1. Organization Description (Short Summary)
    i. Who you are as organization
    ii. Location (within the city or state
    iii. Population (total population of the state or city)
    iv. Goals (of the organization)

2. Program Description (short Summary)
    i. Location (within the organization)
    ii. Target Population (race ethnicity, Zip Codes, ages, income etc.)
    iii. Justification (why is these population(s) being selected)
    iv. Goals (of the program, short term and long term)
    v. Objectives (measurable activities: Total number of units that will receive a complete assessment; number of units that will be completed and clear, etc.)

Goals					
	Objectives	Activities	Responsible person	Date activity will be completed	Evaluation measure

b. Staff and Partner Descriptions-
    i. Staff position name, percentage dedicated to the grant and description of responsivities
    ii. Each letter should describe Who, When, and What will be done to reach goals above.

A visual of the intended unit production process is also encouraged with similar detail as provided here. Such a visual could be part of both the Work Plan and the P and P documentation to support the detail in each.

c. Detail information that need to be included

a. Detail income verification process PGI 2017-05, states "The income verification methods should be included in your approved work plan. Worksheets for computing annual income are available upon request."
b. Add Financial Mechanism – Grants/Loans including limits and eligibility, (owners v rentals, and match, if applicable), recapture provision and program income.
c. Add Occupant Protection Plan after/sub section of Temporary Relocation
d. Relocation PGIs 94-03 Payment of Temporary Relocation (tenant v owner-occupant eligibility – documenting hardship)
e. Include EBL referral and/or coordination effort between Health and Housing departments as part of Outreach
f. Add contractor capacity building strategy

All Activities described below must be in compliance with the terms and Conditions of the Award HUD OLHCHH Grant and be included in the Grantee Policies and Procedures.

d. Activities
    i. Outreach: SOP’s; Who, When, and What will be done to reach goals above. Create a tool to monitor/evaluate the events success impact (# units referred, qualified and completed as result of the event) and the cost of the event This last information needs to be included in the Policies and procedures.
    ii. Intake: SOP’s; Who, When, and What will be done to reach goals above, track time length for each unit (determine and average time based on the numbers) Create a tool to monitor and evaluate the Intake process. This last information needs to be included in the Policies and procedures
    iii. Assessments: Guidelines Chapter 5 and 7; Who, When, and What will be done to reach goals above
        1. Lead Inspection and Risk Assessment PG 2017-01 Rev1; LBP Risk Assess PG 2013-01; 2012 HUD Guidelines Chapter 5, 7 and other appropriate chapters
        2. Follow the revised PG 2017-01 Rev1 Dust Lead Action Levels for Risk Assessments and Clearance; Clearances of Porch Floors (information needs to be included in all documents of the Inspection Report and family education
        3. LI/Ras should include the XRF print out readings (straight from the gun) NO hand written XRF readings will be accepted.
        4. 29 Healthy Home Hazard Assessment: PG -2018-01 Revised purpose and use of Healthy Homes Supplement Funding (HHSUPP) if you are not using the HHRS tool, create/identify and describe the tool you will be using to prioritize the hazards. This needs to be included in the policies and procedures
        5. HHRS: PG 2017-05 Revised purpose and use of Healthy Homes Supplement Funding (HHSUPP, grantee will inform HUD of their intention of continue using the HHRS tool and follow the PG 2017-5).
    iv. Scope Design: 2012 HUD Guidelines Chapter 2, 5, 7, 8, and 10 through 14; in compliance with Title X, and State and City requirements (legislation/ordinances)
    v. Documentation Review: PG 2013-03 Grant Amendment Procedures for OLHCHH Grantees.
    vi. Procurement and Contracts: PG 2017-04 Office of Lead Hazard Control and Healthy Homes Procurement Standards; 2 CFR 200 and State and City requirements (legislation/ordinances)
    vii. Relocation: 2012 HUD Guidelines Chapter 8 Section 4 Temporary Relocation

viii. Unit Monitoring: 2 CFR 200; Deliberated, planned and documented monitoring of the units; Create a tool to track the monitoring visits and document the units and contractor findings. Develop a protocol to respond to the findings. The tool needs to be included in the Policies and Procedures

ix. Clearances: PG 2017-01 Rev 1- Revised Dust Lead Action Levels for Risk Assessments and Clearances; Clearance of Porch Floors; PG 2013-04 Lead Hazard Evaluation and Control of Lead Dust Hazards in Carpeting

x. Payments/Invoicing PG 2015-01 Clarification of Costs for LBPHC and LHRD Grant Programs; PG 2015-02 Updated eLOCCS Procedures; PGI 2013-02 LOCCS Policy Guidance Including Administrative Cost (Superseded by PGI 2015-02);

xi. Environmental Review Process: find the Heroes information and chapter number for the ER

xii. Post Clearance Monitoring: 2012 HUD Guidelines Chapter 6 and 15
    1. Post LHC Monitoring (unit condition): Create or identify a tool that will be used to Monitoring of Rental Units- Must identify timeline, persons responsible and give detail to the method that will be used. Additional information will be placed in the P and P and identify the actions to be taken to resolve the findings.
    2. HHI Reevaluation with HHRS post score: PG 2016-01

xiii. Training: (tools provided by HUD) HUD GotoWebinars; Webinar Training List, GMO Handbook; Title X, 2 CFR 200; NOFA, Terms and Conditions, PMS, and New grantees Orientation
    1. Capacity Training for Lead Disciplines: Grantees Workplan
    2. Capacity Training for HH Disciplines
    3. Staff Training: GMO Handbook, GotoWebinars, Title X, NOFA, 2CFR 200, Guidelines

xiv. Evaluation- Each activity evaluation tool should have specific indicators (goals) that will determine success. Must be measurable provide time frame, describe who is responsible for performing the evaluation activities.
    1. Sub recipient Monitoring: SOP’s; GMO; Terms & Conditions; NOFA; 201`2 HUD Guidelines; Title X; 2 CFR 200
    2. Reporting SOP’s; GMO; Terms & Conditions; NOFA; 201`2 HUD Guidelines; Title X; 2 CFR 200.
    3. Sustainability: