

Program Workplan and Timeline

Applicants are to upload a draft of this document with their applications. If awarded, the final approved due versions are by June 10, 2022.

MRC COVID-19 RISE Awards <i>Respond, Innovate, Sustain, and Equip</i>	
MRC Unit Name & Number:*	District 10 MRC-Norman/Cleveland County Unit 333
Point of Contact Name:	David Grizzle
Point of Contact Email:	David.grizzle@normanok.gov

*State coordinators, please enter your state here.

Program Workplan and Timeline	
<p>Goal(s): Address at least one category and describe the goal of the program and the measurable outcomes expected.</p> <ul style="list-style-type: none"> • Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic. <ul style="list-style-type: none"> ○ Examples include volunteer training opportunities, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expense such as supplies. • Innovate: Adopt technology and processes to support evolving volunteer management requirements. <ul style="list-style-type: none"> ○ Examples include purchase or expand technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc. • Sustain: Maintain staffing and infrastructure needed to meet the operational requirements of the unit. <ul style="list-style-type: none"> ○ Examples include staffing needs to support to support ongoing operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents. • Equip: Attain supplies to support volunteer deployments and meet mission requirements. <ul style="list-style-type: none"> ○ Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer PPE or deployment gear, supplies for volunteer training events, etc. 	
Goal(s):	Measurable Outcomes:
<ul style="list-style-type: none"> ○ Obtain Facility for grant operations ○ Hire temporary admin assistant ○ ○ 	<ul style="list-style-type: none"> • Complete MOU for office space cost within budget • Coordinate with temp service for individual within budget
<ul style="list-style-type: none"> ○ Identify training shortfalls ○ ○ Obtain equipment ○ ○ Identify conference and workshop attendees 	<ul style="list-style-type: none"> • Train 75 in CPR, AED, Stop the Bleed by end of period • Train 12 in forklift operations, Train 6 in trunked radio • Obtain budgeted equipment IAW grant NLT end of performance period • Select 1-4 Unit representative for NACCHO conference

Objectives to support goals:	Timeline:	Key Tasks:
Develop plans and processes	April 1 – May 2022	<ul style="list-style-type: none"> Hire personnel, Meet with key leaders to determine common operating picture, prioritize scope of work to refine programmatic issues with the 2019 COVID response
Assist in recruitment of volunteers	June to December 31, 2022	<ul style="list-style-type: none"> Identify opportunities to market the MRC at local events, workshops and community organizations.
Conduct a volunteer needs assessment	July 1 to July 31, 2022	<ul style="list-style-type: none"> Obtain database to utilize, develop medium for survey of database, coordinate dates to provide corrective actions
Negotiate fee for facility	May 1 to June 1, 2022	<ul style="list-style-type: none"> Obtain retail market space value in the community, identify collaborative partner for facility space, negotiate fee
Obtain Equipment	July 1 to July 31, 2022	<ul style="list-style-type: none"> Identify vendors, execute purchases