



IN PARTNERSHIP WITH
PEOPLE HELPING PEOPLE

2007 Workdays

April 20 and 21

April 27 and 28

(Rain Dates - May 4 and 5)

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SECTION 1

Basic Information

Mission Statement

Amigos Days is a hands-on ministry where urban and suburban churches are joining together with People Helping People of the City of Dallas and residents of urban neighborhoods to make a difference in the city.

Goals of Amigos Days

1. Making disciples of Jesus Christ.
2. Supporting Urban Churches in mission with their neighbors.
3. Building strong, on-going relationships between urban and suburban churches.
4. Restoring and revitalizing urban communities.

Important Dates

Partner Church pledges due: March 1, 2007

Call or e-mail Diane Presley at (214) 906-7198 or dipresley@hotmail.com with the amount that your church is contributing to Amigos Days.

Organizational Meeting: February 15, 2007, 7:00 p.m., Walnut Hill UMC, 10066 March Lane, Dallas

For all Team Leaders from all Partner and Host Churches to select the home and/or other projects you will work on during Amigos Days

Partner Church donations due: March 30, 2007

Make your check payable to: North Texas Conference and write on comment line: Amigos Days

Mail to:

Mission Office,
P.O. Box 516069
Dallas, TX 75251

Workdays: April 20 and 21 and April 27 & 28

(Rain days May 4 & 5)

Important Terminology

Host Church

A host church is an urban church working to develop strong connections with their neighbors and with other United Methodist Churches. In 2007 we have three Host Churches:

- Christ's Foundry
- Oak Cliff UMC
- Pleasant Mound-Urban Park UMC

Partner Church

A Partner Church is a suburban or urban church joining with a Host Church in outreach to their urban neighbors.

Construction Coordinators

The Construction Coordinators are volunteers from various Partner and Host Churches that oversee the Amigos Days construction. They select Host and Partner Churches, set the budget, and recruit Construction Coordinators. Current Construction Coordinators are:

Mark Kitchens	214-542-5132	Christ's Foundry
Bill Hartman	214-724-8656	Oak Cliff UMC
John Buehner	972-567-1366	Pleasant Mound-Urban Park UMC
Dan Cone	972-978-2571	

If you would like to serve on the Amigos Days Advisory Team, contact Diane Presley at (214) 906-7198 or dipresley@hotmail.com or Alma Cone at (972) 867-2581 or adccone@verizon.net.

Host and Partner Church Responsibilities

What Does a Host Church Do?

It is the responsibility of a Host Church to:

- Develop a plan to personally connect with your neighbors
- Participate in the Amigos Days planning meetings
- Look for ways to build strong connections with your Partner Churches
- Form an Outreach Team
- Form a Hospitality Team
- Form a Construction Team
- Form a Prayer Team
- Provide a person who is familiar with the physical layout of your church who will be at the church during all workdays

What Does a Partner Church Do?

It is the responsibility of the Partner Church to:

- Submit a Partner Church Registration to the Amigos Days Advisory Team
- Recruit Team Leaders (Organizational, Construction, Hospitality, Prayer)
- Form a Construction Team
- Form a Hospitality Team
- Form a Prayer Team
- Find ways to publicize Amigos Days within your congregation
- Make a financial contribution to Amigos Days (typically churches contribute between \$500 - \$3,000; however, there is no minimum amount that a church is required to pledge in order to become a Partner Church). Pledges are due by March 1st and donations paid by March 30th.)

Team Leader Responsibilities

What Does a Team Leader Do?

Organizational Team Leader

- The overall contact person for the Partner Church
- Keeps the other Team Leaders informed
- Recruits volunteers
- Publicizes Amigos Days within your congregation
- Arranges for Amigos Days pledge to be sent in on time

Hospitality Team Leader

- Recruits a Hospitality Team from your congregation
- Attends the February Organizational Meeting and any follow-up meetings with your Host Church and other Partner Churches
- Organizes collections of snacks and other supplies needed during the Workdays

Construction Team Leader

- Recruits a Construction Team from your congregation
- Attends the February Organizational Meeting and selects a home and/or other projects
- Goes with a representative from People Helping People to meet the homeowner and assess the work that is needed to be done on the home
- Agrees to follow the rules and guidelines set by People Helping People
- Coordinates all efforts with the Construction Coordinator for your Host Church
- Arranges to pick up supplies for your home from People Helping People or at your Host Church
- Arranges for return of unused supplies to People Helping People office
- Sets the tone for making this a positive and spiritual experience for your team.

Prayer Team Leader

- Recruits a Prayer Team from your congregation
- Leads the team members in praying for the volunteers and neighbors participating in Amigos Days
- Organizes a Prayer Vigil in your congregation during the two weekends of Amigos Days (optional).

Ways to Publicize Amigos Days

Before Amigos Days

- You will want to begin early to publicize Amigos Days in your congregation. It helps a lot in recruiting team leaders and volunteers.
- Use a mix of newspaper articles, posters, Sunday School fliers, bulletin stuffers, and pulpit announcements.
- Always use lots of pictures from previous years.
- Encourage your pastor to talk about Amigos Days from the pulpit.

Other available resources:

- Amigos Days Video
- Download from the Amigos Days web page
- Amigos Days Logo
- Amigos Days 2007 Brochure
- Volunteer recruitment forms (in the appendix)
- Amigos Days T-shirts

During Amigos Days

- Be sure you arrange for someone to take lots of photos during all four workdays. The goal is to have at least one photo of each volunteer and a "before" and "after" photo of the home you have chosen to work on.
- Recruit a volunteer who will select your best shots and post them quickly on your church web page. Also, e-mail a few of your favorites to Diane Presley at dipresley@hotmail.com so they can go on the Amigos Days web page.

After Amigos Days

- Your church newspaper will be glad to print an article about your Amigos Days experiences and may have room to print a photo or two.
- You can purchase a large, freestanding display board on which you can arrange lots of photos. Most churches display these "photo galleries" for several weeks after Amigos Days.
- Encourage volunteers from your church to write a brief story describing something special they experienced during Amigos Days. Submit to Diane Presley at dipresley@hotmail.com so they can be posted on the Amigos Days web page.

Construction Team

During Amigos Days construction teams from the Host Church and its Partner Churches repair homes and sometimes renovate urban church buildings.

Construction Coordinator at Each Host Site

- Supervises the Construction Team Leaders from the Partner Churches.
- Oversees all the work at the homes at that site and any work that is done on the Host Church buildings.
- Is available if you encounter a situation that is technically challenging beyond what was expected ("it happens.")
- Is your source for supplies, specialized tools, etc.

Construction Team Leaders from Partner Churches

- **Assess the strength of the volunteers** from your church in terms of numbers and skills. Some teams are thrilled to put a fresh coat of paint on a home, while others would be disappointed if their project doesn't let them tear down and rebuild a front or back porch or a garage. It's up to you to assess your team's ability and pick a home accordingly at the February Organizational meeting. This can be a bit of a challenge since it's often hard to know who will show up until they arrive!
- **Set the pace for your team.** Your attitude and interest can make this a meaningful experience for everyone - physically and spiritually.
- **Responsible for jobsite safety and security.**
 - Most volunteers bring handyman tools and experience. Keep your eye out for unsafe ladders, extension cords, etc.
 - Be aware of your environment. Don't leave valuables lying around when you leave to go to the Host Church for lunch or when you leave at the end of the workdays.
 - Coordinate team level assets like first aide kit, water cooler and cups.
- **Responsible for cooperating with the requirements of People Helping People.** Please be sure that volunteers from your church sign the waivers, sign in on the days they work, etc. People Helping People has been an important component of Amigos Days since the beginning. Please help us to continue this mutually beneficial collaboration.
- **Arrange pick-up of supplies from common Amigo /People-Helping-People supply warehouse.** Supplies from People-Helping-People will be delivered to common warehouse in south edge of downtown Dallas. Volunteers from partner churches will be needed to help unload the building supplies at the warehouse about 2-3 weeks prior to the Amigo work weekends. On the first Amigo workday, construction team leaders are responsible for checking out and moving their needed supplies to their work site. The construction teams are responsible for the security of their building supplies (usually kept out of sight at the work site).

- **Notify the Construction Coordinator if you have more volunteers than you can use at your project.** Your volunteers are giving of their valuable time to do something that they hope will be significant. One of the worst things that can happen is that they come and find that no one needs them. If you have more person-power than your project requires, work with your Construction Coordinator to shift people to help a team from another Partner Church so they can be challenged and useful. They will thank you.
- **Ask questions if you don't know what to do.** If you need any ideas, suggestions, experience, etc, feel free to ask. You will get a roster with the names, phone numbers, and e-mail addresses of Team Leaders for your Host Church. Talk with Construction Team Leaders from other Partner Churches to see if you can share use of pressure sprayers, etc. We are all in this together - that's what makes it fun.
- **Return all unused supplies to People Helping People.** Make arrangement and confirm that all unused supplies are returned to the People Helping People warehouse supply area. Call ahead and coordinate with your People Helping People contact to make certain someone is there to let you into the lot and receive your returns.

Helpful Hints from Previous Experience

Parking is often at a premium at many Host Church sites.

Urge your volunteers to carpool.

Be really clear when you say, "We'll all meet at the church" that you specify which church you mean - your church or the Host Church!!!!

All the Partner Church teams gather at your Host Church for lunch.

Everyone should bring a sack lunch.

Drinks and water are available at your Host Church

Gather the lunches early in the morning and have someone deliver them to your Host Church to keep them cool.

The Hospitality volunteers deliver snacks and drinks to the jobsite.

Attention to planning and communication helps everyone feel that their contribution is worthwhile.

Beyond Brushes and Hammers - A Personal Reflection

by Preston Hicks

As Construction Team Leaders we are responsible for a lot of things:

- Safe work site
- Productivity, so that the job gets done thoroughly and safely.
- Communications with staff from People Helping People, people from other churches, and other volunteers, etc.
- Beyond that we are responsible for so much more than hammers and paintbrushes.
- All of us are Christians in mission. So, let's find ways to help each other. As the
- Construction Team Leader from your church, you are representing the church on that site.
- Encourage your people to get to know the homeowner. Connecting with people in the neighborhood is part of why we are there.
- Encourage your people to go out of their way to introduce themselves to their neighbors. That is part of it, too.
- Invite them to come to the Host Church with you for lunch and to the Fiesta.

John Wesley said that there are many "means of grace" (ways that we encounter God.) Some of the ways we draw closer to God are:

- when we worship
- when we pray
- when we read the Scriptures
- when we are serving people in need.

Keep this in perspective - as the leader, you lead best by example. The way you treat the work enables your people to maximize their experience in mission.

- Start each workday with a prayer.
- Interact with others, not just with boards and paint.
- Watch your language.
- Express your appreciation to the Hospitality Workers when they bring you snacks and for the things they do to make lunchtime at the Host Church more pleasant and spiritually meaningful.
- Encourage your team to join with the volunteers from the other Partner Churches and go to lunch at your Host Church. What gets built during these fellowship times together might be just as significant the freshly finished paint job you are working on!
- Amigos Days is a holistic ministry that is about building relationships among churches and neighbors and repairing houses and churches – enjoy the whole experience.

Useful Tools and Equipment

The following tools and equipment are helpful and are supplied by Amigos volunteers. Bring what you need to the Amigos Days.

General Supplies:

- step and extension ladders of assorted heights (there are never enough ladders)
- power washers (if you can't borrow one, rent one from a paint store or rental agency)
- brooms
- garbage bags
- First Aide kit
- Water cooler and cups

Personal Care Items:

- gloves
- goggles
- first aid kits
- hard hats
- insect repellent
- wasp spray
- sun screen

Garden Tools:

- hoes
- rakes
- gloves
- shovels
- lopping shears
- bow saws

- wheel barrel
- weed eater

Power Tools and Cords:

- cordless or 115v saws and drills
- power sanders
- extension cords (bring a ground adapter)
- power miter saw (helpful for carpentry)

Paint Supplies:

- brushes (assorted, cheap throw-away brushes are common, often there is no adequate place to wash out brushes and rollers)
- buckets (or gallon milk jugs cut down)
- masking tape
- drop cloths
- rags and dish soap (for cleaning)
- stir sticks, mixers
- rollers and roller pans

Hand Tools:

- hammers
- crow bars, pry bars
- assorted small tools (screw drivers, etc.)
- tape measure
- putty knives
- caulking guns

WHO YA GONNA CALL...

CENTER FOR HOUSING RESOURCES

3103 Greenwood
Dallas, Texas 75204-6011
214-828-4390
FAX 214-828-4412

Monday-Friday * 9:00 a.m. to 4:30 p.m.

CHR is a non-profit organization that administers a warehouse of building materials and equipment available to volunteer groups for minor home repair projects.

Please confirm order with CHR one week in advance.

Hospitality Team

The Hospitality Team is a very important part of Amigos Days. Our aim is to do things that enhance the social and spiritual dimension of Amigos Days. Without the Hospitality Team, Amigos Days would be an essentially a mission project rather than a ministry that brings people together in love and service.

By providing a cool, pleasant place for volunteers from the Host and Partner Churches to gather at lunchtime, we provide opportunities for people from very different backgrounds to get to know each other. This is not always easy because most people are more comfortable staying with people they already know in their own group. Our job is to encourage them to stretch a little. So, expect a little resistance from some people, but offer them the opportunity anyway. Those who join in will be so glad they did because they will make new friends! Be encouraging! Keep it positive! Make it fun! Praise those who make the effort and thank them for their cooperation.

How to Get Organized

During the Amigos Days Organizational Meeting in February, we will divide up into small groups where the Partner Church Team Leaders will meet the pastor and Team Leaders from their Host Church. There will be about 6 - 9 Partner Churches connected with each Host Church. After introductions the Construction Team Leaders will get busy selecting the house they will work on, and the Hospitality Team Leaders will get together to exchange their names and numbers and do some preliminary planning. Before you leave that evening you will need to set a date and time for another planning meeting just for the Hospitality Teams Leaders connected with your Host Church. At this second meeting you will get into lots of the specifics of planning the Hospitality component for Amigos Days.

Hospitality Work Areas: Snacks-Lunches

Snack Breaks at Worksites

- Each workday morning and afternoon members of the Hospitality Team deliver snacks and drinks to each of the worksites. (For example, we take lemonade, juice, tea, or water and an assortment of goodies, like cookies, brownies, cheese, fresh fruit, and crackers. Each of the Partner Churches collects a stockpile of these snacks prior to Amigos Days.)
- During the workdays the Hospitality Team volunteers gather at the Host Church and prepare the snacks for the delivery team.

Lunch Time at Host Church

- Gathering at the Host Church for lunch is a very rewarding part of Amigos Days
- We provide drinks, desserts, and big signs pointing the way to the rest rooms.
- Simple table decorations are a very nice touch.
- Plan and lead a simple mixer or game to get people to sit at tables with a mix of people from various churches
- Have a pastor from the Host Church or one of the Partner Churches share a short devotional. (The aim is to get people talking with each other and not just be talked to.)
- Have a discussion starter so volunteers can share something from their morning experience working on their home.
- Singing can be a special part of this time. Be sure to recruit a lively song leader who can help us turn our hearts and minds to God for praise and replenishment.

Things the Hospitality Team Provides

First Aid Kit - especially supplies to clean minor scrapes and cuts.

Water coolers and ice chests to use at the Host Church for lunch time – be sure to clearly mark your name on your coolers and ice chests.

Ice - and lots of it! Many fast food restaurants will fill a chest for free if you explain what you need it for.

Partner Churches collect these items prior to Amigos Days (This is a great way for people who can not come to work during Amigos Days can help.)

fresh fruit for snacks (oranges, bananas, apples, etc.)

peanut butter or cheese snack crackers

cookies and brownies (homemade are really appreciated)

lemonade mixes, tea bags, sweeteners for drinks

paper plates, napkins, cups and towels

dishwashing and hand washing soaps

candy for piñatas and lunch treats

Helpful Hints for Hospitality Teams

Every Partner Church needs to recruit a Hospitality Team and have at least two or three volunteers working at the Host Church each of the four workdays. During Amigos Days the Hospitality Team at the Host Church: Prepares the morning and afternoon snacks and delivers them to the worksites.

Prepares lemonade and tea for lunch and snack. (Some Hospitality Teams at a Host Church prepare sandwiches for lunch. At other Host Churches everyone brings their own lunches. The Hospitality Team at each Host Church site decides how they want to handle this.)

Provides enough ice for the day's use and ice chests to keep it in.

Sets up the lunchroom and cleans up afterwards.

Arranges for someone to give a devotional during lunchtime.

Makes simple decorations for the lunch tables. It's great if you have a theme for the day that is reflected in the decorations and the devotional.

Provides simple homemade goodies for dessert or Hershey's kisses as little thank you treats.

Sets up enough tables and chairs for the lunchtime crowd. There will probably be many more people there on Saturdays than on Fridays.

Provides a mixer during lunchtime as a way to get people to sit with people they do not already know. A simple way to do this is to number the chairs and have each person draw a number as they enter the lunchroom. This is where that positive attitude will be very helpful.

Purchases any needed supplies not donated by the Partner Churches. We do not want to be an economic burden on the members of our Host Churches.

May decide to provide childcare and activities for workers with young children. This is definitely optional.

Prayer Team

As Christians everything we do needs to be bathed in prayer. One of the first things to do in getting organized for Amigos Days is to form a Prayer Team in your church family. This Prayer Team can be any group of people who meet together regularly to pray specifically for every aspect of Amigos Days. Or an already existing prayer group can incorporate prayers for Amigos Days into their on-going intercessions.

In the months prior to Amigos Days please pray regularly for:

- The family living in the home that members of your church will be repairing
- The health and safety of your Amigos volunteers
- The people living in the neighborhoods where we are working - that they will interact with the Amigos Days volunteers
- The Holy Spirit to move in peoples hearts that they may become disciples of Jesus Christ
- Strong relationships to develop among members of our Host and Partner Churches
- Sunny weather

During the four workdays, some churches organize a Prayer Vigil. They have sign up sheets for people to select a 30-minute time slot for which they commit to pray for Amigos Days. This is a way that people who are unable to attend the workdays can still participate in a meaningful way with this ministry.



Appendices

- Volunteer Registration Form
- Partner Church Registration Form
- People Helping People Contact Information

Volunteer Registration Form

AMIGOS DAYS 2007 REGISTRATION

Name _____
E-Mail _____
Address _____
City: _____ Zip _____
Home Phone _____ Work Phone _____
Fax _____

Dates I will work:

Friday, April 20

Saturday, April 21

Friday, April 27

Saturday, April 28

Areas I would like to serve:

Experienced Construction

Electrical

Hammer, paint, and scrape

Landscaping

Plumbing

Hospitality

Bake

Prayer Team

Child Care

Help with Fiesta/Jubilee

Entertainment

Anything I can do ahead of time

Other _____

Partner Church Registration

AMIGOS DAYS 2007
April 20 & 21 and April 27 & 28

Amigos Days 2007 Team Leaders for _____ UMC:

Organization Team Leader

(responsible for communication, recruitment, education, publicity)

Name _____

E-Mail _____

Address _____

City: _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Construction Team Leader

(responsible for leading the repair work on the homes)

Name _____

E-Mail _____

Address _____

City: _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Team Leaders for _____ UMC (continued)

Hospitality Team Leader

(responsible for hospitality for the workdays and for the Fiesta/Jubilee Celebration)

Name _____

E-Mail _____

Address _____

City: _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Prayer Team Leader

(responsible for forming a prayer group to pray regularly for the Amigos Days volunteers, community being served, and activities)

Name _____

E-Mail _____

Address _____

City: _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Team Leaders for _____ UMC (continued)

Staff Support Person

Name _____

E-Mail _____

Address _____

City: _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Church Name _____

Church Address _____

Church Phone _____

Church Fax _____

Please register as an Amigos Days 2007 Partner Church by sending this form to: Rev. Diane Presley, 547 East Jefferson Blvd., Dallas, TX 75203 or faxing to 214-943-4547.

People Helping People Contact Information

Address: 4607 S. Lancaster Rd., Texas 75204
Telephone: 214-670-7320
Fax: 214-670-3093

Hours of Operation: Monday – Friday
8:15 a.m. to 5:15 p.m.

Staff Members:	Nana Owusu, Manager nana.owusu@dallascityhall.com	office: 214-670-7323 cell: 972-897-1271
	Aqwana Long, Office Assistant aqwana.long@dallascityhall.com	office: 214-671-1336
	Maria H. Verduzco, Office Assistant maria.verduzco@dallascityhall.com	office: 214-670-7320
	Ernestor Peña, Inspector ernestor.pena@dallascityhall.com	office: 214-670-7326
	Faye Nickleberry, Caseworker faye.nickleberry@dallascityhall.com	office: 214-670-7318 cell: 214-674-4658
	Harriet McGraw, Caseworker harriet.mcgraw@dallascityhall.com	office: 214-670-7321 cell: 214-957-6814
	Angela Page, Caseworker angelyn.page@dallascityhall.com	office: 214-670-7327 cell: 214-957-6227
	Carol Patterson, Caseworker carol.patterson@dallascityhall.com	office: 214-670-7322 cell: 214 938-3248
	Sheila Wilson, Caseworker sheila.wilson@dallascityhall.com	office: 214-670-7333 cell: 214-957-6215
	Carla Woolridge, Caseworker carla.woolridge@dallascityhall.com	office: 214-670-3101 cell: 214-957-6220



CITY OF DALLAS

People Helping People Program

Mission

“To serve low-income elderly and disabled homeowners by providing home repair solutions through volunteer services and case management.”

Program Goals and Objectives

To improve the quality of life, health, and safety of low-income, elderly and disabled homeowners.

To increase public awareness about the program and the needs of the targeted population.

To provide community organizations an opportunity to promote teamwork amongst employees, improve their community, and enhance community relations.

To identify and cultivate human and financial resources that will expand the program's capacity to serve the citizens of Dallas

History

Prior to 1984, low-income elderly or disabled homeowners residing within the City of Dallas who did not qualify to receive home improvements from the Minor Home Repair Program or the Home Improvement Program were labeled “hardship cases” by Code Enforcement. These homes continued to deteriorate and their owners’ standard of living continued to decline. These properties became the target of complaints from neighborhood activist.

In 1984, the City of Dallas Housing and Neighborhood Services Department recognized the need for an additional minor home repair program. The Minor Home Repair and Home Improvement Programs could not meet the needs of all low-income elderly and disabled homeowners seeking repair assistance. As a means to bridge this gap with minimal budgetary increase the City’s assistance capacity through designated funds and the recruitment of volunteers to perform exterior home repairs.

*The following page describes the two current programs under the People Helping People Program.



PEOPLE HELPING PEOPLE PROGRAM City of Dallas Housing Assistance Program



The **People Helping People** is a volunteer-driven program that has been helping Dallas homeowners obtain **minor exterior home repairs since 1985.**

PHP volunteers are able to provide the following home repair assistance:

- ❖ Replace rotted wood on exterior of home
- Scrape & paint exterior of home
- Repair porches and steps
- ❖ Install ramps and handrails
- ❖ Remove unsafe garages and sheds
- ❖ Remove open storage debris

Effective June 11, 2003, the City Council of Dallas approved a resolution to focus 60%-80% of its housing resources to address the needs of distressed communities over a two-year period beginning October 1, 2003.

PEOPLE HELPING PEOPLE

ASSISTANCE

CITY-WIDE ASSISTANCE

PHP provides minor, exterior home repair assistance to homeowners who have received a **NOTICE OF VIOLATION TO ADDRESS CODE VIOLATIONS AND HEALTH/SAFETY ISSUES**

II. NEIGHBORHOOD INVESTMENT PROGRAM ASSISTANCE

PHP is able to provide minor, exterior home repair assistance to applicants residing in

CITY-WIDE PROGRAM CRITERIA

- ❖ Applicant must own and occupy property.
- ❖ Applicant must be at least 60 years of age or disabled
- ❖ Applicant's household income must be at or below 50% of the area median income, as adjusted for family size
- ❖ Applicant's property taxes must be current.
- ❖ Applicant must have property insurance IF roof repairs are provided.
- ❖ Applicant must have owned property for 2 years
- ❖ Applicant cannot receive "same service" assistance more than once in 60-month period
- ❖ Applicant must provide proof of ownership, income and identification

NEIGHBORHOOD INVESTMENT PROGRAM CRITERIA

- ❖ Applicant must own and occupy home (no age or disability requirement)
- ❖ Applicant's household income cannot exceed 80% of area median income as adjusted for family size
- ❖ Applicant's property taxes must be current.
- ❖ Applicant must have property insurance IF roof repairs are provided
- ❖ Applicant must have owned property for 6 months
- ❖ Applicant cannot receive assistance more than once per year from onset of program (10/1/03)
- ❖ Applicant must provide proof of ownership, income, and identification.

Census Tracts: 25.00 * 39.02 * 49.00 * 89.00 * 101.01

PEOPLE HELPING PEOPLE RESPONSIBILITIES

PHP staff will provide the following services to assist with project facilitation:

- ❖ Schedule “on-site” meeting between homeowner and organization
- ❖ Provide needs assessment and initial cost estimate
- ❖ Assist group to plan and organize procurement of supplies and equipment
- ❖ Provide all materials to be used on project (lumber, paint, nails, etc.)

Volunteer group provides all tools necessary to complete project

- ❖ Arrange for delivery and pick-up of roll-off container and port-o-let
- ❖ Provide copies of necessary waivers, sign-in sheets, and evaluations
- ❖ Visit the project site during the day
- ❖ Maintain communication with organization throughout project
- ❖ Provide evaluation opportunity

ROLL-OFF CONTAINER INFORMATION

Roll-offs will be ordered for:

Demolitions

Major carpentry repairs

Major yard clean-up

PHP staff will determine size, quantity and location for containers.

Electrical wires, gas meters, fences, etc. must be taken into consideration.

- ❖ When loading, open rear door and walk material inside. This allows for maximum storage. DO NOT LEAVE ANY TOOLS, MATERIALS, ETC. IN THE CONTAINER OVERNIGHT as the driver may arrive early and remove container.**
- ❖ DO NOT OVERLOAD! Drivers will not haul if container is over loaded. Many drivers will “unload” trash onto the yard.**
- ❖ DO NOT PLACE ITEMS CONTAINING REFRIGERANT, BATTERY ACID,**
- ❖ Volunteers are not authorized to order additional containers.**

SAFETY & QUALITY STANDARD AGREEMENT

The City Of Dallas is concerned about the safety of all volunteers. Volunteers are our most important assets. Therefore, the communication of proper safety tips is essential.

♥ WEATHER CONDITIONS ♥

Wood must have at least 48 hours of sun/heat in order to dry before paint will adhere. Homes painted over wet, unprimed wood, will blister and peel.

- ❖ Homes **cannot** be painted when it is misting, drizzling, or raining. It is dangerous for volunteers and paint will not adhere to wet surfaces. It is also an unwise usage of funds.

♥ WORKSITE PREPARATION ♥ AND CLEAN-UP

- ❖ Plastic is provided by PHP and should be carefully laid down around all areas to be scraped and painted. When job is complete, all paint scraps should be rolled up inside the plastic and disposed of in plastic trash bags. This protects the environment and the homeowner's property.
- ❖ Clear the work area around paint surfaces. Always ask the homeowner's permission before trimming any shrubbery or trees.
- ❖ Close or cover all windows and doors.
- ❖ Check for outside water and electrical sources. Don't assume all homeowners have these available.

If you elect to power wash, you are responsible for:

Maintaining safe distance (8' to 10') from house and spraying in a downward fashion

Repairing damaged siding due to high-power spray

Scraping, as power washing intent is to clean, not abate paint

Protecting homeowners personal belongings from harm

Plan to wait one week between washing and painting

If you do not power wash, plan to hose down or sweep dirt off all paint surfaces. Paint will not adhere to a dirty surface.

- ❖ Power lines and gas meters should be identified and precautions made to work around them. **NEVER** cut an electrical wire or remove appliances (hot water heaters, etc.). This work should all be done prior to project day. **Should an unidentified electrical wire or gas line be identified STOP WORK and call your PHP contact. DO NOT TOUCH!!!**

WET SCRAPING is a **MUST!** This method alleviates lead base paint dust particles from being created. Provide volunteer with small spray bottle in order to wet down area to be scraped...or keep a hose handy and keep the wall wet.

All bare wood **MUST** be primed. Feather primer out to cover 4” to 6” of existing paint.
It’s not necessary to prime over the entire painted surface.

If you spray paint the home, you are responsible for:

- ❖ Notifying homeowner and neighbors to protect objects outside (vehicles, plants, furniture, etc.)
- ❖ Protecting home from overspray around windows, doors, sidewalks, etc.

A 1-gallon milk jug, cut down, makes a convenient paint bucket with a handle.

Bulky items (paint buckets, tree trimmings, etc.) should be placed in roll-off container. Trash bags should be placed at the owner’s normal garbage pick-up site.

Offer to leave leftover paint with homeowner. Return all unused materials and supplies to PHP.

- ❖ Return all items that were moved or borrowed such as ladders, hoses, etc to their original location.

Clean paint brushes in dish detergent and a bucket of water. This saves homeowners from having a large water bill due to running the garden hose. Some volunteers offer to contribute \$5 or \$10 towards the owner’s water bill.

Please do not clean brushes in the street. Be observant where you dispose of dirty water. An alley is best – not the homeowner’s flowerbed!

► VOLUNTEER SAFETY ◀

Volunteers should feel safe and comfortable at the worksite. Do not attempt any project that you feel is dangerous.

- ❖ Masks are provided by PHP. Volunteers are asked to wear these masks while scraping or spray painting.
 - ❖ Pregnant women should not be present during scraping process.
 - ❖ Remove all food and drink from site while scraping.
 - ❖ Wash hands and face after scraping and remove exposed layers of clothing before getting in your car. Place clothing in a plastic bag for laundry.
 - ❖ Youth volunteers under the age of 18 are required to have at least 1 adult per 5 youth to supervise and **MUST** present a *City of Dallas Release of Liability Waiver* signed by parent/guardian and adult leader.
 - ❖ Protective clothing (work boots, hats, jeans, and long-sleeve shirts) is recommended.
- Keep work area clean and uncluttered.

Know the Emergency Plan!

Be cautious when using extension ladders or climbing on roofs. Move slowly and have a “spotter” at base of ladder.

Wear protective eyewear when scraping.

Wear hard hats and safety glasses when demolishing structures.

Refrain from horseplay at all times.

EMERGENCY PLAN

Each Organization should develop an Emergency Plan. This information should be provided to ALL volunteers.

A good emergency plan should include the following information and supplies:

Instructions to call 911 **FIRST** in case of an emergency and **NOT** to move an injured person

Location of nearest hospital or emergency clinic

First Aid Kit & Fire Extinguisher

Clear instructions regarding an “unsafe” work site

Telephone number of Team Captain and PHP contact

Emergency telephone number(s) for each volunteer

Designated person in charge of media relations

PHP reserves the right to cancel a project due to weather or unsafe working conditions.

VOLUNTEER CODE OF ETHICS AND RULES

Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated at the work site.

No smoking is allowed near the home out of respect for homeowners' health.

No loud music is allowed near the home.

Everyone will be treated with respect and consideration regardless of race, religion and culture.

No profanity shall be used while on property.

Volunteers will use the "Buddy System" when entering the home to avoid being in a situation where there is the potential to be alone with the homeowner or family members.

Volunteers shall refrain from inappropriate displays of affection towards others while on the property.

Volunteers shall not accept monetary gifts from homeowner.

No pregnant women will be on worksite during scraping process.

Every volunteer or family member MUST read the WAIVER OF LIABILITY and sign-in on project day.

Children under the age of 16 who are NOT volunteering should not be on the project work site due to liability issues (lead base paint, nails, falling debris, animals, etc.) However, if children are present, a *Minor Release Form* must be signed by parents/guardians.

I, _____, Project Team Captain, have read and understand the *People Helping People Program Volunteer Policies & Procedures, Safety & Quality Standards, and Code of Ethics and Rules.*

Date: _____