

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 AND PRODUCTION PROCESS OF HEALTHY HOMES ACTIVITIES

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:

- 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:

E-1: 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
- Unit Interventions Completed

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

2. Detailed Analysis of the Production Process:

Application Intake:

- Is there a backlog of unprocessed applications?

Yes No

- Do other organizations assist with application intake and processing?

Yes No

- Is the application form and required documentation overly complex?

Yes No

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

Yes No

- 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

Production activities:

- Is the ratio of Units Evaluated and Units in Progress or Under Contract unusually low?
Yes No
- Is the property evaluated for lead based paint hazards before the work is initiated?
Yes No
- Is the write up for the intervention work reviewed to determine whether lead based paint will be disturbed?
yes No
- Does the grantee insure that all construction work is done in a Lead-Safe manner?
yes No
- In units where lead based paint is disturbed does the grantee require clearance testing before the resident is allowed back to the unit?
yes No
- 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

Work-write-up and Scope of Work:

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
- Occupant interview
- Other protocol

If neither of the above, describe the process used to identify lead hazards:

- Do grantee staff members prepare work write-ups? yes No

- Do work write-ups clearly separate abatement from interim control activities? (See OHHLHC Policy Guidance 2002-02) yes No

- Has the grantee set a maximum cost per unit for LHC work? yes No

- Are estimated LHC work costs under the maximum allowable cost? yes No

E-2: Contracting Activities

1. Bids, Contractor Selection:

- Is there a backlog of properties awaiting requests for bids and contractor selection? yes No

- Are bids released and contractors selected in accordance with HUD Procurement Regulations at 24 CFR 85.36? yes No

- Is the circulation of the request for bids limited to a pre-approved list of contractors? yes No

- Does the grantee conduct a pre-bid walk-through inspection for all prospective contractors? yes No

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

yes No

Does the grantee have a method of ensuring that a wide range of contractors participate in LHC grant funded projects?

yes No

Does a Bid Review and Selection Committee review bids?

yes No

Are all final contract awards approved by an elected body such as a city council or county board of supervisors approval?

yes No

2. Grant, and Owner/Contractor Agreements:

Is there a separate grant agreement between the property owner and the LHC Program?

yes No

Is there a separate loan agreement between the property owner and the LHC Program?

yes No

Are the owner and/or tenants required to attend a training course on the elimination of lead hazards, relocation requirements, and recommended cleaning and maintenance techniques?

yes No

Is there a formal written contract between the owner and the contractor selected for the LHC work?

yes No

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

yes No

3. Resident Protection and Work Place Preparation:

Does the scope of work describe the protocol for resident protection during LHC activities?

yes No

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

yes No

Are there delays or problems associated with resident relocation?

yes No

Does grantee staff conduct daily monitoring visits to properties undergoing LHC activities to inspect for warning signs, site security, worksite containment, worker decontamination, and debris handling procedures?
yes No

Does grantee staff document the contractor's adherence to the interior work site preparation standards of Chapter 8 of the HUD Guidelines?
yes No

4. Hazard Abatement and Interim Control Activities:

Is there a backlog of properties awaiting the start of construction?
yes No

Does the contractor notify the state regulatory agency, and receive authorization to begin regulated abatement activities prior to the start of construction?
yes No

Does grantee staff conduct daily monitoring visits to properties undergoing LHC activities to inspect for evidence of required worker training and the use of materials, components, and equipment specified in the scope of work?
yes No

Does the grantee have mechanisms for handling change orders?
yes No

Does the grantee have procedures for tracking activities funded under other HUD programs such as HOME or CDBG?
yes No

At the end of construction, is there a final "walk-through" by the owner, the contractor, and a representative of the grantee?
yes No

4. Clearance Testing:

a) Was clearance testing performed upon completion of all lead hazard control activities?
Yes no

If "no," describe what you found:

b) Is there a copy of clearance test reports for all completed units including laboratory results, in the files?
Yes no

c) Did an independent state-certified inspector conduct the final clearance examination?
Yes no

d) Was the clearance examiner certified?
Yes no

e) Was at least one dust wipe sample taken in each room in which work was performed?
Yes no

If "no," describe what you found:

f) If the entire unit was cleared, were dust wipe samples conducted in at least four rooms?
Yes no

If "no," describe what you found:

f) Did the unit pass clearance?
Yes no

g) Is not, was the unit/room/area recleaned?
Yes no

h) Did the unit/room/area pass clearance after recleaning?
Yes no

5. Resident Re-Entry:

Does the grantee receive a copy of the laboratory report on the clearance dust wipes and soil samples?

yes No

Is the resident allowed to re-enter the unit prior to the grantees receipt and acceptance of the laboratory report on the final clearance examination?

yes No

Are the results of the clearance examination given to the owner and/or tenants of the property?

yes No

Is the completed unit listed in the grantee's Registry of Lead-Safe Units?

yes No

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

(If additional space is necessary, continue on separate sheets and attach to this form-)

REVIEWER

DATE OF REVIEW

TITLE OF REVIEWER

