

## Performance Measures Module (eGrants) Instructions

The eGrants system requires applicants to select, enter information, and validate a minimum of one Performance Measure in the Performance Measures Module in order to submit an application in the system. The content of the Performance Measures Module will not be reviewed, and applicants will not be responsible for the targets set in the module. Applicants will only be evaluated on performance information in the application narrative.

1. Click Begin.

The screenshot shows the 'eGrants Performance Measures' interface. At the top, it says 'Submitted: Legal Applicant Name: [REDACTED]'. Below this is a navigation bar with 'Home Page', 'Objective', 'Resource Allocation', 'Performance Measure', and 'Summary'. The main content area is titled 'Add New Performance Measures' and features a blue 'Begin' button circled in red. Below this is an 'Edit Resource Allocation' section with an 'Edit Resource Allocation' button. A table titled 'Delete or Edit Performance Measures Created' is empty, with a message: 'There are currently no performance measure created for this application.' and an 'Add New Performance Measures' button. A 'Screen Instructions' sidebar on the left provides guidance on creating performance measures. A 'Next' button is located at the bottom right.

2. Select "Other Community Priorities" focus area.

The screenshot shows the 'eGrants Performance Measures' interface at the 'Objective' step. The navigation bar includes 'Home Page', 'Objective', 'Resource Allocation', 'Performance Measure', and 'Summary'. The main content area has a table with columns 'Primary/Secondary', 'Focus Area', and 'Objectives', and a message: 'There are currently no Objectives selected.' Below this is a 'Focus Areas' section with a list of options: 'Disaster Services', 'Economic Opportunity', 'Education', 'Environmental Stewardship', 'Healthy Futures', 'Veterans and Military Families', and 'Other Community Priorities'. The 'Other Community Priorities' option is circled in red. Below the list is a 'Select Primary Focus Area' dropdown menu. A 'Screen Instructions' sidebar on the left provides guidance on selecting objectives. 'Refresh My Selections' and 'Delete All Selections' buttons are on the right. 'Save', 'Back', and 'Next' buttons are at the bottom.

3. Then check the box to select an objective. Then select Next.

Home Page **Objective** Resource Allocation Performance Measure Summary

Primary/Secondary	Focus Area	Objectives
There are currently no Objectives selected.		

Refresh My Selections  
Delete All Selections

Screen Instructions: Identify the performance objectives on which you will be reporting from the expandable list of CNCS-defined focus area(s) and related objectives. Please consult your application instructions for additional guidance regarding the focus areas and objectives applicable to this grant solicitation. Click the "Help" button at the top of the screen for more details about selecting objectives.

- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families
- Other Community Priorities**
  - Other

Select Primary Focus Area: --Select Primary Focus Area--

Save Back **Next**

4. Enter 1 into the # of Volunteers and # of Project Hour fields and select Next.

Home Page Objective **Resource Allocation** Performance Measure Summary

Primary/Secondary	Focus Area	Objectives
1	Other Community Priorities	Other

Screen Instructions: Describe how you intend to allocate program resources across your selected focus areas and objectives. Use the "Calculate" button to refresh the total amounts as you enter or revise data on the chart. Please consult your application instructions for additional guidance on how to allocate resources. Click the "Help" button at the top of the screen for more details about entering resources.

Focus Area	Objective	# of Volunteers	Project Hours
Other Community Priorities	Other	1	1
Subtotal		0	0.00
GRAND TOTAL:		0	0.00

Calculate

Save Back **Next**

- Select an objective from the dropdown list, and enter N/A into all required fields. Click the checkbox for the intervention.

The screenshot shows the 'Performance Measures' form with the following fields and values:

- Objective:** Other (dropdown menu)
- Title:** N/A
- Problem Statement:** N/A
- Interventions:** A table with one row:
 

Interventions	Description
<input checked="" type="checkbox"/>	Other
- Outputs:** No records found.

Buttons at the bottom include 'Save', 'Add PM to Table', 'Back', and 'Next'. A 'Screen Instructions' panel is visible on the left.

- On this same screen, scroll down. First Select Add User Defined Output.

The screenshot shows the 'Performance Measures' form with the following fields and values:

- Interventions:** A table with one row:
 

Interventions	Description
<input checked="" type="checkbox"/>	Other
- Outputs:** No records found. A blue button 'Add User Defined Output' is highlighted in red.
- Outcomes:** No records found. A blue button 'Add User Defined Outcome' is highlighted in red.
- Enter # of Resources:**
  - # of Volunteers: 0
  - Project Hours: 0.00

Buttons at the bottom include 'Save', 'Add PM to Table', 'Back', and 'Next'. A 'Screen Instructions' panel is visible on the left.

7. Then select an Output when it populates into the list.

The screenshot shows the 'Performance Measure' tab with the following elements:

- Summary of Performance Measures Table:**

ID	Objective	Title	Interventions	Outputs	Outcomes	End Outcomes	Complete	Edit	Delete
There are currently no Performance measures created for this application.									
- Interventions Section:**
  - Interventions table with columns: Interventions, Description.
  - Row 1:  Other, N/A
  - Row 2:  **User Defined Output3** (circled in red)
- Buttons:** Add User Defined Output, Add User Defined Outcome.
- Resource Entry:** Enter # of Resources, # of Volunteers (0), Project Hours (0.00), \$.

8. Enter N/A into narrative fields, zero into the target field, and select a method from the dropdown menu. Then select the Outcome button. Repeat the Output steps for the Outcome.

The screenshot shows the 'Performance Measure' tab with the following elements:

- Summary of Performance Measures Table:**

ID	Objective	Title	Interventions	Outputs	Outcomes	End Outcomes	Complete	Edit	Delete
There are currently no Performance measures created for this application.									
- User Defined Output3 Form:**
  - Title: N/A
  - Select Method: Other (dropdown)
  - Instrument Description: N/A
  - Targets: 0 | Unit of Measure: N/A
- Buttons:** Add User Defined Output, Add User Defined Outcome (circled in red).
- Resource Entry:** Enter # of Resources, # of Volunteers (0), Project Hours (0.00), \$.

9. Add 1 to the # of Volunteers and # of Project Hours fields.

Home Page Objective Resource Allocation Performance Measure Summary

### Summary of Performance Measures

ID	Objective	Title	Interventions	Outputs	Outcomes	End Outcomes	Complete	Edit	Delete
1	Other	N/A	Other	OUTPT2	OUTCM4		Yes	Edit	Delete

Screen Instructions

On this tab, you will create one or more sets of performance measures for each grant activity that you intend to measure. Each performance measure will correspond to a previously selected objective. Service activities/interventions, outputs, and outcomes may be CNCS-defined or user-defined. Please consult your application instructions for any performance measure requirements that are specific to your grant solicitation.

Click the "Help" button at the top of the screen for more details about entering performance measures.

Enter # of Resources

# of Volunteers:  Project Hours:  \$

Targets: 0 Unit of Measure N/A

Outcomes

User Defined Outcome2

Title: N/A  
 Select Method: Other  
 Instrument Description: N/A  
 Targets: 0 Unit of Measure N/A

Buttons: Add User Defined Output, Add User Defined Outcome, Save, Add PM to Table, Back, Next

10. Click Complete PM button.

Home Page Objective Resource Allocation Performance Measure Summary

### Summary of Performance Measures

ID	Objective	Title	Interventions	Outputs	Outcomes	End Outcomes	Complete	Edit	Delete
1	Other	N/A	Other	OUTPT2	OUTCM4		No	Edit	Delete

Screen Instructions

On this tab, you will create one or more sets of performance measures for each grant activity that you intend to measure. Each performance measure will correspond to a previously selected objective. Service activities/interventions, outputs, and outcomes may be CNCS-defined or user-defined. Please consult your application instructions for any performance measure requirements that are specific to your grant solicitation.

Click the "Help" button at the top of the screen for more details about entering performance measures.

Enter # of Resources

# of Volunteers:  Project Hours:  \$

Targets: 1 Unit of Measure N/A

Outcomes

N/A

Title: N/A  
 Select Method: Other  
 Instrument Description: N/A  
 Targets: 1 Unit of Measure N/A

Buttons: Add User Defined Output, Add User Defined Outcome, Save, Complete PM, Back, Next

11. Click Next. Then Click Validate Performance Measures.

Home Page Objective Resource Allocation Performance Measure Summary

Screen Instructions

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

Click "Validate Performance Measures" to validate the information entered into this module.

Click the "Help" button at the top of the screen for more details about editing and printing your performance measures.

Summary

Resource Hours by Focus Area Resource Hours by Objective

100% 100%

Number Of Volunteers by Focus Area Number Of Volunteers by Objective

Back Validate Performance Measures

508 Approved Contact Help Desk

12. Click Back to eGrants application.

home back to eGrants application my account help logout

Grant application [REDACTED]  
NOFA: [REDACTED]  
Type: [REDACTED]  
Status: [REDACTED]  
Submitted: [REDACTED]  
Legal Applicant Name: [REDACTED]

Home Page Objective Resource Allocation Performance Measure Summary

Screen Instructions

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

Click "Validate Performance Measures" to validate the information entered into this module.

Click the "Help" button at the top of the screen for more details about editing and printing your performance measures.

Summary

Resource Hours by Focus Area Resource Hours by Objective

100% 100%

Number Of Volunteers by Focus Area Number Of Volunteers by Objective

Back Validate Performance Measures ?