

**VETERANS &
MILITARY FAMILIES**

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 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

VETERANS AND MILITARY FAMILIES

Measure V1	Number of veterans that received CNCS-supported assistance.
Definition of Key Terms	<p>Veteran: “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.” section 101 of title 38,23 United States Code, http://veterans.house.gov/sites/repUBLICANS.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>

How to Calculate Measure/Collect Data	Unduplicated count of veterans receiving services or assistance from the CNCS-supported program. Regardless of the number of times the veteran returns for services or the number of different services the veteran may receive from the CNCS-supported program, each veteran should be counted only once per grant year.
	Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.

Measure V2	Number of veterans engaged in service opportunities as a National Service Participant or volunteer
Definition of Key Terms	<p>Veterans: See definition under V1.</p> <p>Engaged in: Not simply enrolled or signed up to participate; program should set a minimum level at start of year for what “engaged in” means and then count based on that level.</p> <p>Service opportunities: Helping others through actions including but not limited to: disaster services assistance; education services (including tutoring and mentoring); environmental stewardship and conservation; independent living; housing, financial services or employment assistance (including training and/or job placement services); and access to health care services (mental health and/or family supports). The assistance may be provided to other veterans, people within the military community or external to it.</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of veterans (who are either National Service Participants or are recruited as volunteers) participating in service opportunities either directly sponsored by the CNCS-supported project or for which the CNCS-supported project acted as a direct connection between the veteran and the service opportunity. Regardless of how many times the veteran participates or in how many different service opportunities, each veteran should only be counted once. It is suggested that service hours be tracked as well.</p> <p>Aligned outcome may focus on benefits to the veterans, benefits to the population they are serving, or both.</p> <p>If the veteran is engaged in a CNCS-sponsored opportunity, s/he should sign in on a tracking sheet. If it is an opportunity to serve through another organization, proof of service may be documented by a letter from the organization indicating the veteran’s level of service or a tracking sheet from that organization.</p>
Review Notes	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).

Measure V3	Number of veterans assisted in pursuing educational opportunities.
Definition of Key Terms	<p>Veterans: See definition under V1.</p> <p>Assisted in: Does not include educational counseling or referrals; service must result in enrollment of veteran in an educational program.</p> <p>Pursuing educational opportunities: Enrollment in GED, post-secondary programs, proprietary schools, certification programs (including on-line educational opportunities) as indicated in the GI Bill http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL and at institutions approved by the Dept. of Veterans Affairs http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of veterans (beneficiaries of service, not members) enrolling in an approved educational program. It may be necessary to assist the same veteran more than once but each individual should be counted only once during the program year.</p> <p>Proof of school enrollment and grantee service tracking documents.</p>

Measure V4	Number of veterans assisted in receiving professional certification, licensure, or credentials.
Definition of Key Terms	<p>Veterans: see definition under V1.</p> <p>Assisted in: Helping the veteran stay in school, earn passing grades, and achieve the certification, licensure, credentials, or degree.</p> <p>Receiving professional certification, licensure, credentials: licensing board, degree granting authority, credentialing organization, etc. certifies that the veteran has successfully completed their educational program.</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of veterans (beneficiaries of service, not members) successfully completing their educational program. A single veteran may complete more than one educational program during the year but each individual should be counted only once during the program year.</p> <p>Official copy of educational attainment (transcript, diploma, etc.) and grantee service tracking documents.</p>

Measure V6	Number of housing units developed, repaired, or otherwise made available for veterans.
Definition of Key Terms	<p>Veterans: See definition under V1.</p> <p>Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</p> <p>Develop: Build new or substantially rehabilitate a unit was uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</p> <p>Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances.</p> <p>Can use dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</p> <p>Otherwise made available: Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable.</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of housing units developed, repaired, or otherwise made available as defined here for veterans. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</p> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

Measure V7	Number of family members of active duty military service members that received CNCS-supported assistance.
Definition of Key Terms	<p>Active duty military service member: The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011. http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>Family members: Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.

	<ul style="list-style-type: none"> • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Count is based on the member of the family who is an active duty military service member. Services may be provided to the family as a group or to individual members but each family member, even if they are part of the same military family, should receive a count of "1". Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.</p> <p>Services may include referrals to federally supported military services but cannot be exclusively referrals/education about those services. Services may be provided in person, on the phone, or by email.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V8	Number of veterans' family members that received CNCS-supported assistance.
Definition of Key Terms	<p>Veteran: "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." section 101 of title 38,23 United States Code, http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</p> <p>Family members: Immediate family members related by blood, marriage, or adoption to a veteran of the U.S. armed forces, including one who is deceased. CNCS-supported assistance: could be a variety of different supports to help the veterans' family members have a higher quality of life, but cannot simply be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member's return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.

	<p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V9	Number of active duty military service members that received CNCS-supported assistance.
Definition of Key Terms	<p>Active duty military service member: The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011. http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. <ul style="list-style-type: none"> • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary</p>

	assistance.
How to Calculate Measure/Collect Data	<p>Unduplicated count of active duty military service members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the military service member returns for services or the number of different services the military service member may receive from the CNCS-supported program, each military service member should be counted only once per grant year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V10	Number of military family members engaged in service opportunities as a National Service Participant or volunteer
Definition of Key Terms	<p>Military family members: Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased.</p> <p>Active duty military service member: See definition under V7.</p> <p>Engaged in: Not simply enrolled or signed up to participate; program should set a minimum level at start of year for what “engaged in” means and then count based on that level.</p> <p>Service opportunities: Helping others through actions including but not limited to: disaster services assistance; education services (including tutoring and mentoring); environmental stewardship and conservation; independent living; housing, financial services or employment assistance (including training and/or job placement services); and access to health care services (mental health and/or family supports). The assistance may be provided to veterans, other people within the military community or external to it.</p>
How to Calculate Measure/ Collect Data	<p>Unduplicated count of military family members (who are either National Service Participants or are recruited as volunteers) participating in service opportunities either directly sponsored by the CNCS-supported project or for which the CNCS-supported project acted as a direct connection between the military family member and the service opportunity. Regardless of how many times the military family member participates or in how many different service opportunities, each military family member should only be counted once. It is suggested that service hours be tracked as well.</p> <p>Aligned outcome may focus on benefits to the military family member, benefits to the population they are serving, or both.</p> <p>If the military family member is engaged in a CNCS-sponsored opportunity, s/he should sign in on a tracking sheet. If it is an opportunity to serve through another organization, proof of service may be documented by a letter from the organization indicating the military family member’s level of service or a tracking sheet from that organization.</p>
Review Notes	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).

Performance Measure Example:

Field	What Should Be Entered Here	Example
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.	Veteran Volunteers
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."	More than half of all veterans struggle to re-engage with their communities after service. The Veterans Still Serve AmeriCorps Program helps recently returned veterans successfully re-engage with their communities through national and community service.
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.	Volunteer activity
Description of Interventions	Describe the design and dosage of the interventions	The Veterans Still Serve AmeriCorps program has 20 AmeriCorps members placed

	you have selected.	in teams of 2-4 to involve local veterans in volunteer opportunities and to train veterans as volunteer and project leaders. Approximately 70% of the AmeriCorps members are veterans themselves. Members partner with local veteran serving organizations to identify projects and veteran volunteers.
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 veterans engaged in service opportunities as National Service Participants or volunteers.
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.	Activity Log
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 will ensure that beneficiaries are not double counted. Also describe how the instrument	Activity logs will be kept for each service opportunity and veteran volunteers will be asked to sign in and note the time. After the completion of a service event, veteran volunteers will be asked to sign out and note the time again. A veteran will be counted under this measure if he/she spends a total of 4 hours or more engaged in

	<p>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>	<p>volunteer service through one or more service opportunities.</p> <p>Upon signing in at their first service event, veteran volunteers are assigned a unique identifier that is used for any subsequent volunteer activities so that no individual is counted more than once over the course of the year, and so that total volunteer hours can be tracked.</p> <p>Note: All AmeriCorps members that are veterans and complete a minimum of 4 hours of service through the program will also be counted under this measure. The number of hours served by veteran AmeriCorps members will be documented via member time sheets.</p>
Target #	The number of beneficiaries described in the output title. Targets must be numbers, not percents.	514
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	Veterans

	unit of measure should describe the population you intend to count (children, miles, etc.)	
Outcome Title	Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.	Number of veterans who report an increased sense of connection to their community
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.	Pre-Post 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	Before engaging in their first service opportunity, volunteers and AmeriCorps members who are veterans will complete a brief 7-question pre-survey assessing (on a five-point scale) the level of connection they feel to their community. After completing a minimum of 4 hours of service, veteran volunteers and AmeriCorps members will complete the survey again. Veterans whose post-surveys indicate an increase of one or more points on at least 5 of the 7

	meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.	survey questions will be counted under this measure.
Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	310
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.)	Veterans

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.¹ 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.

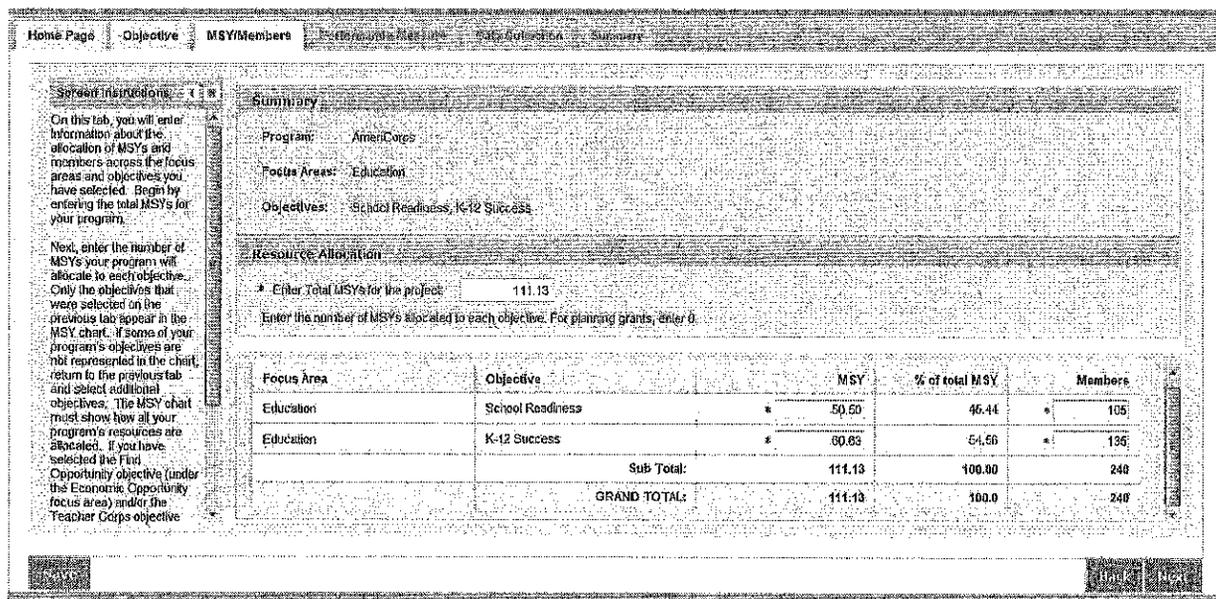
Objective #1: K12 Success							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50
HT	.5	X	5	X	.80	=	2
RHT	.3809524	X	10	X	1.00	=	3.81
QT	.26455027	X	10	X	1.00	=	2.65
MT	.21164022	X	10	X	1.00	=	2.17
Total Members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

¹ 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	=	
Total Members			105		Total MSYs		50.5

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.



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.

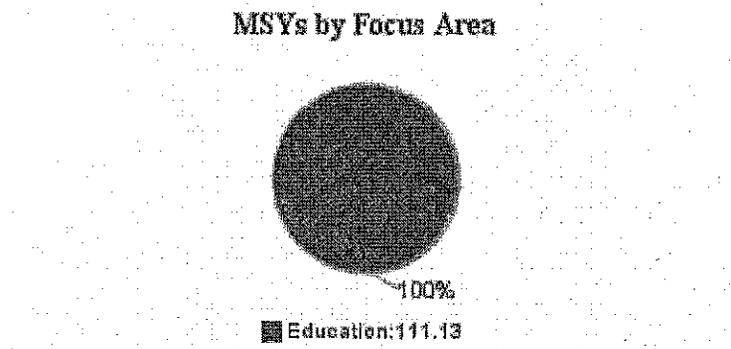


Table 1: MSYs by Focus Areas

Focus Area	% 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 Member
K-12 Success	60.63	135
School Readiness	50.50	105
Total	111.13	240

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:

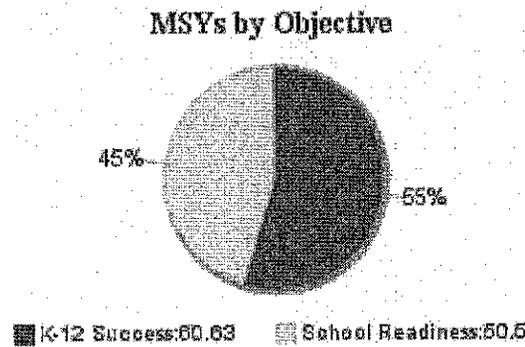


Table2: MSYs by Objectives

Objectives	%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.

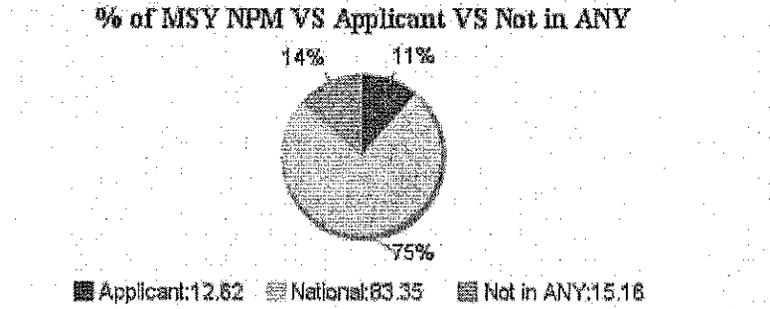


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

	NPM	Applicant	Not in ANY
	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:

Alignment with Narrative/TOC
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
Interventions
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.
Dosage
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
Resource Allocation
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.)
Selection Rules/Performance Measure Instructions
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.)
Alignment & Quality
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.
Data Collection/Instruments
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.)
Pre/Post Test (PO Note: Skip this section if the applicant is not using a pre/post test)
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.
Targets
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.
Unit of Measure
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>Sampling (PG Note: If the applicant does not propose sampling, skip this section.)</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>Misc.</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>