

# Affiliate Monthly Report



**The AFFILIATE MONTHLY REPORT has a new look for 2020.**

The [Affiliate Monthly 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 monthly status updates toward milestones, fundraising and volunteer data, Faith Builds partnering congregations, and build progress. Reports are due by the 20th of each month until the home is complete.

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 House ID is available in the award email from [habitat-thrivent@thrivent.com](mailto:habitat-thrivent@thrivent.com). Contact your ODC-T if you are unsure of your Affiliate Fund Code.

## AFFILIATE PROJECT STATUS REPORT


Complete this form by the 20th of each month until the home is complete. The data submitted will be directly entered into the Thrivent system and update the project status.

*All fields required*

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


  
  
House ID: [?](#)

The form displays your Affiliate Fund Code and Affiliate Name, the House ID number, and the Project Address. 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

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

The **Milestone One** section displays key dates and provides links to several resources. This screen informs you when the Milestone documentation you've submitted has been received. You can only view information on this screen; there are no editing features.

**MILESTONE ONE**

Refer to the [Milestones and Accessing Funds Quick Reference Guide \(PDF\)](#) for detailed descriptions and requirements.

**Readiness Milestone One (Part 1) Deadline: March 1, 2019**

Signed House Sponsorship Agreement: 11/30/2018  
Certificate of Insurance: 01/08/2019

**Readiness Milestone One (Part 2)**

Volunteer Names must be submitted within 14 days of each build day.  
Refer to [Affiliate Guide to Submitting Names \(PDF\)](#) for instructions.

Access the [Names Submission Activity Log](#) webpage if all volunteer names have not been submitted.

Date Volunteer Names Received:  
Date Milestone One Approved:  
Date Payment Request Submitted:

Click the “+” button to open the **Build Delayed / Build at Risk** section or scroll down if it is already open.

Use the **Build Delayed / Build at Risk** section to report the reason for any delays or risks of the home not being completed on time and efforts to resolve the issue(s). If your build is not delayed, or not at risk of finishing by our funding deadline, select “No.”

**BUILD DELAYED / BUILD AT RISK**

\* Is the Build Delayed or At Risk of Not Being Completed by December 31, 2019

Yes  No

Reason for delay/risk and how it is being resolved:

500 characters left

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

You’ll next be asked to report year-to-date **Fundraising & Volunteers** data. **First list the amount of funds that have been raised for the Generosity Challenge by your congregational partners.** Please add supporting details in the “Generosity Challenge Comments” section. Then, enter how many volunteers, Thrivent members, and volunteer hours have been on the build site year-to-date.

**Helpful Hint: Enter whole numbers only.**

## FUNDRAISING & VOLUNTEERS

Refer to the [Affiliate Guide to Submitting Names \(PDF\)](#) for information on tracking **volunteers**.


Year To Date (YTD) Generosity Challenge Total:



Format: whole dollar amount

Generosity Challenge Comments:

500 characters left

YTD Total Volunteers: 

46

YTD Thrivent Members: 

0

YTD Volunteer Hours: 

344

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

**MARCH 1 Due Date Reminder:** Submit your Monthly Report with all **Planned Dates** entered for **Groundbreaking/Wall-raising, Construction–Complete, and Dedication**. Use the calendar icons to easily select dates.

Use your build schedule to enter the dates where you plan to conduct your opening ceremony (either groundbreaking or wall-raising) in the **Build Progress** section. Then, enter Actual Dates as progress is made toward home completion. Use the General Comments box to share any additional information.

## BUILD PROGRESS

Enter Planned Dates by March 1, 2019 and revise if delays occur. Enter Actual Dates as progress is made toward home completion.

### Groundbreaking or Wall-Raising

Planned Date:

09/07/2019 

Format: mm/dd/yyyy

Actual Date:

09/07/2019 

Format: mm/dd/yyyy

### Construction – complete w/Certificate of Occupancy

Planned Date:

12/31/2019 

Format: mm/dd/yyyy

Actual Date:



Format: mm/dd/yyyy

### Dedication

Planned Date:

11/16/2019 

Format: mm/dd/yyyy

Actual Date:



Format: mm/dd/yyyy

General Comments:

As of 8.28.2019, the build address has changed from 2739 Arizona Ave. Dallas, TX 75216 to 3017 Seevers Ave. Dallas, TX 75216.

372 characters left

**Submit Milestone 1, Part 2 no later than August 1, 2020; submit the names of all partnering congregations in this section that have committed to praying, volunteering and/or committing to your funding goal. These are the same congregations you will list on your Congregational Commitment Summary as part of Milestone 2 funding.**

To enter congregations partnering in the Thrivent Faith Builds home, the user clicks the **“Yes”** radio button shown below, and the search section appears. The user enters the 5-digit zip code and clicks the “Search Congregations” button.

\*Add ONLY those congregations partnering with prayer, volunteering and funding commitments to this Faith Build.\*

\* Congregations involved with build?

Yes  No

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:

Congregations:

CONGREGATION NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	REMOVE
No data available in table					

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

All congregations within that zip code (as reported to the IRS) will appear when the user clicks the drop-down arrow highlighted in red. Then it's a simple process to click on the congregation name and add the relationship to the home project.

If there isn't a match on the zip code, then the user can click the “Add a new congregation” link. It will take more time to add a new congregation. A Remove option is also available.

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


### MILESTONE TWO

Milestone Two – Deadline: No later than January 15, 2020

Refer to the [Milestones and Accessing Funds Quick Reference Guide](#) for detailed descriptions and requirements.


Copy of Certificate of Occupancy dated prior to Dec. 31, 2019 must be sent to HFHI ([thriventgrants@habitat.org](mailto:thriventgrants@habitat.org)): **mm/dd/yyyy**

**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 update the project status in the database and notify your ODC-T and other Thrivent Builds staff. 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**

When you email the Certificate of Occupancy to [thriventgrants@habitat.org](mailto:thriventgrants@habitat.org), the **Milestone Two** section will display the date HFHI received and recorded it in the database. This is information that you can view but not edit. Please note: you will not enter the “**Total Actual House Cost**” *until* you’re ready to submit the final build report.

In the last section, click the **Continue** button. The page will refresh, and you will have an opportunity to review and edit the data before submitting it. When the data is submitted, if necessary, use the **Print** option on your Internet Browser to print the Thank You confirmation page.

Submitted data is directly entered into the Thrivent system and notifies your Organizational Development Consultant-Thrivent (ODC-T) and other Thrivent staff. A confirmation email is also 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](mailto:habitat-thrivent@thrivent.com)