

# Coordination Work Plan Template

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

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### TA Work Plan

<p><b>Award #</b> &lt;select the award #&gt;</p>	<p><b>Work Plan Type</b> &lt;select the work plan type&gt;</p> <ul style="list-style-type: none"> <li>Administration</li> <li>TA - AAG</li> <li>TA - Embedded Support</li> <li>TA - Needs Assessment</li> <li>TA - On Call Assistance</li> <li>TA - Direct TA (practitioner support)</li> <li>TA Coordination</li> <li>TA Data Analysis/Reporting</li> <li>TA Delivering Workshops</li> <li>TA Developing Web Products</li> <li>TA Developing Workshop Materials</li> <li>TA Guidebooks/written products</li> <li>TA HMS Data Lab</li> <li>TA Knowledge Mngmt</li> <li>TA Lead TA Coordinator</li> <li>TA NSP Website</li> <li>TA Other Data Rept &amp; Mngmt</li> <li>TA Other Direct TA</li> <li>TA Other Web TA</li> <li>TA Other Workshops</li> <li>TA Other Written Products</li> <li>TA Problem Solving Clinics</li> <li>TA Sample forms/tools/procedures</li> <li>TA Train the Trainers Session</li> <li>TA Web Technology and Support</li> <li>TA Web-based learning/webinars</li> <li>TA Workshops</li> <li>TA Written Products</li> <li>TA peer-to-peer / innovative learning</li> </ul>	<p><b>Work Plan Category</b> &lt;auto-populated based on work plan type selection&gt;</p> <ul style="list-style-type: none"> <li>TA - Admin</li> <li>TA - Coord</li> <li>TA - Data Rept &amp; Mngmt</li> <li>TA - NAHSDA</li> <li>TA - SD &amp; Group</li> <li>TA - Tech Asst</li> <li>TA - Tools&amp;Prods</li> <li>TA - Web/Knowledge Mngmt</li> <li>TA - Wkshp/Clinic</li> <li>TA - Written</li> </ul>
<p><b>Work Plan #</b> &lt;enter the work plan #&gt;</p>	<p><b>Work Plan Status</b> &lt;after completing all fields in DRGR, change status to "submitted"&gt;</p>	<p><b>Work Plan Close Date</b> &lt;leave blank until ready to close work plan&gt;</p>
<p><b>Invoice Period:</b> Monthly</p>	<p><b># of Amendments (Approved by HUD)</b> &lt;auto-populated in DRGR&gt;</p>	<p><b>Submitted Date</b> &lt;auto-populated in DRGR&gt;</p>

**Associated TA Requests:**

<b>TA Request</b> <leave blank>	<b>TA Request Status</b> <leave blank>

<b>Associated Work Plans:</b>		
<b>TA Providers</b> <leave blank>	<b>Work Plan #</b> <leave blank>	<b>Work Plan Status</b> <leave blank>

<b>Scope:</b>
<b>Lead Person for Work Plan</b> <within the Scope field, identify the lead person by name, email, and phone number>
<p><b>Original scope:</b> &lt;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&gt;</p> <p>TA Award Recipient will coordinate with HUD and other TA Award Recipients as assigned by HUD. These activities are expected to include the following</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Participate in work group meetings and activities.</li> <li>• Coordinate with other TA Award Recipients to develop workshop materials, written products, and web/technology tools.</li> <li>• Provide peer review of materials developed by work groups and TA Award Recipients, to include workshop material, written products, and web/technology tools.</li> <li>• Coordinate with HUD Field Office to plan and conduct needs assessments, technical assistance, workshops, or other tasks to be accomplished in a certain region.</li> <li>• Coordinate with other TA Award Recipients to plan and conduct needs assessments and technical assistance as assigned.</li> <li>• Share information with HUD and other TA Award Recipients on previous experience working with specific grantees or grantee partners.</li> </ul>
<b>Amendment and Modification Justification</b> <within the Scope field, identify date of the amendment or modification, the changes made to the work plan, and the reason for the changes>

<b>Organization Assisted:</b>				
<b>Grantee Name</b> <leave blank>	<b>Grantee Program</b> <leave blank>	<b>Grantee State</b> <leave blank>	<b>Grantee DUNS</b> <leave blank>	<b>Grantee Org/Dept</b> <leave blank>


<b>Work Plan Period of Performance:</b>	
<b>From:</b> <enter award effective date>	<b>To:</b> <award end date>

<b>Tasks:</b>					
<b>Task:</b>	<b>Start Date:</b>	<b>End Date:</b>	<b>Estimated Cost:</b>	<b>Estimated Hours:</b>	<b>Narrative:</b>
1. <b>Coordination</b>	<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					

<b>Milestones:</b>	
<b>Milestone</b> <enter milestones associated with this award>:	<b>Expected Date</b> <enter date of milestones associated with this award>:

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

<b>Proposed Staff:</b>									
<b>Proposed Staff Budget</b> <identify the total direct labor costs>:									
<b>Staff Type</b> <select from dropdown>:	<b>Effective Date</b> <populated based on Staff Type>:	<b>Staff Name</b> <select based on Staff Type>:	<b>Title</b> <populated based on Staff Name>:	<b>Organization</b> <populated based on Staff Name>:	<b>Start Date</b> <enter est. start date>:	<b>End Date</b> <enter est. end date>:	<b>Hours</b> <enter est. hours>:	<b>Total Rate</b> <populated based on staff type>:	<b>Total</b> <calculated>:

Total <calculated>:	\$0.00
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<b>Other/BLI Costs:</b> <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

<b>Proposed Accomplishment(s):</b>		
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:


<b>Indicate Which of HUD's Strategic Goals the Planned Work Supports</b> <future enhancement; leave blank for now>	
<b>Select:</b>	<b>Goal:</b>
	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

<b>Indicate Which Goals of the Federal Strategic Plan to Prevent and End Homelessness the Planned Work Supports</b> <future enhancement; leave blank for now>	
<b>Select:</b>	<b>Goal:</b>
	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