



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

OFFICE OF HEALTHY HOMES AND  
LEAD HAZARD CONTROL

## **Save the Date Notice**

### **2009 New Grantee Orientation– American Recovery and Reinvestment Act Grantees Monday, April 27th**

Dear Grantees,

Congratulations on your award under the American Recovery and Reinvestment Act of 2009. We are delighted to invite you to attend the New Grantee Orientation (NGO) in Orlando, FL on April 27. The Orientation will begin promptly at 8:30am and conclude at 12:30pm. The American Recovery and Reinvestment Act of 2009, under which you were awarded funding, places specific requirements upon grantees, in addition to the normal challenges encountered in implementing a lead and healthy homes grant program. The NGO will focus on key topics of interest to Recovery Act grantees to ensure the successful implementation of their grant with OHHLHC. You may visit [www.hud.gov/healthyhomes](http://www.hud.gov/healthyhomes) to register for the Orientation and download an agenda.

#### **Who should attend?**

As part of our ongoing efforts to ensure our grantees are successful in achieving their program objectives, we require all newly-awarded Recovery Act grantees to send program managers and a second day-to-day staff member to attend, who would be responsible for implementing key elements of the grant program. OHHLHC also requires a representative who deals with financial matters to attend, as they form a key part of any successful team.

#### **Orientation Registration**

Register for the orientation no later than Friday, April 17. You can register for the orientation online at [www.hud.gov/healthyhomes](http://www.hud.gov/healthyhomes). If you are unable to register or have questions regarding registration feel free to contact Eric Hornbuckle at [eric.w.hornbuckle@hud.gov](mailto:eric.w.hornbuckle@hud.gov) or 202-402-7599.

#### **Hotel Reservations**

The Orientation is hosted at the Double Tree at the Entrance to Universal Studios. You can make your reservation by visiting <http://doubletree.hilton.com/en/dt/groups/personalized/MCOUNDT-IEH-20090427/index.jhtml>. Mention the “Indoor Environmental Health and Technologies Conference” when you book or call to receive the special room rate. The hotel phone number is 407-351-1000.

#### **Transportation to the Double Tree Hotel**

The closest airport to the hotel is the Orlando International Airport, which is approximately 20 minutes away. Taxi service is available to the hotel from the airport for approximately \$35.

**Travel Costs**

Travel costs associated with attending the New Grantee Orientation and Program Managers' School are reimbursable under the terms of the grant agreement with the Department of Housing and Urban Development.

**Program Managers' School**

In addition to attending the Orientation, we also encourage you and your staff to stay on for the Program Managers' School (PMS), which follows immediately after the Orientation. Each School addresses current issues and obstacles facing our grantees. Each year promises to address real-life topics that our program managers face in implementing their programs. Prior topics have included:

- Designing Outreach and Recruitment Strategies that Attract Participants
- Effectively Addressing the Need to Relocate Participants
- Overcoming Common Challenges when Managing Sub-Grantees and Partners
- Developing Methods for Tracking Program Activities
- Ensuring Success in Meeting Financial Requirements
- Building and Maintaining a Contractor Base
- Documenting Income Requirements of Participants
- Conducting Lead Hazard Control in Conjunction with Rehabilitation Activities

Strong grant programs are the result of intentional efforts to increase expertise and knowledge about the obstacles programs face and how to effectively handle them. The Orientation and Program Managers' School are major components of our technical assistance strategy to make our grant programs stronger and more effective.

If you have any further questions or need assistance, please contact me at 202-402-7599. I look forward to seeing you in Orlando.

Sincerely,



Eric Hornbuckle  
Special Assistant to the Director