

## Overview and Instructions

### SCP 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 SCP 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](http://www.seniorcorps.gov/pdf/12_0707_appendix_b_performance_measures.pdf)
- **National Performance Measure Instruments for SCP**  
<http://www.nationalserviceresources.org/npm/instruments/64>

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 mentoring AND tutoring, 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 90% of your total unduplicated volunteers = \_\_\_\_\_ volunteers**  
This is the **minimum** number of unduplicated volunteers to be placed in **Work Plans with required Output/Outcome pairs** (see Step 2 below).
  - b. **Calculate 10% of your total unduplicated volunteers = \_\_\_\_\_ volunteers**  
This is the **maximum** number of unduplicated volunteers allowed to be placed in **the Assisted Living Output Work Plan** (see Step 3 below).
- 2) **Use the Output/Outcome Pair Worksheets** (following on pages 3 and 4) to plan placement of **a minimum of 90% of your unduplicated volunteers.**
- 3) **Use the Assisted Living Output Worksheet** (following on page 5) **as needed to plan placement for up to 10% of your total number of unduplicated volunteers in the Assisted Living Output Work Plan.** This assisted living work plan is available so that grantees that currently have assisted living placements do not have to disrupt or discontinue services to current clients. There should be no new activities in this measure; grantees should try to place all volunteers in Independent Living or Respite Care Work Plans with Performance Measures.
- 4) 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 will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome  | 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<br><br><a href="http://www.nationalserviceresources.org/npm/h8">http://www.nationalserviceresources.org/npm/h8</a> | Activity Logs;<br>Client Tracking Database;<br>Survey;<br>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/Outcome: \_\_\_\_\_ Percentage of total unduplicated volunteers in Output/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  | 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<br><br><a href="http://www.nationalserviceresources.org/npm/h14">http://www.nationalserviceresources.org/npm/h14</a> | Survey             |                |
|   |  | Transportation  |                              |                       |                         |               |  |                    |                |
|   |  | Companionship   |                              |                       |                         |               |  |                    |                |
|   |  | Companionship - Dept. of Veterans of Affairs                        |                              |                       |                         |               |  |                    |                |
|   |  | Preventing Elder Abuse  |                              |                       |                         |               |  |                    |                |

Total number of unduplicated volunteers in Output/Outcome: \_\_\_\_\_ Percentage of total unduplicated volunteers in Output/Outcome: \_\_\_\_\_

Note: CNCS will not report this measure as an accomplishment. The intent is that grantees will try to place all volunteers in Independent Living or Respite Care measures. The assisted living option is available so that grantees that currently have assisted living placements do not have to disrupt or discontinue services to current clients. There should be no new activities in this measure.

| <b>Community Need:</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 |
| Number of individuals served in assisted living facilities  |                   |   |                              |                       |                         |               |
| Total number of unduplicated volunteers in Output: _____ Percentage of total unduplicated volunteers in Output: _____ |                   |   |                              |                       |                         |               |