PROGRESS REPORT SUPPLEMENT
OVERVIEW AND HELP TEXT

About the Progress Report Supplement (PRS), formerly known as the Project Profile and Volunteer Activity (PPVA) Report:

1. What is it?
- A national data collection instrument sent by Senior Corps Headquarters to local Foster Grandparent, RSVP and Senior Companion projects every year.

- Data taken from individual project reports is aggregated nationally.

2. What it tells us?
- Numerous aspects of Senior Corps activities, including level of effort, service activities, types of sponsors and stations, volunteer demographics, children and clients served.

3. How it is Used?
- Historical trends by comparative analysis across fiscal years.

- To develop state and national reports and snapshots of project activities, clients served, sponsor and volunteer station profiles, volunteer demographics and trends, and other aspects of project operations

- As a key data source used for Congressional appropriations hearings and to respond to other information requests.

All of the fields on the PPVA form are required. You must complete each field in order to submit the PPVA report. 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 on the help text icon in eGrants.

PPVA REPORT HELP TEXT BY PROGRAM

RSVP PPVA Report Categories

- **Demographics**

   Volunteer demographic information. Enter the total number of volunteers in your project for each item. The total in each section should equal your total number of volunteers.
   Race and Hispanic origin (as known as ethnicity) are considered distinct concepts and therefore require separate questions in censuses and surveys. Hispanics or Latinos may be any race. (From the US Census website). For more information on "ethnicity and race" go to
   http://www.census.gov/ *and ask the question: "Why ask race & Hispanic origin questions"*

- **Service Information**

   Enter the total number of volunteers serving in your project during the reporting period for each item.

- **Client Information**

   Enter the total number of clients being served by your project during the reporting period for each item.

- **Service Categories**

   Annual hours RSVP Volunteers serve by service category. Enter the total number of hours RSVP Volunteers served during the reporting period for each service category listed.

- **Stations**

   Volunteer station information.
   a. Enter the number of faith-based stations serving as volunteer placement sites during the reporting period.
   b. Enter the number of volunteers serving during the reporting period for faith-based stations.

Note: Other volunteer station information is collected in a separate report.

Foster Grandparent Program (FGP) PPVA Report Categories

- **Demographics**

  Volunteer demographic information. Enter the total number of volunteers in your project for each item. The total in each section should equal your total number of volunteers.
  Race and Hispanic origin (as known as ethnicity) are considered distinct concepts and therefore require separate questions in censuses and surveys. Hispanics or Latinos may be any race. (From the US Census website). For more information on "ethnicity and race" go to http://www.census.gov/ and ask the question: "Why ask race & Hispanic origin questions"

- **Service Information**

  Enter the total number of volunteers in your project for each item.

- **Client Information**

  Enter the total number of children being served by your project for each item.

- **Special Needs**

  a. Enter the total number of Foster Grandparents serving to meet each special need.
  b. Enter the total number of children the Foster Grandparents serve Not-In-Home
  c. Enter the total number of children the Foster Grandparents serve in the Children's homes.

- **Stations**

  Volunteer station information.
  a. Enter the number of faith-based stations serving as volunteer placement sites during the reporting period.
  b. Enter the number of volunteers serving during the reporting period for faith-based stations.

  Note: Other volunteer station information is collected in a separate report.

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SCP PPVA Report Categories

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- **Demographics**

  Volunteer demographic information. Enter the total number of volunteers in your project for each item. The total in each section should equal your total number of volunteers.
  Race and Hispanic origin (as known as ethnicity) are considered distinct concepts and therefore require separate questions in censuses and surveys. Hispanics or Latinos may be any race. (From the US Census website). For more information on "ethnicity and race" go to http://www.census.gov/ *and ask the question: "Why ask race & Hispanic origin questions"*

- **Service Information**

  Enter the total number of Senior Corps in your project for each item.

- **Client Information**

  Enter the total number of clients being served by Senior Companions during the reporting period for each item.

- **Special Needs**

  a. Enter the total number of Senior Companions serving to meet each special need during the reporting period.
  b. Enter the total number of clients with each special need served.

- **Stations**

  Volunteer station information.
  a. Enter the number of faith-based stations serving as volunteer placement sites during the reporting period.
  b. Enter the number of volunteers serving during the reporting period for faith-based stations.

  > Note: Other volunteer station information is collected in a separate report.