



## FY 2017 AmeriCorps Competitive RFP



volunteerflorida



**Grant Opportunity:** AmeriCorps Competitive Funding RFP for FY 2017-2018

**Due: November 28, 2016**

**5:00 P.M. EST**

Applications are due in eGrants and all supporting documents must be received by Volunteer Florida by 5:00 P.M. EST on November 28, 2016. ***Applications submitted after this date will not be considered for funding.*** Volunteer Florida does not require organizations to submit an intent to apply.

For complete application information, review the **Corporation for National and Community Service (CNCS) Notice of Funding Opportunity, mandatory supplemental guidance, application instructions and performance measure instructions:**

- To access the FY 2017-2018 AmeriCorps State and National Grants Notice of Funding Opportunity (NOFO), [click here](#).
- To access the FY 2017 NOFO application instructions, [click here](#).
- To access the FY 2017 mandatory supplemental guidance, [click here](#).
- To access the CNCS national performance measures instructions, [click here](#).

Volunteer Florida serves as the State Commission referenced in the AmeriCorps State and National Grants FY 2017 NOFO and application instructions. Please reference this document for specific guidance on Volunteer Florida's AmeriCorps Competitive funding cycle.

### **About Volunteer Florida**

Volunteer Florida, the Florida Commission on Community Service, was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993. Volunteer Florida is the state's lead agency for volunteerism and national service, administering more than \$32 million in federal, state, and local funding to deliver high-impact national service and volunteer programs in Florida. Volunteer Florida promotes and encourages volunteerism to meet critical needs across the state. Volunteer Florida also

serves as Florida's lead agency for volunteers and donations before, during, and after disasters. For more information, visit: [www.volunteerflorida.org](http://www.volunteerflorida.org).

## **Purpose of Funding**

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based (e.g., based on proposed program's data or a similar program's data) interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust. The 2017 AmeriCorps State and National Grants NOFO will focus grant making for fiscal year 2017 in six focus areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families.

## **2017 AmeriCorps Funding Priorities**

Volunteer Florida and CNCS will prioritize investment of national service resources in:

- Education – Improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Economic Opportunity – Increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Disaster Services – Improving community resiliency through disaster preparation, response, recovery, and mitigation
- Environment
- Veterans and Military Families – Positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives
- Programming that supports My Brother's Keeper
- Rural and underserved communities
- Safer communities
- Evidence-based intervention planning grants
- Healthy Futures – Reducing and/or preventing prescription drug and opioid abuse
- Evidence Based Intervention Planning Grants
- Programs for seniors

(See mandatory supplemental guidance for further information about funding priorities).

### **Volunteer Florida Technical Assistance and Conference Calls**

Volunteer Florida staff will host technical assistance conference calls to provide applicants an opportunity to ask questions and receive general feedback from Volunteer Florida staff. Participation in one of the technical assistance calls is strongly encouraged.

Technical Assistance conference calls are scheduled as follows:

October 13, 2016 at 10:00 a.m. EST – Continuation applicants

October 13, 2016 at 2:00 p.m. EST – New and recompile applicants

To register for a call, please email [anitra@volunteerflorida.org](mailto:anitra@volunteerflorida.org). You will be provided a call-in number and password once you register.

To ensure that this funding process is carried out in a fair and equitable manner, all questions concerning the application should be submitted to [americorpsrfrp@volunteerflorida.org](mailto:americorpsrfrp@volunteerflorida.org). Answers will be compiled in a Frequently Asked Questions (FAQ) document posted [here](#).

### **Volunteer Florida Application Criteria**

- All proposals must request a minimum of 20 AmeriCorps member positions.  
*(Having a current AmeriCorps program is not a requirement when applying for a grant.)*
- Members must serve in a minimum of pairs at service locations.
- The equivalent of a minimum of one full time equivalent (FTE) staff position is required for program management.
- New applicants and continuation applicants are eligible for cost reimbursement grants only.
- Volunteer Florida will consider cost reimbursement and fixed amount grants for recompile applicants only. Volunteer Florida reserves the right to consider your recompile request as cost reimbursement if your fixed amount application is not

funded. Refer to fixed amount grant guidance (page 38 of the FY 2017 NOFO Application Instructions).

- Maximum allowable federal reimbursement is \$13,830 per MSY (Member Service Year) for cost reimbursement applications.
- A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the cost reimbursement grants match requirements chart found on page 11 of the FY 2017 Notice of Funding Opportunity and 45 CFR §2521.60. Click [here](#) for additional information.
- Volunteer Florida will support AmeriCorps State grantees to align with the CNCS evaluation requirements. Recompete applicants should include an evaluation plan with application submission (page 21 of AmeriCorps State and National Grants FY 2017 NOFO).
- Note: page 26 of the AmeriCorps State and National Grants FY 2017 NOFO, Review and Selection Process, refers to federal competition only.
- Volunteer Florida's internal and external application review will align with the Application Review Information criteria published on page 14 of the AmeriCorps State and National Grants FY 2017 NOFO.
- New applicants must opt in to an August 1, 2017 start date.

## **Performance Measures**

Applicants are required to select at least one set of aligned national performance measures (CNCS performance measures instructions 2017). Performance measures should focus on core activities for member service and should not exceed two or three aligned sets of measures. AmeriCorps State applicants should focus on direct service and not capacity building performance measures as primary measures. Applicants should be familiar with CNCS definitions for each performance measure output and

outcome including defining the target population, how data is collected, dosage of intervention and rationale for proposed outcome resulting from the intervention.

Applicants focusing on the following areas may opt into applicant-determined performance measures:

1. Reducing and/or preventing prescription drug and opioid abuse; or
2. Safer communities

Applicants are encouraged to review CNCS National Performance Measures information [here](#).

## Application

The funding period, match requirements, living stipend minimum, education award amounts, maximum cost per MSY, filing in e-Grants, and other general AmeriCorps provisions are the same as those listed in the AmeriCorps State and National Grants FY 2017 NOFO and application instructions.

### Application Instructions for Volunteer Florida applicants (eGrants system)

- For new applicants: When submitting your application into the eGrants system, under the Creating an Application box (in the lower left hand corner of the page) click on New.
- For re-compete or continuation applicants (applicants that are currently funded by Volunteer Florida): When submitting your application into the eGrants system, under the Creating an Application box (in the lower left hand corner of the page), click on Continuation/Renewal.
- Next, all applicants must select the following NOFO: FY 2017 AmeriCorps State Commission (New and Continuation) (Due date: 1/18/2017)
- Next, all applicants must select Florida from the state dropdown listing. Applicants should see that their application is linked to the Volunteer Florida Prime Application Grant with ID Number 17AC188713.

Detailed budget directions can be located in the FY 17 NOFO application instructions, Attachment B, page 28. The following items **MUST** be included in the budget:

Staff training: For the 2017-2018 program year, all funded programs will be expected to attend two trainings hosted by Volunteer Florida. Budgets should include the cost of a \$50 per person registration fee for each of two Volunteer Florida mandatory training sessions held during the grant period. Only CNCS funds may be used to cover the \$50 registration fee. Programs should include travel costs in their proposed budget.

Evaluation costs: Budgets should include applicable evaluation expenses associated with CNCS evaluation requirements.

Background screening: National background checks are required for ALL grant-funded staff and members.

Member gear: Applicant should budget appropriately for AmeriCorps members to wear AmeriCorps and Volunteer Florida branded gear (i.e. shirts/polos) every day of service.

Travel costs: In addition to those required guidelines found in the application instructions, Volunteer Florida adheres to strict food and beverage purchasing guidelines. They are as follows:

- If the meal is provided at the training or meeting, the traveler cannot claim that meal for reimbursement. If the traveler does not eat the meal provided and purchases a meal, they cannot request reimbursement for the purchased meal.
- Overnight travel is required to claim meals. No meals for same day travel will be reimbursed.
- To be eligible for reimbursement of food and beverage during a training and/or meeting, the training and/or meeting must provide the following:
  - There must be a dissemination of knowledge.
  - The training must be reasonable and necessary.
  - There must be a necessity to keep attendees in the training for the length of time and not merely to provide food.
  - The training and/or meeting must be a minimum of six hours in order to request reimbursement for any meal.

- The following supporting documentation is required in order for training meals to be reimbursed:
  - There must be a sign-in sheet that identifies all participants (including staff and trainers) that were in attendance.
  - There must be a detailed agenda that outlines the sessions and activities that were covered in the meeting.

Volunteer Florida follows the State of Florida per diem rates and requires all programs to follow the requirements as stated in section 112.061, F.S. Maximum meal allowances are as follows:

- Breakfast – cannot exceed \$6 per person
- Lunch – cannot exceed \$11 per person
- Dinner – cannot exceed \$19 per person
- Snacks are considered an unallowable expense

### **Administrative/Indirect Costs**

Section III is comprised of the Corporation Fixed Amount and Commission Fixed Amount. Section III cannot exceed 5 percent of the total CNCS Award. The Corporation Fixed Amount includes the administrative costs that are incurred by the lead agency for administering this grant. These costs are reimbursable under this line item.

The Commission Fixed Amount is the fiscal agent fee paid to Volunteer Florida for overseeing the AmeriCorps grant awards. Each program must allocate a minimum of 2% of the total CNCS award in their budgets to this line item. The Commission Fixed Amount **must be paid** from CNCS funds.

Volunteer Florida will draw the Commission Fixed Amount from each program based on the amount expended monthly.

Volunteer Florida recommends **Indirect Cost** option - CNCS Fixed Percentage Method, Five Percent Fixed Administrative Costs Option (page 31, FY 2017 NOFO application instructions).

## Volunteer Florida Required Supporting Documentation

Supporting documents should be electronically submitted to:

[americorpsrfp@volunteerflorida.org](mailto:americorpsrfp@volunteerflorida.org). Supporting documentation is due by 5:00 p.m. EST on November 28, 2016.

- **New Applications**

- The most recent audit report including the management letter and the schedule of findings and questioned costs.
- Completed provider assessment questionnaire (located [here](#))
- Certification of 60 day operating capital (located [here](#))
- Most recent agency-wide YTD consolidated financial statement and balance sheets. Evaluation reports and up to two evaluation briefs, reports and/or peer reviewed articles. See submission of additional documents instructions (FY 17 AmeriCorps NOFO, page 13)

- **Continuation Applications**

- The most recent audit report, including management letter and schedule of findings and questioned costs.
- Completed provider assessment questionnaire (only required if agency hired a new CEO, Executive Director, CFO or Project Director within last twelve months).
- Most recent agency-wide YTD consolidated financial statements and balance sheets.

### Links

[AmeriCorps State and National Grants FY 2017](#) (NOFO, Application Instructions, other documents)

[Volunteer Florida Available Grants](#) (Location for application supporting documents, FAQs and other grant information)

## **Volunteer Florida Timeline**

**October 3, 2016** - Release Volunteer Florida AmeriCorps Formula Funding Application

**October 13, 2016 (10:00 a.m., continuation applicants and 2:00 p.m. new/recomplete applicants)** - AmeriCorps funding application Technical Assistance Calls

**October 21, 2016** - AmeriCorps funding application FAQs posted [here](#)

**November 28, 2016 (5:00 p.m. EST)** - Applications due in eGrants and supporting documentation submitted to [americorpsrfp@volunteerflorida.org](mailto:americorpsrfp@volunteerflorida.org)

**December 2, 2016 - December 16, 2017** - Peer, financial, and staff review

**December 21, 2016** - Clarification provided to applicants considered for funding

**January 11, 2017 (5:00 p.m. EST)** - Revised AmeriCorps applications due in eGrants

**January 18, 2017** - Estimated submission of approved funding recommendation to CNCS

**May 2017** - Estimated notification provided to applicants awarded funding

**August 1, 2017** - Anticipated contract start date

## NOTICE OF FEDERAL FUNDING OPPORTUNITY

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** 2017 AmeriCorps State and National Grants  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

Disclosure: Publication of this Announcement of Federal Funding Opportunity (*Notice*) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding.

### Important Dates

- Notification of Intent to Apply: Applicants are strongly encouraged to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be filed by **Wednesday, December 7, 2016**.

Single-State applicants should provide this information directly to the Commission in the state in which the applicant intends to operate the program, not CNCS. The State Commissions' deadlines are earlier than this deadline. See *Types of Applicants* section for definitions of National Direct and Single-State applicants.

- Deadline: Applications are due **Wednesday, January 18, 2017 at 5:00 p.m. Eastern Time** to CNCS.

Single-state applicant deadlines to State and Territory Commissions may be significantly before the CNCS deadlines, so prospective state applicants should contact the commission in the state or territory where they intend to apply as early as possible. The list of State and Territory Commissions can be found here:

<http://www.nationalservice.gov/about/contact-us/state-service-commissions>

- Application Notification: Successful applicants will be notified **no later than Monday, May 15, 2017**.

### A. PROGRAM DESCRIPTION

#### 1. Purpose of AmeriCorps Funding

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations (see *Eligible Applicants* section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

#### CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

##### Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

#### Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper (see Mandatory Supplemental Guidance) to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

#### Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

#### Environmental Stewardship

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

#### Healthy Futures

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

#### Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

**2. Funding Priorities** (See Mandatory Supplemental Guidance for further information about some of the priorities)  
CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment - 21<sup>st</sup> Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives
- Programming that supports My Brother's Keeper
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities

- Safer communities
- Evidence Based Intervention Planning Grants
- Encore Programs

In order to receive priority consideration and three points for submitting an application within a *Notice* priority(ies), applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

### **3. National Performance Measures**

CNCS expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [<http://www.nationalservice.gov/documents/main-menu/2016/2017-performance-measures-instructions>].

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performances measure in the Performance Measure section of the applications in eGrants ([CNCS’s web-based grants management system](#)). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

### **4. Program Authority**

CNCS’s legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

CNCS expects a highly competitive AmeriCorps grant competition. CNCS reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

### **2. Estimated Award Amount**

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

### **3. Project and Award Period**

The project period is generally one year with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

#### 4. Type of Award

a. AmeriCorps Operating Grants: CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full Time Fixed Amount grant is limited to certain applicants. See the *Eligible Applicants* section and the Mandatory Supplemental Guidance for more information. CNCS will not provide both types of grants for the same project in one fiscal year.

General Summary

Grant Types	Cost Reimbursement			Fixed Amount		
	Traditional	Professional Corps	Evidence Based Planning Grant	Full time	EAP	Professional Corps
Maximum Cost per MSY	\$13,830,	Up to \$1,000*	N/A	\$13,430	\$800	Up to \$1,000*
Type of Slots in the National Service Trust	All	All	N/A	Full-time or Less than Full-time serving in a full time capacity	All	Full-time only
Budget Submission Required	Yes			No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSYs	No			Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.	See Notice	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.
Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirements	Yes	No		
Available to new Applicants	Yes			No	Yes	

\*CNCS assumes that Professional Corps will cover the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider Professional Corps programs' requests for operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant legal applicant financial need and substantial challenges to raising non-CNCS resources.

CNCS will determine whether a Professional Corps legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds on a case-by-case basis, examining all of the circumstances surrounding the application. There are a wide variety of circumstances under which a Professional Corps legal applicant will be able to demonstrate a compelling need for operating funds. However, given the high demand for AmeriCorps funding there are also specific circumstances where CNCS believes that a Professional Corps legal applicant will be highly unlikely to demonstrate a need for operational funds. For example, where CNCS's due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted net assets that are well in excess of the requested level of CNCS funding, it is difficult to see how the Professional Corps would be able to demonstrate that they should receive operational funding (which would inherently reduce the funding available to other high-quality applicants).

b. Evidence Based Intervention Planning Grants: CNCS is seeking applications for planning grants that will be used to develop *new* national service models<sup>1</sup> that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice<sup>2</sup> such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.54)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply to this *Notice*.

### **New Applicants**

CNCS encourages organizations that have not received prior funding from CNCS to apply. The general practice is to award at least 20 member positions (slots) but no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

---

<sup>1</sup> A body of evidence that supports the role of national service in effective education interventions is emerging. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

<sup>2</sup> Applicants are encouraged to use federal agency clearinghouses like the U.S. Department of Labor's Clearinghouse for Labor Evaluation and Research (CLEAR) and the U.S. Department of Education's Institute of Education Sciences' What Works Clearinghouse (WWC) to identify evidence-based programs and practices. For a description of CLEAR causal-evidence guidelines, visit: <http://clear.dol.gov/reference-documents/causal-evidence-guidelines-version-21>. For WWC evaluation standards, see Version 3.0 of the Procedures and Standards Handbook, <http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. See Mandatory Supplemental Guidance for more information.

## **Types of Applicants**

### State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits the applications it selects to compete for funding directly to CNCS. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly earlier than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. A Single-State application from a State or Territory with a Commission that is submitted directly to CNCS by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Guidance for descriptions of National Direct and Single-State applicants

### National Direct Applicants<sup>3</sup>

*Multi-State:* Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS.

*States and Territories without Commissions:* Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because this State and these Territories have not established a Commission.

*Federally-recognized Indian Tribes:* Applicants that are Indian Tribes apply directly to CNCS. In addition to Indian Tribes as defined in 2 C.F.R. §200.54, tribal organizations controlled, sanctioned, or chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of a federally-recognized tribe, or multiple specific federally-recognized tribes, must submit a sanctioning resolution, applicable for the entirety of the period of performance that the applicant is applying for, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies for the entire period of performance of the award, i.e. current resolutions that are applicable to a previous AmeriCorps award at the time of the application submission, but expire during the prospective period of performance of a new award, do not meet this requirement.

In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the fall with an application deadline in the spring. CNCS may request applicants apply under the Tribal competition, rather than under this *Notice*.

## **2. Threshold Issues**

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

---

<sup>3</sup> Although National Direct applicants do not have to apply to State Service Commissions, there are substantial requirements to coordinate with the Commissions for states in which national service programs will operate. See the *Coordination among State Commission & National Direct Applicants* section for information on these important requirements.

- All applicants should request at least 20 member slots. New and re-competing applicants with less than 20 members will be deemed noncompliant and will not be reviewed. For State Commissions, “application” refers to each submitted sub-application, not a commission prime application.
- If an applicant is applying for a Professional Corps grant, its application must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If an applicant is applying for a Full Time Fixed Amount grant, the application must reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted.
- An application for the Governor and Mayor Initiative must clearly reflect that the application is from one Governor, one or more Mayors, and a minimum of two nonprofits.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 C.F.R. §2522.910-.940), the applicant must describe how the program will meet these requirements.

### 3. Other Requirements

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice.<sup>4</sup> A similar restriction may be enacted with the appropriation which will fund awards under this *Notice*.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

## D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, the Mandatory Supplemental Guidance, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

### 1. Address to Request Application Package

Applicants should refer to [CNCS Funding Opportunities](#) to obtain the necessary information to apply. Applicants can also send an email to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov) or call (202) 606-7508 for a printed copy of the application materials. The TTY (Text Telephone) number is (800) 833-3722.

### 2. Content and Form of Application Submission

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Narratives
  - Executive Summary

---

<sup>4</sup> However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the Federal Government.

- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

### **3. Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM)**

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the [SAM Quick Guide for Grantees](#).

### **4. Submission Dates and Times**

#### **a. Notification of Intent to Apply**

Submission of a Notification of Intent to Apply is strongly encouraged for this competition and is due **Wednesday, December 7, 2016**. Eligibility is not based on submission of Notification of Intent to Apply. Please send the intent by using this link: <https://www.surveymonkey.com/r/CNCSIntentToApply2017AmeriCorps>. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

Single-State/Territory applicants should provide this information directly to Commission in the state or Territory in which the applicant intends to operate, and not directly to CNCS. The Commissions' deadlines are earlier than this deadline.

National Direct Applicants: The Notification of Intent to Apply must include contact information (name of the applicant organization, address, contact person, email address, and phone number) and the focus area(s) the anticipated application will address.

State/Territory Commissions: The Notification of Intent to Apply submitted by each Commission must include an estimate of the number of applications planned for submission by focus area.

Continuation grantees that are only submitting continuation applications should not submit a Notification of Intent to Apply nor should State/Territory Commissions include them in their estimate of anticipated applications.

#### **b. Application Submission Deadline**

Applications are due **Wednesday, January 18, 2017 by 5:00 p.m. Eastern Time** to CNCS. This deadline applies to new, re-competing, and continuation applicants. State and Territory Commissions deadlines may be significantly before the CNCS deadlines, so prospective Single-State applicants should contact their respective Commission as soon as possible. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on CNCS's website.

**c. Additional Documents Deadline**

Any required additional documents are due on the application deadline. See *Submission of Additional Documents* section for other guidance.

**d. Late Applications**

CNCS may consider an application submitted after the deadline if an applicant submits a letter to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) explaining the extenuating difficulties that caused the delay. **CNCS must receive the letter within one business day of the submission deadline.** Communication with CNCS staff, including an applicant’s Program Officer, is not a substitute for the letter. If technical difficulties prevent a timely submission, the letter should include the Help Desk ticket number provided by the National Service Hotline. (See the *Electronic Application Submission in eGrants* section). Applicants are also required to continue working in [eGrants, CNCS’s web-based system](#) and with the National Service Hotline to submit the application as soon possible after the deadline. CNCS will determine whether or not to accept a late application on a case-by-case basis.

**Please note:** CNCS will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance listed above.

**5. Funding Restrictions**

**a. Member Living Allowance**

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,630	\$24,930
Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

***Exceptions to the Living Allowance Requirements***

**1. Programs existing prior to September 21, 1993** are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

**2. EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

**3. Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.

**b. Maximum Cost per Member Service Year (MSY)**

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and re-competing State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Individual Competitive State/Territory Program (cost reimbursement)	\$13,830
Multi-state (cost reimbursement)	\$13,830
Professional Corps Grant (Cost Reimbursement)	Up to \$1,000*
Professional Corps Fixed Amount Grant	Up to \$1,000*
Education Award Program Fixed Amount Grant	\$800
Fulltime Fixed Amount Grant	\$13,430
State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$13,830

\*CNCS’s assumption is that Professional Corps will cover the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$14,000 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. Applicants requesting the higher cost/MSY must include a compelling case justifying the cost/MSY and explaining why these costs cannot be covered by the Grantee Share (Match).

**c. Amount of the Segal AmeriCorps Education Award for FY 2017**

AmeriCorps members serving in programs funded with FY 2017 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,815.00 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table: Term of Service and Education Award**

<b>Term of Service</b>	<b>Minimum # of Hours</b>	<b>Education Award</b>
Full Time	1700	\$5,815.00
Half Time	900	\$2,907.50
Reduced Half Time	675	\$2,215.24
Quarter Time	450	\$1,538.36
Minimum Time	300	\$1,230.69

**d. Cost Sharing or Matching**

**Fixed Amount Grants**

There is no specific match requirement for Fixed Amount grants. CNCS does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

**Cost Reimbursement Grants**

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 C.F.R. §2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

**Alternative Match**

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 C.F.R. §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted. State programs submit requests for alternative match to the State Commission. State Commissions submit on behalf of their state applicants and National Directs submit their requests directly to [ACAlternateMatchRequests@cns.gov](mailto:ACAlternateMatchRequests@cns.gov)

**e. Indirect Costs**

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413 Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

**6. Other Submission Requirements**

**a. Coordination among State Commissions and National Direct Applicants**

CNCS expects State Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>.

To ensure coordination:

National Direct applicants, except federally-recognized Indian Tribes, must:

Before application submission:

- Consult with the State/Territory Commission of each state and/or territory in which the organization plans to operate and describe this consultation in their applications. Contact the State/Territory Commissions for details

about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.

After Award:

- Provide the State/Territory Commission with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
- Participate in the State/Territory Commissions' annual needs assessment and training plan development activities, and in the development of its state/territory service plan, as well as appropriate training and other events.
- Include the State/Territory Commission on the National Direct's mailing/email distribution lists and invite it to appropriate training and other events.

State/Territory Commissions must:

Before application submission:

- Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.

After Award:

- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.
- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.

CNCS will solicit State/Territory Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via eGrants, Commissions have the opportunity to select "support," "do not support," or "neutral," and provide comments. Participation by State/Territory Commissions in providing this input is strongly encouraged. CNCS reviews and considers Commission input on multi-state applicants proposing to operate in their state.

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in eGrants in order to be considered for CNCS's assessment of the strategic considerations (See *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and implementation strategies are described in the application.

#### **b. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, CNCS's web-based system](#). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. When determining compliance with any page limits in this *Notice*, CNCS will consider the number of pages as they print out per the guidance in the *Page Limits* section.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if a problem arises when creating an account or preparing or submitting the application. See hours above. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the

deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. National Service Hotline hours are as follows: Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept) Mon - Thu, 9 am – 7 pm ET (Oct, Nov, Dec).

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service  
ATTN: Office of Grants Policy and Operations/AmeriCorps Application  
250 E Street, SW, Suite 300  
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. All deadlines and requirements in this *Notice* also apply to paper applications. Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. CNCS does not accept applications submitted via fax or email.

### **c. Submission of Additional Documents**

Applicants are required to submit the following additional documents by the application submission deadline:

All applicants

- Current indirect rate cost agreement, if used to claim indirect/administrative costs.
- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

Recompeting applications

- Evaluation report, if required. Please see the *Evidence Base* section for further information.

Governor/Mayor Initiative applicants (New and recompeting)

- Letter(s) of support from partnering nonprofits
- Letter of support cosigned by Governor and participating Mayor(s)

Multi-focused Intermediaries

- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe

- Sanctioning resolution adopted by the tribal council of each Indian Tribe. (See the *Eligible Applicants* section.)

Additional Documents must be emailed to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) with the following subject line: [Legal Applicant Name]– [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this *Notice* or Application Instructions. CNCS will not review or return them.

### **d. Page Limits**

Applications may not exceed 15 pages for the Narratives or 18 pages for Multi-Focus Intermediaries and Multi-State applications with more than five operating sites applicants. CNCS will use the number of locations entered by the applicant into the “multi-state operating sites” field in eGrants to determine whether a multi-site application have more than five operating sites. The “multi-site operating sites” filed can be found by clicking on the

“operating sites” link in eGrants. Multi-state applicants that list five or fewer operating sites cannot exceed 15 pages for the Narrative.

In determining whether an application complies with page limits, CNCS will include:

- the application’s Executive Summary, SF 424 Facesheet, and
- the Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

CNCS will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. CNCS strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. However, the Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. Reviewers will not consider submitted material that is over the page limits in the printed report, Also note that eGrants will not prevent an applicant from entering text which will exceed page limitations. This applies to both the application page limit and the Logic Model page limit. Do not submit other items not requested in this *Notice* or Application Instructions. CNCS will not review or return them.

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

#### **A. Executive Summary (Required - 0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].\* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

\*If the program is not operating in a CNCS focus area, omit this sentence.

Fixed Amount grant applicants (EAP, Fulltime Fixed, and Professional Corps Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

## **B. Program Design (50 percent)**

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

### **1. Need (2 points)**

- The community need is prevalent and severe in communities where members will serve and has been documented with relevant data.

“Community” can be a geographic region, a specific population of people, or a combination of both. The applicant organization must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

### **2. Intervention (3 points)**

- The proposed intervention is clearly described.
- The proposed intervention aligns with the identified community need.

### **3. Theory of Change and Logic Model (19 points)**

The Theory of Change shall address:

- The applicant's proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness, as described in the *Evidence Base* section below.
- The proposed outcomes articulated in the application narrative and Logic Model represent meaningful progress in addressing the community need identified by the applicant. Applicants should provide rationale for selecting output and outcome targets. Note, re-competing applicants proposing to significantly increase or decrease output and outcome targets from their previous grant must provide a justification for this change.
- The applicant's AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Programs may include short, medium, or long-term outcomes in the Logic Model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the Logic Model.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

#### **4. Evidence Base (12 points)**

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

In 2016, the evidence tiers of funded AmeriCorps State and National competitive grantees' were as follows: Strong 17%, Moderate 9%, Preliminary 39%, and Pre-Preliminary 24%. CNCS expects the programs it funds to be progressing along the evidence continuum. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers provided below. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives not research studies or program evaluations) that are not consistent with the guidance and requirements described in the Notice will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants that have collected relevant performance measurement data must describe this data. Applicants that have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

- 1) The date the research or evaluation was completed, and the time period for which the intervention was examined
- 2) A description that shows the study's relevance to the proposed intervention
- 3) A description of the target population studied (e.g. the demographics)
- 4) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)
- 5) A description of the data, data source, and data collection methods
- 6) The outcomes or impacts examined and the study findings
- 7) The strength of the findings (e.g. effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance with the *Notice* instructions.

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical

power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);

- c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower tier of evidence and related point values. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants that do not meet all requirements will be considered for a lower tier.

Requirements associated with the five evidence tiers are described next.

**No evidence** (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself. Applicants may describe up to two research or evaluation studies that inform their program design but may not submit these studies.

**Pre-preliminary evidence** (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

In order to qualify for this tier, the applicant must have collected data about their own program. The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Applicants should describe evidence for the pre-preliminary tier in the Evidence section of the application but should not submit additional documents unless required to meet CNCS evaluation requirements.

**Preliminary evidence** (3-6 points) means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

**Preliminary with Outcome Study** The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. In some cases a retrospective pre-post test may be considered, but its use must be justified. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill the CNCS evaluation requirements will be reviewed only for compliance with evaluation requirements. Outcome evaluations submitted by applicants who were not required to meet CNCS evaluation requirements will not be considered when assessing evidence tier.

An outcome study includes data beyond that which is collected as part of routine performance measurement. In addition to describing up to two outcome studies of their own program or intervention, applicants must describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

### Preliminary with Replication

- The applicant must describe and submit at least one randomized controlled trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The applicant must describe how the intervention studied and the applicant’s proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied. An applicant may be eligible for more points if they also submit evidence from a process evaluation demonstrating that they have implemented the replication with fidelity. The process evaluation should be described but not submitted.
- Applicants who do not submit the required study or who do not describe fully how they are replicating the evidence-based program with fidelity will be considered for a lower tier.

For the purposes of this *Notice*, “replicate” means that the key elements of the applicant’s intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant’s adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- Training for the AmeriCorps members and/or other individuals, such as volunteers, delivering the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

In cases where the applicant is part of a multi-site program (for example, a national program operating in multiple states) that has conducted an evaluation that qualifies them for the moderate or strong evidence tier, but the evaluation did not include the applicant’s proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at all of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

**Moderate evidence** (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies of their own program that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant’s logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

**Strong evidence** (10-12 points) means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of their own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

#### **5. Notice Priority (3 points)**

- The applicant proposed program fits within one or more of the 2017 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance.
- The proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

#### **6. Member Training (4 points)**

- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Mandatory Supplemental Guidance).

#### **7. Member Supervision (2 points)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

#### **8. Member Experience (3 points)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members will have access to meaningful service experiences.
- AmeriCorps members will have access to opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

**9. Commitment to AmeriCorps Identification (2 points)**

- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.

**C. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

**1. Organizational Background and Staffing (10 points)**

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

**2. Compliance and Accountability (15 points)**

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold subgrantees (if applicable) and service site locations accountable if instances of risk or noncompliance are identified.

**D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

**1. Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.\*
- The budget aligns with the applicant's narrative.\*
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if re-competing, has a lower cost per Member Service Year (MSY – see Mandatory Supplemental Guidance) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

\*Program costs not included in the formal budget, including for Fixed Price grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section may result in a lower score.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see *Maximum Cost per MSY* Section), it must justify its request. Please note that such requests are rarely approved.

**2. Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

- Match is submitted with adequate information to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Price applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

#### **E. Evaluation Plan (Required for recompeting grantees - 0 percent)**

If the applicant is competing for the first time, please enter N/A in the “Evaluation Summary or Plan” field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report (see the *Submission of Additional Documents* section for more information), as well as an evaluation plan for the next three-year period in the “Evaluation Plan” field in eGrants. Evaluations plans submitted outside of eGrants will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cnsc-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

The evaluation requirements differ depending on the amount of the grant, as described in 45 C.F.R. §2522.710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.

A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one competitively funded three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more competitively funded three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project

does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count towards the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of \$500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this *Notice*. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at: <http://www.nationalservice.gov/resources/evaluation/cnsc-evaluation-policies>.

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan field in eGrants.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

**F. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

**H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

**Criteria for Evidence Based Intervention Planning Grants**

**A. Executive Summary (fill in the blanks) (0 percent):**

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

**B. Program Design (50 percent)**

**1. Need (10 points):**

- The community need is prevalent and severe in communities where the program plans to serve and the need has been documented with relevant data.

**2. Evidence-Based Intervention (30 points)**

- The evidence-based intervention has successfully addressed the need in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at

least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated (if applicable). The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.

- The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.

### **3. *Planning Process/Timeline (10 points):***

- The applicant describes a clear and logical planning process, including:
  - A detailed description of the planning process and who is leading it.
  - A well-developed timeline for planning activities.
  - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.
- The applicant includes development of the following program elements in the planning process/timeline:
  - Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
  - Member selection and training plan
  - Member supervision plan
  - Commitment to AmeriCorps Identity
  - Compliance and Accountability
  - Securing Match Support for the Program
- The applicant includes development of the following evaluation elements in the planning process/timeline:
  - Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
  - Assessing outcomes achieved in previous evaluations of the evidence-based intervention
  - Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention

### **C. Organizational Capability (25 percent)**

#### **1. *Organizational Background and Staffing(25 points)***

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

(Same as other AmeriCorps Applications)

### **E. Evaluation Plan (0 percent)**

Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results

- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

## **2. Review and Selection Process**

### **a. Compliance and Eligibility Review**

CNCS staff will review all applications submitted to determine compliance with eligibility, the submission deadline, and completeness. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:

- Is an eligible organization
- Submits an application by the submission deadline
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice*
- Submit an application with a minimum of twenty AmeriCorps member positions (slots).

CNCS will screen applications in accordance with the requirements in this *Notice* to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

### **b. Review**

Each application will be assessed by several CNCS staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and the priorities and strategic considerations detailed in the *Notice*. External Reviewers will review and assess the evidence base criteria in the *Notice*. All reviewers will be screened for conflicts of interest.

### **c. Post Review Quality Control**

After the reviewers complete their assessment, CNCS staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications ranked first by a State Commission that received low scores and applications for which there are significant panel anomalies. In addition, the State/Territory Commission input on National Direct applications will be reviewed and assessed.

### **d. Risk Assessment Evaluation**

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following, but not limited to:

- Financial stability
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:

- Timeliness of compliance with applicable reporting requirements,
- If applicable, meeting matching requirements, and
- If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - Dun and Bradstreet, or
  - “Do Not Pay”
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 C.F.R. § 2522.140
- The applicant’s ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

State Commission staff will assess their re-competing subgrantees’ past performance and submit those assessments to CNCS. CNCS will assess its re-competing direct grantees related to past performance. This assessment is in addition to the evaluation of the applicant’s eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, CNCS will consider the following for applicants that are current formula and competitive grantees and are submitting applications for the same program model:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 30 day enrollment and exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service
- Commission Rank

Additionally, CNCS may use the results of the review of the risk assessment evaluation in determining which applications to fund. If CNCS concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

#### **e. Clarification Process**

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by CNCS staff in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in response to clarification questions in a timely fashion may result in the removal of applications from consideration.

#### **Selection for Funding**

The assessment of applications involves a wide range of factors and considerations. CNCS staff will apply their experience and expertise in evaluating and recommending applications. CNCS will engage external reviewers to provide insight and input with respect to the evidence base of eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this *Notice*.

Specifically, the review and selection process will:

- A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:

- Meaningful representation of
  - Geographic diversity
  - Rural communities (see definition in Mandatory Supplemental Guidance)
  - Small and medium programs
  - Single and multi-state programs
  - Faith- based organizations
- CNCS *Notice* Priorities representation
- Focus area representation
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members (e.g.; people with disabilities, low-income individuals, older Americans, etc) and expand opportunities to serve as AmeriCorps members
- High ratio of match and/or other revenue to CNCS investment
- Moderate and Strong evidence levels
- Promise Zone designees

In selecting applicants to receive awards under this *Notice*, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

***CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CNCS in response to this Notice.***

### **3. Consideration of Integrity and Performance System Information**

Prior to making any award under this Notice that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

CNCS will consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this *Notice*.

### **4. Feedback to Applicants**

Following grant awards, each applicant will receive summary comments pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any. All compliant applications will receive feedback from the external review of the evidence base portion of their application.

### **5. Transparency in Grant-making**

CNCS is committed to transparency in grant-making. The following information for new and re-competing applications will be published on [CNCS Results of Grant Competitions](#) within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants

- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- a blank template of the external review worksheet
- a list of all external reviewers that completed the review process
- a summary of external reviewer comments for successful applications.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal Award Notices**

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by notifying applicants **no later than May 15, 2017**, contingent on timely full year appropriations. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the Grant Officer is the authorizing document for grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award. CNCS generally makes an initial award for the first year of operation.

### **2. Administrative and National Policy Requirements**

#### **a. Uniform Guidance**

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will also be subject to the specific terms and conditions established for AmeriCorps grants and/or defined in the Terms and Conditions or Special Conditions attached to the award.

#### **b. Requests for Improper Payment Information**

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

#### **c. CNCS Terms and Conditions**

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 C.F.R. Parts 200 and 2205. This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110 and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up), and A-89 (the former Federal Domestic Assistance Program Information).

### **3. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW)
2. Either

- a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or*
- b. A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based check of the [NSOPW](#); and
2. Both
  - a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
  - b. A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs.

#### **4. Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 C.F.R. §200.315 (b)).

#### **5. Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

Award recipients will be required to report at <https://www.fsrc.gov/> on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. Recipients and subrecipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

#### **Progress Report Data**

In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the

number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.)

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding.

For further guidance and training resources see – [Resources: Data Collection and Instruments](#).

## **5. Continuation Funding Information and Requirements**

Organizations that have current AmeriCorps awards that do not end in FY17 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this *Notice*.

## **G. FEDERAL AWARDING AGENCY CONTACT(S)**

This *Notice* is available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 202–606-3472. For further information or for a printed copy of this *Notice*, call (202) 606-7508. For questions regarding multi-state or Indian Tribes applications submitted directly to CNCS, please call (202) 606-7508 or send an e-mail to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov). Questions about single state applications should be addressed to the respective State and Territory Commission. A list of all Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. CNCS' mailing address is:

Corporation for National and Community Service  
ATTN: Office of Grants Policy and Operations/ASN Application  
250 E St SW  
Washington, DC 20525

## **H. OTHER INFORMATION**

### **1. Technical Assistance**

In addition to consulting the Application Instructions, Mandatory Supplemental Guidance, Performance Measure Instructions, and AmeriCorps regulations as directed in this *Notice*, State/Territory Commissions and National Direct applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period. Applicants in a single state should consult with their State/Territory Commission.

### **2. Re-Focusing of Funding**

CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.



# **APPLICATION INSTRUCTIONS**

**State and National Competitive New and Continuation  
Including:**

**As applicable to the Notice of Funding Opportunity or Notice of Funding Availability**

**OMB Control #: 3045-0047**

**Expiration Date: 1/31/2017**

## IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on [www.nationalservice.gov](http://www.nationalservice.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 250 E Street, SW, Suite 300, Washington, DC 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

### **Indirect Cost Rates:**

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

## TABLE OF CONTENTS

Important Notice.....	2
<b>Application Resources.....</b>	<b>4</b>
<b>Submitting Your Application in eGrants .....</b>	<b>4</b>
I. Applicant Info.....	5
II. Application Info.....	5
III. Narratives.....	5
IV. Logic Model .....	7
V. Performance Measures.....	7
VI. Program Information .....	7
VII. Documents .....	9
VIII. Budget Instructions.....	10
IX. Funding/Demographics.....	11
X. Operation Sites .....	12
XI. Review, Authorize, and Submit.....	12
XII. <b>Continuation Requests.....</b>	<b>13</b>

### Tables

Table 1: Requirements in the AmeriCorps Regulations .....	4
Table 2: Match Requirements in the AmeriCorps Regulations .....	10

### ATTACHMENTS

*These Attachments are Worksheets only. All information must be entered in eGrants.*

A. Performance Measure Instructions (eGrants Performance Measures Section) .....	18
B. Detailed Budget Instructions.....	28
C. Budget Worksheet .....	33
D. Detailed Budget Instructions for Fixed-Amount Grants.....	38
E. Fixed-Amount Budget Worksheet.....	40
F. Budget Checklist .....	41
G. Alternative Match Instructions .....	44
H. Beale Codes and County-Level Economic Data.....	45
I. Assurances and Certifications (eGrants Authorize and Submit Section) .....	47
J. eGrants Indirect Cost Rate User Instructions.....	54

## APPLICATION RESOURCES

---

Please use these application instructions if you are a new or re-competing applicant to CNCS.

If you are submitting a request for continuation to CNCS, please see the Continuation Instructions in this document.

Use these instructions in conjunction with the *Notice of Federal Funding Opportunity (Notice)*, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),<sup>1</sup> and other information that is specific to the grant competition.**

The AmeriCorps regulations include pertinent information (see Table 1, below). The *Notice* can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

The full regulations are available online at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

**Table 1: Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions.

### SUBMITTING YOUR APPLICATION IN EGRANTS

#### New and Re-competing Applicants

New applicants need to establish an eGrants account by accessing this link:

<https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (see the Notice for a listing)

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info

---

<sup>1</sup> One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

### I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, please contact CNCS.**

- If you are re-competing (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
- If you are a current planning grantee applying for an implementation grant, select **New**

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

### II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- State Application Identifier: Enter N/A.
  - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- Request a waiver: use this link to request a waiver to the volunteer generation requirement.

### III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Summary or Plan.

Note: The Narratives Section also includes fields for Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *Notice* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

#### **A. Executive Summary**

Please complete the executive summary per the guidance in the *Notice*.

#### **B. Selection Criteria**

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the *Notice*.

##### ***1. Program Design (50 percent)***

In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

##### ***2. Organizational Capability (25 percent)***

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, and compliance and accountability.

##### ***3. Cost Effectiveness and Budget Adequacy (25 percent)***

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the program being proposed.

#### **C. Evaluation Summary or Plan**

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees. If you are re-competing for AmeriCorps funds for the first time please follow the guidance in the *Notice*.

#### **D. Amendment Justification**

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

#### **E. Clarification Information**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

## **F. Continuation Changes**

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

## **IV. Logic Model**

Complete the logic model using the guidance provided in the *Notice*.

To begin entering your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu.

In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished click “save and close.”

You may add an unlimited number of rows to the logic model by clicking “add a new row.” However, please be mindful of any page limits specified elsewhere in the Application Instructions or *Notice*.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

## **V. Performance Measures**

All applicants must submit performance measures with their application. See Attachments for instructions for entering performance measures. CNCS may use the performance measures separately from the grant narrative after grant-making. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide information about performance measures in the narrative, this information will also need to be in the performance measures module.

For more information about Performance Measures go to: <http://www.nationalservice.gov/resources/performance-measurement/americorps>

For more information about the National Performance Measures go to:  
<http://www.nationalservice.gov/resources/performance-measurement>

## **VI. Program Information**

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant.  
Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members

- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21<sup>st</sup> Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother’s Keeper
- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants
- Safer Communities
- Encore Programs
- No NOFO priority area

**Populations Served**

Check the appropriate box (es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

**Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program:

- Faith-based organizations
- Community-based organizations
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

**Grant Characteristics- AmeriCorps Member Population:**

Check any grant characteristics that are a significant part of the proposed program:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans

- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

**AmeriCorps Identity/Co-branding Questions.** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

## **VII. Documents**

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below) a federally-approved indirect cost agreement (if applicable and as indicated in the *Notice*), other required documents listed in the *Notice* (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application. After you have submitted the documents via the guidance in the *Notice*, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

### **A. Evaluation**

Submit any completed evaluation plan or report as described in F., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

### **B. Labor Union Concurrence**

- 1) If a program applicant:
  - a) Proposes to serve as the placement site for AmeriCorps members; and
  - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
  - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
  
- 2) If a program applicant:
  - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
    - i) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
    - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, “program applicant” includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

### **C. Federally-approved Indirect Cost Agreement**

Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) at the same time they submit their application.

**D. Other Documents**

Provide other required documents list in the *Notice* (if applicable) via the email listed in the *Notice*, as part of your application.

**E. Delinquent on Federal Debt**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to [Additionaldocuments@cns.gov](mailto:Additionaldocuments@cns.gov) at the same time they submit their application.

**F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.**

Please submit the required documents to the email listed in the *Notice* using the naming convention and other instructions found there. This information must be received at CNCS by the deadline in the *Notice*.

**VIII. Budget Instructions**

**For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants (Attachment) and the Budget Worksheet (Attachment) to prepare your budget.**

**A. Match Requirements**

Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

**Table 2: Match Requirements in the AmeriCorps Regulations**

<b>Grant Type</b>	<b>Match Requirement</b>
Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
EAP Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost in the NOFO provided by CNCS.
Professional Corps Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost in the NOFO provided by CNCS.
Stipended Fixed-Amount Grants	There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum cost in the NOFO provided by CNCS.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used. See Attachment for instructions for applying for the Alternative Match Schedule.

*Note:* CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

## **B. Preparing Your Budget**

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB OmniCircular can be found on-line at

[https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)

## **IX. Funding/Demographics**

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified as on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth, if any
- Number of reported in performance measure O15 who are opportunity youth
- Number of reported in performance measure O17 who are opportunity youth

## **X. Operating Sites (for multi-state applicants only)**

In the Multi-State Operating Section (For applicants that are operating in more than one state):

- Please fill in the following information for your operating sites: organization name, address, city, and state, zip code + 0000 (eGrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.

## **XI. Review, Authorize, and Submit**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.*** Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

## CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and re-competing programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded.

### When to Submit Your Continuation Request:

See the *Notice* for application deadlines.

### How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your Program Officer.

### What to Include in Your Continuation Request:

#### I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

#### II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

**Do not enter continuation changes in the original narrative fields.** If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and indicate that there are no changes in your responses to the Continuation Changes questions below.

#### Provide the following information in the Continuation Changes narrative field:

1. Identify whether this is a Year 2 and Year 3 continuation in the heading of this section.
2. Did the program enroll 100% of the slots in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
3. Did the program retain 100% of the members in the last full year of program operation? If no, provide an explanation, and describe the plan for improvement. CNCS recognizes retention rates may vary among equally effective programs depending on the program model but expects all grantees to pursue the highest retention rate possible.
4. Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.
5. For national direct applicants: describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate (not applicable to Tribes or single state applications applying through state commissions.)
6. Are you proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the

need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.

7. Are you proposing a change in program scope or design? If yes, describe the change and provide a justification.
8. Are you requesting an expansion (increase in members, increase in funding, and/or an increase in cost/MSY)? Please note that continuation requests for increases in funding are rarely approved and are considered against the criteria outlined in the *Notice* and subject to available funding.

**Continuation applicants requesting expansions should not modify performance measures and the application budget to reflect the increase.** Instead, please respond to the questions below. If your continuation request is approved, you will be invited to modify your performance measures and budget accordingly.

- a. What type of expansion is being requested (increase in members, increase in funding, and/or increase in cost per MSY)?
  - b. What is the level of increase being requested? Provide the level of resource the program currently receives, the amount of increase being requested, and a new total request amount. For example: The program currently receives \$100,000, 10 MSY, and 10 slots, for a cost/MSY of \$10,000. We are requesting an additional \$20,000, 2 MSY, and 2 slots, for a cost/MSY of \$10,000. Our total request is \$120,000, 12 MSY, and 12 slots, for a cost/MSY of \$10,000.
  - c. Provide a justification for the expansion. The justification should include an explanation of the problem/need that will be met, how or whether member activities will differ from those already included in the approved grant, and a description of the organizational capability to support the expansion, including the organizational staffing and experience to manage the expansion and ensure quality and compliant programming and member experience.
  - d. Provide a detailed description of how the expansion would change the application budget and a dollar amount of the total increase. Include any additional staffing that would be added, changes to member training, criminal history checks, etc.
  - e. Provide a detailed description of how the expansion would change the application performance measures. Indicate how the expansion will impact program outcomes and make the program more effective.
9. Are you proposing other changes not captured above? If yes, describe these changes and provide a justification for them.

The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

### III. Logic Model

Continuation applicants do not need to enter content into these fields unless changes to the originally-submitted logic model are being requested as part of Continuation Changes.

### IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachments). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### V. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant.  
Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21<sup>st</sup> Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother’s Keeper
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Safer Communities
- Evidence Based Intervention Planning Grants
- Encore Program
- No NOFO priority area

### **Populations Served**

Check the appropriate box (es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

### **Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program:

- Faith-based organizations

- Community-based organizations
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

**Grant Characteristics- AmeriCorps Member Population:**

Check any grant characteristics that are a significant part of the proposed program:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

**AmeriCorps Identity/Co-branding Questions.** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

**VI. Budget (Budget Section)**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. The CNCS total share of the budget should generally not be increased. Continuation applicants requesting increase in funding should describe their request in the Continuation Changes section of the application and make modifications to the budget **ONLY** if this request is approved. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any proposed increase in Cost per MSY must be justified in the Continuation Changes field. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.**

**Source of Funds (Match)**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.

**VII. Increasing Grantee Overall Share of Total Budgeted Costs**

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

See Attachments for instructions for applying for the Alternative Match Schedule.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.

- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth
- Number of reported in O15 who are opportunity youth
- Number of reported in O17 who are opportunity youth

### **VIII. Operating Sites (for multi-state applicants only)**

In the Multi-State Operating Section (For applicants that are operating in more than one state):

- Make any changes to operating sites being requested as part of Continuation Changes.

### **IX. Review, Authorize, and Submit**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.*** Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

## **ATTACHMENT A: Performance Measures Instructions**

### **(eGrants Performance Measures Section)**

---

#### **eGrants Performance Measures Module Instructions**

##### **About the Performance Measures Module**

In the performance measures module, you will:

- Provide information about your program’s connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

##### **Home Page**

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

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

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

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

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

##### **Objectives Tab**

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

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions

<http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions>

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

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

## **MSYs/Members Tab**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected. Note that you may be required to enter "0" for some other objectives if the only activity in that objective is focused on member development. Please refer to additional instructions for calculating and entering MSY and member allocations at the end of these instructions to ensure that information is entered accurately.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the members column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives.

## **Performance Measure Tab**

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output."

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking "Add User Outcome."

For Capacity Building National Performance Measures, you may select optional end outcomes. You will not be required to report on these outcomes and therefore will not be required to enter a data collection plan. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click “Add new focus area.” To select more than one beneficiary population, click “Add new beneficiary.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the “Focus Area Outcome” box. To select more than one focus area outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and members your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the Find Opportunity objectives. For the Teacher Corps objective, enter 0 MSYs and members.

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

### **Data Collection Tab**

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

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information. For outputs that measure completion, define the minimum dosage required to be counted as having completed the program.

The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO 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.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

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

**Summary Tab**

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

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.”

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

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

“Click Validate Performance Measures” to validate this module prior to submitting your application.

**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>2</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>

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**

<sup>2</sup> Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”

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.

**MSYs by Focus Area**



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:

Table4: 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:

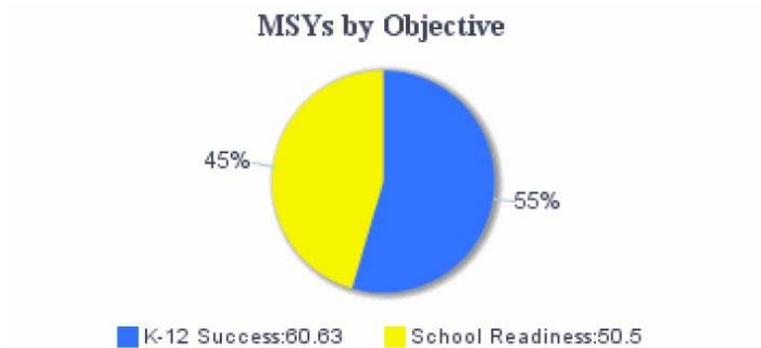


Table2: MSYs by Objectives

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.

**% of MSY NPM VS Applicant VS Not in ANY**

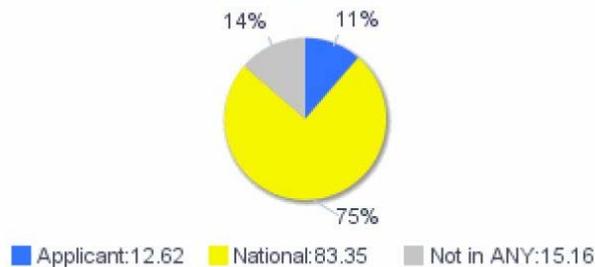


Table3: %MSYs by NPM vs. Applicant vs. Not in ANY

% MSYs	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.

### 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 NOFO FAQs for full requirements.**

<b>Alignment with Narrative/TOC</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.)
MSYs are 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>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.)
Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
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.
Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.
Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.
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.)

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.

**Education Selection Rules/Performance Measure Instructions**

Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.

ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.

The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.

It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.

If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.

**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.)
<b>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.
<b>Sampling</b>
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.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
<b>Misc.</b>
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.)
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.)

## **ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants(eGrants Budget Section)**

---

Fixed Amount Grants refer to Attachment D

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

#### **A. Personnel Expenses**

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

#### **B. Personnel Fringe Benefits**

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

#### **C. 1. Staff Travel**

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

**We expect all State Commissions and National Direct applicants to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year.**

Please itemize the costs. For example: Two staff members will attend the Annual AmeriCorps Symposium in Washington, DC.

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for Annual AmeriCorps Symposium.

#### **C. 2. Member Travel**

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

#### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10%

of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

### **E. Supplies**

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

#### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

#### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

### **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

### **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff and members or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

## Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

### A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and grantee share (match).

The minimum and maximum living allowance amounts are provided in the *Notice*.

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for which you are not requesting funds for a living allowance, but for which you are requesting education awards.

### B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Some states require worker’s compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker’s compensation and at what level. If you are not required to pay worker’s compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

## Section III. Administrative/Indirect Costs

### Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Uniform Guidance.

### Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

**A. CNCS-Fixed Percentage Method  
Five Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrant’s budget. If the commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission’s share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program’s share. The allocation between commission and program shares would be calculated as follows:**

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$$

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$$

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

Commissions are not eligible to retain any portion of funds from fixed amount subgrants.

**B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **C. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

### **Source of Funds**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

**ATTACHMENT C: Budget Worksheet (eGrants Budget Section)**

**Section I. Program Operating Costs**

**A. Personnel Expenses**

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

**B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**D. Equipment**

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

**E. Supplies**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section I:</b>	<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

**B. Member Support Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

**Section III. Administrative/Indirect Costs**

**A. Corporation-fixed Percentage Rate**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**B. Federally Approved Indirect Cost Rate**

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

**C. De Minimis Rate of 10% of Modified Total Direct Costs**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

**Source of Funds**

--

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				.
Total Source of Funds				

---

**ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants including Partnership Challenge (eGrants Budget Section)**

*These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and Partnership Challenge applicants.*

EAP and Fixed-Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a Stipended Fixed-Amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

**Budget Section II. AmeriCorps Member Positions**

**Member Positions**

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.)

**Leave all other columns blank.**

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

<b>Member Positions</b>	<b>Calculation</b>	<b>MSY</b>
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
	<b>Total MSY</b>	_____

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).

**Fixed Award**

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount (See NOFO for amounts) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Stipended Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY	\$451,250	\$451,250	\$0		
	X \$9,500/MSY				view	
Subtotal		\$451,250	\$451,250	\$0		

---

**Source of Funds**

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				.
Total Source of Funds				

**ATTACHMENT E: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)**

---

Complete the fields for the # w/o Allowance only.

**Member Positions**

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full Time (1700 hrs)								
Half Time (900 hrs)								
Reduced Half Time (675 hrs)								
Quarter Time (450 hrs)								
Minimum Time (300 hrs)								
<b>Subtotal</b>							<b>MSY</b>	<b>Cost/MSY</b>

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
<b>Subtotal</b>				

**Source of Funds**

Source of Funds				
Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				
<b>Total Source of Funds</b>				

## ATTACHMENT F: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	All positions in the budget are fully described in the program narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for State Commission and National Direct staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed?
Yes ___ No ___	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

<b>In Compliance?</b>	<b>Section II. Member Costs</b>
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you will provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.
Yes ___ No ___	Unemployment insurance is only budgeted if state law requires it?

<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has a federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ___ No ___	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant has a current approved indirect cost rate – the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant is directly applying to CNCS and a copy of the current approved indirect cost rate agreement has been submitted to <a href="mailto:additionaldocuments@cns.gov">additionaldocuments@cns.gov</a>
Yes ___ No ___	Applicant has never had a federally approved indirect cost rate and is choosing to use a de minimis rate of 10% of modified total direct costs?

<b>In Compliance?</b>	<b>Match</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative.?(The total amount of match equals the amount in the budget?)

## **ATTACHMENT G: Alternative Match Instructions**

---

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

**Special Circumstances for an Alternative Match Schedule:** Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

**A. Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4,5,6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment H for the Table of Beale codes.

**B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment H for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

**C. Program Location:** Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the *Notice*. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

**D. Instructions for the Alternative Match Schedule:** Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

**Submit mail applications per the NOFO instructions.**

## ATTACHMENT H: Beale Codes and County-Level Economic Data for Alternative Match Requests

---

### Rural Community

**Beale codes** are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4,5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

### Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.econdata.net">www.econdata.net</a>	<b>Econdata.Net:</b> This site Links to a variety of social and economic data by states, counties and metro areas.
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="http://www.bls.gov/lau/home.htm">www.bls.gov/lau/home.htm</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.

## **ATTACHMENT I: Assurances and Certifications**

### **(eGrants Review, Authorize and Submit Section)**

---

#### **Instructions**

**By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.**

- a) Inability to certify**  
Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.
- b) Erroneous certification or assurance**  
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- c) Notice of error in certification or assurance**  
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.
- d) Definitions**  
The terms “covered transaction”, “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

#### ***ASSURANCES***

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act

of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a-77), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart F.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not

discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants”: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in CNCS’s regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS’s regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;

- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

## ***CERTIFICATIONS***

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee’s policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

#### **Certification - Lobbying Activities**

As required by 31 U.S.C. 1352, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### **Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

#### **Definitions**

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

#### **Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

#### **Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

#### **Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

#### **Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, and all state laws and conflict of interest rules.

**ASSURANCES AND CERTIFICATIONS**

**ASSURANCE SIGNATURE:**      **NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

**CERTIFICATION SIGNATURE:**      **NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- . Certification: Debarment, Suspension and Other Responsibility Matters
- . Certification: Drug-Free Workplace
- . Certification: Lobbying Activities

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

---

## ATTACHMENT J: eGrants Indirect Cost Rate (IDCR) User Instructions

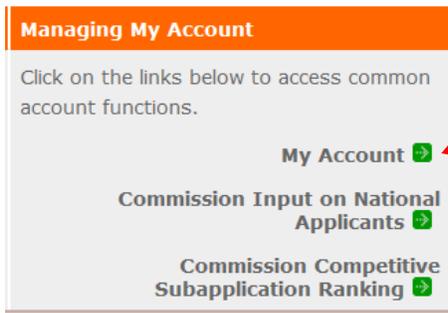
### eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR §§ 2521.95](#) and [2540.110](#)).

**Once a rate is entered & saved in eGrants, it cannot be edited.** If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

### Entry for the IDCR screen can be accessed using the following steps:

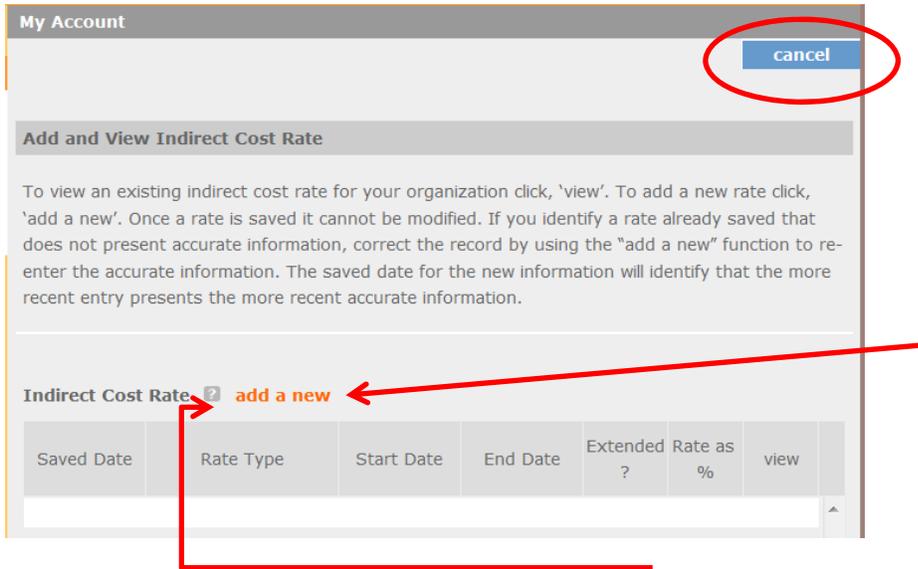
- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



- 2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**



- 3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.



Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.

- 4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **NO** is selected, users cannot go any further & nothing will be recorded. If **Yes** is selected, users can continue on.

If your organization will be claiming a current, approved indirect cost rate on any CNCS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

- 5) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:
- Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
  - State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or
  - 10% of MTDC** – select if your organization qualifies for & elects to use the 10% de Minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate

if they have NEVER had a federally negotiated rate. State entities must also not receive more than \$35 million in direct federal funding.

**Rates must be used consistently across ALL federal awards.**

- 6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.

Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.

- 7) **Acceptance Date.** Enter a valid date.

The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.

- 8) **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other**, or **Other – 10%**.

Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify your grants officer. Additional rate status options may be added as needed.

- 9) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

- 10) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

- 11) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.

- 12) **Extended?** Respond Yes or No.

If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

13) **Rate Base.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

16) When you have completed all of the above entries, click the “**save & close**” button at the bottom of the page.



- If you would like to cancel your entry, click the “**cancel**” button and the entry will be cancelled. All entry information will be lost & no entry will be shown.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, & audits.

If you have any questions or concerns, please contact your assigned grants officer.

**2017 AmeriCorps State &  
National Mandatory  
Supplemental Guidance**

*The 2017 AmeriCorps State & National Mandatory Supplemental Guidance is intended to provide applicants with additional information for the preparation of their applications under the 2017 AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Guidance provides both detailed definitions of certain terms included in the Notice, as well as additional details regarding how to properly file an application under the Notice. This Supplemental Guidance is incorporated by reference in the Notice, and applicants must comply with any requirements stated in this Supplemental Guidance.*

**21<sup>st</sup> Century Service Corps (21<sup>st</sup> CSC):** The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America's great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals:

*Put Americans to work:* The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

*Preserve, protect, and promote America's greatest gifts:* The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

*Build America's future:* Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: <https://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf>

In addition to reviewing which applicants have selected the 21<sup>st</sup> CSC CNCS will review which applicants have selected the 21<sup>st</sup> CSC check box and consult the published list which is located here: <http://21csc.org/list-of-21csc-programs/> to make the 21<sup>st</sup> CSC determination.

**Capacity Building:** A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations (i.e. AmeriCorps programs.) As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

- 1) Be intended to support or enhance the program delivery model.
- 2) Respond to the program's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community, and
- 3) Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

**Cost Reimbursement Grants:** These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

**Encore Programs:** Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply. Encore will provide an opportunity for current evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees to expand their programs through AmeriCorps funding.

**Enrollment Rate:** Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

**Evidence Based Intervention Planning Grants:** CNCS is seeking applications for planning grants that will be used to develop *new* national service models<sup>1</sup> that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice<sup>2</sup> such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

Applicants are encouraged to propose ideas for how AmeriCorps members might be integrated throughout the project lifecycle – from community issue and model development to implementation to evaluation of the new intervention. For example, AmeriCorps members may be integrated into the evidence-based program through direct service delivery or through supporting organizational capacity in program development and evaluation.

A planning grant provides support to a grant recipient for the development of an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. In some cases members have been involved in the effective or promising intervention and in other cases members have not been integrated into the program model to date. For interventions that have integrated members this planning grant could be an opportunity to refine and enhance the model. For

---

<sup>1</sup> A body of evidence that supports the role of national service in effective education interventions is emerging. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

<sup>2</sup> Applicants are encouraged to use federal agency clearinghouses like the U.S. Department of Labor’s Clearinghouse for Labor Evaluation and Research (CLEAR) and the U.S. Department of Education’s Institute of Education Sciences’ What Works Clearinghouse (WWC) to identify evidence-based programs and practices. For a description of CLEAR causal-evidence guidelines, visit: <http://clear.dol.gov/reference-documents/causal-evidence-guidelines-version-21>. For WWC evaluation standards, see Version 3.0 of the Procedures and Standards Handbook, <http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>.

interventions that have not included AmeriCorps this planning grant could be used to create a new intervention and test the feasibility of adapting evidence-based interventions with a national service component. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members. Applicants will apply for a Cost Reimbursement grant. The project period is generally one year with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant.

A body of evidence that supports the role of national service in advancing the nation's education goals is emerging. CNCS recently conducted a synthesis of the national service evidence base ([http://www.nationalservice.gov/sites/default/files/evidenceexchange/FR\\_NationalServiceSynthesisReport.pdf](http://www.nationalservice.gov/sites/default/files/evidenceexchange/FR_NationalServiceSynthesisReport.pdf)) and found that national service education interventions with positive outcomes are highly structured, well-implemented, individualized, and offer one-on-one or small group support. Research has demonstrated that interventions that share these characteristics increase literacy and math skills – especially at the early grades and for children from disadvantaged backgrounds. In addition, the evidence for interventions that promote post-secondary educational participation among youth from disadvantaged backgrounds and that promote social-emotional development is promising. A report produced by America's Promise found a similar pattern of evidence ([http://www.gradnation.org/sites/default/files/National\\_Service\\_Paper-Americas\\_Promise.pdf?\\_ga=1.90930707.881796103.1466170493](http://www.gradnation.org/sites/default/files/National_Service_Paper-Americas_Promise.pdf?_ga=1.90930707.881796103.1466170493)).

Funding national service education program models that share these characteristics and evaluating them further will help ensure that more young people benefit from effective national service solutions and will help advance the evidence base. Applicants proposing to implement an evidence-based education intervention (defined as having at least 2 QED or RCT studies with positive outcomes) will be given priority consideration. Awardees will have the opportunity to participate in a national evaluation to meet their evaluation requirements.

**Evidence based program:** a program that has been rigorously evaluated and has demonstrated positive results. Rigorous evaluation means at least one random control trial study or quasi-experimental evaluation, either of the program itself or of another program that the applicant is proposing to replicate.

**Evidence informed program:** uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself and is not replicating an evidence-based program.

Applicants that have not yet collected data from their own programs may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs.

**Fixed Amount Grants:** These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds.

- **Full Time Fixed amount grants:** Fixed amount grants are available for programs that enroll full-time members or less than full-time members serving in a full time capacity only. Professional Corps may only have full-time members.

- **Education Award Grants (EAP) fixed amount grant:** Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

**Governor and Mayor Initiative:** CNCS will accept one application per state in each year’s new and re-compete competition. If a state has a Governor and Mayor Initiative in continuation status, the State Commission can submit a new application. However, CNCS is interested in increasing the number of states that have Governor and Mayor’s Initiatives as well as funding high quality program designs.

The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one or more Mayor(s) in his or her state and a minimum of two nonprofits. In conjunction with the Mayor(s), the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of support from all relevant parties. If the Governor and Mayor(s) have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor(s) will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how two or more nonprofits working together, with the Governor’s office serving as a convener, will effectively deploy AmeriCorps members for a collective impact. Only the Governor, Mayor(s), their designated government office (but not the State Commission), or a public institutions of higher education university may apply for grants under the Governor and Mayor initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applications submitted as part of the Governor and Mayor Initiative must check the “Governor and Mayor Initiative” box in the Performance Measure tab in eGrants. Applicants must also submit via email by the application deadline:

- a letter of support cosigned by the Governor and Mayor
- letters of support from each partnering nonprofits

Letters must be submitted for new and re-competing applicants. Applicants should see the *Submission of Additional Documents* in the *Notice* for specific submission information and requirements.

**Member Service Location:** A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

**Member Service Year (MSY):** One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

**Multi-focus Intermediaries:** CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (referred to as a consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have but are not required to have different focus areas (including the non focus area capacity building) and thus the non profit/eligible applicant intermediary will be multi-focused.

Applicants seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities; that their application represents a consortium, and that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortium. Applicants seeking consideration under this priority may submit a narrative that does not exceed 18 pages. Applicants should refer to the *Page Limits* section in the *Notice* for information specific to Multi-focus Intermediary requirements.

The eligible applicant (intermediary) should submit one application which describes:

- How the partnership/consortium will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortium members).
- The proposed theory (ies) of change and program model(s).
- How the intermediary will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.

Applicants must submit via email by the application deadline letters of support from all members of the consortium. See the *Submission of Additional Documents* Section in the *Notice* for specific submission information and requirements.

**My Brother's Keeper:** President Obama launched the My Brother's Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class. . In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.
2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.
3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. Successfully Entering the Workforce: All those who want jobs should be able to find work that allows them to support themselves and their families.

5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

### **National Direct Applicants**

*Multi-state:* Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.

*Federally-recognized Indian Tribes:* Applicants that are Indian Tribes apply directly to CNCS (see the *Eligible Applicants* section in the *Notice*).

*State and Territories without Commissions:* Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because this State and Territories have not established a State Commission.

**National Forum on Youth Violence Prevention:** A network of communities and federal agencies that work together, share information and build local capacity to prevent and reduce youth violence. Established at the direction of President Obama in 2010, the Forum brings together people from diverse professions and perspectives to learn from each other about the crisis of youth and gang violence in the U.S and to build comprehensive solutions on the local and national levels. Participating Federal agencies include the Departments of Justice, Education, Health and Human Services, Housing and Urban Development, Labor, and the Office on National Drug Control Policy. The communities participating in the Forum include Boston, Camden, Chicago, Detroit, Memphis, Minneapolis, New Orleans, Philadelphia, Salinas, San Jose, Long Beach, Cleveland, Louisville, Seattle, and Baltimore. - See more at: <http://youth.gov/youth-topics/preventing-youth-violence> and under “Safer Communities.” Each of these cities are charged with making a comprehensive plan and driving against that plan to reduce youth violence.

**Operating Site:** An operating site is the organization that manages the AmeriCorps program on behalf of the multi-state recipient of the grant from CNCS. A multi-state grantee must have an operating site in each state in which it has AmeriCorps members. AmeriCorps members may be placed at the operating site, or an operating site may place AmeriCorps members at multiple member service locations. Multi-focused intermediaries may also have operating sites.

CNCS anticipates that applicants have a carefully considered plan for their project implementation and have identified operating sites based on the demonstrated community needs. CNCS expects the sites proposed at the time of application to align with those involved in project implementation. However, if necessary, an applicant can modify their list of operating sites during the clarification process or through an amendment to the application, if funded.

**Opportunity youth:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: Temporary Aid to Needy Families (TANF), Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.” CNCS defines

“disconnected from school or work” as unemployed, underemployed, and not in school for at least six months prior to their term of national service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member, but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc., cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit and support opportunity youth as members and/or program beneficiaries, and a substantial portion of their requested MSYs must consist of or be devoted to serving opportunity youth.

**Other Revenue:** Funds necessary to operate an AmeriCorps program that are not CNCS funds or grantee share (match) identified in the budget. Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

**Professional Corps:** Professional Corps programs recruit and place qualified members in communities with an inadequate number of such professionals in positions as teachers, health care providers, police officers, engineers, or other professionals. Professional Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community (ies) where the program seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

**Prohibited Activities:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and

11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds.

**Promise Zones:** Promise Zones are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. Through the Promise Zone designation, these communities will work directly with federal, state and local agencies to give local leaders proven tools to improve the quality of life in some of the country's most vulnerable areas. The current promise zones are: Los Angeles, CA; South Los Angeles, CA; Sacramento, CA; San Diego, CA; Hartford, CT; Southwest Florida Regional Planning Commission, Atlanta, GA; Evansville, IN; Indianapolis, IN; Southeastern KY; Minneapolis, MN; St. Louis/St. Louis County, MO; Camden, NJ; Turtle Mountain Band of Chippewa Indians, Rolette County, North Dakota; Choctaw National of Oklahoma, Philadelphia, PA; Roosevelt Roads, Puerto Rico; Barnwell, SC; Low Country of South Carolina; Pine Ridge Indian Reservation of the Oglala Sioux Tribe; SD; Porcupine, SD; Nashville, TN; San Antonio, TX, Spokane Tribe of Indians, Washington.

**Reducing and/or Preventing Prescription Drug and Opioid Abuse:** CNCS is interested in any program models that seek to address the prescription drug and opioid abuse crisis in America.

**Retention Rate:** Retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

**Rural Communities:** CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here:  
<http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statute (45 CFR 2521.60(c)) requires it.

**Safer communities:** activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community. CNCS is looking for program models that create, support, and initiate activities that provide opportunities for law enforcement and community members to become constructively engaged in building or re building public spaces and opportunities for constructive dialogue via sports and community team building such as block watch organizations. Some examples are summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention and programs that are developed by the International Association of Chiefs of Police (IACP) (<http://www.iacp.org/Police-Foundations-Section>) such as programs that engage youth between the ages of 14-21 living in high crime areas of the city who have been identified as "leaders" in good and/or bad way. The youth are paired with School Resources Officers who meet with them several times during the

week to engage them in a variety of leadership building exercises i.e., camping, rafting, community clean-up and much more.

**Same Project:** Two projects will be considered the same if they: Address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, utilize the same sites.

Programs must get approval from their CNCS program officers to be considered a new project.

If an applicant is applying for a different program model (a new project), select New. Current and previous grantees need to get approval from their Program Officer to be considered a new project. CNCS will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

Requests for approval to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. CNCS staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. If it is determined that the project is new, the Program Officer will create a new project in eGrants.

**School Turnaround AmeriCorps:** School Turnaround AmeriCorps is an initiative to place AmeriCorps members in schools implementing turnaround models under the Department of Education's School Improvement Grants (SIG) program or turnaround principles under Elementary and Secondary Education Act (ESEA) flexibility to improve student academic performance, academic engagement, attendance outcomes, or some combination thereof, in eligible schools. School Turnaround AmeriCorps grantees must meet special program design requirements that are described in the Appendix. Applicants for a School Turnaround AmeriCorps program must provide high quality responses to special selection criteria, submit additional documents and demonstrate that they meet the special program design requirements. See Appendix for details.

**Single-State Applicants:** Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly *earlier* than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>.

A single state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

**Unallowable Activities:** In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless there is nondisplacement, Corporation assistance will not be provided to a

private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement.

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
  - (i) Will supplant the hiring of employed workers; or
  - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
  - (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - (v) Employee who is on strike or who is being locked out.

**CNCS Performance Measures Instructions**

**AmeriCorps State and National**

**2017**

## Table of Contents

PO Tips for Using This Document.....	3
AmeriCorps State and National Performance Measures Requirements.....	4
AmeriCorps State and National Performance Measures Selection Rules .....	5
DISASTER SERVICES.....	9
ECONOMIC OPPORTUNITY .....	18
EDUCATION .....	44
ENVIRONMENTAL STEWARDSHIP .....	85
HEALTHY FUTURES.....	105
VETERANS AND MILITARY FAMILIES .....	124
CAPACITY BUILDING .....	142

[Appendix A: MSY and Member Allocations](#)

[Appendix B: Performance Measure Checklist](#)

[Appendix C: Frequently Asked Questions](#)

## 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 and additional FAQs have been added in Appendix C.
- 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

# DISASTER SERVICES

## Review Notes

- Grantees whose program model does not intentionally reach individuals affected by disasters, but who serve these individuals during the program year will be able to report on this activity in the GPR demographics. They do not have to opt into disaster measures at the time of application, unless disaster service activities are a significant part of their program design
- Stating that “Members are ready to serve” does not qualify an applicant to select disaster measures.
- In determining the acceptability of applicant-determined outcomes in Disaster Services, consider how the change in attitude, behavior, knowledge, or condition will be measured and/or verified, what level of change is necessary to be counted, and how this change will be consistently reported.

<b>Measure D1</b>	Number of individuals that received CNCS-supported services in disaster preparedness.
<b>Definition of Key Terms</b>	<p><b>CNCS-supported services:</b> Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only 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><b>Preparedness:</b> Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Unduplicated count of individuals that received CNCS-supported services in disaster preparedness.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system.</p>

<b>Measure D2</b>	Number of individuals that received CNCS-supported services in disaster response.
<b>Definition of Key Terms</b>	<p><b>CNCS-supported services:</b> Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only 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><b>Response:</b> Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Unduplicated count of individuals that received CNCS-supported services in disaster response.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency's call center records, referral logs, sign-in sheet, client tracking database, or other information management system.</p>

<b>Measure D3</b>	Number of individuals that received CNCS-supported services in disaster recovery.
<b>Definition of Key Terms</b>	<p><b>CNCS-supported services:</b> Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only 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><b>Recovery:</b> The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Unduplicated count of individuals that received CNCS-supported services in disaster recovery.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system.</p>

<b>Measure D4</b>	Number of individuals that received CNCS-supported services in disaster mitigation.
<b>Definition of Key Terms</b>	<p><b>CNCS-supported services:</b> Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only 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><b>Mitigation:</b> Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.</p>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Unduplicated count of individuals that received CNCS-supported services in disaster mitigation</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency's call center records, referral logs, sign-in sheet, client tracking database, or other information management system.</p>

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.	Disaster Preparedness Education
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.”	A community need survey conducted last year indicates that residents in communities our state that are at-risk of disaster lack basic knowledge of disaster preparedness.
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.	Training
Description of Interventions	Describe the design and dosage of the interventions	Ten full-time AmeriCorps members will deliver disaster preparedness training to

	you have selected.	youth and community residents, focusing on developing individual and family preparedness for home fires, tornadoes, earthquakes and flooding. Members will focus activities on those communities identified to be most at-risk for disaster and will deliver presentations to an average of 300 individuals per month for 10 months.
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 individuals that received CNCS-supported services in disaster preparedness.
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.	Attendance log, tracking system
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	Individuals sign an attendance log at member presentations. Program staff enters participant information into our internal tracking system, which can identify and consolidate duplicate entries and ensure that individuals are not counted more than once.

	<p>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.	30,000
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.)	Individuals
Outcome Title	Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-	Number of individuals with increased knowledge of disaster preparedness

	determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.	
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 Test
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 administer a pre- and post-test that measures knowledge of key disaster preparedness topics, using survey questions developed and validated on the national PublicReadiness Index. An increase in knowledge of 30% or more will be considered sufficient for a participant to be considered as having increased knowledge. Pre- and post-tests will be administered to all beneficiaries. Results from the pre-post test will be entered into our internal tracking system, which allows us to track the number of interventions any individual has received.
Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	20,000

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.)	Individuals
-----------------	--	-------------

## ECONOMIC OPPORTUNITY

<b>Measure O1</b>	Number of economically disadvantaged individuals receiving financial literacy services.
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Individuals:</b> May be a single individual or may represent a family; may be of any age considered an “adult” in the state where services are provided</p> <p><b>Financial literacy services:</b> Includes “financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans” (2009 Serve America Act).</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Unduplicated count of individuals to whom the “financial literacy services” are provided. Note that this is not simply a referral service. Individuals may contact the organization more than once during the year to get help but each individual should be reported here only once. Services may be provided in-person, on the phone, or by email.</p> <p>Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database.</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>FAQs</b>	<p><i>E1. Can our members be considered economically disadvantaged members who will receive financial literacy services?</i></p> <p>Economically disadvantaged National Service Participants (i.e. AmeriCorps members) are defined in the National Performance Measure Instructions for performance measure O12 (<a href="http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions">http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions</a>) as follows:</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p>However, the economically disadvantaged individuals counted under performance measure O1 and O9 as receiving financial literacy services should be service recipients/beneficiaries, not National Service Participants. AmeriCorps members may be counted under measures O12-O17.</p>
-------------	---

<b>Measure O2</b>	Number of economically disadvantaged individuals receiving job training and other skill development services.
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged individuals:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Job training:</b> occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004. Includes job training that results in obtaining a state or union certification in a skilled trade.</p> <p><b>Other skill development services:</b> these include:</p> <ul style="list-style-type: none"> <li>• Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education.</li> <li>• Classroom soft skills training that provides information about appropriate workplace behavior or job search skills.</li> </ul> <p>(<u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.)</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Unduplicated count of individuals completing the job training or skill development service for which they enrolled.</p> <p>Course attendance records.</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure O3</b>	Number of economically disadvantaged individuals receiving job placement services.
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged individuals:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Job placement services:</b> These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services.</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Unduplicated count of individuals completing the job placement services for which they enrolled.</p> <p>Course attendance records.</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure O4</b>	Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.
<b>Definition of</b>  <b>Key Terms</b>	<p><b>Housing unit:</b> 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><b>Develop:</b> Build new or substantially rehabilitate housing units that were 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><b>Repair:</b> A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards..</p> <p><b>Otherwise made available:</b> Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, a rent subsidy that makes the unit affordable to the individual or family.</p> <p><b>Low-income:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Individuals and families:</b> The U.S. Census definition of “household,” which includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.</p> <p><b>People with disabilities:</b> Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). Separate mention in this measure may not be needed, but could leave it in and count units for people with disabilities separately to acknowledge emphasis on this population.</p>
<b>How to Calculate Measure/</b>  <b>Collect Data</b>	<p>Unduplicated count of Housing Units developed, repaired, or otherwise made available as defined here for low income individuals, families or persons with disabilities. 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>Programs can use a 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>Programs that are able to count <b>Individuals</b> placed in the housing units they develop, repair or make available should report on Measure O5.</p> <hr/> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

<b>Measure O5</b>	Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Homeless:</b> Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development definition at <a href="http://www.hud.gov/homeless/definition.cfm">http://www.hud.gov/homeless/definition.cfm</a></p> <p><b>Individuals:</b> Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p><b>Housing services:</b> Helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. May also include hands-on housing development and repair activities. <b>Housing development</b> adds to the housing stock by building a new unit or substantially rehabilitating a unit that was either 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. <b>Housing repair</b> is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Count of <b>Individuals</b> as defined above benefitting from the housing service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once.</p> <p>Programs that are only able to count Housing Units should report on Measure O4.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, which may include: CNCS-supported agency's administrative or call center records, referral logs, attendance logs or sign-in sheet, client tracking database, or other information management system.</p> <p>The client tracking database should have unique IDs (e.g. Homeless Management Information System (HMIS)).</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure O9</b>	Number of economically disadvantaged individuals with improved financial knowledge.
<b>Definition of Key Terms</b>	<b>Disadvantaged individuals:</b> those counted as participating in O1.  <b>Improved Financial Knowledge:</b> the financial literacy program should have learning objectives. The improved financial knowledge should be based on those pre-defined learning objectives. Individuals participating in the financial literacy services should know more after they participate than before.
<b>How to Calculate Measure/ Collect Data</b>	Count of individuals provided services in O1 whose pre-test and post-test scores indicate that they know more about at least one of the financial literacy topics presented.  Must conduct a pre-test/post-test to determine amount of knowledge gained.
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
<b>FAQs</b>	<i><b>E2. Can our members be considered economically disadvantaged members who will receive financial literacy services?</b></i>  Economically disadvantaged National Service Participants (i.e. AmeriCorps members) are defined in the National Performance Measure Instructions for performance measure O12 ( <a href="http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions">http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions</a> ) as follows:  <b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.  However, the economically disadvantaged individuals counted under performance measure O1 and O9 as receiving financial literacy services should be service recipients/beneficiaries, not National Service Participants. AmeriCorps members may be counted under measures O12-O17.

<b>Measure O10</b>	Number of economically disadvantaged individuals placed in jobs.
<b>Definition of</b>	<b>Economically disadvantaged individuals:</b> Individuals counted for O3
<b>Key Terms</b>	<b>Placed in jobs:</b> individual is hired in a new job as a result of job placement services provided; individual may have been previously working in a different job or previously unemployed.
<b>How to Calculate Measure/</b>	Count of individuals receiving services in O3 who are hired into a new job. Count each individual only once even if the individual receives placement in more than one job.
<b>Collect Data</b>	Suggested method is a copy of acceptance letter from employer or copy of first pay stub.
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure O11</b>	Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Homeless:</b> Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development's definition at <a href="http://www.hud.gov/homeless/definition.cfm">http://www.hud.gov/homeless/definition.cfm</a></p> <p><b>Individuals:</b> Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p><b>Safe, healthy, affordable housing:</b> Family or individual moves into a housing unit with secure tenure (lease or ownership document). Grantee certifies that the housing is safe and healthy, based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable to the household. See the Dept. of Housing and Urban Development's Affordable Housing page at <a href="http://www.hud.gov/offices/cpd/affordablehousing/">http://www.hud.gov/offices/cpd/affordablehousing/</a></p>
<b>How to Calculate Measure/Collect Data</b>	<p>Count of individuals. Can only count each person once during the program year even though it may be necessary to provide services more than once.</p> <p>An inspection report and certificate of occupancy, proof of residence such as lease or mortgage, or other verification from an external agency that the work was completed and is being occupied might be used.</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure O12</b>	Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service.
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Unemployed:</b> do not have paid, regular employment or were not serving in the military/national guard within the month prior to beginning their term of service.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Count of economically disadvantaged National Service Participants who are unemployed prior to their term of service according to above definition.</p> <p>Suggested: Self-report of National Service Participant at beginning of term of service. Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if: (1) meet the count of individuals as define above and (2) have not been admitted for another term of service.</p>
<b>Additional Notes</b>	<p>If the applicant's or grantee's goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for "compelling personal circumstances" as specified in 45 CFR §2522.230.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>What were you doing most of last month?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working at a regular job</li> <li><input type="checkbox"/> Serving in the military / reserves</li> <li><input type="checkbox"/> Working sporadically</li> <li><input type="checkbox"/> Looking for work</li> <li><input type="checkbox"/> Other _____</li> </ul>

<p><b>Review Notes</b></p>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
<p><b>FAQs</b></p>	<p><b><i>E3. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></b></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

<b>Measure O13</b>	Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service.
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>Have you obtained your GED/diploma?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Not sure. Explain. _____</p>
<b>Review Notes</b>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>

<b>FAQs</b>	<p><i>E4. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>
-------------	---

<b>Measure O14</b>	Number of economically disadvantaged National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service.
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p><b>College</b>, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>Have you obtained your GED/diploma?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Not sure. Explain. _____</p> <p>Have you completed a college degree?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Not sure. Explain. _____</p>

<b>Review Notes</b>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
<b>FAQs</b>	<p><b><i>E5. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></b></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

<b>Measure O15</b>	Number of economically disadvantaged National Service Participants that secure employment during their term of service or within thirty days after finishing the program
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p><b>Securing employment</b> refers to paid, regular employment or serving in the military/national guard within the past week.</p> <p>The span of time for which a member will be counted under this measure includes enrollment to 30 days after a member leaves service.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>If the applicant’s or grantee’s goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for “compelling personal circumstances” as specified in 45 CFR §2522.230.</p> <p>Count of individuals in O12 who are hired into a job during the term of service or within 30 days after finishing the program. Count each individual only once even if the individual receives placement in more than one job.</p> <p style="text-align: center;">□</p> <p>Suggested: Copy of acceptance letter from employer or copy of first pay stub.</p>

<p><b>Review Notes</b></p>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
<p><b>FAQs</b></p>	<p><i>E6. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

<b>Measure O16</b>	Number of economically disadvantaged National Service Participants that obtain a GED/diploma while serving in a CNCS program or within 30 days after finishing the program.
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.</p> <p>The span of time for which a member will be counted under <b>Economically disadvantaged National Service Participants</b>: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance. This measure includes enrollment to 30 days after a member leaves service.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Of the members counted in O13, count of how many obtained a GED/diploma either during their term of service or within 30 days after the term of service ends.</p> <p>Have you obtained your GED/diploma since [enter date of enrollment]?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you obtained your GED/diploma since leaving the program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>Review Notes</b>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>

<b>FAQs</b>	<p><i>E7. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>
-------------	---

<b>Measure O17</b>	Number of economically disadvantaged members that register for a college course during the term of service or within 30 days after finishing a CNCS-supported program
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p><b>College</b>, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p> <p><b>Register for a college course:</b> may have registered or enrolled in course during term of service or within 30 days after term of service ends. If student registered during the term of service, the student did not drop out and did not take an “incomplete.”</p> <p><b>Economically disadvantaged National Service Participants:</b> Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Of the members counted in O14, count of how many registered for a college course as defined above during the term of service or within 30 days after a member leaves service.</p> <hr/> <p>Have you registered for a college course while in the program or since leaving the program?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, does this course contribute toward a recognized college degree or educational credential?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p><b>Review Notes</b></p>	<p>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).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
<p><b>FAQs</b></p>	<p><i>E8. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

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 Homes
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.”	Ten percent of the housing stock in the rural areas of our state is classified as unhealthy or unsafe. The Adequate Housing for All AmeriCorps Program rebuilds or repairs severely distressed houses in a large rural area. The program will request information about the annual income of program beneficiaries, and only beneficiaries that meet the income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, and/or Section 8 housing assistance will be counted.
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.	Home Repair

Description of Interventions	Describe the design and dosage of the interventions you have selected.	Fifteen full-time AmeriCorps members, all of whom were unemployed prior to their service terms, repair severely distressed houses in a large rural area. Members receive extensive training in home rehabilitation techniques including roofing, plumbing, wiring and/or foundation repair. They work together in teams to identify homes in the area that are currently classified by inspectors as unhealthy or unsafe, then conduct the necessary building repair activity.
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 economically disadvantaged individuals, including homeless individuals, receiving housing services.
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.	Other
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	The program will record the number of economically disadvantaged individuals who reside in homes that are rebuilt and/or repaired by AmeriCorps members. Only beneficiaries that meet the

	<p>instrument will measure, and an explanation of how you 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>	<p>income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, and/or Section 8 housing assistance will be counted.</p>
Target #	<p>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</p>	180
Unit of Measure	<p>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.)</p>	Economically disadvantaged individuals
Outcome Title	Either select National	Number of economically

	<p>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.</p>	<p>disadvantaged individuals, including homeless individuals, transitioned into safe, affordable housing.</p>
Select Method	<p>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.</p>	<p>Other</p>
Instrument Description	<p>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.</p>	<p>When the repairs are completed, home inspections will be performed by a certified inspector to ensure that the completed home is safe and healthy. The residents of each household will also be asked what percentage of their household income will be considered affordable: Housing that costs 30% or less of the total household income will be considered affordable. All economically disadvantaged individuals who reside in rebuilt/repared homes that pass inspection and meet the definition of “affordable” will be counted under this measure.</p>

Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	180
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.)	Economically disadvantaged individuals

## EDUCATION

<b>Measure ED1</b>	Number of economically disadvantaged students or students with special/exceptional needs who start in a CNCS-supported education program.
<b>Definition of Key Terms</b>	<p><b>Students:</b> Individuals younger than 21 years of age who are enrolled or eligible for enrollment in grades K-12</p> <p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as</u> receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Students with special or exceptional needs:</b> Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Education program:</b> A program in which CNCS-supported activities help students maintain enrollment in and succeed in school (except mentoring programs). The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Enrolled in a school where the majority of students are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.</p> <p><b>Start in:</b> students enrolled in the education program at the beginning of the program. Counts may be updated if the number of participants increases.</p>
<b>How to Calculate Measure/Collect Data</b>	Unduplicated count of students who enroll in the program. Students may or may not complete the program.

<b>FAQs</b>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA's participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of "Economically Disadvantaged" may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or ED21: "Students enrolled in schools that are participating in the Community Eligibility Provision (CEP)."</p>
<b>Review Notes</b>	<p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.</p> <p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p>

<b>Measure ED2</b>	<p>Number of economically disadvantaged students or students with special/exceptional needs that completed participation in CNCS-supported K-12 education programs.</p>
--------------------	---

<p><b>Definition of Key Terms</b></p>	<p><b>Students:</b> Individuals younger than 21 years of age who are enrolled or eligible for enrollment in grades K-12</p> <p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as</u> receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Students with special or exceptional needs:</b> Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Completed participation:</b> In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.</p> <p><b>Education program:</b> A program in which CNCS-supported activities help students maintain enrollment in and succeed in school (except mentoring programs). The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Enrolled in a school where the majority of students are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.</p>
<p><b>How to Calculate Measure/Collect Data</b></p>	<p>Unduplicated count of students who complete participation in the activity as indicated by above definition.</p>

<p><b>FAQs</b></p>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or ED21: “Students enrolled in schools that are participating in the Community Eligibility Provision (CEP).”</p>
<p><b>Review Notes</b></p>	<p>Completion must be defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.</p> <p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p>

<p><b>Measure ED3A</b></p>	<p>Number of disadvantaged youth/mentor matches or youth with special or exceptional needs/mentor matches that are commenced by the CNCS-supported education program.</p>
<p><b>Definition of Key Terms</b></p>	<p><b>Mentors</b> are adults who provide CNCS-sustained support to children or youth through either community based programs or school based programs. Programs that involve peer to peer support should not be included in this measure- for those programs use Tutoring measures. For <b>school-based mentorships</b>, count mentees in those matches that are intended to be continuous, with the same mentor for one hour per week (or as age-appropriate for older mentees), for at least 6 months of one school year. For <b>community-based mentorships</b>, count mentees in those matches that are intended to be continuous, with the same mentor for two to three hours per week, for at least 11 months. <b>Mentoring relationships</b> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3</p> <p><b>Disadvantaged youth:</b> “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (From SAA). It is the grantee’s responsibility to ensure the beneficiaries of service meet the eligibility requirements provided in the definition.</p>

	<p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may be defined as receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</u></p> <p><b>Enrolled in a school where the majority of students are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.</p> <p><u><b>School-Based Mentoring:</b> Mentoring that occurs on a school campus, either during the school day or before/after the traditional school day. Students are usually referred to school-based mentoring programs by teachers, counselors or other school staff.</u></p> <p><u><b>Community-based mentoring:</b> Mentoring that occurs at a site other than a school campus, at a time other than during the traditional school day.</u></p> <p><b>Youth:</b> Individuals younger than 21 years of age.</p> <p><b>Youth with special or exceptional needs:</b> Youth who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Youth who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and youth in need of protective intervention in their homes.</p>
<p><b>How to Calculate Measure/Collect Data:</b></p>	<p>Programs will count the number of qualifying mentor-mentee matches that are initiated over the course of the program year. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees in the group should be counted.</p>
<p><b>FAQs</b></p>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or</p>

	ED21: "Students enrolled in schools that are participating in the Community Eligibility Provision (CEP)."
<b>Review Notes</b>	<p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.</p> <p>The mentoring intervention must be selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.</p>

<b>Measure ED4A</b>	Number of disadvantaged youth/mentor matches or youth with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.
<b>Definition of Key Terms</b>	<p><b>Mentors</b> are adults who provide CNCS-sustained support to children or youth through either community based programs or school based programs. Programs that involve peer to peer support should not be included in this measure- for those programs use Tutoring measures. For <b>school-based mentorships</b>, count mentees in those matches that are intended to be continuous, with the same mentor for one hour per week (or as age-appropriate for older mentees), for at least 6 months of one school year. For <b>community-based mentorships</b>, count mentees in those matches that are intended to be continuous, with the same mentor for two to three hours per week, for at least 11 months. <b>Mentoring relationships</b> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.</p> <p><b>Disadvantaged youth:</b> “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (from SAA) It is the grantee’s responsibility to ensure the beneficiaries of service meet the eligibility requirements provided in the definition.</p> <p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as</u> receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Enrolled in a school where the majority of students are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.</p> <p><u><b>School-Based Mentoring:</b> Mentoring that occurs on a school campus, either during the school day or before/after the traditional school day. Students are usually referred to school-based mentoring programs by teachers, counselors or other school staff.</u></p> <p><u><b>Community-based mentoring:</b> Mentoring that occurs at a site other than a school campus, at a time other than during the traditional school day.</u></p>

	<p><b>Youth:</b> Individuals younger than 21 years of age.</p> <p><b>Youth with special or exceptional needs:</b> Youth who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Youth who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and youth in need of protective intervention in their homes.</p>
<b>How to Calculate Measure/Collect Data</b>	Programs will count the number of qualifying mentor-mentee matches that were sustained over the course of the program. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees who remained in the group should be counted.
<b>FAQs</b>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or ED21: “Students enrolled in schools that are participating in the Community Eligibility Provision (CEP).”</p>
<b>Review Notes</b>	<p>Completion must be defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.</p> <p>The mentoring intervention must be selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.</p>

<b>Measure ED5</b>	Number of students with improved academic performance in literacy and/or math.
<b>Definition of Key Terms</b>	<p><b>Students:</b> Those reported in either ED2 or ED4A.</p> <p><b>Improved academic performance in literacy and/or math:</b> as measured by an improved demonstration of skill/knowledge at post-test as compared to pre-test (gain score) using a standardized test/instrument.</p> <p><b>Literacy:</b> includes English, language arts, and/or reading</p> <p><b>Standardized test/instrument:</b> has been validated externally on a randomly-selected population of students.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Programs will report the number of students from ED2 or ED4A who:</p> <p>(1) achieved the “gain” or amount of progress that was approved at grant award, and/or</p> <p>(2) performed on or above grade level if the post-test only method is being used.</p> <p>Amount of progress required: The amount of progress required to count as “improved academic performance” must be specified in the approved grant application. If the program is using different tests for different groups of children, then different amounts of progress may be specified by test. Grantees/applicants should clearly justify in the approved grant application why the specified amount of progress is significant.</p> <p>Standardized tests: It is expected that most programs will use a standardized pre- and post-test to demonstrate improved academic performance. Only programs that demonstrate they are serving exclusively below grade level students and that provide a compelling reason why it is not feasible for them to conduct a pre-test/post-test may select the "Standardized post-test only" option. In these specific cases, the post-test must show the number of previously below-grade-level students that are performing at or above grade level after the program.</p> <p>Programs must select a standardized test that:</p> <p>(1) measures the types of student skills/knowledge the program is trying to improve through its efforts, (2) is appropriate for the grade level, (3) has demonstrated validity or reliability for the population they are serving, and (4) is compatible with, and acceptable to, the school where the program is providing services (different tests may be used at different schools).</p> <p>Pre-tests should be administered to the students participating in the program before they begin participation and again near the end of the service delivery period. Some tests suggest measuring improvement at more points during the year. Programs should follow the instructions provided by the test they have selected.</p> <p>State standardized tests should generally not be used by most programs as it is expected that they will not be sufficiently tailored to the material taught by national service participants, may involve long delays before the data become available, and the child’s classroom teacher would have the primary effect on these scores. However, programs may request to use the state standardized test but need to demonstrate that it is appropriate for their circumstances. For all programs that propose to use the state standardized test, including Teacher Corps programs, please provide a justification that</p>

	<p>explains how the test is sufficiently tailored to the material taught, how the timeline for obtaining test data will meet national service reporting requirements, and why gains in the test are likely to be attributable, in part or in whole, to the efforts of national service participants.</p>
	<p>Obtaining test scores from school systems:  For programs not themselves administering the test, the program will need to have some form of agreement, such as an MOU (memorandum of understanding) with the school or LEA (local education agency), to ensure that data for the needed children can be secured. Data are needed on the group of children you are serving, but not on individual children. Requesting data in this way is not likely to violate FERPA (the Family Educational Rights and Privacy Act).</p> <p>The National Center on Response to Intervention website of the U.S. Department of Education provides some information about assessment tools (they call them progress monitoring tools) at the following site:  <a href="http://www.rti4success.org/chart/progressMonitoring/progressmonitoringtoolschart.htm">http://www.rti4success.org/chart/progressMonitoring/progressmonitoringtoolschart.htm</a>  Note that these are not specifically recommended, nor are these the only instruments that programs could use but the site provides good information about how to consider which tool your program might choose.</p>
<b>Review Notes</b>	<p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>It must be clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.</p> <p>If the state standardized test is proposed to measure ED5 and/or ED30, a justification must be provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)</p> <p>If the applicant is measuring multiple subjects under ED5 and/or ED30, it must be clear whether/how much students must improve in reading, math or both subjects in order to be counted.</p>
<b>FAQs</b>	<p><b><i>E9. In order to measure ED5, which is the number of students with improved academic performance in literacy and/or math, may we propose to use state assessments because they are consistently available and are aligned with our goals of building student proficiency in ELA and math and helping schools to improve on the outcomes that are most meaningful to them? [Updated 11/12/14]</i></b></p> <p>Programs may request to use the state standardized test but need to demonstrate that it is appropriate for their circumstances. For all programs that propose to use the state standardized test, including Teacher Corps programs, please provide a justification that explains how the test is sufficiently tailored to the material taught, how the timeline for obtaining test data will meet national service reporting requirements, and why gains in the test are likely to be attributable, in part or in whole, to the efforts of national service participants.</p> <p><b><i>E10. Does the ED5 measure apply to adult education?</i></b></p>

	<p>Education measures are for K-12 and in some cases post-secondary education, not adult education. Adult education is addressed by Economic Opportunity measures.</p>
--	--

<b>Measure ED9</b>	Number of students graduating from high school on time with a diploma.
<b>Definition of Key Terms</b>	<b>Students:</b> Those reported in ED1, ED2, ED3A or ED4A. <b>On Time:</b> Within four years of starting 9th grade.
<b>How to Calculate Measure/Collect Data</b>	School/district graduation records of individual students who participated in CNCS-supported program.
<b>Notes</b>	<p>This performance indicator is best suited for CNCS-supported programs that primarily serve 11th and 12<sup>th</sup> graders and whose objective is promoting high school graduation. Programs should consider the number of students served who would be eligible to graduate (i.e., the number of 12<sup>th</sup> grade students served) each year when setting performance measure targets.</p> <ul style="list-style-type: none"> <li>· Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve? For example, what is the typical high school graduation rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of high school graduation than this group.</li> <li>· Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will graduate from high school; will the percentage you set challenge your program to reach that target?</li> </ul>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED10</b>	Number of students entering post-secondary institutions.
<b>Definition of Key Terms</b>	<p><b>Students:</b> those reported in ED1, ED2, ED3A or ED4A.</p> <p><b>Post-secondary institutions</b> may include two-year and four-year colleges</p> <p><b>Entering:</b> means matriculating as a full-time or part-time student.</p>
<b>How to Calculate Measure/ Collect Data</b>	Registration records that confirm student enrollments or self-report on follow up surveys.
<b>Notes</b>	<p>This performance indicator is best suited for CNCS-supported programs that focus on preparing high school students for college. Programs should consider the number of students served who would be eligible to apply to post-secondary institutions (e.g., the number of 12<sup>th</sup> grade students served) each year when setting performance measure targets.</p> <ul style="list-style-type: none"> <li>• Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve who enter post-secondary institutions? Or, what is the typical post-secondary school enrollment rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of post-secondary school enrollment than this group.</li> <li>• Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will enter a post-secondary institution; will the percentage you set challenge your program to reach that target?</li> </ul>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED11</b>	Number of students earning a post-secondary degree.
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED31 or ED32. <b>Degree:</b> may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor’s degree (ex., BA, AB, BS); a master’s degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD).
<b>How to Calculate Measure/ Collect Data</b>	Registration records that confirm degree was earned or self report on follow up surveys.
<b>Notes</b>	<p>This performance indicator is best suited for CNCS-supported programs that work with students in college to help them succeed. Programs may only select this measure if they are able to collect data during the one-year grant period. Programs should consider the number of students served who would be eligible to earn a post-secondary degree (i.e., the number of students served who are close to completing graduation requirements) each year when setting performance measure targets.</p> <ul style="list-style-type: none"> <li>• Can you develop a reasonable baseline or “comparison” group? For example, of the students you plan to serve, what proportion of those who enter a degree program typically complete a post-secondary degree? This would be your comparison group or the group who do not receive your service.</li> <li>• Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will earn a post-secondary degree; will the percentage you set challenge your program to reach that target? Remember that the target you set would need to be higher than what occurs already in the comparison group so that you can show the difference that your program is making.</li> </ul>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED12</b>	Number of CNCS-supported National Service Participants who begin serving as teachers through a Teacher Corps program.
<b>Definition of Key Terms</b>	<b>Teachers:</b> individuals responsible for leading one or more classes of students in grades K-12.
<b>How to Calculate Measure/ Collect Data</b>	Teacher Corps programs will identify the number of CNCS-supported National Service Participants who are serving as teachers.
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<p><b><i>E11. What programs can select the Teacher Corps Measures in the Education Focus Area?</i></b></p> <p>The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.</p> <p><b><i>E12. Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</i></b></p> <p>Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.</p>

<b>Measure ED13</b>	Number of CNCS-supported National Service Participants who completed serving as teachers through a Teacher Corps program.
<b>Definition of Key Terms</b>	<b>Teachers:</b> individuals responsible for leading one or more classes of students in grades K-12.
<b>How to Calculate Measure/Collect Data</b>	Report the number of CNCS-supported National Service Participants counted in ED12 who successfully complete their terms of service in the Teacher Corps program.
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<p><b><i>E13. What programs can select the Teacher Corps Measures in the Education Focus Area?</i></b></p> <p>The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.</p> <p><b><i>E14. Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</i></b></p> <p>Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.</p>

<b>Measure ED14</b>	Number of CNCS-supported National Service Participants teaching in high need schools during their term of service.
<b>Definition of Key Terms</b>	<b>CNCS-supported National Service Participants:</b> those reported in ED13. <b>High need:</b> Any school that meets the definitions outlined in the Race to the Top Notice of Funding Opportunity (CFDA #:84.395A) for High Poverty School or Persistently Low Achieving School. <a href="http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf">http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf</a>
<b>How to Calculate Measure/ Collect Data</b>	Report the number of CNCS-supported National Service Participants who teach in high need schools during their Teacher Corps service terms.
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<p><b>E15. <i>What programs can select the Teacher Corps Measures in the Education Focus Area?</i></b></p> <p>The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.</p> <p><b>E16. <i>Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</i></b></p> <p>Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.</p> <p><b>E17. <i>Does ED14 measure individuals teaching during the term of service, or after the term of service?</i></b></p> <p>ED14 measures the number of individuals teaching during the term of service.</p>

<b>Measure ED17</b>	Number of CNCS-supported National Service Participants remaining in the education field after their term of service.
<b>Definition of Key Terms</b>	<b>CNCS-supported National Service Participants:</b> those reported in ED13. <b>Remaining in the education field:</b> classroom teachers, school support staff, school administration, district administration policy, education non-profits, state, local or federal government positions in the field of education or other positions whose primary objective is to facilitate learning among K-12 students. <b>After Term of Service:</b> refers to the school year after the term of service ends.
<b>How to Calculate Measure/ Collect Data</b>	Follow-up survey of Teacher Corps members; program administrative records
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<b>E18. What programs can select the Teacher Corps Measures in the Education Focus Area?</b>  The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.  <b>E19. Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</b>  Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.

<b>Measure ED18</b>	Number of CNCS-supported National Service Participants who have had a positive impact on student learning as determined by observation-based assessments of teacher performance.
<b>Definition of Key Terms</b>	<b>CNCS-supported National Service Participants:</b> those reported in ED13.
<b>How to Calculate Measure/Collect Data</b>	Consistent with Race to the Top, this measure can be used as an optional supplement to academic achievement for assessing teacher effectiveness. Assessments should be completed by school principals, master teachers, or other education professionals.
<b>Other Notes</b>	Race to the Top suggests an observation-based assessment approach to supplement student performance. <a href="http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf">http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf</a>
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<p><b><i>E20. What programs can select the Teacher Corps Measures in the Education Focus Area?</i></b></p> <p>The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.</p> <p><b><i>E21. Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</i></b></p> <p>Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.</p>

<b>Measure ED19</b>	Number of CNCS-supported National Service Participants receiving certification to teach in schools after their term of service.
<b>Definition of Key Terms</b>	<b>CNCS-supported National Service Participants:</b> those reported in ED13. <b>Receiving certification:</b> according to NCLB standard. <b>After Term of Service:</b> refers to the school year after the term of service ends.
<b>How to Calculate Measure/ Collect Data</b>	Follow-up survey of members; program administrative records
<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).  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.
<b>FAQs</b>	<b><i>E22. What programs can select the Teacher Corps Measures in the Education Focus Area?</i></b>  The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.  <b><i>E23. Can Teacher Corps programs opt into non-Teacher Corps outcomes, such as ED5, ED27A or ED27B?</i></b>  Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.

<b>Measure ED20:</b>	Number of economically disadvantaged children or children with special or exceptional needs who start in a CNCS-supported early childhood education program.
<b>Definition of Key Terms</b>	<p><b>Children:</b> Children younger than the age of kindergarten enrollment.</p> <p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as</u> receiving or meet the income eligibility requirements at the family level to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Children with special or exceptional needs:</b> Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Early childhood education program:</b> A program in which CNCS-supported activities help pre-K children maintain enrollment in and succeed in early childhood education. The ‘help’ that grantees provide does not need to be in direct service to the children. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Start in:</b> children enrolled in the early childhood education program at the beginning of the program. Counts may be updated if the number of participants increases.</p> <p><b>Enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/early childhood centers they will engage already have a population in which the largest percentage of children in the center come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged children served by the CNCS-sponsored program.</p>
<b>How to Calculate/ Measure/ Collect Data:</b>	Count of children who enroll in the program. Children may or may not complete the program. Each child should be counted only once during the program.
<b>FAQs</b>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or ED21: “Students enrolled in schools that are participating in the Community Eligibility</p>

	Provision (CEP).”
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)  Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED21</b>	Number of economically disadvantaged children or children with special or exceptional needs that completed participation in CNCS-supported early childhood education programs.
<b>Definition of Key Terms</b>	<p><b>Children:</b> Children younger than the age of kindergarten enrollment.</p> <p><b>Economically disadvantaged:</b> Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. <u>If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as</u> receiving or meet the income eligibility requirements at the family level to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p><b>Children with special or exceptional needs:</b> Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Completed participation:</b> In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of children who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.</p> <p><b>Early childhood education program:</b> A program in which CNCS-supported activities help pre-K children maintain enrollment in and succeed in early childhood education. The ‘help’ that grantees provide does not need to be in direct service to the children. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch:</b> Grantees using this option to document economic disadvantage must demonstrate that the sites/early childhood centers they will engage already have a population in which the largest percentage of children in the center come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged children served by the CNCS-sponsored program.</p>
<b>How to Calculate Measure/Collect Data</b>	Count of children who complete participation in the activity as indicated by above definition.

<p><b>FAQs</b></p>	<p><i>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</i></p> <p>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED2, ED3A, ED4A, ED20, and/or ED21: “Students enrolled in schools that are participating in the Community Eligibility Provision (CEP).”</p>
<p><b>Review Notes</b></p>	<p>Completion must be defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p>

<b>Measure ED23</b>	Number of children demonstrating gains in school readiness in terms of social and/or emotional development.
<b>Definition of Key Terms</b>	<p><b>Children:</b> Those counted under ED21.</p> <p><b>Social and emotional development:</b> An indicator and element of school readiness that measures a child’s development in one or more of the following domains: self-concept, self-control, cooperation, social relationships, and knowledge of families and communities. Each domain of social and emotional development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of social and emotional development that (a) directly corresponds to the program intervention and (b) will be measured by the particular standardized data collection instrument you choose.</p> <p><b>School readiness:</b> Preparation for Kindergarten which includes multiple indicators assessed across multiple developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development, and age-appropriate academic skills and behavior.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Programs should obtain counts of the number of children demonstrating gains in school readiness based on social and/or emotional development. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed.</p> <p>Accredited early childhood education programs may already have state requirements in place for assessing the social and emotional development of children to determine school readiness. For example, such a measure may be:  “‘The number of children who often or very often exhibit positive social behaviors when interacting with their peers”.</p> <p>This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005)  <a href="http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf">http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf</a></p>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED24</b>	Number of children demonstrating gains in school readiness in terms of literacy skills
<b>Definition of Key Terms</b>	<p><b>Children:</b> Those counted under ED21.</p> <p><b>Literacy skills:</b> An indicator and element of school readiness that measures a child’s development in one or more of the following domains: phonological awareness, book knowledge and appreciation, print awareness and concepts, early writing, and alphabet knowledge. Each domain of literacy skills development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of literacy skills development that (a) directly corresponds to the program intervention and (b) will be measured by the particular standardized data collection instrument you choose.</p> <p><b>School readiness:</b> Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development and age-appropriate skills and behavior.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Programs should obtain counts of the number of children demonstrating gains in school readiness based on their literacy skills. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed.</p> <p>Accredited early childhood education programs have state requirements for assessing literacy skills of children to determine school readiness. For example, such a measure may be “Number of children almost always recognizing the relationships between letters and sounds at kindergarten entry”.</p> <p>This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005)</p> <p><a href="http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf">http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf</a></p> <p>There is a fairly short list of pre-K assessments that are recognized as measuring the skills needed for kindergarten-first grade.</p> <p>A Review of School Readiness Factors in the States: Early Learning Guidelines and Assessments, <a href="http://www.childtrends.org/Files//Child_Trends-2010_06_18_ECH_SchoolReadiness.pdf">http://www.childtrends.org/Files//Child_Trends-2010_06_18_ECH_SchoolReadiness.pdf</a></p>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED25</b>	Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.
<b>Definition of Key Terms</b>	<p><b>Children:</b> Those counted under ED21.</p> <p><b>Numeracy skills:</b> An indicator and element of school readiness that measures a child’s development in one or more of the following domains: numbers and operations, geometry and special sense, and pattern and measurement. Each domain of math (numeracy) skills development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of math (numeracy) skills development that (a) directly corresponds to the program intervention and (b) will be measured as defined by the particular standardized data collection instrument you choose.</p> <p><b>School readiness:</b> Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development and age-appropriate skills and behavior.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Programs should obtain counts of the number of children demonstrating gains in school readiness based on their numeracy (math) skills. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed.</p> <p>Accredited early childhood education programs have state requirements for assessing numeracy (math) skills of children to determine school readiness. For example, such a measure may be “Number of children at kindergarten entry who can count beyond 10, sequence patterns and use nonstandard units of length to compare number”. This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005)</p> <p><a href="http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%28%29%2Epdf">http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%28%29%2Epdf</a></p> <p>There is a fairly short list of pre-K assessments that are recognized as measuring the skills needed for kindergarten-first grade.</p> <p>A Review of School Readiness Factors in the States: Early Learning Guidelines and Assessments, <a href="http://www.childtrends.org/Files//Child_Trends-2010_06_18_ECH_SchoolReadiness.pdf">http://www.childtrends.org/Files//Child_Trends-2010_06_18_ECH_SchoolReadiness.pdf</a></p>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED26</b>	Number of students acquiring a GED.
<b>Definition of Key Terms</b>	<b>Students:</b> Those reported in ED1, ED2, ED3A or ED4A.
<b>How to Calculate/ Measure/ Collect Data</b>	GED completion records of individual students who participated in CNCS-supported program.
<b>Notes</b>	<p>This performance indicator is best suited for CNCS-supported programs that primarily serve 11th and 12<sup>th</sup> graders or youth who are disconnected from school and whose objective is promoting GED completion.</p> <ul style="list-style-type: none"> <li>• Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve? For example, what is the typical GED completion rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of GED completion than this group.</li> <li>• Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will acquire a GED; will the percentage you set challenge your program to reach that target?</li> </ul>
<b>Review Notes</b>	Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.

<b>Measure ED27A</b>	Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement (attitudes).
<b>Definition of Key Terms</b>	<p><b>Students:</b> Those reported in either ED2 or ED4A.</p> <p><b>Service learning:</b> Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.</p> <p><b>Improved academic engagement:</b> A positive and significant change in one of the following student attitudes over a specified period of time.. Measures of student attitudes include: increased interest in school, improved perspective on school climate, increased attachment to school and increased educational aspirations.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Applicants and grantees should identify the aspect(s) of academic engagement that their programs most closely align with. The measure(s) of student attitudes that the program intends to address must be specified in the approved grant application.</p> <p>Programs should collect academic engagement data from school records, teacher surveys and/or student surveys at the beginning and end of the program. If the measure(s) of student attitudes specified in the approved grant application show improvement, the student should be counted as having demonstrated academic engagement. For programs that aim to address more than one measure of student attitudes, a student should only be counted as having demonstrated improved academic engagement if at least one of these elements shows improvement without any of the other elements worsening.</p> <p>A survey or questionnaire may be used for grantee administration. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Selection of tools should be based on whether the tools have been shown to be valid and reliable.</p> <p>Determining whether a positive change in student attitudes is significant may be limited by small sample sizes. Applicants and grantees are encouraged to track the average size of the increase among participants as well as the number of students with a positive increase.</p>
<b>Review Notes</b>	<p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>For ED27A or ED27B, the applicant must specify which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.</p>
<b>FAQs</b>	<p><b>E24. Can summer programs select the ED27A or ED27B performance measures?</b></p> <p>Summer programs may opt into the ED27A or ED27B measure and consider the definition of over the school year to be interpreted as over the course of the summer program.</p>

<b>Measure ED27B</b>	Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement (behaviors).
<b>Definition of Key Terms</b>	<p><b>Students:</b> Those reported in either ED2 or ED4A.</p> <p><b>Service learning:</b> Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.</p> <p><b>Improved academic engagement:</b> A positive and significant change in one of the following student behaviors over a specified period of time. Measures of student behaviors include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, decreased suspensions, decreased arrest and gang involvement, and decreased reports of substance abuse.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Applicants and grantees should identify the aspect(s) of academic engagement that their programs most closely align with. The measure(s) of student behaviors that the program intends to address must be specified in the approved grant application.</p> <p>Programs should collect academic engagement data from school records or teacher surveys at the beginning and end of the program. If the measure(s) of student behaviors specified in the approved grant application show improvement, the student should be counted as having demonstrated academic engagement. For programs that aim to address more than one measure of student behaviors, a student should only be counted as having demonstrated improved academic engagement if at least one of these elements shows improvement without any of the other elements worsening.</p> <p>A survey or questionnaire may be used for grantee administration. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Selection of tools should be based on whether the tools have been shown to be valid and reliable.</p> <p>Determining whether a positive change in student behaviors is significant may be limited by small sample sizes. Applicants and grantees are encouraged to track the average size of the increase among participants as well as the number of students with a positive increase. Programs measuring decreased disciplinary referrals or suspensions must demonstrate that these decreases are not the result of changes in school policies.</p>
<b>PO Review Notes</b>	<p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>For ED27A or ED27B, the applicant must specify which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.</p>

<b>FAQs</b>	<p><b><i>E25. Can summer programs select the ED27A or ED27B performance measures?</i></b></p> <p>Summer programs may opt into the ED27A or ED27B measure and consider the definition of over the school year to be interpreted as over the course of the summer program.</p>
-------------	--

<b>Measure ED30</b>	Number of students with improved academic performance in core academic subjects other than literacy or math.
<b>Definition of Key Terms</b>	<p>Students: Those reported in either ED2 or ED4A.</p> <p>Improved academic performance: as measured by an improved demonstration of skill/knowledge at post-test as compared to pre-test (gain score) using a standardized test/instrument.</p> <p>Core academic subjects other than literacy or math: Science, foreign languages, civics and government, economics, arts, history, and geography (see <a href="#">Title IX</a> of the Elementary and Secondary Education Act). Subjects other than mathematics that are considered STEM disciplines, including science, technology, engineering, and computer science, may also be included under this measure.</p> <p>Standardized test/instrument: has been validated externally on a randomly-selected population of students.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Programs will report the number of students from ED2 or ED4A who:</p> <p>(1) achieved the “gain” or amount of progress that was approved at grant award, and/or</p> <p>(2) performed on or above grade level if the post-test only method is being used.</p> <p>Amount of progress required: The amount of progress required to count as “improved academic performance” must be specified in the approved grant application. If the program is using different tests for different groups of children, then different amounts of progress may be specified by test. Grantees/applicants should clearly justify in the approved grant application why the specified amount of progress is significant.</p> <p>Standardized tests: It is expected that most programs will use a standardized pre- and post-test to demonstrate improved academic performance. Only programs that demonstrate they are serving exclusively below grade level students and that provide a compelling reason why it is not feasible for them to conduct a pre-test/post-test may select the "Standardized post-test only" option. In these specific cases, the post-test must show the number of previously below-grade-level students that are performing at or above grade level after the program.</p> <p>Programs must select a standardized test that:</p> <p>(1) measures the types of student skills/knowledge the program is trying to improve through its efforts, (2) is appropriate for the grade level, (3) has demonstrated validity or reliability for the population they are serving, and (4) is compatible with, and acceptable to, the school where the program is providing services (different tests may be used at different schools).</p> <p>Pre-tests should be administered to the students participating in the program before they begin participation and again near the end of the service delivery period. Some tests suggest measuring improvement at more points during the year. Programs should follow the instructions provided by the test they have selected.</p>

	<p>State standardized tests should generally not be used by most programs as it is expected that they will not be sufficiently tailored to the material taught by national service participants, may involve long delays before the data become available, and the child’s classroom teacher would have the primary effect on these scores. However, programs may request to use the state standardized test but need to demonstrate that it is appropriate for their circumstances. For all programs that propose to use the state standardized test, including Teacher Corps programs, please provide a justification that explains how the test is sufficiently tailored to the material taught, how the timeline for obtaining test data will meet national service reporting requirements, and why gains in the test are likely to be attributable, in part or in whole, to the efforts of national service participants.</p>
	<p>Obtaining test scores from school systems:  For programs not themselves administering the test, the program will need to have some form of agreement, such as an MOU (memorandum of understanding) with the school or LEA (local education agency), to ensure that data for the needed children can be secured. Data are needed on the group of children you are serving, but not on individual children. Requesting data in this way is not likely to violate FERPA (the Family Educational Rights and Privacy Act).</p> <p>The National Center on Response to Intervention website of the U.S. Department of Education provides some information about assessment tools (they call them progress monitoring tools) at the following site:  <a href="http://www.rti4success.org/chart/progressMonitoring/progressmonitoringtoolschart.htm">http://www.rti4success.org/chart/progressMonitoring/progressmonitoringtoolschart.htm</a></p> <p>Note that these are not specifically recommended, nor are these the only instruments that programs could use but the site provides good information about how to consider which tool your program might choose.</p>
<b>Review Notes</b>	<p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p> <p>It must be clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.</p> <p>If the state standardized test is proposed to measure ED5 and/or ED30, a justification must be provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)</p> <p>If the applicant is measuring multiple subjects under ED5 and/or ED30, it must be clear whether/how much students must improve in reading, math or both subjects in order to be counted.</p>

<b>Measure ED31</b>	Number of economically disadvantaged post-secondary students or post-secondary students with special or exceptional needs who start in a CNCS-supported education program.
<b>Definition of Key Terms</b>	<p><b>Students:</b> Individuals enrolled in post-secondary education institutions.</p> <p><b>Economically disadvantaged:</b> <a href="#">eligible for Pell grant or</a> receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p><b>Students with special or exceptional needs:</b> Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Education program:</b> A program in which CNCS-supported activities help students maintain enrollment in and succeed in post-secondary education. The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Post-secondary education institutions:</b> 2-year and 4-year colleges and universities, graduate or professional schools, and career and technical education institutions.</p> <p><b>Start in:</b> students enrolled in the education program at the beginning of the program. Counts may be updated if the number of participants increases.</p>
<b>How to Calculate Measure/Collect Data</b>	Unduplicated count of students who enroll in the program. Students may or may not complete the program. Each student should be counted only once during the program.
<b>Review Notes</b>	<p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p>

<b>Measure ED32</b>	Number of economically disadvantaged post-secondary students or post-secondary students with special or exceptional needs that completed participation in CNCS-supported education programs.
<b>Definition of Key Terms</b>	<p><b>Students:</b> Individuals enrolled in post-secondary education</p> <p><b>Economically disadvantaged:</b> <a href="#">eligible for Pell grant or</a> receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p><b>Students with special or exceptional needs:</b> Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</p> <p><b>Education program:</b> A program in which CNCS-supported activities help students maintain enrollment in and succeed in post-secondary education. The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.</p> <p><b>Post-secondary education institutions:</b> 2-year and 4-year colleges and universities, graduate or professional schools, and career and technical education institutions.</p> <p><b>Completed participation:</b> In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.</p>
<b>How to Calculate Measure/Collect Data</b>	Unduplicated count of students who complete participation in the activity as indicated by above definition.

<b>Review Notes</b>	<p>Completion must be defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Mentoring may not be selected as an intervention in any education measures other than ED3A/ED4A.</p>
---------------------	--

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.	Helping Students Improve in Math
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.”	Students in District ABC lag fifteen percentage points behind the state average for 8 <sup>th</sup> grade math proficiency. The purpose of the EduCorps program is to provide tutoring services that improve middle school students’ academic achievement in mathematics. All schools served by the program have a majority of students who are eligible for free or reduced lunch.
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.	Tutoring: One-on-one  Tutoring: Small group
Description of Interventions	Describe the design and dosage of the interventions	The EduCorps Program has six half-time AmeriCorps

	you have selected.	members leading one-on-one and small group tutoring programs for middle-school students. Members typically meet with groups of 1-3 students after school each day for about an hour, using mathematics enrichment materials that complement the normal classroom curriculum.
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 students who start in a CNCS-supported education program.
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.	Attendance 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 is sufficient to meet the data	Participation output: Members will record in the program's secure database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted twice.  Completion output: Members will record in the

	<p>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>program's secure database the number of tutoring sessions completed and the total number of hours of attendance for each student. Students who have received at least 40 hours of tutoring over the course of the school year will be counted as having completed the program.</p>
Target #	<p>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</p>	100
Unit of Measure	<p>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.)</p>	Students
Outcome Title	<p>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,</p>	<p>Number of students with improved academic performance in literacy and/or math</p>

	behavior or condition.	
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.	Standardized Pre-Post Test
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.	When students enroll in the tutoring program at the beginning of the school year, they will take a standardized, district-approved pre-test in mathematics (insert name of actual test here) that aligns with the material being taught and is appropriate for the grade level and that has demonstrated reliability and validity for the population of middle school students served. The same test will be administered to students at the end of the school year. Scores will be recorded in the program's secure database. Students who increase their scores in mathematics by at least 1.2 grade levels over the course of their participation in the tutoring program will be counted under this measure.
Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	85

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.)	Students
-----------------	--	----------

# 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>

<b>FAQs</b>	<p><b><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></b></p> <p>Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1.</p>
-------------	--

<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>	<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>  Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1.

<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> <p>Tracking document or survey from entity that owns or administers the trail or waterways improved.</p>

<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/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.

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

# HEALTHY FUTURES

## Review Notes

- 1) Two measures related to emergency food assistance and long-term hunger that used to be in Economic Opportunity are now in Healthy Futures (H10 and H11). Programs may not focus their services solely on providing referrals to Federal assistance programs. Applicants are required to demonstrate non-duplication of count.
- 2) Pay careful attention to how “emergency food” is defined. Emergency food assistance is not meant to designate routine help in meeting a family’s needs.

## Glossary of Terms and Acronyms

**Economically disadvantaged:** Meet income eligibility criteria for Medicaid or SCHIP in the state where the individual/family accessing services resides; do not have to meet other eligibility criteria.

**Emergency food:** “Emergency” food assistance is not meant to designate routine help in meeting a family’s needs. The emergency may be experienced by the family personally, such as their house burning down, or it may be experienced by the community more broadly, such as a natural disaster.

**Homebound:** Individuals unable to leave their personal residence due to disability, injury, or age; may be a short term or long term need; for example, an individual may have a broken hip that prevents them from driving for a few months but after the injury has healed they no longer require help to live independently.

**Live independently:** Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in an assisted living facility, nursing home, or group home.

**Older Adults:** Individuals age 65 or older.

<b>Measure H1</b>	Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.
<b>Definition of Key Terms</b>	<p><b>Uninsured:</b> An individual lacks insurance coverage. (This definition is consistent with the National Health Information Survey (NHIS).</p> <p><b>Economically disadvantaged:</b> Meet income eligibility criteria for Medicaid or SCHIP in the state where the individual/family accessing services resides; do not have to meet other eligibility criteria.</p> <p><b>Medically underserved:</b> An individual who lives in a medically underserved area or is a member of a medically underserved population, as defined by HHS. HHS makes these designations to identify areas and population groups with a shortage of primary care health services. The criteria for these designations include indicators of health status, ability to pay for and access to health services, and availability of health professionals. (per the Public Health Service Act, 42 U.S.C. 254b(b)(3)). Programs may also provide justification for other medically underserved populations.</p> <p><b>Healthcare services:</b> Accessible, comprehensive, continuous, and coordinated care to preserve health and prevent, treat or manage disease or infirmity, provided and consistently available in the context of family and community.</p> <p><b>Preventive health care services:</b> Preventive health behavior is "any activity undertaken by an individual who (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246).</p> <p><b>Primary health care:</b> The concept of primary health care was defined by the World Health Organization in 1978 as both a level of health service delivery and an approach to health care practice. Primary care, as the provision of essential health care, is the basis of a health care system. This is in contrast to secondary health care, which is consultative, short term, and disease oriented for the purpose of assisting the primary care practitioner.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Count unduplicated new individuals who actually use the preventive and primary health care services and programs, as a result of the grantee's activities.</p> <p>Grantee records that are follow-up data on clients referred to health care services and programs. Requires grantee to follow-up with client.</p>
<b>Review Notes</b>	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

<b>Measure H2</b>	Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.
<b>Definition of Key Terms</b>	<p><b>Health insurance:</b> Risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.</p> <p><b>Preventive health care services:</b> Preventive health behavior is "any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246). In the context of healthcare services this may include the provision of a range of activities such as immunizations, family planning, and health/wellness education. More broadly this includes individuals engaging in lifestyle changes (e.g., nutrition, exercise) to help mitigate risk of disease.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>The information may be delivered using methods such as individual-level interactions, group-level interactions, hotlines, clearinghouses, etc.</p> <p>Count unduplicated new individuals who are provided with information, as a result of the grantee's activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the client only once.</p> <p>Grantee reports and logs of interactions with clients.</p>

<b>Measure H3</b>	Number of clients enrolled in health insurance, health services, and health benefits programs.
<b>Definition of Key Terms</b>	<p><b>Enrolled:</b> Newly enrolled as a result of grantee activities. Clients may or may not have existing health insurance, or previous use of health services and health benefits programs.</p> <p><b>Health insurance:</b> Risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>The new unduplicated clients that were ultimately enrolled in a health insurance, health services, or health benefits program. Count each client only once. For example, enrolling a client in health insurance and then enrolling that same client in a health service would count as one client.</p> <p>Grantee records or data (application and follow-up) on client enrollment and health insurance status.</p>

<b>Measure H4</b>	Number of clients participating in health education programs.
<b>Definition of Key Terms</b>	<b>Health education program:</b> “Any planned combination of learning experiences designed to predispose, enable, and reinforce voluntary behavior conducive to health in individuals, groups or communities.” (Green, LW and Kreuter, MW. <i>Health Promotion Planning: An Educational and Ecological Approach</i> , 3rd ed. Mountain View, CA: Mayfield Publishing Company; 1999.) An educational process by which the public health system conveys information to the community regarding community health status, health care needs, positive health behaviors and health care policy issues. (National Public Health Performance Standards Project.)
<b>How to Calculate/ Measure/ Collect Data</b>	Count unduplicated new clients who participate in the grantee’s health education program. If the health education program has multiple sessions, topics, etc., count the client once. Do not count clients by number of sessions. For example, if a health education program meets once a month for one year, and has 12 participants who complete, then only report 12 (not 144). Grantee collects data on clients attending each session. Logs, case management systems, etc.

<b>Measure H5</b>	Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity.
<b>Definition of Key Terms</b>	Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement. Physical education activities must be in addition to regular activities that would have been provided by the school or afterschool program (cannot supplant existing activities). One goal of the physical activity should be to reduce or prevent childhood obesity.
<b>How to Calculate/ Measure/ Collect Data</b>	Count of the number of children actively participating in the activities. Not just the number enrolled or even the number attending, but rather the number who engage in the activities. Count each child only once.
<b>FAQs</b>	<i>E26. Can summer programs select the H5 performance measure?</i>  The H5 output could apply to summer programming, provided the programming meets the criterion of being in addition to regular activities that would have been provided by the school or camp during the summer term. This interpretation is the same as ED27A and ED27B above.

<b>Measure H6</b>	Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity.
<b>Definition of Key Terms</b>	Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement.  Nutrition education must be in addition to what they would have regularly received as part of planned school curriculum or afterschool activity (cannot supplant existing activities). The education should be appropriate to the grade level.
<b>How to Calculate/ Measure/ Collect Data</b>	Count of the number of children attending the nutrition education sessions. If delivered to a classroom, count the number of children in attendance that day (not the enrollment of children in the classroom). Every effort should be made to count each child only once. If the nutrition education program includes multiple topics or sessions, count each child once.

<b>Measure H7</b>	Number of clients receiving language translation services at clinics and in emergency rooms.
<b>Definition of Key Terms</b>	<p><b>Clinic:</b> Any medical facility or establishment where medical services are provided, and where more than one medical specialty is practiced. This may include public health clinics, hospitals, etc.</p> <p><b>Emergency rooms:</b> Located in hospitals or care facilities and handle cases that require immediate attention.</p> <p><b>Translation:</b> Includes both written and verbal, interpretive services to help patients not fluent in English writing and/or speaking better communicate their medical needs and understand their medical instructions.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Count unduplicated new clients who receive the language translation services. If an encounter involves more than one person (e.g., family members), count each individual separately.</p> <p>Grantee collects data on clients who received translation services at clinics or emergency rooms. Logs, case management systems, etc.</p>

<b>Measure H8</b>	Number of older adults or individuals with disabilities receiving food, transportation, or other services that allow them to live independently.
<b>Definition of Key Terms</b>	<p><b>Older Adults:</b> Individuals age 65 or older.</p> <p><b>Individual with a Disability:</b> An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.</p> <p><b>Receiving food, transportation, or other services:</b> Individual should receive the supports needed to maintain independent living; not all individuals will require the same supports; may include food deliveries, legal and medical services, nutrition information, transportation, etc.</p> <p><b>Live independently:</b> Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in a nursing home or group home.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes. Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of reducing social isolation.</p> <p>Count number of qualifying individuals as defined above who receive the service. Each individual should be counted only once. If two eligible individuals live at the same address, they should both be counted. If an eligible individual lives with someone else who is not eligible, the non-eligible individuals in the household should not be counted. Each individual should be counted only once during the program year even though most individuals are likely to need on-going support.</p> <p>Grantees need to develop a tracking system to record the number of individuals receiving companionship services.</p>

<b>Measure H9</b>	Number of older adults or individuals with disabilities who reported having increased social ties/perceived social support.
<b>Definition of Key Terms</b>	<p><b>Older Adults:</b> Individuals age 65 or older.</p> <p><b>Individual with a Disability:</b> An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.</p> <p><b>Social ties/perceived social support:</b> Relationships with other people and/or the belief that these people will offer (or have offered) effective help during times of need.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes. Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of reducing social isolation.</p> <p>Programs should collect data for this measure from surveys of the older adults/individuals with disabilities who received companionship services or a survey of a family member or caseworker for those unable to respond to a survey themselves.</p> <p>Grantees are encouraged to use the University of Michigan’s Health and Retirement Study Survey which is available free of charge. The link to the resource is listed below. The University of Michigan Health and Retirement Study (HRS) surveys more than 22,000 Americans over the age of 50 every two years. Supported by the National Institute on Aging (NIA U01AG009740) and the Social Security Administration, the HRS is a large-scale longitudinal project that studies the labor force participation and health transitions that individuals undergo toward the end of their work lives and in the years that follow. Health and Retirement Study data products are available without cost to researchers and analysts; certain Conditions of Use apply. Registration is required in order to download files.  HRS <a href="http://hrsonline.isr.umich.edu/index.php">http://hrsonline.isr.umich.edu/index.php</a></p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs.</p>

<b>Measure H10</b>	Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.
<b>Definition of Key Terms</b>	<b>Emergency food:</b> “Emergency” food assistance is not meant to designate routine help in meeting a family’s needs. The emergency may be experienced by the family personally, such as their house burning down, or it may be experienced by the community more broadly, such as a natural disaster.
<b>How to Calculate Measure/Collect Data</b>	Count of unduplicated individuals for whom the distributed food is intended. Should only be counted the first time they are served.
	All members of a family should be counted. For example, if the food is given to an individual to bring home to a family of “4” including the individual, then the count is “4” rather than “1”. Client tracking database or tracking form.

<b>Measure H11</b>	Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.
<b>Definition of Key Terms</b>	<p><b>Long-term hunger:</b> refers to the USDA’s definition of “low food security” or “very low food security” See <a href="http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels">http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels</a></p> <p><b>Support, services, education, or referrals:</b> helps qualifying individuals access food, provides nutritional services, education and life skills to alleviate the food insecurity experienced by the individual/family. May include community garden programs.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes. Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of alleviating hunger.</p> <p>Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</p> <p>Count of unduplicated individuals receiving the support, services, education or referrals as a result of the grantee’s activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the individual only once. Only count individuals directly engaged in the service.</p> <p>Grantee client tracking database or tracking forms or logs of interactions with clients.</p>
<b>Other Notes</b>	Programs may not focus their services solely on providing referrals to Federal assistance programs.

<b>Measure H12</b>	Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services.
<b>Definition of Key Terms</b>	<b>Food security:</b> “Access at all times to enough food for an active, healthy life for all household members. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (e.g., without resorting to emergency food supplies, scavenging, stealing, or other coping strategies).” USDA, <a href="http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels">http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels</a>
<b>How to Calculate Measure/Collect Data</b>	<p>Data collection for H12 will be based on a survey of the adult family member who received the food services. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs.</p> <p>Survey questions could be modeled after those used to assess household food security for the Department of Agriculture Food and Nutrition Service. The Household Food Security Survey is administered annually as a supplement to the Monthly Current Population Survey conducted by the U.S. Census Bureau. The questionnaire includes about conditions and behaviors known to characterize households having difficulty meeting basic food needs.</p> <p>The report on Household Food Security in the United States (2007) measures the food security status of households by determining “the number of food-insecure conditions and behaviors the household reports. Households are classified as <i>food secure</i> if they report no food insecure conditions or if they report only one or two food-insecure conditions. (Food-insecure conditions are indicated by responses of “often” or “sometimes” to questions 1-3 and 11-13, “almost every month” or “some months but not every month” to questions 5, 10, and 17, and “yes” to the other questions.) They are classified as <i>food insecure</i> if they report three or more food-insecure conditions.” The referenced question items can be found in the report: <a href="http://www.ers.usda.gov/Publications/ERR66/ERR66b.pdf">www.ers.usda.gov/Publications/ERR66/ERR66b.pdf</a></p> <p><b>Two different approaches to administering the survey could be used.</b></p> <p><b>(1) “Pre/post” questionnaire.</b> The same questionnaire would be administered to the adult family member at the beginning of the education/training program. The questionnaire would ask about the food security of the adults and children in the household. The same questionnaire would be administered three to six months after completion of the education/training.</p> <p><b>(2) Post-program questionnaire only.</b> Three to six months after completion of receiving the education/training, a questionnaire would be administered to the adult family member asking about a) the current level of food security of the adults and children in the household and b) their level of food security prior to receiving the service. The questions would address the same topics as those in the pre/post questionnaire but reworded to ask separately about current and prior food security.</p> <p>Survey responses can be analyzed to calculate the differences in the number and percent of respondents who reported being food insecure prior to receiving the service and after receiving the service. Each individual should be surveyed only once regardless of the number or type of different services (e.g., education/training, counseling) received during the year.</p>

<p><b>FAQs</b></p>	<p><b><i>E27. Can summer programs select the H12 performance measure? [Updated 11/20/14]</i></b></p> <p>The H12 outcome measure is specifically about long-term food security, so it would not apply to summer programs that are filling a summer gap. Filling a summer gap would not translate to increased food security a few months out. If you are a summer program working on this issue, you can create and enter your own applicant-determined measure.</p> <p><b><i>E28. Is H12 limited only to education activities?</i></b></p> <p>H12 is not limited to activities that are educational in nature.</p>
--------------------	--

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.	Food Assistance
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.”	10 percent of families in our community report experiencing food insecurity within the past 12 months due to emergencies.
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.	Emergency Food Distribution
Description of Interventions	Describe the design and dosage of the interventions	Four 300-hour members in the Food Depot Nutrition Program provide support

	you have selected.	services and case management with the local food bank.
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 individuals receiving emergency food from food banks/other organizations
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.	Client Database, Tracking Form
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 is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.	Client database maintained via quarterly reports submitted by the ABC Food Depot's partner agencies are documented through quarterly reports submitted to the ABC Food Depot and stored in order to be able to track aggregate numbers reached. Tracking form is used for ABC Food Depot food pantry to track food donations as well as lbs of food distributed to individuals in need. The client database and tracking form will only count individuals for whom the distributed food is intended, the first time they are served. During the quarterly report

	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.	review we will ensure that beneficiaries are only counted once. The client database and tracking form will distinguish individuals visiting the food banks for routine help vs. individuals with true emergency food assistance needs, such as their house burning down, a natural disaster, etc.
Target #	The number of beneficiaries described in the output title. Targets must be numbers, not percents.	1,000
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.)	Individuals
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 individuals that reported increased food security
Select Method	Select the data collection method you will use to measure the outcome. If the National Performance	Standardized Pre-Post Test

	Measure(s) you have selected require a specific instrument, you must select that instrument.	
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.	The standardized pre-post test will be distributed to individuals receiving community meals and other wrap-around services. The test will include questions from the USDA’s Household Food Security Survey. Individuals will be classified as “food secure” if they report two or fewer food insecure conditions. Additionally, it will assess increase in knowledge of where to access needed food assistance services, support services to end long-term hunger, participation in food assistance programs such as SNAP, use and benefit of referral services to end hunger. The post-test will occur 3 to 6 months after the first one. Individuals must visit ABC Food Depot or one of its partner agencies to receive a meal and/or other education session about wrap-around services at least twice in order to be counted.
Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	700
Unit of Measure	The unit of measure specified	Individuals

	<p>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.)</p>	
--	---	--

# VETERANS AND MILITARY FAMILIES

<b>Measure V1</b>	Number of veterans that received CNCS-supported assistance.
<b>Definition of Key Terms</b>	<p><b>Veteran:</b> “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,  <a href="http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf">http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</a></p> <p><b>CNCS-supported assistance:</b> 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"> <li>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</li> <li>• 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.</li> <li>• Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</li> <li>• Assist veterans with access to educational benefits and services.</li> <li>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</li> <li>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</li> <li>• Assist veterans with access to employment benefits and services.</li> <li>• 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.</li> <li>• Assist veterans and active-duty military to access state and federal benefits.</li> <li>• Promote efforts within a community to serve the needs of veterans and active-duty military.</li> <li>• Assist veterans to file benefits claims.</li> <li>• Mentor military children.</li> <li>• Develop mentoring relationships between veterans and economically disadvantaged students.</li> <li>• Assist veterans with transportation.</li> <li>• Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</li> <li>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</li> </ul> <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>

<b>How to Calculate Measure/Collect Data</b>	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.
--	---

<b>Measure V2</b>	Number of veterans engaged in service opportunities as a National Service Participant or volunteer
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> See definition under V1.</p> <p><b>Engaged in:</b> 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><b>Service opportunities:</b> 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>
<b>How to Calculate Measure/Collect Data</b>	<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>
<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 V3</b>	Number of veterans assisted in pursuing educational opportunities.
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> See definition under V1.</p> <p><b>Assisted in:</b> Does not include educational counseling or referrals; service must result in enrollment of veteran in an educational program.</p> <p><b>Pursuing educational opportunities:</b> Enrollment in GED, post-secondary programs, proprietary schools, certification programs (including on-line educational opportunities) as indicated in the GI Bill  <a href="http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL">http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL</a> and at institutions approved by the Dept. of Veterans Affairs  <a href="http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do">http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do</a></p>
<b>How to Calculate Measure/Collect Data</b>	<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>

<b>Measure V4</b>	Number of veterans assisted in receiving professional certification, licensure, or credentials.
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> see definition under V1.</p> <p><b>Assisted in:</b> Helping the veteran stay in school, earn passing grades, and achieve the certification, licensure, credentials, or degree.</p> <p><b>Receiving professional certification, licensure, credentials:</b> licensing board, degree granting authority, credentialing organization, etc. certifies that the veteran has successfully completed their educational program.</p>
<b>How to Calculate Measure/Collect Data</b>	<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>

<b>Measure V6</b>	Number of housing units developed, repaired, or otherwise made available for veterans.
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> See definition under V1.</p> <p><b>Housing unit:</b> 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><b>Develop:</b> 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><b>Repair:</b> 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><b>Otherwise made available:</b> Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable.</p>
<b>How to Calculate Measure/Collect Data</b>	<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>

<b>Measure V7</b>	Number of family members of active duty military service members that received CNCS-supported assistance.
<b>Definition of Key Terms</b>	<p><b>Active duty military service member:</b> 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. <a href="http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf">http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf</a>). CNCS considers <b>National Guard members and reservists</b> and <b>wounded warriors</b> sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p><b>Family members:</b> 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><b>CNCS-supported assistance:</b> 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"> <li>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</li> <li>• 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.</li> <li>• Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</li> <li>• Assist veterans with access to educational benefits and services.</li> <li>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</li> <li>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</li> <li>• Assist veterans with access to employment benefits and services.</li> <li>• 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.</li> <li>• Assist veterans and active-duty military to access state and federal benefits.</li> <li>• Promote efforts within a community to serve the needs of veterans and active-duty military.</li> <li>• Assist veterans to file benefits claims.</li> <li>• Mentor military children.</li> <li>• Develop mentoring relationships between veterans and economically disadvantaged students.</li> <li>• Assist veterans with transportation.</li> <li>• Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</li> </ul> <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p><b>How to Calculate Measure/Collect Data</b></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>

<b>Measure V8</b>	Number of veterans' family members that received CNCS-supported assistance.
<b>Definition of Key Terms</b>	<p><b>Veteran:</b> “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,  <a href="http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf">http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</a></p> <p><b>Family members:</b> Immediate family members related by blood, marriage, or adoption to a veteran of the U.S. armed forces, including one who is deceased.</p> <p><b>CNCS-supported assistance:</b> 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><b>CNCS-supported assistance:</b> 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"> <li>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</li> <li>• 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.</li> <li>• Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</li> <li>• Assist veterans with access to educational benefits and services.</li> <li>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</li> <li>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</li> <li>• Assist veterans with access to employment benefits and services.</li> <li>• 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.</li> <li>• Assist veterans and active-duty military to access state and federal benefits.</li> <li>• Promote efforts within a community to serve the needs of veterans and active-duty military.</li> <li>• Assist veterans to file benefits claims.</li> <li>• Mentor military children.</li> <li>• Develop mentoring relationships between veterans and economically disadvantaged students.</li> <li>• Assist veterans with transportation.</li> <li>• Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</li> <li>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</li> </ul>

	<p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p><b>How to Calculate Measure/Collect Data</b></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>

<b>Measure V9</b>	Number of active duty military service members that received CNCS-supported assistance.
<b>Definition of Key Terms</b>	<p><b>Active duty military service member:</b> 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. <a href="http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf">http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf</a>). CNCS considers <b>National Guard members and reservists</b> and <b>wounded warriors</b> sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p><b>CNCS-supported assistance:</b> 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"> <li>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</li> <li>• 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.</li> </ul> <p>Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</p> <p>Assist veterans with access to educational benefits and services.</p> <p>Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</p> <p>Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</p> <p>Assist veterans with access to employment benefits and services.</p> <p>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.</p> <p>Assist veterans and active-duty military to access state and federal benefits.</p> <p>Promote efforts within a community to serve the needs of veterans and active-duty military.</p> <p>Assist veterans to file benefits claims.</p> <p>Mentor military children.</p> <p>Develop mentoring relationships between veterans and economically disadvantaged students.</p> <p>Assist veterans with transportation.</p> <p>Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</p> <p>Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</p> <p>Assistance cannot simply be referrals to federal services without supplementary</p>

	assistance.
<b>How to Calculate Measure/Collect Data</b>	<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>

<b>Measure V10</b>	Number of military family members engaged in service opportunities as a National Service Participant or volunteer
<b>Definition of Key Terms</b>	<p><b>Military family members:</b> 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><b>Active duty military service member:</b> See definition under V7.</p> <p><b>Engaged in:</b> 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><b>Service opportunities:</b> 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>
<b>How to Calculate Measure/Collect Data</b>	<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>
<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).

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.	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

# CAPACITY BUILDING

## Goal 3 Capacity Building Performance Measures

Through Goal 3 of the 2011-2015 Strategic Plan, CNCS seeks to strengthen its collective capacity and that of the national service network to measure performance and evaluate program outcomes and impact. National service has always been a vehicle for public-private partnership through match requirements and strategies requiring local collaboration to receive our resources.

The performance measures herein are intended to measure the impact of capacity building activities that leverage private investment in community solutions. These capacity building activities may be provided by national service participants working through our grantees and programs.

Examples of both planning and implementation of capacity building activities are included in a *Strategic Plan Framework for Capacity Building* companion document that is available at the National Service Knowledge Network, <https://www.nationalserviceresources.gov/>. That framework, and the standard National Performance Measures for capacity building included in this document, should not be construed to represent the full universe of activities that could be associated within a given area of capacity building.

As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. To determine whether assigned national service participants' activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

- 1) Be intended to support or enhance the program delivery model.
- 2) Respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
- 3) Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

## **Definition of Key Terms**

**Aligned Outcome Measures:** AmeriCorps programs are required to have at least one outcome measure aligned with each output measure they select. The opt-in rules (in blue boxes before the measures) provide guidance to applicants by indicating the required or recommended pairing, or alignment, of output and outcome measures. The rules also denote any constraints that may apply to reporting of performance measurement data to CNCS.

**Applicant-Determined Performance Measure:** Output and outcome measures that are identified by the program (vs. pre-determined national performance measures).

**Capacity Building:** A set of activities that expand the *scale, reach, efficiency, or effectiveness* of programs and organizations. Activities may also *leverage resources* for programs and/or organizations. For example, capacity building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve *lasting positive outcomes for the beneficiary populations* served by CNCS-supported organizations.

**CNCS' six Focus Areas:** The 2009 Serve America Act directs CNCS to focus national service on a core set of six priority issue areas, as follows: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

**CNCS-Supported Organization:** Comprises a) organizations that have national service participants (AmeriCorps, VISTA and NCCC members, Senior Corps volunteers and Learn and Serve participants) and, b) organizations that receive CNCS funding. This may include K-12 local education agencies, state health agencies, other non-federal government agencies, tribes and tribal governments, tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code, grantees and their sub grantees, and partner organizations with which the aforementioned organizations have developed formal collaborations and whose mission supports CNCS issue areas.

**Community Volunteer:** Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

**Direct Service:** Within the context of our framework, direct service refers to any form of assistance provided directly to the individuals, targeted groups and communities that make up the beneficiary population. For example, direct service may entail face-to-face housing assistance, tutoring, or disaster response services. Direct service may also entail hands-on environmental improvements performed by national service participants.

**Effectiveness:** Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.

**Efficiency:** Improved outcomes with the same level of resources; improved or consistent quality of services with fewer resources.

**Indirect Service:** Within the context of our framework, indirect service refers to the provision of skills, abilities, knowledge, and efforts to support a program or organization in fulfilling its primary mission, obligations and programming. For example, indirect services do not involve the one-to-one provision of benefits between a national service participant and a member of the beneficiary community. Indirect services are capacity building activities provided by the national service participants to affect institutional change within CNCS-supported organizations with the intention of supporting or enhancing the program delivery model.

**Intermediary or Intermediary Organization:** Within the context of our framework, an intermediary or intermediary organization coordinates the fundraising, logistics, and operations for multiple partner organizations or their own service sites. The intermediary organization typically has a primary mission to strengthen partner organizations and their programs. This may include grant making organizations.

**Leveraged Resources:** Additional resources or assets garnered through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).

**National Performance Measure:** Common outputs and outcomes that are pre-determined by CNCS. For information on specific measures, see 2012 National Performance Measures: Performance Measures Instructions and National Performance Measurement Instrument Packets located at the National Service Knowledge Network: <http://nationalserviceresources.org/national-performance-measures/home>.

**National service participant:** Refers to the individuals supported by CNCS who carry out service activities. CNCS' various programs refer to people who participate in national service in different ways, e.g. AmeriCorps members, Learn and Serve America participants and Senior Corps volunteers. The broad term "national service participant" encompasses individuals in all CNCS programs. National service participants are NOT staff members of the CNCS-supported organization.

**Outcome Measures:** An assessment of the results of a program activity compared to its intended purpose (GPRA Modernization Act of 2010, SEC. 3 (h) DEFINITIONS). In the context of service, outcomes describe the intended result of carrying out a program or activity. They define an event or condition that is external to the program or activity and that is of direct importance to the intended beneficiaries and/or the public.

**Intermediate-outcomes** specify changes that have occurred in the lives of national service participants and/or beneficiaries, but are short of a significant benefit for them.

**End-outcomes** specify changes that have occurred in the lives of national service participants and/or beneficiaries that are significant and lasting. End outcomes are the long term impact of the service and may not always become evident until more than three years after the initial intervention.

**Output Measures:** The tabulation, calculation, or recording of activity or effort that can be expressed in a quantitative or qualitative manner (GPRA Modernization Act of 2010, SEC. 3 (h) DEFINITIONS). In the context of service, outputs refer to the internal activities of a program (i.e., the products and services delivered). Outputs are counts of the amount of service that national service participants (NSPs) or volunteers have completed, but do not provide information on benefits to or other changes in the lives of NSPs and/or beneficiaries.

**Scale/Reach:** The scope of a program's services. Increased scale/reach can be measures by the number of new people served, new populations served, and/ or new or expanded services.

**Supporting/Enhancing the Program Delivery Model:** Specifies that the services provided by the CNCS-supported organization or the national service participant engaged in the capacity building activity must be for the intended purpose of supporting or enhancing the CNCS-supported program delivery model. These capacity building activities cannot be solely intended to support the administration or operations of the organization.

**Sustainability:** Within the context of our framework, sustainability is a lasting outcome of the capacity building activity or intervention. This may include maintaining service after the CNCS resource is gone, maintaining enhanced or increased services after the CNCS resource is gone, or both. Sustainable projects and programs have institutional procedures, resources and processes that assure the continuation of expanded or enhanced beneficiary services.

**Underserved Populations:** Populations or groups that are specifically identified by the program as in need of program services or that currently receive inadequate service.

## Review Notes

- Unlike Goal 1 measures, the aligned capacity building measures in many cases may not have the same units of measure. (e.g., the output may measure the number of volunteers and the aligned outcome may measure the number of organizations.)
- Intermediate outcomes are organized by changes in:
  - Efficiency and Effectiveness (G3-3.3, G3-3.9 – G3-3.12)
  - Scale/Reach (G3-3.13 – G3-3.15)
  - Leverage (G3-3.16 - G3-3.17)
- End outcomes are optional for all capacity building applicants (G3-3.18, G3-3.19, and Goal 1 outcomes are examples of optional end outcomes)

## Common Issues and Points to Consider

- Any one of the below disqualifies the activity from capacity building:
  - Direct service
  - Only builds a stronger organization (i.e. activities that support the administration or operations of the organization)
  - Increased capacity only during the member service term

- Because capacity building measures are agency-wide, some of the activities may be prohibited or limited by AmeriCorps State and National requirements:
- Fundraising that is more than 10% of a member’s term (per Sec. 2520.45) and/or is unallowable (per Sec. 2520.40)
- Duplicates or displaces staff or volunteers or supplants other funding
- Violates prohibited activities (indirectly or directly)
- Note the warnings on G3-3.1, G3-3.2, G3-3.7, G3-3.8, G3-3.12, G3-3.16, and G3-3.17.
- Effective volunteer management practices are defined in the “How to Calculate Measure/Collect Data” section of the detailed description of G3-3.1 and G3-3.2, in the Performance Measures Instructions.
- Applicants that are federated networks with chapters and not stand alone 501(c)(3) organizations, would report one (1) as the number of organizations receiving capacity building services from national service participants. This is relevant for G3-3.4.
- Though an applicant may feel that capacity building (particularly volunteer management) is an integral part of the program design, the organization may not intend to or be able to track capacity building outcomes. In this case, the applicant should not opt into capacity building measures. Remember, they will have the opportunity to report the number of volunteers as a demographic.

## Agency-Wide Priority Measures

### *Strategic Plan Objective 3: Leverage community assets through public-private partnerships*

<b>Measure G3-3.1</b>	Number of community volunteers recruited by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Community volunteers:</b> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”</p> <p><b>Recruited:</b> Enlisted or enrolled as a direct result of an intentional effort to do so.</p>
<b>How to Calculate Measure/ Collect Data</b>	<p>Only count community volunteers that were specifically recruited by the CNCS-supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer.</p> <p>The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.</p> <p>The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization or the national service participant during the program</p>
	<p>year. Applicants/grantees should control for double counting or select the measure that best fits your program model.</p> <p>Report a separate count of community volunteers recruited for each of the six Focus Areas.</p>

<b>Other Note</b>	National service participants may not recruit volunteers to do activities that they themselves are prohibited from doing, including but not limited to managing the CNCS-supported projects/grants or community organizing intended to promote advocacy activities.
<b>Review Notes</b>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p>

<b>Measure G3-3.2</b>	Number of community volunteers managed by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Community volunteers:</b> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”</p> <p><b>Managed:</b> Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization or national service participant in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Only count community volunteers that were specifically managed of the CNCS-supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a managed volunteer.</p> <p>The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.</p> <p>The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization or the national service participant during the program year. Applicants/grantees should control for double counting or select the measure that best fits your program model.</p> <p>Report a separate count of community volunteers managed for each of the six Focus Areas.</p>
<b>Other Note</b>	National service participants may not manage volunteers in doing activities that they themselves are prohibited from doing, including but not limited to managing the CNCS-supported projects/grants or community organizing intended to promote advocacy activities.

<b>Review Notes</b>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p>
---------------------	--

<b>Measure G3-3.3</b>	Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Volunteer management:</b> A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community. Examples of volunteer management practices include but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of volunteer manual/training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs*, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities, such as award ceremonies, for volunteers*, annual measurement of volunteer impact, training and professional development for volunteers*, and training for paid staff in working with volunteers.</p> <p>* These practices correlate strongest to volunteer retention according to a 2004 study by the Urban Institute, “Volunteer Management Capacity in America’s Charities and Congregations: A Briefing Report.”</p> <p>Additional resources on effective volunteer management practices are available at the National Service Knowledge Network:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.nationalservicerresources.org/via">http://www.nationalservicerresources.org/via</a> <a href="http://www.nationalservicerresources.org/ep-vol-man">http://www.nationalservicerresources.org/ep-vol-man</a></li> </ul>
<b>How to Calculate/ Measure/ Collect Data</b>	<p>Only volunteer management practices implemented specifically as a result of capacity building activities provided by the CNCS-supported organization or national service participant(s) intended to support or enhance the program delivery model may be counted.</p> <p>Count of three or more effective volunteer management practices from the examples listed in the above definition, or included in the certification standards of an accredited volunteer administration program such as the Council for Certification in Volunteer Administration or university-based program, that were implemented by the CNCS-supported organization or national service participant(s). Each practice should support at least one of eight steps or functions for effectively managing volunteers as defined in the report “Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector.”</p> <ol style="list-style-type: none"> <li>1. Market Research and Community Needs Assessments</li> <li>2. Strategic Planning to Maximize Volunteer Impact</li> <li>3. Recruiting and Marketing to Prospective Volunteers</li> </ol>

	<p>4. Interviewing, Screening, and Selecting Volunteers  5. Orienting and Training Volunteers  6. Ongoing Supervision and Management  7. Recognition and Volunteer Development  8. Measuring Outcomes and Evaluating the Process</p> <p><i>Source: Corporation for National and Community Service, 2007, page 4.</i>  <a href="http://www.nationalservice.gov/pdf/07_0719_volunteering_reinvented.pdf">http://www.nationalservice.gov/pdf/07_0719_volunteering_reinvented.pdf</a></p> <p>Report a separate count of volunteer management practices implemented for each of the six Focus Areas. If the volunteer management practices do not fall solely within one focus area, for example the NSP manages volunteers for that organization’s housing program and health program, applicants should report this count under the focus area in which it operates its primary program.</p> <p>Organizations must use a pre-post organizational assessment tool that measures capacity in the area of volunteer management, and that includes questions related to the organization’s volunteer management practices. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool. Alternatively, the applicant/grantee may choose to use a volunteer management tracking log or system to collect these data.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity.</p>
<p><b>PO Review Note</b></p>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p>

<b>Measure G3-3.4</b>	Number of organizations that received capacity building services from CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<b>CNCS-supported organizations:</b> Comprises a) organizations that have national service participants (AmeriCorps, VISTA and NCCC members, Senior Corps volunteers and Learn and Serve participants), and b) organizations that receive CNCS funding. This may include K-12 local education agencies, state health agencies, tribes, tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code, grantees and their sub grantees, and partner organizations with which the aforementioned organizations have developed formal collaborations and whose mission supports CNCS issue areas.
<b>How to Calculate Measure/Collect Data</b>	Count of the total number of organizations that received capacity building activities intended to support or enhance the program delivery model from CNCS-supported organization or national service participants. The activities must meet the criteria for capacity building described in the Goal Overview section of the document. It is the applicant/grantee's responsibility to ensure the capacity building activities meet the criteria provided in these definitions.
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.5</b>	Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Staff:</b> Paid or unpaid employees of the CNCS-supported organization. National Service Participants are NOT considered staff members of the CNCS-supported organization.</p> <p><b>Community Volunteer:</b> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”</p> <p><b>Training:</b> An <u>organized activity</u> aimed at <u>imparting information</u> and/or <u>instructions</u> to <u>improve the training recipient's performance</u> or to help him or her attain a <u>required level of knowledge or skill</u>.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Count the number of individual staff members who received training that was developed, organized or delivered by the CNCS-supported organization or national service participant. The training received should be intended to support or enhance the program delivery model. Count each staff member once, even if they receive multiple types of training.</p> <p>At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other units of service required to complete the activity and/or achieve results. When reporting on this performance measure, the grantee should only count the number of service beneficiaries who met or received that minimum by the end of the year.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.6</b>	Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<b>Community Assessment:</b> Involves comprehensive information gathering, analysis and documentation to understand a community's concerns, effectively characterize its needs and respond with appropriate interventions. Discovering those things that matter to the community, what issues the community feels are most important to address, and what resources are available to bring about change may be accomplished through interviews with community members, and by conducting listening sessions, public forums, and other place-based research, resulting in an assessment (or profile) of the community that helps identify and prioritize critical issues and plan future interventions.

<p><b>How to Calculate Measure/Collect Data</b></p>	<p>Count of organizations that received capacity building assistance from the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model, that reported having completed a community assessment containing goals and recommendations.</p> <p>At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other level of assistance required in order to determine that the assistance provided by the CNCS-supported organization or assigned national service participant was substantive and instrumental in completing the activity and/or achieving results. Applicants/grantees may define the level of assistance as including but not being limited to: coordinating the community assessment effort on behalf of the community and local organization; serving as the primary point of contact and liaison for all stakeholders involved in the community assessment effort; researching the community history, assets, issues, barriers, resources, goals etc. through document review, interviews, focus groups, etc., and/or writing or significantly contributing to the community assessment documentation.</p> <p>Applicants are encouraged to use an established framework for conducting the community assessment. The framework should address the following core elements of a community assessment, as outlined by the Community Tool Box:</p> <ol style="list-style-type: none"> <li>1. Describe the makeup and history of the community to provide a context within which to collect data on its current concerns.</li> <li>2. Describe what matters to people in the community.</li> <li>3. Describe what matters to key stakeholders.</li> <li>4. (For each candidate problem/goal) Describe the evidence indicating whether the problem/goal should be a priority issue.</li> <li>5. Describe the barriers and resources for addressing the identified issue(s).</li> <li>6. (Based on the assessment) Select and state the priority issue (or issues) to be addressed by the group.</li> </ol> <p>Additional tools, examples and how-to information for assessing community needs and resources can be found on the Community Tool Box website: <a href="http://ctb.ku.edu/en/dothework/tools_tk_2.aspx">http://ctb.ku.edu/en/dothework/tools_tk_2.aspx</a></p>
<p><b>PO Review Note</b></p>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p>

<b>Measure G3-3.7</b>	Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Hours of service:</b> Consists of all the hours that recruited community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities (see <i>Other Note</i> below).</p> <p><b>Community volunteers:</b> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”</p> <p><b>Recruited:</b> Enlisted or enrolled as a direct result of an intentional effort to do so.</p>

<p><b>How to Calculate Measure/Collect Data</b></p>	<p>The count of hours served must include only those hours served by volunteers included in the count of community volunteers recruited by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity (measured in G3-3.1). This should be an unduplicated count of hours served by each recruited community volunteer during the program year.</p> <p>The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.</p> <p>Applicants/grantees may count both GAAP services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. GAAP stands for Generally Accepted Accounting Principles.</p> <ul style="list-style-type: none"> <li>• Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for.</li> <li>• Volunteer services come from individuals that would not normally charge for their time and skills they donate.</li> </ul> <p>Report a separate count of hours served by recruited community volunteers for each of the six Focus Areas. If the service hours contributed by community volunteers do not fall neatly within one focus area, applicants should report this count under the focus area in which it operates its primary program.</p>
---	---

<p><b>Other Note</b></p>	<p>The count of hours may not include time spent on activities that are outside the scope of allowable activity for Members and community volunteers, i.e. time spent doing activities that national service participants are prohibited from doing themselves. The following activities are prohibited in § 2520.65 AmeriCorps subtitle C programs:</p> <p>(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:</p> <ol style="list-style-type: none"> <li>(1) Attempting to influence legislation;</li> <li>(2) Organizing or engaging in protests, petitions, boycotts, or strikes;</li> <li>(3) Assisting, promoting, or deterring union organizing;</li> <li>(4) Impairing existing contracts for services or collective bargaining agreements;</li> <li>(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;</li> <li>(6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;</li> <li>(7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;</li> <li>(8) Providing a direct benefit to— <ol style="list-style-type: none"> <li>(i) A business organized for profit;</li> <li>(ii) A labor union;</li> <li>(iii) A partisan political organization;</li> <li>(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and</li> <li>(v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;</li> </ol> </li> <li>(9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;</li> <li>(10) Providing abortion services or referrals for receipt of such services; and</li> <li>(11) Such other activities as CNCS may prohibit.</li> </ol> <p>(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.</p>
--------------------------	--

<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
-----------------------	---

<b>Measure G3-3.8</b>	Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Hours of service:</b> Consists of all the hours that managed community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities (see <i>Other Note</i> below).</p> <p><b>Community volunteers:</b> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”</p> <p><b>Managed:</b> Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization or national service participant in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.</p>

<p><b>How to Calculate Measure/Collect Data</b></p>	<p>The count of hours served must include only those hours served by volunteers included in the count of community volunteers managed by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity (measured in G3-3.2) . This should be an unduplicated count of hours served by each managed community volunteer during the program year.</p> <p>The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.</p> <p>Applicants/grantees may count both GAAP services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. GAAP stands for Generally Accepted Accounting Principles.</p> <ul style="list-style-type: none"> <li>• Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for. Volunteer services come from individuals that would not normally charge for their time and skills they donate.</li> </ul> <p>Report a separate count of hours served by managed community volunteers for each of the six Focus Areas. If the service hours contributed by community volunteers do not fall neatly within one focus area, applicants should report this count under the focus area in which it operates its primary program.</p>
---	---

<p><b>Other Note</b></p>	<p>The count of hours may not include time spent on activities that are outside the scope of allowable activity for Members and community volunteers, i.e. time spent doing activities that national service participants are prohibited from doing themselves. The following activities are prohibited in § 2520.65 AmeriCorps subtitle C programs:</p> <p>(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:</p> <ol style="list-style-type: none"> <li>(1) Attempting to influence legislation;</li> <li>(2) Organizing or engaging in protests, petitions, boycotts, or strikes;</li> <li>(3) Assisting, promoting, or deterring union organizing;</li> <li>(4) Impairing existing contracts for services or collective bargaining agreements;</li> <li>(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;</li> <li>(6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;</li> <li>(7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;</li> <li>(8) Providing a direct benefit to— <ol style="list-style-type: none"> <li>(i) A business organized for profit;</li> <li>(ii) A labor union;</li> <li>(iii) A partisan political organization;</li> <li>(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and</li> <li>(v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;</li> </ol> </li> <li>(9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;</li> <li>(10) Providing abortion services or referrals for receipt of such services; and</li> <li>(11) Such other activities as CNCS may prohibit.</li> </ol> <p>(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.</p>
--------------------------	--

<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
-----------------------	---

<b>Measure G3-3.9</b>	Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient
<b>Definition of Key Terms</b>	<b>More efficient:</b> Improved outcomes with the same level of resources, or improved or consistent quality of services with fewer resources.
<b>How to Calculate Measure/Collect Data</b>	<p>Count of the number of organizations reporting that their organization is now more efficient as a result of the new capacity. The organizations included in the count should conform to what CNCS considers capacity building activities to be and not to be as defined in the Goal Overview section of this document. It is the applicant/grantee’s responsibility to ensure the activities performed by the CNCS-supported organization or national service participant(s) meet the eligibility requirements provided in these definitions.</p> <p>Organizations must use a pre-post organizational assessment tool to measure sustained changes in efficiency within the organization. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. Applicants/grantees should select a tool that includes questions that measure the areas of efficiency in which the organization seeks to improve, and that are intended to support or enhance the program delivery model. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>See National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.10</b>	Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective
<b>Definition of Key Terms</b>	<b>More effective:</b> Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.
<b>How to Calculate Measure/Collect Data</b>	<p>Count of the number of organizations reporting that their organization is now more effective as a result of the new capacity. The organizations included in the count should conform to what CNCS considers capacity building activities to be and not to be as defined in the Goal Overview section of this document. It is the applicant/grantee's responsibility to ensure the activities performed by the CNCS-supported organization or national service participant(s) meet the eligibility requirements provided in these definitions.</p> <p>Organizations must use a pre-post organizational assessment tool to measure sustained changes in effectiveness within the organization. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. Applicants/grantees should select a tool that includes questions that measure the areas of effectiveness in which the organization seeks to improve, and that are intended to support or enhance the program delivery model. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalservicerresources.gov/">https://www.nationalservicerresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.11</b>	Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Business processes:</b> A collection of related, structured activities or tasks that produce a specific service or product (serve a particular goal) for a particular customer or customers.</p> <p><b>Enhancements:</b> New features and functions or significant improvements made to existing systems or processes that improve efficiency and productivity or provide new capabilities that were not previously possible in support of the program delivery model.</p>
<b>How to Calculate Measure/ Collect Data</b>	Count of new and enhanced systems and business processes at organizations as a result of capacity building activities provided by the CNCS-supported organization or the national service participant(s) intended to support or enhance the program delivery model. Count each system or process only once. Do not count upgrades to new systems or processes already included in the count.
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.12</b>	Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Monitor progress:</b> Having a systematic process for collecting data and tracking outputs and outcomes related to goals and recommendations identified in the assessment.</p> <p><b>Community Assessment:</b> Involves comprehensive information gathering, analysis and documentation to understand a community's concerns, effectively characterize its needs and respond with appropriate interventions. Discovering those things that matter to the community, what issues the community feels are most important to address, and what resources are available to bring about change may be accomplished through interviews with community members, and by conducting listening sessions, public forums, and other place-based research, resulting in an assessment (or profile) of the community that helps identify and prioritize critical issues and plan future interventions.</p>

<p><b>How to Calculate Measure/Collect Data</b></p>	<p>Count of organizations that received capacity building assistance from the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model, reporting that: they have completed a community assessment; their organization identified goals as a part of that process, and they have continued monitoring their progress toward those goals at the time of reporting.</p> <p>At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other level of assistance required in order to determine that the assistance provided by the CNCS-supported organization or assigned national service participant was substantive and instrumental in completing the activity and/or achieving results. Applicants/grantees may define the level of assistance as including but not being limited to: establishing a performance management systems and processes, creating evaluation instruments, and/or developing a reporting template for the organization to monitor progress against the goals identified in the community assessment.</p> <p>Organizations must use a pre-post organizational assessment tool that includes questions related to the organization’s capacity to monitor and evaluate goals and objectives. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.</p>
<p><b>Other Note</b></p>	<p>AmeriCorps State and National requirements that pertain to allowable capacity building activities (45 CFR 2520.30) stipulate that AmeriCorps capacity building activity must not include tasks that have to do with managing the CNCS-supported projects/grants such as measuring the impact of the AmeriCorps program.</p>
<p><b>PO Review Note</b></p>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p>

<b>Measure G3-3.13</b>	Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
<b>Definition of Key Terms</b>	<b>Additional activities/program outputs:</b> Can include any capacity building activities or outputs that have been completed or produced, such as the number of community outreach meetings coordinated, communication tools developed, manuals written, trainings piloted, etc., which is more than what the organization could have completed or produced absent the capacity building services.
<b>How to Calculate Measure/Collect Data</b>	<p>Only additional activities and program outputs specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted.</p> <p>Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization’s specific services, activities and/or program offerings. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.</p> <p>Report a separate count of activities and program outputs for each of the six Focus Areas.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.



<b>Measure G3-3.14</b>	Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	N/A
<b>How to Calculate Measure/ Collect Data</b>	<p>Only requests specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted. Requests may come from community members, partners, or other organizations.</p> <p>The organization must keep administrative records or other information management systems that enable them to track details about service requests that allow them to verify the nature and intent of the request, such as but not limited to: the stated reason or rationale for the request for services related to the program that the capacity building activities were intended to support or enhance, the date of the request, and relevant demographic and organizational details about the person and/or organization that made the request.</p> <p>Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization’s specific services, program offerings and/or recruitment and outreach activities. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.</p> <p>Report a separate count of service requests for each of the six Focus Areas.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.15</b>	Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
<b>Definition of Key Terms</b>	<b>Types of service:</b> includes qualitatively distinct service activities that enable the program to address different needs or different populations in need of the organization's services.
<b>How to Calculate Measure/Collect Data</b>	<p>Only additional types of service specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted.</p> <p>Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization's specific services, activities and/or program offerings. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.</p> <p>Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data.</p> <p>See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity.</p> <p>Report a separate count of services for each of the six Focus Areas.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.16</b>	Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>Cash resources:</b> Cash, check, or other monetary gift.</p> <p><b>Leverage:</b> To garner additional resources or assets through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Only cash resources raised specifically as a result of capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity intended to support or enhance the program delivery model may be counted.</p> <p>The organization must keep administrative records or other information management systems that enable them to track and verify the origin, intent and other transactional information on commitments and contributions of cash and in-kind resources. Inclusion of cash or in-kind resources in the count is subject to IRS limitations, and should not include contributions made to specific individuals, political organizations or candidates. Adhere to the following provisions adapted from the IRS' <i>Deducting Charitable Contributions</i>, <a href="http://www.irs.gov/newsroom/article/0.,id=106990,00.html">http://www.irs.gov/newsroom/article/0.,id=106990,00.html</a>:</p> <p>6. Regardless of the amount, to count a contribution of cash, check, or other monetary gift, the applicant/grantee must maintain a bank record, payroll deduction records or a written communication from the individual or organization containing the name of the organization, the date of the contribution and amount of the contribution. For text message donations, a telephone bill will meet the record-keeping requirement if it shows the name of the receiving organization, the date of the contribution, and the amount given.</p> <p>Report a separate count of dollars raised for each of the six Focus Areas.</p>
<b>Other Note</b>	<p>These activities and measure primarily apply to VISTA members.</p> <p><b>For AmeriCorps State &amp; National:</b> AmeriCorps members may not raise funds for the organization in general. Only program-specific fundraising is allowable. AmeriCorps State/National fundraising requirements are: AmeriCorps members may raise resources directly in support of the program's service activities. AmeriCorps members may not: (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; (2) Write a grant application to CNCS or to any other Federal agency. 45 CFR 2520.40. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities §2520.45.</p>

<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
-----------------------	---

<b>Measure G3-3.17</b>	Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants
<b>Definition of Key Terms</b>	<p><b>In-kind resources:</b> Non-cash contributions, including donated goods or services, expert advice, equipment or property.</p> <p><b>Leverage:</b> To garner additional resources or assets through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Only in-kind resources raised specifically as a result of capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) d engaged in the capacity building activity intended to support or enhance the program delivery model may be counted.</p> <p>The organization must keep administrative records or other information management systems that enable them to track and verify the origin, intent and other transactional information on commitments and contributions of cash and in-kind resources. The estimated value of in-kind resources should be calculated following IRS guidance for determining the value of non-cash charitable contributions, including donated property, for purposes of claiming tax deductions. Inclusion of cash or in-kind resources in the count is subject to IRS limitations, and should not include contributions made to specific individuals, political organizations or candidates. Adhere to the following provisions adapted from the IRS’ <i>Deducting Charitable Contributions</i>, <a href="http://www.irs.gov/newsroom/article/0,,id=106990,00.html">http://www.irs.gov/newsroom/article/0,,id=106990,00.html</a>:</p> <ol style="list-style-type: none"> <li>3. If the applicant/grantee receives a benefit because of the contribution such as merchandise, tickets to a ball game or other goods and services, then only the amount that exceeds the fair market value of the benefit received can be included in the calculated value.</li> <li>4. Donations of stock or other non-cash property are usually valued at the fair market value of the property. Clothing and household items must generally be in good used condition or better to be deductible. Special rules apply to vehicle donations.</li> <li>5. Fair market value is generally the price at which property would change hands between a willing buyer and a willing seller, neither having to buy or sell, and both having reasonable knowledge of all the relevant facts.</li> </ol> <p>If the <i>tangible expenses</i> of providing pro bono services or the costs associated with volunteering are paid for by the volunteer or assumed by another organization, these costs can be at least partially included in the valuation of in-kind resources contributed. Applicants/grantees should consult and conform to IRS regulations for deducting charitable contributions to determine whether to include such expenses in the value of non-cash contributions.</p> <p>Examples of tools for calculating the value of in-kind resources include but are not limited to: Goodwill Industries’ Donation Value Guide (<a href="http://www.goodwill.org/get-involved/donate/taxes-and-your-donation/">http://www.goodwill.org/get-involved/donate/taxes-and-your-donation/</a>), Charity Navigator’s Guide to Donating Noncash Items (<a href="http://www.charitynavigator.org/index.cfm?bay=content.view&amp;cpid=335">http://www.charitynavigator.org/index.cfm?bay=content.view&amp;cpid=335</a>),</p>

	<p>and TurboTax's free ItsDeductible product (<a href="http://turbotax.intuit.com/personal-taxes/itsdeductible/">http://turbotax.intuit.com/personal-taxes/itsdeductible/</a>).</p> <p>Report a separate count of in-kind resources raised for each of the six Focus Areas.</p>
<b>Other Note</b>	<p>These activities and measure primarily apply to VISTA members.</p> <p><b><i>For AmeriCorps State &amp; National:</i></b> AmeriCorps members may not raise funds for the organization in general. Only program-specific fundraising is allowable. AmeriCorps State/National fundraising requirements are: AmeriCorps members may raise resources directly in support of the program's service activities. AmeriCorps members may not: (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; (2) Write a grant application to CNCS or to any other Federal agency. 45 CFR 2520.40. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities §2520.45.</p>
<b>PO Review Note</b>	<p>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</p>

<b>Measure G3-3.18</b>	Number of new beneficiaries that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
<b>Definition of Key Terms</b>	<b>New beneficiaries:</b> Individuals who were clients or service recipients in the current reporting period who were not clients or service recipients in previous reporting periods.
<b>How to Calculate Measure/Collect Data</b>	<p>Count of the number of new beneficiaries receiving assistance or services as a result of capacity building efforts provided by the CNCS-supported organization or assigned national service participant(s) in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families. Applicants/grantees consider beneficiaries as “new” if they have not received any services from the organization in the past grant cycle. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service received are required in order for the person to be considered a beneficiary.</p> <p>New beneficiaries of service should be the direct result of one or more capacity building activities intended to support or enhance the program delivery model, such as new or expanded programming, new outreach or marketing campaigns.</p> <p>Report a separate count of new beneficiaries served for each of the six Focus Areas. If a new beneficiary receives services in more than one focus area and/or more than one service within a focus area, the new beneficiary should be counted only once under the focus area in which it operates its primary program.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

<b>Measure G3-3.19</b>	Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
<b>Definition of Key Terms</b>	<p><b>New beneficiaries:</b> Individuals who were clients or service recipients in the current reporting period who were not clients or service recipients in previous reporting periods.</p> <p><b>Underserved populations:</b> Populations or groups that are specifically identified by the program as in need of program services or that currently receive inadequate service.</p>
<b>How to Calculate Measure/Collect Data</b>	<p>Count of the number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) receiving assistance or services as a result of capacity building efforts provided by the CNCS-supported organization or assigned national service participant(s) in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families. Applicants/grantees consider beneficiaries as “new” if they have not received any services from the organization in the past grant cycle. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service received are required in order for the person to be considered a beneficiary.</p> <p>New beneficiaries of service should be the result of one or more capacity building activities intended to support or enhance the program delivery model, such as new or expanded programming, new outreach or marketing campaigns.</p> <p>The targeted or underserved population(s) that the applicant/grantee intends to reach should be identified in the application, or the position/assignment description of the national service participant before the start of the program.</p> <p>Report a separate count of new beneficiaries served in each targeted or underserved population for each of the six Focus Areas. If a new beneficiary receives services in more than one focus area and/or more than one service within a focus area, the new beneficiary should be counted only once under the focus area in which it operates its primary program.</p>
<b>PO Review Note</b>	Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.

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.	Capacity Building
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.”	Small, community-based organizations in the rural community of Small Town lack staff capacity to effectively recruit and manage volunteers.
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 Management
Description of Interventions	Describe the design and dosage of the interventions	Full-time members recruit and manage volunteers at nonprofits in the areas of

	you have selected.	Education, Environmental Stewardship, and Economic Opportunity. Each member will manage an average of 5 volunteers. Members also implement effective volunteer management practices that can be sustained after their terms of service.
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 community volunteers managed by CNCS-supported organizations or national service participants.
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.	Volunteer Management System
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 is sufficient to meet the data collection requirements	Members will track the number of volunteers they directly manage using an online Volunteer Management System. Each volunteer will be tracked by name and unique identifier to ensure that each individual will be counted only once. In addition, members will record information in the system about each volunteer including relevant

	<p>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>demographic information (e.g., age, address, and education), person managing the volunteer, status of orientation/training, and volunteer assignment. Each volunteer's dates and hours of service will be tracked according to type of programming (i.e., Environmental Stewardship, Education or Economic Opportunity). Individuals must tutor/mentor for at least six one-hour sessions to be counted as a managed volunteer for Education or Economic Opportunity; volunteers serving with Environmental Stewardship programs will serve during at least two service projects in order to be counted as a managed volunteer. Each member will manage an average of 5 volunteers; volunteers managed by program staff, volunteer leaders, or other national service programs will be tracked and reported separately from the efforts of the AmeriCorps members.</p>
Target #	The number of beneficiaries described in the output title. Targets must be numbers, not percents.	50
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates	Volunteers

	for National Performance Measures. For applicant-determined measures, the 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 organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or National Service Participants.
Data Collection 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 Organizational Assessment Tool
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	The program will use a pre-post organizational assessment tool that includes questions related to the organization's volunteer management practices, including a written volunteer generation plan and formal partnerships for recruitment; screening and matching volunteers to assignments; recognition events for volunteers; written descriptions of volunteer

	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.	assignments; written volunteer policies; and training/orientation curriculum. The AmeriCorps program staff will administer the assessment to the appropriate staff member(s) at each site. The assessment will be administered before the member provides capacity building services; the same assessment will be administered at the end of the member's term of service. In order to be counted for this outcome, an organization must implement at least three of the effective volunteer management practices as a result of the AmeriCorps members' activities. Volunteer management practices will be designated by the main focus area Environmental Stewardship, Education or Economic Opportunity. The relevant contributing member activities will be listed for each volunteer management practice.
Target	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	8
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-	Organizations

	determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)	
--	---	--

## 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.

**Screen Instructions**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective

**Summary**

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

**Resource Allocation**

\* Enter Total MSYs for the project:   
 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	<input type="text" value="50.50"/>	45.44	<input type="text" value="105"/>
Education	K-12 Success	<input type="text" value="60.63"/>	54.56	<input type="text" value="135"/>
Sub Total:		111.13	100.00	240
GRAND TOTAL:		111.13	100.0	240

**Save** **Back** **Next**

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.

**MSYs by Focus Area**

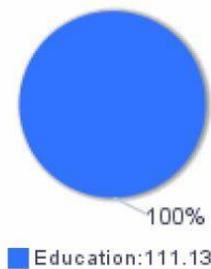


Table1: MSYs by Focus Areas

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:

Table4: 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:

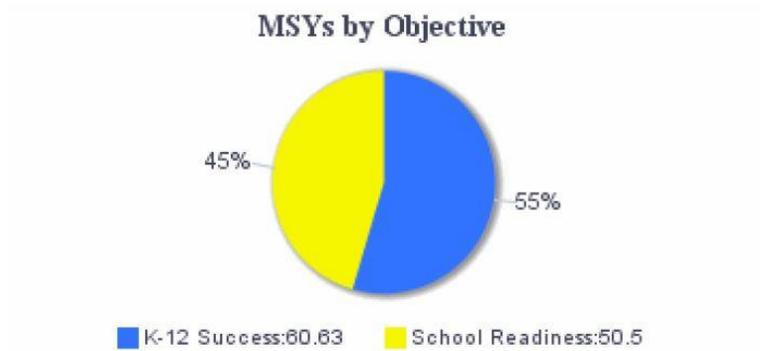


Table2: MSYs by Objectives

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.

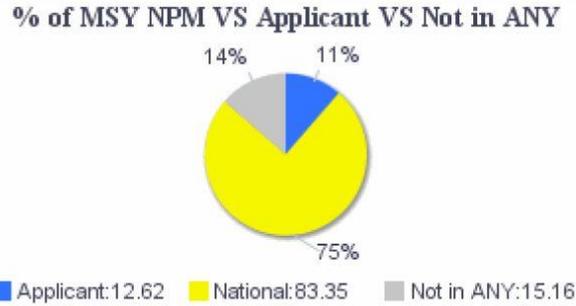


Table3: %MSYs by NPM vs.,Applicant vs. Not in ANY

% MSYs	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:**

<b>Alignment with Narrative/TOC</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.

<b>Sampling (PO Note: If the applicant does not propose sampling, skip this section.)</b>
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.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
<b>Misc.</b>
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.)
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.)

## Appendix C: Frequently Asked Questions

### Performance Measures

#### *What are AmeriCorps' performance measurement requirements?*

AmeriCorps programs must have an aligned output and outcome that reflects the program's primary intervention and aligns with the program's theory of change.

#### *What are National Performance Measures?*

CNCS has established six Focus Areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families based on the priorities included in the Serve America Act. Within these Focus Areas, as well as for Capacity Building, CNCS has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across our agency programs and initiatives.

#### *What is the difference between Priority Measures and Complementary Program Measures?*

The National Performance Measures are split into two groups: Priority Measures and Complementary Program Measures. Priority Measures are performance measures that are included in CNCS's strategic plan. Complementary Program Measures are additional measures that are important to AmeriCorps but not included in the strategic plan.

#### *What is an "applicant-determined" performance measure?*

An applicant-determined performance measure is one in which the applicant identifies the outputs and/or outcomes that will be measured, based on its intervention. This is different from the National Performance Measures, where CNCS pre-determines common outputs and, in some instances, outcomes with specific definitions and data collection methods that applicants must use.

#### *If I select National Performance Measures this year, will I maintain the same measures next year?*

Yes. Performance measures should be consistent over the life of a three-year grant so that progress can be measured over time. However, it is possible that some measures, definitions and guidance may change.

#### *Are National Performance Measures required?*

The use of National Performance Measures is strongly encouraged but is not required.

#### *What should a continuation grantee who is measuring a National Performance Measure output or outcome that has a changed definition do in the continuation application?*

If the grantee is unable to measure the output or outcome as defined in the Performance Measures Instructions, the grantee should choose a different performance measure.

***Some performance measures are available for selection in eGrants but do not appear in the performance measure instructions. May I select these measures?***

New and recompetite applicants should select only the performance measures that are included in the performance measures instructions. Some performance measures have been eliminated but are still available in the system for use by continuation applicants who wish to retain these measures through the end of their three-year grant.

***What is an aligned performance measure?***

An aligned performance measure is an output paired with an outcome. Most of our National Performance Measures include aligned measures, but in some cases you may need to create your own aligned applicant-determined outcome.

***How many performance measures should I propose?***

Each program should have at least one aligned measure (composed of an output and an outcome) reflecting its primary intervention. It is appropriate to have additional aligned performance measures for other significant components of your program. Performance measures reflecting non-primary activities should not be included in your application and will not be reported to CNCS, although you might still collect the data for your own purposes.

***Are member development and volunteer generation performance measures required?***

Member development and volunteer generation are required components of all AmeriCorps programs, but performance measures for these activities should only be included in your application if this is the primary focus of your program or a significant component of your theory of change. Programs that focus on member development should review the member-focused Economic Opportunity Measures to see if they are applicable. Programs that focus on volunteer generation can select the Capacity Building volunteer generation Priority Measures. It is also important to note that all programs need to report on volunteers generated in their progress report.

***If I select National Performance Measures, are there specific outputs and outcomes I am required to use?***

Yes, in most cases there are specific requirements for outputs and outcomes as well as data definitions and collection expectations. Please read the National Performance Measures Instructions carefully.

***Can I count AmeriCorps Members as beneficiaries of service if my program selects National Performance Measures?***

Most of the National Performance Measures are NOT designed to capture the impact the program may have on the AmeriCorps members. There are specific Teacher Corps measures in the Education Focus Area, and certain Measures in the Economic Opportunity and Veterans and Military Families Focus Areas where AmeriCorps members are either the sole focus or may be included in the count of people served. Programs may count AmeriCorps members as beneficiaries of the services if the members receive the services as a member of the general public (or target population) rather than as part of their AmeriCorps service or training.

***Do the AmeriCorps members in my program have to be directly providing the service counted in the National Performance Measures?***

The National Performance Measures selected by an AmeriCorps program should reflect the expected result of the AmeriCorps program activities. The AmeriCorps members do not have to interact directly with the beneficiaries of the service, but they must provide direct support that makes the program's results possible. One exception is when the AmeriCorps members are providing organizations with capacity building services.

***Can I count the same people in more than one National Performance Measure output?***

Read the Performance Measures Instructions carefully. Unless otherwise specified, the same individuals may be counted more than once across different Measures for different services (interventions) they may be receiving. For example, if you helped the same individual both prepare for a disaster and then respond to a disaster, you may count that individual in both DS1 and DS2. However, programs cannot count the same individual more than once within any one specific National Performance Measure.

***Can two or more National Performance Measure outputs have the same outcome?***

It depends on the program model. If the program model represents a continuum of care/services where participating leads from one level of service to another, then it makes sense to create an aligned measure of multiple outputs that lead to a single outcome. If there are two completely different interventions that lead to the same outcome, those should be reported with each output/outcome as their own aligned measure.

***Can one National Performance Measure have more than one outcome?***

Yes. There may be more than one desired outcome for a single output. Aligned measures should only be configured this way if it is expected that all of the individuals counted in the output will potentially achieve the outcome indicated. If the outcomes are resulting from different populations being served, there should be multiple outputs.

***If I select a National Performance Measures that includes a specific definition for the beneficiary population, will I be required to prove that my program is serving that population?***

Your application narrative should include a depiction of the need your program will address, including the beneficiary population, and documentation that the need exists for this population. The National Performance Measures you select should align with your application narrative. For instance, if you select an Education performance measure that defines the target population as students eligible for free or reduced lunch, then your application narrative might provide data to show that your AmeriCorps members will be serving at a school for which the majority of the population is eligible for free or reduced lunch. In this example, you would not be expected to collect and maintain eligibility data for each individual student served. Through your application narrative and the implementation of your program, you are expected to provide reasonable assurance that you are serving the intended population.

***How do I indicate that I am selecting National Performance Measures?***

Programs will select Focus Areas and National Performance Measures in the eGrants performance measure screens at the time of application. In addition, the Focus Areas, National Performance Measures, and proposed targets should be referenced in the application narrative and/or logic model as outlined in the NOFO and Application Instructions.

***Am I allowed to allocate funds for collecting and analyzing data? If so, how much?***

Costs related to measuring the performance of a program are allowable grant expenses. There is no standard recommended amount. As with all cost reimbursement grants, these costs must be reasonable, allowable for the proposed program, and properly allocated across grant activities.

***Why does CNCS require applicants to provide information on the proportion of Member Service Years (MSYs) devoted to each Focus Area?***

The Focus Areas listed in the Serve America Act create the expectation that CNCS will be able to report resources allocated by Focus area. Because many applicants direct their activities to more than one Focus Area, it is important for CNCS to collect expected MSYs devoted to each Focus Area.

***Is my program expected to monitor member time to ensure that it corresponds to what is entered into the MSY charts for the Focus Areas and strategic plan objectives?***

Grant applicants will enter MSYs into the MSY charts according to the distribution of time that members are expected to engage in each Focus Area and strategic plan objective. Programs will not be required to report on how the members actually spent their time.

***Where do I find a copy of the webinar that helps applicants walk through the performance measures module?***

This tutorial, <http://www.nationalservice.gov/resources/performance-measurement/egrants-performance-measures-module-amicorps>, guides users through the new eGrants performance measures screens. It demonstrates how to complete the pages in the new performance measure section of the application. The tutorial also includes some program specific content information as well as shows users how to create an aligned performance measure for their chosen primary focus area and intervention.

***On the logic model chart there are three outcome levels (short, medium and long) being requested. Should all of these outcomes be entered as performance measures?***

The logic model is a well-specified conceptual framework that identifies key components of the proposed intervention (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. A program may have a theory of change that is based on accomplishing a long-term change in conditions that is not measurable in the program year. However, there may be shorter-term changes that can be linked to this ultimate goal that are strong indicators that the long-term change is likely to happen. All of these outcomes may be included in the logic model, and grantees are not required to measure or report on all outcomes that appear in the logic model. For performance measurement purposes, outcomes must measure changes that can be measured within the program

year. Not all programs will include all three types of outcomes – just those that are relevant to a solid understanding of their theory of change and the indicators of change that they will measure in the performance measures.

***Do all members have to work on the exact same activities or can the activities differ slightly, if they are all working toward the same performance measure targets?***

As long as the activities in which the AmeriCorps members engage are consistent with your program’s theory of change and align with the performance measure instructions for the National Performance Measures you wish to use, the activities do not have to be exactly the same for all members.

***Is there a guide that we can print out that defines interventions listed under each performance measurement objective?***

We do not have a list of interventions or a guide that describes them, as they are fairly generic under each objective, such as “training,” “tutoring,” etc. If the applicant does not see an intervention that describes their activity, they can always select “other.”

***What is the definition of "National Service Participant"?***

National Service Participant refers to the AmeriCorps members themselves.

***Is there a preference for having applicants use national performance measures to the greatest extent possible?***

Your performance measures should be consistent with your program’s theory of change. If the national performance measures align with your program design and your theory of change, you should use them. CNCS does not require programs to allocate 100% of program activity, or any specific percentage of program activity, to national performance measures. or rates of success for any performance measures, including applicant-determined measures.

***How many performance measures should we have in our application?***

You are encouraged to use measures that reflect the most significant member activities. It is common for programs to track data that they do not necessarily report to CNCS. The quality of performance measures and how well they are aligned with the program’s theory of change are more important than the quantity of performance measures. There are some programs that have many measures, but it is not common.

***Can we include the interventions of volunteers we recruit and manage in our performance measures? For example, if the AmeriCorps members recruit and manage the volunteers who deliver tutoring services, may we report the outputs and outcomes of that service?***

Yes. The National Performance Measures selected by an AmeriCorps program should reflect the expected result of the AmeriCorps program activities. The AmeriCorps members do not have to interact

directly with the beneficiaries of the service, but they must provide direct support that makes the program's results possible.

***The National Performance Measure I want to select doesn't appear in the drop-down menu. What should I do?***

Only performance measures corresponding to objectives selected on the Objectives tab will appear in the drop-down menu. Refer to the Performance Measure Instructions to determine which objective to select for each performance measure.

## **Sampling**

***Under what circumstances is it ok for grantees to use sampling?***

Methodologically speaking, sampling is appropriate as long as the grantee has a solid plan for ensuring that its sample will be representative. Practically speaking, we would want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population.

***When would CNCS not allow sampling?***

CNCS will not allow sampling when it is reasonable to expect a grantee to collect data from the whole population. CNCS will also not allow sampling if the grantee's sampling frame is not sufficient or if the grantee's methodology will not result in a representative sample.

***How does a grantee set targets and outputs when it is planning to sample?***

In most cases the grantee should be able to set targets based on the population as a whole. If a grantee's sampling methodology is sound and results in a representative sample, then the program can extrapolate their results to report on an outcome for the population as a whole. For example, a program reports an output of 1000 children served. The program selects a representative sample of 200 children. Of these, 180 students (90%) demonstrate the desired change. In this case, the program could report an extrapolated outcome of 900 students.

***If an existing program has not been sampling, can it switch to sampling now?***

We want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population. If a program is currently collecting data from the whole population, they would need to make a compelling case for why they can no longer do so.

***Should sample data collection tables be included in the application? Where should they be placed?***

eGrants will not allow you to submit tables. In the eGrants Performance Measures section you will describe your data collection strategy. Follow the instructions for entering the performance measures and enter this information in the Description of the Intervention field.