

AmeriCorps VISTA FY 2016 Progress Report Supplement

BACKGROUND & PURPOSE

The Corporation for National and Community Service provides the VISTA Progress Report Supplement (VPRS) as an addendum to the regular quarterly progress report required of organizations approved to sponsor a VISTA project. The VPRS is submitted on an annual basis and is intended to cover activities over a single fiscal year, regardless of the individual program year. The VPRS is the vehicle through which projects submit specific data elements needed by the Corporation to report on performance. The data is used to demonstrate the impact of the VISTA program on a macro level to stakeholders and the general public.

COMPLETION AND SUBMISSION GUIDELINES

All VISTA projects are required to submit the VPRS once per year. Enter data for those measures most applicable to your AmeriCorps VISTA project. You may not have data for all the measures. You must provide data for at least one measure.

Project staff should complete the VPRS. AmeriCorps VISTA members should be allowed to review the completed reports, but should not be required to complete the report.

REPORTING PERIOD

The deadline for submitting the VPRS is **Monday, October 31, 2016**. Please make sure that you have finished entering data for and have submitted your report by that date. The reporting period covers **October 1, 2015 through September 30, 2016**.

The 2016 VPRS has been deployed in eGrants.

If you have any questions about this message and/or the instructions that follow, please contact your State Office. If you run into any technical difficulties involving accessing the report, entering or changing data, viewing or printing the report, please contact your State Office or the National Service Hotline at 800-942-2677 immediately.

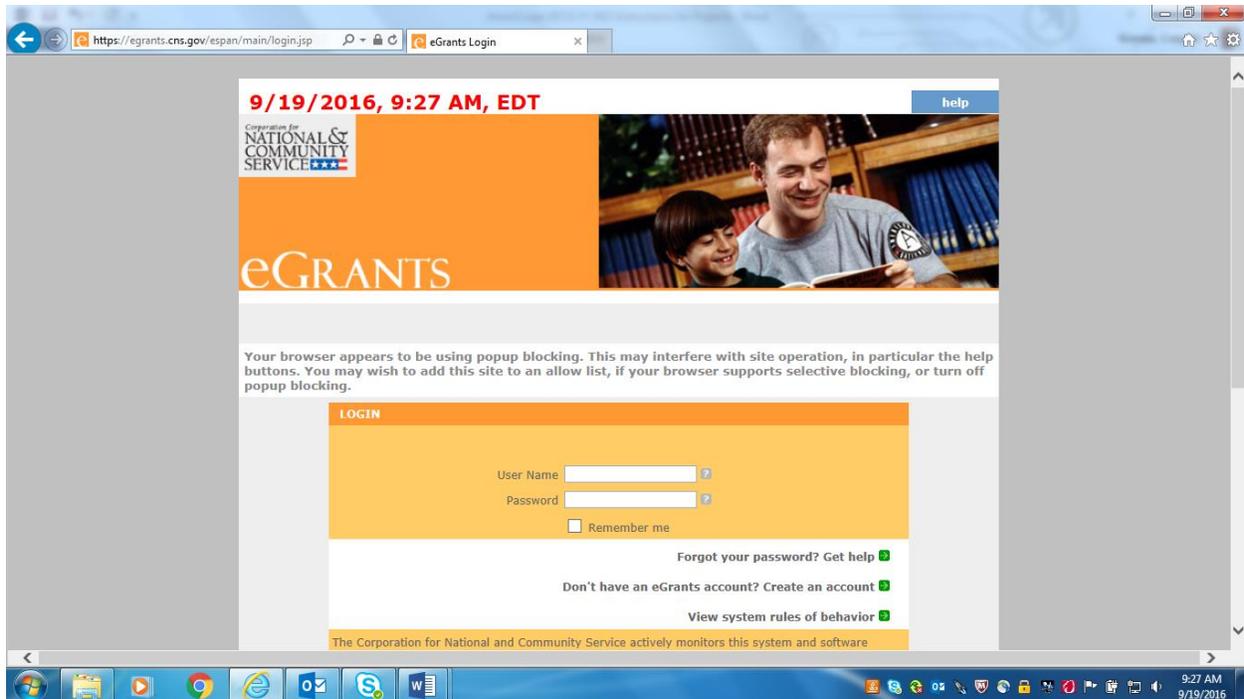
TERMS, DEFINITIONS AND DATA STANDARDS

Projects must report on results based on the definitions of key terms found by selecting the “Capacity Building & Leverage” tab (see image below) on the CNCS National Performance Measurement page (<http://www.nationalserviceresources.org/npm/vista>) and then clicking on a specific measure. Links to specific definitions required for each question are placed below the corresponding question in this document.

ENTERING AND SUBMITTING DATA THROUGH eGrants

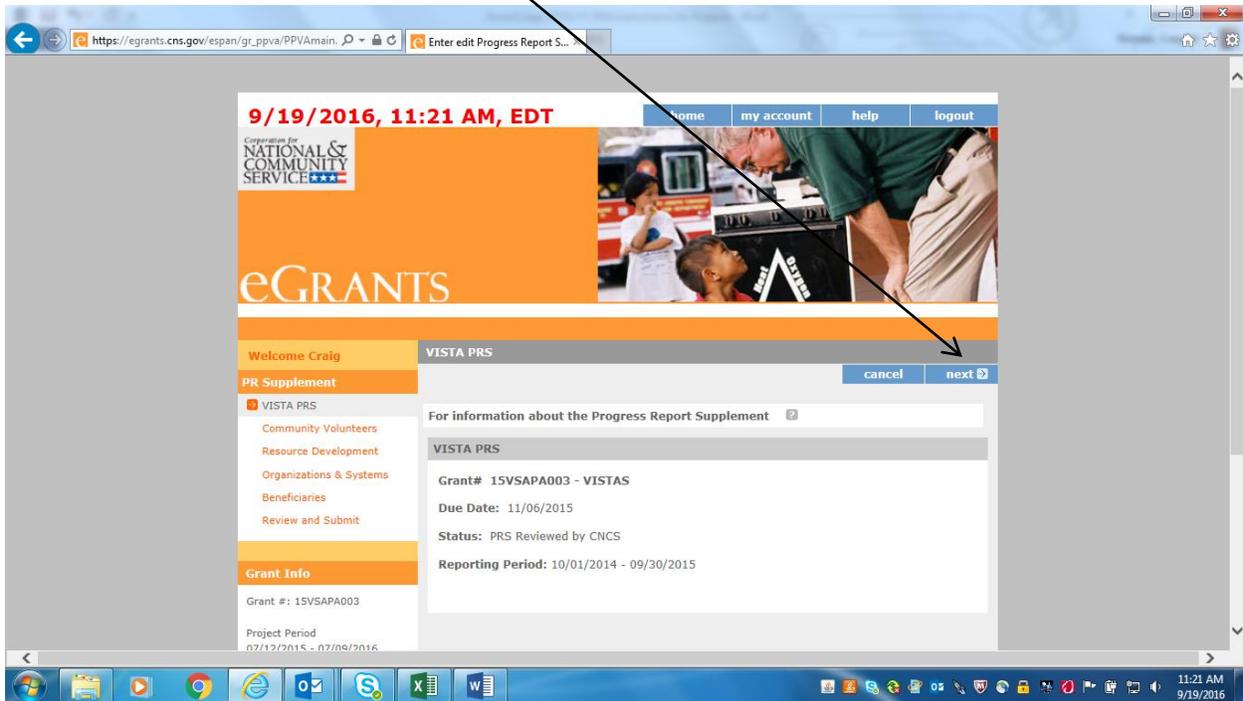
Follow the instructions below to enter data on and to submit your VPRS.

1. Log into your eGrants account using your current user name and password. This will take you to the eGrants welcome screen.
2. Select “Progress Report Supplement” by clicking on the arrow next to it in the lower right-hand corner of the screen.
3. This will bring you to the screen below. Multiple grant numbers might be listed. If so select the grant number for the VPRS that you want to submit by clicking on it.

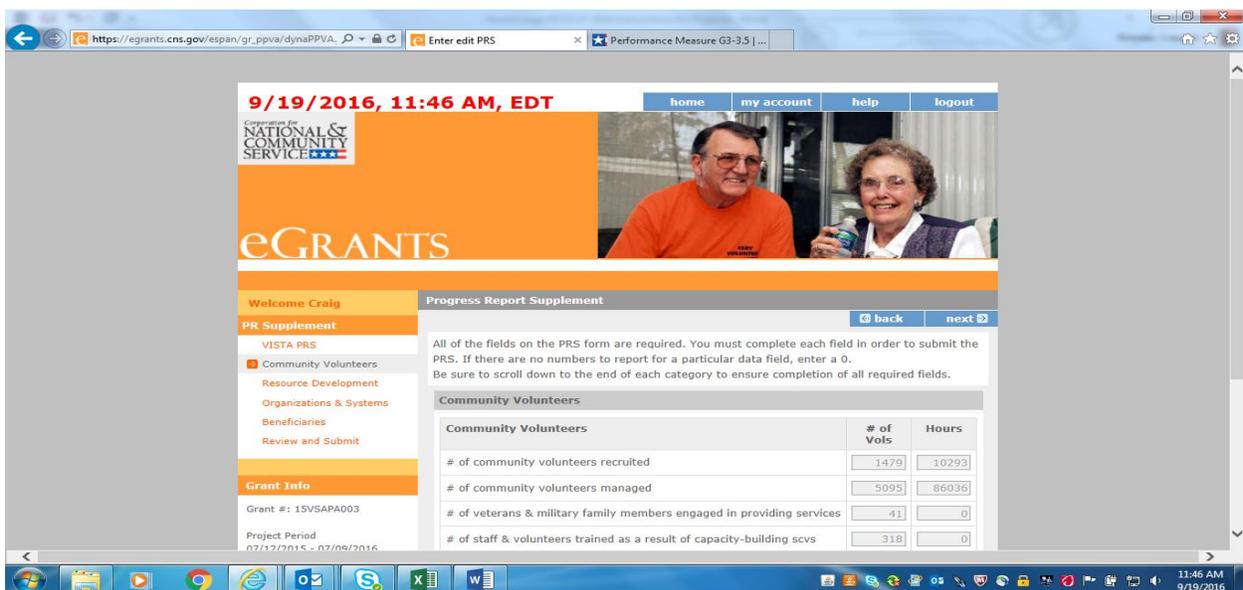


4. The screen below will appear. Select the VPRS report with the due date of October 31, 2016 by clicking on the “edit” button next to it.

5. This screen confirms the basic information for your project. Review that information and confirm that it is the project for which you want to enter a report. To begin entering data, click on the “Next” button in the top right-hand corner.



This will bring you to the Community Volunteers screen below, where you can begin entering data.



6. Community Volunteers Screen

This screen asks for data concerning community volunteers recruited and managed by your project. *Please enter a whole number for any measure(s) that apply to your project.*

of community volunteers recruited by your project Enter the number of community volunteers that were recruited through the efforts of your VISTA member(s). More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-31>

of community volunteers managed by your project Enter the number of community volunteers managed through the efforts of your VISTA member(s). Do not double count a volunteer who was recruited *and* managed by your VISTA member. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-32>.

DO NOT DOUBLE COUNT THE VOUNTEERS RECRUITED AND MANAGED. For example, if the VISTA recruited 100 volunteers and managed those same volunteers, you can only count 100 volunteers recruited OR managed, not in both categories.

of veterans & military family members engaged in providing services Enter the number of either veterans or military family members who served as volunteers providing services through the efforts of your VISTA member(s). You do not need to enter the number of hours served by these volunteers – enter a “0” here instead.

of staff & volunteers trained as a result of capacity-building services Enter the number of volunteers and staff members who were trained by your VISTA member to provide services to clients. You do not need to enter the number of hours served by these volunteers – enter a “0” here instead. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-35>.

When you have completed entering this information, click “Save” and then “Next” in the top or bottom right-hand corner of the screen.

9/19/2016, 11:47 AM, EDT

Home my account help logout

NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Craig

Progress Report Supplement

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

Community Volunteers	# of Vols	Hours
# of community volunteers recruited	1479	10293
# of community volunteers managed	5095	86036
# of veterans & military family members engaged in providing services	41	0
# of staff & volunteers trained as a result of capacity-building scvcs	318	0

11:47 AM 9/19/2016

7. Resource Development Screen

Welcome Kelly	Progress Report Supplement	back	save	next						
PR Supplement	All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.									
VISTA PRS	Resource Development									
Community Volunteers										
➔ Resource Development										
Organizations & Systems										
Beneficiaries										
Review and Submit										
Grant Info	<table border="1"><thead><tr><th>Resource Development</th><th>Dollar Amt</th></tr></thead><tbody><tr><td>Dollar value of cash resources leveraged</td><td><input type="text"/>.<input type="text"/></td></tr><tr><td>Dollar value of in-kind resources leveraged</td><td><input type="text"/>.<input type="text"/></td></tr></tbody></table>				Resource Development	Dollar Amt	Dollar value of cash resources leveraged	<input type="text"/> . <input type="text"/>	Dollar value of in-kind resources leveraged	<input type="text"/> . <input type="text"/>
Resource Development	Dollar Amt									
Dollar value of cash resources leveraged	<input type="text"/> . <input type="text"/>									
Dollar value of in-kind resources leveraged	<input type="text"/> . <input type="text"/>									
Grant #: 11VSWLA002										
Project Period 05/20/2012 - 05/18/2013										

This screen asks for the dollar amount of resources leveraged by your VISTA members.

Dollar value of cash resources leveraged. Enter the total dollar amount of all cash leveraged through the activities of your VISTA member(s) for the year. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-316>.

Dollar value of in-kind resources leveraged. Enter the total dollar value of all in-kind (non-cash) resources leveraged through the activities of your VISTA member(s) for the year. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-317>.

When you are done entering the information for these two questions, click on the “next” button to proceed to the next screen.

8. Organizations & Systems Screen (See screen shot on following page)

This screen asks questions related to the impact that your VISTA members had on your organization, community and systems.

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PR Supplement

VISTA PRS

Community Volunteers

Resource Development

Organizations & Systems

Beneficiaries

Review and Submit

Grant Info

Grant #: 11VSWLA002

Project Period
05/20/2012 - 05/18/2013

Legal Applicant Info

Louisiana Serve Commission
1051 N 3rd St
Baton Rouge, LA 70802

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

Organizations & Systems

Organizations and Systems	# of Stations
# of orgs that received capacity-building services	<input type="text"/>
# of orgs that completed a community assessment identifying goals	<input type="text"/>
# of orgs with three or more effective vol. management practices	<input type="text"/>
# of orgs reporting that activities helped make the org more efficient	<input type="text"/>
# of orgs reporting that activities helped make the org more effective	<input type="text"/>
# of new systems and business processes or enhancements	<input type="text"/>
# of orgs that have experienced an increase in requests	<input type="text"/>
# of additional activities completed - Disaster Services	<input type="text"/>
# of additional activities completed - Economic Opportunity	<input type="text"/>
# of additional activities completed - Education	<input type="text"/>
# of additional activities completed - Environmental Stewardship	<input type="text"/>
# of additional activities completed - Healthy Futures	<input type="text"/>
# of additional activities completed - Veterans and Military Families	<input type="text"/>
# of additional services offered - Disaster Services	<input type="text"/>
# of additional services offered - Economic Opportunity	<input type="text"/>
# of additional services offered - Education	<input type="text"/>
# of additional services offered - Environmental Stewardship	<input type="text"/>
# of additional services offered - Healthy Futures	<input type="text"/>
# of additional services offered - Veterans and Military Families	<input type="text"/>

of organizations that received capacity-building services Usually, this will be “1” for your organization, but it may be more than “1” if VISTAs are placed with other organizations through your project. If you are a federated network with chapters and not stand alone 501(c)3s, then you would report one (1) as the number of organizations receiving capacity building services from national service participants. More information can be found at:

<http://www.nationalservice.gov/resources/performance-measurement/g3-34>.

of organizations that completed a community assessment identifying goals If your VISTA member assisted your organization in completing a community assessment, enter a “1” (or more if appropriate). If not, enter a “0”. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-36>.

of organizations with three or more effective volunteer management practices If your VISTA member(s) assisted with the development of three or more effective volunteer management practices, enter a “1” (or more, depending on the number of organizations for which this is true). If they did not, enter a “0”. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-33>.

of organizations reporting that activities helped make them more efficient If your VISTA member(s) activities helped make your organizations more efficient enter the number of organizations for which this is true. If not, enter a “0”. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-39>.

of organizations reporting that activities helped make them more effective If your VISTA member(s) supported activities that helped to make your organization(s) more effective, enter a the number of organizations for which this is true. If not, enter a “0”. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-310>.

of new systems or business processes or enhancements If your VISTA member(s) supported the development of new systems or processes (i.e. volunteer management or resource development systems), enter the number of new systems/processes developed. If not, enter a “0”. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-311>.

of organizations that have experienced an increase in requests If your project received increased requests for services as a result of activities undertaken by your VISTA member, enter a “1”. If not, enter a “0”. DO NOT enter the number of requests. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-314>.

The next six questions ask about new activities completed. If your project engages in any new activities as a result of the work of your VISTA member, enter the number of new activities in the box corresponding to the appropriate Corporation focus area. For example, if you engaged in two new housing-related activities as a result of the work of your VISTA member, enter “2” in the box next to “Economic Opportunity”. DO NOT LEAVE ANY BOXES BLANK. Enter a “0” in any boxes not used. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-313>.

The next six questions ask about additional services offered. If your project offered any new services as a result of the work of your VISTA member, enter the number of those new services as appropriate in the boxes corresponding to the appropriate Corporation focus area. DO NOT LEAVE ANY BOXES BLANK. Enter a “0” in any boxes not used. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/g3-315>.

9. Beneficiaries Screen

This screen asks questions related to the beneficiaries of your project.



9/19/2016, 12:03 PM, EDT

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Corporation for NATIONAL & COMMUNITY SERVICE

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Welcome Craig

PR Supplement

VISTA PRS
Community Volunteers
Resource Development
Organizations & Systems
Beneficiaries
Review and Submit

Grant Info

Grant #: 15VSAPA003
Project Period
07/12/2015 - 07/09/2016

Progress Report Supplement

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

Beneficiaries

Beneficiaries	# of Clients
# of disadvantaged youth receiving svcs - Disaster Services	<input type="text" value="0"/>
# of disadvantaged youth receiving svcs - Economic Opportunity	<input type="text" value="100"/>
# of disadvantaged youth receiving svcs - Environmental Stewardship	<input type="text" value="165"/>
# of disadvantaged youth receiving svcs - Education	<input type="text" value="9067"/>

12:03 PM 9/19/2016

The first six questions ask about disadvantaged youth that received services in each of the Corporations' six focus areas. Enter the number of beneficiaries who were disadvantaged youth for each focus area. **DO NOT LEAVE ANY BOXES BLANK.** For those that have no beneficiaries, enter a "0".

The 7th question asks about Veterans that received services from you project. Enter the total number of Veterans that received ANY services from your project. Enter a "0" if your project did not serve any Veterans. More information can be found at:

<http://www.nationalservice.gov/resources/performance-measurement/v1>.

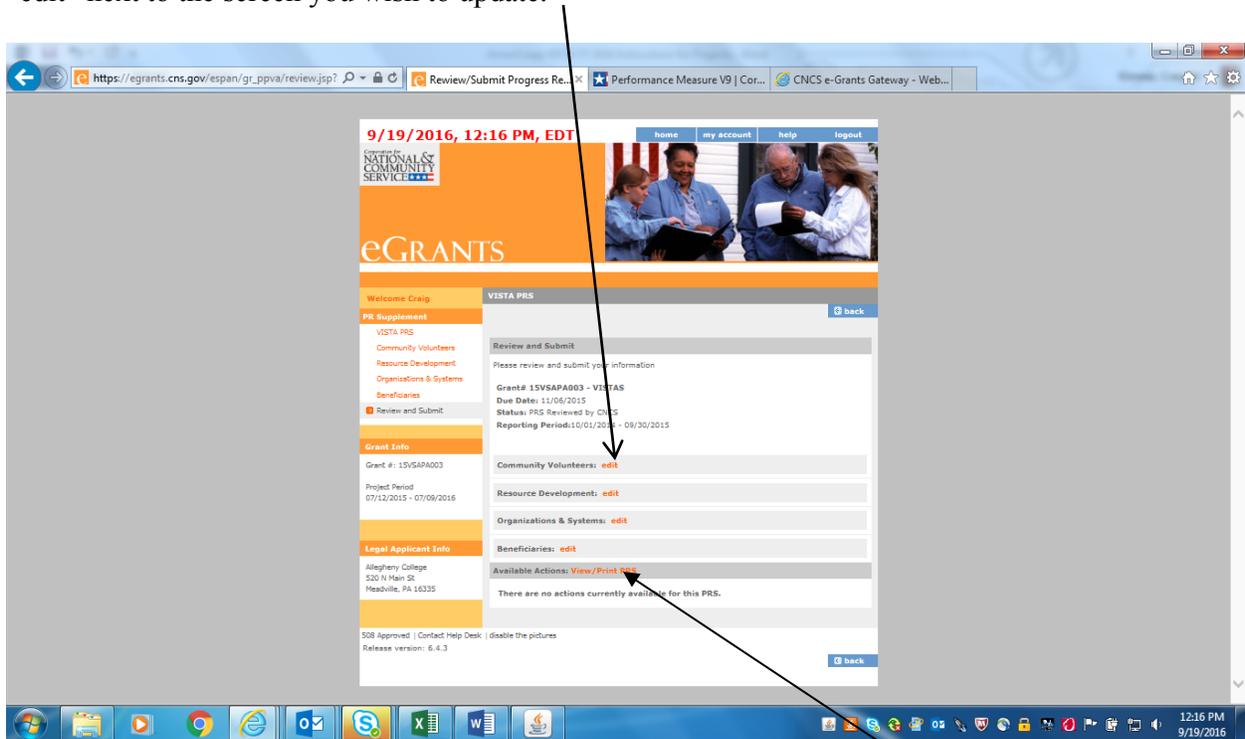
The 8th question asks about Veterans family members that received services. Enter the total number of veterans' family members who received ANY services from your project. Enter a "0" if your project did not serve any Veterans family members. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/v8>.

The 9th question asks about family members of active duty military that received services. Enter the total number of family members of active duty military that received ANY services from your project. Enter a "0" if your project did not service any family members of active duty military. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/v7>.

The tenth question asks about active duty military members that received services. Enter the total number of active duty military members who received ANY services from your project. Enter a "0" if your project did not serve any active duty military members. More information can be found at: <http://www.nationalservice.gov/resources/performance-measurement/v9>.

10. Review & Submit Screen

This screen allows you to review and edit the information you have entered. To review the data, click “edit” next to the screen you wish to update.



To view and/or print your entire VPRS report, click the “View/Print PRS”.

When you have completed all of your reviews and edits and made any necessary changes, please submit your report by clicking on “Submit Progress Report Supplement.”