Overview and Instructions

RSVP Work Plan Development Worksheets

Overview: The summary sheets below, along with the pre-formatted Work Plan Development Worksheets, are optional tools to help you **plan** placement of your volunteers in the Focus Areas and Performance Measures for the **three-year performance period**, as specified in the Grant Application Instructions. By using these templates to pre-plan how your volunteers will be placed in service opportunities and activities, you can plot the scope of your RSVP project, and use each completed sheet to calculate your percentages in each type of Performance Measure. Additionally, the completed Worksheets can be used as reference when you enter your Work Plan data into the eGrants System.

Instructions:

1) **As you complete these worksheets, we encourage you to reference the following resources:**

   - **Appendix B: 2013 National Performance Measures Instructions**
     http://www.seniorcorps.gov/pdf/12_0707_appendix_b_performance_measures.pdf
   - **National Performance Measure Instruments for RSVP**
     http://www.nationalserviceresources.org/npm/instruments/65

2) **Use the following definitions when calculating "Total Number of Unduplicated Volunteers" and "Total Number of Volunteers":**

   - **Number of Unduplicated Volunteers:** This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact- in terms of the type of service or in terms of the scope of service, such as the most number of hours served.

   - **Total Number of Volunteers:** The total number of volunteers engaged in the activities, if you were to assign all of them according to each activity, will be entered in this section. In this way, volunteers **can** be counted more than once- for example, if the same volunteer does two different types of activities such as meal delivery AND companionship, you can account for all assignments in this field.

   TIP: When completing these worksheets and entering your volunteer numbers into the eGrants System, remember that the sum of the Number of Unduplicated Volunteers from each work plan must equal the Total Number of Unduplicated Volunteers for the project.

Volunteer Calculations:

1) **The total number of unduplicated volunteers in your proposed project:** _____
   a. **Calculate 25% of your total unduplicated volunteers = _____ volunteers**
      This is the **minimum** number of unduplicated volunteers to be placed in the **Primary Focus Area** (see Step 2 below)
   b. **Calculate 30% of your total unduplicated volunteers = _____ volunteers**
      This is the **maximum** number of unduplicated volunteers to be placed in **Community Priorities** (see Step 3 below)
   c. **Any remaining unduplicated volunteers will be placed in Other Focus Areas** (see Step 4 below)
   d. **Calculate 10% of your total unduplicated volunteers = _____ volunteers**
      This is the minimum number of unduplicated volunteers to be assigned to activities with Outcomes (see Step 5 below)

2) **Select the Primary Focus Area**
   € Education   € Healthy Futures   € Economic Opportunity
   € Veterans and Military Families   € Environmental Stewardship   € Disaster Services

   Use the relevant Focus Area Worksheet(s) (following on pages 3 to 27) to plan placement of volunteers in performance measures in the Primary Focus Area selected.

3) **Use the Community Priority Worksheet** (following on page 31) to plan placement of **a maximum of 30% of your unduplicated volunteers.**

4) **Use the Focus Area Worksheets** (following on pages 3 to 30) **as needed to plan placement for the remainder of your unduplicated volunteers.**
   Note that the work plans for these volunteer placements will fall under Other Focus Areas (rather than Primary Focus Area) in eGrants.

5) **Ensure that 10% of your total unduplicated volunteers are in assignments that produce Outcomes.**
   When you create performance measures, you are required to select "Outputs" but "Outcomes" are only required for 10% of unduplicated volunteers. Review your completed worksheets and select Outcomes for the minimum of 10% of unduplicated volunteers. These Outcomes can be in any Focus Area (Primary or Other).

6) Once you have completed these worksheets and you are ready to enter Work Plan data into the eGrants System you may want to review the online course "How to Represent Performance Measures in eGrants", located in the Main Conference Hall section of the Senior Corps Virtual Conference (http://www.nationalserviceresources.org/scvirtualconference).

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED21. Number of children that completed participation in CNCS-supported early childhood education programs http://www.nationalserviceresources.org/npm/ed21	Attendance Log; Activity Log; Other	Assisting in Classroom					ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development http://www.nationalserviceresources.org/npm/ed23	Observation Tool; Teacher Survey; Teacher Pre/Post Survey; Other	
		Assisting in Classroom – Head Start							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

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Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED21. Number of children that completed participation in CNCS-supported early childhood education programs http://www.nationalserviceresources.org/npm/ed21	Attendance Log; Activity Log; Other	Assisting in Classroom					ED24. Number of children demonstrating gains in school readiness in terms of literacy skills. http://www.nationalserviceresources.org/npm/ed24	Standardized Test; Standardized Pre/Post Test; Literacy Assessment Tool; Senior Corps Teacher Survey; Other	
		Assisting in Classroom – Head Start							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	**Output Instrument**	**Service Activity (each selected will generate a separate work plan)**	**# of Unduplicated Volunteers**	**# of Total Volunteers**	**# of Volunteer Stations**	**Output Target**	**Outcome (optional)**	**Outcome Instrument**	**Outcome Target**
ED21. Number of children that completed participation in CNCS-supported early childhood education programs http://www.nationalserviceresources.org/npm/ed21	Attendance Log; Activity Log; Other	Assisting in Classroom					ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills http://www.nationalserviceresources.org/npm/ed25	Standardized Test; Standardized Pre/Post Test; Literacy Assessment Tool; Senior Corps Teacher Survey; Other	
		Assisting in Classroom – Head Start							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:						
Output	**Output Instrument**	**Service Activity (each selected will generate a separate work plan)**	**# of Unduplicated Volunteers**	**# of Total Volunteers**	**# of Volunteer Stations**	**Output Target**
ED29. Number of children served in child safety, welfare, and health programs	Other	Comforting Children				
		Caring for Infants				
		Helping Young Mothers				

Total number of unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Output: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED2. Number of students that completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2	Attendance Log; Activity Log; Other	Tutoring—Public Schools					ED5. Number of students with improved academic performance in literacy and/or math http://www.nationalserviceresources.org/npm/ed5	Standardized Pre/Post Test; Standardized Test	
		Tutoring—Faith-Based School							
		Tutoring - Other							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED2. Number of students that completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2	Attendance Log; Activity Log; Other	Tutoring—Public Schools					ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service-learning, who demonstrated improved academic engagement	School Records; Teacher Pre/Post Survey; Student Pre/Post Survey	
		Tutoring—Faith-Based School							
		Tutoring - Other							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED2. Number of students that completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2	Attendance Log; Activity Log; Other	Tutoring—Public Schools					ED6. Number of youth that have improved their school attendance over the course of the CNCS-supported program's involvement with the student http://www.nationalserviceresources.org/npm/ed6	Attendance Log; Other	
		Tutoring—Faith-Based School							
		Tutoring - Other							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED2. Number of students that completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2	Attendance Log; Activity Log; Other	Tutoring—Public Schools					ED26. Number of students acquiring a GED	GED Completion Record	
		Tutoring—Faith-Based School							
		Tutoring - Other							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalserviceresources.org/npm/ed4a	Attendance Log; Activity Log; Other	School-based Mentoring					ED5. Number of students with improved academic performance in literacy and/or math	Standardized Pre/Post Test; Standardized Test	
		Community-based Mentoring							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalserviceresources.org/npm/ed4a	Attendance Log; Activity Log; Other	School-based Mentoring					ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported learning, who demonstrated improved academic engagement	School Records; Teacher Pre/Post Survey; Student Pre/Post Survey	
		Community-based Mentoring							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalserviceresources.org/npm/ed4a	Attendance Log; Activity Log; Other	School-based Mentoring					ED6. Number of youth that have improved their school attendance over the course of the CNCS-supported program's involvement with the student http://www.nationalserviceresources.org/npm/ed6	Attendance Log; Other	
		Community-based Mentoring							

Total number of unduplicated volunteers in Output: _____ Percentage of total unduplicated volunteers in Output: _____	Total number of unduplicated volunteers in Outcome: _____ Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalserviceresources.org/npm/ed4a	Attendance Log; Activity Log; Other	School-based Mentoring					ED26. Number of students acquiring a GED	GED Completion Record	
		Community-based Mentoring							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:

Output	Output Instrument	Service Activity (each will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
H8. Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently http://www.nationalserviceresources.org/npm/h8	Activity Logs; Client Tracking Database; Survey; Other	Food Delivery					H9. Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support	Survey	
		Transportation							
		Companionship							
		Companionship— Dept. of Veterans Affairs							
		Providing Financial Literacy or Housing Services							
		Preventing Elder Abuse							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
H13. Number of caregivers of homebound OR older adults and individuals with disabilities receiving respite services	Activity Log; Client Tracking Database; Survey	Food Delivery					H14. Number of caregivers of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support http://www.nationalserviceresources.org/npm/h14	Survey	
		Transportation							
		Companionship							
		Companionship – Dept. of Veterans of Affairs							
		Preventing Elder Abuse							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
H10. Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations http:// www.nationalserviceresources.org/npm/h10	Tracking Form; Client Database; Other	Food Distribution					H12. Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services	Pre/Post Survey; Survey	
		Food Collection							
		Food Pantry Support							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
H11. Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger http://www.nationalserviceresources.org/npm/h11	Attendance Log; Activity Log; Client Tracking Database; Tracking Form/Log; Other	Developing/ Maintaining Community Gardens					H12. Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services	Pre/Post Survey; Survey	
		Educating							
		Providing Services							

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
H2. Number of clients to whom information on health insurance, health care access and health benefits programs is delivered	Attendance Log; Activity Log; Other	Staffing Hotline				
		Developing Materials				
		Distributing Information				
		Preventing Elder Abuse				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
H4. Number of clients participating in health education programs	Attendance Log; Activity Log; Other	Training				
		Coaching				
		Leading or Assisting Bone Builders				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
H7. Number of clients receiving language translation services at clinics and in emergency rooms	Program Records; Log; Case Management System; Other	Translating				
Total number of unduplicated volunteers in Output: _____			Percentage of total unduplicated volunteers in Output: _____			

Work Plan Development Worksheet   **Focus Area: Economic Opportunity**   **Objective: Housing**

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
O5. Number of economically disadvantaged individuals, including homeless individuals, receiving housing services http://www.nationalserviceresources.org/npm/o5	Inspection Report; Certificate of Occupancy; Activity Log; Client Tracking Database; Attendance Log; Other	Building Homes					O11. Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy affordable housing. http://www.nationalserviceresources.org/npm/o11	Inspection Report; Certificate of Occupancy; Proof of Residence; Other	
		Repairing Homes							
		Assisting with Housing Search							
		Building or Assisting Homes – Habitat for Humanity							

Total number of unduplicated volunteers in Output: _____	Total number of unduplicated volunteers in Outcome: _____
Percentage of total unduplicated volunteers in Output: _____	Percentage of total unduplicated volunteers in Outcome: _____

Work Plan Development Worksheet   **Focus Area: Economic Opportunity**   **Objective: Employment**

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
O2. Number of economically disadvantaged individuals receiving job training and other skill development services	Attendance Log; Activity Log; Other	Adult Basic Education					O10. Number of economically disadvantaged individuals placed in jobs	Acceptance Letter from Employer; Copy of Pay Stub; Program Records; Other	
		Helping with GED							
		Adult ESOL/ESL							
		Other							

Total number of unduplicated volunteers in Output: _____	Total number of unduplicated volunteers in Outcome: _____
Percentage of total unduplicated volunteers in Output: _____	Percentage of total unduplicated volunteers in Outcome: _____

Work Plan Development Worksheet   **Focus Area: Economic Opportunity**   **Objective: Financial Literacy**

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
O1. Number of economically disadvantaged individuals receiving financial literacy services	Attendance Log; Activity Log; Other	Assisting VITA				
		Income Tax Tutoring				
		Preventing Elder Abuse				

		Providing Financial Literacy Education				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Work Plan Development Worksheet   **Focus Area: Veterans and Military Families**   **Objective:** Veterans and Military Families Served

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
V1. Number of veterans that received CNCS-supported assistance http://www.nationalserviceresources.org/npm/v1	Activity Log; Other	Assistance a DOL VETS Program				
		Assisting a Dept. of Veterans Affairs Program				
		Healthy Futures Activity				
		Economic Opportunity Activity				
		Food Delivery – VA HBPC				
		Companionship – VA HBPC				
		Work with VA VAVS or VAMC				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
V8. Number of veteran's family members that received CNCS-supported assistance	Activity Log; Attendance Log; Tracking System; Other	Healthy Futures Activity				
		Economic Opportunity Activity				
		Assisting a Dept. of Veterans Affairs Program				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
V7. Number of family members of active duty military service members that received CNCS-supported assistance http://www.nationalserviceresources.org/npm/v7	Activity Log; Attendance Log; Tracking System; Other	Healthy Futures Activity				
		Economic Opportunity Activity				
		National Guard Volunteer Services				
		Assisting a Dept. of Veterans Affairs Program				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
V9. Number of military service members that received CNCS-supported assistance http://www.nationalserviceresources.org/npm/v9	Activity Log; Attendance Log; Tracking System; Other	Healthy Futures Activity				
		Economic Opportunity Activity				
		National Guard Volunteer Services				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
V3. Number of veterans assisted in pursuing educational opportunities http://www.nationalserviceresources.org/npm/v3	Proof of School enrollment; Tracking Systems; Other	Coaching/Counseling				
		Referring to Services				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Work Plan Development Worksheet   **Focus Area: Environmental Stewardship**   **Objective: At-risk Ecosystems**

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
EN4. Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improves http://www.nationalserviceresources.org/	Activity Logs; Survey; Acknowledgement of Receipt of Services; Tracking Database; Other	Plant establishment or removal				
		Debris (not basic trash) removal				
		Land Restoration				
		Other				

npm/en4						
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
EN5. Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created http://www.nationalserviceresources.org/npm/en5	Activity Logs; Survey; Acknowledgment of Receipt of Services; Other	Creating Trails				
		Improving Trails				
		Improving Waterways				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
EN6. Number of tons of materials collected and recycled	Tracking Form; Weight Receipt from Recycling Center or Buyer; Tracking	Collecting and Recycling Materials				
		Composting				
		Reusing Materials				

	Database; Other					

Total number of unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Output: _____

Work Plan Development Worksheet   **Focus Area: Disaster Services**   **Objective: Assistance Provided**

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
D1. Number of individuals that received CNCS-supported services in disaster preparedness	Call Center Records; Referral Logs; Attendance Sheet; Tracking System; Other	Training				
		Creating Disaster Kits				
		Performing Outreach				
		Other				

Total number of unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Output: _____

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
D2. Number of individuals that received CNCS-supported services in disaster response	Call Center Records; Referral Logs; Attendance	Setting Up Call Centers				
		Staffing Call Centers				
		Transporting Victims				
		Setting Up Shelter				

	Sheet; Tracking System; Other	Staffing Shelter				
		Proving Health/ First Aid Services				
		Distributing Meals				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
D3. Number of individuals that received CNCS-supported services in disaster recovery	Call Center Records; Referral Logs; Attendance Sheet; Tracking System; Other	Clearing Debris				
		Renovating Housing				
		Providing Housing Transition Support				
		Counseling				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
D4. Number of individuals that received CNCS-supported services in disaster mitigation	Call Center Records; Referral Logs; Attendance Sheet; Tracking	Fire Mitigation				
		Tornado/Hurricane Mitigation				
		Other Disaster Mitigation				

	System; Other					
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
D6. Number of RSVP volunteer service hours in disaster preparedness, mitigation, response, and recovery.	Attendance Sheet; Tracking System	Assisting with Preparation				
		Assisting with Mitigation				
		Responding				
		Assisting with Recovery				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Work Plan Development Worksheet	Focus Area: Capacity Building	Objective: Capacity Building and Leverage

Community Need:

Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
G3-3.1. Number of community volunteers recruited by CNCS-supported organizations or National Service Participants	Attendance Sheet; Activity Log; Volunteer Management System; Other	Recruiting Volunteers					G3-3.3. Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants	Pre/Post Organizational Assessment Tool	

Total number of unduplicated volunteers in Output: _____

Percentage of total unduplicated volunteers in Output: _____

Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Outcome: _____

Community Need:									
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
G3-3.2 Number of community volunteers managed by CNCS-supported organizations or National Service Participants	Attendance Sheet; Activity Log; Volunteer management System; Other	Managing Volunteers					G3-3.3. Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants	Pre/Post Organizational Assessment Tool	
		Training Volunteers							

Total number of unduplicated volunteers in Output: _____   Total number of unduplicated volunteers in Outcome: _____

Percentage of total unduplicated volunteers in Output: _____   Percentage of total unduplicated volunteers in Outcome: _____

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated	# of Total Volunteers	# of Volunteer	Output Target

			Volunteers		Stations	
G3-3.16. Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants	Financial Management System; Other	Garnering Donations				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target
G3-3.17. Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants	Program Records; Financial Management System; Other	Garnering Donations				
		Supporting Blood Drives				
		Food Collection				
		Food Pantry Support				
		Other				
Total number of unduplicated volunteers in Output: _____		Percentage of total unduplicated volunteers in Output: _____				

For all "Community Priorities" measures and activities, there is one standard output: "Grantee met its target for community priority activity (Yes/No)."

Use the worksheets below to develop one work plan that includes all volunteers (no more than 30% of the total unduplicated volunteers) in the Community Priorities Focus Area.

Community Need:			
Output	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations
Grantee met its target for community priority activity			
Total number of unduplicated volunteers in Output: _____			
Percentage of total unduplicated volunteers in Output: _____			