

**ATTACHMENT B**

City of Norfolk  
FY2022 Human Services Grant  
Measurable Outcomes

AGENCY NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

<b>OUTCOME #1</b>	<b>PROGRESS THIS QUARTER</b>	<b>PROGRESS TO DATE</b>
Output #1		
Output #2		
Output #3		
<b>OUTCOME #2</b>		
Output #1		
Output #2		
Output #3		
<b>OUTCOME #3</b>		
Output #1		
Output #2		
Output #3		

## ATTACHMENT B

### Directions for Completing Attachment B

1. Utilizing the numeric and programmatic information you developed in completing Attachment A – Performance Measures Worksheet, list a minimum of three main outcomes you will achieve as a result of this project. Remember, outcomes are major changes to a target population, a community or a region. Think BIG. Your outcome may be “ending food insecurity” rather than serving 1,000 meals.
2. List the measures you will be tracking that provide you with an understanding of the progress you are making toward reaching each designated outcome. List those outputs under the outcomes they support. Include the number of overall participants in your outputs and use numeric entries whenever you state an output in terms of the percentage of participants that are being measured. Never state simply “50% of the people will do ....”. Rather, state “50% (20/40) of the participants will ....”.
3. As you discovered through the worksheet, outputs must be measurable. A statement like “50% (20/40) of the participants will be “happy” is not a strong output measure without providing the means for making such a determination.
4. Each outcome/output statement should be clear, brief and concise. Do not restate your proposal in these boxes.
5. Ask yourself, “Will someone who knows nothing about my project be able to tell what will be achieved and how we will know it has been achieved by reading this chart?”