

SAMPLE ROSS-Homeownership Supportive Services Work Plan

OMB Approval No. 2577-0229

Expiration Date:

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverable
Sign up a minimum of 75 residents in your Homeownership Supportive Services program.	Conduct outreach to residents.	<ol style="list-style-type: none"> 1. Distribute flyers to residents. 2. Place information about training program in PHA newsletter. 3. Work with Resident Association to conduct door-to-door marketing of the homeownership training program. 4. Create registration/sign-up procedure. 	<p>One week for initial outreach.</p> <p>Two weeks for follow-up and registering of residents.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> 1. Project Coordinator -lead (name and phone number) 2. Resident Association staff or Board members (assign actual name and phone numbers) 	9/01/04	9/19/04	Registration of 75 or more residents in homeownership training program.

SAMPLE ROSS-Homeownership Supportive Services Work Plan

OMB Approval No. 2577-0229

Expiration Date:

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverable
Determine participants' homeownership readiness.	Create and administer assessment tool to survey participants readiness for homeownership.	<ol style="list-style-type: none"> 1. Work with local HUD-approved housing counseling agencies to determine if they have existing survey tools. 2. Develop a survey to assess residents' homeownership readiness. 3. Work with Resident Association to do a test run of the survey. 4. Administer the survey tool. 5. Evaluate results. 	<p>One week to contact housing counseling agencies and obtain sample surveys.</p> <p>Two weeks to develop the survey and administer trial run.</p> <p>One to two days to administer the survey.</p> <p>One day to evaluate results.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> 1. Project Coordinator -lead (name and phone number) 2. Local HUD-approved housing counseling agencies. 3. Resident Association staff or Board members (assign actual name and phone numbers) 	9/01/04	9/19/04	<ul style="list-style-type: none"> • Survey • Survey results • Necessary information to design training program for residents.

SAMPLE ROSS-Homeownership Supportive Services Work Plan

OMB Approval No. 2577-0229

Expiration Date:

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOALS	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverable