**Performance Measure Template**

Instructions: Use this template to help you create a strong, aligned performance measure for your grant application. Applicants are required to select one performance measure that addresses the need described in the narrative section and uses the intervention described in the theory of change/logic model. The template is currently filled in as an example. To use this document, please delete the information in the Example column and replace it with the wording from the Performance Measure Instructions (if using a national performance measure) or replace the information accordingly (if writing your own applicant determined performance measure).

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| **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. | 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 in 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 you have selected. | Ten full-time AmeriCorps members will deliver disaster preparedness training to 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 describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.  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. | 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. |
| Target # | The number of beneficiaries described in the output title. Targets must be numbers, not a percent. | 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-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition. | Number of individuals with increased knowledge of disaster preparedness |
| 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 Public Readiness 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-posttest 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 a percent. | 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 |