

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

FY13 Grantee Program Managers School

Basic Building Blocks – The Foundation of your Grant



Basic Building Blocks- The Foundation of your Grant

- Work Plan
- Budget
- Policy and Procedures



Work Plan

- Purpose
 - Your work plan describes:
 - WHAT activities your program will do
 - WHO will be responsible for the activity
 - WHERE those activities will take place
 - WHEN they will occur (timeline)
 - HOW many (benchmarks)

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Requirements of Your Work Plan

- Due within 60 days of your award
- MUST be approved by your GTR
- Revision must be discussed and approved by your GTR P
 - Please remember to date and number the revisions
- Your work plan should be tied to your Policy and Procedures

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Work Process Flow

- Should reflect Unit Production from intake to unit completion
- Should reflect who is responsible and back up for each task and be in sequence of eligibility
- Quick reference to identify and resolve any conflicts



Activity



WORD BANK

#4

LIRA

Marty RA/
Tom PD

- **UNIT REFERRAL/ENROLLMENT**

1. Procurement/Bid Award/Contract & **PROVIDE NAME** in box
2. Clearance Interim/Final
3. Lead Inspection Risk Assessment /LIRA Review & **PROVIDE NAME** in box
4. Disbursement of Funds
5. Scope of Work/Scope of Work Approval & **PROVIDE NAME** in box
6. Construction Begins/ Work Site Monitoring
7. Unit Eligibility Verification for Use, Occupancy, Income, Target Area
8. Notice to Proceed with Abatement from Enforcement Agency & Occupant Protection Plan submission/approval
9. Relocation if applicable
10. Invoice Processing/LOC & **Provide NAME** in box

- **UNIT CLOSE**

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**Unit
Application
Received**



**#8
Unit Eligibility**



**#4
LIRA
RA/PM/PD**



**#9
Notice to
Proceed**



**#2
Procure/Bid
RA/PM/PD**



**#6
Scope of Work
RA/PM/PD**



**#10
Relocation**



**#7
Work Begins**



**#3
Clearance**



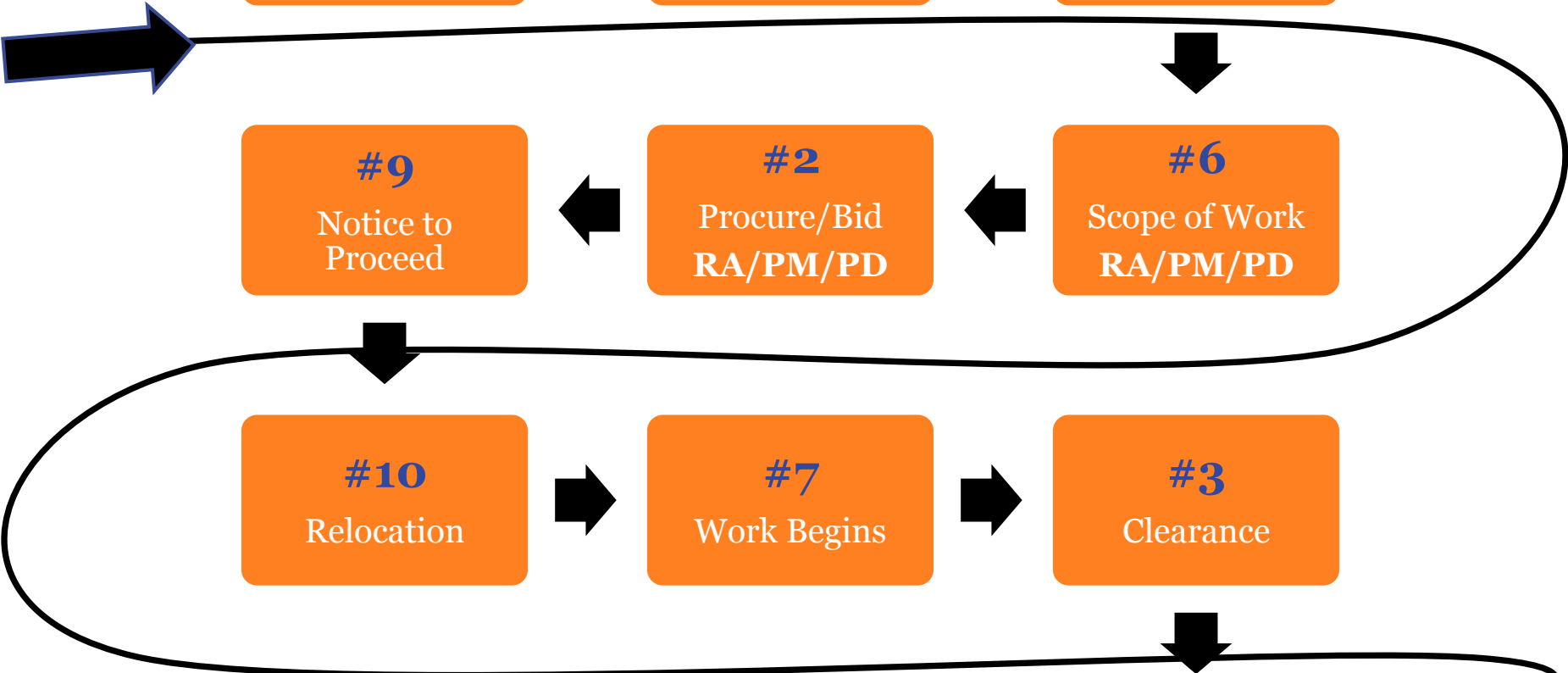
Unit Close



**#5
Disburse
funds**



**#11
Invoice
PM/PD/Fiscal**



Purpose of the Policy and Procedures

- Details the specifics of how the program will handle all aspects of the grant. It includes the “what if’s” and variations that may be experienced along the way.
- Is a “living document” that can grow and change with your program



Policy and Procedures

- To be completed and approved by your GTR in the first 3 months of Start Up prior to unit work commencing
- Submit to GTR each time amended with a DATE of UPDATE ON the Document!



Elements of Your Policy and Procedures?

- Detailed Procurement Process
- Travel Policy
- Sub Grantee Monitoring Plan for Performance and Capacity/Fiscal
- Contractor and Homeowner Relationship:
 - Conflict/Dispute Policy, Procedures for releasing one or both from the program, monetary penalties, monitoring of work site

