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**Habitat for Humanity of Iowa AmeriCorps Program**

**Fact Sheet 2020-2021**

Habitat for Humanity of Iowa operates 2 AmeriCorps programs through Volunteer Iowa and AmeriCorps to develop affordable housing across the state of Iowa. **The first is AmeriCorps State with 40+ members serving in direct service positions. The second is AmeriCorps VISTA with 2-3 members a year serving in capacity building positions.**

**Hosting an AmeriCorps member means affiliates or organizations have a person serving 40 hours a week for 3, 6, 9, or 12-month commitments. These members build capacity and expand programming for the affiliates through their service.** Habitat Iowa helps with recruitment, administrative, and training support throughout the year. This fact sheet explains the program and how your organization can participate!

**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’sAmeriCorps 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.

**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

**Brief Differences Between AmeriCorps State and AmeriCorps VISTA:**

**AmeriCorps State Members:**

* Serve 3, 6, 9, or 12 months
* Perform ***direct services*** only such as 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

**AmeriCorps VISTA members:**

* Serve 12 months or 365 days (full time only)
* Perform ***capacity building*** services only such as Project Development, Resource Development or ReStore Development.
* Treated like salaried staff so do not turn in timesheets.
* 2 members per year for entire program

**Applying to become a Host Site**

**Anticipated timeline for AmeriCorps State Applications:**

* **January-March**: [Host Site Interest Applications](https://forms.gle/hGuXu6g41q4jUAr7A) are open for 3-month Summer programming
* **February-May:** [Host Site Interest Applications](https://forms.gle/hGuXu6g41q4jUAr7A) 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

**Anticipated timeline for AmeriCorps VISTA Applications:**

* **Rolling basis**: [Host Site Interest Applications](https://forms.gle/hGuXu6g41q4jUAr7A) are open for 12-month VISTA members continuously until filled.
* Members must be recruited months in advance to meet VISTA requirements for training. If interested in hosting, please reach out to staff ASAP.

**Host Site Selection Process**

1. Interested organizations must complete the [Host Site Interest Form](https://forms.gle/hGuXu6g41q4jUAr7A), during the application window. Host site applications are available at[www.iowahabitat.org/host-americorps](http://www.iowahabitat.org/host-americorps)
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.

1. Host sites will be notified of selection and number of members awarded by Habitat Iowa staff. Recruitment should begin immediately for potential members.
2. 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**: While Habitat Iowa is always looking for ways to limit the cost share for affiliates and organizations, they are still required for sites. An estimated non-federal cash match to help cover member living allowance and support costs. The official amount will be announced with selection and determined by funding sources. If an additional funding or grants come in after the program starts, there is a possibility of lowering or returning partial fees.

**Host site fee**- **$9,000-Full time** (40 hours a week for 12 months), **$7,500**- Three Quarter Time (40 hours per week for 9 months), **$6000-Half time** (40 hours a week for 6 months), **$3800-Quartertime** (40 hours/week for 3 months)

* **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

Supervisor timesheets are turned in by the 5th of each month to the program director.

**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](http://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 on the 11th and 26th of the month to follow Habitat Iowa pay periods (if on the weekend, the following start of the week).
* 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 membe**r 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](http://www.iowahabitat.org/member-page)

* **Living allowance:** Each member will receive a twice monthly living allowance spread out equally over the term of service.
  + **12 month -** $14,500
  + **9 month** - $10,299
  + **6 month -** $6866
  + **3 Month -** $3433
* **Housing Reimbursement:** Members serving a full time 12-month position are eligible for a housing reimbursement of $150 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) is eligible for the Corps Network health insurance, which is provided through Cigna. 100% of the premiums ($370/month) are paid by Habitat Iowa. [**More information here**](https://www.iowahabitat.org/americorps-health-insurance)**.**
* **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](https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/matching-institutions)
  + [How to use your education award](https://11045a5d-9352-47ec-9a77-a77f40554a57.filesusr.com/ugd/e2cc41_c2fbb88d44db4b3d8e3abcb7c3406426.docx?dn=2019-20%20Habitat%20MSA_Construction_FT_12%20m)
  + [Amounts and eligibility rules](https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/amount-eligibility-and)
* **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](http://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.](https://www.americorpschildcare.com/)
* **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.