

Benchmark Performance and Expenditure Standards

After intensive analyses of all Lead Hazard Control (LHC) grantees work plans, performance and expenditure rates, the Office of Healthy Homes and Lead Hazard Control established benchmark performance and expenditure standards. These benchmarks will assist LHC grantees establish quarterly milestones for all their major tasks and activities that should be used as part of the overall work plan. At the same time, the benchmarks will help Government Technical Representatives (GTR's) measure the performance of the grantees thus determine the level of technical assistance needed.

The Benchmark Performance Standards (BPS) were tailored according to the grantees performance period. To find the appropriate BPS that fits your needs please visit: www.hud.gov/xxx/xxx

Preparing your Benchmark Performance Standards

The following sample format will assist you preparing your BPS.

Grant Number	ohhlc01-03
Grant Organization	Office of Healthy Homes and Lead Hazard Control
Period of Performance	02/01/2003 – 01/30/2006
Total Grant Amount	\$1,000,000.00
Total Number of Units to be Completed and Cleared	100
Total Number of Paint Inspections/Risk Assessments to be Conducted	150
Total Number of Training Events to be Conducted	10
Total Number of Health Education and Outreach Events to be Conducted	18

Grant Number:	WORK PLAN DEVELOPMENT WORKSHEET WITH MINIMUM BENCHMARK PERFORMANCE STANDARDS												
	← Step 1 →	Grantee Organization:										Period of Performance:	
ACTIVITY	Step 2 →	Calendar Q1	Calendar Q2	Calendar Q3	Calendar Q4	Calendar Q5	Calendar Q6	Calendar Q7	Calendar Q8	Calendar Q9	Calendar Q10	Calendar Q11	Calendar Q12
Applicant Capacity (Established before award)													
Staff Hired													
Approved Environmental Review and Release of Funds													
Written Policies and Procedures													
Lead Hazard Control Implementation, Units in Grant Agreement	100	← Step 3 →											
Paint Inspections/Risk Assessments:		5%	15%	30%	45%	55%	65%	85%	95%	100%			
Performance Standard		5	15	30	45	55	65	85	95	100			
Work Plan Milestone	Step 4 →												
% Planned		0%	0%	0%	0%	0%	0%	0%	0%	0%			
Actual # Completed													
Actual % Completed	Step 5 →	0%	0%	0%	0%	0%	0%	0%	0%	0%			
** Units in Progress													
Units Completed and Cleared:			2%	5%	15%	25%	35%	45%	55%	65%	90%	100%	
Performance Standard			2	5	15	25	35	45	55	65	90	100	
Work Plan Milestone													
% Planned			0%	0%	0%	0%	0%	0%	0%	0%	90%	100%	
Actual # Completed													
Actual % Completed			0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Cumulative LOCCS DRAWDOWNS - Grant Award Amount	\$1,000,000.00	← Step 3 →											
Performance Standard				5%	10%	15%	20%	25%	30%	45%	65%	90%	100%
LOCCS Drawdown Work Plan Milestone				\$50,000.00	\$100,000.00	\$150,000.00	\$200,000.00	\$250,000.00	\$300,000.00	\$450,000.00	\$650,000.00	\$900,000.00	\$1,000,000.00
% Planned				0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Actual LOCCS Drawdown													
Actual Cumulative LOCCS Drawdown %				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Community Outreach/Education/Training		← Step 3 →											
Community Outreach and Education Work Plan Milestone													
Community Outreach and Education Milestone Achieved													
Skills Training Work Plan Milestone													
Skills Training Milestone Achieved													
Performance Measured Against	Approved Work Plan Milestones											100%	
Close Out:													
* Renewal Eligibility Milestone													
** No bench mark standard													

Note: Sample work plan development worksheet with minimum benchmark performance standards

Step 1 – Grantee Information

Please fill in the blanks (Grant Number, Grant Organization and Period of Performance). If you are applying for a grant, you only have to fill in the Grant Organization space.

WORK PLAN DEVELOPMENT WORKSHEET WITH MINIMUM BENCHMARK PERFORMANCE STANDARDS		
Grant Number: ohhllhc01-03	Grantee Organization: Office of Healthy Homes and Lead Hazard Control	Period of Performance: 02/01/2003 - 01/30/2006

Step 2 – Calendar quarter dates

If you are applying for a grant you do not need to complete quarter dates. If you are a current grantee, please fill in the calendar quarter dates according to your period of performance. For example, using the sample information (02/01/2003 – 01/30/2006) we would have to complete [Work Plan Development Worksheet for 36-month Period of Performance](#) with the following information:

Calendar Q1	Calendar Q2	Calendar Q3	Calendar Q4	Calendar Q5	Calendar Q6 -
Jan-Mar 2003	Apr-Jun 2003	Jul-Sep 2003	Oct-Dec 2003	Jan-Mar 2004	Continues

Step 3 – Units in current grant agreement, paint inspections/risk assessments, grant award amount, number of training events and number of education and outreach events.

Please fill in the blanks according to your goals/objectives. For example, using the sample information above, we would fill in the following:

ACTIVITY	
Applicant Capacity (0-120 days)	
Staff Hired	
Approved Environmental Review and Release of Funds	
Written Policies and Procedures	
Lead Hazard Control Implementation Units in Grant Agreement	100
Paint Inspections/Risk Assessments:	150
Performance Standard	
Work Plan Milestone (Paint Inspections/Risk Assessments)	
% Planned	
Actual # Completed	
Actual % Completed	
<i>** Units in Progress</i>	
Units Completed and Cleared:	
Performance Standard	
Work Plan Milestone (Units Completed and Cleared)	
% Planned	
Actual # Completed	
Actual % Completed	
Cumulative LOCCS DRAWDOWNS Grant Award Amount	\$1,000,000.00
Performance Standard	
Work Plan Milestone (LOCCS Drawdown)	
% Planned	
Actual LOCCS Drawdown	
Actual Cumulative LOCCS Drawdown %	
Community Outreach/Education/Training	
Community Outreach and Education Work Plan Milestone	18
Community Outreach and Education Milestone Achieved	
Skills Training Work Plan Milestone	10
Skills Training Milestone Achieved	
Performance Measured Against - Approved Work Plan Milestones	
Close-out	

Note: Sample grantee's goals/objectives are highlighted in green.

Step 4 - Work Plan Milestones (% Planned)

The Work Plan Development Worksheet establishes quarterly benchmark performance standards for units to be completed, units to be inspected and cumulative LOCCS¹ drawdowns according to grant award amount.

Quarterly performance milestones are to be developed to achieve the overall objectives for these activities. The milestones (% planned) have to be equal or greater than the established benchmark performance standards. For example, using the sample information we can develop the following milestones for the four first quarters:

ACTIVITY		Calendar Q1 Jan-Mar 2003	Calendar Q2 Apr-Jun 2003	Calendar Q3 Jul-Sep 2003	Calendar Q4 Oct-Dec 2003
Applicant Capacity (0-120 days)					
Staff Hired		—————◆			
Approved Environmental Review and Release of Funds		—————◆			
Written Policies and Procedures		—————◆			
Lead Hazard Control Implementation Units in Grant Agreement	100				
Paint Inspections/Risk Assessments:					
Performance Standard			5%	15%	30%
			5	15	30
Work Plan Milestone					
% Planned			6%	15%	32%
Actual # Completed					
Actual % Completed			0%	0%	0%
** Units in Progress					
Units Completed and Cleared:				2%	5%
Performance Standard				2	5
Work Plan Milestone					
% Planned				3%	10%
Actual # Completed					
Actual % Completed				0%	0%
Cumulative LOCCS DRAWDOWNS Grant Award Amount	\$1,000,000.00				
Performance Standard					5%
					\$50,000.00
LOCCS Drawdown Work Plan Milestone					
% Planned					5%
Actual LOCCS Drawdown					
Actual Cumulative LOCCS Drawdown %					0%
Community Outreach/Education/Training					
Community Outreach and Education Work Plan Milestone	18	2	2	2	2
Community Outreach and Education Milestone Achieved					
Skills Training Work Plan Milestone	10	0	1	1	1
Skills Training Milestone Achieved					
Performance Measured Against Approved Work Plan Milestones					

Note: Benchmark performance standards are in red and sample grantee's milestones are highlighted in green.

¹ LOCCS- HUD Line of Credit Control System

Step 5 – Actual # Completed and Actual % Completed

If you are applying for a grant you do not need to complete this step. If you are a current grantee, please fill in the information you have reported in your quarterly reports. For illustrative purposes, the sample grantee has completed the following:

Quarter	Units Inspected	Units Completed	\$ Expended	Education/ Outreach	Training
Jan-Mar 2003	0	0	0	0	0
Apr-Jun 2003	7	0	0	2	1
Jul-Sep 2003	20	5	0	2	1
Oct- Dec 2003	35	7	\$30,000.00	1	1

Grant Number:		Grantee Organization:			
ACTIVITY		Calendar Q1 Jan-Mar 2003	Calendar Q2 Apr-Jun 2003	Calendar Q3 Jul-Sep 2003	Calendar Q4 Oct-Dec 2003
Applicant Capacity (0-120 days)					
Staff Hired					
Approved Environmental Review and Release of Funds					
Written Policies and Procedures					
Lead Hazard Control Implementation Units in Grant Agreement	100				
Paint Inspections/Risk Assessments:	150		5%	15%	30%
Performance Standard			5	15	30
Work Plan Milestone					
% Planned			6%	15%	32%
Actual # Completed		0	7	20	35
Actual % Completed			7%	27%	62%
** Units in Progress					
Units Completed and Cleared:				2%	5%
Performance Standard				2	5
Work Plan Milestone					
% Planned				3%	10%
Actual # Completed		0	0	5	7
Actual % Completed				5%	12%
Cumulative LOCCS DRAWDOWNS Grant Award Amount	\$1,000,000.00				
Performance Standard					5%
					\$50,000.00
LOCCS Drawdown Work Plan Milestone					
% Planned					5%
Actual LOCCS Drawdown		0	0	0	\$30,000.00
Actual Cumulative LOCCS Drawdown %					3%
Community Outreach/Education/Training					
Community Outreach and Education Work Plan Milestone	18	2	2	2	2
Community Outreach and Education Milestone Achieved		0	2	2	1
Skills Training Work Plan Milestone	10	0	1	1	1
Skills Training Milestone Achieved		0	1	1	1
Performance Measured Against Approved Work Plan Milestones					

Note: The grantee's achievements are highlighted in green

When the "Actual # Completed" is entered the "Actual% Completed" is processed automatically. The percent completed allows us to measure our goals against our milestones and also against the established benchmark performance standards. If we interpret the example above, we may conclude that the sample grantee has been meeting all their milestones except their LOCCS drawdowns.

If you need further technical assistance completing your Work Plan Development Work Sheet BPS, please email grantee_quarterly@hud.gov

Tips for filling out the Benchmark Report

Grantees should complete all sections of the Benchmark report for which they have identified undertaking activities on in their Workplan.

The Benchmark Report you have received should correspond to your period of performance. If the report you have received does not correspond to your period of performance (i.e. 2 year grantees should receive the 24 month Benchmark Report) please contact your GTR.

- In the first row next to Period of Performance enter the period of performance for your grant (i.e. Feb 1, 2003 through Jan 31, 2006)

Activity I: Applicant Capacity and Start-Up

- Items A-F - Specify on the spreadsheet the quarter you expect the task to be completed. (i.e. Jul -04)
- Items G-H - Specify in the Workplan Milestone row of the spreadsheet the quarter when you expect the task to be completed. (i.e. Jul -04)

Activity II: Interventions:

Item A - Recruitment/Enrollment

- In the Target Enrollment in Work Plan cell, enter the target amount for Recruitment/Enrollment.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan recruitment/enrollment target you expect to have completed. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.

Item B - Dwelling Unit Assessments Performed

- In the Total Units in Workplan cell, enter the target number of units you will undertake assessments.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan dwelling unit assessments target you expect to have completed. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.

Item C - Interventions in Dwelling Units Completed

- In the Total Units in Workplan cell, enter the target number of units you will complete interventions.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan dwelling unit interventions target you expect to have completed. (ie Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.

Activity III: Community Outreach/Education/Training

Item A - Community Outreach and Education

- In the Target in Workplan cell, enter the target number of people to be reached.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan target you expect to have completed. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.

Item B - Skills Training

- In the Target in Workplan cell, enter the target number of people to be trained.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan target you expect to have completed. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.

Item C - Publications and Other Materials

- In the Activity row specify the type of publication/other material to be developed (brochure on lead in your home)
- In the Target in Workplan cell enter the total number of copies of this publication/other material that you plan to distribute.
- In the Workplan Milestone % planned row enter by quarter the percentage of the workplan target you expect to have completed. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.
- *Only fill in Activity row for each major activity in your Workplan.*

Activity IV: Data Collection and Analysis

Item A - Data Collection Instruments Developed

- In the row Data Collection Instruments Developed row list the type of Data Collection Instrument to be developed.
- In the Workplan Milestone row enter by quarter when you expect to have completed the task (i.e. Aug 04)

Item B - Data Collected

- In the Workplan Milestone row the type of data to be collected in the first column (i.e. dust) and enter by quarter when you expect to have completed the task (i.e. Aug 04)
- Complete B.1.a-B.1.c as applicable.
- *Only fill in Data Collected Workplan Milestone row for each major activity in your Workplan.*

Item C - Mid-Quality Assurance Report (Applicable only to TS Grantees)

- Specify in the Workplan Milestone row of the spreadsheet the quarter when you expect the task to be completed. (i.e. Jul -04)

Item D - Data Analysis Completed

- In the Workplan Milestone row the type of data to be collected in the first column and enter by quarter when you expect to have completed the task (i.e. Aug 04)
- Complete B.1.a-B.1.c as applicable.
- *Only fill in Data Analysis Workplan Milestone row for each major activity in your Workplan.*

Activity V: Cumulative LOCCS Drawdowns

- **In the Grant Award Amount row enter the amount of your grant.**
- In the Workplan Milestone % planned row enter by quarter the percentage of the budget you expect to have drawdown. (i.e. Qtr 1 5%, Qtr 2 10%, etc.). Total sum of percentages should not exceed 100%.
- In the Administrative Advance Payment Drawdown specify when you expect to complete this drawdown, if applicable.

Activity VI: Closeout

Item A - Draft Final Report

- Specify when you expect to have completed the task (i.e. Dec 04).

Item B - Final Report

- Specify when you expect to have completed the task (i.e. Jan 05).