## **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
     <a href="http://www.seniorcorps.gov/pdf/12">http://www.seniorcorps.gov/pdf/12</a> 0707 appendix b performance measures.pdf
  - National Performance Measure Instruments for RSVP <a href="http://www.nationalserviceresources.org/npm/instruments/65">http://www.nationalserviceresources.org/npm/instruments/65</a>
- 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 <u>Total Number of Unduplicated Volunteers</u> for the project.

## **Volunteer Calculations:**

your unduplicated volunteers.

Area) in eGrants.

1)	The to	otal number of unduplicated volunteers in your proposed project:
	a.	Calculate 25% of your total unduplicated volunteers = volunteers
		This is the <b>minimum</b> number of unduplicated volunteers to be placed in the <b>Primary Focus Area</b> (see Step 2 below)
	b.	Calculate 30% of your total unduplicated volunteers = volunteers
		This is the <b>maximum</b> number of unduplicated volunteers to be placed in <b>Community Priorities</b> (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)	Selec	t the Primary Focus Area
,		€ Education € Healthy Futures € Economic Opportunity
		€ Veterans and Military Families   € Environmental Stewardship   € Disaster Services
		he relevant Focus Area Worksheet(s) (following on pages 3 to 27) to plan placement of volunteers in mance measures in the Primary Focus Area selected.
3)		he Community Priority Worksheet (following on page 31) to plan placement of a maximum of 30% of your plicated volunteers.

- 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).

Note that the work plans for these volunteer placements will fall under Other Focus Areas (rather than Primary Focus

4) Use the Focus Area Worksheets (following on pages 3 to 30) as needed to plan placement for the remainder of

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 (<a href="http://www.nationalserviceresources.org/scvirtualconference">http://www.nationalserviceresources.org/scvirtualconference</a>).

Work Plan Development Worksheet	Focus Area: Education	Objective: School Readiness

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.nationalservicer esources.org/npm/ ed21	Attendance Log; Activity Log; Other	Assisting in Classroom Assisting in Classroom – Head Start					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	
Total number of unduplicated volunteers in Output:  Percentage of total unduplicated volunteers in Output:  Percentage of total unduplicated volunteers in Outcome:									

Community Need:									
Outunt	0	C	ш _ £	# -£T-+-I	ш _ с	0.44	0	0	0
Output	Output	Service Activity (each	# of	# of Total	# of	Output	Outcome (optional)	Outcome	Outcome
	Instrument	selected will	Unduplicated	Volunteers	Volunteer	Target		Instrument	Target
		generate a separate	Volunteers		Stations				
		work plan)							
ED21. Number of	Attendance	Assisting in					ED24. Number of children	Standardized	
children that	Log;	Classroom					demonstrating gains in school	Test;	
completed	Activity	Assisting in					readiness in terms of literacy	Standardized	
participation in CNCS-	Log; Other	Classroom - Head					skills.	Pre/Post	
supported early		Start						Test;	
childhood education							http://	Literacy	
programs							www.nationalserviceresources	Assessment	
							.org/npm/ed24	Tool; Senior	
http://								Corps	
www.nationalservicer								Teacher	
esources.org/npm/								Survey;	
ed21								Other	
Total number of undup	licated volunte	eers in Output:		To	tal number o	of unduplic	cated volunteers in Outcome:	1	ı
·									
Percentage of total unc	luplicated volu	ınteers in Output:	_	Pe	ercentage of	total undu	plicated 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	Attendance	Assisting in					ED25. Number of children	Standardized			
children that	Log;	Classroom					demonstrating gains in school	Test;			
completed	Activity	Assisting in					readiness in terms of	Standardized			
participation in CNCS-	Log; Other	Classroom - Head					numeracy (math) skills	Pre/Post			
supported early		Start						Test;			
childhood education							http://	Literacy			
programs							www.nationalserviceresources	Assessment			
							.org/npm/ed25	Tool; Senior			
<u>http://</u>								Corps			
www.nationalservicer								Teacher			
esources.org/npm/								Survey;			
<u>ed21</u>								Other			
Total number of undup	Total number of unduplicated volunteers in Output: Total number of unduplicated volunteers in Outcome:										
Percentage of total und	luplicated volu	inteers in Output:	_	Pei	centage of t	otal undu	olicated volunteers in Outcome: _				

Community Need:						
Output	Output	Service Activity (each selected will	# of	# of Total	# of	Output
	Instrument	generate a separate work plan)	Unduplicated	Volunteers	Volunteer	Target
			Volunteers		Stations	
ED29. Number of children served in child	Other	Comforting Children				
safety, welfare, and health programs						
		Caring for Infants				
		Helping Young Mothers				
Total number of unduplicated volunteers i	n Output:	Percentage of total unduplicated v	olunteers in Out	put:		

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	Attendance	Tutoring—Public					ED5. Number of students with	Standardized	
students that	Log;	Schools					improved academic	Pre/Post	
completed participation in CNCS-	Activity Log; Other	Tutoring—Faith- Based School					performance in literacy and/or math	Test;   Standardized	
supported K-12	Log, Other	Tutoring - Other					Illaui	Test	
education Programs		Tutoring - Other					http://	1630	
							www.nationalserviceresources		
http://							.org/npm/ed5		
www.nationalservicer									
esources.org/npm/									
<u>ed2</u>									
Total number of undup	licated volunte	eers in Output:		To	tal number o	f unduplic	ated volunteers in Outcome:		
Percentage of total und	Percentage of total unduplicated volunteers in Output: Percentage of total unduplicated volunteers in Outcome:								

Community Need:									
Output	Output	Service Activity (each	# of	# of Total	# of	Output	Outcome (optional)	Outcome	Outcome
	Instrument	selected will	Unduplicate	Volunteers	Volunteer	Target		Instrument	Target
		generate a separate work plan)	d Volunteers		Stations				
ED2. Number of	Attendance	Tutoring—Public					ED27. Number of students in	School	
students that	Log;	Schools			· ·		grades K-12 that participated	Records;	
completed	Activity	Tutoring—Faith-					in the mentoring or tutoring	Teacher	
participation in CNCS-	Log; Other	Based School					or other education program,	Pre/Post	
supported K-12		Tutoring - Other					including CNCS-supported	Survey;	
education Programs							service-learning, who	Student	
							demonstrated improved	Pre/Post	
<u>http://</u>							academic engagement	Survey	
<u>www.nationalservicer</u>									
esources.org/npm/									
<u>ed2</u>									
Total number of undupl	icated voluntee	ers in Output:		Tot	al number of	unduplica	ted volunteers in Outcome:		
Percentage of total und	uplicated volur	Percentage of total unduplicated volunteers in Output: Percentage of total unduplicated volunteers in Outcome:							

Community Need:															
Output	Output	Service Activity (each	# of	# of Total	# of	Output	Outcome (optional)	Outcome	Outcome						
	Instrument	selected will	Unduplicate	Volunteers	Volunteer	Target		Instrument	Target						
		generate a separate work plan)	d Volunteers		Stations										
ED2. Number of	Attendance	Tutoring—Public					ED6. Number of youth that	Attendance							
students that	Log;	Schools					have improved their school	Log; Other							
completed	Activity	Tutoring—Faith-					attendance over the course								
participation in CNCS-	Log; Other	Based School					of the CNCS-supported								
supported K-12		Tutoring - Other					program's involvement with								
education Programs							the student								
http://							http://								
<u>www.nationalservicer</u>							<u>www.nationalserviceresourc</u>								
esources.org/npm/							es.org/npm/ed6								
<u>ed2</u>															
Total number of undupli	Total number of unduplicated volunteers in Output:  Total number of unduplicated volunteers in Outcome:														
Percentage of total undu	uplicated volur	nteers in Output:		Pei	rcentage of to	tal undupl	icated volunteers in Outcome: _	ercentage 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 Unduplicate d Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
ED2. Number of students that	Attendance Log;	Tutoring—Public Schools					ED26. Number of students acquiring a GED	GED Completion	
completed participation in CNCS-	Activity Log; Other	Tutoring—Faith- Based School						Record	
supported K-12 education Programs		Tutoring - Other							
http://									
www.nationalservicer esources.org/npm/ ed2									
Total number of undupl	icated volunted	ers in Output:		Tot	al number of	unduplica	ted volunteers in Outcome:		
Percentage of total und	uplicated volur	nteers in Output:		Per	centage of to	tal undupl	icated 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	Attendance	School-based					ED5. Number of students with	Standardized	
disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period  http:// www.nationalservicer esources.org/npm/ ed4a	Log; Activity Log; Other	Mentoring  Community-based  Mentoring					improved academic performance in literacy and/or math	Pre/Post Test; Standardized Test	
						of undupli	cated volunteers in Outcome:		
Percentage of total und	luplicated volu	inteers in Output:		Pe	ercentage of	total undu	plicated volunteers in Outcome: _		

Community Need:												
Output	Output	Service Activity (each	# of	# of Tota	al # of	Output	Outcome (optional)	Outcome	Outcome			
	Instrument	selected will generate	Unduplicated	Voluntee		Target		Instrument	Target			
		a separate work plan)	Volunteers		Stations							
ED4A. Number of	Attendance	School-based					ED27. Number of students in	School				
disadvantaged	Log;	Mentoring					grades K-12 that participated in	Records;				
youth/mentor	Activity	Community-based					the mentoring or tutoring or	Teacher				
matches that were	Log; Other	Log; Other Mentoring					other education program,	Pre/Post				
sustained by the							including CNCS-supported	Survey; Student				
CNCS-supported program for at least							learning, who demonstrated improved academic	Pre/Post				
the required time							engagement	Survey				
period							ciigagement	Jul Vey				
p - 1 - 2 - 1												
http://												
www.nationalservicer												
esources.org/npm/												
ed4a												
Total number of undupl	ers in Output:		Total number of unduplicated volunteers in Outcome:									
Percentage of total und	uplicated volur	nteers 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	Attendance Log;	School-based Mentoring					ED6. Number of youth that have improved their school	Attendance Log; Other	
youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period  http:// www.nationalservicer esources.org/npm/ ed4a	Activity Log; Other	Community-based Mentoring					attendance over the course of the CNCS-supported program's involvement with the student  http:// www.nationalserviceresources. org/npm/ed6		
Total number of undupl	icated volunte	ers in Output:		То	tal number o	f unduplic	ated volunteers in Outcome:		
Percentage of total und	uplicated volu	nteers in Output:		Pe	rcentage of t	otal undu	olicated 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	Attendance	School-based					ED26. Number of students	GED	
disadvantaged	Log;	Mentoring					acquiring a GED	Completion	
youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period <a href="http://www.nationalserviceresources.org/npm/ed4a">http://www.nationalserviceresources.org/npm/ed4a</a>	Activity Log; Other	Community-based Mentoring						Record	
Total number of undup	  icated volunts	oors in Output:		Tot	tal number o	l fundunlic	ated volunteers in Outcome:	1	
Percentage of total und						·	olicated volunteers in Outcome:		
refeelitage of total und	upiicateu voiu	nicers in Output.		Per	cernage or t	otai ulluul	nicated volunteers in Outcome		

Work Plan Development Wo	rksheet	Focus Area: Healthy Futures			Objective: Aging in Place				
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 Transportation Companionship Companionship— Dept. of Veterans Affairs Providing Financial Literacy or Housing Services Preventing Elder Abuse					H9. Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support	Survey	
Total number of unduplica  Percentage of total undupl						·	ed volunteers in Outcome:		

Community Need:									
Output	Output	Service Activity (each	# of	# of Total	# of	Output	Outcome (optional)	Outcome	Outcome
	Instrument	selected will generate a	Unduplicated	Volunteers	Volunteer	Target		Instrument	Target
		separate work plan)	Volunteers		Stations				
H13. Number of	Activity	Food Delivery					H14. Number of	Survey	
caregivers of	Log; Client	Transportation					caregivers of homebound		
homebound OR older	Tracking	Companionship					OR older adults and		
adults and individuals	Database;	Companionship - Dept.					individuals with		
with disabilities	Survey	of Veterans of Affairs					disabilities who reported		
receiving respite		Preventing Elder Abuse					having increased social		
services		Treventing Elder / Base					ties/perceived social		
							support		
							http://		
							<u>www.nationalservicereso</u>		
							urces.org/npm/h14		
Total number of undupl	icated voluntee	ers in Output:		Tota	l number of u	nduplicate	ed volunteers in Outcome:		
Percentage of total und	uplicated volur	nteers in Output:		Perce	entage of tota	al unduplio	ated volunteers in Outcome:		

Work Plan Development Wo	rksheet	Focus Area:	Healthy Future	S	Objective	: Obesity a	nd Food		
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 Food Collection Food Pantry Support					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	
Total number of unduplicat	otal number of unduplicated volunteers in Output: ercentage of total unduplicated volunteers in Output:					·	ited volunteers in Outcome:		1

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	Attendance Log; Activity Log; Client	Developing/ Maintaining Community Gardens					H12. Number of individuals that reported increased food security of themselves and their children (household food	Pre/Post Survey; Survey	
referrals to alleviate long- term hunger  http:// www.nationalservicereso urces.org/npm/h11	Tracking Database; Tracking Form/Log; Other	Providing Services					security) as a result of CNCS- supported services		
Total number of unduplicate  Percentage of total unduplicate						•	ted volunteers in Outcome:		

ork Plan Development Worksheet	Focus Area	: Healthy Futures Obj	ective: Access to	Care		
Community Need:						
Output	Output Instrument	Service Activity (each selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Outp
H2. Number of clients to whom	Attendance Log;	Staffing Hotline				
information on health insurance, health	Activity Log;	Developing Materials				
care access and health benefits	Other	Distributing Information				
programs is delivered		Preventing Elder Abuse				
Total number of unduplicated volunteers	in Output:	Percentage of total unduplicated	volunteers in Ou	itput:		!
Community Need:						
Output	Output	Service Activity (each selected will	# of	# of Total	# of	Outp
	Instrument	generate a separate work plan)	Unduplicated	Volunteers	Volunteer	Targe
			Volunteers		Stations	
H4. Number of clients participating in	Attendance Log;	Training				
health education programs	Activity Log;	Coaching				
	Other	Leading or Assisting Bone Builders				
Total number of unduplicated volunteers		Percentage of total unduplicated	•	•		

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

**Focus Area: Economic Opportunity** 

Work Plan Development Worksheet

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

**Objective: Housing** 

Total number of undupl	icated volunte	ers in Output:		То	tal number	of unduplication	ated volunteer	rs in Outcom	e:	_	
Percentage of total und	uplicated volur	nteers in Output:	=	Pe	rcentage of	total undup	olicated volunt	eers in Outco	ome:	<del></del>	
Work Plan Development \	Worksheet	Focus Areas	: Economic Oppo	ortunity		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 (op	tional)		Outcome nstrument	Outcome Target
O2. Number of	Attendance	Adult Basic Education				4	O10. Number		-	Acceptance	
economically	Log;	Helping with GED					disadvantage			etter from	
disadvantaged individuals receiving	Activity Log; Other	Adult ESOL/ESL Other					placed in job	S		Employer; Copy of	
job training and other	Log, Other	Other								Pay Stub;	
skill development										Program	
services										Records;	
					1					Other	
Total number of undupl	icated volunte	ers in Output:		10	tal number	of unduplication	ated volunteer	rs in Outcom	e:	_	
Percentage of total und	uplicated volur	nteers in Output:		Pe	rcentage of	total undup	olicated volunt	eers in Outco	ome:		
Work Plan Development \	Worksheet	Focus Area	: Economic Oppo	ortunity		Objective:	Financial Liter	асу			
Community Need:											
Output		Output	Service Activity	(each selecte	ed will # d	of	# of Total	# of	Output	1	
		Instrument	generate a sep	arate work pl		duplicated lunteers	Volunteers	Volunteer Stations	Target		
O1. Number of economic		Attendance Log;	Assisting VITA								
disadvantaged individua		Activity Log;	Income Tax Tu							_	
financial literacy service	S	Other	Preventing Elde	er Abuse							

		Providing Financial Literacy Education			
Total number of unduplicated volunteers in	n Output:	Percentage of total unduplicated vo	lunteers in Outp	out:	

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

Community Need:								
Output	Output	Service Activity (each selected will	# of	# of Total	# of	Output		
	Instrument	generate a separate work plan)	Unduplicated Volunteers	Volunteers	Volunteer Stations	Target		
V1. Number of veterans that received	Activity Log;	Assistance a DOL VETS Program	70,0,,,,,,		>			
CNCS-supported assistance	Other	Assisting a Dept. of Veterans						
		Affairs Program						
http://		Healthy Futures Activity						
www.nationalserviceresources.org/		Economic Opportunity Activity						
npm/v1		Food Delivery - VA HBPC						
		Companionship - VA HBPC						
		Work with VA VAVS or VAMC						
		Other						
Total number of unduplicated volunteers	n Output:	Percentage of total unduplicated volunteers in Output:						

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

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

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

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	Proof of School	Coaching/Counseling				
pursuing educational opportunities	enrollment; Tracking	Referring to Services				
http://	Systems; Other					
www.nationalserviceresources.org/ npm/v3						
Total number of unduplicated volunteers in	n Output:	Percentage of total unduplicated vo	lunteers in Outp	out:		

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

Focus Area: Environmental Stewardship

Work Plan Development Worksheet

**Objective: At-risk Ecosystems** 

npm/en4					
Total number of unduplicated volunteers	in Output:	Percentage of total unduplicated vo	lunteers in Outp	ut:	

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

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

Database;	Other				
Total number of unduplicated volunteers in Output:		Percentage of total unduplicated vo	lunteers in Outp	out:	

Work Plan Development Worksheet	Focus Area:	Disaster Services Objective: As	ssistance Provid	ed		
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	Call Center	Training				
CNCS-supported services in disaster preparedness	Records; Referral Logs; Attendance Sheet; Tracking System; Other	Creating Disaster Kits Performing Outreach Other				
Total number of unduplicated volunteers i	n Output:	Percentage of total unduplicated vo	lunteers in Outp	out:		

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

**Community Need:** 

Sh	heet; Tracking	Staffing Shelter				
Sy	ystem; Other	Proving Health/ First Aid Services				
		Distributing Meals				
		Other				
Total number of unduplicated volunteers in Ou	Output:	Percentage of total unduplicated volunteers in Output:				

Community Need:						
Outroot	O. t t	C	ш - с	# -£ T - ± - 1	ш - с	0
Output	Output	Service Activity (each selected will	# of	# of Total	# of	Output
	Instrument	generate a separate work plan)	Unduplicated	Volunteers	Volunteer	Target
			Volunteers		Stations	
D3. Number of individuals that received	Call Center	Clearing Debris				
CNCS-supported services in disaster	Records;	Renovating Housing				
recovery	Referral Logs;	Providing Housing Transition				
	Attendance	Support				
	Sheet; Tracking	Counseling				
	System; Other	Other				
Total number of unduplicated volunteers i	Percentage of total unduplicated vo	lunteers in Outp	out:			

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 vo	lunteers in Outp	ut:	

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

Vork Plan Development	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:  Percentage of total unduplicated volunteers in Outcome:									

Community Need:						<b>&gt;</b>			
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 Training 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:							ated volunteers in Outcome:		

# of

Unduplicated

# of

Volunteers Volunteer

Output

Target

# of Total

Service Activity (each selected will

generate a separate work plan)

Output

Instrument

Output

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

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

Work Plan Development Worksheet for Community Priorities	Focus Area: Other Community Priorities	Objective: Other Community Priorities
For all "Community Priorities" measures and activities, there is one	standard output: "Grantee met its target for com	munity priority activity (Yes/No)."
Use the worksheets below to develop one work plan that includes	all volunteers (no more than 30% of the total un	nduplicated volunteers) in the Community Priorities Focus
Area.		
Community Need:		