

**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: Feb 1, 2003 - January 31, 2006														HUD Notes/Comments on Progress
		Q1 2003 Jan - Mar	Q2 2003 Apr - Jun	Q3 2003 Jul - Sep	Q4 2003 Oct - Dec	Q5 2004 Jan - Mar	Q6 2004 Apr - Jun	Q7 2004 Jul - Sep	Q8 2004 Oct - Dec	Q9 2005 Jan - Mar	Q10 2005 Apr - Jun	Q11 2005 Jul - Sep	Q12 2005 Oct - Dec	Q13 2006 Jan - Mar	Q14 2006 Apr-Jun	
I. Applicant Capacity and Start-up																
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																
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																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
C. Interventions in Dwelling Units Completed																
Total Units in Work Plan																
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 (# of people reached)																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
B. Skills Training (# of people trained)																
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 1:																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
2. Actual # Completed (cumulative)																
Activity 2:																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
2. Actual # Completed (cumulative)																
Activity 3:																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
Activity 4:																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
2. Actual # Completed (cumulative)																

* 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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ACTIVITY	Q1 2003	Q2 2003	Q3 2003	Q4 2003	Q5 2004	Q6 2004	Q7 2004	Q8 2004	Q9 2005	Q10 2005	Q11 2005	Q12 2005	Q13 2006	Q14 2006	HUD Notes/Comments on Progress	
	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun		
Activity 5:																
Target in Work Plan																
1. Work Plan Milestone % Planned																
2. Actual # Completed (cumulative)																
3. Actual % Completed																
IV. Data Collection and Analysis																
<i>A. Data Collection Instruments Developed</i>																
1a. Work Plan Milestone																
b. Actual Completion																
<i>B. Data Collected</i>																
1a. Work Plan Milestone 1:																
b. Actual Completion																
2a. Work Plan Milestone 2:																
b. Actual Completion																
3a. Work Plan Milestone 3:																
b. Actual Completion																
3a. Work Plan Milestone 4																
b. Actual Completion																
3a. Work Plan Milestone 5																
b. Actual Completion																
<i>C. Mid-Project Quality Assurance Report</i>																
1a. Work Plan Milestone																
b. Actual Completion																
<i>D. Data Analysis Completed</i>																
1a. Work Plan Milestone 1:																
b. Actual Completion																
2a. Work Plan Milestone 2:																
b. Actual Completion																
2a. Work Plan Milestone 3:																
b. Actual Completion																
2a. Work Plan Milestone 4:																
b. Actual Completion																
V. Cumulative LOCCS Draw Downs																
<i>A. Cumulative LOCCS Draw Downs</i>																
Grant Award Amount																
HUD Minimum Performance Standard					5%	10%	15%	20%	30%	45%	60%	80%	95%	99%	100%	
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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%	0%					
4. Administrative Advance Payment Drawdown (if applicable)																
VI. Closeout																
December 31 - March 31, 2005																
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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