



Getting Started: Readiness Checklist

2. Explore Organizational and Staff Readiness

Recommendations	Outcomes/Tasks	Done
<p>Executive Director and other program leaders meet to evaluate and plan a green building program</p>	<ul style="list-style-type: none"> • Determine your program's commitment to promoting and supporting a successful green building program • Identify potential outcomes and objectives for your future green building program such as vocational training opportunities, reduced energy bills, placement with contractors, access to grants and contracts, media and visibility, etc. • Research and discuss the costs and benefits of building green with your staff so they can better prepare YouthBuild students for careers in the field • Create a flexible timeline of reasonable goals and objectives 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Research and identify regulations for your green building program</p>	<p>Some resources you might explore:</p> <ul style="list-style-type: none"> • Visit the Database of State Incentives for Renewables and Efficiency (DSIRE) website and explore the summary tables for an overview of state, local, and utility incentives that promote renewable energy and energy efficiency • Your local city, town and/or state may encourage or even mandates environmental responsibility in construction projects. Check with your local building department regarding which green building codes, techniques, and materials are required. Do your research and inform your staff about any programs, requirements, and standards. • Locate and contact any local or regional green building programs such as Energy Star Homes administrators, Home Builder's Associations, and U.S. Green Building Council (USBGC) Chapters 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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<p>Research and identify funding and partnership opportunities for your green building program</p>	<p>Research online for opportunities for your green building program:</p> <ul style="list-style-type: none"> • Funding opportunities with local and national corporations, foundations, and municipalities involved in green building • Community partners • Field trips highlighting green building projects and opportunities in your community • Inspirational and knowledgeable guest speakers • Post-secondary education opportunities in green building • Employment opportunities and online job boards in green construction and weatherization • Review listing of green building funding sources, product manufacturers, rating programs, technical assistance providers, and publications in the YouthBuild Green Pages available in the YouthBuild USA Knowledge Bank 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Select a green construction manager</p>	<p>Hire or select a construction manager that demonstrates the following:</p> <ul style="list-style-type: none"> • A strong construction background • The skills and knowledge to ensure green program requirements are met throughout the entire process, from design, selection of materials/appliances to construction techniques • Knowledge and experience with ENERGY STAR providers and other green building professionals and organizations in your area • Exceptional communication and interpersonal skills • Willingness to work closely with staff to assemble the green building construction team and provide consistent coordination and oversight of team members • Knowledge and commitment to adhere to state and federal green building regulations • Green certified (ideal, but not required) 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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2. Explore Organizational and Staff Readiness [continued]

Recommendations	Outcomes/Tasks	Done
<p>Educate and train your existing construction manager and staff</p>	<ul style="list-style-type: none"> • Formally revise staff job descriptions to include an emphasis on environmental responsibility • Allow staff time to learn more about green initiatives through individual research and community outreach • Ask staff to become members of your local green building associations for networking and training opportunities • Connect construction manager and staff with YouthBuild USA Green Initiative staff for assistance with both the assessment of green building plans and to access to trainings and other learning opportunities by emailing green@youthbuild.org • Enroll staff in relevant trainings and conferences • Provide training and support to staff regarding green building costs, benefits, techniques, materials, and career paths 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Create and launch a green construction team</p>	<p>Identify staff member(s) and a representative from YouthBuild student policy council to coordinate team activities and meetings for the green construction team. Complete one or more of these possible projects:</p> <ol style="list-style-type: none"> 1. Review and the New Ecology Inc's study on green affordable housing 2. Convene all construction stakeholders from program partners and municipalities to build support for a whole-building approach for both current and future construction projects 3. Discuss costs and benefits of green building 4. Pursue green building funding for your construction and education programs with your grant managers and directors 5. Work with partners in the community who can provide ongoing technical support, on-site demonstrations, financing, and public relations opportunities 6. Complete an energy audit of all YouthBuild and sponsoring facilities to determine ways to improve energy use and conservation, and assess if savings are enough to finance new green building 7. On an ongoing basis, review curricula and industry standards to ensure that your program's vocational instruction and career preparation matches current requirements and opportunities 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>