

## § 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.

[70 FR 39603, July 8, 2005]

### **§ 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-

## 45 CFR Ch. XXV (10–1–24 Edition)

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

[70 FR 39603, July 8, 2005]

### **§ 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.

[70 FR 39603, July 8, 2005]

### **§ 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

second and subsequent grant cycles, that you will more fully develop your performance measures, including establishing multiple performance indicators, and improving and refining those you used in the past. Any performance measures you submit beyond what is required in paragraph (a)(1) of this section may or may not be aligned sets of measures.

[70 FR 39603, July 8, 2005]

**§ 2522.590 Who develops my performance measures?**

(a) You are responsible for developing your program-specific performance measures through your own internal process.

(b) In addition, AmeriCorps may, in consultation with grantees, establish performance measures that will apply to all AmeriCorps-sponsored programs, which you will be responsible for collecting and meeting.

[70 FR 39603, July 8, 2005]

**§ 2522.600 Who approves my performance measures?**

(a) AmeriCorps will review and approve performance measures, as part of the grant application review process, for all non-formula programs. If AmeriCorps selects your application for funding, AmeriCorps will approve your performance measures as part of your grant award.

(b) If you are a program submitting an application under the State formula category, the applicable State commission is responsible for reviewing and approving your performance measures. AmeriCorps will not separately approve these measures.

[70 FR 39603, July 8, 2005]

**§ 2522.610 What is the difference in performance measurements requirements for competitive and formula programs?**

(a) Except as provided in paragraph (b) of this section, State commissions are responsible for making the final determination of performance measures for State formula programs, while AmeriCorps makes the final determination for all other programs.

(b) AmeriCorps may, through the State commission, require that for-

mula programs meet certain national performance measures above and beyond what the State commission has individually negotiated with its formula grantees.

(c) While State commissions must hold their sub-grantees responsible for their performance measures, a State commission, as a grantee, is responsible to AmeriCorps for its formula programs' performance measures.

[70 FR 39603, July 8, 2005]

**§ 2522.620 How do I report my performance measures to AmeriCorps?**

AmeriCorps sets specific reporting requirements, including frequency and deadlines, for performance measures in the grant award.

(a) In general, you are required to report on the actual results that occurred when implementing the grant and to regularly measure your program's performance.

(b) Your report must include the results on the performance measures approved as part of your grant award.

(c) At a minimum you are required to report on outputs at the end of year one and outputs and intermediate outcomes at the end of years two and three. We encourage you to exceed these minimum requirements.

[70 FR 39603, July 8, 2005, as amended at 73 FR 53760, Sept. 17, 2008]

**§ 2522.630 What must I do if I am not able to meet my performance measures?**

If you are not on track to meet your performance measures, you must develop and submit to AmeriCorps, or the State commission for formula programs, a corrective action plan, consistent with paragraph (a) of this section, or submit a request to AmeriCorps, or the State commission for formula programs, consistent with paragraph (b) of this section, to amend your requirements under the circumstances described in § 2522.640 of this subpart.

(a) Your corrective action plan must be in writing and include all of the following:

(1) The factors impacting your performance goals;

(2) The strategy you are using and corrective action you are taking to get