

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

ACTIVITY	Grantee Organization: HHI DEMONSTRATION GRANTEE SAMPLE														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		
Grant Number: XXXXXXX																
Period of Performance: Feb 1, 2003 - January 31, 2006																
I. Applicant Capacity and Start-up (0-120 days) February 1 - May 31, 2003																
A. Quality Assurance Plan Submitted and Accepted (if applicable)		→														HUD performance standard achieved
B. Staff hired		→														HUD performance standard achieved
C. Approval for Environmental Review Received (if applicable)		→														HUD performance standard achieved
D. Internal Policies and Procedures Established		→														HUD performance standard achieved
E. Process for Invoicing HUD through LOCCS Established with Grantee's Finance Staff		→														
F. Subcontracts and Sub-grants In-place		→														HUD performance standard achieved
G. IRB Approval Received (if applicable)	Yes															
1a. Work Plan Milestone			♦													Grantee achieved approval ahead of WorkPlan milestone
b. Actual Completion			Jun-03													
H. Necessary Supplies and Materials Procured																
1a. Work Plan Milestone			♦													
b. Actual Completion				Jul-03												
II. Interventions																
A. Recruitment/Enrollment																
Target Enrollment in Work Plan	150															
1. Work Plan Milestone % Planned			20%	40%	65%	100%										
2. Actual # Completed (cumulative)																
3. Actual % Completed																
B. Dwelling Unit Assessments Performed																
Total Units in Work Plan	150															
1. Work Plan Milestone % Planned			15%	30%	45%	55%	65%	85%	100%	→						
2. Actual # Completed (cumulative)																While grantee struggled to meet some of HUD's minimum performance standards due to staff turnover, grantee still finished on-time and ahead of HUD's targets.
3. Actual % Completed																
C. Interventions in Dwelling Units Completed																
Total Units in Work Plan	100															
1. Work Plan Milestone % Planned				5%	20%	35%	50%	55%	70%	85%	100%	→				
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	1000															
1. Work Plan Milestone % Planned			10%	15%	20%	30%	40%	50%	60%	80%	100%					
2. Actual # Completed (cumulative)																
3. Actual % Completed																
B. Skills Training (# of people trained)																
Target in Work Plan	200															
1. Work Plan Milestone % Planned		10%	15%	25%	40%	50%	60%	75%	85%	100%						
2. Actual # Completed (cumulative)																
3. Actual % Completed																
C. Publications and Other Materials Developed and/or Distributed																
Activity: Distribute 3000 health kits																
Target in Work Plan	3000															
1. Work Plan Milestone % Planned			10%	20%	20%	30%	50%	55%	65%	80%	100%					
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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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	
IV. Data Collection and Analysis																
<i>N/A for this Grantee</i>																
V. Cumulative LOCCS Draw Downs																
<i>A. Cumulative LOCCS Draw Downs</i>																
Grant Award Amount	\$ 1,000,000															
1. Work Plan Milestone % Planned					5%	10%	15%	20%	30%	45%	60%	80%	95%	99%	100%	
2. Actual # LOCCS Draw Down (cumulative)																
3. Actual Cumulative LOCCS Draw Down %																
4. Administrative Advance Payment Drawdown (if applicable)			♦ May-03													
VI. Closeout																
Feb 1 - Apr 30, 2006																
A. Draft Final Report and/or Technical Publication/Manuscript of Findings Submitted													→ Dec-05			
B. Final Report and/or Technical Publication/Manuscript of Findings Submitted														→ May-06		
*No benchmark standard																