



It's about the lives we touch with the work we do. Remodeling is a powerful tool for change. This is how we impact the people around us." – Bill Markt, CR

Dear Potential Client,

Welcome to ReFIT! For many members of our community, limited mobility creates obstacles to living independently. The path to the front door may suddenly or over time become an arduous journey, one that cannot be made without assistance. For the people we serve, having a resource to meet these simple, practical needs can make the difference between remaining independent and having to seek care in an assisted living facility or adult foster home.

ReFIT is unique in that it utilizes the skills and resources of the construction industry to make homes accessible. We have the special skills and resources to tackle the problems of accessibility in existing homes. A wide range of projects is possible, such as building ramps, widening doors and making other extensive improvements. Each project is tailored to the goal of enabling our clients to live independently in their homes.

Thank you for your interest in ReFIT. Please complete the Homeowner Qualification Form and the Income Screening Form included with this letter. If you have any questions please feel free to call us.

Thank you,

ReFIT Project Committee

What is the Application Process?

How do I know if I qualify for ReFIT's services?

The first step in applying for our assistance is to fill out a **Homeowner Qualification Form** and send it to PO Box 8353, Portland, OR 97207. You may get a form from your Case Worker or you may call us at (503) 698-8382. You will receive a call from a member of the Appraisal Committee and if it is found that your application meets all the criteria we will schedule a site check to review your needs and assess your disability. After the site check the appraiser will make a recommendation to the Board of Directors. If the recommendation is in your favor and the board votes to accept your application we will forward your application to our project committee, which in turn will schedule another site check to develop a construction plan. After the site check, the committee reports back to the Board with its findings and recommendations and a second review by the Board will determine whether the project qualifies for ReFIT's assistance

What qualifies me for possible assistance from ReFIT?

- Homeowner or family member living in home must have limited mobility and/or functional limitation.
- Homeowner must have an income below 80% of the median income (may be waived under certain circumstances).
- The homeowner or family member is able to stay in home as a result of modification.
- The requested modifications must increase the accessibility of the home.
- Home cannot be a mobile home, trailer or modular home .
- With the exception of the house and one automobile the assets of all household members must not exceed \$20,000.00.

Among potential clients who meet these minimum qualifications, top priority is given to those who demonstrate the greatest need. Priority clients may have low or very low income, live alone, have an emergency situation, or be in imminent risk of institutionalization. In addition, the screening process targets clients who have the best chance of reaping long-term benefits from home modifications. Indicators of success include clients who are alert and cooperative, have stable health or a treatable chronic disease, live in a stable neighborhood, and have an involved and committed family.

Project Management

Once a project is approved, a project team is formed to ensure that the needs of the client are met with quality work performed in a timely fashion.

The project management process is designed to ensure that projects are completed on time, within budget, and that all work is performed according to industry standards. Coupled with the screening and evaluation process, this approach ensures that completed projects are reasonable solutions to real needs.



Homeowner Qualification Form

PO Box 8353
Portland, OR 97207
Phone 503 698-8382
www.refitportland.org

ReFIT is a non-profit volunteer organization providing home modification services for physically and financially challenged homeowners who wish to remain living independently in their homes.

Name: _____
(Last) (First) Middle)

Address: _____
(Street) (County) (City) (State) (Zip)

E-mail address _____

Phone: _____ Date of Birth: _____

Please answer the following questions. *All information will be kept confidential.*

1. Do you own and live in this home? Yes No
If no, do you live with a family member who owns this home? Yes No
Number Living in Household # _____

2. Is this house a mobile home, trailer or modular home? Yes No

3. Is your household income at or below 80% median income? Yes No
\$2,613 (one person per month) or \$2,986 (two people per month)

4. Excluding your home and one automobile do your remaining assets exceed \$20,000.00? Yes No

5. Do you have a permanent physical disability? Yes No
If yes, please describe: _____

6. Do you qualify for any other program? Yes No
If yes, please list: _____

7. Case Manager: _____ Phone number: _____

I hereby certify the above information to be correct:

_____ Date ____/____/____
HOMEOWNER Signature **Date**

Committee Use Only		
____/____/____	____/____/____	____/____/____
Date Received	Site Check Date	Project Approved

Our program guidelines require that an applicant's total assets not exceed \$20,000.00, excluding the value of your home and one automobile.

Please briefly describe as specifically as possible, the work that you are requesting we perform and how it would improve your activities of daily living. (please attach additional sheet if necessary)

My signature below indicates that the information provided is accurate and complete. I give ReFIT permission to come into my home for the purposes of assessing my needs and disability and evaluating the scope of the work to be done.

X _____ Date _____
Signature of homeowner

By initialing here I give my permission to share this information with other agencies that may be able to provide me with assistance. _____ initial here

Note: The selection of your home into the program depends on many factors, including, but not limited to: applicant’s elderly or disabled status, income level, urgency of modifications needed, the number of applications received and the availability of agency resources.

Name of person submitting this referral other than homeowner: _____

Agency name if applicable _____ Phone _____

For any questions please call our office at (503) 698-8382.

- **We do not discriminate on the basis of color, national origin, religion, gender, age, marital status, sexual orientation, disability or any other basis prohibited by law.**
- We also request that any selected applicant for our program adhere to the same non-discrimination policy when in contact with any of our volunteers, staff or anyone acting on behalf of ReFIT.

CRITERIA FOR PROJECT ACCEPTANCE

- Homeowner or family member living in home must have limited mobility and/or functional limitation.
- Homeowner must have an income below 80% of the median income, per 2009. May be waived under certain circumstance.
 1. 1 person making \$39,200
 2. 2 persons making \$44,800
 3. 3 persons making \$50,400
 4. 4 persons making \$56,000
 5. 5 persons making \$60,500
- The homeowner or family member is able to stay in home as a result of modification.
- The requested modifications must increase the accessibility of the home.
- The home cannot be a mobile home, trailer or modular home.
- With the exception of the house and one automobile the assets of all household members must not exceed \$20,000.00.