



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Sweat Equity Packet

What is Sweat Equity (SE)?

Sweat Equity (SE) is the "sweat" that you contribute in exchange for an affordable Habitat home. SE is an integral part of Habitat's program and philosophy and is an indicator of your willingness to partner with Habitat staff, sponsors, and volunteers to support Habitat's mission and help construct homes.

Sweat Equity Quick Tips

- Habitat for Humanity of Wake County (Habitat Wake) requires you to complete a **minimum of 200 hours** prior to closing.
- You will earn SE hours by working in the Habitat Restore and constructing homes for others, attending required financial/credit and homeowner classes and constructing your own home. Optionally, some SE hours can be earned working in the office, participating in promotional activities, or helping with special events.
- Working on SE hours is just as important as working at your job! All applicants are required to work hard, arrive on time, stay until the end; accurately and honestly complete their SE log sheets, obtain a supervisor's signature, and find childcare for their children while working these hours.



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

Table of Contents

Interim SE required tasks.....	page 3
Interim Construction Sweat Equity.....	page 4
.	
Habitat Restores and Habitat Office Sweat Equity.....	page 5
Habitat Home Preservation.....	page 6
Sweat Equity Log Sheet Example.....	page 7
Opportunities for Children Sweat Equity.....	page 8
Sweat Equity Monitoring & Penalties.....	page 9



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

Key Points to remember!!!!

- Make sure you wear your Homebuyer T-shirt at all sweat equity opportunities.
- A **minimum of 15 hours** must be worked each month and **log sheets must be turned in every month by the 5th of the month**

You have 3 options to submit your log sheets to the office: Scan & Email to the Homeowner Engagement Manager, Take a CLEAR picture & Email to the Homeowner Engagement Manager, Fax 919-833-8256 or you can bring you log sheet in the office and drop off a copy.

If you fax your log sheet please send a correspondence email with the time and date you faxed so it can be retrieved.

- The initial 15 sweat equity hours must be completed by the applicant and co-applicant. All age appropriate family members who will be living in the Habitat home may begin working sweat equity hours after the initial 15 hours are completed.
- **After 76 hours are completed by the applicants friends and other family members who live outside the home may begin earning Sweat Equity hours as well.** *The applicant and/or co-applicant may have up to 2 other people to help them work Sweat Equity hours on any given day.

A single applicant's outside family and friends can work up to 50 hours with them. A household with both applicant & co-applicant can have outside family and friends work up to 25 hours for them.

Required Tasks

- **Construction Sweat Equity:** A minimum of 100 hours must be completed by the Partner Family.
- **10 Habitat Homeowner Classes (9 online classes and 1 face to face classes) & Additional Financial Modules.** Classes are required and now have hours associated with them. **Each Habitat Homeowner Class attended and completed, you'll earn 3 hours for each class.**
- **8 Hours Homebuyer Class:** This is a Funding Requirement for the NC Housing Finance Agency. You will need to register with Habitat or a Partnering Agency. **This class is worth 8 sweat equity hours.**



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties



Interim Construction Sweat Equity



You must work a minimum of 100 Construction hours.

Traditional Habitat Build

If you have a Habitat build, you are required to be at your Build Site one full build day a week. For an alternate site work plan you will have to speak to your Construction Superintendent.

Days & Hours: Construction occurs every Thursday, Friday, and Saturday with most of the work occurring on Saturday. Check <http://www.habitatwake.org/volunteer/volunteer-with-us/> for all site locations.

- Hospitality 7:45am – 8:15am
- Hospitality starts 8:20am
- Work begins 8:30am – 4 pm

Locations: You can always find the Construction sites on the Volunteer hub. A message blast will be sent out every Friday evening for the weekend Construction opportunities.

Hospitality Host (7:45-8:15am Thursday, Friday, Saturday)

Days & Hours: This will include being at the hospitality location (which is often different from the construction site i.e. a nearby church) no later than 7:45am to greet/check in volunteers, assist with the distribution of nametags, etc. (You are expected to report to the construction site for work immediately after.)

ONE BONUS SWEAT EQUITY HOUR for Hospitality

Location: The designated hospitality location/parking lot for that specific construction. Work will consist of greeting volunteers and sponsors, signing them in, distributing name tags and answering any questions pertaining to Habitat mission, history, program requirements, etc.

Weather: Rain & snow can sometimes halt construction workdays at the last minute. On Saturdays, you can call

Habitat's Inclement Weather Line at (919) 833-1999 x9 after 7:00am to check if construction will occur.

Note: Regardless of the hours that you have earned at the point your home build begins, you are expected to be at your build site one full build day each week. **Your Construction Superintendent must approve all exceptions.**

Vendor Habitat Build

If you have a Vendor build. You will not be allowed to work on your site because your home will be built by a third party development company. You will be required to complete all your Construction hours at another active Habitat build site.



Habitat Restores

Days & Hours

All Restores are open Monday through Saturday.

Monday through Friday 10:00 am to 6:00pm

Saturday 9:00am to 5:00pm

Everyone who volunteers in the restore must go through ReStore orientation before beginning to work in the restore. (including applicant, co-applicant, outside family and friends, age appropriate family members living in the home, etc.) **You MUST first attend orientation at any Restore on either Tuesday or Saturday morning at 10:30am before you can begin working in the store.** Make sure you wear your "Homebuyer" shirt when working.

Locations:

- ❖ The Raleigh Restore is located at 2420 North Raleigh Blvd. next to Habitat's administrative offices.
- ❖ The Cary Restore is located at 181 High House Rd, Cary.
- ❖ The Apex Restore is located at 826 E. Williams St., Apex.
- ❖ The Fuquay Restore is located at 1352 N. Main Street, Fuquay Varina.
- ❖ The Wake Forest Restore is located at 12253 Capital Blvd., Wake Forest.
- ❖ Glenwood Avenue is located at 8009 Glenwood Avenue, Raleigh, NC 27612
- ❖ 1169 US- 90 BUS Clayton, NC 27520
- ❖ Coming soon.....

Check-In: Check in with the workers at the cashier's desk in the front of the building to have staff assign you to work; have your SE log sheet signed by staff when you're done working.

Habitat Office

Days & Hours: The office is open Monday through Friday. Hours are 8:30am-5:00pm. You will need to contact the office one to two days before you want to work to see if there is anything to do as our workload flows with projects, special events, mailing, etc. **To work as a front desk volunteer you must attend the front desk orientation. Please visit the Habitat website to sign up for orientation.**

Please contact Gabi McDermott at 919-833-1999 and/or gabi.mcdermott@habitatwake.org. **Location:** 2420 North Raleigh Blvd. Raleigh NC 27604. Work can be assigned by any staff member needing help; have your SE log sheet signed by the staff member who assigned you the work.



Home Preservation

Days & Hours: Days may vary; normally on Friday and Saturday. Hours are check-in between 8:15am & 8:45am. And work hours are from 9:00am-3:30pm. **The anticipation is that you will stay the entire workday.** If for some reason you cannot, you must at least work a minimum of 4 hours.

Location: In one of the Neighborhood Revitalization Communities. Work will consist of constructing minor repairs (i.e. painting, landscaping) to the exterior of the house. Please check out the Habitat Wake Volunteer hub for location and time details.

Check <https://habitatwake.volunteerhub.com/lp/homepreservation/events/index> for all Home Preservation Opportunities.



Other Sweat Equity Opportunities:



You may be asked by various Habitat staff to participate in promotional activities or special events at Habitat. Most of these activities are to help raise awareness of or money for Habitat but at the same time you'll have fun and earn SE hours.

If you are not sure if Habitat is a partner of an organization or business please contact your Case Advisor.





Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Sweat Equity Log Sheet Example

Habitat for Humanity of Wake County

SWEAT EQUITY LOG SHEET

Month: **July 5, 2019**

Name (s): **Sara & Mark Lawson**

Address: **1330 Samson Drive**

Raleigh, NC 27610

Phone: **919-231-4262**

Email: **webuild2016@hotmail.com**

Please return your Log Sheet to Your Family Services Department by **the 5th of the month**. A minimum of 15 hours must be worked each month.
Fax or drop off your completed sheet and keep a copy as well

Date	Time In	Time Out	Hours Today	Worker Name	Work Location/Activity	Supervisor Signature	Total Hours
6-5	8am	11am	3	Sara	Restore		3
6-6	9am	12pm	3	Mark	Construction		6
6-6	9am	12pm	3	Sara	Construction		9

HABITAT FOR HUMANITY OF WAKE COUNTY, 2420 Raleigh Blvd., Raleigh, NC 27604 PHONE: 833-1999 FAX: 833-8256

WAIVER OF LIABILITIES. As a person who is volunteering to meet the Sweat Equity requirement, I understand that Habitat for Humanity of Wake County (HFH-WC) cannot be liable for injuries/illness that I may sustain while working as a volunteer. I expressly waive any claim for compensation or liability on the part of HFH-WC in the event of injury or medical expense beyond what may be offered freely by the representative of HFH-WC.

NOTICE OF VOLUNTEER INSURANCE provided by HFH-WC. If you are injured on the work site, HFH-WC provides a volunteer insurance policy that will pay for direct medical expenses only, which are not paid by your health insurance company.

[Back](#)

Sweat Equity Reminders

- 1.) Be sure to wear your Habitat Homebuyer t-shirt to all sweat equity opportunities.
- 2.) **A minimum of 100 hours must be worked on Construction.**
- 3.) A homebuyer is required to work on their home **1 full build day (Thursday, Friday or Saturday) each week, when their construction site becomes active, unless APPROVED by the construction superintendent.**
- 4.) If a homebuyer volunteers for hospitality, they earn an extra hour on their total number of sweat equity.
- 5.) Everyone who volunteers in the restore must go through **Restore orientation** before beginning to work in the restore. (Including applicant, co-applicant, outside family and friends, age appropriate family members living in the home, etc.)
- 6.) **The homebuyer must work on their home even if they have reached the 200-hour minimum.**
- 7.) Do not go to a Construction site mid-day if you need to work part time, you must work at minimum 4 hours beginning at 7:45 am.
- 8.) Please do not use "air quotes" or arrows on your sweat equity log sheet, please make sure every cell is complete including signature cells.
- 9.) **For SINGLE APPLICANTS: only 2 individuals (outside family and friends)** may accompany them at a time to a sweat equity opportunity and **FOR APPLICANT/CO-APPLICANT, as long as both are present a total of 4 individuals (outside family and friends)** may accompany them to earn sweat equity at a time.
- 10.) If there are any questions about sweat equity please contact a member of the engagement staff.

Sweat Equity Opportunities for Children

- Attending Home Depot Kids Workshop (available the first Saturday of the month at Home Depot store locations; ages 5-12)
- Writing or drawing activities for Habitat staff (1 hour per page)
- Submitting Report Cards (1 hour for every A or B during a single grading period)
- Any Habitat event they attend: Dedication, Kick-off, Sponsor Dinner, etc.



Maximum Hours = 24 hours per household

Note: This is an opportunity for your child to be involved in the sweat equity process. It is not a requirement that they complete these hours. Also, applicant/co-applicant's children must earn these hours. Friends of the family may not contribute these hours.

Sweat Equity Monitoring & Penalties

Monitoring:

Your hours are tracked using an Excel based spreadsheet. Each month your hours are entered into an Excel spreadsheet by month and by task.



Penalties:

3.5 hours deducted if 15 hours are not worked during the month.

3.5 hours deducted if your log sheet is turned in after the 5th of the next month

3.5 hours are deducted if your log sheet is not turned in for the month

Failure to make ongoing, sustained effort on SE hours will result in termination from our homeownership program.

If you fail to adhere to any of the sweat equity rules for 2 consecutive months you will be automatically de-selected from the program. Other review issues will be addressed on an individual basis to determine your ongoing approval in Habitat's homeownership program.

According to HFHI Homeowner Support Affiliate Operations Manual:

Sweat equity is a core tenet of Habitat's ministry. It might even be seen as Habitat's most valuable tool in building the partnership between prospective homeowners, the affiliate staff and volunteers. The term refers to the actual hands-on involvement of prospective homeowners in the construction of their homes, and in other Habitat and community activities. When performing sweat equity, the prospective homeowner has an opportunity to invest physically and emotionally in the mission of Habitat.

A cornerstone of the ministry

Sweat equity is not a simple programmatic requirement or a down payment on a home. Sweat equity is not in any way meant to test whether partner families pass or fail. Rather, it is an exciting cornerstone of the Habitat ministry, designed to meet three important goals:

- *Partnership. Sweat equity provides meaningful interaction among families, Habitat staff members, volunteers and community members.*
- *Pride in homeownership. Investing sweat-equity hours in their home helps families begin the transition to homeownership.*
- *Development of skills and knowledge. On the building site, family members gain a real understanding of the construction of their home and of maintenance issues they will face after occupancy.*

With the exception of the Self-Help Homeownership Opportunity Program, or SHOP (as discussed below), sweat equity is not assigned a monetary value. It is important to avoid any expectation or appearance that the work is compensation for services performed, which could result in unintended legal consequences or misunderstandings with the prospective homeowner.

Each affiliate's policies should clearly provide that, should a prospective homeowner be deselected or withdraw from the program; no monetary compensation will be given for sweat-equity hours completed. This requirement must also be clearly stated in the partnership agreement with the prospective homeowner, and the affiliate must ensure that the prospective homeowner is fully apprised of this requirement.