

This “Check List” was created to inform new and interested non-profits as to the process’ and phases of on-boarding to the MiCASiTA Network. This process is new and cdc/[bc] are learning along with our new expansion partners as to the most efficient, cost effective and rapid process needed for on-boarding. This document is Version #1 and as we move through the process with each new organization this document along with the MiCASiTA Policy document will be updated. cdc/[bc] is referred to as the MiCASiTA Team or the Team in this document.

The process is broken down into four phases. It is expected to take 8 to 12 months to fully on-board each new group. The startup time is dependent on working together within your local team and with the MiCASiTA Team to complete each task as needed. There will be “uncontrolled” independent factors out of your and our control such as licensing in each state which may shorten or lengthen the process.

**Phase #1 – Expansion Approval and On-boarding. (2 Months)**

1. The MiCASiTA Team will send each prospective applicant the MiCASiTA Policy Guide and the MiCASiTA Expansion Application (FKA – MiCASiTA Questionnaire). The Application needs to be completed by the lead organization applying for expansion.
2. Q & A/Interview Meeting – The MiCASiTA Team will set up a Zoom meeting to discuss any questions we or you may have.
3. Manufacturing Seminar- your organization will send at least two members of your team to take part in a MiCASiTA Manufacturing three-day seminar including a visit to the FARM manufacturing site. This allows the applicant to understand the full extent of systems change needed to successfully roll out and run the MiCASiTA Process.
4. The MiCASiTA team will visit your location. On this visit the team will want to meet possible funders, City and/or County representatives, other nonprofit partners and current organizational staff members. We will also want to visit any sites that are under consideration for manufacturing locations as well as possible home sites.
5. The MiCASiTA Team final decision. The team will review all collected information and make a final decision as to your group’s acceptance into the program or any suggestions for approval later. If your organization approved for expansion cdc/[bc] will sign an MOU with your organization at this time.

**Phase #2 – Discovery (2 Months).**

Each of these steps and actions will incorporate the four main parts of MiCASiTA: Design, Manufacturing, Lending and Business Modeling & Marketing. During this period, the Team will set up bi-weekly phone check in meetings with your Team. The Discovery deliverables will be sent to you for review, questions and modifications.

1. Geographic Design Review – This will allow our team to learn about your location and market as it relates to housing design needs and cultural requirements.
  - a. The Team will share the current design catalog with your organization.
  - b. The Team will share examples of completed units.

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2. Community/Market Information – You will give a market study of the market you plan to work in. This includes but not limited to:

- a. Family size/Type of family to serve.
- b. Cultural Design Review – are there any aspects of design that are important to your market? For example – the front door must face the east or not liking pier and beam foundations.
- c. General demographics of the target market.
- d. Landholdings, by address – is there a typical lot size. Are you working on the client's lot or is it very rural with larger plots of land?
- e. Prominent flood zones or risk of natural disasters?
- f. Do you use a local structural engineer to do your foundation work?
- g. Locate possible factory locations. If you have pictures and dimensions of the building?

3. Technical Review – The MiCASiTA Team will conduct and provide:

- a. Code Review
- b. GIS/FEMA Review
- c. Risk of Natural Disaster Review
- d. Green Communities Review
- e. Oversized load travel restrictions
- f. Review of local building partners
- g. Materials and Spec. review
- h. Structural Engineering review (this is paid by you)

4. State Licensing Process Review – The MiCASiTA Team will investigate and learn your State Licensing process.

- a. State Licensing Process for both the product and the manufacturing site.
- b. Is NTA used in your State? If not, who is used or what is the process for plan review?

5. Financial Analysis Training– The MiCASiTA Team will deliver a financial projections training and worksheet to start the financial projections process for the creation of the business plan as well as searching for operating lines of credit.

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6. Permanent Loan Options – What are the sources of permanent financing for mortgages? Will your organization need takeout financing, or do you have your own sources or is it a mixture of the two?

## **Phase #3 – Financial Modeling and Technology Training (3 Months)**

In phase three (3) we will switch to weekly meetings held over zoom as well as individual meetings set up as needed with the MiCASiTA Team leaders (Lending, Manufacturing, Marketing & Design) as needed. During this phase, the MiCASiTA Team will also make a second visit to your location.

1. Site Visit - This will be a trip two to aid with site location design, BOM requirements, supply system introduction etc. As well this will be a time for your community design meetings which will help with PR and marketing. This community meeting will include all your partners and community members.

### 2. Manufacturing Site Development & Flow Process

a. Working together the two teams will work together to complete the purchase or construction of your manufacturing site. The Team will aid in the manufacturing location purchase or building by reviewing site needs and requirements to ensure the best fit.

b. Manufacturing flow process design. How does the manufacturing process flow in your new location? Storage of materials, material control gates, make ready areas, pre-assembly areas etc.... The Team will collaborate with you to think through create the system that best fits your location and needs.

3. Cost Identification – The MiCASiTA Team will collaborate with your team to create a pricing model for your units, delivery and installation. Your delivery will be a first draft of your unit pricing.

a. Build of Materials,

b. Design your installation process,

c. Decide how you will transport units and

d. Figure out 3<sup>rd</sup>. party costs and interactions.

4. Technology Training – Learn about the new technology and how to use it to integrate into your system.

a. Choice Empowers Design Segment

b. Choice Empowers Material Purchasing Segment

c. Choice Empower Workflow Management Segment.

d. MRP System for material management

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5. Business Plan Draft – Your team will deliver an acceptable (to your organization) business plan for the first two to three years.
6. Marketing Plan Draft – You will work with the MiCASiTA marketing team to help design language to use in brochures, flyers, radio and TV commercials. Deciding on your name and logo.

## Phase #4 – Production / Implementation (5 Months)

1. Factory Set up and outfitting - You will set up the factory site and buy all required tools and equipment.
2. Complete any modifications to the design catalog based on Phase #2 discoveries. The MiCASiTA Team will complete all unit design options.
3. Build a Prototype model – The MiCASiTA Team will conduct a third site visit during this time.
4. The MiCASiTA Team will create and prepare Architectural documents for the State as well as for the “Off-site” manufacturing process.
5. Update your BOM according to the 1st. Prototype and architectural documents.
6. Creating your in-house production flow process from marketing, home buyer education, sales, lending, client design, manufacturing, and installation.
7. Coordinate/Finalize local Engineers. Working with direction and assistance where needed you will coordinate engineer(s) that you will work with.
8. Coordinate consultants for state licensing - Working with direction and assistance where needed you will coordinate with the State Licensing Division to move your license forward.
9. Tech Implementation – Upload all needed design options on the Choice Empowers Application and all material requirements into the MRP system. Working with MiCASiTA Team become fluent in how to use and work with each system.
10. Timeline and rollout plan for Marketing and sales. Finalize the marketing plan and update the original timeline for rollout of your new product.
11. Updated Business Plan delivered. Given all the knowledge gained over the past five months you will need to return to your business plan to update numbers, timelines, material and labor costs and transportation.

## Checklist

### Phase #1 Expansion Approval and On-boarding

Deliverable	MiCASiTA Team	Local Team	Status
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**MiCASiTA**  
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MiCASiTA Policy Guide	X		
MiCASiTA Expansion Application (FKA – MiCASiTA Questionnaire)	X		
Q&A/Interview Meeting	X		
Manufacturing Seminar		X	
The MiCASiTA team will visit your location	X	X	
The MiCASiTA Team final decision	X		

**Phase #2 – Discovery**

<b>Deliverable</b>	<b>MiCASiTA Team</b>	<b>Local Team</b>	<b>Status</b>
Share current design	X		
share examples of completed units	X		
Community/Market Information		X	
Technical Review –	X		
State Licensing Process Review	X		
Financial Analysis Training	X		
Permanent Loan Options Review	X		

**Phase #3 – Financial Modeling & Technology Training**

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<b>Deliverable</b>	<b>MiCASiTA Team</b>	<b>Local Team</b>	<b>Status</b>
2 <sup>nd</sup> . Site Visit	X	X	
Manufacturing Site Development & Flow Process		X	
Cost Identification		X	
Technology Training	X		
Business Plan Draft		X	
Marketing Plan Draft		X	

**Phase #4 – Production / Implementation**

<b>Deliverable</b>	<b>MiCASiTA Team</b>	<b>Local Team</b>	<b>Status</b>
Factory Set up and outfitting		X	
Modifications to the design catalog	X		
Build a Prototype model		X	
Create and prepare Architectural documents for the State	X		
Update your BOM		X	
Creating your in-house production flow process		X	

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Coordinate/Finalize local Engineers	X	X	
Coordinate consultants for state licensing	X	X	
Tech Implementation	X	X	
Timeline and rollout plan for Marketing and sales		X	
Updated Business Plan delivered		X	