

AmeriCorps Seniors SCP Work Plan Development Worksheets

Overview and Instructions



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 Notice of Funding Opportunity (Notice) 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 AmeriCorps Seniors SCP 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 [Manage AmeriCorps Seniors Grants](#) page; particularly:**
 - a. **The NOTICE**
 - b. **[Appendix B: AmeriCorps Seniors SCP National Performance Measure Instructions](#)**
 - c. **[AmeriCorps Seniors Grants Application Instructions Volume II](#)**
 - d. **[AmeriCorps Seniors SCP Resources for Independent Living and Respite Surveys](#)**

- 2) **Use the following definitions when calculating “Total Number of Unduplicated Volunteers” and “Total Number of Volunteers”:**
 - a. **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.
 - b. **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 Number of Unduplicated Volunteers from each work plan must equal the Total Number of Unduplicated Volunteers for the project.

Volunteer Calculation

- 1) **The total number of unduplicated volunteers you must place into work plans that result in national performance measure outcomes in the Healthy Futures, Aging in Place focus area= _____ volunteers.** To find this number, divide the annual federal funding on your grant renewal letter from your portfolio manager divided by \$6,500. For example, an applicant requesting \$65,000 would be required to place 10 unduplicated volunteers into work plans that resulted in national performance measure outcomes in the Healthy Futures, Aging in Place focus area.

- 2) **Your remaining number of unduplicated volunteers, if any = _____ volunteers**
 These unduplicated volunteers may be placed in any combination of outcome-based assignments, or Community Priorities.

- 3) **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.

- 4) **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 select an outcome and replace all text enclosed in brackets and colored red: [Red].**

- 5) **The last Worksheet in this document may be used for Other Community Priorities volunteers. See the specific instructions on that sheet for more information.**

- 6) **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 in the Healthy Futures, Aging in Place focus area plus any remaining unduplicated volunteers.**
 The table below contains an example for an applicant that requests \$325,000 in funding to support a service area with a minimum of 50 unduplicated volunteers.

Baseline Funding Level	Total Current Undup. Volunteers	Total Unduplicated Volunteers Required in National Performance Measure Outcomes in the Healthy Futures, Aging in Place Work Plans	Remaining Potential Unduplicated Volunteers (May Be Programmed EITHER in other Healthy Futures Aging In Place Performance Measure Work Plans OR Other Community Priorities)
Ex. \$325,000	75	\$300,000/\$6,500 = 50	75-50= 25

- 7) **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 Notice and AmeriCorps Seniors 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
H4A. Number of individuals served	Tracking System	[Complete from the available Service Activities in the table alongside this output. For example, "Companionship" or "Respite Services"]	[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]	[You may select either outcome <u>H9A</u> : Number of individuals who report having increased social support or improved capacity for independent living [OR] <u>H14</u> : Number of caregivers of older adults and individuals with disabilities who reported having increased social support]	[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 Notice, Appendix B, and the AmeriCorps Seniors Grant Application Instructions. Be sure to provide all the information requested.]

Output Instrument Description(s)
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Work Plan Development Worksheet

Focus Area: Healthy Futures

Objective: Aging in Place

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Work Plan Development Worksheet Focus Area: OTHER COMMUNITY PRIORITIES Objective: OTHER COMMUNITY PRIORITIES

Community Need:

[This section is required for Other Community Priorities Work Plans. See pg. 5 of Appendix B. AmeriCorps Seniors SCP National Performance Measures 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 (no more than 30% of the total 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: <u>[COMPLETE]</u> 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: <u>[COMPLETE]</u> 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.
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Service Activity Description(s)

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Output Instrument Description(s)

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Outcome Instrument Description(s)

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