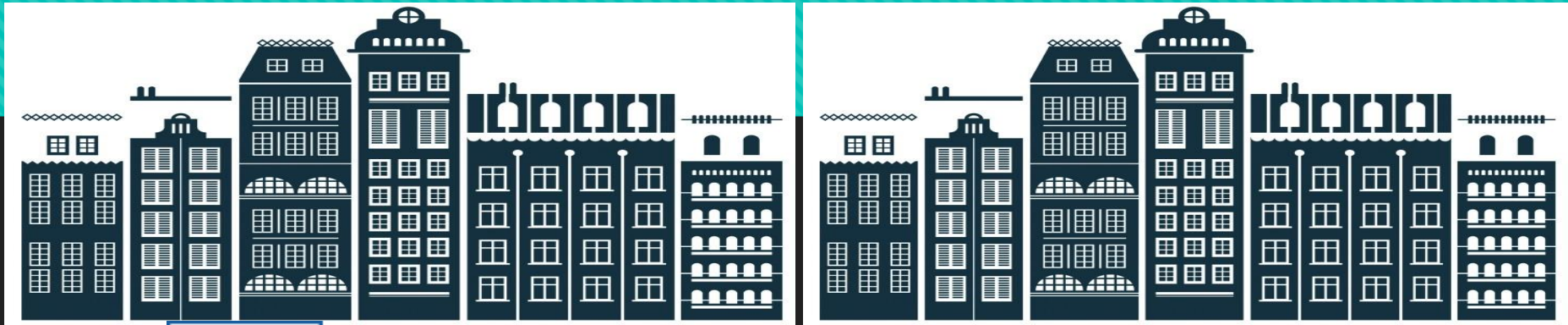U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 New Grantee Orientation

Tribal Grants and Data Management

Government Technical Representatives Victoria Jackson and AJ Salkoski

OFFICE OF
LEAD HAZARD CONTROL
AND HEALTHY HOMES
Healthy | Healthy | Healthy
Children | Families | Communities

Virtual Conference, May 3rd -May14th , 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

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 3rd Party Reports (i.e. bank statements, tax documentation, DHHS benefits, social security letter)
  - Verification of the Income
- Lead Pamphlet Sign 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
  - SHPO/Flood

Section III – Medical Information
- Recent blood lead tests 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

Section V – Financial
- Change Orders
- Project Completion Documentation
- Invoices (Partial Payments and Final Payments)
- Match documentation

Section VI – Lead/Healthy Homes
- Lead Inspection/Risk Assessment Report
  - Unit sketch
  - Dust Wipe Sample Lab Reports
  - Clearance Achievement or Failure Notice
- Health Homes Inspection/Assessment & Healthy Homes Clearance Report
- Any miscellaneous Lead Information
- On-going Maintenance Plan with sign off

Section VII – Project Information
- Scope of Work –
  - Lead Work specifications
  - Healthy Homes Work Specification
- In -House Cost Estimate
- Bidders 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
- Intent to Award
- Occupant Protection Plan
- Monitoring Work Site Documentation
- Abatement Project Notification (follow state or local requirement)
- Notice to Proceed
- Building Permit
- Contractor Licenses/Worker Certificates
- Job Completion photos

Unit Address:
Property Type:
Child(ren) Present:
Income Level:

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 (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

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 bids are due/received (Lead and HHS)
- ☐ Date the contractor was selected (Lead and HHS)
- ☐ Date work began (Lead and HHS)
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Examples of Tracking System

Examples of Tracking System

Tracking System in HHGMS

- LOCCS Financial Reports

- Units Reports

- HHS Reports

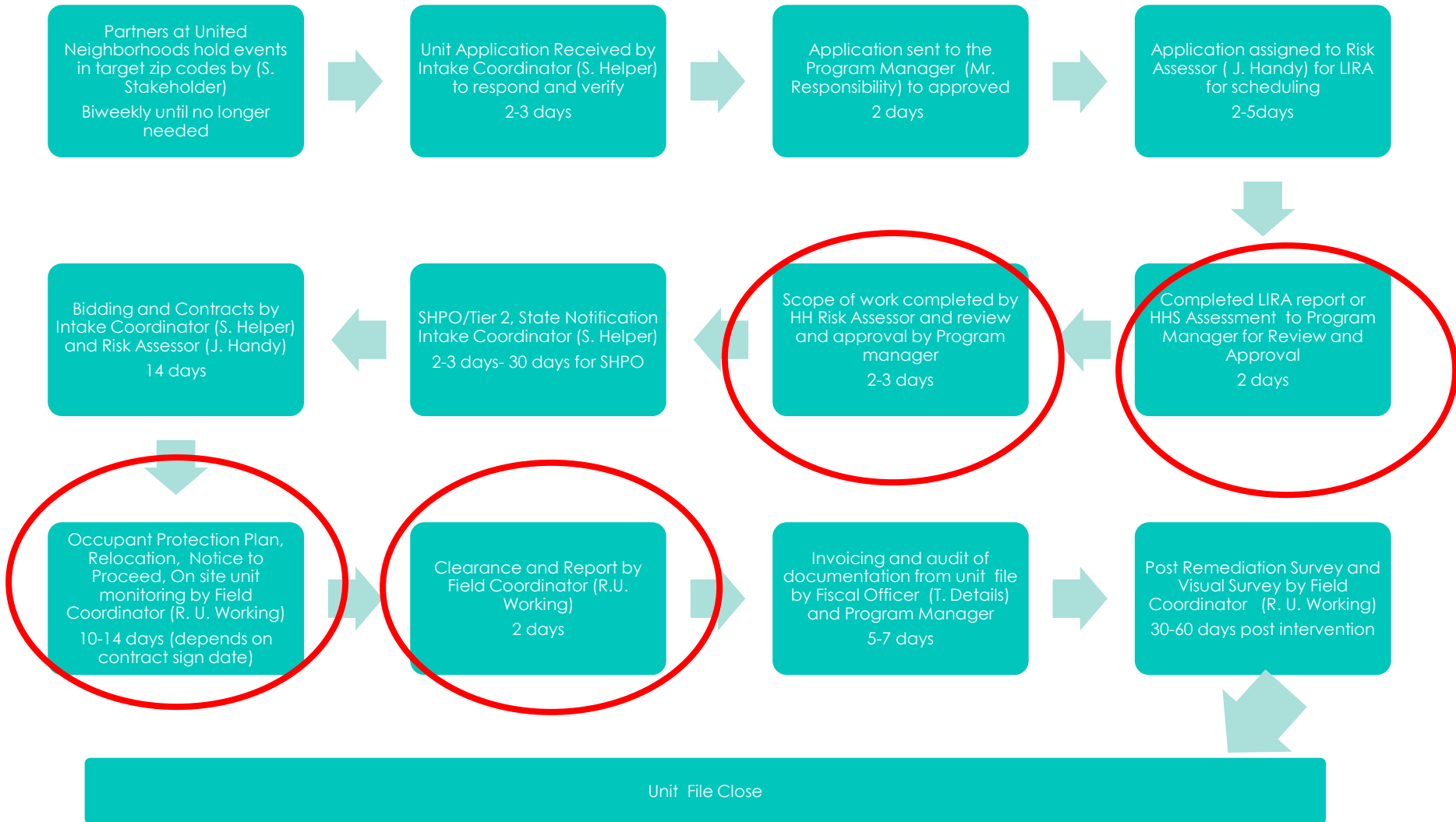- For more details on reporting and tracking in HHGMS please see contact Damian Slaughter (HHGMS

Process Flow Chart

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┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Partners at United  │     │ Unit Application    │     │ Application sent to │     │ Application assigned│
│ Neighborhoods hold  │ ──▶ │ Received by         │ ──▶ │ the Program Manager │ ──▶ │ to Risk Assessor    │
│ events in target zip│     │ Intake Coordinator  │     │ (Mr. Responsibility)│     │ ( J. Handy) for LIRA│
│ codes by (S.        │     │ (S. Helper) to      │     │ to approved         │     │ for scheduling      │
│ Stakeholder)        │     │ respond and verify  │     │ 2 days              │     │ 2-5 days            │
│ Biweekly until no   │     │ 2-3 days            │     │                     │     │                     │
│ longer needed       │     │                     │     │                     │     │                     │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘     └─────────────────────┘
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Partners at United Neighborhoods hold events in target zip codes by (S. Stakeholder)
Biweekly until no longer needed

Unit Application Received by Intake Coordinator (S. Helper) to respond and verify
2-3 days

Application sent to the Program Manager (Mr. Responsibility) to approved
2 days

Application assigned to Risk Assessor (J. Handy) for LIRA for scheduling
2-5days

Bidding and Contracts by Intake Coordinator (S. Helper) and Risk Assessor (J. Handy)
14 days

SHPO/Tier 2, State Notification Intake Coordinator (S. Helper)
2-3 days- 30 days for SHPO

Scope of work completed by HH Risk Assessor and review and approval by Program manager
2-3 days

Completed LIRA report or HHS Assessment to Program Manager for Review and Approval
2 days

Occupant Protection Plan, Relocation, Notice to Proceed, On site unit monitoring by Field Coordinator (R. U. Working)
10-14 days (depends on contract sign date)

Clearance and Report by Field Coordinator (R.U. Working)
2 days

Invoicing and audit of documentation from unit file by Fiscal Officer (T. Details) and Program Manager
5-7 days

Post Remediation Survey and Visual Survey by Field Coordinator (R. U. Working)
30-60 days post intervention

Unit File Close

Resources and Content on Tracking Systems Data

- HHGMS
- GTR
- Mentor Grantees
- OHLHCHH Website (NGO Website and OLHCHH Policies)
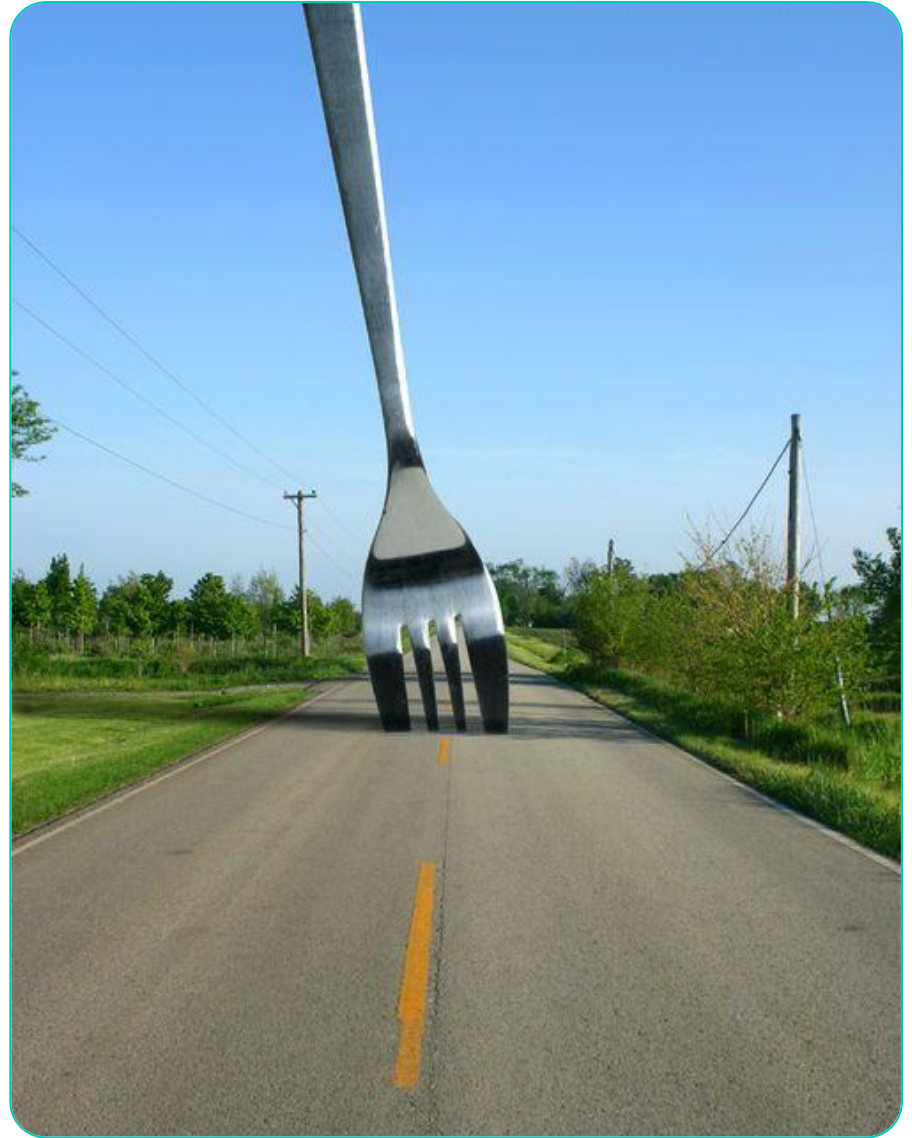
Management Affects the Future

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

Photo: ANTHC.org

Why Modify Homes?

○ Fix the physical defects

○ Improve the living environment

○ Eliminate health hazards

Educating the Residents

- What construction work in 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

ANY QUESTIONS!!!!!!!!!!