

## § 2522.540

### **§ 2522.540 Do the costs of performance measurement or evaluation count towards the statutory cap on administrative costs?**

No, the costs of performance measurement and evaluation do not count towards the statutory five percent cap on administrative costs in the grant, as provided in § 2540.110 of this chapter.

[70 FR 39603, July 8, 2005]

#### **PERFORMANCE MEASURES: REQUIREMENTS AND PROCEDURES**

### **§ 2522.550 What basic requirements must I follow in measuring performance under my grant?**

All grantees must establish, track, and assess performance measures for their programs. As a grantee, you must ensure that any program under your oversight fulfills performance measure and evaluation requirements. In addition, you must:

- (a) Establish ambitious performance measures in consultation with AmeriCorps, or the State commission, as appropriate, following §§ 2422.560 through 2422.660 of this subpart;
- (b) Ensure that any program under your oversight collects and organizes performance data on an ongoing basis, at least annually;
- (c) Ensure that any program under your oversight tracks progress toward meeting your performance measures;
- (d) Ensure that any program under your oversight corrects performance deficiencies promptly; and
- (e) Accurately and fairly present the results in reports to AmeriCorps.

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### **§ 2522.560 What are performance measures and performance measurement?**

- (a) Performance measures are measurable indicators of a program's performance as it relates to member service activities.
- (b) Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries.
- (c) The main purpose of performance measurement is to strengthen your AmeriCorps program and foster contin-

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uous improvement and to identify best practices and models that merit replication. Performance measurement will also help identify programmatic weaknesses that need attention.

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### **§ 2522.570 What information on performance measures must my grant application include?**

You must submit all of the following as part of your application for each program:

- (a) Proposed performance measures, as described in § 2522.580 and § 2522.590 of this part.
- (b) Estimated performance data for the program years for which you submit your application; and
- (c) Actual performance data, where available, as follows:
  - (i) For continuation programs, performance data over the course of the grant to date; and
  - (ii) For recompetiting programs, performance data for the preceding three-year grant cycle.

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### **§ 2522.580 What performance measures am I required to submit to AmeriCorps?**

- (a) When applying for funds, you must submit, at a minimum, the following performance measures:
  - (1) One set of aligned performance measures (one output, one intermediate-outcome, and one end-outcome) that capture the results of your program's primary activity, or area of significant activity for programs whose design precludes identifying a primary activity; and
  - (2) Any national performance measures AmeriCorps may require, as specified in paragraph (b) of § 2522.590.
- (b) For example, a tutoring program might use the following aligned performance measures:
  - (1) Output: Number of students that participated in a tutoring program;
  - (2) Intermediate-Outcome: Percent of students reading more books; and
  - (3) End-Outcome: Number and percent of students who have improved their reading score to grade level.
- (c) AmeriCorps encourages you to exceed the minimum requirements expressed in this section and expects, in