HUD's Office Of Healthy Homes And Lead Hazard Control
Lead Outreach Grantee Quarterly Progress Report

1. Grant Agreement Number:	
2. Grantee Organization:	
3. Project Title:	
4. Organization Address:	
5. Report Period:	___ Jan 1 – Mar 31 ___ Jul 1 – Sep 30 Year _____ ___ Apr 1 – Jun 30 ___ Oct 1 – Dec 31
6. Project Period of Performance: (Start – Expiration Date)	
7. Cumulative Federal Grant Funds Drawn Through End Date of Report Period:	

Certification		
8. Program Manager: (print name)		
9. Signature:		9a. Date:
10. Person Preparing Report (print name)		
11. Date Report Prepared		
12. Preparer's Signature		

QUARTERLY PROGRESS REPORT

The Lead Outreach Grantee Quarterly Progress Reporting Form reflects reporting requirements that will assist both HUD and grantees in monitoring and evaluating their progress in implementing grant activities. This report, together with a well-designed work plan, provides a system to assist all parties in measuring grantee performance and fulfilling program management, monitoring, and oversight responsibilities. This format requires current quarter information as well as cumulative numbers for some items.

The importance of tracking costs and activities: Because Lead Outreach Grantees and Lead Hazard Control Grantees perform somewhat similar activities in the areas of outreach and training, the costs and source of funds associated with outreach activities must be tracked. This format is to be used only for reporting outreach activities conducted with funds from the Lead Outreach Grant. Outreach activities conducted using funds from a Lead Hazard Control Grant should be reported in the quarterly report format for the Lead Hazard Control Grant Program.

PART 1

Program Narrative Response

Discuss your progress and accomplishments in meeting the tasks and objectives outlined in the HUD-approved work plan for your Lead Outreach Grant. You should respond to each narrative item with a short paragraph. Work plan tasks that must be covered in this report include:

A Program Management and Capacity Building

B Housing Assessment/Inspection, Community Outreach and Training Activities

Summarize your activities for this report quarter, and cumulatively, as requested. In the discussion of these work plan tasks, highlight issues and/or activities that had a significant impact on the program. The narrative discussion should complement the information submitted in the tables.

If your narrative response to a particular question remains unchanged from the previous quarterly report or no new information can be reported, please respond by entering “no change from last quarter.”

A Program Management and Capacity Building – Narratives Only

Within the context of the current work plan and grant agreement, summarize your progress in the overall grant program. As part of your summary, please address the topics listed below.

A1. Challenges: Describe any obstacles or challenges to performance or activities, and measures taken to overcome those challenges.

A2. Coordination with Existing Programs: Describe efforts to enhance the coordination and integration of lead outreach work with other existing housing, health, and environmental programs. Include other grant applications in process that will address lead-based paint or outreach issues.

A3. Personnel Changes: Describe any changes in key personnel in the program and among sub-grantees or other entities directly involved in your grant program and its impact. Provide information on any new program participants, including resumes of key individuals or letters of commitments, Memoranda of Understanding, or other arrangements with community-based organizations and other partners.

A4. Work Plan or Budget Changes: Describe any significant changes to the work plan or budget that have occurred during this quarter.

A5. Design or Evaluation Changes: Describe any changes in the design or evaluation of the program during this quarter. Explain why changes were made and their potential impact on the program.

A6. Effectiveness of Incentives: For this quarter, generally describe the effectiveness of the financing mechanisms or incentives used in reaching members of your target audience and encouraging enrollment of their unit into a lead hazard treatment program.

A7. Program Data Collection: Describe the methods you used this quarter to collect data regarding outreach activities and the criteria employed to evaluate the performance of the overall grant program.

A8. Financial Partnerships: Describe the effectiveness of partnerships with financial institutions, corporations or non-profit organizations for this reporting period.

B Housing Assessment/Inspection, Community Outreach, and Training Activities – Narratives and Tables

Section B focuses on outreach activities, including home visits, assessments (e.g., resident questionnaires, environmental or visual assessments) performed, community outreach events held and training provided through your program.

Because of the wide range of activities involved in the Lead Outreach grant program, not all questions or possible responses will be applicable to your particular grant. If an item asks about a type of activity that is not relevant to your program, please respond “Not Applicable.”

Section B of this report contains the following components:

B1. Assessment and Inspection Information: Narrative and Table 1

B2. Community Outreach Events, Effective Publications and Collateral Materials:

- B2.1 Outreach Events Conducted: Narrative and Table 2
- B2.2 Effectiveness of Methods Using Publications and Collateral Materials: Narrative and Table 3
- B2.3 Costs of Outreach Events and Collateral Materials: Narrative and Table 4

B2.4 Reaching Persons of Limited English Proficiency (LEP): Narrative and Tables 5 and 6

B3. Training and Education Activities:

B3.1 Training and Education Activities: Narrative and Table 7

B3.2 Evaluation of Training and Education: Narrative Only

B1. Assessment and Inspection Information - Narrative and Table 1

In your narrative, describe the lead-based paint housing assessments or unit inspections that took place this quarter under the Lead Outreach grant:

Table 1. Summary of Housing Assessments/Inspections Performed

	Current Quarter	**Cumulative for All Quarters**
Number of units contacted:		
Number of units assessed or inspected:		
Check type of assessment performed: **(Check all that apply)**	**Visual Assessment** ____ **Code Inspection** ____ **LBP Inspection** ____ **LBP Risk Assessment** ____ **Other** ____	**Visual Assessment** ____ **Code Inspection** ____ **LBP Inspection** ____ **LBP Risk Assessment** ____ **Other** ____
Number of units with hazards:		
Number of units with hazards referred for treatment:		

Note: HUD recognizes that grantees normally contact people and not units. However, this table is designed to compare the number of units that were contacted in order to generate the stated number of units assessed.

B2. Community Outreach Events, Effective Publications and Collateral Materials - 4 Narratives and Tables 2-5

B2.1 Outreach Events Conducted: Describe your target audience (tenants, landlord groups, etc.) for each type of outreach activity (see explanation, below) conducted this quarter. Discuss the expected outcomes of your efforts. For this quarter, describe how you measured your activities' effectiveness in reaching your target audience. Include new evidence: 1) for why you believe a specific strategy is effective, and 2) which raises questions about a strategy's effectiveness. If

applicable, describe how you altered activities to improve their effectiveness. All outreach activities described in the narrative should be accounted for in **Table 2** below.

In the tables, provide specifics about each activity conducted by your program including date, place, time, type of activity, target audience, materials used, number and type of personnel involved and number of people reached.

For this report, outreach activities/events are categorized into four major types:

1. **"Community outreach" includes participation in community events, small group presentations, meetings, mailings, health fairs, etc. Include blood-lead screenings arranged or conducted by your program as community outreach activities. Community outreach activities may include use of "collateral materials" such as publications, documents or props, giveaways, cleaning kits or tee-shirts, etc.**
2. **"Earned media" are public service announcements and media stories on television, radio or in print that are provided at no cost to your program. Please estimate the number of people reached.**
3. **"Advertising" means paid advertisements on billboards, buses or other locations. Please estimate the number of people reached.**
4. "Infrastructure and Support" includes development and maintenance of telephone hotlines and websites. These represent major communication elements for many lead outreach grantees.

Table 2. Quarterly Community Outreach Activities by Target Audience (Numerical responses should correspond to the narrative answers provided in response to the questions above.)

Target Audience	Number of Activities Conducted this Quarter	Type of Activity / Activities (Check all that apply) Community Outreach (CO), Earned Media (M), Paid Advertising (A) Infrastructure (I) Other (O)	Documented Number of Individuals Reached (Estimate for M and A)	Main Purpose of Activities Increase Awareness of Lead Poisoning and need for screening (A) Enroll Units (E) Other (O)	Type of organization having Primary Responsibility Grantee (G) Subgrantee (S) Contractor (C) Volunteer (V) Other partner (P)	Were any activities of this type evaluated? (Y/N)	Did you meet your quarterly benchmark(s) for this target audience? Yes (Y) No (N) Partially (P)	Cumulative number of events held
Health / child care providers								
Schools, parent groups, etc.								
Landlords / tenants and groups								
Community - or target area-wide								
Other (specify)								
Other (specify)								
Other (specify)								
Other (specify)								
Total								

B2.2 Effectiveness Publications and Collateral Materials: Describe the publications, collateral materials, and/or formats that proved effective for your program this quarter. Identify why and how you developed new printed materials or purchased new items for use. State how costs were tracked and linked to outreach activities. Please attach one copy of your documents and materials used to perform outreach activities to this report if they have not been previously provided as an attachment to a quarterly report. Please mail one copy of your collateral materials to your GTR. Do not attach copies of Federal government publications.

Table 3. <u>Tools and Collateral Materials used for Outreach Activities</u>. Provide information on all publications used during the quarter, (e.g., pamphlets, program information sheets, etc.). Include other items used such as visual presentations, videos, giveaways, mascots, cleaning kits, calendars, coloring books, and other props, etc. State the source (Lead clearinghouse, state item. quarterly and cumulative totals used, and cost of the document or List the number of individuals reached with each item and the total. agency, etc., not the vendor).

Publication/Item (provide exact titles of publications)	Number Used this Quarter	Source of Publication or Item (Federal, State or Local Gov't, Purchased Commercially, Original Item)	Costs for this Publication / Item This Quarter	New Publications or Items Developed or Purchased This Quarter	Copy Attached or Mailed (✕)	Cumulative Number Used	Cumulative Costs for Publication / Item
Your Program Information Sheet							
Building Code Information Sheet							
Protect Your Family from Lead in Your Home					N/A		
Lead Paint Safety Field Guide					N/A		
Lead in Your Home: A Parent's Reference Guide					N/A		
Reducing Lead Hazards When Remodeling Your Home					N/A		
Lead Disclosure Rule Information					N/A		
Hotline Calls/Website "Hits"					Please submit screen captures and/or hotline informati on		
Other (specify)							
Other (specify)							
Other (specify)							
Other (specify)							
Total							

B2.3. Costs of Outreach Events and Collateral Materials

Describe your method for tracking costs and linking costs to outreach activities for this quarter. Is this method effective? Is the benefit equal to or greater than the costs for the event or publication? Explain any unexpected or unusual costs this quarter.

Table 4. Costs and Benefits of Materials (Supplies) by Event Type this Quarter (Do not include labor costs for grantee staff) Note: If units are enrolled in a lead hazard control grant program, the lead grantee may not also take credit for applicants or enrollment of units reported here.

Activity Type	Number Held this Quarter	Number of People Reached at Activity Type this Quarter	Approximate Supply Costs for all Activities of this Type this Quarter	Approximate Cost Per Person Reached	Number of Applications for Lead Hazard Control Programs Resulting from Activity Type (Select primary activity type)	**Number of Units Enrolled from Activity Type for Quarter (Select primary activity type)**	Approximate Materials/ Supply Costs for one Enrolled Unit from this Activity Type for Quarter	Cumulative Number of Units Enrolled from this Activity Type	Cumulative Supply Costs for one Enrolled Unit from this Activity Type
Community Events									
Small Group Meetings									
Door-to-Door campaigns									
Advertising									
Other (specify)									
Other (specify)									
Other (specify)									
Other (specify)									

B2.4 Reaching People of Limited English Proficiency. In your narrative covering this quarter, provide information you consider to be interesting or different related to your activities to reach individuals whose native language is not English. Include any new evidence that these activities were or were not effective. Describe how you altered any activities to improve their effectiveness.

Table 5. Reaching Persons of Limited English Proficiency (LEP)- Languages Used During Outreach Events (not training).

Activity Type	Primary Native Language of Majority of Audience English (E) Spanish (S) Asian (A) Other (O) Mixed (M)	Primary Language(s) Used by Speakers/ Program Representatives Select all that apply English (E) Spanish (S) Asian (A) Other (O) Mixed (M)	Interpreter (s) Used?	Translation/ Interpreter Costs for Quarter
Community Events				
Small Group Meetings				
Door-to-Door campaigns				
Advertising				
Intake/Enrollment for Lead Hazard Control Program				
Other (specify)				
Other (specify)				
Total				

Table 6. Publications for People of Limited English Proficiency

Publications and Materials	Primary Native Language of Majority of Audience English (E) Spanish (S) Asian (A) Other (O) Mixed (M)	Language(s) of Publication or Item Select all that were used English (E) Spanish (S) Asian (A) Other (O) Mixed (M)	Who translated it? Outreach Grantee (G) LHC Grantee (LG) Outreach Subgrantee (S) Contractor (C) Volunteer (V) Other partner (P)	Translation Costs for Quarter	We need Federal document(s) in the following language(s)
Grant Program Information Sheet					N/A
Protect Your Family from Lead in Your Home					Please specify language(s) needed
Lead Paint Safety Field Guide					Please specify language(s) needed
Lead in Your Home: A Parent's Reference Guide					Please specify language(s) needed
Reducing Lead Hazards When Remodeling Your Home					Please specify language(s) needed
Lead Disclosure Rule Information					Please specify language(s) needed
Collateral Documents					
Oher (specify)					

B3. Training/Education Activities and Evaluation – 2 Narratives and 1 Table

B3.1 Training/Education: Describe training and education activities your outreach grant supported or provided for your target area this quarter. Discuss the types of training or education provided and the expected outcome of the training in your targeted area. These efforts should correspond to **Table 7** below. If grantee staff attended/completed training this quarter, please discuss it in the narrative, but do not include it in the table.

Table 7. Community Training and Education Activities

Responses should correspond to the narrative answers in B3. List all types of training conducted for each category. The number of individuals trained should reflect the total number of individuals in each category trained for all types of training. If an audience reached by your training is not listed here, please include under "Others" and briefly describe the audience. Do not include training received by grantee staff.

	Type of Training Conduc-ted	Number of People Trained this Quarter	Cumulative Number of People Trained	Language(s) Used English (E) Spanish (S) Asian (A) Other (O)	Name of Curri-culum Used	Language of Curriculum English (E) Spanish (S) Asian (A) Other (O)
Tenants or Homeowners						
Property Owners (non-residents)						
Remodelers and Other Contractors						
Grant Program (or Partners') Staff						
Day care providers						
Teachers						
Students						
Others (specify)						

B3.2 **Evaluation of Training or Education (Narrative only)**: If training or education activities have been evaluated during this quarter, briefly describe the evaluation methods used and discuss the findings.

PART 2

Financial Reporting

HUD Healthy Homes Initiative Grant Funds

Grant Agreement Number:	
Grantee Organization:	
Report Period:	❒ Jan 1 – Mar 31 ❒ Jul 1 – Sep 30 Year _____ ❒ Apr 1 – Jun 30 ❒ Oct 1 – Dec 31

Budget Categories	Negotiated Budget	Expended This Period	Expended To Date	Available Balance
1. Personnel (Direct Labor)				
2. Fringe Benefits				
3. Travel				
4. Equipment				
5. Supplies and Materials				
6. Consultants				
7. Contracts/ Sub-Grants				
7a.				
7b.				
7c.				
7d.				
7e.				
7f.				
Subtotal Item 7				
8. Other Direct Costs				
9. Indirect Costs				
10. TOTAL COSTS*				

* Administrative costs included in total costs **are not** to exceed 10 percent of total costs.

2.1 HUD Form 269, Financial Status Report (Attached)