

CLEAR-WIN Meeting

Minutes

May 20, 2011

Attendees: Kurt McAfee, Cort Lohff, Dave Jacobs, Burton Hughes, Michael Scobey, ChaNell Marshall, Dale Clarkson, Jim Hillinger, Mary Burns, John Wsol, Sam Churchill, Anita Weinberg, Emily Ahonen, Amy Zimmerman

I. Introductions [see participants]

II. Corrections to Meeting Minutes

- a. Dave Jacobs: The minutes state incorrectly on pg. 3 that HUD will be doing an evaluation of CLEAR-Win, but the evaluation is being conducted by the University of Illinois with HUD funding. Also, on the bottom of pg. 4, the minutes state that property owners need to know that there is a lead hazard. It is not UIC's intent to enroll property owners in the evaluation – it is the unit that is enrolled.

III. CLEAR-Win funding

- a. Sam: So far as IDPH knows there has been no change in the available funding. The funding is solid and it is there.
 - i. The goal is to get the signed grant agreements back from CNT and Peoria, and send them to the director for his signature.
 - ii. Once returned by the administrative agencies, Sam anticipates the agreements should be able to be signed within a week. Based on the significant questions that have been raised and already answered/clarified by IDPH, and the progress of CLEAR-Win, the director should get it back sooner rather than later.

IV. Grant Agreements

- a. Kert: Grant agreements were sent out last week to Peoria and CNT. When signed, the grant agreements will go back to the State to be finalized. The work can start after the State reviews and finalizes the agreements.
- b. ChaNell: Question: Page 2 of the grant agreement says that the administrators will perform lead poisoning screening on pregnant mothers and kids under six – CNT is uncertain how it will enforce this. Any suggestions?
 - i. Sam: While IDPH would like pregnant mothers and children under six years of age to be screened through this project, Peoria, because it is a public health department, is in a better position to perform screening than CNT. CNT should provide families with clinic addresses and office hours.
 - 1. Cort: CNT can simply refer individuals to the City's Lead hotline for screening information.
 - 2. ChaNell: We will put that in the program materials and that should cover it.

CLEAR-WIN Meeting

Minutes

May 20, 2011

3. Sam: It would be nice to have follow-up to see if the children or pregnant mothers did get screened.

V. CLEAR-Win Program Policies (feedback)

- a. Anita sought clarification about the purposes of the grant agreement, and the CLEAR-Win program policies which the Advisory Council had not yet seen. Expressed concern that the program policies should not be considered voluntary; the administrative agencies are required to make efforts to follow them. Anita stressed that the policies reflect the agreed upon goals of the Advisory Council and that of the General Assembly when the CLEAR-Win legislation was passed.
- b. Kert: The policies are like a guideline for the program. They are not attached to the agreement. They will be provided to the owners.
 - i. Sam: IDPH expects the administrative agencies to follow the policies. The Program Policies are not included in the Grant Agreement, however, because they may be subject to change if the administering agencies, after making efforts, find themselves unable to meet the policies. Since CLEAR-Win is a pilot project, we do not want to have to wait 3 months to get something changed – if, for instance, we get a month into the program and the windows aren't working out, we should be able to go with another company.
- c. Anita: As we go through the Program Policies, we should consider which requirements the agencies should be required to report on concerning the efforts made to comply, and if they couldn't comply with a particular requirement, the reasons why should be documented, e.g. under the CLEAR-Win policy #5, if there is a change of manufacturers, reasons should be documented. This is important because the policies reflect the goals behind the program, but also because it is important, as a pilot project, to document this information and be able to review and learn from it.
 - i. Kert: I expect there to be a free flow of information from the agencies to us as the program proceeds. We will know when and if agency problems arise. If we get financing for future CLEAR-Win work, we want to see what works and what doesn't.
 - ii. **Agreed:** that the written documentation is important even if IDPH is verbally informed about needed changes.
- d. Discussion of each program policy:
 - i. Program Policy #1: Outreach and education
 1. Mary: It will be important for there to be face-to-face meetings with the communities to get them on board to help publicize the program and to help with the recruiting.

CLEAR-WIN Meeting

Minutes

May 20, 2011

2. Mike: The City's landlord training program would be a good place to present the program. This program is sponsored by the City and is run by the Building Department.
 3. ChaNell: CNT is planning to use Imagine Englewood If... and Team Englewood to do community outreach.
 4. Amy: Worthwhile to identify outreach activities groups are using. Maybe this could be added to the policy.
 5. Anita: Important for the pilot project for the administering agencies to document/provide a synopsis of the outreach efforts made to publicize the CLEAR-Win program.
 6. **Group agreed.**
- ii. #4 – Use of Community Workforce
1. Anita: Add language that documentation is required on the efforts made to meet this policy, and if the contractor is unsuccessful in hiring community members, why they were not successful and who was hired.
 2. **Group agreed.**
- iii. #5 – Window Manufacturers & Materials
1. Kert: IDPH plans to make a trip to the manufacturers' plant to get to know the people in charge and see the materials.
 2. Sam stated that if the administering agency must change to another company, IDPH will know because the state will have to approve it. The administering agency will have to put in writing any changes needing to be made and give to Sam. The administrative agencies must submit a final report at the end of the grant. It is unnecessary, however, for the administrative agencies to make a written report if there is a need to switch materials, or switch contractors.
 3. **Group agreed**, however, following discussion, that the administrative agencies will document any reasons the identified window manufacturers could not be used, and how and why another manufacturer was selected.
- iv. #6 – Matching Funds
1. Anita: It would be beneficial to summarize efforts made to leverage dollars from other sources and document whether or not successful. This would include lead work as well as energy efficiency efforts. Important because we will be learning through this program, especially since it is a pilot.
 2. **Group agreed.**
- v. #7 – Invoicing
1. Kert: We are just asking for PDFs of invoices, if possible, on a monthly basis.

CLEAR-WIN Meeting

Minutes

May 20, 2011

2. Sam: This is basically an IDPH fiscal policy – Fiscal asked Sam to make sure invoices are coming in, and to make sure there is enough money to pay for it.
 - a. Dale: We could send an invoice every week
 - i. Kert: It is fine however you want to do it.
3. **Clarification:** The agencies will open accounts with the Window Manufacturers, and then IDPH will pay them.
- vi. #8 - Personnel Changes
 1. Notify Kert about this if any personnel changes happen
 2. The \$50,000 start up to each administering agency – provides \$50,000 for start up money. This is about 1/12 of what the agency needs for the year.
- vii. **ACTIONS**
 1. **ACTION → Kert will add at the end of each policy provision, where appropriate (including at least ##s 1, 2, 3, 4, 5, 6) a statement requiring that the administering agency document the efforts made to meet the policy, and if the administering agency is unable to follow the policy, the reasons why and what steps were taken in place of the policy provision. It was agreed that this statement will be at the end of each policy rather than the end of the Program Policy form because the wording may differ depending on the policy provision.**

VI. CLEAR-Win Program Grant Enrollment Application Form

- a. Anita sought clarification of the purpose of the one-page form with the scoring criteria on the backside: does it “enroll” the applicant per its title, or is it intended as a screening tool? What is the order of screening, assessment and scoring? Who will be completing the form/directions may be needed.
 - i. **Agreed:** After discussion it was agreed that the form is a screening application to determine whether one meets the minimum criteria to get in to the program. Once the minimum criteria are met, the administering agency will go out to do a visual assessment to assure that the property is in adequate condition to fund window replacement through CLEAR-WIN dollars (this will be judgment of the administering agency). If in acceptable condition, then the application will be scored by the administering agency based on the score sheet and priority properties will be identified.
 1. Dave Jacobs suggested that after individuals are accepted into the program, they could be asked if they would like to participate in the UIC evaluation. No further discussion.

CLEAR-WIN Meeting

Minutes

May 20, 2011

2. **Agreed:** Title the form "Grant Screening Application Form" instead of "Grant Enrollment Application Form"

b. Discussion of entries on the form

- i. Following discussion it became clear that CNT and Peoria likely will complete the form differently: Peoria will sit with the property owner to assist in their completion of the screening application. CNT intends to distribute screening applications as part of its outreach and property owners may complete on their own and return to CNT.
 1. Emily: Regarding a cover letter with the explanation of the steps - put things/instructions as close together for people as possible. It doesn't seem like the best idea to have instructions on a cover letter rather than on the form itself, if the applicants are filling out the application form without assistance. Applicants may not go back to the cover letter to read the instructions for filling out the form.
 2. Form should be simple enough for people to complete on their own, possibly with instructions right on the page.

c. On the application form, "applicable" referring to the number of windows means "operable windows" (not picture windows, etc.)

1. Include an instruction sheet, or some guidance as to what "operable window" means?

d. Does "income" refer to net or gross income?

- i. Dale: Peoria will go off of line 1034 on tax form- gross. Peoria asks applicants for 2 pay stubs, any employment or social security, or SNAP (Supplemental Nutrition Assistance Program) (if they have them). Peoria also has a form for people who don't have any documents to prove income.
- ii. Anita asked for clarification as to whose income is being sought - tenant and/or owner? Past minutes reflect Advisory Council decision to focus on tenant rent, not tenant or owner's income eligibility in order to avoid having to request documentation of tenants' income. But the screening application requests income information for the "occupant" and for the building owner if different from occupant. Also, if seeking income for the tenant, how does one complete the form if there is more than one tenant since only one box?
 1. ChaNell: We are only concerned with the owner's income. We're looking at the tenant's rent, not the tenant's income, as the rent reflects on the owner. Anita noted that a subcommittee had discussed the income eligibility issue and

CLEAR-WIN Meeting

Minutes

May 20, 2011

recommended focusing on rent rather than income – having reviewed CEDA, HUD, and some other eligibility criteria.

2. Dale: We need owner income. Some of our landlords are wealthy enough to do the repairs themselves. This helps us know whether the tenants are qualified for this program.
3. Dave Jacobs urged group to use income eligibility.

- e. Issue: Is it necessary to require social security numbers on the screening application form?
 - i. Kert: It was put there to make sure that this person actually exists.
 - ii. Concern that applicants may not want to put down their SSNs, especially on a screening application when they may not yet even be accepted to the program.
- f. Amy: We may need another column, for the building unit, so we know which occupants are in which unit, to find out, for example, which units have children and their ages.
- g. Discussion re screening form generally:
 - i. Do we need 2 different forms depending on whether Englewood or Peoria? Current form would be confusing for Englewood since it requests the tenant's income.
 1. Dale: We can use this application. Because we need the information that is on this document. For a three unit building, we would have 3 applications, for each tenant.
 - ii. CNT: It does not need the SSN's.
- h. **ACTIONS:**
 - i. **Kert will revise the form in consultation with ChaNell and Dale.**
 - ii. **At the bottom of the application form, add question: "How did you learn about the program?"** This may be helpful in informing outreach efforts.

VII. Lead Safe Housing Maintenance Standards (LSHMS)

- a. Feedback
 - i. Document refers to "all occupants" of the property –but in fact they are not talking about children. This is only subject to whoever signs the lease.
- b. Distributing the *Renovate Right* pamphlet to applicants
 - i. John has 60,000 copies of this. The original version includes the owner occupied opt-out provision, which is no longer in the Rule, and rather than trash the books, the opt-out part is covered up.
 - ii. Sam: IDPH has the *Protect Your Family from Lead in Your Home* pamphlet.

CLEAR-WIN Meeting

Minutes

May 20, 2011

1. Anita: My only concern is that the more information you give, the more overwhelmed people will become.
 - a. John: We still think we should provide it.
2. Sam: Minimally, we want to give the *Renovate Right* brochure.
3. John: The contractor is supposed to provide the occupant with the *Renovate Right* brochure, and the tenant is supposed to get the *Protect Your Family from Lead in Your Home* pamphlet when the lease is signed.
4. So, we are just trying to make sure that they give this.
- iii. Which pamphlets will be distributed?
 1. ChaNell and Dale will give the brochures to all the owners and occupants.
 2. **ACTION → Change #2 of the LSHMS to list all of the documents that will be distributed**
 3. **Agreed:** Include *Renovate Right* brochure, *Protect Your Family From Lead in Your Home*, and the Cleaning and Maintenance Standards.
- c. NEW #3 on LSHMS
 - i. **ACTION → Add a new #3 which should read: “Deteriorating paint, water leaks, and/or water damage shall be addressed by the owner and corrected in a timely manner.”**
 - ii. **# 3 then becomes # 4; # 4 becomes #5**
- d. Edit new #5 on LSHMS
 - i. **ACTION → The new #5 should read “The Illinois Department of Public Health or its designee shall be allowed reasonable access to the property for up to five years for the purpose of assuring that the above listed responsibilities are being met.”**
- e. **ACTION → The line on the form beginning “Failure to comply...” should be amended to read: “Failure to comply with these Lead Safe Housing Maintenance Standards may result in the repayment of grant.”**
- f. **ACTION → The last line on the final paragraph should be amended to read: “A copy of these Lead Safe Housing Maintenance Standards will be provided to all current and future occupants of the building.”**

VIII. Cleaning and Maintenance Guide (CMG)

- a. Note: The tenant receives the LSHMS as well as the CMG so that the tenant will know what the property owner is required to do under the LSHMS.
- b. Feedback on the guidelines:
 - i. #3 – Cleaning the dirtier areas first
 1. This doesn’t make sense (why clean the dirty areas first instead of the clean areas?)

CLEAR-WIN Meeting

Minutes

May 20, 2011

2. **ACTION → In #3, Delete the last sentence “When practical, clean dirtiest areas first within rooms to avoid spreading dust.”**
- ii. #7: “Clean unupholstered furniture, drop ceilings or ductwork using the above techniques”
 1. Dave: Is cleaning the drop ceilings and ductwork necessary?
 2. Sam: We tried to develop something that the owner would agree with. Maybe we should drop that language.
 3. **ACTION → Delete the phrase “drop ceilings or ductwork using the above techniques.”**
- iii. For #9, We need language to clarify that the owner is responsible.
 1. **ACTION → Change #9 to read: “Report any peeling or chipping paint or water damage or leaks to the owner for repair”.**
- c. Concern raised about the use of the word and focus on “cleanliness” in the Guide.
 - i. Suggests to people that they do not know how to keep their homes clean. The Note at the top of the page may address this concern.

IX. Questions / comments

- a. The window manufacturers were selected because they were the only ones that responded who also met the requirements.
- b. There are many manufacturers in the state. One of the criteria was sales generated, as IDPH wanted to make sure the manufacturers could meet the necessary output. IDPH also determined whether the manufacturers’ work was fully based in Illinois or whether parts/materials came from another state.

X. Next meeting

- a. The next meeting will be held sometime in August, hopefully early August. By then IDPH and administering agencies should have an understanding of what is, or what is not working in the program.
- b. **ACTION → Jen will send revisions decided upon at this meeting to everyone.**

XI. Adjournment

CLEAR-WIN Meeting
Minutes
May 20, 2011

SUMMARY OF ACTION STEPS

Changes to the CLEAR-Win Program Policies:

1. Under each policy provision on the Program Policies Form, Kert will add wording requiring that the administering agencies document the efforts made to meet the policy requirement and when not possible to meet them the reasons why, and what efforts were made in place of the policy requirement.

Changes to the application form:

1. Kert will get in touch with Dale and ChaNell and see what they both need in order to make the application appropriate to their recruitment process (per the discussion at the Advisory Council meeting) and modify it accordingly.
2. Add question at the bottom of the screening application form, "How did you learn about the program?"

Changes to the Lead Safe Housing Maintenance Standards:

1. Change #2 of the LSHMS to list all of the documents that will be distributed (Include Renovate Right brochure, Protect Your Family from Lead in Your Home, and the Cleaning and Maintenance Standards.)
2. Add a new #3: "Deteriorating paint, water leaks, and/or water damage shall be addressed by the owner and corrected in a timely manner." Number 3 then becomes #4 and #4 becomes #5.
3. Change the new #5 to read: "The Illinois Department of Public Health or its designee shall be allowed reasonable access to the property for up to five years for the purpose of ensuring that the above responsibilities are being met. "

Changes to the Cleaning and Maintenance Guide:

1. In #3, delete the last sentence "When practical, clean dirtiest areas first within rooms to avoid spreading dust."
2. Change #9 to "Report any chipping and peeling paint or water damage or leaks to the landlord for repair".

Other Action steps

1. Jen will send revisions decided upon at this meeting to everyone.