| **PART I – SUMMARY OF ACTION PLAN** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Risk Indicator**  *(select from pull*  *down menu)* | **Initial Risk Quantifier**  *(type in event trigger)* | **Summary of Root Cause** *(escribe the underlying issues)* | **Risk Mitigation Steps** *(list Action Plan Steps)* | **Action Plan Goal(s)** *(final goal of*  *Action Plan)* | **Anticipated End Date** *(not to Exceed 1 Year)* |
| 1 | Choose an item. |  |  | 1.  2.  3. |  | Click or tap to enter a date. |
| 2 | Choose an item. |  |  | 1.  2.  3. |  | Click or tap to enter a date. |
| 3 | Choose an item. |  |  | 1.  2.  3. |  | Click or tap to enter a date. |
| **Frequency of HUD Reporting:** Quarterly  **FIRST ACTION PLAN PROGRESS REPORT DATE:** Click or tap to enter a date. | | | | | | |

| **PART II – MONITORING OF ACTION PLAN** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Action Plan Goal** | **Anticipated End Date** | **Action Plan Progress as of:**  Click or tap to enter a date. | **Action Plan Progress as of:**  Click or tap to enter a date. | **Action Plan Progress as of:**  Click or tap to enter a date. | **Action Plan Progress as of:**  Click or tap to enter a date. |
| 1 |  | Click or tap to enter a date. | ***Progress Report (provide quantifiable details):***    *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. |
| 2 |  | Click or tap to enter a date. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. |
| 3 |  | Click or tap to enter a date. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. | ***Progress Report (provide quantifiable details):***  *On Target?*  Choose an item. |
|  | | | ***LENDER COMMENTS:***  Click or tap here to enter text. | ***LENDER COMMENTS:***  Click or tap here to enter text. | ***LENDER COMMENTS:***  Click or tap here to enter text. | ***LENDER COMMENTS:***  Click or tap here to enter text. |
| **Frequency of HUD Reporting:** Choose an item.  **FIRST ACTION PLAN PROGRESS REPORT DUE:** Click or tap to enter a date. | | | |