

**HEALTHY HOMES INITIATIVE and LEAD TECHNICAL STUDIES WORK PLAN DEVELOPMENT WORKSHEET
WITH MINIMUM BENCHMARK PERFORMANCE STANDARDS
(24-MONTH PERIOD OF PERFORMANCE)**

Grant Number:		Grantee Organization:										Period of Performance: October 1, 2003 - January 31, 2006	
ACTIVITY	Q1 2003	Q2 2004	Q3 2004	Q4 2004	Q5 2004	Q6 2005	Q7 2005	Q8 2005	Q9 2005	Q10 2006	HUD Notes/Comments on Progress		
	Oct -Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar			
I. Applicant Capacity and Start-up (0-120 days) October 1 - January 31, 2004													
A. Quality Assurance Plan Submitted and Accepted (if applicable)													
B. Staff hired													
C. Approval for Environmental Review Received (if applicable)													
D. Internal Policies and Procedures Established													
E. Process for Invoicing HUD through LOCCS Established with Grantee's Finance Staff													
F. Subcontracts and Sub-grants In-place													
G. IRB Approval Received (if applicable)													
1a. Work Plan Milestone													
b. Actual Completion													
H. Necessary Supplies and Materials Procured													
1a. Work Plan Milestone (% Complete)													
b. Actual Completion													
II. Interventions													
A. Recruitment/Enrollment													
Target Enrollment in Work Plan =													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													
B. Dwelling Unit Assessments Performed													
Total Units in Work Plan =													
HUD Minimum Performance Standard													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													
C. Interventions in Dwelling Units Completed													
Total Units in Work Plan =													
HUD Minimum Performance Standard													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													
4. # Units in Progress													
III. Community Outreach/Education/Training													
A. Community Outreach and Education													
Activity:													
Target in Work Plan =													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													
B. Skills Training													
Activity:													
Target in Work Plan =													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													
C. Publications and Other Materials Developed and/or Distributed													
Activity:													
Target in Work Plan =													
1. Work Plan Milestone % Planned													
2. Actual # Completed (cumulative)													
3. Actual % Completed													

HUD Minimum Performance Standards are depicted by solid arrows Please see the "Definitions of Benchmark and Reporting Activities" document for clarification of terms on this sheet.

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IV. Data Collection and Analysis																																																																																															
A. Data Collection Instruments Developed																																																																																															
1a. Work Plan Milestone																																																																																															
b. Actual Completion																																																																																															
B. Data Collected																																																																																															
1a. Work Plan Milestone 1:																																																																																															
b. Actual Completion																																																																																															
2a. Work Plan Milestone 2:																																																																																															
b. Actual Completion																																																																																															
3a. Work Plan Milestone 3:																																																																																															
b. Actual Completion																																																																																															
C. Mid-Project Quality Assurance Report																																																																																															
1a. Work Plan Milestone																																																																																															
b. Actual Completion																																																																																															
D. Data Analysis Completed																																																																																															
1a. Work Plan Milestone 1:																																																																																															
b. Actual Completion																																																																																															
2a. Work Plan Milestone 2:																																																																																															
b. Actual Completion																																																																																															
V. Cumulative LOCCS Draw Downs																																																																																															
A. Cumulative LOCCS Draw Downs																																																																																															
Cumulative LOCCS Draw Down Grant Award Amount																																																																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:5%;"></th> </tr> <tr> <td></td> <td align="center">5%</td> <td align="center">10%</td> <td align="center">15%</td> <td align="center">20%</td> <td align="center">35%</td> <td align="center">50%</td> <td align="center">75%</td> <td align="center">100%</td> <td colspan="3"></td> </tr> </thead> <tbody> <tr> <td>HUD Minimum Performance Standard</td> <td align="center">\$ -</td> <td colspan="3"></td> </tr> <tr> <td>1. Work Plan Milestone % Planned</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3"></td> </tr> <tr> <td>2. Actual # LOCCS Draw Down (cumulative)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3"></td> </tr> <tr> <td>3. Actual Cumulative LOCCS Draw Down %</td> <td align="center">0%</td> <td></td> </tr> <tr> <td>4. Administrative Advanced Payment Drawdown (if applicable)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3"></td> </tr> </tbody> </table>																									5%	10%	15%	20%	35%	50%	75%	100%				HUD Minimum Performance Standard	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				1. Work Plan Milestone % Planned												2. Actual # LOCCS Draw Down (cumulative)												3. Actual Cumulative LOCCS Draw Down %	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		4. Administrative Advanced Payment Drawdown (if applicable)											
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4. Administrative Advanced Payment Drawdown (if applicable)																																																																																															
VI. Closeout																																																																																															
December 31, 2003 - March 30, 2007																																																																																															
A. Draft Final Report and/or Technical Publication/Manuscript of Findings Submitted																																																																																															
B. Final Report and/or Technical Publication/Manuscript of Findings Submitted																																																																																															
*No benchmark standard																																																																																															

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