

AmeriCorps State and National Grantee Progress Report Instructions

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report provides information for Corporation staff to monitor your progress, as well as useful data that Corporation staff use to respond to requests for information from Congress and other stakeholders. Some information provided in your Grantee Progress Report (particularly “Great Stories” and demographic information), may be used by the Corporation’s Office of Public Affairs to publicize our successes. Program staff use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

What information is required?

The AmeriCorps Grantee Progress Report consists of three sections: Demographic Information, Performance Measures, and Narratives. Please complete the report using eGrants <http://www.nationalservice.gov/egrants/>, the Corporation’s integrated, secure, web-based system for applications, and these instructions. Note that, in some cases the instructions differ for AmeriCorps State and AmeriCorps National grantees.

Section I: Demographic Information

This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. Please note that you are **not required** to report on each indicator. However, if your program includes these types of leveraged volunteers or target groups, and you collect this data, please include in your report. **You are required to report total number of individuals that applied to be AmeriCorps members and total leveraged volunteers.**

To complete this section, enter how many people you have worked with during the reporting period in each category for which you have collected data. If you do not collect data on an indicator, enter a zero (0) in that field.

Indicator	Definition	Number
Applicants	Number of individuals that applied to be AmeriCorps members.	
Total leveraged volunteers	Number of volunteers of all ages who are recruited, coordinated, or supported your programs. Leveraged volunteers do not include AmeriCorps members.	
Types of Leveraged Volunteers		
Disadvantaged children and youth	Number of children and youth up to age 25 who, because of certain characteristics, special and exceptional needs, circumstances, experiences or insufficiencies, encounter financial, legal, social, educational, emotional, and/or health problems and may have significant difficulties growing into adults who are responsible citizens, productive workers, involved members of communities, and good parents. Please provide number of disadvantaged children and youth serving as leveraged volunteers.	

Types of Leveraged Volunteers, continued		
College students	Number of individuals enrolled in a degree-seeking program at a community, professional, or technical college, or within an undergraduate or graduate program at a college or university who serve as leveraged volunteers.	
Baby Boomers	Number of individuals born between 1946 and 1964 who serve as leveraged volunteers.	
Disaster preparedness and response	Number of leveraged volunteers that serve under the leadership and coordination of AmeriCorps programs on disaster services projects.	
Disaster preparedness and response	Number of AmeriCorps members who have been certified in disaster training.	
Disaster preparedness and response	Number of AmeriCorps members available for deployment in support of a local, state, or other disaster.	
Populations Served		
Disadvantaged children and youth	Please provide number of disadvantaged children and youth (see definition above) being served.	
Children of incarcerated parents	Number of children and youth up to age 25, who have one or both parents or legal guardians serving or having served a period of time in jail and/or prison. You are only expected to report the number of children of incarcerated parents served by programs designed to work with this population.	
Individuals Mentored	Number of relationships established between an older or more experienced person and a younger or less experienced person for the purpose of academic, social, or career support. If your program supports mentors who work with multiple mentees, please report total number of individuals mentored.	
Independent living services	Number of clients receiving independent living services, including respite care, to help them live independently in their homes in community-based settings.	
Disaster preparedness and response	Number of AmeriCorps programs that are involved in disaster service activities	
Disaster preparedness and response	Number of local disasters to which AmeriCorps members have responded	

Section II: Performance Measures

For National grantees:

Your performance measures from your approved application will automatically populate the Grantee Performance Report in eGrants. You will report on each measure separately. To complete this section, enter the following information for each performance measure.

- **Start date and end date:** In this field, enter the start and end dates of the activity on which you are reporting in this measure.
- **Progress towards measure:** In this field, enter a numerical value documenting your actual progress towards the measure. For example, if you anticipated tutoring 500

students in reading during the reporting period, specify the number of students you actually tutored.

- **Challenges/Corrective Actions:** For each target that your program did not reach, explain why you did not reach the target, and the corrective actions you will carry out to improve performance.

For State Commissions:

The performance measures from each of your subgrantee applications will automatically populate the Grantee Performance Report in eGrants. You will report on each measure separately. To complete this section, enter the following information for each subgrantee measure.

- For each subgrantee you will evaluate their performance measures against the following criteria and check the box that corresponds to the current status of the measure:
 - **Met.** Subgrantee has achieved or exceeded the performance measurement target proposed in the application.
 - **Unmet.** Subgrantee has not achieved the performance measure target as proposed in the application.
 - **Ongoing.** The performance measure activity outlined in the application is ongoing and to be completed in the future.

Section III: Narratives

In this section, describe your activities during the reporting period in more detail, and focused as described below. Please limit your remarks to 1,500 words or less, approximately 1-3 pages in length.

1. Monitoring Activities

For National grantees and State Commissions:

Describe how you assessed your subgrantees' or site's needs, if applicable. Discuss how you conducted technical assistance and monitoring. Describe how you imposed corrective measures, and otherwise encouraged continuous improvement.

2. Successes and Challenges

For National grantees and State Commissions:

Describe any factors you have found to positively or negatively influence program performance. If you are a State Commission, please consider your entire portfolio, including your formula, competitive, and EAP subgrantees. Use examples from particular subgrantees or sites, if applicable, to illustrate the trends that you see affecting your performance overall. Your discussion may include but is not limited to enrollment, retention, recruitment, training, supervision, program

and financial management, systems, data collection, evaluation, subgrantee capacity building, and resource development, including raising match funds.

For National grantees only:

Please describe your progress toward securing your match. Describe your efforts to ensure the sustainability of your program beyond the grant period. You may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts. In particular, focus on successful strategies that may be useful to other grantees.

If your program did not fill or retain all of its awarded slots, explain why and identify the corrective actions you are planning to improve your recruitment and retention practices.

3. Great Stories

This section is optional. Share your great stories. Highlight member activities which are especially reflective of the impact the program has in the community, or which illustrate an innovative or high successful aspect of program operation.

4. Activities Related to Corporation Strategic Initiatives

For National grantees and State Commissions: If your programs or sites have addressed any of the Corporation Strategic Initiatives particularly effectively, describe these activities here. The Corporation's Strategic Initiatives are:

- **Mobilizing more volunteers**
- **Ensuring a brighter future for all of America's youth**
- **Engaging students in communities**
- **Harnessing Baby Boomers' experience**
- **Disaster preparedness and response**

Section IV: Review and Submit

Please review your report carefully before submitting. Your Program Officer will review and provide feedback using eGrants in a timely fashion.