

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

FY19 NEW GRANTEE ORIENTATION

Monitoring and Oversight

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Program Monitoring Overview



Every grant must have a program monitoring component and plan.



Grantee has flexibility in designing and implementing their monitoring plan.



OHHLHC expects the grantee to monitor the work of all sub-grantees and contractors.



OHHLHC holds grantee responsible for all work completed by sub-grantee and contractors.

Evaluation of Sub-Grantees and Sub-Contractors

A formal plan for evaluation that includes a monitoring schedule should be mutually agreed upon by both parties.

OHHLHC expects the grantee to monitor the work of all sub-grantees and sub-contractors.

OHHLHC holds grantee responsible for all work completed by sub-grantee and contractors.

Evaluation of Contractors

- Grantee is expected to ensure contractors are certified as required by grant program (EPA Abatement Firm/Supervisor/Worker).
- Grantee staff should monitor work completed in units.

Ongoing Monitoring

- **Monitoring of Completed Units**
 - Ensure ownership does not change during contracted period;
 - 3-5 Years
 - Ensure units are made available to eligible families if vacant units; and
 - Follow-up visits to check quality of work and owner maintenance over time.

OLHCHH's Evaluation

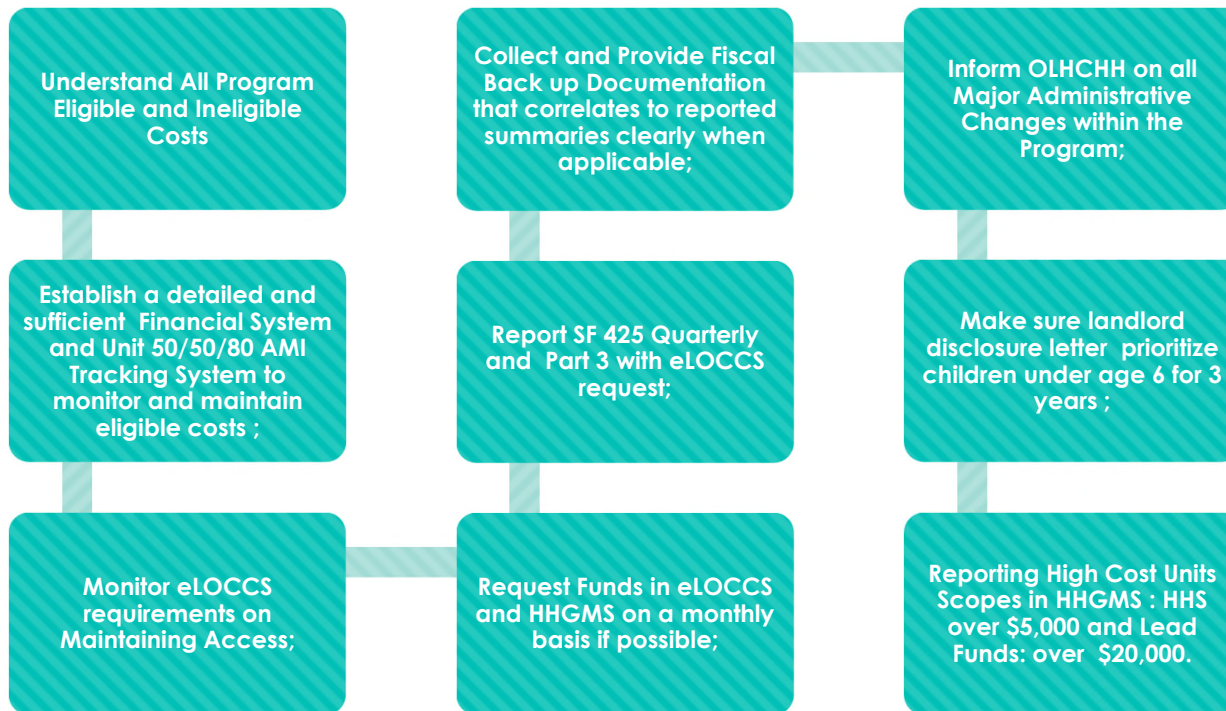
How HUD evaluates your program:

- Quarterly Reports provide HUD with an update on your grant performance;
- Quarterly Ratings: Green, Yellow, Red Scoring;
- Pre-High Risk: consistent Yellow designation; and
- High Risk: 2 consistent Red designations.

Evaluating Program Progress, cont'd

- ✓ **Enrollment (how long does it take from intake to unit completion; what is the drop out rate and reasons for drop out, i.e. income ineligible, no lead paint hazards identified, client not interested).**
- ✓ **How long does it take to complete the application (verifying income).**
- ✓ **How long does it take to complete the inspection, risk assessment, scope of work, bidding process and issuing the proceed order.**

Monitoring Checklist



Details on Invoice Submission of Allowable Costs

- **Administrative costs should be broken down clearly on the Part 3.**
- **Invoicing Details of Services is Key (when receiving invoices from contractors make sure they have description of services);**
- **Ensure to collect supporting documentation for invoice review;**
- **Match justification for every line and expense;**
- **Sufficient financial management system to track cost and file invoice data.**

Examples of Ineligible Disallowable Grant Costs

- ❑ HOME funds
- ❑ Outdated/No Compliance LIRA (**No Fair Rating, Poor Rating**)
- ❑ No unit related EBL testing (**No outreach blood testing**)
- ❑ No lead hazards within LIRA and services done in Scope of Work (**NO Intact Items Perform**) – **Please see LIRA policy on more details**
- ❑ Roof/Tub Replacements without a justifiable cost related to **Lead and HHS Funding may be applied** (please talk with GTR for justification approval)

Resources

- HUD-OHHLHC Website:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/lhc
- Grantee Startup Resources Include:
 - Workplan Samples
 - Benchmark Templates
 - Relevant Policy Guidance Documents
- Your GTRs