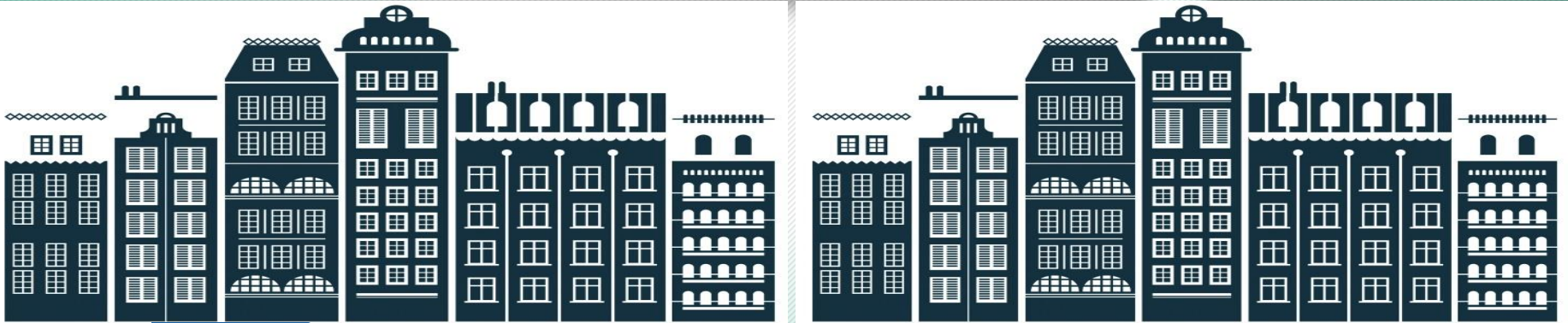


U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

Start-up and Eligibility

Marisa Fountain, Government Technical Representative



VIRTUAL CONFERENCE, MAY 3RD -MAY 14TH, 2021

Eligible Activities at Start up

- What is eligible for my start-up? Where do I start?
- You can start with:
- Agreements with Contractors/Subgrantees
- Complete the subrecipient/contractor checklist for all contractors and subrecipients the program is working with (must be uploaded to HHGMS)
- Establish the marketing and educational materials for the grant
- Start outreach and education of the program
- Establish flow chart for activities for the grant, allows for tracking of progress to obtain benchmarks
- 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
- Start training of contractors to build capacity
- Set up unit file checklist

Documents Due Within 120 Days

- Within the 120 days you have 60 days to complete and submit to your GTR;
 - Benchmarks
 - Workplan
 - Policies and Procedures
 - Any revisions/changes in post negotiations
 - Budget

Benchmarks

- Benchmarks should be realistic that the goals will be met with the 42 months Period of Performance (POP).
- Make your benchmarks achievable,
- Communicated and share to all partners and contributors,
- Evaluate your benchmarks constantly,

Overview

- Finish up all startup documentation
 - Environmental Review
 - Workplan
 - Policies and Procedures
 - Building Capacity and Objectives for Program Success
 - Establish a unit file check list
 - Report quarterly reports
 - Always communicate with your GTR regarding any changes in your program (i.e. revisions, key staff changes, etc).

References

- For more information regarding Environmental Review you may contact
 - Karen Griego, OLHCHH Environmental Clearance Officer
- For more information regarding HHGMS you may contact
 - Damian Slaughter, HHGMS Coordinator

Website Links:

<https://www.hudexchange.info/environmentalreview/her.is/>

Policy Guidance Website:

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

OLHCHH Grant Start-Up Guidance:

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

Policy Guidance:

PGI- 2019-02 Determining Subrecipient or Contractor

Classification

PGI- 2019-01 Checklist Form

Questions

Thank you