

# September 11th National Day of Service and Remembrance eGrants Performance Measures Module

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## **CNCS Performance Measures Home Page:**

Welcome to the CNCS Performance Measures Module (PMM).

In this module, you will:

- Provide information about your program's connection to the CNCS focus areas and objectives;
- Show how you plan to allocate resources to meet your program's objectives; and
- Create one or more performance measures, setting targets and describing data collection plans.

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the PMM Home Page will summarize your work. The Home Page contains links that will allow you to edit or delete previously completed performance measures. You may also navigate to other sections of the module using the tab feature at the top of each page or the "Next" button at the bottom of the page.

Once you start using the module, you may return to your eGrants application at any time. Click the "Save" button at the bottom of the screen to save your data before exiting the PMM. When you reenter the PMM, click the "Continue Working" button to return to the tab that you were on when you last closed the module.

After you have created at least one performance measure, the PMM Home Page will display a chart summarizing your measures. To edit a completed performance measure, click the "Edit" button. To delete a measure, click the "Delete" button. To create a new performance measure, click the "Add New Performance Measure" button.

## **CNCS Performance Measures Objective Page:**

On the Objective tab, you will see an expandable list of CNCS focus areas. When you click on a focus area, a list of corresponding objectives appears for that focus area.

To select your objectives:

- Click on a focus area;
- Select all objectives that are part of your program design;
- Click the "Refresh My Selections" button to view a list of selected objectives; and
- Repeat these actions for each applicable focus area.

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Select your program's primary focus area from the drop-down list at the bottom of the screen. Your choices for a primary focus area will be limited based on your selected objectives.

Click "Next" to proceed to the Resource Allocation tab, if applicable.

Note: Please consult the NOFA for additional guidance regarding the focus areas and objectives applicable to this grant solicitation.

## **CNCS Performance Measures Resource Allocation Page:**

On the Resource Allocation tab, you will describe how you intend to allocate program resources across your selected focus areas and objectives.

Only the objectives that you selected on the Objective tab will appear in the chart. If some of your program's objectives are not present, use the "Back" button to return to the previous screen and select additional objectives. The resource allocation chart must show how all of your program's resources are allocated.

Click "Calculate" to refresh the subtotal and grant total amounts as you enter or revise data on the chart.

Click "Next" to proceed to the Performance Measure tab.

## **CNCS Performance Measure Page:**

On the Performance Measure tab, you will develop performance measures for each grant activity that you intend to measure. Each performance measure will correspond to a previously selected objective. **Please consult the NOFA for any performance measure requirements that are specific to your grant solicitation.**

To create a new performance measure, first select an objective. The list of objectives is limited to those that you selected on the Objective tab.

Enter a short, descriptive title for your performance measure.

Enter a brief description of the problem your program will address in this performance measure.

Select the service activities/interventions that your program will deliver. Select only the service activities/interventions that will lead to the outcomes of this performance measure. You may add an applicant-determined service activity/intervention by selecting "Other".

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Enter a brief description for each selected service activity/intervention. Your description should include information about the design and dosage (frequency, intensity, duration) of the service activity/intervention.

Uncheck the box next the service activity/intervention name and click “Save” to remove a previously selected service activity/intervention.

Select output(s). The output list includes only the CNCS-defined outputs which correspond to your selected objective. If you do not wish to select a CNCS measure, or none are listed, you may create an applicant-determined output by clicking the “Add User Defined Output” button. For each output:

- Describe the specific instrument that you will use to measure the output. Include the title of the instrument and a brief description of what it measures. Your description should explain how the instrument will be administered and any details about its reliability and validity.
- Enter your output target and the unit of measure. For applicant-determined outputs, the unit of measure should describe the population that you intend to count (children, miles, etc.). Do not enter percents or hours as units of measure. Your target must be a whole number.

Select outcome(s), if applicable. The outcome list includes only the CNCS-defined outcomes which correspond to your selected objective. If you do not wish to select a CNCS measure, or none are listed, you may create an applicant-determined outcome by clicking the “Add User Defined Outcome” button.

- Describe the specific instrument that you will use to measure the outcome. Include the title of the instrument and a brief description of what it measures. Your description should explain how the instrument will be administered and any details about its reliability and validity.
- Enter your outcome target and the unit of measure. For applicant-determined outcomes, the unit of measure should describe the population that you intend to count (children, miles, etc.). Do not enter percents or hours as units of measure. Your target must be a whole number.

Enter the number of resources allocated to this performance measure.

Click “Add PM to Table” button to validate your performance measure. If any data is missing or there are errors, eGrants will return a list of errors at the top of the screen. You must address these errors before eGrants will allow you to work on the next measure. Click the “Complete PM” button to re-validate the measure. Once the measure

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is successfully validated, a blank performance measure entry screen will appear. You may create additional performance measure sets, repeating the instructions above.

After you complete a performance measure, a summary of the measure will appear at the top of the screen. Click the “Edit” button at the end of a row to re-open the measure for changes. Click the “Delete” button to remove a measure.

Click “Next” to proceed to the Summary tab.

Note: You may delete one or more outputs or outcomes from a performance measure without deleting the entire measure.

- To delete a CNCS-defined output or outcome, change the method back to “— Select Method—” and delete all text from the instrument description and target number fields. Click “Save” or “Complete PM” to remove the output/outcome from the measure.
- To delete a user-defined output or outcome, delete all text from the title field. Click “Save” or “Complete PM” to remove the output/outcome from the measure.

### **CNCS Performance Measures Summary Page:**

The Summary tab provides an overview of all the information that you have entered in this module. When you click on a measure, it will expand to display more information about that measure. You may print either details for individual measures or a summary of all your performance measures.

Click “Print All Performance Measures” to print a summary of all performance measures.

Click “Print This Measure” to print information for a single performance measure.

Click “Edit Performance Measures” to return to the Performance Measure tab.

Click “Validate Performance Measures” to validate the information entered into this module. While you may exit the module and return to your application at any time, you will not be able to submit your application to CNCS until your performance measures have been validated.

Click “Back” to return to the Performance Measure tab.