



## **Neighborhood Revitalization Initiative/Critical Repair Committee**

### **Task:**

To develop the NRI/Critical Repair committee into a committee that can effectively and quickly assess requests, review the scope of work, determine the price and set a schedule for addressing the needs of low-income families currently living in the homes that they own but unable to afford necessary and/or aesthetic repairs or accessibility remodels.

### **Timeline:**

To fill this committee with at least six members by November 30, 2013.

### **Job Description:**

This committee will meet monthly to review ongoing jobs and new requests. Working with the family selection committee, they will determine what needs HFHNCM can address with our resources and time limitations. The goal will be to assess the scope of work that needs to be done within one month of receiving an inquiry or application. If the scope is determined to be within our means, the family selection committee will make a determination regarding the family's ability to pay and their willingness to partner with HFHNCM. Once the scope of the work has been determined, Habitat will schedule the work, notifying the homeowner not later than a month from when the scope was reviewed when they will be put on Habitat's schedule and exactly what the work will be. At that point, a letter will be prepared to be signed by Habitat and the homeowner regarding the scope, cost and if and how repayment will be made. In the case of NRI projects, repayment may be optional. In the case of critical repair, repayment is mandatory.

### **Members:**

The committee will consist of members who have one or more of the following attributes:

- 1) Are passionate about HFHNCM serving more families and addressing issues that affect current homeowners.
- 2) Have the skill to assess and price the scope of work on the properties
- 3) Have the skill to actually perform the work and/or lead skilled and unskilled volunteers in doing the work and scheduling subcontractors as necessary.

The committee will also seek volunteers with enough construction experience to do the scope and the costs but who may not want to serve on the committee itself. This kind of volunteer would be willing to be called on occasion to go out and scope the job. This person would present the scope of the work to the committee for their review.