



AmeriCorps VISTA FY 2021 Progress Report Supplement

BACKGROUND AND PURPOSE

AmeriCorps requires the VISTA Progress Report Supplement (VPRS) as an addendum to the regular progress reports submitted by VISTA Project Sponsors. The VPRS is an annual report intended to cover activities over a single fiscal year, regardless of the individual program year. Through the VPRS, sponsors submit specific data elements that AmeriCorps uses to demonstrate the national impact of the VISTA program to stakeholders and the general public.

COMPLETION AND SUBMISSION GUIDELINES

All VISTA projects that had at least one VISTA member active for any portion of the reporting period are required to submit a VPRS via [eGrants](#), the AmeriCorps web-based application and management system. Sponsor staff should complete the VPRS. AmeriCorps VISTA members may be allowed to review report, but they cannot complete the report.

REPORTING PERIOD, DEADLINES, AND TECHNICAL ASSISTANCE

The reporting period covers **October 1, 2020 through September 30, 2021**.

The VPRS will be available in eGrants for you to begin entering data on **October 1, 2021 after 10 am eastern**. The deadline for submitting the VPRS is **Friday, November 12, 2021**. Please make sure that you have finished entering data for and have submitted your report by that date.

If you have any questions about this message and/or the instructions that follow, please contact your AmeriCorps Portfolio Manager. If you run into any technical difficulties involving accessing the report, entering, or changing data, viewing, or printing the report, please contact your AmeriCorps Portfolio Manager or the AmeriCorps Hotline at 800-942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).

TERMS, DEFINITIONS AND DATA STANDARDS

Projects must report on results based on the definitions of key terms found in the [FY 2022-2025 AmeriCorps VISTA Performance Measures guide](#).

Entering and Submitting Data through eGrants

Follow the instructions below to enter data on and to submit your VPRS.

1. Log into your eGrants account using your current user name and password. This will take you to the eGrants welcome screen. If you cannot remember your eGrants user name or password, please contact the AmeriCorps Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).
2. Select “Progress Report Supplement” by clicking on the phrase, seen below in the lower right-hand corner of the screen.

The screenshot shows the eGrants portal navigation menu. At the top right, there are links for 'Current Statement', 'VIEW MY AMERICORPS PORTAL', and 'Portal Home'. Below this is a main navigation bar with three sections: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. Under 'Creating an Application', there are links for 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper'. Under 'Managing My Account', there is a link for 'My Account'. Under 'Reporting to CNCS', there are links for 'Financial Report', 'Progress Report', and 'Progress Report Supplement', which is highlighted in yellow. At the bottom, there is a footer with the text: '508 Approved | Contact Help Desk | Privacy | disable the pictures' and 'Release version: 7.5.1'.

3. This will bring you to the screen below. Multiple grant numbers might be listed. If so, select the grant number for the VPRS that you want to submit by clicking on it. Ensure the report you select reflects the reporting periods 10/01/2020 - 09/30/2021. If you do not know your current grant number, please contact your AmeriCorps Portfolio Manager.
4. The next screen confirms the basic information for your project. Review that information and confirm that it is the project for which you want to enter a report. To begin entering data, click on the “next” button in the top right-hand corner. The remaining sections can be either navigated to by selecting “next” or by using the menu on the left-hand side as shown below.

The screenshot shows the eGrants welcome screen. At the top, it says 'Welcome Kelly'. Below that, it says 'PR Supplement'. There is a section for 'VISTA PRS' and a section for 'Community Volunteers'. Below these are several links: 'Resource Development', 'Organizations & Systems', 'Beneficiaries', and 'Review and Submit'. A horizontal line is at the bottom of the screen.

5. **Community Volunteers:** This screen asks for data concerning community volunteers recruited and managed by your project. Please enter a whole number for any measure(s) that apply to your project. Do not leave any boxes blank – enter a zero (0) for those measures that do not apply to your VISTA(s) or project.

- a. Enter the number of community volunteers that were recruited and/or managed through the efforts of your VISTA member(s).
- b. Enter the number of veterans, veterans' family members, and/or family members of active duty service members who served as community volunteers due to the efforts of your VISTA member(s).

When you have entered data for both items above, click “Next” at the bottom right of the screen. This will bring you to the Resource Development Screen.

6. **Resource Development:** Enter the total dollar amount of all cash and in-kind (non-cash) resources leveraged through the efforts of your VISTA member(s). Do not leave the box blank – enter a zero (0) for measure that do not apply to your VISTA(s) or project.

When you have entered data for the item above, click “Next” at the bottom right of the screen. This will bring you to the Organizations & Systems Screen.

7. **Organizations & Systems:** Enter the number of organizations your VISTA member(s) helped make more efficient, effective, and/or that increased program reach. This should include sponsors, service location sites AND any other organizations which benefited from the activities of your VISTA member(s). Please refer to the Performance Measures guide if you have questions about the definitions of the terms used.

Did your VISTA member(s) help build organizational capacity to deliver anti-poverty programming? If yes, enter “1”. If no, enter “0”. (Disregard the column heading "Stations" in eGrants for this item. Please just enter a 1 for yes or a 0 for no.)

When you have completed entering this information, click “Next” at the bottom right of the screen. This will bring you to the Beneficiaries Screen.

8. **Beneficiaries:**

- a. Enter the total number of unduplicated youth who were served due to the efforts of your VISTA member(s).
- b. Enter the total number of veterans, veteran's family members, active duty military, or family members of active duty military that received ANY services from your project due to the efforts of your VISTA member(s).
- c. Enter the total number of individuals who received services in substance abuse programming due to the efforts of your VISTA member(s).

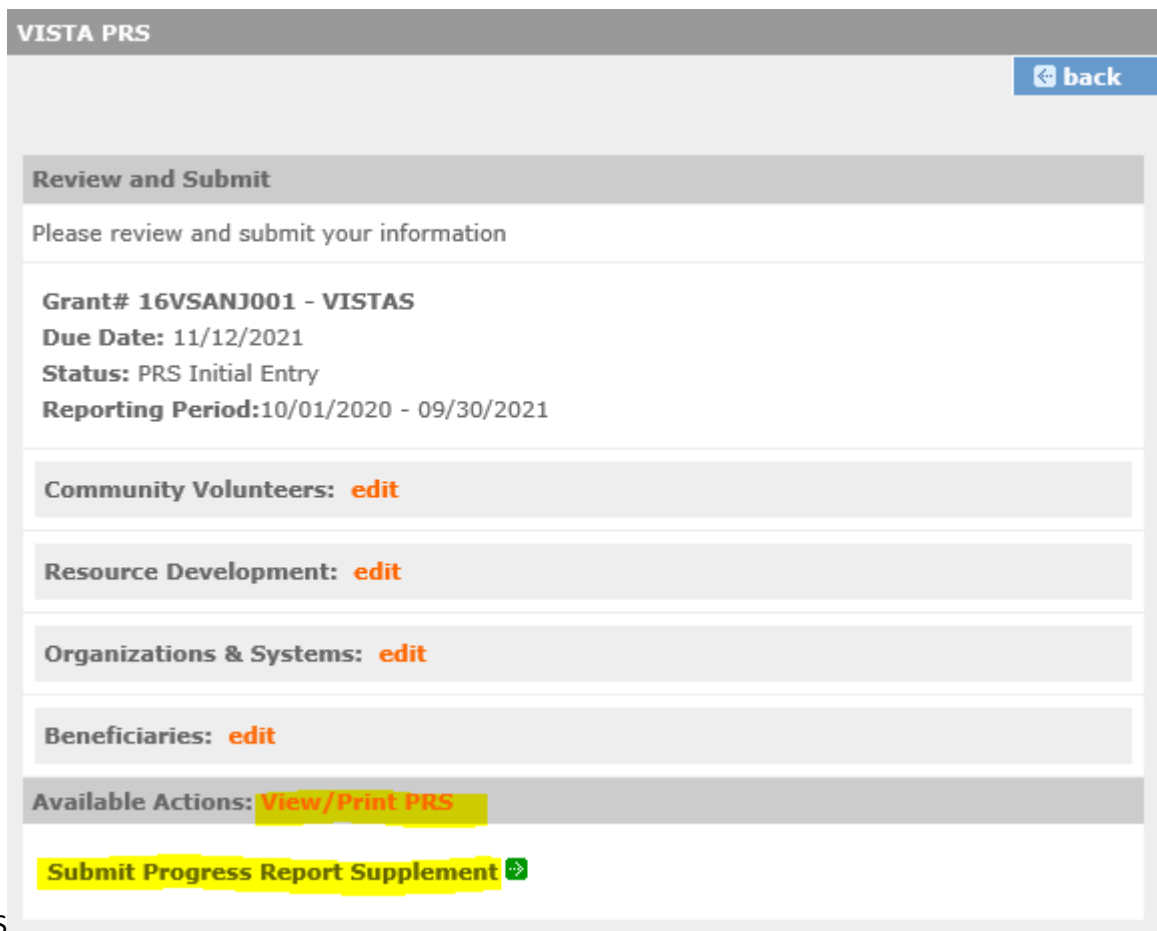
- d. Number of youth and adults experiencing homelessness receiving any services in all focus areas. number of youth and adults who received services while experiencing homelessness as a result of your VISTA member(s) efforts.

When you have completed entering this information, click at the bottom right of the screen. This will bring you to the Review & Submit Screen.

9. **Review & Submit Screen**

This screen allows you to review and edit the information you have entered. To review the data, click “edit” next to the screen you wish to update.

To view and/or print your entire VPRS report, click the “View/Print PRS”.



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When you have completed all of your reviews and edits and made any necessary changes, please submit your report by clicking on “Submit Progress Report Supplement.” (The “submit” button will appear once you have entered data for all of the items.)

Thank you for completing your VPRS.