

HAF EXPENDITURE GUIDELINES

The following guidelines indicate the many ways in which C.A.R.'s HAF funds may be used to advance the housing affordability interests of REALTORS® and REALTOR® organizations.

C.A.R.'s HAF funds **CANNOT** be used for activities that directly or indirectly support or oppose a candidate for public office.

C.A.R.'s HAF funds **SHALL NOT** be used to support or oppose the following:

- 1.) Ballot Measure Campaigns;
- 2.) REALTOR® Issue Mobilization Campaigns;
- 3.) Dues and Contributions to Coalitions;
- 4.) Receptions/Events/Conferences.
- 5.) Professional or Volunteer Advocacy;
- 6.) Advocacy and Policy Education; and/or
- 7.) Policy Research and Consulting Services.

These functions are supported by IMPAC funds.

C.A.R.'s HAF funds must be used for charitable purposes that support HAF's mission to play an active role in addressing the ongoing housing affordability crisis facing our state by promoting homeownership and addressing housing affordability issues statewide. The term charitable is used in its generally accepted legal sense and includes, but is not limited to, relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening of neighborhood tensions; elimination of prejudice and discrimination; defense of human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

For specific information on HAF guidelines and procedures, contact HAF staff:
Alma Menchaca at (213) 739-8352 or email at: almam@car.org.

HAF GUIDING PRINCIPLES

The Committee agreed to base its decisions upon the following guiding principles:

- › In general, all programs should require matching funds to leverage HAF funds. This includes grants to local Associations. For example, a local Association could request funds from HAF for a project, but it should be able to obtain matching funds from other entities such as lenders, government, non-profits or other housing advocates.
- › Where possible, funds should be recoverable.
- › A California REALTOR®'s services should be encouraged in all home purchase transactions. This will require that REALTORS® become familiar with both HAF and the programs offered by C.A.R.'s HAF partners. REALTORS® and their immediate families (spouses, children, parents, and siblings) are not eligible to be recipients.
- › In general, submitted funding requests for local programs should address housing affordability and housing supply directly. In addition, if a recipient has already received HAF grant funds from any other programs, recipient may not be eligible to receive additional HAF grant funds.
- › When local Associations request funds from HAF for a project, preference may be given to local associations who: (i) have not submitted a grant request within the last three years from **the date of submitting this application**; (ii) have included HAF on their Dues Billing Statement in both the current year and prior year; (iii) have supported HAF by, among other things, donations and sponsorships during **the current year and prior year**; and (iv) are making grant requests that do not exceed \$50,000.
- › Where possible, programs by local Associations should limit HAF funds to three home purchase transactions per individual REALTOR® agent so that all REALTOR® agents are given a fair opportunity to help their clients close home purchase transactions with HAF funds. This means preference should be given to REALTOR® agents who haven't closed any home purchase transactions using HAF funds.
- › Programs by local Associations should encourage use of all California REALTOR® services during home purchase transactions, not just services of their local REALTORS®.

SELF-HELP PROJECT GUIDELINES

At no time will HAF commit more than 10% of the remaining 25% total annual disbursement to Self Help projects (including Habitat for Humanity). Request for funds will not exceed the LESSER of: A) \$50,000, or B) 10% of total existing funds. However, if a Regional approach with a majority of associations develops a large Habitat program, HAF may grant funds up to 10% of total existing funds. In addition, HAF may consider granting a larger sum with consent of the Board of Directors.



LOCAL ASSOCIATION FUNDING REQUEST FORM

FOR INTERNAL USE

Authorized By:

Date Rec'd Application:

Amount Approved:

Date:

The CALIFORNIA ASSOCIATION OF REALTORS® Housing Affordability Fund (HAF) receives donations from members, non-members, and other institutions that are committed to addressing the housing challenges in California. It distributes these resources through local Associations who have submitted funding requests for local programs that address housing affordability and/or housing supply directly. In order to have the maximum impact, HAF seeks to leverage its funds with local Associations and their housing partners.

Please read the entire application carefully before submitting.

IMPORTANT: Local Associations must attach a copy of local Association minutes which authorized this request for funds.

To avoid delays in processing requests, please be sure the information below is complete and accurate. **INCOMPLETE FORMS WILL BE RETURNED FOR FURTHER INFORMATION.** Requests for funds will be received on an ongoing basis throughout the year. **Request applications are due 7 weeks prior to C.A.R.'s Business Meetings.** The review process will typically take 30 to 45 days from the date on which a request is received. The review process may be delayed if additional information or clarifications are required. An in-person presentation of the program proposal is required for all requests for funds. Please contact Alma Menchaca at (213) 739-8352 to discuss the application in advance.

E-mail completed form to: almam@car.org For more information call: (213) 739-8352

ACKNOWLEDGEMENT	<input type="checkbox"/> I have read the above instructions for submitting a Funding Request. In addition, I have read the C.A.R.'s HAF guiding principles to ensure that the proposed program meets those principles.
	Initials: _____ Date: _____

FUNDS REQUESTED BY					
Local Association					
Street Address					
City		Zip Code		Phone	
Executive Officer		Email			
Contact Person (if different)		Email			
Website					

SUMMARY OF FUNDING REQUEST (BRIEF DESCRIPTION)



LOCAL ASSOCIATION FUNDING REQUEST FORM

RECIPIENT OF CHECK (PAYEE NAME)			
Treasurer / Financial Officer			
Address (Street / P.O. Box)			
Federal Tax ID #		Organization Type	<ul style="list-style-type: none"> • 501(c)(3) • 501(c)(6) • Other
Amount of Funds Requested	\$		

PROGRAM DESCRIPTION AND TIMELINE *Please attach additional material as necessary.*

1. Please describe, completely **and** concisely, the purpose of the program:

2. What are the benefits and who are the beneficiaries of the program?



LOCAL ASSOCIATION FUNDING REQUEST FORM

PROGRAM DESCRIPTION AND TIMELINE *(continued)*

6. What are appropriate measures of success of the program?

7. Do other programs provide the same or similar service? If yes, how does this program differ?

8. Will part or all of HAF's committed funds be recoverable? D Yes D No If yes, please explain and provide estimate of recoverable funds.

9. Has your local Association made a donation to HAF? D Yes D No If yes, what is your donation history?

10. Does your local Association include HAF on the Dues Billing Statement? D Yes D No Why or why not?

PROGRAM TIMELINE
PLEASE COMPLETE AND ATTACH TABLE A IN THE FORMAT PROVIDED – PROGRAM TIMELINE

PROGRAM BUDGET
PLEASE COMPLETE AND ATTACH TABLE B IN THE FORMAT PROVIDED – PROGRAM BUDGET Please provide a complete accounting for the proposed program and how C.A.R.'s HAF dollars will be applied to the budget.

FUNDRAISING STRATEGY

1. Please indicate specific sources/groups and amounts of revenue already raised for this program.

Services/Groups	Amount

2. What sources/groups are targeted for additional funds and at what amounts?

Services/Groups	Amount

3. What fundraising techniques will be employed?

4. What role (if any) will consultants play in fundraising?

FUNDRAISING STRATEGY *(continued)*

5. What is your timeframe for fundraising and what is the timeframe for the program?

6. Have you successfully raised funds in the past for similar programs? Please explain:

SIGNATURE

I understand that the filing of semi-annual progress reports (available at www.carhaf.org) are required with the approval of C.A.R.'s HAF funds and understand that failure to file a final report and accounting of approved program dollars will cause the local Association to be ineligible to apply for future HAF funds. In addition, I have read the HAF guiding principles to ensure that the proposed program meets those principles.

Association President Signature

Date

Association Executive Signature

Date



FUNDING REQUEST FORM

TABLE B. BUDGET

PROGRAM / ELEMENT DESCRIPTION	PROJECTED BUDGET AMOUNT	HAF DOLLARS	IN-KIND	OTHER FUNDING SOURCES
Admin / Overhead	Amount			
Subtotal				
Direct Expenses	Amount			
Sub-Total				
Total				
BUDGET SUMMARY				