



# AmeriCorps

## Volunteer Generation Fund 2022-2023 Final Progress Report Instructions

### **Who completes a final Project Progress Report?**

All Volunteer Generation Fund (VGF) grantees who are concluding the final year of their grant period must complete a final Project Progress Report (PPR) in lieu of an end-of-year PPR. VGF grantees who are not in the final year of their grant period will complete an end-of-year PPR.

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

The VGF final Project Progress Report provides information for AmeriCorps staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your PPR may be used by AmeriCorps to promote service. Program staff will use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

### **What are the components of the PPR?**

The VGF final PPR, just like the end-of-year PPR, consists of three sections: Performance Data Elements, Performance Measures, and Narratives.

Please complete the report using [eGrants](#), AmeriCorps' integrated, secure, web-based system for grants management, and follow the instructions below.

### **When is the final PPR due?**

The final PPR is due **60 days after the grant end date**, which for most grantees is **11/30/2023**. If you cannot meet the submission deadline, you must request an extension from your Portfolio Manager. 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 grantee, and
2. AmeriCorps receives a request explaining the need for an extension **before** the due date of the report.

### **Selecting the Right PPR**

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen, as pictured below:



GRANTS	PEER REVIEW
eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
<p>Welcome</p> <p>Welcome to eGrants!</p>	<p>View All</p>

Change Organization	Managing My Account	Reporting to CNCS
<p>To view a different organization's information, enter one of the following and click on the "GO" button:</p> <ul style="list-style-type: none"> <li>Grant Number</li> <li>Application ID</li> <li>EIN</li> <li>Organization ID</li> <li>Cost Share Invoice Number</li> <li>Cost Share Agreement Number</li> </ul>	<p>Click on the links below to access common account functions.</p> <p style="text-align: center;"><a href="#">My Account</a> →</p>	<p style="text-align: center;"><a href="#">Financial Report</a> →</p> <p style="text-align: center;"><b><a href="#">Progress Report</a></b> →</p> <p style="text-align: center;"><a href="#">Progress Report Supplement</a> →</p>

You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes your final program year and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with a due date 60 days after your grant end date (the progress report type should be "Progress Report Annual") and click on the "edit" link. You will be taken to the main progress report screen. **If you do not see a report that has the appropriate type and due date, please let your Portfolio Manager know.**

### **Reporting Period**

The reporting period for the final PPR is from the beginning of your current grant cycle through the end date of your grant, inclusive of any no-cost extensions received. The reporting period listed in eGrants may be incorrect; please ignore it.

### **General Information Tab**

This tab displays information for the progress report you have selected. Check the Progress Report Type and Due Date to ensure you have selected the correct report. If you have not selected the correct report, click "Cancel" and select the correct report. If you have selected the correct report, click "Begin" to open the progress report. If you return to this tab after starting the report, you will see a "Continue Working" button that allows you to open the report that is in progress.

Open amendments **on the same grant 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 Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the PPR. Please note that it is best to avoid initiating amendments on the same grant year while you are entering data into the PPR (i.e., after you open the PPR for the first time, but prior to submitting the PPR to AmeriCorps). Same-year amendments awarded during the PPR data-entry process may result in the need to re-enter all data.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print PDF versions of these reports.

### **Performance Data Elements Tab**

The Performance Data Elements tab contains a list of data elements of interest to AmeriCorps. A definition for each Performance Data Element is given below. **Your responses on this tab should include all data collected for these elements during the 2022-2023 grant year, regardless of the program year to which the data are connected.** For the majority of grantees, the 2022-2023 grant year is the time period from **10/1/2022 to 9/30/2023**. If your project period start and end dates differ, please include data collected for these elements during your grant's particular project period.

The following elements are **required** for all grantees:

- **Number of volunteers recruited or managed:** Number of volunteers recruited, trained, managed, or coordinated by your VGF program during the 2022-2023 grant year. Each individual volunteer should be counted only once, even if they participated in more than one volunteer opportunity.
- **Number of hours served by recruited or managed volunteers:** Total number of hours served by volunteers that were recruited, trained, managed, or coordinated by your VGF program during the 2022-2023 grant year.

Enter a numerical value in each field. If you did not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted unless there is a numerical value entered in every field on this tab.

Data reported in the VGF PPR should not be duplicated in any other AmeriCorps PPR, including, but not limited to, AmeriCorps State and National, AmeriCorps Seniors, VISTA, Commission Support Grant, or Commission Investment Fund progress reports.

Click "Next" to proceed to the next tab.

### **Narratives Tab**

Click on the accordion panels to enter narratives. When accordion panels are closed, green check marks indicate that text has been entered in the text box. Text must be entered in every narrative field before the PPR may be submitted. For fields that are not required, if not providing narrative, enter "N/A" in the text box.

Please limit your remarks in each section to 1,500 words or fewer; narratives exceeding this length will be cut short when the PPR is viewed in PDF form by AmeriCorps staff. Provide the following narratives:

- **Data Quality** (required): Describe the specific steps you took to verify data from sites reported in this PPR.
- **Performance Management** (required): Describe how you have used, or plan to use, the data you collected about your VGF processes or outcomes (including performance measurement data) during the reporting period to improve your program. Based on the data you collected, what worked well in your program during this reporting period, and what changes will you make in the coming year to improve processes and/or outcomes to better address the objectives of your VGF grant?
- **Other Narratives** (optional): If required narrative explanations in other sections of the PPR exceeded the word limit, provide overflow explanations here. You may also provide reflections or stories from your project in this section if desired. **These reflections may encompass the full length of your grant and are not limited to the 2022-2023 program year.**

Click "Next" to proceed to the next tab.

### **Performance Measures Tab**

The Performance Measures tab requires you to enter performance measure data for the 2022-2023 program year and to compare achieved (actual) values to the targets set in your grant application. **Your responses on this tab should include all data pertaining to your 2022-2023 program year** (i.e., the outputs and outcomes accomplished by your 2022-2023 grant year activities), **plus any previously unreported data from the previous (2021-2022) program year.**

Click on a performance measure to show a panel with each output and outcome associated with the performance measure. Enter the actual value for each output and outcome. Enter a zero (0) in each remaining field (# of Vols, Project Hours, MSYs, and Amount). If you do not enter zeroes as required, the PPR will be returned to you for revision.

When you have entered all data for one performance measure, check the "Done with Section" box. A green checkmark will appear on the accordion panel when it is collapsed, signaling that you are done entering data in this performance measure panel. Please note that if you leave any fields blank or include any characters other than numbers (e.g., commas, decimals, the percent symbol), these fields will default to values of zero when you move to the next tab or save the report.

Once data have been entered for each performance measure, click the “Calculate Progress” button at the bottom of the page. This will enable eGrants to calculate the percent of target met for each output and outcome.

An explanation is required for any output or outcome measure for which one or more of the following is true:

- the actual value is lower than the target value;
- the actual value greatly exceeds the target value (i.e., by 400% or more); and/or
- data from the previous grant year that were not reported on the previous PPR have been included in the reported actual.

The content of the explanations should be as follows:

<b>Situation</b>	<b>Required Explanation</b>
Actual value is lower than target value	Reason(s) why the target was not met. (If activities are still ongoing, please see below for the required explanation content.)  Please note that if you include performance measurement data from the previous year that were not reported in the prior PPR (i.e., noted as “ongoing” in the prior report due to continuing program activities and/or data collection), it may appear that targets for the current year were met when they were not. Be sure to provide an explanation for any output or outcome where the actual value for the <b>current</b> grant year is lower than the target value.
Actual value exceeds target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.
Data are included that were not reported in the previous PPR	Indicate what numerical portion of the actual value corresponds to the current grant year versus the previous grant year. Only data that were not reported in the previous year’s PPR should be included here.

Provide these explanations in the “Grantee Note” field. If you need additional space, utilize the “Other Narratives” field on the Narratives tab.

Performance measurement data reported in the VGF PPR should not be duplicated in any other AmeriCorps PPR, including, but not limited to, AmeriCorps State and National, AmeriCorps Seniors, VISTA, Commission Support Grant, or Commission Investment Fund progress reports.

Click “Next” to go to the next tab.

### **Summary Tab**

From this tab, you can view or print a summary of data entered in the PPR by clicking "Print PPR Summary." To print a summary of any notes entered in the application, click "Print Complete Note History."

To comment on this summary, enter text in the "Overall Grantee Note" field.

### **Submitting the PPR**

When all data have been entered into the progress report and double-checked for accuracy, navigate to the Summary tab and click "Grantee – Submit to AmeriCorps."