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How can an AmeriCorps*VISTA help your program?

Volunteer Manatee's 20/20 VISTA Vision Project is partnering with local nonprofit, charitable, governmental, faith-based and community organizations in addressing local human services needs and working to eliminate poverty. Dedicated AmeriCorps*VISTA members work to strengthen communities by mobilizing community resources, in one of three ways:

- *Creating new initiatives*
- *Developing fundraising systems*
- *Developing & managing volunteer programs*

National service volunteers serve locally to build capacity so that organizations may achieve their missions and build community involvement and support. The VISTA member may also expand the quality of services, as well as and raise awareness of the organization in the community

AmeriCorps*VISTA members give one to three years of service to their country, and, in return earn money for college. This mutually beneficial relationship is win-win for everyone involved.

Partnering organizations work with the 20/20 VISTA Vision Project Team to define their project need, as well as the recruitment of the volunteer. The member receives training and collaborates with other local VISTA members in local community projects. A project cost-share fee is required.

Learn more about how we work with organizations like yours.



AmeriCorps* 20/20 VISTA Vision Project

Contact: Rosie Wiley or Bridgette Halliburton

Phone: (941) 761-3207

www.americorps.gov

A volunteer's benefits of AmeriCorps* VISTA service

VISTAs serve for a variety of reasons, from wanting to make the world a better place to discovering a life-changing adventure. For one year, you will be doing everything you can to create and expand programs that ultimately bring individuals and communities out of poverty.

As a VISTA, you'll gain:

- *Memorable experiences*
- *Highly developed skills*
- *New friends*
- *A sense of belonging to a community*
- *Feeling of waking up every morning to help the world*
- *A new challenge*

Recent graduates gain the kind of real-world experience they can't find in a typical entry-level job. Experienced adults apply their skills and knowledge to serious social problems and discover previously untapped strengths.

In return for a year of full-time service, you'll also receive other benefits as well:

- A \$5,350 Segal AmeriCorps Education Award or \$1,500 post-service stipend
- Modest living allowance
- Healthcare benefits while in service
- Childcare assistance while in service
- Student loan forbearance or deferment while in service
- One year of noncompetitive status for a federal government job
- Access to the network of VISTA & VISTA alumni (170,000 strong)



20/20 VISTA Vision Project

(941) 761-3207

www.americorps.gov

Benefits of Joining VISTA

VISTA benefits all who join. Recent graduates gain the kind of real-world experience you can't find in a typical entry-level job. Experienced adults apply their skills and knowledge to serious social problems and discover previously untapped strengths.

Benefits for a year of full-time VISTA service include:

- ★ Your choice of the \$5,350 Segal AmeriCorps Education Award* or a \$1,500 end-of-service stipend
- ★ Modest living allowance
- ★ Health care
- ★ Relocation allowance
- ★ Child care
- ★ Post-service federal employment incentives and opportunities

*Beginning on October 1, 2009, the Segal AmeriCorps Education Award will be equal to the amount of the Pell grant. Check AmeriCorps.gov for the updated amount.



Take a Stand Against Poverty

Join VISTA. There are thousands of ways to make a difference. Find out which opportunity is right for you.

Call 800-942-2677 (TTY 800-833-3722)

AMERICORPS.GOV



Fight Poverty with PASSION



VISTA

Volunteers In Service To America

AmeriCorps VISTA is a program of the Corporation for National and Community Service, a federal agency that appoints and manages volunteers and helps to develop opportunities through service and organizing. VISTA offers several opportunities to serve for one year, including full-time, part-time, and seasonal. VISTA is a national organization, serving in all 50 states, the District of Columbia, and Puerto Rico. For more information, visit www.AmeriCorps.gov or call 800-942-2677.

VISTA Needs You



Thirty-seven million Americans, including 13 million children, live in poverty. VISTA, the AmeriCorps program that fights poverty, needs passionate individuals like you to join us.

VISTA members live and serve in some of our nation's poorest urban and rural areas. With passion, commitment, and hard work, we build communities by mobilizing local resources and giving people in poverty the tools they need to help themselves.

Through VISTA, you can make a tangible difference in people's lives. And, you'll find the fulfillment that comes from using your knowledge and skills to help those in disadvantaged circumstances turn their dreams into reality.

Thousands of Ways to Change America

VISTA offers more than 6,500 opportunities to fight poverty with passion. Across the country, VISTAs:

- ★ Design city-wide literacy awareness campaigns
- ★ Expand access to affordable health care
- ★ Recruit and train mentors for children
- ★ Develop rural community technology centers
- ★ Build programs to assist the unemployed
- ★ Organize housing for hurricane victims

A Legacy of Service

VISTAs inherit a legacy of service and leadership.

Since 1965, more than 170,000 VISTAs have served America, including people who later became members of Congress, leaders of Fortune 500 companies, and social entrepreneurs. The impact of their service is reflected in the hundreds of programs that VISTA has helped launch over the decades, including Head Start, Upward Bound, the credit union system, Habitat for Humanity, and Neighborhood Watch.

VISTA is stronger and more vital today than it has ever been. Join VISTA and help break the cycle of poverty in America!



VISTA

Fight Poverty with Passion



Find out more at AmeriCorps.gov

Memorandum of Agreement

Between

Volunteer Services of Manatee County, Inc. - 20/20 VISTA Vision Project and City of Palmetto Community Redevelopment Agency

This Memorandum of Agreement establishes a collaborative partnership between the above entities.

The purpose of this partnership is to place AmeriCorps*VISTA members at the City of Palmetto Community Redevelopment Agency who together will work to create and expand programs that ultimately bring low-income individuals and communities out of poverty. Recipients of the services will become empowered to make plans for the future; theirs and their neighborhood.

AmeriCorps*VISTA procedures and the objectives, provisions, and requirements of the Volunteer Services of Manatee County, Inc. – 20/20 VISTA Vision Project grant will govern the implementation of this Agreement.

Under this Agreement:

- Full-time VISTA members will be assigned to serve for one year at your site. *Subject to the availability of funding and recruitment/training deadlines set forth by the Corporation for National and Community Service (CNCS).

With assistance from the 20/20 VISTA Vision Project staff, the local Sponsor Site is responsible for recruiting, screening, interviewing, and selecting a final candidate for the VISTA position. VISTA candidate applications must be submitted to the 20/20 VISTA Vision Project office for final approval by the recruitment deadline which is one week before the CNCS deadline.

- VISTA members shall dedicate 35 hours per week to their approved VISTA work plans and member descriptions to address the community needs identified in the approved Sponsor Site Application. (This project is currently not requiring sponsor site applications.) The 20/20 VISTA Vision Project requires a timesheet and tracks VISTA member's annual 10 days personal and 10 days sick leave on a monthly basis. Sponsor Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
- VISTA members should work to emphasize the mobilization of local human, financial and material resources, the transference of skills to community residents, and the expansion of the capacity of the low-income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan. Prohibited administrative duties include:
 - Displacing staff.
 - Supervising employees.
 - Filling-in for absent employees or supervisor

- Spending the majority of their time providing direct services to individual clients or community members.
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 - Submit a VISTA work plan (Volunteer Assignment Description) for approval prior to the VISTA members' start date.
 - Orient the VISTA member to the sponsor organization site, work plan, community, etc. with an On-Site Orientation and Training plan.
 - Provide mentorship and guidance for the VISTA member in accomplishing goals and objectives listed in the work plan to help meet the needs of the low-income communities being served.
 - Use the approved VISTA work plan as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
 - Schedule regular meetings with the VISTA members to discuss the project and other concerns.
 - Provide adequate working space, materials, supplies, access to phone, and computer to permit the VISTA member to perform their assigned duties.
 - Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Sponsor Site's existing policies and procedures.
 - Allow the VISTA member to participate in disaster relief/emergency response efforts.
 - Allow the VISTA member to participate in Days of Service, i.e. Martin Luther King Holiday, National Volunteer Week, Make A Difference Day, should activities be organized by the 20/20 VISTA Vision Project office or in the community where the VISTA member is serving.
 - Inform the 20/20 VISTA Vision Project office of any changes in status of the VISTA and other concerns related to the VISTA Project.
 - Attend Sponsor Site meetings held by the 20/20 VISTA Vision Project Office.
- No person with responsibilities in the operation of the project shall discriminate against any AmeriCorps*VISTA members, or the staff of, or beneficiary of the project with respect to any aspect of the project on the basis or race, religion, color, national origin, sex, age, disability or political affiliation.
- The Sponsor Site does not have the discretion or authority to dismiss or separate a VISTA member from service; CNCS is the sole authority that can terminate a VISTA member's term of service. The Sponsor Site should document any performance or behavior issues and immediately report them to the 20/20 VISTA Vision Project office. The Project Director will report such incidences to the state CNCS office and resolve

them in accordance with rules governing the grant. This is necessary to provide VISTA members due process.

- City of Palmetto Community Redevelopment Agency, a 20/20 VISTA Vision Project Sponsor Site agrees to pay a cost-share amount of \$7500.00 per AmeriCorps*VISTA member, payable to Volunteer Services of Manatee County, Inc.
- The 20/20 VISTA Vision Project Sponsor Site agrees to review VISTA member project updates via quarterly Project Progress Reports (PPR). Updates are due according to the following schedule:

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Adraine LaRoza McKell, Executive Director
Volunteer Services of Manatee County, Inc. -
20/20 VISTA Vision Project initiative
5131 Manatee Avenue West
Bradenton, FL 34209
(941) 761-3207

Print Name

Signature

Title

Agency/Organization/Entity

Date

Date



City of Palmetto Agenda Item

Meeting Date

3/9/10

Presenter:

Jeff Burton

Department:

CRA

Title:

Americorp - Vista Volunteer Program

As the initial phase of the CRA Residential Grant Program, identifying properties, mapping properties & providing infrastructure information to Public Works, we have located a program that will allow the CRA to gather this data in a most inexpensive mode.

A VISTA volunteer would be assigned to the CRA to complete these tasks at a very affordable rate.

Presentation to be made by VISTA Project Leaders.

Budgeted Amount:	\$60,000.00	Budget Page No(s):	186	Available Amount:	\$60,000.00	Expenditure Amount:	\$7,500.00
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Additional Budgetary Information:

Funds to come from 1905598214 GIS Project

Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Source:	
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	Consistent With:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CRA Plan Florida Statute 163
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Potential Motion/ Direction Requested:	Recommend approval of funding 1 VISTA volunteer for purpose of GIS data gathering, photos, infrastructure identification for the CRA to facilitate a residential grant program. Funds in the amount of \$7,500 to come from 1905593101 GIS Study
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Staff Contact:	Jeff Burton	CRA Interim Administrator	3-9-2010
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Attachments:	VISTA Information
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Print Name

Signature

Title

Agency/Organization/Entity

Date

Date

Overview \ Background of VISTA

In an effort to stem the growing influence of our cold war adversaries', President John F. Kennedy proposed the establishment of the Peace Corps and Congress authorizes it on September 22, 1961. Peace Corps was formed to provide young Americans the opportunity to serve their country in the cause of peace by living and working in developing countries. Peace Corps volunteers became teachers and mentors to countless children. They've helped farmers grow crops, worked with small businesses to market products, and shown women how to care for their babies. More recently, they've helped schools develop computer skills and educated entire communities about the threat of HIV/AIDS. At its inception President Kennedy envisioned another role for Peace Corps. He is quoted as saying, "The wisdom of this idea is that someday we'll bring it home to America" and in 1964 President Lyndon B. Johnson created VISTA (Volunteers in Service to America) fulfilling President Kennedy's vision.



In 1993, President Bill Clinton signed the National and Community Service Trust, creating AmeriCorps and the Corporation for National and Community Service to expand opportunities for Americans to serve their communities. VISTA then became part of AmeriCorps. The Corporation for National and Community Service was formed to engage Americans of all ages and backgrounds in service to meet community needs. Each year, more than 1.5 million individuals of all ages and backgrounds help meet local needs through a wide array of service opportunities. These include projects in education, the environment, public safety, homeland security and other critical areas through the Corporation's three major programs: Senior Corps, AmeriCorps, and Learn and Serve America.



AmeriCorps*VISTA

Members of AmeriCorps*VISTA focus on leveraging human, financial and material resources that will create and expand programs that build capacity for organizations directly involved with serving our communities.

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: 20/20 VISTA Vision Project	VISTA Member Name:
Site Name:	Assignment Area: Date:

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal: To assist in building capacity in economically challenged communities in Manatee County with an emphasis on financial education.	
Activity 1: To assist in the development of an Assets Building Program Step 1: To research and assemble information on asset building programs Step 2: To help to coordinate a strategy for connecting low income individuals to asset building plans. Step 3: To identify volunteers, service providers, and partners. Step 4: To create a sustainability plan.	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
Activity 2 Develop volunteer systems (data base, volunteer task descriptions, recognition and education systems and policy and procedures manual.) Step 1: Meet with local volunteer center and attend Volunteer Management Training. Step 2: Help to develop strategy to identify and volunteers for Free Tax preparation programs. Step 3: Coordinate training schedules for potential volunteers.	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date):
Activity 3 Develop partnerships and collaborations with local businesses and organizations and design database. Step 1: Create a list of potential partnerships with the contact person. Step 2: Coordinate meetings with potential partners. Step 3: Develop strategies to work with partners and future entrepreneurs.	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date):

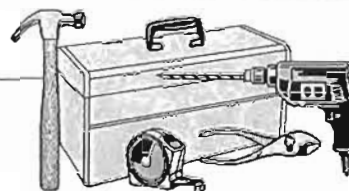
<p>Activity 4 Develop strategic plan for micro-enterprise creation for low income business owners</p> <p>Step 1: Create a list of potential mentors.</p> <p>Step 2: Create a list of volunteer business consultants and instructors.</p> <p>Step 3: Identify potential financial partners.</p> <p>Step 4: Develop strategies to work with partners and future entrepreneurs</p>	
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed (date):</p>
<p>Activity 5 Help to Develop financial literacy outreach program</p> <p>Step 1: Identify volunteers to go through FDIC Money Smart Train the Trainer Program.</p> <p>Step 2: Go through FDIC Money Smart Train the Trainer class.</p> <p>Step 3: Identify low income individuals for attendance in Money Smart Classes.</p> <p>Step 4: Help to connect low income individuals with traditional banking options.</p>	
<p>Activity 5 Comments/Summary of Accomplishments:</p>	<p>Activity 5 Completed (date):</p>



Safe & Healthy Homes TOOLBOX

Home Modifications Edition

Helping Homeowners Age in Place



Falls are the leading cause of injury in seniors, accounting for 60% of injury-related deaths. Among older people, 78% of falls occur either inside or near the house. Thirty-three percent of these falls can be attributed to environmental hazards in the home. With some fairly simple modifications, houses can be made much safer and many accidents can be avoided. Studies show that one-third to one-half of all home accidents, including falls, can be prevented by making modifications in the home.

What are Home Modifications?

Home modifications are adaptations to the living environment intended to increase ease of use, safety, security, and independence. Modifications can include changes or additions to the structure, special equipment (e.g., grab bars and hand rails), and adjusting the location of items (e.g., moving furniture).

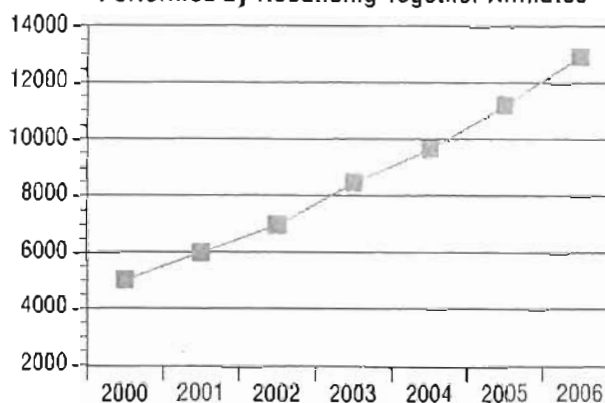
Home modifications overlap considerably with assistive devices (e.g., bath benches, walkers) which tend to be more mobile in nature and not attached to the structure of the house. In addition, home modifications are often accompanied by repairs (e.g., fixing worn stairs) to insure their usefulness and safety.

Rebuilding Together and the Home Modifications Program

In 2000, Rebuilding Together received a grant from the Administration on Aging to assist us in expanding our expertise in home rehab to include a structured home modifications program. RT has gained national notoriety through this program, and made our name known within the aging network. National staff members frequently make presentations and are exhibitors at the national conferences of organizations dealing with aging in place, home modifications, and safety. Through our annual workshop series, RT trains the affiliate network and general public on providing home modifications.

RT is now a national player in the aging network, and our home modifications program has had a measurable impact on low-income homeowners. According to affiliate reporting, between the years 2000 and 2006, Rebuilding Together affiliates provided over 60,000 home modifications to homeowners and prevented an estimated 20,000 falls.

Total Number of Home Modifications
Performed by Rebuilding Together Affiliates



Modifications for Volunteers (by Skill Level)

Modifications Unskilled Volunteers Can Make

There are many modifications that can be made by unskilled volunteers. House Captains should be sure to have the supplies on hand and encourage the volunteers to do the following tasks.

- Install non-skid strips in bathtubs
- Install non-skid/color contrast strips on stairs
- Remove and secure with double-sided tape all throw rugs
- Install brighter light bulbs
- Tighten railings
- Add non-skid surface to walkway and porch floor
- Install battery operated smoke and CO detectors
- Install Great Grips on door knobs
- Attach larger house numbers
- Install wireless doorbell
- Install portable tub bench/raised toilet seat
- Install night light/tap light
- Paint
- Remove clutter

Modifications Semi-Skilled Volunteers Can Make

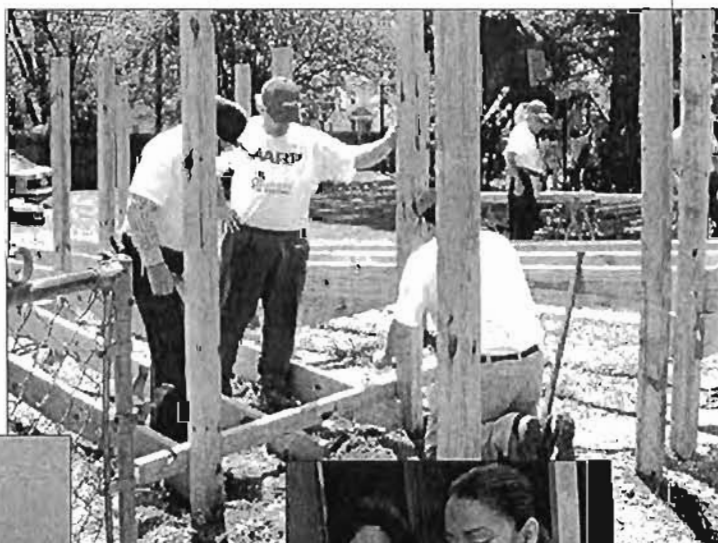
If you have volunteers who are not highly skilled but are ready to try something that's a little tougher, assign them one of the following modifications. You may want to have a skilled volunteer act in an advisory role just to be sure they are doing it correctly.

- Replace doorknobs with lever handles
- Replace faucet knobs with levers
- Install locks
- Install doorbells
- Install peep hole
- Replace fixed shower head with hand-held unit
- Install loop handles on cabinets
- Install grab bars (with skilled supervision)
- Install railings (with skilled supervision)
- Repair walkway (with skilled supervision)

Modifications Skilled Volunteers Can Make

If you have volunteers who are technically-savvy, you should definitely encourage them to tackle one of these tougher modifications. These are not simple, so be sure the volunteer knows what they are doing.

- Install grab bars
- Build wheelchair ramp
- Install/repair lighting
- Install/repair railings
- Widen doorway
- Install hot water heater
- Install fold-down tub bench
- Install swing-clear hinges
- Change light switch to rocker switch
- Repair walkway
- Install hard wired smoke and CO detectors



Rebuilding Together Partnership Opportunities

Area Agencies on Aging: A Partnership That Works!

The fundamental mission of the Area Agencies on Aging (AAA) and Title VI Native American aging programs is to provide services which make it possible for older individuals to remain in their home, thereby preserving their independence and dignity. These agencies coordinate and support a wide range of home and community-based services, including information and referral, home-delivered and congregate meals, transportation, employment services, senior centers, adult day care and a long-term care ombudsman program. Rebuilding Together can include AAA and their leadership by inviting them to:

- Refer homeowners in need and inform your program about new funding opportunities and/or community partnerships;
- Serve as public advocates on the needs of seniors and on the important work of Rebuilding Together;
- Offer programmatic consultation and/or distribute RT educational materials;
- Speak comfortably with homeowners about more personal issues that may be relevant to home safety and independence; and
- Serve as a volunteer, House Captain, assist in home assessments, or sit on the Board of Directors.

Do you have an Occupational Therapist on your Rebuilding Together Team?

Occupational Therapists (OT) bring their knowledge about cognitive, physical, and visual impairments and how these impairments impact a person's life to the home assessment process. OTs are experienced in assessing the home environment and how the homeowner functions within that environment. They can provide information on what environmental modifications are needed and how these modifications can allow the homeowner to remain safe in their home. The OT can also identify the most appropriate assistive device/equipment and the most appropriate location for installation of the equipment. Finally, the OT is able to help the homeowner use the new device/equipment safely and comfortably.

Add an OT to your team today! Occupational Therapists can be located through each state OT association or by contacting the American Occupational Therapy Association at www.aota.org.

For more information on partnership opportunities with AOTA or AAA, call the Rebuilding Together national office at 1-800-473-4229.

Disaster and Emergency Preparedness for Seniors

As a service to your homeowners, Rebuilding Together affiliates may want to consider distributing disaster/emergency preparedness kits. Consider asking local groups, such as the Boy or Girl Scouts, Lions Club, etc. to donate the materials as a special public service project. For National Rebuilding Day, RT Pittsburgh has students assemble safety kits for homeowners. The kits include tap lights, a flashlight with extra batteries, light bulbs, local emergency phone numbers, bottle water and juice and a night light. Below is a checklist of other items that an RT affiliate could provide to homeowners:

- | | | |
|---------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------|
| ■ Can opener and jar gripper/opener | ■ Glucose tablets and/or hard candy | ■ Glow sticks |
| ■ Several canned food items (i.e. fruit cocktail) | ■ Two-way radio | ■ Rubber gloves |
| ■ Towel | ■ AM/FM radio | ■ Whistle |
| ■ Florescent armband and vest | ■ Warm blankets for extreme cold (wool or other warm material) | ■ Insect repellent |
| ■ Ear plugs | ■ Emergency aluminum blanket (can be purchased from army surplus stores) | ■ Wet wipes or antibacterial hand gel |
| ■ Aspirin | | |
| ■ Cold and hot packs | | |
| ■ Small first-aid kit | | |

Home Modifications Equipment and Assistive Devices

Product Discounts:

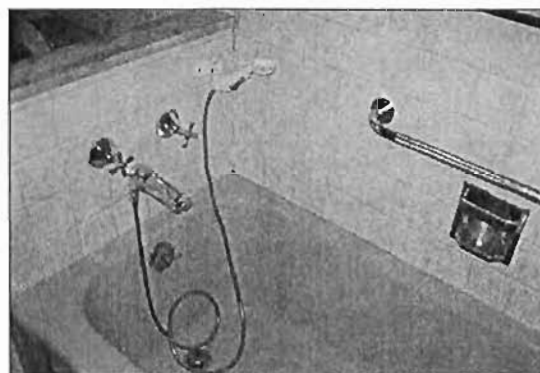
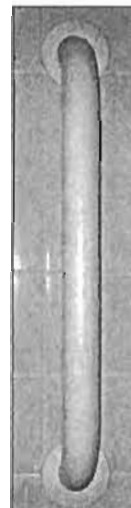
Rebuilding Together affiliates receive special pricing on North Coast Medical's Functional Solutions catalog. Follow the steps below to access Rebuilding Together special pricing:

1. Log on to www.ncmedical.com.
2. Choose Dealer Division under the tabs listed.
3. Click on Customer Price Portal located on the far right side.
4. First time users, please login to the field on the right side using the account number: 200368.
5. Follow the prompts to access Rebuilding Together special contract pricing.
6. After noting the prices of the products you want, orders must be phoned in to 1-800-821-9319 and paid for by credit card.
7. Contact your North Coast Sales representative at 1-800-821-9319 with any questions or comments, or if you experience any difficulties.

For grab bars, Wingits, and other assistive devices including shower and tub benches, the Wingits company has offered Rebuilding Together a reduced rate on their products. Call 1-877-894-6648 for a catalog, or visit www.wingits.com.

Great Grips, an easily installed assistive device that makes opening doors easier for people with impaired mobility, also have a special rate for affiliates. Call 1-800-346-

5662 for more information, or visit www.great-grips.com. Great Grips come in many colors, including red and blue for faucets and glow-in-the-dark for ease of use at night.





Home Safety Checklist

Rebuilding Together, Inc.
1536 16th Street, NW
Washington, DC 20036
1-800-473-4229
www.rebuildingtogether.org

Created in partnership with the Administration on Aging

Use this list to identify fall hazards and accessibility issues of the homeowner and family members. Home modification strategies on the reverse side of this page can help prioritize your work. Underline or use a highlighter to note problems and add comments.

1. EXTERIOR ENTRANCES AND EXITS

- ☐ Note condition of walk and drive surface; existence of curb cuts
- ☐ Note handrail condition, right and left sides
- ☐ Note light level for driveway, walk, porch
- ☐ Check door threshold height
- ☐ Note ability to use knob, lock, key, mailbox, peephole, and package shelf
- ☐ Do door and window locks work?

2. INTERIOR DOORS, STAIRS, HALLS

- ☐ Note height of door threshold, knob and hinge types; clear width door opening; determine direction that door swings
- ☐ Note presence of floor level changes
- ☐ Note hall width, adequate for walker/wheelchair
- ☐ Determine stair flight run: straight or curved
- ☐ Note stair rails; condition, right and left side
- ☐ Examine light level, clutter hazards
- ☐ Note floor surface texture and contrast

3. BATHROOM

- ☐ Are basin and tub faucets, shower control and drain plugs manageable?
- ☐ Are hot water pipes covered?
- ☐ Is mirror height appropriate, sit and stand?
- ☐ Note ability reach shelf above, below basin
- ☐ Note ability to step in and out of the bath and shower

- ☐ Can resident use bath bench in tub or shower?
- ☐ Note toilet height; ability to reach paper; flush; come from sit to stand posture
- ☐ Is space available for caregiver to assist?

4. KITCHEN

- ☐ Note overall light level, task lighting
- ☐ Note sink and counter heights
- ☐ Note wall and floor storage shelf heights
- ☐ Are undersink hot water pipes covered?
- ☐ Is there under counter knee space?
- ☐ Is there a nearby surface to rest hot foods on when removed from oven?
- ☐ Note stove control location (rear or front)

5. LIVING, DINING, BEDROOM

- ☐ Chair, sofa, bed heights allow sitting or standing?
- ☐ Do rugs have non-slip pad or rug tape?
- ☐ Chair available with arm rests?
- ☐ Able to turn on light, radio, TV, place a phone call from bed, chair, and sofa?

6. LAUNDRY

- ☐ Able to hand-wash and hang clothes to dry?
- ☐ Able to access automatic washer/dryer?

7. TELEPHONE AND DOOR

- ☐ Phone jack location near bed, sofa, chair?
- ☐ Able to get phone, dial, hear caller?
- ☐ Able to identify visitors, hear doorbell?
- ☐ Able to reach and empty mailbox?
- ☐ Wears neck/wrist device to obtain emergency help?

8. STORAGE SPACE

- ☐ Able to reach closet rods and hooks, open bureau drawers?
- ☐ Is there a light inside the closet?

9. WINDOWS

- ☐ Opening mechanism at 42 inches from floor?
- ☐ Lock accessible, easy to operate?
- ☐ Sill height above floor level?

10. ELECTRIC OUTLETS AND CONTROLS

- ☐ Sufficient outlets?
- ☐ Outlet height, wall locations
- ☐ Low vision/sound warnings available?
- ☐ Extension cord hazard?

11. HEAT, LIGHT, VENTILATION, SECURITY,
CARBON MONOXIDE, WATER TEMP CONTROL

- ☐ Are there smoke/CO detectors and a fire extinguisher?
- ☐ Thermometer displays easily readable?
- ☐ Accessible environmental controls?
- ☐ Pressure balance valve available?
- ☐ Note rooms where poor light level exists
- ☐ Able to open windows; slide patio doors?
- ☐ Able to open drapes or curtains?

COMMENTS:

[illegible]

HELP PREVENT FALLS:

Use this list to prioritize work tasks. Leave a copy of this list with the family so they can make further improvements.

1. EXTERIOR ENTRANCES AND EXITS

- ☐ Increase lighting at entry area
- ☐ Install stair rails on both sides
- ☐ Install door lever handles; double-bolt lock
- ☐ Install beveled, no step, no trip threshold
- ☐ Remove screen or storm door if needed
- ☐ Create surface to place packages when opening door
- ☐ Install peephole on exterior door
- ☐ Repair holes, uneven joints on walkway
- ☐ Provide non-slip finish to walkway surface
- ☐ Add ramp

2. INTERIOR DOORS, HALLS, STAIRS

- ☐ Create clear pathways between rooms
- ☐ Apply color contrast or texture change at top and bottom stair edges
- ☐ Install door lever handle
- ☐ Install swing-clear hinges to widen doorway. Minimum width: 32 inches
- ☐ Install beveled thresholds (max 1/2 inch)
- ☐ Replace or add non-slip surface on steps
- ☐ Repair or install stair handrails on both sides

3. BATHROOM

- ☐ Install swing-clear hinges to widen doorway. Minimum width: 32 inches
- ☐ Install secure wall reinforcement and place grab bars at toilet, bath and shower
- ☐ Install adjustable-height shower head
- ☐ Install non-slip strips in bath/shower
- ☐ Secure floor bathmat with non-slip, double-sided rug tape
- ☐ Elevate toilet height by adding portable seat or raising toilet base on a pedestal

- ☐ Adapt flush handle or install flush sensor
- ☐ Adapt or relocate toilet paper dispenser
- ☐ Round counter corners to provide safety
- ☐ Insulate hot water pipes if exposed
- ☐ Create sitting knee clearance at basin by removing vanity door and shelves underneath
- ☐ Install mirror for sitting or standing view
- ☐ Install good-quality non-glare lighting
- ☐ Install shower with no threshold if bathing abilities are severely limited

4. KITCHEN

- ☐ Increase task lighting at sink, stove, etc.
- ☐ Install D-type cupboard door handles
- ☐ Install adjustable shelving to increase access to upper cabinets
- ☐ Increase access to under counter storage space by installing pull-out units
- ☐ Insulate hot water pipes if exposed
- ☐ Install hot-proof surface near oven
- ☐ Install switches and outlets at front of counter
- ☐ Install pressure-balanced, temperature-regulated, lever faucets
- ☐ Create sitting knee clearance under work sites by removing doors or shelves
- ☐ Improve color contrast of cabinet and counters surface edges for those with low vision
- ☐ Add tactile and color-contrasted controls for those with low vision

5. LIVING, DINING, BEDROOM

- ☐ Widen or clear pathways within each room by rearranging furniture
- ☐ Secure throw and area rug edges with double-sided tape

5. LIVING, DINING, BEDROOM *(continued)*

- ☐ Improve access to and from chairs and beds by inserting risers under furniture legs
- ☐ Use side bed rail or chairs with armrests
- ☐ Install telephone jack near chair or bed
- ☐ Enlarge lamp switch or install touch-control lamp at bedside
- ☐ Install adjustable closet rods, shelving and light source for better storage access
- ☐ Install vertical pole adjacent to chair and sofa
- ☐ Raise furniture to appropriate height using leg extender products
- ☐ Install uniform level floor surfaces using wood, tile or low-pile rugs

6. LAUNDRY

- ☐ Build a counter for sorting and folding clothes
- ☐ Adjust clothesline to convenient height
- ☐ Relocate laundry appliances

7. TELEPHONE AND DOOR

- ☐ Install phone jacks near bed, sofa, and chair
- ☐ Install peephole at convenient height

- ☐ Install flashing light or sound amplifier to indicate ringing doorbell for those with visual or hearing problems

- ☐ Install mailbox at accessible height

8. STORAGE SPACE

- ☐ Install lights inside closet
- ☐ Install adjustable closet rods and shelves
- ☐ Install bi-fold or pocket doors

9. WINDOWS

- ☐ Install handles and locks that are easy to grip, placed at appropriate heights

10. ELECTRICAL OUTLETS AND CONTROLS

- ☐ Install light fixtures or outlet for lamps
- ☐ Install switches at top and bottom of stairs

11. HEAT, AIR, LIGHT, SECURITY, WATER TEMP, CARBON MONOXIDE CONTROLS

- ☐ Install smoke/CO detectors, fire extinguishers
- ☐ Increase residents' access to environmental control systems

COMMENTS:

Rebuilding Together Pittsburgh: A Model Program

Rebuilding Together Pittsburgh (RTP) has a model home modifications program. RTP's program includes year round critical home repairs and modifications for elderly homeowners.

RTP is actively involved with its local Area Agency on Aging and contracts annually to complete smaller critical home repairs including plumbing, electrical, roofing, and home modifications. Modification requests from Care Mangers include interior and exterior handrails, grab bars, ramps, hand help showers and bathroom adaptations.

When planning for Rebuilding Day, every House Captain is assigned an occupational therapist (OT) who will also visit the home during the initial assessment. The OT takes time to discuss with the homeowner their physical needs and the ease with which they accomplish daily tasks. The OT and homeowner discuss various solutions and adaptations that could make life safer and easier. If the homeowner is in agreement, the OT then discusses with the House Captain various modifications that can be incorporated into the workday. On Rebuilding Day, at least two OTs are assigned to volunteer at every home to help with repairs, assist with the installation of adaptive equipment, and teach the homeowner how to properly use their new devices.

In 2000, RTP began incorporating home modifications into every project and work scope. The first few years House Captains, volunteers, and contractors would often need to be reminded about home modifications and their importance. Today, it is a natural and integral part of RTP's home repair programs. Especially important is the fact that homeowners always comment on their evaluation sheets that they "feel safer."



Success for Rebuilding Together Greater Harrisburg

Rebuilding Together Greater Harrisburg started focusing on home modifications after attending a Rebuilding Together home modifications workshop in Pittsburgh, PA in 2002. As a result, the board of directors recruited two occupational therapists and representatives from the local Area Agencies on Aging. In the 2003-2004 year, Rebuilding Together Greater Harrisburg made it a goal to modify as many homes as possible using the guidance found in the workshop manual. Every House Captain received a copy of the home safety checklist and instruction on how to determine what modifications were necessary to make the homes safer for the homeowner(s). Occupational therapists were able to inspect more than 80% of the homes repaired that year. The first year was a success as many kinds of modifications were made in the homes. Educating the House Captains was the major reason for success, as they now looked at the Rebuilding Together mission in an entirely different way.

In the beginning of 2004, home inspections were completed on 45 homes, with information relative to

home modifications included. When there was resistance from the selected homeowners regarding home modifications, an occupational therapist was asked to give counsel and advice to the homeowner on the importance of the modifications.

The success of the 2003-2004 program caused the affiliate to look even more closely at their Home Modifications program. The volunteer occupational therapists have encouraged the affiliate to begin home inspections earlier to ensure that a thorough home inspection survey can be made prior to selecting House Captains. RT Greater Harrisburg has started working with Elizabethtown College's occupational therapy students so they can assist through volunteerism, while learning at the same time.

Rebuilding Together Greater Harrisburg has had continued support from the Elizabethtown College OT staff. This year, a gerontology instructor was recruited who volunteers along with her students to perform home modification evaluations and assessments. The affiliate looks forward to pursuing more opportunities and partnerships as they continue to develop their home modifications program.



RT Affiliate Resources:

The Rebuilding Together network is fortunate to have many affiliates who have made home modifications a major part of their rehab programs. Contact the following RT executive directors for technical how-tos, information about products and their costs, training volunteers, or any other home modifications questions.

Rebuilding Together Long Island
Harold Feldman, Executive Director
(877) 643-6070
RTLHarold@aol.com

Rebuilding Together Oklahoma City
Valerie Aubert, Executive Director
(405) 607-0464
rebuildingtogether@coxinet.net

Rebuilding Together Orange County
Steve Carpenter, Executive Director
(714) 667-8174
scarpenter@rebuildingtogetheroc.org

Rebuilding Together Pittsburgh
Cindy Gilch, Executive Director
(412) 922-0953
cgilch@mbawpa.org

Rebuilding Together Providence
Jane Upper, Executive Director
(401) 277-7845
rtprov@gmail.com

Rebuilding Together Sacramento
Carrie Grip, Executive Director
(916) 455-1880
cgrip@sacramentorebuildingtogether.org

Rebuilding Together San Francisco
Ruth Ann Binder, Executive Director
(415) 905-1611 ext. 202
ruthann@rebuildingtogethersf.org

Rebuilding Together Tulsa
Deanna Boston, Executive Director
(918) 742-6241
rebuildingtogethertulsa@cox.net

Try posting your home modifications questions to the RT General Info listserv. The listserv is a great way to reach many affiliates at once and create good discussion. Visit the listserv general webpage at <http://umail01.webfirst.com/mailman/listinfo/rtinfo>. Once you fill out your information, you will be sent a confirmation that you must reply to in order to activate your account. To post a message to the list, send it to rtinfo@umail01.webfirst.com. When you are posting a question, be sure to write a short, explanatory title in the subject line.



Rebuilding Together Publications

- Did you know that copies of the Level 2 home modifications workshop manual, "Safety First: A Technical Approach to Home Modifications" are available upon request? The workbook provides an introduction to home modifications; gives how-to instructions on modifying entrances, widening doorways, and installing grab bars; and offers tips on conducting house assessments.
- The Rebuilding Together home modifications brochure is also available for affiliate use. The brochure is available in an editable file format, allowing your affiliate to personalize it with your contact information and logo. Hard copies of the brochure are also available free of charge.
- The Home Safety Checklist (included as a pull-out page in this toolbox) is always available from the RT national office at no cost.

Call the Rebuilding Together national office at 1-800-473-4229 to order the items listed above.

Outside Resources

For questions about a homeowner with a special need or for technical assistance, you can join the home modifications listserv at the University of Buffalo. To join, send an email to listserv@listserv.acsu.buffalo.edu. In the body of the message, type the following:

Sub Homemodifications-list
Your full name (first name first)



The University of Southern California's National Resource Center on Supportive Housing and Home Modifications is a university-based, non-profit organization dedicated to promoting aging in place and independent living for persons of all ages and abilities. Their website, www.homemods.org is an extensive clearinghouse of articles, research, events, news articles, and educational opportunities related to home modifications.

Want to learn more about home modifications and aging in place? Become a Certified Aging in Place Specialist (CAPS)! The CAPS program is a three-day course that provides program graduates with the technical, customer service and marketing skills required to effectively service the growing market for home modifications. For more information about CAPS courses, visit www.nahb.org/designations or email CAPInfo@nahb.org.

Rebuilding Together, Inc.
1536 16th Street, NW
Washington, DC 20036
1-800-473-4229
www.rebuildingtogether.org
info@rebuildingtogether.org



This toolbox was made possible by a grant from the US Administration on Aging.



Our AmeriCorps* 20/20 VISTA Vision Project Members



Manatee County Neighborhood Services

Al Gedeon
Alex DeMolina
Dave Kaminski
Geneva Presha

School District of Manatee County – ACT

Pat Brahm
Karen Carpenter

Take Stock In Children

Virginia Sirocky

Manatee County Housing Authority

Robert Dunlap

Manatee Community Action Agency

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Florida KidCare Insurance

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Manatee Glens

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