



VISTA Project Site Guidance for Progress Reports

What is the VISTA Progress Report?

The purpose of the VISTA progress report is to demonstrate the successes and challenges of the VISTA project. It helps determine whether sites are making progress toward achieving the results they described in their site application.

Why does our organization have to complete Progress Reports?

Because VISTA is a federally funded program, this is essentially a grant report like an organization would have to do with any other type of federally funded grant (i.e. one from HUD). The site agreed to compile and submit data to HHCK, who will compile the information and report to AmeriCorps on behalf of all the VISTA project sites under the Homes for All program.

What does our organization report on?

The data reported to AmeriCorps includes information on member development, demographics, and the specific performance measures that your organization selected when applying for a VISTA project with HHCK. Your goals and performance measures target numbers were shared with VISTA, so you will need to update us on the progress so we can give that data to VISTA.

How often do we, as the project site, report?

- Progress Report Supplement (October 2021-September 2022): October 29th (Google Form)
- Quarterly Report for May 2022-October 2022: November 15th
- Quarterly Report for November 2022-January 2023: February 15th
- Quarterly Report for February 2023-April 2023: May 15th
- Quarterly Report for May 2022-August 2023: August 15th

If you do not have an active VISTA project during some of the months in a period, you will still complete the report – you'll just include the data that is available for that period.

Why does the project reporting period not match my member's term of service?

As the program sponsor and intermediary, our grant with VISTA operates on its own terms. VISTA member terms of service start at a different point than our grant does, so the reporting period for VISTA projects doesn't line up with your member's term of service.

What's my responsibility?

Members and sites will report on the progress made on a periodic basis. Supervisors of the project are responsible for reviewing the narratives, performance measures, and other data submitted by the member in their America Learns account. Supervisors should actively participate in the compilation of the progress report data. Your organization still responsible for providing data for the period, even if the member exits their term of service early.

What else do I need to know?

The progress report will reflect the progress made on the project proposal approved in spring 2022. Sites should refer to their application, as well as their performance measure target numbers, while completing the progress report.

The site must keep administrative records that enable them to track and verify the origin, intent, and other transactional information on commitment and contributions of resources. The estimated value of in-kind resources should be calculated following IRS guidance for determining the value of non-cash charitable contributions, including donated property, for purposes of claiming tax deductions.

The site must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers.

NOTE: National service participants may not recruit volunteers to do activities that they themselves are prohibited from doing, including but not limited to managing the AmeriCorps-supported projects/grants or community organizing intended to promote advocacy.

Definitions

Cash resources: Cash, check, or other monetary gift.

Capacity Building: Capacity building activities may also leverage resources (e.g., funding, volunteers, in-kind support, or partnerships) for programs and/or organizations. As a general rule, AmeriCorps considers capacity building activities to be indirect services that enable organizations to provide more, better and sustained direct services. Capacity building activities must (1) be intended to support or enhance the program delivery model, (2) respond to the organization's goal of increasing, expanding or enhancing services in order to address pressing community needs, and (3) enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

Community Volunteers: Residents in the community who are recruited and/or managed by the AmeriCorps-supported organization or assigned national service participant(s) to offer time, knowledge, skills and expertise for free.

Individuals: recipient of services related to increasing economic opportunity.

In-kind resources: Non-cash contributions, including donated goods or services, expert advice, equipment or property.

Leverage: To garner additional resources or assets through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).

Served: substantive engagement of individuals with a specific goal in mind (i.e. securing housing)

Safe, healthy, affordable housing: Partner site certifies that the housing is safe and healthy based on an inspection or other documentation. Partner site defines affordability and certifies that the housing is affordable to the individuals transitioning into the unit(s).

Tracking Mechanism: only resources raised specifically, or volunteers recruited/managed, as a result of a capacity building activities provided by the member. The organization must keep administrative records that enable them to track and verify the origin, intent, and other transactional information on commitment and contributions of resources or information on the volunteer

Units developed/made available: Partner site certifies that the housing unit is safe and healthy based on an inspection or other documentation. Partner site defines affordability and certifies that the housing unit is affordable.

Progress Report Questions

Member and supervisor will work together, along with any other relevant stakeholders, to compile the responses to these answers for the relevant period. The report will be completed in a PDF form that is specific to your organization's project, then the member will upload the completed form in their America Learns account.

Member Development

Report the number of hours for the development opportunities that **your** organization offered to the VISTA member.

- On-site orientation
- Community outreach
- Community Volunteer Recruitment
- Effective Volunteer Management
- Resource Mapping (also known as asset mapping) is the process of identifying what is valuable in your community and developing strategies for mobilizing those resources
- Development/fundraising
- Grant writing
- Organizational Development
- Performance Measures: specific to VISTA project
- Tracking Systems: Salesforce, NeonCRM
- Information Technology: technology to increase awareness of and access to services

Demographics

Report the following totals because of the VISTA project and the VISTA member's efforts.

- total # of community volunteers recruited (excluding national service members)
- total # of community volunteers managed (excluding national service members)
- # of service hours provided by volunteers recruited as a result of the VISTA project
- # of service hours provided by volunteers managed as a result of the VISTA project
- # value of cash resources leveraged by the VISTA project
- # value of non-cash (in-kind) resources leveraged by the VISTA project

Challenges

Describe the challenges the VISTA project encountered during this reporting period. Include whether

challenges have been resolved. If challenges remain unresolved, note your plans to address them. If HHCK can assist in any way, include that information here.

Member Support (if applicable)

Describe the plan executed that ensured a smooth transition between outgoing and incoming AmeriCorps VISTA members.

Partnerships

List the AmeriCorps or non-AmeriCorps programs or organizations with which your AmeriCorps VISTA project is partnering or collaborating that are intended to further the activities and goals of the VISTA project. Describe the nature of the partnership or collaboration and how they relate to the project goals. Include notable activities and results.

Resource Development

Describe the resources that you recorded on the Demographics section. Describe the strategies to recruit and/or manage community volunteers as well as the nature of their activities. Include the source and the use of the cash or non-cash resources generated by the VISTA project. The totals reported in this section should match the total reported in the Demographics section.

Sustainability

Describe specific strategies that are in place to sustain the results of the VISTA project. Describe your plan and progress toward transitioning your project away from AmeriCorps VISTA resources.

Stories

Provide stories that communicate to the public the value of AmeriCorps VISTA members to your organization and community. Where possible, incorporate numerical results and sustainable solutions with your narrative.

Other

Describe in detail any additional project or member accomplishments that are not reported within the performance measures. Include any awards received.

Performance Measures

Each VISTA project has its own specific performance measures that were committed to in the federal project application period. Essentially, don't tie your VISTA project goals for the member term of service.

Please review the project proposal to confirm your goals and target numbers. Then, report on those figures in the quarterly progress report. If your project needs to adjust its performance measures or target numbers, let us know ASAP.