

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
OFFICE OF LEAD HAZARD CONTROL AND HEALTHY HOMES (OLHCHH)

FY19 NEW GRANTEE ORIENTATION

WORK PLAN DEVELOPMENT,
POLICY & PROCEDURES & BENCHMARKS



GRAPEVINE, TX DECEMBER 2-5, 2019

TABLE OF CONTENT

- To discuss the tool and resources needed to develop a comprehensive and effective work plans.

ORGANIZATIONAL STRUCTURE

- Organization Description (Short Summary)
 - Who you are as organization
 - Location (within the city or state)
 - Population (total population of the state or city)
 - Goals (of the organization)

PROGRAM DESCRIPTION

- Program Description (short Summary)
 - Location (within the organization)
 - Target Population (race ethnicity, Zip Codes, ages, income etc.)
 - Justification (why is these population(s) being selected)
 - Goals (of the program, short term and long term)
 - Objectives (measurable activities: Total number of units that will receive a complete assess

DEFINE GOALS

Goals					
	Objectives	Activities	Responsible person	Date activity will be completed	Evaluation measure

STAFF & PARTNER DESCRIPTIONS

- Staff position name, percentage dedicated to the grant and description of responsibilities.
- Each partner commitment letter should describe Who, When, and What will be done to reach goals above.

WORK FLOW

- Create visual presentation of work flow process.
- Determine critical path from intake to clearance!
- **If your program requires council/mayoral approval for contracts, include this review and approval deadline in your work flow process.**

HIN Grant Program Requirements

- Must achieve the grant compliance benchmarks to be identified by the grantee and approved by the GTR with cost-savings.
- “60 months project and budget period, ending 9/29/2024* (with no possibility of an extension)”

OHHLC WORK PLAN BENCHMARKS (60 MONTHS)

* Grant Number:	Grantee Organization:					* Period of Performance:														
PERIOD	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20
Applicant Capacity (0-60 days)																				
Staff Hired																				
Approved Environmental Review and Release of Funds																				
Written Policies and Procedures																				
Number of Point Inspections/ Risk Assessment Requests:	◀ Enter Number of Units to be Assessed																			
Point Inspections/Risk Assessments:	▶																			
Minimum Performance Standard	0%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	100%
Proposed # Assessed																				
Actual # Assessed																				
Actual % Assessed																				
Units in Progress of Interventions:																				
Number of Completed & Cleared Housing Units Proposed:	◀ Enter Number of Units to be Completed and Cleared.																			
Units Completed and Cleared:	▶																			
Minimum Performance Standard	0%	1%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	90%	100%
Proposed # Completed																				
Actual # Completed																				
Actual % Completed																				
LOCCS DRAWDOWNS Grant Award Amount =	◀ Enter Requested OHHLC Dollar Amount																			
LOCCS Drawdowns:	▶																			
Minimum Performance Standard	2.50%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	60%	65%	70%	75%	80%	85%	90%	95%	100%
Drawdown Milestone																				
Actual Drawdown																				
Actual Drawdown %																				

*Review form HUD-1044

Intake to Clearance

How long should it take to process a unit from intake to clearance?

Grantee	State	Lead Safe Units Proposed	Minimum Units/Month
RI Housing and Mortgage Finance Corp.	RI	340	6
City of Lynn	MA	400	7
City of Baltimore	MD	500	9
City of Lancaster	PA	710	12
City of Detroit	MI	450	8
City of Cleveland	OH	493	9
City of Houston	TX	450	8

At a minimum 1.25 units should be completed per week.

OTHER IMPORTANT INFO

- Income verification – PGI 2013-07
- Financial Mechanism – Grant/deferred loans and repayment
- Occupant protection plan and temporary relocation
- EBL referral and coordination including incorporating HIPAA
- Building and maintaining contractor capacity

ELIGIBLE GRANT ACTIVITIES

All Activities described below must be in compliance with the Terms and Conditions of the Award HUD OLHCHH Grant and be included in the Grantee Policies and Procedures.

- **Outreach:** SOP's; Who, When, and What will be done to reach goals above. Create a tool to monitor/evaluate the events success impact (# units referred, qualified and completed as result of the event) and the cost of the event.

ELIGIBLE GRANT ACTIVITIES

- **Intake: SOP's;** Who, When, and What will be done to reach goals above, track time length for each unit (determine and average time based on the numbers) Create a tool to monitor and evaluate the Intake process.
 - This last information needs to be included in the Policies and procedures.

ELIGIBLE GRANT ACTIVITIES

- **Assessments:** 2012 HUD Guidelines Chapter 5 and 7; Who, When, and What will be done to reach grant goals?
- **Assessments (cont'd)** PG 2017-01 Rev1 Dust Lead Action Levels for Risk Assessments and Clearances; LBP Risk Assessment PG 2013-01; 2012 HUD Guidelines Chapter 5, 7 and other appropriate chapters.
- Follow the revised PG 2017-01 Rev1 Dust Lead Action Levels for Risk Assessments and Clearance; Clearances of Porch Floors (information needs to be included in all documents of the Inspection Report and family education).

ELIGIBLE GRANT ACTIVITIES

- LIRAs should include the XRF print out readings (downloaded from the gun)
 - NO hand written XRF readings will be accepted.
- 29 Healthy Home Hazard Assessment: PG -2017-5 Revised purpose and use of Healthy Homes Supplement Funding (HHSUPP) if you are not using the HHRS tool, create/identify and describe the tool you will be using to prioritize the hazards. This needs to be included in the policies and procedures
- HHRS not needed any longer: PG 2017-05 Revised purpose and use of Healthy Homes Supplement Funding (HHSUPP, grantee will inform HUD of their intention of continue using the HHRS tool and follow the PG 2017-5).

ELIGIBLE GRANT ACTIVITIES

- **Scope Design:** 2012 HUD Guidelines Chapter 2, 5, 7, 8, and 10 through 14; in compliance with Title X, and State and City requirements (legislation/ordinances)
- **Documentation Review:** PG 2013-03 Grant Amendment Procedures for OLHCHH Grantees.
- **Procurement and Contracts:** PG 2017-04 Office of Lead Hazard Control and Healthy Homes Procurement Standards; 2 CFR 200 and State and City requirements (legislation/ordinances)
- **Relocation:** 2012 HUD Guidelines Chapter 8 Section 4 Temporary Relocation

ELIGIBLE GRANT ACTIVITIES

- **Unit Monitoring:** 2 CFR 200; Deliberated, planned and documented monitoring of the units; Create a tool to track the monitoring visits and document the units and contractor findings. Develop a protocol to respond to the findings. The tool needs to be included in the Policies and Procedures.
- **Clearances:** PG 2017-01 Rev 1- Revised Dust Lead Action Levels for Risk Assessments and Clearances; Clearance of Porch Floors; PG 2013-04 Lead Hazard Evaluation and Control of Lead Dust Hazards in Carpeting
- **Payments/Invoicing PG 2015-01** Clarification of Costs for LBPHC and LHRD Grant Programs; PG 2015-02 Updated eLOCCS Procedures; PGI 2013-02 LOCCS Policy Guidance Including Administrative Cost (Superseded by PGI 2015-02);

ELIGIBLE GRANT ACTIVITIES

- **Environmental Review:** Tier 1 Completed within 60 days of award and Tier 2 for each unit, Appendix A.
- **Post Clearance Monitoring:** 2012 HUD Guidelines Chapters 6 and 15.
- **Post LHC Monitoring (unit condition):** Create or identify a tool that will be used to Monitoring of Rental Units- Must identify timeline, persons responsible and give detail to the method that will be used. Additional information will be placed in the P and P and identify the actions to be taken to resolve the findings.
- HH Reevaluation of HH intervention: PG 2016-01

ELIGIBLE GRANT ACTIVITIES

- **Training:** (tools provided by HUD) HUD GotoWebinars; Webinar Training List, GMO Handbook; Title X, 2 CFR 200; NOFA, Terms and Conditions, PMS, and New grantees Orientation
 - Capacity Training for Lead Disciplines: Grantees Workplan
 - Capacity Training for HH Disciplines
 - Staff Training: GMO Handbook, GotoWebinars, Title X, NOFA, 2CFR 200, PGIs, and HUD Guidelines

ELIGIBLE GRANT ACTIVITIES

- **Evaluation-** Each activity evaluation tool should have specific indicators (goals) that will determine success. Must be measurable provide time frame, describe who is responsible for performing the evaluation activities.
 - Sub recipient Monitoring; SOP's; GMO; Terms & Conditions; NOFA; 201`2 HUD Guidelines; Title X; 2 CFR 200
 - Reporting SOP's; GMO; Terms & Conditions; NOFA; 201`2 HUD Guidelines; Title X; 2 CFR 200.
 - Sustainability



Questions and Answers