



## ***AmeriCorpsVISTA***

# ***PROJECT PROGRESS REPORT INSTRUCTIONS***

***OMB Control #: 3045-0038  
Expiration Date: TBD***



## **Background and Purpose**

The Corporation for National and Community Service provides the Project Progress Report (PPR) instructions to AmeriCorps VISTA sponsoring organizations upon project approval. Sponsors are required to follow these instructions to complete and submit a completed PPR to CNCS.

Sponsors use the PPR to document project accomplishments during a certain reporting period, as well as challenges, support provided to AmeriCorps VISTA members, and technical assistance needs. CNCS personnel use the PPR to assess progress and to determine what feedback, technical assistance or other interventions are needed.

The PPR helps sponsors and CNCS personnel to see whether sponsors are operating the project in accordance with the application, AmeriCorps VISTA policies and regulations and whether sponsors are making adequate progress toward achieving the results specified in their approved application.

## **Completion and Submission Guidelines**

AmeriCorps VISTA sponsors must complete PPRs on a quarterly basis in the first year of the project. After the project's first year, PPRs are required semiannually, but may be requested quarterly at the discretion of the CNCS State Office.

The project director must complete the PPR electronically via the CNCS web-based application system, [eGrants](#).

AmeriCorps VISTA members must be allowed to review and include comments to the completed PPR prior to submission. However, neither members nor AmeriCorps VISTA Leaders may prepare or submit the Progress Report.

If you have questions regarding the completion of the PPR that have not been addressed in these instructions, contact your Program Specialist at your CNCS State Office.

## Accessing the Report

To begin a PPR, login to your eGrants account at: <https://egrants.cns.gov/espan/main/login.jsp>.

When you are in eGrants, access the Progress Report from the eGrants home screen by clicking on “Progress Report.”

The screenshot shows the eGrants home page for user Darin. At the top, the date and time are 4/19/2013, 1:46 PM, EDT. Navigation links include home, my account, help, and logout. The main header features the eGrants logo and a photo of two people. Below the header, there are sections for eGrants Messages (Welcome Darin) and View My Grants/Applications (listing 1 Approved for Consideration/Funding, 11 Awarded, 14 Closed, 2 Concept Papers, and 5 Grantee edit of application or report). A section for View My AmeriCorps Portal includes a Portal Home link. A central navigation area is divided into three columns: Creating an Application (New, Continuation/Renewal, Amendment, Concept Paper), Managing My Account (Click on the links below to access common account functions, My Account, Equal Opportunity Survey), and Reporting to CNCS (Financial Report, Progress Report, Progress Report Supplement). The Progress Report Supplement link is circled in red. At the bottom, there is a footer with the text: 508 Approved | Contact Help Desk | disable the pictures | Release version: 5.5.1.

All previous and current CNCS awards will be listed. Click on your current grant number to see the Progress Reports available for that award.

The screenshot shows the eGrants home page for user Uattest11. At the top, the date and time are 9/3/2013, 6:59 PM, EDT. Navigation links include home, my account, help, and logout. The main header features the eGrants logo and a photo of a man and a child. Below the header, there is a section titled PROGRESS REPORT FOR EXISTING GRANTS. Under this section, there are two grant entries: Grant #13VSPHI003 - VISTA State and Grant #14VSHAR002 - VISTA State. At the bottom, there is a footer with the text: 508 Approved | Contact Help Desk | disable the pictures | Release version: 5.6.3.

After you click on the grant number, the Progress Reports available for that award will appear. A status of “Progress Report Initial Entry” indicates that the report has not been submitted to CNCS 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.

9/3/2013, 7:02 PM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

PROGRESS REPORT FOR EXISTING GRANTS Welcome Uattest11

Grant #13VSPHI003 - VISTA State

Grant #14VSHAR002 - VISTA State

Reporting Date	Due Date	Extension Date	Status	PR Type	
08/11/2013 - 09/03/2014	09/03/2014		Progress Report Initial Entry	Progress Report Annual	<a href="#">edit</a>
08/11/2013 - 02/02/2014	02/02/2014		Progress Report Initial Entry	Progress Report Lite Semiannual	<a href="#">edit</a>

## General Information

The PPR uses tabs that contain different information for you to review or complete. The first tab is “General Info.” Review the information (like Reporting Period dates and Grant #) in the General Information section of this screen to ensure you selected the correct PPR.

General Info Narratives Summary/Staff Review

Screen Instructions Please place screen instruction here.

VISTA PPR General information

Grant #	
Project Name	
Grant Year	1
Amendment Number	0
Project Period	09/22/2013 - 10/04/2014
Reporting Period	09/22/2013 - 12/31/2013
Due Date	01/01/2014
Extended Due Date	
Numbers of Months This Reporting Period	3
Report Type	Progress Report Lite Quarterly
Status	Progress Report Initial Entry

“Report Type” indicates the type of PPR that you are currently working on. There are three report types: Progress Report Lite Quarterly, Progress Report Lite Semiannually, and Progress Report Annual.

Projects in the first year of sponsorship must complete PPR quarterly. For PPRs due on a quarterly basis for the year, the following report types are used:

- First report – Progress Report Lite Quarterly
- Second report – Progress Report Lite Quarterly
- Third report – Progress Report Lite Quarterly
- Fourth report – Progress Report Annual

After the first year, PPRs are required at least twice per year, but may be requested quarterly at the discretion of the State Office. For PPRs due twice a year, the following report types are used:

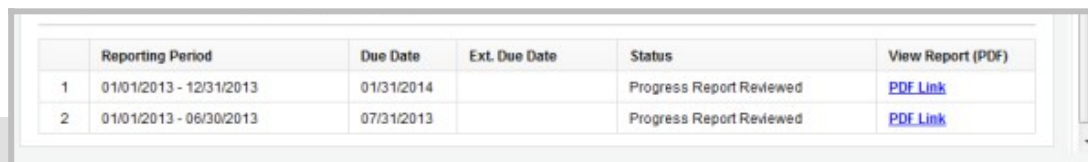
- First report – Progress Report Lite Semiannual
- Second report – Progress Report Annual

“**Status**” indicates the status of the PPR you are currently working on:

- “Progress Report Initial Entry” means that the PPR has not yet been submitted to CNCS.
- “Progress Report Submitted” means that the PPR has been submitted to CNCS but has not yet been reviewed.
- “Progress Report Reviewed” means that the PPR has been reviewed by CNCS and now includes feedback.
- “Progress Report Returned for Rework” means that the PPR has been returned to you for changes that are described in the PPR feedback from your CNCS Program Specialist.

If you are working on the correct PPR, click “Begin” or “Next” to move to the next screen and start working on the PPR. If this is not the correct PPR, click “Cancel” to return to the previous eGrants screen.

Hint: At the bottom of the General Info tab, you will see a list of all PPRs that have previously been submitted for this project. You can click on any PPR in the list to go directly to a PDF of that report.



	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	01/01/2013 - 12/31/2013	01/31/2014		Progress Report Reviewed	<a href="#">PDF Link</a>
2	01/01/2013 - 06/30/2013	07/31/2013		Progress Report Reviewed	<a href="#">PDF Link</a>

## Member Development

The next tab is the Member Development tab. The Member Development tab only appears for PPRs that are of the type Progress Report Lite Semiannually and Progress Report Annual. It does not appear for the type Progress Report Lite Quarterly.

You are expected to support the professional development of VISTAs, Leaders and Summer Associates assigned to your project. The Member Development tab is intended to capture your efforts.

You will enter the estimated number of hours in various Member Development areas that you provided (or made available) to each of your VISTAs, Leaders and Summer Associates during this reporting period. Development opportunities may be formal, such as a conference, a workshop, a course, or an online course. Or they may be informal, such as coaching, mentoring,

shadowing, or texts or articles. Events may be group-based or individually focused, and may be either face-to-face, or virtual and textual.

Report the number of hours for the development opportunities you provided. For example, say you are completing a Progress Report Annual that covers a twelve month reporting period. If a VISTA attended a one-hour grant writing workshop in the first six months of the reporting period, and the same VISTA plus a new VISTA attended a two-hour grant writing workshop in the second six months of the reporting period, you would enter “5” in the field for “Grant Writing” to reflect the total of five hours (1 hour x 1 VISTA + 2 hours x 2 VISTAs) provided during the twelve month reporting period. You may wish to refer to past PPRs from the project year to see data you previously recorded.

Member Development Information		AmeriCorps VISTA Members
1	On-Site Orientation	<input type="text" value="0"/>
2	Community Outreach	<input type="text" value="0"/>
3	Community Volunteer Generation/Recruitment	<input type="text" value="0"/>
4	Effective Volunteer Management	<input type="text" value="0"/>
5	Resource Mapping	<input type="text" value="0"/>
6	Resource Development/Fundraising	<input type="text" value="0"/>
7	Grant Writing	<input type="text" value="0"/>
8	Organizational Development	<input type="text" value="0"/>
9	Performance Measures	<input type="text" value="0"/>
10	Tracking Systems	<input type="text" value="0"/>
11	Information Technology	<input type="text" value="0"/>
12	Developing On-Site Orientations and Training Plans	<input type="text" value="0"/>
13	Other (Please Specify)	<input type="text" value="0"/>

On line 1 under the column “Number of Hours”, enter the total number of hours related to On-Site Orientations that you or your subrecipients made available to each VISTA, Leader or Summer Associate during this reporting period. For example, if you provided an hour long On-Site Orientation to a group of thirteen VISTAs during this reporting period, you would enter “13” (i.e., 1 hour Orientation x 13 VISTAs).

On line 2, enter the total number of hours related to Community Outreach development opportunities that you or your subrecipients made available to VISTAs, Leaders or Summer Associates during this reporting period.

Continue for each of the remaining lines.

Add any comments you have in the “Sponsor Note” box. If you have any professional development data for the “Other” category, you can specify the information in the Sponsor Note box.

When you have entered all the information you wish, check the box “Done with this Section”. Click “Next” to move to the next tab.

## Demographics

The Demographics tab is used to collect certain performance information from all VISTA sponsors. Some of the questions may not be relevant for your project. If your VISTA project is not engaged in the activity, enter “0” for that field.

Note: When entering numbers on this screen, use whole numbers (no decimal places) with no commas.

On line 1, enter the total number of community volunteers recruited as a result of the VISTA project during the reporting period. You should only report data if it was collected in accordance with the definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.1, which are available at <https://www.nationalservicerresources.gov/performance-measure-g3-31>.

On line 2, enter the total number of community volunteers managed as a result of the VISTA project during the reporting period. You should only report data if it was collected in accordance with the definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.2, which are available at <https://www.nationalservicerresources.gov/performance-measure-g3-32>.

On line 3, enter the number of hours of service contributed during the reporting period by the community volunteers who were recruited as a result of the VISTA project, and who you identified in line 1. You should only report data if it was collected in accordance with the definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.7, which are available at <https://www.nationalservicerresources.gov/npm/g3-37>.

On line 4, enter the number of hours of service contributed during the reporting period by community volunteers who were managed as a result of the VISTA project, and who you identified in line 2. You should only report data if it was collected in accordance with the definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.8, which are available at <https://www.nationalservicerresources.gov/performance-measure-g3-38>.

On line 5, enter the dollar value of cash resources leveraged as a result of the VISTA project during the reporting period. You should only report data if it was collected in accordance with the definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.16, which are available at <https://www.nationalservicerresources.gov/performance-measure-g3-316>.

On line 6, enter the dollar value of in-kind resources leveraged as a result of the VISTA project during the reporting period. You should only report data if it was collected in accordance with the



definitions of key terms and data collection protocols as outlined for CNCS Performance Measure G3-3.17, which are available at <https://www.nationalservicerresources.gov/npm/g3-317>.

Add any comments you have in the “Sponsor Note” box. Note that you will be able to elaborate on this data in the “Resource Development” section of the Narratives tab. Click “Next” to move to the next tab.

## Narratives

On the Narratives tab, complete each narrative with information about your activities during the 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.

The screenshot shows the 'VISTA PPR Narratives' section of a web application. At the top, there is a navigation bar with tabs: 'General Info', 'Member Development', 'Demographics', 'Narratives' (highlighted), 'Progress Report', and 'Summary/Staff Review'. Below the navigation bar, there is a 'Screen Instructions' box on the left with the text 'Please place screen instruction here.' The main content area is titled 'VISTA PPR Narratives' and contains the instruction: 'In this section, open each panel that you would like to utilize and describe your activities during the reporting period in more detail.' To the right of this instruction are two status indicators: a green checkmark for 'Narrative entered' and an orange arrow for 'Narrative not entered'. Below these are ten narrative categories, each with a question mark icon, a status icon, and a right-pointing arrow: 'Challenges', 'Recruitment', 'Training/Technical Assistance Needs', 'Partnership/Collaboration Development', 'Resource Development', 'Sustainability', 'Multi-Site Performance', 'Other Accomplishments', 'Stories', and 'Attachments and Links'. To the right of these categories is a 'Sponsor Note' text area with a 'Note History' link below it. At the bottom of the interface are three buttons: 'Save', 'Back', and 'Next'.

### Challenges

Describe the challenges you encountered during this reporting period. Include whether challenges have been resolved. If challenges remain unresolved, note your plans to address them.

### Recruitment and Support

Describe efforts being made toward recruitment and support of AmeriCorps VISTA members. Include any strategies implemented, best practices developed, or specific challenges faced. Describe your plan to ensure a smooth transition between outgoing and incoming AmeriCorps



VISTA members. Note: Do not report recruitment of community volunteers in this section; community volunteers are addressed in a different narrative section.

### **Training/Technical Assistance Needs**

Describe the type of assistance that you would like from CNCS at this time. If you are interested in making revisions to the currently awarded project application, including performance measures or VISTA Assignment Description, please describe the revisions needed.

### **Partnership/Collaboration Development**

List the CNCS or non-CNCS programs or organizations with which your AmeriCorps VISTA project is partnering or collaborating that are intended to further the activities and goals of the VISTA project. Describe the nature of the partnership or collaboration and how they relate to the project goals. Include notable activities and results.

### **Resource Development**

Describe the resources that you recorded on the Demographics tab of this PPR. Describe the strategies to recruit and/or manage community volunteers as well as the nature of their activities. Include the source and the use of the cash or in-kind resources generated by the VISTA project. Identify the AmeriCorps VISTA member(s) responsible for developing the resource.

### **Sustainability**

Describe specific strategies that are in place to sustain the results of the VISTA project. Describe your plan and progress toward transitioning your project away from AmeriCorps VISTA resources.

*For the final report of the current program year, include a summary describing project accomplishments and results during the life of the project that will remain in the community upon completion of the project. Describe how local community members and project beneficiaries are involved in the implementation of the project. If this is the final progress report for the entire project, describe the project accomplishments and results and how they will continue after VISTA resources are gone.*

### **Multi-Site Program Management and Performance**

If you have AmeriCorps VISTA members placed at multiple sites, describe how you are managing and monitoring project performance at the sites during the reporting period. Describe how you are managing the addition of new sites. Include activities during the reporting period for orientating and training site supervisors. Identify any challenges you have with site performance and management and technical assistance you plan to provide to sites. Describe your process for ensuring sites report any unscheduled member departures or terminations.

### **Other Accomplishments**

Describe in detail any additional project or member accomplishments that are not reported within the performance measures (next tab). Include any awards received.

## Stories

Provide stories that communicate to the public the value of AmeriCorps VISTA members to your organization and community. Where possible, incorporate numerical results and sustainable solutions with your narrative.

## Attachments and Links

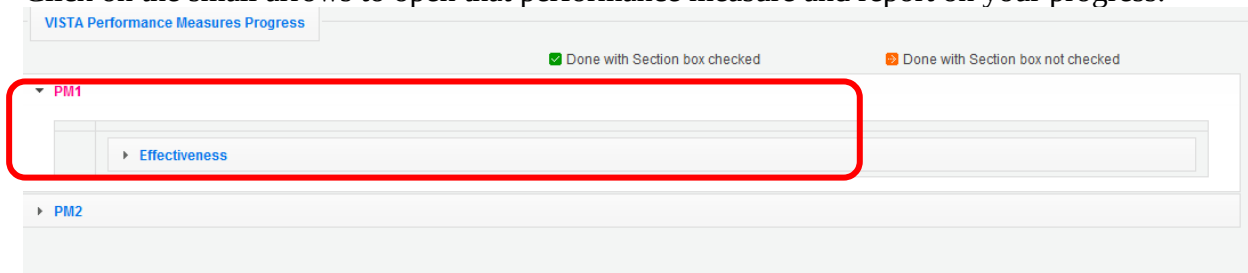
List any additional documents you have mailed or emailed to your CNCS State Office as part of this PPR submission. Examples include copies of press clippings, flyers, letters or other documents that relate to the VISTA project or members' activities and accomplishments. Note: eGrants does not have an upload or attach feature so you are simply listing the additional documents you will or have already sent to the CNCS state office to supplement this report.

Add any comments you have in the "Sponsor Note" box. Click "Next" to move to the next screen.

## Performance Measures

The Performance Measures tab is where you enter your progress on achieving the Performance Measure targets identified in your approved application. You will use this screen to enter actual outputs and outcomes for each individual performance measure set you created in your application.

Click on the small arrows to open that performance measure and report on your progress.



The screenshot displays the 'VISTA Performance Measures Progress' interface. At the top, there is a legend with two items: a green checkmark for 'Done with Section box checked' and an orange X for 'Done with Section box not checked'. Below the legend, there is a list of performance measures. The first measure, 'PM1', is expanded to show a sub-measure named 'Effectiveness'. A red box highlights the 'Effectiveness' sub-measure. Below 'PM1', there is another measure, 'PM2', which is not expanded. The interface is designed to allow users to click on small arrows to open a performance measure and report on their progress.

When the performance measure set is open, you will see a number of columns. Moving your mouse over the items in the Measure # column will show the description of the measure.

In the 'Actual' column, you enter numbers for the reporting period. You must enter whole numbers, not percentages. The numbers you report should reflect your accomplishments during this reporting period. You are required to report "Actuals" for Capacity Building Measures. Reporting "Actuals" for Anti-Poverty Measures is required for Summer Associates doing Direct Service. For other sponsors, it is optional unless informed by your CNCS Program Specialist.

You should only report "Actuals" data for a CNCS National Performance Measure if the data was collected in accordance with the definitions of key terms and data collection protocols for that performance measure. Specific performance measures and their associated instructions can be found on the CNCS National Performance Measurement page (<http://www.nationalserviceresources.gov/npm/vista>).

Effectiveness

PM1 - Capacity Building & Leverage - Full Time VISTA - Year 1

Capacity Building Performance Measures				
Measure Type	Measure #	Target	Actual	Progress
Output	G3-3.2	10	0	0.00 %
Outcome	G3-3.11	15	0	0.00 %
# of Full time VISTAS		30	0	0.00 %

Mapped Focus Area Measures						
PM ID	Focus Area	Measure Type	Measure #	Target	Actual	Progress
2	Economic Opportunity - Housing	Anti-Poverty Output	O4	10	0	0.00 %
		Anti-Poverty Outcome	OUTCM131	5	0	0.00 %
		# of Full time VISTAS		50	0	0.00 %

Sponsor Note

Done With Section

[Note History](#)

Calculate Progress

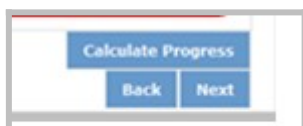
Back Next

The “Actual” column calculates information based on the numbers you enter. The “Progress” column shows your progress towards achieving the target you identified for a particular measure.

This section will populate if you enter a number and then click “Calculate Progress”.

If you would like to provide any additional information for a performance measure set, you should provide it in the “Sponsor Note” section. If targets are not on track to be achieved, provide an explanation.

When all information has been entered for the performance measure set, check the “Done with Section” box. The PPR cannot be submitted until all “Done with Section” boxes have been checked.



When information has been entered for all sites, click “Next” to move to the next screen.

## Summary/Staff Review Tab

The Summary/Staff Review tab provides a summary of your PPR. From this screen, you can print your PPR Summary, review your project’s progress, enter notes to your CNCS Program

Specialist, and review comments that your Program Specialist provided to you in their review of your PPR.

By clicking “Print Complete Note History” you can print all notes you entered in the Progress Report tab. By clicking “Print PPR Summary” you can print the PPR for all performance measures sets. By selecting a site in the dropdown menu and clicking “Print PPR by Site”, you can print performance measures for individual sites, which may be helpful if you are a multi-site sponsor working with individual sites.



At the bottom of the Performance Measure Progress Summary section, you can enter any additional comments in the “Overall Sponsor Note” comment box.

When you are sure you have entered all information, click “Submit to CNCS” to submit the PPR.