



Adopt-a-Spot Revitalization Initiative

An NELCDC-Habitat for Humanity-LUNA Partnership

Project Checklist

Project Neighborhood:	
Project Start Date:	
Project End Date (if known):	
<i>*Note a proposed project workflow (Checklist) is contingent upon a confirmed Project Start Date</i>	
Crew Leader:	Leader Contact #:
Leader Email:	

The following checklist shall be reviewed with the NELCDC Executive Director no later than 5 days before the project start date and once more as stated herein the day before the project start date. Once all details are confirmed the checklist as well as project scope sheets, per house, shall be provided to the Executive Directors of the NELCDC and Habitat for Humanity.

<input type="checkbox"/>	90 days prior to the project start date: The selected project neighborhood should have been assessed by code enforcement.
<input type="checkbox"/>	30 days prior to the project start date: Qualified crew leaders (with construction experience) shall be identified. We will only arrange rehab projects with the number of crew leaders we have.
<input type="checkbox"/>	30 days prior to the project start date: NELCDC staff liaison shall: <ul style="list-style-type: none"> ✓ Make any necessary reservations for school or other facility use for volunteer check-in, bathroom use, etc. ✓ Ensure cones, parking lot tent, ambassadors for check-in and all-day assistance, and first-aid is confirmed, collected, ready to go ✓ Food and/or material donations are confirmed. If donations are not being made for consumption items, do we have plans for purchasing, are we a tax-exempt vendor, etc.? ✓ Marketing, press releases, etc.?
<input type="checkbox"/>	14 days prior to the project start date: Crew leaders and staff liaison shall meet with homeowners to identify and explain the work needed to rehabilitate homes. Realistic expectations are set for the homeowner. <ul style="list-style-type: none"> ✓ NELCDC staff liaison must document the project scope (on a form provided with this checklist) that was established by the crew leaders and explained to the homeowner so it is clear what the homeowner was explained, what is feasible and within budget, and what the qualified crew leaders advises is within the scope of the volunteer work to be provided.

<input type="checkbox"/>	<p>14 days prior to the project start date: All homeowners shall be made aware of the project start date when the crew leader and staff liaison meets with the homeowners to ensure the homeowner's availability. If possible, all homeowner documentation should be collected at that time. Availability must be verified during home visit.</p>
<input type="checkbox"/>	<p>10 days before the project start date: NELCDC staff liaison will verify the project scope and materials needed with the crew leader.</p>
<input type="checkbox"/>	<p>7 days prior to the project start date: NELCDC shall purchase, collect, aggregate, and store all supplies needed for each rehab project. This process may include:</p> <ul style="list-style-type: none"> ✓ Submitting a confirmed project scope (supplies need list) by the crew leader to Lowe's, Habitat for Humanity, or another confirmed partner from which we will collect/purchase supplies. ✓ The project scope shall be documented according to the need established per house. Group or bulk supply purchases shall not be permitted. ✓ An individual NELCDC purchase request form (PRF) shall be attached to each approved purchase. ✓ If the list is verified by crew leaders and drafted by the staff liaison, this may prohibit last minute purchases (depending on scope) so the projects should be well planned at least one week prior to the planned project start date. This will lessen unanticipated and unbudgeted expenses on the approved rehab budget. ✓ All items shall be separated and aggregated per house in a manner to allow the crew leaders to double-check and ensure they have everything they need. ✓ The crew leaders should communicate in the timeframe (one week prior to the project start date) how many volunteers are needed. NELCDC staff liaison will be responsible for communicating volunteer need with Habitat to lessen the likelihood of over-staffing volunteers.
<input type="checkbox"/>	<p>1 day before the project, the NELCDC staff liaison shall:</p> <ul style="list-style-type: none"> ✓ Verify all collected/know supplies are gathered per the crew leaders instruction ✓ Verify the number of volunteers needed for the project to alleviate the chance of over-staffing volunteers to a project house ✓ Verify time and location of any applicable supply or material drop-offs (i.e. bags, gloves, dumpsters, ladders, power tools, etc.)
<input type="checkbox"/>	<p>1 day before the project, the NELCDC staff liaison shall:</p> <ul style="list-style-type: none"> ✓ Go over the project checklist with the Executive Director ✓ Verify all facility rentals ✓ Verify all food plans ✓ Verify all NELCDC Ambassador assignments, instructions, contact information, etc. ✓ Verify contact information with crew leaders ✓ Verify preparedness with homeowners ✓ Verify marketing, promotional efforts, signage, etc.

Scope of Work: _____

Cost Estimate: _____

Scope of Work: _____

Cost Estimate: _____

Scope of Work: _____

Cost Estimate: _____

Scope of Work: _____

Cost Estimate: _____

Scope of Work: _____

Cost Estimate: _____

Scope of Work: _____

Cost Estimate: _____

Other Comments/Needs: