

National Self-Help Housing Conference

March 11–13, 2025 • Orlando, Florida

*Building a
brighter
future
together.*

Group Coordinator Best Practices Roundtable

T&MA Contractors

Introductions

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TABLE INTRODUCTIONS

- Meet your table members
- What are your goals
- What motivates you
- Is your program:
 - New Construction or R&R



Experience

- 5 plus years
- 3-5 years
- Less than 1 year
- Construction Experience
- Repair & Rehab Experience
- Owner Occupied/Acquisition Experience



Today's goal

- Network
- Gain knowledge
- Discuss new ideas
- Problem Solve



Table Topics

- Participant Recruitment & Program Marketing
- Loan Packaging
- Working with Participants
- Meetings
- Team Building and Motivation
- Membership & Labor Agreements
- Developing Partnership with USDA RD
- Reporting
- Challenges

Participant Recruitment and Marketing

- What method are you using and is it effective?
- What is the least effective method?
- What is the most effective method?

Loan Packaging

- eForms
- Application Submission
- Property Submission

Working with Participants

- Screening
- Financial Information
- Counseling

Meetings

- Pre-Construction
 - Establish Trust
 - Listen and Observe
 - Think and Speak Success
- Construction

Team Building–Motivation

- Developing Winning Teams
 - Encourage family to “want” to do the job!
 - Coach for Top Performance
 - Celebrate Successes
 - Accept variances in level of skills and ability!
 - Communicate
 - Support

Membership and Labor Agreements

- Expectations
 - Labor contribution
 - Building in a group
 - Helps maintain accountability
 - Jobsite rules

Developing a Partnership with USDA Rural Development

- Open communication
 - Be mindful of current regulations and updates
- Working toward a common goal-Homeownership
- Funding Status

Reports

- SHARES
- Monthly Reporting and Tracking
- Quarterly Reports
- Documentation is **IMPORTANT!**

Challenges

- What are your biggest challenges?
- What are you doing to overcome those challenges?

Questions/answers
