Guidance for completing the Delivery Plan for Crisis and Resilience fund

Before completing this template, please refer to the **'MI (Combined) Reporting Requirements'** document.

Please ensure you complete the following tabs:

1 - Governance

2 - Planned Activity and Spend

The delivery plan should cover the anticipated value of grants for vulnerable households for the duration of the reporting year (1 April 2026 to 31 March 2027).

You need to return the delivery plan by 1 July 2026

When submitting your delivery plan to DWP; please attach and name the excel spreadsheet as follows -

Filename: CRFYR1DP_RRRRR_MMYY (where RRRRR is your LA ONS short code and date of return is in MMYY format) for example Brighton and Hove Unitary Authority's June 2026 return would be labelled **CRFYR1DP_E1401_0626 xlsx.**

Send the completed delivery plan, **including the name of your LA in the subject line** to the DWP to:

lawelfare.pdt@dwp.gov.uk
For example Brighton and Hove Unitary Authority's email subject line would be
Brighton and Hove CRF YR 1 Delivery Plan

Your delivery plan must be signed off by your Section 151 Officer / Chief Finance Officer. Please ask them to complete Table 3 to provide assurance on the correctness of the anticipated spend. We also require you to copy your Section 151 Officer / CFO into your return email when submitting your delivery plan to DWP.

Reasonable administration costs are funded as part of the grant.

Traffic Light Guidance System

The Traffic Light Guidance System is used throughout the delivery plan to help inform the user and the Cabinet Member of any outstanding required inputs.

The green circle with a white tick indicates that the adjacent table is compliant:

The red circle with a white cross indicates that the adjacent table is non-compliant:

CRF Delivery Plan - Governance

Department for Work & Pensions

1) LA details

Local authority	ONS Short Code	LA Type	Has the return been completed in full?
Kent	E2221	County Council	✓

Notes
To complete the Governance tab, please ensure to:
a) choose your Local Authority name in Table 1
b) enter the return date in Table 2 (dd/mm/yyyy)
c) complete all cells in Tables 3 and 4

All blue cells are to be completed by Local Authorities. All grey cells with autofill.
A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.

When a green circle with a white tick appears next to Tables 1 to 4, the tables are compliant.

When a green circle with a white tick appears in Table 1 'Has the return been completed in full?', the delivery plan is compliant and ready for submission.

2) Reporting period

Reporting period	Report type	Return date (dd/mm/yyyy)
01/04/2026- 31/03/2027	Delivery Plan	15/05/26

3) Section 151 Officer sign off

I have reviewed the financial procedures in place and I am satisfied that they are robust enough to protect public funds and that the total anticipated Grant spend by the Grant Recipient in this template is exclusively for the purposes set out in the Grant Determination Letter between the Grant Recipient and the Secretary of State for Ministry of Housing, Communities and Local Governemnt in respect of the delivery of the Crisis and Resilience Fund:

Section 151 Officer signature (please type)	Section 151 Officer's email
[redacted]	[redacted]

4) Governance

Cabinet Member (name)	Cabinet Member's email	Has the Cabinet Member approved this plan? (dropdown)	Is the Section 151 Officer/CFO copied into the return email?
Cllr Lynne Wright	cllr-lynne.wright@dower.gov.uk	Yes	Yes

5) Totals

Anticipated spend for crisis scheme (£)	Anticipated housing payment costs (£)	Anticipated resilience building investments (£)	Anticipated community coordination costs (£)	Anticipated admin costs (£)	Total anticipated spend (£)	Total CRF Allocation (£)	Anticipated spend as % of allocation
£ 150,813.69	£ -	£ 150,000.00	£ -	£ 42,000.00	£ 342,813.69	£ 19,171,763.36	1.8%

Traffic Light Guidance System

The traffic light guidance system is used throughout this workbook to help inform the user, Cabinet Member and Section 151 officer of any outstanding required inputs. The icons can be found next to each table.

The green circle with a white tick indicates that the adjacent table is compliant: ✓

The red circle with a white cross indicates that the adjacent table is non-compliant: ✗

For DWP use only:	
Governance	✓
Planned activity and spend	✓

CRF Delivery Plan - Anticipated spend

Notes

Please input numerical values in full (e.g. 120,000.00) to enable us to process the return. Please ensure that any spend figures you provide are presented to 2 decimal places, if this is not followed your Delivery Plan will be returned for completion. All blue cells are to be completed by Local Authorities. All grey cells with autofill.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there is no anticipated spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example). This will help us process the return promptly for you.
Your total anticipated spend must not exceed your allocation amount. Anticipated spend and acitvity should relate to the duration of the reporting year (1 April 2026 to 31 March 2027). The total of anticipated spend reported must be less than or equal to your allocation.

'Has the planned activity and spend tab been completed correctly?' - the traffic light will turn green with a white tick once Tables 6 and 7 are compliant

6) Anticipated spend split by CRF Strand (£) (1 April 2026 to 31 March 2027)

Anticipated spend for crisis scheme (£)	Anticipated housing payment costs (£)	Anticipated resilience building investments (£)	Anticipated community coordination costs (£)	Anticipated admin costs (£)
£ 150,813.69	£ -	£ 150,000.00	£ -	£ 42,000.00

Traffic light check
Has the planned activity and spend tab been completed correctly?
✓

7) Planned activity for each CRF strand (1 April 2026 to 31 March 2029)

Planned activity for crisis scheme (include applications methods, how accessibility is being ensured, eligbility requirements, and how the crisis scheme will refer into resilience services).
Applications will come into a portal managed by a officer, this officer will soley be employed to run the Crisis Resilence Fund Scheme. The Officer will asses each case on a case by case basis, refering into relevant schemes where needed, the officer will also run our own cash first scheme.
Planned activity for housing payments (include how you intend to manage to transition from Discretionary Housing Payments to CRF between 2026 and 2029).
Our partners Partnership One in collaboartion with our collegues from hosuing will cohntinue to adminster DHP paymenys this will continue into year 3 also. The CRF Offuicer will work closely with partner
Planned activity for resilience strand - Reduced experiences of material deprivation (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from
Planned activity for resilience strand - Reduced need for emergency food parcels (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from
Planned activity for resilience strand - Increased access to appropriate and qualty advice services. In particular, please detail how spend in this area will support CRF's outcomes:

✓	The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from t
	Planned activity for resilience strand - Increased savings (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
✓	The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from t
	Planned activity for resilience strand - Reduction in debt, especially priority debt (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
✓	The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from t
	Planned activity for resilience strand - Maximisation of individuals' incomes (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
✓	The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from t
	Planned activity for resilience strand - Decreased need for Crisis Payments and Housing Payments (include services being provided / support and expected outcomes). In particular, please detail how spend in this area will support CRF's outcomes:
✓	The CRF Officer will meet with managemnet and the portfolio holder on a monthly bais to look at resilence need acoss the areas of material deprivation, food parcels, advice debt and other strands, from this the officer will detemin what resilence offers are required for residents & administer these with partners from the resilence funding.
	Planned activity for community coordination strand (please detail how the spend will support CRF's outcomes: Bolstering community level support •Increased referral of crisis support applicants to appropriate services. •Decreased crisis support applications.
✓	The CRF officer will work closely to build up rapour & partnerships with all relevant partners to increase the level of support residents receive & decrease th enumberof referrals.
	Planned admin spend - please detail what the anticipated admin spend will cover, including any evaluation costs.
✓	The planned admin spend is for a full time officer with oncost sthis will be approximately £42,000 per Annum
	Further information - please refer to guidance document for questions to respond to using this field
✓	DDC has changed there offering from delivery of the Household Support fund as we fill this resident centered approach will enable us to build resilence with residents.