2019 Program Manager School

Successful Implementation of Your OLHCHH Grant Program
Successful Implementation of Your Program

Presenters:

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Objective:

Discuss the process from intake to clearance
You have received and successfully negotiated the grant... now what?

1. **Administrative Tasks**
   - Environmental Review (Tier I)
   - Hiring a qualified Program Manager or staff
   - RFP/MOU for Contractors, Subrecipients and Partners
   - Outreach Plan
   - Determine Type of Procurement
What should I do with the families wanting to apply?

Intake processes/plan

- Income Verification - which of the three definition you will use for your program
- Target Demographic (low income, children <6 old, Pre 1978 or/and Pre-1940 and EBL)
- Rental/owner Occupy/vacant
- Single/multifamily units
- Tier II
We have the units ready to start working.....and?

Direct Labor

- Inspection/Risk Assessment of the unit(s) LI/RA
- Healthy Homes Assessment
- Work Specifications (Lead /HH)
- List of Qualified Contractors
- Bidding the work
- Selecting the contractor/sign contract

NOW THE WORK BEGINS!!
Are We Done Yet?

- Relocation (10 days)
- Monitoring: contractors/work/documentation
- Clearance
- Payment to the contractors (NOT to the owner)