Volunteer Generation Fund
2023-2024 Annual Progress Report Instructions

How will AmeriCorps use the information reported?

The Volunteer Generation Fund (VGF) Project Progress Report (PPR) provides information for AmeriCorps staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your PPR may be used by AmeriCorps to promote service. Program staff will 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 are the components of the PPR?

The VGF PPR consists of three sections: Performance Data Elements, Performance Measures, and Narratives.

Please complete the report using eGrants, AmeriCorps' integrated, secure, web-based system for grants management, and follow the instructions below.
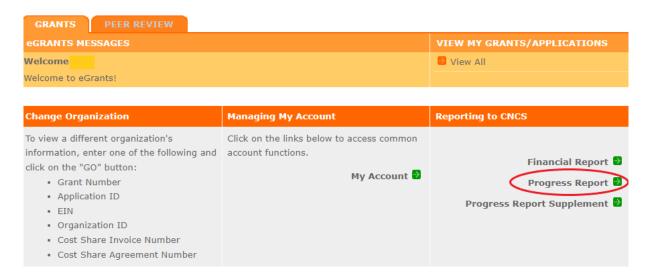
When is the PPR due?

The PPR is due on for American Rescue Plan (ARP) VGF grantees on **June 30, 2024**, and for non-ARP VGF grantees on **December 30, 2024**. If you cannot meet the submission deadline, you must request an extension from your Portfolio Manager. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
2. AmeriCorps receives a request explaining the need for an extension **before** the due date of the report.

Selecting the Right PPR

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen, as pictured below:

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2023-2024 program year and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 6/30/2024 or 12/30/2024 due date labeled "Progress Report Annual" and click the "edit" link. You will be taken to the main progress report screen.

Reporting Period

The reporting period is from the beginning of your 2023-2024 grant year through March 31, 2024 for ARP grantees or September 30, 2024 for non-ARP grantees.

- For Performance Data Elements, report all data collected during the period from 3/1/2023 to 3/31/2024 or 10/1/2023 to 9/30/2024, as applicable, regardless of the program year to which the data are connected.

- For Performance Measures, if applicable, report all data pertaining to your 2023-2024 program year, plus any previously unreported data from the previous program year. Any activities taking place during the reporting period that correspond to a later grant year should be reported in the subsequent end-of-year PPR.

Data submitted in the PPR must be valid and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

General Information Tab

This tab displays information for the progress report you have selected. Check the due date to ensure you have selected the correct report. If you have not selected the correct report for the reporting period, click "Cancel" and select the correct report. If you have selected the correct report, click "Begin" to open the progress report. If you return to this tab after starting the report, you will see a "Continue Working" button that allows you to open the report that is in progress.

Open amendments **on the same grant year as the PPR** may interfere with data entry in the PPR. If you have amendment(s) currently in process that fit this description, please work with your Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the PPR. Please note that it is best to avoid initiating amendments on the same grant year while you are entering data into the PPR (i.e., after you open the PPR for the first time, but prior to submitting the PPR to AmeriCorps). Same-year amendments awarded during the PPR data-entry process may result in the need to re-enter all data.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print PDF versions of these reports.

Performance Data Elements Tab
The Performance Data Elements tab contains a list of data elements of interest to AmeriCorps. A definition for each Performance Data Element is given below. **Your responses on this tab should include all data collected for these elements during the period from 3/1/2023 to 3/31/2024 or 10/1/2023 to 9/30/2024, as applicable, regardless of the program year to which the data are connected.**

The following elements are **required** for all grantees:
- **Number of volunteers recruited or managed:** Number of volunteers recruited, trained, managed, or coordinated by your VGF program during the 2023-2024 grant year. Each individual volunteer should be counted only once, even if they participated in more than one volunteer opportunity.
- **Number of hours served by recruited or managed volunteers:** Total number of hours served by volunteers that were recruited, trained, managed, or coordinated by your VGF program during the 2023-2024 grant year.

Enter a numerical value in each field. If you did not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted unless there is a numerical value entered in every field on this tab.

Data reported in the VGF PPR should not be duplicated in any other AmeriCorps PPR, including, but not limited to, AmeriCorps State and National, AmeriCorps Seniors, or VISTA progress reports.

Click "Next" to proceed to the next tab.

Narratives Tab
Click on the accordion panels to enter narratives. When accordion panels are closed, green check marks indicate that text has been entered in the text box. Text must be entered in every narrative field before the PPR may be submitted. For fields that are not required, if not providing narrative, enter "N/A" in the text box.

Please limit your remarks in each section to 1,500 words or fewer; narratives exceeding this length will be cut short when the PPR is viewed in PDF form by AmeriCorps staff. Answer the following questions in the corresponding text fields:

- **Narrative Field #1** (required): What impact did the VGF award have on your program's ability to generate more volunteers in this program year?

- **Narrative Field #2** (required): What has this grant allowed your organization and your subgrantees, if applicable, to accomplish that could not have been done without VGF funding?

- **Narrative Field #3** (required): What are some volunteer engagement best practices your program has learned, implemented, and/or improvement your implementation of in this program year?

Click "Next" to proceed to the next tab.

Performance Measures Tab

The Performance Measures tab requires you to enter performance measure data for the 2023-2024 program year and to compare achieved (actual) values to the targets set in your grant application. **Your responses on this tab should include all data pertaining to your 2023-2024 program year** (i.e., the outputs and outcomes accomplished by your 2023-2024 grant year activities), **plus any previously unreported data from the previous (2022-2023) program year.**

Click on a performance measure to show a panel with each output and outcome associated with the performance measure. Enter the actual value for each output and outcome. Enter a zero (0) in each remaining field (# of Vols, Project Hours, MSYs, and Amount). If you do not enter zeroes as required, the PPR will be returned to you for revision.

When you have entered all data for one performance measure, check the "Done with Section" box. A green checkmark will appear on the accordion panel when it is collapsed, signaling that you are done entering data in this performance measure panel. Please note that if you leave any fields blank or include any characters other than numbers (e.g., commas, decimals, the percent symbol), these fields will default to values of zero when you move to the next tab or save the report.

Once data have been entered for each performance measure, click the "Calculate Progress" button at the bottom of the page. This will enable eGrants to calculate the percent of target met for each output and outcome.

An explanation is required for any output or outcome measure for which one or more of the following is true:
- the actual value is lower than the target value;
- the actual value greatly exceeds the target value (i.e., by 400% or more); and/or

- data from the previous grant year that were not reported on the previous PPR have been included in the reported actual.

The content of the explanations should be as follows:

Situation	Required Explanation
Actual value is lower than target value	Reason(s) why the target was not met. (If activities are still ongoing, please see below for the required explanation content.) Please note that if you include performance measurement data from the previous year that were not reported in the prior PPR (i.e., noted as "ongoing" in the prior report due to continuing program activities and/or data collection), it may appear that targets for the current year were met when they were not. Be sure to provide an explanation for any output or outcome where the actual value for the **current** grant year is lower than the target value.
Actual value exceeds target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.
Data are included that were not reported in the previous PPR	Indicate what numerical portion of the actual value corresponds to the current grant year versus the previous grant year. Only data that were not reported in the previous year's PPR should be included here.

Provide these explanations in the "Grantee Note" field. If you need additional space, utilize the "Other Narratives" field on the Narratives tab.

Performance measurement data reported in the VGF PPR should not be duplicated in any other AmeriCorps PPR, including, but not limited to, AmeriCorps State and National, AmeriCorps Seniors, VISTA, Commission Support Grant, or Commission Investment Fund progress reports.

Click "Next" to go to the next tab.

Summary Tab
From this tab, you can view or print a summary of data entered in the PPR by clicking "Print PPR Summary." To print a summary of any notes entered in the application, click "Print Complete Note History."

To comment on this summary, enter text in the "Overall Grantee Note" field.

Submitting the PPR
When all data have been entered into the progress report and double checked for accuracy, navigate to the Summary tab and click "Grantee – Submit to AmeriCorps."