



Preliminary Agenda
OHHLHC New Grantee Orientation and
Program Manager School
Double Tree Hotel at Universal Studios, Orlando, FL
April 27 - 28, 2009

New Grantee Orientation

Monday, April 27

8:00 –

8:30 am Registration for New Grantees

8:30 am Welcome

8:45 am NOFA/Recovery Act Requirements

9:00 am Timeline of Deliverables (overview)

9:15 am LOCCs and Environmental Review

9:30 am IRB Process

9:45 am Work Plan 101
 a. Overview
 b. Financial
 c. Benchmarks
 d. State/Federal Compliance

10:15 am Break

10:30 am Work Plan 102
 e. Intake/Eligibility
 f. Client Files
 g. Relocation

11:00 am Work Plan 103
 h. RA/PI
 i. Reporting

11:30 am Policies and Procedures

12:00 pm Training: Creating contractor capacity and Jobs

12:30 – 1:30 pm Lunch on your own

Program Managers' School

Monday April 27

1:30 – 2:00 pm Welcome. A welcome by OHHLHC to present the purpose of the training, cover logistics, review agenda, and to highlight key messages from OHHLHC to grantees. *(Matt Ammon, OHHLHC)*

2:00 – 2:45 pm How to Design Outreach and Recruitment Strategies to Attract Participants in a Tight Economy
Participants will hear from grantees about successful outreach and recruitment practices, including overcoming barriers to enrollment and reaching “hard-to-reach” populations. *(Moderator: Eileen Carroll, OHHLHC; Presenters: Yolanda Martinez, Phoenix, AZ; Tiffanie Kinney, Rebuilding Together)*

Following the grantee presentations, participants will participate in a small group activity on this subject.

2:45 – 3:00 pm Break

3:00 – 3:45 pm Reporting Requirements
Participants will better understand the reporting requirements associated with an OHHLHC grant, including preparing and updating a logic model. Participants will learn good practices for establishing systems and procedures for meeting their reporting obligations. *(Moderator: Richard Slaten, OHHLHC; Presenters: Chris Lee, San Diego, CA;)*

3:45 – 4:30 pm How Grantees Effectively Address the Need to Relocate Participants Participants will learn about relocation requirements and will hear from grantees about establishing relocation procedures and good practices for implementation. *(Moderator: Karen Griego-West, OHHLHC; Presenters: John Latour, Access Agency and Chidi Egbuonu, Richmond, CA)*

4:30 – 5:15 pm Working with Partners and Keeping Them Motivated
Participants will learn strategies for building successful partnerships, including with Section 3 and faith-based partners. Good practices will be discussed on how to sustain partnerships. *(Moderator: Ed Thomas, OHHLHC; Presenter: Brenda Reyes, Houston, TX)*

Following the grantee presentation, participants will participate in a small group activity on this subject.

Optional Event

5:30 – 7:00 pm Roundtable Discussion with OHHLHC.
This is an informal event where grantees and OHHLHC can exchange thoughts and suggestions for how OHHLHC can most effectively support its grantees. *(OHHLHC staff)*

Tuesday, April 28

- 8:30 – 9:15 am Monitoring and Enforcement
Participants will gain a better understanding of strategies for conducting monitoring and oversight of sub-grantees and partners. Participants will also better understand their responsibilities for enforcing compliance with applicable regulations. *(Moderator: Jonnette Hawkins; Presenters: Liseth Romero-Martinez, Los Angeles; Tom Langer, State of Kansas)*
- Following the grantee presentations, participants will participate in a small group activity on this subject.
- 9:15 – 10:00 am OHHLHC Grant Programs, Neighborhood Stabilization Program, and the RRP
Participants will learn from OHHLHC how the Neighborhood Stabilization Program and the Renovation, Repair and Painting regulation impact OHHLHC grant programs. *(Paul Diegelman, OHHLHC)*
- 10:00 – 10:15 am Break
- 10:15 – 11:00 am Documenting Income Requirements
OHHLHC will present its new income verification policy guidance. Grantees will better understand how to verify income and what policies and procedures are allowable. *(Presenter: Eric Hornbuckle, OHHLHC)*
- Following the grantee presentations, participants will participate in a small group activity on this subject.
- 11:00 – 11:45 am Reaching Your Destination: Addressing Impediments to Program Success
Participants will hear from David Cox of QuanTech, who has conducted technical assistance visits to several grantees on behalf of OHHLHC. Participants will learn lessons from these TA visits, common obstacles faced by struggling grantees, and suggestions for overcoming or avoiding these obstacles. *(Moderator: Marty Nee; Presenter: David Cox, QuanTech, Inc)*
- 11:45 – 1:00 pm Lunch
- 1:00 – 1:45 pm Contractor Recruitment and Retention
Participants will learn good practices for building contractor capacity, procuring contractors, and maintaining a contractor pool. *(Moderator: Mike McGreevy, OHHLHC; Presenter: Betsy Mokrzycki, Syracuse)*

Grant Program Break-outs

Lead Grantees

2:00 – 3:30 pm

A facilitated discussion with a panel of OHHLHC grantees. Participants will be able to ask questions of panelists and HUD staff on a full range of topics of interest to Lead Hazard Control, Lead Demo and Outreach grantees. (*Moderator: Amy Mortimer, ICF International; Panelists: Tom Langer, State of Kansas; Liseth Romero-Martinez, Los Angeles; Brenda Reyes, Houston, TX*)

Healthy Homes Demonstration

2:00 – 3:30 pm

A facilitated discussion with a panel of OHHLHC grantees. Participants will be able to ask questions of panelists and HUD staff on a full range of topics of interest to Healthy Homes grantees. (*Moderator: Gary DeWalt/David Cox, QuanTech; Panelists: Latrice Porter-Thomas, Cook County, IL; Yolanda Martinez, Phoenix, AZ*)

Operation LEAP

2:00 – 3:30 pm

A facilitated discussion with a panel of OHHLHC grantees. Participants will be able to ask questions of panelists and HUD staff on a full range of topics of interest to Operation LEAP: (*Moderator: Tom Webster, ICF International; Panelists: John Latour-Access Agency; Andrew McLellan, Environmental Education Associates*)