

Attachment G: Performance Measures and Target Goals and Suggested Template

Key Definitions:

The following definitions apply to all performance measures and target outcome goals reported under this grant. Grantees must apply these definitions consistently throughout the grant period to ensure accurate and comparable reporting.

Participant An individual who has satisfied all applicable programmatic eligibility requirements and has received at least one grant-funded service. Eligibility determination must be completed prior to the provision of services and documented in the participant's case file.

Total Participants Served The unduplicated count of all individuals who have been determined eligible and have received at least one grant-funded service during the reporting period. Each individual is counted only once, regardless of the number of services received.

Reporting Note: This is typically the foundational output measure from which all other participant-level measures are derived. Grantees should ensure this number is consistent with their intake and eligibility documentation.

Total Participants Who Completed Education and/or Job Training Activities The number of participants who enrolled in a grant-funded education or job training activity and successfully met all completion requirements as defined by the program or credentialing body. Successful completion may include, but is not limited to, fulfillment of required contact hours, passage of a final assessment, or receipt of a certificate or credential.

Reporting Note: This measure is a subset of Total Participants Enrolled in Education and/or Job Training Activities. Grantees should define and document their program-specific completion criteria in the Project Narrative.

Total Participants Who Entered Unsubsidized Employment The number of participants who obtained employment in the private or public sector for which the employing entity does not receive a public subsidy — such as a wage reimbursement or tax credit — to offset any portion of the wages or costs associated with employing the individual. Employment must be verified and documented in the participant's case file.

Reporting Note: On-the-job training (OJT) placements, subsidized work experience, and transitional jobs do not qualify under this measure. If a participant transitions from a subsidized placement to unsubsidized employment with the same employer, that transition may be counted upon verification.

Performance Outcomes and Data Tracking Guidance

Applicants are encouraged to define performance outcomes that include both **clear targets and a structure for ongoing data tracking**. Grantees should be prepared not only to describe planned activities, but also to report **planned versus actual performance** for each proposed outcome throughout the life of the grant.

To support this, applicants should:

- Establish **specific, measurable performance indicators** (quantitative and/or qualitative).
- Identify **cumulative targets** and consider how progress will be tracked over time (e.g., quarterly or other regular intervals). Ensure they have a **data validation and tracking process** in place prior to implementation.

Including a structured approach at the application stage will strengthen proposed outcomes and improve the ability to report progress during quarterly reviews and monitoring.

Illustrative Example:

Qualitative or Quantitative	Performance Measure(s)	Description	Cumulative Target	Quarterly Target
Quantitative	CDL Enrollees	Participants who meet eligibility and begin CDL training	300	15
Quantitative	CDL Completers	Participants who begin and successfully complete CDL training	285	12

Applicants may also benefit from planning how targets will be distributed and tracked overtime (e.g., quarterly projections) to ensure alignment between proposed goals and actual performance reporting.

Suggested Template Instructions:

Applicants should use the template below to identify proposed performance measures and target outcome goals as described in the Project Narrative.

- For each measure, indicate whether it is **Qualitative or Quantitative** – Qualitative (descriptive or narrative-based, used to assess program quality, participant experience, or process outcomes) or Quantitative (numeric and countable). Most participant-level outcomes will be Quantitative.
- All quantitative target goals must be expressed as raw numbers (e.g., 50 participants, 200 hours of service).
- Percentage rates will only be accepted with **Quantitative Goals**, when accompanied by a baseline raw number sufficient to calculate the underlying count.
- All results are reported on a **cumulative basis** for the grant period
- **Proposed Performance Measure(s)** – State the specific measure being proposed. Use clear language consistent with the Key Definitions provided (e.g., "Total Participants Served," "Total Participants Who Completed Job Training Activities," "Total Participants Who Entered Unsubsidized Employment"). Each row should reflect one distinct measure.
- **Description** – Provide clarifying detail about how this measure will be tracked, what data source or documentation will be used, or how your program defines success or completion. This field is especially important for program-specific measures that differ from or expand upon the standard definitions provided.
- **Proposed Target Goal** – Enter a specific raw number (e.g., 75 participants, 200 service hours). Do **not** use a percentage unless you also provide the baseline raw number used to calculate it. Targets must be realistic, achievable within the grant period, and consistent with your Project Narrative.
- **Cumulative Reporting** – Identify the expected cumulative milestone totals at each reporting period (e.g., Quarter 1: 10, Quarter 2: 25, Quarter 3: 50, Year-End: 75). Each figure should represent the running total to date, not the count for that period alone. Milestones must align with your Proposed Target Goal and reflect realistic program ramp-up and delivery timelines.

Qualitative or Quantitative	Proposed Performance Measure(s)	Description	Proposed Target Goal	Proposed Quarterly Target Goal