

## Overview and Instructions

### FGP 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 FGP 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 FGP**  
<http://www.nationalserviceresources.org/npm/instruments/63>

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 75% 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 25% of your total unduplicated volunteers = \_\_\_\_\_ volunteers**  
This is the **maximum** number of unduplicated volunteers to be placed in **Work Plans with optional Outcomes** (see Step 3 below).
- 2) **Use the Output/Outcome Pair Worksheets** (following on pages 3 to 11) to plan placement of **a minimum of 75% of your unduplicated volunteers.**
- 3) **Use the Optional Outcome Worksheets** (following on pages 12 to 15) **as needed to plan placement for the remainder of your unduplicated volunteers** (up to 25% of your unduplicated volunteers).
- 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 selected will generate a separate work plan)	# of Unduplicated Volunteers	# of Total Volunteers	# of Volunteer Stations	Output Target	Outcome	Outcome Instrument	Outcome Target
ED2. Number of students that completed participation in CNCS-supported K-12 education programs  <a href="http://www.nationalservicerresources.org/npm/ed2">http://www.nationalservicerresources.org/npm/ed2</a>	Attendance Log; Activity Log; Other	Tutoring—Public Schools					ED5. Number of students with improved academic performance in literacy and/or math  <a href="http://www.nationalservicerresources.org/npm/ed5">http://www.nationalservicerresources.org/npm/ed5</a>	Standardized Pre/Post Test; Standardized Test	
		Tutoring—Faith-Based School							
		Tutoring - Other							
Total number of unduplicated volunteers in Output/Outcome pair: _____									
Percentage of total unduplicated volunteers in Output/Outcome pair: _____									

**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
ED2. Number of students that completed participation in CNCS-supported K-12 education programs  <a href="http://www.nationalserviceresources.org/npm/ed2">http://www.nationalserviceresources.org/npm/ed2</a>	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/Outcome pair: \_\_\_\_\_

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

**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
ED2. Number of students that completed participation in CNCS-supported K-12 education programs  <a href="http://www.nationalserviceresources.org/npm/ed2">http://www.nationalserviceresources.org/npm/ed2</a>	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  <a href="http://www.nationalserviceresources.org/npm/ed6">http://www.nationalserviceresources.org/npm/ed6</a>	Attendance Log; Other	
		Tutoring—Faith-Based School							
		Tutoring - Other							

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

**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
ED4A. Number of disadvantaged 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>	Attendance Log; Activity Log; Other	School-based Mentoring					ED5. Number of students with improved academic performance in literacy and/or math  <a href="http://www.nationalserviceresources.org/npm/ed5">http://www.nationalserviceresources.org/npm/ed5</a>	Standardized Pre/Post Test; Standardized Test	
		Community-based Mentoring							

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

**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
ED4A. Number of disadvantaged 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>	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/Outcome pair: \_\_\_\_\_ Percentage of total unduplicated volunteers in Output/Outcome pair: \_\_\_\_\_

**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
ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period  <a href="http://www.nationalservicerresources.org/npm/ed4a">http://www.nationalservicerresources.org/npm/ed4a</a>	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  <a href="http://www.nationalservicerresources.org/npm/ed6">http://www.nationalservicerresources.org/npm/ed6</a>	Attendance Log; Other	
		Community-based Mentoring							

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



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
ED21. Number of children that completed participation in CNCS-supported early childhood education programs  <a href="http://www.nationalservicerresources.org/npm/ed21">http://www.nationalservicerresources.org/npm/ed21</a>	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  <a href="http://www.nationalservicerresources.org/npm/ed23">http://www.nationalservicerresources.org/npm/ed23</a>	Observation Tool; Teacher Survey; Teacher Pre/Post Survey; Other	
		Assisting in Classroom - Head Start							
Total number of unduplicated volunteers in Output/Outcome pair: _____ Percentage of total unduplicated volunteers in Output/Outcome pair: _____									

**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
ED21. Number of children that completed participation in CNCS-supported early childhood education programs  <a href="http://www.nationalserviceresources.org/npm/ed21">http://www.nationalserviceresources.org/npm/ed21</a>	Attendance Log; Activity Log; Other	Assisting in Classroom					ED24. Number of children demonstrating gains in school readiness in terms of literacy skills.  <a href="http://www.nationalserviceresources.org/npm/ed24">http://www.nationalserviceresources.org/npm/ed24</a>	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/Outcome pair: \_\_\_\_\_ Percentage of total unduplicated volunteers in Output/Outcome pair: \_\_\_\_\_

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
ED21. Number of children that completed participation in CNCS-supported early childhood education programs  <a href="http://www.nationalserviceresources.org/npm/ed21">http://www.nationalserviceresources.org/npm/ed21</a>	Attendance Log; Activity Log; Other	Assisting in Classroom					ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills  <a href="http://www.nationalserviceresources.org/npm/ed25">http://www.nationalserviceresources.org/npm/ed25</a>	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/Outcome pair: _____ Percentage of total unduplicated volunteers in Output/Outcome pair: _____									

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
ED2. Number of students that completed participation in CNCS-supported K-12 education Programs  <a href="http://www.nationalservicerresources.org/npm/ed2">http://www.nationalservicerresources.org/npm/ed2</a>	Attendance Log; Activity Log; Other	Tutoring—Public Schools				
		Tutoring—Faith-Based School				
		Tutoring - 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	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  <a href="http://www.nationalservicerresources.org/npm/ed4a">http://www.nationalservicerresources.org/npm/ed4a</a>	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: _____	Total number of unduplicated volunteers in Outcome (optional): _____
Percentage of total unduplicated volunteers in Output: _____	Percentage of total unduplicated volunteers in Outcome (optional): _____

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
ED21. Number of children that completed participation in CNCS-supported early childhood education programs  <a href="http://www.nationalserviceresources.org/npm/ed21">http://www.nationalserviceresources.org/npm/ed21</a>	Attendance Log; Activity Log; Other	Assisting in Classroom				
		Assisting in Classroom - Head Start				
Total number of unduplicated volunteers in Output: _____						
Percentage of total unduplicated volunteers in Output: _____						

<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
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: _____						

**Optional Outcome Worksheet**      **Focus Area: Economic Opportunity**      **Objective: Employment**

<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	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 (optional): _____				
Percentage of total unduplicated volunteers in Output: _____					Percentage of total unduplicated volunteers in Outcome (optional): _____				

DRAFT