

## AmeriCorps State and National

### Project Progress Report Supplemental Instructions: Performance Data Elements

From [AmeriCorps State and National 2022 End-of-Year Project Progress Report Instructions, June 2023](#)

Data reported for Performance Data Elements in the Project Progress Report (PPR) must adhere to the following definitions.

***Please note: All Performance Data Elements should reflect unduplicated counts and should not be double-counted in any other progress report submitted to AmeriCorps. State Commissions should report the sum of the counts provided by their subgrantees. Commissions should enter Performance Data Element data for all competitive and formula subgrantees (except PHA subgrantees) in the formula cost reimbursement PPR only.***

#### Required for All Grantees

##### **Number of individuals who applied to be AmeriCorps members:**

Number of individuals who submitted applications for AmeriCorps member positions in your program during the time period from October 1-September 30. National direct grantees and state commissions are required to coordinate to ensure that they are not reporting duplicate counts. If an organization has both a national grant and a state subgrant, either the national grantee or the state commission should count the number of applicants for the state program, not both.

##### **Number of volunteers recruited or managed:**

Number of volunteers recruited, trained, managed, or coordinated by your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only volunteers recruited/trained/managed/coordinated through the efforts of the national service participant, and should not include the national service participants themselves. Each individual volunteer should be counted only once even if they participated in more than one volunteer opportunity.

##### **Dollar amount of resources leveraged by the program:**

Dollar amount of cash and in-kind resources leveraged by your program to support activities under this specific program during the time period from October 1-September 30. The reported value should not include resources reported as formal match or cost share (if applicable) and should also not include resources provided by AmeriCorps as federal grant share or member benefits. Rather, the reported value should reflect any actual expenditures beyond the formal budget (similar to the "Other Revenue" funds projected in the AmeriCorps State and National grant application). The reported amount should be backed up by your own accounting records but does not need to follow the documentation requirements for formal match or cost share. Resources raised by the national service participant (if applicable) should not be included in the reported value; this value should be reported in a separate Performance Data Element.

#### Required for All Grantees for Whom the Indicator Is Relevant to Their Program Model

***Please note: Relevant = something that is a significant part of a grantee's program design and Theory of Change***

**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 program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only hours served by volunteers recruited and/or supported through the efforts of the national service participant, and should not include hours served by the national service participants themselves.

**Number of individuals affected by disaster served:**

Number of individuals that received support or assistance from your program in the areas of disaster response (immediate actions to save lives, protect property and the environment, and/or meet basic human needs) and/or disaster recovery (longer-term care or restoration) during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Number of individuals assisted in preparing for disasters:**

Number of individuals that received support or assistance from your program in the area of disaster preparation (planning, training, educating, and/or increasing capability in advance of potential disasters) during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Number of children and youth served:**

Number of children and/or youth that receive support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Number of individuals receiving job training or placement:**

Number of individuals that received support or assistance from your program in the areas of job readiness/job skills training or job placement during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Number of individuals receiving independent living services:**

Number of individuals, including seniors and persons with disabilities, that received support or assistance from your program to facilitate independent living during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted

through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Number of veterans served:**

Number of veterans of the U.S. Armed Services that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only veterans supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual veteran should be counted only once even if they were assisted on more than one occasion.

**Number of veteran family members served:**

Number of veteran family members (persons related by blood, marriage or adoption to a veteran of the U.S. Armed Services, including one who is deceased) that received support or assistance from your program during the time period from October 1 - September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only family members supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each family member should be counted only once even if they were assisted on more than one occasion.

**Number of military family members served:**

Number of military family members (persons related by blood, marriage or adoption to an active duty member of the U.S. Armed Services, including National Guard members, reservists, and wounded warriors) that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only family members supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each family member should be counted only once even if they were assisted on more than one occasion.

**Number of active duty military members served:**

Number of active duty members of the U.S. Armed Services (including National Guard members, reservists, and wounded warriors) that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only active duty Armed Service members supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each active duty military member should be counted only once even if they were assisted on more than one occasion.

**Dollar amount of resources leveraged by national service participants:**

Dollar amount of cash and in-kind resources raised directly by national service participants (AmeriCorps members or AmeriCorps Senior volunteers) to support activities under this specific program during the time period from October 1 - September 30. The reported value should not include resources reported as formal match or cost share (if applicable) and should also not include resources provided by AmeriCorps as federal grant share or member benefits. Resources raised by program staff should not be included in the reported value; this value should be reported in a separate Performance Data Element.

**Number of acres of public land supported:**

Number of acres of public land treated by your program for the purpose of improving the condition of the land during the time period from October 1 - September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only acres of land treated through the efforts of the national service participant. Each acre should be counted only once even if it was treated on more than one occasion.

**Number of individuals receiving opioid/drug intervention services:**

Number of individuals who received services in prevention, treatment, or posttreatment of opioid or other drug use/abuse during the time period from October 1 - September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

**Optional for All Grantees****Number of previously unemployed AmeriCorps members who gain employment:**

Number of AmeriCorps members who were unemployed prior to their term of service and who secure employment during the time period from October 1 - September 30. In order to be counted, previously unemployed members must secure employment during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see [45 CFR §2522.230](#)) may be counted. "Secure employment" refers to paid, regular employment or serving in the military/national guard. Admission to another term of AmeriCorps service does not meet the definition of employment.

**Number of veterans serving as AmeriCorps members who gain employment:**

Number of veterans of the U.S. Armed Services who secure employment during the time period from October 1-September 30. In order to be counted, veteran members must secure employment during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see [45 CFR §2522.230](#)) may be counted. "Secure employment" refers to paid, regular employment or serving in the military/national guard. Admission to another term of AmeriCorps service does not meet the definition of employment.

Please note: Individuals who were previously unemployed AND are veterans should be counted under both the "Number of previously unemployed AmeriCorps members who gain employment" and "Number of veterans serving as AmeriCorps members who gain employment" Performance Data Elements.

**Number of AmeriCorps members who earn a high-school diploma or GED:**

Number of AmeriCorps members who earn a high-school diploma or GED during the time period from October 1-September 30. In order to be counted, members must obtain the high-school diploma/GED during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see [45 CFR §2522.230](#)) may be counted.

**Number of AmeriCorps members who remain in the education field postservice:**

Number of AmeriCorps members who accept a position in the education field during the time period from October 1-September 30. "Position in the education field" is defined as a position whose primary objective is to facilitate learning among students; this includes classroom teachers, school support staff, school administration, district administration, education non-profits, state/local/federal government positions in the field of education, or additional education-focused AmeriCorps service terms. In order to be counted, members must accept the position during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see [45 CFR §2522.230](#)) may be counted.