

RPJ HOUSING'S VOLUNTEER HOME REPAIR PROGRAMS

HOMEOWNER APPLICATION 2009-2010

SECTION 1 – HOUSEHOLD INFORMATION

Please identify the homeowners who live at this address. (List non-resident owners in Section 4.)

_____ Male or Female Disabled? Yes No
(Name of Homeowner #1) (Date of Birth)

_____ Male or Female Disabled? Yes No
(Name of Homeowner #2) (Date of Birth)

Address:

City, State, Zip:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Total number of people living in the home _____.

List the name and ages of all people (except the homeowners listed above) living in the home.

Name: _____ Date of Birth: _____ Male or Female Disabled? Yes No

Name: _____ Date of Birth: _____ Male or Female Disabled? Yes No

Name: _____ Date of Birth: _____ Male or Female Disabled? Yes No

Name: _____ Date of Birth: _____ Male or Female Disabled? Yes No

Please check all that apply to individuals in the household. This information will help RPJ Housing make reasonable accommodations for individuals in the household with disabilities and be used to identify repairs that may improve safety and accessibility.

- Hearing impaired Visually impaired Wheelchair user Uses a walker/cane
 Other health/mobility concerns that we should be aware of: _____

Demographic information collected is not used to discriminate or deny services to any segment of the population. The demographic information is requested by local county/city governments who are recipients of CDBG funding. You are not required to furnish this information, but are encouraged to do so. Demographic data include age, ethnicity race, and gender.

I am (please check one): Hispanic Non-Hispanic

I am (please check only one)

- American Indian/Alaskan Native
- American Indian/Alaskan Native & White
- American Indian/Alaskan Native & Black/African American
- Asian
- Asian & White

- Black/African American
- Black/African American & White
- Middle Eastern
- Native Hawaiian/Pacific Islander
- White
- Other Multiracial

I am a female head of household (a single female living with dependent children) Yes No

I or a member of this household is a U.S. Veteran? Yes No

SECTION 2 - THE HOUSE

- I have previously applied to Rebuilding Together (formerly Christmas in April) and/or Hearts and Hammers.
 Volunteers from Rebuilding Together and/or Hearts and Hammers worked on my home in _____ year.

I learned about RPJ Housing's Volunteer Programs from:

- Property Tax Waiver Flyer TV/Radio Newspaper Friend/Neighbor Other: _____

My house is located in (please check one):

- Arlington County (VA) Fairfax County (VA) City of Fairfax (VA) City of Falls Church (VA)

My home is a: condo/apartment duplex townhouse/row house single family house other

I live in a community with a homeowners association Yes No _____
Name of Association

The house was built in _____ (year). I/we have lived here since _____ (year).

My trash is collected by: _____ On _____ day of the week.

The average utility bill from this past year for gas \$ _____ and electric \$ _____.

SECTION 3 – TYPE OF REPAIRS TO BE CONSIDERED

Below I have identified and described the repairs I need to make my home accessible, livable and safe. I understand that RPJ Housing will consider most types of repairs, but that a final decision is at their discretion, depending on time, financial resources, and the availability of volunteers with the required skills.

Accessibility modifications (ramp, grab bars, railings)

Gutter/downspout/fascia/soffit repairs

Carpentry

Painting

Energy Efficiency/Weatherization

Plumbing

Floor/Door/Windows

Wall/ceiling repairs

Please describe other repairs needed:

SECTION 4 - VERIFICATION OF HOME OWNERSHIP

RPJ Housing will consider repairing a home if: (a) the home is owned by an individual or by multiple family members, (b) at least one of the owners resides in the home, (c) all owners agree that RPJ Housing can enter and repair the home, and (d) the owners certify that the home will not be sold for at least 2 years after the repairs are completed.

RPJ Housing will not repair a home that is scheduled to be sold, is under contract for sale, or is a rental property.

Is your home owned by more than one person? YES NO

Does at least one owner live at the address given in Section 1? YES NO

Please list the names and addresses of any owners who do not reside at the address in Section 1:

(1) _____

(2) _____

Is your homeowner insurance payment current? YES NO

Are your property tax payments current? YES NO I receive property tax waiver

Is your mortgage payment current? YES NO The mortgage is paid off

SECTION 5 -CERTIFICATION OF INCOME

Please fill in the information requested below and **attach documentation** to verify the income of all household members. RPJ Housing does not want your social security number and suggests that you remove your social security number from all documents.

RPJ HOUSING REQUIRES that we have a copy of each family member's most current income tax return or other documentation of their gross annual income. Examples of documentation required include the most recent W-2; Social Security Form 1099-Benefit Statement; Annuity or Retirement Statement and interest earned statement.

RPJ Housing serves low-income households. The information requested will be used to determine the household annual gross income. Although you are not legally required to provide information on household income your failure to do will result in our inability to determine your eligibility for services.

Name	Wages & Salary	Social Security Income (do not provide your ssn)	Pension/ Retirement	Other Interest Rental Income Alimony	TOTAL GROSS INCOME

You must also certify your income to be eligible for the home repair services provided by RPJ Housing's volunteer programs. Please check the one box below that best describes the size of your household and the total gross income of all family members living in the home and sign the statement below.

- My household is 1 person and... My income is not more than \$35,950
 My income is between \$35,951 and \$44,800

- Our household is 2 people and... Our total income is not more than \$41,100
 Our total income is between \$41,101 and \$51,200

- Our household is 3 people and... Our total income is not more than \$46,200
 Our total income is between \$46,201 and \$57,600

- Our household is 4 people and... Our total income is not more than \$51,350
 Our total income is between \$51,351 and \$64,000

- Our household is 5 people and... Our total income is not more than \$55,450
 Our total income is between \$55,451 and \$69,100

- Our household is 6 people and... Our total income is not more than \$59,550
 Our total income is between \$59,551 and \$74,250

I understand that the information I provided above must be complete and accurate to comply with Federal regulations. _____ (Homeowner's Signature)

Please list the name of any member of your household who is **unemployed**: (Do not include individuals in grades K-12, retired individuals, or those receiving Social Security.) _____

Does anyone in your household receive **TANF**? (Temporary Assistance to Needy Families) Yes No

SECTION 6 – HOMEOWNER(S) AGREEMENT WITH RPJ HOUSING

I/we understand that:

- RPJ Housing’s Rebuilding Together and Hearts and Hammers programs provide volunteer home repairs for low-income homeowners who are unable to do the work themselves.
- All work will be performed by a mix of skilled, semi-skilled & unskilled volunteers. They may not be able to complete all the repairs required within the home, however they will always complete work once it is started.
- All repairs will be performed at no cost to me.
- Typically all work done by RPJ Housing’s volunteers is done in one day. The number of volunteers and the amount of time will vary.
- Neither RPJ Housing nor its programs will warranty or guarantee the materials or the workmanship of the repairs to be performed.

- I/we own the property at the address given in Section 1 of this application.
- I/we have provided full and accurate information regarding the income of all family members living in the home, as documented in Sections 1 and 5.
- I/We have no present intent to move or offer this home for sale over the next two years.
- I/We understand that I/we, all family members and visitors at the home will work alongside the volunteers to the best of each person’s ability. Lack of participation from those able to work alongside the volunteers may result in the termination of the work project.
- I/We hereby release RPJ Housing, its Hearts and Hammers and Rebuilding Together programs, and all individuals, sponsors, and suppliers associated with this project from any and all liability associated with the repairs performed on my home.
- I authorize the disclosure of the above information to only those persons or agencies as necessary to secure the assistance for which this application is submitted.

Homeowner #1 Signature

Date

Homeowner # 2 Signature

Date

Preparer Signature if other than homeowner

Date

Relationship to the homeowner: _____ Phone: _____

SECTION 7 - EMERGENCY CONTACT(S)

Please identify a person we may contact in case of an emergency during the workday:

Name: _____ Phone: _____

Relationship: _____

Please note that RPJ Housing receives funding to support its Volunteer Home Repair programs from Arlington Community Development Block Grant, City of Falls Church Community Development Block Grant and Fairfax County Consolidated Community Funding Pool.

**If you need assistance in completing this application, please contact RPJ Housing.
We will make reasonable accommodations for individuals with disabilities upon request.**

**PLEASE RETURN COMPLETED APPLICATION TO:
RPJ Housing ♦ 2666 Military Road ♦ Arlington, VA 22207**

Questions: Call (703) 528-5606 ext 16

E-mail: pattik@rpjhousing.org



Robert Pierre Johnson Housing Development Corporation

Celebrating over 30 years of service to the community!

www.rpjhousing.org CFC #77965 United Way #8178

Dear Applicant:

Thank you for your interest in RPJ Housing's Volunteer Home Repair programs; *Rebuilding Together* and *Hearts and Hammers*. Repairs are made by volunteers to ensure that household members live safely and independently in their homes.

Rebuilding Together is a volunteer based home repair program serving low-income homeowners, with priority given to seniors, persons with disabilities and families with children, in Arlington and Fairfax Counties and the Cities of Fairfax and Falls Church. Groups of 20 or more volunteers work on 50-60 homes each year during the last weekend in April. All materials and labor are donated by sponsoring groups therefore there is no cost to homeowner for these services.

Hearts and Hammers is a year-round volunteer home repair program that serves low-income homeowners, with priority given to seniors, persons with disabilities and families with children. Since 1992, RPJ Housing has been responding to community housing needs in Arlington County (VA), Fairfax County (VA), Fairfax City (VA), and Falls Church City (VA).

The Hearts and Hammers program focuses on resolving accessibility needs, safety issues, and code violations. Hearts and Hammers projects tend to be smaller in work scope with 1-10 volunteers working on a project for up to an 8-hour day.

Enclosed please find a descriptive brochure and a homeowner application. Please complete and return the application, including documentation verifying the total household income.

Upon receipt of your application, if it is determined that you meet the basic selection criteria of the programs, a staff member will schedule a time to meet with you at your home. During this time, the staff member will want to see the repairs that are needed to your home. This interview will take approximately 45 minutes. In some cases, we may determine that an additional visit will be necessary to further evaluate the repairs. Each application and the information obtained during the home interview will be reviewed and evaluated. RPJ Housing is able to help a limited number homeowners each year and therefore not all qualified applicants will be selected to receive assistance.

We will then notify you in writing when a decision has been made on your application. If your home is chosen as a suitable project for volunteers, your application will be put on a waiting list until an appropriate group of volunteers have been identified. Please note that being on the waiting list does not guarantee that you will receive help. Since most of the home repair work is done by volunteers, we must have the appropriate mix of volunteers to work on your home.

If a group of volunteers is identified, we will contact you with specific information on the team. The team leader will then meet with you to determine what specific repairs the team will be able to accomplish. Feel free to tell the team leader about all repairs you need for your home, but be sure to point out those that are most important to you. The team will do as much work as possible, but please remember that this is a one-day event and we may not be able to accomplish everything that may need to be done in your home.

Please remember that RPJ Housing is a non-profit organization and both *Rebuilding Together* and *Hearts and Hammers* are volunteer-based programs. We are not able to respond to immediate needs and we must give priority to homeowners with the greatest need. For that reason, if you have immediate needs, we strongly suggest that you continue to explore other home repair programs while you are waiting for us to process your application.

The neighbor-helping-neighbor spirit of RPJ Housing's Volunteer Home Repair programs build hope and mutual caring in our communities. If you have any questions, please feel free to contact Patti Klein at (703) 528-5606 ext. 16. We look forward to talking with you soon.

Sincerely,

RPJ Housing
Volunteer Home Repair Programs

What to Expect After You Submit an Application

- If your application meets the criteria, a staff member will contact you to conduct a telephone interview and then set up a time to meet with you in your home.
- A staff member will meet with you and the adult members of your household to explain how the program operates and to review the repairs that you need for your home.
- If your home is chosen as a suitable project for volunteers your application will be put on a waiting list until an appropriate group of volunteers has been identified.
- Some homes will be repaired through the **Rebuilding Together** program during the last weekend in April. These projects tend to be larger in work-scope and need a minimum of 20 volunteers working an 8-hour day. Homeowners selected to receive services through the Rebuilding Together program will be contacted in early March.
- Those applicants not selected for the Rebuilding Together program will remain on the waiting list for up to two years to see if an appropriate **Hearts and Hammers** team can be identified. Typically work is done on Hearts and Hammers projects during the months of May – December. Since we rely on volunteers to perform the repairs, being on the waiting list does not guarantee that you will receive help.
- Once a team has been identified to work on your home, through either program, the team leader will meet with you to determine your needs and define the specific repairs that the team will be able to complete.

RPJ Housing's Volunteer Home Repair Programs 2009-10 Homeowner Application Brochure



RPJ Housing
2666 Military Road
Arlington, VA 22207
Phone: (703) 528-5606
Fax: (703) 351-9754
Website: www.rpjhousing.org
E-mail: pattik@rpjhousing.org

RPJ Housing is a non-profit organization

Home Repair Services Available Through RPJ Housing

RPJ Housing organizes two volunteer home repair programs, **Rebuilding Together and Hearts and Hammers**. Both programs serve low-income homeowners with priority given to seniors, persons with disabilities and families with children. Our goal is to ensure that household members are able to live safely and independently in their homes. We focus on making the home a safe place for the homeowner and others who live there.

Thanks to the generous support of community organizations and local businesses, along with hands on assistance from a broad spectrum of volunteers from all walks of life, we do not charge the homeowner for the work or the materials.

Volunteers make repairs to the homes of low-income homeowners through the **Rebuilding Together** program in Arlington and Fairfax Counties and the Cities of Fairfax and Falls Church during the last weekend of April. There must be enough work for 20 people to each work 8 hours.

Volunteers also make repairs to the homes of low-income homeowners through our year round program **Hearts and Hammers**. We serve residents of Arlington and Fairfax Counties, Cities of Fairfax and Falls Church. The scope of work is limited to 1-10 volunteers (skilled and unskilled) working up to an 8-hour day.

Although we would like to assist everyone who is qualified, we rely on volunteers and can only assist up to 100 households each year.

CFC #77956 UWNCA 8178 CVC #8463

How To Apply

- The homeowner(s) must complete and sign an application (enclosed) and return it to RPJ Housing.

If you need assistance in completing this application, please call (703) 528-5606 ext 16. We will make reasonable accommodations for individuals with disabilities upon request.

- The homeowner(s) must provide documentation of the total household income.

Criteria

- One or more of the homeowners must live in the home to be repaired and intend to remain in the home for two years after the repairs are completed.
- The total household income level must fall below established limits. For example, total gross household income for one person must not exceed \$44,800, for two people \$51,200, for three people \$57,600 etc.
- Priority is given to households with seniors, persons with disabilities and families with children.

Types of Repairs Considered

- Volunteers make the majority of repairs. The amount and scope of work that can be completed is determined by the team assigned to each project.
- Repairs are made to improve the safety, warmth and security of your home. Some examples are: interior and exterior painting; minor plumbing and electrical work; floor, wall, door and ceiling repairs; installation of grab bars, railings, raised toilets and other safety devices; weatherization and energy efficiency improvements; and removal of trash and yard work.