

Overview and Instructions

RSVP Work Plan Development Worksheets

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

Instructions:

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

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

2) Use the following definitions when calculating “Total Number of Unduplicated Volunteers” and “Total Number of Volunteers”:

- **Number of Unduplicated Volunteers:** This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact- in terms of the type of service or in terms of the scope of service, such as the most number of hours served.
- **Total Number of Volunteers:** The total number of volunteers engaged in the activities, if you were to assign all of them according to each activity, will be entered in this section. In this way, volunteers **can** be counted more than once- for example, if the same volunteer does two different types of activities such as meal delivery AND companionship, you can account for all assignments in this field.

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

Volunteer Calculations:

1) The total number of unduplicated volunteers in your proposed project: _____

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

2) **Select the Primary Focus Area**

- Education Healthy Futures Economic Opportunity
 Veterans and Military Families Environmental Stewardship Disaster Services

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

- 3) **Use the Community Priority Worksheet** (following on page 31) to plan placement of **a maximum of 30% of your unduplicated volunteers.**
- 4) **Use the Focus Area Worksheets** (following on pages 3 to 30) **as needed to plan placement for the remainder of your unduplicated volunteers.**
Note that the work plans for these volunteer placements will fall under Other Focus Areas (rather than Primary Focus Area) in eGrants.
- 5) **Ensure that 10% of your total unduplicated volunteers are in assignments that produce Outcomes.**
When you create performance measures, you are required to select “Outputs” but “Outcomes” are only required for 10% of unduplicated volunteers. Review your completed worksheets and select Outcomes for the minimum of 10% of unduplicated volunteers. These Outcomes can be in any Focus Area (Primary or Other).
- 6) Once you have completed these worksheets and you are ready to enter Work Plan data into the eGrants System you may want to review the online course “How to Represent Performance Measures in eGrants”, located in the Main Conference Hall section of the Senior Corps Virtual Conference (<http://www.nationalserviceresources.org/scvirtualconference>).

Community Need:

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

Community Need:

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

Community Need:

| Output | Output | 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 |
|---|---------------------|--|-------------------------|------------|--------------------|--------|--|---|--------|
| ED21. Number of children that completed participation in CNCS-supported early childhood education programs http://www.nationalservicerresources.org/npm/ed21 | Attendance Log; | Assisting in Classroom | | | | | ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills http://www.nationalservicerresources.org/npm/ed25 | Standardized Test; Standardized Pre/Post Test; Literacy Assessment Tool; Senior Corps Teacher Survey; Other | |
| | Activity Log; Other | Assisting in Classroom – Head Start | | | | | | | |

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

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

Work Plan Development Worksheet Focus Area: Education Objective: K-12 Success

| 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 |
| | | | | | | | | | |

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|---|--|--------------------------------|------------|--|---|--|---|---|--|
| | | generate a separate work plan) | Volunteers | | Stations | | | | |
| ED2. Number of students that completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2 | Attendance Log; Activity Log; Other | Tutoring—Public Schools | | | | | ED5. Number of students with improved academic performance in literacy and/or math http://www.nationalserviceresources.org/npm/ed5 | Standardized Pre/Post Test; Standardized Test | |
| | | Tutoring—Faith-Based School | | | | | | | |
| | | Tutoring - Other | | | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

Community Need:

| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
|------------------------------|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|---|--------------------|----------------|
| ED2. Number of students that | Attendance Log; | Tutoring—Public Schools | | | | | ED27. Number of students in grades K-12 that participated | School Records; | |

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|--|---------------------|-----------------------------|--|--|--|---|---|--|--|
| completed participation in CNCS-supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2 | Activity Log; Other | Tutoring—Faith-Based School | | | | | in the mentoring or tutoring or other education program, including CNCS-supported service-learning, who demonstrated improved academic engagement | Teacher Pre/Post Survey; Student Pre/Post Survey | |
| | | Tutoring - Other | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | |

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|---|-------------------------------------|---|------------------------------|-----------------------|-------------------------|---------------|---|-----------------------|----------------|
| Community Need: | | | | | | | | | |
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| ED2. Number of students that completed participation in CNCS- | 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 | Attendance Log; Other | |
| | | Tutoring—Faith-Based School | | | | | | | |

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|--|--|------------------|--|--|---|--|---|--|--|
| supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2 | | Tutoring - Other | | | | | program's involvement with the student http://www.nationalserviceresources.org/npm/ed6 | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

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

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|--|--|------------------|--|--|---|--|--|--|--|
| supported K-12 education Programs http://www.nationalserviceresources.org/npm/ed2 | | Tutoring - Other | | | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

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| Community Need: | | | | | | | | | |
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| ED4A. Number of disadvantaged | Attendance Log; | School-based Mentoring | | | | | ED5. Number of students with improved academic | Standardized Pre/Post | |

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|---|---------------------|---------------------------|--|--|---|--|-------------------------------------|-------------------------|--|
| youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalservice.org/npm/ed4a | Activity Log; Other | Community-based Mentoring | | | | | performance in literacy and/or math | Test; Standardized Test | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

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|-------------------------------|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|--|--------------------|----------------|
| Community Need: | | | | | | | | | |
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| ED4A. Number of disadvantaged | Attendance Log; | School-based Mentoring | | | | | ED27. Number of students in grades K-12 that participated in | School Records; | |

| | | | | | | | | | |
|---|---------------------|---------------------------|--|--|---|--|--|--|--|
| youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period http://www.nationalservice.org/npm/ed4a | Activity Log; Other | Community-based Mentoring | | | | | the mentoring or tutoring or other education program, including CNCS-supported learning, who demonstrated improved academic engagement | Teacher Pre/Post Survey; Student Pre/Post Survey | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

| Community Need: | | | | | | | | | |
|-------------------------------|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|--|-----------------------|----------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| ED4A. Number of disadvantaged | Attendance Log; | School-based Mentoring | | | | | ED6. Number of youth that have improved their school | Attendance Log; Other | |

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

| Community Need: | | | | | | | | | |
|-------------------------------|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|--|--------------------|----------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| ED4A. Number of disadvantaged | Attendance Log; | School-based Mentoring | | | | | ED26. Number of students acquiring a GED | GED Completion | |

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

Work Plan Development Worksheet Focus Area: Healthy Futures Objective: Aging in Place

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|---|-------------------|--|------------------------------|-----------------------|-------------------------|---------------|---|--------------------|----------------|
| 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 | Activity | Food Delivery | | | | | H9. Number of homebound OR older adults and individuals with disabilities | Survey | |
| | Logs; | Transportation | | | | | | | |
| | Client | Companionship | | | | | | | |

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|--|----------------------------------|--|--|--|--|---|--|--|--|
| with disabilities receiving food, transportation, or other services that allow them to live independently http://www.nationalservicesources.org/npm/h8 | Tracking Database; Survey; Other | Companionship— Dept. of Veterans Affairs | | | | | who reported having increased social ties/perceived social support | | |
| | | Providing Financial Literacy or Housing Services | | | | | | | |
| | | Preventing Elder Abuse | | | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | |

| Community Need: | | | | | | | | | |
|--|--|---|------------------------------|-----------------------|-------------------------|---------------|---|--------------------|----------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| H13. Number of caregivers of homebound OR older adults and individuals with disabilities | Activity Log; Client Tracking Database; Survey | Food Delivery | | | | | H14. Number of caregivers of homebound OR older adults and individuals with disabilities who reported | Survey | |
| | | Transportation | | | | | | | |
| | | Companionship | | | | | | | |
| | | Companionship – Dept. of Veterans of Affairs | | | | | | | |

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|--|--|------------------------|--|--|---|--|--|--|--|
| receiving respite services | | Preventing Elder Abuse | | | | | having increased social ties/perceived social support http://www.nationalserviceresources.org/npm/h14 | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

Work Plan Development Worksheet **Focus Area: Healthy Futures** **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 | Tracking Form; Client | Food Distribution | | | | | H12. Number of individuals that reported increased food security of themselves and | Pre/Post Survey; Survey | |
| | | Food Collection | | | | | | | |
| | | Food Pantry | | | | | | | |

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| food banks, food pantries, or other nonprofit organizations http://www.nationalservicesresources.org/npm/h10 | Database; Other | Support | | | | | their children (household food security) as a result of CNCS-supported services | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

| Community Need: | | | | | | | | | |
|---|---|---|------------------------------|-----------------------|-------------------------|---------------|--|----------------------------|----------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | Outcome (optional) | Outcome Instrument | Outcome Target |
| H11. Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger http://www.nationalservicesresources.org/npm/h10 | Attendance Log; Activity Log; Client Tracking Database; Tracking Form/Log; | Developing/ Maintaining Community Gardens | | | | | H12. Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services | Pre/Post Survey; Survey | |
| | | Educating | | | | | | | |
| | | Providing Services | | | | | | | |

| | | | | | | | | | |
|--|-------|--|--|--|---|--|--|--|--|
| ceresources.org/npm/h1 | Other | | | | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | | | Total number of unduplicated volunteers in Outcome: _____ | | | | |
| Percentage of total unduplicated volunteers in Output: _____ | | | | | Percentage of total unduplicated volunteers in Outcome: _____ | | | | |

Work Plan Development Worksheet Focus Area: Healthy Futures Objective: 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 Output: _____ | | | |

Community Need:

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

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

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

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

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

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

| Community Need: | | | | | | |
|---|---|---|------------------------------|-----------------------|-------------------------|---------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target |
| O1. Number of economically disadvantaged individuals receiving financial literacy services | Attendance Log; Activity Log; Other | Assisting VITA | | | | |
| | | Income Tax Tutoring | | | | |
| | | Preventing Elder Abuse | | | | |
| | | Providing Financial Literacy Education | | | | |
| Total number of unduplicated volunteers in Output: _____ Percentage of total unduplicated volunteers in Output: _____ | | | | | | |

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

Community Need:

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

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

| Community Need: | | | | | | |
|--|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target |
| V9. Number of military service members | Activity Log; | Healthy Futures Activity | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| that received CNCS-supported assistance http://www.nationalserviceresources.org/npm/v9 | Attendance Log; Tracking System; Other | Economic Opportunity Activity | | | | |
| | | National Guard Volunteer Services | | | | |
| | | Other | | | | |
| Total number of unduplicated volunteers in Output: _____ | | Percentage of total unduplicated volunteers in Output: _____ | | | | |

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

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

| | | | | | | |
|---|-------------------|---|------------------------------|-----------------------|-------------------------|---------------|
| Community Need: | | | | | | |
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target |
| EN4. Number of acres of national parks, | Activity Logs; | Plant establishment or removal | | | | |

| | | | | | | |
|--|--|----------------------------------|--|--|--|--|
| state parks, city parks, county parks, or other public and tribal lands that are improves http://www.nationalserviceresources.org/npm/en4 | Survey; Acknowledgement of Receipt of Services; Tracking Database; Other | Debris (not basic trash) removal | | | | |
| | | Land Restoration | | | | |
| | | 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 |
| EN5. Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created http://www.nationalserviceresources.org/npm/en5 | Activity Logs; Survey; Acknowledgment of Receipt of Services; Other | Creating Trails | | | | |
| | | Improving Trails | | | | |
| | | Improving Waterways | | | | |
| Total number of unduplicated volunteers in Output: _____ Percentage of total unduplicated volunteers in Output: _____ | | | | | | |

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

| | | | | | | |
|---|---|-------------------|--|--|--|--|
| | Center or Buyer; Tracking Database; Other | Reusing Materials | | | | |
| Total number of unduplicated volunteers in Output: _____ Percentage of total unduplicated volunteers in Output: _____ | | | | | | |

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

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

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

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

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

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

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

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

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

| Community Need: | | | | | | | |
|--|------------------------------------|---|--|-----------------------|-------------------------|---------------|--|
| Output | Output Instrument | Service Activity (each selected will generate a separate work plan) | # of Unduplicated Volunteers | # of Total Volunteers | # of Volunteer Stations | Output Target | |
| G3-3.16. Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants | Financial Management System; Other | Garnering Donations | | | | | |
| Total number of unduplicated volunteers in Output: _____ | | | Percentage of total unduplicated volunteers in Output: _____ | | | | |

Community Need:

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

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

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

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