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# Subcontractors

Fi Habitat

## **Blount County Habitat**

Our program history, model, and why we operate the way we do.





#### **BCHFH – Home Repair Program**

- Started as a strictly volunteer model (HRC) managed by parttime staff w/ inconsistent productivity
- After performing projects over 2 years, great need was discovered in the community.
- Revamped program hired 2 full time staff
- Put emphasis on contractors
- Researched funding sources to grow program
- Created suite of grants/loans to fund projects
  - Each contained unique requirements for using contractors
- Frustrations from all parties over different processes on each project (due to different funding source's requirements)
- Invested time to rebuild subcontractor portion of the program to optimize processes and procedures.
  - One process to meet all funding sources most strict requirements
    - Formal procurement process for each project

## Building Subcontractor Database

Best methods, ideas, and why it matters



### **Building Your Subcontractor List**

Quick ways to build a contractor list:

- Start spreadsheet using subs you and other staff/contacts already know
- Contact other similar organizations, ask for their contractor list.
- Call construction supply retailers, ask for contractors who have accounts
- Call local code/permit office, who is pulling permits for jobs similar to yours?
- Check Disenfranchised Business Enterprise (DBE) registry
  - Also brings diversity into contractor program
- Business Networking Groups

## **Cultivating Relationships**

Reasons it's Important:

- Will be more active
- Conflict resolution
- Will refer potential applicants
- Will become DONORS/SPONSORS

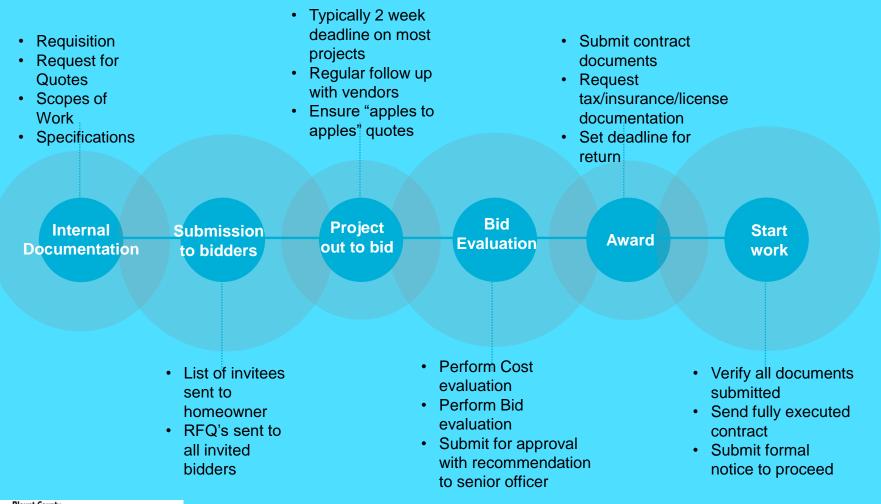
Some best methods:

- Social media
  - Shoutouts on Org Page
  - Personal "friends"
    - Interact!
- Meet them onsite
  - Before or during project
- Deliver Payment
- Invite to fundraising events

#### Procurement



#### **Our Process**



Blount County Habitat for Humanity<sup>®</sup> We build strength, stability and self-reliance through shelter.

## Coordinating the Project



#### **Good practices**

- Phone call to homeowner, inform of contractor selection next steps
- Send Notice to Proceed to contractor, follow up with phone call
- Log all discussed dates and correspondence (Procore)
- Follow up with contractor prior to est. completion date
  - Confirm still on schedule
  - Ask for invoice
- Schedule final inspection within a few days of completion
  - Complete all closeout doc's at inspection
- Approve invoice and process payment within a day of inspection.
  - Offer to mail or arrange a pickup

## **Final Thoughts**

- Think ahead
  - Start next steps ahead of time
- · Implement one process that covers all projects
- Continue building subcontractor list
- Keep all parties informed
  - Keep it fluid

• Questions.....