

Project Progress Report Additional Guidance for Realigned RSVP Projects

In FY 2023, AmeriCorps Seniors realigned its portfolio to have all RSVP grants begin on April 1 and Foster Grandparent, Senior Companion, and Senior Demonstration Program grants begin on July 1. Reporting periods and deadlines also shifted, which especially affected RSVP grants that have calendar-sensitive service activities, such as those working with school children and those working on tax preparation.

This document provides information for submitting the Project Progress Report for RSVP grantees that were realigned from a July 1 start date to an April 1 start date. Grantees should reach out to their portfolio managers if they have questions or need assistance with reporting. Grantees may also wish to view the recording of the Office Hours session hosted by AmeriCorps Seniors, [available in Litmos](#) (login required).

Project Progress Report Period and Deadline

For RSVP grants that were realigned, the FY 2023 report covers the project period between July 1, 2023, and March 31, 2024, and it is due April 30, 2024. Starting in FY 2024 and beyond, the annual Project Progress Report will cover the project period between April 1 and March 31 and will be due on April 30.

Grantees may request an extension to the reporting deadline if they will not have outcome data by April 30. Please reach out to your portfolio manager to negotiate a deadline. Also, please note that due to internal deadlines and work processes, your portfolio manager may place a limit on how long the extension can be. We encourage grantees who request an extension to complete as much of their Project Progress Report as possible well in advance of the extension deadline. Once the outcome data have been collected, grantees can quickly update the outcome data and grantee notes for just the few work plans that were affected and submit the report by the extended deadline.

If an extension is granted, the reporting period will remain the same. The Project Progress Report will cover the period between July 1 and March 31 for the FY 2023 report for realigned grantees, and between April 1 and March 31 for all future reports for RSVP grantees. The extension will allow grantees additional time to collect outcome data for beneficiaries served during the reporting period. Remember, the outcomes are the result of the service provided during the grant period, even though they are collected after the grant period.

Collecting and Reporting Data for Calendar-Sensitive Activities that Cross Project Periods

In the Project Progress Report, grantees provide information on the beneficiaries served by AmeriCorps Seniors grantees during the reporting period and the outcomes that occur because of that service. If a beneficiary is served multiple times during the reporting period, they are only counted once in the output data. For example, a student who meets with a

volunteer weekly or someone who meets with a volunteer for tax preparation four times would each count as one individual served in the output measure.

When reporting on activities that cross project periods, grantees should take into account their outcome measures and the instruments and methods they are using to collect outcome data. If service begins during one project period and ends in another, will you be able to accurately measure the outcomes separately for each project period? Will you know how much of the improvement is because of the service in one project period versus the other? The examples below illustrate various scenarios and provide information on how to record outputs and outcomes when service crosses project periods.

Example 1: Program Working with School-Age Children during a Single School Year

Consider an RSVP grantee whose AmeriCorps Seniors volunteers tutor third grade students in the classroom during the school year. The output is number of students served. The outcome is improved academic performance and the grantee has chosen to measure this using test scores from a standardized test given in September (the pre-test) and again in May (the post-test) with results sent to schools in early June.

- **Student A** began working with an AmeriCorps Seniors volunteer in September 2023. Student A meets with the volunteer twice a week for an hour each time. They meet in September, October, November, December, January, February, March, April, and May. Student A took the pre-test in September and the post-test in May.
- **Student B** moves into the district in March and begins working with the AmeriCorps Seniors volunteer in April 2024. Student B meets with the volunteer twice a week for an hour each time in April and May. Student B took a placement test that serves as the pre-test against which to measure performance. They also took the post-test in May.

How should the grantee record these students in their FY 2023 and FY 2024 Project Progress Reports?

Student	FY 2023 Project Progress Report Period ending March 31, 2024 Due: April 30, 2024		FY 2024 Project Progress Report Period ending March 31, 2025 Due: April 30, 2025	
	Output	Outcome	Output	Outcome
Student A	Yes	Yes	No	No
Student B	No	No	Yes	Yes

- The grantee will report on the student in the project period that includes the majority of the service, as it will be difficult to determine how much improvement is because of the September-March service versus the April-May service. Because **Student A** began working with the AmeriCorps Seniors volunteer during the FY 2023 project period, their output and outcome is recorded in the FY 2023 project period, even though the post-test isn't given until May. While the student and volunteer continue to meet in

April and May of the following project period, the student’s overall improvement is attributed to the service provided during the majority of the school year.

The grantee will report Student A’s output and outcome in the FY 2023 Project Progress Report due April 30, 2024. The student will count as one beneficiary, even though they met multiple times with the AmeriCorps Seniors volunteer. The grantee would contact their portfolio manager to request an extension for their Project Progress Report due April 30, 2024, so that they can include the outcome data they will receive in early June.

- Because **Student B** began working with the AmeriCorps Seniors volunteer during the FY 2024 project period, the output and outcome of that service are counted for the FY 2024 period. The grantee will report this student’s output and outcome in the FY 2024 Project Progress Report due April 30, 2025.

Example 2: Program Working on Income Tax Preparation

Consider an RSVP grantee whose AmeriCorps Seniors volunteers help their community residents with income tax preparation. The output is number of people served. The outcome is the dollar value of tax returns generated. The grantee measures this using the results of the filed 1040-IT form and confirms the amount with the client when the tax refund is issued.

- **Client L** begins working with an AmeriCorps Seniors volunteer on February 22, 2024. Client L’s tax return is filed on April 2, 2024.
- **Client M** begins working with an AmeriCorps Seniors volunteer on April 4, 2024. Client M’s tax return is filed on April 15, 2024.

How should the grantee report these clients in their FY 2023 and FY 2024 Project Progress Reports?

Client	FY 2023 Project Progress Report Period ending March 31, 2024 Due: April 30, 2024		FY 2024 Project Progress Report Period ending March 31, 2025 Due: April 30, 2025	
	Output	Outcome	Output	Outcome
Client L	Yes	Yes	No	No
Client M	No	No	Yes	Yes

- The grantee will report on the client during the project where most of the service was conducted, as it will be difficult for the grantee to determine how much of the tax refund was because of the work in February and March versus the work in April. Even though the tax return for **Client L** was filed in April, the work began in February and therefore the tax refund generated is attributed to the FY 2023 project period. The grantee will report the output and outcome for Client L in the FY 2023 project period, even though the tax return won’t be confirmed until April or May. The client will count as one beneficiary, even if they met multiple times with the AmeriCorps Seniors

volunteer. The grantee would contact their portfolio manager to request an extension for their Project Progress Report due April 30, 2024, so that they have time for the client to receive their tax refund and confirm the refund amount.

- Because **Client M** began working with the AmeriCorps Seniors volunteer during the FY 2024 project period, the output and outcome of that service are counted for the FY 2024 period. The client will count as one beneficiary, even if they met multiple times with the AmeriCorps Seniors volunteer. The grantee will report this client's output and outcome in the FY 2024 Project Progress Report due April 30, 2025.

Example 3: Program Working on Spring Trail Remediation

Consider an RSVP grantee whose AmeriCorps Seniors volunteers perform trail remediation on the walking trails in the public park in their community each spring. They clear natural debris, remove invasive plants, and plant native plants along the trails. Volunteers begin working on **Trail X** in March 2024. They work every Saturday for 3-4 hours in March, April, and May 2024. The park director evaluates the trail in late February 2024 to assess how much work is needed. The park director evaluates the trail in May 2024 to determine how much work was done.

How should the grantee record these miles of trail in their FY 2023 and FY 2024 Project Progress Reports?

Trail	FY 2023 Project Progress Report Period ending March 31, 2024 Due: April 30, 2024		FY 2024 Project Progress Report Period ending March 31, 2025 Due: April 30, 2025	
	Output	Outcome	Output	Outcome
Trail X	No	No	Yes	Yes

Although work began on **Trail X** during the FY 2023 project period, the majority of the work was done in FY 2024 project period. Because a single mile of trail may be worked on during both project periods, and because the park director performs the final check in May, there may not be an accurate way to separate the miles of trail improved in March versus the miles improved in April and May. Therefore, the output and outcome of this service are counted for the FY 2024 period. The miles of trail will be counted once, even if they are worked on multiple times. The grantee will report the trail's output and outcome in the FY 2024 Project Progress Report due April 30, 2025.