

Affiliate Requirements, Terms and Conditions

Thank you for your interest in a 2019 Habitat and Thrivent Faith Builds.

[The Habitat for Humanity and Thrivent program](#) is a dynamic mission partnership to empower and expand the mission outreach of both Habitat for Humanity and Thrivent. Faith Builds bring together Habitat affiliates, Thrivent members, congregations and other volunteers to help strengthen communities.

General expectations of affiliates participating in the Faith Builds program:

- If applicable, 2018 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 house sponsorship agreement):

- An affiliate staff member will be designated as a point of contact and coordinator for the faith build. This person will manage the required monthly reporting and bi-weekly volunteer name submission.
- The affiliate will actively partner with the local Thrivent Community Engagement Team members and Financial Professionals to attract several Christian churches as participating partners in the faith build to commit funding for remaining home costs.
- The affiliate will actively partner with the local Thrivent Community Engagement Team members and Financial Professionals to schedule volunteer days and mobilize volunteers, using best efforts to fill all volunteer construction positions with congregation members from partnering churches.
- The affiliate will recognize Habitat and Thrivent as a mission and faith build home partner, 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 house sponsorship 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.
 - 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, 2019.
 - Sell the home to the partner family in accordance with HFHI minimum standards.

Habitat and Thrivent Faith Builds funding will be disbursed in two installments based on completion of two milestones.

In the Faith Builds 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 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 November 30, 2018:

- Submit the signed affiliate funding agreement to HFHI (email usgrants@habitat.org or fax 229-410-7340).
- 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 or fax 229-410-7340.

Milestone One, part 1 must be met by November 30, 2018, or HFHI may, in its discretion, remove the affiliate from the 2019 Faith Builds program.

Part 2: Upon volunteer engagement & church partnership:

- [Submit volunteer names](#) within two weeks (14 days) of volunteer activity using the secured Habitat and Thrivent [name submission website](#).
- Submit names of all partnering churches that have committed to praying, volunteering and/or committing toward your funding goal in the Congregations section in the [online Affiliate Monthly Project Status Report](#). This submission emails a copy to your Organizational Development Consultant-Thrivent (ODC-T).

Milestone One, part 2 must be met by August 1, 2019, 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 2019 Faith Builds program.

Milestone Two

- [Submit volunteer names](#) within two weeks (14 days) of volunteer activity using the secured Habitat and Thrivent [name submission website](#).
- Completion and submission of the [Faith Builds Congregational Commitment Summary](#) form to your Organizational Development Consultant-Thrivent (ODC-T) providing the listing of partnering churches and the final Faith Builds Generosity Challenge dollars committed and received toward the funding goal.
- 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).
- 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, 2019 via email to usgrants@habitat.org by January 15, 2020.

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 2020 program.

Thank you for applying for a 2019 Habitat and Thrivent Faith Builds home.