Days of Service
2023-2024 Annual Progress Report Instructions

How will AmeriCorps use the information reported?

The Days of Service Project Progress Report (PPR) 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 Days of Service 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 PPR due?

The PPR is due on **December 29, 2024**. 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:
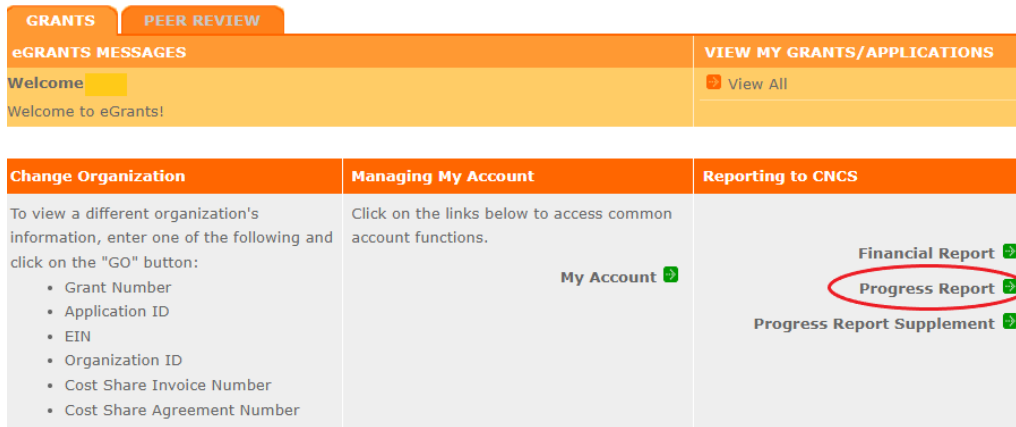
You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes the 2023-2024 program year and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 12/29/2024 due date labeled "Progress Report Annual" and click the "edit" link. You will be taken to the main progress report screen.

Reporting Period
The reporting period is from the beginning of your 2023-2024 grant year through September 30, 2024.
- For Performance Data Elements, report all data collected during the period from 10/1/2023 to 9/30/2024, regardless of the program year to which the data are connected.
- For Performance Measures, if applicable, report all data pertaining to your 2023-2024 program year, plus any previously unreported data from the previous program year. Any activities taking place during the reporting period that correspond to a later grant year should be reported in the subsequent end-of-year PPR.

Data submitted in the PPR must be valid and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

General Information Tab
This tab displays information for the progress report you have selected. Check the due date to ensure you have selected the correct report. If you have not selected the correct report for the reporting period, 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 period from 10/1/2023 to 9/30/2024, regardless of the program year to which the data are connected.**

The following elements are **required** for all grantees:
- **Number of episodic volunteers recruited, trained, or coordinated:** The total number of volunteers recruited, trained, or coordinated by your Day of Service program who served with you or your subgrantees' Day of Service activities on or around the 2024 Day of Service.
- **Number of ongoing volunteers recruited, trained, or coordinated:** Number of volunteers that were recruited, trained, or coordinated by your Day of Service program who continued their service beyond 2024 Day of Service activities. Volunteers counted towards this number should only be those whose service with you/your subgrantees began with Day of Service activities; do not include volunteers who were engaged before or after Day of Service activities.

The number of episodic volunteers you report **should include the number of ongoing volunteers** you report. In other words, the values you report should be interpretable thus:

> "Our Day of Service program recruited, trained, and coordinated a total of **[number of episodic volunteers]** who served during 2024 Day of Service activities, **[number of ongoing volunteers]** of whom continued to serve after the Day of Service."

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 Days of Service PPR should not be duplicated in any other AmeriCorps PPR, including, but not limited to, AmeriCorps State and National, AmeriCorps Seniors, or VISTA 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 in the corresponding text fields:

- **Narrative Field #1** (required): Describe any challenges you experienced in implementing your Day of Service project.

- **Narrative Field #2** (required): Describe how you developed and leveraged partnerships/collaborative relationships in the implementation of your Day of Service project. Additionally, report here the number of organizations engaged or committed to one or more future service activities that honor and reflect MLK Day or September 11th.

- **Narrative Field #3** (required): Describe how you managed performance and program operations across project sites.

- **Narrative Field #4** (required): Share compelling and impactful stories from your Day of Service program activities and/or from resulting partnerships.

- **Narrative Field #5** (optional): If other narrative explanations exceed character limits, provide overflow explanations here. You may also share additional information in this section as desired.

Click "Next" to proceed to the next tab.

Performance Measures Tab

Reporting on performance measures is not a requirement for Days of Service grantees. Performance measures listed in this tab reflect the performance measure(s) entered in your grant application.

- **If you entered a dummy performance measure in your application,** it will be titled "Other-1-N/A." Click on it to expand the accordion panel and enter a zero (0) in each field (Outcome, Output, # of Vols, and Project Hours). The progress report cannot be submitted unless there is a numerical value entered in every field on this tab.

- **If you entered your own performance measure(s) in your application,** you are required to enter data in this tab on your performance measure(s) for the 2023-2024

program year. Click on a performance measure to expand an accordion panel listing each output and/or outcome associated with the measure. Enter the actual value for each output and/or outcome and enter a zero (0) in each remaining field.

When you have entered values in all fields for a 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, the percent symbol, etc.), 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.

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."