

4. GRANTS MANAGEMENT

4.1 Progress Reports

Progress Reports are a requirement of your grant. Consult your grant provisions for the frequency of these reports. If you have a question about when your reports are due, contact your Program Officer. *eGrants* will notify you 30 days before the reports are due.

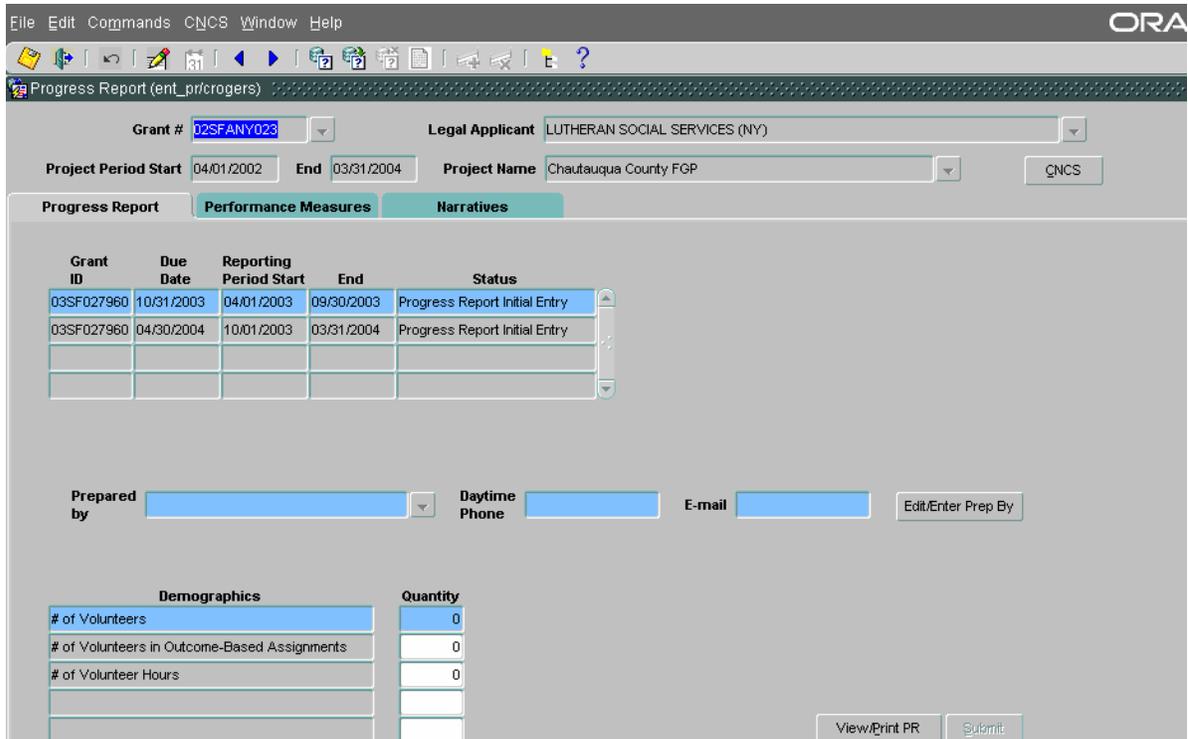
Instructions for how to complete your Progress Report follow.

1. **Log-on to *eGrants* using your user name and password.** If you have not created an *eGrants* user account, go to www.nationalservice.org/egrants/ and select “Create an Account.” The person logged on should be the person authorized within your organization to submit the progress report on the organization’s behalf.

2. **Open the “Progress Reports” folder from the main menu and double click on the “Enter/Review PR” option.**



3. **Your grant information will be displayed in the progress report screen.** If your correct grant number is not automatically displayed, press F7, click on the down arrow to the right of the grant number field and select the correct grant number. Press F8.

A screenshot of the eGrants Progress Report screen. The window title is 'Progress Report (ent_pr/crogers)'. The interface includes a menu bar (File, Edit, Commands, CNCS, Window, Help) and a toolbar. The main area contains several fields: 'Grant #' (02SFANY023), 'Legal Applicant' (LUTHERAN SOCIAL SERVICES (NY)), 'Project Period Start' (04/01/2002), 'End' (03/31/2004), and 'Project Name' (Chautauqua County FGP). Below these fields are three tabs: 'Progress Report', 'Performance Measures', and 'Narratives'. The 'Progress Report' tab is active, displaying a table with the following data:

Grant ID	Due Date	Reporting Period Start	End	Status
03SF027960	10/31/2003	04/01/2003	09/30/2003	Progress Report Initial Entry
03SF027960	04/30/2004	10/01/2003	03/31/2004	Progress Report Initial Entry

Below the table are fields for 'Prepared by', 'Daytime Phone', and 'E-mail', along with an 'Edit/Enter Prep By' button. At the bottom, there is a 'Demographics' section with a table:

Demographics	Quantity
# of Volunteers	0
# of Volunteers in Outcome-Based Assignments	0
# of Volunteer Hours	0

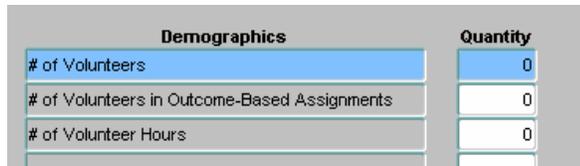
At the bottom right, there are 'View/Print PR' and 'Submit' buttons.

4. Ensure that the most recent application ID for your grant is displayed in the Application ID field.
5. Complete the following information in the Progress Report tab *for this reporting period*:
 - In the “Prepared by” field, click on the down arrow and select the person that is preparing the progress report. If you need to change this information, click on the “Edit/Enter Prep by” button.



A screenshot of a web form showing a dropdown menu labeled "Prepared by". The dropdown is currently empty, and a small downward-pointing arrow is visible on the right side of the selection box.

- In the **Demographics** box: enter the **number of volunteers**; the number of volunteers in **outcome-based assignments**; and the **number of volunteer hours** provided



Demographics	Quantity
# of Volunteers	0
# of Volunteers in Outcome-Based Assignments	0
# of Volunteer Hours	0

6. On the performance measures tab, enter the progress towards each measure. The work plans you entered in your application will be displayed in the performance measures tab. Enter the progress made towards your work plans. All fields are required by the system. If a field is not applicable to this reporting period, enter “N/A” or “Not Applicable.” You will not be able to submit the report unless you have entered some text in each field.

Progress Report (ent_pr/crogers)

Grant # 02SFANY023 Legal Applicant LUTHERAN SOCIAL SERVICES (NY)

Project Period Start 04/01/2002 End 03/31/2004 Project Name Chautauqua County FGP

Progress Report Performance Measures Narratives

Element	Period of Accomplishment	Planned # Stations Contributing	Performance Measure	Progress Towards Measure	Actual Completion Period	Actual # Stations Contributing
ELEMENTARY EDUCATION Community Need: According to the 2001 year end reports from the School Districts in the FGP service area, of the 10, 396 of children attending elementary		16	<input type="checkbox"/>			
Service Activity: Foster Grandparent volunteers will be assigned to students and classrooms in grades K through 3 under the direct supervision of the classroom teacher. They will work one-on-one or in small groups to help students to keep current with	4/01/03-3/31/04		<input type="checkbox"/>			
Anticipated Input: Forty-nine (49) Foster Grandparent volunteers will serve an average of 80 hours each month in their assigned school over the 10-month school year. Each volunteer will work primarily with 2-3 students, but will also be available and	4/01/03-3/31/04		<input type="checkbox"/>			

7. On the narratives tab, click on the field on the left and fill in the box on the right for that particular item. You are required to complete all Narrative fields. If a particular category does not apply, enter “N/A” or “Not Applicable.” You will not be able to submit the report unless you have entered some text in each field.

Note: If you have any attachments you would like to send to the Corporation, list them in the “Attachments” narrative field. Attachments should be sent to your Program Officer.

Progress Report (ent_pr/crogers)

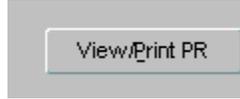
Grant # 02SFANY023 Legal Applicant LUTHERAN SOCIAL SERVICES (NY)

Project Period Start 04/01/2002 End 03/31/2004 Project Name Chautauqua County FGP

Progress Report Performance Measures Narratives

Narrative	Text
Challenges	
T/A Needs	
Partnership/Collaboration Development	
Resource Development	
Other Accomplishments	
Stories	
Attachments	

- 8. To view and/or print your progress report,** go to the Progress Report tab and click on the **View/Print PR** button as illustrated below. To view the Progress Report, you must have Adobe Acrobat installed on your computer. If you would like to save to a disk, you must have Version 5 or higher. It is not required that you save the Progress Report to a disk.



- 9. To submit your progress report to the Corporation,** go to the Progress Report tab and click on the **Submit** button. Once you submit the report, you will not be able to make any changes.

4.2 Financial Status Reports

Financial Status Reports are a requirement of your grant. Consult your grant provisions for the frequency of these reports. If you have a question about when your reports are due, contact your Grants Officer. *eGrants* will notify you 30 days before the reports are due.

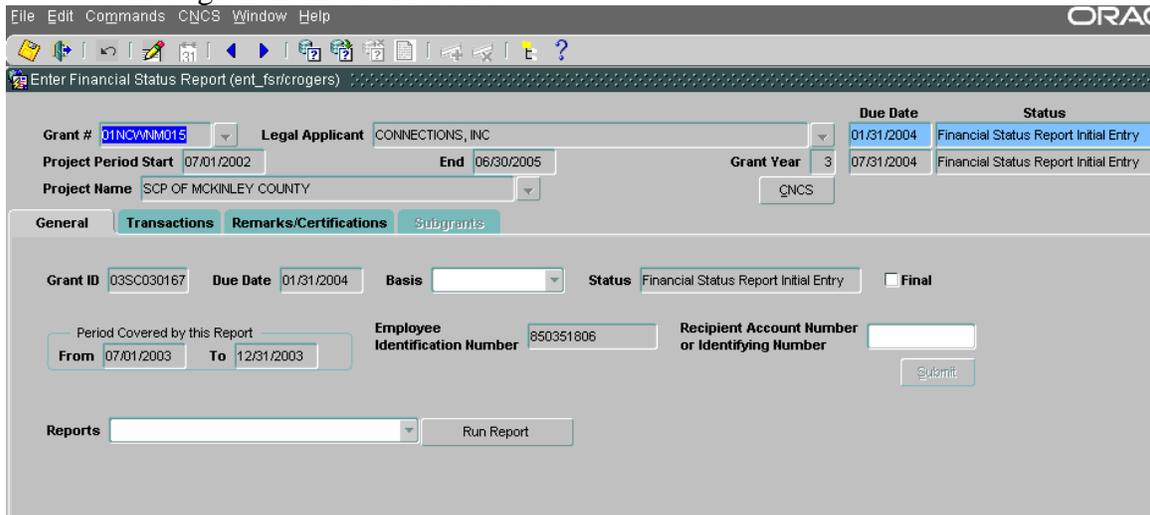
Instructions for how to complete your Financial Status Reports follow.

1. **Log-on to *eGrants* using your user name and password.** If you have not created an *eGrants* user account, go to www.nationalservice.org/egrants/. The person logged on should be the person authorized within your organization to certify the financial status report on the organization's behalf.

2. **Open the “Financial Status Reports” folder from the main menu and double click on the “Enter/Review FSRs” option.**



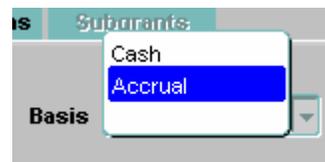
3. **Your grant information will be displayed in the financial status report screen.** If your correct grant number is not automatically displayed, press F7, click on the down arrow to the right of the grant number field and select the correct grant number. Press F8.



4. **Ensure that the most recent application ID for your grant is displayed in the Application ID field.**

5. **Complete the following information in the General tab:**

- In the “**Basis**” field, click on the down arrow and select how you maintain your accounting system.



- Enter the period covered by this report.

Period Covered by this Report

From	07/01/2003	To	12/31/2003
------	------------	----	------------

- Enter the “**Recipient Account Number or Identifying Number**” field, if applicable.

6. On the Transactions tab, enter or update the “Previously Reported” (column I). Verify the previously reported figures shown in column I for accuracy. This column should reflect the total funds spent on the grant prior to this reporting period. For example, if this is the 2nd half of year 2 of a 3-year grant, the previously reported column should reflect all funds spent in year 1 and the first half of year 2.

If this is the first time you have submitted an FSR in eGrants, this column will be blank. You must manually enter previously reported funds to the Corporation for this particular grant period.

Note: The Financial Status Report is cumulative. Therefore, columns I and II must total the total amount spent to date on your grant.

7. Complete the form for the current reporting period (column II).

Project name: SCP OF WINDLETT COUNTY

General Transactions **Remarks/Certifications** Subgrants

	I Previously Reported	II This Period	
a. Total outlays	0	0	
b. Recipient share	0	0	
1) Support/Operating costs			
2) Volunteer/Member costs			
c. Federal share	0	0	
1) Support/Operating costs			
2) Volunteer/Member costs			
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total federal share			
h. Total federal funds authorized for this funding period			
i. Unobligated balance of federal funds			
11. Indirect Expense			
a. Type of rate		b. Rate	c. Base

8. On the Remarks/Certifications tab:

- Enter any **additional remarks** (optional).

Remarks: Enter explanations deemed necessary or information required by Federal sponsoring agency in compliance with government

- Enter section “**a. volunteer data**”; questions 1 and 2.
- If applicable, enter section “**b. FGP/SCP Non-Stipend or RSVP with FGP/SCP Type Services**”; questions 1 and 2

a. Volunteer Data

1. Cumulative Hours This Budget Period

2. Total # Serving This Report Period

b. FGP/SCP Non-Stipended or RSVP with FGP/SCP Type Services

1. Cumulative Hours This Budget Period

2. Total # Serving This Report Period

- In the “**Certifying Official Name**” field, click on the down arrow and select the person that will certify the financial status report. If you need to change this information, click on the “**Edit/Enter Cert Official**” button.

Certifications: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Certifying Official Name Edit/Enter Cert Official

Day Phone Title

Date Report Submitted

9. **To view and/or print your financial status report**, go to the General tab and the down arrow next to “**Run Report.**” Select **Financial Status Report** from this list. Click on Run Report. To view the Financial Status Report, you must have Adobe Acrobat installed on your computer. If you would like to save to a disk, you must have Version 5 or higher. It is not required that you save the FSR report to a disk.

Reports Run Report

Reports Run Report

Financial Status Report
Budget Cover Sheet

10. To submit your financial status report to the Corporation, go to the General tab and click on the Submit button as illustrated below. Once you submit the report, you will not be able to make any changes.

4.3 Amending an Awarded Grant

The following instructions assume basic knowledge of *eGrants*. If this is the first time you have used the system, go to www.nationalservice/eGrants to access the *eGrants* manual and other help resources.

- 1) **Log-on to *eGrants*** using your user name and password. If you have not created an *eGrants* user account, go to www.nationalservice.org/eGrants
- 2) Open the **Application for Federal Assistance (SF 424)** folder on the *eGrants* menu tree. Find the grant you wish to amend.

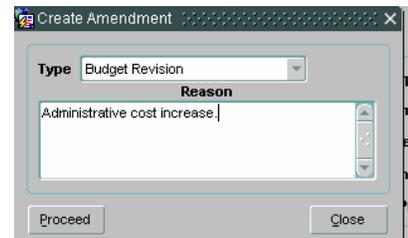
If the grant that is displayed when you first enter the SF 424 is NOT the grant you wish to amend, use the blue arrow keys at the top of the screen to scroll until you find the correct grant.



- 3) Click on the “**Amend Grant**” button found at the bottom of the screen.

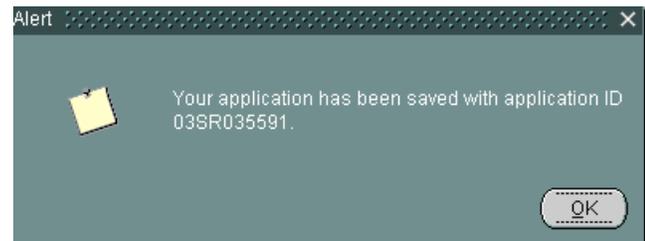


- 4) A pop-up window will appear. For the **Amendment Type**, use the down arrow and select the appropriate amendment type from the drop down list. (No-Cost Extension, Budget Revision, or Other.) In the text box, enter the **reason** you are applying for this amendment.



- 5) Click on “**Proceed.**”

- 6) A new pop-up window will appear informing you that the amendment application has been created, and providing you with an **Application ID** for that amendment. **Make a note of the new application ID.**



- 7) Click on “**OK**” and then Click on “**Proceed.**”

You will now be back at the Applicant tab of the SF 424. The application you will now see is that of your **grant amendment**. The status of the application now reads “**Grantee Initial Entry.**” Your original grant information will be carried over. Notice that the **type of amendment** has been carried over on the right hand side of the screen, along with the **original grant number**.

Application for Federal Assistance SF424 (ent_424/crogers)

Applicant | **Application** | Assurances and Certifications | Narratives | Workplan/Performance Measures | Documents

Application ID: 03SR035590 | Status: Grantee Initial Entry | Application Due Date: 10/18/2002

NOFA: RSVP January 2003 (Yr 1 of single/multi year grant)

Applicant Information:

- EIN: 016000769
- Legal Applicant: University of Maine System
- Street Address: 5717 Corbett Hall
- City: Orono | State: ME | Zip: 04469 - 5717

Project/Project Director Information:

- Project Title: UMaine Center on Aging RSVP
- Street Address: 5770 Social Work Building (Annex C)
- City: Orono | State: ME | Zip: 04469 - 5770
- Project Director: Harris-Bartley, Jane M
- Day Phone: 207-581-3483
- Fax: 207-581-2396
- E-mail: test@cns.gov

Prime Application Information:

- Type of Application: Amendment
- If Amendment, select type: Budget Revision
- Amendment Reason: Administrative cost increase.
- Original Grant Number: 03SRAME001
- Program Initiative: [Empty]

Date Received by CNCS: [Empty] | Time: [Empty]

Date Received by Prime: [Empty]

Creation Date: 05/27/2003

Created by: CROGERS

Grant #: 03SRAME001

Subapplication Type: N | CRPP | RSVP

Name of Authorized Representative: Ward Iv, James S | Telephone Number: 207-581-2200 | Title: Dir. Research & Economic Dev.

Buttons: Create Application | Enter/Edit Budget | Verify | Submit Application | Reports | Run Report

8) Depending on the type of amendment, go to the appropriate tabs and make your proposed changes.

9) If you are applying for a budget revision, **validate** your new budget.

10) **Verify** your application. Correct any errors.

11) **Submit** your application

The Status now reads “**Submitted to CNCS.**” Keep your new **Application ID** handy for future reference.