

HEALTH HAZARD IDENTIFICATION AND REMEDIATION PROCESS

- Bid work to Contractors?
- Assist owner/occupants in finding their contractor?
- Engage a local partner to accomplish the work (nonprofit organizations)?
- Assist the owner/occupants in a DIY approach?
- Others?

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IDENTIFY RESPONSIBLE PARTIES

- Owner
- Resident
- Volunteers
- In-house construction
- Partners
- Outside contractors

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EFFECTIVE REMEDIATION REQUIRES

- Good Scope
- Good Spec
- **Good Cost Estimate**
- Fair Bid Process
- Quality Control
- Recordkeeping







**INDIVIDUAL ACTIVITY:
YOUR CONTRACTING PROCESS**





- What do you know about the process for handling contractors in your organization?
- Briefly jot down notes on your worksheet in response to the questions.
- Share your responses as part of a class discussion.

**IN-HOUSE COST ESTIMATES:
THE BENEFITS**

1. Feasibility & Budgeting
2. Manage expectations (Owner, Contractors)
3. No surprises on bid opening
4. Contractor “honesty” check
5. Keep contractor from going under
6. Your funders may require it

COST ANALYSIS EXAMPLE

Break down the price by cost components, and examine each item of cost

New Roofing:

- Materials: plywood, nails, felt, asphalt shingles;
- Equipment: Cranes, dump truck
- Labor costs

SPECS WITH FULLY LOADED PRICING

- Includes labor, material overhead & profit in one number
- Used in solutions-based checklists

TIP: The easiest way to maintain up-to-date unit pricing? Have contractors provide you with an line-item breakdown.


Suggested Cost Categories

Allowable costs will differ by program

| Outreach and Education Costs | Health Intervention and Assessment Costs | Housing Intervention Costs |
|---|--|-------------------------------|
| Forms and outreach materials | Home visits | Specification costs |
| Media costs | Visual assessments | Average cost per housing unit |
| | Environmental sampling | Range of housing unit costs |
| Public education and training offerings | Laboratory analysis | Specific intervention costs |

THE BID PROCESS




1. Specifications/Scope of work
2. Request for bids
 - Site visit
3. Bidding: formal/informal
 - Bid process and control
4. Review bids
5. Award the contract








BIDS & QUOTES

- Why bid at all?
- What are the advantages of bidding?
- What are the consequences if you don't?
- Who Controls the Bid Process?
 - Should bids go to you?
 - Should bids go to the property owner?

PROCUREMENT POLICY

- Agency may have guidelines for how jobs must be bid according to dollar value.
- Know your policy!

Suggested Requirements for Accepting/Opening Bids




- Require sealed bids or secure electronic bids
- Date & time stamp
- Hold public openings
- Get a witness (or two)
- Recording of results
- Notification of results







CONTRACT GUIDELINES

1. Scope of work
2. Timing & penalties
3. Costs, payment method & penalties
4. Change orders
5. Rules, laws, and codes
6. Warranties
7. Dispute resolution
8. Breach of contract
9. Attorney fees

DRAW SCHEDULE: BENEFITS



- Helps avoid payment conflicts
- Based on accurate, detailed estimate and schedule of values
- Strikes balance between contractor's and program's needs
- Reflects actual value of work completed
- May be highly detailed or more basic, depending on project type/size and the financing arrangements

SAMPLE DRAW SCHEDULES



| Sample Draw Schedule: Small Remodeling Project | | |
|--|--|---------|
| | Work Completed | Amount |
| Draw 1 | Demolition | \$3,000 |
| Draw 2 | Framing, wiring and plumbing rough-in, insulation. | \$6,000 |
| Draw 3 | Drywall, windows, cabinets. | \$6,000 |
| Draw 4 | Patch exterior, painting, flooring, fixtures, cleanup. | \$5,000 |

- Time
- Dollar Value

PROVIDE INTERVENTION RESOURCES TO RESIDENTS AND OWNERS

- Education, guidelines
- Contact information for agencies and volunteer organizations that might be able to help
- Suggestions on what materials to use and where to get them
- Recommendations for contractors if they need one
- Information, including timelines, about what work is to be completed by others

QUALITY CONTROL: MONITOR RESIDENT'S PARTICIPATION

- Telephone follow-up
- Onsite visits
- Work completion follow-up
- Long-term follow-up for bigger, more serious interventions
- Follow-up tests as needed





**QUALITY CONTROL:
MONITOR OTHER WORK EFFORTS**




- Co-workers
- Volunteers
- Partners
- Supervisors
- Contractors
- Others?

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RECORD KEEPING

- What information do they need?
- When do they need it?
- In what format?
- How do you find it?



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EVALUATION STARTS AT THE PROGRAM DESIGN PHASE

- Decide early: Who's on the team, how to secure good quality data, and ways to measure qualitative and quantitative accomplishments.
- Evaluation measures include process (outputs), outcomes, and costs.
- Disseminating evaluation findings is critical to **program sustainability**.

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Logic models can serve as an important planning and evaluation tool.

Figure 6.2 A Proposed Logic Model Related to Healthy Homes

| Program Focus | Inputs | Activities | Outputs | Short Term Outcomes | Medium Outcomes | Long Term Outcomes |
|-----------------------------|-------------------------|--|-------------------------------------|---|--|---|
| Address health disparities | Education | Education about environmental triggers in the home | Number of home visits | Increased use of pesticides and air purifiers | Reduction in levels of dust, mold, and allergens | Reduction in asthma and other respiratory conditions |
| Reduce indoor air pollution | Home visiting programs | Conduct annual assessments | Number of home visits | Increased use of air purifiers | Reduction in levels of dust, mold, and allergens | Reduction in asthma and other respiratory conditions |
| Improve housing quality | Community organizations | Provide support for rent and lease management | Number of tenants receiving support | Increased tenant awareness of health issues | Reduction in the number of evictions | Reduction in the number of people living in substandard housing |
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LOGIC MODELS SERVE MULTIPLE PURPOSES

- Identify short-, immediate, and long-term outcomes for the program.
- Link expected outcomes to the program’s intended activities and inputs.
- Establish program boundaries to prevent “mission creep.”

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WHERE DOES EVALUATION DATA COME FROM?

- Grant proposals and quarterly reports
- Newsletters, publicity materials and press releases
- Meeting minutes and administrative records
- Registration and enrollment forms
- Publications and journal articles
- Prior evaluations
- Asset and needs analyses
- Client satisfaction surveys
- Databases
- Reports held by funders or partner agencies
- Websites
- Graphs, maps, charts, photos, and videos
- Feedback from key individuals, including clients and non-participants, staff, general public, key informants, critics, staff of other agencies, representatives of advocacy groups, policy-makers, funders, federal, state, and local health & housing officials.

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COMMON PROGRAM OUTPUTS

See Chapter 6, Figure 6.6 in the HUD Healthy Homes Program Guidance Manual




Figure 6.6 Common Program Outputs

- Program Outreach and Community Education
 - Number and type of presentations
 - Number of health care personnel, parents, teachers, and other community members
 - Number of property owners, tenants, cover tenants, and others who have been reached via public and professional
 - Number of individuals reached
- Number of health fairs
 - Number of attendees
 - Number of requests for follow-up information
 - Number of referrals made
 - Number of housing cases resolved through fair to fair counseling
 - Number of health fairs held in program
- Program Referrals
 - Number of referrals from medical providers
 - Number of referrals from community-based organizations
 - Number of requests for information and materials received with different needs placement
 - Number of referrals to health housing programs to other housing programs
 - Number of referrals to health housing programs to other health or social service programs
- Healthcare Individuals Reached
 - Demographics of participants and complete cases
 - Level of housing risk in terms of participants and non-participants
- Case Management Case Coordination and Education
 - Number of children tested for lead exposure
 - Number of home visits
 - Number of families receiving educational interventions
 - Number of referrals provided to families for respiratory health and social services
 - Number of referrals to other services completed and not completed
 - Number of families receiving housing repairs
- Home Assessment
 - Number of assessments administered
 - Number of homes with moisture, mold, and other issues
 - Number of homes with environmental samples collected
 - Number of environmental samples collected
- Housing Risk Remediation
 - Number of homes receiving ventilation and moisture control interventions
 - Number of homes receiving integrated pest management
 - Number of homes receiving lead hazard reduction
 - Number of the homes and carbon monoxide detectors installed
- Work Force Development Activities
 - Number of contractors recruited from the target population and area
 - Number of individuals trained

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MEASURE/DISEMINATE PROGRAM RESULTS WHO NEEDS TO KNOW?


- Board of Directors
- Funder Reporting
- Partners
- Marketing
- Health Agencies/Plans
- Participants
- Colleagues
- Others?



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PROVIDE PROFESSIONAL FOLLOW-UP

- Clearance testing for contaminant hazards (LBP, Asbestos, Radon, CAZ testing for CO)
- Supportive services (Resident training, Occupational Therapist, Mental Health support)
- Perhaps, testing for energy performance (Blower Door, Duct Blaster)
- Others?



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GROW YOUR PROGRAM



Considering all you've learned, how might you expand your current healthy homes program?

- New services
- New residents
- New partners
- New contractors and/or volunteers




REVIEW: CAN YOU...

...name four reasons to complete an in-house cost estimate?




REVIEW: CAN YOU...

...name five suggested requirements for accepting contractor bids?




REVIEW: CAN YOU...

...name five sources
of program
evaluation data?



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