

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_MMY (where RRRRR is your LA ONS short code and date of return is in MMY 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 

1) LA details

Local authority	ONS Short Code	LA Type	Has the return been completed in full?
Middlesbrough	E0702	Unitary Authority	✘

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	

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 Government in respect of the delivery of the Crisis and Resilience Fund:

Section 151 Officer signature (please type)	Section 151 Officer's email
	Andrew.Humble@middlesbrough.gov.uk

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?
Nicky Walker	Nicky.Walker@middlesbrough.gov.uk		

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
£ 2,370,000.00	£ 398,209.00	£ 693,592.00	£ 137,750.98	£ 399,732.00	£ 3,999,283.98	£ 3,999,285.26	100.0%

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	✔

End

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 activity 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 (£)
£ 2,370,000.00	£ 398,209.00	£ 693,592.00	£ 137,750.98	£ 399,732.00

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, eligibility requirements, and how the crisis scheme will refer into resilience services).
 We have planned a tranche of transitional payments providing a final payment to support residents with the transition from the Household Support Fund to the Crisis and Resilience Fund and to prevent creating a financial shock to households who have come to expect pro-active support.
 Transitional payments will be predominantly automated, using information already held. Where this is not possible residents will be able to apply.
Planned activity for housing payments (include how you intend to manage to transition from Discretionary Housing Payments to CRF between 2026 and 2029).
 Criteria: in receipt of Universal Credit, Housing Element or Housing Benefit.
 In year one we will continue to deliver the Council's Discretionary Housing Payments in line with the existing policy. This includes support for shortfalls in rent, support with moving costs, rent in advance / deposits or rent arrears (subject to income and expenditure verification). Nb. All information has been updated to reflect the name change of Housing Payments.
 Strengthening links with the housing teams will allow a full view of the applicant's status, identifying other support available such as the homelessness prevention grant and ensuring a holistic approach to housing need. We will also link Housing Payment applications to the resilience strand of the scheme.
 We will gain more understanding from analysis of activity in year one to support with ongoing discussions around how Housing Payments will evolve with the scheme in years two and three. Transition discussions to include:
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:
 We aim to tackle root cause and provide tailored interventions to promote longer term resilience. This may include, but not limited to:
 •Budgeting advice
 •Household income maximisation
 •Debt advice
 •Employability support
 •End to end support to ensure resident is fully engaged with service
~~And will be considered in line with all resilience strands as outlined below.~~
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:
 This section reflects the initial emphasis outlined in the above strand.
 To support residents with reduced need for emergency food parcels we plan to:
 •Look at awarding on a cash first approach
 •Ensuring all applicants receive that tailored resilience support referred to previously
 •Build on our relationship with the foodbanks to ensure we are capturing residents who were not referred through the council, to engage them into our resilience services
 •Start building better links with Middlesbrough Community Grocery to support residents to migrate from foodbanks to an affordable food shop, with the support of resilience services
Planned activity for resilience strand - Increased access to appropriate and quality advice services. In particular, please detail how spend in this area will support CRF's outcomes:
 This section reflects the initial emphasis outlined in the first resilience strand.
 To support residents with increased access to quality advice services we plan to:
 •Increase our own internal services, including Welfare Rights and Welfare Support teams
 •Work more closely with internal services i.e. employability hub, neighbourhood navigators
 •Clear referral paths into the Citizens Advice
 •Clear referral paths into Cleveland Housing Advice Centre (CHAC)
~~Funds available for VCSE to apply for funding to support the aim of Crisis and Resilience~~
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:
 This section reflects the initial emphasis outlined in the first resilience strand.
 To support residents with increased savings we plan to:
 •Consider the above-mentioned resilience support initially to ensure they are making ends meet - budgeting advice, debt advice, household income maximisation and employability support
 •Consider how global inflation will affect residents' ability to cover all costs and build this in with resilience
 •Once a resident has been supported with the above, consider whether they are in a position to incorporate savings into their budget
 •Work closely with South Tees Community Bank
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:
 This section reflects the initial emphasis outlined in the first resilience strand.
 To support residents with reducing their debt, especially priority debt we plan to:
 •Ensure the initial steps are done to support with income and budgeting
 •Refer to CHAC, a specialist debt advice team
 •Monitor the outcomes of that referral and ensure engagement with the service was fulfilled
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:
 This section reflects the initial emphasis outlined in the first resilience strand.
 To support residents with maximisation of individuals' income we plan to:
 •Increase the resource within our Welfare Rights team, this means we can work with more residents to ensure we are maximising their household income where they are entitled to benefits
 •Work closely with the employability hub, building clear referral pathways and outcome monitoring
 •Fund Actes to provide a work club and monitor the outcomes closely
 •Refer to CHAC to ensure specialist debt advice is given, which could potentially increase the amount of income they are left with each month
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:
 This section reflects the initial emphasis outlined in the first resilience strand.
 To support residents with decreasing their need for Crisis and Housing Payments we plan to:
 •Look at case working, which will entail a further contact point with the resident following a period of support for an update on their circumstances
 •Ensure residents are engaging with the support services they have been referred to
 •Potentially limit further awards if resilience services have not been engaged with
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.
 This section will also reflect the initial emphasis outlined in the first resilience strand, as we aim to consider this with all applications.
 Year one will entail building relationships with the community and understand how we can compliment each other in delivering the Crisis and Resilience Fund to our residents.
 In year one we will:
 •Work with Actes to deliver a work club
 •Open bidding for VCSE's to apply for funding to support the delivery of Crisis and Resilience Fund
Planned admin spend - please detail what the anticipated admin spend will cover, including any evaluation costs.
 Anticipated spend will cover:
 •Additional resource for tasks such as scheme management, system support and gathering management information, administration of applications, processing awards etc
 •Free school meal auto-enrolment support
 •New system to manage applications and referrals
 •Postage
 •Transaction fees (increased costs with cash first options)
Further information - please refer to guidance document for questions to respond to using this field
 Funding is available from 1 April 2026, however, the local scheme will launch in June/July 2026 following a period of detailed planning and successful progression through the full executive approval process to ensure strong governance and delivery readiness.