

Required Program Implementation Elements Check list

The following list of items are required to successfully complete and clear each unit. Along with staff there are services and expected costs that we want to be sure you plan to cover with grant resources or match resources in you budget preparation. Be thorough in your noted as you complete this worksheet as you can use this to develop your work plan document and policy and procedures as well. Please contact your GTR if you have some items your local agency requires you to do to complete a unit that is not on the list.

| Required Element | Who is Responsible? | How long does it take? | Who reviews it? | How will it be documented as complete? | How will it be measured? | Who and how will it be evaluated? |
|--|---------------------|------------------------|-----------------|--|--------------------------|-----------------------------------|
| PRE AWARD/Start UP Obligation through Execution Date | | | | | | |
| Hiring of staff | | | | | | |
| Procurement Readiness | | | | | | |
| Tier 1 Completion | | | | | | |
| Training and collaboration with Partners | | | | | | |
| Negotiations and start up documentation | | | | | | |
| New Grantee Orientation | | | | | | |
| Post Award Implementation through the end of your POP (Period of Performance) | | | | | | |
| Outreach to target area | | | | | | |
| Intake (application completion) | | | | | | |
| Income Verification (must be trained person with c/b) | | | | | | |
| Lead Inspection Risk Assessment (includes sampling and must be licensed) | | | | | | |
| LIRA Report (must have license) | | | | | | |
| Scope of Work (must have license) | | | | | | |

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| Tier 2/ Appendix A | | | | | | |
| SHPO-Historical Pres. | | | | | | |
| Bidding/Procurement | | | | | | |
| Loan Grant Document Signing | | | | | | |
| Relocation assessment and provisions | | | | | | |
| Unit Prep with Applicant | | | | | | |
| Occupant Protection Plan | | | | | | |
| Unit Monitoring | | | | | | |
| Lead Abatement Notification | | | | | | |
| Clearance (includes sampling and must have license) | | | | | | |
| Clearance Report (must have license) | | | | | | |
| Post Unit Monitoring | | | | | | |
| Healthy Homes Supplement Required Steps | | | | | | |
| HH Assessment | | | | | | |
| HH Report | | | | | | |
| HH Scope | | | | | | |
| HH Bidding | | | | | | |
| HH Monitoring and Post work evaluation | | | | | | |
| Ongoing and Support Activities that are Required during POP | | | | | | |
| Required Program Manager School and National Conference | | | | | | |
| Program evaluation and reporting | | | | | | |
| Capacity of Trained firms and staff | | | | | | |
| Fiscal Support and Draw Downs | | | | | | |
| Shipping | | | | | | |
| Printing | | | | | | |
| Closeout Activities 90 Days after end of POP | | | | | | |
| Finish any units with signed contract on or before end of POP | | | | | | |
| Final File review | | | | | | |
| Final Draw and Final Report | | | | | | |