

# Progress Report Supplement (PRS) Guidance

Every year, AmeriCorps Seniors collects key data on projects and volunteers through the Progress Report Supplement (PRS). AmeriCorps Seniors grantees complete this report through AmeriCorps' grant management system. The reporting period is from October 1 to September 30 of every year. Once finalized and compiled, AmeriCorps uses this data to report to elected officials and other stakeholders on our program's success. In 2024, grantees will submit their report through the new grant management system. The anticipated submission due date is November 30, 2024. AmeriCorps will release step-by-step technical instructions on how to submit the report at a later date.

## Questions & Definitions

Reports are streamlined across AmeriCorps Seniors' programs. This year, AmeriCorps Seniors has continued our commitment to reducing administrative burden on grantees by eliminating several questions. Questions that will be asked in the 2024 Progress Report Supplement are below:

### Volunteer Demographics

#### Age Group

- 55 to 59
- 60 to 69
- 70 to 79
- 80 to 84
- 85 and over

#### Gender

- Female
- Male
- Gender Fluid/Does Not Identify as Male or Female

#### Ethnicity

- Hispanic or Latino
- Non-Hispanic or Latino

#### Racial Group

- African American/Black
- Asian American/Asian
- Native American or Alaska Native
- Native Hawaiian or Other Pacific Islander
- White/Caucasian
- Two or More Races

#### Income

Report total counts of volunteers within each income bracket. This represents the total combined income for the volunteer and their spouse/partner (if living in the same residence) during the past 12 months. This includes income from any source, such as wages, Social

Security and other benefits, pension/retirement savings plans, or regular support from other family members.

- \$24,999 or less
- \$25,000 to \$39,999
- \$40,000 to \$59,000
- \$60,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 or more
- Do Not Know or Choose Not to Report

## **Housing**

Report total counts of volunteers who live in a house, apartment, or mobile home that is:

- Owned by the volunteer or someone in their household with a mortgage or loan
- Owned by the volunteer or someone in their household free and clear without a mortgage or loan
- Rented
- Occupied without payment or rent
- Don't know

Note: Income and Housing questions were added last year in order to report out on [Objective 1.5 of AmeriCorps' Strategic Plan](#) - Recruit a diverse corps of members and volunteers who reflect those we are serving. AmeriCorps defined successfully meeting this goal as "race, ethnicity, gender, socioeconomic, and geographic diversity of members and volunteers progressively reflects the demographic diversity of those we serve." The Income and Housing questions are intended to report out on the socioeconomic status of AmeriCorps Seniors volunteers. If the income or housing status of a volunteer is not known, please report them as "Don't know."

The Income categories were identified to ensure compatibility with other AmeriCorps programs. Both the Income and House questions are compatible with the American Community Survey data to allow AmeriCorps to compare volunteer and members to the general population.

## **Service Information**

### **Volunteers**

- Total number of volunteers
- Number of volunteers who are below 200% of the state poverty line
- Number of volunteers identifying as a member of the Disability community
- Number of veterans serving as volunteers
- Total number of hours served

### **For Stipend Programs Only**

- Total number of volunteers federally funded
- Total number of volunteers non-federally funded
- Total number of non-stipend volunteers

## Client Information

### Clients Served

- Total number of veterans served
- Total number of U.S. Armed Forces service members served
- Total number of family members of U.S. Armed Forces service members served