**Coordination Work Plan Template**

|  |  |
| --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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> |

|  |  |
| --- | --- |
| **Associated TA Requests:** | |
| **TA Request**  <leave blank> | **TA Request Status**  <leave blank> |
|  |  |

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

|  |
| --- |
| **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 Coordination work plan (below); Recipient should adjust the scope based on its organizational structure and costs expected and allowed to be billed to the Coordination work plan>  TA Award Recipient will coordinate with HUD and other TA Award Recipients as assigned by HUD. These activities are expected to include the following   * Participate in regular meetings with HUD and TA Award Recipients to plan TA products and schedules, including scoping conversations before a TA assignment is made. * Participate in additional meetings and training sessions as needed with HUD and TA Award Recipients. Meetings may be conducted in person or via telephone or web conferences. * Participate in work group meetings and activities. * Coordinate with other TA Award Recipients to develop workshop materials, written products, and web/technology tools. * Provide peer review of materials developed by work groups and TA Award Recipients, to include workshop material, written products, and web/technology tools. * Coordinate with HUD Field Office to plan and conduct needs assessments, technical assistance, workshops, or other tasks to be accomplished in a certain region. * Coordinate with other TA Award Recipients to plan and conduct needs assessments and technical assistance as assigned. * Share information with HUD and other TA Award Recipients on previous experience working with specific grantees or grantee partners. |
| **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> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Assisted:** | | | | |
| **Grantee Name**  <leave blank> | **Grantee Program**  <leave blank> | **Grantee State**  <leave blank> | **Grantee DUNS**  <leave blank> | **Grantee Org/Dept**  <leave blank> |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Work Plan Period of Performance:** | |
| **From:**  <enter award effective date> | **To:**  <award end date> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks:** | | | | | |
| **Task:** | **Start Date:** | **End Date:** | **Estimated Cost:** | **Estimated Hours:** | **Narrative:** |
| 1. **Coordination** | <enter award eff.date> | <enter award end date> | <estimate fully-loaded costs for coordination activities charged to this award> | <estimate total hours for coordination activities charged to this award> | <indicate which coordination activities are estimated in the budget, based on the allowable scope; include names of travelers and number of trips by traveler expected under this award> |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| Total Budget (with Amendments) | | |  | | |
| Original Budget | | |  | | |
| Previously Approved Budget | | |  | | |

|  |  |
| --- | --- |
| **Milestones:** | |
| **Milestone** <enter milestones associated with this award>**:** | **Expected Date** <enter date of milestones associated with this award>**:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2nd Page of Work Plan in DRGR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Budget:** | | | | | |
| **Grant**  <auto-populated>**:** | **Work Plan Type**  <auto-populated>**:** | **Project# / Project Title** <select “Coordination” project>**:** | **Total Budget (with Amendments)**  <auto-populated>**:** | **Original Budget**  <auto-populated>**:** | **Previously Approved Budget**  <auto-populated>**:** |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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>**:** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | |
| Total <calculated>: | | | | | | | | | $0.00 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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:** | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  | | | | | |
| Total: | | | | | $0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Accomplishment(s):** | | | |
| **Outcome(s)** <future enhancement; leave blank for now>**:** | | |
| **Task:** | **Expected Outcome:** | **Start Date:** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **Output(s)** <future enhancement; leave blank for now>**:** | | |
| **Task:** | **Expected Outcome:** | **Start Date:** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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 |