

**ENVIRONMENTAL  
STEWARDSHIP**

**CNCS Performance Measures Instructions**

**AmeriCorps State and National**

**2017**

## Tips for Using This Document

This version of the Performance Measures Instructions has been modified with additional resources to assist applicants in their review of performance measures. In addition to the Selection Rules and the instruction grids, the following have been added:

- A “Review Notes” section has been added to some grids. This section contains reminders of requirements specific to that performance measure. These requirements will result in clarification if it is not evident that they are met in the performance measure. This section is not all-inclusive, and applicants must still review the instruction grid and make sure that all definitions and requirements are met in the performance measure.
- A “FAQs” section has been added to some grids. This section is not inclusive of all 2017 FAQs and is for convenience only. Applicants should continue to refer to the full FAQs for answers to performance measure questions.
- Review notes have been added to the beginning of some Focus Area sections. These notes are not specific to any one performance measure.
- A chart explaining the major performance measure fields and how to complete them, with sample text, is provided for each focus area. Applicants should not copy these examples verbatim but should use them as a guide when entering their performance measures into the application.
- Appendix A explains MSY and member allocations. It is critical that applicants understand how to enter these allocations accurately.
- Appendix B contains the Performance Measures Checklist which is used by reviewers to assess performance measures. Checklist items that were specific to one performance measure have been removed from the checklist and added to the Review Notes. Applicants should use the PM checklist to ensure they do not miss important items as this will result in clarification. As always, the checklist does not include all potential performance measure problems, only the most common.

## **AmeriCorps State and National Performance Measures Requirements**

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. CNCS values the quality of performance measures over the quantity of performance measures. All information requested in the National Performance Measure Instructions must be included in the text of the performance measures in the performance measures module, and it must be evident in this text that all definitions and requirements outlined in the National Performance Measures Instructions and FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

# AmeriCorps State and National Performance Measures Selection Rules

These selection rules specify required output/outcome pairings for priority and complementary performance measures. All applicants must follow these selection rules. Please see the NOFO for additional information about application requirements.

## Disaster Services

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	D1	Applicant Determined Outcome	Assistance Provided
Priority	D2	Applicant Determined Outcome	Assistance Provided
Priority	D3	Applicant Determined Outcome	Assistance Provided
Priority	D4	Applicant Determined Outcome	Assistance Provided

## Economic Opportunity

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	O5	O11	Housing
Complementary	O1	O9	Financial Literacy
Complementary	O4	Applicant Determined Outcome	Housing
Complementary	O2	Applicant Determined Outcome	Employment
Complementary	O3	O10	Employment
Complementary*	O12	O15	Find Opportunity
Complementary*	O13	O16	Find Opportunity
Complementary*	O14	O17	Find Opportunity

\*Applicants using these measures must also select a priority or complementary measure applicant-determined measure to reflect the community impact of the program

**Education**

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	ED20 and ED21	ED23, ED24, and/or ED25	School Readiness
Priority	ED1 and ED2	ED5, ED27A, and/or ED27B	K-12 Success
Priority	ED3A and ED4A	ED5, ED27A, and/or ED27B	K-12 Success
Complementary	ED1 and ED2	ED9, ED10, ED26, and/or ED30	K-12 Success
Complementary	ED3A and ED4A	ED9, ED10, ED26, and/or ED30	K-12 Success
Complementary	ED31 and ED32	ED11	Post-HS Education Support
Complementary*	ED12 and ED13	ED14 and ED17 (ED18 and ED19 are optional)	Teacher Corps

\*Teacher Corps programs must also select a priority or complementary measure or applicant-determined measure to reflect the community impact of the program

**Environmental Stewardship**

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	EN4	EN4.1	At-Risk Ecosystems
Priority	EN5	EN5.1	At-Risk Ecosystems
Complementary	EN1	EN1.1	Energy Efficiency
Complementary	EN2	EN2.1	Green Jobs
Complementary	EN3	EN3.1 and/or EN3.2	Awareness & Stewardship
Complementary	EN6	EN6.1	At-Risk Ecosystems

Healthy Futures

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	H8	H9	Aging in Place
Priority	H10 and/or H11	H12	Obesity & Food
Complementary	H1	Applicant-Determined Outcome	Access to Care
Complementary	H2	Applicant-Determined Outcome	Access to Care
Complementary	H3	Applicant-Determined Outcome	Access to Care
Complementary	H4	Applicant-Determined Outcome	Access to Care
Complementary	H5	Applicant-Determined Outcome	Obesity & Food
Complementary	H6	Applicant-Determined Outcome	Obesity & Food
Complementary	H7	Applicant-Determined Outcome	Obesity & Food

**Veterans and Military Families**

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	V1	Applicant-Determined Outcome	Veterans & Families Served
Priority	V2	Applicant-Determined Outcome	Access & Attract
Priority	V7	Applicant-Determined Outcome	Veterans & Families Served
Priority	V8	Applicant-Determined Outcome	Veterans & Families Served
Priority	V9	Applicant-Determined Outcome	Veterans & Families Served
Priority	V10	Applicant-Determined Outcome	Access & Attract
Complementary	V3	Applicant-Determined Outcome	Veterans & Families Served
Complementary	V4	Applicant-Determined Outcome	Veterans & Families Served
Complementary	V6	Applicant-Determined Outcome	Veterans & Families Served

**Capacity Building**

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	G3-3.1 and/or G3-3.2	G3-3.3	Capacity Building & Leverage
Complementary	G3-3.4, G3-3.5, G3-3.6, G3-3.7 and/or G3-3.8	G3-3.9, G3-3.10, G3-3.11, G3-3.12, G3-3.13, G3-3.14, G3-3.15, G3-3.16, and/or G3-3.17 (End outcomes G3-3.18 and G3-3.19 are optional)	Capacity Building & Leverage

# ENVIRONMENTAL STEWARDSHIP

## Review Notes

### Common Issues and Points to Consider

1. Programs need to use the same beneficiaries for outputs and outcomes (in most aligned measures). If they are counting acres of improved public lands in EN4 or miles in EN5, the outcome needs to be in acres (or miles) as well. Applicants should not be measuring the project sponsor's satisfaction or approval of their work but rather the condition of the land after their work.
2. EN3 – environmental education of individuals – falls under Objective 3 – Awareness and Stewardship with an "other" intervention. Environmental education activities must entail real engagement of the individual with a specific education goal in mind – not just outreach, tabling at events or distributing pamphlets. The applicant should define what level of engagement (time of interaction) constitutes a countable event, e.g., a minimum of 15-20 minutes. Presentations to large audiences are acceptable. If measuring a change in knowledge, the preferred outcome would be a pre- and post-test, although getting test returns can be challenging so targets should be set accordingly. Sampling plans must be approved.
3. EN6 – recycling – includes composting, reuse, deconstruction and take back programs.

### Glossary of Terms and Acronyms

**Weatherization:** The process of installing technology into a building to reduce its energy consumption such as insulation, double-pane windows, caulking, etc. It also often refers to the federal Department of Energy program that provides funds to states to weatherize homes of low-income individuals.

**BTUs or MMBTUs:** British Thermal Units (or millions of) – a typical way to measure heat energy consumption.

**KWh:** Kilowatt hours, a measure of electricity consumption

**Deconstruction:** the removal of materials from a building in a manner and intent to reuse them in the construction of another building

**Public Lands or waterways:** Owned by national, state, county, city or tribal government. A land trust or other nonprofit can qualify if it is designated (e.g., agreement with a government entity) as "public use."

<b>Measure EN1</b>	Number of housing units of low-income households and public structures weatherized or retrofitted to improve energy efficiency.
<b>Definition of Key Terms</b>	<p><b>Housing Unit:</b> single family home, mobile home, apartment unit, each side of duplex would count as 1.</p> <p><b>Low income:</b> 200% of poverty or the updated level as found at: <a href="http://www.waptac.org/">http://www.waptac.org/</a></p> <p><b>Weatherization/retrofitted:</b> See the U.S. Department of Energy. Helpful information can be found at the following links: <a href="http://www.waptac.org/">http://www.waptac.org/</a> or <a href="http://www.energysavers.gov/">http://www.energysavers.gov/</a></p> <p><b>Weatherization:</b> Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system.</p> <p><b>Retrofit:</b> An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.</p> <p><b>Structures:</b> Shelters, such as homeless shelters or emergency shelters operated by nonprofit or public organizations; government-owned buildings. Each structure would count as 1.</p> <p><b>Improve energy efficiency:</b> Physical improvements to housing or building structures that improve energy-efficiency compared to standard new units built to local building code or the unit's existing energy efficiency, respectively.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	Count only those units/structures where the work was fully completed as evidenced by a Certificate of Occupancy; where not required, get a written statement from resident or owner or some other certification of completion.
<b>Additional Notes</b>	<p>U.S. Department of Energy has training programs, definitions, and tools to assist in these efforts. Your program is not required to exactly match the way that DOE provides weatherization but we encourage you to create programs that reflect "the spirit of" the DOE programs.</p> <p>ENERGY STAR (ENERGY STAR-Qualified New Homes: <a href="http://www.energystar.gov/index.cfm?c=new_homes.nh_features">http://www.energystar.gov/index.cfm?c=new_homes.nh_features</a> and Home Performance with ENERGY STAR for existing homes: <a href="http://www.energystar.gov/index.cfm?fuseaction=hpwes_profiles.showSplash">http://www.energystar.gov/index.cfm?fuseaction=hpwes_profiles.showSplash</a>), LEED for Homes (<a href="http://www.usgbc.org/DisplayPage.aspx?CMSPageID=2135">http://www.usgbc.org/DisplayPage.aspx?CMSPageID=2135</a>), the NAHB National Green Building Program (<a href="http://www.nahbgreen.org">http://www.nahbgreen.org</a>)</p>

FAQs	<p><i>E61. The definition of structures in EN1 includes government owned buildings, but it looks like EN1.1 talks only about households. If the program is retrofitting government owned buildings, can they not use this aligned measure? [Added 1/11/15]</i></p> <p>Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1.</p>
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<b>Measure EN1.1</b>	Number of weatherized or retrofitted low-income households with reduced energy consumption or reduced energy costs.
<b>How to Calculate/ Measure/ Collect Data</b>	Survey from a member of the household or building owner that documents reduced energy consumption or reduced energy costs. Grantees can use an industry-accepted computer model (such as those available from the US Department of Energy) that estimates energy consumption reductions of at least 15% based on the weatherization or retrofits installed.
<b>FAQs</b>	<p><i>E62. The definition of structures in EN1 includes government owned buildings, but it looks like EN1.1 talks only about households. If the program is retrofitting government owned buildings, can they not use this aligned measure? [Added 1/11/15]</i></p> <p>Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1.</p>

<b>Measure EN2</b>	Number of AmeriCorps members trained and/or certified for green jobs including the conducting of energy audits.
<b>Definition of Key Terms</b>	<p><b>Green Jobs:</b> Jobs that contribute substantially to preserving or restoring environmental quality. Specifically, but not exclusively, this includes jobs that help to protect ecosystems and biodiversity; reduce energy, materials, and water consumption through high efficiency strategies; de-carbonize the economy; and minimize or altogether avoid generation of all forms of waste and pollution. [Green Jobs: Towards decent work in a sustainable, low-carbon world (September 2008), United Nations Environmental Programme.]</p> <p><b>Trained:</b> The program should result in the AmeriCorps member having acquired job skills that match the industry accepted skills for a designated green job.</p> <p><b>Certified:</b> The trained AmeriCorps member has received an industry-accepted certification that qualifies them for a green job.</p> <p><b>Energy Audit:</b> See U.S. Dept. of Energy information for suggested definition <a href="http://www.waptac.org/">http://www.waptac.org/</a></p>
<b>Review Notes</b>	MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

<b>Measure EN2.1</b>	Number of trained AmeriCorps members placed in green jobs.
<b>Definition of Key Terms</b>	<b>Placed in jobs:</b> An AmeriCorps member is hired in a green job as a result of job skills training and/or certification provided; the AmeriCorps member may have been previously working in a different job or previously unemployed.
<b>How to Calculate Measure/Collect Data</b>	Count of individuals receiving services in EN2.1 who secure employment in a green job during their term of service or within thirty days after finishing the program. Count each individual only once even if the individual receives placement in more than one job.  Suggested method is a copy of acceptance letter from employer or copy of first pay stub.
<b>Review Notes</b>	MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

<b>Measure EN3</b>	Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.
<b>Definition of Key Terms</b>	<p><b>Education or Training:</b> May be one-time or an on-going series; cannot just be distribution of pamphlets or information available on a web-site; should have learning objectives; may be in person or through a web-based interface.</p> <p><b>Environmental Stewardship and/or environmentally conscious practices:</b> Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and ecosystems in order to live sustainably. Grantees are encouraged to utilize service learning when possible. Environmental topics should relate to real conditions in the community being served.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Count of each individual participating in the educational event or training. Some individuals may attend multiple events or trainings but they should only be counted once. If providing the training through classroom curriculum, count the individuals present not just those enrolled. If providing the training through a school assembly presentation, get the best estimate from school officials of the number in attendance.</p> <p>The educational events or training should be in response to a specifically identified need in the community to either increase knowledge or to change behavior.</p> <p>Sign-in or attendance sheets from education/training sessions when possible. Tracking needs to enable unduplicated count when possible.</p>

<b>Measure EN3.1</b>	Number of individuals with an increase in knowledge of environmental stewardship and/or environmentally-conscious practices.
<b>Definition of Key Terms</b>	<b>Increase in knowledge:</b> Participants gain environmental information and/or understanding that they did not have prior to participating in the event/training. The outcome should align with the intended change of the output/activity as defined by the community need. Educational activities may be targeted to adults or youth.
<b>How to Calculate/ Measure/ Collect Data</b>	Grantees are encouraged to utilize pre- and post-tests to assess a change in the actual knowledge of the participants (not the individual's opinion of their level of knowledge). A mixture of basic knowledge and more challenging questions can be asked so that members of an audience with a wide range of initial level of knowledge are more likely to demonstrate an increase in correct answers from the pre- to the post-test. In developing targets, grantees should take into account that the projected number of returned post-surveys or tests is unlikely to be 100% of the educated population. Grantees can use a random sample or stratified random sample with CNCS approval of the sampling plan. In this case, results can be applied to the entire population.

<b>Measure EN3.2</b>	Number of individuals reporting a change in behavior or the intent to change behavior within one year in order to better protect the environment and/or reduce energy consumption as a result of the educational event or training they received.
<b>Definition of Key Terms</b>	<b>Change in behavior or Intent to change behavior:</b> Individuals state practices that they do now or plan to do that are encouraged or recommended by the training or educational event which are different than the practices they had prior to the training.
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Grantees should utilize surveys to assess a change in (or intent to change) behavior of the participants. It is preferable to assess an actual change in behavior at some point after the educational event or training to determine if the change has actually occurred. However, assessments are expected to occur within the grant year. In developing targets, grantees should take into account that the projected number of returned post-surveys is unlikely to be 100% of the educated population. Grantees can use a random sample or stratified random sample with CNCS approval of the sampling plan. In this case, results can be applied to the entire population.</p> <p>Studies have shown that the process of publicly committing to make a change in behavior increases the chances that the change will occur. (<a href="http://www.toolsofchange.com/en/tools-of-change/obtaining-a-commitment/">http://www.toolsofchange.com/en/tools-of-change/obtaining-a-commitment/</a>)</p>

<b>Measure EN4</b>	Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated.
<b>Definition of Key Terms</b>	<p><b>National parks, State parks, city parks, county parks:</b> Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)</p> <p><b>Other public lands:</b> Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.</p> <p><b>Tribal lands:</b> Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. <b>SEC. 101. [42 U.S.C. 12511] Definitions</b> (<a href="http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm">http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm</a>)</p> <p><b>Treated:</b> National service members and/or program volunteers removed invasive species, planted native plants, built riparian buffers, cleared of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Count of number of acres that are treated for the intent of improvement. Count each acre that is treated only once during the program year. It may be necessary to treat an acre more than once, but it should be counted only once. Only count the acres that are actually treated; do not count the entire park/land area unless your project treats the entire area.</p> <p>Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the area improved.</p> <p>CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and enhance the land or habitat to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan, although it is preferable to also describe how the proposed intervention will return the targeted area to a higher-quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of acres “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).</p>

<b>Measure EN4.1</b>	Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.
<b>Definition of Key Terms</b>	<p><b>National parks, State parks, city parks, county parks:</b> Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)</p> <p><b>Other public lands:</b> Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.</p> <p><b>Tribal lands:</b> Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511] Definitions (<a href="http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm">http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm</a>)</p> <p><b>Improved:</b> Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	Count of number of acres that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. Count each acre that is improved only once during the program year. It may be necessary to improve an acre more than once, but it should be counted only once. Only count the acres that are actually improved; do not count the entire park/land area unless your project improves the entire area. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of acres treated.
	<p>Tracking document or survey stating the number of acres actually improved and a statement that the impact of this intervention will contribute to the return of the targeted area to a quality environment from entity that owns or administers the area improved.</p> <p>CNCS encourages applicants and grantees to perform service with the greatest impact or the highest priority versus deferring to only providing minimal impact to the highest number of acres. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and enhance the land or habitat to a higher quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan, although it is preferable to also describe how the proposed intervention will return the targeted area to a quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of acres “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).</p>

<b>Measure EN5</b>	Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements) that are treated and/or constructed.
<b>Definition of Key Terms</b>	<p><b>Trails:</b> For walking, running, biking, horses or other forms of recreation.</p> <p><b>Waterways:</b> Includes rivers, lakes and other bodies of water on or abutting public land.</p> <p><b>Treated:</b> Removed invasive species, planted native plants, built riparian buffers, improved tread/corridor of existing trail or made changes to increase the trail lifespan, removed unsafe trail structures, repaired damage caused by visitor use, made changes to increase accessibility, cleared of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal.</p> <p><b>Constructed:</b> Making new trails available by implementing safety measures, making handicapped accessible, or environmental protection measures such as boardwalks, grading, trail-blazing, converting a railroad bed to a trail, etc. that make trails newly available.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention (treatment) to address the problem that will lead to the improvement or restoration of the trail or waterway to a higher quality ecosystem. The prescribed treatment/intervention could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. For example, adhere to the resource management standards for riparian work specified by USDA's Natural Conservation Practice Standard "Riparian Herbaceous Cover": <a href="http://www.nrcs.usda.gov/technical/Standards/nhcp.html">http://www.nrcs.usda.gov/technical/Standards/nhcp.html</a>.</p> <p>Sum of number of miles of trails and/or waterways that are treated, and/or constructed. Count each mile only once during the program year. Count the area treated on/in the trail/waterway and immediately next to the trail/waterway. It may be necessary to treat the same mile of trail/waterway more than once but include in count only once. If, for example, the program or project is to repair a trail, then the whole width of the trail that is being repaired can be counted, not just the width of the fencing. If the lack of a trail has led to damage in the area, then the area of that restoration/repair work would count too.</p> <p>CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of miles. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and restore the trail or waterway to a safe and useable status or enhance the waterway to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. Describe how the proposed intervention will return the targeted area to a quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of miles "treated", it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority.</p> <p>Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the trail or waterways improved.</p>

<b>Measure EN5.1</b>	Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits such as land conservancies when the land is for public use or the public good; and public easements) that are improved, and/or put into use.
<b>Definition of Key Terms</b>	<p><b>Trails:</b> For walking, running, biking, horses or other forms of recreation.</p> <p><b>Waterways:</b> Includes rivers, lakes and other bodies of water on or abutting public land.</p> <p><b>Improved:</b> Restored to reduce human impact, reduced the impact of natural disasters, removed invasive species, restored native plants and habitat, protected watersheds, created new trail, increased safe condition of useable trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p> <p><b>Put into use:</b> Established safe and useable trails or waterways.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Sum of number of miles of trails and/or waterways that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. Count each mile only once during the program year. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of miles treated.</p> <p>The improvement should be the acceptable level of implementation of the prescribed intervention to address a certain deficiency or serious environmental risk that is well documented. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and it is preferable to describe how the proposed intervention will contribute to the return the targeted area to a quality environment. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of miles “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).</p>
	Tracking document or survey from entity that owns or administers the trail or waterways improved.

<b>Measure EN6</b>	Number of tons of materials collected.
<b>Definition of Key Terms</b>	See the following link at the Environmental Protection Agency for helpful information on recycling: <a href="http://www.epa.gov/waste/consERVE/rrr/recycle.htm">http://www.epa.gov/waste/consERVE/rrr/recycle.htm</a> <b>1 Ton</b> = 2,000 pounds. <b>Collected:</b> Materials may be brought to your program or your program may collect them from places that would otherwise not benefit from free recycling programs.
<b>How to Calculate/ Measure/ Collect Data</b>	Count of tons of materials collected. Use the EPA volume translator to add up the number of pounds of materials collected: <a href="http://www.epa.gov/waste/consERVE/tools/recmeas/docs/guide_b.pdf">http://www.epa.gov/waste/consERVE/tools/recmeas/docs/guide_b.pdf</a> . Then perform the following calculation to get number of tons: # of pounds/2,000 = # of tons. EPA has suggested tracking methods at: <a href="http://www.epa.gov/waste/consERVE/tools/recmeas/index.htm">http://www.epa.gov/waste/consERVE/tools/recmeas/index.htm</a>

<b>Measure EN6.1</b>	Number of tons of materials recycled.
<b>Definition of Key Terms</b>	<b>Recycled:</b> The collected materials will be reused in some form and not disposed of. Your program may deliver them to a reputable recycling site or may recycle the materials directly; recycling includes a variety of techniques including composting, re-using, and take back programs in addition to programs typically called recycling. The program needs to verify that there are contracts for the sale or transfer of materials to a processor for reuse or an end user.
<b>How to Calculate/ Measure/ Collect Data</b>	Count of tons of materials recycled. Use the EPA volume translator to add up the number of pounds of materials recycled: <a href="http://www.epa.gov/waste/conservation/tools/recmeas/docs/guide_b.pdf">http://www.epa.gov/waste/conservation/tools/recmeas/docs/guide_b.pdf</a> . Then perform the following calculation to get number of tons: # of pounds/2,000 = # of tons.

Performance Measure Example:

<b>Field</b>	<b>What Should Be Entered Here</b>	<b>Example</b>
Title	Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.	Improving Public Lands
Problem Statement	Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program's theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of "economically disadvantaged."	Public lands in Beautiful National Park require improvements to wildlife habitat and to reduce the risk of wildfires.
Selected Interventions	Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.	Invasive species removal  Other
Description of Interventions	Describe the design and dosage of the interventions	18 half-time AmeriCorps members working in a full-time capacity will restore

	you have selected.	high priority areas on federal lands through agreements with the National Park Service, US Forest Service and other government agencies. The purpose of the program is to improve federal lands and the existence of wildlife habitat and reduce the risk of wildfires. Members will remove invasive species, conduct fuels reduction to reduce the risk of wildfire or plant new native species.
Output	Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.	Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands treated.
Select Method	Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.	Project reports provided by the host
Instrument Description	In this text field you must provide the dosage that is necessary to be counted in the output, the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you	For each of their ten projects, the program will secure a report from the host site specifying the number of acres that are treated to remove invasive species, conduct fuels reduction (to reduce the risk of wildfire) or plant new native species.

	<p>will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</p> <p>Note: If your output measures participation, describe the minimum dosage necessary to be considered a participant. If your output measures completion, describe the dosage necessary to be counted as having completed the program.</p>	
Target #	The number of beneficiaries described in the output title. Targets must be numbers, not percents.	150
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)	Acres
Outcome Title	Either select National Performance Measure outcome(s) or enter your	Number of acres of national parks, state parks, city parks county parks, or other public

	own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.	and tribal lands that are improved.
Select Method	Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.	Survey
Instrument Description	In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.	Members will send a survey to project hosts/sponsors after the project has been completed and ask them to use their professional knowledge to rate the condition of the treated land compared to its initial condition and the prescribed treatment to improve it on a scale of one to five. For nine of the ten projects, the rating will be 4 (improved) or 5 (greatly improved).
Target #	The number of beneficiaries described in the outcome title. Targets must be	130

	numbers, not percents.	
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)	Acres

## Appendix A: Understanding MSY and Member Allocations in the AmeriCorps State and National Application

### How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective.<sup>1</sup> Member and MSY allocations entered in the application are understood to be the program's best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program's 105 full-time and half-time members contribute to the School Readiness objective.

Objective #1: K12 Success							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50
HT	.5	X	5	X	.80	=	2
RHT	.3809524	X	10	X	1.00	=	3.81
QT	.26455027	X	10	X	1.00	=	2.65
MT	.21164022	X	10	X	1.00	=	2.17
<b>Total Members</b>			<b>135</b>	<b>Total MSYs</b>			<b>60.63</b>

<sup>1</sup> Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as "Other."

Objective #2: School Readiness							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50 MSY
HT	.5	X	5	X	.20	=	.5 MSY
RHT	.3809524	X	0	X	0	=	
QT	.26455027	X	0	X	0	=	
MT	.21164022	X	0	X	0	=	
<b>Total Members</b>			<b>105</b>		<b>Total MSYs</b>		<b>50.5</b>

### How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

**Summary**

Program: AmeriCorps  
 Focus Area: Education  
 Objectives: School Readiness, K-12 Success

**Resource Allocation**

Enter Total MSYs for the project: 111.53  
 Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective	MSY	% of total MSY	Members
Education	School Readiness	50.50	45.41	105
Education	K-12 Success	80.03	71.50	135
<b>Sub Total:</b>		<b>111.53</b>	<b>100.00</b>	<b>240</b>
<b>GRAND TOTAL:</b>		<b>111.53</b>	<b>100.00</b>	<b>240</b>

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate

their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

**How It Looks in the 424 PDF**

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

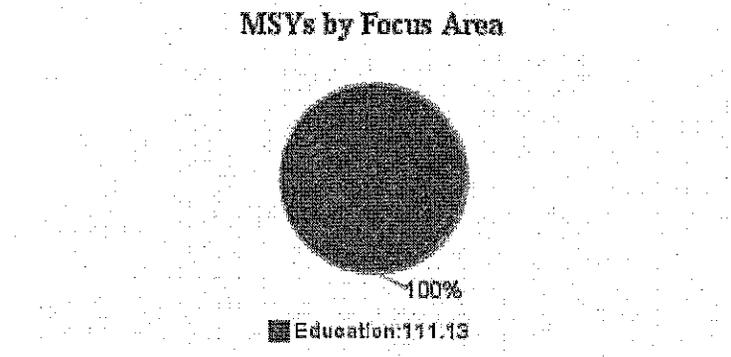


Table 1: MSYs by Focus Areas

Focus Area	% of MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table 4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
<b>Total</b>	<b>111.13</b>	<b>240</b>

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

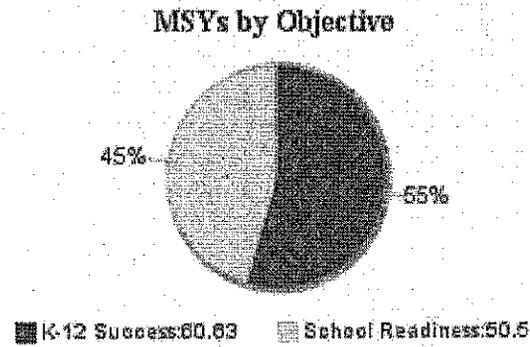


Table2: MSYs by Objectives

Objective	%MSYs
K-12 Success	55%
School Readiness	45%

### How To Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures.

Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

Objective #1: K-12 Success							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Mentoring	ED3A, ED4A, ED27A	.75	X	60.63	=	45.47	41%
Parent Engagement	No performance measure.	.25	X	60.63		NA	14%

Objective #2: School Readiness							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Tutoring 1:1	ED20, ED21, ED23	.75	X	50.5	=	37.88	34%
Parent Engagement	Applicant-Determined Measure	.25	X	50.5	=	12.62	11%

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs' resources are allocated to achieving beneficiary outcomes.

**How It Looks in the 424 PDF**

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

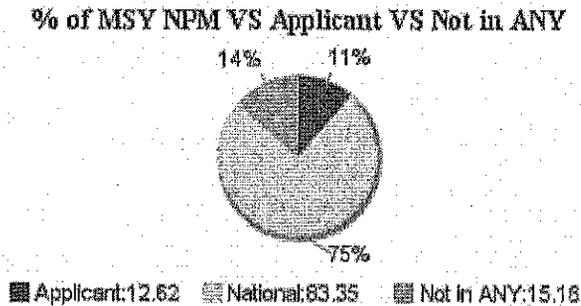


Table 3: %MSYs by NPM vs. Applicant vs. Not in ANY

	NPM	Applicant	Not In ANY
MSYs	75%	11%	14%

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

## 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 clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and FAQs for full requirements.

**Note: In this version of the PM Instructions, items pertaining to specific performance measures have been moved to the Reviewer Notes Section for those performance measures. Assess the following items for ALL performance measures unless otherwise noted:**

<b>Alignment with Narrative/FOC</b>
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
<b>Interventions</b>
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.
<b>Dosage</b>
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
<b>Resource Allocation</b>
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.
MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)
<b>Selection Rules/Performance Measure Instructions</b>
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.
The applicant has at least 1 aligned performance measure for the primary intervention.
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or

must be clarified.)
It is clear that beneficiaries are not double-counted in an aligned performance measure.
National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.
The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.
Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)
<b>Alignment &amp; Quality</b>
Applicant-determined outputs and outcomes are aligned correctly.
Outputs and outcomes clearly identify what is counted.
Each output or outcome counts only one thing (except certain National Performance Measures).
Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)
Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.
Outcomes count individual level gains, not average gains for the population served.
Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)
Outcomes can be measured during a single grant year.
<b>Data Collection/Instruments</b>
Data collection methods are appropriate.
Instruments are likely to yield high quality data.
The instrument, and what it measures, is clearly described.
If the Performance Measure Instructions specify the instrument to be used, the applicant is using that

instrument (e.g., pre/post test).
The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)
Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.
Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)
<b>Pre/Post Test (PO Note: Skip this section if the applicant is not using a pre/post test.)</b>
If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.
The timeline for administering the pre/post test is clear.
If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.
The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.
<b>Targets</b>
Target values appear ambitious but realistic/It is clear how targets were set.
Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.
The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.
<b>Unit of Measure</b>
The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.
The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.
The unit of measure is not hours.
The unit of measure is a number, not a percent.

<p><b>Sampling (PO Note: If the applicant does not propose sampling, skip this section.)</b></p>
<p>If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)</p>
<p>If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)</p>
<p><b>Misc.</b></p>
<p>The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)</p>
<p>The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)</p>