

**What is a milestone?**

In the *Thrivent Builds Homes* program, there are two milestones. These milestones have been established as points in which your affiliate has met specific requirements of the program and is now ready to receive 50% draw on your funds. For every milestone you meet, it also means that you are making progress through your build and are closer to helping another family move into a simple, decent home!

**Managing your milestones**

Milestone requirements and deadlines are listed in the [online Affiliate Monthly Report \(Project Status Report\)](#) which should be submitted on a monthly basis until the home is complete. We are also providing you a Milestone Tracking document on the back of this guide for your convenience.

**What happens when I meet all the components of a milestone ... how do I access the funds?**

The funds from the *Thrivent Builds Homes* award will be made available to your affiliate in two equal draws. Throughout this project you will be in close contact with your Habitat for Humanity International Organizational Development Consultant (ODC-T). Your ODC-T provides leadership to the program and will authorize the release of funds from HFHI. Each milestone must be met in the order outlined in the Milestone Tracking on page 2.

**Where does the funding come from and how can our affiliate expect to receive it?**

Thrivent Financial provides a percentage of the funding for your *Thrivent Builds Homes* project(s).

Please note that the funding provided by Thrivent Financial is administered by HFHI. As a result, you should expect the funding to be disbursed to your affiliate in two equal draws from HFHI. These funds will be remitted to your affiliate through Electronic Funds Transfer (EFT) using the bank account information submitted in your house sponsorship agreement. Local Thrivent member networks and communities are encouraged but not required to raise funds to support the building project.

**Where do I submit required documentation?**

All documentation identified as needing to be submitted to HFHI should be emailed or faxed to:

HFHI, Attn: Kellie-Ann Brown  
Manager, Grant Programs Monitoring and Evaluation, Thrivent Builds  
270 Peachtree Street NW, Suite 1300  
Atlanta, GA 30303-1263  
Phone: 404-733-3146 Fax: 229-410-7461 Email: [thriventgrants@habitat.org](mailto:thriventgrants@habitat.org)

When sending multiple documents, send them together in one packet and include your 6-digit affiliate fund code. **Plan ahead and send documents in advance of the deadline so you can receive your payment quickly!**



## Milestone Tracking

Deadline	Milestone	Submit To	Date Sent
<p><b>Milestone One</b> – When meeting the milestone requirements, your affiliate becomes an official participant in the <i>Thrivent Builds Homes</i> program. <i>Note: Milestone One, part 1 must be met by March 1, 2017, or HFHI may, in its discretion, remove the affiliate from the 2017 Thrivent Builds Homes program.</i> <i>Milestone One, part 2 must be met by August 1, 2017, UNLESS a later date has been previously agreed to by HFHI in writing, or HFHI may, in its discretion, terminate this Agreement without further obligation and remove Affiliate from the Thrivent Builds program.</i></p>			
<b>Part 1: March 1, 2017</b>	<u>Signed House Sponsorship (Build) Agreement</u>	HFHI <a href="mailto:thriventgrants@habitat.org">thriventgrants@habitat.org</a>	
	<u>ACH Form</u> Submit completed ACH form with banking information to Accounts Payable.	HFHI <a href="mailto:bhughes@habitat.org">bhughes@habitat.org</a>	
	<u>Insurance Coverage</u> The Affiliate shall obtain and maintain at its own expense:  A standard, occurrence-based comprehensive general liability with limits not less than Two Million Dollars (\$2,000,000) per occurrence (inclusive of primary and excess liability coverage), which shall include employment practices liability insurance, and Two Million Dollars (\$2,000,000) aggregate;  1. Each Affiliate shall also obtain and maintain at its own expense volunteer accident coverage not less than Two-Hundred and Fifty Thousand Dollars (\$250,000) per accident, automobile liability insurance coverage for any vehicles maintained by the Affiliate with limits not less than One Million Dollars (\$1,000,000), and 2. Worker’s compensation coverage with medical and disability coverage in an amount equal to the statutory limits. Affiliates in Texas must choose to be privately insured with respect to worker’s compensation coverage, and shall not opt out of worker’s compensation coverage in favor of occupational accident coverage.  <b>Affiliate agrees that if it is not part of the Habitat Insurance Program, then HFHI will require a certificate of insurance evidencing coverage equal to the above limits.</b>		
<b>Part 2: Upon volunteer engagement</b>	<u>Volunteer names</u> submitted through secured <a href="#">Thrivent Builds name submission website</a>	<a href="#">TBUILDS name submission website</a>	

<p><b>Milestone Two</b> – You have reached the final milestone ...you’re done! A big reason to celebrate with the partner family, volunteers and congregations. <i>Note: Affiliates not meeting grant parameters and deadlines could include the affiliate forfeiting any remaining, non-disbursed grant funds for the Sponsored Houses.</i> <i>Affiliates not meeting the milestone deadline and requirements may not be eligible for the 2018 program.</i></p>			
<b>No later than January 15, 2018</b>	Provide a copy of the <u>Certificate of Occupancy</u> , or local equivalent documenting compliance with building inspection and applicable code and ordinances from the appropriate agency, to HFHI for all <i>Thrivent Builds Homes</i> projects dated no later than December 31, 2017.	HFHI <a href="mailto:thriventgrants@habitat.org">thriventgrants@habitat.org</a>	
	<u>Volunteer names</u> submitted in a timely manner throughout project.	<a href="#">TBUILDS name submission website</a>	
	Complete the <u>Final Build Report</u> section of the <a href="#">online Affiliate Project Status Report</a> for each <i>Thrivent Builds Homes</i> project.	<a href="#">Provide data online</a>	