

WORK PLAN INSTRUCTIONS and DEFINITIONS

(Updated 6/20)

1. Recipient Name

Enter the name exactly as it appears on the NCIDC STD. 213 face page.

2. MOA Number

Enter the agreement number as it appears on the NCIDC STD 213 face page.

3. MOA Term Dates

Enter the term dates as they appear on the NCIDC STD 213 face page.

4. Identified Need(s)/Problem(s), Planned Goal(s) & Service Codes

Program Need(s)/Problem(s)

Provide a brief description of the Identified Need(s)/Problem(s) to be addressed during the Program Year. List each of the planned goals and service codes to be provided to meet the specific need or problem. Refer to the Listing of FNPI's and Service Codes, If more than one need or problem is to be addressed during the program year, use a separate work plan form for each need statement and goal to meet that need.

Planned Goal(s)

Provide a brief summary of the planned goal(s) that have been developed to meet the identified need or problem.

Service Codes

For each service code, briefly describe how the planned activity and/or service will be provided and the group targeted for these services (i.e. children, elders, single parents, etc.). Provide the number of clients projected to receive services.

5. Service Code

Provide the service code number from the NCIDC Individual and Family National Performance Indicators (FNPI) and Individual and family Service Codes.

6. Planned number of clients to be served

Provide the planned number of clients to be served in each appropriate service code for the program year. A person who receives CSBG funded services is

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considered a client. The client is counted one time during a specific program year in each program service code in which s/he receives services. If the client receives services again in a program service code in which s/he has already been counted, the client is not counted again. This method of tracking clients was developed to provide an unduplicated count of clients served within each program service code during a specific program year.

When completing the Client Services & Contact Report form, make sure clients reported are unduplicated counts under a program service code.

7. Planned number of households to be served

Provide the projected number of households to be served in each appropriate service code for the program year. A household is one or more people living in the same home.

8. FNPI Outcomes

Provide the planned number of outcomes for each FNPI service code during the program year.

For example, an Individual received a food box under service code SRV 5jj for Food Distribution (Food Boxes) Then if you sent out a survey asking the individual if the food box had given them a better sense of food security then you could report those responses to the survey under FNPI outcomes specifically, code FNPI 5z. The number of individuals who reported a better sense of food security.

9. Planned Number of Volunteers Hours

Provide the planned total number of volunteer hours during the program year donated to the agency (e.g. program support, service delivery, fundraising). Board members, the head start policy council, and parent advisory board members should be included here. If there will none, enter zero.

10. List Planned Partnerships/Organizations

List the planned partnerships/organizations, created or maintained, related to your project, as well as the planned number of partnerships; if there will be none, enter zero. Number of organizations, both public and private, that your Tribe actively works with:

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A “partnership” is defined as any outside agency or entity that assists in achieving the project goals. Significant cooperation with other entities and divisions of the same Tribe may count as partnerships.

Provide the service code number for each of the organizations listed below:

- B.5a. Non-Profit
- B.5b. Faith Based
- B.5c. Local Government
- B.5d. State Government
- B.5e. Federal Government
- B.5f. For-Profit Business or Corporation
- B.5g. Consortiums/Collaborations
- B.5h. School Districts
- B.5i. Institutions of Post-Secondary Education/Training
- B.5j. Financial/Banking Institutions
- B.5k. Health Service Organizations
- B.5l. Statewide Associations or Collaborations