

AmeriCorps State and National Grantee Progress Report Instructions

How will the Corporation use the information reported?

The AmeriCorps Grantee Progress Report provides information that Corporation staff use to monitor grantee progress and respond to requests from Congress and other stakeholders. Some information provided in the report (particularly "Great Stories" and demographic information), may be used to promote service. In addition, program staff use the information provided 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 information is required?

The AmeriCorps Grantee Progress Report consists of four sections: Demographic Information; Performance Measures; Narratives; and Review and Submit. Please complete the report using this Excel Workbook.

Section I: Demographic Information

This section is required for your final ARRA Progress Report.

This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. To complete this section, enter as accurate an estimate as possible for each indicator that is relevant to your program design. If you do not collect data on an indicator because it is not relevant to your program design, enter a zero (0) in that field.

All grantees are required to report the total number of leveraged volunteers, number of volunteer hours, and the total number of individuals that applied to be AmeriCorps members.

Please note that you are not required to report on every indicator other than the three required elements. However, if your program includes these types of leveraged volunteers or target groups, include an estimate of their totals.

You may enter the demographic data for your formula and your competitive subgrantees in the formula column on the demographic Information tab. Enter N/A in the Section I fields in your competitive column.

Click on Demographic Information Tab (look at bottom of screen).

Instructions for State Programs

Section II: Performance Measures

Because we are not using eGrants, we cannot automatically populate your reporting document. We have, however, provided you with a supplementary pre-populated document that matches the proposed performance measures with the standardized performance measures or indicates that they do not match. This document includes target numbers, performance measures, and sub-grantee names with grant identification numbers if relevant. Use the pre-populated document to help you decide where to report each measure.

Grantees will report on each standardized measure separately. To complete this section, enter the following information for each standardized performance measure (click on Performance Measures tab at bottom of screen):

- **Target Actual to Date:** In this field, enter a numerical value documenting the actual progress towards the measure **from the start of the program year through the end of the reporting quarter**. These results are cumulative.
- **Progress toward Measure:** You may elaborate on the program's progress toward a measure in this field, but should not use this field to explain unmet targets or describe correction actions. This field is not required.
- **Challenges/Corrective Actions:** **Look at your annual target number and determine if the program is on-track to reach the annual target by the end of the program year. If your program is not on track to reach the target, explain why it is not on track and the corrective actions that will be carried out to improve performance.**

For those measures not matching the Standardized Measures:

Report on the progress of all other measures as a whole using MET, NOT MET, or IN PROGRESS

Section III: Narratives

Parts 1 and 2 of this section are required for your final ARRA Progress Report.

In this section, describe activities from the reporting period in more detail. Focus your remarks as described below. Please limit each narrative to 1,500 words or less, approximately 1-3 pages in length. (Click on Narratives tab at bottom of screen).

1. Monitoring Activities

Describe how you assessed programs' needs, if applicable. Discuss how technical assistance and monitoring took place. Describe how corrective measures were imposed and how continuous improvement was encouraged.

2. Successes and Challenges

Describe any factors that have positively or negatively influenced program performance. Please consider your entire portfolio, and include examples from particular sites, if applicable, to illustrate the trends that you see affecting your portfolio. The discussion may include but is not limited to enrollment, retention, recruitment, training, supervision, program and financial management, systems, data collection, evaluation, capacity building, and resource development, including raising match funds.

Please describe progress toward securing match. Describe efforts to ensure the sustainability of programming beyond the grant period. This may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts. In particular, focus on successful strategies that may be useful to other grantees.

If a program did not fill or retain all of its awarded slots, explain why and identify corrective actions that are being planned to improve recruitment and retention practices, or any planned reduction in slots requested.

3. Great Stories

This section is optional. Share great stories about program impact in the community. Highlight member activities which are especially reflective of the impact the program has in the community or which illustrate an innovative or highly successful aspect of program operation.

Section IV: Review and Submit

Please review the report carefully before submitting and indicate the person completing the form. (Click on the Review and Submit tab at bottom of screen.)

State Commission Name: Connecticut Commission on National and Community Service

THIS PAGE REPRESENTS ANNUAL FIGURES ONLY. COMPLETE THIS PAGE ONLY FOR YOUR FINAL REPORT.

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EXAMPLE: If 10 people applied when you held your Regular AmeriCorps member recruitment, but 12 more applied when you held your ARRA recruitment then you would report 12 applicants.

Section I: Demographic Information

Indicator	Definition	Competitive Grant Number	Formula Grant Number	EAP Grant Number
REQUIRED Applicants	Number of individuals who applied to be members.	0	40	0
REQUIRED Leveraged Volunteers	Number of volunteers of all ages who were recruited, coordinated, or supported by your Corporation-funded programs. Leveraged volunteers do not include AmeriCorps members.	0	50	0
REQUIRED Volunteer Hours	Number of hours served by leveraged volunteers.	0	10	0
Leveraged Volunteers				
Disadvantaged children and youth	Number of disadvantaged children and youth who served as leveraged volunteers. Disadvantaged children and youth are those up to age 25 with exceptional or special needs (as defined in part 2552.12 (f) and (g) of the DVSA regulations ^[1]), or who are economically disadvantaged and for whom one or more of the following apply: 1) out-of-school, including out-of-school youth who are unemployed; 2) in or aging out of foster care; 3) limited English proficiency; 4) homeless or have run away from home; 5) at-risk to leave school without a diploma; and 6) former juvenile offenders or at risk of delinquency.	0	0	0
College students	Number of individuals who served as leveraged volunteers who are enrolled in a degree-seeking program at a community, professional, or technical college, or within an undergraduate or graduate program at a college or university.	0	0	0
Baby Boomers	Number of individuals born between 1946 and 1964 who served as leveraged volunteers.	0	18	0
AmeriCorps Members				
Disaster preparedness and response	Number of AmeriCorps members who participated in disaster services projects.	0	12	0
Disaster preparedness and response	Number of AmeriCorps members who have been certified in disaster preparedness and response.	0	12	0
Disaster preparedness and response	Number of AmeriCorps members who were available for deployment in the event of a local, state, or other disaster.	0	12	0
Populations Served				
Disadvantaged children and youth	Number of disadvantaged children and youth served (see definition above).	0	137	0
Children of incarcerated parents	Number of children and youth up to age 25, who had one or both parents or legal guardians serving or having served a period of time in jail and/or prison. You should only report the number of children of incarcerated parents served by programs designed to work with this population.	0	0	0
Individuals mentored	Number of formal, sustained relationships established between an older or more experienced person and a younger or less experienced person for the purpose of academic, social, or career support. This does not include the relationship between a teacher and his or her students in a classroom setting. If your program supports mentors who work with multiple mentees, please report total number of individuals mentored.	0	47	0
Independent living services	Number of clients who received independent living services, including respite care, to help them live independently in their homes in community-based settings.	0	0	0
Disaster preparedness and response	Number of local disasters to which members have responded.	0	0	0
Disaster preparedness and response	Number of community members who receive assistance from members responding to disasters and participating in recovery.	0	0	0

NOTES:

^[1] 2552.12 (f) *Children with exceptional needs.* Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Existence of a child's exceptional need shall be verified by an appropriate professional.

2552.12 (g) *Children with special needs.* Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youths; teen-age parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional.

State Commission Name: Connecticut Commission on National and Community Service

Select Report Period: Through June 30, 2010

Section II: Performance Measures

ARRA Standardized Measures	Competitive Grant Annual Target Number	Competitive Grant Target Actual to Date	Formula Grant Annual Target Number	Formula Grant Target Actual to Date	EAP Grant Target Number	EAP Grant Target Actual to Date	Progress Toward Measure	Challenge/Corrective Actions
Number of CLIENTS receiving employment and skills training and counseling.								
Number of CLIENTS placed in jobs.								
Number of HOURS of tutoring and literacy services provided to clients.								
Number of CLIENTS receiving tutoring and literacy services.								
Number of CLIENTS with improved academic success.								
Number of CLIENTS receiving services related to financial literacy.								
Number of CLIENTS receiving services related to home foreclosures and housing								
Number of CLIENTS who are able to remain in their housing.								
Number of CLIENTS receiving housing rehabilitation, weatherization and efficient-energy services.								
Number of EXISTING HOMES and structures rehabilitated, weatherized or made more energy-efficient.								
Number of HOMES and STRUCTURES made accessible for disabled persons.								
Number of HOMELESS INDIVIDUALS transitioned into affordable housing.								
Number of CLIENTS receiving information on health insurance, health care access and health benefits programs.								
Number of CLIENTS enrolled in health insurance and health benefits programs.								
Increase in the number of CLIENTS served from prior year.			600	1705			Americorps members are serving national youth and adults through training on issues regarding employability. In the previous quarter 1156 clients had received services. This quarter the increase was 549 Clients. This bring the total number of clients served through the fourth quarter and for the entirety of the program to 1705.	
Increase in the number of SERVICES offered to clients from the prior year.								
Number of community VOLUNTEERS recruited to address needs in their communities.								
Number of CLIENTS served by community volunteers.								
ALL OTHER MEASURES								

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State Commission Name:

Connecticut Commission on National and Community Service

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Section III: Optional Narratives

1. Monitoring Activities	2. Successes and Challenges	3. Great Stories
<p>risk based monitoring that all the programs in CT receive. This program will receive the first site visit in October, 2009. The Program Officer implements a risk based monitoring strategy for all AmeriCorps sub grantees. This process ensures that high risk programs receive a higher level of support and oversight while proven strong programs receive less. This process begins with a formal training for any new program staff. At this training all staff are taught how to write and implement simple, user friendly systems that will ensure consistency in day to day managing of the programs. These systems include training, reporting, recruitment, record keeping, host site communication and financial reporting to name a few. The systems are monitored at formal, scheduled site visits. If a program develops and implements clear, concise systems that meet all reporting requirements then they may be exempt from a visit in the following year. However, there are other risk</p>	<p>Hartford Recovery Corps has had a very successful first quarter. The program, run by an AmeriCorps Alumni, has recruited and retained all 24 awarded members. These members were placed in 4 community organizations throughout Hartford. They were focused on youth employment and training. Members provided mentoring, training and field trips to inner city youth. They are on target for meeting all of their performance measures.</p>	
<p>The Hartford AmeriCorps Recovery program receives the same formal risk based monitoring that all the programs in CT receive. This program will receive the first site visit in October, 2009. The Program Officer implements a risk based monitoring strategy for all AmeriCorps sub grantees. This process ensures that high risk programs receive a higher level of support and oversight while proven strong programs receive less. This process begins with a formal training for any new program staff. At this training all staff are taught how to write and implement simple, user friendly systems that will ensure consistency in day to day managing of the programs. These systems include training, reporting, recruitment, record keeping, host site communication and financial reporting to name a few. The systems are monitored at formal, scheduled site visits. If a program develops and implements clear, concise systems that meet all reporting requirements then they may be</p>	<p>Hartford Assistance Project, formally the Hartford Recovery Corps, has had a successful second quarter. The members have been doing great work in the community. These members are placed in 7 community organizations throughout Hartford. The members provide job seeking skills, home foreclosure prevention, support for new parents, mentoring, and academic success. They also organize partnerships for Hartford Public Schools, community education events, and marketing and fundraising for community organizations.</p>	
<p>The Hartford AmeriCorps Recovery program receives the same formal risk based monitoring that all the programs in CT receive. This program will receive the first site visit in October, 2009. The Program Officer implements a risk based monitoring strategy for all AmeriCorps sub grantees. This process ensures that high risk programs receive a higher level of support and oversight while proven strong programs receive less. This process begins with a formal training for any new program staff. At this training all staff are taught how to write and implement simple, user friendly systems that will ensure consistency in day to day managing of the programs. These systems include training, reporting, recruitment, record keeping, host site communication and financial reporting to name a few. The systems are monitored at formal, scheduled site visits. If a program develops and implements clear, concise systems that meet all reporting requirements then they may be</p>	<p>The Hartford Assistance Project has had a successful third quarter. The remaining 9 members have been really involved in the community. They have been planning events for the host organizations they are placed with, and some have been assisting the community with home owners education courses. All of the members are doing an excellent job at their placement.</p>	
<p>The Hartford AmeriCorps Recovery program receives the same formal risk based monitoring that all the programs in CT receive. This program will receive the first site visit in October, 2009. The Program Officer implements a risk based monitoring strategy for all AmeriCorps sub grantees. This process ensures that high risk programs receive a higher level of support and oversight while proven strong programs receive less. This process begins with a formal training for any new program staff. At this training all staff are taught how to write and implement simple, user friendly systems that will ensure consistency in day to day managing of the programs. These systems include training, reporting, recruitment, record keeping, host site communication and financial reporting to name a few. The systems are monitored at formal, scheduled site visits. If a program develops and implements clear, concise systems that meet all reporting requirements then they may be</p>	<p>The Hartford Assistance project has continued to strive for success in the remainder of the term of service. The members have been conducting research related to lead safety for the community. Some have been working with first time mothers to ensure that they are receiving all the service they need. Another member is organizing a trip for Hartford Public teachers to travel to China over the summer. All in all the member have been working very hard. As the program comes to an end, some are looking to return to school and others are finding employment.</p>	

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Section IV: Review and Submit

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I certify that I have reviewed the information submitted in this report for accuracy and that it represents the work of the State Commission listed above and the sub-grantees funded through said State Commission. All figures reported represent the additional accomplishments supported through the American Recovery and Reinvestment Act (ARRA) funds.

Name and title of person completing this report: Jacqueline Johnson, Executive Director