



FEDERAL  
POLITICAL  
COORDINATOR  
**MANUAL**

**119<sup>TH</sup> Congress**



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# INTRODUCTION

# INTRODUCTION

As America's largest trade association, the National Association of REALTORS® is involved in all aspects of residential and commercial real estate.

The real power of any industry resides in the activism of its individual members. As a result, with such a large membership, NAR is an extremely powerful force in our nation's capital, fostering vibrant communities in which to live and work nationwide. However, it takes a village, passion, and significant grassroots momentum to accomplish our legislative and regulatory goals. That's where you come in.

In your capacity as FPC, you are here to represent, defend, and advocate for our REALTOR® brand in Washington, D.C. Regardless of the issues facing the real estate profession—whether it's flood insurance, property tax legislation, or GSE reform—there will always be a group or association advocating the opposite position. As an FPC, you are the most effective advocate for our industry, the expert on real estate issues, and the one with a close personal relationship with your member of Congress. Your legislator wants to hear from you, and we intend to help you maintain the strongest voice possible when you choose to use it.

Legislators want to know how a specific issue will affect their districts and they will look to you for answers. It is your voice and your experiences that will help guide their decisions. As FPCs, you are active in every congressional district across the country. That is an incredible responsibility with significant power.

Your efforts to educate each member of Congress will make the difference. As a result, honing and maintaining your relationships matter. When an important issue facing the real estate industry arises, we want your legislators to pick up the phone and reach out to you first—their FPC and friend whom they know and trust.

This handbook provides you with essential resource information on the FPC Program, how to access important research data, different ways to get involved and important introductory material on the legislative process in Washington. Thank you for your service in the program. Your involvement is crucial to the success of NAR's advocacy efforts now and far into the future.

REALTORS® are members of the National Association of REALTORS®.

# HISTORY OF FPC PROGRAM

## Background

Prior to 1974, NAR was known as the National Association of Real Estate Boards (NAREB). Members of the association were primarily real estate brokers; sales agents could join their local real estate boards, but were not members of the National Association.

In the early 1970s, NAREB had around 100,000 members, but found its influence in Washington waning. Back then, Washington insiders considered NAREB to be a small business group, representing only a fraction of the real estate industry (*the brokers*). In order to regain its political position and influence, in November 1973, NAREB changed its name to the National Association of REALTORS® and simultaneously opened its doors to accept sales agents as members. Within 12 months NAR's membership nearly quadrupled.



FPC HILL VISITS

# HISTORY OF FPC PROGRAM

As part of the transformation, NAR also completely revamped its legislative program. The REALTORS® Washington Committee (*NAREB's legislative arm since 1942*) was replaced by two new committees, the REALTORS® Legislative Committee (*focusing on policy*) and the Political Affairs Committee (*focusing on REALTOR® political involvement*).

## The FPC Program is Born

It was in this atmosphere that the FPC program began to take shape. In February 1974, the Political Affairs Committee divided its work into two major priorities. "Priority 1" was the formation of a Congressional Political Affairs "chairman" for each one of the 435 House congressional districts throughout America. A committee was appointed to serve under this congressional chair, made up of at least 10 REALTORS® and REALTOR®-ASSOCIATES, all carefully selected because they would be on an eyeball-to-eyeball grassroots level with their member of Congress.

This network of REALTOR® congressional chairs did not have a formal name at first, but in 1976 NAR changed the program and began calling each group a Congressional Contact Team. The Congressional Contact Teams were organized by each State Association, which assigned one REALTOR® representative per senator and representative for each local association (*not congressional district*).

Within a few years, the Congressional Contact Team network had become unwieldy.

# HISTORY OF FPC PROGRAM

There were over 1,800 local associations at that time, with many overlapping congressional district lines, so the Contact Team group had thousands of members and many senators and congressmen had multiple Contact Teams assigned to them. Managing the teams and coordinating a unified REALTOR® message became nearly impossible.

In August 1979, the Political Affairs Committee approved a resolution to improve upon the Congressional Contact Team functionality by developing “a network of Federal Coordinators, one appointed for each congressional district and U.S. Senate seat, who will be responsible for the Congressional contact effort and be the focal point of communications in all contact activities.” Thus, the Federal District Coordinators (FDC) program was born and in place by 1981; the Federal Senate Coordinators (FSC) program came a little later, in 1984. Together they were known as the FDC/FSC program.

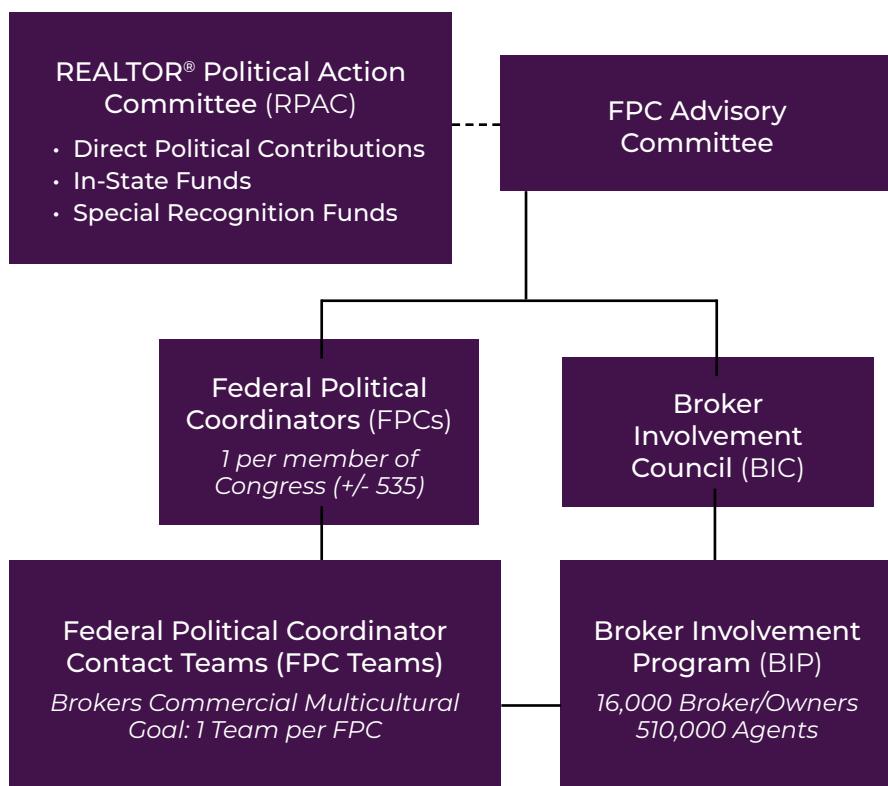
Finally, in November 2003, acting on a recommendation from the Political Communications Committee-Grassroots Work Group the FDC/FSC program name was changed to Federal Political Coordinators in order to clarify the Coordinators’ activities.

***The rest, as they say, is history!***



# WHERE YOU FIT IN

## REALTOR® ADVOCACY PROGRAM OVERVIEW



The following descriptions provide an overview of the structure and purpose of the NAR grassroots system:

### FPC ADVISORY COMMITTEE

NAR's FPC Advisory Committee, formerly known as the REALTOR® Party Member Involvement Committee (RPMIC), is responsible for advancing the association public policy priorities through a strong grassroots program. Members of FPC Advisory Committee are REALTORS® appointed from every U.S. state and territory.

- » The FPC Advisory Committee includes at least one representative from each state or territory and are appointed to lead and coordinate FPCs in their state to realize their fullest potential and carry out their assigned duties.

# WHERE YOU FIT IN

## REALTOR® ADVOCACY PROGRAM OVERVIEW

- » FPCAC members serve for a two-year term.
- » FPCAC members are required to be FPCs or former FPCs.

### FEDERAL POLITICAL COORDINATORS (FPCs)

FPCs conduct and oversee grassroots activities in each Congressional District that help to develop and maintain a relationship with their member of Congress. They are expected to be a first stop resource, keeping the communication loop moving by providing NAR with field reports, fulfilling FPC training requirements and educating Members of Congress on our priority issues. Additionally, FPCs should select volunteers (*an FPC contact team*) to assist in carrying out these grassroots advocacy efforts.

### FPC CONTACT TEAMS

FPC Contact Teams are REALTORS® who live in the Congressional District and to assist the FPC in executing grassroots activities both at home and on Capitol Hill. Under the direction of FPC Advisory Committee and the assigned FPC, Contact Teams help organize and implement local activities that build strong relationships with lawmakers, and are tasked with communicating regularly with their members of Congress regarding critical issues of importance to NAR, particularly when there is a Call for Action.

- » There should be a **minimum of one Contact Team member** for each senator and representative serving under **each FPC**.
- » Contact Teams ideally should represent each local REALTOR® Association in the district and perhaps even the affiliates (*Women's Council of REALTORS®, Commercial members, etc.*).
- » Contact Teams should work to include members from the National Association of Hispanic Real Estate Professionals (NAHREP), Asian Real Estate Association of America (AREAA) or National Association of Real Estate Brokers (Realtists) in cases where diversity would be a welcome representation of the district population.
- » Contact Teams should be selected by the FPC **no later than April 1** of the new Congress.

**50**  
years

*that the FPC Program  
has been in existence.*



# UNDERSTANDING YOUR ROLE AS A FEDERAL POLITICAL COORDINATOR

# FPC RESPONSIBILITIES

An FPC's most valuable contribution to NAR is the personal relationship they develop with their member of Congress. In addition to regular contact with the assigned member of Congress, there are several specific tasks which are required to fulfill the role of FPC.

## **1. Attend the REALTOR® Legislative Meetings**

FPCs are reimbursed up to \$2,000 for travel expenses incurred to attend the annual REALTORS® Legislative Meetings. FPCs should make every effort to attend these meetings and lead the issue advocacy meetings in their respective member of Congress' office. This is the most important Federal issues meeting of the year and FPC participation is vital.

## **2. Attend a political event in your District**

## **3. Host an event for your assigned member of Congress**

## **4. Respond to All NAR Calls for Action**

*FPCs are expected to respond to ALL NAR Calls for Action they receive.* As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.

## **5. Advocate on Behalf of All REALTORS® and the REALTOR® Party**

The REALTOR® Party maintains a non-partisan approach to engaging the legislative process that is of benefit and value to all REALTORS®. FPCs must be able to put their personal views aside before advocating on any REALTOR® supported issue 100% of the time.

# FPC RESPONSIBILITIES

## 6. File a Field Report After Carrying Out Specific Actions Throughout the Year

## 7. Participate in Training as Required

All FPCs must complete required training whether it be in person or online. Being familiar with each NAR issue is essential to effective advocacy on behalf of REALTORS®. This issue education will occur in the training modules.

## 8. Develop a Contact Team

Each FPC should identify REALTORS® within the district who can assist in their duties, and should notify their state FPC Advisory Committee member upon doing so. The FPC should maintain regular communication with their team on the NAR issues and CFAs. The team should also be ready to assist the FPC or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should they decide to step down.

## 9. FPCs Should Support Their Assigned Member of Congress

FPCs may not engage in activities that support or can be perceived as supporting their Member's opponent, including but not limited to contributing to the opponent's campaign. Such activities may be the basis for considering terminating the FPC's appointment.

## 10. Periodically Send News and Other Information to Members of Congress

Communication is a two-way street. Being a resource to members of Congress is an FPC's number one priority as you build and maintain the relationship.

# FPC RESPONSIBILITIES

## 11. Report All Activities Over the Course of the Year to State Staff at the End of Each Calendar Year

This step in the communication chain allows the state AEs and GADs to support your role as an FPC to make sure that you have the information that you need and are able to perform your duties as assigned. Your state staff can be a tremendous resource to you in this role.

## 12. Sign and Return the “FPC Performance Agreement”

This Agreement is a commitment between the appointed FPC and NAR. By signing this form, the FPC agrees to carry out their duties to the best of their ability and acknowledges that they can be removed for failure to fulfill the duties outlined in the performance agreement.

*\*\*FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals.\*\**

**Note:** If an FPC does not perform the required duties, he or she can be replaced. For information on the FPC replacement protocol, see Appendix I.

**Questions?** Contact **Victoria Givens** at 202-383-1021 or [vgivens@nar.realtor](mailto:vgivens@nar.realtor)



# FPC PERFORMANCE AGREEMENT

The role the FPC plays within NAR advocacy is extremely important. Each serves as an important resource to their member of Congress regarding issues of importance to the real estate industry. To that end, each FPC should agree to perform the following duties (*Please refer to page 10 for specific details on each duty*):

1. Respond to all NAR Calls For Action;
2. Advocate on behalf of all REALTORS® and the REALTOR® Party;
3. Contact my assigned member of Congress after carrying out specific advocacy contacts throughout the year;
4. Participate in training as required;
5. Attend each annual Realtor Legislative Meeting;
6. Develop a contact team;
7. Support your member of Congress;
8. Periodically send news and other information to your assigned member of Congress (*For example, share research reports, support letters, news articles and economic data from NAR, etc.*);
9. Report all activities over the course of the year to state staff at the end of each calendar year;
10. Sign and return this performance.

By my signature below, I hereby certify that I have read each FPC duty carefully and pledge to perform them to the best of my abilities throughout my term. Further, I acknowledge that if I do not meet the standards of performance, I will be removed from the position.

**State/Congressional District:** \_\_\_\_\_

**Name of MOC:** \_\_\_\_\_

**FPC:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FPC Signature:** \_\_\_\_\_

As referenced in the FPC Pledge form and the FPC responsibilities you have agreed to fulfill all of the duties as prescribed in the FPC job description. If you do not, you may be replaced.

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

## WHAT IS RPAC?

RPAC (*REALTORS® Political Action Committee*) is the engine that helps protect what's possible for REALTORS® and the real estate industry. Through voluntary investments, RPAC ensures REALTORS® have a strong, unified voice in the political process by supporting pro-REALTOR® candidates at the federal, state, and local levels. RPAC is how we prepare—not react—because you can't build political power the day you need it. It is the financial backbone of the REALTOR® Party, turning advocacy priorities into real-world political strength that defends property ownership, promotes opportunity, and safeguards our industry's future.

## RPAC CRITERIA FOR CANDIDATE SELECTION

REALTORS® at all levels of the association are involved in selecting which candidates should receive RPAC support. This broad, grassroots-based system is the greatest strength of RPAC. Decisions for RPAC support are ultimately approved by the RPAC Federal Disbursement Trustees, with strong input from state and local REALTOR associations. These decisions are based on a wide set of criteria which are listed below. As a result of this robust process, RPAC is one of the most bipartisan PACs in Washington, D.C.

The criteria RPAC issues in determining its support include:

- » Individual action taken to advance NAR legislation (*speeches, letters, hearings, etc.*)
- » Co-sponsorship of NAR legislation
- » Congressional Leadership Position
- » Congressional Committee Assignments
- » Voting Record for current and previous three Congressional cycles
- » D.C. Engagement
- » In-State Accessibility
- » Race Competitiveness

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

## ACCESSING RPAC IN-STATE FUNDS

To access RPAC in-state funds:

**Contact your state association Government Affairs Director (GAD) and NAR Political Representative to request funding.**

**Please note:** All RPAC contributions will only be made payable to the candidate's campaign committee. FPCs and team members will not be reimbursed for a personal contribution made to the candidate.

**Electronic Contributions:** It is RPAC policy to process all RPAC contributions electronically. You can reach out to your political representative to request those funds. You will be notified once that is processed.

**Check with your state GAD and NAR Political Representative to make sure you have funds available.** Be sure to do this before you make a commitment to donate to any campaign. Think about the campaign events coming up in your district that you may want to attend with the in-state funds. If you are an FPC for a House member, you have \$1,000 per two-year cycle for use at in-state events in the primary election. If you are an FPC for a senator, you have \$2,000 per six-year cycle for use at in-state events. You may use the entire amount for one event or for more than one event

	SENATE	HOUSE
D.C. LOBBYIST FUNDS	\$3,000 per cycle	\$2,000 per cycle
IN-STATE FUNDS	\$2,000 per cycle	\$1,000 per cycle
ADDITIONAL FUNDS	Trustee Approval Required	Trustee Approval Required

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

*... continued from previous page.*

in the primary election. Your request for these funds should not be less than \$500. Advance planning helps ensure your best use of the funds. If you have questions about the balance of in-state funds available for a member of Congress's re-election campaign, contact your state GAD and NAR Political Representative. Let your state GAD know the details of the reception/event, what type of event it is and the date of the event.

***Please note: RPAC disbursements are now being issued electronically. After you request RPAC funds, RPAC will wire funds directly to the campaign. NAR staff will alert the FPC candidate's campaign and state staff when these funds are processed.***

Give as much notice as possible so the RPAC check disbursement can be processed. It will usually take 10 business days for the transaction to be completed. NAR will process the RPAC contribution electronically by ACH transfer. Once the transaction is processed, your NAR Political Representative will forward a confirmation to the FPC and relevant state staff.

**All in-state funds must be used in the first year of the two-year congressional cycle for House Members and in the first four years of the six-year cycle for senators.** These funds have been allocated so you can develop a relationship with your Member of Congress by attending events in your congressional district. Any remaining funds not used within this time period will be rolled into the remaining primary funding as approved by the National RPAC Disbursement Trustees.

***Please note that RPAC disbursements are now being issued electronically. After you request RPAC funds, RPAC will wire funds directly to the campaign. NAR staff will alert the FPC, candidate's campaign and state staff as when these funds are processed.***

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

## MAKING THE MOST OF RPAC SPECIAL RECOGNITION MONEY

RPAC contributions can have a bigger impact if delivered with the campaign's needs in mind. Campaigns are geared toward raising and reporting funds quickly to show their lead over other potential rivals. Early funds allow campaigns to lock in future campaign activities such as mailers or television ad time. By keeping the campaign's needs in mind, RPAC support will be even more valuable.

Listed below are some ways to maximize RPAC funding opportunities:

### **Identify a fundraising event where the representative will appreciate the support.**

Annual fundraising events are good examples of an opportunity to build a relationship with your Member of Congress. Always be aware of who is hosting an event for your member of Congress's re-election campaign. The host may be on the opposite side of a REALTOR® issue, in which case attending the event would not be an appropriate use of an RPAC contribution.

### **Consider a personal contribution.**

The Pro-Property Platform offers REALTORS® a straightforward, secure, and compliant way to make personal, direct-to-candidate contributions to federal candidates, helping build lasting relationships with elected officials who influence real estate and housing policy.

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

Under current federal law, individuals may contribute up to \$3,500 per election (*primary, general, runoff, or special*) to a federal candidate. Contributions may be made through the Pro-Property Platform or directly to a candidate's campaign. You may also consider participating in or hosting a small in-home fundraiser for your member of Congress, in accordance with all applicable legal and compliance guidelines.

For more detail on how the Platform works and how to use it, see the next section—"The Pro-Property Platform".

## INVESTING IN RPAC

Personal investment in RPAC is one of the most effective ways to strengthen your impact as an FPC. When you invest, you deepen your relationship with your Member of Congress and increase your visibility in the political process that shapes the real estate industry. Members of Congress take note of the people who are consistently involved and supportive of their work.

Those same Members cast the votes that affect housing, lending, taxation, small business, and community development. Close, long-term relationships provide greater access, stronger conversations, and a more meaningful voice when those decisions are being made. Through this continued engagement, RPAC works to protect what's possible for

REALTORS®, their clients, and their communities by helping shape the rules and policies that allow individuals to buy homes, businesses to grow, and communities to thrive.

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

**Below are ways you can lead by example through your personal support of RPAC:**

## BECOME AN RPAC MAJOR INVESTOR.

RPAC Major Investors are a select group of REALTORS® who choose to lead from the front by investing \$1,000 or more annually in the political future of the real estate industry. These individuals step into a higher level of engagement—helping ensure REALTORS® have a strong, consistent voice with policymakers who shape housing and property policy.

Major Investors are recognized through the RPAC Recognition Program and receive exclusive benefits and acknowledgments that reflect their leadership-level commitment. Participation signals not only support for RPAC, but a deeper investment in the strength, credibility, and long-term success of REALTOR® advocacy.

Major Investor status reflects a long-term commitment to protect what's possible for REALTORS®, their clients, and the communities they serve.

To invest in RPAC or view Major Investor recognition details, visit: [realtorparty.realtor/rpac](http://realtorparty.realtor/rpac).

## JOIN THE PRESIDENT'S CIRCLE.

The President's Circle is NAR's most exclusive direct-to-candidate giving program, reserved for REALTORS® who operate at the highest level of federal political engagement. It is designed for leaders who want to support REALTOR® Party Champions in Congress. While RPAC is limited to \$5,000 per election per candidate, the President's Circle enables select REALTORS® to provide additional personal support beyond RPAC—placing them in a small, highly engaged circle of national political investors.

# RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

## Participation & Elite Benefits:

President's Circle members must also be RPAC Major Investors and contribute: \$1,000 annually to RPAC, and \$2,000 personally to REALTOR® Party Champions.

Investments should be completed by September 30 to maximize impact. FPCs may designate \$500 of their \$2,000 directly to their own Member of Congress—an exclusive benefit for FPC participants.

Members who complete their investment receive an invitation to the annual President's Circle Conference, a premier gathering with national leaders, top political investors, and key policy voices.

For more information or to enroll, contact NAR RPAC staff or visit: [realtorparty.realtor/rpac](http://realtorparty.realtor/rpac).

*Contributions are not deductible for income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National Association of REALTORS® or any of its state or local associations will not favor or disadvantage any member because of the amount contributed. Your contribution is split between National RPAC and the State PAC in your state. Contact your State Association or PAC for information about the percentages of your contribution provided to National RPAC and to the State PAC. The National RPAC portion is used to support federal candidates and is charged against your limits under 52 U.S.C. 30116.*

# HOW TO FOSTER A RELATIONSHIP WITH YOUR MEMBER OF CONGRESS

**Some REALTORS® participate in an array of activities to maximize their influence on Capitol Hill. Here are some examples of what you can do:**

- » Plan and conduct a site or office visit with your legislator in the District.
- » Get to know key staff.
- » Personally interact with and involve your member of Congress in REALTOR® activities including invitations to speak at your annual meeting or attend openings of new offices or groundbreakings etc.
- » Volunteer for a candidate's campaign activities. This will foster personal connections with that candidate (*i.e., volunteering in a phone bank, hosting a fundraising event*). It will add credibility to your grassroots messages and help you to build a lasting relationship with your member of Congress.
- » Support REALTOR® "Get Out the Vote" efforts. Encouraging other REALTORS® to vote for candidates who support NAR's public policy agenda is an ideal way to ensure that REALTOR® Champions remain in Congress to support key issues facing our industry.
- » Consider making a personal contribution to your lawmaker's re-election campaign. Supporting your lawmaker will have a lasting impact and increase your influence on behalf of NAR in Congress. If your member of Congress is on the Pro-Property Platform, contributions through this vehicle are a great way to support them while amplifying the power of our REALTORS® contributions.
- » Make a contribution through President's Circle. FPCs who join the President's Circle Program will be able to give \$500 of their \$2000 President's Circle commitment directly to their member of Congress. This is a special benefit only for FPCs that are members of the Presidents Circle. More information on the President's Circle program is included in the RPAC section of this handbook.
- » Be sure to send follow up "thank you" messages for votes when your MOC votes our way.
- » Email or hand deliver key NAR media releases, NAR research publications, relevant letters to Congressional leaders or the Administration, etc.



FPC HILL VISITS

# ADVOCACY AND ENGAGEMENT

# HOW TO RESPOND TO A CALL FOR ACTION

**Background:** As the need arises, NAR will launch targeted Calls for Action to FPCs only or All Member Calls for Action (CFAs) which go out to the larger membership. As an FPC, responding immediately to CFAs, whether targeted only to FPCs or the national membership, is critical to communicating a coordinated, powerful grassroots message. You are the first person who should respond to this call to duty (*You have pledged to respond to each one you receive*).

Because of the importance of a CFA, NAR electronically tracks FPC responses and will provide the FPC Advisory Committee members with reports on state and individual FPC performance. These reports become part of a comprehensive report to state presidents, association executives, and FPC Advisory Committee in assessing the on-going volunteer effort, and are reviewed when it is time for the reappointment or replacement of FPCs.

**Targeted CFAs:** You may receive a notification of a targeted CFA which will require you to communicate directly with your member of Congress and their staff. NAR staff will provide carefully crafted language that you will be asked to share. You can disseminate the information in a number of ways:

- » Writing emails and letters
- » Making a phone call
- » Sending a text message
- » Personal visit

Through this type of direct, personal interaction, you will continue to build a relationship with your member of Congress, which will help increase your impact in the long term. If you have any questions about how best to proceed you can contact your political representative and they can assist you.

**All Member CFA:** An all-member CFA will be sent out via an email or text message to members of the National Association of REALTORS®. To complete this task, please follow the steps below in the 'How to Respond to a Call for Action' section of this manual.

# HOW TO RESPOND TO A CALL FOR ACTION

## All Member CFA Step By Step

### STEP 1

You will receive an email or text from NAR calling you to act.

→ **Click the Take Action Button**

If you miss the email or text and hear that there is a Call for Action happening, all CFA's will be featured on the REALTOR® Party and NAR website homepages at [realtorparty.realtor](http://realtorparty.realtor) and [nar.realtor](http://nar.realtor) and you can take action through one of those sites.

### STEP 2

- If your information is not pre-populated, please fill it in the blank boxes. It will automatically populate in future CFAs.
- Be sure to put in the email address that is associated with your NRDS ID or your action will not be attributed to you as an FPC.

### STEP 3

- **Click submit.** Your CFA participation is complete! **It's that simple!**

### Sample CFA



**Note:** Most Calls For Action will be targeted and small, but on the rare occasion that we activate the entire membership, the following will take place.

# HOW TO BUILD A SUCCESSFUL FPC TEAM

Every FPC's experience is unique—levels of advocacy experience, knowledge of the public affairs world, legislative understanding and personal connections to lawmakers and degrees of commitment to the NAR grassroots mission. In all cases, it is important to develop an FPC Team to support you in executing your significant grassroots activities and duties—both at home and on Capitol Hill. The following guidelines will help you build a strong team.

## STEP 1: IDENTIFY YOUR NEEDS

Take stock of your needs as an FPC and build your team accordingly. There are key qualities you will want to consider. When choosing members of your FPC team, keep in mind that ideal NAR advocates hold the following attributes:

- » An understanding of the key issues affecting REALTORS®
- » An interest in politics
- » A willingness to play an active role in specified NAR grassroots initiatives
- » Existing relationships with legislators, community and business leaders

Many REALTOR® advocates could have more specialized experience. Areas of advanced familiarity might include:

- » Relevant issue expertise and/or a history of advocacy
- » Campaign experience
- » Leadership experience within NAR or your state/local association.

## STEP 2: SEEK ADVICE

There are significant resources available to every FPC to help them recruit and build a high potential FPC Team. Consulting with the following groups will help you identify and recruit individuals who are interested and capable advocates on behalf of NAR. *They include:*

- » State/local associations and volunteer leaders
- » NAR Directors within your State
- » State and local association executives

# HOW TO BUILD A SUCCESSFUL FPC TEAM

- » Government affairs staff
- » NAR Lobbyists & Political Representatives
- » Leaders within NAR (e.g.: *Committee Chairs and committee members*)

## STEP 3: IDEAL TEAM QUALITIES

Your goal in building an FPC team is to help you better carry out your duties and increase responses to Calls for Action. As a result, ideally your team should include:

- » A **minimum of one** FPC Team Member for each senator and representative serving under **each FPC**
- » Representatives of the REALTOR® associations in the Congressional district
- » Representatives that reflect the demographics of your district (e.g., *National Association of Hispanic Real Estate Professionals (NAHREP)*, *Asian Real Estate Association of America (AREAA)*, or *National Association of Real Estate Brokers (Realtists)*)
- » REALTORS® in your association that have in-depth knowledge and whom you know will also respond to Calls for Action
- » Those who serve on Government Affairs Committees and RPAC
- » Also, consider asking members with different real estate specialties (e.g.: *Commercial, Land, Broker, etc.*)

## STEP 4: HOLD AN ORGANIZATIONAL MEETING

It is important that you meet with your volunteer grassroots team, learn their interests, advocacy history and strengths. This will help you seamlessly work together to maximize the team resources in order to play a fundamental role in NAR's grassroots public affairs agenda. The organizational meeting may be in person, by conference call, or tied to an already scheduled meeting to take advantage of team members being in one place.

# HOW TO BUILD A SUCCESSFUL FPC TEAM

During this meeting, FPCs should gather information to establish regular contact patterns with team members, which can also be activated when hot issues emerge or when specific CFAs are made. *Below are some examples of information that you may want to gather:*

- » Information on how they know their member of Congress
- » Phone number
- » Primary email address
- » Home/work address

## STEP 5: GET ON THE SAME PAGE

Your team members should all be familiar with their members of Congress. Since legislators have different committee expertise or issue areas that are of interest to them, communications directed at legislators should reflect the REALTOR® advocate's familiarity with an issue and his/her understanding of its importance to the particular member of Congress.

Provide your team with a biography of your lawmaker and other materials, which can be provided by your NAR Political Representative.

## STEP 6: ENSURE PARTICIPATION

Some FPC Team Members will be more involved than others depending on the time they can dedicate to the REALTOR® Party.

To help ensure maximum participation, we suggest the following:

- » **Ask your team members about their level of interest.**

This will help identify which members are willing to do what activities, as well as help gain a sense of their overall commitment.

# HOW TO BUILD A SUCCESSFUL FPC TEAM

## » Delegate!

Giving Team members greater responsibility for certain projects often generates a feeling of ownership over the goals of grassroots, and eventually your team's overall success. This is also an excellent way to involve your most active members at a higher level, especially those who have an interest in working to assume a leadership role as an FPC in the future.

## STEP 7: PROVIDE RECOGNITION AND POSITIVE FEEDBACK

Team members who go above the call of duty or who have made great strides in furthering the team's goals should be acknowledged and appreciated in association newsletters, email updates or in other forums. If the team has been successful (e.g., getting your member of Congress to be a co-sponsor or getting a vote), the team should celebrate its victory. Please notify NAR staff if you have a particularly victorious win.

## MORE QUESTIONS?

Download the FPC Team Toolkit here:

[realtorparty.realtor/wp-content/uploads/2017/08/Programs-Grants-Grassroots-FPC-Contact-Team-Toolkit.pdf](http://realtorparty.realtor/wp-content/uploads/2017/08/Programs-Grants-Grassroots-FPC-Contact-Team-Toolkit.pdf)



FPC HILL VISITS

# HOW TO SCHEDULE APPOINTMENTS WITH YOUR LEGISLATOR

The following is a step-by-step guide for scheduling appointments with your elected official, whether at home, in the District or in Washington, D.C.:

- » Legislator's Contact Information: If you do not know your legislator's information call the Capitol switchboard at **(202) 224-3121**.
- » Send a fax or email to the scheduler requesting a meeting. A sample letter is provided on the next page.
- » Information you need to provide: Remind the representative of your close relationship. Make sure to include the date and time of day you would like to meet with the member. Offer to meet with staff if the member of Congress is not available. Include the name of the legislation or issue you would like to discuss. Provide a phone number and/or an email address where the scheduler can reach you.
- » Follow up with a phone call in one week if you have not heard back from the office. Ask to speak with the scheduler. Remember to thank them. These individuals are critical to accessing your elected representatives.
- » A few days prior to the scheduled meeting, you may want to check back with the scheduler to make sure the meeting is still on your member of Congress' schedule.
- » Thank you: Please remember to send a thank you note after the meeting that includes any follow up items for discussion.
- » Remember to tell us what happened: Please file your FPC report in a timely manner through the REALTOR® Party website and provide us a short summary of your meeting.

**59%**

*of the recent home buyers responded that neighborhood quality was one of the most important factors when choosing a neighborhood.*

# HOW TO WRITE A LETTER TO YOUR LEGISLATOR

While it is best to communicate with your member in person, there are instances where a text, letter or email is appropriate and even necessary. NAR has developed a number of Calls for Action on the REALTOR® Party website that enable you to quickly and easily communicate with your legislators on issues important to NAR, but if you decide to write your own letter, this list of helpful suggestions will improve the effectiveness of your communication:

## 1. STATE YOUR PURPOSE

Your purpose for writing should be stated in the first paragraph of the letter. If the letter pertains to a specific piece of legislation, identify it accordingly, i.e., House bill: H.R. \_\_\_\_, Senate bill: S. \_\_\_\_.

## 2. STATE YOUR POSITION

Explain how a bill would affect you, your family, your business, or even your state or community.

## 3. FOCUS ON ONE ISSUE

Address only one issue in each letter using facts and examples to support your position, and if possible, keep the letter to one page.

## 4. BE COURTEOUS

However, do be firm, confident, and positive.

## 5. ADDRESS YOUR LETTER

Put your return address on the letter, not just the envelope. Envelopes are often thrown away before a letter is answered.

## 6. EXPLAIN

Be clear as to whether you are writing on your own behalf or as president of an organization, chairman of a group, etc.

## 7. ASK FOR A REPLY

Indicate to your legislator that you would appreciate a reply containing his or her position on the issue. As a constituent, you have a right to know your representative's views.

## 8. FOLLOW UP

If your legislator's vote on the bill pleases you, express your thanks. Everybody appreciates a complimentary letter. By the same token, you should express your dissatisfaction with votes against your position.

# SAMPLE MEETING REQUEST LETTER

(DATE)

The Honorable (NAME)  
United States Senate or U.S. House of Representatives  
(STREET)  
(CITY, STATE, ZIP)

Dear Senator or Representative (NAME),

I hope you are well. I enjoyed seeing you [INSERT LAST PERSONAL INTERACTION WITH YOUR MEMBER]. As you are aware, I am a constituent and a member of the National Association of REALTORS® (NAR). As such, I am writing to request an opportunity to meet with you on [INSERT DATE], in your Washington, D.C., office (District Office if applicable) while I am in the area for [INSERT REASON FOR VISIT]. As a REALTOR® and member of NAR, I am interested in discussing issues related to the real estate industry. Specifically, I would like to discuss (list topics).

I understand that you maintain a busy schedule, so I am happy to find a time and day that works best for you; however, the best time on my schedule is between [INSERT TIMES]. Should you not be available to meet on [INSERT DATE], I would appreciate an opportunity to meet with your chief of staff, legislative director and/or legislative assistant who handles [STATE THE ISSUE YOU PLAN TO DISCUSS]. Thank you for your consideration of my request. I look forward to hearing from you soon. Please reach me at \_\_\_\_\_ or via email at \_\_\_\_\_.

Sincerely,

(SIGN)

**60-78** *the age of the largest share of home buyers (42% of all buyers).*

# ADDRESSING CORRESPONDENCE

TO A SENATOR	TO A REPRESENTATIVE
The Honorable ( <i>full name</i> ):	The Honorable ( <i>full name</i> ):
United States Senate	United States House of Representatives
Washington, DC 20510	Washington, DC 20515
Dear Senator ( <i>last name</i> ):	Dear Representative ( <i>last name</i> ):

## TO A CHAIR OF A COMMITTEE OR THE SPEAKER OF THE HOUSE, IT IS PROPER TO ADDRESS THEM AS:

Dear Chairman or Chairwoman:

Dear Mr. Speaker or Madam Speaker:

**88%** of Homebuyers purchase their homes through a real estate agent or broker.



FPC HILL VISITS

# THE NAR FIELD REPORT APP

# WELCOME TO THE NAR FIELD REPORT APP TOOL

Welcome to NAR's FPC Field Report application! This web app allows you to log your field reports and view and complete assignments (*part of the FPC program*) through your computer or mobile device.

## REGISTERING AND LOGGING IN

You have two options for registering.

The first option is to click on the link in the email you received welcoming you to the program. You will register a password, then enter your email and password to log in.

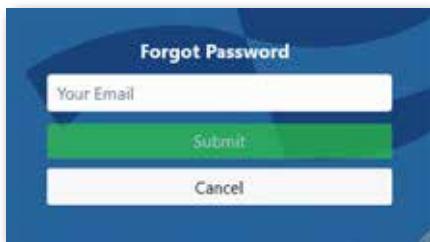
OR

The second option is to access the website directly from your computer or mobile device.

Go to [narfpc.arena360.  
aristotle.com](http://narfpc.arena360.aristotle.com) and click on “Forgot Password!”

Enter your email address that is associated with your Member ID and click “Submit”.

Check your email and follow the prompts to reset your password.



# USING THE APP

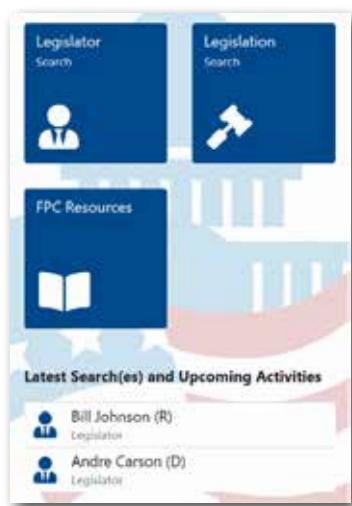
## Familiarizing Yourself With the Home Screen

When you login for the first time, your homepage will be mostly blank. It will greet you by name and there will be two buttons. Use Legislator Search to find your Legislator. Use the Resource Library to view helpful information.

In the top right, you will find the main menu. This is displayed as three horizontal lines. The menu options are Home, Legislator, Change Password and Logout.

In the top left, the REALTOR® Party icon will also take you to the homepage. Click it anytime you wish to return to this screen.

As you use the app, your most recent legislator searches will appear under the buttons.



**Please Note:** different devices (phones, tablets, computers) will display slightly different based on size and orientation, but all of the buttons and options are the same.

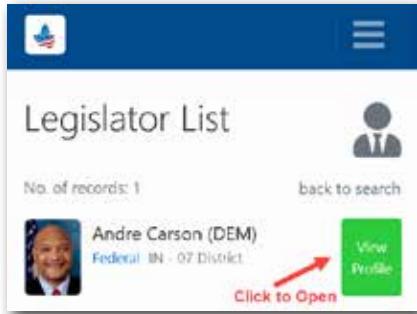
# USING THE APP

## Finding Your Legislator

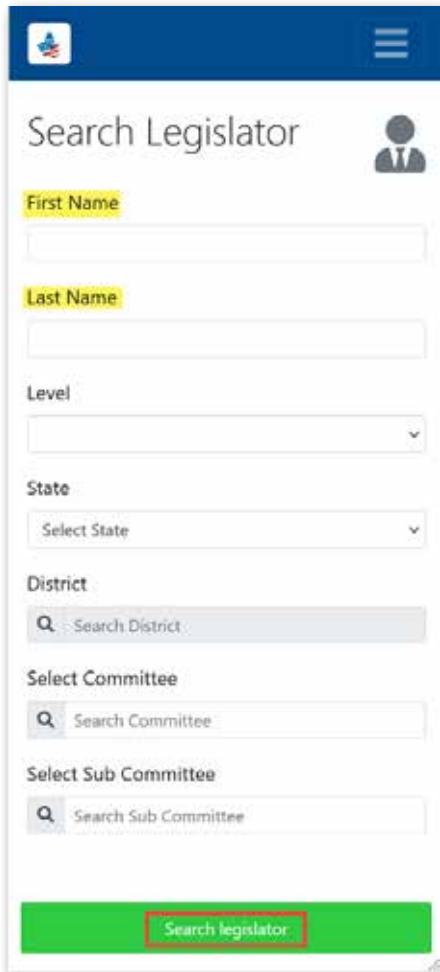
To find your legislator:

- Click the “Search Legislator” button.
- Enter your legislator’s first name and last name, and click “Search Legislator”.
- Once your legislator has been located, click “View Profile” to go to the legislator’s page.

**Note:** After you have searched your legislator the first time, their name will appear under “Latest Searches and Upcoming Activities.” You can click the name to go directly to your legislator’s page.



Once you click to view the legislator’s profile, you are ready to add your report.



# USING THE APP

## Adding Your Report

Once you are on the legislator's page, scroll to the bottom of the profile and you will see a blue plus sign.

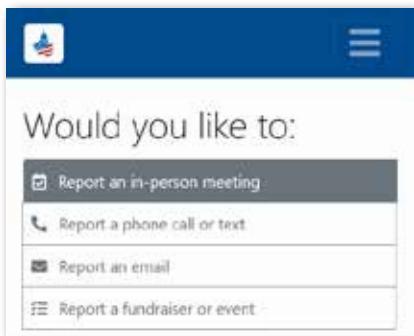


Click on the plus sign to begin your report.

## Adding Your Report

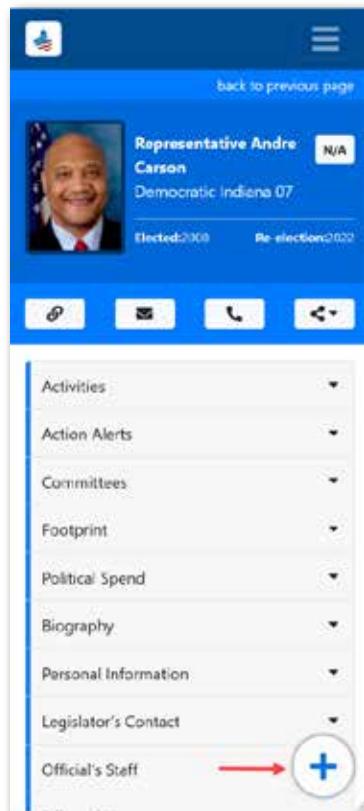
Once you click on the blue plus sign, the Add Activity form will open. This is the form where you write your report.

There are three buttons at the top of the Add Activity form. These buttons help classify the type of interaction you had with your legislator.



### Select:

- "Report an in-person meeting" if you met in person or virtually.  
Examples: meeting, coffee, zoom meeting.
- "Report a call/text conversation" if you placed or received a phone call or text message.
- "Report emails or correspondence" for email or mail exchanges.
- "Report a fundraiser or event" for events and fundraisers.



There are several required fields and some of the options will change based on the interaction type that you select.

# USING THE APP

Ensure all required fields, shown highlighted in the example to the right, are completed.

When entering your report, complete the fields for:

- Activity being reported
- Start Date/End Date
  - » A valid date is required—choose the date of your interaction with the legislator
- Start Time/End Time *(if applicable)*
- Event Location *(if applicable)*
- Event URL *(if applicable)*
- Subject
- Organizers
  - » This is auto filled as the Key Contact name  
**DO NOT DELETE OR ADD NAMES.**

## → Attendees

- » This is auto filled as the legislator's name. **DO NOT DELETE OR ADD NAMES.**

## → Notes/Description

- » Describe the interaction with your legislator—include all names of legislative staff or other REALTORS® who attended this meeting here—Do not add them as organizers or attendees.

## → Status

- » The status field is located at the bottom of the form.
- » If you do not need follow-up from NAR, select "I am done".
- » If you need follow-up from NAR, select "I need follow up".

**CLICK SUBMIT TO ENTER YOUR REPORT!**

The screenshot shows a mobile application interface for reporting interactions. At the top, a navigation bar with a back arrow and a search icon is visible. Below it is a header with the text 'Would you like to:'. A list of activity types is shown in a card, with 'Report an in-person meeting' being the selected option. The main form area contains several input fields:

- Start Date:** 03/22/2022
- End Date:** 03/22/2022
- Start Time:** 07:30 AM
- End Time:** 08:30 AM
- Event Location:** Zoom
- Event URL:** (empty)
- Subject:** Virtual Meeting re: REALTOR issues
- Organizers:** Jillian Ritter (with a delete button)
- Attendees:** Andre Carson (with a delete button)
- Legislator:** (dropdown menu)
- Notes/Description:** A text area containing: "This is a virtual meeting between myself and my legislator to discuss issues important to REALTORS. We discussed issues important to REALTORS. My association's GAD and fellow REALTORS Brandon Garner and Jennifer Hamilton were also in attendance."
- Bill/Number/Name:** (dropdown menu)
- Issue:** (dropdown menu)
- Attachments:** (button to choose file)
- Status:** Attended (dropdown menu)

At the bottom, there are two buttons: a green 'Submit' button and a grey 'Cancel' button.

# HOW TO FILE A FIELD REPORT

Field Reports are one of the most important resources for keeping NAR informed of REALTOR® advocacy activity nationwide. These reports provide valuable information to the NAR grassroots team, lobbyists and policy staff on the issues important to the real estate industry and help us make the most out of the significant work you are doing in the district. You are the ones on the ground and usually the first to know if a legislator has changed his or her mind on an issue or perhaps is co-sponsoring a piece of legislation critical to our public policy goals. These reports do not go into a vacuum. They are sent to your lobbyist, political director, grassroots team, policy staff, FPC Advisory Committee representative and Government Affairs Director.

The following will help you navigate the field report submission process step by step.

## **Field Report Direct Link:**

[narfpc.arena360.aristotle.com/#/home](http://narfpc.arena360.aristotle.com/#/home)

## **Helpful Videos:**

[Filing Your FPC Field Report](#)

[Saving the FPC Field Report App to Your iPhone/iPad](#)

[Saving the FPC Field Report App to Your Android Device](#)

[Logging into the FPC Field Report App for the First Time](#)



# VIEWING AND EDITING PAST REPORTS

## Viewing Reports

To review previous reports for the legislator, go to the legislator's profile and expand the Activities section.

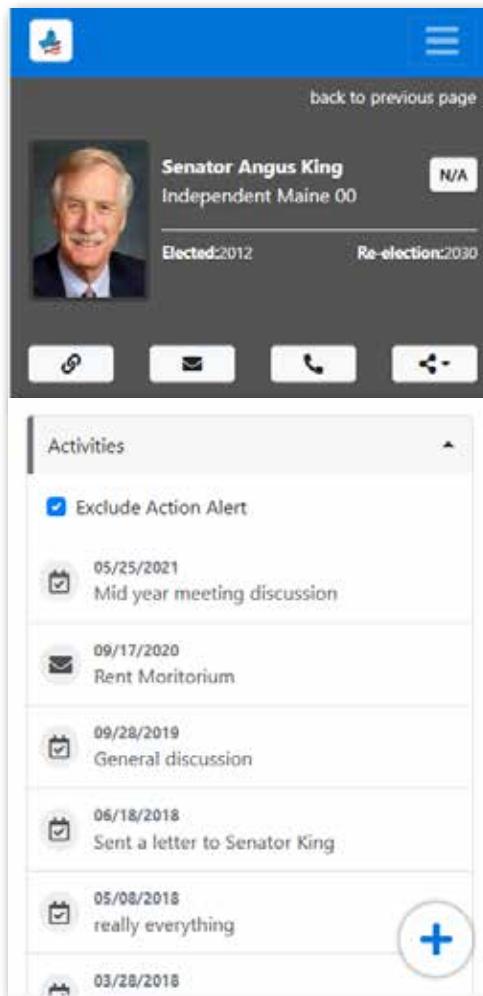
Click on the activity that you would like to view.

## Editing Reports

To edit a report that you previously added, go to the legislator's profile and expand the Activities panel.

### Then:

- Find the activity that you want to edit from the list in the Activities section.
- Click on the activity that you want to edit.
- Make your edits.
- Click "Save" at the bottom to save your edits.

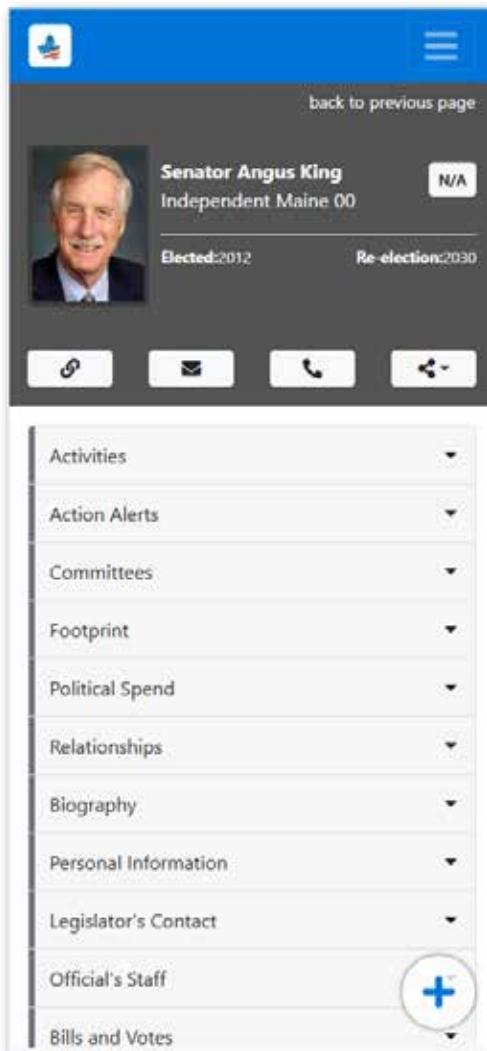


# LEARNING MORE ABOUT YOUR LEGISLATOR

The Key Contact Program app provides information at your fingertips about your legislator.

In addition to previous field reports, expand the blades on your legislator's page to find:

- Action Alerts
- Committees
- Footprint
- Political Spend
- Biography
- Personal Information
- Legislator's Contact Information
- Staff Contact Information
- Bills and Votes



# SAVING THE APPLICATION TO YOUR MOBILE DEVICE'S HOME SCREEN

Add the app icon to the home screen of your mobile device to make it easier to find in the future. You only need to do this one time.

## Apple Devices

1. Open Safari or Chrome on your device and enter the address: [narfpc.arena360.aristotle.com](http://narfpc.arena360.aristotle.com)
2. Tap the "Share" button.
3. Select "Add to Home Screen".
4. Type the name FPC (or any other name of your choosing) for the icon name and tap "Add".

## Android Devices

1. Open Chrome and enter the address: [narfpc.arena360.aristotle.com](http://narfpc.arena360.aristotle.com)
2. Tap the three dots in the upper right corner.
3. Tap "Add to Home Screen".
4. Type the name FPC (or any other name of your choosing) for the icon name and tap "Add".



FPC HILL VISITS

# SAMPLE FIELD REPORT

**Submitted by:** FPC

**Submitted on:** 10/13/2024

**\*Full name:** \_\_\_\_\_

**\*Email:** \_\_\_\_\_

**\*Legislator Name:** \_\_\_\_\_

**Interaction Type:** In Person Meeting

**Interaction Date:** 10/11/2024

## Comments:

I had a meeting with my member of Congress before attending his event in New Bedford. Went with two **team members** and had about **15 minutes** with the representative prior to the event. He had questions about specifics surrounding our position on flood insurance **and I said I would have one of our lobbyists get in touch with his staff since I couldn't answer his question in deep detail.** Otherwise, he is **inclined to be supportive.** I plan to be working the polls on election day. I have been working with my team on getting a group of Realtors together to hold signs and I have been making phone calls. I will be attending the final event on 10/28/24 in Falmouth, MA. **Follow up is needed by NAR staff.**

*\*Identifying information has been removed for privacy.*



# SAMPLE (UNHELPFUL) FIELD REPORT

**Submitted by:** FPC

**Submitted on:** 9/15/2024 (LATE)

**\*Full name:** \_\_\_\_\_

**\*Email:** \_\_\_\_\_

**\*Legislator Name:** \_\_\_\_\_

**Interaction Type:** In Person Meeting

**Interaction Date:** 4/11/2024

**Comments:**

Talked to member of Congress on his back deck.  
We're summer neighbors.

(Missing All Important Details)



FPC HILL VISITS

**65.3%** of Americans own their home.

# ADDITIONAL INFORMATION

For tips, tricks, and FAQs, please review the below document titled, NAR's FPC Field Report App: Tips, Tricks, and Best Practices. This document can be found on your FPC Resources Page through the [\*\*RealtorParty.Realtor\*\*](#) website.

## NAR's FPC Field Report App: Tips, Tricks, and Best Practices

**Concern:** **Unable to locate legislator. My legislator doesn't appear when I search legislators.**

### **Solutions:**

- Only type in the Last Name field and click Search Legislator.
  - » If your legislator has a common last name, add the state in the State selection field.
- Check that the name is spelled correctly.

**Concern:** **I found my legislator but don't know how to pull up their profile.**

### **Solution:**

- To open your legislator's record, click the box that says "View Profile".
  - » If you are using a wider screen, like a computer monitor or tablet, the "View Profile" button will be on the far right.

Note: Once you search your legislator, their name should appear on your home screen under Latest Search(es) and Upcoming Activities, so you don't have to search for them every time.

**Concern:** **When I land on the Add Activity form, I don't know which reporting option to select to describe my interaction with or regarding my legislator.**

### **Solutions:**

There are four buttons at the top of the Add Activity form. This is the form where you write your report. The buttons help classify the type of interaction you had with your legislator.

#### **→ Select:**

- » "Report an in-person meeting" if you met in person or virtually.  
Examples: meeting, coffee, zoom meeting, event, etc.
- » "Report a call/text conversation" if you placed or received a phone call or text message.

# ADDITIONAL INFORMATION

- » "Report emails or correspondence" for email or mail exchanges.
- » "Report a fundraiser or event" if you attended a fundraiser or event.

## **Concern: I forgot to add something to my report. How can I edit it?**

### **Solutions:**

Go to the Legislator's Profile and expand the Activities Panel.

- Find the activity that you want to edit from the list in the Activities section.
- Click on the activity that you want to edit.
- Make your edits.
- Click Save at the bottom to save your edits.

## **Concern: I can't save my report. I get an error message when trying to submit.**

### **Solutions:**

- You may need to scroll back to the top of the report form to see any error messages.
- Ensure all required fields are completed. Required fields are:
  - » Date
    - » A valid date is required – choose the date of your interaction with the legislator.
  - » Subject
  - » Organizers (Key Contact name. It will auto-fill) – **DO NOT DELETE OR ADD NAMES**
  - » Attendees (Legislator name auto-fills) – **DO NOT DELETE OR ADD NAMES**
  - » Status
    - » The status field is located at the bottom of the form.

**54**  
**years**

*that the REALTORS® Political Action Committee has been in existence.*

# ADDITIONAL INFORMATION

**Concern: I met with my legislator's staff, not my legislator.**

**Other REALTORS® attended my meeting. What do I do?**

**Solution:**

To ensure accurate reporting, always make sure your name and your legislator's name are on the form. Treat these as locked fields and add any legislative staff and other REALTORS® in the Notes/Description field.

**Concern: How do I get back to the home screen if I want to start over?**

**Solutions:**

- If you are on the Add Activity Screen, click Cancel at the bottom of the screen.
- If you are anywhere else, you can either:
  - » Click the icon in the top left of the screen to return home.
  - » Click the menu button in the top right of the screen, shown as three horizontal lines, and then click "Home".

**Concern: How do I know if I've completed all the correct fields?**

**What does a correct report look like in the app?**

**Solutions:**

Take a look at the following sample report about a virtual zoom meeting. The FPC has:

- Selected the activity type "Report an in-person/virtual meeting"
- Entered the Date the meeting took place
- Entered the time
- Noted the event location as Zoom
- Added a Subject
- Left the auto-filled information for:
  - » Organizers: Jillian Ruize (Key Contact)
  - » Attendees: Jacqui Irwin (Legislator)
- Entered the report into the Notes/Description
  - » **BEST PRACTICE!** If you have a long report, type it in a separate document.

Questions?  
Contact  
**Victoria Givens**  
at 202-383-1021 or  
[vgivens@nar.realtor](mailto:vgivens@nar.realtor)

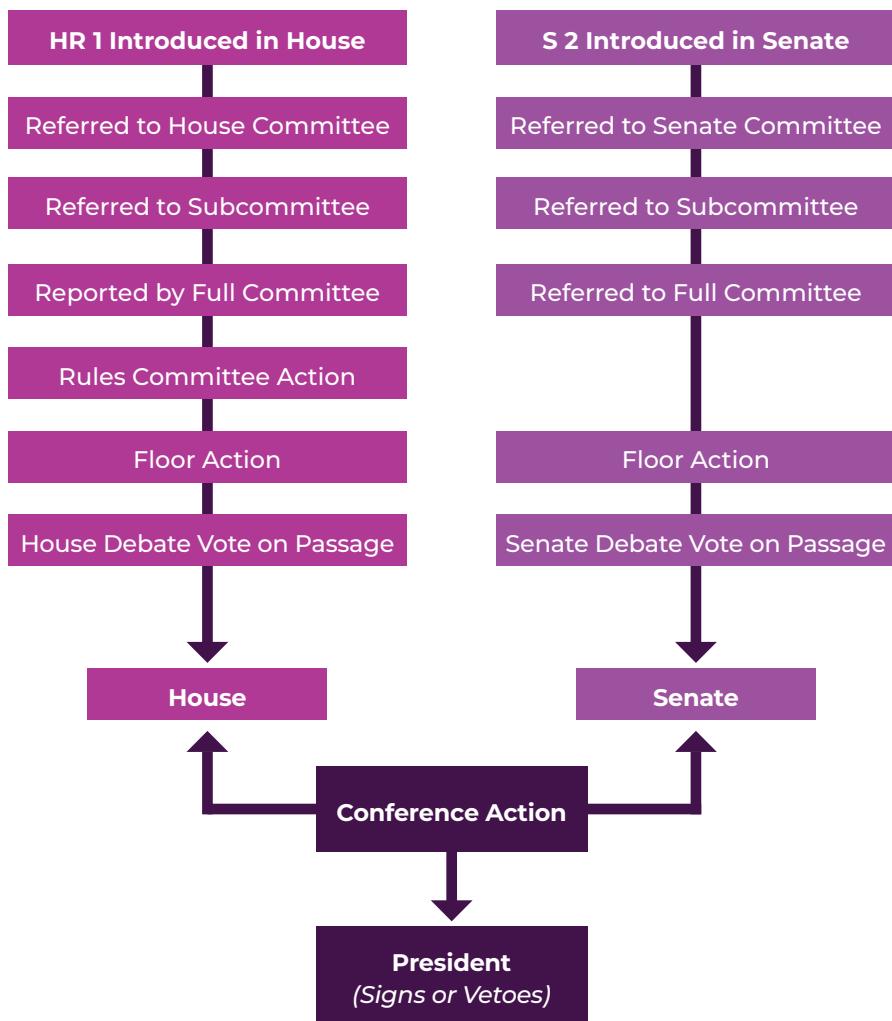


# LEGISLATIVE BASICS

FPC HILL VISITS

# HOW A BILL BECOMES A LAW

The flow chart below shows the process through which a bill becomes a law. At every point, your voice can make an impact on a member of Congress and their treatment of the bill. This is why it is so important to make your perspectives heard as often as possible. The volume of interest and comments a member of Congress receives on an issue directly corresponds to the weight that he or she places on it politically and will affect how they vote.



# HOW A BILL BECOMES A LAW

## 1. DRAFTING:

In the congressional context, a bill is simply a proposal, an idea that is written up in legislation and presented to the Congress. It all starts with an idea, a simple concept. Congressional staff usually takes that idea to their representative or senator after a need has been identified for legislation. Anyone may draft a bill; however, only members of Congress can bring legislation to the floor, and those who do so become the sponsor(s) of those bills.

## 2. TYPE:

There are four basic types of legislation: bills, joint resolutions, concurrent resolutions and simple resolutions. The official legislative process begins when a bill or resolution is numbered ("H.R." signifies a House bill; "S." a Senate bill), referred to the appropriate committee of jurisdiction, then printed by the Government Printing Office.

## 3. REFERRAL TO COMMITTEE:

Bills are typically referred to Committees in the House or Senate. The bill is then placed on the Committee's calendar and can be referred to a subcommittee or considered by the Committee as a whole. Once examined carefully, its chances for passage are determined. If the Committee does not act on a bill, it is the equivalent of stopping or "killing" it.

## 4. SUBCOMMITTEE REVIEW:

Bills are usually then referred to a subcommittee for hearings. Hearings provide the opportunity to put on the record the views of experts, other public officials, supporters and opponents. Testimony can either be delivered in person or submitted in writing.

## 5. MARKUP:

When the hearings are completed, the subcommittee may meet to "mark up" the bill. During a markup, the subcommittee makes revisions and amendments before recommending the bill to the full Committee. If a subcommittee votes not to report legislation to the full committee, the bill dies.

# HOW A BILL BECOMES A LAW

## 6. COMMITTEE REPORTS A BILL:

After receiving a subcommittee's report on a bill, the full Committee can conduct further hearings or it can vote on the subcommittee's recommendations and any proposed amendments. The full Committee then votes on its recommendation to the House or Senate. This procedure is called "ordering a bill reported."

## 7. PUBLICATION OF A WRITTEN REPORT:

After a committee votes to have a bill reported, staff prepares a report on the bill. This report describes the intent and scope of the legislation, impact on existing laws and programs, position of the executive branch, and views of dissenting members of Congress.

## 8. SCHEDULING FLOOR ACTION:

After a bill is reported back to the chamber where it originated (House or Senate), it is placed in chronological order on the calendar.

## 9. DEBATE AND VOTE:

When a bill reaches the floor of the House or Senate, there are rules governing the debate. These rules determine the conditions and amount of time allocated for debate. The rules are different in each chamber. After the debate and the approval of any amendments, the members vote to pass or defeat the bill.

## 10. REFERRAL TO OTHER CHAMBER:

When a bill is passed by the House or the Senate, it is referred to the other chamber (House or Senate) where it follows a similar route through committee and floor action. This chamber may approve the bill as received, reject it, ignore it or change it.

# HOW A BILL BECOMES A LAW

## 11. CONFERENCE COMMITTEE:

If only minor changes are made to a bill by the other chamber, it is common for the legislation to go back to the first chamber for consensus. However, when the actions of the other chamber significantly alter the bill, a conference committee is formed to reconcile the differences.

If the conferees are unable to reach a compromise, the legislation dies. If they agree, a conference report is prepared with recommendations for changes. Both the House and Senate must approve the conference report for the bill to move forward.

## 12. FINAL ACTIONS:

After the conference report has been approved by both the House and Senate, it is sent to the President who then either signs it into law or vetoes the legislation. If the President has not signed the bill after 10 days, it becomes law without his signature. However, if Congress adjourns during the 10-day period, it is called a “pocket veto” and the bill does not become law.

## 13. OVERRIDING A VETO:

If the President vetoes a bill, Congress may attempt to “override the veto.” A two-thirds vote or greater is needed in both the House and the Senate to override a Presidential veto. If two-thirds of both houses of Congress vote successfully to override the veto, the bill becomes law. If the House and Senate do not override the veto, the bill “dies” and does not become a law.

## 14. THE BILL BECOMES LAW:

Once a bill is signed by the President or his veto is overridden by both the House and Senate, the bill becomes a law.

**93%** of REALTORS®  
registered to vote.

# CONGRESSIONAL STAFF: WHO'S WHO

## CAPITOL HILL STAFF

- » **Chief of Staff** (CoS): Typically runs the office, manages the staff, and serves as the chief advisor to the member of Congress.
- » **Press Secretary/Communications Director**: Manages the member's media relations and public communications. This often includes press releases, event and floor speeches, newsletters, social networking sites and responding to and tracking media inquiries.
- » **Executive Assistant/Scheduler**: Manages the member's official schedule and travel. Scheduling often entails constituent meetings, committee meetings and hearings, district travel, receptions and special events and press conferences.
- » **Legislative Director** (LD): Supervises the legislative staff and operations of the office. The LD advises the member on legislative activity in all areas. Frequently approves correspondence.
- » **Legislative Assistant** (LA): Handles legislative/policy issues in a select number of issue areas. Monitors and analyzes specific legislation and recommends action to the member of Congress based on the member's position. Topics are typically divided based on the member's committee assignments and general committee breakdown of issues. Frequently meets with constituents regarding issues in their assigned area. Frequently drafts and or edits correspondence.
- » **Legislative Correspondent** (LC): Receives, logs, and drafts response to all constituent generated legislative mail. Frequently coordinates written response to constituents with LAs and LDs. Some typically handle one or two issue areas as well.
- » **Systems Administrator**: Responsible for the office technology – database, computers and equipment. This position often overlaps with the LC or an office manager position.

# CONGRESSIONAL STAFF: WHO'S WHO

- » **Staff Assistant/Receptionist:** A position not to be overlooked. This person is often the first one you speak with on the phone, meet when you walk in the office or talk with regarding general requests (*flags, tours, mail*). They are frequently a gatekeeper to all of the inner offices and many move up in the office at a later date. Be one of the smart ones who develops a relationship with this staff member.

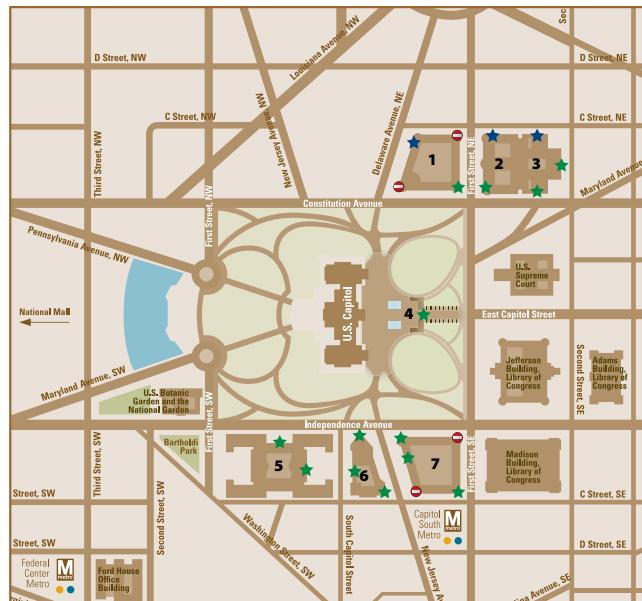
## DISTRICT STAFF

- » **District Director:** Responsible for all activities outside of Washington, D.C.
- » **Caseworker/Field Representative:** Handles personal constituent issues with a federal agency (*i.e., social security checks, veteran's benefits, etc.*). Often coordinates district events, office hours, and meetings throughout the district. He/She serves as an in-district contact when the member is in Washington for legislative session.



FPC HILL VISITS

# CAPITOL HILL: US CAPITOL COMPLEX



## ENTRANCES

- ★ Open Visitor Entrance
- ★ Staff ONLY Entrance until 10AM
- Closed Visitor Entrance

*To avoid long lines, we suggest avoiding entrances located on both Independence Ave. & Constitution Ave.*

## SENATE SIDE EATERIES

- Dirksen North Servery: NW corner of basement of Dirksen
- Dirksen South Buffet: South side of the basement of Dirksen
- Dirksen Coffee Shop: South side of the basement of Dirksen
- Hart Senate Chef: Dirksen/Hart Ground Floor Corridor
- Cups & Co.: Russell Basement (SR-B65)

## CONGRESSIONAL OFFICES

1. Russell Senate Office Building
2. Dirksen Senate Office Building
3. Hart Senate Office Building
4. Capitol Visitor Center (CVC)
5. Rayburn House Office Building
6. Longworth House Office Building
7. Cannon House Office Building

## HOUSE SIDE EATERIES

- Rayburn Cafeteria: Basement of Rayburn Building (B-357)
- Rayburn Deli: Rayburn B-236
- Longworth Food Court: Basement of Longworth Bldg (B-223)
- The Creamery: Longworth B-224A
- Convenience Store: Longworth B-224B
- Cannon Café: Cannon B-114

# THE FEDERAL AGENCIES

The activities of the federal agencies and departments of the United States government permeate the business of real estate in a variety of ways. Whether the activity is issuing formal rules, pursuing an enforcement action or engaging in industry supervision, the buying and selling of real estate is impacted by the actions of more than 25 federal and independent agencies and departments.

NAR tracks the activity of these agencies, focusing exclusively on issues affecting REALTORS®, their businesses and their clients. In addition to being experts on matters ranging from banking regulation to environmental concerns, NAR staff also manage relationships with the agencies to ensure NAR member priorities are always carefully considered.

A full list of agencies can be found online at  
[narfocus.com/billdatabase/clientfiles/172/21/3180.pdf](http://narfocus.com/billdatabase/clientfiles/172/21/3180.pdf)

## SELECTION OF FEDERAL AGENCY RELATIONSHIPS

### APPRAISAL SUBCOMMITTEE (ASC)

The mission of the ASC is to ensure that real estate appraisers, who perform appraisals in real estate transactions that could expose the United States government to financial loss, are sufficiently trained and tested to assure competency and independent judgment according to uniform high professional standards and ethics.

**NAR Staff Contacts: Ken Fears and Keisha Wilkinson**

### BUREAU OF CONSUMER FINANCIAL PROTECTION (BCFP)

The BCFP, formerly known as the Consumer Financial Protection Bureau (CFPB), regulates the offering and provision of consumer financial products or services under the federal consumer financial laws and educates and empowers consumers to make better informed financial decisions. REALTORS® interact with the BCFP with respect to the Real Estate Settlement Procedures Act (RESPA) and real estate closings, as well as Know Before You Owe (KBYO or TRID).

**NAR Staff Contacts: Ken Fears, Matt Emery and Nia Duggins**

# THE FEDERAL AGENCIES

## COPYRIGHT OFFICE (USCO)

The Copyright Office is responsible for administering a complex and dynamic set of laws, which include registration, the recordation of title and licenses, a number of statutory licensing provisions, and other aspects of the 1976 Copyright Act and the 1998 Digital Millennium Copyright Act.

**NAR Staff Contacts: Nia Duggins and Austin Perez**

## DEPARTMENT OF LABOR (DOL)

DOL administers a variety of federal labor laws, including those that guarantee workers' rights to safe and healthful working conditions, a minimum hourly wage and overtime pay, unemployment insurance, and other income support. REALTORS® also interact with DOL with respect to independent contract status and association health plans.

**NAR Staff Contact: Nia Duggins**

## DEPARTMENT OF TREASURY

The Department of Treasury has wide reaching implications for the real estate community as it administers regulations affecting U.S. economic and financial systems. REALTORS® are focused on a range of issues by this agency ranging from tax code interpretations and tax collection to supervision and enforcement over financial institutions, including anti-money laundering requirements and safety and soundness laws.

**NAR Staff Contacts: Evan Liddiard and Erin Murphy**

## DEPARTMENT OF VETERANS AFFAIRS (VA)

The Department of Veterans Affairs (VA) is responsible for administering benefits programs for veterans, their families and survivors, including the VA home loan guaranty program.

**NAR Staff Contact: Caitlin Vannoy and Elayne Weiss**

# THE FEDERAL AGENCIES

## ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA's rules and regulations impact the real estate industry in several ways. The most direct impact is its enforcement of the Residential Lead-Based Paint Hazard Reduction Act of 1992 as well as required disclosure of lead-based paint in sales and lease transactions involving pre-1978 residential properties. Other EPA issues that may impact REALTORS® and the real estate industry include wetlands, air quality, brownfields development and general land use concerns.

**NAR Staff Contact: Russell Riggs**

## FEDERAL COMMUNICATIONS COMMISSION (FCC)

The FCC is the agency charged with regulating the nation's communications infrastructure including telephone, mobile phone and internet networks. In addition to its oversight of communication networks, the FCC is responsible for rules governing solicitations via phone, texts and fax. The agency also plays a major role in broadband services oversight, including net neutrality.

**NAR Staff Contact: Austin Perez**

## FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

The Federal Emergency Management Agency (FEMA) coordinates the federal government's response to natural and man-made disasters. FEMA works to prepare for, protect against, respond to, recover from, and mitigate all hazards. REALTORS® may engage with FEMA on issues related to flood insurance, disaster recovery, and stronger, safer rebuilding programs. FEMA's policies and programs, such as the National Flood Insurance Program (NFIP), have significant implications for the real estate industry, particularly as the severity and frequency of weather-related disasters escalate.

**NAR Staff Contacts: Austin Perez**

# THE FEDERAL AGENCIES

## FEDERAL HOUSING FINANCE AGENCY (FHFA)

FHFA is the federal regulator charged with assuring safe and sound operation of Fannie Mae, Freddie Mac and the Federal Home Loan Banks. These entities provide crucial support for the housing and mortgage markets.

**NAR Staff Contacts: Ken Fears and Matt Emery**

## FEDERAL TRADE COMMISSION (FTC)

The FTC works to ensure that the nation's markets are vigorous, efficient, and free of restrictions that harm consumers. FTC enforces federal consumer protection laws that prevent fraud, deception and unfair business practices. The FTC's rules and regulations primarily impact the real estate industry in the areas of privacy, data security, consumer protection and telemarketing.

**NAR Staff Contact: Austin Perez**

## INTERNAL REVENUE SERVICE (IRS)

The IRS is responsible for collecting taxes and administering the Internal Revenue Code, which contains the great majority of the federal tax laws in the U.S. Its duties also include assisting the Treasury Department in setting tax policy through regulations, which are designed to provide guidance to taxpayers in complying with the tax laws. IRS is also responsible for providing assistance to taxpayers and pursuing and resolving cases of erroneous or fraudulent tax filings.

**NAR Staff Contact: Evan Liddiard**

## PATENT TRADEMARK OFFICE (USPTO)

USPTO is the federal agency for granting U.S. patents and registering trademarks. The USPTO advises the President of the United States, the secretary of commerce and U.S. government agencies on intellectual property (IP) policy, protection and enforcement; and promotes the stronger and more effective IP protection around the world.

**NAR Staff Contact: Austin Perez**

# THE FEDERAL AGENCIES

## SMALL BUSINESS ADMINISTRATION (SBA)

The SBA is an independent agency that was established to "aid, counsel, assist, and protect" small businesses. The SBA is primarily a guarantor of loans made to small businesses. In some circumstances, it also makes loans to victims of natural disasters, facilitates government procurement contracts for small businesses, and assists businesses with management, technical and training issues.

**NAR Staff Contact: Erin Stackley**

## U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

HUD is a federal agency that manages programs and policies to address housing needs, improve communities, and enforce fair housing laws. HUD offers a variety of resources, including:

- » Rental assistance
- » Local public housing
- » Homeownership programs
- » Rent relief resources
- » Reporting housing discrimination
- » Disaster resources.

**NAR Staff Contact: Caitlin Vannoy and Elayne Weiss**





# RESOURCES FOR FPCS

# THE HUB

## thehub.realtor

*The Hub is an online member community that allows you to connect, learn and share with colleagues like never before.*

If something is affecting REALTORS®, we are talking about it here. The Hub is where NAR members involved in the work of the association connect. This is our private, secure website to network and collaborate with each other year-round and have access to those discussions via a computer or mobile device.

- » Use of The Hub is currently limited to NAR committees, presidential advisory groups, advisory boards, councils, work groups, the board of directors and select other association leadership groups, as well as the staff who support those groups.
- » FPCs are considered an official NAR Committee and have their own group.
- » The HUB replaces email, closed Facebook groups and project management platforms—such as Basecamp—being used by these groups.
- » Committee members are encouraged to communicate freely within their HUB community. Any member of a committee may initiate conversation or post a document; it isn't necessary for the chair, vice chair or staff executive to initiate dialogue.
- » NAR's flagship website, [nar.realtor](http://nar.realtor) (formerly *realtor.org*), remains the repository and official record, available to all NAR members, for committee agendas, recommendations and minutes. Staff executives will notify committee members via The Hub when relevant documents are posted at [nar.realtor](http://nar.realtor).
- » If you're part of a committee community, you may view other committees' dialogue but you may not participate in the discussion. The exception is closed committees; you may neither view nor participate in the dialogue of a closed committee. See which committees are *closed* at [nar.realtor/national-leadership/board-of-directors/meeting-policies-and-procedures/closed-meeting-policy](http://nar.realtor/national-leadership/board-of-directors/meeting-policies-and-procedures/closed-meeting-policy)

# THE HUB

» Additional HUB communities will be created as needed for:

- Constituent groups that communicate regularly across the organization, such as staff executives, NAR committee liaisons, regional vice presidents, FPCs, GADs and state and local association presidents and AEs.
- Work groups and presidential advisory groups formed to carry out a short-term mission.
- Two or more committees jointly working on a project, so that those committees may dialogue with each other.
- The General Forum is the place where anyone who has access to The Hub may post regarding pertinent information to the association or industry business.



FPC HILL VISITS

# THE HUB FAQS

We've put together this handy FAQ guide to show you the basics to help you get the most out of your new member benefit.

## GENERAL

### WHAT IS MY USERNAME/PASSWORD?

Your login credentials are the same username and password that you use to log in to [nar.realtor](#). Because The Hub is integrated with our member database, you don't have to remember more than one login or password. If you have forgotten your login credentials or need assistance with your login information, NAR's Member Support can also help. Please call [800-874-6500](#) (8:00am-6:00pm CDT, Monday-Friday).

### HOW DO I UPDATE MY CONTACT INFORMATION?

Locate your profile page by choosing Profile from the top right drop-down menu next to your picture. Review your Contact Details in the left column. This information is pulled from NRDS.

### HOW DO I CONTROL WHAT INFORMATION IS VISIBLE IN MY PROFILE?

Please navigate to your profile page, then select the "My Account" tab and choose "Privacy Settings" from the drop-down menu. This will let you control what information is visible to whom. After you've made changes, click the "Save Changes" button at the bottom of the page.

### WHAT PROFILE INFORMATION IS RECOMMENDED?

For the best experience and to get the most out of The Hub, we recommend you fill out all the information on your profile page, as well as upload a profile picture. The goal and purpose of The Hub is to provide a space where NAR committees connect. It's a private, secure location where committee members can network and collaborate with each other year-round and have anytime access to those discussions via a computer or mobile device.

# THE HUB FAQS

## HOW DO I FIND OTHER MEMBERS?

Click the “Network” or “Directory” link found in the main navigation bar. The Directory lets you search for other users based on:

- » First and/or last name
- » Company/Institution name
- » Email address

Switch to the “Advanced Search” tab to refine your search results further.

## HOW DO I ADD CONTACTS TO MY CONTACT LIST?

There are several ways to add contacts. When you perform a search in the Directory, you will see an “Add as contact” button to the right of each person in your search results. Just click this button to send a contact request. If you click through and view an individual’s profile, you can click the contact request link to the right of his or her profile picture.

## WHY SHOULD I ADD CONTACTS TO MY CONTACT LIST?

Creating this virtual address book makes it easy to send your contacts messages through the community site to stay in touch, ask questions or even build a referral network. Additionally, when you view another member’s profile, you’ll be able to see any contacts you have in common. You can also choose to let your contacts view certain demographics in your profile that others can’t.

## COMMUNITIES

### WHAT ARE COMMUNITIES?

Communities allow you to participate in discussions and share resources with other members.

### WHAT COMMUNITIES DO I ALREADY BELONG TO?

Go to “Communities” in the main navigation bar. Select “My Communities” to view the communities you currently belong to.

# THE HUB FAQS

## HOW CAN I CONTROL THE FREQUENCY AND FORMAT OF EMAILS I RECEIVE?

Navigate to your profile and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. On that page, there are subscription options: Real Time, Daily Digest, No Email.

For each discussion, you have the following delivery options:

- » **Real time:** sends an email every time a new message is posted.
- » **Daily digest:** sends one email to you each day, consolidating all of the posts from the previous day.
- » **No Email:** allows you to be part of the group without having emails sent to you. You can still post and read others' messages by logging into the community site.

## HOW DO I LEAVE A COMMUNITY OR UNSUBSCRIBE FROM A DISCUSSION?

Go to your profile and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. Here, you will see a list of available communities and those to which you've subscribed. Select “Leave Community” under the Actions column for the discussions you wish to leave.

## HOW DO I RESPOND TO OTHERS' POSTS?

To respond to a discussion post, please navigate to the discussion post and click “Reply to Discussion” to send your message to the entire community. To send a message to the only author of the post, please select “Reply to Sender” (*located in the “Reply to Discussion” drop-down*). We recommend replying to the sender for simple comments like “me too” that add little value to the overall discussion; and replying to the entire community when you are sharing knowledge, experience or resources that others could benefit from.

# THE HUB FAQS

## HOW DO I START A NEW DISCUSSION THREAD?

Go to your community and click the “Add” button. From an email (*HTML version*) for a particular discussion forum, you can use the “Post Message” link located at the top of the discussion email.

## I'M HAVING TROUBLE VIEWING THE HTML EMAIL MESSAGES. HOW DO I FIX THIS?

If images are not appearing, it is likely that your email client is set to suppress images. This should be something you can change in your security or viewing options. If you would rather receive text-based email, go to your profile page and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. Select the “Plain Text” format option for each of the discussions you are subscribed to.

## CAN I SEARCH FOR POSTS ACROSS ALL THE COMMUNITIES?

Yes, please enter a keyword in the search bar located in the main navigation. To refine your search results, please see the left hand column filter options.

## HOW DO I SEE A LISTING OF ALL OF THE POSTS TO A SPECIFIC COMMUNITY?

Locate the community you are interested in viewing from the appropriate communities page. Click through the community’s landing page, then click on the “Discussions” tab. If you see a post you’re interested in, click the subject line which will take you to the entire thread. “Show Original Message” at the bottom of all of the posts in a thread will display the original message that started that discussion.

## VIDEO TUTORIALS

To access further help and video tutorials about navigating The Hub, please visit: [thehub.realtor/about-the-hub/tutorials](https://thehub.realtor/about-the-hub/tutorials)

**4.1M** existing homes sold in 2024.

# ADVOCACY ISSUES A-Z

NAR's Advocacy staff is working on a number of "active/hot issues" affecting real estate markets and REALTORS®. Each issue explanation is followed by the staff experts working on that issue. Use the staff contact list at the end of the document if you would like more information.

ISSUE	STAFF EXPERT
<b>Affirmatively Furthering Fair Housing</b> – NAR supports meaningful enforcement of the Fair Housing Act's requirement that jurisdictions receiving federal assistance should assess the impact of that spending on local patterns of segregation and disinvestment. NAR opposed the repeal of HUD's 2015 AFFH rule and supports issuance of a new rule creating a simpler process for communities to assess barriers to fair housing and develop local solutions to overcome them.	Alexia Smokler Colette Massengale
<b>Affordable Rental Housing</b> – NAR supports legislative and regulatory proposals to remove disincentives that inhibit owner participation in the development of new rental housing or the preservation of existing safe and affordable rental housing.	Erin Stackley
<b>Alternative Credit Scores</b> – NAR supports legislative and regulatory proposals that support alternative credit scoring models aimed at responsibly expanding mortgage credit for millions of hardworking families.	Ken Fears Matt Emery
<b>Alternative Valuation Methods</b> – NAR is in discussion with legislators, regulatory agencies, and stakeholders on the increased use of data-based valuation methods and alternative appraisal products. NAR supports innovation in the valuation field, but only if safety and soundness concerns are also addressed.	Keisha Wilkinson Ken Fears
<b>ADA Reform</b> – While NAR strongly supports the requirements of the Americans with Disability Act (ADA), NAR also supports legislation to curb abusive "drive-by" lawsuits that demand high payments or threaten legal action related to minor, often easily correctable infractions of the ADA.	Erin Stackley Bryan Greene

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>ADA Website Compliance</b> – NAR supports clear website accessibility standards under the ADA, and has requested, and successfully received, guidance from the Department of Justice on this issue to curb demand letters for alleged violations by businesses. NAR has also engaged with HUD and conducted research on Fair Housing Act-related claims on website accessibility.	Erin Stackley Nia Duggins
<b>Appraisal Bias</b> – NAR is engaged with legislators, regulatory agencies, and stakeholders in the discussion of potential bias and discrimination in the appraisal process.	Keisha Wilkinson Alexia Smokler Colette Massengale
<b>Appraiser Qualifications</b> – NAR supports state-level adoption of revised national minimum requirements for trainee appraisers including more flexible education and work hour requirements.	Keisha Wilkinson
<b>Appraiser Shortages</b> – NAR is engaged with legislators, regulatory agencies, and stakeholders on addressing barriers and market conditions that hinder timely and accurate appraisals.	Keisha Wilkinson
<b>Artificial Intelligence</b> – NAR is engaged with legislators, regulatory agencies, and stakeholders in the discussion of the potential impacts of artificial intelligence, machine learning, and automated decision making for appraisals, lending, rental processing, and other areas of real estate.	Austin Perez
<b>Assistance Animals</b> – NAR continues to monitor HUD for further guidance for property managers on handling reasonable accommodation requests for assistance animals.	Alexia Smokler Colette Massengale

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Association Health Plans</b> – NAR supports expanding access to affordable health insurance options for the self-employed and small employers. In particular, NAR supports the ability of working owners to participate in higher quality, lower cost association health plans, which existed for a short while before the enabling regulation was overturned by a federal court.	Austin Perez
<b>BASEL Capital Standards for Banks and Thrifts</b> – NAR supports legislation that would clarify the definition of High Volatility Acquisition, Development & Construction loans (HVCRE ADC), and provide exceptions to the Rule.	Erin Stackley Ken Fears
<b>Broadband Access</b> – NAR supports a national broadband plan to ensure all communities have affordable access to a world-class communications infrastructure.	Austin Perez
<b>Brownfields Clean up and Reinvestment</b> – NAR believes it is important for state and local governments to support and encourage the cleanup of Brownfields by providing tax and other economic incentives. These incentives are necessary to attract private investment to abandoned properties and to compensate for the risk of investing in contaminated land - typically surrounded by economically blighted neighborhoods. NAR also supports EPA's Brownfield Revolving Loan Fund, which provide communities with resources to transform contaminated sites into community assets that attract jobs and achieve broader economic development outcomes.	Russell Riggs
<b>Capital Gains Exclusion</b> – NAR believes the capital gains exclusion (\$250K for <i>single filers</i> /\$500K for <i>joint filers</i> ) for the sale of a home should be increased and indexed for inflation.	Evan Liddiard

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Commercial Real Estate Lending</b> – NAR supports legislative and regulatory proposals to create a covered bond market in the U.S., and also to increase the lending cap for credit unions. NAR supports common-sense regulations which do not place undue burdens on lending for commercial real estate development and purchases.	Erin Stackley
<b>Competition</b> – NAR asserts that the real estate market is vibrant, healthy, and vigorously competitive. Technology innovation in the real estate industry is robust and listing data is available from multiple sources.	Austin Perez Bryan Greene
<b>Condominium Lending</b> – NAR supports legislative and regulatory proposals to ease restrictions on the purchase and sale of condominiums.	Ken Fears Matt Emery
<b>Copyright/Trademark</b> – NAR supports the ability of MLS organizations to protect their intellectual property through the use of compilation copyrights.	Nia Duggins Austin Perez
<b>Cryptocurrency and Blockchain</b> – NAR acknowledges the potential impacts of cryptocurrency and blockchain will bring to real estate and the need for regulatory clarity and oversight, if necessary, for new and emerging technologies.	Matt Emery Austin Perez
<b>Data Privacy and Security</b> – NAR recognizes the importance of protecting client data entrusted to them and supports common sense data privacy and security safeguards that are effective but do not unduly burden our members' ability to efficiently run their businesses.	Austin Perez

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Deduction for Sole Proprietors and Owners of Pass-Through Businesses</b> – NAR successfully lobbied Treasury and IRS to clarify that the 20% “qualified business income” deduction included in the Tax Cuts and Jobs Act of 2017 applies to brokerage services. Also following NAR discussions, IRS guidance provided a “safe harbor” of 250-hours of landlord-type activity per year to ensure that net real estate rental income qualifies for the deduction.	Evan Liddiard
<b>Depreciation</b> – NAR supports shortening the 27.5- and 39-year cost recovery periods for real property.	Evan Liddiard
<b>Disparate Impact</b> – NAR opposes policies and practices that have a disproportionately adverse effect on a demographic group defined by race, color, religion, sex, disability, familial status, national origin, sexual orientation, or gender identity, unless such policies are justified by a legitimate business necessity and there is no less-discriminatory alternative. NAR believes that eliminating disparate-impact discrimination, as defined by the Supreme Court in its 2015 Inclusive Communities decision, helps protect both the legitimate business interests of real estate professionals and the fair housing rights of consumers. NAR supports the reinstatement of HUD’s 2013 disparate impact standard, as proposed by HUD in August of 2021.	Alexia Smokler Colette Massengale
<b>Drones</b> – NAR supports efforts to create new federal regulations to create a safe regulatory framework for the commercial use of unmanned aerial vehicle technology by the real estate industry.	Austin Perez

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Electronic Signatures</b> – NAR support ongoing legislative and education efforts to promote digital real estate transaction options for consumers, including the use of remote online notarization technology.	Austin Perez
<b>Eminent Domain</b> – NAR supports eminent domain authority only for a public use, as well as a broad interpretation of "just" compensation. NAR also supports states' rights governing eminent domain.	Russell Riggs
<b>Eminent Domain for Taking Mortgages</b> – NAR opposes the use of eminent domain to take underwater mortgages.	Russell Riggs
<b>Endangered Species Act (ESA) Reform</b> – NAR supports reforms to the ESA that recognize economic impacts when designating endangered species and their habitats. Proposals must provide market-based incentives to encourage species protection and compensate private property owners if their property's economic value declines.	Russell Riggs
<b>Fair Housing (Sexual Orientation &amp; Gender Identity)</b> – NAR supports legislation, including the Equality Act, that adds sexual orientation and gender identity as prohibited bases for discrimination under the Fair Housing Act. NAR has also included these categories in the Code of Ethics.	Alexia Smokler Colette Massengale
<b>FHA Lifetime Mortgage Insurance Premium</b> – NAR urges FHA to remove the requirement that premiums be paid for the life of the loan, and instead return to the practice where these could be cancelled after the borrower has sufficient equity.	Caitlin Vannoy Elayne Weiss

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Financial Readiness</b> – NAR supports the goals outlined in <u><a href="#">Promoting Financial Success in the United States: National Strategy for Financial Literacy</a></u> , which are designed to increase financial literacy to empower school-aged children and young adults to build financial knowledge, skills, and habits that will help them make sound financial decisions and prepare them for homeownership in the future.	Christine Windle
<b>First Time Home Buyer Savings Accounts</b> – NAR supports Home Buyer Savings Accounts established at the state level and urges states to adopt such plans. NAR believes individuals or families saving for homeownership should be able to put a percentage of income or maximum amount of funds into an account that is tax free to be used within a specified amount of time for the purchase of a home. Home Buyer Savings Accounts are typically used for first time homeowners or returning home buyers.	Drew Myers
<b>Flood Insurance</b> – NAR urges Congress and the Administration to reauthorize and reform the National Flood Insurance Program and remove barriers to a more robust private market to offer higher quality, lower cost flood insurance.	Austin Perez
<b>Global Climate Risk</b> – NAR supports action that protects property rights while emphasizing environmental stewardship and voluntary local action, based on private sector, market-based investments to encourage energy efficiency, adaptation, and mitigation.	Russell Riggs Austin Perez

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>GSE Guarantee Fees</b> – NAR is concerned with the high loan level pricing adjustments (LLPAs) charged by Fannie Mae and Freddie Mac, which raise costs unnecessarily for consumers. NAR supports reasonableness when setting G-fees and LLPAs to avoid overcharging tax-paying homeowners and a specific reduction in light of recent tax legislation.	Ken Fears Matt Emery
<b>Homelessness</b> – NAR supports Veterans Affairs Supportive Housing (VASH) vouchers to ensure veterans have access to housing, and continuum of care programs that focus on housing first programs.	Caitlin Vannoy Elayne Weiss
<b>Housing Counseling</b> – NAR supports housing counseling programs that incentivize housing education.	Christine Windle
<b>Housing Finance Reform</b> – NAR supports reforming Fannie Mae and Freddie Mac into government-chartered market utilities, in a way that ensures the mission of the GSEs continues to meet the needs of consumers while protecting taxpayers. Such reforms must also encourage private capital's participation in the secondary mortgage market and ensure there is mortgage capital in all markets at all times and under all economic conditions, with the continued availability of the 30-year fixed rate mortgage.	Ken Fears Matt Emery
<b>Impact Fees</b> – NAR opposes impact fees. Where impact fees exist, NAR urges their repeal. Impact fees should be used solely for capital improvements related to a specific new development.	Drew Myers

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Independent Contractor Status</b> – NAR strongly supports the continued right of brokers to choose whether to treat and classify agents as employees or independent contractors for federal tax purposes; and supports actions at the state level to strengthen the rights of brokers to make these determinations and opposes efforts at the federal level to weaken those rights.	Evan Liddiard Nia Duggins
<b>Infrastructure and Transportation</b> – NAR supports efforts to develop a long-term, dedicated source of revenue to maintain and fund surface transportation projects; rebuild and modernize other infrastructure needs such as transit, ports, and water management systems; and streamline the permit process.	Russell Riggs
<b>Internet Sales Tax Fairness</b> – NAR supports legislation to level the sales tax playing field for all retailers - online and brick and mortar.	Erin Stackley Evan Liddiard
<b>Investor Visa</b> – NAR supports EB-5 Immigrant Investor Program reauthorization that encourages investment in the US economy and emphasizes program accountability in return for a path to citizenship.	Russell Riggs
<b>Lead Based Paint</b> – NAR supports federal policies that reduce lead exposure risks in homes without costly and burdensome rules on property owners.	Russell Riggs
<b>Marijuana Legalization</b> – NAR does not have policy on the legalization of marijuana, but provides guidance to property owners/agents about issues to be aware of if state allows marijuana. Conflicts between federal and state law can create difficulties for all types of properties. NAR also supports access to financial institutions for state-legalized businesses.	Erin Stackley

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Marketing Service Agreements (MSAs) –</b> NAR encourages the Consumer Financial Protection Bureau (CFPB) to publish guidance that specifically rejects the contention that the marketing of settlement services is a mere referral, and ensures that real estate professionals can be paid fair market value for such marketing.	Nia Duggins
<b>Money Laundering and Terrorism Financing –</b> NAR supports continued efforts to combat money laundering and the financing of terrorism through a risk-based analysis approach, focusing regulation on high-risk entities such as financial institutions. NAR supports the current rules requiring reporting receipt of cash over \$10,000 and ensuring real estate professionals understand their responsibilities to prevent criminal activity from infiltrating the real estate market without the imposition of burdensome or duplicative regulatory requirements.	Nia Duggins
<b>Mortgage Debt Cancellation Relief –</b> NAR supports legislation to provide a permanent extension of the exclusion from taxation of the phantom income generated when all or a portion of a mortgage on a primary residence is forgiven.	Evan Liddiard
<b>Mortgage Interest Deduction –</b> NAR supports indexing for inflation the \$750,000 maximum loan amount eligible for deducting mortgage interest.	Evan Liddiard
<b>Mortgage Loan Limits –</b> NAR supports reliable loan limits to provide security and consistency to the marketplace. Providing access to credit for all communities during all economic times is a hallmark of our federal housing policy. Appropriate loan limits for FHA, Freddie Mac, and Fannie Mae (GSEs) are, and will continue to be, a critical factor in ensuring access to safe and affordable mortgage financing in all areas and all markets. Reducing limits will constrict liquidity to housing markets, and homebuyers.	Ken Fears Matt Emery

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>National Disaster Policy</b> – NAR supports the development of a national disaster policy, which includes emergency post-disaster assistance but emphasizes pre-disaster planning, preparedness, mitigation, and the proactive reduction of risk for natural and other disasters.	Austin Perez
<b>Opportunity Zones</b> – NAR supports Qualified Opportunity Zones, which offer powerful capital gains tax incentives to investors to redeploy assets into economically troubled areas throughout the country and to keep them invested for long periods. Newly constructed and revitalized commercial real estate is expected to be a primary focus for a great deal of the new investment expected through this incentive program.	Evan Liddiard Erin Stackley
<b>PACE Loans</b> – NAR supports legislative and regulatory proposals that require Property Assessed Clean Energy (PACE) loan terms to be fully disclosed to borrowers.	Russell Riggs
<b>Patent Litigation Reform</b> – NAR supports common sense patent litigation reform in an effort to protect our members from abusive patent trolls.	Austin Perez
<b>Possession and Evictions</b> – NAR believes that the fundamental right of rental property owners to regain possession of their property shall not be abridged. NAR opposes the erosion of these property owner rights: 1. The right to owner occupy property. 2. The right to inspect property with proper notice. 3. The right to terminate tenancy within the terms of the lease. 4. The right to freely go out of the rental business and convert property to other uses.	Drew Myers

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Real Estate Transfer Taxes</b> – NAR opposes real estate transfer taxes. Where transfer taxes currently exist, NAR urges their repeal and opposition to any increases. NAR urges the redirection of fees to be used for one-time capital acquisitions that are related to housing or commercial property improvements (e.g., <i>infrastructure</i> ) and exemptions to transfer taxes for first-time homebuyers and for homebuyers from low- and moderate-income households.	Drew Myers
<b>Rent Control</b> – Rent control and rent stabilization are infringements upon private property rights. NAR opposes current and future rent control and rent stabilization laws on both residential and commercial properties. NAR encourages local and state REALTOR® associations to oppose any legislative measure allowing for rent control or rent stabilization efforts.	Drew Myers Erin Stackley
<b>Remote Online Notarization</b> – NAR supports ongoing legislative and educational efforts to promote digital real estate transaction options for consumers, including the use of remote online notarization technology.	Austin Perez
<b>Real Estate Settlement Procedures Act (RESPA)</b> – RESPA ( <i>Regulation X</i> ) TILA ( <i>Regulation Z</i> ) Harmonization ( <i>Know Before You Owe</i> or <i>TRID</i> ) – NAR supports a RESPA/TILA harmonization that adds transparency, simplifies disclosures, and reduces burdens to settlement service providers, including real estate professionals. NAR continues to work with the CFPB to ensure outstanding concerns with the rule are addressed.	Nia Duggins
<b>Rural Housing Loans</b> – NAR supports the role of the Rural Housing Service to provide loans for low to moderate income borrowers in rural areas and small towns. NAR urges the Rural Housing Service to move forward with efforts to allow lenders to directly endorse RHS loans, in order to increase the availability of guaranteed loans.	Caitlin Vannoy Elayne Weiss

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Sales Tax on Services</b> – NAR opposes the application of state or local sales tax to rent, and to real estate services and other professional services, including real estate broker commissions, title searches, appraisals, home inspections, property management services, and any other services related to the real estate transaction.	Drew Myers
<b>Section 1031 Like-Kind Exchange</b> – NAR opposes any change that would undermine the deferral mechanisms associated with exchanges or lead to fewer transactions. The like-kind exchange technique is fundamental to the real estate investment sector. The current law provides investors with a great deal of flexibility in managing their real estate portfolio. Real estate is essentially an illiquid asset that requires substantial commitments of cash. Flexibility is needed in order to assure the free movement of property and capital. This, in turn, results in economic growth and job creation.	Evan Liddiard Erin Stackley
<b>Short-term Worker Visas</b> – NAR supports federal visa programs, such as the H2-B program, that allows foreign workers to work in the U.S. temporarily. NAR also supports reforms to these programs that address national security, employer and visa overstay concerns.	Russell Riggs Nia Duggins
<b>Sign Ordinances</b> – REALTORS® have the right to advertise properties and use For Sale signs, and NAR opposes efforts to restrict such activity.	Drew Myers
<b>Small Business Issues</b> – NAR supports policies that assist REALTORS® and the small-business clients commercial real estate practitioners work with with access financing and other assistance to make their businesses successful. This includes access to small business loans and emergency relief, as well as education and counseling resources through the Small Business Administration.	Erin Stackley

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>State-Legalized Cannabis Businesses Access to Banking</b> – NAR supports the rights of states and residents of those states to create laws aligned with their interests. NAR supports allowing businesses that are properly registered and that are legitimate by state standards to have the ability to access banking services. NAR does not have a position on cannabis legalization.	Erin Stackley
<b>Student Loan Debt</b> – NAR supports federal policies that help raise borrowers' financial awareness and to allow student borrowers to refinance into lower rates as well as to streamline income-based repayment programs.	Ken Fears Matthew Emery
<b>Tax Benefits for Property Ownership</b> – NAR supports the enactment of a meaningful tax credit for homeownership for those who do not currently benefit from the mortgage interest and real property tax deductions because they no longer itemize their deductions. Tax changes enacted in 2017 reduced the previously available homeownership tax incentives to only about 10% of households, which prevents many middle-income, minority and millennial households from realizing a direct tax benefit for owning a home.	Evan Liddiard
<b>Tax Deduction (State and Local)</b> – NAR supports legislative efforts to reinstate the full deductibility of state and local taxes. At a minimum, NAR urges legislators to index the current \$10,000 cap for state and local tax deductions to inflation and to remove the marriage penalty by increasing the deduction cap for joint returns to \$20,000, twice the amount of that for single filers.	Evan Liddiard
<b>Terrorism Insurance</b> – NAR supports and urges Congress to continue to authorize the federal terrorism risk insurance program.	Erin Stackley Austin Perez

# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>TILA-RESPA Integrated Disclosure (TRID)</b> – RESPA (Regulation X) TILA (Regulation Z) Harmonization ( <i>Know Before You Owe or TRID</i> ) - NAR supports a RESPA/TILA harmonization that adds transparency, simplifies disclosures, and reduces burdens to settlement service providers, including real estate professionals. NAR continues to work with the CFPB to ensure outstanding concerns with the rule are addressed.	Nia Duggins
<b>Tort Reform/Class Action</b> – NAR supports legislative proposals to establish caps limiting noneconomic and punitive damage awards and standards for the assignment of certain class action lawsuits to federal court.	Caitlin Vannoy Nia Duggins
<b>Transportation</b> – Convenient and efficient transportation infrastructure enhances the quality of communities, supports property values, and mitigates traffic congestion effects that accompany growth. REALTORS® support improving mobility in communities so that all citizens have access to transportation means best suited to their needs. NAR believes in leveling the playing field with respect to funding highways versus transit and other modes. NAR supports a broad community vision that considers the needs of all transportation users and emphasizes repair and maintenance over development of new capacity. In addition, NAR supports a modest increase in the federal motor fuel tax and annual adjustments for inflation.	Russell Riggs
<b>VA Home Loan Guaranty</b> – NAR continues to work with the Department of Veterans Affairs to allow veterans to be on a level playing field with other buyers.	Caitlin Vannoy Elayne Weiss
<b>Waters of the US (WOTUS)</b> – NAR supports legislation and regulation to clearly define what “waters” are under the jurisdiction of the federal government.	Russell Riggs

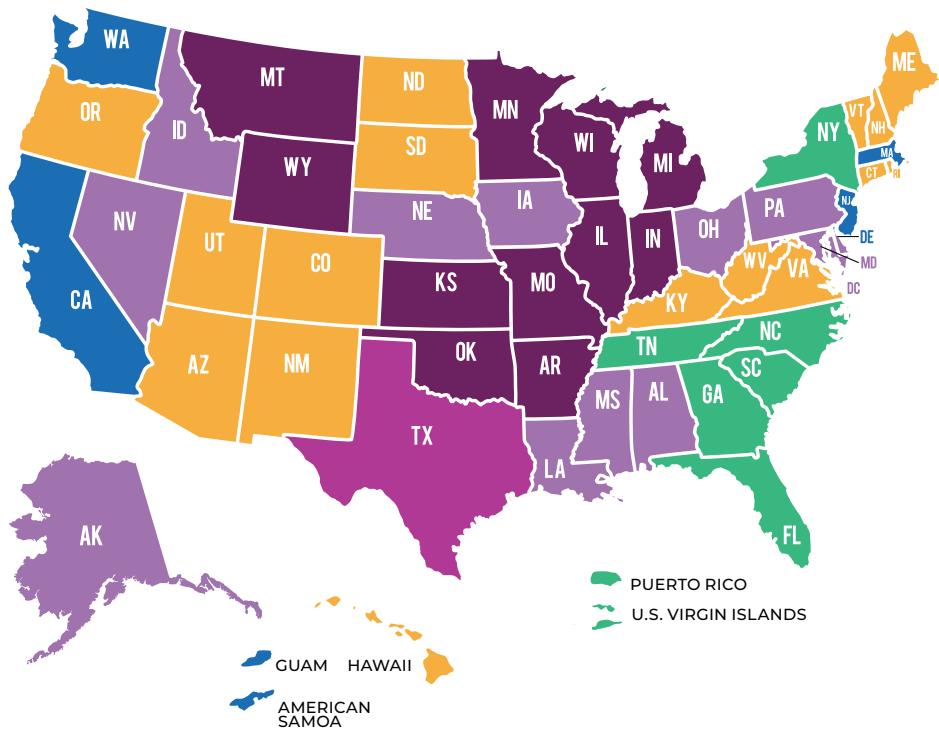
# ADVOCACY ISSUES A-Z

ISSUE	STAFF EXPERT
<b>Wildfires</b> – NAR encourages active forest management practices that return the ecological benefits of fire to forested areas, bring balance to our nation's firefighting policies, and protect homes and communities in the wildland/urban interface.	Russell Riggs Austin Perez
<b>X and Z</b> – RESPA (Regulation X) TILA (Regulation Z) Harmonization ( <i>Know Before You Owe or TRID</i> ) - NAR supports a RESPA/TILA harmonization that adds transparency, simplifies disclosures, and reduces burdens to settlement service providers, including real estate professionals. NAR continues to work with the CFPB to ensure outstanding concerns with the rule are addressed.	Nia Duggins

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# STATE ASSIGNMENTS FOR POLITICAL REPRESENTATIVES



JUSTIN BAKER

BRANDON FENTON

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NICK SCARCI

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DENSAY  
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# STAFF DIRECTORY

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<b>April Gavin</b>	<b>Director of Political Field Operations</b>	202-383-1073
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<b>Lennard Manke</b>	<b>Representative, RPAC Disbursements</b>	202-383-1123
<b>Daniel Roth</b>	<b>Representative, Major Investor Fundraising</b>	202-383-1050
<b>Carlyle Smith</b>	<b>Representative, RPAC Fundraising Program</b>	202-383-1226

# ONLINE RESOURCES

## REALTOR® PARTY WEBSITE

FPCs, this is your go-to website for all things advocacy. It is here where you will file your field report, access your FPC manual online, and find RPAC resources and other tools to assist you on your advocacy journey.

Your will find new ways to vote, act, and invest in the REALTOR® Party and see how other associations are successfully using REALTOR® Party programs, grants and tools. Whether you want to apply for grants, learn more about RPAC or participate in a national call for action, the REALTOR® Party website is a one-stop shop for your advocacy needs. The website offers members and associations valuable resources and tools to strengthen their advocacy programs and build political clout at every level of government and strong communities nationwide.

**Learn More:** [realtorparty.realtor](http://realtorparty.realtor)

## FEDERAL ISSUES TRACKER

NAR tracks hundreds of legislative and regulatory proposals every day. Find out where these proposals stand by searching the Federal Issues Tracker.

**Learn More:** [narfocus.com/billdatabase/index.php](http://narfocus.com/billdatabase/index.php)

## COMMERCIAL ISSUES BRIEF

The Commercial Issues & Actions provides a snapshot of federal issues impacting commercial real estate and NAR's advocacy on them. It comes in a long-form as well as a one-pager of top priority issues.

**Learn more:** [nar.realtor/commercial/advocacy](http://nar.realtor/commercial/advocacy)

# ONLINE RESOURCES

## STATE AND LOCAL POLICY WEBINAR LIBRARY

The State and Local Issues Policy Committee began cohosting legislative issue webinars with other NAR Governance Committees in 2020 and now is committed to hosting five new issue webinars each calendar year. These webinars educate and assist REALTOR® Associations and REALTORS® by sharing ideas on how to effectively lobby and support relevant REALTOR® policies at the state and local level.

**Learn More:** [realtorparty.realtor/state-local-issues/resources/issue-webinars](https://realtorparty.realtor/state-local-issues/resources/issue-webinars)

## HOT TOPIC ALERTS, WHITE PAPERS AND STUDIES

There are a variety of issues proposed, implemented, and regulated at the state and local levels that affect the real estate industry. NAR's Hot Topic Alerts are mini white papers that cover these important trending state and local issues. Each paper contains historical context on the issue, landmark legislation and any legal summaries of court cases impacting the policy and highlight state and local association successes in advocating on each issue. Similarly, NAR's white papers and studies are more extensive papers diving deeper into select issues.

Text **HOT TOPIC** to **30644** to get a link sent directly to your mobile device through REALTOR® Party Mobile Alerts OR visit [realtorparty.realtor/news/hot-topic-alerts](https://realtorparty.realtor/news/hot-topic-alerts).

## REALTOR® PARTY NEWS

Emailed monthly, the REALTOR® Party News newsletter is sent to all NAR members and provides regular updates on REALTOR® Party activities and resources as well as success stories from state and local REALTOR® Associations.

**10**  
years

*the amount of time a seller typically lives in a home before deciding to sell.*

# OTHER RESOURCES

## FPC NEWSLETTER

The FPC Newsletter is your bi-weekly account of what is happening at the Federal level with NAR and members of Congress. This publication will be delivered to you by email every other Friday and will include tips of the trade, a “word of the week” and spotlights of FPC members who are going above and beyond the call of duty. Please make sure to read it to stay abreast of the latest movement on advocacy issues affecting our industry. All FPC Newsletters will also be archived on the Hub.

## REALTOR® PARTY RESOURCE GUIDE

Please consult the INTERACTIVE REALTOR® Party Resource Guide for a wide variety of resources that will help you be successful in communicating NAR issues and implementing campaigns to elect and re-elect your REALTOR® Champions to public office. The guide is a roadmap to the various services and programs NAR provides and will help you better do your job as an FPC.

**You can access the guide here: [realtorparty.realtor/resourceguide](http://realtorparty.realtor/resourceguide)**



FPC HILL VISITS



## APPENDIX

# APPENDIX I

## FPC REPLACEMENT PROTOCOL

### I. ADOPTION OF A THREE STRIKES RULE

This is the fairest way to apply the same review to each FPC. These strikes will be cumulative over the two-year FPC term.

- » The first strike would occur after a FPC has not completed the job duties by the end of the second quarter of the first year of their appointment.
- » Second strike would occur if the FPC has still not completed these duties by the end of the third quarter.
- » Third strike would occur if the FPC has not completed the duties by the end of the first year of their appointment.
- » Note that most job duties are ongoing, thus the quarterly timing to allow FPCs to complete tasks. However, any time an FPC does not respond to a Call for Action (CFA) by the completion of the CFA, they will receive a strike.

### II. APPLICATION OF THE RULE

The FPC Advisory Committee recognizes that exceptions may occur, such as FPC illness, business crisis, etc. This application will assist in determining the situation and personalizing the contact with the FPC. FPC Advisory Committee also re-affirms the importance of having a contact team in place for a seamless transition either due to FPC illness or removal.

- » After the first strike, the FPC Advisory Committee member from the FPC's state, as well as the State GAD and Association Executive will be notified. The FPC Advisory Committee member will then be asked to contact the FPC to determine the cause and if the FPC remains interested in the role. The RPMIC member will report back to FPC Advisory Committee Leadership, NAR and State staff of their findings.

# APPENDIX I

- » After the second strike, NAR staff will notify the state President, the state GAD and state CEO. The state President and the state CEO should have another conversation with the FPC to drive home the importance of the role and the need to complete the duties.
- » After the third strike, NAR staff will notify the state President, AE, GAD and FPC Advisory Committee member that the FPC has not met the minimum requirements and will need to be considered for replacement.
- » When removing an FPC, the slot should immediately be filled following normal FPC appointment guidelines (state president's recommendation to NAR). The NAR Chief Advocacy Officer will make the final decision and the state CEO and the state President will inform the FPC of their removal.
- » If removed due to a member of Congress's request, an FPC would only be able to be approved for any future role as FPC at the behest of the Chief Advocacy Officer to ensure they are fit for the job.



**FPC HILL VISITS**



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