2019-2020 Reporting Deadlines

January 10th: 1st Progress Report (start date – Dec. 31)

April 3rd: 2nd Progress Report (Jan. 1 – Mar. 31)

July 3rd: 3rd Progress Report (April 1 – June 30)

August 14th: Final Progress Report (July 1 – End of service)
2019-20 Performance Goals

CNCS Approved Primary Performance Measures

Housing Placement Services

2,500 economically disadvantaged individuals, including homeless and near-homeless will have greater access to safe, affordable housing opportunities through housing placement and accessibility services provided by ACMs. Services will include housing identification, applications assistance, referrals, back rent and security deposit disbursements, and home sharing coordination.

450 economically disadvantaged individuals, including homeless and near-homeless, will transition into safe, affordable housing as a result of ACM services.

Living Independently and Residential Services

ACM's will provide companionship, resource facilitation, food access, transportation, volunteer matching, and housing support to 500 individuals, including 150 individuals who are Homebound, Older Adults, and/or living with a disability.

75 individuals who are Homebound, Older Adults, and/or living with a disability will report increased social support due to member’s services.

Food Access and Nutritional Services

ACM's will implement community gardens, provide emergency food, deliver meals, support food pantries, and provide nutritional services and education to 2000 individuals.

Improving Lands and Habitats through Environmental Stewardship

ACM's will implement invasive species management, trail maintenance, boundary marking, easement monitoring, and tree planting/maintenance on 11,000 acres of parks and public lands. 3,000 acres of land will be assessed as improved according to the entities land management plan.
Environmental, Energy, and Outdoor Education

ACMs will deliver education on environmentally-conscious practices and outdoor recreation, including but not limited to sustainable energy and other natural resources, sustainable agriculture, and public land access and recreational opportunities to 900 individuals resulting in greater knowledge and appreciation for the natural environment and how people can help conserve energy and care for natural eco-systems. Education will be delivered through school programs, public programs, day camps, home visits, and service learning projects. Only individuals surveyed for behavior changes may be counted.

As a result, 500 individuals will report a change in behavior or intention to change behavior toward more environmentally-conscious practices.

Additional Secondary Program Performance Measures

Financial Literacy Services

ACMs will provide financial literacy services including credit repair education and counseling, household budgeting, foreclosure prevention/intervention, home ownership education, outreach, and development and distribution of educational materials to at least 250 economically disadvantaged individuals. 50 individuals will demonstrate improved financial literacy knowledge.

Housing Units Made Available

ACMs will develop, repair, or otherwise make available 150 affordable housing units for low income individuals and families, including older adults and people with disabilities. 450 economically disadvantaged individuals, including homeless and near-homeless, will transition into safe, affordable housing as a result of ACM services.

Energy Efficiency

ACMs will improve energy efficiency and reduce carbon emissions of 100 housing units and structures through weatherization, retrofits and other energy efficiency measures.
Volunteer Mobilization

VHCB AC members will recruit, train, supervise, evaluate and recognize 1000 community volunteers so that these volunteer efforts help to further the missions of VHCB AC's sponsoring organizations. Members will recruit at least 700 volunteers, and will manage at least 800 volunteers. The volunteers mobilized by VHCB AmeriCorps members will serve the equivalent of 5 full-time employees/10,400 hours of volunteer service at member host sites.

Capacity Building

In addition to volunteer mobilization, members involved in capacity building activities will expand the scale, reach, efficiency, or effectiveness of services, programs and their organizations. Activities may also leverage resources for programs and/or organizations so that lasting positive outcomes for the beneficiary populations are achieved. Members will provide capacity building services for at least 25 organizations, will raise $5,000 worth of In-Kind or cash goods to support projects, and will improve 25 systems used by host sites such as information gathering, data tracking, organization outreach, community engagement, and internal communications. Note: AmeriCorps members may raise resources directly in support of sponsors’ program services but may not raise funds for an organization’s general operating expenses or endowment.

Member Development

100% of VHCB AmeriCorps Members will participate in VHCB AmeriCorps Member Development Initiatives which includes member training, program initiatives, and service learning. Upon successful completion of their AmeriCorps term, all graduating members will report improvement in at least 3 life skills needed to better secure employment and become productive, engaged community members.
Quarterly Progress Report Guidelines

The general member activities (or 'Performance Measures') you will report on are as follows. Many ACMs will report on more than one:

1. Housing Placement Services
2. Improving Lands and Habitats through Environmental Stewardship
3. Environmental, Energy, and Outdoor Education
4. Living Independently and Resident Services
5. Food Access and Nutritional Services
6. Financial Literacy Services
7. Housing Units Made Available
8. Energy Conservation
9. Volunteer Mobilization
10. Capacity Building
11. Member Development

Guidelines

There are two different reports you are required to submit:

1) Quarterly Progress Report - submitted online via EmailMeForm
2) Volunteer Log - submitted via email using an Excel template

Both of these reports are due in January, April, July, and end of term.

Progress Reporting:

You will complete and submit your Quarterly Progress Reports via EmailMeForm. You will be emailed a link per report to access the system.
Progress Reports may be saved and returned to at a later time.

We report on two indicators of performance:

1. Outputs - represent program effort - the amount or units of services that members have completed, or the number of beneficiaries members have served.
2. Outcomes - refer to a change that has occurred in communities or in the lives of community beneficiaries or members.
Progress Report Guidelines:

1. **Be careful not to double count the same individual/entity for the same measure in succeeding quarters!** Progress reports are cumulative for the service year. Individuals, acres, or other entities should not be counted more than once in the same measure during the service term. For example, you can count 40 residents total that benefitted from your service work in quarter 1. In quarter 2, there were 4 new residents plus the previous 40 who benefitted. So, you would count only 4 new residents that benefitted in quarter 2.

2. **However! DO count the same individual for separate measures if they have received services in multiple measures.** For example, person A and B received emergency food services. Person A also received financial literacy services. You would count person A for both of those measures. You would not count either of those people again in quarter 2 for the same measure, but may count them in new measures.

3. **Data storage/retention** - You will use the data collected to report your activities performance, but you will not need to submit the data collection documents themselves (e.g. logs, rosters, pr/post tests, etc.). You should retain all data collection proof and documents at your site. Documents should be stored up to 7 years and made available to VHCB AmeriCorps should we need them for auditing purposes.

- **Great Story** - We supplement our numbers with qualitative impacts of members’ service. Please share anything that occurred during your term that was meaningful for you in some way. Perhaps you experienced a 'Wow!' moment or made a breakthrough with a client. Perhaps a family was housed in permanent housing, or a child went hiking for the first time. What is important to include in your "great story" is what your role was in whatever that meaningful event was (i.e. your impact).

Do not use real names of individuals. We may share your story with the SerVermont and/or CNCS (you can use alias names). As always, we love photos; please obtain photo release forms for any youth or other vulnerable individuals that may appear in the photos (we have photo release forms available if you need them).

**Volunteer Log:**

- You should submit this at the same time that you submit the performance report.
- DO NOT double count the same person as a new volunteer. For each volunteer you log, you’ll need to note if this is a new volunteer. “New” means the first time you are listing them. They are still a “new” volunteer even if they have volunteered at your host site in the past.
- You SHOULD count their cumulative hours logged.
- The log asks members to identify the volunteer by age category. They do not need to ask anyone their age; they can simply make a reasonable guess.
• If another national service member (of the same or other program) participates in an event or type of service and is counting their hours on their respective timesheets, members should NOT count that member among their tally (they would not be considered a volunteer). If the member is not logging AmeriCorps hours or otherwise reporting it as part of their service term then they may be counted.

• If you are listing more than 20 volunteers/groups, use multiple sheets. DO NOT add rows.

**Definition of Terms**

Always refer to the Performance Measure Instrument Packets for Definitions specific to that measure. Here are a few universal definitions:

**Baby Boomer** - Individuals who were born between 1946 and 1964.

**Beneficiary of service** - Anyone who has benefited from your service work, either directly or by virtue of your efforts.

**Children with special needs** - Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teen-age parents; and children in need of protective intervention in their homes.

**College student** - Number of individuals who are enrolled in a degree-seeking program at a community, professional, or technical college or university.

**Disadvantaged youth** - Anyone of age up to age 25 with exceptional or special needs (see definition above), 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.

**Economically Disadvantaged** - Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps, Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts. The income criteria would follow the same federal and/or state criteria for each of the above-listed programs.
**Measure**- Each of the questions in the report and captures a unit of performance and/or output. For example, “number of adults receiving environmental education” is one measure.

**Service Learning**- A process whereby students learn and develop through active participation in organized service experiences that actually meet community needs. Service learning provides students opportunities to use their acquired skills and knowledge in real life situations in their communities; this enhances teaching by extending student learning into the community and helps foster a sense of caring for others. Examples include having an after-school group or class prepare a meal at a homeless shelter, or a college class providing GIS mapping services for a local park.

**Special characteristics**- Qualities that would identify a person with a population that may be in need of a particular service, such as person living with a mental or physical disability; veteran; older adult; homeless or near-homeless; disadvantaged youth; economically disadvantaged, etc.
Performance Measures Reporting

Housing Services

**Output: CNCS Performance Measure OS (Goal 1: Economic Opportunity: Housing)**

Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.

**Definition of Key Terms**

- **Economically disadvantaged**: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.

- **Homeless**: Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development definition.

- **Individuals**: Each unique person who will be occupying the unit legally including adults and children but not unborn children.

- **Housing services**: Helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. May also include hands-on housing development and repair activities. **Housing development** adds to the housing stock by building a new unit or substantially rehabilitating a unit that was either uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. **Housing repair** is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards. **Service** requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.

**How to Calculate/ Measure/ Collect Data**

Count of **Individuals** as defined above benefitting from the housing service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once.

The data should be collected using a tracking mechanism appropriate for the type of service, which may include: CNCS-supported agency’s administrative or call center records, referral logs, attendance logs or sign-in sheet, client tracking database, or other information management system.
The client tracking database should have unique IDs (e.g. Homeless Management Information System (HMIS)).

**Outcome: CNCS Performance Measure O11. (Goal 1: Economic Opportunity: Housing)**

Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.

**Definition of Key Terms**

- **Economically disadvantaged**: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.

- **Homeless**: Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development's definition.

- **Individuals**: Each unique person who will be occupying the unit legally including adults and children but not unborn children.

- **Safe, healthy, affordable housing**: Family or individual moves into a housing unit with secure tenure (lease or ownership document). Grantee certifies that the housing is safe and healthy, based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable to the household. See the Dept. of Housing and Urban Development's Affordable Housing page.

**How to Calculate/ Measure/ Collect Data**

Count of individuals. Can only count each person once during the program year even though it may be necessary to provide services more than once.

An inspection report and certificate of occupancy, proof of residence such as lease or mortgage, or other verification from an external agency that the work was completed and is being occupied might be used.
Environmental Education

Output: CNCS Performance Measure EN3 (Goal 1: Environmental Stewardship: Awareness and Stewardship)

Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.

Definition of Key Terms

- **Education or Training**: May be one-time or an on-going series; cannot just be distribution of pamphlets or information available on a web-site; should have learning objectives; may be in person or through a web-based interface.

- **Environmental Stewardship and/or environmentally conscious practices**: Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and ecosystems in order to live sustainably. Grantees are encouraged to utilize service learning when possible. Environmental topics should relate to real conditions in the community being served.

How to Calculate/ Measure/ Collect Data

Count of each individual participating in the educational event or training. Some individuals may attend multiple events or trainings but they should only be counted once. If providing the training through classroom curriculum, count the individuals present not just those enrolled. If providing the training through a school assembly presentation, get the best estimate from school officials of the number in attendance. The educational events or training should be in response to a specifically identified need in the community to either increase knowledge or to change behavior. Only individuals that are surveyed may be counted.

Sign-in or attendance sheets from education/training sessions when possible. Tracking needs to enable unduplicated count when possible.

Outcome: CNCS Performance Measure EN3.2 (Goal 1: Environmental Stewardship: Awareness and Stewardship)

Number of individuals reporting a change in behavior or the intent to change behavior within one year in order to better protect the environment and/or reduce energy consumption as a result of the educational event or training they received.

Definition of Key Terms

- **Change in behavior or Intent to change behavior**: Individuals state practices that they do now or plan to do that are encouraged or recommended by the
training or educational event which are different than the practices they had prior to the training.

**How to Calculate/ Measure/ Collect Data**

Members should utilize surveys to assess a change in (or intent to change) behavior of the participants. It is preferable to assess an actual change in behavior at some point after the educational event or training to determine if the change has actually occurred. However, assessments are expected to occur within the grant year. In developing targets, grantees should take into account that the projected number of returned post-surveys is unlikely to be 100% of the educated population. Grantees can use a random sample or stratified random sample with CNCS approval of the sampling plan. In this case, results can be applied to the entire population.
Environmental Stewardship

Output: Performance Measure EN4 (Goal 1: Environmental Stewardship: At-Risk Ecosystems)

Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated.

Definition of Key Terms

- **National parks, State parks, city parks, county parks**: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)
- **Other public lands**: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.
- **Tribal lands**: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in SEC. 101. [42 U.S.C. 12511]
- **Treated**: National service members and/or program volunteers removed invasive species, planted native plants, built riparian buffers, cleared of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.

How to Calculate/Measure/Collect Data

Count of number of acres that are treated for the intent of improvement. Count each acre that is treated only once during the program year. It may be necessary to treat an acre more than once, but it should be counted only once. Only count the acres that are actually treated; do not count the entire park/land area unless your project treats the entire area.

Outcome: Measure EN4.1 Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.

Definition of Key Terms

- **National parks, State parks, city parks, county parks**: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)
- **Other public lands**: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.
- **Improved**: Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access,
protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.

**How to Calculate/ Measure/ Collect Data**

Count of number of acres that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. Count each acre that is improved only once during the program year. It may be necessary to improve an acre more than once, but it should be counted only once. Only count the acres that are actually improved; do not count the entire park/land area unless your project improves the entire area. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of acres treated.

Tracking document or survey stating the number of acres actually improved and a statement that the impact of this intervention will contribute to the return of the targeted area to a quality environment from entity that owns or administers the area improved.
Living Independently and Resident Services

Output: CNCS Performance Measure H8

Number of older adults or individuals with disabilities receiving food, transportation, or other services that allow them to live independently.

Definition of Key Terms

- **Older Adults**: Individuals age 65 or older.
- **Individual with a Disability**: An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.
- **Receiving food, transportation, or other services**: Individual should receive the supports needed to maintain independent living; not all individuals will require the same supports; may include food deliveries, legal and medical services, nutrition information, transportation, etc.
- **Live independently**: Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in a nursing home or group home.

How to Calculate/Measure/Collect Data

Count number of qualifying individuals as defined above who receive the service. Each individual should be counted only once. If two eligible individuals live at the same address, they should both be counted. If an eligible individual lives with someone else who is not eligible, the non-eligible individuals in the household should not be counted. Each individual should be counted only once during the program year even though most individuals are likely to need on-going support.

Outcome: CNCS Performance Measure H9

Number of older adults or individuals with disabilities who reported having increased social ties/perceived social support.

Definition of Key Terms

- **Social ties/perceived social support**: Relationships with other people and/or the belief that these people will offer (or have offered) effective help during times of need.

How to Calculate/Measure/Collect Data

Members should collect data for this measure from surveys of the older adults/individuals with disabilities who received services or a survey of a family member or caseworker for those unable to respond to a survey themselves.
Food Access and Nutritional Services

Output: CNCS Performance Measure H11

Number of individuals receiving support, services, education and/or referrals to alleviate long term hunger

Definition of Key Terms

- **Long-term hunger**: refers to the USDA’s definition of “low food security” or “very low food security”
- **Support, services, education, or referrals**: helps qualifying individuals access food, provides nutritional services, education and life skills to alleviate the food insecurity experienced by the individual/family. May include community garden programs.

How to Calculate/ Measure/ Collect Data

Count Individuals that have received services at least 3 times. Service requires an engagement with the individual in person, by phone, or through a web interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient. Count of unduplicated individuals receiving the support, services, education or referrals as a result of the grantee’s activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the individual only once. Only count individuals directly engaged in the service.
### Volunteer Log

<table>
<thead>
<tr>
<th>Date (enter range of dates for recurring volunteers)</th>
<th>Name of Volunteer/Group</th>
<th>Group Size (&quot;1&quot; for single volunteers)</th>
<th>total # of hours</th>
<th>Activity Description</th>
<th>Recruited?</th>
<th>Mobilized?</th>
<th>First time working with this volunteer?</th>
<th>Age Group (select one)</th>
<th>Service Learning Activity?</th>
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<tbody>
<tr>
<td>10/5/2014 Mr. One-time Volunteer</td>
<td>1</td>
<td>4.5</td>
<td>Tree planting</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Adult</td>
<td>No</td>
</tr>
<tr>
<td>09/30/2014 - 12/31/2014 Ms. Regular Volunteer</td>
<td>1</td>
<td>7.5</td>
<td>Runs switchboard weekly</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Baby Boomer</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>11/24/2014 The Volunteer Group</td>
<td>9</td>
<td>45</td>
<td>Green-up park</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>College Student</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Examples:

- Total New Volunteers: 0
- Total Volunteer Hours: 0
  - Youth: 0
  - DY: 0
  - CS: 0
  - BB: 0
  - Seniors: 0
- Youth in S.L. Activities: 0
2018-2019 Final Progress Report
VHCB AmeriCorps Quarterly Progress Report.
Captures remainder of service year and anything not previously reported.
Due by end of service

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<td>Housing Placement, Living Independently, and Resident Services</td>
<td>Environmental Education and Stewardship Services</td>
<td>Other Services</td>
<td>Short Answer</td>
<td>AmeriCorps Initiatives and Activities</td>
</tr>
</tbody>
</table>

Name *

Email *

Host Site *

List other VHCB AmeriCorps Members Covered by this report.

Before beginning, please verify that you have adhered to the following:

I confirm that I have referred to the Performance Measure Information in section 5 of the VHCB AmeriCorps Member Handbook that was given to me as part of my AmeriCorps Orientation.

Additionally, I acknowledge:
- Data is only to be reported once per service term and should not be duplicated from preceding quarterly reports. This report does not include figures recorded in previous reports submitted in the current service term.
- Please DO count anything from previous quarters that was missed, overlooked, or otherwise not counted.
- Members serving at a host site with multiple VHCB AmeriCorps members should work with the other members to ensure double-counting does not occur. Members may submit a joint report.
- Data logs and documentation should be stored at the host site and be accessible to AmeriCorps Program Staff if need be.
- Data (Individuals, acres, units, etc.) may be counted in multiple questions and/or categories in this report.
- Data from ISP and other service activities outside of normal host site duties should be included in this
- Be as qualitative as possible in text responses.
- Do not leave any questions blank. Use "0" or "N/A" for questions that do not apply to you.

☐ By checking this box, I confirm that I have referred to the Performance Measure Information in section 5 of the VHCB AmeriCorps Member Handbook.
### 2018-2019 Final Progress Report

**VHCB AmeriCorps Quarterly Progress Report.**
Captures remainder of service year and anything not previously reported.
Due by end of service

<table>
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**Housing Placement Services**

Please read through and answer all that apply, even if Housing and Resident Services are not your main focus area.

To avoid duplication of numbers, please include data taken from this quarter only unless information was not previously reported!

Individuals may be counted in multiple boxes - example: an individual may have received housing placement services, transitioned into housing, and received financial literacy services. The individual should be counted in all three boxes.

Please Provide the number of:

**Economically disadvantaged individuals including homeless individuals, receiving housing placement services.**

Count the number of Individuals

**Economically disadvantaged individuals, including homeless, transitioned into safe, healthy, affordable housing (count number of Individuals):**

Enter number of Individuals

**Number of older adults or individuals with disabilities receiving services to help allow them to live independently.**

Enter number of Individuals
Number of older adults or individuals with disabilities who reported having increased ability to live independently.

Enter number of Individuals with increased social ties/perceived social support.

Number of all individuals receiving services to help allow them to live independently or remain in their housing.

Enter number of Individuals receiving residential services, regardless of age or ability.

Total number of individuals receiving services to improve access to food/nutrition and/or older adults/persons living with a disability to help allow them to live independently or

Enter number of unduplicated Individuals receiving food access services, and older adults or persons with disabilities receiving services to help allow them to live independently.

Economically disadvantaged individuals receiving financial literacy services (count number of Individuals):

Enter number of Individuals

Economically disadvantaged individuals with demonstrated improvement in financial literacy (count number of Individuals):

Enter number of Individuals who completed surveys or tests and showed improvement

Units of information disseminated, aimed at improving financial knowledge (e.g. brochures, info packets, literacy curriculum materials, flyers, etc.) through case management, housing placement services, financial literacy and credit repair workshops, homebuyer education classes, etc. (count number of units of information such as fliers, mailings, etc):

Enter units of information: example -1 brochure =1 unit

Homeless individuals that received housing, resident, employment services (count number of Individuals):

Enter number of homeless INDIVIDUALS

Homeless families that received housing, resident, employment services (count number of family units):

Enter number of FAMILY UNITS, not individuals. i.e. A family of 3 people equals 1 unit.

Of the number of individuals that received any type of housing service above, the number that are Veterans:

Enter number of individual veterans
Units of housing improved or made available such as through landlord negation, weatherization, home repairs, housing vouchers etc. (count number of housing units):

[Blank]

enter number of housing units. example: 1 housing unit = 1 single family home, 1 apartment, 1 mobile home, etc.

Comments or further explanation of any numbers listed above:

[Blank]
Environmental Stewardship/Education:

Please read and respond to all applicable questions, even if Environmental Stewardship/Education is not your main focus area.

To avoid duplication of numbers, please include data taken from this quarter only!

Please Provide the number of:

Individuals receiving environmental education or training in environmental stewardship and/or environmentally-conscious who were surveyed for a change in behavior or the intent to change behavior:

Enter the number of individuals that received pre/post testing for a gain in knowledge or were surveyed for a change in behavior or intent to change behavior. Please remember that you should be surveying as many individuals as possible. Only individuals that are surveyed can be reported to our AmeriCorps Grantors.

Individuals that reported a change in behavior or intent to change behavior within one year in order to better protect the environment, engage the outdoors, and/or reduce energy consumption as a result of the educational event or training they received:

Enter the number of individuals

All individuals receiving environmental education or training in environmental stewardship and/or environmentally-conscious practices (including but not limited to sustainable energy and other natural resources and sustainable agriculture):
enter number of Individuals. You may count all individuals that received environmental education services in this field regardless if they received pre/post testing and/or surveying.

Of the individuals receiving environmental education or training in environmental stewardship and/or environmentally-conscious practices, the number that were elderly, living with a disability, living in poverty, or minorities?

enter number of Individuals. You may count all individuals that received environmental education services in this field regardless if they received pre/post testing and/or surveying.

Of the individuals receiving environmental education or training in environmental stewardship and/or environmentally-conscious practices, the number that were students or youth (under 18):

enter number of youth Individuals. You may count all individuals that received environmental education services in this field regardless if they received pre/post testing and/or surveying.

Total number of acres of parks or other public lands that were treated/stewarded: (includes but not limited to invasives removal, trail maintenance, cleaning, tree hazards removal, tree planting, buffering, culvert repair, boundary marking, signage, etc.):

enter the number of acres

Number of acres that were assessed by the host site as improved according to the host sites land management plan/goals:

enter number of acres

number of MILES of trails/paths that were created, maintained, or otherwise stewarded (this should also be counted in acres above):

enter number of miles (this should also be counted in acres stewarded above)

number of MILES of rivers, shoreline, or other waterways that were maintained, cleaned, or otherwise stewarded:

enter number of miles (this should also be counted in acres stewarded above)

number of acres of land or waterways that were stewarded with an intent to improve water quality

enter number of acres. You may include acres in which water quality improvement is a by-product of the stewardship activities rather than the main purpose. These acres should also be counted in the acres stewarded above.

Number of trees planted and/or maintained:

enter number of trees. Acreage upon which the trees were planted should also be counted in the acres stewarded above

Per parcel stewarded, please list:
1) Name of the properties/parks/parcels of land that were stewarded and location (town, GIS coordinates, etc)
2) Number of acres per parcel
3) Brief description of the type of stewardship activity
Example: Barre Town Forest in Barre Town - 10 acres of corridor along trails (garlic mustard invasives removal).

Briefly describe how your host site assesses land for improvement.
Examples:
- Site supervisor visits site after completion of stewardship to monitor improvements.
- Host site is provided with photo documentation and/or mapping of improved lands for review and approval
- Host site conducts aerial surveying of properties
- Supervisor or representative of host site was present for the stewardship activities and documented improvement

Total number of acres of parks or other public lands that were managed or monitored and not counted above or in previous reports:

[Enter the number of acres]

For acres not previously counted, per parcel stewarded, please list:
1) Name of the properties/parks/parcels of land that were stewarded and location (town, GIS coordinates, etc)
2) Number of acres per parcel
3) Brief description of the type of service activity
Example: Barre Town Forest in Barre Town - 10 acres of corridor along trails (stewardship monitoring and assessing invasive species).
**2018-2019 Final Progress Report**

VHCB AmeriCorps Quarterly Progress Report.
Captures remainder of service year and anything not previously reported.
Due by end of service

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<td>Other Services</td>
<td>Short Answer</td>
<td>AmeriCorps Initiatives and Activities</td>
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**Other Services**

Use this section to describe other services.

Individuals with improved access to healthy foods or improved food security (count number of Individuals):

[Enter number of individuals that were engaged with services at least three times]

Individuals that received job placement services such as job seeking help, resume/application assistance, training, etc. (count number of Individuals):

[Enter number of individuals]

**Number of Veterans receiving services**

[Enter the number of Veterans. This field is not limited to housing placement services. In this field include Veterans that have received ANY service.]

**Number of military families receiving services**

[Enter the number of family units. This field is not limited to housing placement services. In this field include Veterans that have received ANY service.]

Number of housing units that have received services intended to improve energy efficiency and/or reduce carbon emissions through weatherization, retrofits and other energy efficiency measures.

[Enter number of housing units. example: 1 housing unit = 1 single family home, 1 apartment, 1 mobile home, etc.]
List any services you've engaged in relating to Disaster Relief/Emergency Preparedness.

Number of organizations that have received capacity building services to expand the scale, reach, efficiency, or effectiveness of services and or programs?

Enter number of organizations, including your host site, partnering organizations, ISP Organization, etc.

List the organizations counted above

Number of systems used by host sites such as information gathering, data tracking, organization outreach, community engagement, and internal communications that are improved through member service:

List the systems counted above

Total amount of funds raised including donations, grant procurement, In-Kind donations value, etc.

Please refer to the handbook to review which types of fundraising are allowable for VHCB AmeriCorps Members.

List how the funds reported in the question above were procured:

Examples:
- Pizza House donated 10 pizzas for community lunch valued at $120.
- Procured grant from Vermont Gardener's Ascc to purchase all materials and supplies to put in a community garden at the shelter: $1500.
- Received $450 donation from Tim's Hardware Store to provide full scholarships for 3 economically disadvantaged youth to participate in week-long summer camp.
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Environmental Education and Stewardship Services
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Short Answer

Please use this section to capture data not collected elsewhere in this report. Please be as quantitative as possible when filling in the short answer questions.

List the various Direct Service activities you have participated in which led to the numbers you submitted earlier in this report. (e.g. public programming, identified housing, arranged childcare, facilitated day camp, assisted with applications, trail maintenance, invasives removal, HomeShare matching, Landlord negotiations, etc.).

List the various Direct Service activities you have participated which were NOT previously captured in this report. (e.g. mental health service for homeless clients, resident programming, public events, etc.).
be sure to quantify when possible - i.e. number of participants at event, number of meetings and attendees, etc.

List the various Capacity Building activities you participated in (e.g. database management, outreach, volunteer mobilization, secured donations, attended agency meetings, tutored host site staff or peers, distributed fliers, etc.).

List what Impacts and Outcomes you have seen as a result of your activities (e.g. increased attendance, greater community cohesion, money disbursed, permanent housing for family whose children now have opportunity to attend the same school on a consistent basis leading to more stable learning environment, etc.):

If possible, list both quantitative and qualitative results
How has your host site benefited from your service? List benefits that are a direct result of your service (e.g. able to offer environmental services to 25 additional youth, 10 new volunteers, etc.) and tangential benefits (e.g. new community connections, expanded outreach efforts, organizational networking, technology or other system improvements, etc.):

If possible, list both quantitative and qualitative results

Please list any community connections you've made or fostered through your service. Include organizations, businesses, committees, groups, etc, and the type of connection (a new supplier, means of gaining new volunteers for your site, marketing for your site, new resources for referrals, a free service for your clients, etc).

If possible, list both quantitative and qualitative results. List both formal and informal connections, as well as both one-time and recurring arrangements.

Please list any additional information regarding your service activities that does not fit elsewhere in this report.
AmeriCorps Initiatives and Activities

How many books did you review this quarter as part of the AmeriCorps Book Club, if any?

List only completed book reviews. Do not include books for which a report has not been submitted to VHCB AmeriCorps.

List any books you reviewed this quarter:

include the title and author of the book

Enter the number of hours you dedicated to R.A.R.E Opportunity in this quarter.

Round hours to the nearest (.25). Include all time regardless whether it was listed on your timesheet.

Please list any AmeriCorps Outreach (R.A.R.E. Opportunity) activities you participated in:

Examples of activities include: representing AmeriCorps at public events, AmeriCorps recruitment efforts, sharing stories of your service (including print and online), meeting with individuals to talk about AmeriCorps Opportunities, assisting an individual with an AmeriCorps Application, talking to school groups, dispersing AmeriCorps materials, etc. Include activities not listed on your timesheet

List any peer site visits you completed in this quarter:
List the member, site and date you visited. Also list the AmeriCorps Program if the visit was to a non-VHCB AmeriCorps site.

**Briefly describe your progress toward your Independent Service Project (ISP):**

Please include what stage the project is in (not started, planning, executing, completed, etc).

Please list any projects or collaborative efforts that you collaborated on with other AmeriCorps members or their host sites, or other means in which you've interacted with other members.

Briefly describe the projects/events/type of interaction, the nature of your participation/contribution, and with whom you collaborated.

List any trainings or events outside of VHCB AmeriCorps events that you have attended as part of your service:

List any networking opportunities you have taken part in as part of your service:

- examples: conference or meeting attendance, job shadowing, mentoring, participating in a social group, informal meet-ups, regional gatherings, informational interviews, etc.
## Great Story

Please share a “Service Story” from your service term - a reflection on something meaningful or significant that you have experienced, observed, or that came about as a result of your service. Include how you believe YOU had an impact on the individual, situation, etc. Please submit any supporting photos to AmeriCorps staff via email. For sensitive cases, please use substitute names in place of real names to protect the privacy of clients.

Lengthy stories may be submitted to Francis or Erin via email rather than submitted here. Please note in box above in emailing story.
Please attach a photo to go with your story. If you do not have a photo that matches your story, you may submit a photo of yourself (wearing the AmeriCorps logo).

Browse...

We love to get photos of your service. Please email us photos of you, your projects, or other relevant service photos at any time!
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Certifications

Have you submitted the Volunteer Log? *
☐ Yes, it has been emailed to VHCB AC staff.
☐ No, I do not have any volunteers to report.

Please verify that all information stated in this report is correct: *
☐ By clicking here, I certify that I have informed my sponsor where the supporting documentation for this data (e.g. logs) is stored. I understand that this documentation will need to be available to VHCB and/or the CNCS upon request for at least seven
☐ By clicking here, I certify that my supervisor and/or host site have reviewed and approve the data submitted in this report.
☐ By clicking here, I certify that to the best of my knowledge, the data provided in this report is true and correct.

Signature

Report Complete

Upon submission of this report, you will receive a copy of your completed report via email. Please retain a copy of this report for your records.