

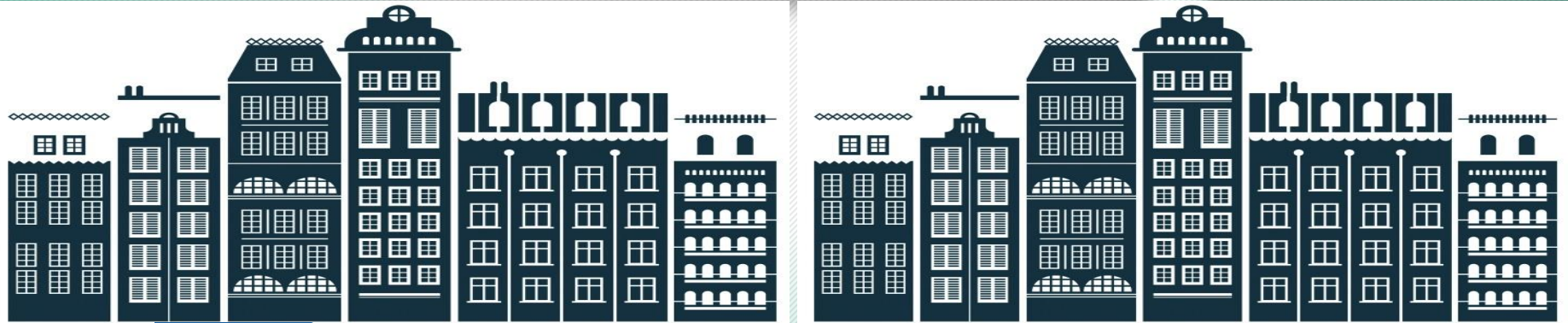
U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

Tribal Healthy Homes Production -Overview of New Grantee Start-Up

AJ Salkoski, Tribal Government Technical Representative

Victoria Jackson- Lead and Tribal Government Technical Representative



VIRTUAL CONFERENCE, MAY 3 -MAY14, 2021

Start Up Overview (What's Next to Set Up Grant)

Start Up Documents and Eligible Start Activities

Environmental Review Reminders

Program Unit Enrollment and Outreach

Benchmarks and Reporting Requirements

Tribal Policies Review Discussion

Grant Agreement (HUD-1044) & Review Terms & Conditions

HUD 1044 Key Components List:

- Provided at start of grant
- Includes key information related to grant:
 - Grantee information (Address, AO, and PM)
 - OLHCHH staff information (GO and GTR assigned)
 - Award amount (HHP)
 - Recipient Amount (Match)
- Needs to be signed by Grantee Representative and GO
- Updated form required if any listed information changes
- Make sure to review your Terms and Conditions



HUD-1044

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number	4. Amendment Number 1	5. Effective Date of this Action See Block #20	6. Control Number
7. Name and Address of Recipient		8. HUD Administering Office HUD, Office of Lead Hazard Control and Healthy Homes 451 Seventh Street, SW Room 8236 Washington, DC 20410	
		8a. Name of Administrator Katina Jordan, Grant Officer	8b. Telephone Number 202-402-7577
10. Recipient Project Manager		9. HUD Government Technical Representative Jonnette Simmons, 678-732-2625	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office U.S. Dept. of HUD CFO Accounting Center, 6AF 801 Cherry St., Unit #45 Ste. 2500 Fort Worth, TX 76102	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	Lead \$ 3,000,000.00 HH 600,000.00	861019017418LRLH.LRLHR LHB \$3,000,000.00 861019017418LRLH.LRHHI HHO \$ 600,000.00	15b. Reservation number LHC18-47
HUD Amount this action	\$ 0.00		
Total HUD Amount	\$ 3,600,000.00	Amount Previously Obligated	Lead \$ 3,000,000.00 HH \$ 600,000.00
Recipient Amount	\$ 785,122.00	Obligation by this action	\$ 0.00
Total Instrument Amount	\$ 4,385,122.00	Total Obligation	\$ 3,600,000.00

16. Description

16. Description

Employer Identification: 760454514

DUNS: 072206378

Program: LHB/HHO

This instrument sets forth the agreement between the parties as to all terms and conditions and provisions herein. By signing this award document, the Grantee certifies that it is in compliance with all administrative and financial provisions of this award. This grant instrument consists of the following, some of which are incorporated by reference:

- Cover Page, HUD 1044
- Schedule of Articles / FY 2018 Terms and Conditions
- Lead Hazard Control Program Policy Guidance Issuances, "PGI-2015-01- Clarification of Costs for LHRD and LBPFC Grant Programs"
- New Grantee Orientation
- Program Manager School
- TITLE 2: GRANTS AND AGREEMENTS - PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS** <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- Notice of Grant Opportunity announced in GRANTS.GOV (FR-6200-N-12) POSTED DATE: August 10, 2018

Period of Performance: April 15, 2019 through October 14, 2022 -- 42 months

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name)		20. HUD (By Name) Deborah Roane, Grant Officer	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)

form HUD-1044 (8/90)
ref. Handbook 2210.17

Annual Reporting Requirements and Corrective Action Request

Annual Audit (A-133)

- Needs to be reported to the Audit clearing house
- Website Submission: <https://facweb.census.gov/uploadpdf.aspx>
- The exemption for Indian Tribes or Tribal Organizations is only for not making the *reporting package* (audit report) publicly available on the FAC website.
- However, the *data collection form* (Form SF-SAC) is still made publicly available.
- Please see **2 CFR 200.512(b)(2)** for more information on the exemption for Indian Tribes.
- If needed, a corrective action will be requested from the Grant Officer

Environmental Review

You cannot begin the notice publication process until the 1044 has been executed

Prior to the Request of Release of Funds, must complete Tier I Environmental Review

Identify the target area for the entire project

Registered through HEROS

Follow email instructions from Karen Griego, OLHCHH Environmental Clearance Officer, announcing Tier I and Tier II web training.

For more information contact either Karen Griego at Karen.M.Griego@hud.gov

Eligible Activities at Start Up

- Agreements with Contractors/Subgrantees
- Establish the marketing and educational materials for the grant
- Start outreach and education of the program
- Complete the subrecipient/contractor checklist for all contractors and subrecipients the program is working with (must be uploaded to HHGMS)
- Establish flow chart for activities for the grant, allows for tracking of progress to obtain benchmarks

Eligible Activities at Start up (Cont'd)

- Create client applications for program
- Start intake and enrollment of eligible units
- You can do risk assessments and scope of work template before the Tier I Environmental Review is complete
- Complete the subrecipient/contractor checklist for all contractors and subrecipients the program is working with (must be uploaded to HHGMS)
- Establish flow chart for activities for the grant, allows for tracking of progress to obtain benchmarks
- Start training of contractors to build capacity
- Set up unit file checklist

How to Develop Effective Outreach?

- Define the mission of your program
- What are your work plan goals?
- Are the goals specific, measurable and targeted to your communities needs?
- Have you assessed the communities in your area for specific needs and incorporated them?
- Know your program eligibility requirements
- Understand enrollment and income verification equipment's

Building Program Capacity

What elements should be taken into consideration?

- Staff
- Partners- Community
- Financial
- Contractors
- Outreach/ Marketing
- Education
- Training
- Work Plan
- Policies and Procedures
- Procurement
- Evaluation
- IT

Communicate Often

- ❑ Communicate often (highs and lows):
 - ❑ Engage partners quarterly or monthly
 - ❑ Request monthly status reports
 - ❑ Identify performance issues early in the process
 - ❑ Bring partners into the process by evaluating their impact on the program production rate, efficiency, efficacy and sustainability. Let them know their value and impact/ need.
- ❑ Provide technical support/ training
- ❑ Communicating with residence

Using Data

- ❑ Using data to target your program's outreach and intake is an effective strategy to address families at-risk or lead and healthy housing hazards:
 - ❑ Neighborhoods
 - ❑ Census Tracts
 - ❑ High-Risk Zip Codes
 - ❑ Quadrants

Pay Promptly

Pay Promptly

- Provide invoice submission checklist to partners and contractors
- Review and reply to invoice issues within 72 hours

Streamline the process

- Starts with contract/ MOU development details and clarity of expectations and timeline.

From Outreach and Marketing to Intake

Successful outreach and marketing should take you to the next step of intake.

Make larger events meaningful:

- Have qualified program staff there to speak with clients about the program enrollment and benefits
- Don't just hand out flyers from behind a table
- Have a way to prescreen to get contact information for those that are a good fit

Poll Questions

- What are some start up activities your program will get started on as you are going through the environmental review process ?

Income Verification Policy and Email Resources

- For more reference on Income Verification, please reference policy on office website.
- Income verification will go in further details on NGO session
- For income verification resources documents, please contact AJ or Victoria Jackson .

POLICY GUIDANCE NUMBER: 2017-05	DATE: December 13, 2017
SUBJECT:	Income Verification Guidance
STATUS:	Current
APPLICABILITY:	The Office of Lead Hazard Control and Healthy Homes Lead-Based Paint Hazard Control (LHC) and Lead Hazard Reduction Demonstration (LHRD) grantees
RELATED GUIDANCES:	PGI 2009-01, 2013-07
COMMENTS:	This policy guidance is being updated to define income documentation for units enrolled in the Housing Choice Voucher program.

The overarching purpose of the Residential Lead-Based Paint Hazard Reduction Act of 1992 ("Title X") is to protect children from the dangers of lead-based paint hazards. Section 1011 Title X authorizes lead hazard control grant programs that conduct work in privately-owned housing units of (primarily) low-income families. Specifically, Title X requires that certain percentages of housing units be occupied by low-income families residing (or expected to reside there after the work). (Title X is available at www.hud.gov/offices/healthyhomes.) It is therefore necessary to clarify the income of families being considered for enrollment in the grant program.

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) recognizes the burden on families in trying to comply with the income requirements of Title X when they have already been so for another HUD or federal program, such as HUD's Housing Choice Voucher program. As a result, OLHCHH is issuing this policy guidance, updating PGI 2013-07, of the same title, to assist you in making sound decisions when assessing the income eligibility of certain applicants for program assistance. The change from the previous PGI 2013-07 includes:

- Defining the acceptable income verification documents for units enrolled in the Housing Choice Voucher program funded by HUD's Office of Public and Indian Housing.
- Describing the process by which Lead Hazard Control grantees should reach out to public housing agencies to facilitate enrollment in their grant program of families enrolled in the housing choice voucher program.

Defining Income

As set forth in the previous guidance, a grantee has the flexibility to choose among the following three definitions of "annual income" when calculating income for the grant program; these definitions are used by the Housing Choice Voucher, Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME) and many other HUD programs. The term "annual income" is used to refer to annual (gross) income using one of the following definitions of "annual income" when calculating income and allowances for grant program assistance:

Unit File Checklist Enrollment Section

Start up file information for enrollment
while waiting on Environmental Review .

Unit File Check List (Paper or Electronic Files)

Instructions: This is the list of supportive documentation that is required in each unit files.

Section I – Application for Unit Enrollment

- Application (List all adult household members on lease/mortgage and children)
- Photo Identification (Tenant, Homeowner, or Landlord)
- Landlord/Owner Agreement on Home Modification Approval
- Household Eligibility Verification ([i.e.](#) Local Income Chart within HUD website)
- Proof of Income Documentation ([i.e.](#) check stubs, copy of tax documentation, social security income)
 - What Definition of Income is Your Program Using? (Review OLHCHH Income Policy)
- Confidentiality Releases for 3rd Party Reports ([i.e.](#) bank statements, tax documentation, DHHS benefits, social security letter)
 - *Verification of the Income (less than or equal to 80% AMI)*
- Lead Pamphlet Sign Off (if lead hazard is addressed)
- Case Notes (communication on production timeline - [i.e.](#) intake, risk assessment, procurement, clearance)

Section II – Property Information

- Verified Deed (follow state or local requirement)
- Tax Receipts (follow state or local requirement)
- Insurance Declaration (follow state or local requirement)
- Tier-II Environmental Review Documentation
 - SHPO/Flood

Benchmarks

Grant Number:	Grantee Organization:				
	Q1 Oct - Dec 2015	Q2 Jan - Mar 2016	Q3 April - June 2016	Q4 July - Sept 2016	Q5 Oct - Dec 2016
<i>Paint Inspections/Risk Assessments: 202</i>					
Performance Standard		2%	5%	15%	30%
Work Plan Milestone		4	10	30	60
Actual # to be Completed per Quarter		4	6	20	30
Actual # Completed					
Actual % Completed					
** Units in Progress					
<i>Units Completed and Cleared: 172</i>					
Performance Standard		0%	5%	15%	30%
Work Plan Milestone		0	8	26	51
Actual # to be Completed per Quarter		0	22	17	15
Actual # Completed					
Actual % Completed					
Work Plan Milestone for HHI: 29			2	3	8
Actual # to be Completed per Quarter, HHI			5	5	5
Actual # Completed Quarterly, HHI					
Cumulative LOCCS DRAWDOWNS Grant Award Amount = \$3,231,610.00					
Performance Standard	0	1%	5%	10%	15%
LOCCS Drawdown Work Plan Milestone		\$32,316	\$161,581	\$323,161	\$482,042
Actual LOCCS Drawdown					

Benchmarks should be:

- Realistic that the goals will be met within 42 months POP (NO Backloading)
- Achievable with documented capacity
- Communicated/Shared to all partners and contributors
- Evaluated Constantly and communicate timely to GTR needs

Poll Questions

- Have you submitted or preparing your benchmarks to start up your program?
- Have you planned for pandemic delays when submitting the benchmarks?

Program Elements Checklist

How do you build capacity?

- Evaluate the environment/organization
- Strengths and weaknesses of organization
- Staff (skill set and number of individuals needed,)

| 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?

. What are the components for a strong program?

- What support do you need – what, who, how, when, where?

Program Elements Checklist

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 forms, unit tracking systems, ask your GTR or Peers)

Quarterly Reports

Submitted at end of each quarter by grantee staff

- *Within 30 days of close of quarter (Next one due by July 30th, 2021)*

Submitted through HHGMS and includes narrative and production information

Reviewed by OLHCHH staff and scored based on achievements toward established quarterly performance benchmarks



Tribal Polices to Review

- **OLHCHH Polices Direct Website:**
https://www.hud.gov/program_offices/healthy_homes/lbp/pg

For more details on policies , visit and review office website

[Home](#) / [Program Offices](#) / [Office of Lead Hazard Control and Healthy Homes](#) / [Lead-based Paint](#) / [Grant Programs Policy Guidance](#)

GRANT PROGRAM POLICY GUIDANCE

Policy guidances are listed below for grantees conducting lead hazard remediation under OLHCHH grant programs:

Policy Guidance Number	Topic
2020-06	Closeout Procedures for OLHCHH Grantees
2020-01	Pandemic - Related Income Verification Applicability Extension
2019-01	Determining Subrecipient or Contractor Classification ▶ Checklist for Determining Subrecipient or Contractor Classification for PG 2019-01
2018-01	Purpose and Use of Healthy Homes Supplemental Funding (HHSupp) - Revised

Tribal Polices to Review

2017-
04

Office of Lead Hazard Control and Healthy Homes Grant Procurement Standards (Contractor and Recipient Documents Standards and Agreements)

2016-
02

Lead in Water (If program addresses lead)

2015-
02

Updated eLOCCS Procedures (Reminders for LOCCS voucher submission)

2015-
01

Clarification of Costs for LBPHC and LHRD Grant Programs (Reminders for budget changes)

Tribal Polices to Review

<u>2013-03</u>	Requesting Grant Amendments (Any administrative changes to the grant listed in policy)
<u>2013-01</u>	Lead Inspection-Risk Assessment Reporting and Documentation (If program addresses lead)
<u>2012-03</u>	Units Counted as Match (Eligible Match Reminders)

OLHCHH WEBSITE

Home / Office of Lead Hazard Control and Healthy Homes

OFFICE OF LEAD HAZARD CONTROL AND HEALTHY HOMES (OLHCHH)

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards. In addition, the office enforces HUD's lead-based paint regulations, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home.



Office of Lead Hazard Control and Healthy Homes

Save the Date!

2021 Virtual New Grantee Orientation

Your organization has been invited to attend our **mandatory** virtual New Grantee Orientation. More information is forthcoming. Please save the date and plan on attending.

Schedule:

Daily time 11:00 am- 5:00 pm EST

- Week I: May 3, 6, 7, 2021
- Week II: May 10, 13, 14, 2021
- Week III: June 14, 17, 18, 2021

Logos for HUD, EPA, and NIOSH are visible at the bottom right of the poster.



Program Division

- The **Programs Division** provides program management, oversight and technical assistance of **OLHCHH's grant programs**.



Programs & Regulatory Support Division

- The **Programs and Regulatory Support Division** ensures regulatory compliance with the Lead-Based Paint Disclosure Rule & the Lead Safe Housing Rule as well as provides program & technical support to our grantees & stakeholders. Enforcement & support for the **Lead Regulations** are major functions of the group as well as outreach, technical assistance & guidance on lead in healthy homes issues. **OLHCHH Contact Information** by Region.



Grant Services Division

- The **Grant Services Division** provides the overall supervision of the grant's management life cycle. This consists of administrative, negotiation, awarding, ensuring compliance to meet federal regulations or agency policies, financial audits, regulatory review & award closeout for the OLHCHH's grant & cooperative agreement.



Policy & Standards Division

- The **Policy and Standards Division** develops healthy homes guidelines & standards, oversees research studies, & provides technical assistance on policy issues for OLHCHH & other HUD Program Offices.



Post-Disaster Healthy Housing Resources

- The **Post-Disaster Healthy Housing Resources** page informs users on the essentials of healthy homes for post natural disaster restoration of homes, including the principles & technical aspects of the safe & proper response & removal of mold, asbestos, lead, & other hazards & unsafe conditions. **Click here for helpful resources.**

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