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Item
1. Grant Program Launch and Reporting Plan
A. Hold Opening Meeting with HUD
B. Establish Disaster Recovery Grant Reporting (DRGR) Grantee Users
C. DRGR Action Plan Submitted and Accepted
D. Establish Process for DRGR Vouchering
E. Hire Staff
F. Staff Development and Retention Activities
G. Execute Subcontracts and Sub-Grants (if applicable)
H. Establish Internal Policies and Procedures
I. Integrate HUD 52698 Into Case Management Systems
J. Procure Necessary Supplies, Materials, and Equipment
K. Quarterly Performance Reports Submitted and Accepted
L. Other (if applicable)
2. Grant Services Plan
A. Legal representation services
B. Limited representation, counsel, and advice services
C. Eviction-related fair housing or civil rights services
D. Alternative dispute resolution services
E. Post-eviction legal services
F. Court navigation services
G. Referrals or stabilizing services
H. Tenant education and outreach
I. Collaboration or work to advance eviction prevention tools or programs

Eviction Protection Grant Program
Benchmarks Plan and Report
HUD 52699

Grant Number: [Grant number]		Grantee Organization: [Grantee organization name]					Grant Period of Performance: [XX/XX/XXXX - XX/XX/XXXX]				
Quarterly Report: [Quarter ending XX/XX/XXXX]		Subrecipient(s): [Subrecipient organization name(s)]									
ACTIVITY	RESPONSIBLE ORGANIZATION(S)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Quarterly Comments on Progress	
1. Grant Program Launch and Reporting Plan											
A. Hold Opening Meeting with HUD	[Grantee]	X									
B. Establish Disaster Recovery Grant Reporting (DRGR) Grantee Users	[Grantee]	X									
C. DRGR Action Plan Submitted and Accepted	[Grantee]	X									
D. Establish Process for DRGR Vouchering	[Grantee]	X									
E. Hire Staff	[Responsible organization(s)]										
F. Staff Development and Retention Activities	[Responsible organization(s)]										
G. Execute Subcontracts and Sub-Grants (if applicable)	[Grantee and Subrecipient(s)]										
H. Establish Internal Policies and Procedures	[Responsible organization(s)]										
I. Integrate HUD 52698 Into Case Management Systems	[Responsible organization(s)]										
J. Procure Necessary Supplies, Materials, and Equipment	[Responsible organization(s)]										
K. Quarterly Performance Reports Submitted and Accepted	[Grantee]	X	X	X	X	X	X	X	X		
L. Other (if applicable)	[Responsible organization(s)]										
2. Grant Services Plan											
A. Legal representation services	[Responsible organization(s)]										
B. Limited representation, counsel, and advice services	[Responsible organization(s)]										
C. Eviction-related fair housing or civil rights services	[Responsible organization(s)]										
D. Alternative dispute resolution services	[Responsible organization(s)]										
E. Post-eviction legal services	[Responsible organization(s)]										
F. Court navigation services	[Responsible organization(s)]										
G. Referrals or stabilizing services	[Responsible organization(s)]										
H. Tenant education and outreach	[Responsible organization(s)]										
I. Collaboration or work to advance eviction prevention tools or programs	[Responsible organization(s)]										
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