

OHHLHC Grant Programs Program Infrastructure Checklists

Following are three checklists to assist new grantees develop the infrastructure needed to implement a successful OHHLHC grant program. The three checklists are:

- Components of a Lead Hazard Control Program. There are many elements to implementing a successful lead program. Use this checklist to ensure that your program has determined how it will address each key program element.
- Case File Checklist. Maintaining complete files for all program participants is a critical element of program success. Use this checklist to ensure that participant case files are complete and well organized.
- Written Operational Procedures Checklist. To ensure that program applicants, participants, contractors, and other partners are treated consistently and that key program elements are completed as intended, grantees need to develop a series of written operational procedures. Use this checklist to ensure that your program develops these procedures during the start-up phase of your program.

All of these documents are offered as suggestions and recommendations, but are NOT requirements of OHHLHC. A grantee may use these checklists in their current form, but should feel free to tailor the checklists to best meet the specific needs of its program.

Components of a Lead Hazard Control Program

This checklist identifies the critical components of a lead hazard control program. Program directors should be sure that they have addressed each of the following areas as it relates to their lead program. While some components may be addressed in the work plan, others may require additional documentation. Grantees should tailor this checklist as needed to meet the needs of their specific program.

✓	Component	Comment
<input type="checkbox"/>	Goals of the Program	
<input type="checkbox"/>	Staff/Job Duties	
<input type="checkbox"/>	Working Partners	
<input type="checkbox"/>	Eligible Census Tracts	
<input type="checkbox"/>	Rules, Guidelines, and Operating Procedures	
<input type="checkbox"/>	Forms for processing all aspects of the Lead Program	
<input type="checkbox"/>	Screening of Children	
<input type="checkbox"/>	Education/Outreach/Training	
<input type="checkbox"/>	Lead Pollution and Professional Liability Insurance	
<input type="checkbox"/>	Lead Guide Specifications, Scope of Work, and Computerized Lead Specification Program	
<input type="checkbox"/>	Historic Review/Special Districts	
<input type="checkbox"/>	Flood Plain Review	
<input type="checkbox"/>	Lead Inspections/Risk Assessments/EBL Investigations	
<input type="checkbox"/>	Relocation Issues	
<input type="checkbox"/>	Waste Disposal Issues	
<input type="checkbox"/>	Ten-Day Notification and List of Approved Encapsulants	

<input type="checkbox"/>	Lead Cleanings/Low-Level Approach	
<input type="checkbox"/>	Interim Controls and Abatement Techniques	
<input type="checkbox"/>	Registration of Contractors	
<input type="checkbox"/>	Duties of Lead Monitor	
<input type="checkbox"/>	Bidding of Lead Hazard Control Work	
<input type="checkbox"/>	Bid Acceptance Process	
<input type="checkbox"/>	Bid Award Process	
<input type="checkbox"/>	Pre-Construction Meeting	
<input type="checkbox"/>	Lead Hazard Control Work	
<input type="checkbox"/>	Clearance Examinations/Payments	
<input type="checkbox"/>	Closeout Process	
<input type="checkbox"/>	Other_____	
<input type="checkbox"/>	Other_____	

Case File Checklist

Place this checklist the front of each participant case file. Use the checkboxes to indicate whether the form is in the file. The comments box can be used to record notes about the form, as appropriate. This checklist includes items that are common to OHHLHC grant program. Grantees should tailor this checklist as needed to meet the needs of their specific program.

✓	Form	Comments
<input type="checkbox"/>	1. Data Collection Form	
<input type="checkbox"/>	2. Signed Application	
<input type="checkbox"/>	3. Signed Acknowledgement – Receipt of Program Policies/Grievance Procedure/Pamphlet	
<input type="checkbox"/>	4. Signed Acknowledgement – Temporary Relocation Form	
<input type="checkbox"/>	5. Signed Acknowledgment – No Guarantee of Funding Form	
<input type="checkbox"/>	6. Signed Authorization – Sharing Information Form	
<input type="checkbox"/>	7. Signed Verification of Employment Form (if applicable)	
<input type="checkbox"/>	8. Signed Verification of Benefits Form (if applicable)	
<input type="checkbox"/>	9. Real Estate Summary Sheet	
<input type="checkbox"/>	10. Verification of Ownership Form	
<input type="checkbox"/>	11. Copy of Deed	
<input type="checkbox"/>	12. Copy of Recorded Land Contract (if applicable)	
<input type="checkbox"/>	13. Verification of Land Contract Payments (if applicable)	
<input type="checkbox"/>	14. Flood Plain Review	

<input type="checkbox"/>	15. Historic Review	
<input type="checkbox"/>	16. Environmental Review Form, Appendix A	
<input type="checkbox"/>	17. Birth Certificates of Children Under Six Years of Age	
<input type="checkbox"/>	18. Blood Levels of Children Under Six Years of Age	
<input type="checkbox"/>	19. Copy of Medical Cards	
<input type="checkbox"/>	20. If Low-Income Landlord, Verification of Income	
<input type="checkbox"/>	21. If Rental Property, Tenant Package Completed	
<input type="checkbox"/>	22. If Loan, Signed Truth and Lending and Right of Rescission (Rental Property)	
<input type="checkbox"/>	23. Income Verifications Received (3 rd Party or Tax Return)	
<input type="checkbox"/>	24. Signed Stipulations (rental property)	
<input type="checkbox"/>	25. Certificate of Insurance (lead)	
<input type="checkbox"/>	26. Paint Inspection/Risk Assessment	
<input type="checkbox"/>	27. Original Specifications Initialed by Owner	
<input type="checkbox"/>	28. Bid Proposals/Sealed Bids	
<input type="checkbox"/>	29. Bid Tabulation Sheet	
<input type="checkbox"/>	30. Estimate of Work Specifications	
<input type="checkbox"/>	31. Acceptance of Contractor by Owner	
<input type="checkbox"/>	32. Grant/Matching Funds/Loan	

	Worksheet	
<input type="checkbox"/>	33. Resolution of Award to Contractor	
<input type="checkbox"/>	34. Award of Grant/Matching funds/Loan to Owner	
<input type="checkbox"/>	35. Signed Relocation Forms	
<input type="checkbox"/>	36. Required Contractor's Bonding	
<input type="checkbox"/>	37. Required Permits	
<input type="checkbox"/>	38. Pre-Abatement Plan	
<input type="checkbox"/>	39. Notification to State	
<input type="checkbox"/>	40. Signed/Approved Contract	
<input type="checkbox"/>	41. Notice-to-Proceed	
<input type="checkbox"/>	42. Signed Final Inspection (Owner and Inspector)	
<input type="checkbox"/>	43. Lead Monitor's Report	
<input type="checkbox"/>	44. Waste Disposal Receipt	
<input type="checkbox"/>	45. Certificate of Post-Abatement Clearance	
<input type="checkbox"/>	46. Payment to Contractor	
<input type="checkbox"/>	47. Signed On-going Monitoring/Maintenance Acknowledgment Form	
<input type="checkbox"/>	48. Signed Receipt of Closeout Package	
<input type="checkbox"/>	49. Other_____	
<input type="checkbox"/>	50. Other_____	

Written Operational Procedures Checklist

Grantees develop written procedures for each step in their program process. These written procedures can help to ensure communication and consistency among staff. This checklist identifies procedures that most OHHLHC grantees need to develop. This checklist can be used as a management tool to establish a target date for development of each procedure and assign key staff responsible for its development. Grantees should tailor this checklist as needed to meet the needs of their specific program.

Target Date	Complete	Persons Responsible	Procedure
	<input type="checkbox"/>		Selection of Applicant
	<input type="checkbox"/>		Notification of Applicant
	<input type="checkbox"/>		Application Process
	<input type="checkbox"/>		Income Acceptance
	<input type="checkbox"/>		Verification and Work Preparation
	<input type="checkbox"/>		Contractor Requirements for Bidding
	<input type="checkbox"/>		Bidding
	<input type="checkbox"/>		Bid Acceptance
	<input type="checkbox"/>		Bid Award
	<input type="checkbox"/>		Grant or Loan Settlement
	<input type="checkbox"/>		Pre-Construction
	<input type="checkbox"/>		Construction Work
	<input type="checkbox"/>		Close-out
	<input type="checkbox"/>		Other _____
	<input type="checkbox"/>		Other _____