



## Getting Started: Readiness Checklist

### 2. Explore Organizational and Staff Readiness

Recommendations	Outcomes/Tasks	Done
<p><b>Executive Director and Board of Directors meet to evaluate green building program</b></p>	<ul style="list-style-type: none"> <li>• Determine your program's commitment to promoting and supporting a successful green building program</li> <li>• Identify outcomes and objectives for your future green building program</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Explore incentives and regulations for your program</b></p>	<ul style="list-style-type: none"> <li>• Go to the <a href="#">Database of State Incentives for Renewables and Efficiency (DSIRE)</a> website for information on state, local, utility, and federal incentives that promote renewable energy and energy efficiency</li> <li>• Explore the summary tables for an overview of state, local, and utility incentives, along with links to incentive summaries</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Select a green construction manager</b></p>	<ul style="list-style-type: none"> <li>• If you are hiring a construction manager, select one who is familiar with state and federal green building regulations and has assured these requirements will be met</li> <li>• The construction manager does not have to be green certified but should have a strong construction background and be willing and able to incorporate green building practices</li> <li>• Ideally your construction manager should have:               <ul style="list-style-type: none"> <li>– The skills and knowledge to ensure green program requirements are met throughout the entire construction delivery process</li> <li>– The ability to apply a whole-systems green building approach that integrates design, construction techniques, and the selection of materials and appliances</li> <li>– Knowledge of <a href="#">ENERGY STAR</a> providers and other green building professionals and organizations in the local area</li> <li>– Exceptional communication and interpersonal skills</li> <li>– Willingness to work closely with staff to assemble the green building construction team and provide continual coordination and oversight of team members</li> </ul> </li> </ul>	<p><input type="checkbox"/></p>

[continued]

2. Explore Organizational and Staff Readiness [continued]

Recommendations	Outcomes/Tasks	Done
<p><b>Create and deploy a green construction team</b></p>	<p>Identify at least three competent high-level managers and one representative from YouthBuild policy council who can:</p> <ul style="list-style-type: none"> <li>• Convene all construction stakeholders from program partners and municipalities to educate, inform and discuss costs and benefits using <a href="#">New Ecology Inc.'s study</a></li> <li>• Coordinate with grant managers and directors to identify green building funding opportunities for your construction and education programs and facilitate adequate budgeting considerations</li> <li>• Work with partners in the community to provide technical support, on-site demos, financing, and public relations opportunities</li> <li>• Complete an energy audit of all facilities to determine ways to improve energy use and conservation</li> <li>• Understand the benefits of energy efficiency in home building</li> <li>• Provide guidance in the correct planning and implementation of energy-efficient construction practices</li> <li>• Train YouthBuild participants to incorporate green building methods into their construction practices</li> </ul>	<p><input type="checkbox"/></p>
<p><b>Support your construction manager's skill development</b></p>	<p>If you already have a construction manager, support their professional development by providing the following resources and tools:</p> <ul style="list-style-type: none"> <li>• Classes and trainings</li> <li>• Certifications workshops</li> <li>• Books and periodicals</li> <li>• Connections with other knowledgeable YouthBuild construction managers</li> </ul>	<p><input type="checkbox"/></p>