

State of New York  
Managing Your Rehab Program - 2008  
AGENDA

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|---------------|--|
| 8:30 – 9:00   | Registration   |
| 9:00 – 9:30   | Introductions, course objectives, personal objectives<br>Management skills vs. technical knowledge, identifying potential improvements for your program  |
| 9:30 – 10:00  | Local goals, local design, roles and relationships<br>Targeting; numbers to serve; types of repairs; PJs and subrecipients; grantee as lender; relationships with owners; large group exercise                             |
| 10:00 – 10:30 | HOME Program construction codes and standards<br>HOME rules; housing standards; building codes; rehabilitation standards; performance standards; relationship with code officials; exercise                                |
| 10:30 – 10:45 | Break  |
| 11:00 – 12:00 | Specifications<br>Criteria for evaluating a specification; monitoring quality; techniques; types; language; automation; exercise   |
| 12:00 – 1:00  | Lunch  |
| 1:00 – 1:45   | Cost estimates and automation<br>Using manuals and electronic databases; local history; monitoring quality; exercise   |
| 1:45 – 2:15   | Procurement rules and methods<br>Federal rules for procurement; implementation in homeowner rehab programs; developing local policies and procedures to fit your program; change order policies                            |
| 2:15 – 2:30   | Break  |
| 2:30 – 3:15   | Contractor recruitment and capacity building<br>The contractors' perspective; encouraging participation; finding new sources of good labor; qualifying contractors; probation, suspension and debarment policies; exercise |
| 3:15 – 4:00   | Construction oversight, tracking and productivity<br>Inspections and payments; staff assignments; tracking tools to improve productivity and quality   |