

## Instructions for eGrants

### Performance Measurement Screens

Follow these instructions to enter your performance measures in eGrants.

All applicants must complete Steps 1-6. Then, if you are:

- Opting in to the National Performance Measures, follow steps 7B-17B.

For more information about Performance Measures go to:

<http://www.nationalserviceresources.org/star/ac>

For more information about the National Performance Measures Pilot go to:

<http://www.nationalserviceresources.org/national-performance-measures/home>

For assistance with eGrants call the eGrants Helpdesk at 888-677-7849.

## AmeriCorps Performance Measures

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

**Step 1: Select Serve America Act (SAA) Characteristics.** To begin, click one or more boxes in the “SAA Characteristics”.

### Step 2: Select Serve America Act Priorities

Select the Priority Area in which your primary service activity fits. If your primary service activity does not fit into a Priority Area, select “Other” and skip to **Step 5**. You may select multiple Priority Areas to represent significant areas of AmeriCorps member service.

### Step 3: Choose whether to Opt-in to National Performance Measures:

Although eGrants will allow you to select all of your Priority Areas at once, we suggest starting with one Priority Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Priority Areas if applicable.

When you select a Priority Area, eGrants automatically pre-populates “No, I will not be using a national performance measure related to this Priority.”

- Leave this selection as “No” if you do not want to participate in the National Performance Measures for that Priority Area.
- Change the selection to “Yes, I will be using a national performance measures related to this Priority,” if you want to opt-in to the National Performance Measures for that Priority Area.

You may consult the “Detailed Background Information on National Performance Measures” in the Notice of Funding Opportunities (NOFO) or the relevant resource packets (<http://www.nationalserviceresources.org/national-performance-measures/home>) before making your participation decision.

If you selected “Other” as your Priority Area, you will skip this step as there are no National Performance Measures for “Other.”

Serve America Act Priorities	National Performance Measures
<input type="checkbox"/> Environment/Clean Energy	<input type="radio"/> Yes, I will be using a national performance measure related to this Priority. <input type="radio"/> No, I will not be using a national performance measure related to this Priority.
<input checked="" type="checkbox"/> Education <a href="#">view/edit MSY slots</a>	<input checked="" type="radio"/> Yes, I will be using a national performance measure related to this Priority. <input type="radio"/> No, I will not be using a national performance measure related to this Priority.
<input type="checkbox"/> Healthy Futures	<input type="radio"/> Yes, I will be using a national performance measure related to this Priority. <input type="radio"/> No, I will not be using a national performance measure related to this Priority.

### Step 12A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

### Step 13A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select “other” and describe the Indicator in the text box that will appear.

### Step 14A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

The screenshot shows a web form titled "Result: Output" with a "Delete this Result Section" link. The form is divided into several sections:

- RESULT STATEMENT**: A section with the instruction "1-2 Sentences stating the expected Result.." and a text input box.
- INDICATORS**: A section with the instruction "A specific, measurable item of information that specifies progress toward achieving a result." It includes a dropdown menu labeled "Indicator: Select an Indicator..." and a small question mark icon.
- TARGETS**: A section with the instruction "Target Description" and a text input box. Below the box is a label "#(number) or %(percent)" and a small dropdown menu with a question mark icon.
- INSTRUMENTS**: A section with the instruction "Specific tool to collect information (e.g., behavior checklist, tally sheet, attitude questionnaire, interview protocol)." and a text input box.
- PERFORMANCE MEASURE STATEMENT**: A section with the instruction "Combine expected results and targets into a sentence (Max 1,000 characters)." and a text input box.

### Step 15A: Select a Target Number or Percent

Write a number in the Target box from your target statement— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets often use a number (#) rather than a percent. If you included a number in your Target Description, this number and that number should match.

### Step 16A: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, interview protocol. The statement should be a maximum of 250 characters.

### Step 17A: Write a Performance Measure Statement

Provide the expected result and target combined into one or two sentences with a maximum of 1,000 characters.

Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as “intermediate outcome” and complete Steps 12A through 17A again. If you would like to enter an “end outcome”, you may do so by completing Steps 12A through 17A again. End outcomes are not required.

## National Performance Measures

Follow the instructions for **7B –17B** for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have Opted In to National Performance Measures for any Priority Area.

- If you select the Education Priority Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures. You are not allowed to add any additional, applicant-determined measures.
- If you select the Healthy Futures, Economic Opportunity, Clean Energy or Veterans Priority Areas, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

### Step 7B: Add a National Performance Measure

First select the Priority Area. Only those Priority Areas that were checked as participating in the National Performance Measures will be displayed.

### Step 8B: Add a Performance Measurement Title

Give this performance measure a title—usually 3-4 words that describe the activity— and enter it in the text box.

### Step 9B: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue.

### Step 10B: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 4,000 characters.

The screenshot displays the 'eGrANTS' web application interface. At the top, there is a header with the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGrANTS' text. Below the header, a navigation bar includes 'Start New Grant Application' and 'Performance Measures'. The main content area is titled 'National Performance Measures' and contains a sub-section 'General Info'. This section includes a 'Priority Area' dropdown menu with a list of options: 'Environment/Clean Energy', 'Education', 'Healthy Futures', 'Opportunity', and 'Veterans'. The 'Performance Measure' field is a text input box. The 'Service Category' is a dropdown menu with a list of options: 'Veterans' and '...'. At the bottom of the form, there are 'cancel' and 'save' buttons.

### Step 11B: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click “Add New Results Section.” You should begin each aligned measure with the selection of an Output Measure.

### Step 12B: Select the Indicator

This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Priority Areas that you have selected. Once you select your first National Performance Measure, eGrants will provide on-screen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome.

If you need to add an applicant-determined intermediate outcome measure, you will select “other” from the pop-up list.

The screenshot shows a web browser window titled "National Performance Measures - Microsoft Internet Explorer provided by CNCS". The page content includes a "Results" section with a description: "The outputs and outcomes you intend to track for a particular activity". Below this is the "RESULT TYPE" section, which defines "Outputs" and "Intermediate Outcomes". The "Result: Output" is selected, and a "Delete this Result Section" link is visible. The "Indicators" section features a dropdown menu with "Select a Indicator ..." and a list of indicators: H1: Uninsured, economically disadvantaged clients; H2: Clients to whom health information is delivered; H3: Clients enrolled in health benefits programs; H4: Clients participating in health education programs; H5: Youth engaged in activities to reduce childhood obesity; H6: Youth receiving nutrition education; H7: Clients receiving language translation services. A "TARGETS" section is partially visible at the bottom.

### Step 13B: Write Result Statement

Enter 1-2 sentences stating the expected Result.

### Step 14B Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target.

For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

### Step 15B: Select a Target Number

Write the number in the Target box from your target description. You are only allowed to use a number.

The screenshot shows a form with several sections. The "Indicators" dropdown is set to "H4: Clients participating in health education programs.". Below it, the "Full Title" is "H4: Number of clients participating in health education programs.". The "Instructions" state: "All Healthy Futures programs must choose one of measures H1 through H7 and an aligned outcome measure of your own choosing.". The "RESULT STATEMENT" section has a prompt "1-2 Sentences stating the expected Result." and a text area. The "TARGETS" section has a "Target Description" text area and a "#(number)" input field. The "INSTRUMENTS" section has a prompt "Specific tool to collect information (e.g., behavior checklist, tally sheet, attitude questionnaire, interview protocol)." and a text area. The "PERFORMANCE MEASURE STATEMENT" section has a prompt "Combine expected results and targets into a sentence (Max 1,000 characters)." and a text area.

### Step 16B: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, interview protocol. The statement should be a maximum of 250 characters.

Check for guidance on appropriate instruments posted at the National Performance Measures resource page:

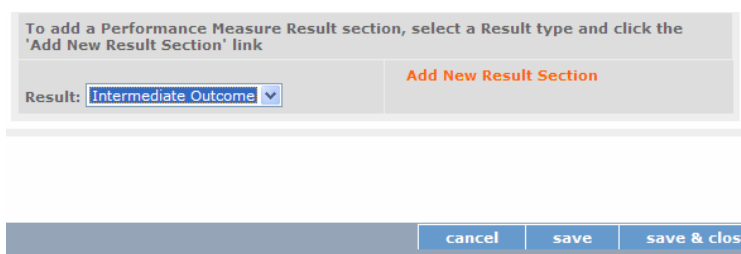
<http://nationalserviceresources.org/national-performance-measures/home>

### Step 17B: Write a Performance Measures Statement

Provide the expected result and target combined into one or two sentences, it is a maximum of 1,000 characters.

### Step 18B: Create Aligned Measure

Now that you have completed the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, then complete Steps **12B to 17B** again.



Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Priority Areas or other areas of service either by:

- Following Steps 7A – 17A for an applicant-determined measure or
- Following Steps 7B – 17B for an aligned National Performance Measure.