



**Policy Number: 10**

**Adopted: August 2011**

**Procedures for the application, screening, approval, and performing a brush of kindness home repair for the Habitat for Humanity of Richmond and Westmoreland Counties.**

The Habitat for Humanity of Richmond and Westmoreland Counties affiliate (HFHRWC) receive request to assist home owners with to repairs to their homes. Habitat for Humanity International encourages this type of assistant to low income and elderly home owners. This type of assistance is titled “A Brush of Kindness”.

The HFHRWC averages one home build per year. The Board of Directors has determined “A Brush of Kindness” is another way the affiliate can help the low income and elderly community.

The corporation is organized as a nonprofit corporation exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, as amended.

The HFHRWC Board of Directors has deemed it desirable to formally adopt the following policy to implement “A Brush of Kindness Program” for the corporation.

**I. Application and initial screening:**

- a. The application for the “Brush for Kindness Home Repair” (BFKHR) must be complete, signed, and submitted to the Family Selection Committee Chairperson or person appointed by the Board to perform initial screening of applicants. Application is attachment (A).

**II. The Family Selection Committee will review the a BFKHR application for the following:**

- a. Application is complete.
- b. Application is signed and dated.
- c. Applicant is a resident of Richmond or Westmoreland Count.
- d. Applicant owns the home for which work is to be performed.
- e. Applicant is in good financial standing with monthly mortgage payments.
- f. Credit checked.
- g. Applicant can purchase or pay for building materials (yes or no)
- h. If no, is applicant willing to sign a loan agreement to repay HFHRWC within XXXXXX number of years.

**III. Initial Board Approval**

- a. The Family Selection Chairperson will present the (BFKHR) application to the Board of Directors at the scheduled monthly meeting.
- b. The Board will accept or deny the application. .
- c. If denied, the application will be turned over to Church Relations or Family Support Committee Chairperson for possible assistance.
- d. If approved, the application will be turned over the Construction Chairperson to determine level of effort, estimated cost of materials, contractor cost, and if HFHRWC have the volunteers on staff to assist with or perform the work.

**IV. Final Board Approval**

- a. The chairperson of the Construction Committee will review section 3 of the application and determine level of effort, estimated cost of materials or contractors, and work volunteers can complete.
- b. Treasurer will determine if funds are available for the repairs.
- c. The Board will accept or deny the application.
- d. If denied, the application will be turned over to Church Relations or Family Support Committee Chairperson for possible assistance.
- e. If accepted, the applicant will be notified in writing by the Executive Directors of the next steps:
  - i. The following repairs will be completed by HFHRWC.
  - ii. The repairs are scheduled to begin on.
  - iii. The applicant must apply for a loan to pay for materials or a contractor.
  - iv. The following volunteers will be working on the repairs.
  - v. You contact person is.
- f. The Construction Committee Chairperson will notify Volunteer Coordinator for scheduling of volunteers.