



**LEARN AND SERVE AMERICA  
HIGHER EDUCATION PROGRAMS  
PROGRESS REPORT GUIDELINES  
DEADLINE: OCTOBER 31, 2003, 5:00 PM**

All grantees must demonstrate adequate progress in current projects through the submission of your semi-annual progress report. Your report must arrive at the Corporation no later than **5:00 PM, October 31, 2003** for Learn and Serve America Higher Education grantees.

Please submit two copies of your progress report to: **ATTN: Juanita Peoples Corporation for National and Community Service, Learn and Serve America, 1201 New York Avenue, NW, Washington, DC 20525**

**Important note: We continue to experience mail delays of at least one month or longer for anything sent through the United States Postal Service.** You should consider using an alternative carrier to ensure your application arrives by the deadline. You may email your report to your program officer, but we cannot accept faxed copies.

**ALSO DUE OCTOBER 31, 2003: Financial Status Report (SF 269-A)** Form attached. Grantees should mail their FSR to the Office of Grants Management at the Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525. *Don't forget to include your match!*

**Progress Report Guidelines** (not to exceed eight double-spaced pages)

All grantees must submit a summary of progress for the period beginning April 1, 2003 and ending September 30, 2003. Reports must address the following:

**A. Subgrant Information**

Please list the number of subgrants you currently have (if applicable). If you have not sent us a list of their contact information in the past 6 months, include that in your packet.

**B. Participant Numbers**

List the number of participants engaged in service during the reporting period. Remember that for higher education programs, participants are defined as anyone who serves as a part of the program (students, faculty, administrators, and community members). Do not count beneficiaries (or recipients) of service activities as participants.

**C. Summary of Progress (1-2 pages recommended)**

(Attach your Objective Summary Form. This does not count toward the pages of this section, nor does it count as an appendix.)

Please describe your organization's progress during this reporting period toward accomplishing your annual objectives:

- Describe progress toward the overall goals and specific objectives in the order outlined in your Objective Summary Form.
- Describe changes in the scope and/or staffing of your program, if applicable.
- Discuss subgranting activities, if applicable. Include any monitoring efforts you have conducted. If your subgrant list has changed from your last report, include a new list of the subgrantees, with contact information. The subgrant list will not count toward your page limits on either the appendix or progress report.
- Describe training, technical assistance, and other capacity building activities you implemented during this reporting period.

**D. Primary Accomplishments (1-2 pages recommended)**

Describe major accomplishments of both (1) your organization and (2) your subgrantees (if applicable), which are different from progress noted in the previous section related to Goals and Objectives. You may wish to summarize subgrantee reports and/or highlight exemplary programs. Please do **not** include individual subgrantee reports. In addition, you may consider reporting on programs or activities that took place in recognition of special service/service-learning days or significant planning that occurred for upcoming service/service-learning days (i.e.: National Volunteer Week, Join Hands Day, and Martin Luther King, Jr. Day of Service).

**E. Primary Lessons Learned (1-2 pages recommended)**

Please describe any lessons learned by your organization and your subgrantees (if applicable). Include significant insights, issues, and challenges and how you addressed them.

**F. Special Priorities (1-2 pages recommended)**

**1. Homeland Security**

The Corporation for National and Community Service has been involved in many activities that now fall under the category of Homeland Security, and we would like to hear from you about any efforts you (or your subgrantees) are undertaking in this area. The Corporation defines homeland security to include programs that support public safety, public health and disaster preparedness and relief. This may include but is not limited to: community policing; disaster preparedness/disaster relief; diversity and tolerance programs; health education and screening; or organizing blood drives.

Include a description of any Homeland Security activity that is occurring as part of your program.

**2. Small Community and Faith-Based Initiatives**

As you may also be aware, it is a priority of the Corporation for National and Community Service to promote and enhance the participation of small community and faith-based organizations in service and service-learning. These

organizations provide valuable services to local communities, and we encourage you and your subgrantees to reach out to these organizations and include them in LSA funded activities.

In this progress report we would like to hear about any partnerships you and your subgrantees have formed with small community and/or faith-based institutions. Are there lessons your programs have learned about working with them? What have your subgrantees found that they contribute to the program?

### **3. Student Service -- Federal Work Study and Community Service Funds**

The Higher Education Reauthorization Act of 1998 requires that all institutions of higher education who receive Federal Work Study (FWS) funds utilize a minimum of 7% of their total FWS budget for community service placements. Each college must also include an elementary or family literacy component. Because this is one important vehicle to encourage and expand student service, the Corporation is very interested in what campuses are doing to meet and exceed this requirement. Community service activities undertaken using FWS can be a valuable resource for national service programs. While the FWS program is administered by college financial aid offices, many colleges have built strong relationships between the community service, service-learning, or volunteer office and the financial aid office to enhance community service efforts of the campus. Some service offices even manage the community service FWS program on their campus. Both service offices and community partners can assist the financial aid office in enhancing community service FWS programs. For more information on the FWS for Community Service program, you can read about it online at [www.ifap.ed.gov/IFAPWebApp/currentFWSGuidePag.jsp](http://www.ifap.ed.gov/IFAPWebApp/currentFWSGuidePag.jsp)

As part of your progress report, legal applicants must describe their institution's efforts to support community service under FWS. Specifically include the percentage of your school's 2003 FWS funds that were used for community service placements and your plans for further efforts in this area.

Please note that if you are a consortia program, you do not have to report on your subgrantees in this area.

### **4. Unified State Plan.**

All State Commissions are required by law to submit a plan for the coordination of national service activities in their state. We have encouraged the Commissions to include all Corporation grantees in the development of the plan, including Learn and Serve America programs. Please describe briefly any involvement you have had this year with your state's Unified State Plan.

- G. Optional Appendices.** (not to exceed five pages). You may attach up to five pages of appendices, if appropriate, to give us further evidence of your progress on this grant. Please, no videotapes—send them to the National Service-Learning Clearinghouse so everyone can share them.