

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE <small>Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)</small>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE: 19-JAN-11	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 11AC123576	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 09ACHIA0010004														
5. APPLICATION INFORMATION																
LEGAL NAME: Habitat for Humanity of Iowa, Inc. DUNS NUMBER: 086690596 ADDRESS (give street address, city, state, zip code and county): 103 E State St Ste 302 Mason City IA 50401 - 3321 County: Cerro Gordo	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Crystal Meier TELEPHONE NUMBER: (641) 210-4988 FAX NUMBER: (641) 210-4989 INTERNET E-MAIL ADDRESS: hfhia1@omnitelcom.com															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 421520979	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community-Based Organization Faith-based organization															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:94.006 10b. TITLE: AmeriCorps State	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Habitat for Humanity of Iowa AmeriCorps 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Cedar Rapids, Des Moines, Iowa City, Mason City (North Central Iowa), Quad Cities, Sioux City, Council Bluffs, Knoxville (Marion County), Ames (Central Iowa), Marshalltown (Marshall County)Webster/Humboldt Counties, Boone/Greene County	13. PROPOSED PROJECT: START DATE: 09/01/11 END DATE: 08/31/12 14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="IA 004"/> b.Program <input type="text" value="IA 004"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 274,576.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 286,600.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 561,176.00</td> </tr> </table>	a. FEDERAL	\$ 274,576.00	b. APPLICANT	\$ 286,600.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 561,176.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Crystal Meier	b. TITLE: Program Director	c. TELEPHONE NUMBER: (641) 210-4988														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 05/06/11														

Narratives

Executive Summary

Executive Summary:

Habitat for Humanity of Iowa assists the 36 Habitat affiliates in resource development, technical assistance and training, advocacy and public awareness, and disaster response. Through the Habitat for Humanity of Iowa/AMERICORPS program members are located in local Habitat affiliates leading construction teams and managing volunteers to engage more community volunteers in Habitat for Humanity's mission of providing low-income Iowans with homeownership opportunities.

Rationale and Approach

Rationale and Approach

Habitat for Humanity is a non-profit, ecumenical, Christian housing organization with the mission of eliminating poverty housing and making decent, affordable shelter a matter of conscience and action. Habitat makes homeownership a reality for low-income families (incomes are 30% to 60% of median income of the area) living in substandard housing by selling community sponsored and volunteer built homes to families with zero interest mortgages. Payments do not exceed 30% of family income. The Department of Housing and Urban Developments recommends housing costs be less than 30% of income to keep a family from being cost burdened. Each partner family applies for housing and is selected in a non-discriminatory manner based on their need for housing, ability to pay the zero interest mortgage, and willingness to partner by working "sweat equity" hours in the construction of their own and other families homes.

In Iowa, Habitat operates in 66 counties by 36 independent Habitat affiliates and Habitat for Humanity of Iowa (HFHIowa) the state support organization. Habitat for Humanity of Iowa is charged with assisting the thirty-six Habitat affiliates with resource development, training, advocacy, and disaster response. HFHIowa is the organization submitting this grant.

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Habitat affiliates in Iowa have built or rehabilitated over 776 homes and recycled an additional 71 homes since the first affiliate was chartered in 1986. In calendar year 2009 Habitat affiliates will have built or repaired close to 100 homes, moving at least 246 people from substandard conditions to safe, affordable housing. We expect to build our 1000th home in Iowa in early 2011. Habitat works to change our partner families' lives and transforms the communities where these families live.

Compelling Community Need

Roughly one third of Iowa families struggle with housing affordability. The Fair Market Rent (FMR) for a two bedroom apartment is \$629. To afford this level of rent and utilities, without paying more than 30% of income on housing, a household must earn \$25,162 annually. Assuming a 40 hour work week, this income translates into a Housing Wage of \$12.10. A minimum wage worker earns an hourly wage of \$7.25. In order to afford the FMR for a two bedroom apartment, a minimum wage earner must work 67 hours per week, or a household must include 1.7 minimum wage earners working forty hours a week year-round to make the apartment affordable (Low Income Housing Network, Out of Reach Report, 2008).

In Cedar Rapids, Iowa City, Des Moines, Council Bluffs, Quad Cities, Sioux City and Ames, FMR is higher than the Iowa FMR. In Marshall, Cerro Gordo, and Marion counties, the FMR rents are 3.7%-5% lower than average Iowa rent (\$596 for Marshall and Cerro Gordo and \$618 for Marion) but, each requires more than minimum wage 40 hour a week employment to be affordable (Low Income Housing Network, Out of Reach Report, 2008). Women and children are affected disproportionately. A female head of household with children has a 34.2% likelihood of living in poverty in Iowa. These cities have active Habitat affiliates which will host AMERICORPS members serving as construction leads, and in volunteer recruitment and management therefore, increasing the communities capacity to build more affordable homes for low-income Iowan's.

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Iowa's levels of subsidy are inadequate to the volume of need. At Iowa's current subsidy funding rate, it would take 20 years to address homeowner's housing needs and 64 years to address renters' housing needs. Funding levels are shrinking, further reducing Iowa's ability to meet housing needs. Iowa's funding is unstable and unpredictable which further complicates housing development and the ability to sustain the capacity needed to address the housing needs of Iowans (MacDonald, Affordable Housing in Iowa Meeting New Challenges, 2007).

The loss of housing in the 2008 natural disasters further exacerbates the problems in housing stock. Increased demand for homes in the low end of the market drives up the cost of housing. With little or no construction in the affordable housing market, the housing situation for low to moderate income Iowans' will continue to deteriorate. Habitat for Humanity affiliates seek to address these housing issues in their individual communities. Each of the communities in this project have greater challenges in affordability or quality of housing stock than Iowa averages.

Description of Activities and Member Roles

The goal of Habitat for Humanity is to eliminate substandard, unaffordable housing in Iowa, by providing safe, affordable housing for low-income families. To do this we must increase the organizational capacity of Habitat affiliates in the state. We intend to engage AMERICORPS members to lead construction and rehabilitation of homes and increase organizational capacity by engaging more community volunteers. AMERICORPS members will assist the Habitat affiliates through recruitment, management, and retention of volunteers as well as increasing the Habitat affiliates organizational capacity to serve more families by recruiting and managing eligible families and developing organizational systems and procedures in Habitat affiliates.

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Habitat for Humanity of Iowa's first AMERICORPS program started in the fall of 2004. Awarding another AMERICORPS program to HFHIowa will allow us to place 30 full-time AMERICORPS members in strategically selected affiliate offices in Iowa. An additional 20 quarter-time members working as summer members, will serve at the time when Habitat affiliates have increased building and volunteer management work loads. Our program is designed to start on September 1, 2010 and end on August 31, 2011. Members will be located in Cedar Rapids, Iowa City, Quad Cities, Des Moines, Knoxville, Mason City, Marshalltown, Council Bluffs, and Sioux City. These areas have some of the highest cost burdened owners and renters in the state and large numbers of homes with condition or accessibility issues. These communities have the most efficient and productive Habitat affiliates in the state. These affiliates represent 23% of the Habitat affiliates but, are responsible for 80% of the Habitat homes built last year.

Measurable Outputs and Outcomes

The Habitat/AMERICORPS program will address the Opportunity area and we will be using standard performance measures. We will be seeking an expansion in the number of members in our program to 30 full-time members and 20 quarter-time summer members to increase the number of partner families we are able to serve. In order to serve more families we will need to increase the number of community volunteers engaged in our program. AMERICORPS members will enable us to engage and manage more volunteers and serve more families. Recently, we were granted a Stimulus/Recovery AMERICORPS grant which more than doubled the number of members in our program. We were able to fill all slots. By adding more members we will be able to leverage funding available for building (through Neighborhood Stabilization Program and I-JOBS, and disaster recovery funds).

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Our affiliates are obtaining money to build but, have found the money available for infrastructure is decreasing. By increasing the number of members, affiliates will pay the same for members but, will increase the number of members working at the affiliates. We are still maintaining a quality program at less cost per MSY and still over our required percentage match of 38%. The Habitat/AMERICORPS program will address the these primary activities,

1. Construction and rehabilitation of homes for low-income lowans
2. Increasing organizational capacity through development of affiliate policies and procedures, and designing organizational systems to recruit, train, manage, and recognize community volunteers enabling the affiliates to leverage financial resources committed from other sources (for example, Neighborhood Stabilization Funds or Flood Recovery)
3. Education and training in financial literacy, homeownership, budgeting, and home maintenance for low-income, cost burdened lowans
4. Leading volunteers and partner families

Plan for Self-Assessment and Improvement

HFHIowa is constantly looking for ways to improve our program. We evaluate information from members and sites and seek to improve member service. HFHIowa monitors member's satisfaction by maintaining good communication with members. Because of the distance between HFHIowa and some

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of the affiliate locations, frequent email and telephone contact is vital to monitor member expectations and feelings about the program. Encouraging members to stay until service completion has yet to be an issue for the Habitat/AMERICORPS program. The program works with members who experience dissatisfaction by counseling both the members and the site supervisors, discussing the issues and helping all to find a satisfactory solution. A member's special area of interest can usually be accommodated. At the end of the service term, HFHIowa surveys members to learn their level of satisfaction with their service and makes changes if necessary. At the end of terms of service HFHIowa and sites make recommendations for program improvements and any changes are made before next term of service begins. In at least three affiliates, AMERICORPS members have gone on to become staff members who in turn are able to mentor the new AMERICORPS members and help new members understand the AMERICORPS program.

Community Involvement

Habitat affiliates are led by community volunteers serving on the Board of Director's and members of committees such as construction, family services, fundraising, volunteer coordination, and faith relations. In addition, houses are built by community volunteers. Community members work with partner families to help the partner family transition into successful homeownership. Without community volunteers the work of Habitat affiliates would not be done. Habitat staff and board members often become mentors to members and relationships between Habitat leaders and members have continued long after service has ended. This year members had many opportunities for disaster response as well. Members served in the clean up process when tornados devastated an Iowa town. Shortly after the tornado many members experienced flooding in their own affiliates and the communities in which they work. AMERICORPS members worked side by side with community members, sandbagging, moving things to higher ground, and implementing disaster plans affiliates had

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established but, had never used. They are now actively involved in recovering/rebuilding affiliates and communities.

Relationship to other National and Community Service Programs

A priority for the AMERICORPS program is networking. Members network with community members and fellow national service members. Members have worked with four National Civilian Community Corps (NCCC) teams assigned to Habitat affiliates in Iowa over the last year. In June of 2008 AMERICORPS members from Iowa had the opportunity to interact with National Service members serving with Habitat for Humanity International (HFHI) and Corporation for National and Community Service (CNCS) staff, HFHI national service staff, Iowa Commission on Volunteer Service (ICVS) staff, federal and state legislators. Members have worked with Department of Natural Resources (DNR) AMERICORPS volunteers, Salvation Army, and Red Cross in disaster response and recovery.

Potential for Replication

The Habitat/AMERICORPS program first started in 2004 and has successfully been able to replicate the program (after self-assessment and evaluation) for six years. Habitat affiliates, currently not involved in the AMERICORPS program, contact HFHIowa as the affiliates seek to increase the number of volunteers engaged in building additional safe, affordable housing. If the Habitat affiliate meets the requirement of need and affordability the Habitat affiliate may be added to the AMERICORPS program. HFHIowa has been able to replicate and grow Habitat affiliate participation in this program since 2004. We continually evaluate whether changes need to be made to improve member and affiliate service experiences. We have been able to attract more members to service through the Stimulus/Recovery grant award and anticipate the need for more members who will serve under our proven program.

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Organizational Capability

Organizational Capacity

Sound Organizational Structure

Habitat for Humanity of Iowa has been a 501(c)3 organization since 2001, managed by volunteers until December of 2003. In seven years since staff was added to the organization we have been able to deliver over \$10 million of direct financial assistance to our affiliates and have coordinated and managed VISTA, NCCC, and AMERICORPS programs which have secured more than 100 members for Habitat affiliates since 2004.

We have participated in Federal Home Loan Bank Affordable Housing Program, State Housing Trust Fund Project Based Programs, VISTA, and NCCC in the past. Our 2009 programs include: HOME Funds (20 homes, \$500,000 grant), State Housing Trust Fund-Project Based awards (\$250,000), I-Jobs, AMERICORPS (11 full-time members, 6 half-time members, and 2 quarter-time members), \$1.5 million Habitat Endowment Loan Program, 3 NCCC spikes, AMERICORPS Stimulus/Recovery grant (20 full-time members, 20 quarter-time members which more than doubled our AMERICORPS program), and developed and provided programmatic, resource development, and financial management of the AMERICORPS Build-a-thon. This project brings all national service members who are serving with Habitat for Humanity International together for one week to build homes for families. Five hundred national service members worked over 20,000 hours on this project. This \$2.9 M project built 20 homes in Cedar Rapids, IA. We are currently a finalist to bring the Buildathon back to Cedar Rapids for 2010. This year the project will build new homes and rehab flood damaged properties. Over 600 national service members are expected for this project.

In addition, we provide advocacy, disaster response, and training programs to our affiliates. Our most

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recent audit has no deficiencies. Our financial records are kept in accordance with generally accepted accounting principles and requirements for nonprofit organizations. Accounting functions are segregated and there are strong internal controls such as separation of receipts and disbursements. A CPA, Kevin Dolphin provides accounting services for HFHIowa. We were rated as low-risk in our most recent AMERICORPS program review. With our success administering these projects we are confident in our ability to continue to administer the Habitat/AMERICORPS program.

Habitat for Humanity of Iowa and the Iowa affiliates promote affordable housing issues in Iowa. The work of Iowa affiliates and other affordable housing groups helped to secure a permanent source of funding for the State Housing Trust Fund in 2008.

The HFHIowa Executive Director serves on the State Housing Trust Fund Advisory Board. The Executive Director also served on the Housing Task Force for ReBuild Iowa after the 2008 natural disasters as well as a Federal Emergency Management Agency (FEMA) partners committee, and worked with Volunteer Organizations Aiding in Disaster, and Church World Service. She has also been a member of the Iowa Housing Policy Roundtable which is developing housing policy which was recommended after Heather MacDonald's study on Affordable Housing in Iowa-Meeting New Challenges 2007.

Habitat for Humanity International (HFHI) also assists the affiliates by providing strategic direction, technical support, and training to the more than 1,600 Habitat affiliates and state support organizations worldwide. HFHI has extensively educated affiliates about national service programs during the past 15 years. In addition to promoting the benefits of the program HFHI has educated affiliates about the work AMERICORPS members can realistically and legally perform.

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None of the prohibited activities are a part of any Habitat's mission or the member's daily activities. To ensure that no AMERICORPS member will be asked to perform a prohibited activity, affiliate site supervisors must sign an Affiliate Site Agreement that certifies members WILL NOT be asked to perform any prohibited activity. The program director also educates site supervisors on this issue through the Affiliate Start-Up Guide, the email newsletter, one-on-one conversation, conference calls and yearly group supervisor training. The program director checks for compliance during on-site visits using the program monitoring tool. The tool requires interviews with staff and members to check for unallowable activities. If violations are found, the program director works with the site supervisor to ensure future compliance and documents actions taken. If violations continue, the member is removed from the site.

To further ensure no member engages in prohibited activities, the members themselves learn about the activities they are not allowed to perform when they read the New Member Start-Up Guide and the Member contract. This issue is discussed at length during the Member Orientation and Training where members ask specific questions and discuss possible conflicts. The program director requires members to report any activity they feel may be in violation of the prohibited activities provision (under strictest confidence). The program director immediately investigates any possible violation and takes swift action to bring the affiliate in compliance with the signed Affiliates Site agreement.

To participate in the AMERICORPS program, each affiliate is required to pay a fee which is used as the required matching funds for the member living allowance. The value of the supervisor's hours and fringe benefits are used as matching funds. To determine this match supervisors report the number of hours spent directly supervising each member each month. Based on each supervisor's salary, a value is calculated by the program director. There has been no difficulty obtaining the in-kind match in previous grant years but, we have had to increase our in-kind match by using the value of the supervisors affiliate

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paid workmen's compensation. The economic conditions of the last year have made it more difficult to pay the cash fee portion of the match.

Board of Directors, Administrators, Staff

Our organization is governed by a board of directors; each director serves a maximum of two three year terms. Board officers are elected annually. Some board members are recommended by Habitat affiliates and other board members are selected based on their skills in areas of need for HFHIowa. Our current board members are:

Dan Clute - President, Wells Fargo, Greater Des Moines Representative

Dianna Darold - Secretary, Iowa Heartland Representative

Tom Davey - Treasurer- US Bank, Washington County

Steve Musson - American Auto Association

Steve Smith - Cedar Valley representative

Brad Schoneberg - First Citizens Bank, North Central Iowa Representative

Earl Kallemeyn - West Central Iowa Representative

Emmanuel Tabelisma - Valley United Methodist Church

Jim Kurtenbach - Iowa State University, Central Iowa Representative

Randy Hahn - H & H Home Builders

Dennis Dietz - Attorney

Greg McFarlan - Wells Fargo - Human Resources

The board of director's is responsible for governance, financial, and programmatic functions of the organization. Each director serves on at least one board committee; resource development, executive, board development, finance, program/affiliate relations, and human resources.

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The Executive Director has over five years experience managing Habitat for Humanity programs both at the affiliate and state support level. She holds certifications in Housing Finance Development and Fundraising Management. Prior to Habitat, her experience included college/university teaching in Marketing, Management, and Career Development. Other experience: Owner/manager of several businesses and extensive volunteer and professional organization program management (American Cancer Society, 4-H, Harmony Ranch, School Improvement Committee, Association of Family and Consumer Science).

The HFHIowa AMERICORPS program is managed by the program director. She has over twenty years experience in social work, grant administration, and project management. The program director has excellent writing, communication, word processing, computer and internet skills, training/presentation experience, and interview skills. She is assisted by a program associate who served two VISTA terms, one term in a Habitat affiliate and one in the HFHIowa organization. She assists in program management, training, and communications.

Plan for Self-Assessment or Improvement

The ability of HFHIowa to meet its long-term goals depends on efficient and effective operation of all its programs. A yearly audit is conducted. All staff are reviewed yearly. HFHIowa reports to HFHI and is required to submit information used to determine compliance with HFHI best practices. Other awarded grants and programs require programmatic audits yearly as well. The program director makes improvements and adjustments whenever necessary with the approval of the Executive Director and the Board. To determine changes, the program director collects information specifically about the AMERICORS program from many sources to evaluate the program's effectiveness. This includes

Narratives

surveying site supervisors about the program, discussing program design with program directors for other AMERICORPS programs in Iowa, and collecting feedback from the Iowa Commission on Volunteer Service. Whenever significant changes are indicated, the program director first consults with the Executive Director and Board for approval before significant modifications are made.

Plan for Effective Technical Assistance

In addition to the skills of the board and these individuals, HFHIowa has access to Habitat for Humanity International experts. HFHI is available to provide sound programmatic and fiscal oversight to HFHIowa by request. The US Support Center provides 24 hour a day access to Habitat affiliates and members if needed. Habitat University has online training courses members can access. HFHI can provide, human resources, legal, accounting, technology, operations, and programmatic assistance. The staff at HFHI headquarters is thoroughly familiar with, and experienced in, handling all financial aspects of the AMERICORPS grant. We were fortunate to be able to collaborate on the Build-a-thon project with HFHI this year which increased our familiarity with National Service requirements and administration.

Sound Accomplishments as an Organization

Habitat for Humanity of Iowa has been a 501(c)3 organization since 2001. Our first Executive Director was hired in December of 2003. In seven years we have been able to deliver over \$10 M of direct financial assistance to our affiliates and have coordinated and managed VISTA, NCCC, and AMERICORPS programs which have secured more than 100 members for Habitat affiliates since 2004. We estimate the value of the National Service members (based on minimum wage) to be more than an

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additional \$2M to the Habitat affiliates.

Volunteer Generation and Support

As stated earlier, at least 11,327 community volunteers have volunteered 95,265 hours working with Iowa Habitat affiliates in the last twelve months. The totals are probably much higher due to the fact that only the affiliates in the Habitat/AMERICORPS program report the number of volunteers and number of hours worked. There are at least 20 more Habitat affiliates in the state building homes. These diverse groups of volunteers come from churches (any faith group is welcome), community service groups, businesses, and partner families. Habitat affiliates do not discriminate and welcome all on build sites.

Organizational and Community Leadership

Habitat for Humanity of Iowa and the Iowa affiliates promote affordable housing issues in Iowa. The work of Iowa affiliates and other affordable housing groups helped to secure a permanent source of funding for the State Housing Trust Fund in 2008. The HFHIowa Executive Director serves on the State Housing Trust Fund Advisory Board. The Executive Director also served on the Housing Task Force for ReBuild Iowa after the 2008 natural disasters as well as a FEMA partners committee, and worked with Volunteer Organizations Aiding in Disaster, and Church World Service. She has also been a member of the Iowa Housing Policy Roundtable which is developing housing policy which was recommended after Heather MacDonald's study on Affordable Housing in Iowa-Meeting New Challenges 2007.

Success in Securing Match Resources

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Habitat for Humanity has successfully been able to secure adequate match although this is becoming more difficult with current economic conditions. Giving to nonprofits in general is about 9% according to the Chronicle of Philanthropy and we can expect decline in 2010 as well. Habitat for Humanity has been very fortunate to have had the Build-a-thon project (\$2.9 million) which allowed us to bring national service members from HFHI to build in flood affected Cedar Rapids.

Affiliates are also finding some new opportunities to fund the actual construction but, other funding is becoming increasingly difficult to acquire. We are funding 44% of our program, and with the large expansion in members actual funding from HFHIowa will go from \$144,634 to \$326,630 a more than 125% increase in funding. We are funding more than our 38% that is required but, are asking to keep our percentage of funding the same this year due to the program expansion.

Collaborations

Habitat affiliates have seen a great deal of success in collaborations this year. These included HFHI, CNCS, First Things First Foundation, Church World Service, Volunteer Organizations Aiding in Disaster, Aidmatrix, Bentley Price, FEMA, Cities of Cedar Rapids and Des Moines. These organizations worked with us to provide disaster and programmatic assistance to affiliates and low-income Iowan's. Continued partnerships included the Iowa Finance Authority, Federal Home Loan Bank of Des Moines, Wells Fargo, and Iowa Banker's Association. These organizations provided financial, gifts in-kind, and volunteer support.

Cost Effectiveness and Budget Adequacy

Cost Effectiveness and Budget Adequacy

HFHIowa is committed to running a quality AMERICORPS program in the most cost effective manner possible. With this goal in mind, the designed program is adequate, reasonable, and cost effective.

Budget details included serve to ensure effective delivery of the program and adequate support of the

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members. The Habitat/AMERICORPS program cost per member service year is \$11,985 a decrease from last year. In 2011/2012 our MSY will increase to \$12,347 due to increased living allowances for members, FICA and workmen's comp increases, and the addition of FBI background checks and fingerprinting requirements. We are asking the CNCS to support this increase due to mandated grant costs beyond HFH Iowa's control. HFH Iowa exceeds the grantee match percentage.

Each participating affiliate is committed to securing local, non-federal funds to implement the program. Each affiliate provides in-kind contributions in the form of compensation for affiliate personnel directly engaged in supervising members, work materials, and supplies. The collected fee from affiliates is in excess of what is required for the AMERICORPS program. We are able to exceed the required percentage of funding required and work to decrease the reliance on federal funding every year. Next year we expect the cash portion of the match to be a significant challenge as we expand our program and deal with the economic conditions of decreasing donations to nonprofits.

The Habitat/AMERICORPS program is committed to serving as many people as possible in both urban and mid-sized non-metropolitan areas across Iowa. The proposed budget provides adequately for recruitment, training, and supervision, all of which are crucial to a successful statewide program. The budget requested clearly reflects our commitment to operating a quality program at the lowest possible cost.

Performance Measures

As stated, the Habitat/AMERICORPS program will address the Opportunity area and we will be using standard performance measures. HFH Iowa is willing to participate in the National Performance Measure Pilot. We will be seeking an increase in the number of members in our program to 30 full-time

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members and 20 quarter-time members. By adding more members we will be able to leverage funding available for building, to increase our ability to serve more partner families. The Habitat/AMERICORPS program will address these primary activities:

Construction and rehabilitation of homes for low-income Iowans

Increasing organizational capacity through development of affiliate policies and procedures, and designing organizational systems to recruit, train, manage, and recognize community volunteers.

Education and training in financial literacy, homeownership, budgeting, and home maintenance for low-income, cost burdened Iowans

Engaging volunteers and partner families.

Evaluation Summary or Plan

Evaluation Plan

To determine if our program is achieving the desired results, a thorough evaluation is being analyzed by the staff and board members of HFHIowa. We have collected data and are analyzing and reporting our results. If improvements are needed we will incorporate them into the next grant cycle, as we recomplete and review the results of our first formal evaluation summary. Activities will include planning, research design, implementing the plan, and finalizing data collection tools and systems. Evaluation will occur on the following schedule.

Year Seven: 2010-2011 - Evaluation Design/Data Collection - Preliminary Findings

Year Eight: 2011-2012 - Data Collection - Preliminary Findings

Year Nine: 2012-2013 - Data Collection/Analysis - Final Report 11/1/2013

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Between September 1 and November 1, 2013 data will be analyzed. A final report and a post evaluation action plan will be created by November 1, 2013. This report and action plan, will be presented as part of the AMERICORPS grant application in 2013. Also, any corrective action or improvements will be implemented before members are enrolled in 2014.

Evaluation purpose

The proposed evaluation will allow HFHIowa to make more informed decisions toward continuous improvement of the program. We want to maximize the effectiveness of our members so we can continue to increase home production. The outcome evaluation finding will enable us to decide whether member's efforts are indeed resulting in families moving out of poverty. The evaluation plan also aims to help us determine whether the program targets are realistic and assess program outputs and outcomes.

Key questions to be answered by the evaluation

HFHIowa has identified the following questions that the evaluation will address. Additional details may be determined as the evaluation plan is refined.

Process evaluation questions

Do the sites infrastructure support services provided by AMERICORPS members?

Do affiliates that participate in the AMERICORPS program build more homes than those that do not participate?

Outcome evaluation questions

Are individuals served by members more likely to report that they moved out of poverty housing within

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18 months or working with Habitat than those not served by members?

Methods

Habitat's evaluation approach will employ the descriptive research and design model. Based on this design, appropriate data collection methods and instruments will be used to gather information for evaluating the attainment of program objectives. The evaluation methods relating to the descriptive design will include best practice surveys, opinion polls, and outcome surveys. The descriptive design will respond to the process and end outcome related questions.

Evaluation for Program Year 6

Habitat for Humanity of Iowa has looked at several key issues for our evaluation plan. Our goals have been to increase house production, move families out of poverty housing and have the infrastructures to support the services provided by the AMERICORPS members. The data provided in this evaluation suggest we were able to meet our goals.

Our first evaluation question was: do the sites' infrastructure support the services provided by the AMERICORPS members? One hundred members have served in the HFHIowa AMERICORPS program. Twenty-five members or 25% chose to serve two terms with Habitat/AMERICORPS program. We also have had fifteen former AMERICORPS or VISTA members become staff members with HFHIowa and Habitat affiliates. These former AMERICORPS members hold positions that were additions to the Habitat affiliates infrastructure after AMERICORPS members had been in service at affiliates. These former national service members hold positions such as Program Associate, Land Manager, Accounting Associate, Construction Manager, Database manager, Family Services Associate, and ReStore manager.

Narratives

Our second evaluation question was: do affiliates that participate in the Habitat/AMERICORPS program build more homes than those that do not participate. When we analyze the data collected over the past three years we see that our affiliates that participate in the AMERICORPS program build more homes than affiliates who do not have members.

In June of 2005 we had completed 500 homes in Iowa. Our projection for the end of the calendar year in 2009 should be at least 882 homes completed in Iowa. The first Iowa affiliate was chartered in January of 1986. It took Habitat 19 years to build the first 500 homes. In the six years between June of 2005 and January of 2011 we will reach our 1,000th home built in Iowa. We credit a substantial part of this success to the addition of the national service programs in the state, particularly AMERICORPS.

This past year, one of our members worked as a volunteer coordinator for the AMERICORPS Build-a-thon which built 20 homes. The previous year the affiliate only built one home. Another of our affiliates has had three construction members for each of the past three years. They were able to increase their number of homes built by four a year. Last year they built 21 homes. Our figures are incomplete this year, but we know that as of June 30, 2009 63 homes were built or rehabilitated in Iowa and two affiliates have added an additional 35 homes to that total, so we are confident Habitat affiliates will build more than 100 homes this year allowing at least 256 low-income Iowans to move into affordable homes.

The Habitat/AMERICORPS members managed 24,844 volunteers over the past 3 years. These volunteers contributed at least 194,647 work hours. We would not have been able to manage and keep all of these volunteers working without out AMERICORPS members. These members allowed us to build organizational infrastructure to build more homes and serve more families in a much shorter period of time.

Amendment Justification

Narratives

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Clarification Summary

Clarification Summary:

Changes made in the Budget

Budget Clarification Items:

1. Revise budget to reflect grant in the amount of \$274,576 and MSY of 22.91 (31 member positions):

Change made in budget

2. I.G. Ensure meals & snacks are consistent with OMB cost principals: OMB rates noted and complied with: \$15 reflects breakfast, lunch and snack for the day.

3. III.A. Confirm that grantee wishes to only claim 5% on grantee share of Administrative/Indirect Costs section (allowed up to 10%). Response: The grantee wishes to claim only 5% on grantee share of Administrative/Indirect Costs section.

4. Source of funds: Change made in Budget. Response: Program operating costs-matching funds consist of the value of the hours supervisors spend overseeing the members, supervisors' FICA and workers compensation paid by the Habitat affiliate. Additional match comes from fees paid by affiliates based on the slots awarded to them and the general operating monies of Habitat for Humanity of Iowa.

Programmatic Clarification Items:

1. Confirmation of desired grant award start date and member enrollment period start date. Response in Clarification Summary: Grant award start date and member enrollment period state date will be September 1, 2011.

2. Site allocation of member process. Response in Clarification summary: Each site requesting members is required to complete a member request form consisting of number of members requested; general duties; anticipated impact of member service; and anticipated impact of not receiving the number of members requested. Based on the provided information request, sites are evaluated to determine where members will have the greatest impact on the performance measures with assignments being made

Narratives

accordingly.

Performance Measure Clarification Items

1. Revise intermediate outcome such that 45 of 50 housing units will be occupied by original owners 3 years after initial ownership without a record of default. Response: change made in intermediate outcome.
2. Explain data collection methodology to measure intermediate outcome. Response: each affiliate provides a spreadsheet verifying owner and monthly date of mortgage payment; this information is collected quarterly.

2011 Continuation Clarification

Start Dates

The Habitat for Humanity of Iowa program grant award start date and member enrollment period start date will be September 2, 1011.

Site Allocation of Awarded Member Slots

Each site requesting members is required to complete a member request form consisting of number of members requested; general duties; anticipated impact of member service; and anticipated impact of not receiving the number of members requested. Based on the provided information request, sites are evaluated to determine where members will have the greatest impact on the performance measures with assignments being made accordingly.

Program Clarification-2010/2011

Financial literacy component

Narratives

Members working in the Family Selection segment of Habitat are actively involved in assisting potential Habitat families with acquiring the budgeting skills and financial knowledge necessary to successfully maintain homeownership. Members assess current financial skill levels, compare with necessary levels, and develop a plan for the family to bridge the financial knowledge gaps. Building the financial literacy capacity of families is paramount to the Habitat partner family's long-term home ownership success. Every member will not be working in this segment.

Supervisory Structure

The Program Director from Habitat for Humanity of Iowa will interact with the Site Supervisors to assure site compliance and with the Members to assure Member compliance. The Director will work with sites and members to facilitate a fulfilling experience for both parties.

Typical supervisory site structure follows a fairly straightforward staff and volunteer management model. Site supervisors (paid Habitat staff) oversee the AmeriCorps Members who oversee (or may work in parallel with) volunteers.

Example 1: Site Supervisor Harold oversees Member James. He has assigned Project Gemini to Member James who has recruited 5 new volunteers to assist in the implementation of Project Gemini. Member James will oversee those volunteers during the implementation of Project Gemini.

Example 2

Narratives

Site Supervisor Harold oversees Member Julie. He has assigned Project Apollo to Member Julie who will be working with Apollo Volunteer Chairperson Maude. Together, Member Julie and Volunteer Chair Maude will develop a plan to recruit volunteers for Apollo. Member Julie will supervise the volunteers during the implementation in conjunction with input from Volunteer Chair Maude.

Training Plan for Member Service

Regarding your request for information related to technical training:

General Training (Orientation, Civic Engagement, Communication, Life After AMERICORPS, etc.) is provided through two mandatory workshops conducted by Habitat for Humanity of Iowa; technical training (or any training specific to the member job duties as determined in concert the individual Habitat affiliates) is provided by the Habitat affiliates. A typical training program for technical skills consists of introductory online training offered by Habitat International to help members gain a familiarity with terms and concepts. The introductory online training is followed by a period of mentoring with trained, skilled staff and volunteers, i.e. hands on training and experience at a job site. (You actually have to hold a hammer/nailgun and see a 2x4 in order to make the two relate to each other!) After sufficient training and verification of skill, the member is permitted to work independently and lead volunteers with moderate supervision.

Staff Background Checks (funding)

Annual staff background checks are funded by general operating costs of the grantee and affiliates outside of the perview of the grant.

Continuation Changes

Year 2 Continuation Changes

Narratives

New Site Locations: Webster/Humboldt and Greene/Boone counties have expressed interest in having AMERICORPS members at their locations. The affiliates meet the selection criteria of requiring more than 30% of minimum wage income to afford the fair market rent (FMR) of available rental housing stock in the respective communities. The addition of these affiliates would result in a redistribution of the currently existing 20FT and 11QT member slots.

Justification for Expansion:

Both of these affiliates have recently hired Executive Directors and have committed to serving more families through their Habitat programs. Webster/Humboldt is working with Habitat for Humanity International to build capacity of the affiliate through a capacity building grant. Each of these locations has committed to deliver more home ownership opportunities to low-income partner families. The addition of AMERICORPS members to these affiliates will enable these affiliates to recruit, engage, and manage more community volunteers.

Changes in Budget:

1. Living allowances for AMERICORPS members increased from \$11,800 to \$12,300.
2. Living allowance increase will increase the FICA cost for members.
3. Living allowance increase will increase the cost of Workmen's Compensation Insurance.
4. FBI backgrounds and fingerprinting costs are greater than the state background checks used last year. The cost has changed from \$13 per member to \$45 per member. Fingerprinting is projected at \$20 per member. HFHIowa kept their share of grant match in these costs but increased costs of \$1000 went to CNCS share. HFHIowa assumed \$200 of the fingerprinting charges.
5. Required budget item of \$500 for ICVS training-\$400 of budget to CNCS share for members.

Two areas of match were added that will be paid by HFHIowa but were not listed in previous grants as

Narratives

match.

1. 3% retirement paid by HFHIowa for Program Director and Program Associate.
2. Member meals and snacks at HFHIowa/AMERICORPS member training.

In addition, HFHIowa assumed the increased costs of the program director and program associate by increasing salary, FICA, and Workmen's Comp.

Justification for MSY increase

The costs of running the program and the increase in MSY are costs dictated through the grant - increase in living allowance, FICA, Workmen's Comp, and the additional requirement of FBI background checks and fingerprinting. HFHIowa increased the grantee share dollar amount in some of the expenses and took on new expenses. HFHIowa grantee share exceeds the required grantee share match and asks that the Commission funds the additional cost of the MSY.

Enrollment:

HFHIowa enrolled 100% of our AMERICORPS member slots last year.

Retention:

Two members left service early this year. One full-time member took a teaching job out of state and left a few weeks before his term concluded. This member tried, but was not able, to negotiate with the school district offering the job to allow him to finish his term. The member felt there was no other option than to leave service early. He left with only one week between the time he was to report to the new job and move out of state. One quarter-time member left for another job as well. This member needed to find employment due to economic hardship. Our retention rate was 91%. We have worked hard to keep our members and find by emphasizing service terms and completion of the term in interviewing,

Narratives

orientation, and training we are able to keep most members. We counsel members in situations where they think they would like to leave service and find most of the time these efforts result in members completing service.

Performance Measures

SAA Characteristics

- AmeriCorps Member Population - None
 Geographic Focus - Urban
 Geographic Focus - Rural
 Encore Program

Priority Areas

- | | |
|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Healthy Futures |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Veterans and Military Families |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Economic Opportunity | <input type="checkbox"/> Other |
| <i>Selected for National Measure</i> <input checked="" type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |

Grand Total of all MSYs entered for all Priority Areas 22.91

Service Categories

Housing Infrastructure

National Performance Measures

Priority Area: Economic Opportunity

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

Habitat for Humanity partners with families and community volunteers from civic groups, corporations and faith based communities to provide the necessary volunteer labor to construct safe and affordable homes for economically disadvantaged families. By recruiting volunteers to fill 17,000 slots of labor, we anticipate accomplishing the construction of 50 homes for economically disadvantaged families and creating a successful home ownership experience.

Result: Intermediate Outcome

Result.

After 3 years, the original Habitat homeowners will be living in their Habitat home with no record of default.

Indicator: Housing units retained by original owners

Target : At least 45 of the original Habitat homeowners will be living in their Habitat homes

Target Value: 45

Instruments: Each affiliate provides a spreadsheet verifying owner and monthly date of mortgage payment: this information is collected quarterly.

PM Statement: After three years, 45 of the 50 housing units will be occupied by the original Habitat homeowners will be living in their Habitat homes without a record of default.

Result: Output

Result.

Habitat for Humanity affiliates will build homes for economically disadvantaged families and educate them in budgeting, financial management, foreclosure prevention, and home maintenance.

Indicator: O4: Housing units made available for low-income people.

Target : 50 economically disadvantaged families will build, buy and reside in affordable homes.

Target Value: 50

Instruments: Tally sheet

PM Statement: Habitat for Humanity affiliates will build homes for 50 economically disadvantaged families and educate them in budgeting, financial management, and foreclosure prevention.

Required Documents

Document Name

Status

Evaluation

Not Applicable

Labor Union Concurrence

Not Applicable