Guidance for Completing a Days of Service 2023 Final Progress Report

<u>Who completes the Final Project Progress Report (PPR)?</u>
All MLK Day and September 11th grantees who are concluding the final year of their grant period must complete a final Project Progress Report (PPR) **in addition to** an end-of-year PPR covering the last year of the grant. The final PPR is a cumulative report covering the full length of your grant cycle.

<u>What are the components of the PPR?</u>
The Days of Service final PPR consists of a set of narrative responses. No Performance Data Elements or performance measure data are requested on the final PPR; any additional performance measure data collected since the last end-of-year PPR submission should be reported in the Narratives tab in the "Other Accomplishments" field.

Please complete the report using eGrants, AmeriCorps' integrated, secure, web-based system for grants management, and follow the instructions below.

<u>When is the final PPR due?</u>
The PPR is due on **120 days after your grant end date**. If you cannot meet the submission deadline, you must request an extension from your Portfolio Manager. Requests for extensions may only be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and

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

<u>Selecting the Right PPR</u>
After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen, as pictured below:
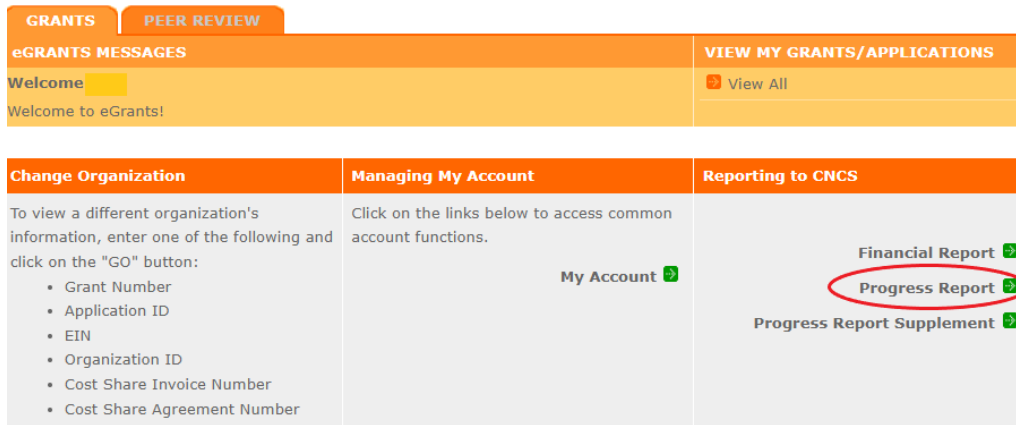
You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes your final program year and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with a due date of 120 days after your grant end date with a report type of "Progress Report Lite Quarterly" and click the "edit" link. You will be taken to the main progress report screen.

Reporting Period
The reporting period is from the beginning of your current grant cycle through the end date of your grant, inclusive of any no cost extensions received. Note that this progress report is **cumulative** for the entire three-year grant period. The reporting period listed in eGrants may be incorrect; please ignore it.

General Information Tab
This tab displays 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 "Cancel" and select the correct report. If you have selected the correct report, click "Begin" 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. Please note that it is best to avoid initiating amendments on the same grant year while you are entering data into the PPR (i.e., 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 data.

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 PDF versions of these reports.

Narratives Tab

Click on the accordion panels to enter narratives. When accordion panels are closed, green check marks indicate that text has been entered in the text box. Text must be entered in every narrative field before the PPR may be submitted. For fields that are not required, if not providing narrative, enter "N/A" in the text box.

Please limit your remarks in each section to 1,500 words or fewer; narratives exceeding this length will be cut short when the PPR is viewed in PDF form by AmeriCorps staff. Provide the following narratives, being sure to reflect on the **full three-year grant period** in your responses:

- **Challenges** (required): Describe any challenges you experienced in implementing your Day of Service program.

- **Partnership/Collaboration Development** (required): Describe how you developed and leveraged partnerships/collaborative relationships in the implementation of your Day of Service program.

- **Multi-Site Program Management and Performance** (required): Describe how you managed performance and program operations across project sites.

- **Stories** (required): Share compelling and impactful stories from your Day of Service program activities and/or from resulting partnerships.

- **Other Accomplishments** (optional): If other narrative explanations exceed character limits, provide overflow explanations here. If you have any additional performance measure or Performance Data Element data collected after the last end-of-year PPR submission, please enter it here along with a note of explanation. You may also share additional information in this section as desired.

Click "Next" to proceed to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. From this tab, you can view or print all text and data entered in the PPR by clicking "Print PPR Summary." To print a summary of any notes entered in the application, click "Print Complete Note History."

To comment on this summary, enter text in the "Overall Grantee Note" field.

Submitting the PPR

When all data have been entered into the progress report and double checked for accuracy, navigate to the Summary tab and click "Grantee – Submit to AmeriCorps."