**Administration Work Plan Template**

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| **TA Provider:**  | <name of TA award recipient auto-populates in DRGR> |
| **GTR (name and email):** | <name and email of GTR auto-populates in DRGR> |
| **GTM/POTAC (name, email and phone):** | <not applicable in DRGR> |

**1st Page of Work Plan in DRGR**

**TA Work Plan**

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| **Award #** <select the award #>       | **Work Plan Type** <select the work plan type>      | **Work Plan Category** <auto-populated based on work plan type selection>      |
| **Work Plan #** <enter the work plan #>       | **Work Plan Status**<after completing all fields in DRGR, change status to “submitted”>      | **Work Plan Close Date** <leave blank until ready to close work plan> |
| **Invoice Period:** Monthly  | **# of Amendments (Approved by HUD)** <auto-populated in DRGR>  | **Submitted Date** <auto-populated in DRGR> |

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| **Associated TA Requests:**  |
|   **TA Request** <leave blank> | **TA Request Status** <leave blank>  |
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| **Associated Work Plans:**  |
|   **TA Providers**<leave blank>  | **Work Plan #**<leave blank>  | **Work Plan Status**<leave blank>   |

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| **Scope:**  |
|  **Lead Person for Work Plan** <within the Scope field, identify the lead person by name, email, and phone number> |
|  **Original scope:** <sample Scope for Administration work plan (below); Recipient should adjust the scope based on its organizational structure and costs expected and allowed to be billed to the Administration work plan; include specific pre-award costs in scope, if pre-award cost letter was issued by HUD to the Recipient>TA Awardee Recipient will administer the Community Compass TA grant, including tasks such as:* Develop and submit work plans to the HUD GTR outlining the specific TA to be undertaken and the intended accomplishments of that TA, if not charged to specific work plan.
* Make assignments to staff and subcontractors on products approved by HUD to be developed or delivered under a work plan, if not charged to specific work plan.
* Review the overall progress of the cooperative agreement spending and products. This will include managing product timelines and quality.
* Meet with HUD to provide periodic updates on grant management, product status and timelines. Travel may be required if requested by HUD.
* Develop and provide monthly status reports to HUD.
* Develop and provide monthly invoices to HUD.
* Set up and enter project, accomplishment and draw information into the DRGR system.
* Develop and submit quarterly reports via the DRGR system.
* Conduct written evaluations of the effectiveness and accomplishments of TA, workshop, written and web/technology products.
* Program audits or financial statement audits (portion associated with this award, if not included in indirect cost rate (ICR) agreement)
* Costs associated with ICR adjustment calculations (portion associated with this award, if not included in ICR agreement)
* Pre-award costs (if pre-award approval letter was issued by Cooperative Agreement Officer)
 |
|  **Amendment and Modification Justification** <within the Scope field, identify date of the amendment or modification, the changes made to the work plan, and the reason for the changes> |

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| **Organization Assisted:**  |
|   **Grantee Name**<leave blank>  | **Grantee Program**<leave blank>  | **Grantee State**<leave blank>  | **Grantee DUNS**<leave blank>  | **Grantee Org/Dept**<leave blank>  |
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| **Work Plan Period of Performance:**  |
|   **From:**  <enter award effective date> | **To:**  <award end date> |

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| **Tasks:**  |
| **Task:**  | **Start Date:**  | **End Date:**  | **EstimatedCost:**  | **EstimatedHours:**  | **Narrative:**  |
|   1. **Award Management** | <enter award eff.date> | <enter award end date> | <estimate fully-loaded costs for award management activities charged to this award> | <estimate total hours for award management activities charged to this award> | **<indicate which award management activities are estimated in the budget, based on the allowable scope>** |
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|  10.  |  |  |  |  |  |
|   Total Budget (with Amendments)    |  |
|   Original Budget   |  |
|   Previously Approved Budget   |  |

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| **Milestones:**  |
|   **Milestone** <enter milestones associated with this award>**:**  | **Expected Date** <enter date of milestones associated with this award>**:**   |
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**2nd Page of Work Plan in DRGR**

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| **Activity Budget:**  |
|    **Grant** <auto-populated>**:**  | **Work Plan Type** <auto-populated>**:**  | **Project# / Project Title** <select “Administration” project>**:**  | **Total Budget (with Amendments)** <auto-populated>**:**  | **Original Budget** <auto-populated>**:**  | **Previously Approved Budget** <auto-populated>**:**  |
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| **Proposed Staff:**  |
|   **Proposed Staff Budget** <identify the total direct labor costs>**:**  |  |
|   **Staff Type** <select from dropdown>**:**  | **EffectiveDate** <populated based on Staff Type>**:**  | **StaffName** <select based on Staff Type>**:**  | **Title** <populated based on Staff Name>**:**  | **Organization** <populated based on Staff Name>**:**  | **StartDate** <enter est. start date>**:**  | **EndDate** <enter est. end date>**:**  | **Hours** <enter est. hours>**:**  | **TotalRate** <populated based on staff type>**:**  | **Total** <calculated>**:**  |
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|   Total <calculated>:   | $0.00  |

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| **Other/BLI Costs:**<identify total value of other direct costs (e.g., airfare, hotel, ground transportation, direct supplies, and include a line item for expected increases in direct labor rates)> |
|   **Budget Line Item:**  |  **Description:** |  **Start Date:** |  **End Date:** |  **Cost:** |
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|   Total:   | $0.00  |

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| **Proposed Accomplishment(s):** |
|  **Outcome(s)** <future enhancement; leave blank for now>**:**  |
|   **Task:**  |  **Expected Outcome:** |  **Start Date:**  |
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| **Output(s)** <future enhancement; leave blank for now>**:**  |
|   **Task:**  |  **Expected Outcome:** |  **Start Date:**  |
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| **Indicate Which of HUD’s Strategic Goals the Planned Work Supports**<future enhancement; leave blank for now> |
|   **Select:**  | **Goal:** |
|  | Strengthen the nation’s Housing Market to Bolster the Economy and Protect Consumers |
|  | Meet the Need for Quality Affordable Rental Homes |
|  | Utilize Housing as a Platform for Improving Quality of Life |
|  | Build Inclusive and Sustainable Communities Free from Discrimination |
|  | Transforming the Way HUD Does Business |
|  | Achieving Operational Excellence |

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| **Indicate Which Goals of the Federal Strategic Plan to Prevent and End Homelessness the Planned Work Supports**<future enhancement; leave blank for now> |
|   **Select:**  | **Goal:** |
|  | Promote Collaborative Leadership |
|  | Strengthen Capacity and Knowledge |
|  | Provide Affordable Housing |
|  | Provide Permanent Supportive Housing |
|  | Increase Economic Security |
|  | Reduce Financial Vulnerability |
|  | Integrate Health Care with Housing |
|  | Advance Health and Housing Stability for Youth |
|  | Advance Health and Housing Stability for Adults |
|  | Transform Crisis Response Systems |