

**Healthy Homes Demonstration Grant Program
MONITORING EXHIBIT FOR ON-SITE REVIEWS**

Grantee:

Date of Review

Grant Number:

Reviewer:

Contact Person:

Subrecipient:

Subrecipient's Address:

Contact Person and Title of Subrecipient

Complete the exhibit questions that are applicable to the role of the grantee and/or a subrecipient organization. Enter name of grantee and any subrecipient being assessed where indicated. Questions address components of the Work Plan, the cooperative agreement and NOFA. The exhibits are intended to help the reviewer to identify issues that if not properly addressed could result in deficient performance.

PART D: ELIGIBILITY, ASSESSMENT AND INTERVENTION PROCESS OF HEALTHY HOMES ACTIVITIES¹

1. Provide input here about how the unit eligibility process works.

- a) Is there a clear process in place for determining that physical condition of the selected units meet the criteria of the Work Plan?

yes no

If "no," describe what you found:

¹ **NOTE: Some grants will not have an assessment and/or intervention component as part of their program. The reviewer should skip this form in those cases.**

b) Which physical factors in the unit are considered in determining eligibility:

Check all that apply -

- Presence of mold or moisture related problems
- Presence of pests (insects, rodents, mites)
- Presence of CO or other combustion gas related problems
- Presence of lead paint hazards
- Presence of toxic chemicals
- Presence of deteriorated carpet or other poor building conditions
- Presence of fire or other safety related hazards
- Other

2. Is there a clear process in place for determining that individuals or families enrolled in the program meet the criteria established in the Work Plan?

yes no

If "no," describe what you found:

2. Which health factors, if any, are considered in determining family eligibility;

- Presence of a child or occupant with asthma or other respiratory ailment
- Presence of a child with elevated BLL
- Presence of a child or occupant with allergies/sensitivity to environmental triggers (animal dander, dust mites, cockroach frass, etc.)
- Other _____

Is there consistent and adequate documentation of family income?

yes no

If the program involves Lead Hazard Control remediation are the requirements of the “Special Condition Clause” (Title X Section 1101) of the grant agreement with regard to the prioritization of households with children under the age of six?

yes no

Please list areas below where there was noncompliance with program requirements and where corrective actions are needed to address performance concerns:

2: Assessment and Intervention Activities (where applicable)

1. Preliminary Assessment of the Production Process:

a) In its last Quarterly Progress Report, did the grantee reached its Minimum Benchmark Performance Standard?

yes no

- Unit inspections/evaluations
- Resident health evaluations

b) Did the last Quarterly Progress Report discuss any obstacles to performance and the measures taken to overcome those obstacles?

yes no

c) Has the grantee prepared a functional flowchart of its production process?

yes No

c) Does the production process divide activities into various sub-phases?

yes No

d) Can the grantee’s Case Tracking System report on the number of cases at each phase of production?

yes No

e) Can the number of days it takes a case to complete each phase of production, be determined from the Case Tracking System?

yes no

3. Detailed Analysis of the Production Process:

Application Intake:

a) Is there a backlog of unprocessed applications?

Yes No

b) Do other organizations assist with application intake and processing?

Yes No

c) Is the application form and required documentation overly complex?

Yes No

d) Are applications screened for eligibility? (e.g., within target area, presence and health status of children/other residents, presence of hazards etc.)

Yes No

e) Are residents notified of their participation and confidentiality rights in accordance with the standards of the Institutional Review Board's (IRB) approved plan? Are releases and acknowledgements of participant rights signed and in the case files?

Yes No

f) Is the ratio of Units Evaluated and Units in Progress or Under Contract unusually low?

Yes No

4. Intervention work related to lead hazard control:

a) Is the property evaluated for lead based paint hazards before the work is initiated?

Yes No

If no, explain why not _____

b) If the property has lead based paint hazards does it

- continue in the program with the lead hazards covered by the grantee's Healthy Homes resources?
- continue in the program with the lead hazards covered by other resources available to the grantee?
- become ineligible for the program.? If so, does the grantee refer the property to a different organization for potential removal of lead based paint hazards?

c) Is the write up for the intervention work reviewed to determine whether lead based paint will be disturbed?

yes No

d) Does the grantee insure that all construction work is done in a Lead-Safe manner?

yes No

e) In units where lead based paint is disturbed does the grantee require clearance testing before the resident is allowed back to the unit?

f) Does the grantee require that all workers in areas where lead based paint may be disturbed are trained in lead safe rehabilitation and remodeling procedures?

yes No

g) Is clearance testing performed before residents are allowed back into their homes (or access to the affected space)?

yes No

5. Work write-up and Scope of Healthy Homes Intervention:

a) What kind of evaluation was performed on the property? (check all that apply)

- Visual Assessment
- Code Inspection
- Mold/Moisture sampling
- Dust Mite sampling
- CO/NO sampling
- Humidity sampling
- Pest trapping
- Lead hazard risk assessment
- Occupant interview
- Other protocol

If neither of the above, describe the process used to identify hazardous conditions in the home:

Do grantee staff members prepare work write-ups?

yes No

Has the grantee set a maximum cost per unit for intervention work?

yes No

Are estimated intervention costs under the maximum allowable cost?

yes No

6: Contracting Activities

1. Bids, Contractor Selection:

a) Is there a backlog of properties awaiting requests for bids and contractor selection?

yes No

b) Are bids released and contractors selected in accordance with HUD Procurement Regulations at 24 CFR 85.36?

yes No

c) Is the circulation of the request for bids limited to a pre-approved list of contractors?

yes No

d) Does the grantee conduct a pre-bid walk-through inspection for all prospective contractors?

yes No

e) Are small, female-owned, and minority-owned construction firms encouraged to submit bids?

yes No

f) Does the grantee have a method of ensuring that a wide range of contractors participate in Healthy Homes Demonstration grant funded projects?

yes No

2. Grant and Owner/Contractor Agreements:

a) Is there a separate grant agreement between the property owner and the Health Homes Program?

yes No

b) Is there a separate loan agreement between the property owner and the Healthy Homes Program?

yes No

c) Is there a formal written contract between the owner and the contractor selected for the Healthy Homes intervention?

yes No

d) Does the wording of the construction contract reflect the assessment and work write-up for the property?

yes No

3. Resident Protection and Work Place Preparation:

a) Does the scope of work describe the protocol for resident protection during Healthy Homes activities?

yes No

b) Is there a written plan for temporary relocation of the residents?

yes No

c) Are there delays or problems associated with resident relocation?

yes No

d) Does grantee staff conduct monitoring visits to properties undergoing Healthy Homes intervention activities to inspect the work? If yes, are written reports of these visits maintained?

yes No

4. Healthy Homes Intervention Activities:

Is there a backlog of properties awaiting the start of construction?

yes No

Are construction/renovation building permits secured prior to the start of construction?

yes No

Does grantee staff conduct monitoring visits to properties undergoing Healthy Homes Interventions?

yes No

Does the grantee have mechanisms for handling change orders?

yes No

