

Preservation Program Application Work Plan Modification Instructions

Contract Term July 1, 2009 – June 30, 2012

Please prepare your Work Plan Modification listing all activities that have changed in the Work Plan as well as those that have not changed. The Work Plan Modification will replace your current contract Work Plan or any previously approved Modifications.

For the Work Plan categories identified in the modification, please keep on file documentation that supports the activities undertaken or to be completed.

PAGE 1

Complete the entire cover page. The SHARS ID number should be taken from your contract document. Please complete the contact and website information correctly. These will be used for mailings and emails to your company. Note that you must provide the program year and latest approved Work Plan Modification dates.

PAGE 2 – ORGANIZATION FACT SHEET

Please provide a justification for the requested Work Plan Modification, including its impact on needs, as defined in your organization's Needs Assessment, in your community as represented in your application or current program year's work plan. Please make sure all changes in the Work Plan Modification comply with your Strategic Plan.

PAGE 3 – EXHIBIT A

Property Rehabilitation and Construction

For all categories on this page, include the "Latest Approved" number of households to be assisted in each category as well as the "As Modified" number of units expected "To Be In Progress" and/or "To Be Completed" during the remainder of the contract year. **Be sure to modify the percentages for each category on this page if necessary.**

Owner Occupied, Tenant Occupied and Non-Residential

Include all capital activities ranging from minor repairs, capital repairs to new construction. Please identify the 1-4 unit buildings/co-ops and units at or below 90% of median as well as above 90% of median income. Please include the total for both categories. Also, include the number of units expected "To Be In Progress" and/or "To Be Completed" during the remainder of the contract year.

Additional Information: Please fill in the blanks at the bottom of the page to show how many owner occupied special needs/supportive housing units you project to be completed at the end of this program year. Enter the number of rental special needs/supportive housing units to be completed at the end of this program year. Also indicate the number of buildings and units (both owner-occupied and rental) that you anticipate will be placed on the tax rolls as a result of your efforts.

PAGE 4 – NARRATIVE

At the top of this page list the modified total percentage of time, calculated from page three (3), that you anticipate devoting to this category. In the narrative section, describe the list of modified tasks to be completed by your company to reach the outputs that you have listed in Exhibit A. Please refer to Appendix 1, in your application instructions, for examples of the various tasks associated with the activities in this category. If you have additional tasks that are not listed, please include them. Category weighting based on percentages of allocation will serve as the basis for determining work plan completion at the end of the contract year.

PAGE 5 – GOALS

Link the goals in your Strategic Plan that relate to the outputs (numbers in the grids on page 3) and outcomes (the consequence or effect of the outputs) that you intend to modify in this category.

PAGE 6 – EXHIBIT B

Client Assistance

For all categories on this page include the “Latest Approved” number of participants to be assisted as well as the “As Modified” number. Please include the total number of participants to be assisted during the remainder of the contract year. **Be sure to modify the percentages for each category on this page if necessary.**

Workshops, Property Management, Financial/Other Assistance, Provision of Loan Products for Individuals

Include all assistance activities including the number of participants at or below 90% of median and the number of participants above 90% of median income. Please include the total for both categories.

PAGE 7 – NARRATIVE AND GOALS

At the top of this page list the modified total percentage of time, calculated from page six (6), that you anticipate devoting to this category. In the narrative section, describe the list of modified tasks to be completed by your company to reach the outputs that you have listed in Exhibit B. Please refer to Appendix 1, in your application instructions, for examples of the various tasks associated with the activities in this category. If you have additional tasks that are not listed, please include them. Category weighting based on percentages of allocation will serve as the basis for determining work plan completion at the end of the contract year.

Link the goals in your Strategic Plan that relates to the outputs (numbers in the grid on page 6) and outcomes (the consequence or effect of the outputs) that you intend to modify in this category.

PAGE 8 – EXHIBIT C

Community Renewal

For all categories on this page include the “Latest Approved” and “As Modified” for Assistance to Neighborhoods/Municipalities. **Be sure to modify the percentages for each category on this page if necessary.**

Assistance to Municipalities, Assistance to Neighborhoods/Municipalities, Crime Prevention, and Organizational Activities

Include all assistance activities including the number of participants at or below 90% of median and the number of participants above 90% of median income. Please include the total for both categories.

PAGE 9 - NARRATIVE

At the top of this page list the modified total percentage of time, calculated from page eight (8), that you anticipate devoting to this category. In the narrative section, describe the list of modified tasks to be completed by your company to reach the outputs that you have listed in Exhibit C. Please refer to Appendix 1, in your application instructions, for examples of the various tasks associated with the activities in this category. If you have additional tasks that are not listed, please include them. Category weighting based on percentages of allocation will serve as the basis for determining work plan completion at the end of the contract year.

PLEASE MAKE SURE THE TOTAL PERCENTAGES LISTED AT THE TOP OF PAGES 4, 7, AND 9 EQUAL 100%!

PAGE 10 – GOALS

Link the modified goals in your Strategic Plan that relate to the outputs (numbers in the grids on page 8) and outcomes (the consequence or effect of the outputs) that you intend to modify in this category.