

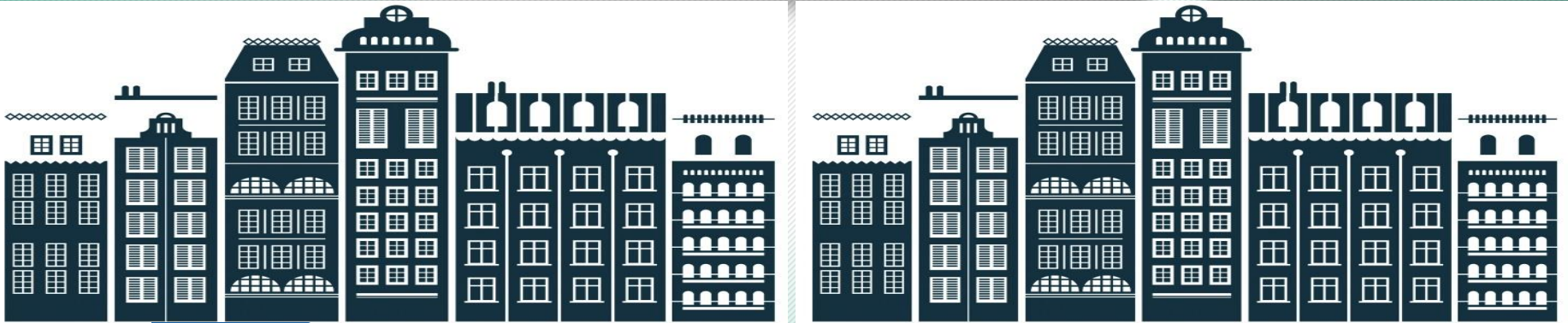
U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

New Grantees Q/A Session: Benchmarks, Work Plans, and Policies and Procedures

Sacsheen Scott, Government Technical Representative

Yolanda Brown, Programs Division Director



VIRTUAL CONFERENCE, MAY 3 – MAY 14, 2021

Objectives

- The Importance of Completing the Benchmarks form Correctly
- Key Ingredients for an Effective Work Plan and Policies & Procedures
- How to Properly Set a Strong Foundation for your Grant Program

Work Plans

Work plans are used to describe:

- Who will performing activities within the grant program;
- What activities the grant program plans to execute;
- Timeline of when activities will occur; and
- How many activities will be completed over the life of the grant.

Work Plans

- Work plans should be developed by the grantee based on application/negotiation documents approve.
- Work plans should be developed within the start-up period (90 days) and approved by GTR before LHC activities are executed.
- Grantee work plans should be an ongoing document that should be revised and revised, and you implement LHC activities and learn more about your program.

Policies and Procedures

- Its purpose is to provide specifics on how grant activities will be administered over the life of the grant
- Like grantee work plans, they are due within the start-up period (90 days) and approved by GTR before LHC activities are executed.
- Serves as a guide to reference and/resolve personnel, contractor, subrecipient or consumer issues as well as plans of action for specific grant activities.

Policies and Procedures

Some things to add in your Policies and Procedures are:

- Management plan
- Staffing for the program
- Environmental Review Process
- How program participants and properties will be selected
- Finance Mechanisms
- Process for development work specifications and bids on properties
- The LI/RA testing procedures
- Grant monitoring and evaluation
- How will potential disputes or issues from property managers, contractors, homeowners etc., will be handled
- How will Healthy Homes Supplemental funding be used (if applicable)
- Include any state or city policy that may apply to the program, such as procurement policies, per diem etc.

Sample Documents

SAMPLE GRANTEE P&P SHARED FOR REVIEW

Important Reminders

- Your workplan and Policy and Procedures documents will always be a work in progress
- Consult with your GTR if you want to troubleshoot certain policies and procedures or if you want to collaborate on ideas to strengthen your program
- Consult program staff when drafting important start-up documents

Policy References

OLHCHH Grant Start-Up Page

https://www.hud.gov/program_offices/healthy_homes/lbp/startup

OLHCHH Policy Guidance

https://www.hud.gov/program_offices/healthy_homes/lbp/pg

Residential Lead-Based Paint Hazard Reduction Act (Title X)

https://www.hud.gov/sites/documents/DOC_12360.PDF

Question

