

Overview and Instructions

RSVP Work Plan Development Worksheets

Overview: This is an optional tool to help you **plan** placement of your volunteers in Performance Measures for the **three-year performance period**, as specified in the NOFO and 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 your Work Plans. 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 resources available on the 2019 RSVP Competition page, particularly:**
 - a. [The Notice of Funding Opportunity \(NOFO\)](#)
 - b. [Appendix B: RSVP National Performance Measure Instructions](#)
 - c. [RSVP Grants Application Instructions](#)
- 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: _____

This is the number that appears in the column labeled “Number of Unduplicated Volunteers” for the service area that you intend to serve in Appendix A to the NOFO.

2019 RSVP Competition					
Appendix A - List of Available Funding Opportunities					
State	Opportunity Number	Total Annual Funding Available	Start Date	Number of Unduplicated Volunteers	Areas Affected
Alabama	AL-01	\$56,793	April 1, 2019	95	Tuscaloosa and Hale Counties
Alabama	AL-02	\$40,000	April 1, 2019	160	Monroe and Crenshaw Counties

Figure 1 – Use this column to identify the total number of unduplicated volunteers required for the service area for which you intend to apply.

2) The total number of unduplicated volunteers you must program into work plans that result in national performance measure outcomes = _____ volunteers

As explained on pg. 4 of the NOFO, to find this number, divide the annual federal funding you are requesting by \$1,000. For example, an applicant requesting \$100,000 would be required to program 100 unduplicated volunteers into work plans that result in national performance measure outcomes. An applicant requesting \$50,000 would be required to program 50 unduplicated volunteers into work plans that result in national performance measure outcomes. As stated on pg. 3 of the NOFO, applicants must propose a budget that utilizes no more than the federal funding associated with the opportunity listed in Appendix A.

2019 RSVP Competition					
Appendix A - List of Available Funding Opportunities					
State	Opportunity Number	Total Annual Funding Available	Start Date	Number of Unduplicated Volunteers	Areas Affected
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Alabama	AL-02	\$40,000	April 1, 2019	160	Monroe and Crenshaw Counties

Figure 2 – Use this column to identify the maximum available funding for the service area for which you intend to apply. If you request the maximum amount of funding available, you would divide this figure by \$1,000 to determine the number of unduplicated volunteers you must program into work plans that result in national performance measure outcomes.

3) Your remaining number of unduplicated volunteers, if any = _____ volunteers

This is the number you entered in Step 1 above minus the number you entered in Step 2. These volunteers may either be programmed into work plans that result in national performance measure outcomes OR Other Community Priorities.

4) Select your primary focus area

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

You must submit at least one work plan with service in the primary focus area you choose. The primary focus area should represent the area in which an applicant intends to make the most impact.

5) Use the worksheets below as needed to plan placement for your unduplicated volunteers and draft your work plans.

Work plans use annual figures/ Use the number of unduplicated volunteers, outputs and outcomes you intend to achieve in **Year 3** of your program. If awarded, you will be able to make progress towards those goals in Year 1 and Year 2 of your grant.

- 6) For each service activity, you will create a new work plan. This is required in eGrants. All of the information in the worksheets below is required for each work plan that results in national performance measure outcomes. You will use a new sheet to draft each of these work plans. Ten sheets are provided. You may copy and paste more if you would like more. You will need to replace all text enclosed in brackets and colored red: [Red].
- 7) The 11th Worksheet in this document may be used for Other Community Priorities volunteers. See the specific instructions on that sheet for more information.
- 8) When you are done, check your work. Ensure that the total number of unduplicated volunteers equals the Year 3 requirement for unduplicated volunteers in work plans that result in national performance measure outcomes plus any remaining unduplicated volunteers.

The table below contains an example for an applicant that requests \$100,000 in funding to support a service area with a minimum of 200 unduplicated volunteers:

Funding Requested (No more than what is listed in App. A)	Total Unduplicated Volunteers in Appendix A	Total Unduplicated Volunteers Required in National Performance Measure Work Plans	Remaining Unduplicated Volunteers (May Be Programmed EITHER in National Performance Measure Work Plans OR Other Community Priorities)
Ex. \$75,000	200	\$75,000/\$1,000 = 75	200-75= 125

- 9) Once you have completed these worksheets and you are ready to enter Work Plan data into the eGrants System, please refer back to the Grant Application Instructions for step-by-step instructions on how to enter data into the Performance Measures and Work Plans Module.

Community Need:

[Complete on your own, using the prompts in the NOFO and Grant Application Instructions]

A	B	C	D	E	F	G	H	I	J
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
[Choose one of the output measures listed in the table alongside this Objective in Appendix B. For example, D1A: Number of individuals served is an output associated with the "Assistance Provided" Objective in the Disaster Services Focus Area]	[Choose the option that best describes the tool you will use to measure the number of outputs achieved.]	[Complete from the available Service Activities in the table alongside this output. For example, "Disaster Preparation" is a Service Activity listed with the output D1A]	[Identify how many unduplicated volunteers will have this as the area where he/she intends to make the most impact]	[Identify how many volunteers in all will contribute to this work plan]	[Identify how many stations will contribute to this work plan]	[Estimate your target for the output you identified in Column A]	[Choose one of the outcome measures listed in the table alongside this output. For example, D5: Number of individuals reporting increased disaster readiness is the only outcome associated with output D1A]	[Choose the option that best describes the tool you will use to measure the number of outputs achieved.]	[Estimate your target for the output you identified in Column A]

Total number of unduplicated volunteers in National Performance Measure Work Plans: **[COMPLETE]** _____
 Update this as you complete work plans to reflect the cumulative number of unduplicated volunteers programmed into National Performance Measure Work Plans. For example, if this is the first work plan I have completed, and I have included 10 Unduplicated Volunteers in Column D, the value would be 10. If this is my second, and I have included 10 Unduplicated Volunteers in Column D in each work plan, it would be 20, and so on.

Service Activity Description(s)
 [Complete on your own, using the prompts in the NOFO, Appendix B, and the RSVP Grant Application Instructions. Be sure to provide all the information requested.]

Output Instrument Description(s)
 [Complete on your own, using the prompts in the NOFO, Appendix B, and the RSVP Grant Application Instructions. Be sure to provide all the information requested.]

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Community Need:

[This section is required for Other Community Priorities Work Plans. See pg. 26 of the RSVP Grant Application Instructions for more information.]

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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	Outcome Instrument	Outcome Target
[There is only one option here: Grantee met its target for community priority activity: Yes/No.]	This is not required for these work plans.	This is not required for these work plans.	[Identify how many unduplicated volunteers will have this as the area where he/she intends to make the most impact. These unduplicated volunteers do NOT count toward the total that result in national performance measure outcomes. They do count towards your total number of unduplicated volunteers]	[Identify how many volunteers in all will contribute to this work plan]	[Identify how many stations will contribute to this work plan]	[Estimate your target for the output you identified in Column A]	This is not required for these work plans.	This is not required for these work plans.	This is not required for these work plans.

Total number of unduplicated volunteers in National Performance Measure Work Plans: [COMPLETE] _____
 The number of unduplicated volunteers you enter in this work plan **SHOULD NOT** be included in this total. It should reflect only the work plans you have completed previous, which contribute to National Performance Measures outcomes.

Total number of unduplicated volunteers: [COMPLETE] _____
 Add the number you put in Column D to the number you entered in the box to the left. This is the total number of unduplicated volunteers for your proposal, and may not be less than the number of unduplicated volunteers associated with your Service Area in Appendix A.

Service Activity Description(s)
 This is not required for these work plans.

Output Instrument Description(s)
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