



CIRP

"IMPACT": Integrity - Morality - "Positive Action" - Compassion - Teamwork

CLICK HERE: www.communityimpactprogram.com to return to your Account Dashboard to complete Project Estimate Step-3

URGENT WARNING: You MUST strictly adhere to each step provided below to ensure you don't jeopardize your funding opportunities with the Community "IMPACT" Resource Program and/or **VOID your \$3,500 Service Fee Waiver (See CIP Form 202).** **IMPORTANT NOTICE: "A PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE A FUNDING INSTITUTION AND FILES A CLAIM CONTAINING FALSE, INCOMPLETE, OR MISLEADING INFORMATION MAY BE PROSECUTED UNDER STATE LAW."**

CAUTION: Always Protect your Privacy Information from Contractors and Independent Agents. You are NOT required to give out your policy numbers, social security numbers, passwords or credit cards numbers to participate in this Program.

The C.I.R.P. Community Service Project Estimate Instructions

Special Instructions for working with a Contractor:

Your Contractor works directly for you, NOT C.I.R.P. It's recommended to avoid or DELAY sharing your C.I.R.P. Resource information with your Contractor until after you get your **written** Estimate. Sharing your Resource information may lead to unnecessary Estimate delays. Your Contractors may want to contact C.I.R.P. or tell you they need to do some "research" *prior* to giving you your Estimate. **Some Contractors may NOT want to work with you since you are NOT ALONE and you're connected to a much larger Organization or an accountable Agency.**

You MUST maintain control of your Contractors at all times during the inspection of your property. It is best to have someone you trust with you, if you live alone and **NEVER... EVER leave your Contractor unattended or alone in your home or on your property.**

Your Contractor MUST give you a WRITTEN Estimate as we have outlined below. Understand that if you can NOT get your Contractors to "honor your request" the way you need them to during the initial estimate, then it's likely that they won't honor your changes or request, when the work begins.

Here's a list of commonly asked questions that your Contractor may want to know:

Question: How will you be paying for the project?

Answer: Tell them that you DON'T carry CASH so you are paying with a Certified Check

Question: When do you want the work done?

Answer: Tell them that you want the work done as soon as possible and you may be getting other estimates to compare with prior to making your final decision

Question: I charge to do Estimates!

Answer: No thanks, I'm looking for a FREE Estimate

Question: Is this an Insurance claim?

Answer: That will depend what you find when you do your inspection

Question: I will need a portion of the money upfront to pay for materials, will this be an issue?

Answer: No, just put down how much money you will need to get started and that won't be an issue.

Conclusion: Just act as if the money is already in your bank account and you need your estimate to have your WORK done. Stay in total control because this is your project and you want it done right.

FOR ACCURACY AND EFFECTIVENESS PRINT THIS FORM (CIP FORM 205) AND CHECK THE BLOCK FOR EACH STEP AS YOU COMPLETE THE STEP!

Step 1: Selecting your Contractor

- Identify a local licensed and insured contractor or business in your area **within 50 miles** of your home or building that's in need of repairs (**This should be done within 24 to 72 hrs**).

The Contractor MUST:

- Be willing to conduct a **"FREE"** Estimate
- Be familiar with identifying sources for property damages to include damages caused by storms

Step 2: Your Estimates MUST answer the following **three (3) questions in written format:**

- 1.) What are the damages to your property (damaged roof, siding, ceilings etc.)?
- 2.) What cause the damage (Fair ware and tear, storms, flood, fire etc.)?
 - **If your property damage was caused by a storm, your Estimate MUST list the storm type**
- 3.) What is the **"Itemized"** cost to repair or replace the damaged property?

- Step 3: Log-in** the GLOBAL Office and go to your **Community Service Account** and UPLOAD (Attach) your Estimate **Signed** by your Contractor to your correct Work Order Number

Account Instructions:

- Go to www.communityimpactprogram.com
- Click “GLOBAL Office Log-in” at top of page
- **Log in** to your Account with your User Name and Password
- CLICK **Step-3 “Estimate Resource Center”** and follow the **“Upload an Estimate”** process

- Step 4: ROOF AND DISASTER RELIEF PROJECTS WILL BE ASSIGNED TO A CERTIFIED C.I.R.P. REPRESENTATIVE MUST REVIEW YOUR ESTIMATE CONDUCT YOUR Specialized Damage Assessment (SDA)**

a.) You will be notified from by a Customer Support Agent, with critical necessary for completing your funding process

b.) You MUST have your Estimates completed prior to a C.I.R.P. Customer Service Agent being assigned to your Work Order

c.) If you have emergency situation, please refer to the Project Reimbursement Program for immediate assistance

- Step 5:** For all other Projects, proceed with **Community Service Program** “Step-By-Step” Instructions located in your Community Resource Center on your Dashboard

Step 6: You MUST Sign-into your Account and check the Status of your Projects frequently.

Step 7: VERIFYING YOUR CONTRACTOR INFORMATION

- **Prior to releasing payment for your work to begin**, for **quality assurance and accountability**, your contractor information will be verified.

Contractor Information

Print Name of Company: _____

Print Name of Contact Person: _____ Phone: _____

Company Street Address (No Po Box): _____

County: _____ City: _____ State: _____ Zip Code: _____