



AmeriCorps

Project Progress Report (PPR) Instructions

AmeriCorps VISTA
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CONTENTS

How do I use this document?	3
What is the purpose of this document?	3
Who completes the project progress report?	3
When is the annual PPR due?	3
Completing the Project Progress Report	4
General Info	6
Status	6
Member Development	7
Sponsor Note Box	8
Demographics	8
Sponsor Note Box	9
Narratives	10
Challenges	11
Sustainability	11
Partnership/Collaboration Development	11
Resource Development	11
Recruitment and Support	12
Training/Technical Assistance Needs	12
Multi-Service Location/Intermediary Project Management and Performance	12
Other Accomplishments	13
Stories	13
Attachments and Links	13

Sponsor Note Box	13
Performance Measures	14
Sponsor Note Box	15
Summary/Staff Review Tab.....	16
Overall Sponsor Note Box.....	16
Reviewing Feedback and Responding to Clarification Items in the PPR.....	17
Reviewed Status.....	17

HOW DO I USE THIS DOCUMENT?

WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Project Progress Report (PPR) describes your project's advancement toward achieving the performance targets that you identified in your approved application. The PPR helps AmeriCorps determine whether your project aligns with your awarded application, VISTA policies and regulations, and whether you are making adequate progress on your project's goals. Reporting on the [performance measures](#) you selected in your application is required.

If your project is approved, AmeriCorps provides these PPR instructions. You are required to follow these instructions to submit a completed PPR to AmeriCorps at the end of each annual project reporting period.

WHO COMPLETES THE PROJECT PROGRESS REPORT?

The Project Director and/or Project Supervisor are responsible for completing and submitting the report. If delegated to another person, that person must be staff of your organization. They cannot be a VISTA, Leader, or Summer Associate; however, you should gather input from your VISTA Volunteers to develop your responses to the questions asked in the PPR.

WHEN IS THE ANNUAL PPR DUE?

The annual PPR is due **90 days after the project end date** which is captured in your Memorandum of Agreement (MA) or an MA extension (if applicable). Your project period dates generally do not match your VISTA Volunteer service dates. The PPR form will appear in eGrants **90 days** prior to their due date.

If this is your **FINAL** PPR and your project is closing, you have **120 days after the project end date** to submit. Contact your [AmeriCorps regional office](#) if you have any questions about the dates.

If you cannot meet the submission deadline for the progress report, you must request an extension from your AmeriCorps regional office. 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 partner, and
2. AmeriCorps receives a request explaining the need for an extension before the due date of the report.

Open application amendments during the same project 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 AmeriCorps regional office to get the amendment(s) awarded or withdrawn before you start entering data into the PPR.

COMPLETING THE PROJECT PROGRESS REPORT

1. To begin, login to your [eGrants account](#)
2. When you are on the eGrants home page, access the PPR under the "Reporting to CNCS" section by clicking on, "Progress Report."

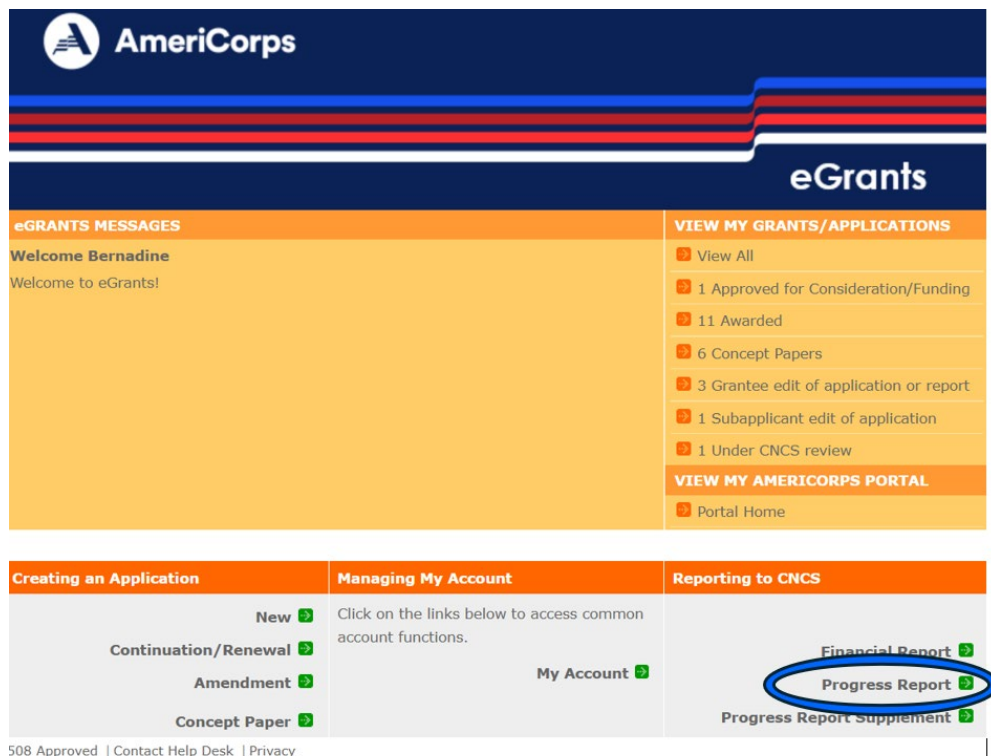


Figure 1 Screen shot of eGrants home page with "Progress Report" button circled.

3. All of your current and previous AmeriCorps awards will be listed. Click on your current VISTA project grant number to see the reports available for that award.

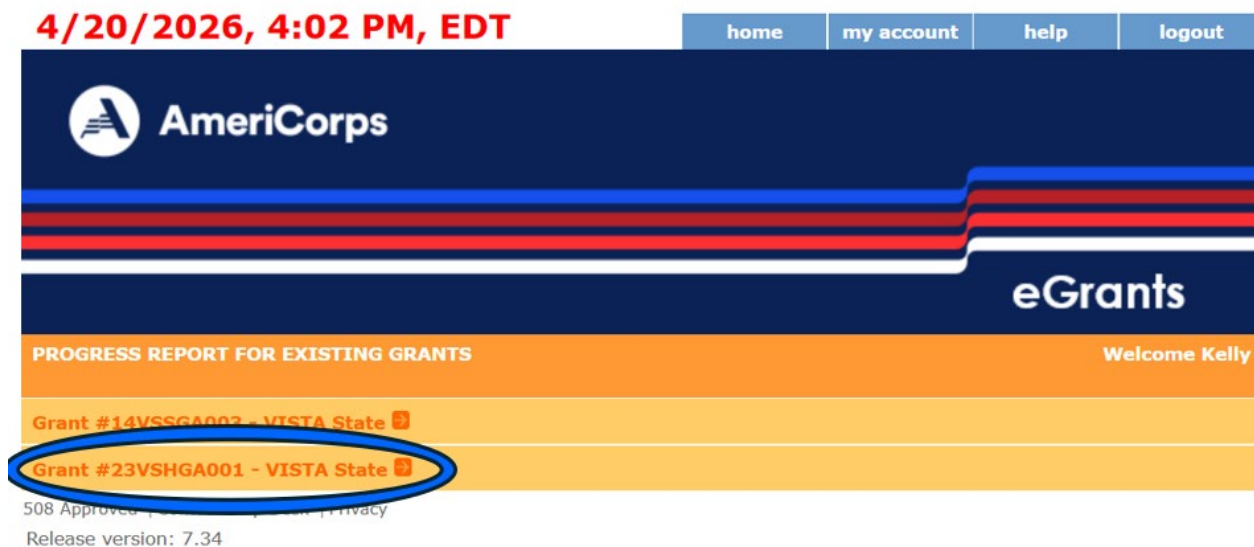


Figure 2 Screen shot of eGrants. Example of list of "Progress reports for existing grants" screen.

4. After you click on your current grant number, the reports available for that award will appear. A status of "Progress Report Initial Entry" indicates that the PPR has not been submitted to AmeriCorps and is available for you to enter information. Review the project "reporting date" and "due date" columns to help select the correct report. Click "Edit" to begin working on the PPR.

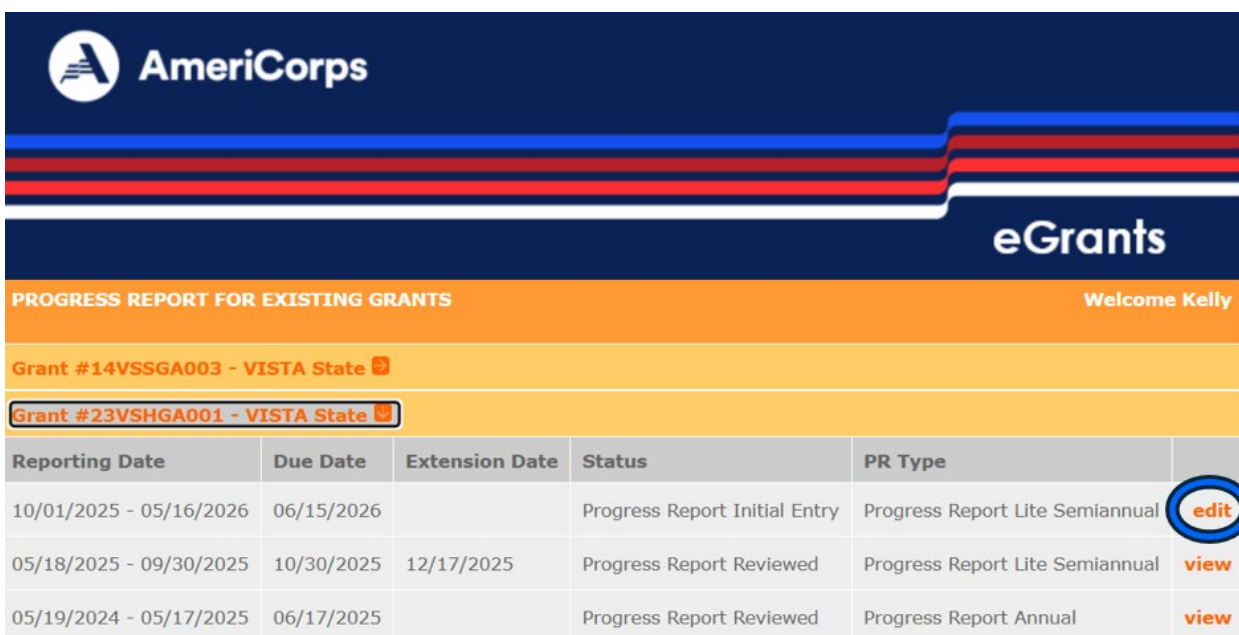


Figure 3 Screen shot of eGrants. Example "Project Report Initial Entry" with the "edit" button circled.

GENERAL INFO

The PPR uses tabs that contain different information for you to review or complete. The first tab is "General Info." On this tab, review the information (e.g. reporting period dates and grant number) to ensure you selected the correct PPR.

Click "Begin" to move to the next screen and start inputting information for the PPR.

If the information on the "General Info" tab does not indicate it is the correct PPR, click "Cancel" to return to the previous eGrants screen.

Figure 4 Screen shot of eGrants Progress Report's "General Info" tab.

Projects awarded under special Notice of Funding Opportunities (NOFOs) or programming initiatives may be required to submit PPRs more frequently. If you have questions, consult with your regional office.

Status

On the "General Info" tab you will see a status indicator for the PPR. The "Status" line 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 AmeriCorps.
- "Progress Report Submitted" means that the PPR has been submitted to AmeriCorps but has not yet been reviewed.
- "Progress Report Reviewed" means that the PPR has been reviewed by AmeriCorps 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 an AmeriCorps regional staff member.



Tip: At the bottom of the General Info tab, you can 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	12/17/2023 - 08/23/2025	09/22/2025		Progress Report Reviewed	PDF Link
2	12/17/2023 - 06/30/2024	07/30/2024		Progress Report Reviewed	PDF Link
3	12/04/2022 - 06/30/2023	07/30/2023		Progress Report Reviewed	PDF Link

Figure 5 Screen shot of list of previously submitted PPRs in eGrants.

MEMBER DEVELOPMENT

In the Member Development tab, you will report on how your organization supported the professional development of your VISTA Volunteers, Leaders and Summer Associates assigned to your project.

You will enter the estimated number of hours in various professional development areas that you provided to each of your VISTA Volunteers, Leaders, and Summer Associates during the 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, and shadowing. Events may be group-based and individually focused, and face-to-face, as well as virtual.

Report the **number of hours** for the development opportunities you provided. The categories are listed below.

- On-Site Orientation (for new VISTA Volunteers)
- Community Volunteer Generation/Recruitment (including community volunteer management)
- Resource Development/Fundraising (including grant writing)
- Training on your project’s specific focus area(s), (e.g. food insecurity, financial literacy, homelessness, development of educational curriculum, etc.)
- Other (e.g. organizational development, artificial intelligence, etc.)

For example, if a VISTA Volunteer attended a one-hour grant writing workshop in the first six months of the reporting period, and the same Volunteer plus a new Volunteer attended a two-hour grant writing workshop in the second six months of the reporting period, you would enter “5” in the field for “Resource Development/Fundraising” to reflect the total of five hours (1 hour x 1 VISTA Volunteer + 2 hours x 2 VISTA Volunteers) provided during a twelve month reporting period.

Sponsor Note Box

Use the "Sponsor Note" box to describe the trainings you provided for your VISTA Volunteers. You should include the name of the training, its purpose, number of VISTA Volunteer attendees, and any other relevant information. If no training was offered, explain why training was not offered during the reporting period. If you have any professional development data for the "Other" category, you should specify the subject matter in the "Sponsor Note" box.

To expand the note box, click on the right side and drag.

Once you have entered all additional relevant information, check the box "Done with this Section". Click "Next" to move to the next tab.



Figure 6 Screen shot of "Sponsor Note" box

DEMOGRAPHICS

The Demographics tab is used to collect certain performance information from all VISTA partners. Some of the questions may not be relevant for your project. If your project is not engaged in the activity, enter "0" for that field. DO NOT LEAVE BLANK.



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 and/or managed because of the project and VISTA Volunteer activities during the reporting period. Do not count VISTA Volunteers in your total.



Note: Community volunteers are defined as unpaid citizens from the local community that are recruited and/or managed because of the project and VISTA Volunteer activities. VISTA Volunteers are **not** considered community volunteers.

- On line 2, enter the number of service hours performed during the reporting period by the **community volunteers** identified in line 1.
- On line 3, enter the dollar value of cash and in-kind (non-cash) resources developed because of the VISTA project activities during the reporting period.
- On line 4, enter the number of organizations that report your VISTA Volunteers' capacity building activities helped them improve organizational efficiency, effectiveness and/or program reach.

- On line 5, enter the number of youth who received services provided by VISTA-supported partners and service locations in all focus areas.
- On line 6, enter the number of veterans and military family members who received services provided by VISTA-supported partners and service locations in all focus areas.
- On line 7, tell us if your VISTA Volunteers built organizational capacity to deliver anti-poverty programming by your organization and partners. Enter 1 for yes and 0 for no.



Note: AmeriCorps VISTA defines “capacity building” as:

Creating or expanding the scale, impact, and resource-leveraging ability of specific anti-poverty initiatives. VISTA Volunteers create systems that remain long after their term of service ends. Volunteers strengthening partners’ efforts to expand community partnerships, securing cash and in-kind resources, recruiting and managing community volunteers, and addressing specific local needs. All activities must focus on creating pathways out of poverty for individuals and communities. The primary pathways include:

- **Increased effectiveness:** Partners have improved their abilities to achieve better success rates or better quality of outcomes.
- **Increased efficiency:** Partners have improved outcomes with the same level of resources or with fewer resources.
- **Increased scale/reach:** Partners have increased the scope of a program’s or expanded services by serving to new people, new populations.
- **Increased resources:** Partners have leveraged resources such as funding, community volunteers, in-kind support, and partnerships.

Sponsor Note Box

Use the “Sponsor Note” box to provide context to demographic data provided in lines 1,2,4,5,6, & 7. You should include any relevant information to help the reviewer better understand the data being reported.

Data provided in line 3, is to be described in the “Resource Development” section of the Narratives tab.

To expand the note box, click on the right side and drag.

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

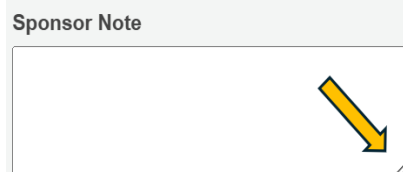


Figure 7 Screen shot of “Sponsor Note” box

NARRATIVES

In the Narratives tab, complete each narrative with information about your project activities during the reporting period. Your responses must address the topics that are included for each narrative. The purpose of this section is to give you an opportunity to explain your project's progress, accomplishments, and challenges qualitatively.

eGrants Instructions:

- Click 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 displays the 'Narratives' tab in the eGrants Progress Report. The top navigation bar includes 'Demographics', 'Narratives' (active), 'Performance Measures', and 'Summary/Staff Review'. On the left, a list of narrative categories is shown with status icons: 'Challenges', 'Recruitment and Support', 'Training/Technical Assistance Needs', 'Partnership/Collaboration Development', 'Resource Development' (selected, green checkmark), 'Sustainability', 'Multi-Site Program Management and Performance', 'Other Accomplishments', 'Stories', and 'Attachments and Links'. The 'Resource Development' section is expanded, revealing a text input area containing a sample narrative: 'Our three VISTA Volunteers were able to collectively raise over \$240,000 in grants over the last year to support our new veterans' housing program. These funds are being used to rehabilitate SRO apartments and a small number of family units. Jancy L. and Orlaith D. were also to generate over \$50,000 in-kind donations of new and gently-used furnishings, linens and personal accessories for the incoming veteran residents. Much of the donations came from three major events held at local businesses; see attached flyers.' To the right of the categories is a 'Sponsor Note' text area and a 'Note History' link. At the bottom right are 'Back' and 'Next' buttons.

Figure 8 Screen shot of eGrants Progress Report's "Narratives" tab.

Challenges

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

Sustainability

Sustainability is a key indicator of project success for the VISTA program. As outlined in our project framework, it is important to assess whether your organization has established sufficient resources, secured adequate funding, and developed strong partnerships to maintain the core components of the project once VISTA support concludes.

Describe the project's sustainability strategy, specifically regarding your capacity to operate independently without AmeriCorps VISTA resources.

If the VISTA activities in your most recent continuation application remained essentially the same as the prior year's application, explain why.

Describe how your organization's staff, local community VISTA Volunteers and project beneficiaries are involved in the implementation of the project.

Describe how many more years you will need VISTA resources for your VISTA project to become sustainable. For example, are there enough resources, funding, or partnerships in place to make sure the main parts of the project can continue?

If this is the final progress report for the entire project, was your VISTA project able to make a meaningful difference in addressing the original community needs or problems identified in your first application? If so, how? If not, why?

Partnership/Collaboration Development

List the other organizations with which your VISTA project is partnering or collaborating that are intended to further the activities and goals of the VISTA project. Please state if any of your partners also receive AmeriCorps funding. Describe the nature of the partnership or collaboration and how they relate to the project goals. Include notable activities and results.

For intermediary projects, focus on the partnerships you are establishing with external organizations to further the goals of the project. Include 3-5 examples of partnerships being developed by your service locations.

Resource Development

Describe the resources that you recorded on the [Demographics](#) tab of this PPR. Include the source and the use of the cash or in-kind resources (non-cash) generated by the VISTA Volunteers. Identify the VISTA Volunteer(s) responsible for securing the resources.

If your project is an intermediary, you do not have to report on every site, but instead may highlight your most successful service locations.

Recruitment and Support

Describe efforts being made toward the recruitment, retention, and support of your VISTA Volunteers, leaders, and if applicable, summer associates. Include any strategies implemented, best practices developed, or specific challenges faced. Describe your plan to ensure a smooth transition between outgoing and incoming VISTA Volunteers.

Do not report on the recruitment of community volunteers in this section.

Training/Technical Assistance Needs

Describe the type of assistance that you would like from AmeriCorps during the near performance period. Please note if you have already contacted your AmeriCorps regional office for this assistance.

Multi-Service Location/Intermediary Project Management and Performance



Note: Definitions for multi-service location and intermediary project model

❖ Multi-Service Location Project Model

Projects that plan to have VISTA Volunteers serve at different locations under their organization (meaning all service locations are under the same Employee Identification Number (EIN)) would be considered multi-service location projects. Multi-service location projects do not need to complete this narrative section and can write “Not Applicable” in this narrative field.

❖ Intermediary Project Model

An intermediary partner (“intermediary”) is a partner that operates a project and provides AmeriCorps resources to other eligible entities that are also part of the project. Intermediary partners are the legal entities that apply for and receive the federal / VISTA resources. Intermediary partners are responsible for ensuring full compliance with applicable rules and regulations of the VISTA program.

The intermediary partner is often, but not always, a large organization that has the capacity to develop and support service locations across a wide geographic area or among a group of organizations that address a common need. The intermediary provides administrative services, technical support, training, and oversight to organizations where VISTA Volunteers are assigned, referred to as service locations. The eligible entities or service locations that participate in an intermediary project are often small organizations that otherwise might not have access to such resources. The intermediary may operate a service location with assigned VISTA Volunteer(s) in addition to providing support to external service locations.

If you have VISTA Volunteers placed at multiple service locations, either as a multi-service location project or an intermediary project, describe how you are managing and monitoring project performance at the service locations during the reporting period. List the service locations you have monitored during the reporting period. Include activities during the reporting period for orienting and training service location supervisors. Identify any challenges you have with service location performance and management, and technical assistance you plan to provide to service locations. Describe your process for ensuring service locations report any unscheduled VISTA Volunteer departures or terminations.

Other Accomplishments

Describe in detail any additional project or VISTA Volunteer accomplishments that are not reported within the performance measures (next tab).

Stories

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

Attachments and Links

List any additional documents you sent to your AmeriCorps regional office as part of this submission. Examples include copies of press, flyers, letters, or other documents that relate to the project or VISTA Volunteers' activities and accomplishments. You can also enter links to external websites where articles or information are posted.



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 AmeriCorps regional office to supplement this report.

Sponsor Note Box

Use the "Sponsor Note" box to provide any additional relevant information related to the narrative sections.

To expand the note box, click on the right side and drag.

Once you have entered all additional relevant information, check the box "Done with this Section". Click "Next" to move to the next screen.

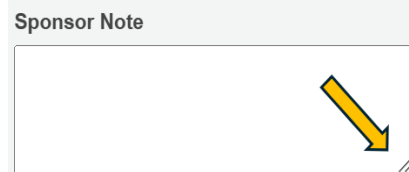


Figure 9 Screen shot of "Sponsor Note" box

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.

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

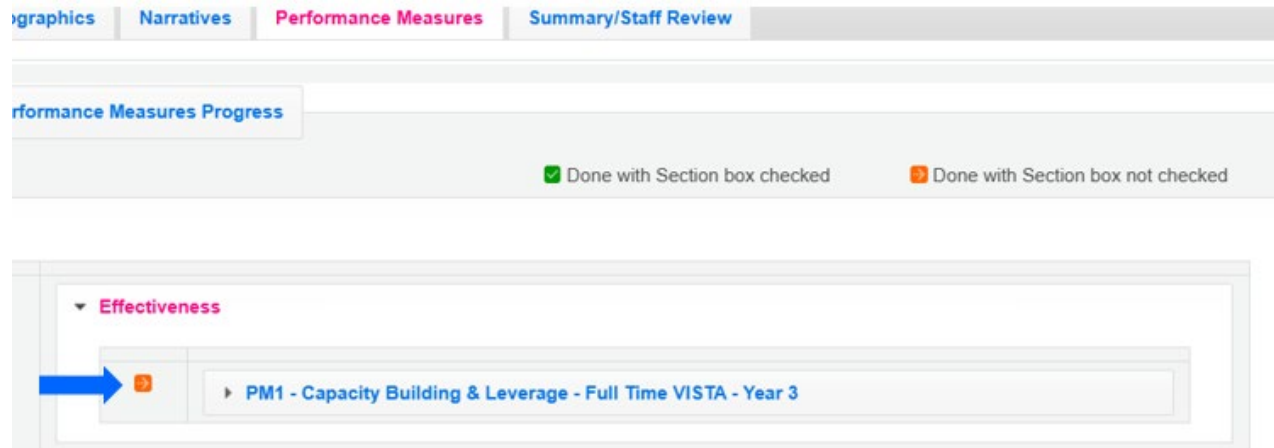


Figure 10 Screen shot of eGrants Progress Report's "Performance Measures" tab.

When the performance measure set is open, you will see several columns. Moving your cursor 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 including outputs and outcomes. You are also required to report "Actuals" for Anti-Poverty outputs, but not outcomes.

Reporting "Actuals" for Anti-Poverty Measures – both outputs and outcomes – is required for Summer Associates doing direct service.

Member Development	Demographics	Narratives	Performance Measures	Summary/Staff Review			
Capacity Building Performance Measures							
Measure Type	Measure #	Measure Desc	Target	Actual	Progress		
Output	G3-3.16A	G3-3.16A: Dollar value of cash or in-kind resources leveraged.	25	26	104.00 %		
Output	G3-3.1A	G3-3.1A Number of Community volunteers recruited or managed	50	48	96.00 %		
Output	G3-3.4	G3-3.4: Number of organizations that received capacity building services	20	18	90.00 %		
Outcome	G3-3.10A	G3-3.10A Number of organizations that increase their efficiency, effectiveness, and/or program reach	10	12	120.00 %		
# of Full time VISTAS			6	6	100.00 %		
Mapped Focus Area Measures							
PM ID	Focus Area	Measure Type	Measure #	Measure Desc	Target	Actual	Progress
2	Healthy Futures - Other Healthy Futures	Anti-Poverty Output	OUTPT70053	Number of individuals educated	25	28	112.00 %
		Anti-Poverty Outcome	OUTCM70054	50	20	22	110.00 %
		# of Full time VISTAS			5	5	100.00 %
Sponsor Note							
		Done With Section ☒					

Figure 11 Screen shot of eGrants Progress Report's performance measure actuals.

In the "# of Full time VISTAS" field, enter the total number of VISTA Volunteers and/or Leaders that were assigned to work on this particular performance measure set during the project year, regardless of the amount of time spent on the activity.

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" button.

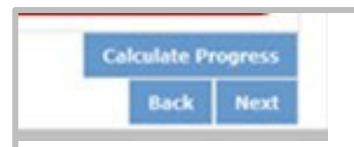


Figure 12 Screen shot of "Calculate Progress" button in the "Performance Measure" tab.

Sponsor Note Box

Use the "Sponsor Note" box to provide any additional information for a performance measure set. If targets are not on track to be achieved, provide an explanation.

To expand the note box, click on the right side and drag.

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.

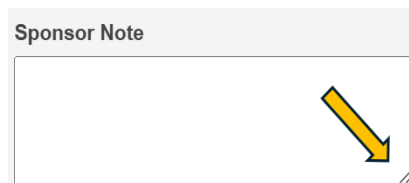


Figure 13 Screen shot of "Sponsor Note" box

When information has been entered for all service locations, 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 AmeriCorps regional staff, and review comments that AmeriCorps regional staff 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 service location in the dropdown menu and clicking "Print PPR by Service location", you can print performance measures for individual service locations, which may be helpful if you are a multi-service location partner working with individual service locations.

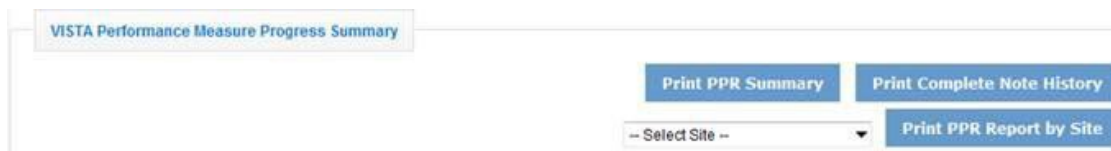


Figure 14 Screen shot of buttons for printing options in the "Summary/Staff Review" tab

Overall Sponsor Note Box

Use the "Overall Sponsor Note" box located in the "Summary" section, to provide additional relevant information related to your overall progress of your VISTA project and your ability to meet the goals and objectives of your project set forth in your application.

To expand the note box, click on the right side and drag.



Figure 15 Screen shot of "Overall Sponsor Note" box.

Once you have entered all required data and information, click "Submit to AmeriCorps" to submit the PPR.

REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE PPR

For each tab where data is entered, AmeriCorps regional staff reviews the data and determines whether clarification is necessary. If clarification is required, AmeriCorps regional staff will return the PPR for rework to allow you to make necessary corrections.

The feedback and clarification items are found in the staff notes for each section and in the overall staff notes.

After responding to all clarification items, you return the report to AmeriCorps by clicking the "Grantee - Submit to AmeriCorps" button on the Summary tab.

Reviewed Status

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, AmeriCorps regional staff will set the PPR status to "Reviewed." You will receive email notification and will be able to review all feedback provided in the progress report when the report is in "Reviewed" status.