

CITY YEAR AMERICORPS PROGRESS REPORT

This report is to be completed by City Year sites included in the City Year National Direct Grant and submitted to the Government Relations department at City Year Headquarters. This report is intended to be a “living document.” When writing the 2nd and 3rd Progress Reports, build off the previously submitted report. By doing this, it will be clear what progress has been made from one reporting period to the next and will prevent you from reporting redundant information.

If you have questions, contact Laura Keith, Deputy Director of Government Relations.
(email: lkeith@cityyear.org ~ site-to-site phone: 8-10-2348 ~ T-Mobile: 857.277.2351)

SITE NAME	
AMERICORPS OPERATING SITE ID	
NAME OF PERSON SUBMITTING THIS REPORT	
ADDRESS	
PHONE	
EMAIL	

Comment [Ik1]: Prefill for site

Comment [Ik2]: prefill

WHAT PERIOD OF TIME ARE YOU REPORTING ON? (SELECT ONE)	REPORTING PERIOD	DEADLINE
<input type="checkbox"/>	July 1 – December 31, 2007	January 14, 2008, 9:00 AM EST
<input type="checkbox"/>	January 1 – March 30, 2008	April 14, 2008, 9:00 AM EST
<input type="checkbox"/>	April 1 – June 30, 2008	October 13, 2008, 9:00 AM EST

Reports need to be submitted via email to Laura Keith (lkeith@cityyear.org) by the dates indicated above.

SECTION I: DEMOGRAPHIC INFORMATION

This section contains a list of demographic indicators of interest to the Corporation for National and Community Service and National Service Stakeholders. The data you provide will help CNCS make the case for National Service, demonstrate the reach we have within our communities, and track progress the National Service field as a whole is making in the strategic areas identified in the Corporation’s Strategic Plan.

REQUIRED INFORMATION:

INDICATOR	DEFINITION	NUMBER		
		Fall Enrollment	Mid-Year Enrollment	
APPLICANTS	Number of Individuals that applied to be AmeriCorps members. <i>(This is the count of applications received for the current year’s corps, not the number of applications received during the reporting period.)</i>			
TOTAL LEVERAGED VOLUNTEERS	Number of volunteers of all ages who are recruited, coordinated, or supported your program. Leveraged volunteers do not include AmeriCorps members.	July-Dec.	Jan-March	April-June

OPTIONAL INFORMATION:



NATIONAL LEADERSHIP SPONSORS



Please note that you are not required to report on each of the following indicators. However, if you include these activities either as a primary or ancillary foci, please reflect the data here to the extent practicable. (It is acceptable to report estimated numbers in this section.)

TYPES OF LEVERAGED VOLUNTEERS				
INDICATOR	DEFINITION	NUMBER		
		July-Dec.	Jan-March	April-June
DISADVANTAGED CHILDREN AND YOUTH	Number of disadvantaged children and youth serving as leveraged volunteers. Disadvantaged 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), 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.			
COLLEGE STUDENTS	Number of individuals 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 who serve as leveraged volunteers.			
BABY BOOMERS	Number of individuals born between 1946 and 1964 who serve as leveraged volunteers.			
DISASTER PREPAREDNESS AND RESPONSE	Number of AmeriCorps members participating in disaster services projects.			
	Number of AmeriCorps members who have been certified in disaster training.			
	Number of AmeriCorps members available for deployment in support of local, state, or other disaster.			

POPULATIONS SERVED				
INDICATOR	DEFINITION	NUMBER		
		July-Dec.	Jan-March	April-June
DISADVANTAGED CHILDREN AND YOUTH	Number of disadvantaged children and youth being served. (see definition above)			
CHILDREN OF INCARCERATED PARENTS	Number of children and youth up to age 25, who have one or both parents or legal guardians serving or having served a period of time in jail and/or prison. <i>You are only expected to report the number of children of incarcerated parents served by programs designed to work with this population.</i>	n/a	n/a	n/a

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.	July-Dec.	Jan-March	April-June
INDEPENDENT LIVING SERVICES	Number of clients receiving independent living services, including respite care, to help them to live independently in their homes in community-based settings.	July-Dec.	Jan-March	April-June
		n/a	n/a	n/a
DISASTER PREPAREDNESS AND RESPONSE	Number of local disasters to which AmeriCorps members have responded.	July-Dec.	Jan-March	April-June
	Number of community members who receive assistance from program participants and/or leveraged volunteers responding to disasters and participating in recovery	July-Dec.	Jan-March	April-June

SECTION II: PERFORMANCE MEASURES

This section focuses on your performance measurements agreed upon for this grant. Below you will need to enter numerical values documenting your program's actual progress toward achieving the targeted goals in the measure. *If you have made changes in your service since you submitted your application and those changes necessitate changing your performance measures, you must formally request those changes. Contact Laura Keith.*

PERFORMANCE MEASURE: NAME			
START DATE OF ACTIVITY			
END DATE OF ACTIVITY			
OUTPUT PERFORMANCE MEASURE STATEMENT			
SITE OUTPUT TARGET			
ACTUAL-TO-DATE	July-December	January-March	April-June
HAS THE TARGET BEEN MET?	<input type="checkbox"/> MET Achieved or exceeded performance measure target proposed in application.		
	<input type="checkbox"/> UNMET Have not achieved the performance measure target as proposed in the application.		
	<input type="checkbox"/> ONGOING The performance measure activity outlined in the application is ongoing and to be completed in the future.		
INTERMEDIATE-OUTCOME PERFORMANCE MEASURE STATEMENT			
SITE INTERMEDIATE-OUTCOME			

Comment [Ik3]: prefill

Comment [Ik4]: prefill

Comment [Ik5]: prefill

Comment [Ik6]: prefill

Comment [Ik7]: prefill

TARGET			
ACTUAL-TO-DATE	July-December	January-March	April-June
HAS THE TARGET BEEN MET?	<input type="checkbox"/> MET Achieved or exceeded performance measure target proposed in application. <input type="checkbox"/> UNMET Have not achieved the performance measure target as proposed in the application. <input type="checkbox"/> ONGOING The performance measure activity outlined in the application is ongoing and to be completed in the future.		
END-OUTCOME PERFORMANCE MEASURE STATEMENT	<hr style="border-top: 1px dashed black;"/>		
SITE END-OUTCOME TARGET	<hr style="border-top: 1px dashed black;"/>		
ACTUAL-TO-DATE	July-December	January-March	April-June
HAS THE TARGET BEEN MET?	<input type="checkbox"/> MET Achieved or exceeded performance measure target proposed in application. <input type="checkbox"/> UNMET Have not achieved the performance measure target as proposed in the application. <input type="checkbox"/> ONGOING The performance measure activity outlined in the application is ongoing and to be completed in the future.		
ADDITIONAL INFORMATION			
Progress Toward Measures. You may elaborate on your progress toward this measure in this field. Describe Factors that have contributed to your program's successes in making progress to achieving this performance measure.	July - December		
	January - March		
What challenges has your program encountered trying to achieve this performance measure? What steps have been taken to resolve those challenges this year and in the future?	April - June		
	January - March		
	April - June		

Comment [Ik8]: prefill

Comment [Ik9]: prefill

--	--

SECTION III: NARRATIVES

SUCSESSES AND CHALLENGES

Describe any factors you have found to positively or negatively influence program performance. Use examples to illustrate the trends that you see affecting your performance overall. Your 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.

SUCSESSES	CHALLENGES
July - December	
January - March	
April - June	

MATCH AND SUSTAINABILITY

Please describe your progress toward securing your match funds. Describe your efforts to ensure the sustainability of your program beyond the grant period. You may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts.

July - December	
January - March	
April - June	

SECTION IV: ENROLLMENT AND RETENTION

GRANT AWARD			
		Original Award	Adjusted Award if there has been a slot conversion or amendment.
How many slots were awarded to your site?	Full Time (1700 Hrs)		
	Half Time (900 Hrs)		
	Quarter Time (450 Hrs)	n/a	n/a
	Minimum Time (300 Hrs)	n/a	n/a
ENROLLMENT			
How many AmeriCorps members have you enrolled total?	July-December	January-March	April-June
			n/a
If your site has filled fewer than 100% of slots, explain why slots remain unfilled and what steps are being taken to improve your program's fill rate this year and in the future.	July - December		
	January - March		
	April - June		
RETENTION			
How many of your enrolled AmeriCorps members are still serving at the end of the reporting period?	July-December	January-March	April-June
How many of your enrolled AmeriCorps members have been exited with a full education award? (\$4,725 for FT, \$2,362.50 for HT, etc.)	July-December	January-March	April-June
How many of your enrolled AmeriCorps members have been exited with a partial education award due to compelling personal circumstances?	July-December	January-March	April-June
Stated retention rate in application	85%		
Has your site maintained	July-December	January-March	April-June

Comment [Ik10]: prefill

Comment [Ik11]: prefill

Comment [Ik12]: prefill

a retention rate at or above the stated target?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
What retention challenges has your site faced? What reasons contributed to AmeriCorps members not completing their term of service and earning an education award?	July – December		
	January – March		
What steps has your site taken to support AmeriCorps members and promote high retention?	April - June		
	July – December		
What corrective action are you planning to improve retention in the future (this year and next year)?	January – March		
	April - June		

SECTION V: SERVICE HOURS

CUMULATIVE HOURS			
How many hours have been served by your corps?	July-December	January-March	April-June
Service			
Training			
Fundraising			
TRAINING HOURS			
Maximum Training Hours Based on Enrollment		Adjusted Training Maximum, if you enrolled midyears.	

[(# FT members)*(20% of 1700)] + [(# HT members)*(20% of 900)], etc. <i>*This number is based on total enrollment - attrition will not reduce this number.</i>			
Has the maximum number of training hours been exceeded?	July-December	January-March	April-June
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
MANAGEMENT OF MEMBER HOURS			
How many of your AmeriCorps members have already completed their hours requirement?	July-December	January-March	April-June
	n/a		
How many are on track to complete their Hours by the expected end date? (Graduation is June 19, 2008)	July-December	January-March	April-June
How many AmeriCorps members were behind on their hours at the end of the reporting period?	July-December	January-March	April-June
What steps have been taken already to get AmeriCorps members back on track when they have fallen behind in hours? What additional steps are being taken?	July - December		
	January - March		
	April - June		

For reference, members should have served approximately the following number of hours by the end of each month. These estimates are based on historical information of the number of hours served by all members across the City Year network.

Month	Average Hrs for Month	Average Sr CM Running Total	Average 1 st CM Running Totals
July	72	72	--
August	113	185	--
September	182	366	182
October	178	545	360
November	161	706	522
December	148	855	670
January	170	1024	840
February	181	1205	1020
March	222	1427	1242
April	181	1608	1423
May	190	1798	1613
June	190	1988	1803

SECTION VI: GREAT STORIES

This section is optional. Share your great stories. Highlight member activities which are especially reflective of the impact your site has in the community, or which illustrate an innovative or highly successful aspect of program operation. Over the course of the entire year, try to highlight each major type of service at your site (i.e. tutoring, Young Heroes, Starfish Corps, etc.).

July - December
January - March
April - June

SECTION VII: CORPORATION STRATEGIC INITIATIVES

If your site has addressed any of the Corporation for National and Community Service Strategic Initiatives particularly effectively, describe these activities here.

STRATEGIC INITIATIVE	ACTIVITIES
MOBILIZING MORE VOLUNTEERS Target for 2010: 4 million community volunteers recruited and managed annually by Corporation-funded programs	July - December
	January - March
ENSURING A BRIGHTER FUTURE FOR ALL AMERICA'S YOUTH Target for 2010: Engage over 2.2 million children and youth from disadvantaged circumstances in mentoring and service.	April - June
	July - December
	January - March
	April - June

ENGAGING STUDENTS IN COMMUNITIES Target for 2010: Double the number of higher education institutions matching the Segal AmeriCorps Education Award (received by AmeriCorps members for their service) or providing other incentives for volunteering.	July - December
	January - March
HARNESSING BABY BOOMERS' EXPERIENCE Target for 2010: Engage 500,000 Baby Boomers in Corporation-sponsored national service programs, as participants and recruited volunteers Provide 250,000 seniors support from Corporation-sponsored national service programs to live independently	July - December
	January - March
DISASTER PREPAREDNESS AND RESPONSE	July - December
	January - March
	April - June

Please review your report carefully before submitting and get sign off from your Executive Director. Feedback and requests for revisions will be provided in a timely fashion from the Headquarters Government Relations Department. Your report will be made available to your Regional Director in the Office of Site Leadership.