



# AmeriCorps Seniors

## **Project Progress Report** eGrants Step-by-Step Instructions

Foster Grandparents Program (FGP)  
Retired and Senior Volunteer Program (RSVP)  
Senior Companion Program (SCP)  
Senior Demonstration Program (SDP)

FACSIMILE OF ELECTRONIC FORMS

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## About the Progress Report

The project Progress Report is used to ensure grantees of the AmeriCorps Seniors programs (Foster Grandparent, RSVP, Senior Companion, and Senior Demonstration) address and fulfill legislated program purposes; meet agency program management and grant requirements; track and measure progress to benefit the local project and its contributions to senior volunteers and the community; and report progress toward work plan objectives agreed upon in the granting of the award.

## Purpose

The project Progress Report will be used to report progress toward accomplishing work plan goals and objectives, report volunteer and service outputs, report actual outcomes related to self-nominated performance measures, describe challenges encountered and how they were met, describe significant activities, and request technical assistance.

## Contents

Contents .....	2
Performance Measure Requirements Reminder .....	3
Accessing the Progress Report.....	4
Progress Report Annual .....	5
Demographics Tab (Foster Grandparent/Senior Companion only) .....	7
Narratives Tab .....	8
Progress Report Tab .....	9
Veterans Tab.....	12
Summary/Staff Review Tab .....	14
Perform a Data Quality Check and Submit Your Progress Report.....	15
Progress Report- Returned for Rework .....	17
Progress Report Reviewed .....	18

***\*As of September 29, 2020, The Corporation of National Community Services (CNCS) and Senior Corps shifted to be called AmeriCorps and AmeriCorps Seniors. eGrants may not match the updated branding.***

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## Performance Measure Requirements Reminder

- **National Performance Measures:** Every national performance measure output must be paired with a single outcome. For each work plan, applicants must select one output and one of the associated outcomes. While beneficiaries may receive benefits associated with more than one available outcome, select only one outcome for each beneficiary served. "Other Community Priorities" work plans are not considered outcome-based work plans.
- **Unstipended<sup>1</sup> Work Plans:** All unduplicated volunteers must be placed in work plans. Work plans must meet the maximum cost per unduplicated volunteer in outcome-based assignments requirement, which is 1 unduplicated volunteer in an outcome-based workplan per \$1,000 in AmeriCorps funding. Work plans may include some combination of outcome-based objectives and other community priorities.
  - **Other Community Priorities:** For unstipended programs (AmeriCorps Seniors RSVP, Senior Demonstration Programs that do not pay a stipend, or stipended Senior Demonstration Programs that do not track volunteer service years), once the required number of unduplicated volunteers are assigned to outcome-based work plans, any remaining unduplicated volunteers may be placed in "Other Community Priorities" work plans or in outcome-based work plans with objectives from any focus area.
- **Unstipended Unduplicated Volunteers:** Each volunteer can only be counted once even if they are assigned to more than one service activity. The volunteer should be counted in the area where they will make the most impact – in terms of the focus area, the type of service, or the scope of service (such as the greatest number of hours served).
- **Stipended<sup>2</sup> Work Plans:** All volunteer service years, with 1 volunteer service year equaling 1,044 hours of service, must be placed in the work plan. The maximum cost per volunteer service year in all performance measures included in the work plan may not exceed the allowable cost per volunteer service year as stated in your Notice of Funding Opportunity.
- **Stipended Unduplicated Volunteers:** Count volunteer service years, which is calculated by taking the total hours of services spent on each performance measure divided by 1,044 hours. To complete the performance measures module, stipended programs must enter volunteer service years into the number of unduplicated volunteer fields of the work plans.

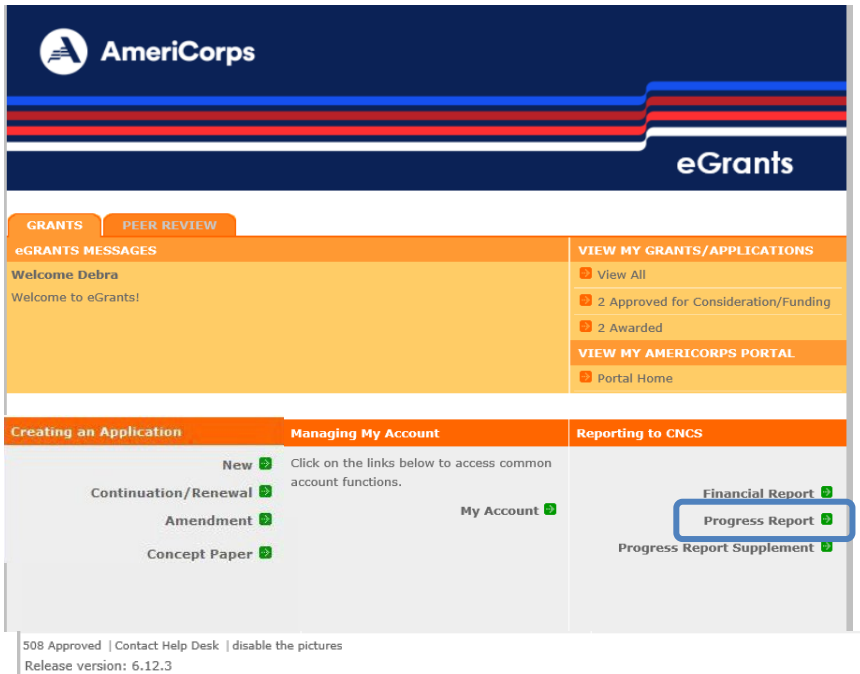
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<sup>1</sup> Unstipended work plans are those for AmeriCorps Seniors RSVP, for Senior Demonstration Programs that do not pay a stipend, and for stipended Senior Demonstration Programs that do not track volunteer service years.

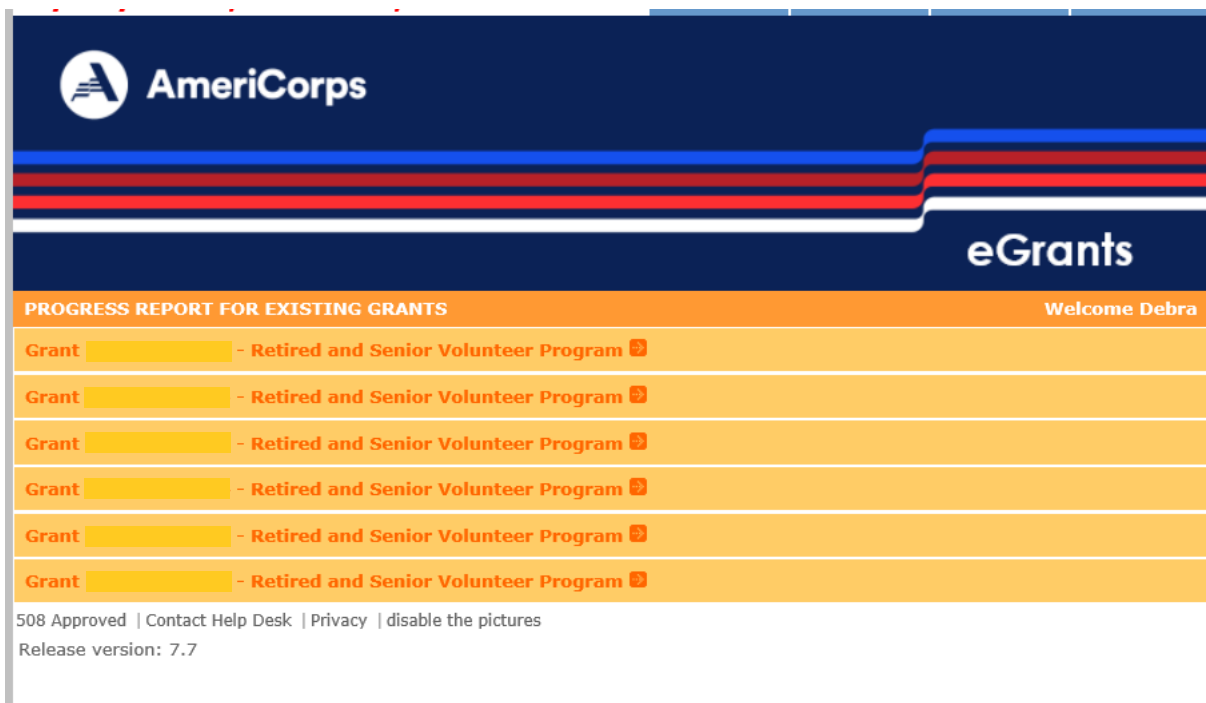
<sup>2</sup> Stipended work plans are those for AmeriCorps Seniors Foster Grandparent or Senior Companion Programs or for certain Senior Demonstration Programs that pay a stipend and track volunteer service years. Please refer to your Notice of Funding Opportunity for information on whether your stipended Senior Demonstration Program tracks volunteer service years. Volunteers who serve in stipended programs but that do not receive a stipend because of income eligibility guidelines are non-stipended volunteers. This document will outline how to report non-stipended volunteers in the Progress Report Annual.

# Accessing the Progress Report

After logging into eGrants, access the Progress Report from the eGrants home screen by clicking on "Progress Report."



A list of all previous and current AmeriCorps grant awards will be listed. Click on your current grant number to see the Progress Reports available for that award.



After you click on the grant number, a list will display of the Progress Reports available for that award. A status of "Progress Report Initial Entry" indicates that the report has not been submitted to AmeriCorps Seniors and is available for you to enter information. Review the reporting date and due date to help select the correct report. Click "edit" to begin working on the report. If you notice any discrepancies in the type of report or the due dates, please contact your portfolio manager.

Grant - Retired and Senior Volunteer Program					
Reporting Date	Due Date	Extension Date	Status	PR Type	
04/01/2022 - 03/31/2023	04/30/2023		Progress Report Initial Entry	Progress Report Annual	<a href="#">edit</a>
04/01/2022 - 09/30/2022	10/30/2022		Progress Report Reviewed	Progress Report Lite Semiannual	<a href="#">view</a>
04/01/2021 - 03/31/2022	04/30/2022		Progress Report Reviewed	Progress Report Annual	<a href="#">view</a>
04/01/2021 - 09/30/2021	10/31/2021	11/26/2021	Progress Report Reviewed	Progress Report Lite Semiannual	<a href="#">view</a>

## Progress Report Annual

The project Progress Report Annual is the full report submitted at the end of each grant year. Information reported should reflect activities for the full 12-month reporting period.

Grant Number: [1] NOFA: [1] Application ID: [1] Legal Applicant Name: [1]

General Information

Grant # [3] Project Name [3] Grant Year [3] Progress Report Type [3] Amendment Number [5] Reporting Period Start Date [3] Reporting Period End Date [3] Due Date [3] Extended Due Date [3] # of Months Funded [12] Status [Progress Report Initial Entry]

Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1 07/01/2017 - 12/31/2017	01/31/2018		Progress Report Reviewed	<a href="#">PDF Link</a>
2 07/01/2017 - 06/30/2018	08/03/2018	08/09/2018	Progress Report Reviewed	<a href="#">PDF Link</a>
3 07/01/2018 - 06/30/2019	07/30/2019		Progress Report Reviewed	<a href="#">PDF Link</a>
4 07/01/2018 - 12/31/2018	01/30/2019	02/06/2019	Progress Report Reviewed	<a href="#">PDF Link</a>

Buttons: Cancel, Begin [5], Next

The Progress Report Annual uses tabs similar to the Performance Measure Work Plan Module from your application. The first tab is "General Info." Review the information in the General Information section of this screen to ensure you are working on the correct report.

- ① The header at the very top of each screen contains your Grant Number, NOFA, Application ID, and Legal Applicant Name.
- ② Additional instructions can be found on the left side of each screen. The instruction can be hidden by clicking the “x.”
- ③ The General information section includes various pieces of information about this report and the grant.
  - “# of Months Funded” indicates the number of months of the three-year project period that have been completed by the end date of the reporting period for the Progress Report.
  - “Status” indicates the status of the report you are currently working on.
    - “Progress Report Initial Entry” means that the report has not yet been submitted to AmeriCorps.
    - “Progress Report Submitted” means that the report has been reviewed by AmeriCorps and now includes feedback from AmeriCorps.
    - “Progress Report Returned for Rework” means that the report has been returned to you for changes that are described in the report feedback.
- ④ At the bottom of the General Info tab, you will see a list of all Progress Report Annuals and Progress Report Lite Semiannuals that have previously been submitted for this grant. You can click on any report in the list to go directly to a PDF of that report. *(Please note: AmeriCorps Seniors stopped requiring the Progress Report Lite Semiannuals in FY 2023. Previous Progress Report Lite Semiannuals will still be available to view, but grantees will not be required to submit new ones.)*
- ⑤ After reviewing the General Info tab, if you are working on the correct report, click “Begin.” You may also click “Next” to move to the next screen. If this is not the correct report, click “Cancel” to return to the previous eGrants screen.

## Demographics Tab (Foster Grandparent/Senior Companion only)

The next tab is the Demographics tab. The Demographics tab is available for AmeriCorps Seniors Foster Grandparents and Senior Companion Programs only. Information entered in this section should be identical to the information entered in the Federal Financial Report.

	Demographic Information	Value
1	Vol Data Total Number of Cumulative Hours This Budget Period	* <input type="text" value="0"/>
2	Vol Data Total Number of Active Volunteers Serving This Budget Period	* <input type="text" value="0"/>
3	Total number of hours spent in supporting work plans meeting National Performance Measures reqs	* <input type="text" value="0"/>
4	Total number of volunteers in support of work plans meeting National Performance Measures reqs.	* <input type="text" value="0"/>

On line 1, enter the total number of cumulative volunteer hours for this budget period. Do not include any hours served by non-stipended volunteers.

On line 2, enter the total number of active volunteers serving this budget period. This number should include all individuals who are volunteering, not volunteer service years. This includes any non-stipended volunteers.

On line 3, enter the total number of hours spent in supporting work plans meeting national performance measure requirements. These are hours that were spent supporting workplans that resulted in national performance measure outcomes, including any hours spent by non-stipended volunteers. Examples include actual hours in service in outcome-based work plans, training or orientation hours, temporary allowance, travel time between individual assignments, mealtime, pre-service orientation, in-service training, recognition events, etc. Please see Section 8.7.2 *Travel time, Mealtime, Training, Official Meetings and Recognition* in the AmeriCorps Seniors [Foster Grandparent Program Operations Handbook](#) or the [Senior Companion Program Operations Handbook](#) for more information.

On line 4, enter the total number of volunteers who are in outcome-based work plans. These are volunteers who were programmed into work plans that resulted in national performance measure outcomes, including any non-stipended volunteers. For stipended programs, this number should include all individuals who are volunteering, not volunteer service years.

Click “Next” to move to the next tab.

## Narratives Tab

*If your Progress Report Annual covers a 9-month (AmeriCorps Seniors RSVP and some unstipended Senior Demonstration Programs who aligned with an April 1 start date) or 15-month (AmeriCorps Seniors Foster Grandparent, Senior Companion, and some stipended Senior Demonstration Programs who aligned with a July 1 start date) reporting period due to the FY 2023 quarter realignment, please include a note about this in the Overall Grantee Note on the Summary/Staff Review tab. You can also explain how the revised reporting period affected your project in the appropriate sections of the Narratives tab.*

On the Narratives tab, complete each narrative with information about your activities during the 12-month reporting period. By clicking on each narrative heading, a text field will display allowing you to enter narrative information. Once any text has been entered in that section, the orange arrow next to the heading will change to a green check mark. There is no character limit in each of the narrative boxes.

The screenshot displays the 'Narratives' tab within a web application. At the top, a navigation bar includes tabs for 'General Info', 'Demographics', 'Narratives' (which is highlighted in red), 'Progress Report', 'Veterans', and 'Summary/Staff Review'. Below the navigation bar, there is a 'Screen Instructions' panel on the left and a main content area titled 'Senior Corps PPR Narratives'. The main content area contains a list of narrative sections, each with a small arrow icon next to it. The sections are: 'Challenges', 'Partnership/Collaboration Development', 'Non-Federal Share Development', 'Other Accomplishments', 'Stories', 'List of Additional Documents Sent to CNCS State Office', 'Corrective Action Plan', and 'Evidence-based program progress'. A legend indicates that a green checkmark means 'Narrative entered' and an orange arrow means 'Narrative not entered'. At the bottom of the page, there are three buttons: 'Save', 'Back', and 'Next'.



In the “Challenges” narrative, describe any new challenges affecting your project during the reporting period.

In the “Partnership/Collaboration Development” narrative, describe efforts to develop partnerships or collaborations with volunteer stations. You should include efforts to develop new stations as well as efforts to garner support (data collection, volunteer training, etc.) from existing stations. If you have shared information about your project and its successes with any community partners or entities, please describe those efforts in this section, as well.

In the “Non-Federal Share Development” narrative, describe efforts to meet the non-federal share requirement for your project. Include both cash and in-kind resource development that occurred during this reporting period.

In the “Other Accomplishments” narrative, describe any significant accomplishments other than your work plan progress that you will report in this Progress Report.

In the “Stories” narrative, share any stories that show the real-life impacts of your project. For example, you could include the story of a volunteer, how they helped your community, and how they feel about their service. Or it could be a story from a student or client about their experience with their AmeriCorps Seniors volunteer. You can also include URLs of press coverage from local news sources.

Additional documents cannot be attached or uploaded to eGrants. In the “List of Additional documents Sent to AmeriCorps Portfolio Manager” section, list any additional documents you have emailed or mailed to your AmeriCorps portfolio manager. Additional documents might include press clips, recognition event documents, or other documents to supplement the Progress Report. If you do not have any additional documents, please enter “N/A” in this narrative.

If your project is currently on a corrective action plan, use the “Corrective Action Plan” narrative to describe efforts towards achieving corrective action goals. If you are not on a corrective action plan, please enter “N/A” in this narrative.

If you are implementing an evidence-based program, use the “Evidence-based program progress” narrative, share any significant developments. If you are not implementing an evidence-based program, please enter “N/A” in this narrative.

Click “Next” to move to the next screen.

## **Progress Report Tab**

The Progress Report tab is where you enter your progress on achieving the performance measure targets planned in your application. You will use this screen to enter actual outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations for each work plan.

There are two main sections in the Progress Report tab: Progress Summary and Performance Measure Progress.

General Info Demographics Narratives **Progress Report** Veterans Summary/Staff Review

**Screen Instructions** ✕

You will use this screen to enter actual outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations for each work plan. Click on the small arrow next to a work plan description to open that work plan and report on your progress.

Progress Summary			
	Target	Actual	Progress
Unduplicated Volunteers	33	0	0.00 %
Cost per Volunteer	\$1,063.18	\$0.00	
Total Output	135	0	0.00 %
Primary Focus Area	0	0	0.00 %
% Unduplicated Volunteers in Outcomes	33	0	0.00 %
Community Priorities	0	0	0.00 %

**Performance Measure Progress**

✔ Done with Section box checked

▶	K-12 Success-1.1-Other-According to the scores r...-Tutoring
▶	School Readiness-2.1-Other-According to the Kids Count in...-Mentoring

The Progress Summary sections show the target unduplicated volunteer numbers (for non-stipended programs) or volunteer service years (for stipended programs) that were planned in the application. The Performance Measure Progress Section is where you will enter your data. All work plans will be listed in this section. The "Actual" column populates based on the numbers you enter in the Performance Measure Progress section below. The "Progress" column shows your progress towards achieving the target. To populate the Progress Summary, click "Calculate Progress" each time you finish entering data in the Performance Measure Progress section.

In the Performance Measure Progress section, click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

When the work plan is open a column is displayed, allowing you to enter actual numbers for your outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers in your report should reflect your accomplishments during this report period.

When entering unduplicated volunteers, keep in mind that each volunteer can only be reported in one work plan for AmeriCorps Seniors RSVP, unstipended Senior Demonstration Programs, and stipended Senior Demonstration Programs that do not track volunteer service years. For AmeriCorps Seniors Foster Grandparent, Senior Companion, or stipended Senior Demonstration Programs that track volunteer service years, you enter the actual number of volunteer service years that were performed for each service activity in the unduplicated volunteers field. In this

field, you may include hours served by non-stipended volunteers serving in a stipended project<sup>3</sup>. Each volunteer service year can only be counted once when a volunteer is assigned to a service activity. To calculate the volunteer service years, divide the number of hours served towards the performance measure by 1,044. Round to the nearest whole number.

▼ Obesity and Food-1.1-Primary Focus Area-Food insecurity is defined as ...-Nutrition/Food Support

Community Need

Measure Type or Resource Type	Measure #	Measure Desc	Target	Actual	Progress
Outcome	H12	H12: Number of individuals who report increased food security	1120	<input type="text"/>	%
Output	H4A	H4A: Number of Individuals served	1400	<input type="text"/>	%
		# of Unduplicated Vols	54	<input type="text"/>	%
		# of Total Vols Contributing	60	<input type="text"/>	%
		# of Vol Stations	3	<input type="text"/>	%

Grantee Note

Done with Section

For the total number of volunteers contributing, report every volunteer who served in the work plan, including any non-stipended volunteers serving in a stipended work plan. Actual outputs entered should reflect the work of all AmeriCorps Seniors volunteers contributing to the work plan.

If you would like to provide any additional information for a work plan, you should provide it in the Grantee Note section. You must provide an explanation in the Grantee Note Section for the following instances:

- If any actual outputs are “0” or your targets are not on track to be achieved.
- If you have double checked your data and any of the following are still true:
  - any of your actuals exceed 400% of the target,
  - the actual outcomes equal the actual outputs, or
  - your actual numbers equal the target numbers.
- If the data collection varied from the plan originally described in the instrument description field.
- If you included any hours served by non-stipended volunteers serving in a stipended work plan.
  - Please note the number of non-stipended volunteers and their hours served. For example, you might say “Of the 8 volunteer service years and 12 total volunteers in this work plan, 950 hours were served by 2 non-stipended volunteers.”

<sup>3</sup> Note: In your application, you do not include the hours served by non-stipended volunteers serving in a stipended project when setting your volunteer service year target. However, you may include these hours when calculating the actual volunteer service years served in your Progress Report Annual.

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*If your Progress Report Annual covers a 9-month or 15-month reporting period due to the FY 2023 quarter realignment, please explain in the Grantee Note section how the revised reporting period affected the results of the work plan. For example, if your report covers a 9-month period and the activities within a work plan are due to happen just outside of that 9-month period, please explain that in the Grantee Note for that work plan.*

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When all information has been entered for the work plan, check the “Done with Section” Box. The progress report cannot be submitted until all “Done with Section” boxes have been checked.

If you are reporting on the Measure SC1, Other Community Priorities, the target should be 1. To report the Actual for the Output, enter “1” for “yes” if you met the target you set for your project or “0” for “no” if you did not meet the target set for your project. The numbers for Unduplicated Volunteers/volunteer service years, Total Volunteers, and Volunteer Stations should be reported in the same way you reported the other work plans. In the Grantee Note field, please include a brief description of what your volunteers did as part of the Other Community Priorities work.

The screenshot shows a form for 'Other-5.1-Other Community Priorities-The' with the title 'RSVP will place 490...N/A'. The 'Community Need' field contains the text: 'The RSVP will place 490 volunteers in Other Community Priorities where they will address unmet needs and empower'. Below this is a table with the following data:

Measure Type or Resource Type	Measure #	Measure Desc	Target	Actual	Progress
Output	SC1	SC1: Grantee met their target for community priority activity (Yes/No)	1	1	100.00 %
# of Unduplicated Vols			490	309	63.06 %
# of Total Vols Contributing			490	608	124.08 %
# of Vol Stations			26	31	119.23 %

Below the table is a 'Grantee Note' field with the text: 'Every community has ongoing needs that are meet by a variety of organizations. For the period of 4/1/2021-3/30/2022. RSVP volunteers have met these needs in a different way as COVID-19 continued its path across the world. In partnership with Department of Public Health and Education and, AmeriCorps NCCC, ; RSVP'. At the bottom right of the form is a 'Done with Section' checkbox which is checked. Below the form are three buttons: 'Calculate Progress', 'Back', and 'Next'.

After Completing each work plan, click “Calculate Progress.” This will update the Progress Summary section. When all work plans are complete, click “Next” to move to the next screen.

## Veterans Tab

If you have data about veterans and military families, report it on the Veterans tab. If you do not have that information, simply enter zero in each field. Many projects have veterans' information available for some work plans, but not for others. AmeriCorps asks that you report on veterans and military families' data when you have the information available.

There are two main sections in the Veterans tab: Veterans Summary and Veterans Split.

The Veterans Summary section includes numbers in the “Actual” column that are populated based on data entered in the Progress Report tab.

The Veterans Split section is where data is entered. All work plans will be listed in this section. Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

The screenshot shows a software interface with three tabs: "Progress Report", "Veterans", and "Summary/Staff Review". The "Veterans" tab is active, displaying two main sections:

- Veterans Summary:** A table with two columns: "Veterans Summary" and "Actual".
 

Veterans Summary	Actual
Veterans Serving	0
Veterans Served	0
Veteran's Family Members Served	0
Active Duty Served	0
Active Duty Family Served	0
- Veteran Split:** A list of work plan items, each with a small orange square icon and a right-pointing arrow.
  - Obesity and Food-1.1-Primary Focus Area-Food insecurity is defined as ...-Nutrition/Food Support
  - Access to Care-2.1-Primary Focus Area-Many Medicare/Medicaid benefi...-Counseling/Coaching
  - Financial Literacy-8.1-Other Focus Areas-Low- to moderate-income senior...-Tax Preparation
  - Other-9.1-Other Community Priorities-Many local non-profits struggl...-N/A
  - Aging in Place-10.1-Primary Focus Area-With the population of those 6...-Nutrition/Food Support

At the bottom right of the interface, there are three buttons: "Calculate Veterans", "Back", and "Next".

When the work plans are open, columns are displayed, allowing you to enter numbers for outputs, outcomes, unduplicated volunteers/volunteer service years, total volunteers, and volunteer stations. The “Actual” column is populated from data you entered on the Progress Report tab. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers you report should reflect your accomplishments during this reporting period.

This screenshot shows a detailed view of a work plan item. At the top, the title is "Obesity and Food-1.1-Primary Focus Area-Food insecurity is defined as ...-Nutrition/Food Support". Below the title, there is a "Community Need" section with a text box containing the definition: "Food insecurity is defined as 'limited or uncertain availability of nutritionally adequate and safe foods or".

The main part of the screenshot is a table with the following columns: "Measure Type or Resource Type", "Measure #", "Target", "Actual", "# who are Veterans", "# who are Veteran Family Members", "# who are Active duty", "# who are Military Family Members", and "# non VMF served".

Measure Type or Resource Type	Measure #	Target	Actual	# who are Veterans	# who are Veteran Family Members	# who are Active duty	# who are Military Family Members	# non VMF served
Outcome	H12	1120	0	0	0	0	0	0
Output	H4A	1400	0	0	0	0	0	0
# of Unduplicated Vols		54	0	0	0	0	0	0
# of Total Vols Contributing		60	0	0	0	0	0	0

At the bottom right of the table area, there is a checkbox labeled "Done with Section" which is currently unchecked.

In each column, enter the number of people that fit within each category for the four measure or resource types (output, outcome, unduplicated volunteers/volunteer service years, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported that you served 100 people for output H4A in that work plan, how many of those 100 individuals were veterans? How many were veteran family members? How many were active-duty military? How many were active-duty military family members? Enter data when you have it available. If you do not know, please enter 0.

When all information has been entered for the work plan, check the “Done with Section” box. The progress report cannot be submitted until all “Done with Section” boxes have been checked.

After completing each work plan, click “Calculate Veterans.” This will update the Veterans Summary section. When all work plans are complete, click “next” to move to the next screen.

## Summary/Staff Review Tab

The Summary/ Staff Review tab provides a summary of your progress report. From this screen, you can print your PPR Summary, review your project’s progress, enter notes to your portfolio manager, and review comments that your portfolio manager provided to you in their review of your progress report.

The screenshot displays the AmeriCorps eGrants Progress Reports interface. At the top, there are navigation links: home, back to eGrants application, my account, help, and logout. The main header includes the AmeriCorps logo and the text "eGrants Progress Reports". Below the header, there are tabs for General Info, Demographics, Narratives, Progress Report, Veterans, and Summary/Staff Review (which is currently selected). The Summary/Staff Review section contains four pie charts under the heading "Summary Charts":

- Actual Vols by Focus Area: 100%
- Actual Vols by Objective: 45% (orange) and 55% (blue)
- Actual Vols by Category Title: 100%
- Actual % Vols working on results tied to Outcome: 100%

Below the charts is the "Performance Measure Progress Summary" section. It shows the Primary Focus Area as Education and the Federal Share as \$558,464. There are two buttons: "Print PPR Summary" and "Print Complete Note H". Below this is a table titled "Progress Summary with STATUS:".

	Target	Actual	Progress	Status: On Track
Unduplicated Volunteers	86	80	93.02 %	Status: On Track
Cost per Volunteer	\$6,493.77	\$6,980.80		
	<b>Target</b>	<b>Actual</b>	<b>Progress</b>	Status: On Track
Total Output	344	210	61.05 %	

There are two main sections on the Summary/ Staff Review tab: Summary Charts and Performance Measure Progress Summary. The Summary Charts display pie charts showing the actual numbers entered on the Progress Report tab.

The Performance Measure Progress Summary shows progress towards meeting the national performance measure requirements.

To print all notes you entered in the Progress Report tab, click "Print Complete Note History." To print the full work plan report, click "Print PPR Summary." Notes are not part of the full work plan report.

At the bottom of the Performance Measure Progress Summary section, each work plan is listed. Use the Overall Grantee Note box to enter any additional information you would like to provide your portfolio manager.

## Perform a Data Quality Check and Submit Your Progress Report

AmeriCorps' emphasis on data quality is nothing new. It has always been a fundamental requirement for AmeriCorps Seniors to report correct, complete, and timely programmatic data. The Progress Report Annual and Progress Report Supplement are two of AmeriCorps Seniors' most important data collection instruments. AmeriCorps Seniors relies on the data elements in these reports to tell the story of the collective impact of AmeriCorps Seniors and to justify our continued presence in the federal budget. There are a lot of eyes on our data, from the White House and Congress to grassroots organizations across the country, and it is essential for all stakeholders to be able to trust our reports. Therefore, it is important for all grantees to perform a data quality check before submitting their progress report. AmeriCorps has directed portfolio managers to return the progress report to the grantee to clarify any questionable data.

Here is a checklist to assist in reviewing and verifying your progress report before you submit:

- You have included information in the Narratives tab to provide context and the story behind the numbers reported.
- You have entered your output, outcome, and volunteer data into each work plan.
- You have checked "Done with Section" for each workplan.
- If you have "0" for any output or outcome, if you far exceeded your targets (i.e., your progress percentage is higher than 400%), or if you haven't met a target, you've included an explanation in the "Grantee Note" section for the appropriate workplan(s).
- For unstipended programs, you counted each volunteer as an unduplicated volunteer in only one workplan
- For stipended programs tracking volunteer service years, you entered volunteer service years into the fields asking for unduplicated volunteers. (Please refer to your Notice of Funding Opportunity for information on whether you track volunteer service years in your work plans.)
- For stipended programs tracking volunteer service years, your total unduplicated volunteer count (which represents volunteer service years) in the Progress Summary is at or above your volunteer service year target for the year. If it is below, you've included an explanation in the Overall Grantee Note section.



- Do the numbers reported follow the *Appendix B: Performance Measure Instructions*? (*Appendix B: Performance Measure Instructions* are found on the AmeriCorps Seniors [Foster Grandparent](#), [RSVP](#), [Senior Companion](#), or [Senior Demonstration Program](#) grantee pages in the Resources sections, document type “Submitting a progress report.”)
- Do the actuals reported exactly match the target values? Do actuals consist solely of round numbers (i.e., reporting 50 instead of 47)? If so, double check that actual numbers were reported, not estimates. Ensure that there is no double-counting, math errors like using percentages, or incomplete data.
- Is the actual outcome higher than the actual output? Outcome numbers should not exceed the output numbers, with one exception (the O1A and O19A measures in Economic Opportunity). Ensure there is no double-counting, math errors, or incomplete data.
- Are output or outcome actuals substantially higher or lower than target values, or are they out of proportion to the number of volunteers engaged in the activity? If so, double check that actual numbers were reported, not estimates. Ensure that there is no double-counting, math errors like using percentages, or incomplete data. AmeriCorps staff has been directed to clarify any actuals that exceed 400% of their targets.
- Has there been substantial variation in actuals from one year to the next? Evaluate if there has been a change in data collection protocols or definition over time.
- Do outcome actuals exceed output actuals (i.e., 100 people reported improvements but only 75 were served)? If so, make sure there are no math errors and that the people collecting the data understood the definitions of what they were collecting.
- Are outcome actuals exactly the same as outputs? If so, check that your instruments for measuring outcomes are valid (i.e., that they are set up to measure an actual change in knowledge, attitude, behavior, or conditions).

## **Submit Your Report**

When you are sure you have entered all information correctly, click “Grantee- Submit to CNCS” to submit the progress report. Your portfolio manager will review the report and will contact you if they have any questions.



## Progress Report- Returned for Rework

If your portfolio manager returns the progress report to you for rework, they will let you know what items need to be revised. Some portfolio managers will include notes in the Progress Report tab, and some will send an email. To see all of the notes from your portfolio manager, click on the Summary/ Staff Review tab. Click "Print Complete Note History." A printable PDF will open allowing you to review any notes entered by your portfolio manager. Refer to these notes or the email from your portfolio manager and go to the appropriate tabs to make the necessary changes.

**Performance Measure Progress Summary**

Primary Focus Area: Healthy Futures  
Federal Share: \$274,130

Progress Summary with STATUS:

	Target	Actual	Progress	Status:
Unduplicated Volunteers	80	55	68.75 %	
Cost per Volunteer	\$3,426.63	\$4,984.18		
	Target	Actual	Progress	Status:
Total Output	160	110	68.75 %	
	Target	Actual	Progress	Status:
Primary Focus Area	80	55	68.75 %	
% Unduplicated Volunteers in Outcomes	80	55	68.75 %	
Community Priorities	0	0	0.00 %	

Buttons: [Print Complete Note History](#), [Print PPR Summary](#)

Back

Individual notes from your portfolio manager for each work plan can also be viewed on the Progress Report tab. After clicking to open the work plan, you will see the portfolio manager notes displayed to the right of the work plan. You can also click on "Note History" to see the original note that you entered as well as any notes from your portfolio manager for that work plan. After editing the data in the work plan, you can respond to your portfolio manager by entering additional information in the Grantee Note for the work plan. Your portfolio manager can review the new information and it becomes part of the Note History.

Community Need: In , 11.8% of individuals 60 years of age and older live below the poverty level. In

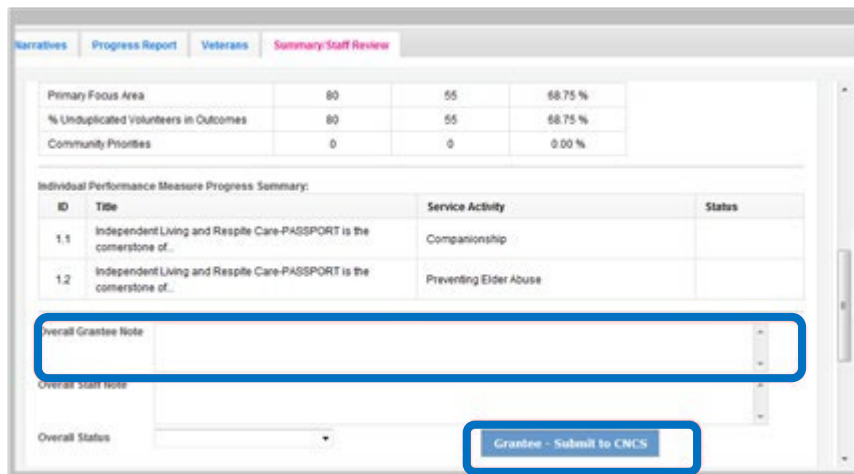
Measure Type or Resource Type	Measure #	Measure Desc	Target	Actual	Progress
Outcome	O19A	O19A Dollar value of tax returns generated	703000	875337	124.51 %
Output	O1A	O1A: Number of individuals served	885	886	100.11 %
		# of Unduplicated Vols	50	16	32.00 %
		# of Total Vols Contributing	40	24	60.00 %
		# of Vol Stations	1	7	700.00 %

Grantee Note: The tax program is a popular RSVP program and a successful partnership with the IRS. RSVP program had 35 unduplicated volunteers serving seniors in the community/district (this number differs from the above amount because this amount includes volunteers under the age of 55).

Note History: On Track  
Good progress and thank you for including the context on your volunteer numbers in the Grantee note

Done with Section

You may also want to enter additional notes to your portfolio manager in the Overall Grantee Note section of the Summary/Staff Review tab. When all edits have been made, click "Grantee- Submit to CNCS" to resubmit the report.



## Progress Report Reviewed

Once your portfolio manager has reviewed the Progress Report, view the report to see feedback from your portfolio manager.

A status will be displayed next to each national performance measure requirement. A status of "On track" means that you have met your target. A status of "Needs Work" means that you have not met your target. A status of "complete" will only be used for the final Progress Report of the three-year project period. A "Complete" status means that the target was achieved.

	Target	Actual	Progress	Status
Unduplicated Volunteers	86	80	93.02 %	Status: On Track
Cost per Volunteer	\$6,493.77	\$6,980.80		
	Target	Actual	Progress	Status
Total Output	344	210	61.05 %	Status: On Track
	Target	Actual	Progress	Status
Primary Focus Area	0	0	0.00 %	Status: On Track
% Unduplicated Volunteers in Outcomes	86	80	93.02 %	
Community Priorities	0	0	0.00 %	

ID	Title	Service Activity	Status
1.1	Other-Children in the districts serv...	Tutoring	On Track
2.1	Other-The Foster Grandparent program...	Tutoring	On Track

The first status is for the total unduplicated volunteers for unstipended projects and volunteer service years for stipended projects. The second status is for the total output. The third status is for

progress on unduplicated volunteers or volunteer service years for the primary focus area, outcome-based work plans, and other community priorities.

Your portfolio manager will also indicate an Overall Status for the entire report as well as statuses for each individual work plan.

If a status of "Needs Work" is selected for any part of the report, the overall status for the report will be "Needs Work."

To see all notes, including those you entered or the ones entered by your portfolio manager, click "Print Complete Note History." Individual notes for each work plan from your portfolio manager can also be viewed on the Progress Report tab. After clicking to open the work plan, you will see the portfolio manager status and notes displayed to the right of the work plan. You can also click on "Note History" to see the full note history for that work plan.

The screenshot shows a report interface for "Financial Literacy-1.1-Primary Focus Area-In Cook County, Illinois, 11.8...-Tax Preparation". It features a table with columns for Measure Type or Resource Type, Measure #, Measure Desc, Target, Actual, and Progress. The table lists several measures, including "O19A Dollar value of tax returns generated" and "O1A: Number of individuals served". To the right of the table, there is a status indicator "On Track" and a "Note History" button. A text box contains a note: "Good progress and thank you for including the context on your volunteer numbers in the Grantee note". Below the table, there is a "Grantee Note" section with a text area containing a note about a tax program.

Measure Type or Resource Type	Measure #	Measure Desc	Target	Actual	Progress
Outcome	O19A	O19A Dollar value of tax returns generated	703000	875337	124.51 %
Output	O1A	O1A: Number of individuals served	885	886	100.11 %
		# of Unduplicated Vols	50	16	32.00 %
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Community Need: In , 11.8% of individuals 60 years of age and older live below the poverty level. In

On Track

Good progress and thank you for including the context on your volunteer numbers in the Grantee note

Note History

Grantee Note: The tax program is a popular RSVP program and a successful partnership with the IRS. RSVP program had 35 unduplicated volunteers serving seniors in the community/district (this number differs from the above amount because this amount includes volunteers under the age of 55).

Done with Section ✓

The full report, with statuses from your portfolio manager, can be printed from the Summary/ Staff Review tab.