

AmeriCorps Seniors

### Senior Companion Program: National Performance Measures and Work Plans

Fiscal Year 2024

Produced and published at US taxpayer expense.



## Agenda

- Important Dates & Contact Information
  Key Terms
- Funding Priorities & Primary Focus Area
- Selection Criteria: Work Plan & Performance Measures
- National Performance Measures
- Calculating and Allocating Volunteers
- Work Plans
- Applicant Training and Technical Assistance
- Recap & Knowledge CheckQ&A



### **Important Dates**

Applications are due no later than **Thursday, February 1, 2024, by 5:00 p.m. Eastern Time.** 



Successful applicants will be issued awards by June 2024.



### **Contact Information**



For questions related to this funding opportunity, contact <u>FGPSCPReplacement@americorps.gov</u>.

For details on this opportunity and to see other opportunities available through AmeriCorps, visit the AmeriCorps <u>Funding Opportunities</u> website.

### Poll #1

### Question 1: Did you attend our last live event, **Tour of the Notice of Funding Opportunity – Selection Criteria**?



### Question 2:

Have you accessed the training and technical assistance resources and webinars on the funding opportunity webpage?







# How confident do you feel in your current level of knowledge relating to **National Performance Measures and Work Plans**?

- 5- Very Confident
- 4- Confident
- 3- Neutral/Not sure
- 2-Not confident
- 1-Not very confident

#### AmeriCorps Seniors

### **Key Terms**

- 1. Focus Area: One of a set of 6 core priority issue areas identified in the Serve America Act where AmeriCorps focuses national service and measures its impact.
- 2. Geographic Service Area: The counties in which volunteer stations are located and services are provided.
- **3. Sponsor:** A public agency or private non-profit organization, either secular or faithbased, that receives AmeriCorps Senior program funding and is legally responsible for stewarding grant funds. **Also referred to as grantees**.
- 4. Volunteer Service Year: Equal to 1,044 hours of volunteer service activity per year. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1,044 hours x \$4.00 per hour). VSYs are also used in the performance measures module in eGrants to complete work plans.
- 5. Volunteer Station: A public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of AmeriCorps Seniors volunteers.

### Key Terms, continued



- 6. Outcomes: A type of measure that indicates progress toward achieving the intended result of a program, which usually represents a change in the situation of beneficiaries of service, such as increased social support or improved capacity for independent living. I.e., longer term, permanent change, or improvement expected in the community.
- 7. Outputs: A type of measure that tabulates, calculates, or records the actual number of services (e.g., people served, products created, programs developed) or products delivered by a program, such as number of older adults receiving companionship from volunteers. I.e., immediate results of the volunteers' service in the community.
- 8. Performance Measures: A set of standardized outputs and outcomes to help grantees and AmeriCorps track the impact of national service.
- **9.** Service Activity: The service performed by AmeriCorps Seniors volunteers that supports an identified community need and aligns with AmeriCorps Seniors funding priorities and focus areas. I.e., what the AmeriCorps volunteers are doing with beneficiaries.
- **10.** Work Plan: A plan that shows how the project will address a specified community need. Includes a description of the community need and AmeriCorps Seniors volunteer service activities, the chosen performance measures, and how the impact of service activities will be measured. 8



### Funding Priorities and Primary Focus Area

### **Primary Focus Area and Funding Priorities**



The Senior Companion Program focuses on **Healthy Futures**.

Grants must establish programming that engages adults fifty-five (55) years and older to serve as volunteers who **help older adults live independently**. Activities may include providing support and/or facilitating access to services and resources that contribute to independent living.



## **Senior Companion Program Funding Priorities**



Primary Focus Areas and Funding Priorities

Priority consideration\* will be given to:

- Projects that propose to raise public awareness about the challenges and needs of family caregivers and the role of older adult volunteers.
   Innovative service projects that can be executed by older adults will be given priority consideration. These projects can include those that:
  - Advance partnerships that promote greater engagement for older adult support for family caregivers.
  - Optimize well-being of family caregivers by strengthening services and supports, e.g., services to help caregivers manage their own health/emotions/physical stress, helping to find and secure other trustworthy/affordable services or supports, and those that prevent caregiver isolation.

### Senior Companion Program Funding Priorities

Primary Focus Areas and Funding Priorities

Funding Priorities Continued...

- Develop volunteer roles that integrate older adults as volunteers who serve as part of a care coordination for clients and ongoing support for family and other caregivers.
- Develop interventions where elders can support caregivers in tribal communities.
- Spur innovations that engage older adults in intergenerational activities that help increase access to information and services for caregivers.

\*To receive priority consideration, applicants must show that the priority area is a **significant** part of the program focus and intended outcomes and must include a high-quality program design.



Suggested Resource: <u>Identifying</u> <u>Priority</u> <u>Areas</u>

AmeriCorps <u>Funding</u> <u>Opportunities</u> website.

#### AmeriCorps Seniors

## **Funding Priorities**

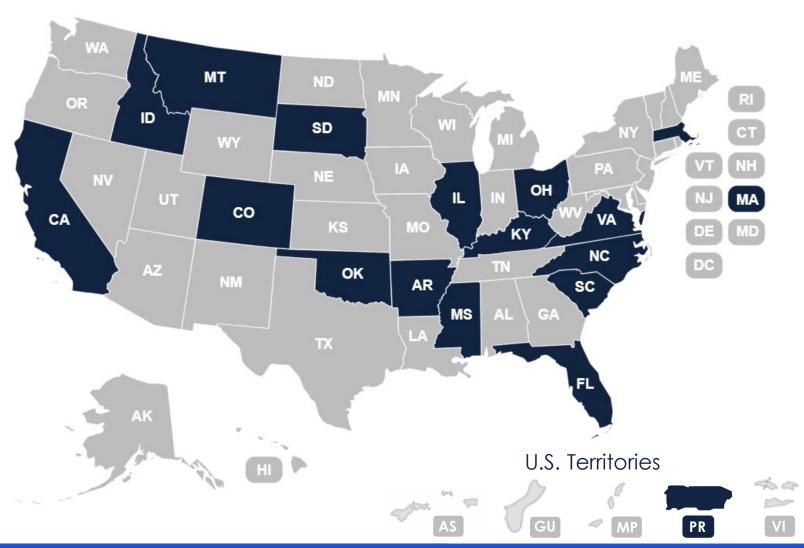
Primary Focus Areas and Funding Priorities

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, and religious minorities.
- Projects that propose to serve states listed in Appendix A: Priority States and Territories.
- Organizations that serve people with arrest and conviction records and provide meaningful reentry opportunities.
- Programs that support **civic bridgebuilding projects** (meaning projects that foster respect among diverse communities, strengthen relationships across lines of difference, forge a sense of common civic purpose, and seek to solve a community program and diminish polarization) and provide training in civic bridgebuilding skills and techniques to AmeriCorps Seniors volunteers.



### **Appendix A: Priority States and Territories**

Primary Focus Areas and Funding Priorities



\*Applicants are not limited to this list of states and territories to apply for, but AmeriCorps Seniors is prioritizing projects that designate counties in these states and territories due to relinguishments.

\*Applicants can apply for one or more counties.



### Selection Criteria – Section E.1.e. Work Plan and Performance Measures (18 Percent)



### **Work Plans and Performance Measures**

Section E.1.e. Work Plan and Performance Measures

**Work Plans -** Applications must include work plans that meet the following minimum requirements:

- National Performance Measure outcomes using **Healthy Futures** as the primary focus area.
- Federal funding requests cannot exceed \$9,000 per Volunteer Service Year.
- For every **\$9,000** in annual base federal funding, **at least one** volunteer service year\* must be placed in a work plan that results in National Performance Measure outcomes in the Healthy Futures focus area.

\*Volunteer Service Year (VSY) is a budget term which equals 1,044 hours of volunteer service activity. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1,044 hours x \$4.00 per hour). See Appendix E: Cost per Volunteer Calculator for more information.



### Work Plans and Performance Measures, continued

Section E.1.e. Work Plan and Performance Measures

Work Plans that logically connect the following four major elements to each other and are aligned with National Performance Measures the:

- 1. Community need(s) identified.
- **2. Service activities** that will be carried out by AmeriCorps Seniors volunteers.
- 3. Instrument description and data collection plans.
- **4. Target numbers** that lead to outcomes or outputs and are appropriate for the total number of volunteers assigned to the performance measure.

### Work Plans and Performance Measures, continued



Section E.1.e. Work Plan and Performance Measures

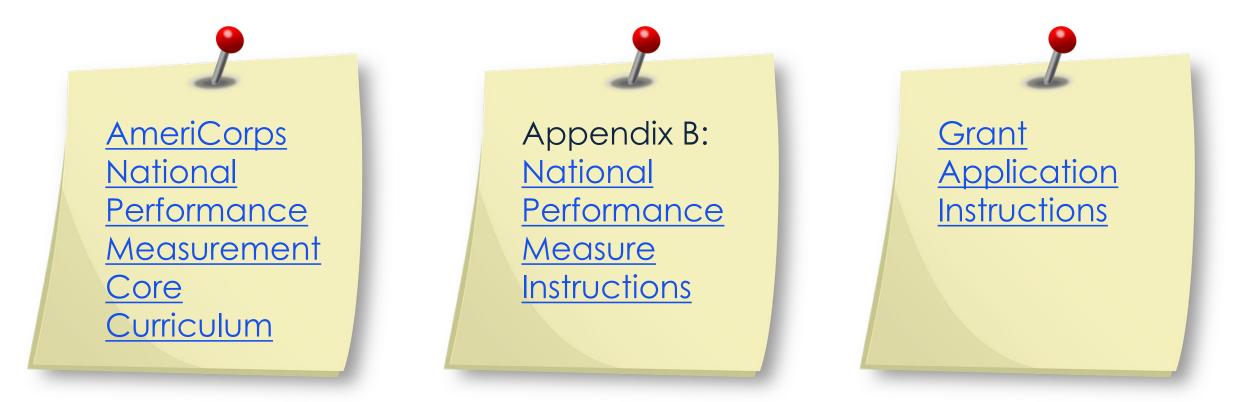
Service activities that are defined in each Work Plan must include the intervention the AmeriCorps Seniors volunteers will implement or deliver, including:

- the **duration** of the intervention (e.g., the total number of weeks, sessions, or months of the intervention).
- the **dosage** of the intervention (e.g., the number of hours per session or sessions per week).
- the **target population** for the intervention (e.g., disconnected seniors/youth, third graders at a certain reading proficiency level).
- the **measurable outputs** that will result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators.
- **outcomes** that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.



### Work Plan and Performance Measures Resources

Section E.1.e. Work Plan and Performance Measures



AmeriCorps Funding Opportunities website.



### **National Performance Measures**

### What Are National Performance Measures?

National Performance Measures

- A set of standardized outputs and outcomes to help grantees and AmeriCorps track the impact of national service.
- Allows you to measure and assess the effectiveness of your programming and communicate it to AmeriCorps and other stakeholders.
- Helps AmeriCorps to tell a unified story about the impact of our programs nationwide and continue to improve our performance.
- The Senior Companion Program National Performance Measures Focus Area is Healthy Futures.



Suggested Resource: Appendix B: Senior Companion Program Performance Measure Instructions

### National Performance Measure Requirements

National Performance Measures

#### Focus Area:

• One of a set of 6 core priority issue areas identified in the Serve America Act. • Primary focus area for Senior Companion Program is Healthy Futures.

### Objective:

• Defines the programs intended goal or outcome.

#### Service Activities:

 Lists what AmeriCorps Seniors volunteers are doing with beneficiaries.

#### Output:

• Immediate results of the volunteers' service in the community.

#### Outcome:

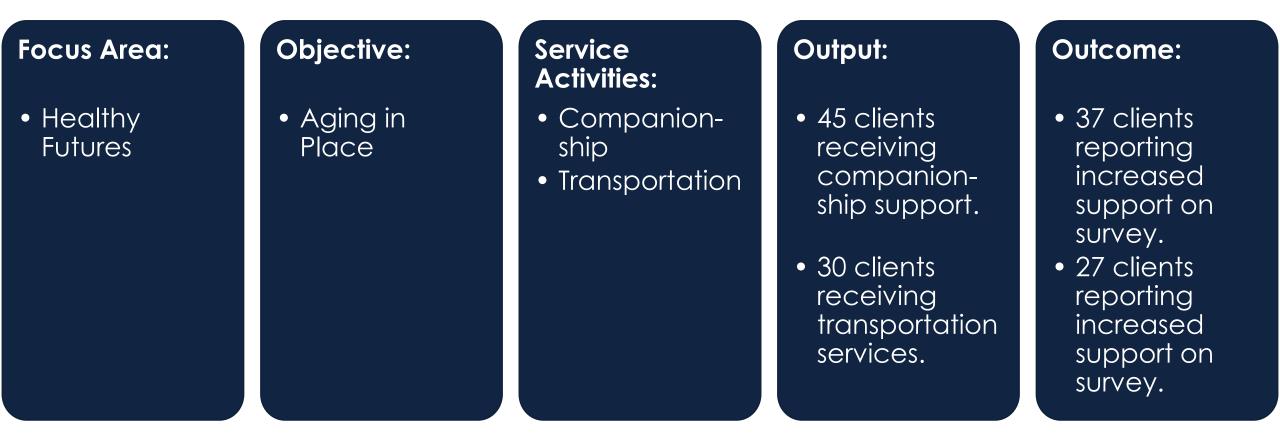
 Longer term, permanent change, or improvement expected in the community due to AmeriCorps Seniors volunteers and their service.





### **National Performance Measure Requirements**

National Performance Measures





### Maximum Cost Per Volunteer Service Year In Outcome-Based Assignments

Calculating and Allocating Volunteer Service Years

- For every \$9,000 in base federal funding, at least one AmeriCorps Seniors VSY must be placed in the work plan that results in national performance measure outcomes in the **Healthy Futures** focus area.
- Example: **\$90,000** of federal funding divided by **\$9,000** equals a minimum of **10** VSYs placed into unduplicated volunteer outcome assignments (10,440 hours of service).

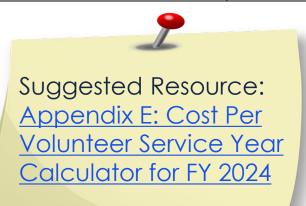
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#### **VSY Calculator**

In the table below, enter the amount of AmeriCorps Seniors funding you are applying for. The number of VSYs you have to place into outcome-based workplans for that amount of funding will be calculated for you.

Amount of AmeriCorps Seniors funding:	\$ 90,000
Amount of funding / 9000:	10.0
Number of VSYs you have to place in outcome-based workplans:	10



### Rounding VSYs In Outcome-Based Assignments

Calculating and Allocating Volunteer Service Years

### Example #1

\$100,000 in Federal funding requested.
11.1 = (\$100,000/\$9,000)
VSY = 11

### Example #2

- \$150,000 in Federal funding requested
- 16.6 = (\$150,000/\$9,000)
  VSY = 17





### Self-Assessment: Allocating Volunteer Service Years

- Consider how many hours of service will it take to perform the activities for the number of people to be served.
- Use prior experience.
- Check with community partners.
- Refer to your Output Target and Service Activity Description.





### Volunteer Service Years and Individual Volunteers in the Work Plans



- Volunteer Service Years represent the number of hours of service it takes to deliver an intervention. 1 VSY = 1,044 hours of service.
  - In the work plan, VSYs are entered into the "unduplicated volunteer" field in eGrants.
- Individual volunteers are the people who will be performing the service. It may take more than one person to serve enough hours to equal one VSY.
  In the work plan, the individual people are entered into the "total volunteer" field in eGrants
- Example: You think it will take 5,200 hours of service to deliver an intervention, and you have 8 individual volunteers who will do it.
  5,200 hours of service = 5 VSYs in the "unduplicated volunteer" field
  8 volunteers in the "total volunteer" field

### Can Volunteers Serve in More than One Work Plan?



- Yes!
- Count each service hour only once.
   Put each hour in the work plan that aligns with the service they will be doing.
- Include them in the "total volunteers" in each work plan that includes their hours of service.





### Work Plans

Jan-24 30

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### Writing the Service Activity Description

Work Plans



Define the service activity by describing what the AmeriCorps Seniors volunteers will do to achieve the outputs and outcomes.

Include:

- **Who** beneficiaries are.
- **What** AmeriCorps Seniors volunteers will be doing with them.
- **When** volunteers will provide service (how often and for how long).
- **Where** the service will take place.

### Sample Service Activity Description



Goal	Focus Area	Objective	Output	Outcome	Service Activity
Increase social support for housebound older adults	Healthy Futures	Aging in Place	H4A: Number of individuals served	H9A: Number of individuals who report having increase social support or improved capacity for independent living	Companionship

Senior Companion Program volunteers will engage with **45 housebound older adults** in ABC County that were identified by county social services organizations. Volunteers will engage with older adults in their **homes or other community locations** for **10-15 hours per week**, participating in activities like **reading**, **hobbies**, **conversation**, **and companionship**.

Disclaimer: This is an example and is not meant to direct an applicant's proposal.

#### Work Plan Development Template

#### Focus Area:

#### **Community Need:**

Objective:



A	В	С	D	E	F	G	Н	I	J
Output	Output	Service Activity	# of	# of Total	# of		Outcome	Outcome	Outcome
	Instrument		Unduplicated	Volunteers	Volunteer	Target		Instrument	Target
			Volunteers		Stations				

Total number of unduplicated volunteers/VSYs in National Performance Measure Work Plans:

Update this as you complete Work Plans to reflect the cumulative number of unduplicated volunteers/VSYs programmed into National Performance Measure Work Plans. For example, if this is the first work plan completed, and it includes 10 Unduplicated Volunteers or 10 VSYs in Column D, the value would be 10. If this is my second, and I have included 10 Unduplicated Volunteers or 10 VSYs in Column D in each work plan, it would be 20, and so on.

Service Activity Description(s)

Output Instrument Description(s)

Outcome Instrument Description(s)

### Sample Work Plan Template



Work Plans

**Focus Area**: Healthy Futures **Objective**: Aging in Place

**Note:** Each selected service activity will generate a separate work plan

A	В	С	D	E	F	G	Н		
Output	Output Instrument	Service	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer	Output	Outcome	Outcome Instrument	Outcome Target
<b>Note:</b> You will enter the number of Volunteer Service Years (VSYs) in column D of the template.									

Disclaimer: This is an example and is not meant to direct an applicant's proposal.

#### AmeriCorps Seniors

### **Data Collection Instruments**

National Performance Measures

### Output Instruments

• Tracking mechanism that ensures an unduplicated count of beneficiaries who have received services.

### Outcome Instruments

- Independent Living Survey (mandatory for some outcomes)
- Respite Care Performance Measure Survey (mandatory for some outcomes)
- Surveys
- Interviews
- Caseworker Assessment
- Pre- and Post-Assessments

### Self-Assessment: Data Collection Instrument

National Performance Measures

Ask Yourself...

Are your data collection instruments:

□ Accessible?

- □ Feasible?
- □ Standardized?
- □ Cost effective?



# What are some potential challenges of selecting these data collection instruments?



AmeriCorps



Suggested

Resource:

Application

Instructions

Grant

# **Other Community Priorities**

National Performance Measures

- A grantee may create a work plan consisting of "Other Community Priorities" to address community activities not captured in national performance measures.
  - VSYs included in these work plans do not count towards the cost/VSY requirement.
- The following sections must be completed in eGrants:
  - Description of community need
  - Output\*
  - Number of Volunteer Service Years (VSYs)
  - Number of volunteers
  - Total number of volunteer stations

\*Output: There is one pre-determined output for the "Other Community Priorities" work plan – "Grantee met its target for community priority activity Yes/No." This will be the only option available when entering the Community Priority work plan.



# eGrants Step-by-Step Walkthrough: Work Plan

# Step-by-Step Walkthrough: Work Plan

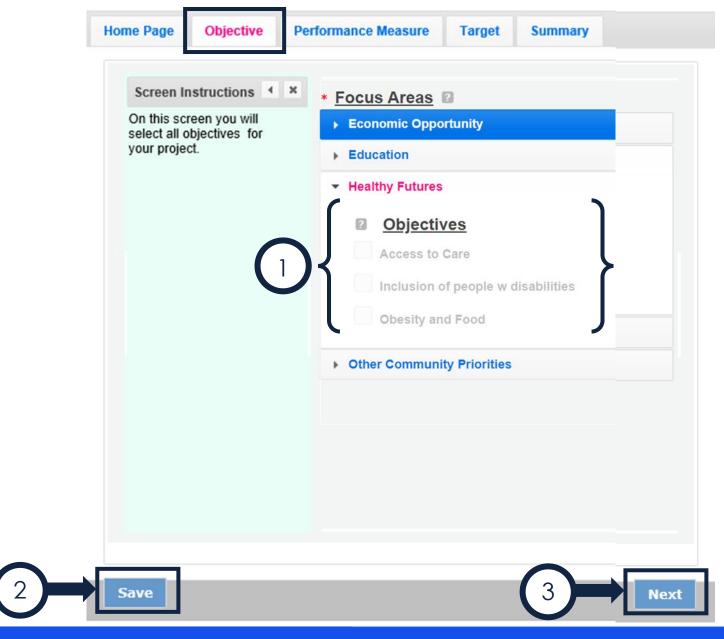


Applicant Info											
Application Info	Add New Pe	erfor	nance Meas	ures							
Narratives										В	egin
🔊 Work Plan	Edit Volunt	eer A	llocation								
Documents											
Budget Section 1	Delete or Edit Performance Measures Created										
Budget Section 2	Delete of Et		inormance i	ieusures ei	euteu				# of		
Funding/Demographics	Objective	ID	Category Title	Service Activity	Output	Output Target	Outcome	Outcome Target	Unduplicated Vols	# of Total Vols Contributing	# of Vol Stations
Station Roster	There are currently no performance measure created for this application.										
Review										dd New Performa	
Authorize and Submit											
	-										

#### **Related Resources:**

- Grant Application Instructions
- <u>National Performance Measurement Core Curriculum</u>
- Work Plan Development Worksheet (found in the Grant Application Instructions)

## Step-by-Step Walkthrough: Focus Areas





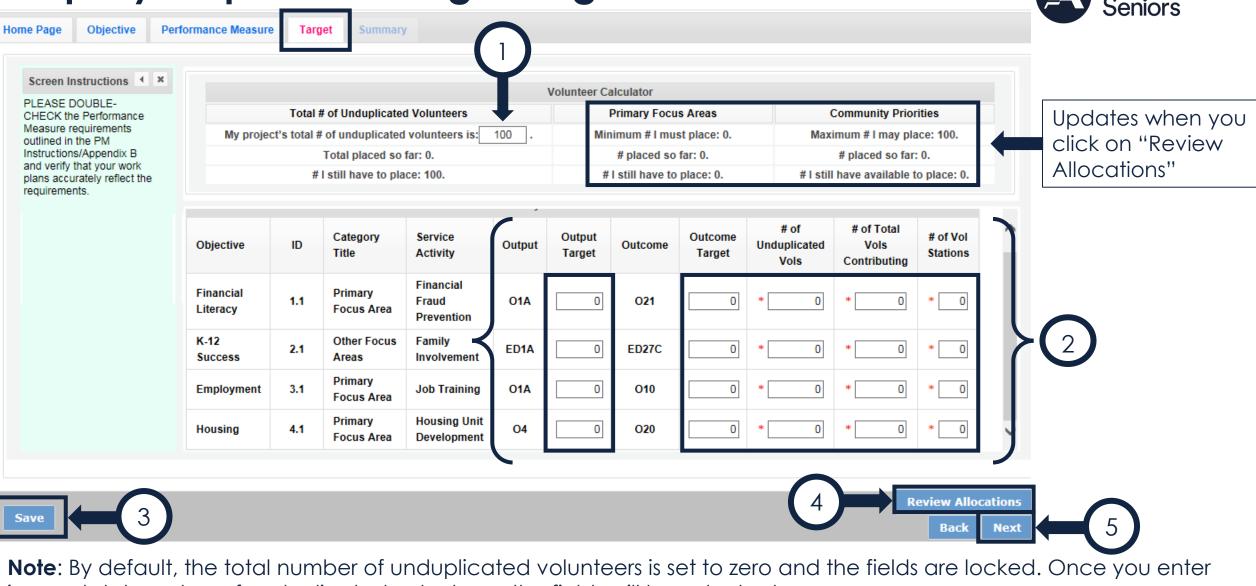
 Primary Focus Area must be Healthy Futures with at least one objective in Aging in Place.

## Step-by-Step Walkthrough: Performance Measures

	<ul> <li>Specify county or</li> </ul>					
Objective	ID Category Title	Service Acti	vities Output	Outcome Complete	Delete Edit	counties
	There	are currently no Performance me	sures created for this application	on.		Use local statistic
						<ul> <li>Describe consequences o</li> </ul>
Screen Instructions		Per	formance Measures		Ĵ	•
This tab allows you to create sets of aligned performance measures for		Primary Focus Area	<b>~</b>			<ul><li>need going unm</li><li>Describe why</li></ul>
all the grant activities you vill measure.	* Select Objective     * Enter Community Need	Select Objective	~			Describe wity
Begin by selecting a ategory title.	* Enter Community Need					volunteers are
Select an objective for your aligned performance neasure.		2Select Output			~	effective resourc
Provide a brief description of the need your project will	* Select Instrument	Select Instruments	× *	Enter Instrument Description	(	
address in this performance neasure.	Select Outcome	?No Outcome selected			~	
Select the output you wish o measure in this set of	Select Instrument	Select Instruments	~	Enter Instrument Description		
vorkplans.	* Select Service Activities	Service Activities	Description			
Select the outcome you vish to measure in this set of workplans.					No records found.	
v	4			C		
					Add PM Back Next	

AmeriCorps Seniors

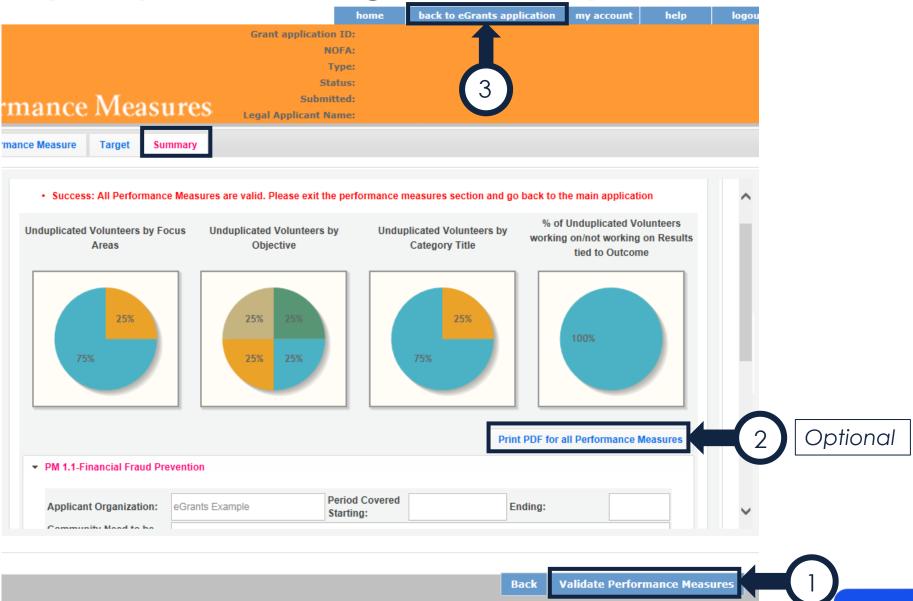
## Step-by-step Walkthrough: Targets



in your total number of unduplicated volunteers, the fields will be unlocked.



## Step-by-step Walkthrough: Summary







# **Applicant Training and Technical Assistance**

## Notice of Funding Opportunity Appendices



Appendix Name	Purpose
Appendix A: Priority States and Territories	Applicants are not limited to this list of states and territories to apply for, but AmeriCorps Seniors is prioritizing projects that designate Geographic Service Areas operating in these states and territories due to relinquishments. Applicants can apply for one or more counties in a state.
Appendix B: National Performance Measure Instructions	Guidance for performance measures selection, output and outcome pairings, and required information for Work Plan in eGrants.
Appendix C: Terms and Definitions	Terms and Definitions provides information for terms most used in AmeriCorps Seniors.
Appendix D: Grant Application Instruction	Grant Application Instructions submitting you application in eGrants. Includes Work Plan Development Template.
Appendix E: Cost Per Volunteer Calculator	Resource to help applicants determine a minimum number of volunteer service years (VSY) for a funding request.

AmeriCorps Funding Opportunities website.



## Additional Applicant Training and Technical Assistance

Live Events (Requires Registration)	Pre-Recorded
AmeriCorps Seniors in Action: Mobilizing a Generation	Introducing AmeriCorps, AmeriCorps Seniors, and Its Programs
Identifying Funding Priority Areas in Your Community	Tour of the Notice of Funding
Tour of the Notice of Funding Opportunity – Selection Criteria Review	AmeriCorps National Performance Measures Curriculum
National Performance Measures and Work Plans	Best Practices in Budget Development
Senior Companion Program Office Hours: Budget Q&A	Submitting Your Application in eGrants
Senior Companion Program Office Hours: General and Performance Measurement Q&A	AmeriCorps Due Diligence Review and Compliance Training

#### For more information, visit the <u>Funding Opportunity</u> Page.

## Office Hours Q&A



## Budget

- Wednesday, January 17, 2024, 1:30 p.m. ET
- <u>Register</u> for this event.

### General & Performance Measures

- Thursday, January 18, 2024, 3:30 p.m. ET
- <u>Register</u> for this event.

### Pre-Submit Questions

- <u>Pre-submit</u> <u>questions</u> for the webinar.
- Please submit your questions by 5:00 p.m. ET on Friday, January 12, 2024, for consideration.



# **Recap and Knowledge Check**

Recap



### National Performance Measures

 Applicants are required to use the identified
 Performance
 Measures outlined in this Notice of
 Funding Opportunity.

### Outputs and Outcomes

- Every performance measure output must be paired with a single outcome.
- For each work plan, applicants must select one output and one of the associated outcomes.

### Work Plan Requirements

 For every \$9,000 in base federal funding, at least one

AmeriCorps Seniors VSY must be placed in the work plan that results in national performance measure outcomes in the **Healthy Futures** focus area.

## Knowledge Check #1



#### Volunteer Service Year Formula

If your proposal requests **\$90,000** in federal funding, how many Volunteer Service Years must be placed in outcome-based work plans?

## Answer: 10 VSYs \$90,000 / \$9,000 = 10

#### **VSY Calculation**

For every \$9,000 in base federal funding, **at least one** AmeriCorps Seniors VSY must be placed in the work plan that results in national performance measure outcomes in the **Healthy Futures** focus area.

## **Knowledge Check**

What resource provides guidance on performance measure selection, output and outcome pairings, and required information for Work Plans in eGrants?

#### A. Notice of Funding Opportunity

B. Appendix B: National Performance Measure Instructions

C.Appendix C: Terms and Conditions D. We do not offer that as a resource

#### True or False

Each output may only be paired with one associated outcome

## TRUE!

# When are applications due?

- Applications are due by 5:00 p.m. ET on Thursday, February 1, 2024.
- Successful applicants will be notified by April 2024.
- Successful applicants will be issued award by June 2024.



Poll #3

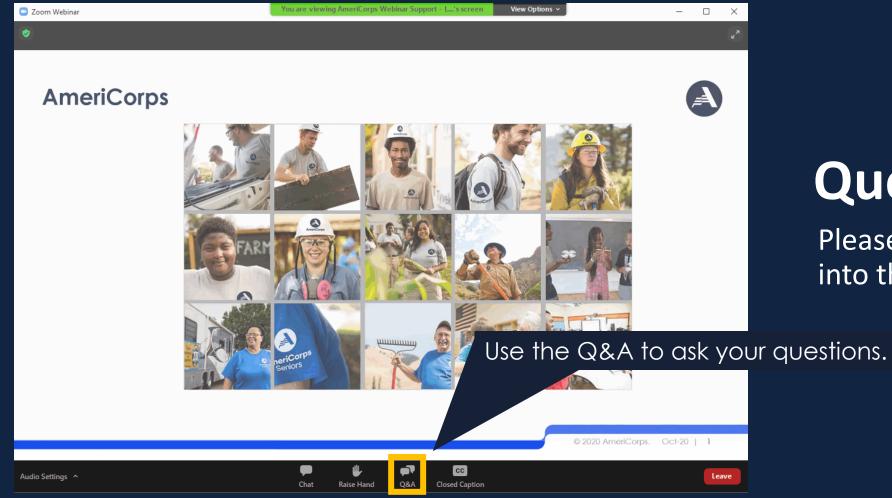
Having attended today's webinar, how confident do you feel in your current level of knowledge relating to **National Performance Measures and Work Plans**?

- 5- Much more confident
- 4-More confident
- 3- Neutral/Not sure
- 2-Less confident
- 1- Much less confident









# **Questions?**

Please enter your questions into the Q&A box.



# Thank you for your interest in AmeriCorps Seniors funding opportunities.