

## **AmeriCorps State and National Grantee Progress Report Instructions**

### **How will the Corporation use the information reported?**

The AmeriCorps Grantee Progress Report provides information for Corporation staff to monitor your progress, as well as useful data that Corporation staff use to respond to requests for information from Congress and other stakeholders. Some information provided in your Grantee Progress Report (particularly “Great Stories” and demographic information), may be used by the Corporation’s Office of Public Affairs to publicize our successes. Program staff use the information you provide to identify trends and issues that may lead to a change in policies and procedures, increased allocation of training and technical assistance, or opportunities for peer learning.

### **What information is required?**

The AmeriCorps Grantee Progress Report consists of three sections: Demographic Information, Performance Measures, and Narratives. Please complete the report using eGrants <http://www.nationalservice.gov/egrants/>, the Corporation’s integrated, secure, web-based system for applications, and these instructions. Note that, in some cases the instructions differ for AmeriCorps State and AmeriCorps National grantees.

***Section I: Corporation-wide Demographic Questions  
Will be submitted for approval separately to OMB.***

### ***Section II: Performance Measures***

#### **For National grantees:**

Your performance measures from your approved application will automatically populate the Grantee Performance Report in eGrants. You will report on each measure separately. To complete this section, enter the following information for each performance measure.

- **Start date and end date:** In this field, enter the start and end dates of the activity on which you are reporting in this measure.
- **Progress towards measure:** In this field, enter a numerical value documenting your actual progress towards the measure. For example, if you anticipated tutoring 500 students in reading during the reporting period, specify the number students you actually tutored.
- **Challenges/Corrective Actions:** For each target that your program did not reach, explain why you did not reach the target, and the corrective actions you will carry out to improve performance.

#### **For State Commissions:**

The performance measures from each of your subgrantee applications will automatically populate the Grantee Performance Report in eGrants. You will report on each measure separately. To complete this section, enter the following information for each subgrantee measure.

- For each subgrantee you will evaluate their performance measures against the following criteria and check the box that corresponds to the current status of the measure:
  - **Met.** Subgrantee has achieved or exceeded the performance measurement target proposed in the application.
  - **Unmet.** Subgrantee has not achieved the performance measure target as proposed in the application.
  - **Ongoing.** The performance measure activity outlined in the application is ongoing and to be completed in the future.

**Section III: Narratives**

In this section, describe your activities during the reporting period in more detail, and focused as described below. Please limit your remarks to 1,500 words or less, approximately 1-3 pages in length.

**1. Monitoring Activities**

**For National grantees and State Commissions:**

Describe how you assessed your subgrantees’ or site’s needs, if applicable. Discuss how you conducted technical assistance and monitoring. Describe how you imposed corrective measures, and otherwise encouraged continuous improvement.

**2. Successes and Challenges**

**For National grantees and State Commissions:**

Describe any factors you have found to positively or negatively influence program performance. If you are a State Commission, please consider your entire portfolio, including your formula, competitive, and EAP subgrantees. Use examples from particular subgrantees or sites, if applicable, to illustrate the trends that you see affecting your performance overall. Your discussion may include but is not limited to enrollment, retention, recruitment, training, supervision, program and financial management, systems, data collection, evaluation, subgrantee capacity building, and resource development, including raising match funds.

**For National grantees only:**

Please describe your progress toward securing your match. Describe your efforts to ensure the sustainability of your program beyond the grant period. You may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts. In particular, focus on successful strategies that may be useful to other grantees.

If your program did not fill or retain all of its awarded slots, explain why and identify the corrective actions you are planning to improve your recruitment and retention practices.

### 3. Great Stories

**This section is optional.** Share your great stories. Highlight member activities which are especially reflective of the impact the program has in the community, or which illustrate an innovative or high successful aspect of program operation.

### 4. Activities Related to Corporation Strategic Initiatives

**For National grantees and State Commissions:** If your programs or sites have addressed any of the Corporation Strategic Initiatives particularly effectively, describe these activities here. The Corporation's Strategic Initiatives are:

- **Mobilizing more volunteers**
- **Ensuring a brighter future for all of America's youth**
- **Engaging students in communities**
- **Harnessing Baby Boomers' experience**
- **Disaster preparedness and response**

### ***Section IV: Review and Submit***

Please review your report carefully before submitting. Your Program Officer will review and provide feedback using eGrants in a timely fashion.