



GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT  
STATE OF CALIFORNIA • OFFICE OF GOVERNOR GAVIN NEWSOM

## **CALIFORNIA COMMUNITY REINVESTMENT GRANTS PROGRAM**

### **WORK PLAN/TIMELINE OVERVIEW AND INSTRUCTIONS**

#### **Work Plan/Timeline Requirements**

The Work Plan/Timeline (Work Plan) provides a tool for applicants to demonstrate evidence of proposal feasibility, clear goals, and expected measurable and achievable outputs and outcomes.

Each Work Plan must include these seven components: a summary of the desired impact of the proposed services, goals<sup>1</sup>, key action steps, expected outputs and outcomes, evidence of completion, person(s) responsible, and projected completion dates for each goal.

#### **Instructions**

##### **How to access, download, and upload**

Go to [www.business.ca.gov/CalCRG](http://www.business.ca.gov/CalCRG) to download the Work Plan Template. Download the document and enter your data and information into the table. When you are finished, upload the completed Work Plan to your online application, in the required documents section.

##### **Overview of requirements**

Each proposal must have at least one desired impact of the proposed services. Examples include: improvement of health status in clients, improvement of quality of life in clients, increased income in clients, increased employment in clients, and/or reduced recidivism in clients. Each proposal must have at least one clear, measurable goal and key actions that will support the completion of the goal. Proposals may have multiple goals in pursuit of whole person care. Applicants will need to identify each specific goal and list them in the Work Plan. For each goal, applicants will need to identify key action

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<sup>1</sup> Goals may include but are not limited to the following categories: development of an appropriate service delivery model; activities related to the identification of the unique needs of priority populations; recruiting and retaining clients; recruiting and retaining key management and other qualified staff; activities related to the implementation of the proposed services; developing linkages/building partnerships with other service providers in the community including any community-based nonprofits, federally qualified health centers, health departments, local employers, etc.

steps, expected outputs and outcomes, evidence of completion, a person responsible for its completion, and projected completion dates.

#### **Guidance for each column in table**

**Goals** may include, but are not limited to, the following types of activities: development of an appropriate service delivery model; activities related to the identification of the unique needs of priority populations; recruiting and retaining clients; recruiting and retaining key management and other qualified staff; activities related to the implementation of the proposed services; developing linkages/building partnerships with other service providers in the community including any community-based nonprofits, federally qualified health centers, health departments, local employers, etc.

The **Expected Outputs and Outcomes** are identifiable measures of service delivery and improvements to the client's wellbeing that are established and maintained after the services are delivered and can include things such as: proportion or number of clients served that:

- achieved and maintained improved health status after 12 months;
- achieved and maintained improved quality of life after 12 months;
- maintained increased income after 12 months;
- maintained employment after 12 months;
- did not recidivate after 12 months.

The number of clients served.

The amount of services or number of hours that services will be provided to clients.

The **Evidence of Completion** will support the documentation of the completed goal and can include items such as: client satisfaction surveys, client case files, tracking logs, client signup sheets, client success stories, etc.

The **Title of Person(s) Responsible** would be the staff person responsible for completing the milestone or goal. This person could be the CEO, CFO, program manager, program coordinator, and/or specialist, etc.

The **Expected Goal Completion Date** is the date (month and year) when the milestone will be achieved. All completion dates must be prior to or the day of the Grant term end date.