U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

2019 Program Manager School

BUILDING PROGRAM CAPACITY

Minneapolis, MN
BUILDING PROGRAM CAPACITY

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This workshop discusses what the grantee needs to consider in building a comprehensive approach of support, resources, staffing, clientele, etc. for lead hazard control program.
I. **What is Capacity Building?**

- Capacity Building is the ability of an organization to achieve their mission in an effective manner. (Leads to infrastructure development)

**Your Grant Application, helps us to:**

- Evaluate your capacity to carry-out the program you are proposing.
II. Why is Capacity Building important to your success?

- Helps OLHCHH to identify and evaluate the grantees abilities to perform in a complex environment.

- Does the applicant have a strategy, resources, organizational support, community support, knowledge, staffing, know what type of staff (credentials, experience, etc.) they need?

- In addition, capacity building is important because the evaluation process coupled with the implementation component help ensure organizational success and sustainability.
III. How do you build capacity?
- Evaluate the environment/organization
- Strengths and weaknesses of organization
- Staff (skill set and number of individuals needed, turnover)

IV. Identify capacity building elements.
- What are program components needed
- Identify clients and pipeline – how to recruit, where, who, when?
- Processes – what, who, how, when, where?

V. What are the components for a strong program?
- What support do you need – what, who, how, when, where?
VI. What elements SHOULD BE taken into consideration?

Staff
Partners-Community
Financial
Contractors
Outreach/Marketing
Education

Training
Work Plan
Policies & Procedures
Procurement
Evaluation
IT
VII. Capacity building is a long term, ongoing process.

✓ Why do things change?

- Achieving multiple needs and objectives for the program as it grows

- If internal support not there – must bring in external support, but must be combined with a plan to address the skill gap for the long term

- Make education and public awareness a priority in your long-term strategies
VII. **Overcoming Obstacles**

**Monitoring and Continuously Evaluating:**

Staff, Program Benchmarks, Contractors/Subrecipients, Partners and Financial

**Performance and Outcome Tools:**

Use existing ones or create your own (Benchmarks form, ask your GTR or Peers)