Project Process

CECorps brings underserved communities and volunteer engineers together to advance local infrastructure solutions. Encompassed in this framework, the CECorps' project process and policies guide volunteers as they conduct their programs in communities. The benefits of working within this framework include:

- This framework protects you and the professionals working with you. CECorps volunteers are covered by professional liability insurance – important in the litigious USA – but *only* if you operate within the parameters of the program.
- The vetted process and policies follow well-established industry practice that meets a professional standard of care.
- It ensures professionalism and commitment toward the communities we serve.

1. Identify appropriate projects

- The community completes a 541 Community Application (can be completed with the assistance of the desired project team, if known).
- The application is reviewed by the Domestic Application Review Committee (DARC).
- If approved, it is adopted by a project team.
- If it is declined we tell the community why the project is not appropriate.

2. Identify project teams to work on approved projects

- A project team made up of ASCE, AWWA, and/or EWB-USA members completes a 542 Project Team Application. Teams can apply for open projects listed on our website or for projects that they helped develop with their community partners.
- CECorps staff review the application to ensure that the project team has the capacity and expertise to complete the project.
- If approved, the project team and community are connected with each other so that they can start working together.
- If it is declined we tell the local group why their application was not accepted.

3. Project teams, working with their communities, develop a work plan and scope of work

- The project team completes a 543 Work Plan in collaboration with the community, including possible site visits, to establish a work scope, schedule, and deliverables.
- The work plan is reviewed by the Technical Review Committee (TRC).
- Once the work plan is finalized and approved, the project team develops a 544 Engineering Services Agreement with the assistance of CECorps legal volunteers.
- A CECorps legal volunteer reviews the engineering services agreement, checking for proper language and terms specific to each project, and provides a final, approved version for execution. The document is then signed by a community representative and the Responsible Engineer in Charge on the project team, with a scanned copy returned to CECorps staff for record keeping.
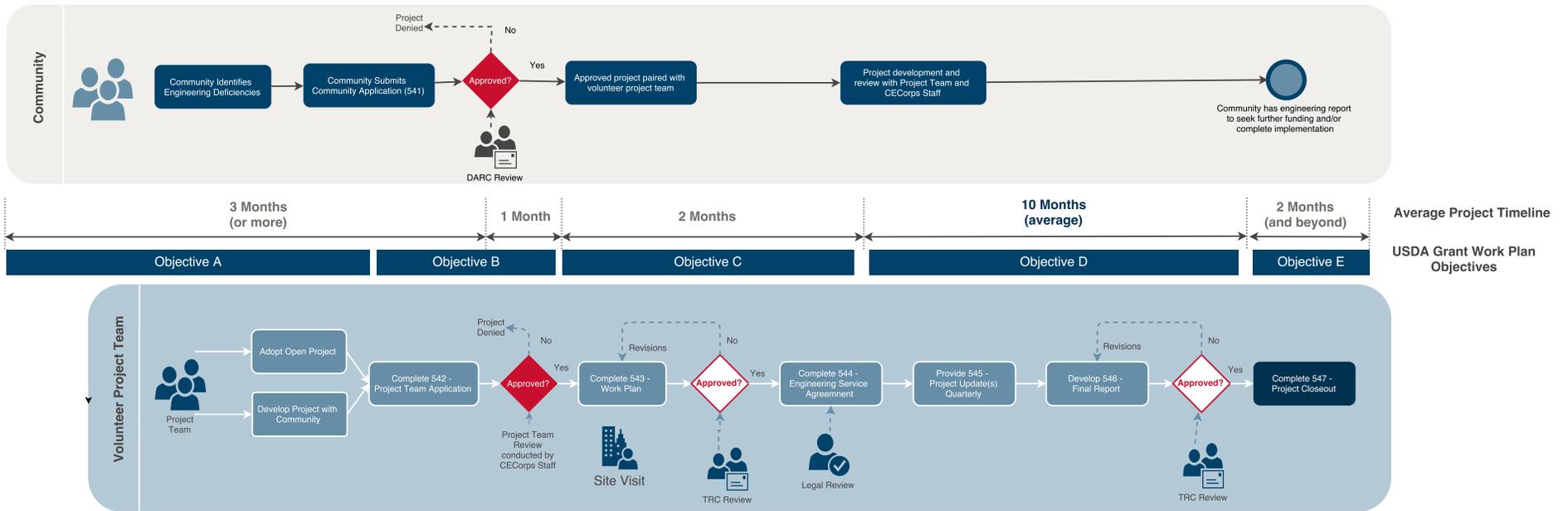
4. Project teams work alongside the community to complete the project

- Once the work plan and engineering services agreements are in place, the project team works with the community on the agreed-upon schedule to develop the required deliverables.
- The project team completes a 545 Status Report every three months to list accomplishments and any changes to the project plan (e.g. schedule, deliverables, team members, etc). This document is reviewed by CECorps staff.
- Prior to giving any work product or opinion to the partner community or regulatory agency, the project team prepares a 546 Final Report. The same TRC that reviewed the specific project's work plan will review this final report. Typically, feedback is provided by the TRC and updates are made to the final report before it is approved. Once necessary updates are made, the project is approved and all work products can be distributed to the community partners.
- Once all project deliverables have been completed, the project team submits a 547 Project Closeout Report. CECorps staff review this report and, once approved, the project is officially closed.

All forms mentioned here and relevant project policies can be found on our *Resources* web page.

Project Process

Community

Community Identifies Engineering Deficiencies → Community Submits Community Application (541) → Approved?

No → Project Denied

Yes → Approved project paired with volunteer project team → Project development and review with Project Team and CECorps Staff → Community has engineering report to seek further funding and/or complete implementation

DARC Review

Average Project Timeline

| 3 Months (or more) | 1 Month | 2 Months | **10 Months (average)** | 2 Months (and beyond) |

USDA Grant Work Plan Objectives

| Objective A | Objective B | Objective C | Objective D | Objective E |

Volunteer Project Team

Project Team

Adopt Open Project / Develop Project with Community → Complete 542 - Project Team Application → Approved?

No → Project Denied

Yes → Complete 543 - Work Plan → Approved?

Revisions / No

Yes → Complete 544 - Engineering Service Agreement → Provide 545 - Project Update(s) Quarterly → Develop 546 - Final Report → Approved?

Revisions / No

Yes → Complete 547 - Project Closeout

Project Team Review conducted by CECorps Staff

Site Visit

TRC Review

Legal Review

TRC Review

Programmatic staffing as related to project process:

CECorps Staff

Preliminary
- Community Outreach
- Recruit Volunteers
- QA/QC Applications

Project Management

DARC Review | Kick-Off Call Training | TRC Review | 543 Conference Call with Project Team | Volunteer/Project Training - bi-monthly | Project Update Call(s) | Community Update Call(s) | TRC Review | Project Close-out Call

Post-Project
- Community Outreach
- On-going Impact Assessment

communityengineeringcorps.org