



**REBUILDING TOGETHER OF SOUTH LAKE COUNTY, INC
CLIENT AND SITE SELECTION POLICY**

Rebuilding Together client selection protocols:

1. Candidate must complete and sign Rebuilding Together Homeowner Application and Verification forms.
2. Candidate must meet the following income guidelines and provide documentation verifying this information.
 - A. Candidate must furnish information documenting total household income. All household members that file federal tax returns must submit a copy of the previous year’s tax return. Household members who do not file income tax must provide documentation of all income which includes: pay check stub, a letter from social security or a copy of SSI check and/or letter, statements documenting annuities, unemployment and AFDC, and rental income.
 - B. Total combined income for all household members must fall below 50% of the area median income level. Median Family Income is \$87,000 for 4 people living in the home

Household Size		Extremely Low-Income	Number in Home	Income to Qualify for RT	Low Income
		30%		46%	50%
.7	1	18,270	1	28,000	30,450
.8	2	20,880	2	32,000	34,800
.9	3	23,490	3	36,000	39,150
	4	26,100	4	40,000	43,500
1.1	5	28,710	5	44,000	47,000
1.2	6	31,320	6	48,000	50,450
1.3	7	33,930	7	52,000	53,950
1.4	8	36,540	8	56,000	57,400

- C. Cost of medical expenses, home health care, hospitalization and medication will be deducted from gross income.
 - D. Rebuilding Together does not require savings account information.
 - E. Rebuilding Together does not take in to consideration the value of personal property (i.e. cars, electronic equipment, value of home, etc.)
3. Candidate must provide verification of home ownership and agree to the following stipulations:
- A. Candidate must verify home ownership by providing a copy of one of the following: deed to the home, homeowner insurance policy, property tax bill or property tax waiver.
 - B. Rebuilding Together will consider working on homes owned by family members, if all owners provide written permission for work to be completed.
 - C. Candidate must sign verification form agreeing that the home to be repaired through Rebuilding Together will not be sold, under contract for sale or a rental property for a minimum of two years after work has been completed. Except under circumstances wherein significant status change occurs, such as illness, death or court requirement of the homeowner.
4. Type of home that will be considered under Rebuilding Together program:
- A. Qualifying homes must need repairs to improve the quality of life, safety and security for household members.
 - B. Repairs must fall within the skill level of the volunteer work groups available. The project must be suitable for available volunteers.
 - C. Site Preview rating form will be used to determine priority house selection lists. Note: Homeowners will not be evaluated on “how” the homes fell into a state of disrepair.
5. Other requirements of homeowner and occupants:
- A. Priority is given to homes of elderly and disabled low-income homeowners. The disabled person can be a family member residing within the home or the homeowner themselves.
 - B. Household members must demonstrate a willingness to work with volunteer groups, an understanding of the program and understand limitations of work to be done by volunteers.
 - C. Homeowner must sign all agreements and documentation and abide by all conditions set forth in these documents.
 - D. Neither the occupants of the house, nor the house, nor the surrounding area should pose a threat to the physical safe being of the volunteers. Homeowner will sign the agreement

form which states that if the volunteers are placed in an unsafe work environment that *Rebuilding Together* will not perform or complete the repairs on the Home.

- E. Rebuilding Together will ensure that the home does not pose an unsafe work environment to our volunteers by providing a list of addresses to the Local Police Department. RTSLC will request that the local Police Department will run those addresses through their system to see if any issues related to the potential safety of our volunteers have occurred at that residence. If in fact there have been incidents that could pose an unsafe volunteer experience the candidate will be taken out of consideration for assistance through our programs.
- F. Appearances of improprieties or untrue statements related to the rules and conditions of the Rebuilding Together program may result in disqualification of candidate.
- G. Rebuilding Together will not put any restrictions on the number of times a home is repaired through the program.
- H. Policy for completing work on mobile homes Rebuilding Together only takes on 2 to 3 mobile homes a year that require ramps, painting, and general clean up. Mobile homes with plumbing problems need to be referred elsewhere.

Date

Signature