

OFFICE OF LEAD HAZARD CONTROL

Instructions for Completing the Quarterly Progress Report

Cover Page

1. **Grant Agreement Number.** The Number Assigned in Block 3 of the HUD Grant Agreement (HUD 1044).
2. **Grantee Organization.** The State or local agency which was awarded the Lead Hazard Control Grant.
3. **Project Title.** The name of the Lead Hazard Control Grant Program.
4. **Organization Address.** The mailing address where the Lead Hazard Control Grant Program receives correspondence and other program materials.
5. **Report Period.** Check the appropriate box covering the period for the report.
6. **Project Period of Performance.** The currently approved period of the HUD Grant Agreement (including any grant agreement modification). The period of performance is listed as a "clause" or in Block 16 of the HUD grant agreement (the expiration date is the date the grant is to conclude).
7. **Cumulative Federal Grant Funds Drawn (LOCCS) Through End Date of Report Period.** The total Federal grant funds drawn down by the grantee. This amount should correspond to the total listed in Item 10 (c) of Part 3 - Financial Reporting.
8. **Number of Projected Units per HUD Grant Agreement (HUD 1044).** The number of units to have lead hazard control interventions as negotiated between HUD and the grantee.
9. **Program Manager.** The manager of the Lead Hazard Control Grant Program. The person responsible for the completion and submission of the quarterly report.
10. **Signature.** The signature of the Program Manager. 10a. **Date.** The date the Program Manager signs and submits the quarterly report to HUD.

PART 1 - Program Narrative Response

Items A1-A4, B1-B3, C1-C3. Program Management and Capacity Building; Community Education, Outreach, and Training; and Lead Hazard Control Activities.

Instructions for the completion of this narrative section of the quarterly report are included with the forms and are self-explanatory. Grantees are expected to discuss progress and obstacles in implementing the Lead Hazard Control Grant Program. A response to each item is expected. Please note that responses to particular questions may remain unchanged from the previous quarter. In the event that the response does not change from the previously submitted quarterly report, follow the instructions outlined in the box immediately preceding the ***Program Management and Capacity Building*** Section of the report (Part 1).

Item B4. Skills Training and Economic Opportunities