



# AmeriCorps State and National Planning Grant Performance Measures

# Planning Grant Performance Measure Requirements

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE



- One applicant-determined performance measure
  - Corresponds to primary focus area of project being planned
  - Specific language provided for the title, output, and outcome
  - Placeholder targets
  - No MSYs or members
- Detailed instructions provided in the [Planning Grant Performance Measure Instructions](#)
  - Include a Performance Measure checklist and FAQs for planning grantees



# Home Page Tab

- 1) Click "Begin" to add the required performance measure

Grant application ID: 20TN274622  
NOFA: FY 2020 AmeriCorps Tribes Planning Grants - May Competitions (New)  
Type: New Application  
Status: Grantee Initial Entry  
Submitted:  
Legal Applicant Name:

## eGRANTS Performance Measures

Home Page Objective MSY/Members Performance Measure Data Collection Summary

**Add New Performance Measures** 1) [Begin](#)

**Edit Objectives/MSYs/Members** [Edit Objectives/MSYs/Members](#)

**Delete or Edit Performance Measures Created**

| Objective  | ID | Title | Interventions | Output | Outcome | End Outcome | MSY | Members |  |  |
|--|----|-------|---------------|--------|---------|-------------|-----|---------|--|--|
| There are currently no performance measure created for this application. |    |       |               |        |         |             |     |         |  |  |

[Add New Performance Measures](#)

[Next](#)

Screen Instructions

Welcome to the Performance Measures Module. Please click on the "Begin" button to start the process of creating performance measures. Applicants will complete the following tasks in the specified order:

- Selecting objectives and interventions.
- Selecting primary and secondary focus areas and interventions.
- Allocating MSYs/Members to each objective.
- Creating one or more performance measure.
- Creating a data collection plan and setting performance targets.
- Validating performance

# Objective Tab

- 1) Click arrow next to primary focus area of project being planned (e.g., Healthy Futures)
- 2) Click arrow next to primary objective of project being planned (e.g., Access to Care)
- 3) Select any significant intervention(s) of project being planned (e.g., Opioid/Drug Intervention)
- 4) Select "Other" intervention
- 5) Select primary focus area of project being planned
- 6) Select "Other" as primary intervention

The screenshot shows the 'Objective' tab in the eGRANTS Performance Measures application. The interface includes a header with the organization's name and logo, and a navigation menu with tabs for Home Page, Objective, MSY/Members, Performance Measure, Data Collection, and Summary. The main content area displays a tree view of project objectives and interventions. A 'Screen Instructions' window is open on the left, providing guidance on selecting objectives and focus areas. The 'Healthy Futures' objective is expanded, showing 'Access to Care' as the primary objective and a list of interventions. The 'Opioid/Drug Intervention' and 'Other' options are selected. At the bottom, there are dropdown menus for selecting the primary and secondary focus areas and interventions. The 'Primary Focus Area' is set to 'Healthy Futures' and the 'Primary Intervention' is set to 'Access to Care: Other'. A 'Save' button is located at the bottom left, and 'Back' and 'Next' buttons are at the bottom right.

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Home Page Objective MSY/Members Performance Measure Data Collection Summary

Screen Instructions  
On this screen you will select all objectives for your project.  
You must choose a primary focus area.

1) Healthy Futures  
2) Objectives  
3) Access to Care  
4) Interventions  
5) Counseling/Coaching  
6) Education/Training  
7) Medical Services  
8) Opioid/Drug Intervention  
9) Outreach  
10) Referrals  
11) Other

\* Select Primary Focus Area Healthy Futures  
Select Secondary Focus Area --Select Secondary Focus Area--  
\* Select Primary Intervention Access to Care: Other  
Select Secondary Intervention --Select Secondary Intervention--

Save Back Next

# MSY/Members Tab



- 1) Enter 0 Total MSYs for the project
- 2) Enter 0 MSY
- 3) Enter 0 Members

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## eGRANTS Performance Measures

Home Page Objective **MSY/Members** Performance Measure Data Collection Summary

**Screen Instructions**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps

**Summary**

Program: AmeriCorps  
Focus Areas: Healthy Futures  
Objectives: Access to Care

**Resource Allocation**

\* Enter Total MSYs for the project:  **1)**

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

| Focus Area      | Objective      | MSY   | % of total MSY | Members                                    |
|-----------------|----------------|---|----------------|--|
| Healthy Futures | Access to Care | <input type="text" value="0.00"/> <b>2) *</b> | 0.00           | <input type="text" value="0"/> <b>3) *</b> |
| Sub Total:      |                | 0.00  | 0.00           | 0  |
| GRAND TOTAL:    |                | 0.0   | 0.0            | 0  |

Save Back Next

# Performance Measure Tab

- 1) Select primary objective of project being planned
- 2) Enter "Planning Grant" as the title
- 3) Enter "NA" in the Problem Statement text box
- 4) Check the box next to the empty intervention text box
- 5) Enter "Plan an AmeriCorps program"

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## eGRANTS Performance Measures

Home Page Objective MSY/Members Performance Measure Data Collection Summary

### Summary of Performance Measures

| Objective   | ID | Title | Interventions | Output | Outcome | End Outcome | MSY | Members | Complete | Delete | Edit |
|---|----|-------|---------------|--------|---------|-------------|-----|---------|----------|--------|------|
| There are currently no Performance measures created for this application. |    |       |               |        |         |             |     |         |          |        |      |

#### Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.

Begin by selecting an objective for your aligned performance measure.

Provide a short, descriptive title for your aligned performance measure.

Provide a brief description of the problem your program will address in this performance measure.

Select only the interventions that will lead to the outcomes of this

### Performance Measures

\* Objective: Access to Care

\* Title: Planning Grant

\* Problem Statement: NA

\* Selected Interventions: Access to Care

- Opioid/Drug Intervention
- Plan an AmeriCorps program

Add User Intervention

# Performance Measure Tab (continued)

- 6) Click the button next to the empty output text box
- 7) Enter “Work with grantor staff to design and conduct planning process as outlined in the application”
- 8) Check the box next to the empty outcome text box
- 9) Enter “NA” in the outcome text field
- 10) Enter zeroes for MSYs and Members

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## eGRANTS Performance Measures

Home Page Objective MSY/Members Performance Measure Data Collection Summary

### Summary of Performance Measures

| Objective   | ID | Title | Interventions | Output | Outcome | End Outcome | MSY | Members | Complete | Delete | Edit |
|---|----|-------|---------------|--------|---------|-------------|-----|---------|----------|--------|------|
| There are currently no Performance measures created for this application. |    |       |               |        |         |             |     |         |          |        |      |

#### Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.

Begin by selecting an objective for your aligned performance measure.

Provide a short, descriptive title for your aligned performance measure.

Provide a brief description of the problem your program will address in this performance measure.

Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other interventions" on the

#### \* Outputs

**Access to Care**

H4A: Number of individuals served

Work with grantor staff to design and conduct planning process as outlined in the application

Add User Output

#### \* Outcomes

**Access to Care**

NA

Add User Outcome

\* Enter # of MSYs: 0.00

\* Enter # of Members: 0

# Data Collection Tab

1) Enter "NA" for Description of Interventions

Under the Output measure:

2) Select "Other" method

3) Enter "NA" for Instrument Description

4) Enter "1" for Target Number (the system will not allow you to submit with a target value of 0)

5) Enter "NA" for Unit of Measure

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eGRANTS Performance Measures

Home Page Objective MSY/Members Performance Measure **Data Collection** Summary

**Screen Instructions**  
On this tab, you will provide additional information about your interventions, instruments and plan for data collection. Remember that targets must be numbers, not percentages. Do not enter percentages or member hours as units of measure.

**\* Description of Interventions** 1) NA

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.

Expand each output and outcome and enter data collection information.

**Output: Work with grantor staff to design and conduct planning process as outlined in the application**

**\* Select Method** 2) Other

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.

**\* Enter Instrument Description** 3) NA

**\* Enter Target Number** 4) 1

**\* Unit of Measure** 5) NA

Outcome: N/A



# Data Collection Tab (continued)

Under the Outcome measure:

- 6) Select "Other" method
- 7) Enter "NA" for Instrument Description
- 8) Enter "1" for Target Number (the system will not allow you to submit with a target value of 0)
- 9) Enter "NA" for Unit of Measure
- 10) Click the "Mark Complete" button to return to the Performance Measure tab

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Home Page Objective MSY/Members Performance Measure **Data Collection** Summary

Screen Instructions  
On this tab, you will provide additional information about your interventions, instruments and plan for data collection. Remember that targets must be numbers, not percentages. Do not enter percentages or member hours as units of measure.

\* Description of Interventions  
Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.  
NA

Expand each output and outcome and enter data collection information.

► Output: Work with grantor staff to design and conduct planning process as outlined in the application

▼ Outcome: N/A

\* Select Method 6) Other

\* Enter Instrument Description 7) NA

\* Enter Target Number 8) 1 \* Unit of Measure 9) NA

10)

Save Delete PM in Progress Mark Complete Back Next

# Return to Performance Measure Tab



- 1) Check the completed performance measure to make sure it has the correct components
- 2) If so, click “Next” on the bottom of the tab

1)

| Summary of Performance Measures |    |                |                            |        |         |             |      |         |          |        |      |
|---------------------------------|----|----------------|----------------------------|--------|---------|-------------|------|---------|----------|--------|------|
| Objective                       | ID | Title          | Interventions              | Output | Outcome | End Outcome | MSY  | Members | Complete | Delete | Edit |
| Access to Care                  | 1  | Planning Grant | Plan an AmeriCorps program | OUTPT7 | OUTCM8  |             | 0.00 | 0       | Yes      | Delete | Edit |

Screen Instructions

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Begin by selecting an objective for your aligned performance measure.

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Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other intervention" on the

Performance Measures

- \* Objective ? --Select Objective--
- \* Title
- \* Problem Statement
- \* Selected Interventions ? No records found.
- \* Outputs ? No records found.
- \* Outcomes ? No records found.

Save

Delete PM in Progress

Back Next

2)

# Summary Tab

- 1) Click "Validate Performance Measures"

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**Screen Instructions**

This page provides a summary of all the information you have entered in this module.

To print the entire summary, click "Print PDF for all Performance Measures".

To print one performance measure, expand the measure and click "Print This Measure".

Click "Edit Performance Measures" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

Click "Validate Performance Measures" to validate this module prior to submitting your application.

**Summary**

MSYs and Members Count by Objective

| Objective      | No of MSYs | No of Members |
|----------------|------------|---------------|
| Access to Care | 0.00       | 0             |
| Total          | 0.0        | 0             |

[Print PDF for all Performance Measures](#)

▼ **Planning Grant**

Focus Area:  Objective:  Title:

No of MSYs:  No of Members:

Problem Statement:

Selected Interventions:

Describe Interventions:

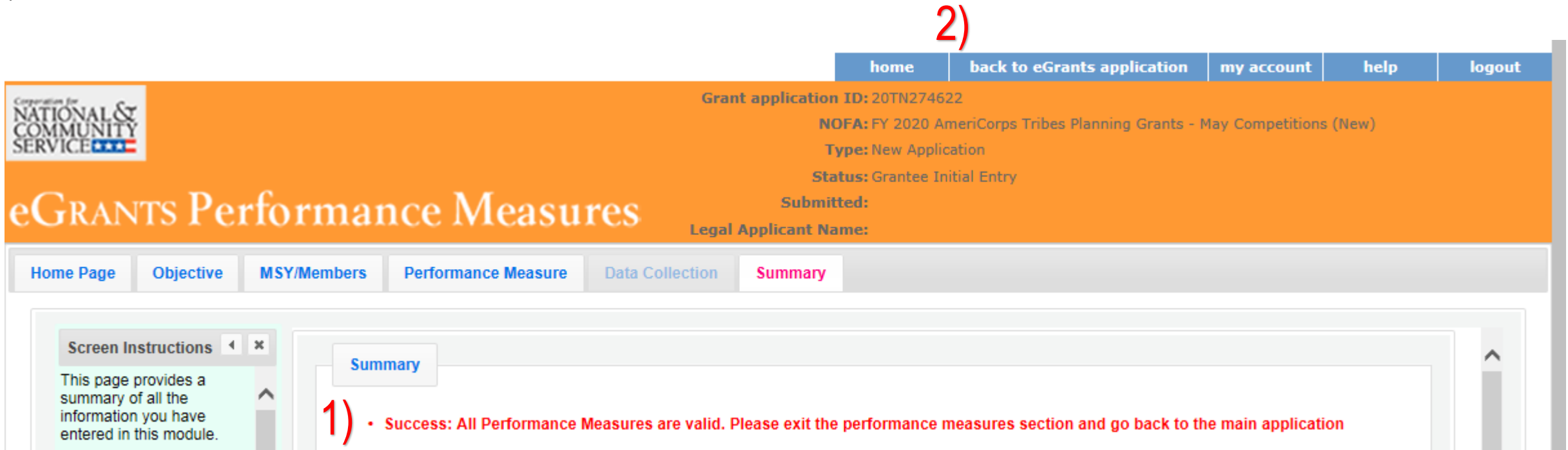
1)

[Back](#) [Validate Performance Measures](#) ?

# Summary Tab (continued)

- 1) Ensure that the message at the top of the screen says “Success: All Performance Measures are valid.” If not, return to one of the earlier tabs to edit the performance measure.
- 2) Click the “back to eGrants application” button

2)



home back to eGrants application my account help logout

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eGRANTS Performance Measures

Home Page Objective MSY/Members Performance Measure Data Collection Summary

Screen Instructions ✕  
This page provides a summary of all the information you have entered in this module.

Summary

1) • Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application



# Troubleshooting



- If you are unable to submit your application with 0 MSYs in the Performance Measure screens, enter 1 MSY and 1 member on the MSYs/Members tab
- If your planning grant is under a focus area that does not allow for applicant-determined measures (e.g., Capacity Building), please also select the “Other” objective under Other Community Priorities and designate this as your primary focus area.
- DO NOT select any National Performance Measures for a planning grant