

# Tools for Managing Participants During Construction



March 13, 2025



# Family labor is the *FOUNDATION OF SELF-HELP HOUSING*

- All Self-Help families must be made aware of the required labor tasks for each phase of work.
- Mutual Self-Help Housing (MSHH) families must provide 65% of the labor for 27 construction tasks - Ex. B-2.
- Self-Help Repair / Rehabilitation (SHR) families must provide a significant labor contribution which results in substantial cost savings.

# *Mutual labor contribution is mentioned throughout RD Instruction 1944-I*

- *Grantee needs to demonstrate cost savings resulting from family labor to justify / offset the TA cost per Equivalent Unit (EU).*
- *Grantee's agreements with USDA RD and the homeowners (MSHH and SHR) must clearly describe the expected labor contribution for the assistance being received.*

# *RD Instruction 1944-I references, continued...*

## 1944-I Exhibit A, 3 (i) Termination for cause.

(F) Failure of Grantee to require families to work together in groups by the mutual self-help method.

## 1944.417 (b) (1) (iv) Labor contributions by the family.

Are the families working together and are they completing the labor tasks as established on Exhibit B-2?

## 1944.419 Final grantee evaluation.

(a) This is a quantitative evaluation of the grantee to determine if it met its goals in:

(3) Meeting the family labor requirement in Exhibit B-2

# ***COMMUNICATION IS THE KEY TO SUCCESS!***

Introduce two tools -

**A. Preconstruction meetings**

Reinforces both the individual and the group aspects of the self-help program.

**B. Group Membership Agreement / SHR Labor Agreement**

The agreements establish individual and group expectations as well as requirements for participation.



# *Construction Meetings*

- Monitor Progress
- Identify Problems
- Resolve Conflicts
- Build Group Unity



# Group member construction meetings are highly recommended and should be held on a 10 to 15-day schedule

## Group meeting suggestions:

- Meeting should be business-like
- Prepare a meeting agenda
- Keep meetings to the point
- Grantee must control meetings
- Be firm but fair with participants
- Identify training needs
- Address complaints with respect
- Compliment good work
- Discuss the construction schedule
- Maintain minutes of all meetings
- Adjourn on time

# ***Building Group Membership and SHR Labor Agreements***

- The agreements are a contract for individual families and build groups with the Grantee.
- They explain the roles of each party: Grantee, Homeowner, and Construction Supervisor.
- They outline the required labor contribution for individuals as well as the requirements for build group membership.



# *Building Group Membership and SHR Labor Agreements*

- Examples can be found on your T&MA Contractor's websites in the Construction Supervisor's Handbook and Acquisition and Owner Occupied Rehab Handbook.
- Agreements can be modified to fit your needs.
- Agreements should include project phases and timelines.
- SHR Labor Agreements should be specific to the SHR project's scope of work.

## Self Help Housing Rehabilitation Labor Agreement - **EXAMPLE ONLY**

I understand that my participation in the Self Help Housing Rehabilitation (SHR) program requires me to provide the labor for my project. **I understand that for every \$1,000.00 in SHR repair costs, I will contribute 10 hours of labor towards my project.** I understand that I am required to complete timesheets to track my labor contributions. I understand that any work required to be completed by a licensed professional will be contracted out. I understand that the Self Help Housing Rehabilitation Representatives are available to provide me with supervision and instruction in completing my project to ensure all work is completed to code standards. I understand the Self Help Housing Rehabilitation Representatives are not required to provide labor for my project. I understand that if I fail to maintain an acceptable level of participation my project may be discontinued. An acceptable level of participation is defined as meeting tasks and completion dates outlined in the Self Help Housing Rehab Phase Work Plan. If I fail to finish the phases of my project by the expected completion date a determination to end the project will be made and I will be billed for the material used.

Homeowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary of Work

**Client Name:**

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### **Self Help ReHab:**

1. Caulk, prime & paint 2 coats on exterior of house.
2. Remove & replace 2 exterior entry doors.
3. Remove flooring in entryway, hallway & kitchen.
4. Install vinyl plank flooring in the entryway, hallway & kitchen.
5. Repair siding over roofline above front entry door.
6. Remove and replace 5 windows.
7. Install window jambs & casing on replaced windows.
8. Remove window on north wall & fill in with sheetrock & ext. siding.

### **HVAC Contractor—Ekern:**

1. Replace broken AC unit Per contract.

### **Tree Contractor-- Glacial Lakes Tree Service:**

1. Complete tree removal & trimming per contract.

## Phase 1 – Caulk and Paint

---Repair Siding Above Front Entry Door

---Remove Window and Repair Siding

---Caulk All Joints and Seams

---Paint House with all in one Primer/Paint

Expected Completion Date: \_\_\_\_\_

Family Signature: \_\_\_\_\_

## Phase 2 – Interior Work

---Remove Flooring in Entryway, Hallway, and Kitchen

---Install Vinyl Plank Flooring

---Repair Sheetrock, mud, tape, texture, and paint where window was removed.

Expected Completion Date for Phase: \_\_\_\_\_

Family Signature: \_\_\_\_\_

## Phase 3 – Doors and Windows

# *Managing the Family Labor Agreement*

## PROBLEMS, COMMON AND UNCOMMON:

- Participant unwilling to work
- Participant unable to work
- No-shows
- Unpleasant attitudes
- Group members all elderly
- Small children on the job site
- Participant physically or mentally challenged
- Obscenities & vulgar language
- Volunteer labor
- Disputes between members
- Unsatisfactory workmanship
- Disruptive behavior
- Significant difference in hours worked
- Assigned work not completed
- Transportation to and from work site

# *Managing the Family Labor Agreement*

## COURSE OF ACTION:

- Recording labor hours
- Construction meetings
- Reporting hours accumulated by each participant
- Peer pressure
- Awarding members on construction milestones
- Newsletters/pictures of work in progress
- Local news media depicting self-help housing
- Publicly praise members for good and timely work
- Provide constructive criticism privately
- Clean, orderly work sites
- Firmness & fairness with group members
- Refer to membership agreements
- Notifying members of work ceasing on their house
- Collaboration with USDA

# *Managing the Family Labor Agreement*

*Counter NEGATIVITY from families with POSITIVITY at the job site and construction meetings.*

## Negative

- Grumbling
- Inattention
- Poor work
- Late arrivals
- Early departures
- Disruptions

## Positive

- Compliments
- Attention
- Good work
- Being on time
- Working full time
- Cooperation

# *Keeping the Group Motivated*

Group activities

Measurable goals

Responsibility

Teamwork

Internal and external motivation



# *Documenting MSHH Family Labor*

## Weekly Record

- List of 27 construction tasks
- Column for each day of week
- Column for total time worked on each task
- Signature line for family and for construction supervisor

## Record of Family Hours

Family: \_\_\_\_\_

Week Ending: \_\_\_\_\_

	Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Excavation									
Footing, Foundation, Columns									
Floor Slab or Framing									
Subflooring									
Wall Framing & Sheathing									
Roof & Ceiling Framing or Sheathing									
Roofing									
Siding, Exterior Trim, Porches									
Windows & Exterior Doors									
Plumbing - Roughed In									
Sewage Disposal									
Heating - Roughed In									
Electrical - Roughed In									
Insulation									
Drywall									
Basement or Porch Floor									
Heating - Finished									
Floor Covering									
Interior Carpentry, Trim, Doors									
Cabinets & Counter Tops									
Interior Painting									
Exterior Painting									
Plumbing - Complete Fixtures									
Electrical - Complete Fixtures									
Finish Hardware									
Gutters & Downspouts									
Grading, Paving, Landscaping									

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Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# *Documenting SHR Family Labor*

## Monthly Record

- Familiar monthly calendar format
- Fill in blank for each calendar day, task performed, and hours worked each day
- Column for total time worked each week
- Signature line for family and for construction supervisor

# FAMILY WORK RECORD

USDA-RD Self-Help Housing

Family Name: \_\_\_\_\_

Group: \_\_\_\_\_

For Month of \_\_\_\_\_, 20\_\_\_\_

Cumulative Labor Hours: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1st Week	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Total: _____
	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	
2nd Week	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Total: _____
	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	
3rd Week	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Total: _____
	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	
4th Week	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Total: _____
	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	
5th Week	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Activity: _____	Total: _____
	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	Hours Worked: _____	

Construction Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ MONTH TOTAL HRS: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____
HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____
HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____
HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____	HOURS WORKED _____

1. \_\_\_\_\_
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15. \_\_\_\_\_
16. \_\_\_\_\_



# *Closing Thoughts*

- Always make sure families are doing their part.
  - Make sure all work is documented...  
(If it isn't written down, it didn't happen).
  - Make sure all documentation is specific.

*Family labor is like gravity...  
It's not just a good idea, it's the law!*

# Thank You!

- ▶ How can we make Self-Help Housing programs better?

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