



Habitat for Humanity of Iowa AmeriCorps Program Fact Sheet 2022-23

Habitat for Humanity of Iowa operates its AmeriCorps state program through Volunteer Iowa and AmeriCorps to develop affordable housing across the state of Iowa.

When members are recruited, placed, and serve with local Habitats, **they build capacity, serve more families, and develop life-long housing leaders through service.** An AmeriCorps member can meet the needs of any local habitat by serving **40 or 20 hours per week for 3, 6, 9, or 12-month commitments.** They can serve on construction, volunteer, community outreach, or family service teams.

Program Information

Administrator: Habitat for Humanity of Iowa State Support Organization. Habitat for Humanity of Iowa is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating, and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions

About: Habitat for Humanity of Iowa's AmeriCorps program provides a targeted solution to develop affordable housing across the state of Iowa. Habitat for Humanity of Iowa will have 42 AmeriCorps members serving with **Construction, Community Outreach, Volunteer, and Family Services** teams at Iowa affiliates and nonprofits and 3 members serving as VISTA in **Resource, Project, and ReStore Development** positions.

AmeriCorps State Members:

- Serve 3, 6, 9, or 12 months – 40 or 20 hours per week
- Perform **direct services** in four categories construction, volunteer management, or family services
- turn in timesheets twice a month to record a total # of hours to complete (1700, 1200, 900, or 450 hours)
- 40 members each year for entire program

Program Goals or Performance Measures:

- AmeriCorps members will be responsible for the construction and repair of 200 housing units each year.
 - # of individuals transitioned into housing. (purchased a home: New and Rehab)
 - # of individuals assisted through housing repairs
 - # of individuals assisted through financial education
- Members will leverage 10,000 volunteers who will be engaged in building or repairing, healthy affordable housing.
 - # of volunteers
 - # of volunteers hours

Applying to become a Host Site

Anticipated timeline for AmeriCorps State Applications:

- **January-March:** [Host Site Interest Applications](#) are open for 3-month Summer programming
- **February-May:** [Host Site Interest Applications](#) are open for 12-month programming starting in Fall!
- **March -May:** Affiliates and host sites are notified of selection for Summer Programming and host site agreements sent out
- **May-June:** Affiliates and host sites are notified of selection for 12-month programming and host site agreements sent out.
- **May - June:** 3-month Summer members begin serve
- **September-October:** 12-month members start

Host Site Selection Process

1. Interested organizations must complete the [Host Site Interest Form](#), during the application window. Host site applications are available at www.iowahabitat.org/host-ameri-corps
2. Host site will be reviewed for suitability, capacity, and alignment with Habitat for Humanity of Iowa priority areas.

The following factors will be considered:

ability to provide adequate supervision; member activities are allowable; community partnership; ability to share client data with Habitat for Humanity of Iowa for grant reporting, and other factors to further the sustainability of the program.

3. Host sites will be notified of selection and number of members awarded by Habitat Iowa staff. Recruitment should begin immediately for potential members.
4. Host site fees or cost share will be due the first month a member starts and are spread out over the year.

Program Requirements

Cost Share or Host Site Fee: The AmeriCorps program will have cost share associated with it. The host site fee and in-kind match is required to help the **program operate, cover administration costs, and meet the minimum 50% federal match requirements of the grant.** Many of these expenses are fixed regardless of the recruited number of members. As an ASO, we do not fundraise to ensure we're not competing with affiliates for grant applications to the same donors. Price per member for next year are listed below. If Habitat Iowa can secure different funding sources or additional federal funding is provided as in the past year, we will work to reduce or reimburse host site fees as we are able.

Host site fee

Member Slot Type	Habitat Affiliate Fee	Habitat Affiliate - In Kind Match
Full time – 12 Months	\$9,000	\$4,200
Three Quarter Time – 9 Months	\$7,500	\$3,600
Half time – 6 months	\$6,000	\$3,000
Quarter Time – 3 months	\$3,800	\$1,800
Minimum Time – 9 weeks	\$3,800	\$1,500

Member Benefits provided through Habitat Iowa:

	Living Allowance	FICA	Education Award	Housing Allowance	Health Insurance Premiums
FT- 12 months	\$17,000	\$3,000.50	\$6,500	\$200/month	\$375/month
TQT- 9 months	\$12,000	\$2,118.00	\$4,550	\$200/month	\$375/month
HT- 6 months	\$9,000	\$1588.50	\$3,250	\$200/month	\$375/month
QT- 3 months	\$4,500	\$794.25	\$1,720	\$200/month	X
MT – 9 weeks	\$3,000	\$529.50	\$1,375	\$200/month	X
Additional benefits: Childcare assistance, training and professional development, National Service Forbearance, and accrued interest payments on federal student loans.					

- **Note:** If a site is unable to recruit a member or if a member exits early and is *unable* to refill the spot, that site forfeits its host site fee.
- *If an enrolled member is unable to complete their term of service and serves less than 30% of their total time, the position **may be refilled** according to AmeriCorps guidelines.
- **If an enrolled member is unable to complete their term of service and serves more than 30% of their total time, the position **may not be refilled** and host sites forfeit their cost share.

Supervisor Match: In addition to host site fees, affiliates must use AmeriCorps supervisor time as in-kind match. **\$4200-** FT, **\$3600-**TQT, **\$3000-**HT, **\$1800-** QT

*If the site does not meet the minimum Supervisor Match as of September 2020, the following additional fees per member will be charged to the host site:

Full-Time Member Position:	\$750 per member
Half-Time Member Position:	\$500 per member
Quarter-Time Member Position:	\$250 per member

SITE SUPERVISOR COSTS AS A SOURCE OF MATCH. Host Site will document site supervisor time as a source of match to Program. The individual designated as site supervisor must report, at a minimum monthly, the hours spent providing the member supervision services outlined in this agreement via an invoice. Host Site must assign a reasonable hourly or daily rate value for site supervisor(s) on an annual basis and at any time the rate changes or a new individual assumes the role of site supervisor. Site supervisor invoices must be submitted to Program within the first 5 working days of the month. If more than one individual serves as site supervisor, each person must submit the monthly invoice. Site supervisor hours must be based on actual time worked providing the specific duties outlined herein and the site supervisor or Host Site designee must sign the monthly invoice; certifying its accuracy and whether or not the individual is not paid with federal funds. Host Site understands that all site supervisor time invoiced to Program, must be spent actively supervising AmeriCorps members. Hours that appear excessive may be questioned and/or disallowed. Typically, a site supervisor spends between 1-10% of their time on member supervision. Falsification or inflation of site supervisor hours can result in repayment of federal funds by the host site.

Host Site supervisors provide AmeriCorps member supervision services and are considered contractors under 2 CFR §200.331 and for the purposes of the National Service Criminal History check requirements.

Sufficient resources and tools needed for member to perform their job effectively. This may include a desk, phone, computer, and other office supplies.

Provide adequate supervision: Either work with the member in the same office space or meet with the member(s) in person for a minimum of one hour per week as outlined in the Host Site Agreement or MOU, which can include personal and group meetings, making sure members turn in Habitat for Humanity of Iowa assignments on time, monitoring activities to ensure they meet the AmeriCorps requirements. Approve member timesheets by the 15th and 30th of each month.

Communication with program staff and Volunteer Iowa: Including absences, members, challenges and successes and participating in program monitoring including site supervisor focus groups with Volunteer Iowa.

Attend Training for required supervisor trainings and conference calls.

Quarterly reporting: turn in a quarterly report on performance measure goals with AmeriCorps members. These are due Jan.1, April 1, July 1, and Oct.1, Nov. 31. Goals listed above. The reporting is located on the website. www.iowahabitat.org/supervisor-resource

Member Recruitment

Recruitment: Responsibility for recruitment will be shared between Habitat for Humanity of Iowa and the affiliates. Habitat for Humanity of Iowa program director will provide information and sample recruitment materials to assist in the recruitment process for affiliates. Habitat also has a staff member dedicated to the recruiting through online platforms.

Steps:

1. **Advertise:** Habitat Iowa posts positions on online platforms and Affiliates recruit through staff, volunteers, and local school chapters.
2. **Apply:** Members apply through the Habitat Iowa application portal
3. **Screen:** Habitat Iowa staff screen those candidates and pass candidates to affiliates
4. **Screen/Select:** Affiliates interview and select members
5. **Enroll:** Habitat Iowa staff enroll those members

Start Dates:

- For ease of enrolling members will only begin service within the first 3 days of the start of a pay period (the 11th and 26th of the month).
- Members will have to be recruited and started within our **starting windows for service**. Host sites that do not recruit members in the fall window will have a new opportunity to start in our later windows:
 - **Fall members** will begin in September and October.
 - **Spring members** Feb - March
 - **Summer member** May-June
- Some scenarios will require exceptions to these rules and will be considered on an individual basis with direction from Volunteer Iowa and Corporation for National and Community Service.

Member Benefits

www.iowahabitat.org/member-page

	Living Allowance	FICA	Education Award	Housing Allowance	Health Insurance Premiums
FT- 12 months	\$17,000	\$3,000.50	\$6,500	\$200/month	\$375/month
TQT- 9 months	\$12,000	\$2,118.00	\$4,550	\$200/month	\$375/month
HT- 6 months	\$9,000	\$1588.50	\$3,250	\$200/month	\$375/month
QT- 3 months	\$4,500	\$794.25	\$1,720	\$200/month	X
MT - 9 weeks	\$3,000	\$529.50	\$1,375	\$200/month	X
Additional benefits: Childcare assistance, training and professional development, National Service Forbearance, and accrued interest payments on federal student loans.					

- **Living allowance:** Each member will receive a twice monthly living allowance spread out equally over the term of service.
 - **12 month** - \$17000
 - **9 month** - \$12000
 - **6 month** - \$9000
 - **3 Month** - \$4500
 - **9 weeks** - \$3000
- **Housing Reimbursement:** Members serving in a full time capacity are eligible for a housing reimbursement of \$200 per month. This must be used to a rent or mortgage payment that is in your name.
- **Health Insurance:** Any member serving in full-time status (40 hours per week) and serving longer than 6 months is eligible for the Corps Network health insurance, which is provided through Cigna. 100% of the premiums (\$380/month) are paid by Habitat Iowa. [More information here.](#)
- **Member Assistance Program:** All members have access to free counseling and coaching services through AllOneHealth
- **Education Award:** Each AmeriCorps member is eligible to receive up to two full time education awards in their lifetime. This award is determined by term of service. It can be used towards past federal student loans or towards future education expenses through Title IV schools. The education award is awarded with 60 days of your successful completion of your education term.
 - [Matching institutions](#)
 - [How to use your education award](#)
 - [Amounts and eligibility rules](#)
- **National Service Forbearance:** Members with qualifying federal student loans are able to put those loans into a forbearance, meaning no payments are required during your term of service. Forbearance requests are completed through my.americorps.gov accounts.
- **Accrued Interest Payments:** Members with qualifying federal student loans and have those loans placed in National Service Forbearance, will qualify to have all accrued interest paid off at the end of the year through the National Trust. This is a taxable activity.
- **Childcare assistance:** Members serving in a full-time capacity (40 hours per week) may be eligible for childcare assistance. The eligibility is based on the household income and follows the state assistance program. [More information and application can be found here.](#)
- **Training and professional development:** Habitat for Humanity of Iowa provides training throughout the year. Members will also be provided training opportunities through the Midwest Habitat for Humanity Convention, the Iowa Nonprofit Summit and other conferences. Each member will be trained by their host sites to be successful in their service.