

# AmeriCorps State and National Performance Measure Requirements

## Aligned Performance Measure Requirement

- All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention.
- This may be a National Performance Measure or an applicant-determined measure depending on the program's theory of change.
- Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity.
- These output-only measures do not fulfill the requirement for an aligned performance measure but may be selected in addition to the aligned measure(s).
- AmeriCorps does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change.
- Applicants may not create applicant determined outputs or outcomes that duplicate existing National Performance Measures.

## Reflect Significant Program Activities

- All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change.
- Applicants are not expected to have performance measures for every program activity.

## Associated with Interventions

- All performance measures, including output-only measures, must be associated with one or more interventions (service activities).
- Applicants are expected to use the system-defined intervention categories if they appropriately represent the applicant's program activities.
- Applicants may not create user-defined intervention labels that duplicate existing intervention categories.

## AmeriCorps State and National Performance Measures Selection Rules

- These selection rules specify allowable output/outcome pairings for National Performance Measures.
- Applicants must follow these selection rules when using National Performance Measures.
- Applicants may not select any National Performance Measures that may appear in eGrants if they are not present on this list.
- Please see the NOFO for additional information about application requirements.

## Michigan Climate Corps

- The MCSC is interested in supporting applications from organizations that will deploy climate-related and other resilience-focused AmeriCorps members to address compelling community needs through their service.
- Applicants should develop their program specifically designed to meet the needs of their own communities.
- It is recommended that all programs will select from the below listing to be a part of their performance measures.
- Applicants are not expected to have performance measures for every program activity. There may be additional activities included in the program design, but not listed as a performance measure.
- It is strongly recommended that applicants only use the performance measures and aligned outcomes, outputs, and interventions listed below.
- There is a chart of additional interventions applicants may have as part of their program design, but these elements typically will not be part of what is listed in the performance measure section in eGrants.
- If an applicant wishes instead to create their own performance measure, this would be listed in the "user defined" category. If an applicant seeks to define their own performance measures, they must first contact the MCSC to discuss the option.
- There are three Performance Measure Focus Areas that the MI Climate Corps applicants should use:
  1. Capacity Building
  2. Environmental Stewardship
  3. Disaster Services

## 1. Capacity Building

### Selection Rules

Strategic Plan Objective	Outputs	Outcomes (if applicable) *	Interventions
Capacity Building & Leverage	G3-3.4: Number of organizations that received capacity building services	G3-3.10A: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Volunteer management Training Resource development Systems development

\*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

## 2. Environmental Stewardship

### Selection Rules

Strategic Plan Objective	Outputs	Outcomes – if applicable*	Interventions
At-Risk Ecosystems	EN4: Acres of parks or public land treated	EN4.1: Acres of parks or public land improved	Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment Climate Change Intervention
	EN5: Miles of trails or rivers treated.	EN5.1: Miles of trails or rivers improved	Trail Creation Trail Remediation Stream Remediation Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment Climate Change Intervention
Energy Efficiency	EN1: Number of housing units or public structures weatherized or retrofitted to improve energy efficiency	EN1.1: Number of housing units or public structures with reduced energy consumption or reduced energy costs	Weatherization Retrofitting Climate Change Intervention
Awareness & Stewardship	EN3: Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices	EN3.1: Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices EN3.2: Number of individuals reporting a change in behavior or intention to change behavior to better protect the environment	Education/Training Service Learning Climate Change Intervention
Green Jobs	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A

\*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

### 3. Disaster Services

#### Selection Rules

Strategic Plan Objective	Outputs	Outcomes – if applicable*	Interventions
Assistance Provided	D1A: Number of individuals served	D5: Number of individuals reporting increased disaster readiness	Disaster Preparation, Disaster Response, Disaster Recovery, Disaster Mitigation, Disaster Adaptation, Climate Change Intervention
	D6: Number of structures protected or restored	D7: Number of structures returned to regular use after a disaster	Disaster Preparation, Disaster Response, Disaster Recovery, Disaster Mitigation, Disaster Adaptation, Climate Change Intervention
	EN4**: Acres of parks or public land treated	EN4.1**: Acres of parks or public land improved	Disaster Preparation, Disaster Response, Disaster Recovery, Disaster Mitigation, Disaster Adaptation, Climate Change Intervention
	EN5**: Miles of trails or rivers treated.	EN5.1**: Miles of trails or rivers improved	Disaster Preparation, Disaster Response, Disaster Recovery, Disaster Mitigation, Disaster Adaptation
	G3-3.4**: Number of organizations that received capacity building services	G3-3.10A**: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Disaster Preparation, Disaster Response, Disaster Recovery, Disaster Mitigation, Disaster Adaptation

\*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

\*\*In the eGrants Performance Measure Module, these measures may appear with the letter “D” at the end when used in the Disaster Services focus area. However, the instructions for these measures are the same regardless of the focus area in which they are used.

#### Additional Climate Corps Activities to Consider

The below examples are intended to provide simple illustrations and are not intended to suggest specifics that are desired by MCSC.

TYPE OF SERVICE	EXAMPLE OUTPUTS	EXAMPLE OUTCOMES
<b>At-Risk Ecosystems</b> Activities that measurably reduce negative climate impacts or preserve or enhance resilience	<ul style="list-style-type: none"> <li>Native trees planted</li> <li>Miles of coastline cleaned</li> <li>Acres of coastal wetlands restored</li> <li>Storm water retention areas created</li> </ul>	<ul style="list-style-type: none"> <li>Increased tree canopy in the community</li> <li>Reduction in coastal pollution</li> <li>Enhanced protection from Flooding and storm surge</li> </ul>
<b>Sustainable Agriculture</b>	<ul style="list-style-type: none"> <li>Community gardens created</li> <li>Assisting farmers use sustainable agriculture growing methods</li> </ul>	<ul style="list-style-type: none"> <li>Increased access to healthy food; reduced emissions from food transportation</li> <li>Increased crop yields with reduced carbon impact</li> </ul>
<b>Energy Efficiency</b>	<ul style="list-style-type: none"> <li>Residential energy efficiency installations</li> <li>Assisting residence access solar and wind energy through community program efforts</li> </ul>	<ul style="list-style-type: none"> <li>Energy reductions from installations</li> </ul>

<p><b>Awareness &amp; Stewardship</b> Delivery of structured climate education content to a defined audience with capacity to measure participant learning outcomes.</p>	<ul style="list-style-type: none"> <li>• Youth receiving school waste reduction programs</li> <li>• Adults participating in urban heat awareness programs</li> <li>• Community members completing climate action training</li> <li>• Homeowners receiving education on solar installations and energy efficiency retrofits</li> </ul>	<ul style="list-style-type: none"> <li>• Increased knowledge of waste reduction practices.</li> <li>• Increased understanding of urban heat risks and solutions</li> <li>• Increased commitment to addressing climate risks and to taking action at home</li> <li>• Energy savings and reduced emissions</li> </ul>
<p><b>Capacity Building</b> Structured measurements of climate mitigation or resilience risks or responses on a unit basis that can be used to inform decision-making for individual or community response.</p>	<ul style="list-style-type: none"> <li>• Home energy audits</li> <li>• Neighborhood tree canopy inventories</li> <li>• Assessment of locations and options for nature-based flood prevention</li> <li>• Electric vehicle charging station site mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Projected home energy savings</li> <li>• Inventory of high impact tree planting locations</li> <li>• Nature-based stormwater installation recommendations</li> <li>• Priority locations for new charging infrastructure</li> </ul>
<p><b>Capacity Building</b> Activities that support or enhance organizational program delivery in alignment with climate mitigation or resilience goals</p>	<ul style="list-style-type: none"> <li>• Number of organizations receiving environmental capacity building service (e.g. organizational research and planning activities such as heat island impacts research, flood risk analysis, active transportation plan development, vulnerable community engagement strategy development, energy efficiency program design)</li> <li>• Number of Community Carbon Neutrality plans developed</li> <li>• Amount of carbon neutrality data collected and reported</li> </ul>	<ul style="list-style-type: none"> <li>• Number of organizations reporting an increase in environmental program effectiveness, efficiency, and/or program scale/reach</li> <li>• Decrease of carbon emission in community</li> </ul>
<p><b>Capacity Building - Volunteer Engagement</b></p>	<ul style="list-style-type: none"> <li>• Number of individuals volunteering for community-based climate resilience and/or environment-based projects</li> <li>• Number of hours individuals volunteered for community-based climate resilience and/or environment-based projects</li> </ul>	<ul style="list-style-type: none"> <li>• Increased commitment to climate and resilience activities</li> </ul>

**Performance Measures Instructions - eGrants Performance Measures Section**

**I. Performance Measures Module**

In the performance measures module, you will:

- Provide information about your program’s connection to AmeriCorps focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions.
- Set targets and describe data collection instruments and strategies for your performance measures.

**A. Start the Module – Go to the eGrants Home Page**

1. To start the module, click the “Begin” button on the Home Page.
2. As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

3. Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.
4. To edit the interventions, objectives, MSYs, and member allocations for your application, click the “Edit Objectives/MSYs/Members” button.
5. After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

## **B. Objective Tab – Go to Objective Tab to Enter Program Activities**

On the objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

### **1. Select Focus Area – Objectives**

- An expandable list of AmeriCorps focus areas appears on this tab.
- When you click on a focus area, a list of objectives appears.
- A list of common interventions appears under each objective.
- First click on a focus area.
- Then click on an objective.
- Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module.
- To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.
- Select “other” for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

### **2. Select Interventions**

- Next, select all interventions that are part of your program design.
- Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application.
- Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas.

### **3. Primary Focus Area**

- Choose your program’s primary focus area from the drop-down list.
- Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area.
- You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention.
- Note that your primary intervention, and the performance measure associated with your primary intervention, must be focused on the community impact of the program, not on AmeriCorps member development.
- You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

## **C. MSYs/Members Tab**

- On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected.
- You must allocate 100% of your program’s MSYs to focus areas and objectives.
- When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

### **1. Enter Total MSY**

- Begin by entering the total MSYs for your program.
- This must match the total MSYs in your budget.
- Please double-check your budget to make sure that the total MSY values match.

### **2. Enter MSY for Each Objective**

- In the members column, enter the number of members who will be assigned to each objective.
- Enter the number of MSYs your program will allocate to each objective.
- Only the objectives that were selected on the previous tab appear in the MSY chart.
- If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives.

- The MSY chart must show how all your program’s resources are allocated.
- If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.
- Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives..
- It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members’ service across multiple objectives.

### 3. MSY Totals - Automatic

- As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically.
- When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%.
- The total number of MSYs in the chart must equal the number of MSYs in your budget.
- To ensure that information is entered accurately, please refer to additional information listed below to calculate and enter MSY and member allocations.
- Members may be double-counted across performance measures, but MSYs may not.

## D. Performance Measure Tab

This tab allows you to create performance measures for all the grant activities you intend to measure.

### 1. Create Aligned Performance Measure for Intervention

- Begin by creating the aligned performance measure for your primary intervention.
- After creating your required performance measure, you will be able to create additional performance measures if desired.

### 2. Select Objective

- To create a performance measure, begin by selecting an objective.
- The list of objectives includes those you selected on the objectives tab.
- Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives, since these are member-focused objectives.
- Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports

### 3. Describe Performance Measures

- Provide a short, descriptive title for your performance measure.
- Briefly describe the problem your program will address in this performance measure.

### 4. Select the Interventions

- Select the intervention(s) to be delivered by members and/or member-supported volunteers.
- The list of interventions includes the ones you selected previously for this objective.
- Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure.
- If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention.
- Do not use a user-defined intervention that duplicates an intervention already available in the system.

### 5. Select output(s) for your performance measure.

- The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected.
- If you do not wish to select National Performance Measures, and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator.
- You may create additional applicant-determined outputs for the performance measure by clicking “Add User Output.”
- Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.

6. **Select outcome(s)**
  - If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select.
  - If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator.
  - If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box.
7. **Applicant Determined Outcome**
  - If you have not selected a National Performance Measure output, or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking “Add User Outcome.”
  - All applicant-determined outputs must be paired with an applicant-determined outcome.
8. **Enter Number of MSYs to Achieve Outcomes - Outputs**
  - Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure.
  - Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective.
  - Members may be double-counted across performance measures, but MSYs may not.

Click “Next” to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

#### E. Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

1. **Describe the Dosage**
  - Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.
  - Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).
2. **Expand each output and outcome and enter data collection information.**
3. **Select Data Collection Method**
  - Select the data collection method you will use to measure the output or outcome.
  - To select more than one method, click the “Add new method” button.
  - To de-select a method, click the first (blank) line in the method drop-down.
4. **Determine the Instrument Used to Measure**
  - Describe the specific instrument(s) you will use to measure the output or outcome.
  - Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.
  - For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.
5. **Enter the Target Number for your Output or Outcome.**
  - Targets must be numbers, not percents.
6. **Applicant-determined Outputs and Outcomes**
  - For applicant-determined outputs and outcomes, enter the unit of measure for your target.
  - The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.).
  - Do not enter percents or member service hours as units of measure.
  - In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.
7. **Output-only Performance Measures**
  - For output-only performance measures, eGrants will require text in the outcome data collection fields.
  - If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other.”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

#### **8. Mark Complete**

- After entering data collection information for all outputs and outcomes, click “Mark Complete.”
- You will return to the Performance Measure tab.
- If you wish to create another performance measure, repeat the process.
- If you would like to continue to the next step of the module, click “Next.”

### **F. Summary Tab**

The summary tab shows all of the information you have entered in the module.

#### **1. How to Print**

- To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
- To print one performance measure, expand the measure and click “Print This Measure.”

#### **2. Edit Performance Measures**

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

#### **3. Edit Data Collection**

- Click “Edit Data Collection” to return to the Data Collection tab.

#### **4. Validate Performance Measures**

- “Click Validate Performance Measures” to validate this module prior to submitting your application.
- You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.