

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PROGRAM OFFICE SALARIES AND EXPENSES  
OFFICE OF HEALTHY HOMES/LEAD HAZARD CONTROL**

The Office of Healthy Homes and Lead Hazard Control (OHHLHC) has primary responsibility for the lead-based paint and healthy homes activities of the Department and is directly responsible for the administration of the Lead-Based Paint Hazard Reduction program authorized by Title X of the Housing and Community Development Act of 1992. This funding will provide improvements in the health and safety of individuals and families by making smart investments that will yield positive health outcomes and has the potential to drastically and permanently change the way housing, energy, and health concerns are addressed in cities across our nation. Widespread adoption of a comprehensive, "healthy homes" approach, including physical interventions and education, can help prevent housing-related injuries and illnesses, and yield reductions in associated health care and social services costs, and improvements in the quality of life. By targeting housing improvements at early intervention in communities most likely at risk, substantial returns may be realized to help prevent injuries and illnesses, reduce associated health care and social services costs, reduce absence rates for children, reduce stress, and help improve quality of life.

OHHLHC staff are responsible for providing technical assistance to, and compliance monitoring of, over 250 complex, multi-disciplinary grants and cooperative agreements to recipients funded in the Lead-Based Paint Hazard Control Grant Program, the Lead Hazard Reduction Demonstration Grant Program, the Healthy Homes Production Grant Program, Lead Hazard Control Capacity Building Grant Program, Lead Technical Studies grants and contracts, the Healthy Homes Demonstration Grant Program, the Healthy Homes Technical Studies Grant Program, and approximately 40 contract actions in support of these programs. Grants management is the OHHLHC's largest function and the Government Technical Representatives (GTR) who manage the grants have workloads of 25 to 30 grants, which is a significant workload.

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

<b>TOTAL - SALARIES AND EXPENSES</b>				
<i>Dollars in Thousands</i>				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>\$6,905</b>	<b>\$7,140</b>	<b>\$7,388</b>	<b>\$483</b>
<b>Non-Personnel Services</b>				
Travel	178	200	170	(8)
Printing	32	25	21	(11)
Other Services/Contracts	3	10	8	5
Supplies	9	10	8	(1)
Training	47	60	47	0
<b>Non-Personnel Subtotal</b>	<b>268</b>	<b>305</b>	<b>254</b>	<b>(15)</b>
<b>GRAND TOTAL</b>	<b>7,174</b>	<b>7,445</b>	<b>7,642</b>	<b>468</b>
<b>Associated FTE</b>	<b>56</b>	<b>56</b>	<b>59</b>	<b>3</b>

- FY 2012 Associated FTE does not include 1 FTE attributed to the American Recovery and Reinvestment Act (ARRA).

**DESCRIPTION OF CHANGE FROM FY 2012 TO FY 2014**

The OHHLHC is requesting \$7,642K and 59 FTE in fiscal year 2014, which is an increase of approximately \$468K and 3 FTE from the fiscal year 2012. This fiscal year 2014 level assumes a .75 percent pay raise/cost of living increase as well as increases for within grade and career-ladder promotions.

- Travel, printing, training and other non-salary cost are decreasing by \$15K from the fiscal year 2012 enacted. These reductions will be mitigated by limiting travel to essential priorities including reducing travel for conferences and training, video conferencing between headquarters and field offices when applicable, and consciously using non-government carriers for flights to get the cheapest rates available.

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

**BUDGET REQUEST BY FUNCTION**

**Grants Management**

OHHLHC’s grant management function monitors all activities associated with management of grant programs to control lead-based paint hazards and other health and safety hazards in housing to include, but not limited to developing and publishing grant Notices of Funding Availability (NOFAs), reviewing and scoring grant applications, as well as negotiating, executing and closing out grants. This function maintains official grant files and correspondence. Also, this function includes grant monitoring to ensure grantees comply with rules and regulations, ensures grant objectives and benchmarks are met, and provides technical assistance. Resultant outcomes include reducing the incidences of lead-poisoning in children and the number of homes containing hazards that threaten occupant health and safety.

<b>Grants Management</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$2,466</b>	<b>\$3,114</b>	<b>\$3,350</b>	<b>\$884</b>
<b>Non-Personnel Services</b>				
Travel	64	100	93	29
Printing and Reproduction	11	-	-	(11)
Other Services	1	-	-	(1)
Supplies	3	-	-	(3)
Training	17	25	28	11
<b>Non-Personnel Subtotal</b>	<b>96</b>	<b>125</b>	<b>121</b>	<b>25</b>
<b>GRAND TOTAL</b>	<b>2,562</b>	<b>3,239</b>	<b>3,471</b>	<b>909</b>
<b>Associated FTE</b>	<b>20</b>	<b>24</b>	<b>27</b>	<b>7</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$3,471K and 27 FTE includes an \$884K increase in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$25K increase in Non-personnel Services from the fiscal year 2012 level.
- The total of 27 FTE, which includes an increase of 7 FTE from fiscal year 2012 to fiscal year 2014, will be used to manage and provide technical assistance on over 300 grants and cooperative agreements. The additional 6 FTE will lessen the workload of Government Technical Representatives (GTR) allowing greater oversight and management of grants that decrease control lead-based paint hazards and other health and safety hazards in homes.

**Policies and Standards**

All activities associated with the development of research plans and scientific/evidence-based policies needed for office activities and the activities of grantees, contractors, and HUD-regulated entities are performed by the policies and standards staff. This function plans, drafts, promulgates and publicizes evidence-based policies, regulations, codes, the HUD Healthy Homes Strategic Plan, the Federal *Healthy Homes Strategy for Action*, the Federal Radon Action Plan, the Federal Asthma Disparities Action Plan, and the Federal Strategy on Bed Bugs. Another important facet of this function is to promote and track implementation of health-related housing related policies, (e.g., smoke-free housing, integrated pest management, radon control) and priority actions identified in inter-office and inter-agency strategic and action plans. This function also reviews draft policy guidance, regulations and related inter-office and interagency documents and promotes and coordinate the implementation of healthy homes policies within HUD and other federal partner agencies. Lastly, this function's staff develops research grant terms and conditions and operational procedures.

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

<b>Policies and Standards</b>				
(dollars in thousands)				
	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>\$641</b>	<b>\$638</b>	<b>\$792</b>	<b>\$151</b>
<b>Non-Personnel Services</b>				
Travel	17	10	9	(9)
Printing and Reproduction	3	-	-	(3)
Supplies	1	-	-	(1)
Training	4	3	2	(2)
<b>Non-Personnel Subtotal</b>	<b>25</b>	<b>13</b>	<b>11</b>	<b>(14)</b>
<b>GRAND TOTAL</b>	<b>666</b>	<b>651</b>	<b>803</b>	<b>136</b>
<b>Associated FTE</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>2</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$803K and 7 FTE includes a \$151K increase in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$14K decrease in Non-personnel Services from the fiscal year 2012 level.
- The total of 7 FTE, which includes an increase of 2 FTE from fiscal years 2012 to 2014, will be used to expand the Healthy Homes Program to fully implement HUD’s components of the new multiagency federal Healthy Homes Strategy for Action.

**Enforcement**

The enforcement function includes all activities associated with enforcement of the Lead Disclosure Rule and the Lead Safe Housing Rule to include, but not limited to targeting, case development, prosecution, coordination with the Centers for Disease Control and Prevention and the Environmental Protection Agency. Another purpose of this function is to provide training and technical assistance to housing owners. Also, this function involves reviewing Consolidated/Action Plans, researching target housing in HUD housing assistance databases, and conducting desktop and on-site investigations. The staff of this function works with OGC to pursue appropriate remedies for noncompliance. Lastly, this function’s objective is to provide training to HUD staff, partners/grantees, industry representatives and the general public, in addition to providing technical assistance on specific properties. Measurable results of this function consist of determining the numbers of properties/units covered/investigated, Consent Decrees, units monitored; and persons trained or assisted.

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

<b>Enforcement</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>\$863</b>	<b>\$868</b>	<b>\$1,169</b>	<b>\$305</b>
<b>Non-Personnel Services</b>				
Travel	22	35	32	10
Printing and Reproduction	4	-	-	(4)
Supplies	1	-	-	(1)
Training	6	10	8	2
<b>Non-Personnel Subtotal</b>	<b>33</b>	<b>45</b>	<b>40</b>	<b>7</b>
<b>GRAND TOTAL</b>	<b>897</b>	<b>913</b>	<b>1,209</b>	<b>312</b>
<b>Associated FTE</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>2</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$1,209K and 9 FTE includes a \$305K decrease in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$7K increase in Non-personnel Services from the fiscal year 2012 level.
- The total of 9 FTE, which includes an increase of 2 FTE from fiscal years 2012 to 2014, will be used to evaluate tips, complaints, property owner’s code violation histories and records, investigate lead regulatory violations, and recommend and process cases for suits and/or settlements. The additional 2 FTE will allow OHHLHC to better fulfill its mission of enforcing the Lead Disclosure Rule and the Lead Safe Housing Rule.

**Education and Public Outreach**

The Education and Public Outreach Function includes activities related to development and implementation of outreach and training on Healthy Homes activities including a comprehensive national education and communications program for the general public, affected industry sectors, and other consumer audiences are derived from this function. These activities include:

- Creating outreach campaigns to help implement the federal Healthy Homes Strategy for Action, and related Departmental and federal strategies and initiatives;

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

- Providing technical assistance and training materials for HUD staff, federal partners, stakeholders, and the general public;
- Managing OHHLHC website and the interagency HealthyHomes.gov website; and
- Overseeing development and implementation of OHHLHC Publications Plan.

<b>Education and Public Outreach</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>\$1,209</b>	<b>\$989</b>	<b>\$1,169</b>	<b>(\$40)</b>
<b>Non-Personnel Services</b>				
Travel	31	18	15	(16)
Printing and Reproduction	6	25	21	15
Other Services	1	-	-	(1)
Training	2	-	-	(2)
Supplies	8	5	4	(4)
<b>Non-Personnel Subtotal</b>	<b>47</b>	<b>48</b>	<b>40</b>	<b>(7)</b>
<b>GRAND TOTAL</b>	<b>1,256</b>	<b>1,037</b>	<b>1,209</b>	<b>(47)</b>
<b>Associated FTE</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>(1)</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$1,209K and 9 FTE includes a \$40K decrease in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$7K decrease in Non-personnel Services from the fiscal year 2012 level.
- The total of 9 FTE, which includes a decrease of 1 FTE from fiscal years 2012 to 2014, will be used on developing outreach campaigns, performing training, and managing the offices' website and the interagency Healthy Home websites and oversee the development and implementation of the OHHLHC Publications Plan.

**Business Operations & Management**

Business Operations & Management performs actions associated with managing the day-to-day operations of the office, including all human resources actions for OHHLHC personnel. Also, this function prepares budgets, Congressional Justifications, and budget

Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

briefings, as well as conduct performance reviews/counseling. This function also facilitates the Office Management and Division planning meetings.

<b>Business Operations &amp; Management</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>1,479</b>	<b>1,276</b>	<b>649</b>	<b>(830)</b>
<b>Non-Personnel Services</b>				
Travel	38	32	17	(21)
Printing and Reproduction	7	-	-	(7)
Other Services	1	10	8	7
Training	2	10	8	6
Supplies	11	17	4	(7)
<b>Non-Personnel Subtotal</b>	<b>58</b>	<b>69</b>	<b>37</b>	<b>(21)</b>
<b>GRAND TOTAL</b>	<b>1,537</b>	<b>1,345</b>	<b>686</b>	<b>(851)</b>
<b>Associated FTE</b>	<b>12</b>	<b>10</b>	<b>5</b>	<b>(7)</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$686K and 5 FTE includes an \$830K decrease in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$21K decrease in Non-personnel Services from the fiscal year 2012 level.
- The total of 5 FTE, which includes a decrease of 7 FTE from fiscal years 2012 to 2014, will be used to perform human resource activities, including staff training for OHHLHC personnel and to provide management and oversight to the functions of the office. The reduction of 7 FTE is due to reorganizing the functions of the executive and administrative offices, as well as streamlining the processes and procedures of the combined functions.

**Contract Management**

The purpose of this function is to plan, develop and execute contracts and Interagency Agreements (IAAs). The activities of this function include developing Statements of Work and budget estimates, evaluating contract proposals and draft IAA scopes, and



Program Office Salaries and Expenses-Office of Healthy Homes and Lead Hazard Control

processing actions through the HIAMS and HIFMIP databases. Also, this staff monitors contract/IAA performance and maintains contract/IAA files.

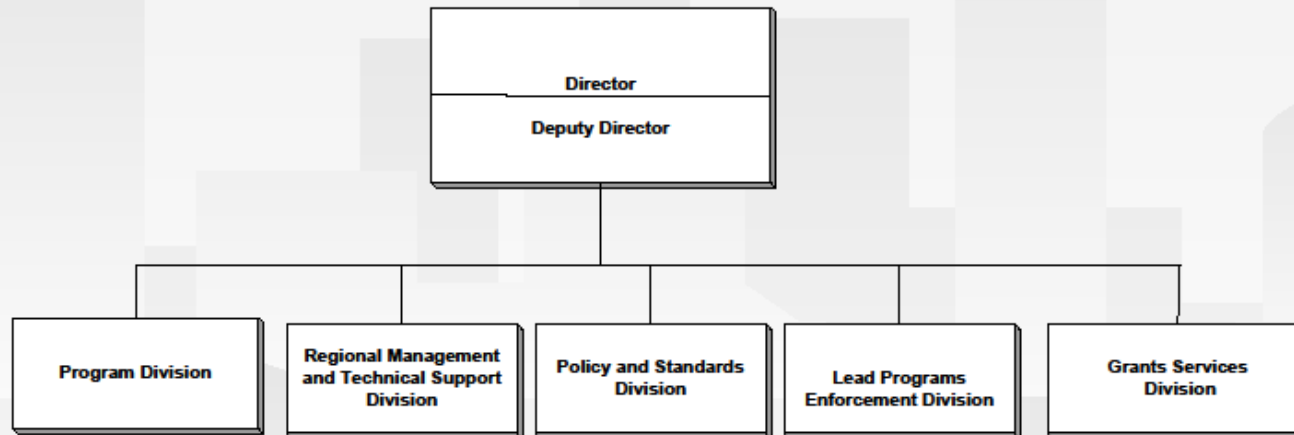
<b>Contract Management</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>\$247</b>	<b>\$255</b>	<b>\$260</b>	<b>\$13</b>
<b>Non-Personnel Services</b>				
Travel	6	5	4	(2)
Printing and Reproduction	1	-	-	(1)
Other Services	-	-	-	-
Training	2	1	1	(1)
<b>Non-Personnel Subtotal</b>	<b>\$0</b>	<b>6</b>	<b>5</b>	<b>5</b>
<b>GRAND TOTAL</b>	<b>247</b>	<b>261</b>	<b>265</b>	<b>18</b>
<b>Associated FTE</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>-</b>

**FTE/Workload Summary & Summary of Change**

- The fiscal year 2014 request of \$265K and 2 FTE includes a \$13K increase in salaries and benefits from the fiscal year 2012 level. The amount includes increases for steps, grades and the standard federal pay raise.
- The fiscal year 2014 request also includes a \$4K decrease in Non-personnel Services from the fiscal year 2012 level.
- The total of 2 FTE will be used to execute and manage contracts and Interagency Agreements; this is the same level as fiscal year 2012.



## OFFICE OF HEALTHY HOMES AND LEAD HAZARD CONTROL



February 4, 2008