**GUIDELINES FOR NAHB'S STATE & LOCAL ISSUES FUND**

1. Financial assistance is available to provide support to state and local Home Builder Associations (HBA) in order to successfully deal with a legislative, political, public relations, regulatory or ballot issue that has national significance (i.e. national implications beyond the HBA’s jurisdiction) or is a common industry problem for which the resolution could be precedent setting or provide a toolkit for other HBAs.
2. Maximum NAHB financial assistance for any single application shall not exceed $20,000 unless a motion is passed to increase the amount awarded.
3. The applying association shall provide a statement of financial and staff support to the issue and must demonstrate that the HBA leadership and membership are committed to the effort.
4. The NAHB application materials should include a statement of received and projected support from local HBAs (for state HBA requests) or the state HBA (for local HBA requests).
5. The applicant HBA must be in compliance with NAHB rules, regulations, and policies, including an executed affiliation agreement.
6. Financial investment by the applicant is not required. However, if there is no financial support from the local or state HBAs, a statement explaining the reasons shall be furnished.
7. The application shall include an estimated total budget for the project and, if applicable, an estimated cost breakdown in order to demonstrate the viability of the proposal.
8. The HBA’s position on the issue cannot conflict with any NAHB policies.
9. Requests for assistance must be made by the appropriate state or local association and must be submitted in writing, accompanied by suitable documentation in support of the request. Applications for assistance shall include:
	1. A summary of the issue’s history and current status;
	2. An explanation of the issue’s national significance or how it could set a precedent for the housing industry;
	3. An explanation of the HBA’s resources (financial and staff resources) already committed, resources committed by the state HBA (for local HBA requests) and local HBAs (for state HBA requests), and why additional support from NAHB is necessary for success;
	4. An estimated total budget and cost breakdown of the project, including costs that will not be funded by the State & Local Issues Fund;
	5. The amount of money being requested by the association;
	6. A detailed outline of the association’s action plan for dealing with the issue and how NAHB’s funds will be allocated.
10. Any HBA receiving financial assistance under these guidelines shall, until the issue is finalized, provide NAHB with updates on how the funds are being utilized, how other NAHB resources are being used, and how their efforts can be used by other HBAs facing similar issues.
11. An HBA receiving funds is required to provide NAHB with copies of any collateral materials developed as part of their overall campaign so they can be made available to other HBAs facing similar issues/situations. Examples of these materials include: opinion polls, research data, reports, marketing or campaign materials, legislation, etc. The State & Local Government Affairs Committee retains the right to suspend or revoke funding if a recipient association does not provide sufficient materials and information to NAHB.
12. Applications from individuals will not be accepted.
13. After receiving all appropriate information, the Chair or Vice Chair of the State & Local Government Affairs Committee shall present the Committee’s recommendations to the NAHB Executive Committee, which shall have final approval over all applications.
14. Requests for assistance must be submitted at least 15 days prior to the next meeting of the Committee in order for a recommendation to be made.
15. Any HBA making an application for funds must have a representative present at the meeting of the State and Local Government Affairs Committee to present the issue and answer questions, unless other arrangements are made in advance of the meeting.
16. Allocated funds are available to recipient for a period of two calendar years commencing on the date on which the funds are approved. If there are funds remaining after two calendar years, they will be automatically relinquished to NAHB.
17. If the application is approved, NAHB payments will be made only upon receipt of a detailed expense statement. NAHB funds may not be used to offset HBA staff salaries, HBA overhead expenses or NAHB staff expenses. They may only be spent on costs directly related to achieving success on the issue, such as studies, reports, consultants, direct mail, polling, etc. Upon receipt of adequate documentation, payments can be made to the HBA or directly to individual vendors at the HBAs request
18. Monies from the State & Local Issues Fund shall not be used to fund lawsuits or legal challenges of any kind. If any application of this nature is received it will immediately be referred to the NAHB Legal Action Committee at the direction of the Committee Chairman.
19. Monies from the State & Local Issues Fund shall not be used to fund campaigns by individual political candidates. No application for campaign contributions to individual candidates will be considered by the State & Local Issues Fund Subcommittee.
20. The only exception for bypassing the Committee review process will be for urgent ballot initiatives. In those instances, all of the same application information must be prepared. The NAHB State & Local government Affairs Committee will be notified and convene via conference call and/or video conference to review the information and make recommendations to the NAHB Senior Officers, who will make decisions for interim funding and then report to the Executive Committee.
21. The applying HBA is solely responsible for any and all reporting requirements, which may apply as a result of receiving monies from the State & Local Issues Fund for taxation and political/campaign/lobbying purposes. In addition, the applying association agrees to provide all relevant information that may be needed for NAHB to comply with any reporting requirements which may apply as a result of distributing monies from the State & Local Issues Fund.

NAHB State & Local Issues Fund

Application for Assistance

**Association:**

**Date Submitted:**

**Contact Person:**

**Address:**

**City/State/Zip:**

Project Title:

Category (check one): [ ] Legislative [ ] Regulatory

[ ] Ballot [ ] Other

Total Estimated Cost of the Project: $­

Total Monetary Contributions Made Towards Project Budget:

 1. Applying HBA’s Contributions: $

 2. Other State and Local HBA’s Contributions: $

 3. Coalition Partner Contributions: $

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 Total Contributions: $

Coalition Partners (if any):
1.       2.
3.       4.

 **Total Amount Requested from Issues Fund**: $       ($20,000 maximum)

**Phone:**       **Fax:**       **E-Mail:**

**Please answer the following items in full, *using no more than four typewritten pages:***

A. Explain the history and status of the issue.

B. Explain the national significance of this issue/situation or how it could set a precedent for the housing industry.

C. What resources does the association already have committed to the issue, both received and projected? What financial support has been committed by the state HBA (for local HBA requests) or local HBAs (for state HBA requests). If none, please explain. Why is the additional support needed from NAHB?

D. Explain the estimated total cost and, if applicable, include a budget breakdown.

E. Detail the association’s action plan for dealing with this issue and how NAHB’s funds will be used in that plan. [Note: NAHB funds may not be used to offset HBA staff salaries, HBA overhead expenses or NAHB staff expenses.]

**Each of the above items must be specifically addressed and answered in full or applications may be returned for revision**. Applicants are also encouraged to submit any supporting information that would be helpful to the Committee. Any supporting information should be unbound, unstapled and single-sided. Please submit this application and all supporting documents to:

**Karl Eckhart**

**VP, Intergovernmental Affairs**

**Phone: (800) 368-5242, ext. 8319**

**(202) 266-8319**

**Email:** **keckhart@nahb.org**