



AmeriCorps Progress Report
New York State Contract Management System (CMS)

INSTRUCTIONS

AmeriCorps Progress Reports and Expenditure Reports are to be submitted via the Contract Management System (CMS) by the due dates outlined in the Reporting Schedule in Appendix C of your New York State Contract.

AMERICORPS EXPENDITURE REPORT

This is a process done in the Contract Management System (CMS) under the Log Screen. Users will insert expenditures by quarter in the "Current Expenditures" column only. CMS will automatically populate the user's budget lines and will calculate the quarterly balance. The following required attachments need to be uploaded in CMS to provide support to the Expenditure Report.

1. **Grantee Share Expenditure Report.**

This form can be found on the New Yorkers Volunteer website, or available from your Program Administrator. Users will upload the form each quarter and input expenditures that were paid using grantee/local cash (not using CNCS/Federal funds awarded through your AmeriCorps grant). The "Total" fields will automatically be calculated.

At the bottom of the Grantee Share Report, input any Program Income generated for the current quarter into cell B48, any In-Kind donations utilized to support the program in the current quarter in cell B49, and any funding secured during the current quarter from Foundations or other eligible sources in cell B50.

2. **Member Activity Report.**

New York State AmeriCorps programs are required to submit a report detailing member progress for the current reporting period associated with each Expenditure Report. Users should scan and upload a report from your member time tracking system as a PDF file into CMS. The report must include the following information:

- Member name
- Position type (FT, PT, etc.)
- Enrollment status (active, suspended, complete)
- Hours completed to date
- Expected completion date