



HUD Community Compass Technical Assistance and Capacity Building Program

Standard Operating Procedures for Writing Work Plans: FAQs

TA Assignments

We were told that e-mails are no longer sufficient for TA assignments. Is this no longer the case?

TA assignments are issued in writing via the TA Portal or e-mail depending on the work plan type and the preference of the program office.

Period of Performance & Scope

Is the start date for the project management task the date the work plan is assigned? Can other tasks start on the date of the assignment or do these tasks have to start on the day the work plan is approved?

Yes, the start date for the work plan development task must not be any earlier than the date of the assignment. Other tasks can have a start date that begins at the date of assignment. However, any expenses incurred outside of work plan development before the work plan is approved is at the risk to the Recipient. When deciding on a start date for a task, Recipients should factor in the 30-day review period for work plan.

Does the work plan scope have to be updated every time there is a change in non-key personnel?

No, non-key personnel may be changed on a work plan without updating the work plan. However, HUD encourages the Recipient to add permanent non-key personnel changes when making other adjustments to the work plan later through modification or amendment.

Do Recipients have to add amendment and modification language to the scope in the Portal and DRGR?

Yes, when entering a modification or submitting an amendment, the scope in both the Portal and DRGR will have to include the template language provided in the SOP for Writing Work Plans.

What happens when a program office does not provide a timely response on extending a work plan that is close to ending?

TA Award Recipients are advised to consult with GTRs and HUD program staff on the need for a work plan period of performance extension. Recipient must submit an amendment to extend the period of performance with enough time to allow for a 30-day review and approval by GTMs, POTACs, and GTRs. If expiration of the current work plan is nearing and all interested parties have not opined/advised on next steps, the Recipient should contact their GTR to elevate the issue.

Is changing the date to an individual task within a work plan considered a modification or amendment?

An extension of a task is considered an amendment.

Tasks

Despite the character limit in DRGR for the Task Narrative field, are Recipients required to summarize this field and not include “See TA Portal”?

As much as possible, information must be directly entered into the DRGR work plan since DRGR is the official system of record for TA activities. Simply entering “See TA portal” is not acceptable unless you have reached the character limit in DRGR. Enter as much information as possible—no need to summarize. Once you have reached the character limit, you may include “See TA Portal” or “See TA Portal Attachment” to direct the reader to the rest of the narrative.

Other/Budget Line Item (BLI) Costs

If an Excel spreadsheet with budget details is attached as Supporting Documentation in DRGR, are Recipients still required to enter the detail under Other/BLI Costs in DRGR?

Yes, budget details must be recorded in DRGR.

What detail is needed for travel in the BLI section? Does cost need to be broken down by person or trip? Do Recipients need to list each cost (i.e., airfare, meals and incidental expenses, local travel) as a separate line item?

Recipients must list each cost as a separate line item, including number of trips, unit cost by trip, and number of people per trip. This includes destination and point of origin if known, mode of transportation and cost estimate, meal and incidental expenses, lodging expenses, parking expenses, and specific ground transportation, which includes car rentals, buses, mileage, or trains.

Supporting Documentation

What Supporting Documentation should be attached in each system?

Since DRGR is the official system of record for work plans, any attachment that supports the costs and proposed tasks should be included as Supporting Documentation. Supporting documentation can include the task assignment; PDF version of the Portal work plan, if applicable; proof of meeting space agreement; proof of event approval; and justification for a rental car.

Prior Approvals/Amendments

Can you explain what is meant by prior approval?

Recipients seek prior written approval from HUD through amendments submitted in the Portal and/or DRGR. Actions that require prior approval are listed in 2 CFR part 200.407 and the SOP for Writing Work Plans in the section titled “Procedures for Submitting Work Plan Amendments and Modifications.” For example, if there is a need to increase a work plan budget by 10% or more of the original budget, prior approval is required. Prior approvals are submitted via amendments and will require concurrence from the POTAC/GTM and approval from the GTR.

What is the difference between a modification and an amendment?

A modification is a change in a work plan that does not require prior approval, such as changing the work plan number or name. More examples are listed in the SOP for Writing Work Plans.

Does the requirement of prior approval include one-time 90-day period of performance extensions that used to be considered a modification?

Yes, any change in period of performance, including extension of task(s) and work plan end dates, requires prior approval.

I increased the work plan budget by more than 10% of the original budget. The work plan status in DRGR did not change, remaining as “approved.” Do I still have to seek prior approval via an amendment?

Yes, an increase of 10% or more in the work plan’s original budget requires prior approval.

If a training is changing from in-person to online due to COVID-19, are we required to submit an amendment?

Yes, changes in modality in which activities are delivered requires prior approval.

Timeframes

Are the 15 days for GTM/POTAC review included in the total 30-day review period? Or are these days in addition to the 30 days?

The total work plan review period is 30 days. GTMs/POTACs review within the first 15 days of submission, and GTRs have an additional 15 days to review.

Miscellaneous

Is there a master list of all POTACs, GTRs, and GTMs per Cooperative Agreement?

Yes, the master list of all POTACs, GTMs, and GTRs can be found on the Community Compass and Distressed Cities TA Guidance page.

Will missing information in DRGR generate a flag?

No, at the moment DRGR does not have that functionality.

Do Recipients have to submit a new work plan when the Coordination Work Plan for an award is nearing the end of the performance period?

No, as soon as TAD issues a letter extending the period of performance of the award, Recipients may submit a work plan amendment to extend the period of performance of the Administrative and Coordination work plans.