

# AmeriCorps State and National Planning Grant Performance Measures

Fiscal Year 2021

# Planning Grant Performance Measure Requirements



- One applicant-determined performance measure
  - Corresponds to primary focus area of project being planned
  - Specific language provided for the title, output, and outcome
  - Target values of 1 for output and outcome
  - No MSYs or members
- Detailed instructions provided in the Planning Grant Performance Measure Instructions on the NOFO webpage
  - Include a Performance Measure checklist and FAQs for planning grantees

# Home Page Tab



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

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

**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

**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](#)

# 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 a web application interface with a navigation bar at the top containing tabs: Home Page, Objective (highlighted in red), MSY/Members, Performance Measure, Data Collection, and Summary. The main content area is titled "Objective" and contains a "Screen Instructions" panel on the left and a form on the right. The form is organized into a tree structure: "Healthy Futures" (1) is the primary focus area, "Access to Care" (2) is the selected objective, and "Interventions" (3) is the selected category. Under "Interventions", "Opioid/Drug Intervention" (4) and "Other" (4) are selected. At the bottom of the form, there are four dropdown menus: "Select Primary Focus Area" (5) is set to "Healthy Futures", "Select Primary Intervention" (6) is set to "Access to Care: Other", "Select Secondary Focus Area" is set to "--Select Secondary Focus Area--", and "Select Secondary Intervention" is set to "--Select Secondary Intervention--". A "Save" button is at the bottom left, and "Back" and "Next" buttons are at the bottom right.

# MSY/Members Tab



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

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 style="width: 50px;" type="text" value="0.00"/> <span style="color: red; font-size: 2em; vertical-align: middle;">2)*</span>	0.00	<input style="width: 50px;" type="text" value="0"/> <span style="color: red; font-size: 2em; vertical-align: middle;">3)*</span>
<b>Sub Total:</b>		0.00	0.00	0
<b>GRAND TOTAL:</b>		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"

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**

1) \* Objective Access to Care

2) \* Title Planning Grant

3) \* Problem Statement NA

\* Selected Interventions

4)  Opioid/Drug Intervention

5)  Plan an AmeriCorps program

Add User Intervention

# Performance Measure Tab (continued)



- 6) Click the button next to the empty output text box
- 7) Enter "Number of grantees engaged in a planning process"
- 8) Check the box next to the empty outcome text box
- 9) Enter "Number of grantees that intend to submit an application for an AmeriCorps program grant" in the outcome text field
- 10) Enter zeroes for MSYs and Members

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 intervention" on the

**\* Outputs**

**Access to Care**

H4A: Number of individuals served

Number of grantees engaged in a planning process

**Add User Output**

**\* Outcomes**

**Access to Care**

Number of grantees that intend to submit an application for an AmeriCorps program grant

**Add User Outcome**

**\* Enter # of MSYs** 0.00 **\* Enter # of Members** 0

# Data Collection Tab



- 1) Enter "NA" for Description of Interventions
- 2) Select "Other" method
- 3) Enter "NA" for Instrument Description
- 4) Enter "1" for Target Number
- 5) Enter "grantees" for Unit of Measure

ners Performance Measure **Data Collection** Summary

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

\* Description of Interventions 1) NA

Expand each output and outcome and enter data collection information.

▼ **Output: Number of grantees engaged in a planning process**

\* Select Method 2) Other [Add New Method](#)

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) grantees

► **Outcome: Number of grantees that intend to submit an application for an AmeriCorps program grant**



# Data Collection Tab (continued)



Under the Outcome measure:

- 6) Select "Other" method
- 7) Enter "Self-assessment by planning grantee" for Instrument Description
- 8) Enter "1" for Target Number
- 9) Enter "grantees" for Unit of Measure
- 10) Click the "Mark Complete" button to return to the Performance Measure tab

bers Performance Measure **Data Collection** Summary

\* 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: Number of grantees engaged in a planning process

▼ Outcome: Number of grantees that intend to submit an application for an AmeriCorps program grant

\* Select Method 6) ? Other Add New Method

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 7) Self-assessment by planning grantee

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

10) 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

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
Access to Care	1	Planning Grant	Plan an AmeriCorps program	OUTPT2	OUTCM3		0.00	0	Yes	Delete	Edit

1)

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

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"

Members Performance Measure Data Collection **Summary**

**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

home back to eGrants application my account help logout

AmeriCorps

Grant application ID:  
NOFA:  
Type:  
Status:  
Submitted:  
Legal Applicant Name:

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.

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".

Summary

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

MSYs and Members Count by Objective

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

# 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