

**Escambia County**  
**Real Change Automotive Assistance**  
**Standard Operating Procedures**



**Standard Operating Procedures –**

1. Community Partner identifies someone homeless in need of assistance with a vehicle.
2. Community Partner assesses the vehicle to determine the following actions:
  - a. Junk – needs to be towed to a junk yard and sold for parts
  - b. Towed – doesn't run but they have a place to tow and leave it.
  - c. Fixable – in decent shape and needs a minor fix such as a new battery.
3. Community partner will fill out the “Real Change Automotive Assistance Assessment” and include the following photos at minimum –
  - a. Outside – 4 photos of the outside of the vehicle to included front, back, and both sides of the vehicle.
  - b. Inside – 2 at minimum of the inside of the vehicle, including front and back seat.
  - c. Any other photos that may be relevant to the ask of the vehicle.
4. Community Partner will email the “Real Change Automotive Assistance Assessment” along with the photos to [homelessness@myescambia.com](mailto:homelessness@myescambia.com)
5. The Escambia County Governmental Liaison will review and determine if we have the required information to move forward.
  - a. YES – We will forward the request to our automotive partners.
  - b. NO – The Escambia County Governmental Liaison will follow up with the Community Partner to get what is required.
6. Automotive partner will assess and let us know how we should move forward with the vehicle.

# Escambia County

## Real Change Automotive Assistance Assessment



### Community Partner Information

1. Name of Organization - \_\_\_\_\_
2. Your Name - \_\_\_\_\_
3. Phone Number - \_\_\_\_\_
4. Email Address - \_\_\_\_\_

### Vehicle owner Information

1. Name - \_\_\_\_\_
2. Phone Number - \_\_\_\_\_
3. Email Address - \_\_\_\_\_
4. Where are you currently staying - \_\_\_\_\_

### Vehicle Assessment

1. Where is the vehicle currently located?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Can you prove ownership?

- YES – Please provide proof and submit with this assessment.
- NO – Unfortunately we will be unable to assist without this proof.

3. What is the intent with the vehicle?

- Fix it

- i. What issues are you experiencing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Towed

- ii. Where would you like it towed?

\_\_\_\_\_  
\_\_\_\_\_

- Junked

Owner Signature - \_\_\_\_\_ Date - \_\_\_\_\_

**Email Assessment, Proof of Ownership, and Vehicle Photos to  
homelessness@myescambia.com**