AmeriCorps State and National
Planning Grant Performance Measures

- 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

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

MSY/Members Tab

1) Enter 0 Total MSYs for the project

2) Enter 0 MSY

3) Enter 0 Members

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"

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

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

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

Return to Performance Measure Tab

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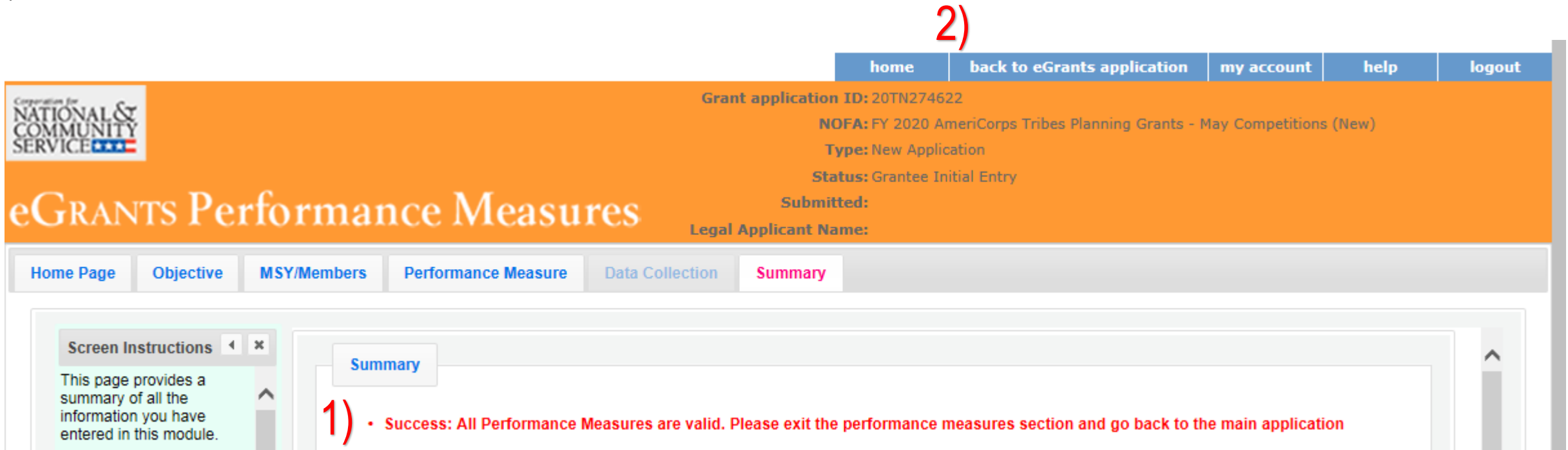
2) If so, click "Next" on the bottom of the tab

Summary Tab

1) Click "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

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 <u>also</u> 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