

Putting it all Together

- Developing a scope of work
 - Who develops the Scope of Work (SOW)?-Are they certified Project Designers?
 - Who is reviewing and approving the SOW?
 - Is there a Quality Control Step?
 - What are the reviewer's qualifications?
 - Beware of a Conflict of Interest,
- Choosing interventions from HHRS classification results. – How to Basics

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BEFORE THE WORK BEGINS

- Document in your P and P/Work Process Flow
- **Who**
 - Accountable for completing, reviewing & approval
 - Qualifications and certifications they must have
 - Who would not be allowed to complete, review, and approval due to Conflict of Interest
 - Persons completing LIRA
 - More than one person with eyes on document for one of the three: C, R or A
 - Participating in contractor pool for award on same unit



Before the Work Begins

- **When**

- Identify where in the unit production process the SOW completion, review and approval is done

- **Why**

- Checks and balances important for the SOW
 - Contractor Bid is based on SOW
 - Point of ineligible cost
 - Not highly regulated document
 - High Risk for miscommunication of purpose and requirements among sub and partners.

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SOW Basics

- Purpose
 - A detailed plan of work that will guide contractors to how, what and who is to perform LHC and HH work in each eligible unit.
- Requirements
 - All identified hazards from LIRA must be included in the SOW
 - Work done by homeowner or partners prior to procurement of SOW must be documented/remediated in full compliance from another source in unit file.
 - Only include documented identified hazards from LIRA in the SOW for LHC
 - HH must have an HHRS for each unit and justify what items were prioritized for action in the HH report provided to client
 - Scope of work for HH should include proposal for grant fund use from HH report in full or document how those items were met by homeowner or other partner outside of procured SOW in unit file.

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CAUTION!

- SOW may specify other work (rehab, etc.): must identify lead/non-lead work and funding line other than OHHLHC in scope, contract and invoice
- Ensure sequencing of work is clear in scope
- Relocation provided by OHHLHC is only to cover time need for LHC/HH eligible line items
 - **LHC/LHRD/HHP FUNDS CANNOT PAY FOR RELOCATION REQUIRED FOR THE REHAB PORTION OF THE PROJECT.**
- All LHC work must be completed and cleared prior to nonqualified lead workers being allowed on unit work site.
- Final clearance still required post all work and unit release .

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SOW Recommendations

- Require line item detail during procurement/bidding process
 - EX. Set up SOW as a per window cost and include each window number that corresponds to the unit sketch required in LIRA
 - If and ineligible cost is found during an audit, amount determined to be ineligible can be itemized if each window or component is listed separately. A one price bid sheet would require the entire bid to be declared ineligible.

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Recommendations

- Do not include a SOW with the LIRA report to client
 - LIRA is a regulated document that is part of disclosure statute by law. It must stand alone
 - SOW is a grant program specific documented and is supported by the LIRA but is NOT part of the LIRA report.
 - It is a proposal of work not a guarantee alone that work was completed per the scope.
 - **High risk for the grantee in miscommunication and false sense of security/liability**



ACTIVITY

- Group Project
- Use the unit file
- Find the following items from the scope of work
 - **1. Dryer Vent**
 - **2. Laundry Room floor**
 - **3. Exterior Painting of Components Listed**
- Are they eligible?
- If not Why?



Dryer Vent

- Listed with scope line with Windows- possible eligible **IF**
 - Was documented that was existing in current window by documentation in LIRA narrative and photo(recommended)
 - WAS Either of documentation item provided?
 - What else could have been done if HHI?

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Laundry Room Floor (interior painting)

- Could be justified if there were XRF of floor showing hazard and deteriorated condition, and dust wipe of floor showing hazard present – SEE FRICTION/IMPACT SURFACES
- Were any of these activities documented in the LIRA?



Exterior Painting

- Could be justified if XRF and visual determine LBP and current hazard condition of deteriorated documented for all components listed in the line item.
- What exterior items could you find testing results for?
- What did the visual and building components document?
- What would you do now?



ACTIVITY

- Group Project
- Goals:
 - Learn to share the work and responsibility
 - Checks and balances
 - Eligible Cost Only
 - All lead hazards included

