

Work Plan Quick Reference

Use this quick reference guide to help you identify items in RSVP work plans that must be addressed in clarification. Please also review Appendix B and all RSVP Competition Frequently Asked Questions Documents found at www.nationalservice.gov/rsvpcompetition

- The description of the **community need** must be completed for each output selected. The needs statement should explain the compelling need that will be addressed by the volunteers. The community need should:
 - Describe the need in enough detail to convey its importance in the community. Use of local statistics can be helpful to make the case.
 - Describe the consequences of the need going unmet in the community.
 - Describe why RSVP volunteers can be effective resources to meet the need.
 - Describe the need in a way that is clear to people unfamiliar with the community.
- Work plans are developed based on service activities selected for outputs or output/outcome pairs *after* entering a community need. This means that in many situations, community needs will repeat throughout work plans. This is how eGrants formats work plans and does not need to be corrected.
- The **service activity description** should explain what the RSVP volunteers are doing in a way that shows how they will achieve the outputs and outcomes. The service activity should say who the beneficiaries are, and what the volunteers will be doing with the beneficiaries. The service activity should say how often volunteers will provide the service and for how long. The service activity should say where the service will take place.
- The **instrument description** should give the name of the instrument and briefly describe who will collect the data, and from whom and when it will be collected.
- Total volunteers in a work plan should be equal to or larger than the unduplicated volunteers in the work plan.
- An outcome target number should not be higher than an output target number.
- All targets must have a target number. The Other Community Priorities work plan target number should be '1.'
- All targets numbers entered should be what the project plans to achieve in the third year of the grant.
- In order to understand how congregate meals fit into RSVP work plans, review the document RSVP Performance Measures and Congregate Nutrition Stations. Soup kitchens are not congregate meal sites.
- H10 should be used for emergency food only rather than routine food assistance.
- Appendix B includes many examples of veterans' services. It is not an exhaustive list; other veterans' services can be proposed.
- Capacity building activities must:
 - 1) Be intended to support or enhance the program delivery model.
 - 2) Respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
 - 3) Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.