

**AmeriCorps Performance Measures Instructions**

**AmeriCorps State and National Planning Grants**

**2021**

## Table of Contents

|  |   |
|--|---|
| Planning Grant Performance Measure Requirements .....    | 3 |
| Planning Grant Performance Measures Selection Rules..... | 4 |
| ALL FOCUS AREAS .....                                    | 4 |
| Appendix B: Performance Measures Checklist .....         | 5 |
| Appendix C: Frequently Asked Questions.....              | 6 |

### **Planning Grant Performance Measure Requirements**

All planning grant applications must include one applicant-determined performance measure that corresponds to the primary focus area of the project being planned (for projects being planned in the Capacity Building focus area, the performance measure should be entered under Other Community Priorities). The applicant-determined performance measure must consist of the specific title, output, and outcome listed in the instructions below, and should use target values of 1 for the output and outcome. No MSYs or members should be associated with the performance measure.

## Planning Grant Performance Measures Selection Rules

### ALL FOCUS AREAS

#### Notes

- Should correspond to the primary focus area of the project being planned (for projects in the Capacity Building focus area, use the Other Community Priorities focus area)
- Targets for the output and outcome should be set as 1
- No MSYs or members should be associated with the performance measure

|                                    |  |
|------------------------------------|--|
| <b>Output</b>                      | Number of grantees engaged in a planning process   |
| <b>Definition of Key Terms</b>     | <b>Grantees:</b> recipients of AmeriCorps planning grants<br><b>Planning process:</b> activities outlined in the awarded grant application |
| <b>How to Measure/Collect Data</b> | N/A  |

|                                    |  |
|------------------------------------|--|
| <b>Outcome</b>                     | Number of grantees that intend to submit an application for an AmeriCorps program grant  |
| <b>Definition of Key Terms</b>     | <b>Grantees:</b> recipients of AmeriCorps planning grants<br><b>AmeriCorps program grant:</b> single- or multi-state grant application for a program designed to enroll and place AmeriCorps members |
| <b>How to Measure/Collect Data</b> | Self-assessment by planning grantee  |

## Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

| Checklist Item                          | Primary Aligned Measure (required)   |
|---|--|
| <b>Resource Allocation</b>              |  |
| 1                                       | MSY and member allocations to focus areas and objectives are zero*   |
| 2                                       | MSY and member allocations to the performance measure are zero*  |
| <b>Performance Measure Requirements</b> |  |
| 3                                       | The application includes one applicant-determined performance measure connected to the primary focus area of the project being planned. <i>(For projects in the Capacity Building focus area, the performance measure should be connected to the Other Community Priorities focus area.)</i> |
| 4                                       | The performance measure title is “Planning Grant”  |
| 5                                       | The output measure is “Number of grantees engaged in a planning process”   |
| 6                                       | The outcome measure is “Number of grantees that intend to submit an application for an AmeriCorps program grant”   |
| <b>Interventions</b>                    |  |
| 7                                       | The intervention associated with the performance measure is “Plan an AmeriCorps program”   |
| 8                                       | The intervention description is “NA”   |
| 9                                       | No other interventions are included in the performance measure   |
| <b>Targets</b>                          |  |
| 10                                      | Output and outcome targets are both 1  |
| 11                                      | The unit of measure for both output and outcome is “grantees”  |
| <b>Performance Measure Instructions</b> |  |
| 12                                      | No National Performance Measures are included in the planning grant  |
| <b>Data Collection/Instruments</b>      |  |
| 13                                      | The data collection method is “Other”  |
| 14                                      | The instrument description for the output measure is “NA”  |
| 15                                      | The instrument description for the outcome measure is “Self-assessment by planning grantee”  |

\* 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

## Appendix C: Frequently Asked Questions

***1. Must State Commission planning grants follow these same performance measure instructions?***

Yes. These instructions apply to all planning grants, regardless of whether they are commission subgrants or direct grants. They also apply to both formula and competitive planning grants.

***2. Can I include other performance measures besides the one required applicant-determined measure?***

No. Planning grantees should not include any other national or applicant determined performance measures in their applications.

***3. When I try to submit my application with 0 MSYs in the performance measures, I get an error message. What should I do?***

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.