



## 2018 *Thrivent Builds Homes* Affiliate Requirements, Terms and Conditions

Thank you for your interest in a 2018 *Thrivent Builds Homes* traditional grant.

Thrivent Builds with Habitat for Humanity is a dynamic mission partnership to empower and expand the mission outreach of both Habitat for Humanity and Thrivent Financial. *Thrivent Builds Homes* brings together Habitat affiliates, Thrivent members, churches, and volunteers to help strengthen communities.

### General expectations of affiliates participating in the *Thrivent Builds Homes* (TBH) program:

- If applicable, 2017 *Thrivent Builds Homes* project(s) program requirements have been met.
- The affiliate is in good standing with Habitat for Humanity International.
- The affiliate meets minimum standards as detailed in the HFHI Quality Assurance Checklist.

### Program requirements (further outlined in the affiliate funding agreement):

- An affiliate staff member will be designated as a point of contact and coordinator for the TBH project. This person will manage the monthly reporting requirement and bi-weekly volunteer name submission.
- The affiliate will actively partner with the local Thrivent Financial Community Engagement Team members and Financial Representatives to schedule volunteer days and mobilize volunteers, using best efforts to plan a minimum of 15 Thrivent Builds event days over the course of the build. Each of the 15 event days will engage at least 12 volunteers: 25% of them will be unique Thrivent members and 25% will come from churches. Doing this will engage a minimum of 180 volunteers per home over the course of the build. Continue the focus on recruiting 25% unique Thrivent members and 25% from churches beyond the minimum 15 Thrivent Builds event days over the course of the build.
- The affiliate will recognize Thrivent Builds as a mission partner and home sponsor, including posting signage at the build site throughout the project duration. The affiliate will develop publicity opportunities with Thrivent partners, including news releases, social media posts, etc.
- The affiliate will meet milestone requirements outlined below and detailed in the affiliate funding agreement, including all [volunteer names](#) submitted within [14-days of volunteer activity](#).
- Regarding construction and volunteer management, the affiliate will:
  - Own the land with clear title upon which the home is built.
  - Build in accordance with applicable building codes and regulations.
  - Have a written safety plan that complies with Habitat for Humanity's Construction Safety Guide, including the provisions relating to the use of volunteers under the age of 18, and OSHA requirements.
  - Designate a safety coordinator for project.
  - Provide a safety orientation and appropriate safety equipment to volunteers. All tools and scaffolding used will comply with all applicable safety standards.
  - Require all volunteers to sign waivers of liability in favor of the affiliate, HFHI and Thrivent Financial.
  - Provide a quality volunteer experience.
  - Complete the home (as validated by a Certificate of Occupancy or local equivalent documenting compliance with building inspection and applicable code and ordinances from the appropriate agency) by December 31, 2018.
  - Sell the home to the partner family in accordance with HFHI minimum standards.

**Thrivent Builds Homes grant funding will be disbursed in two installments based on completion of two milestones.**

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 a 50% draw on your grant funds. When you meet a milestone, it also means you are making progress through your build and are closer to helping another family move into a simple, decent home!

**Milestone One**

**Part 1: By March 1, 2018:**

- o Submit the signed affiliate funding agreement to HFHI (email [usgrants@habitat.org](mailto:usgrants@habitat.org) or fax 229-410-7340).
- o Insurance Coverage – 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.

**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 via email [usgrants@habitat.org](mailto:usgrants@habitat.org) or fax 229-410-7340.**

*Milestone One, part 1 must be met by March 1, 2018, or HFHI may, in its discretion, remove the affiliate from the 2018 Thrivent Builds Homes program.*

**Part 2: Upon volunteer engagement:**

- o [Submit volunteer names](#) within two weeks (14 days) of volunteer activity using the secured Thrivent Builds [name submission website](#).

*Milestone One, part 2 must be met by August 1, 2018, UNLESS a later date has been previously agreed to by HFHI in writing, or HFHI may, in its discretion, terminate this Agreement and remove the affiliate from the 2018 Thrivent Builds Homes program.*

**Milestone Two**

- o [Submit volunteer names](#) within two weeks (14 days) of volunteer activity using the secured Thrivent Builds [name submission website](#).
- o Submit completed [Final Build Report](#) section in the [online Affiliate Monthly Project Status Report](#) which emails a copy to your Organizational Development Consultant-Thrivent (ODC-T).
- o Submit copy of the Certificate of Occupancy (or local equivalent documenting compliance with building inspection and applicable code and ordinances from the appropriate agency) dated no later than December 31, 2018 via email to [usgrants@habitat.org](mailto:usgrants@habitat.org) by January 15, 2019.

*Affiliates not meeting grant parameters and deadlines may forfeit any remaining, non-disbursed grant funds for the Sponsored Houses, and may be deemed ineligible to participate in the 2019 program.*

Thank you for applying for a 2018 *Thrivent Builds Homes* grant.

For more information on Thrivent Builds, visit [ThriventBuilds.com](http://ThriventBuilds.com).