



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**Office of Sustainable Housing and Communities**  
WASHINGTON, DC 20410-0050

<b>Program Policy Guidance OSHC-2011-01</b>
<b>Date:</b> February 14, 2011
<b>Subject:</b> Building a Complete Workplan
<b>Status:</b> Current
<b>Applicability:</b> All OSHC Regional Planning and Community Challenge Grantees
<b>Related Guidance:</b>
<b>Comments:</b> This document was amended on February 15, 2012.

Dear Sustainable Communities Regional or Community Challenge Grantee:

The Office of Sustainable Housing and Communities will require four elements in order to approve a workplan for a Sustainable Communities Regional Planning or Community Challenge grantee.

- 1. A 1-2 page abstract of the goals and overarching strategies of the project.** Each grantee developed this during the application phase of the project. We recommend you revisit this original submission, tighten the focus, and make other appropriate adjustments to the document based on what you know now that you did not know then. Samples of two approaches are included.
- 2. A written workplan that explains the objectives, major activities, specific steps, task responsibilities, and anticipated outcomes of the project.** This document will vary in length depending on the scope and number of activities undertaken by the grantee. It should tie the activities and specific steps to the objectives in a clear, concise manner (where plausible, numbering objectives, major activities, specific steps, task responsibilities, and anticipated outcomes for clear identification and linkage is highly recommended). It should be sufficiently detailed so that a reviewer could attain an understanding of the function of the project by reading this document alone. A sample is provided.
- 3. A worksheet that maps out the aforementioned elements of the workplan in summary form.** Each grantee has already developed a draft version of this element by completing the workplan preview template (often referred to as the "workplan outline") that was provided shortly after the grant award. Based on feedback from the grantees, we are recommending modest modifications to that template, a sample tab of which is available.
- 4. A Gantt timeline of activities, deliverables, and milestones.** This is a standard timeline format that serves as an at-a-glance tool to review progress toward the project objectives. Some entities also code this timeline to clearly delineate the various project responsibilities, but this is not required. A sample Gantt timeline is attached.

We hope this makes the workplan development process more coherent for the cohort. We recognize that each grantee has a unique set of experiences that will influence the development of their workplan, and we will work with you to make sure that this baseline requirement serves your needs while providing the consistency we will need in order to monitor the grant program effectively.