

CNCS Performance Measures Instructions

AmeriCorps State and National Planning Grants

2020

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Planning Grant Performance Measure Requirements

All planning grant applications must include one applicant-determined performance measure that corresponds to the primary focus area of the project being planned (for projects being planned in the Capacity Building focus area, the performance measure should be entered under Other Community Priorities). The applicant-determined performance measure must consist of the specific title, output, and outcome listed in the instructions below, and should use target values of 1 for the output and outcome. No MSYs or members should be associated with the performance measure.

Planning Grant Performance Measures Selection Rules

All Focus Areas (for projects being planned in the Capacity Building focus area, the performance measure should be entered under Other Community Priorities)

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcome	
Capacity Building & Leverage	N/A (output should be entered in the Other Community Priorities focus area)	N/A (outcome should be entered in the Other Community Priorities focus area)	N/A

ALL FOCUS AREAS

Notes

- Should correspond to the primary focus area of the project being planned
- Targets for all outputs and outcomes should be set as 1
- No MSYs or members should be associated with the performance measure

Output	Number of individuals served
Definition of Key Terms	Individuals: recipients of CNCS-supported services related to disaster preparedness, response, recovery, and/or mitigation Served: substantive engagement of individuals with a specific disaster-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

Outcome	Number of individuals reporting increased disaster readiness
Definition of Key Terms	Individuals: those reported in measure D1A Disaster readiness: measures taken to prepare for and reduce the effects of future disasters
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in disaster readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

Checklist Item	Primary Aligned Measure (required)
Resource Allocation	
1	MSY and member allocations to focus areas and objectives are zero*
2	MSY and member allocations to the performance measure are zero*
Performance Measure Requirements	
3	The application includes one applicant-determined performance measure connected to the primary focus area of the project being planned. <i>(For projects in the Capacity Building focus area, the performance measure should be connected to the Other Community Priorities focus area.)</i>
4	The performance measure title is "Planning Grant"
5	The output measure is "Work with grantor staff to design and conduct planning process as outlined in the application"
6	The outcome measure is "NA"
Interventions	
7	The intervention associated with the performance measure is "Plan an AmeriCorps program"
8	The intervention description is "NA"
9	No other interventions are included in the performance measure
Targets	
10	Output and outcome targets are both 1
11	The unit of measure for both output and outcome is "NA"
Performance Measure Instructions	
12	No National Performance Measures are included in the planning grant
Data Collection/Instruments	
13	The data collection method is "Other"
14	The instrument description is "NA"

* If you are unable to submit your application with 0 MSYs in the Performance Measure screens, enter 1 MSY and 1 member on the MSYs/Members tab

Appendix C: Frequently Asked Questions

1. Must State Commission planning grants follow these same performance measure instructions?

Yes. These instructions apply to all planning grants, regardless of whether they are commission subgrants or direct grants. They also apply to both formula and competitive planning grants.

2. Can I include other performance measures besides the one required applicant-determined measure?

No. Planning grantees should not include any other national or applicant determined performance measures in their applications.

3. When I try to submit my application with 0 MSYs in the performance measures, I get an error message. What should I do?

If you are unable to submit your application with 0 MSYs in the Performance Measure screens, enter 1 MSY and 1 member on the MSYs/Members tab.