

AmeriCorps State and National Grantee Progress Report Instructions DRAFT

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report provides information for Corporation staff to monitor your progress, and to respond to requests 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 promote service. 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 follow 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, include an estimate of their totals.

If you are reporting on an AmeriCorps program, you **are required** to report total leveraged volunteers. Starting in program year 2007-2008 the total number of individuals that applied to be AmeriCorps members will be required. An estimate if available this year will help to establish a baseline.

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
REQUIRED Applicants	Number of individuals who applied to be members.	
REQUIRED Leveraged volunteers	Number of volunteers of all ages who were recruited, coordinated, or supported by your Corporation-supported programs. Leveraged volunteers do not include AmeriCorps members.	
Leveraged Volunteers		
Disadvantaged children and youth	Number of disadvantaged children and youth serving as leveraged volunteers. Disadvantaged children and youth are those up to age	

	25 with exceptional or special needs (as defined in part 2552.12 (f) and (g) of the DVSA regulations ¹), or who are economically disadvantaged and for whom one or more of the following apply: 1) out-of-school, including out-of-school youth who are unemployed; 2) in or aging out of foster care; 3) limited English proficiency; 4) homeless or have run away from home; 5) at-risk to leave school without a diploma; and 6) former juvenile offenders or at risk of delinquency.	
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.	
AmeriCorps Members		
Disaster preparedness and response	Number of AmeriCorps members participating in disaster services projects.	
Disaster preparedness and response	Number of AmeriCorps members who have been certified in disaster preparedness and response.	
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	Number of disadvantaged children and being served youth (see definition above).	
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 formal, sustained 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. This does not include the relationship between a teacher	

¹ 2552.12 (f) *Children with exceptional needs*. Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist or educator before a Foster Grandparent is assigned to the child.

2552.12 (g) *Children with special needs*. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youths; teen-age parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

	and his or her students in a classroom setting. 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 local disasters to which program participants have responded	
Disaster preparedness and response	Number of community members who receive assistance from program participants and/or leveraged volunteers responding to disasters and participating in recovery.	

National Grantee Instructions

Section II: Performance Measures

Your performance measures from your approved application will automatically populate the Grantee Performance Report in eGrants, including the sections for Need, Activity, Activity Dates, Result, Result Statement, and Indicator. You will report on each measure separately. To complete this section, enter the following information for each performance measure.

- **Target Actual to Date:** 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.
- **Progress toward Measure:** You may elaborate on your progress toward this measure in this field, but do not use this field to explain unmet targets or describe correction actions. This field is not required.
- **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. This field is required if you did not reach your target.

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

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

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.

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, or any planned reduction in slots requested.

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

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.

State Commission Instructions

Section II: Performance Measures

The performance measures from each of your subgrantee applications will automatically populate the Grantee Performance Report in eGrants. You will see the name of each of your subgrantees, followed by the primary performance measure, and its outputs,

intermediate outcomes, and end outcomes; and any other performance measures in the system for each subgrantee. 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 each of 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.

Challenges/Corrective Actions: You may use this field to discuss challenges and corrective actions if you wish. This field is optional.

Section III: Narratives

You will describe your activities in more detail, including both your formula and competitive portfolios, in the following section of your formula report. Please enter N/A in these fields in your competitive report. You are not required to report on these four elements twice. Please limit your remarks to 1,500 words or less, approximately 1-3 pages in length.

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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.

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