

APPLICATIONS RECEIVED AFTER THE DEADLINE POSTED MAY NOT BE CONSIDERED

The primary qualification criteria are as follows:

- # 1 The applicant must be a family of at least one adult parent/legal guardian and one minor child
- # 2 The applicant family must live within the Town of Drayton Valley or Brazeau County and must have done so for at least the past year
- # 3 The applicant family must have the ability to repay the mortgage
- # 4 The applicant family must demonstrate a need for affordable housing
- # 5 The applicant family must be willing and able to complete 500 volunteer hours in the community

If you are uncertain whether you meet these criteria you are encouraged to apply anyway. Your eligibility will be determined by the application administrator and/or the Family Selection Committee

The application process will take place in stages.

Stage 1:

Applications **MUST** be received by the Humans Helping Humans Housing Foundation (HHHMF) Administrator not later than the posted deadline. **Applications must be returned through Canada Post in the self- addressed envelope provided - personal delivery of the information will not be accepted.** A file number will be assigned by the HHHMF administrator and the chair of the Family Selection Committee. An applicant profile will be developed and entered into a database. Please note that all identifying information will be removed from the applicant profile prior to it being presented to the Family Selection Committee. The applicants may be contacted by the administrator to clarify information.

The applicant profile will be presented to the Family Selection Committee for review and screening to determine if the above criteria are met.

Stage 2:

Applicants who meet these criteria will have their information forwarded to the HHHMF Financial Coordinator. The Financial Coordinator will schedule an interview where the applicants must consent to a credit check and a financial review.

If the applicants meet the financial criteria they will then move on to the family interview. A Family Interview Consultant will schedule an appointment with the applicant family.

Families who do not meet the requirements of Stage 1 or 2 will be notified in writing by the chair of the Family Selection Committee.



Deadline: August 08, 2017

Stage 3:

The final decision will be made by the Family Selection Committee based on the recommendations of the Financial Coordinator, Family Interview Consultant and the individual needs of the family. The names of the successful applicants will be presented to the Executive Board. The President of HHHHF will notify the selected families of the decision.

If you require assistance with this application please contact:
Robert White at (780) 621-8374 or by email: rjsafety@telus.net

Once the application is completed place it in the envelope provided addressed to:

Chair - Family Selection Committee
Humans Helping Humans Housing Foundation
Box 6735
Drayton Valley, AB
T7A 1S2

The completed application must be mailed to the above address.

No personal deliveries will be accepted.

Documents required to be submitted with a completed Application Form are:

- A completed financial resume as attached
- A Criminal Record Check – not older than 3 months from submission date for each adult applicant or any adult who will be living in the home
- An Alberta Government Child and Family “Intervention Record Check” for each adult applicant or any person over the age of 18 years who will be living in the home
- A completed and signed reference list as provided below
- A plan for completing 500 hours of volunteer work within 18 months of possession, including:
 - The name(s) and contact numbers of any family or friend who will be helping you complete the required hours
 - Plans for child care, if applicable, when you are completing the required hours
 - How you plan to complete the hours
 - Firm time line of when you intend to complete the first 100 hours and tentative time lines for each additional 100 hours