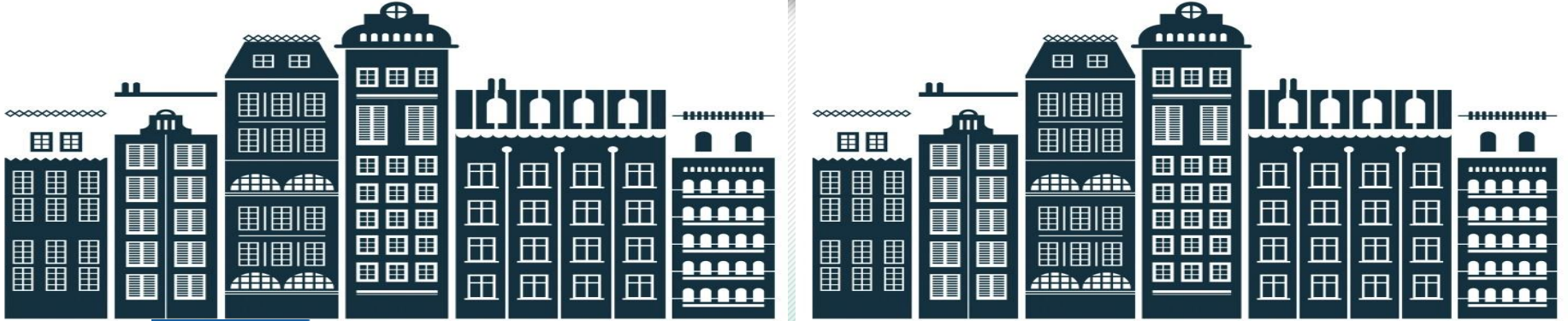


U.S. Department of Housing and Urban Development (HUD)  
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

# FY2021 NEW GRANTEE ORIENTATION

*OLHCHH Project Monitoring and Maintenance*

AJ Salkoski, Program Analyst, GTR



**VIRTUAL CONFERENCE, MAY 3<sup>RD</sup> - MAY 14<sup>TH</sup>, 2021**

# Table of Content

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# Enrollment

**4 Ways to Get Marketplace Coverage**

- Online**  
Visit [HealthCare.gov](http://HealthCare.gov) to apply and enroll on the web. This is the fastest way to get covered.
- Over the phone**  
Call the Marketplace Call Center at **1-800-318-2596**. TTY users should call **1-855-889-4325**. A customer service representative can help you apply and enroll over the phone.
- In-person help**  
Get help from people in your community trained to help you apply and enroll in the Marketplace. Visit [Localhelp.HealthCare.gov](http://Localhelp.HealthCare.gov), or call the Marketplace Call Center.
- Paper application**  
Fill out and mail in a paper application. You'll get eligibility results in the mail within 2 weeks.

CMS Product No. 11751 Revised August 2015

Photo: Health Insurance Marketplace

- Who are you trying to reach?
  - Elders
  - Children
  - Broader?
- How are you trying to reach them?
  - Public announcement
  - Events
  - Targeted outreach
  - Existing list

# Income Verification

- 80% of the Area Median Income (AMI)
- Verification Methods:
  - Third-Party
  - Other options if third-party cannot occur

The screenshot shows a web browser window displaying the HUD User Portal. The address bar shows the URL <https://www.huduser.gov/portal/datasets/il.html>. The page title is "Income Limits | HUD USER". The browser's address bar also shows "Income Limits | HUD USER" and "x". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "Conga Composer 8", "https--my.americorps.gov...", "Login", "Salesforce", "Page", "Safety", "Tools", and "75%".

The page content includes a header "INCOME LIMITS" and a sub-header "HUD USER | HUD USER". Below the header, there is a section titled "HUD's Office of Policy Development and Research (PDOR) is pleased to announce that Fair Market Rents and Income Limits data are now available via an application programming interface (API). With this API, developers can easily access and customize Fair Market Rents and Income Limits data for use in existing applications or to create new applications. To create an account and get an access token, please visit the API page here: <https://www.huduser.gov/portal/datasets/api.html>.

The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the Public Housing, Section 8 project-based, Section 8 Housing Choice Voucher, Section 202 housing for the elderly, and Section 811 housing for persons with disabilities programs. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county.

Below the text, there is a navigation menu with buttons for "2021", "2020", "2019", "2018", "2017", and "Year". Below the navigation menu, there are buttons for "Query Tool", "Data", and "FAQs".

The page also includes a section titled "Effective April 1, 2021" and a link to "Access Individual Income Limits Areas". Below this, there is a section titled "Access Individual Median Family Income Areas" and a link to "Click Here for FY 2021 MFI Documentation".

At the bottom of the page, there is a footer that reads "PDOR FMRL Lookup is now available on Apple iOS and Android powered smartphones. Look up Fair Market Rents & Income Limits from HUD's Policy Develop. & Research Center".

# Home Assessment



Photo: [sites.google.com](https://sites.google.com)

- Assessing for Healthy Homes Hazards
- 29 Hazards
- Includes immediately life and safety issues, accessibility, and systems in the home that can affect occupant health

1

### Damp and Mold growth

Caused by dust mites, mold or fungal growth caused by dampness and/or high humidity. It includes threats to mental health and social wellbeing caused by living with damp, damp staining and/or mold growth.

**Most vulnerable:**  
14 years or less

2

### Excess cold

Caused by excessively cold indoor temperatures.



**Most vulnerable:**  
65 years or older

3

### Excess heat

Caused by excessively high indoor air temperatures.

**Most vulnerable:**  
65 years or older

4

### Asbestos, Silica and other MMF

Caused by excessive levels of silica, asbestos and man-made mineral fibers (MMF).



**Most vulnerable:**  
No Specific Group

5

### Biocides

Threats to health from those chemicals used to treat timber and mold growth in dwelling. While biocides include insecticides and rodenticides to control pest infestations (e.g. cockroaches or rats and mice), these are not considered for the purposes of the HHRT.

**Most vulnerable:**  
No Specific Group

6

### Carbon monoxide and fuel combustion products

Excess levels of carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke in the dwelling's atmosphere.



**Most vulnerable:**  
For CO - 65 years plus;  
For NO2, SO2 & smoke  
- no specific group

7

### Lead

Ingestion from lead-paint dust, debris or leaded water pipes.

**Most vulnerable:** 6 years or younger

8

### Radiation

This category covers the threats to health from radon gas and its daughters, primarily airborne, but also radon dissolved in water.

**Most vulnerable:**  
All persons aged 60 - 64 with lifelong exposure

9

### Uncombusted fuel gas

Fuel gas escaping into the atmosphere within a dwelling.

**Most vulnerable:**  
No Specific Group

10

### Volatile Organic Compounds

Volatile organic compounds (VOCs) are a diverse group of organic chemicals which includes formaldehyde, that are gaseous at room temperature, and are found in a wide variety of materials in the home.

**Most vulnerable:**  
No Specific Group

associated with inadequate natural and/or artificial light. It includes the psychological effect associated with the view from the dwelling.



**Most vulnerable:**  
No Specific Group

14

### Noise

Covers threats to physical and mental health resulting from exposure to noise inside the dwelling or within its curtilage.

**Most vulnerable:**  
No Specific Group

15

### Domestic Hygiene, Pests and Refuse

Covers hazards which can result from poor design, layout and construction such that the dwelling cannot be readily kept clean and hygienic; access into, and harborage within, the dwelling for pests; and inadequate and unhygienic provision for storing and disposal of household waste.



**Most vulnerable:**  
No Specific Group

11

### Crowding and Space

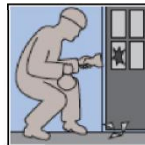
This category covers hazards associated with lack of space within the dwelling for living, sleeping and normal family/household life.

**Most vulnerable:** No Specific Group

12

### Entry by Intruders

Difficulties in keeping a dwelling secure against unauthorized entry and the maintenance of defensible space.



**Most vulnerable:**  
No Specific Group

13

### Lighting

This category covers the threats to physical and mental health

## EFFECT OF THE DEFECT

Housing Hazards Identified in the Healthy Home Rating System

16

### Food Safety

Threats of infection resulting from inadequacies in provision and facilities for the storage, preparation and cooking of food.

**Most vulnerable:**  
No Specific Group

17

### Personal Hygiene, Sanitation and Drainage

Threats of infection and threats to mental health associated with personal hygiene, including personal washing and clothes washing facilities, sanitation and drainage. It does not include problems with pests associated with defective drainage facilities.

**Most vulnerable:**  
Children under 5 years

18

### Water Supply

Covers the quality and adequacy of the supply of water within the dwelling for drinking and for domestic purposes such as cooking, washing, cleaning and sanitation. As well as the adequacy, it includes threats to health from contamination by bacteria, protozoa, parasites, viruses, and chemical pollutants.

**Most vulnerable:**  
No Specific Group

19

### Falls associated with Baths etc

This category includes any fall associated with a bath, shower or similar facility.

**Most vulnerable:** 60 years or older

20

### Falling on Level Surfaces etc

This category covers falls on any level surface such as floors, yards, and paths. It also includes falls associated with trip steps, thresholds, or ramps, where the change in level is less than 12 inches or 300mm. **Most vulnerable:** 60 years or older

21

### Falling on Stairs etc

This category covers any fall associated with a stairs, steps and ramps where the change in level is greater than 12 inches or 300mm.



**Most vulnerable:**  
60 years or older

22

### Falling between Levels

This category covers falls from one level to another, inside or

outside a dwelling, where the difference in levels is more than 12 inches or 300mm. It includes, for example, falls out of windows, falls from balconies or landings, falls from accessible roofs, into basement wells, and over garden retaining walls.

**Most vulnerable:**  
60 years or older

23

### Electrical Hazards

This category covers hazards from shock and burns resulting from exposure to electricity, including from lightning strikes. (It does not include risks associated with fire caused by deficiencies to the electrical installations, such as ignition of material by a short-circuit.)



**Most vulnerable:**  
No Specific Group

24

### Fire

This category covers threats from exposure to uncontrolled fire and associated smoke at a dwelling.

**Most vulnerable:**  
No Specific Group

25

### Flames, Hot Surfaces etc

This category covers threats of burns – injuries caused by contact with a hot flame or fire, and contact with hot objects or hot non-water based liquids; and scalds – injuries caused by contact with hot liquids and vapors. It includes burns caused by clothing catching alight from a controlled fire or flame.

**Most vulnerable:**  
No Specific Group

26

### Collision and Entrapment

This category includes risks of physical injury from trapping body parts in architectural features, such as trapping limbs or fingers in doors or windows; and striking (colliding with) objects such as architectural glazing, windows, doors, low ceilings and walls.



**Most vulnerable:**  
No Specific Group

27

### Explosions

This category covers the threat from the blast of an explosion, from debris generated by the blast, and from the partial or total collapse

of a building as the result of an explosion.

**Most vulnerable:** No Specific Group

28

### Position and Operability of Amenities etc

This category covers threats of physical strain associated with functional space and other features at dwellings.



**Most vulnerable:**  
No Specific Group

29

### Structural Collapse and Falling Elements

Covers the threat of whole dwelling collapse, or of an element or a part of the fabric being displaced or falling because of inadequate fixing, disrepair, or as a result of adverse weather conditions. Structural failure may occur internally or externally within the curtilage threatening occupants, or externally outside the curtilage putting at risk members of the public.

**Most vulnerable:**  
No Specific Group

# Scope of Work

- What can we repair?
- What can we afford to repair?
- What is the value of the property vs. the cost of the repair?
- What are we going to repair?
- What is the cost of labor (internal and external)?
- What are the cost of procuring the materials?
- What is the overall cost to complete this unit?



# Scope of Work

AutoSave  Scope of Work Assessment.xlsx - Read-Only

File Home Insert Draw Page Layout Formulas Data Review View Help Nuance PDF

Clipboard Font Alignment Number Styles Cells Editing Sensitivity

C6 200

	A	B	C	D	E	F	G	H	I	J	K
1		<b>Cost Estimate - Healthy Homes Control</b>			Date						
2											
3		Unit Address:									
4											
5	<b>Location/ Component</b>	<b>Control</b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price No.</b>	<b>Unit Cost</b>	<b>Cost</b>				
6	Install Gutters throughout whole home	Remove and Replace gutters and downspouts	200	LF	82	\$6.67	\$1,334.00				
7	Fix wood along Front porch to be able to install gutters all around.	Repair/re-attach/replace soffit/fascia enclosure as necessary to prevent water infiltration	160	SF	56	\$13.17	\$2,107.20				
8						Subtotal	\$3,441				
9											
10											
11	Mobilization					\$500	\$500				
12											
13	Contractor HHS Assessment Recommendation :					Total	\$3,941				

Sheet1 Sheet2 Sheet3

3:18 PM 4/28/2021

# Contractors (if applicable)

- For those using contractor labor:
  - 3 Bids
  - Follow your Policies and Procedures for Contractor Selection
- For those using your own personnel labor:
  - Follow your internal policy for determining staff time toward a unit

# Material Procurement (if applicable)

- For those using contractor labor:
  - Ensure that contractors have included material costs in their bids and properly procure the materials
- For those using your own personnel labor:
  - Follow your internal policy for receiving bids from vendors and for vendor selection

# Home Improvement

- **THE FUN PART!!!!!!**

# Before and After



Photo: Tlingit Haida Regional Housing Authority

# Before and After



Photo: Tlingit Haida Regional Housing Authority

# Before and After

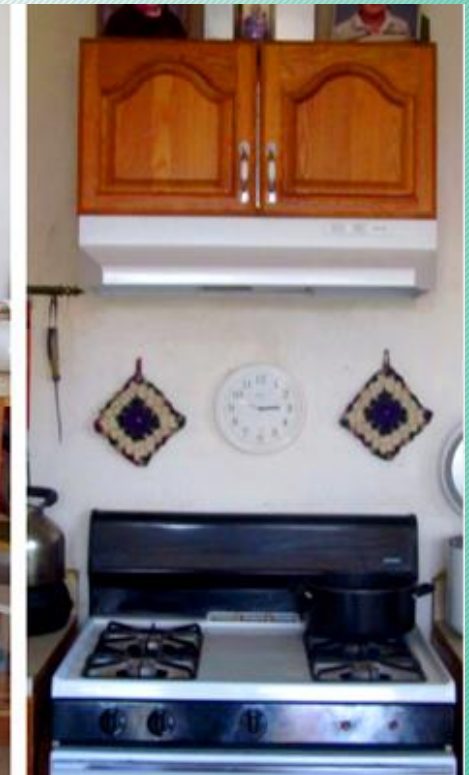


Photo: Alaska Native Tribal Health Consortium

# Reassess

It's GOOD!



Photo: [cbssports.com](http://cbssports.com)

- Ensure that the scope of work was completed to satisfaction (whether by contractors or staff)
- Get them back to the house if it was not completed to satisfaction



# Clearance

- Sign off on the completed unit
- Close out agreement with the head of household



# Reporting

Quarterly Report: 32523 ~ Sa... x

File Edit View Favorites Tools Help

Congra Composer 8 Login Salesforce

Search...

Page Safety Tools

03: Post-Hazard Control Maintenance Plans for Units  
 Post Hazard Control Maintenance Plans Residents leasing the pilot units are required under NCTHA's current occupancy policy to attend workshops or trainings. These new occupants will also be offered to participate in "pay for success" (if approved by the NCTHA BOC) that may decrease the long term maintenance costs of these units. In addition to improving the health of the families living there.

04: Hazard Evaluations and Units in Progress  
 Units Requiring Hazard Evaluations 0  
 Units with Hazards Identified 0.00  
 Units in Progress 3.00  
 Units under Contract 8.00

System Information  
 Created By [Amy Frasse](#) 4/1/2020 1:33 AM  
 Last Modified By [Aaron Salgado](#) 4/29/2021 11:15 AM

Units

Action	Unit #	Report Period	Street Address	Ap#	City	Year	State	Zip	Lead	HHS
<a href="#">View</a>	351677	Apr 1 - Jun 30	18 Circle of Life Way	#408	Lame Deer	2020	MT	59043	0.00	0.00
<a href="#">View</a>	351678	Apr 1 - Jun 30	290 Littlebear St.		Busy	2020	MT	59016	0.00	0.00

[Edit](#) | [Submit](#) | [QPR Letter](#)

Financials  
 No records to display

Quarterly Report History

Date	User	Action
4/29/2021 11:15 AM	<a href="#">Aaron Salgado</a>	Changed Status from Open to Closed.
4/29/2021 10:35 AM	<a href="#">Aaron Salgado</a>	Changed Status from Closed to Open.
3/14/2021 1:38 PM	<a href="#">Aaron Salgado</a>	Changed Status from Under Review to Closed.
3/12/2021 2:53 PM	<a href="#">John Marian</a>	Changed Status from Submitted to Under Review.
		Changed Status from Open to Submitted.

[Show more](#) | [Go to list](#)

Notes & Attachments

Action	Type	Title	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	NCTHA Q7 SF426 Apr-Jun2020.pdf	3/12/2021 2:53 PM	<a href="#">John Marian</a>

Always show me [more](#) records per related list

# File Closure

## Healthy Homes Production -Checklist for Each Unit Files

### Unit File Check List (Paper or Electronic Files)

Instructions: This is the list of respective documentation that's required in each unit file.

#### Section I – Application for Unit Enrollment

- Application (i.e. all adult household members on lease/mortgage and children)
- Photo Identification (Twaat, Missouri, or Landlord)
- Landlord/Owner Agreement on Home Modification Approval
- Household Eligibility Verification (i.e. Local Income Chart with HUD website)
- Proof of Income Documentation (i.e. check stubs, copy of tax documentation, social security income)
  - o What Definition of Income is Your Program Using? (Review CLHCHHS Income Policy)
- Confidentiality Release for 3<sup>rd</sup> Party Reports (i.e. bank statements, tax documentation, DCHS benefits, social security letter)
  - o Percentage of the Income (less allowances equal to 50% AMI)
- Lead Pamphlet Sign Off (if lead hazard is addressed)
- Case Notes (communication on production standards - i.e. initial risk assessment, procurement, clearance)

#### Section II – Property Information

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

#### Section III – Contracts

- Homeowner Participation Agreement
  - o Sign Off on General Conditions
  - o Owner Accepts Scope of Work
- Relocation Analysis
- Relocation Information Agreement

#### Section IV – Financial

- Change Order
- Project Completion Documentation
- Invoices (Partial Payments and Final Payments)
- March Documentation

#### Section V – Lead/Healthy Homes

- Health Moves Inspection Assessment & Healthy Homes Clearance Report
- Any other evidence on Healthy Homes Information
  - Lead Inspection Risk Assessment Report (if lead hazard is addressed)
    - o Unit sketch
    - o Dust Wipe Sample Lab Reports
    - o Clearance Achievement or Failure Notice
  - Any miscellaneous Lead Information (if lead hazard is addressed)
- On-going Maintenance Plan with sign off

#### Section VI – Project Information

- Scope of Work –
  - o Lead Work specifications
  - o Healthy Homes Work Specification
- In-Home Cost Estimate
- Bidder List
- Request for Proposal
- All Original Bids
- Bid Opening Chart (if required for local procurement standards)
- Pre-Construction Meeting (if required for local program procurement standards)
- Contractor Evaluation Criteria
- Letter to Award
- Occupant Protection Plan
- Monitoring Work Site Documentation
- Abatement Project Notification (follow state or local requirement)
- Notice to Proceed
- Building Permit
- Contractor License/Work Certificates
- Job Completion

#### Key Unit Address:

Property Type:  
Childhood Lead Paint:  
AMI Income:

## Healthy Homes Production -Checklist for Each Unit Files

### Electronic Database System (Spreadsheet Format)

Instruction: These are key dates that grantees should maintain in the electronic unit tracking database when addressing Lead Remediation or Healthy Production Hazards within the unit production timeline:

- Date of Referral
- Date of initial application or intake
- Date of inspection/assessment
- Property address
- Age of property
- Multi-family or single-family property
- Owner Occupied or Rental Unit
- Local Income Verification Percentage (less allowances equal to 50% of AMI)
- Date Relocation Begins
- Date scope of work is completed
- Date for release of bidding information
- Date bids are due received
- Date the contractor was selected
- Date work began/Date work is completed
- Date unit achieves clearance
- Date's contractor monitoring was completed
- Cost of the unit
- Types of funding used to cover the costs
- Date of the final invoices are received
- Date of the contractors are paid in full
- Date that the family can return
- Dates of any follow up visits
- Number of children enrolled in program

## Healthy Homes Production -Checklist for Each Unit Files

### Unit File Check List (Paper or Electronic Files)

Instructions: This is the list of supportive documentation that's 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 3<sup>rd</sup> 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

#### Section III – Contracts

- Homeowner Participation Agreement
  - Sign Off on General Conditions
  - Owner Accepts Scope of Work
- Relocation Analysis
- Relocation Information/Agreement

#### Section IV – Financial

- Change Orders
- Project Completion Documentation
- Invoices (Partial Payments and Final Payments)
- Match Documentation

#### Section V – Lead/Healthy Homes

- Health Homes Inspection/Assessment & Healthy Homes Clearance Report
- Any other miscellaneous Healthy Homes Information
  - Lead Inspection/Risk Assessment Report (If lead hazard is addressed)
    - Unit sketch
    - Dust Wipe Sample Lab Reports
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- Monitoring Work Site Documentation
- Abatement Project Notification (follow state or local requirement)
- Notice to Proceed
- Building Permit
- Contractor Licenses/Worker Certificates
- Job Completion

Key Unit Address:

Property Type:

Child(ren) Present:

AMI Income:

## Healthy Homes Production -Checklist for Each Unit Files

### Electronic Database System (Spreadsheet Format)

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- Date of the contractors are paid in full
- Date that the family can return
- Dates of any follow up visits
- Number of children enrolled in program

# Thank you!

Contact Information:

AJ Salkoski

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