



Appendix 1: Project Progress Report Supplemental Instructions: Performance Data Elements

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.

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 post-treatment 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 post- service:

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.

Required Only for Economic Mobility Corps Grantees

Number of certified CDFIs identified to receive AmeriCorps members: Number of certified CDFIs identified to receive AmeriCorps members that received support or assistance from your program during the time period from October 1- September 30. Each certified CDFI should be counted only once.

Number of AmeriCorps members placed at one or more certified CDFIs: Number of AmeriCorps members who are placed at one or more certified CDFI during the time period from October 1-September 30. Each AmeriCorps member should be counted only once even if they were placed at more than one certified CDFI.

Required Only for Public Health AmeriCorps Grantees

Number of AmeriCorps members recruited from the geographic or demographic communities in which the program operates:

Number of AmeriCorps members who are recruited from the geographic or demographic communities in which the program operates during the time period from October 1 – September 30. “Geographic or demographic communities in which the program operates” is defined as location-based or population-based characteristics of the target population which the program serves. Grantees may select characteristics relevant to their community. For example, for geographic communities, the grantee may consider specific neighborhoods, cities, counties, or other geographic boundaries, or they may consider other geographic attributes, such as recruiting members from rural areas to serve in rural communities. For demographic communities, members may consider race, ethnicity, language spoken, age, or other demographic attributes.

Number of AmeriCorps members with increased knowledge about public health:

Number of AmeriCorps members who increase their knowledge of public health during the time period from October 1 – September 30. In order to be counted, members must have successfully completed public health-related training, professional development or coursework beyond what is offered by the Public Health AmeriCorps Program (such as CDC TRAIN required and optional courses, PHA-sponsored webinars, events etc.) and

beyond training required to complete the duties of their AmeriCorps position.

Examples may include:

- A public health related supplemental job or workforce development training
- Public health related professional development opportunities such as public health networking or speaker events hosted on-site or by a third-party, etc.
- A pre-apprenticeship or registered apprenticeship program, professional and/or industry-recognized certifications
- A public health course,
- A stackable and portable credential. A stackable credential is defined as, “part of a sequence of credentials that can be accumulated over time to build up an individual’s qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher paying jobs.” Source: [U.S Department of Labor](#).

If a member’s Public Health AmeriCorps service experience is a registered apprenticeship or a member has completed a public health course (online or in- person) from a local college or university, or a member has received supplemental training outside of training required to do the duties of the AmeriCorps position, they should be included in this count.

If a member has only taken the optional or required public health courses in the CDC TRAIN platform or attended Public Health AmeriCorps provided trainings, events, or opportunities (e.g., Speaker Series, sponsored conference trip, etc.), they should NOT be included in this count.

AmeriCorps will use this metric and backend CDC TRAIN and AmeriCorps data to assess increased public health knowledge among Public Health AmeriCorps members.

Number of AmeriCorps members who remain in the public health field post-service:

Number of AmeriCorps members who seek a public health degree from an institution of higher education or accept a position in the public health field during the time period from October 1 – September 30 such as serving another Public Health AmeriCorps service term. In order to be counted, members must accept the job position or receive an acceptance letter from the institution 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.

A “position in the public health field” is defined as a position with the primary objective of promoting health, preventing disease, and advancing equitable health outcomes for all; this includes, but is not limited to, positions such as community health workers,

health educators, public health administration staff, public health non-profit staff, state/local/federal government positions in the field of public health, or additional public health-focused AmeriCorps service terms. The field of public health is broad, but one can align the definition of work with the CDC's 10 Essential Public Health Services:

1. Assess and monitor population health status, factors that influence health, and community needs and assets
2. Investigate, diagnose, and address health problems and hazards affecting the population
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it
4. Strengthen, support, and mobilize communities and partnerships to improve health
5. Create, champion, and implement policies, plans, and laws that impact health
6. Utilize legal and regulatory actions designed to improve and protect the public's health
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy
8. Build and support a diverse and skilled public health workforce
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
10. Build and maintain a strong organizational infrastructure for public health

Please see additional information, resources and examples about the CDC's 10 Essential Public Health Services on this [webpage](#). A position in which 50 percent or more of the work activities align with one or more of the listed essential services would qualify the job as a public health position.

For example, a member that is accepted to medical school or a traditional nursing program should not be included in this count. However, a member who is accepted to a public health nursing program, takes a job in health advocacy, becomes a social media intern for a non-profit focused on improving health outcomes or accepts a position to work in an ecological lab that reduces the prevalence of disease-carrying mosquitos should be included in this count.