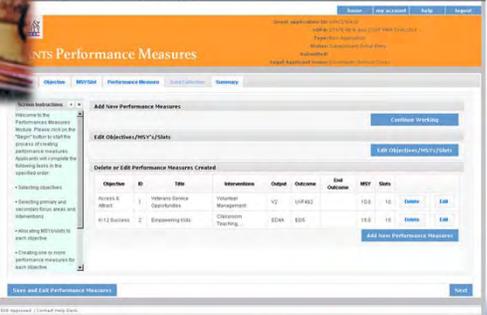




AmeriCorps – eGrants PM Module New and Recompete Applications

Presentation developed for the Corporation for National and Community Service by JBS International, Aguirre Division

Welcome to the tutorial for the eGrants Performance Measures Module for AmeriCorps programs. This tutorial will show you how to navigate through the module using the provided tabs to fill in the pages related to your overall program and those where you enter your performance measure(s).

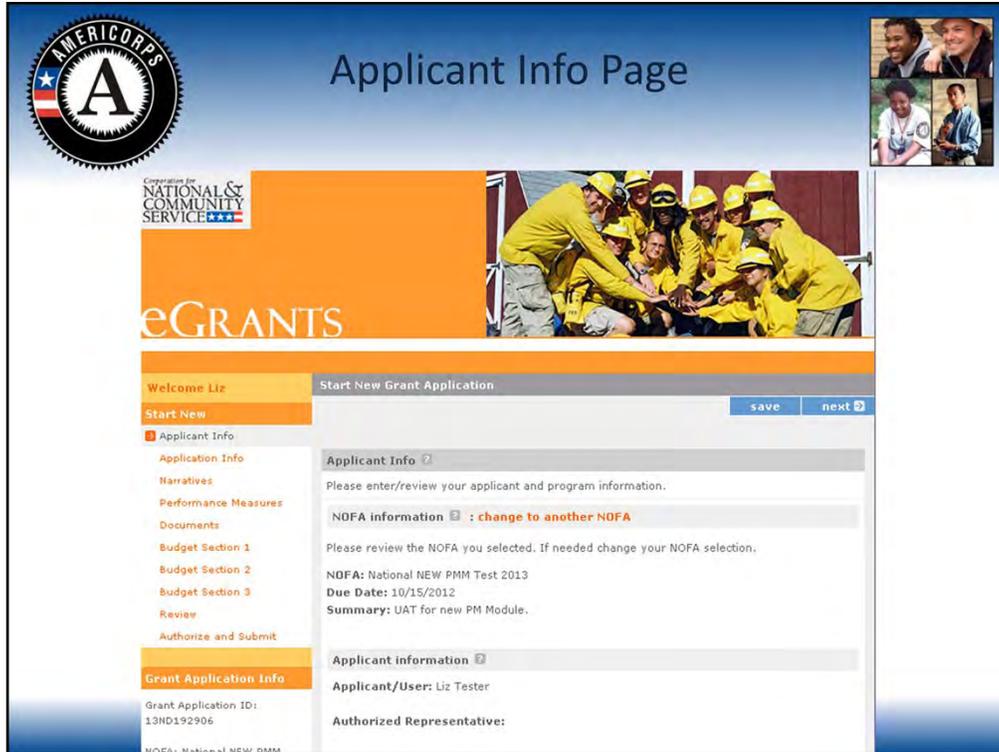
Please note that the new Performance Measures Module applies only to new and recompete applications. Continuation applications will use the earlier performance measure screens in eGrants. For more information, please refer to the Application Instructions.

Let's get started!



To get to the Performance Measures Module of the grant application, you will first need to log onto eGrants, the Corporation’s grant application and management system.

Once you’ve logged on, you will see the **Home** page of the eGrants application system. On the lower left area, you will see a section for **Creating an Application**. Click **New** to create a new application. Follow the steps to select a Notice of Funding Availability (NOFA) and create an application. Make sure that you select the appropriate AmeriCorps NOFA for your program. Please refer to the Application Instructions for more information.



After you have created an application, the first screen you will see is the **Applicant Info** page. On the left side, notice the heading **Start New**. Below the heading is a list of all the sections of the grant application that you will need to complete. This tutorial will only focus on the section for performance measures.

You are currently viewing the content of the **Applicant Info** page as indicated by the gray highlight and arrow. You can navigate to the other pages by clicking on the orange texted links. You can use the **next** button to navigate forward one screen. The **save** button can be used to save the information that you've entered.

Let's click on Performance Measures.

AMERICORPS
A

Selecting Grant Characteristics

eGRANTS

Welcome Kapila

Start New Grant Application

back save next

Start New

- Applicant Info
- Application Info
- Narratives
- Performance Measures**
- Documents
- Budget Section 1
- Budget Section 2
- Budget Section 3
- Review
- Authorize and Submit

Grant Application Info

Grant Application ID:
13AC192762

Prime Application Info:
13AC192468 (Kentucky
Commission on Community
Volunteerism and Service)

NOFA: STATE NEW and CONT
PMM Test 2013

Type: New
Status: Subapplicant Initial
Entry

Legal Applicant Info

Performance Measures

Select all grant characteristics that apply to your program. Then click on the link at the bottom of the page to enter your performance measures.

Grant Characteristics	Description
<input type="checkbox"/> AmeriCorps Member Population - Communities of Color	American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> AmeriCorps Member Population - Low-income Individuals	People who receive or meet the income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP or Section 8 housing assistance
<input type="checkbox"/> AmeriCorps Member Population - Native Americans	People having origins in any of the indigenous peoples of the United States and who maintain tribal affiliation or community attachment. In this context, "Native American" is synonymous with "American Indian," "Alaska Native," and includes all members of federally-recognized tribes
<input type="checkbox"/> AmeriCorps Member Population - New Americans	People who acquired U.S. citizenship or became lawful permanent residents within the past three years
<input type="checkbox"/> AmeriCorps Member Population - Older Americans	People ages 65 or older
<input type="checkbox"/> AmeriCorps Member Population - People with Disabilities	People with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment
<input checked="" type="checkbox"/> AmeriCorps Member Population - Rural Residents	People from non-urban and non-suburban towns and communities (often defined by Beale codes 6, 7, 8 or 9)

Before entering the Performance Measures Module, you will first be on a page where you select the relevant grant characteristics for your overall program by check marking the appropriate boxes.

Just as in the other sections of eGrants, you can use the **back** and **next** buttons to navigate back or forward one screen; the **save** button is used to save the information you have entered.

AMERICORPS

Entering the PM Module

Commission for Community Volunteerism

NOFA: STATE NEW and COFT
PMM Test 2014

Type: New
Status: Subapplicant Initial Entry

Legal Applicant Info

Community Service Corps
1234 Lake View Avenue
Chicago, IL 60640

<input type="checkbox"/> AmeriCorps Member Population - New Americans	is synonymous with "American Indian," "Alaska Native," and includes all members of federally-recognized tribes
<input type="checkbox"/> AmeriCorps Member Population - Older Americans	People who acquired U.S. citizenship or became lawful permanent residents within the past three years
<input type="checkbox"/> AmeriCorps Member Population - People with Disabilities	People ages 65 or older
<input type="checkbox"/> AmeriCorps Member Population - Rural Residents	People with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment
<input type="checkbox"/> AmeriCorps Member Population - Veterans, Active Military, or their Families	People from non-urban and non-suburban towns and communities (often defined by Beale codes 6, 7, 8 or 9)
<input type="checkbox"/> AmeriCorps Member Population - None of the above	People who previously served in the active military, naval, or air service and were discharged or released therefrom under conditions other than dishonorable. National Guard members and reservists, and wounded warriors are considered in this category
<input type="checkbox"/> Geographic Focus - Rural	Non-urban and non-suburban towns and communities (often defined by Beale codes 6, 7, 8 or 9)
<input type="checkbox"/> Geographic Focus - Urban	Densely populated areas or neighborhoods within large cities
<input type="checkbox"/> Encore Program	Programs that engage a significant number of participants age 55 or older

[Click here to enter Performance Measures](#)

508 Approved | Contact Help Desk | disable the pictures

back save next

Once you have selected all the **Grant Characteristics** relevant to your program, click save at the bottom of the page.

Next, click on the link, **Click here to enter Performance Measures**. The system will refresh and take you into the Performance Measures Module. Please note, while this module is labeled "Performance Measures," you will be entering information about both your overall program as well as your specific performance measure or measures.

There are several steps you will take in this module to enter information about your overall program including identifying all Focus Areas, Objectives, and Interventions your program will offer and the associated MSYs and slots for each, before you actually get to the pages specifically related to your performance measures.

And remember, the Performance Measures Module is only one section of the grant application. You must complete all sections of the application in order to submit it.



Your first stop is the **Home Page** within the Performance Measures Module. Let's go over the features on this page. On the upper right corner, you'll see blue buttons for **home**, **back to eGrants application**, **my account**, **help**, and **logout**.

- The **Home** button will take you back to the eGrants home page where we created the new application.
- The **back to eGrants application** will take you back to page of the application where we selected the grant characteristics before entering the Module.
- The **my account** page will allow you to update your profile information.
- The **help** button will open a sectional help menu.
- **Logout** will log you out of the eGrants system.

Below the buttons, you'll see the grant application id number, the name of the NOFA, the type of grant application, the status, submission date (if submitted), and the legal applicant name. This information is populated from elsewhere in the grant application. On the left side in green are the screen instructions. You can hide them by clicking on the small arrow or close them by clicking on the "x". Hiding will collapse the instructions, while closing will remove them from the current view.

Above the screen instructions are six navigational tabs: **Home Page**; **Objective**; **MSY/Slot**; **Performance Measure**; **Data Collection**; and **Summary**. The Objective and the MSY/Slot tabs take you to pages that capture information about your entire program. The Performance Measure and Data Collection tabs take you to pages that capture information only about the specific intervention(s) or activities that are being measured.

We'll go through each of these tabs and their corresponding pages in more detail during this tutorial. Notice that the pink text indicates that you are currently viewing the **Home Page**. The grayed tabs with the blue text indicate that those tabs are currently inactive. The tabs build on each other, so you will have to enter information in a certain order as it

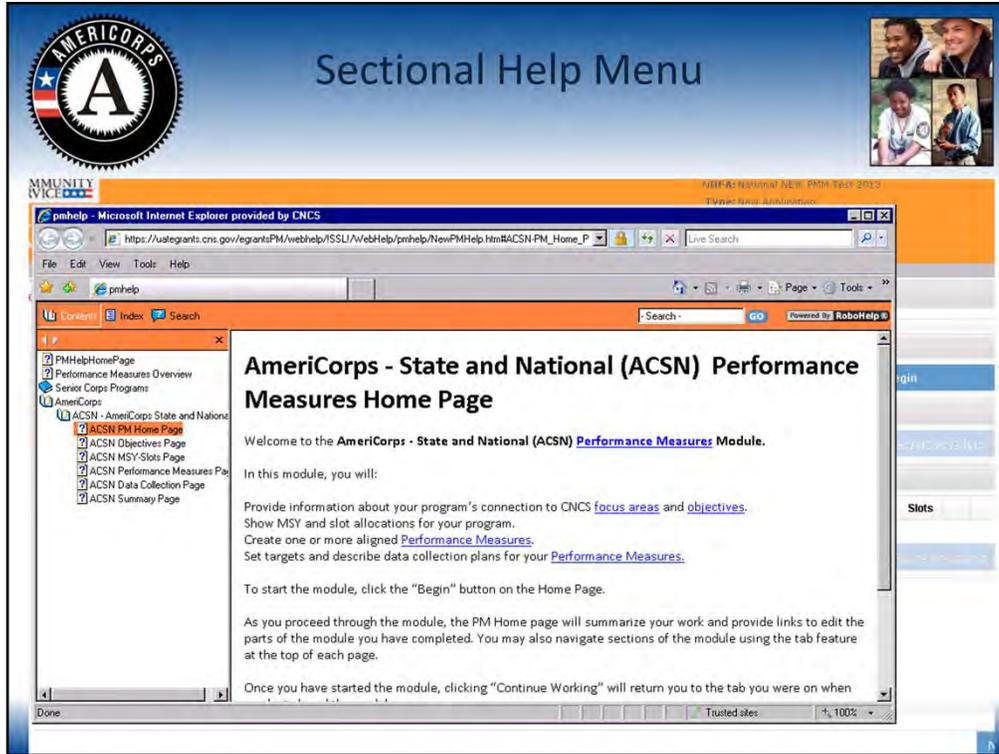
populates selected fields on the inactive tab pages. After those pages have been completed, you are then able to navigate freely by clicking on the tabs.

There are also several blue buttons on the main screen: **Begin**; **Edit Objectives/MSYs/Slots**; **Add New Performance Measures**; and **Next**.

You click **Begin** to start entering information into the module; once you start, the **Begin** button will change to a **Continue** button. You will be able to RESUME your work by clicking on this button.

Before a performance measure is added, the sections on the Home Page will be blank and the **Edit Objectives/MSYs/Slots** and **Add New Performance Measures** buttons will be inactive as indicated by the lighter blue buttons. After a performance measure is added, you will be able to use these buttons to edit existing information and add additional new performance measures, if appropriate. To proceed to the following tab, click **Next**.

Now that we've talked about the basic functionality of the module, let's click **Begin** to enter the necessary information about the overall program before we start entering a new performance measure.



[Not an actual slide. This screen will pop up in slide #6 when the narrative mentions the sectional help menu.]

Question Mark Help

Home Page | Objective | MSYS/Slot | Performance Measure

Objective	ID	Title
K-12 Success	2	Sample Title
Access & Attract	3	Military Family Support
Capacity Building & Training	4	Sample title

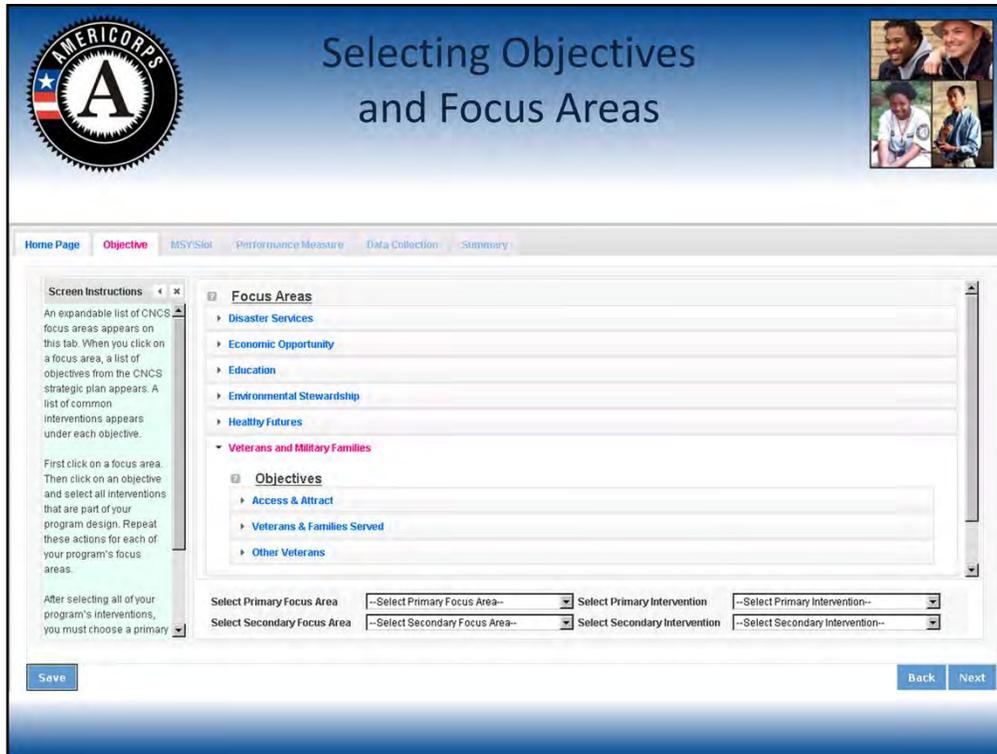
Service Activity/Intervention

Service Activities or Interventions are programs activities designed to improve quality of life of service beneficiaries and/or address a community need to achieve desired [outcomes](#), e.g. small group tutoring, job training classes, or home meal delivery.

Objective: _____
 Title: _____
 Problem Statement: _____
 Selected Interventions: _____
 Outputs: No records found.
 Outcomes: No records found.

Save | Delete PM in Progress | Back | Next

As you navigate through this module, you'll also see small squares with question marks to the left of certain fields. Click on these to reveal the help menu with explanations for these specific fields. Our example shows that we've clicked on the question mark for the field Selected Interventions on the Performance Measure page. You'll see a pop-up window that contains a brief explanation of the Service Activity/Intervention.



Moving on, we are now viewing the **Objective** page. On the Objective page, you will be selecting all of the relevant Focus Areas, Objectives, and Interventions for your overall program – not just those for which you will have a performance measure.

On this page, you will see the six **Focus Areas** identified in the Serve America Act and CNCS strategic plan: **Disaster Services; Economic Opportunity; Education; Environmental Stewardship; Healthy Futures; and Veterans and Military Families**. Capacity Building and Other Community Priorities are also listed as options. Please note that **Other Community Priorities**, is provided as an option for any program activities that do not fit within one of the six strategic plan Focus Areas or **Capacity Building**.

Expand the appropriate Focus Area to view the corresponding objectives by clicking on the small arrow to the left of each focus area or category. The Objectives identified for each Focus Area correspond with the CNCS strategic plan. Under each Focus Area, you also will have an option to select Other as an objective, if the default options provided do not correspond with what your program will do.

To view the default list of interventions identified for a given objective, click on the small arrow to the left of the name of that objective. Then select the one (or more interventions) that your program will provide by checking the appropriate box(es). A check mark will appear in the box indicating which intervention(s) you have selected. If none of the listed interventions are similar to your planned activity, select Other. You will be able to enter more detailed information about an applicant-determined intervention later on the

performance measure tab, if you choose to have performance measures for that intervention.

Remember, check mark all interventions that members and volunteers may be engaged in to address the problem(s) identified in the grant application whether or not you will have performance measures for them.

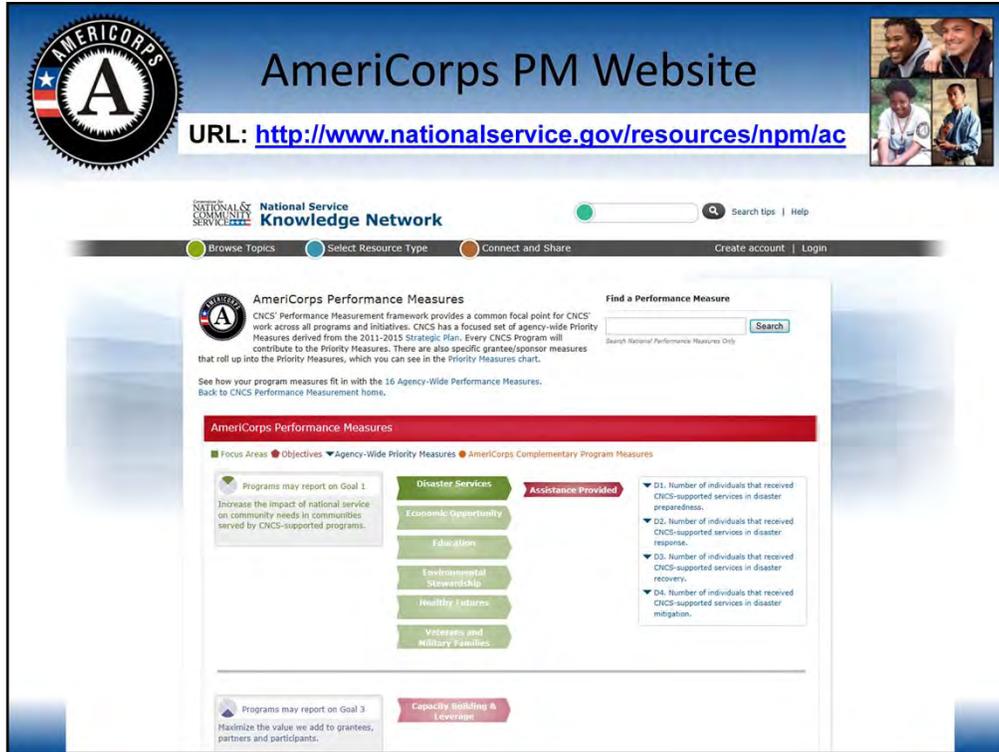
Identifying Objectives for National Performance Measures

Goal/ FA	Objective	Measure ID & Name
1 Goal 1: DS	3.0-assistance provided	Number of individuals that received assistance from CNCS-supported programs in disaster preparedness, mitigation, response, and/or recovery.
	3.0-assistance provided	D1. Number of individuals that received CNCS-supported services in disaster preparedness.
	3.0-assistance provided	D2. Number of individuals that received CNCS-supported services in disaster response.
	3.0-assistance provided	D3. Number of individuals that received CNCS-supported services in disaster recovery.
	3.0-assistance provided	D4. Number of individuals that received CNCS-supported services in disaster mitigation.
3 Goal 1: ED	1.0-school ready	Percent of children that demonstrated gains in school readiness.
	1.0-school ready	ED21. Number of children that completed participation in CNCS-supported early childhood education programs.
	1.0-school ready	ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development.

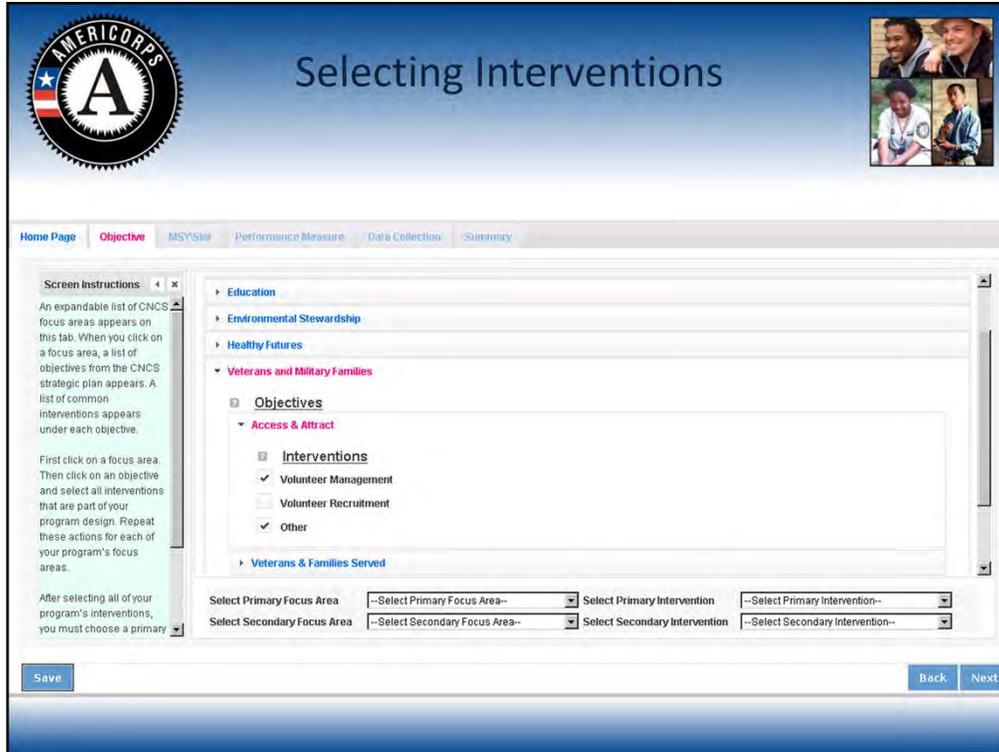
As you are looking on the Objective tab, you can click on the help menu located on the upper right corner to view all the Focus Areas as well as their corresponding objectives and interventions.

So for example, if you know the code of the National Performance Measure you plan to use but do not know to what objective it corresponds, you can look up the objective by looking through the list of National Performance Measures in the right column.

Let's say we want to select ED23 as our outcome. ED23 is the number of children demonstrating gains in school readiness in terms of social and/or emotional development. We would scroll down the list to ED23 and see that the objective is school readiness under the focus area of education.



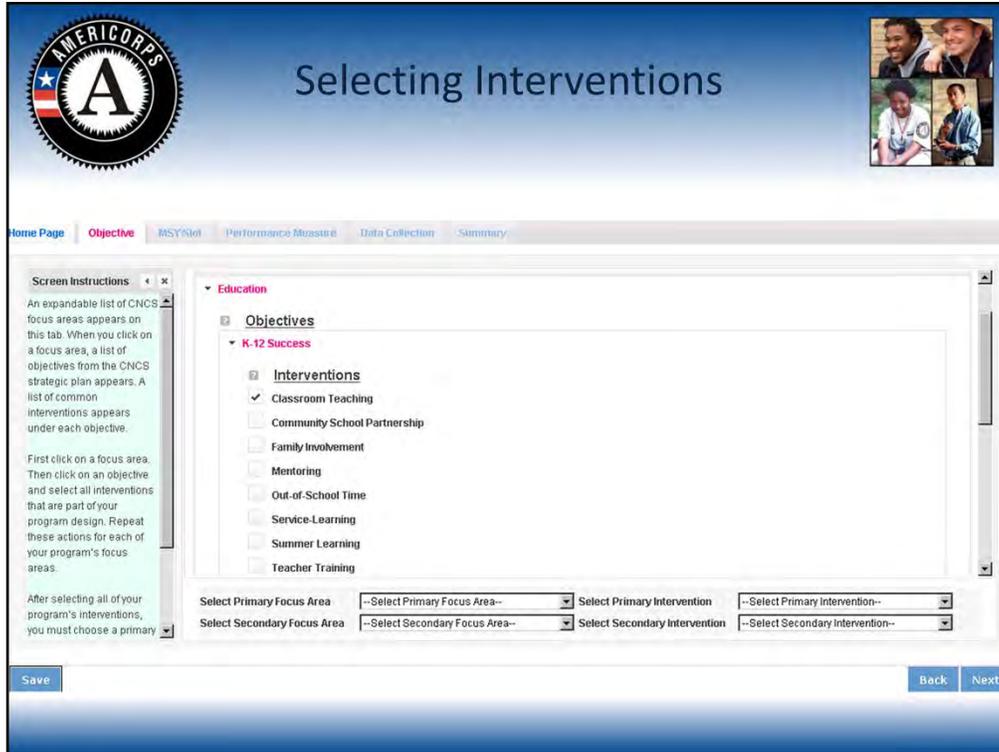
Another resources that is helpful is the AmeriCorps Performance Measurement website at www.nationalservice.gov/resources/npm/ac. It's an interactive website that will guide you through the focus areas and objectives. It also contains information on how to calculate, measure, and collect data based on the intervention that you select.



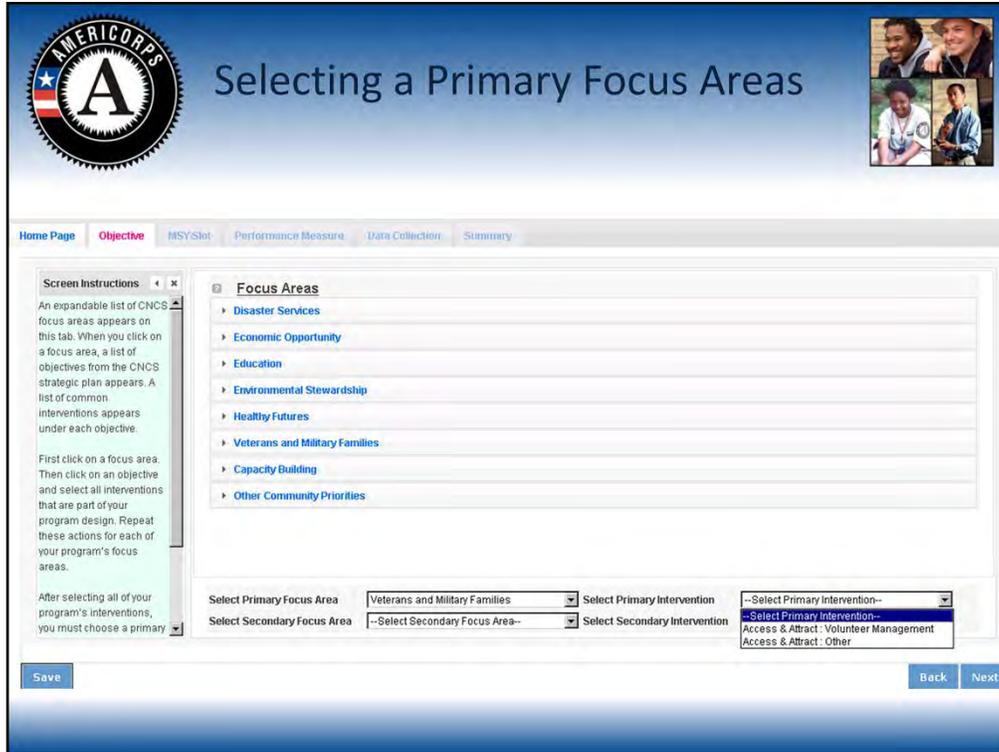
Repeat these same steps to select all the Focus Areas, Objectives and Interventions relevant to your program. Just because you select an intervention on the Objective Page does not mean you will need to enter a performance measure for it.

However, the Focus Areas and Interventions you select on this **page** will be the options available when you select your Primary Focus Area and Primary Intervention and your Secondary Focus Area and Intervention, if you have one. Your selections here also affect which intervention you can select for performance measurement later on the **Performance Measure Page**.

The example you see here shows that we have selected “Veterans and Military Families” as our Focus Area and “Access & Attract” as our objective. We have check marked “Volunteer Management” and “Other” as the two interventions in which our members and volunteers will be serving. We chose “Other” because members also will be engaged in intervention activities that were not listed.



Our sample program also has an education component, so we will also select the "Education" Focus Area and "K-12 Success" as the objective. Next we will choose "Classroom Teaching" as the intervention. We have selected all the interventions that our program will offer – whether or not we will have performance measures for these activities. Next we will identify the Primary Focus Area and Intervention as well as the Secondary Focus Area and Intervention for our program.



At the bottom of the page, select the **Primary Focus Area** as well as the **Primary Intervention** from the drop down menus. You may need to scroll down the page to see the additional fields. All of the Focus Areas and Interventions you selected for your program during this process will be listed as options in the drop-down menus.

The system also allows you the option of selecting a **Secondary Focus Area** and its corresponding intervention, if needed. *However, a secondary focus area is NOT required.*

In our example, the two Focus Areas we selected are listed: “Education” and “Veterans and Military Families.” We’ve chosen “**Veterans and Military Families**” as our **Primary Focus Area**.

The Interventions we selected under the Veterans and Military Families Focus Area and the Access and Attract Objective were **Volunteer Management** and **Other**. We’ll select Volunteer Management as our primary intervention.

Please note that you are required to select a Primary Focus Area and a corresponding Intervention. The system will not allow you to proceed if you do not select these two items. You are also required to create an aligned performance measure for your primary intervention which includes one output and at least one outcome. Please refer to the Application Instructions for guidance.

Selecting a Secondary Focus Area and corresponding Secondary Intervention is optional. If you have two Interventions in the same Focus Area, you can select that Focus Area for both Primary and Secondary.

Once you have selected the Primary Focus Area and Intervention, click **Next** to proceed to the **MSY/Slot** page.



At the top of the MSY and Slots page, you will see a pre-populated summary listing the Focus Areas and Objectives you selected previously.

The bottom section of this page is labeled **Resource Allocation**. Before describing how to fill in this section, let's talk about some important distinctions.

First, the total number of MSYs on this page WILL correspond to the number of MSYs in the budget.

Second, the use of the term **Slots** in the Performance Measures Module is different from what you may be accustomed to. Here, slots refer to the total number of members engaged in interventions under a given objective -- regardless of "Slot Type" -- (full-time, half-time, etc.). If a member engages in activities under more than one objective, that member will be counted more than once in the Slots section of the Resource Allocation Chart. Therefore in the Performance measures Module, the number of slots do not match the number of slots requested in the budget section of the application.

For example, if a full-time member serves on two interventions, that member will be counted twice or as two slots -- one under each corresponding objective. If a Minimum Time member also serves on two interventions, slots are calculated the same way. The member is counted twice or as two slots. Therefore, the number of slots for your program will likely NOT match the number of MSYs on this page.

Third, MSYs and Slots are entered in two different places within the Performance Measures Module. On this page, you will account for the distribution of MSYs and Slots for your ENTIRE program/grant application. However, not all MSYs and Slots identified here need to be allocated to interventions for which you will have performance measures. Later, on the Performance Measure page you will account for the MSYs and Slots that are dedicated to each specific intervention you will be measuring.

Now let's move on to how to complete this page.

In the **Resource Allocation Section**, you will enter the **Total MSYs** you are requesting for your overall program in the text field. The total MSYs you enter here does validate against the total MSYs in the application budget (+/- 1 to account for rounding).

In the **Resource Allocation Chart**, you will enter the MSYs and Slots for each Focus Area and Objective you selected for your overall program.

To the right of each objective you have chosen are two text fields. This is where you will enter the specific MSYs and Slots for each objective. If any of your program's objectives are not listed in this chart, you need to return to the previous tab and select additional objectives. But remember, **Slots** work differently than MSYs. Slots in this Module represent the total number of members engaged in interventions under a given objective. A member could potentially work on activities under more than one objective and be counted more than once.

Let's now walk through the steps you will need to take to calculate the MSYs for each objective you have chosen.



Calculating MSYs for Objectives



FULL TIME (1.0 MSY/member)
If 100 FT Members Spend...

50% on K-12 Success

- 1.0 MSY (FT) x 50% = 0.5 MSY/member
- 0.5 MSY x 100 members = 50 MSYs
- Slots = 100

50% on Access & Attract

- 1.0 MSY (FT) x 50% = 0.5 MSY/member
- 0.5 MSY x 100 members = 50 MSYs
- Slots = 100

As you just saw, the Resource Allocation chart shows how your program’s resources will be allocated by objective. For each objective, you will need to carefully do the math to arrive at the number of MSYs for that objective. Let’s walk through a couple examples of how the calculations work using the previous example.

As you recall, we have members that help manage volunteers (for Access and Attract objective) in the Veterans Focus Area. Members also tutor children in the classroom (for K-12 Success objective) in the Education focus area.

In this first example, we’ll allocate 100 full-time members to these two focus areas for a total of 100 MSYs. All 100 members will serve half of their time on the Education K-12 Success objective and the other half on the Veterans and Military Families Access & Attract objective. So 100 full-time members will serve 50% on each of the two objectives.

Doing the math, 1 MSY times 50% is .5 MSY. Since we have 100 members, we next multiply 100 times .5 for a total of 50 MSYs allocated to both the K-12 Success and Access and Attract objectives.

As 100 members are engaged in both objectives, the number of slots for each is 100 for a total of 200 slots. Remember slots on this page do not equate to MSYs.



Calculating MSYs for Objectives



HALF TIME (.5 MSY/member)
If 5 HT Members Spend...

80% on K-12 Success

- .5 MSY (HT) x 80% time = 0.40 MSY/member
- 0.40 MSY x 5 members = 2.0 MSYs
- Slots = 5

20% on Access & Attract

- .5 MSY (HT) x 20% = 0.10 MSY/member
- 0.10 MSY x 5 members = 0.50 MSY
- Slots = 5

Now, in our second example, let's say we also will have 5 half-time members who will serve 80% on K-12 Success and 20% on Access and Attract. In this case, for K-12 Success, we multiply .5 MSY by 80% for a total of .4 MSY per member. 5 members times .4 MSY equals 2 MSYs total from half-time members for the K-12 Success objective.

On Access and Attract, the half time members will spend 20% of their hours. So you will multiple .5 MSY by 20% to yield an MSY per member for the Access and Attract activities of .1 MSY. Again, you would then multiply .1 MSY by the number of members, in this case 5, for a total of .5 MSY allocated to Access and Attract.

The number of slots for each objective is 5 since each half time member works on both objectives for a total of 10 slots.



Totaling MSYs and Slots



Type of Member	# Members	Objectives		Total MSYs	Slots
		K-12 Success MSYs	Access & Attract MSYs		
Full-Time 1700 hrs - 1 MSY	100	50.0	50.0	100.0	200
Half Time 900 hrs - 0.5 MSY	5	2.0	0.5	2.5	10
Quarter Time 450 hrs – 0.26455027 MSY	0	0	0	0	0
Minimum Time 300 hrs - 0.21164022 MSY	0	0	0	0	0
TOTALS	105	52.0	50.5	102.5	210

You will do similar calculations for each member based on their type, the objectives in which they will serve, and the percentage of their MSYs spend on each objective.

Then, you compute the total for each objective. In our example, we will have 52 MSYs for the K-12 Success objective and 50.5 for the Access and Attract objective. The total slots for these two objectives is 210.

Now let's go back to look at the MSY & Slot page.

Summary

Program: AmeriCorps

Focus Areas: Education, Veterans and Military Families

Objectives: K-12 Success, Access & Attract

Resource Allocation

Enter Total MSYs for the project:

Enter the number of MSYs allocated to each objective

FOCUS AREA	OBJECTIVE	MSY	% of TOTAL MSY	SLOTS
Education	K-12 Success	<input type="text" value="52.00"/>	50.73	<input type="text" value="105"/>
Sub Total:		52.00	50.73	105
Veterans and Military Families	Access & Attract	<input type="text" value="50.50"/>	49.27	<input type="text" value="105"/>
Sub Total:		50.50	49.27	105
GRAND TOTAL:		102.5	100.0	210

Buttons: Save, Back, Next

Let's revisit how to fill out this page. In the **Resource Allocation Section**, you will enter the **Total MSYs** for your overall program in the text field. The total MSYs you enter here does validate against the total MSYs in the application budget (+/- 1 to account for rounding). Using our example, it is 102.5.

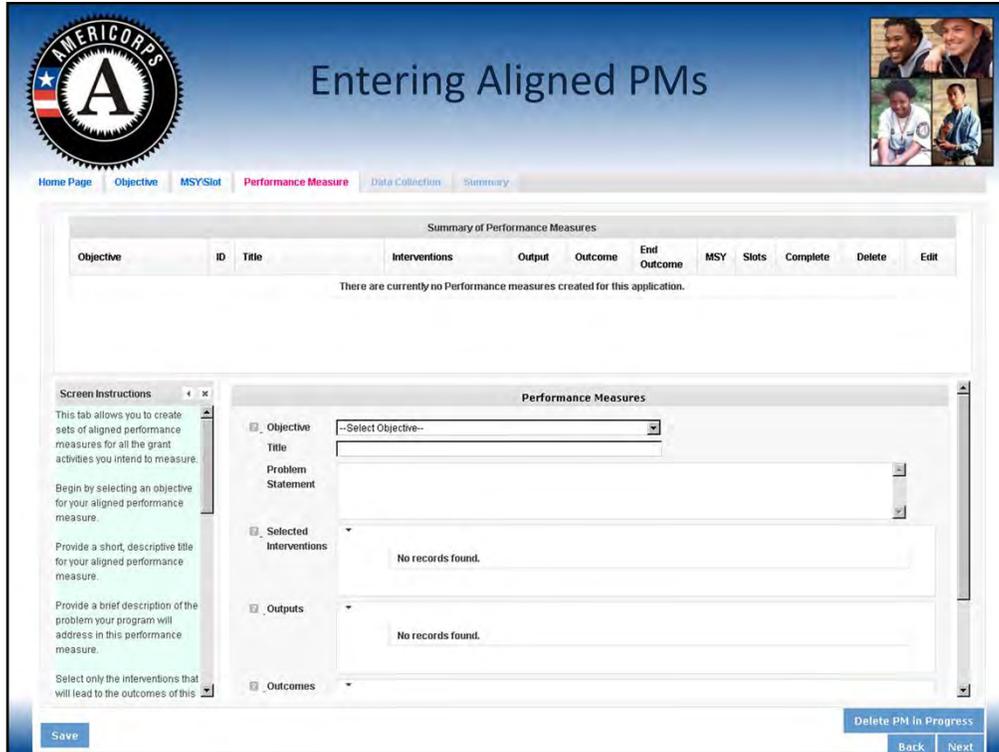
In the **Resource Allocation Chart**, you will enter the MSYs and Slots for each Focus Area and Objective you selected for your overall program.

To the right of each are the two text fields where you will enter the specific MSYs and Slots for each objective. If any of your program's objectives are not listed in this chart, you need to return to the previous tab and select additional objectives.

As you enter the number of MSYs into the text fields, the corresponding percentage of MSYs will calculate automatically. When you have finished entering the MSYs for each objective listed, the total percent of MSYs in the chart must equal 100%. And, the total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

Using our example, the MSYs for K-12 Success will be 52 and the number of slots will be 105. The MSYs for Access and Attract will be 50.5 and the number of slots will be 105.

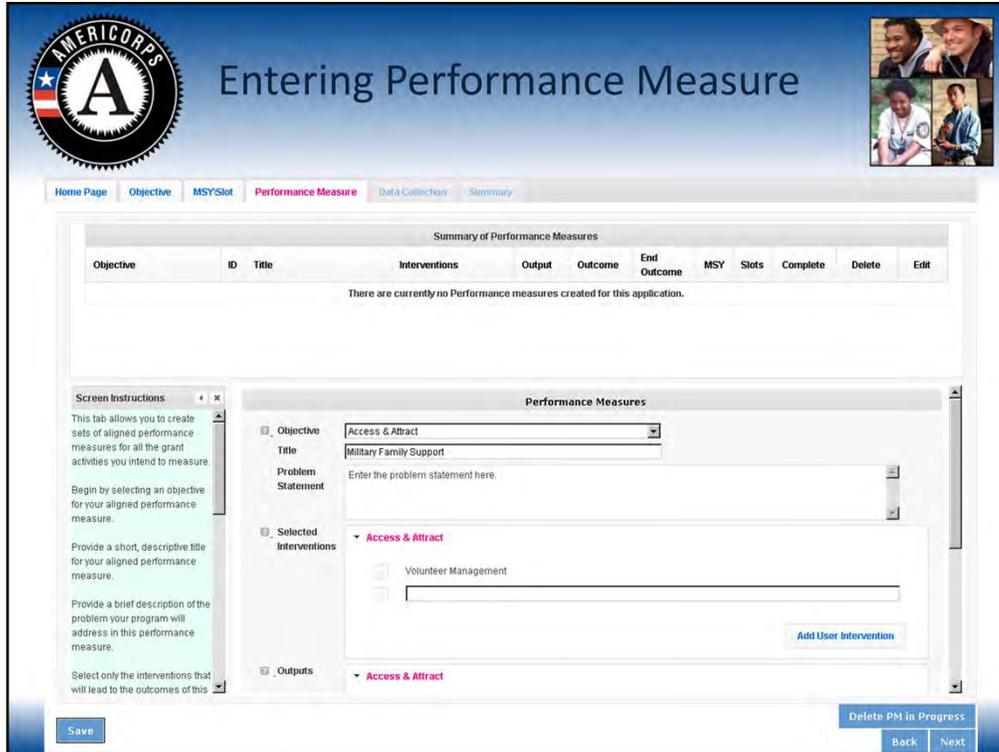
After you have entered the information for each Focus Area and Objective, click **Next** to proceed to the **Performance Measure** page.



On the previous pages, you entered information about your overall program. On the next two pages, you will enter specifics related only to your aligned performance measure and the intervention you are measuring.

On the Performance Measure page, you will enter information on your Theory of Change (the problem, intervention and intended outcome) as well as the aligned performance measure for the intervention. You **MUST** enter at least one aligned performance measure. Remember, an aligned performance measure includes one output *and* at least one outcome.

While you may choose to have additional measures, be sure to read the Application Instructions carefully to determine how many aligned performance measures you are required to have.



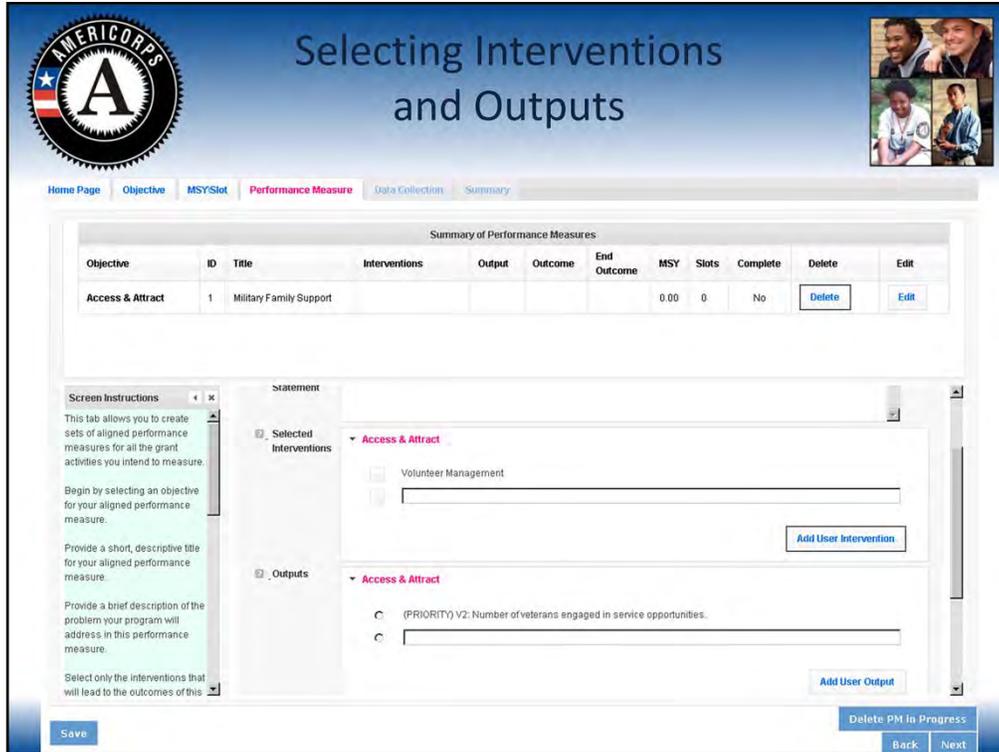
On the Performance Measure page, you will first select the **Objective** from the drop-down list that corresponds with your program’s Primary Intervention. All objectives you selected previously will be listed here so you may have to scroll to find the appropriate one.

For this example, we will choose the Objective: **Access & Attract**.

After you have selected the Objective, type in a short, but descriptive title for your aligned performance measure. This is the title that will be used on the Performance Measures Home and Summary Pages. We entered “Military Family Support” for our example.

Next, briefly describe the negative condition that your intervention will address in the **Problem Statement** text box. There is a text limit of 2,000 characters. This limit includes spaces and paragraph breaks, which means that each space or break will count as a character. If you are copying and pasting from a Word document, be sure to remove all formatting and do a spell check and character count before copying and pasting the text into the system.

Below the Problem Statement, you will notice several pre-populated fields -- **Selected Interventions**, **Outputs** and **Outcomes** -- that correspond to the objective selected above.

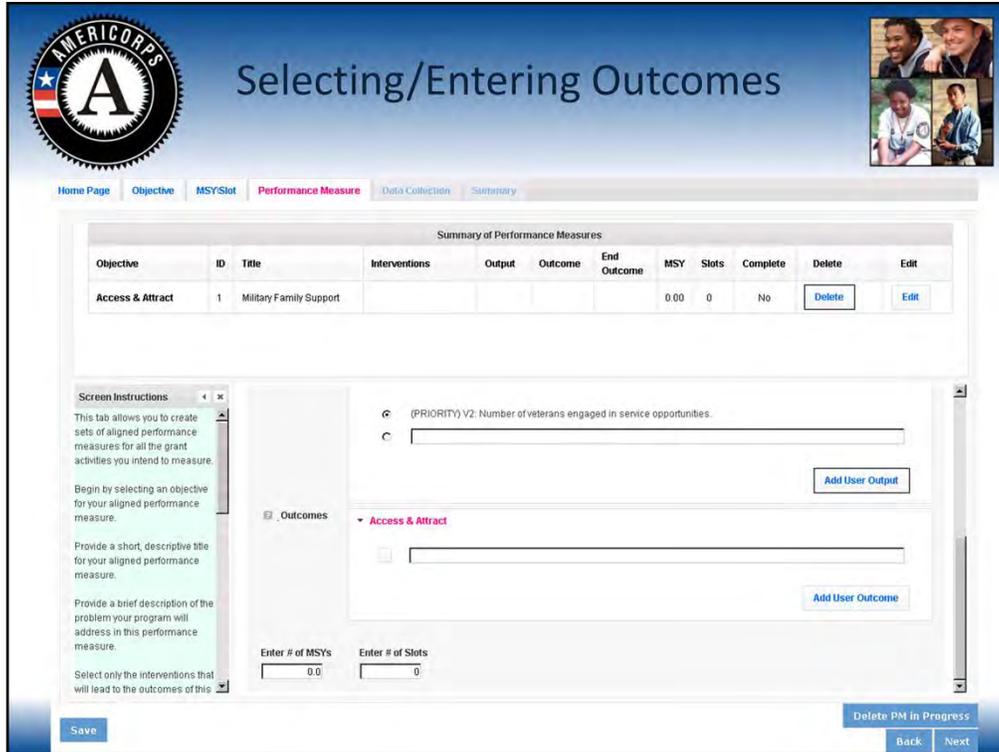


Check mark the box next to the intervention you will be measuring. If you selected the intervention Other on the Objective page, you will have an empty text field to type an applicant-determined Intervention. The **Add User Intervention** button will also appear for you to add additional applicant-determined interventions, if needed. Note: you can select more than one intervention that will lead to the outcome of this aligned performance measure, if appropriate.

After selecting an intervention, indicate the output you intend to measure by clicking on the small arrow to the right of the word Outputs. You may need to scroll down the list to view all options. The module automatically lists the relevant output(s) for the selected intervention from the list of National Performance Measures. You may either choose one of the National Performance Measures or enter your own output measure by clicking **Add User Output**.

Please note that you cannot have both a National Performance Measure Output and an applicant-determined output in the same aligned performance measure.

Using our example, let's select **Volunteer Management** as our **Selected Intervention** and the National **Performance Measure: Number of veterans engaged in service opportunities** as our **Output**.



After selecting the output, scroll down the page to the section for Outcomes. If you selected a National Performance Measure Output that has a prescribed Outcome, this outcome will be automatically listed in this section. Where an output has the choice of more than one possible prescribed outcome, you will select the most appropriate one from the list. Note: You may select more than one outcome to measure for your intervention, if appropriate.

If you did not select a National Performance Measure Output, or if there is no corresponding outcome, you will need to create an applicant-determined outcome by clicking **Add User Outcome**.

Again, if you selected Other as an Intervention on the Objective page, you will have a blank text field to enter an applicant-determined outcome.

After identifying the aligned output and outcome you will measure for the intervention, at the bottom of the page, you will enter the number of MSYs and Slots your program will allocate to the intervention. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSYs/Slots page.

However, please note that the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated for

that objective. As you remember, Slots may be double-counted across the interventions and performance measures, but MSYs may not.

If you have more than one aligned performance measure, repeat this process until you've added all the performance measures for your program. Again, you may only need to have one aligned performance measure. However, check your grant application instructions to determine if additional measures are needed.

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Slots	Complete	Delete	Edit
Access & Attract	1	Military Family Support	Volunteer Management	V2	OUTCM841		50.50	105	Yes	Delete	Edit
K-12 Success	2	Enter title here	Classroom Teaching	ED2	ED5		52.00	105	No	Delete	Edit

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

Outcomes

- (PRIORITY) ED27: Number of students in mentoring/tutoring programs with improved academic engagement
- (PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math
- (PRIORITY) ED6: Number of youth in mentoring/tutoring programs with improved school attendance
- ED26: Number of students acquiring a GED.
- ED7: Number of students with fewer disciplinary referrals or suspensions.
- ED8: Number of youth with decreased crime/gang involvement.

Buttons: Save, Delete PM in Progress, Mark Complete, Back, Next

Note: Education is the only focus area where you can select multiple outcomes in your performance measure. For example, let's say for the output, we select ED2, number of students who constructed K-12 education programs. The system will refresh and a list of corresponding outcomes will appear on the screen.

You can then select ED5 and ED6 as your outcomes. ED5 is the number of students with improved academic performance in literacy and/or math. And ED6 is the number of youth in mentoring /tutoring programs with improved school attendance. Let's move onto another example, Capacity Building.

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Slots	Complete	Delete	Edit
Access & Attract	1	Military Family Support	Volunteer Management	V2			0.00	0	No	Delete	Edit

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

Objective
 Capacity Building & Leverage
 Title
 Military Family Support
 Problem Statement
 Enter the problem statement here.

Selected Interventions
 Capacity Building & Leverage

Outputs
 Capacity Building & Leverage

Outcomes
 Capacity Building & Leverage

Capacity Building End Outcomes

03-3.19: Number of new beneficiaries that received services in each of 6 Focus Areas --Select Focus Area--

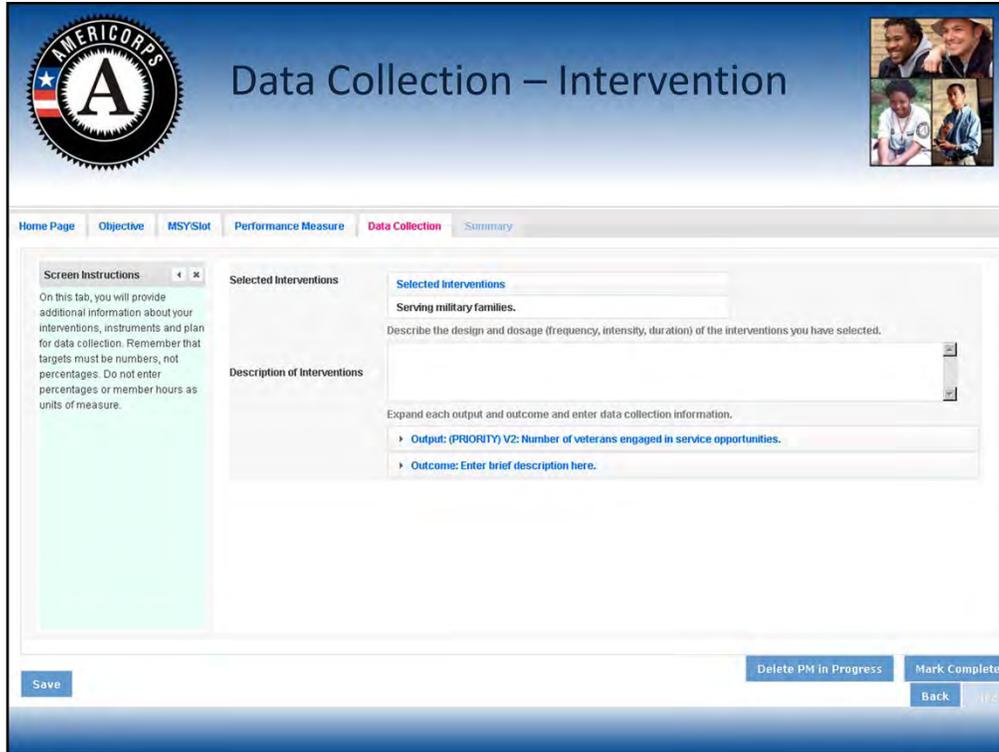
03-3.19: Number of new beneficiaries from targeted populations in each of 6 Focus --Select Beneficiaries--

Save Delete PM in Progress Back Next

Please note, for those programs engaging in Capacity Building interventions and using National Performance Measures, there will be a third section to complete on the Performance Measure page called **End Outcomes**. The End Outcomes section is optional and will only be visible for interventions created under the Capacity Building category.

Please refer to the Application instructions for guidance on capacity building and performance measures.

After completing this tab, click **Next** to proceed to the Data Collection page.



This is the Data Collection Page. Here you will provide detailed information about both your intervention (design and dosage) and your data collection tools and process.

In the text box, provide a description of the design and dosage (frequency, intensity, duration) of the intervention. Please be mindful of the text limit of 2,000 characters.

Next, expand the Output menu by clicking on the small arrow to the left of the output.

For the output, select the most appropriate data collection method listed on the **Select Method** drop-down menu.

Then in the text box, **Enter Instrument Description**, describe the specific instrument you will use to measure the output. Include the title of the instrument, a brief description of what it measures, how it will be administered, and details about its reliability and validity, if applicable. If you have more than instrument that will measure the output, provide the additional title(s) and description(s) in the text box.

Enter the target number for your output. Targets must be numbers, not percentages.

Unit of Measures field will be automatically populated for National Performance Measure Outputs. For this example, we will be counting the number of veterans engaged in service projects.

For applicant-determined outputs, you need to enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, clients, miles, etc.). Do not enter percentages or member hours as units of measure.

Next, expand the Outcome section by clicking on the small arrow to the left of the outcome.

Select the data collection method from the **Select Method** drop-down menu that you will use to measure the outcome.

Describe the specific instrument(s) you will use to measure the outcome in the Enter Instrument Description text box. Include the title of the instrument, a brief description of what it measures, how it will be administered, and details about its reliability and validity, as applicable. If you have more than instrument that will measure the outcome, provide the additional title(s) and description(s) in the text box.

Enter the target number for your outcome. Again, outcome targets also must be numbers, not percentages.

Note: previously, percentages were commonly used as targets,. However, in the Performance Measurement Module, targets must now be a number. For example, if you previously had a target that 75% of tutored children will read at the 3rd grade level by the end of the 3rd grade, you will now need to do the math to get the target number. If 200 3rd grade students were tutored, 75% of 200 would yield a target of 150 students reading at the 3rd grade level by the end of the 3rd grade.

The Unit of Measures field will be automatically populated for National Performance Measure Outcomes. For applicant-determined outcomes, enter the unit of measure for your target. The unit of measure should describe the population for which you intend to

measure change (children, miles, etc.). Again, do not enter percentages or member hours as units of measure.

Once you have completed the Data Collection section for the aligned performance measure, click **Mark Complete**. This will return you to the Performance Measure page.

AMERICORPS

Data Collection

Home Page | Objective | MSYSlot | 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

Serving military families.

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

Expand each output and outcome and enter data collection information.

- Output: (PRIORITY) V2: Number of veterans engaged in service opportunities.
- Outcome: Enter brief description here.
 - Select Method: --Select 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
 - Enter Target Number: 0 Unit of Measure

Save Delete PM in Progress Mark Complete Back Print

This is a view of the data collection page for an applicant determined outcome measure with the Select Method drop-down menu in collapsed form.

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Slots	Complete	Delete	Edit
Access & Attract	1	Enter title here	Volunteer Management	V2	OUTCM622		50.00	75	Yes	Delete	Edit
K-12 Success	2	Enter title here	Classroom Teaching	ED2	ED5		40.00	50	Yes	Delete	Edit

Performance Measures

Objective: --Select Objective--

Title:

Problem Statement:

Selected Interventions: No records found.

Outputs: No records found.

Outcomes:

Buttons: Save, Delete PM in Progress, Back, Next

Repeat the steps to enter performance measures for any other objectives and interventions that you selected on the Objective page that you plan to measure. Remember, you must create an aligned performance measure for the Primary Focus Area and objective relating to the primary intervention you selected on the Objective page or the system will yield an error message when you try to validate your application.

What if I want to delete a performance measure later?

If you need to delete a performance measure, you will first need to delete the performance measure using the Delete button in the Summary of Performance Measures section at the top of this page. Then you can uncheck the corresponding objective on the Objective page and re-save. If you would like to keep the objectives without having performance measures, simply leave the objectives check-marked. Remember to save the changes.

If you don't have any additional performance measures to add, click **Next**. This will open up the Summary Page.

On the Summary page, you'll see pie charts for the data you selected/entered on the previous pages. The first two pie charts, MSYs by Focus Areas and MSYs by Objectives, represent data you selected or entered on the Objective and MSY/Slots pages. The third pie chart shows the percentages of MSYs in relation to National Performance Measures, Applicant-determined Performance Measures, and Not Assigned to ANY Measures.

On the Summary page, you can also perform five specific functions:

- print a summary of all performance measures;
- print one performance measure;
- edit a performance measure;
- edit the data collection information; and
- Validate your performance measures.

Selecting edit a performance measure or edit the data collection information will take you back to the appropriate page within the Performance Measures Module. You cannot edit on the Summary page.

To print or edit a performance measure and/or to edit data collection for that performance measure, expand the summary for that performance measure by clicking on the small arrow to the left of the performance measure title.

Let's walk through each function to see how it works.



PM Summary



[Home Page](#) | [Objective](#) | [MSY/Slot](#) | [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".

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

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

No of MSYs: **No of Slots:**

Problem Statement:

Selected Interventions:

Describe Interventions:

Output:

(PRIORITY) V2: Number of veterans engaged in service opportunities.

Target:

Measured By:

Describe Instrument:

Outcome:

Enter description.

Target:

Measured By:

Describe Instrument:

Editing and printing functions for a specific performance measure will be listed at the bottom of the summary.

AMERICORPS

PM Summary

Home Page | Objective | MSYS/Slot | 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".

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

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

Summary

MSYs by Focus Area

MSYs by Objective

% of MSY NPM VS Applicant VS Not in ANY

MSYs and Slots Count by Objective

Objective	No of MSYs	No of Slots
Access & Attract	50.50	105
K-12 Success	52.00	105

[Print PDF for all Performance Measures](#)

▼ Military Family Support

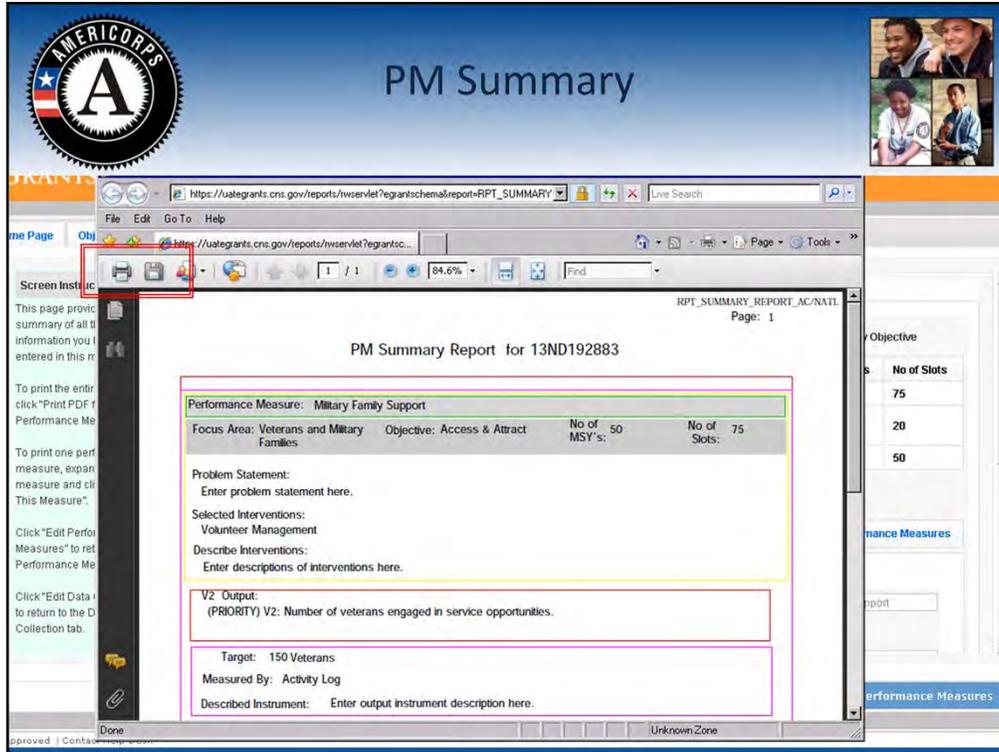
Focus Area: Veterans and Military Families Objective: Access & Attract Title: Military Family Support

No of MSYs: 50.50 No of Slots: 105

Problem Statement:

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

You can print or save a copy of all the performance measures by clicking **Print PDF for all Performance Measures**.



The PM Summary Report will open up in a pop-up window. Click the printer icon or disk icon located on the upper left corner to print a hard copy or save the report onto your computer. The summary report will contain all the information entered in the Performance Measures Module. Information in the PDF cannot be edited. All changes must be made by using the Tab to go to the appropriate page of the Performance Measures Module.

Summary

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

Objective	No of MSYs	No of Slots
Access & Attract	50.50	105
K-12 Success	52.00	105

Print PDF for all Performance Measures

▼ Military Family Support

Form Area: Veterans and Military Families | Objective: Access & Attract | Title: Military Family Support

Back Validate Performance Measures

After you have reviewed the information, click **Validate Performance Measures**. The system will perform a check to ensure that all required elements in this module have been addressed. The pm module will generate a message to let you know if there are any errors to correct or if it was validated without errors. Remember, validation of the module does not assess the quality of your performance measures – it only checks that all required elements have been completed. Measure quality will be assessed during the grant review process.

Please note that if you make changes on any of the Performance Measures Module pages, you must re-validate. The system will not allow you to submit the application if you have not validated the most recent changes.

Click **Exit Performance Measures** to close out of the Performance Measurement Module and go back to the eGrants application.

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PM Home Page

Grant application ID: 11ND193026
 NDF As AmeriCorps National Jay Test PH 2013
 Type: New Application
 Status: Prime Applicant Initial Entry
 Submitted:
 Legal Applicant Name: Service 4 All

eGRANTS Performance Measures

Home Page | Objective | MSYSlot | 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/slots to each objective.
- Creating one or more performance measure.

Add New Performance Measures

[Continue Working](#)

Edit Objectives/MSYs/Slots

[Edit Objectives/MSYs/Slots](#)

Delete or Edit Performance Measures Created

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Slots		
Access & Attract	1	Military Family Support	Volunteer Management	V2	OUTCM641		50.5	105	Delete	Edit
K-12 Success	2	Enter title here	Classroom Teaching, ...	ED2	ED5		52.0	105	Delete	Edit

[Add New Performance Measures](#)

[Next](#)

Let's quickly revisit the Module Home Page. When you visit the Home Page after creating a Performance Measure, you will see data populated under the table titled, **Delete or Edit Performance Measures Created**.

The **Begin** button will have changed to a **Continue Working** button, which can be clicked on to resume your work. The **Edit Objectives/MSYs/Slots** and **Add New Performance Measures** buttons will now be active on this page. Clicking **Edit Objectives/MSYs/Slots** will open the Objective page.

In addition, each performance measure listed here will have **Delete** and **Edit** buttons to delete or edit the specific performance measure. You will be able to add a new performance measure by clicking on the **Add New Performance Measures** button. Clicking **Next** will proceed to the following page.

 Additional Info 

 **AmeriCorps Website**
<http://www.americorps.gov>

The National Service Knowledge Network
<http://www.nationalservice.gov/resources>

AmeriCorps PM Website <http://www.nationalservice.gov/resources/npm/ac>

National Service Hotline 800-942-2677 (technical questions)
<https://questions.nationalservice.gov>

eGrants Performance Measures Module (PPT, NPM Chart, Tutorial)
<http://www.nationalservice.gov/resources/online-courses/egrants-performance-measure-module-for-ameri-corps>

This concludes our overview of the eGrants Performance Measures Module for AmeriCorps programs.

For more information on how to apply, please visit the AmeriCorps State & National website at www.americorps.gov.

You can find other online resources on the National Service Knowledge Network at www.nationalservice.gov/resources.

The National Service Hotline is available to answer technical questions from 8:00 AM to 8:00 PM Eastern Time. Their number is 800-942-2677. You can submit a question online by going to the website at questions.nationalservice.gov.

AmeriCorps PM Website
 URL: <http://www.nationalservice.gov/resources/npm/ac>

National Service Knowledge Network

Search tips | Help

Browse Topics | Select Resource Type | Connect and Share | Create account | Login

AmeriCorps Performance Measures

CNCS' Performance Measurement framework provides a common focal point for CNCS' work across all programs and initiatives. CNCS has a focused set of agency-wide Priority Measures derived from the 2011-2015 Strategic Plan. Every CNCS Program will contribute to the Priority Measures. There are also specific grantee/sponsor measures that roll up into the Priority Measures, which you can see in the Priority Measures chart.

See how your program measures fit in with the 16 Agency-Wide Performance Measures. Back to CNCS Performance Measurement home.

AmeriCorps Performance Measures

Focus Areas | Objectives | Agency-Wide Priority Measures | AmeriCorps Complementary Program Measures

Programs may report on Goal 1
 Increase the impact of national service on community needs in communities served by CNCS-supported programs.

Disaster Services | Assistance Provided

Economic Opportunity

Education

Environmental Stewardship

Healthy Futures

Veterans and Military Families

Programs may report on Goal 3
 Maximize the value we add to grantees, partners and participants.

Capacity Building & Leverage

Find a Performance Measure

D1. Number of individuals that received CNCS-supported services in disaster preparedness.
 D2. Number of individuals that received CNCS-supported services in disaster response.
 D3. Number of individuals that received CNCS-supported services in disaster recovery.
 D4. Number of individuals that received CNCS-supported services in disaster mitigation.

Again, the AmeriCorps Performance Measurement website is at www.nationalservice.gov/resources/npm/ac. It's an interactive website that will guide you through the focus areas and objectives. It also contains information on how to calculate, measure, and collect data based on the intervention that you select.

AmeriCorps PM Website

URL: <http://www.nationalservice.gov/resources/npm/ac>

Programs may report on Goal 3
Maximize the value we add to grantees, partners and participants.

Capacity Building & Leverage

Resources

Guidance

- 2013 AmeriCorps State and National NOFO
- Online Course: How to use the PM instructions
- Online Course: eGrants Performance Measure Module for AmeriCorps
- Pilot Year 2011
- Pilot Year 2010

Training

- Core Curriculum and Practicum Materials
- AmeriCorps Training Resources

Sample Instruments
Other Resources

Glossary

Agency-Wide Priority Measure: One of a set of 16 National Performance Measures aligned with the 2011-2015 Strategic Plan that allows us to assess the individual and collective results of programs, continue to enhance program effectiveness, and tell the national story of service.

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. For example, capacity building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

Complementary Program Measure: A standardized National Performance Measure that allows us to measure results of important programmatic activities not collected in the Agency-Wide Priority Measures, and also to assess the individual and collective results of programs and continue to enhance program effectiveness.

At the bottom of the page, you will see the eGrants PM Module for AmeriCorps. There are additional tutorials and practicum materials on various performance measurement topics including theory of change and evidence. To find those, use the Core Curriculum link on the right.

Thank you for watching this tutorial!