# Unlocking Efficiency with monday.com: A Tool for Habitat Affiliates



#### **Alexander Jones**

Experienced Non-Profit Success Manager at monday.com

#### **Leslie Rodriguez**

Veteran & Repair Programs Manager of Chicagoland Habitat for Humanity

#### Jennifer Taff

Executive Director of DuPage and Chicago South Suburbs Habitat for Humanity







# Hello, I'm **Alex Jones**

Experienced Nonprofit Success Manager monday.com





2025 Habitat for Humanity Midwest Regional Conference

# Hello, I'm Leslie Rodriguez

Veteran & Repair Programs Manager Chicagoland Habitat for Humanity



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## HABITAT AFFILIATES IN CHICAGOLAND

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Habitat for Humanity Chicago Chicago, IL

**DuPage and Chicago South Suburbs Habitat for Humanity** Wheaton, IL

Lake-McHenry Habitat for Humanity 3 McHenry, IL

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Habitat for Humanity of Northern Fox Valley Elgin, IL

Fox Valley Habitat for Humanity Aurora, IL

Will County Habitat for Humanity Joliet, IL

## **Grant Tracking and Compliance**

rantee Name: (Select One)	Reservation:
omeowner:	City:
roperty Address:	County:
of Household Members:	

Homeowner Eligibility Documents

Document         Included in File Records         Doted/ Comments           To be Kept in Applicant File: (All documentation is subject to compliance review at HDA's request.)           Homeowner Application         Amage between the file of the file o				
Homeowner Application     May be intake form supplied by IHDA       3rd Party Income Vertification Forms     May be intake form supplied by IHDA       3rd Party Income Vertification Forms     Party Income Vertification Forms       206 or 4506T and certified transcript of return     Pay stubs/checking account info/employer vertifications, including calculations for overtime and/or bonuses.       Termite Inspection Results     Proof of Real Estate Taxes paid     Must show taxes are current.       Authority to Verify Applicant Info     Must show taxes are current.       Authority to Verify Applicant Info     Must show cases are current.       To be Sent to HIDA in Pre-Approval Package:     Pre-Application included.       Pre-Approval Checklist     Upload in Monday complication for monowners       COVID - 19 Self Attestation Form     States signed by all homeowners	botuntent	in File	Recorded	
Note Cover Application     Image: Cover State	To be Kept in Applicant File: (All document	ntation is su	ibject to com	pliance review at IHDA's request.)
Copy of Most Recent Tax Return or IRS Form 4506 or 4506T and certified transcript of return Income Documentation for last three pay periods Termite Inspection Results To be Sent to IHDA in Pre-Approval Package: Trans Difference on the Relist following. COVID - 19 Self Attestation Form Termite Results Te	Homeowner Application			May be intake form supplied by IHDA
4506 or 4506T and certified transcript of return       Pay stuby/checking account info/empkyer verifications, including calculations for overtime and/or bonuses.         Termite Inspection Results       Must show taxes are current.         Proof of Real Estate Taxes paid       Must show taxes are current.         Authority to Verify Applicant Info       Must show taxes are current.         Items to Bring to the Interview       Pre-Application included.         To be Sent to IHDA in Pre-Approval Package:       Upload in Monday.com as first page with all documents on checklist following.         COVID - 19 Self Attestation Form       Must be segred by all homeowners.	3rd Party Income Verification Forms			
Income Jocumentation for aiss three pay verifications, including calculations for overtime and/or bonuses. Termite Inspection Results Proof of Real Estate Taxes paid Must show taxes are current. Authority to Verify Applicant Info Must be executed by homeowner. Items to Bring to the Interview Review with homeowner; bonucowner signs. Pre-Approval Checklist OVID - 19 Self Attestation Form Stream of the segment by all homeowners	4506 or 4506T and certified transcript of			
Proof of Real Estate Taxes paid     Must show taxes are current.       Authority to Verify Applicant Info     Must be executed by homeowner.       Items to Bring to the Interview     Review with homeowner: homeowner signs. Pre-Application included.       To be Sent to IHDA in Pre-Approval Package:     Upload in Monday com as first page with all documents on checklist following.       COVID - 19 Self Attestation Form     Must be signed by all homeowners				verifications, including calculations for
Proof of Real Estate Taxes paid	Termite Inspection Results			
Automy to Versy opping an min         Review with homeowner; homeowner; signs.           To be Sent to HHDA in Pre-Approval Package:         Pre-Application included.           Pre-Approval Checklist         Upload in Monday.com as first page with all documents on checklist following.           COVID - 19 Self Attestation Form         Must be signed by all homeowners	Proof of Real Estate Taxes paid			Must show taxes are current.
Items to oring to the interview         Pre-Application included.           To be Sent to IHDA in Pre-Approval Package:         Upload in Monday.com as first page with all documents on checklist following.           COVID - 19 Self Attestation Form         Must be signed by all homeowners	Authority to Verify Applicant Info			Must be executed by homeowner.
Pre-Approval Checklist Upload in Monday.com as first page with all documents on checklist following. COVID - 19 Self Attestation Form Must be signed by all honeowners				
COVID - 19 Self Attestation Form	To be Sent to IHDA in Pre-Approval Package	80		
COVID = 19 Sen Attestation Form	Pre-Approval Checklist			
Scope of Work Summary (on letterhead) Summary of work to be completed.	COVID - 19 Self Attestation Form			Must be signed by all homeowners
	Scope of Work Summary (on letterhead)			Summary of work to be completed.

Intake Form		]	Intake Form supplied by IHDA
Community Affairs Income Calculator		]	Income documentation must be current within 180 days of project start date. Submi all pages. Applicant may also use Adjusted Gross Inco (AMI) from IRS Form 1040.
Bid Tabulation			At least two (preferably three) bids.
Cost Estimate/WorkWrite-up			Derive in-house before bidding project.
Copy of SHPO letter	Γ		Needed to issue pre-approval.
FIRMette		]	Print map from website: https://msc.fema.gov/portal/home Submit color map and pinpoint where home located. Must have flood insurance if located flood means

Mine Proximity Map	http://isgs.illinois.edu/ilmines Submit color map and pinpoint where home is located. Must have mine insurance if in proximity zone.
Copy of Homeowners' Insurance	
Before photos of work to be completed	Color and labeled photos.
Title Evidence—Fee Simple (no trust or contract for deed)	Date down title search is required to ensure property has no existing liens.

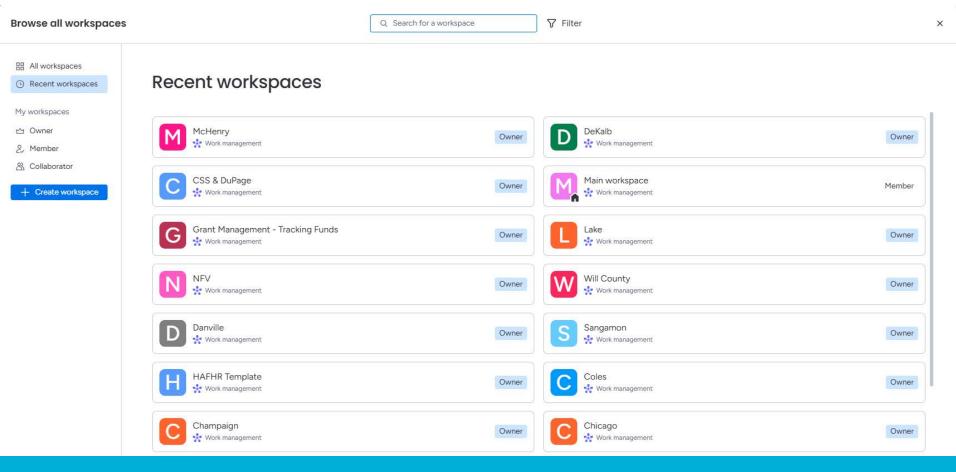
Loan Settlement

Document	Included in File			Dated/ Recorded	Comments	
To be Kept in Applicant File: (All docume	ntə	itior	ı is sı	ubject to com	pliance review at IHDA's request.)	
Owner Agreement					Executed by homeowner and grantee.	
Owner Affidavit			]		Part of Owner Agreement; executed by homeowner and grantee.	

Construction			
Document	Included in File	Dated/ Recorded	Comments
To be kept in Applicant File: (All document	ntation is su	ibject to com	pliance review at IHDA's request.)
Copy of the general contractor's Lead-Safe Certified certificate OR Illinois Licensed Lead Abatement Contractor certificate (if applicable, see program manual)			
Sponsor Request for Bids			
Contractors' Bids			
Contractor Statement of Qualifications			
Borrower's Review/Approval of Work Write-Ups			
Contractor Verification Forms  Proof of Contractors' Insurance Proof of Contractors' Debarment Review			May be kept in separate Contractor Pre- qualification file.
Construction Contract with Exhibits			Part of Owner Agreement. Executed by homeowner and contractor.
Building Permits (if applicable)			
Pre-Construction Conference Minutes			
Notice to Proceed			
Progress Inspection Reports			
Request for Payments			Contractor requests payment from Grantee
Punch List, if necessary			
Final Inspection Checklist			Must show date work passed by inspector

Close-Out Documentation										
To Be Sent to IHDA with Partial/Final Pay	out Packag	ie:								
Close out Checklist		Upload in Monday.com as first page with all documents on checklist following.								
Scope of Work Summary (If different due to change orders)		Revise and resubmit if scope of work changed and/or several change order items are included.								
Project Close Out Summary with proof of payment		Indicates amount requested and paid out by grantee. Must submit proof of payment. Includes all costs. Back up documentation (receipt/invoices) for title search, recording fees, termite inspections.								
Administrative Worksheet (must reflect actual hourly wage and hours worked)		Include all costs incurred by grantee.								
Contractor Payment Request and Proof of Payment		Must be signed by contractor, homeowner, and construction advisor.								
Contractor Sworn Statement		"General rehab work" is insufficient. Must list work completed.								
Change Orders (If applicable)		"General rehab work" is insufficient. Must list work completed.								
Contractor Lien Waivers for contractor, subcontractors and material suppliers		"General rehab work" is insufficient. Must list work completed."								
Project Completion Certificate		Reflects final loan amount.								
Digital Copy of Special Notice About Your Forgivable Loan		Grantee keeps original; copy given to homeowner.								
Homeowner Impact Statement		Include photos of the homeowner in area where rehab work was done, if possible.								
IHDA Promissory Note		Send the original to IHDA with the Recapture Agreement.								
IHDA Recapture Agreement		Send IHDA the original, recorded agreement via certified mail when approximately half construction is complete.								
Photos of Completed Work		Color and labeled pictures.								
Certificate of Occupancy (If applicable)		If applicable, check with your local municipality to determine if needed.								

Document	Included in File	Dated/ Recorded	Comments
To be Kept in Applicant File: (All docume	ntation is su	ibject to com	pliance review at IHDA's request.)
Copies of canceled checks, vouchers, etc.			Retain throughout affordability period.



**W** Beyond the Blueprint

Task		Owner	Collaborat	Status	Duration ()
> Homeowner Eligibility Documents (To be Kept in File) 8	Ð	8	8	Done	3 days
> Pre-Approval Package: (To be Sent to IHDA) 13	20	0	8	Done	6 days
> Loan Settlement (To be Kept in File) 2	Ð	8	8	Done	
> Construction (To be Kept in File) 14	Ð	0	8	Done	
> Close-Out Package (To be Sent to IHDA) 15	<u>G</u>	8	8	Done	0 days
> Miscellaneous Files (To be Kept in File) 1	Ð	0	0	Done	

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	Task		Owner	Collaborat	Status	Duration ③	+	
<b>v</b> +	Homeowner Eligibility Documents (To be Kept in File) 8	Ð	0	8	Done	3 days		
	¢ Subitem		Owner	Status 🛈	Due Date 🗇	Template	Completed Files	Link
	Homeowner Application	20		Done		F		
	3rd Party Income Verification Forms	Ð		Done				
	Copy of Most Recent Tax Return or IRS Form 4506 or 4506T and certified tra	Ð	8					
	Income Documentation for last three pay periods	Ð	8					
	Termite Inspection Results	Ð	٠.	Done			22.5 B 26.0 D	
	Proof of Real Estate Taxes Paid	Ð		Done				
	Authority to Verify Application Info	Ð		Done				
	Items to Bring to the Interview	Ð	0.	Done				

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Completed	5ubitem		Owner	Status ()	Due Date 🔘	Template	Completed Files	Link	Link 1								I	
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	Scope of Work Summary (on letterhead)																	
	Irtake Form	6		Done		田	101											
	Community Affairs Income Calculator	Ð					12											
	Bid Tabulation	۲				1												
	Cost Estimate/Work Write-up	Go		🔆 mondo	<b>y</b> work manageme	int									Q <sup>0</sup> 6 <sup>10</sup> 2.	D Q ?	III 🥂 🌔	
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#### **Beyond the Blueprint**

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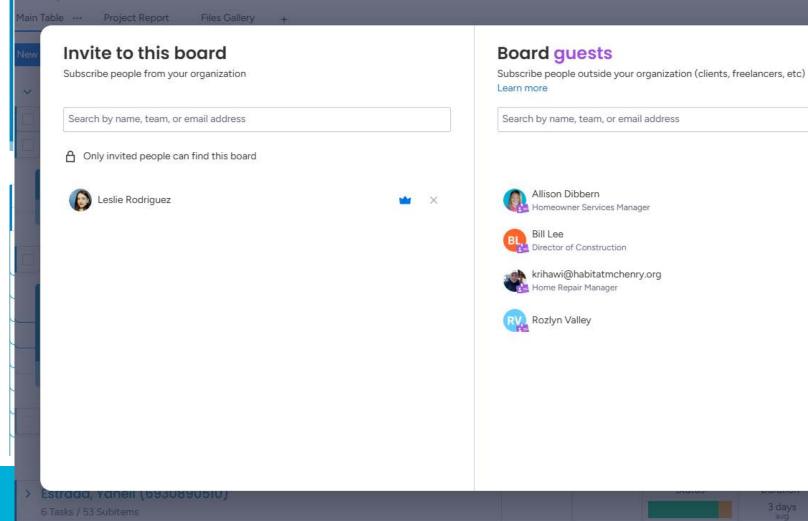
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🔠 Workspaces 🤐 Q	> , Nicholas and Mary				🖾 Update via email   🎯 Give feedback
McHenry 🗸 🕂	6 Tasks / 53 Subitems				Write an update and mention others with @
Collecting Initial Documents	> Ashley				@ Mention ⓓ GIF ☺ ا
🕞 Pre-Approval Submitted	6 Tasks / 53 Subitems				
Completed	> Wayne				
Senied/Incomplete	6 Tasks / 53 Subitems				Leslie Rodriguez Nov 2024
🕞 Financials	V Bonnie	@Allison Dibbern			
	Task	13	Owner	Collaborat	From: HAFrepair
	Homeowner Eligibility Documents (To be Kept in File) 8	Ð		8	Sent: Thursday, November 21, 2024 11:17 AM
	> Pre-Approval Package: (To be Sent to IHDA) 15	20		8	To: 'leslie.rodriguez@chicagolandhabitat.org' <leslie.rodriguez@chicagolandhabitat.org> Subject: Bonnie Schipp Closeout Packet- Not approved; additional information needed</leslie.rodriguez@chicagolandhabitat.org>
	> Loan Settlement (To be Kept in File) 2	Ð	0	8	ні
	Construction (To be Kept in File) 14	Ð	0	8	@Leslie Rodriguez
	Close-Out Package (To be Sent to IHDA) 15	20	0	8	
	Miscellaneous Files (To be Kept in File) 2	Ð	0	8	See more
	Subitem	Owr	her	Status ①	ආ් Like දක Reply
	Time Sheets/Time Tracker	4		Done	
	Close-out Package Submitted to IHDA			Allison Dibbern      Hi Leslie - I will check in on the invoices and let you know. Are they saying the Sworn	
	+ Add subitem		Statement is missing? It is in monday,com. And to submit a Sworn Statement for every payment made??? If we make a deposit payment at the beginning it would have a Sworn		

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Statement? Lunderstand somewhat what they are saving but their forms have issues and

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E Repair Funding 2024-2025

 HAFHR Financials ✓
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#### Chicagoland

Project		Affiliate	Address	Pre-Approval Total	Pre-approval IHD	50% Payout Amo	50% Payo	Payment Record	Close-Out Total	Final Payment Requested
Bonnie	Go	McHenry County		\$56,794.24	YES	\$28,397.12	œ	Apr 29, 2024	\$59,958.85	YES
Wayne I	20	McHenry County		\$39,480	YES	\$19,740	(H)	Jun 11, 2024	\$40,176	YES
Felicia	Ð	Will County		\$60,000	YES	\$30,000	(H)	Jul 16, 2024	\$60,000	YES
Jose	Ð	Will County		\$49,520	YES	\$24,760	(H)	Jul 16, 2024	\$49,802	YES
Nicolas	2	McHenry County		\$41,338	YES	\$20,669	(H)	Jul 29, 2024	\$42,444	YES
Cecilia	Ð	Will County		\$58,600	YES	\$29,300	(H)	Aug 29, 2024	\$58,882	YES
Milton	Ð	Will County		\$23,900	YES	\$11,950	(H)	Aug 29, 2024	\$23,952	YES
Khristian	Ð	DuPage/CSS		\$44,950	YES	\$22,475	(H)	Sep 12, 2024		NO
Tonisha	Ð	DuPage/CSS		\$42,840	YES	\$21,420	(H)	Sep 12, 2024		NO
Desirea	Ð	Will County		\$59,456	YES	\$19,798.75	LH	Sep 12, 2024	\$39,879.5	YES
Patty	Ð	DuPage/CSS		\$26,562.6	YES	\$13,281.3	(H)	Sep 12, 2024		NO
Linda	20	Northern Fox Vall		\$58,750	YES	\$29,375	(H)	Sep 26, 2024	\$59,171.13	YES
Dennis	Ð	McHenry County		\$59,500	YES	\$29,750	(H)	Dec 17, 2024		NO
Ami	Ð	Will County		\$59,456	YES	\$29,728	(H)	Dec 19, 2024		NO
Denise I	2	DuPage/CSS		\$60,000	YES	\$30,000	(H)	Jan 29		NO
Jose	Ð	Northern Fox Vall		\$58,600	YES	\$29,300	(H)	Jan 10		NO
Jonathan	Ð	McHenry County		\$36,800	YES	\$18,500	Œ	Dec 31, 2024	\$40,501	YES Hel

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Invite / 2 😔 🚥

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#### Chicagoland

State Affiliates

	Project		Affiliate	Address	Pre-Approval Total	Pre-approval IHD	50% Payout Amo	50% Payo	Payment Record	Close-Out Total	Final Payment Requested	
1	Karen	£	Lake County		\$59,460	YES	\$29,730	CH)				
	Ramek	Ð	DuPage/CSS					8				
	Linda	Ð	Northern Fox Vall		\$49,100	YES	\$24,550	Œ	Mar 12			
	Brenda	Ð	Northern Fox Vall		\$52,275	YES	\$26,137.5	œ	Mar 12			
	+ Add project											
			McHenry Cou		\$1,437,330.38 sum		\$708,835.94 sum	(H)	Apr 29, '24	\$623,565.33 sum		Ĩ.

Project		Affiliate	Address	Pre-Approval Total	Pre-approval IHD	50% Payout Amo	50% Payo	Payment Record	Close-Out Total	Final Payment Requested	1
Bobby	Ð	DeKalb		\$48,875	YES	\$24,437.5	œ	Sep 13, 2024		NO	
Anna	Ð	DeKalb		\$55,137	YES	\$27,568.5	œ	Jan 10		NO	
Steven	Ð	DeKalb		\$53,481	YES	\$26,740.5	œ	Mar 12			
+ Add project											
		DeKalb		\$157,493 sum		\$78,746.5 sum	LH	Sep 13, '24	\$0 sum		

#### **Beyond the Blueprint**

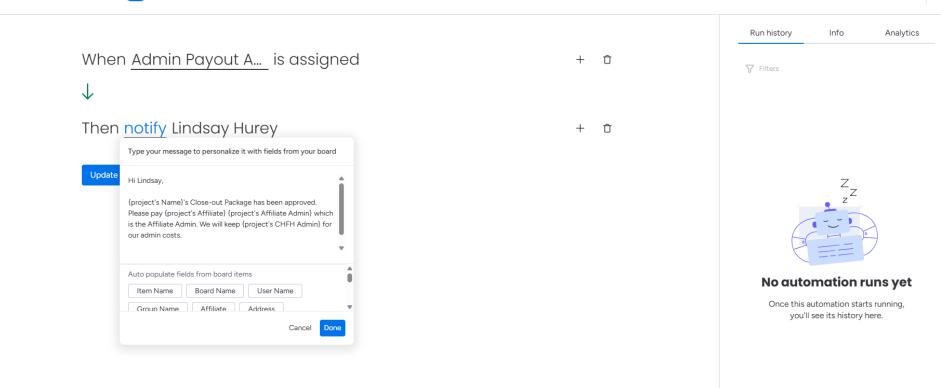
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Help

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	Add automation     Q Search	₽ Filter				Run history
	When <b>Admin Payout Approved</b> is assigned <b>notify L</b> Updated 2m ago Owner Description Add description	indsay Hurey				
	When <b>Final Payment Approved</b> is assigned <b>notify L</b> Updated 24m ago Owner () Description Add description	indsay Hurey				<b>•</b> ••
	When <b>50% Payout Approved</b> is assigned <b>notify Lin</b> Updated 28m ago Owner () Description Add description	dsay Hurey				<b>.</b>







#### **Beyond the Blueprint**

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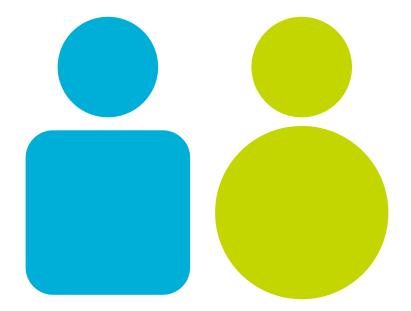
# Hello, I'm Jennifer Taff

Executive Director of DuPage and Chicago South Suburbs Habitat for Humanity





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## Intake

Review

## Assessment scheduling

Assessment execution

Funding

Project execution

## Assessment scheduling & execution

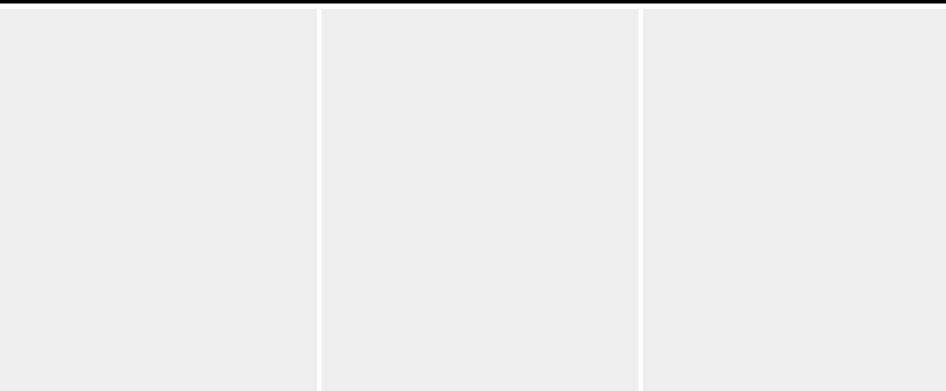
## Funding & project execution

## Assessment scheduling & execution

## Funding & project execution

## Assessment scheduling & execution

## Funding & project execution





Duplicate info / errors in documentation



Duplicate info / errors in documentation



Lack of access



Duplicate info / errors in documentation

Lack of access

Lack of accountability

Duplicate info / errors in documentation

#### Lack of access

# Lack of accountability

#### Waste of time and resources



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Home Repair Intake			
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## Assessment scheduling & execution

Funding & project execution

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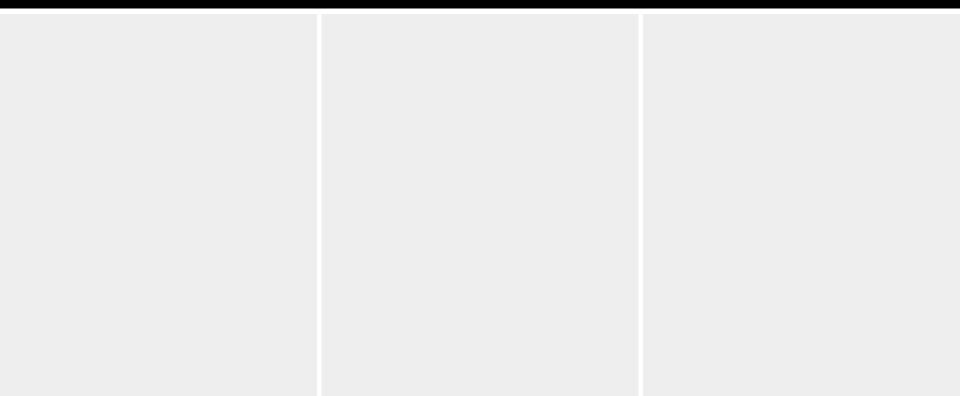
## Assessment scheduling & execution

Funding & project execution

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### Time saved



Time saved



Secure data



Time saved

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Secure data



Improved client experience

Time saved

## Secure data

# Improved client experience

#### More than double the families served



# **Contact Information**



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