**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:** | **Estimated Cost:** | **Estimated Hours:** | **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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| 3. |  |  |  |  |  |
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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>**:** | **Effective Date**  <populated based on Staff Type>**:** | **Staff Name**  <select based on Staff Type>**:** | **Title**  <populated based on Staff Name>**:** | **Organization**  <populated based on Staff Name>**:** | **Start Date**  <enter est. start date>**:** | **End Date**  <enter est. end date>**:** | **Hours**  <enter est. hours>**:** | **Total Rate**  <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 |