

**Performance Measures Instructions for Planning Grant Applicants  
(eGrants Performance Measures Section)  
eGrants Performance Measures Module Instructions**

**About the Performance Measures Module**

In the performance measures module, you will create a performance measure for your planning grant.

**Home Page**

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

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.

Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and slot allocations for your application, click the “Edit Objectives/MSYs/Slots” button.

After you have created your performance measure, the Home Page will display a chart summarizing your measure. 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.

**Objectives Tab**

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on the “Other Community Priorities” focus area. Then click on the “Other” objective and select the “Other” intervention.

Choose “Other Community Priorities” as your program’s primary focus area in the drop-down list at the bottom of the page. Next, select “other” as your primary intervention.

Click the next button to continue.

**MSYs/Slots Tab**

On this tab, you must enter a numerical value of “1” in all MSY and slot fields in order to submit your application. Then click the next button to continue.

**Performance Measure Tab**

To create your performance measure, begin by selecting “other” from the objective drop-down.

Enter the following title: Planning Grant.

Enter NA in the problem statement text box.

Check the box next to the intervention text box. Enter this text in the intervention text field: Plan an AmeriCorps program.

Click the button next to the output text box. Enter this text in the output text field: Work with grantor staff to design and conduct planning process as outlined in the application.  
Check the box next to the outcome text box. Enter "NA" in the outcome text field.

Enter a numerical value of "1" in the MSYs and slots fields at the bottom left of the page.

Click "next" to proceed to the data collection tab.

### **Data Collection Tab**

On this tab, enter NA in the intervention text box. Then expand each output and outcome. Enter "1" for all numerical values required and enter NA in all text boxes. Select "other" as your data collection method for both the output and the outcome.

After entering data collection information for the output and outcome, click "Mark Complete." You will return to the Performance Measure tab. To continue to the next step of the module, click "Next."

### **Summary Tab**

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

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."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

"Click Validate Performance Measures" to validate this module prior to submitting your application