



2021 Habitat and Thrivent Faith Builds Homes Affiliate Project Status Report


The Affiliate Project Status Report has a new look for 2021!

The [Affiliate Project Status Report](#) is available and accessible under the Partnership Resources section of the Faith Builds tab on the Habitat and Thrivent Partnership [Resources page](#).

Here you will report your project status updates toward milestones, Faith Builds partnering congregations, fundraising, and build progress. Complete this form per milestone requirements and with timely updates on build progress.

Data-entry tips are available by clicking on the Help links contained throughout the form.

To get started, enter your **Affiliate Fund Code** (6 digits) and the **House ID** (5 digits) in the initial screen. The Affiliate Fund Code can be found in your funding agreement and the House ID can be found in your award notification email with "Award Grant Packet Habitat-Thrivent Faith Builds Home" in the subject line. Contact habitat-thrivent@thrivent.com if you are unsure of your Affiliate Fund Code or House ID.



Faith Builds Affiliate Project Status Report

Complete this form per milestone requirements and with timely updates on build progress.

All fields required

Affiliate Fund Code (AFC): [?](#)

House ID: [?](#)

[Continue](#)

The form displays your Affiliate Fund Code and Affiliate Name, the House ID number, the Project Address, and provides date stamps when the Affiliate Funding Agreement and Certificate of Insurance have been received.

Click on the **+ button** to Expand All sections or click the text "[begin again](#)" to start over.

Verify the project information below to validate the desired project is displaying. If correct, enter details in the fields below and click "Continue". If incorrect, [begin again](#).

** Indicates required field*

AFC & Name:	123456 - ABC HFH
House ID:	98765
Project Address:	123 Main St., Anywhere, AK 91234 Update Address
Affiliate Funding Agreement Received :	Not Submitted
Certificate of Insurance Received :	Not Submitted

[+ Expand All](#) | [- Collapse All](#)

If you would like to update your Project Address, click the blue Update Address link. Enter the correct address and click update.

Update Address

** Indicates required field*

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

[Cancel](#)

Milestone One

The **Milestone One** section displays the Milestone One Deadline and provides a link to the Faith Builds Terms and Conditions. This screen informs you when your Milestone One requirements have been met and approved, and the date the payment was submitted. You can only view information in this section; there are no editing features.

— Milestone One

Refer to the [Faith Builds Terms and Conditions \(PDF\)](#) for detailed descriptions and requirements.

Milestone One Deadline: March 1, 2021

Date Milestone One Approved:

Date Payment Request Submitted:

Build Progress





Click the “+” button to open the **Build Progress** section or scroll down if it is already open.

Use your build schedule to enter your Planned Start Date and Planned Completion Date. If your build plan changes, adjust your Planned Start Date or Planned Completion Date as necessary. After beginning your build, enter in your Actual Start Date. As a part of Milestone Two requirements, enter your Actual Completion Date. Use the Build Update box to communicate with the partnership team regarding any updates, delays, concerns, or successes in your build progress.

— Build Progress

Enter Planned Dates by March 1, 2021 and revise if delays occur. Update and Enter Actual Dates as progress is made toward home completion.

Construction

Planned Start Date:	<input type="text"/>	Actual Start Date:	<input type="text"/>
			
	Format: mm/dd/yyyy		Format: mm/dd/yyyy
Planned Completion Date:	<input type="text"/>	Actual Completion Date:	<input type="text"/>
			
	Format: mm/dd/yyyy		Format: mm/dd/yyyy

Build Update:

Please provide an update on your project planning and build progress.

1000 characters left

Church Engagement and Fundraising

Click the “+” button to open the **Church Engagement and Fundraising** section or scroll down if it is already open.

You’ll next be asked to report year-to-date **Church Engagement and Fundraising** data. To enter congregations partnering in your Faith Build, enter the 5-digit zip code for the church and click the “Search Congregations” button.

All congregations within that zip code (as reported to the IRS) will appear when the user clicks the drop-down arrow in the blue circle below. Then it’s a simple process to click on the congregation name and add the congregation to reporting grid.

Church Engagement and Fundraising

This section is used to track the church engagement in this Faith Builds and the associated funds raised and gifts in kind value.

To select the congregations that are involved with your build, enter the Congregation ZIP Code, click "Search" then select your congregation from the Congregations dropdown.

Congregation ZIP Code:

Search Congregations

Congregations:

If your congregation isn't listed in the congregations dropdown ZIP code search results, [Add a new congregation](#)

Update	Congregation Name	Financial Contributions	Gifts in Kind	Total	Remove
No data available in table					
	Total No. of Churches : 0	\$0	\$0	\$0	

If there isn't a match on the zip code, then the user can click the “Add a new congregation” link. Follow the prompts to enter congregation name and address. When complete, click Add Congregation to see the congregation in the reporting grid.

After congregations are showing in the reporting grid, use the Update link in the far-left column to update fundraising information for each congregation, if applicable. There is also a Remove option in the far-right column.

Update	Congregation Name	Financial Contributions	Gifts in Kind	Total	Remove
Update	ST PAUL LUTHERAN CHURCH				Remove
Total		1	0	0	

When updating fundraising totals, enter the amount of the financial contribution or gifts in kind. Please update these values throughout your project as you receive support from congregations. The total field will automatically subtotal the financial contribution and gifts in kind fields. Click Update Congregation to see the reporting grid reflect the new amounts.

Update Congregation Record ✕

* Indicates required field

Congregation Name:

Financial Contribution:

Gifts in Kind :

Total :

Cancel
Update Congregation

Below the reporting grid, there is a new field entitled **Other Fundraising**. Please utilize this field to report financial contributions and gifts in kind received from sources other than congregations toward the Faith Build Generosity Challenge. This could include, but is not limited to, individual donors not associated with a congregation or any fundraisers benefitting your Faith Builds not hosted by a specific congregation. These values will automatically be added to your church fundraising totals and reported on the line titled “Total Congregation and Other Fundraising”.

	Financial Contributions	Gifts in Kind	Total
Other Fundraising: ?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	\$0
Total Congregation and Other Fundraising:	\$0	\$0	\$0

Volunteers

Click the “+” button to open the **Volunteers** section or scroll down if it is already open.

In this section you will find a link to a resource explaining the name submission process as well as the link to the Volunteer Names Submission portal. You can also view a date stamp of the most recent date that you submitted volunteer names through the portal. You can only view information in this section; there are no editing features.

Milestone Two

Click the “+” button to open the **Milestone Two** section or scroll down if it is already open.

This section is used to complete your final project status report. If you are not yet ready to submit your final project status report, skip this section.

When you are ready to submit your final report, ensure that you have completed all preceding report sections in full before proceeding to the Milestone Two section. The **Milestone Two** section displays the Milestone Two deadline, provides a link to the Faith Builds Terms and Conditions and reminds you to submit your Certificate of Occupancy to Habitat for Humanity International as a requirement of the milestone. In order to complete Milestone Two requirements, you must indicate that Milestone Two reporting is complete by clicking Yes with the radio button shown below. By indicating that Milestone Two reporting is complete, you are confirming that you have submitted all volunteer names, updated actual construction start and completion dates, and updated all church engagement and associated fundraising information.

— Milestone Two


Milestone Two – Deadline: No later than January 5, 2022

Refer to the [Faith Builds Terms and Conditions \(PDF\)](#) for detailed descriptions and requirements.

Copy of Certificate of Occupancy dated prior to Dec. 31, 2021 must be sent to HFHI (usgrants@habitat.org):

* To submit your final reporting, please select yes below, and complete additional requested information.

Please confirm if Milestone Two reporting is complete: Yes No



After clicking Yes, you will be prompted to enter your Total Actual House Cost and Signature. Both fields are required when you select Yes to confirm Milestone Two reporting is complete. The name of your Executive Director or Board President is required for submission.

Please confirm if Milestone Two reporting is complete: Yes No

Final Build Data

Total Actual House Cost: ⓘ

*

Format: whole dollar amount

I certify the information above is true and accurate. Signature of Executive Director or Board President (typed name acts as official signature).

* Name/Signature: ⓘ

Successful submission of this form will notify the Habitat-Thrivent Partnership and update the project status in the Partnership database. As each milestone is met, this form will act as the official request for milestone funds payment on this home. Complete a separate form for each approved home.

Continue

To submit your report, click the **Continue** button. The page will refresh, and you will have an opportunity to review and edit the data before submitting it.

Submitted data is directly entered into the Thrivent system and notifies the Habitat and Thrivent Partnership team of your submission. A confirmation email is sent to the affiliate contact person on file. As each milestone is met, the form acts as the official request for milestone payments.

Questions or technical issues? Email habitat-thrivent@thrivent.com