



## *Partner Family Sweat Equity Policy*

### **What is Sweat Equity?**

Your willingness to partner with us is an important part of our program. That partnership includes a contribution of your time that we call “Sweat Equity” (SE). SE can be earned doing the following activities:

- The construction of a family’s future home;
- The construction of other HFHDC homes;
- The development of skills for successful homeownership through participation in education programs recommended by HFHDC;
- Building and strengthening ties to community through attendance at HFHDC meetings and events and other community service or self-development activities;
- Approved job training and courses specifically meant to help you move up in your field of work

### **Core & Non-Core Hours**

Single homebuyers will be required to complete a minimum of 200 total SE hours. Families with multiple homebuyers will be required to complete a minimum of 300 SE hours.

Total SE hours are comprised of required “core” hours and optional “non-core” hours. Core hours will be completed in the areas of construction and education and may only be earned by the partner family. Non-core hours may be completed through approved community building activities and/or donated hours of construction.

#### **▪ Core Requirements:**

- **Construction:** Partner families must meaningfully participate in the construction of their own home as well as the homes of other HFHDC homebuyers.
  - Please make sure that a representative of DC Habitat signs your form each time that you volunteer.
  - To receive credit for sweat equity hours earned in a given month, you must submit a sweat equity form to Mandy Jansen by fax, 202-882-9343, email, [mandy.jansen@dchabitat.org](mailto:mandy.jansen@dchabitat.org), mail, or in person by the 5<sup>th</sup> day of the following month.
  - You must schedule any construction sweat equity with our Volunteer Services Manager, PK, at least a week before you plan on being on site. You can call her at 202-882-4600, x227, or email her at [paulakatrina.drago@dchabitat.org](mailto:paulakatrina.drago@dchabitat.org). You need to inform PK of how many people you plan to bring on site at the time you schedule. If you bring any unexpected guests with you when you come to volunteer, they may not be accommodated and their hours may not be able to be

donated to you. Please do not assume that you are okay to volunteer if you do not speak directly to PK or do not receive a confirmation that you have been approved. You must receive confirmation before volunteering on site.

- You can schedule up to four people total (including yourself) each day that you volunteer on our construction site. We cannot guarantee that you will be able to bring three guests each day you volunteer on our construction sites. This will depend on our schedule and the number of volunteer slots we have available.
- When you volunteer on site, you need to be available to volunteer for **an entire 7 hour shift**. This is generally from 8:30am – 3:30pm. If you have to leave early or arrive late, you will need to re-schedule.
- If you have scheduled a day to complete your sweat equity, have been confirmed by PK, and find you can no longer participate, please call PK at 202-882-4600, x227, or email her at [paulakatrina.drago@dchabitat.org](mailto:paulakatrina.drago@dchabitat.org) to cancel.
- Education: Housing Services staff will notify partner families of the required curriculum and schedules of required education classes. Curriculum may include the following components:
  - Introduction to Habitat
  - Financial Literacy
  - Construction & Safety
  - Homebuyer Education
  - Post-Purchase Education
  - Home Maintenance
- In the case of multiple homebuyers, all applicants will be required to attend education classes.
- Homebuyers are required to complete 100% of their required education hours and a minimum of 10% of their construction hours before signing a contract on a home.
- **Non-Core Options:**
  - Community Building: Homebuyers may earn SE hours by participating in community service or self-development activities. All such activities are subject to the prior written approval of Housing Services staff. Building Community hours may only be earned by members of the partner family.
  - Donated Construction: Friends and non-household family members may contribute construction hours toward the partner family's total SE requirement. It is the responsibility of the partner family to coordinate donated hours and to be sure that all such hours are properly documented, signed, and submitted for approval by Housing Services staff. At least one of the homebuyers must be present and volunteering at all times for donated sweat equity hours to count. Only up to 3 additional volunteers may volunteer at a time (4 total on-site, including homebuyers).
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		Single Homebuyer	Multiple Homebuyers
<b>TOTAL SWEAT EQUITY HOURS</b>		200	300
<b>CORE</b>	<u>Construction</u> <i>Minimum construction hours required to be completed by the homebuyer(s). These hours may not be donated.</i>	100 Required	150 Required
	<u>Education</u> <i>Minimum education hours required to be completed by the homebuyer(s). These hours may not be donated.</i>	20 Required	30 Required
<b>NON-CORE</b>	<u>Community Building</u> <i>Maximum hours that may be completed in non-construction, non-education activities by the homebuyer(s). These hours may not be donated.</i>	Up to 20	Up to 30
	<u>Donated Construction Hours</u> <i>Maximum construction hours that may be donated to the HB. Any donated hours are in addition to the minimum required of the homebuyer(s).</i>	Up to 80	Up to 120

*I have read and understand Habitat for Humanity of Washington D.C.'s Sweat Equity Policy. I will communicate regularly with the Housing Services Staff regarding the status of my sweat equity, and will address any concerns or questions about my sweat equity as they arise.*

\_\_\_\_\_ Date \_\_\_\_\_

Homebuyer 1

Date

\_\_\_\_\_ Date \_\_\_\_\_

Homebuyer 2

Date