

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:

- Entering applicant-determined performance measures, follow steps 7A-17A.
- 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.”

The screenshot displays the 'Serve America Act Measures' section of the eGrants application. It includes a header, an introductory paragraph, and two main form areas. The first area, 'SAA Characteristics', has four checkboxes: 'Encore program', 'Rural', 'Urban' (which is checked), and 'None of the above'. The second area is a table with two columns: 'Serve America Act Priorities' and 'National Performance Measures'. The table lists three priority areas: 'Environment/Clean Energy', 'Education' (with a 'view/edit MSY slots' link), and 'Healthy Futures'. For each priority area, there are two radio button options: 'Yes, I will be using a national performance measure related to this Priority.' and 'No, I will not be using a national performance measure related to this Priority.' The 'Yes' option is selected for the 'Education' priority area.

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 view/edit MSY slots	<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 4: Complete the MSY Chart(s)

For each Priority Area selected, complete a Member Service Years (MSY) Chart. If the only Priority Area you selected is “Other”, skip to Step 5.

Click the “view/edit MSY Slots” orange link.

There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Priority Area. Second, enter the percent of time that members of each slot type will spend on activities in that Priority Area. Use whole numbers to represent the percent. Do not use a % or a decimal. eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the “Total MSYs Devoted to Priority” field at the bottom of the chart.

MSY Chart for Priority Area : Education

Please estimate the total amount of time in member service-years (MSYs) that members will spend on this priority area. In the table below, for each slot type, enter the number of members who will participate and the percentage of their total service time that the members will spend on this activity. The total MSYs in all the priority area tables should not exceed the total MSYs that your organization is requesting for the entire grant.

Service Term (Slot Type)	MSY per slot	Enter: # of members in this slot type	Enter: Percent of time in this slot type	Total MSY
Full Time (1700 hours)	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1-Year Half Time (900 hours)	<input type="text" value=".5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reduced Half Time (675 hours)	<input type="text" value=".38095240"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Quarter Time (450 hours)	<input type="text" value=".26455027"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Minimum Time (300 hours)	<input type="text" value=".21164022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2-Year Half Time (2nd Year)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2-Year Half Time (1st Year)	<input type="text" value=".5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total MSY's Devoted to Priority:				<input type="text" value="0"/>

Note that MSYs in each Priority Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Priority Areas selected should not exceed the total MSYs requested in the budget.

Step 5: Add an Issue Area

Click on the “add a service category” link and then click “go.” You will use this link to select the Issue Areas and Service Categories that best represent the need your activities are addressing and the strategies you are using to address them.

The Issue Area will be a drop down menu. The Issue Area you select will determine the Service Category options in the next step.

Step 6: Add a Service Category

Select your Primary Service Category from the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check “Primary” to indicate this is your primary activity. To select more than one Service Category, simply click the “add a service category” link. Only one Service Category can be indicated as the primary, and one as the secondary. You may add more if appropriate for your program design.

Step 7: Add a performance measure

You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either applicant-determined performance measures or National Performance Measures.

If you have opted-in to National Performance Measures, you will see the links for both “add a performance measure” and “add a national performance measure”. If you have not opted-in to National Performance Measures, you will only see the link for “add a performance measure”.

Follow the instructions for **7A – 17A** each aligned set of applicant-determined measures you need to create.

Follow the instructions for **7B – 17B** for each aligned set of national performance measures you need to create.

Performance Measures

In this section you will select service categories that describe your program activities. First select an Issue Area, and then choose one of the service categories on the pull-down menu. Use the "Add Service Category" link to select more than one. You will need to indicate which service category is the primary one, and which is the secondary. Only one service category can be indicated as the primary, and one as the secondary. After you have completed the Service Category section, enter your performance measures.

Service Categories: add a service category		
Issue Area: Education		
Service Category: Tutoring and Child (Elementary) Literacy		
<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Secondary	
Issue Area: Education		
Service Category: Afterschool Programs		delete
<input type="checkbox"/> Primary	<input checked="" type="checkbox"/> Secondary	

Performance Measures: add a performance measure		
1. Literacy Tutoring	view/edit	delete
Tutoring and Child (Elementary) Literacy		

National Performance Measures: add a national performance measure		
1. Education	view/edit	delete
Afterschool Programs		

Applicant-Determined Performance Measures

Step 7A: Add a Performance Measure

Follow the instructions for **7A – 17A** for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 12A-17A to create an aligned Intermediate Outcome.

Step 8A: Add 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 9A: 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 10A: 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.

Step 11A: 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.

The screenshot shows a web-based form titled "Performance Measures". At the top right, there are three buttons: "cancel", "save", and "save & close". Below the title, a grey bar contains the text "Performance Measures". Underneath, a light grey box contains the instruction "Please fill in the performance measure information for each section.. ?". The form is divided into three main sections:

- General Info:** This section contains a text input field for "Performance Measurement Title:" and a dropdown menu for "Service Category addressed by this Performance Measure Worksheet:" with a "GO" button next to it.
- Strategy to Achieve Results:** This section contains a large text area with the prompt "Briefly describe how you will achieve this result (Max 4,000 chars.)" and scroll arrows on the right side.
- Results:** This section has a sub-header "Results" and a description: "The outputs and outcomes you intend to track for a particular activity". Below this, it lists three "RESULT TYPE" options:
 - Outputs** are the amount or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served.
 - Intermediate** Outcomes specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.
 - End Outcomes** specify changes that have occurred in the lives of members and/or beneficiaries that are significant.

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.

Result: Output Delete this Result Section

RESULT STATEMENT
1-2 Sentences stating the expected Result..

INDICATORS ?
A specific, measurable item of information that specifies progress toward achieving a result.
Indicator:

TARGETS ?
Target Description

#(number) or %(percent)
 #

INSTRUMENTS ?
Specific tool to collect information (e.g., behavior checklist, tally sheet, attitude questionnaire, interview protocol).

PERFORMANCE MEASURE STATEMENT
Combine expected results and targets into a sentence (Max 1,000 characters).

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 shows the 'eGRANTS' web application interface. At the top, there is a header with the 'Cooperation for NATIONAL & COMMUNITY SERVICE' logo on the left and the 'eGRANTS' text on the right. Below the header is a navigation bar with 'Start New Grant Application' and 'Performance Measures' tabs. The 'Performance Measures' tab is active, and there are 'cancel' and 'save' buttons. The main content area is titled 'National Performance Measures' and contains the instruction: 'Please fill in the national performance measure information for each section.' Below this is a 'General Info' section with a form. The 'Priority Area' dropdown menu is open, showing options: 'Select a Priority Area ...', 'Environment/Clean Energy', 'Education', 'Healthy Futures', 'Opportunity', and 'Veterans'. The 'Service Category' dropdown menu is also visible, showing 'Veterans' and an ellipsis. There are 'cancel' and 'save' buttons at the bottom of the form.

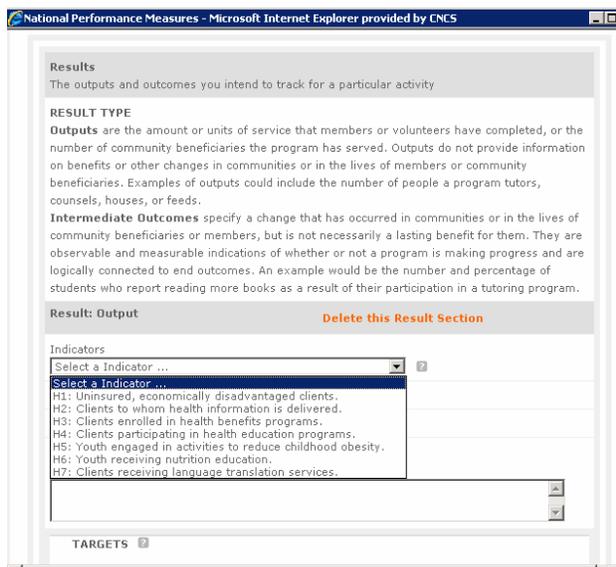
Step 11B: Select a Result Type

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 of outputs and intermediate outcomes. Below this, there is a "Result: Output" section with a "Delete this Result Section" link. The "Indicators" section features a dropdown menu with 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.

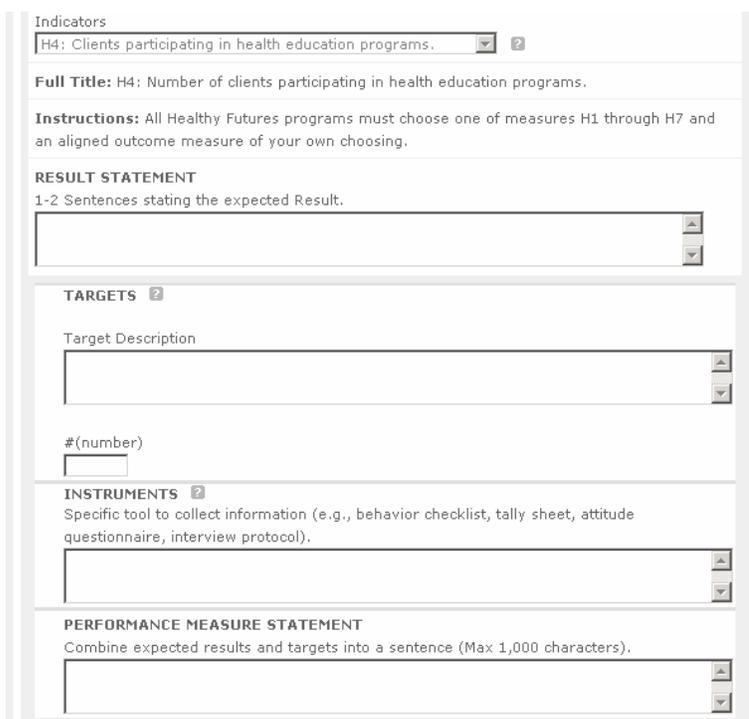
Step 14B Write a Target Description

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

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:

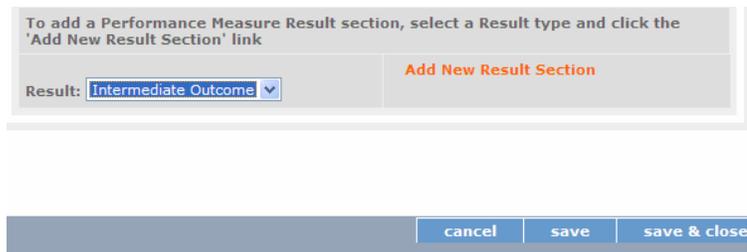
<http://nationalserviceresources.org/national-performance-measures/home>

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.



The screenshot shows a web form interface. At the top, there is a grey instruction box: "To add a Performance Measure Result section, select a Result type and click the 'Add New Result Section' link". Below this, there is a dropdown menu labeled "Result:" with "Intermediate Outcome" selected. To the right of the dropdown is a red button labeled "Add New Result Section". At the bottom of the form, there is a blue bar containing three buttons: "cancel", "save", and "save & close".

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.