



## **AmeriCorps VISTA Project Report Supplement**

### **BACKGROUND AND PURPOSE**

AmeriCorps provides the VISTA Progress Report Supplement (VPRS) as an addendum to the regular progress report required of organizations approved to sponsor a VISTA project. The VPRS is submitted on an annual basis and is intended to capture information about activities over a single fiscal year, regardless of the individual program year. The VPRS is the vehicle through which projects submit specific data elements needed by AmeriCorps to report on fiscal year performance. AmeriCorps personnel will use the reports to track agency- and VISTA-specific performance measures on an annual basis.

### **COMPLETION AND SUBMISSION GUIDELINES**

All VISTA projects are required to submit the VPRS once per year. The project supervisor should complete the VPRS. AmeriCorps VISTA members should be allowed to review the completed reports, but should not be required to complete the report.

### **REPORTING PERIOD**

All VPRS submissions are due upon completion of the fiscal year or within thirty (30) days of the project closing, if applicable.

The reporting period covers **October 1 through September 30**. The due date is **the second Friday in November**.

### **TERMS AND DEFINITIONS**

See the [Progress Report Supplemental Guidance](#) for information on terms and definitions. The terms have very specific definitions and by reporting on any of them, you are indicating that you are in compliance with those definitions.

### **PERFORMANCE MEASURES – CAPACITY BUILDING**

*Please enter a whole number in those measures applicable to your AmeriCorps VISTA project. You must provide data for at least one measure.*

- Dollar value of cash and in-kind resources leveraged by AmeriCorps-supported organizations or national service participants
- Number of community volunteers recruited or managed by AmeriCorps-supported organizations or national service participants
- Hours of service contributed by community volunteers who were recruited or managed by AmeriCorps-supported organizations or national service participants
- Number of community volunteers recruited or managed who are veterans or military family members

- Number of organizations reporting that capacity-building activities provided by AmeriCorps-supported organizations or national service participants have helped to make the organization more efficient, effective and/or increased program reach
- Did your VISTA member(s) help build organizational capacity to deliver anti-poverty programming? If yes, enter “1”. If no, enter “0”. (There is no specific performance measure for this item. Ignore the column heading "Stations" in eGrants for this item. Please just enter a one for yes or a zero for no.)

**PERFORMANCE MEASURES - BENEFICIARIES**

*Please enter a whole number for any measure(s) that apply to your project. Please review the Guidance. Not all projects will have data for these measures.*

- Number of youth receiving services provided by AmeriCorps-supported organizations in all focus areas.
- Number of veterans, active duty service members, and family members who received services in all focus areas.
- Number of individuals receiving services in substance abuse programming.
- Number of youth and adults experiencing homelessness receiving any services in all focus areas.