



Creating a Partnership to Build a Habitat Home



Creating a Habitat Partnership

Creating or joining a partnership with Habitat for Humanity of Orange County is a wonderful way for your group to become involved in the life of our community. A Habitat Partnership is a win-win for everyone: not only is a working-class family building a home that they can be proud of, all of us are building a stronger, more loving community to take pride in. Habitat for Humanity strives to make the Partnership process as fulfilling as possible for all people involved.

Please feel free to call or write for more information. Contact:

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What We Do

Habitat for Humanity, Orange County works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building houses, so that there are decent houses in decent communities in which people can live and grow in all that God intended. We enable less advantaged, hardworking families to own and afford their own home. We are an affiliate of Habitat for Humanity International.

About Habitat for Humanity International

Habitat for Humanity is an ecumenical nonprofit, nondenominational housing ministry with roots in Christian principles of service and community. We welcome all people to join us as we build simple, decent, affordable houses in partnership with those who lack adequate shelter.

Since 1976, Habitat has built more than 100,000 houses with families throughout the United States and another 200,000-plus homes in communities around the world. Now at work in 92 countries, we are building a house every 26 minutes. Habitat houses now shelter over 1 million people.



Partnership Fact Sheet

What is a Habitat partnership?

A partnership is an organization, church or business that alone or in combination with other groups commits to raising at least half the funds necessary to pay for materials and subcontractor labor to build a Habitat home. The minimum amount currently required to establish a partnership is \$35,000. A partnership also commits to providing the volunteers necessary to build the home.

Can an organization or business join with other groups if it doesn't have enough labor or funds to construct a home?

Yes. Your group's commitment of time, talent, and resources at whatever level you can contribute will help one more working-class family in need achieve the dream of home ownership. Habitat will assist in bringing interested organizations together to form a partnership.

*How many people does it take to construct a home? When does the work take place?
How long does it take?*

It typically takes a dozen volunteers on site for at least 16 consecutive Saturdays (excluding holiday weekends and workdays canceled due to inclement weather) to construct a Habitat house. This does not include technical tasks done during the week by professional subcontractors and more highly skilled volunteers. A range of skills is typical among volunteers, from completely unskilled to those able to supervise other volunteers.

What assistance does Habitat provide the partnership in constructing the home?

Orange County Habitat's construction team has a full-time construction coordinator who orders all of the materials and handles all of the inspections and subcontractors. Our professional building crew is volunteer oriented and includes a construction supervisor, a site supervisor, and trained crew leaders who organized the construction sites. We provide all the tools and the task training to enable our volunteers have a safe, productive, and enjoyable building experience.

How is the Partner Family selected? What will their role be in the partnership?

Habitat for Humanity selects families based on three main criteria: their housing need, their willingness and ability to partner with Habitat, and their ability to fulfill the financial obligation of home ownership. Habitat conducts a careful screening process, which includes verification of income and employment, review of credit history, and an in-home interview with members of our Family Selection Committee. Habitat partner families must complete a total of 325 hours of labor, or "sweat equity," on their home and other Habitat homes before they are allowed to purchase and move into their home. At least one member of the partner family is expected to be present each Saturday to work with partnership volunteers building their home.

Overview of the Partnership Process

1. Make the Decision.

- Do we have the approval and support of our group's leadership?
- Will the members of our group support the project with their time, talents, and money?
- Are there people in our group who have the time available lead our project?
- Can we meet the financial commitment of \$35,000 or do we need to seek other groups to join?

2. Submit the Letter of Intent.

Once a decision has been made to create a partnership, a Partnership Letter of Intent is signed with an Orange County Habitat for Humanity representative.

3. Organize a Steering Committee.

The Steering Committee's responsibility is to guide your project through to completion. Habitat recommends that your Steering Committee consist of the following: **Fundraising Coordinator, Volunteer Coordinator, Food Coordinator and Family Partner/Dedication Coordinator.**

Some of these positions may be combined or shared. Habitat has job descriptions and task breakdowns on file at the office if you want more information about the duties and responsibilities of these committees.

4. Raise the Funds.

Once your group is committed, you will need to determine how you will raise the \$35,000. Sources of funding often include such things as special events, individual donor campaigns, and in-kind donations of services and materials. We can assist you with fundraising ideas and event coordination and planning.

Ideally, the first third of the funds are due to Habitat before construction begins, the next third is due within the first three months of construction, and the last third is due before the completion of the house.

5. Plan the Project.

- Select a start date from those available in consultation with Habitat's Partnership Coordinator.
- Meet with the Volunteer Coordinator to set a construction schedule for volunteer workdays.
- Recruit and organize volunteers.
- Plan for snacks and lunches.
- Prepare publicity if desired.
- Sign up volunteers for specific dates

6. Meet the Family.

Approximately four-to-six weeks before the start date of your house, an approved Habitat family will be paired with your group. This family will have chosen a lot and a house plan. Your Family Partner/Dedication Coordinator should meet and get to know the family.

7. Ground breaking or Kick-off (optional)

Decide type of kick-off event; groundbreaking, wallraising, prayer service, etc.

Meet with Partnership Coordinator and Homeowner to plan a date and time for event.

8. Build the House.

Habitat's construction staff is responsible for preparing the building site, laying the foundation, and arranging for all building materials, sub-contractor work, and building inspections. Your group of volunteers is responsible for framing, roofing, installing vinyl siding, painting, and landscaping, all trained and guided by Habitat's volunteer friendly construction staff. There are usually 14-20 volunteer construction days (Saturdays) before the home is completed.

After volunteer work is finished, it's usually several more months before the home is completed (carpet, cabinets, and appliances are installed, all the inspections are passed, and the utilities are turned on). Once Orange County issues a certificate of occupancy and they family has closed on the house, they can move in.

9. Dedicate the Home.

When the house nears completion, planning by the **Family Partner/Dedication Coordinator** begins for a dedication service to be held at the new home. The dedication ceremony is a service that provides a chance to celebrate your partnership, an opportunity for the family to share their gratitude for their new home, and gives everyone involved with the partnership a sense of completion. We join together for a program that usually includes a house blessing and a Bible presentation, if appropriate, to the family. We can help you plan a ceremony that's appropriate for your partnership.