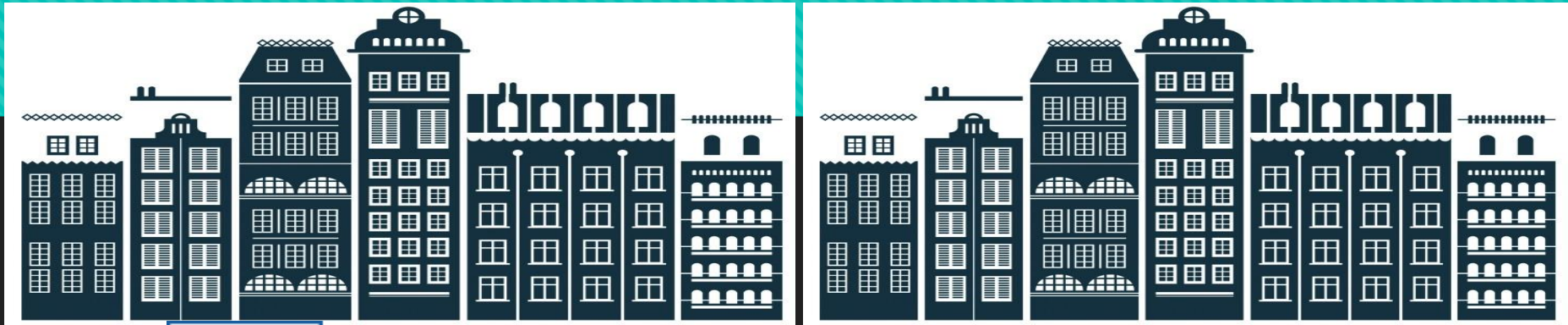


U.S. Department of Housing and Urban Development (HUD)  
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

# FY2021 NEW GRANTEE ORIENTATION

## *Tribal Grants and Data Management*

*Government Technical Representatives Victoria Jackson  
and AJ Salkoski*



**VIRTUAL CONFERENCE, MAY 3<sup>RD</sup> -MAY14<sup>TH</sup>, 2021**

# Program Data Management

- Better understand the variety of best practice tools to use and track program requirement documentation

# Unit File Checklist Items

## Electronically or Manual File

The screenshot displays a Microsoft Word document titled "FileManagementChecklist\_Updates.rtf" in Compatibility Mode. The document is divided into two main sections: "Attachment 1: Checklist for Unit Files" and "Attachment 2: Electronic Database System".

**Attachment 1: Checklist for Unit Files**

- Section I – Application for Unit Enrollment**
  - Application
  - Photo Identification (Tenant, Homeowner, or Landlord)
  - Household Eligibility Verification (i.e. Local Income Chart)
  - Proof of Income Documentation (i.e. check stubs, copy of tax documentation, social security income)
    - What Definition of Income is Your Program Using?
  - Confidentiality Releases for 3<sup>rd</sup> Party Reports (i.e. bank statements, tax documentation, DHHS benefits, social security letter)
    - Verification of the Income
  - Lead Sample/Signs Off
  - 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
    - SEPO Flood
- Section III – Medical Information**
  - Recent blood lead test documentation for children under 6 or consent for testing (i.e. - Health Department Verification).
  - Affidavit Documentation on non-consent of testing children under 6 (if applies)
- Section IV – Contracts**
  - Homeowner Participation Agreement
    - Sign Off on General Conditions
    - Owner Accepts Scope of Work
  - Relocation Information Agreement
  - Relocation Analysis

Unit Address:  
Property Type:  
Child(ren) Present:  
Form 1000-1 (06/18)

**Attachment 2: Electronic Database System**

Basics information that grantees should maintain in the database:

- Date of Referral
- Date of initial application or intake
- Date of inspection/assessment (LEAD and HHS)
- Property address
- Age of property
- Multi-family or single-family property
- Owner Occupied or Rental Unit
- Local Income Verification Percentage (50% or 80%)
- Date of Relocation Begins
- Date scope of work is completed (Lead and HHS)
- Date for release of bidding information (Lead and HHS)
- Date bids are due received (Lead and HHS)
- Date the contractor was selected (Lead and HHS)
- Date work began (Lead and HHS)
- Date work is completed for (Lead and HHS)
- Date unit achieves clearance
- Dates contractor monitoring was completed
- Cost of the unit
- Types of funding used to cover the costs
- Date the final invoices are received
- Date the contractors are paid in full
- Date that the family can return
- Dates of any follow up visits
- Number of children enrolled in program
- Number of units assisted with children or family members with asthma or other health hazards

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4:42 PM 11/24/2019

# Program Database Tracking

## Attachment 2: Electronic Database System

Basics information that grantees should maintain in the database:

- Date of Referral
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- Date of inspection/assessment (LEAD and HHS)
- Property address
- Age of property
- Multi-family or single-family property
- Owner Occupied or Rental Unit
- Local Income Verification Percentage (50% or 80%)
- Date of Relocation Begins:
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- Date for release of bidding information (Lead and HHS)
- Date bids are due/received (Lead and HHS)
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- Number of units assisted with children or family members with asthma or other health hazards



# Examples of Tracking System

The screenshot displays a Microsoft Excel spreadsheet titled "Quarter Pipeline Status Report". The spreadsheet is organized into columns and rows. The columns are labeled as follows:

	A	B	C	D	E	F	G	H	I
1	Quarter Pipeline Status Report								
2	Rehab Address	Enrollment Date	Assessment Completed	Out For Bids Date	Under Contract Date	Construction Start Date	Clearance	Contractors Payment Date	Comments on Current Unit Status
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

The spreadsheet is displayed in the Microsoft Excel application window. The ribbon shows the "Home" tab, and the formula bar is visible at the top. The taskbar at the bottom shows the "updated version" sheet.

# Examples of Tracking System

AutoSave Off CAHP LSL Updated 11-13-19.xlsx JACKSON, VICTORIA L

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

Calibri 11

General

Clipboard Font Alignment Number Styles Cells Editing Ideas

C5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
		#	Address (per unit)	Date Received						Tenant Last Name	Waiting for:	Date final Docs Gathered	Date income Verified	Income Qualif led?	Landlord Last Name	Date Initial Contact Made/Attempted with	Date Most Recent Contact Made/Attempted	# of Contact Attempts	Waiting For	Date Returned to City	Date Invoiced	Amount Invoice d	Amount Receive d	Payment Received	Notes					
1																														
2		1																												
3		2																												
4		3																												
5		4																												Duplex-CAHP has the other half
6		5																												Duplex-CAHP has the other half
7		6	10112 Climax St	4/13/2017						Gallegos, M		9/9/2018	9/9/2018	Y	Wendy Brown	All Submitted	NA			9/19/2018	9/19/2018	650	650						30-May	
8		7	12 3538 W Jolly Rd (duplex)	9/2/2018						Washington, S				Y	Kate - 2i3 LLC	9/4/2018	9/23/2018			9/27/2018	9/27/2018	650	650						15-Aug	
9		8	13 3540 W Jolly Rd (duplex)	9/2/2018						C. Weakly		9/29/2018	9/9/2018	Y	2i3 LLC	9/23/2018	9/24/2018			9/27/2018	9/27/2018	650	650						15-Aug	
10		9	4 712 N Pennington	3/8/2018						Williams, M		8-Aug	14-Aug	Y	Mt. Lough, John	3/10/2018	8/14/2018			9/15/2018	9/18/2018	750	750						13-Sep	
11		10	28 190 Lathrop	6/26/2018						Campbell, B	Complete	13-Aug	24-Aug	Y	Mark Lewis	7/17/2018	23-Aug	10		8/25/2018	9/19/2018	750							19-Jan	25-Sep
12		11	8 322 N 8th St	4/24/2018						Daria, A & Mohar, M	Complete	22-Aug	28-Aug	Y	Andrew Einbough	4/27/2018	8/8/2018	5	Complete	9/4/2018	9/19/2018	750	750						3-Oct	
13		12	16 102 S Magnolia	9/14/2018						Morido, Sa	Complete	31-Aug	31-Aug	Y	Cross, Lary & Lena (Kremeth Smith, POA)	5/29/2018	8/23/2018	7	Complete	9/4/2018	9/19/2018	750	750						17-Oct	
14		13	23 6864 Southbrook	8/18/2018						Johnson, J & J	Complete				Southernco Neighborhood LLC	complete	complete	5		9/10/2018	9/10/2018	750	750						16-Oct	
15		14	19 1430 Martin Luther King Blvd	9/25/2018						Johnson, Y	Complete				M & P Investment Properties	6/12/2018	9/19/2018	19/19/18		10-Sep	10-Sep	750	750						3-Oct	
16		15	26 524 V Madison	6/27/2018						McPherson, Complete	Complete	27-Jul	30-Jul	Y	Calkins, Brady & Gary	7/18/2018	Complete	2	Complete	9/10/2018	9/10/2018	750	750						17-Oct	
17		16	39 524 E Madison	14-Aug						Talbert, K	Zero Income Affidavit from Sean Sedell				Brady, Callins	9/9/2018				9/10/2018	9/10/2018	750	750						17-Oct	
18		17	31 3218 V Holmes (Duplex)	7/9/2018						Tanne, E	Completed	20-Aug			Rainier Management	9/19/2018	23-Aug	3	Mortgage Statement	9/10/2018	9/10/2018	750	750						23-Oct	
19		18	32 3218 V Holmes (Duplex)	7/9/2018						Dobbs, C	Complete	20-Aug			Rainier Management	9/19/2018	23-Aug	3		10-Sep	10-Sep	750	750						23-Oct	
20		19	36 2032 Hillcrest	7/18/2018						Fuller, C	Complete	18-Sep		Y	SIT Industries	7/12/2018	8/23/2018	8	Complete	28-Sep	28-Sep	750	750						23-Oct	HLD Form 5008 mailed to MSHEA 8/20/19
21		20	24 1020 Eaton Ct	8/18/2018						Tyler Blode, A & Bobb, C	Complete				Urda Urbanski, Eaton Co LLC	complete	10-Sep	6		28-Sep	28-Sep	750	750						25-Oct	Waiting on Employment Verification, form mailed 8/19/19
22		21	29 1016 East Oakland	4/26/2018						Berth, A	Complete	26-Sep			Jay Core, H&H Real Property	7/10/2018	25-Sep	8		28-Sep	28-Sep	750	750						12-Nov	Waiting on explanation of cash deposits
23		22	47 6000 Pheasant Ave	24-Aug						Anderson, A	Complete	2-Oct	2-Oct	Y	Kharmani, N	29-Aug	2-Oct	4		2-Oct	2-Oct	750	750						14-Nov	

Active Complete-Billed Returned-Not Billed

50%

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# Tracking System in HHGMS

- LOCCS Financial Reports
- Units Reports
- HHS Reports
- For more details on reporting and tracking in HHGMS please see contact Damian Slaughter (HHGMS)

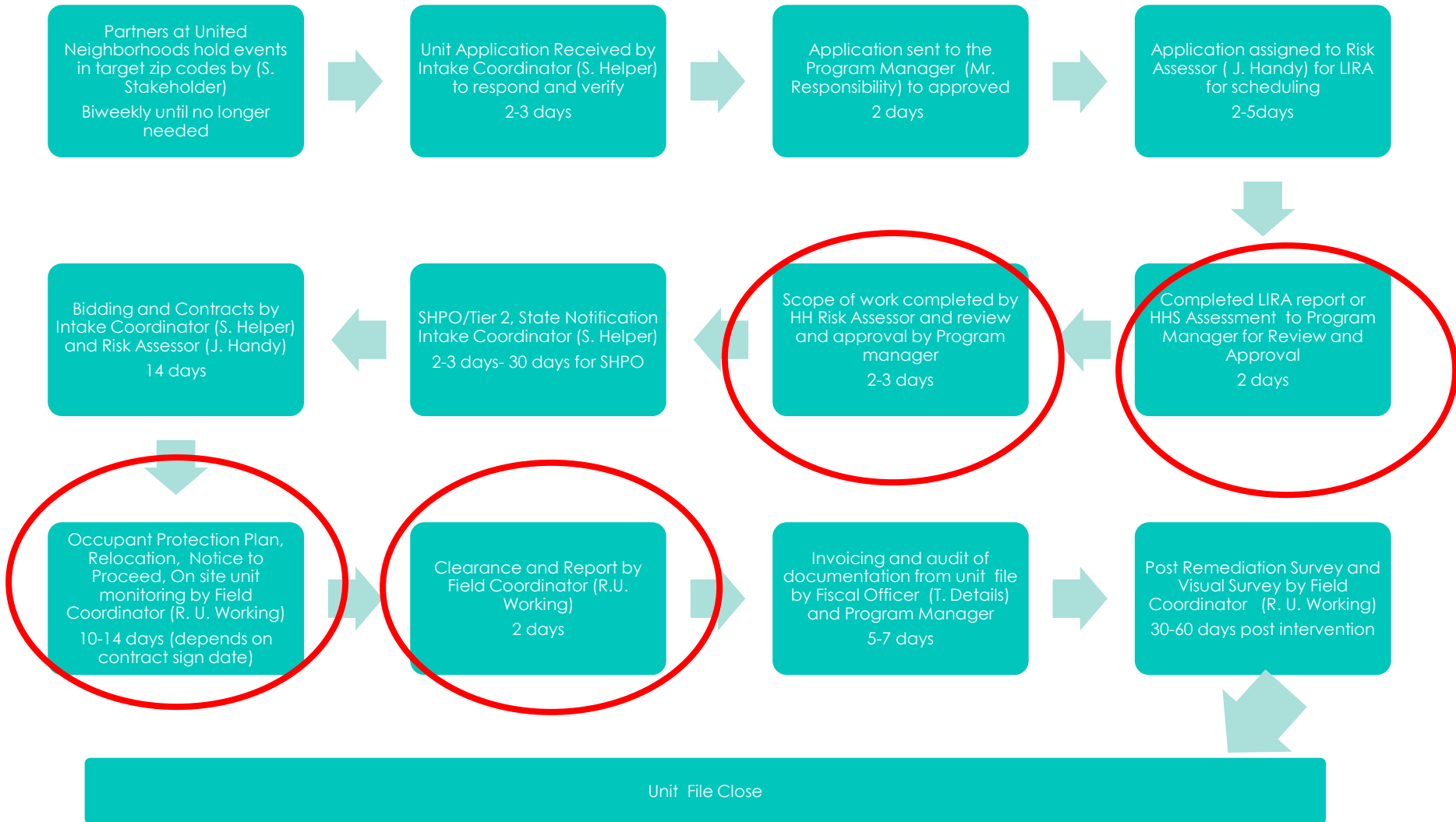
The screenshot shows the 'Reports & Dashboards' section of the HHGMS system. The interface includes a search bar at the top, a navigation menu with 'Reports' highlighted, and a 'New Report...' button. Below the navigation, there are two main sections: 'Folders' and 'All Folders'. The 'Folders' section on the left lists various report categories, with 'All Folders' selected. The 'All Folders' section on the right displays a table of reports and dashboards.

Action	Name	Folder	Created By
▼	Unit Files	Conga Reports	Rowe, Lani
▼	New QTR w/ Financials CC	Conga PointM...	Rowe, Lani
▼	LOCCS	Conga Reports	Rowe, Lani
	Company Performance Dashboard	Company Das...	Miller, Michelle
▼	Grant Award for single GA Form	Conga Reports	Rowe, Lani
▼	Units Visited	Conga Reports	Rowe, Lani

Open Grantee Requests by GTR (All)



# Process Flow Chart





# Resources and Content on Tracking Systems Data

- HHGMS
- GTR
- Mentor Grantees
- OHLCHH Website (NGO Website and OLHCHH Policies)

# Management Affects the Future

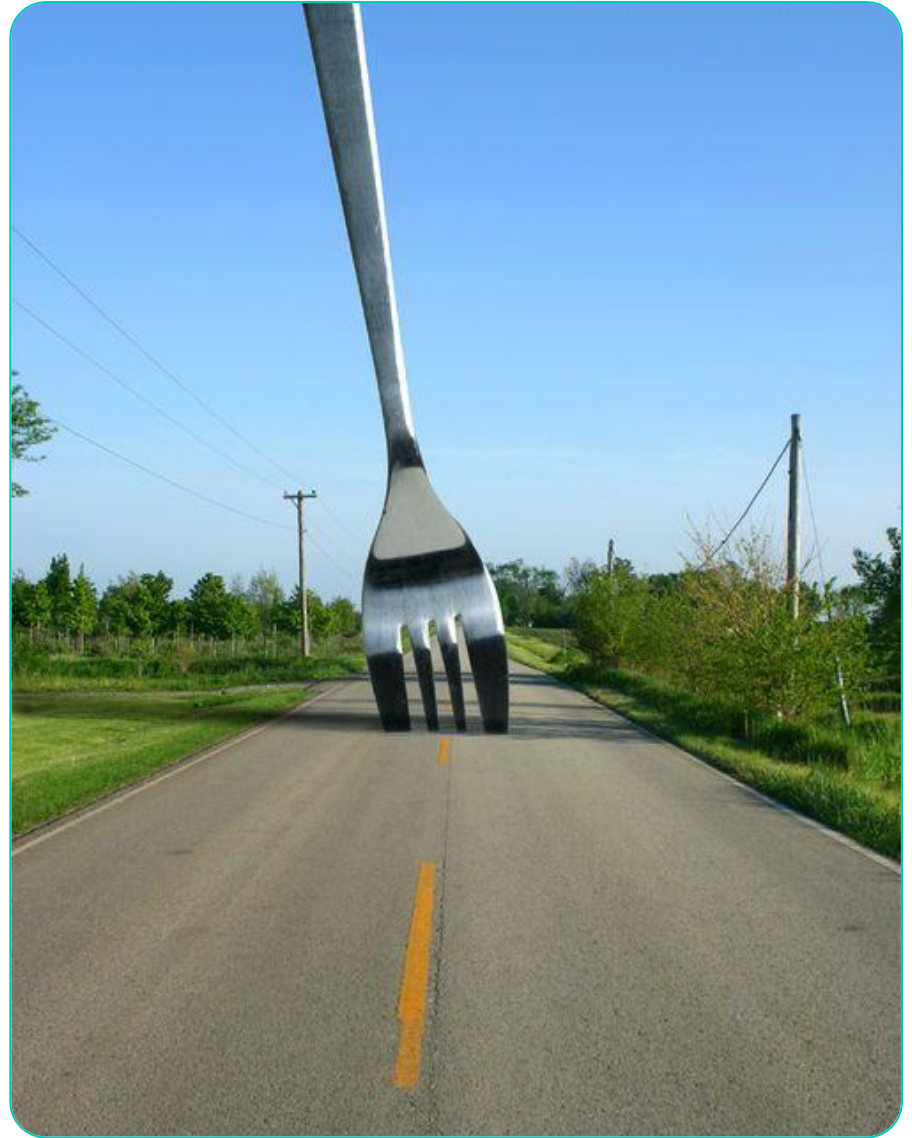


Photo: Pinterest

# Including the Residents in the Program

- Improving the home is only one aspect of creating a healthy home
  - Why are you modifying homes
  - How are you educating residents about the home modification
  - Residential behavior affects the home environment

# Why Modify Homes?



Photo: ANTHC.org

- Fix the physical defects
- Improve the living environment
- Eliminate health hazards

# Educating the Residents

- What construction work is occurring?
- Why are you doing?
- How do the systems of the home function?
- How do those systems affect the health of the residents?



# Residents Affect the Home

- Behaviors have a large impact on the home environment
  - Moisture production
  - Use of heating devices
  - Use of ventilation systems
  - Home maintenance



Photo: ATCEMAK.com

A teal-colored header with a fine, repeating pattern of small, light-colored lines, resembling a woven texture. The header has a white, irregular shape at the bottom left corner, resembling a speech bubble tail.

***ANY QUESTIONS!!!!!!!!!!***