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 <u>Total Number of Unduplicated Volunteers</u> for the project.

Volunteer Calculations:

your unduplicated volunteers.

Area) in eGrants.

1)	The t	otal 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)	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 (http://www.nationalserviceresources.org/scvirtualconference).

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: Total number of unduplicated volunteers in Outcome:									
Percentage of total und	upiicated volu	nteers in Output:		Pe	rcentage of t	otal undu	plicated volunteers in Outcome: _		

Community Need:										
Outunt	0	C	ш _ £	# -£T-+-I	ш _ с	0.4	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 unduplicated volunteers in Output: Total number of unduplicated volunteers in Outcome:									
·										
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	Percentage of total unduplicated volunteers in Output: Percentage of total unduplicated 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	# of Unduplicated	# of Total Volunteers	# of Volunteer	Output Target	Outcome (optional)	Outcome Instrument	Outcome Target
		generate a separate work plan)	Volunteers		Stations				
ED2. Number of	Attendance	Tutoring—Public					ED5. Number of students with	Standardized	
students that	Log;	Schools					improved academic	Pre/Post	
completed	Activity	Tutoring—Faith-					performance in literacy and/or	Test;	
participation in CNCS-	Log; Other	Based School					math	Standardized	
supported K-12		Tutoring - Other					hatten //	Test	
education Programs							http://		
http://							<u>www.nationalserviceresources</u> <u>.org/npm/ed5</u>		
www.nationalservicer						1	.org/npm/ed5		
esources.org/npm/									
ed2			· ·						
Total number of unduplicated volunteers in Output: Total number of unduplicated volunteers in Outcome:									
Percentage of total und	Iuplicated volu	inteers in Output:		Pei	rcentage of t	otal undu	olicated 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 undupli	Total number of unduplicated volunteers in Output: Total number of unduplicated 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	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		
<u>http://</u>							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:		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 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	Log;	Mentoring					improved academic	Pre/Post	
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					performance in literacy and/or math	Test; Standardized Test	
Total number of undup	licated volunte	eers in Output:		To	otal number o	of undupli	cated volunteers in Outcome:		
Percentage of total und	luplicated volu	inteers in Output:		Pe	ercentage of	total undu	iplicated volunteers in Outcome: _		

Community Need:												
Output	Output	Service Activity (each	# of	# of Total	# of	Output	Outcome (optional)	Outcome	Outcome			
	Instrument	selected will generate a separate work plan)	Unduplicated Volunteers	Volunteers	Volunteer Stations	Target		Instrument	Target			
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 sustained by the	Log; Other	Mentoring					other education program, including CNCS-supported	Pre/Post Survey;				
CNCS-supported							learning, who demonstrated	Student				
program for at least							improved academic	Pre/Post				
the required time							engagement	Survey				
period												
http://												
www.nationalservicer			`									
esources.org/npm/												
ed4a												
Total number of undupl	ers in Output:	To	Total number of unduplicated 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 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					ED6. Number of youth that	Attendance	
disadvantaged	Log;	Mentoring					have improved their school	Log; Other	
youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalserviceresources.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 unduլ	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
ED4A. Number of	Attendance	School-based					ED26. Number of students	GED	
disadvantaged	Log;	Mentoring					acquiring a GED	Completion	
youth/mentor	Activity	Community-based						Record	
matches that were	Log; Other	Mentoring							
sustained by the									
CNCS-supported									
program for at least the required time									
period									
period									
http://									
<u>www.nationalservicer</u>									
esources.org/npm/									
<u>ed4a</u>									
Total number of unduplicated volunteers in Output: Total number of unduplicated volunteers in Outcome:									
Percentage of total und	uplicated volu	nteers in Output:		Per	rcentage of t	otal undu	olicated volunteers in Outcome: _		

Work Plan Development Worksheet Focus Area: Healthy Futures Objective: Aging in Place Community Need: Service Activity (each Output Outcome (optional) # of # of Total # of Outcome Output Output Outcome Unduplicated Instrument will generate a Volunteers Volunteer Target Instrument Target separate work plan) Stations Volunteers H9. Number of homebound H8. Number of Activity **Food Delivery** Survey OR older adults and homebound OR older Transportation Logs; adults and individuals Client individuals with disabilities Companionship with disabilities receiving Tracking who reported having Companionship increased social food, transportation, or Database; Dept. of Veterans other services that allow ties/perceived social support Survey; Affairs them to live Other **Providing Financial** independently Literacy or Housing Services http:// **Preventing Elder** www.nationalservicereso Abuse urces.org/npm/h8 Total number of unduplicated volunteers in Output: _ Total number of unduplicated volunteers in Outcome:

Percentage of total unduplicated volunteers in Outcome:

Percentage of total unduplicated volunteers in Output:

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 services		Preventing Elder Abuse					having increased social ties/perceived social support http://www.nationalservicereso		
							urces.org/npm/h14		
Total number of undupli	ers in Output:	Tota	I number of u	ınduplicate	ed volunteers in Outcome:				
Percentage of total undu	ıplicated volur	nteers in Output:		Perc	entage of tota	al unduplio	ated volunteers in Outcome:	:	

Work Plan Development Wo	rksheet	Focus Area:	Healthy Future	S	Objective: Obesity and 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	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:				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 referrals to alleviate long-	Attendance Log; Activity Log; Client Tracking	Developing/ Maintaining Community Gardens Educating					H12. Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-	Pre/Post Survey; Survey	
http:// www.nationalservicereso urces.org/npm/h11	Database; Tracking Form/Log; Other	Providing Services					supported services		
http:// www.nationalservicereso Form/Log; Other						•	ted volunteers in Outcome: licated volunteers in Outcome:		

ork Plan Development Worksheet	Focus Area	: Healthy Futures Ob	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	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 Ou	itput:		
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 Ou	ıtput:	l	l

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

Focus Area: Economic Opportunity

Work Plan Development Worksheet

Community Need:									
						1		1	1
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					http://	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 unduplic	ated voluntee	rs in Outcom	e:	_	
Percentage of total und	uplicated volu	nteers in Output:	-	Pe	rcentage of	total undu	olicated volunt	eers in Outc	ome:		
Work Plan Development \	Worksheet	Focus Area	: 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 Voluntee Stations	Output Target	Outcome (op	otional)		Outcome nstrument	Outcome Target
O2. Number of	Attendance	Adult Basic Education					O10. Numbe			Acceptance	
economically	Log;	Helping with GED					disadvantage			etter from	
disadvantaged individuals receiving	Activity Log; Other	Adult ESOL/ESL					placed in job	S		Employer; Copy of	
job training and other	Log, Other	Other								Pay Stub;	
skill development										Program	
services										Records;	
										Other	
Total number of undupl	icated volunte	ers in Output:		То	tal number	of unduplic	ated voluntee	rs in Outcom	e:	_	
Percentage of total und	uplicated volui	nteers in Output:		Pe	rcentage of	total undu	olicated volunt	eers in Outc	ome:		
Work Plan Development \	Worksheet	Focus Area	: Economic Oppo	ortunity		Objective:	Financial Liter	асу			
Community Need:]	
Output		Output	Service Activity			of	# of Total	# of	Output		
		Instrument	generate a sep	arate work pl		duplicated lunteers	Volunteers	Volunteer Stations	Target		
O1. Number of econom	•	Attendance Log;	Assisting VITA								
disadvantaged individua	als receiving	Activity Log;	Income Tax Tu	toring							

Preventing Elder Abuse

financial literacy services

Other

		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

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	
V1. Number of veterans that received	Activity Log;	Assistance a DOL VETS Program				
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 i	n Output:	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
V8. Number of veteran's family members	Activity Log;	Healthy Futures Activity				
that received CNCS-supported assistance	Attendance Log;	Economic Opportunity Activity				
	Tracking System; Other	Assisting a Dept. of Veterans Affairs Program				
Total number of unduplicated volunteers in	 n Output:	Other 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	n Output:	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	
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	Output:	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;	Referring to Services				
http:// www.nationalserviceresources.org/	Tracking Systems; Other					
npm/v3						
Total number of unduplicated volunteers in Output: Percentage of total unduplicated volunteers in Output:						

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 governments) that are improved and/or	Acknowledgment of Receipt of	Improving Waterways				
created	Services; Other					
<u>http://</u>						
www.nationalserviceresources.org/						
npm/en5						
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	
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: Assistance Provided					ed		
Community Need:							
		C : A !: :/ / 1	1 4 1 311	ш. с	" (T 1	и с	0 1 1
Output	Output	Service Activity (each		# of	# of Total	# of	Output
	Instrument	generate a separate	work plan)	Unduplicated	Volunteers	Volunteer	Target
				Volunteers		Stations	
D1. Number of individuals that received	Call Center	Training					
CNCS-supported services in disaster	Records;	Creating Disaster Kits	;				
preparedness	Referral Logs;	Performing Outreach					
	Attendance	Other					
	Sheet; Tracking	O.I. I.G.					
	System; Other						
Total number of unduplicated volunteers i	n Output:	Percentage of total u	nduplicated vo	olunteers in Outp	out:		
Community Need:							

of

Unduplicated

Volunteers

of Total

Volunteers

of

Volunteer

Stations

Output

Target

Service Activity (each selected will

generate a separate work plan)

Setting Up Call Centers

Staffing Call Centers

Transporting Victims

Setting Up Shelter

Output

Instrument

Call Center

Referral Logs;

Attendance

Records;

Output

response

D2. Number of individuals that received

CNCS-supported services in disaster

Sh	heet; Tracking	Staffing Shelter				
Sy	ystem; Other	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	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 in Output:		Percentage of total unduplicated vo	lunteers in Outp	out:		

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				

Community Need:

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	n Output:	Percentage of total unduplicated vo	lunteers in Outp	out:		

Vork Plan Development	Worksheet	Focus Area	: Capacity Build	ing	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:									
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	
						·	ated volunteers in Outcome: olicated volunteers in Outcome:		
Community Need:									

of

Unduplicated

of Total

of

Volunteers Volunteer

Output

Target

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				
organizations or national service participants	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 s	tandard output: "Grantee met its target for comm	unity priority activity (Yes/No)."
Use the worksheets below to develop one work plan that includes	all volunteers (no more than 30% of the total und	luplicated volunteers) in the Community Priorities Focus
Area.		
Community Need:		

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