CRC Implementation Grant Workplan

Instructions

1. Fill out the rows and columns with the requested information. Do not edit any shaded cells, headers, or cells that contain formulas.
2. All required activities must be addressed in this workplan. The workplan is a set of tasks that align with program objectives, collectively work to achieve the project vision, and is inclusive of the entire grant term.
3. The workplan should provide a sufficient description of tasks to provide reviewers with an understanding of how specific tasks advance project objectives and goals.
4. Applicants are not limited to 6 tasks as exemplified in this workplan - include more tasks and subtask as needed.
5. For "CRC Strategies Addressed", please reference tab #5 "CRC Reference" and *Section 5.3 Implementation Strategies* of the CRC R1 Final Guidelines. Please note, each each CRC proposal must include at least four (4) strategies.
6. Please note, "Additional Strategies Addressed" is optional and should be used to list any additional strategies your proposed subtask addresses (if any).
7. Timelines should be clear and should not exceed five (5) years. Please note, the Implementation Grant Timeline includes a Project Completion Period of 4 years (48 months) from grant agreement execution and a Performance Period of 1 year (12 months) from project completion.
8. Scoring Criteria: Please see relevant scoring criteria in *Section 9.4 Scoring Criteria* of the CRC R1 Final Guidelines to review how your Workplan will be scored.
9. To view an example on how to complete this worksheet go to tab #3 "Example CRC Workplan".

Applicant Information

Lead Applicant:	
Proposal Name:	
Jurisdiction:	
Project Description: (500 character limit)	

Character Count (autopopulates) **0**

TASK 1: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

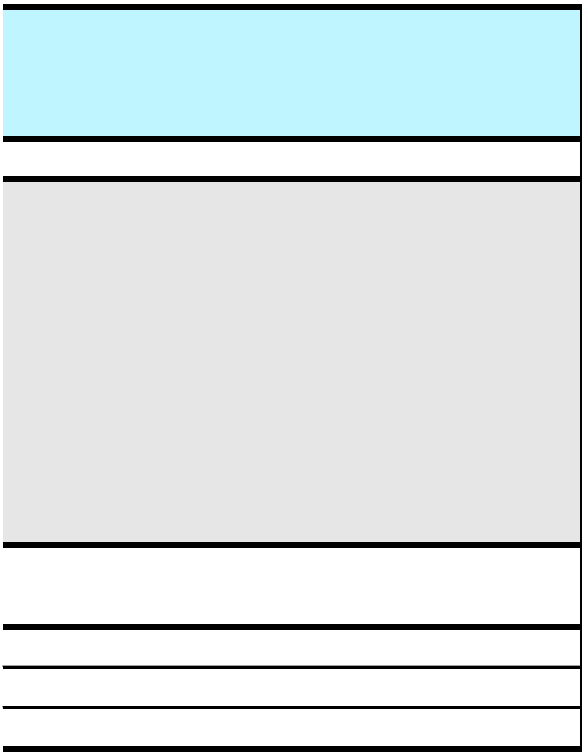### TASK 2: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

TASK 3: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

TASK 4: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

TASK 5: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

TASK 6: [Insert Task Description]

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A								
B								
C								
D								
E								

CRC Implementation Grant Budget

Instructions

1. Applicants should fill in the white cells only. Do not edit any shaded cells,
2. Numbers in the "Task" column should correspond to the tasks identified i
3. Cost Descriptions for personnel should clearly identify organizations and
4. Total Project Cost will calculate based on the "Cost per Unit" and "Numbe
5. To add an additional funding source, right click on the column titled "Fun
6. Use the "Grant Funds" and "Leverage" columns to distribute each budget
7. To add more rows, highlight a row desired to be duplicated and select "In
8. Please note that Federally recognized Tribes may use the indirect cost rat
9. To view an example on how to complete this worksheet go to tab #4 "Exa

Applicant Information

For the following three rows, information will automatically populate in the

Lead Applicant:	
Proposal Name:	
Jurisdiction:	

Cap/Threshold Summary Table	Capital Projects
Cap/Threshold	**51-100%**
Calculated	**#DIV/0!**
Total	**$ -**

TASK #	Cost Type
1	
1	
1	
1	
1	
1	
2	
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3	
3	
3	
3	

3	
4	
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5	
5	
TOTALS:	

headers, or cells with formulas included, specifically the entire "Cap/Threshold Summary Table", "
in the Workplan.
positions. For example: "Organization X – Outreach Specialist", "Organization Y – Senior Project M
er of Units". Use the "Total CRC Funds Requested" column to indicate the funding you are requesti
ding Source 1", and "Insert Table Columns to the Left." This will ensure that the formulas properly
line item across funding sources. "Total Project Cost" will calculate based on the "Cost per Unit" a
sert Rows".
te negotiated with the federal government, which may exceed the 12% indirect cost rate cap.
ample CRC Budget".

associated cell to the right, in column B.

Indirect Cost	Community Resilience Services and Programs
0-12%	N/A
#DIV/0!	#DIV/0!
$ -	$ -

Cost Description	Cost per unit (Examples: Hourly rates, fees, etc.)

Community Engagement and Outreach	Data Collection and Indicator Tracking
N/A	N/A
#DIV/0!	#DIV/0!
$ -	$ -

Number of Units (Example: Hours worked, fee cost, etc.)	Total Project Cost
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
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	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	**-**

ects to be fully funded, you should be demonstrating financial feasibility with threshold documentatior

l Funding Source columns.

Total CRC Funds Requested	Other Committed Funds	Funding Source 1	Funding Source X	Funding Gap
	$ -			$ -
	$ -			$ -
	$ -			$ -
	$ -			$ -
	$ -			$ -
	$ -			$ -
	$ -			$ -
	$ -			$ -
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	$ -			$ -	
	$ -			$ -	
	$ -			$ -	
$ -	$ -	$ -	$ -	$ -	

ה.

Project Fully Funded if CRC grant is awarded?
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE

TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE
TRUE

CRC Implementation Grant Workplan

Applicant Information

Lead Applicant:	City of Hummingbird
Proposal Name:	City of Hummingbird Community Resilience Center
Jurisdiction:	City of Hummingbird, CA
Project Description: (500 character limit)	The City of Hummingbird, in partnership with the Example Non-Profit and two local Community-Based Organizations, plans to construct a new neighborhood-level community resilience center to provide shelter and resources during climate and other emergencies. The City of Hummingbird Community Resilience Center will include year-round services and ongoing programming that build overall community resilience.
Character Count (autopopulates)	405

TASK 1: Construction: Renovation of CRC Facility & Construction of Additional Spaces

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A	Pre-Construction	Finalize site readiness requirements (CEQA and permits).	1. CEQA Documentation 2. Permits	City of Hummingbird	Not Applicable	N/A	1	6
B	Basic Infrastructure Construction	Build water and wastewater infrastructure connections for the CRC Facility	1. Communications with the Hummingbird Water Provider and City of Hummingbird Public Works Department 2. Finalized Construction Plans 3. Proof of completed Drinking Water Connection to CRC Site	City of Hummingbird	Strategy 2: Water Resilience	N/A	7	9
C	Retrofits: CRC Facility	Work with construction contractor to retrofit CRC facility and build addition to facility. Retrofits include roof replacement and solar installation, battery storage installation, HVAC replacement, and upgrades to the building envelope.	1. Constructed CRC Facility	City of Hummingbird	Strategy 1: Energy Resilience	Strategy 2: Water Resilience, Strategy 4: Nature-Based Solutions and Food Security, Strategy 5: Emergency Preparedness and Critical Communications, Strategy 6: Mobility and Access	10	28
D	Community Engagement	Host [total number of] Community workshops to gather feedback and discuss project updates. Host [total number of] Community Build Days to engage community in the construction of their CRC facility. Host [total number of] Grand Opening & Community Celebration Day.	1. Meeting Summaries (date/time/location, number of attendees, summary of outcomes) 2. Final Meeting Materials (curriculum, handouts) 3. Publicity Materials (announcements, photos from key events)	Community Based Organization A, Community Based Organization B, City of Hummingbird	Not Applicable	N/A	1	30

TASK 2: Contruction: Construct CRC Campus Amenities

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A	Pre-Construction	Secure permits and contractors.	1. Permits 2. Contractor	City of Hummingbird	Not Applicable	N/A	1	6
B	Construction: Urban Greening Campus Amenities	Work with landscape contractor to install urban greening campus amenities.	1. [number of] Trees Planted 2. [number of sq ft] Rain Gardens installed 3. [number of] Community Garden Beds installed	City of Hummingbird	Strategy 4: Nature-Based Solutions and Food Security	N/A	24	28
C	Construction: Mobility and Access Campus Amenities	Work with Transit department to construct a bus stop at the CRC campus	1. Bus stop at CRC campus	City of Hummingbird	Strategy 6: Mobility and Access	N/A	18	28

TASK 3: Community Resilience Services and Programs

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month
A	Cooking & Gardening Classes	Develop and implement healthy cooking and gardening clasess at CRC	1. Class Summaries (date/time/location, number of attendees, summary of outcomes) 2. Class Materials (curriculum, handouts) 3. Publicity Materials (announcements, photos from key events)	Example Non-Profit Organization 1, Community Based Organization B,	Strategy 3: Air Quality and Public Health	N/A	24	60
B	Entrepreneurship and Small Business Incubation Programs	Develop and implement Entrepreneurship and Small Business Incubation Programs	1. Class Summaries (date/time/location, number of attendees, summary of outcomes) 2. Class Materials (curriculum, handouts) 3. Publicity Materials (announcements, photos from key events)	Example Non-Profit Organization 2, Community Based Organization B,	Strategy 7: Workforce Development, Education, and Training	N/A	24	60

TASK 4: Evaluation: Work with a third-party Evaluator to identify indicators for tracking and monitoring and provide project-related data.

Subtask Number	Subtask Name	Description *Include detail of activities or deliverables*	Deliverables / Milestones *Major outcomes and/or metrics used to demonstrate success*	Responsible Parties *List primary responsible parties only.*	CRC Strategies Addressed *Select from the dropdown*	Additional Strategies Addressed *(optional)*	Timeline: Starting Month	Timeline: Ending Month

A	Evaluation Community Engagement	Conduct community engagement activities to evaluate the project and CRC program.	1. Meeting Summaries (date/time/location, number of attendees, summary of outcomes) 2. Final Meeting Materials (curriculum, handouts) 3. Publicity Materials (announcements, photos from key events)	Community Based Organization A, Community Based Organization B, City of Hummingbird	Not Applicable	N/A		1	60
B	Data Collection	Collect data on CRC program and project implementation	1. Coordination and communications with third-party evaluator 2. Project-Related Data	City of Hummingbird	Not Applicable	N/A		1	60
C	Indicator Tracking	Track and monitor indicators and collect metrics	1. Coordination and communications with third-party evaluator	City of Hummingbird	Not Applicable	N/A		1	60

CRC Implementation Grant Budget - EXAMPLE

Instructions

1. Applicants should fill in the white cells only. Do not edit any shaded cells, heade
2. Numbers in the "Task" column should correspond to the tasks identified in the
3. Cost Descriptions for personnel should clearly identify organizations and positic
4. Total Project Cost will calculate based on the "Cost per Unit" and "Number of U
5. To add an additional funding source, right click on the column titled "Funding Sc
6. Use the "Grant Funds" and "Leverage" columns to distribute each budget line it
7. To add more rows, highlight a row desired to be duplicated and select "Insert R
8. Please note that Federally recognized Tribes may use the indirect cost rate neg
9. *Note:This budget is a sample of how to use the worksheet.

Applicant Information

For the following three rows, information will automatically populate in the associ

Lead Applicant:	City of Hummingbird
Proposal Name:	City of Hummingbird Community Resilien
Jurisdiction:	City of Hummingbird, CA

Cap/Threshold Summary Table	Capital Projects
Cap/Threshold	**51-100%**
Calculated	**83.5%**
Total	**$ 5,574,750.00**

TASK #	Cost Type
1	Capital Projects
1	Capital Projects
1	Capital Projects
1	Capital Projects
1	Capital Projects
1	Community Engagement and Outreach
1	Community Engagement and Outreach
2	Capital Projects

2	Capital Projects
2	Capital Projects
2	Capital Projects
3	Community Resilience Services and Programs
3	Community Resilience Services and Programs
3	Community Resilience Services and Programs
3	Community Resilience Services and Programs
3	Community Resilience Services and Programs
4	Community Engagement and Outreach
4	Data Collection and Indicator Tracking
4	Data Collection and Indicator Tracking
4	
4	
N/A	Indirect Cost
5	
5	
5	
5	
TOTALS:	

ers, or cells with formulas included, specifically the entire "Cap/Thresh
Workplan.

ons. For example: "Organization X – Outreach Specialist", "Organizatio
nits". Use the "Total CRC Funds Requested" column to indicate the fur
ource 1", and "Insert Table Columns to the Left." This will ensure that
em across funding sources. "Total Project Cost" will calculate based or
ows".

otiated with the federal government, which may exceed the 12% indir

gted cell to the right, in column B.

ce Center

	Indirect Cost 0-12%
	7.5%
$	500,000.00

Cost Description
CEQA and permit filing fees
City of Hummingbird - Project Manager
Subcontractor for water and wastewater infrastructure connections
Construction subcontractor for retrofit of CRC facility
Subcontractor for solar and battery storage installation
Community Based Organization A - Outreach Specialist
Community Based Organization B - Outreach Specialist
Permit filing fees

City of Hummingbird - Project Manager
Landscape subcontractor
Subcontractor for bus stop construction
Nonprofit Organization 1 - Class Instructor
Community Based Organization B - Outreach Specialist
Materials and equipment for classes
Nonprofit Organization 2 - Class Instructor
Community Based Organization B - Outreach Specialist
Community Based Organization A - Outreach Specialist
Community Based Organization B - Outreach Specialist
City of Hummingbird - Project Manager
Indirect Costs for Grant Admin

old Summary Table", "Total Project Cost", "Other Committe

n Y – Senior Project Manager".
nding you are requesting from CRC grant funds for the line
the formulas properly extend across all columns.
n the "Cost per Unit" and "Number of Units". "Other Comm

ect cost rate cap.

Community Resilience Services and Programs
N/A
3.3%
$ **219,000.00**

Cost per unit (Examples: Hourly rates, fees, etc.)
$2,500.00
$125.00
$30,000.00
$8,400,000.00
$40,000.00
$95.00
$95.00
$2,500.00

$125.00
$97,350.00
$15,000.00
$95.00
$95.00
$10,000.00
$95.00
$95.00
$95.00
$95.00
$125.00
$500,000.00

Community Engagement and Outreach	Data Collection and Indicator Tracking
N/A	N/A
2.7%	3.0%
$ 180,500.00	$ 201,000.00

Number of Units (Example: Hours worked, fee cost, etc.)	Total Project Cost
4	$10,000.00
50	$6,250.00
1	$30,000.00
1	$8,400,000.00
1	$40,000.00
600	$57,000.00
600	$57,000.00
1	$2,500.00

200		$25,000.00
1		$97,350.00
1		$15,000.00
1,000		$95,000.00
100		$9,500.00
1		$10,000.00
1,000		$95,000.00
100		$9,500.00
700		$66,500.00
800		$76,000.00
1,000		$125,000.00
		$0.00
		$0.00
1		$500,000.00
		$0.00
		$0.00
		$0.00
		$0.00
	$	**9,726,600.00**

financial feasibility with threshold documentation.

Total CRC Funds Requested	Other Committed Funds	[Funding Source 1 - Grant Y]	[Funding Source 2 - Energy Production Rebate Program]	[Funding Source 3 - Utility Tree Donation Program]
$10,000.00	$0.00			
$6,250.00	$0.00			
$30,000.00	$0.00			
$5,400,000.00	$3,000,000.00	$3,000,000		
$6,000.00	$34,000.00		$34,000	
$57,000.00	$0.00			
$57,000.00	$0.00			
$2,500.00	$0.00			

$25,000.00	$0.00			
$80,000.00	$17,350.00			$15,000
$15,000.00	$0.00			
$95,000.00	$0.00			
$9,500.00	$0.00			
$10,000.00	$0.00			
$95,000.00	$0.00			
$9,500.00	$0.00			
$66,500.00	$0.00			
$76,000.00	$0.00			
$125,000.00	$0.00			
	$0.00			
	$0.00			
$500,000.00	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			
$ 6,675,250.00	$ 3,051,350.00	$ 3,000,000.00	$ 34,000.00	$ 15,000.00

[Funding Source 4 - City General Fund]	Funding Gap	Project Fully Funded if CRC grant is awarded?
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE

	$ -	TRUE
$2,350	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
	$ -	TRUE
$ 2,350.00	$ -	TRUE

CRC Implementation Strategies

Strategy 1: Energy Resilience

Strategy 2: Water Resilience

Strategy 3: Air Quality and Public Health

Strategy 4: Nature-Based Solutions and Food Security

Strategy 5: Emergency Preparedness and Critical Communications

Strategy 6: Mobility and Access

Strategy 7: Workforce Development, Education, and Training

Not Applicable

Definition *(See CRC R1 Final Guidelines on p.18 for more details on CRC Implementation Strategies)*
Build or enhance the CRC's capacity to prepare for and withstand energy-related disruptions, improve overall energy efficiency, and provide energy access and resources to local community during emergency activations and year-round (see *Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines* for examples of capital project activities and examples of community resilience services and programs activities).
Build or enhance the CRC's capacity to prepare for and withstand water-related disruptions, improve overall water efficiency, and provide water access to local community during emergency activations and year-round (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).
Build or enhance the CRC's capacity to provide clean air during emergency activations and year-round; equip local communities with resources, information, and trainings on public health and extreme weather conditions, including extreme heat; and support social cohesion and community resilience (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).
Build or enhance the CRC's capacity to provide food during emergency activations and year-round; develop or strengthen nature-based solutions to mitigate climate impacts; and provide resources, information, and trainings for local community members on nature-based solutions and healthy foods (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).
Build or enhance the CRC's capacity to prepare for and withstand emergency activations; develop and strengthen local critical communications infrastructure and networks; and provide local community with resources, information, and trainings for emergencies and critical communications (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).
Build or enhance the CRC's capacity to serve local community members, particularly priority populations, effectively and adequately during emergency activations and year-round; develop or strengthen accessible transportation options to the CRC Facility; and enhance mobility options for local communities (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).

Build or enhance the CRC's capacity to provide local workforce development trainings; develop and provide workforce opportunities and support relevant to local community members' strengths, priorities, and needs; and equip local communities with increased access to leadership and advocacy, civic engagement, jobs and careers, and other economic opportunities (see Section 5.3 Implementation Strategies of the CRC R1 Final Guidelines for examples of capital project activities and examples of community resilience services and programs activities).