



## Fahe's CHEF (Community Housing and Economic Fellowship)

### 2018 Term – Individual Project Detail

<b>Project Title:</b> CHEF - Energy Consultant Business Plan and Financial Best Practices <b>Service Term:</b> Summer (May – August 2018)
<b>Service Site/Organization:</b> HOMES, Inc. <b>Service Site Location:</b> Whitesburg, KY
<b>Project Focus Area(s)</b> <b>Primary:</b> Business Plan Development <b>Secondary:</b> Financial Best Practices
<b>Qualifications Requested:</b> Experience developing, critiquing business plans, proficient in accounting practices, financial statements and amazing Excel skills <b>Education Focus:</b> Graduate-level student, Business, Accounting, Finance, Marketing
<b>Compensation:</b> Stipend of \$5700 for 12 week term

#### Application Information:

- \* **Completed applications are due no later than April 6, 2018, and will be reviewed in the order they are received.**
- \* Applications must be submitted via either online portal and/or email to Angela Stephens at [astephens@fahe.org](mailto:astephens@fahe.org). \*Please include the CHEF Project Title you are applying for in your email subject line.
- \* Completed applications will include:
  - resume
  - transcript
  - cover letter
  - 2 references
    - one educational (professor/teacher) reference
    - one employer or professional reference
- \* Contact CHEF Program Coordinator Angela Stephens with questions: [astephens@fahe.org](mailto:astephens@fahe.org).

Fahe is an Equal Opportunity Employer. Fahe seeks applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission to eliminate persistent poverty in Appalachia through Leadership, Education, Housing, Advocacy and Communication.

## Fahe CHEF (Community Housing and Economic Fellowship) Project Descriptions - 2018 Term

### CHEF Project Objectives and Activities

**Overall Goal & Description of Project:** *This project involves development of a comprehensive business plan for a new line of business providing a residential energy consultant service to the communities we serve. Internship will also involve reviewing financial statements and current accounting practices with a goal towards improving a few areas of our current financial accounting practices. Intern will help to develop best practices for the allocation and classification of functional expenses.*

#### **Project Objective 1: (05/15/2018 – 07/15/2018)**

Compile a comprehensive business plan for an idea flowing out of our Heat Squad Experience. The idea centers on a new line of business providing a residential energy consultant service to the communities we serve. The energy consultant service will help advise homeowners building new homes, additions, renovations and families seeking to purchase or sell existing homes. The business plan will be useful to evaluate how much startup costs are necessary, the amount of funding necessary, potential startup funding sources, risks, barriers, feasibility, and if the line of business can be self-sustaining in this market.

##### **Intern Activities:**

- Accompany Field Auditor on a few site visits to get a sense of the auditing process, the challenges we face in the community without any type of building code enforcement and the energy related work we are doing.
- Research and provide industry analysis, competitive analysis, and market analysis.
- Complete a business description, marketing plan, a team/management plan and financial projections.
- Assist in critiquing the feasibility of the plan.
- Identify nontraditional funding sources that may be interested in funding such a business plan.

#### **Project Objective 2: (07/16/2018 – 08/15/2018)**

Review financial statements and current accounting practices for the following purposes with a goal towards improving a few areas of our current financial accounting practices. Develop best practices for the allocation and classification of functional expenses.

##### **Intern Activities:**

- Develop best practices for the allocation and classification of functional expenses.
- Develop best practices for the allocation and recording of Income and expenses in the period they occur.
- Review, understand our current method of job costing and determining profit and loss on jobs.
  - Evaluate our current Excel spreadsheet used for job costing and profit or Loss determination.
  - Develop new spreadsheet to simplify and combine both job estimating to actual profit/loss determination.