



## ***Thrivent Builds Repairs - Affiliate Requirements***

**NOTE:** *Thrivent Builds Repairs* is an *Invitation Only* program. If your affiliate is interested in participating in the program and is not already working with HFHI or Thrivent Financial, contact the Affiliate Support Center at 877-434-4435 or [thriventbuilds@habitat.org](mailto:thriventbuilds@habitat.org).

In order to participate in the *Thrivent Builds Repairs* program, Habitat for Humanity affiliates must:

### **Prior to the repair:**

- ✓ Submit a [Thrivent Builds Repairs Application](#) (available to invited affiliates only).
- ✓ Submit affiliate safety plan to the assigned HFHI Organizational Development Consultant-Thrivent (ODC-T).
- ✓ Submit proof of insurance to the assigned ODC-T and email a copy to [thriventgrants@habitat.org](mailto:thriventgrants@habitat.org).
  - Affiliate insurance is available through [Lockton Affinity Insurance](#).
  - Note: If your affiliate has General Liability coverage through Lockton, simply report the repair projects at the end of the policy term when completing the annual renewal questionnaire. Repair projects with values under \$500 are \$50 per home. Repairs with values greater than \$500 are \$125 per home.
- ✓ Sign and return *Thrivent Builds Repairs* Affiliate Grant Agreement via email to [thriventgrants@habitat.org](mailto:thriventgrants@habitat.org).
  - The Grant Agreement will be sent to your affiliate after an application is submitted and the grant is approved.
- ✓ Work with local Thrivent Financial point of contact to recruit volunteers.
- ✓ Establish a repair pricing agreement with the homeowner. (Additional information available on My.Habitat.)

### **During the repair:**

- ✓ Provide volunteer management and appropriate tools for the work to be done.
- ✓ Display approved Thrivent Builds vinyl banner during project work days.
  - A [Banner](#) may be purchased at [The Store](#) at [thriventbuilds.com](http://thriventbuilds.com).
- ✓ Provide access to portable restroom *outside* of project house.

### **Upon completion of the repair:**

- ✓ Submit all volunteer names within 14 days of project completion.
  - For more information, see [Thrivent Builds Repairs Affiliate Guide to Submitting Names](#) on [thriventbuilds.com/resources](http://thriventbuilds.com/resources).
- ✓ Submit the [Request for Funds](#) for each completed repair to: 1. The assigned Thrivent Builds Specialist (TBS), 2. [ThriventGrants@habitat.org](mailto:ThriventGrants@habitat.org) and 3. The assigned ODC-T. Refer to the grant approval email for your TBS and ODC-T contact names and email addresses or the [Staff Support Directory](#).



Please note: Thrivent Builds Repairs projects are to be external projects only. Volunteers should not “cross the threshold” to work on the Repairs project.