

Appendix 17: Progress Report Tips

SENIOR CORPS PROGRESS REPORT (PPR) Tips

This document is provided as a guide for Senior Corps grantees. It is not intended to replace the Progress Report Instructions that are posted on the [Managing Senior Corps Grants](#) webpage.

Some information you share in your reports may fit in more than one narrative. Select where you think it fits best. It is not necessary to repeat information in more than one section.

<p>Challenges</p>	<p>Enter any challenges you or your volunteers experienced in the reporting period and how they were addressed. Let your program officer know if you need assistance. Describe any new challenges affecting your project during the reporting period.</p> <p>You might consider highlighting:</p> <ul style="list-style-type: none"> • Work Plans/Performance Measurement Challenges/Issues • Station Development • Volunteer Recruitment/volunteer hours <p><i>Do not wait for the progress report if you need support from your program officer.</i></p>
<p>Partnership/ Collaboration Development</p>	<p>Partnerships and community collaborations are a big part of your project. Share news about partnerships developed and how the partnership will result in better serving your beneficiaries, or otherwise reaching project goals. Describe efforts to develop partnerships or collaborations with volunteer stations. Include efforts to develop new stations as well as efforts to garner support (data collection, volunteer training, etc.) from existing stations.</p> <p>You might consider also highlighting things like:</p> <ul style="list-style-type: none"> • Partnerships with other CNCS programs or national service members. • Collaboration connected to National Days of Service or local service activities/events. • Collaboration with local philanthropic organizations, business leaders, other non-profits. Highlight roles, responsibilities and outcomes of partnership.
<p>Non-Federal Share Development</p>	<p>Describe efforts to meet the non-federal share requirement for your project. Include both cash and in-kind resource development that occurred during this reporting period.</p> <ul style="list-style-type: none"> • If you have received notice of funding awards, please describe the dollar value, name of funder, and <i>purpose of the funding</i>. • Submit the award letter as an attachment.
<p>Other Accomplishments</p>	<p>Use this section to report on accomplishments other than those already reported in the Project Plan or previous narratives. Describe any significant project accomplishments other than your work plan progress that you will report in this PPR.</p> <p>You might consider also highlighting things like:</p> <ul style="list-style-type: none"> • Impact data that is not reported in the performance measurement work plan. • Policies, systems or status updates pertaining to Senior Corps regulations: <ul style="list-style-type: none"> ○ RSVP Annual Safety Check Status ○ (FGP/SCP/RSVP) Accessibility Evaluation/Survey Results

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	<ul style="list-style-type: none"> ○ Update to Senior Corps program policies or procedures (ex. mileage rates, leave policy, handbooks) ○ Annual volunteer recognition activity ○ Advisory Board/Community Assessments ● Events or activities in which public officials participate. ● Social media outreach ● Recruitment successes
<p><i>Impact Stories</i></p>	<p>Share stories that are not reported in the project plan and other data. Brief stories that communicate to the public how your program or volunteers “get things done” in your community are best, particularly those that include impact or results.</p> <ul style="list-style-type: none"> ● It is helpful if Impact Stories are built using the following template: <ul style="list-style-type: none"> ○ Suggested length for stories: 75-200 words ○ Volunteer’s Name ○ Name of Sponsor, location (City/State) of project ○ Brief statement of accomplishment ○ Include statistics, numbers, etc. that demonstrate impact ● CNCS State Offices encourage project directors to submit impact stories directly to them between progress reports. CNCS program officers share you grantee stories on the monthly cluster report. The same stories can be included in this PPR report.
<p><i>List of Additional Documents submitted to CNCS</i></p>	<p>Documents cannot be attached in the electronic grants management system so it is helpful if you include links to items or a list of items mailed or emailed to your program officer in this section.</p> <p>Suggested additional documents could include:</p> <ul style="list-style-type: none"> ● Evidence of community input (advisory council agenda’s, community meeting agenda, etc.) ● Updated or adjusted project forms (timesheets, MOU, Volunteer Mileage Forms, etc.) ● PR <ul style="list-style-type: none"> ○ Local media ○ News articles ○ Feature in the agency or project newsletter ● Volunteer Recognition <ul style="list-style-type: none"> ○ Thank You letters ○ Recognition speeches/comments from Public Officials ● Demonstration of Impact

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Checklist for Completing Progress Reports

General tips

- Keep good records during the year
- Schedule plenty of time to write reports
- Organize all documents needed for the report before getting started
- Do not leave anything blank (“NA” stands for “not acceptable”)

Some best practices for reporting in the Performance Measure section:

- Remember that clear, concise work plans in the grant application is the key to good, simple reporting
- Keep reporting aligned with original work plans
- If you have not fully reached a project milestone, report on the progress to date
- Include statistics in reports, not just descriptions
- Include real numbers with percentages. For example, say “75% of respondents (45 out of 60)” instead of only “75% of respondents”

Some best practices for reporting in the Narrative section:

- Challenges:** What are you doing to address challenges? Do not wait for the progress report if you need support from your program officer.
- Training/technical assistance needs:** What are the training and technical assistance needs of your project?
- Partnership/Collaboration development:** In addition to listing new partnerships, describe how activities with partners relate to achieving project goals
- Non-federal share development:** If the resource leveraged is an in-kind donation, has it been documented in compliance with federal regulation?
- Other accomplishments:** Provide specific information
 - Example- Training Events: Describe how many participants were involved, what the training covered, and who conducted the training.
- Do not wait until progress report is due to notify the CNCS State Office of major accomplishments