

## Work Plan Guidance

Excerpt from Office of Healthy Homes and Lead Hazard Control Policy Guidance Issuance Number:  
2001-03

### Revised Quarterly Progress Reporting Requirements

## Work Plan Guidance

The work plan shall be submitted to the Government Technical Representative (GTR) and shall consist of the goals and specific time-phased objectives established for each of the major activities and tasks required to implement the program. These major activities and tasks are outlined in the Quarterly Progress Reporting System (Form-HUD-96006) and include: 1) Program Management and Capacity Building including data collection and program evaluation; 2) Community Education, Outreach and Training; and 3) Lead Hazard Activities including testing, interventions conducted, and relocation.

***NOTE: Approval of the work plan by the GTR and HUD approval of the Release of Funds Request (HUD Form 7015.15) are required prior to conducting lead hazard control intervention work in homes.***

### **The work plan narrative shall include:**

- o The management plan that describes how the project will be managed, and the timeline for staffing the program, establishing a lead-based paint contractor pool, and obtaining HUD approval for the Release of Funds Request (HUD Form 7015.15);
- o A detailed description of how assistance and funding will flow from the grantee to the actual performers of the hazard reduction work;
- o The selection process for sub-grantees, sub-contractors or sub-recipients;
- o The identification, selection, and prioritization process for the particular properties where lead hazard control interventions are to be conducted;
- o \*A description of the financing mechanism used to support lead hazard control work in units (name of administering agency, eligibility requirements, type of financing (grant, forgivable or deferred loans, private sector financing etc), any owner matching requirement, and the terms, conditions and amounts of assistance available (include affordability terms and forgiveness and recapture of funds provisions);
- o The inspection/risk assessment testing procedures using EPA standards to identify lead hazards and to conduct clearance testing. ***[Dust wipe samples, soil samples and any paint samples to be analyzed by a laboratory must be analyzed by a laboratory recognized by the EPA National Lead Laboratory Accreditation Program (NLAPP)];***
- o \*The process for developing work specifications and bids on properties selected for lead hazard control;
- o The levels of intervention and clearance procedures to be conducted for units enrolled;
- o The number of rental-occupied, vacant, and owner-occupied units proposed for each intervention level;
- o The relocation plan that will be carried out for residents required to be out of their homes during hazard control activities;
- o The education, outreach, and training activities to be undertaken by the program;
- o The blood lead testing and other health measures to be undertaken to protect children and other occupants of units undergoing lead hazard control work; and
- o The evaluation process used to measure program performance

\*To be added as amendment to Work Plan Policy Guidance Issuance 2001-03

### **Objectives and Milestones**

Specific and measurable performance objectives and milestones to be developed in support of the work plan narrative include:

- o The overall objectives for Lead Hazard Control activities including the total number of lead hazard evaluations and units projected to be completed and cleared (HUD Agreement-HUD-1044). Quarterly performance milestones are to be developed to achieve the overall objectives for these activities.
  
- o The overall objectives for Community Education, Outreach, and Training Activities. Quarterly performance milestones are to be developed to achieve the overall objectives for these activities.

**SAMPLE  
GOALS/OBJECTIVES & PERFORMANCE MILESTONES**

*Lead Hazard Control Grant Program Activities*

The following sample format for the goals/objectives and performance milestones for lead hazard control grant program major tasks and activities may be used by grantees as part of the overall work plan submitted to the Office of Healthy Homes and Lead Hazard Control. Grantees are to develop additional goals/objectives and performance milestones for each major task or activity related to the lead hazard grant program. (For illustrative purposes, the grant program agreement effective date is January 1 of the current year and the total number of units included in the grant agreement is 100)

SAMPLE GOALS/OBJECTIVES & PERFORMANCE MILESTONES	
<i>Total Number of Units to be Completed and Cleared</i>	<i>100</i>
<i>Total Number of Paint Inspections/Risk Assessments to be Conducted</i>	<i>150</i>
<i>Total Number of Training Events to be Conducted</i>	<i>10</i>
<i>Total Number of Health Education and Outreach Events to be Conducted</i>	<i>18</i>

**Quarterly Performance Objectives**

**Goal/Objective:**

**Units to Be Completed: 100**

**Year 1**

Quarter	Quarterly Milestone	Completed/Cleared	Cumulative Completed/Cleared
<input type="checkbox"/> <i>JAN - MAR</i>	NA	NA	NA
<input type="checkbox"/> <i>APR - JUN</i>	NA	NA	NA
<input type="checkbox"/> <i>JUL - SEP</i>	5		
<input type="checkbox"/> <i>OCT - DEC</i>	5		

**Year 2**

Quarter	Quarterly Milestone	Completed/Cleared	Cumulative Completed/Cleared
<input type="checkbox"/> <i>JAN - MAR</i>	10		
<input type="checkbox"/> <i>APR - JUN</i>	15		
<input type="checkbox"/> <i>JUL - SEP</i>	15		
<input type="checkbox"/> <i>OCT - DEC</i>	10		

**Year 3**

Quarter	Quarterly Milestone	Completed/Cleared	Cumulative Completed/Cleared
<input type="checkbox"/> <i>JAN - MAR</i>	10		
<input type="checkbox"/> <i>APR - JUN</i>	10		
<input type="checkbox"/> <i>JUL - SEP</i>	10		
<input type="checkbox"/> <i>OCT - DEC</i>	10		

