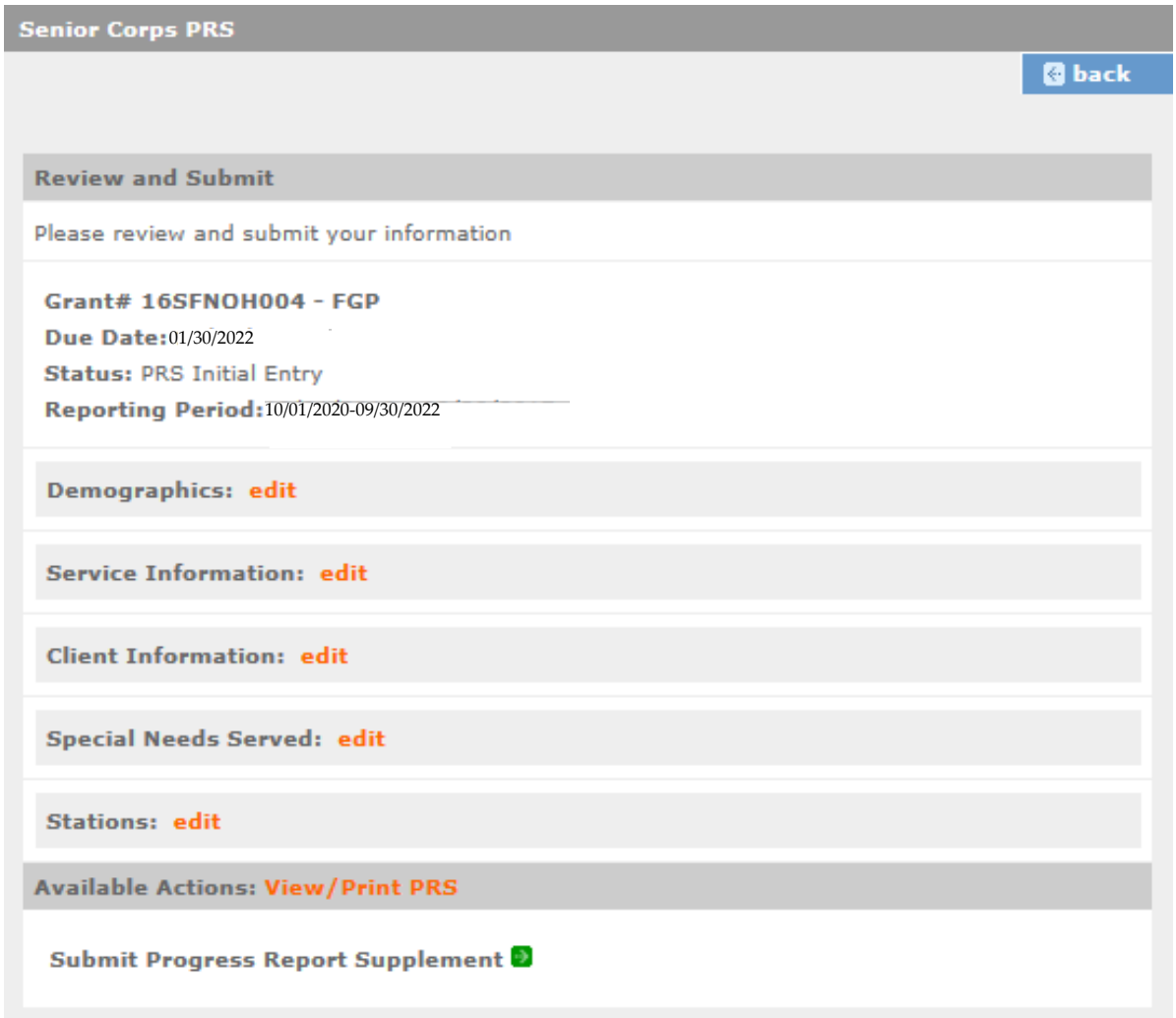
- **Prescription Drug/ Opioid Abuse Prevention Initiatives:** Prescription drug and Opioid Abuse Prevention initiatives increase access to care and participation in health education activities designed to prevent or reduce prescription drug and opioid abuse.

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.



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.