



NAHB
NATIONAL ASSOCIATION
OF HOME BUILDERS

NAHB International Code Council Final Action Hearings Travel Expense Assistance Grants Program

Background

NAHB is facing the strongest push yet to mandate sprinklers in the International Residential Code (IRC). Proposed amendments to mandate sprinklers in the IRC will be considered and voted on at the International Code Council (ICC) Final Action Hearings on May 22 & 23 in Rochester, NY. The vote will be decided by building and fire officials attending the Hearings from across the country who are designated by their local jurisdictions as ICC Governmental Member representatives. Only designated representatives of an ICC Governmental Member can vote at the Hearings.

Sprinkler advocates are attempting to sway the vote in their favor by recruiting large numbers of fire officials who are designated representatives to attend the hearings and vote in favor of mandatory requirements, regardless of the fact that the need for such requirements has never been substantiated.

To ensure the interests of building officials, home builders and home buyers are adequately represented at the hearings, it is critical to get as many building code and other public officials as possible, who are designated representatives and opposed to mandatory sprinkler requirements in the IRC to attend the Rochester Hearings to vote against the proposed mandates.

What is the purpose of this grant program?

To provide state and local builder associations with funding to assist in sending their building code or other public officials designated as representatives of an ICC Governmental Member to the ICC Final Action Hearings in Rochester, NY in May, in order to ensure the interests of building officials, home builders and home buyers are adequately represented on this issue. Under this program, \$750.00 grants are available for each designated representative traveling to the Hearings to help defray travel expenses when such funding is not otherwise available.

Why are these grants needed?

Most state and local building departments are ICC Governmental Members and able to designate representatives to send the Hearings to vote on their behalf. Other departments such as zoning or planning are also eligible to be ICC Governmental Members and can designate the representatives as well. However, most state and local jurisdictions have limited travel budgets to send their designated representatives to vote at the ICC hearings. This grant funding is needed to assist those jurisdictions with sending designated representatives to the Hearings.

Eligibility, Grant Amounts and Allocation

All grants are to be used *only* to assist with transportation, lodging and meal expenses incurred by travel of individuals meeting the eligibility criteria below and for no other purpose.

All full and part-time executive officers of builders associations affiliated with NAHB are eligible to apply for grants on behalf of their association. Grant amounts are fixed at \$750.00 per individual meeting the Eligibility Criteria below. There is no cap on the number of grants any one builder association may apply for though NAHB may limit the number of grants awarded to any one builder association if deemed necessary. NAHB has allocated a maximum of \$250,000.00 for this program and grants will be awarded on a first come, first served basis. Submission of application does not guarantee award of grant.

NAHB will award grants directly to the builder association submitting applications if such applications are approved by NAHB. Subsequent disbursement of each grant for the travel expenses for the individual for which the application is made is the responsibility of the home builders' association receiving the grant(s).

Eligibility Criteria

1. The individual for whom the grant application is being made must be an officially designated voting representative from an ICC Governmental Member in accordance with the rules and procedures set forth for such designees by the International Code Council (ICC). Guidance on identifying designated voting representatives or potential designees is included on the following page.
2. The individual for whom the grant application is being made must attend the ICC Final Actions Hearings, at minimum for proceedings on Tuesday, May 22nd, and Wednesday, May 23, 2007.
3. The home builders' association awarded the grant/s must guarantee to return any grant(s) awarded for individuals that are unable to attend the Hearings as specified for any reason by June 30, 2007.
4. The home builders' association must represent and warrant to NAHB that the home builders' association's acceptance of any travel expense assistance does not violate the state, county (parish), municipal and any other local laws of the jurisdiction where the home builders' association is located and, if different, of the jurisdiction employing the designated voting representative(s) for whom travel assistance is sought. Both the home builders' association and the designated voting representative(s) also must represent and warrant that acceptance of a travel grant does not violate any ethical rule or standard governing or applicable to the designated voting representative(s).
5. The home builders' association awarded the grant(s) must pledge to provide NAHB with a photocopy of the check(s) disbursing any grant(s) awarded within 60 days of receiving the grant(s). **Or**, if the home builders' association provides travel expenses directly to the designated voting representative, the home builders' association awarded the grant(s) must provide reasonable documentation of the travel expenses incurred by the designated voting representative including, but not limited to, a photocopy of transportation receipts, i.e. airline reservation, and hotel accommodation confirmations, etc.
6. The builder association awarded the grant/s must guarantee the grant disbursement will be used only for transportation, lodging and meal expenses incurred by the individual for whom the grant application is being made for purposes of travel to the ICC Final Action Hearings on May 22 & 23, 2007. The builder association must also assure NAHB that such funding is not otherwise available.

Timeline

Applications can be submitted up to May 21, 2007. However, as grant funding is limited and applications will be considered on a first come first served basis, home builders' associations are encouraged to submit their application/s at their earliest opportunity. Home builders' associations submitting more than one application do not need to submit all of them at the same time. Additional applications may be submitted as individuals meeting the Eligibility Criteria are identified.

Applications will be reviewed and acted upon on a first-come, first-served basis as received. NAHB will fax or e-mail applicants a confirmation upon receipt of the application and will notify applicants of the approval or denial of their application within 5 business days of receiving it. Grants will be disbursed to approved applicants beginning May 1, 2007.

What are my obligations as an executive officer if my association receives a grant?

1. You must verify by your signature on the application that the Eligibility Criteria stated above is satisfied and that the grant will be used only to assist with transportation, lodging and meal expenses incurred by individual(s) for travel meeting the Eligibility Criteria.
2. You must fulfill your pledge to return any grants for individuals who are unable to attend the hearings for any reason and to provide NAHB with photocopies of checks or travel documentation as specified in the Eligibility Criteria above.

Guidance on identifying designated voting representatives or potential designees

Who are International Code Council (ICC) Governmental Members and their designated voting representatives?

Most state and local building departments are ICC Governmental Members. In addition, ICC Governmental Members may include city zoning & planning, public safety offices, fire departments, code enforcement, code committees, city and town managers and councils, etc. A jurisdiction may therefore have multiple ICC Governmental Members depending on how it is structured. Each jurisdiction your membership covers is likely to have at least one ICC Governmental Member.

Each ICC Governmental Member is then entitled to designate between four and twelve individuals as their voting representatives, depending on the population of its jurisdiction. For example, Governmental Members in jurisdictions with a population of between 50,000 and 150,000 are entitled to designate up to eight voting representatives each. Therefore, if a jurisdiction has a building department, planning commission and fire services department that are all ICC Governmental Members, that jurisdiction potentially could designate up to 24 voting representatives and send all of them to the Hearings to vote. However, most jurisdictions have limited travel budgets and are unable to send more than one or two of their allotted designees. Many jurisdictions send no one at all.

How do I find out who the ICC Governmental Members are in the jurisdictions my association covers and who their designees are?

You can do one of the following:

1. Contact your local building department or other offices as exemplified above and ask if they are governmental Members of ICC and identify employees designated as their voting representatives.
2. If you have an ICC membership, you may search for Governmental Members in your area by using ICC's member search feature found here: <https://www.iccsafe.org/e/membermenu.html>
3. Contact NAHB staff for further assistance in identifying Governmental Members in your area and their designated voters. Email: bsause@nahb.com or call 800-368-5242, ext. 8444.

You should also consider the following important options that you may be able to take advantage of:

1. If the Governmental Member/s in your jurisdictions have not designated the full number of voting representatives entitled, it is possible to have new voters designated. Potential voters include anyone serving in the capacity of an employee or public official of the Governmental Member -- **which can also include you or one or more of your members**, depending on the affiliation with the Governmental Member or local jurisdiction. The ICC criteria is as follows:

“Governmental Member Voting Representatives shall be designated in writing, by the Governmental Member, and shall be employees or officials of the Governmental Member or departments of the Governmental Member, provided that each of the designated voting representatives shall be an employee or a public official actively engaged either full or part time, in the administration, formulation or enforcement of laws, ordinances, rules or regulations relating to the public health, safety and welfare.”

New appointments must be signed and sent by the Primary Representative of the Governmental Member using the ICC form found here:
<http://www.iccsafe.org/membership/pdf/voterchange.pdf>

2. If local building and other departments are not current members of ICC you can encourage them to join as Governmental Members and designate the appropriate number of voters. For additional information on establishing a new ICC membership is available here:
<http://www.iccsafe.org/membership/pdf/ICCApplication.pdf>

Questions? Contact Brian Sause at 800-368-5242 x8444 or at bsause@nahb.com



NAHB ICC Final Action Hearings Travel Assistance Grant Program Application Form

Deadline for Submission: **May 21, 2007**

Association/Executive Officer

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last Name	First Name	MI
Title	Association	Local Number
Mailing Address		
City	State	Zip/Postal Code
Phone	Fax	E-mail

ICC Governmental Member Designated Representative (for whom this grant will be used)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Last Name	First Name	MI	First Name or Nickname (for badge)
ICC Governmental Member	City/Town/County	State	

Please note: A substitution of the Designated Representative on this application is permitted ONLY IF a new complete application for the substitution is submitted.

Eligibility Criteria Verification

Executive Officers: Please review each of the Eligibility Criteria on the following page and indicate each is satisfied by checking the box to left of each item and sign below. By your signature below you are verifying that all criteria have been satisfied.

Eligibility Criteria Verification

- I have verified that the individual for whom this grant application is being made is an officially designated voting representative of the ICC Governmental Member identified on this application in accordance with the rules and procedures set forth for such designees by the International Code Council (ICC).
- I have verified that the designated voting representative for whom this grant application is being made will be attending the ICC Final Actions Hearings, at a minimum for proceedings on Tuesday, May 22nd, and Wednesday, May 23, 2007.
- On behalf of the builder association submitting this application, I guarantee my association will return this grant (if awarded) by June 30, 2007, if the designated voting representative for whom this grant application is being made is unable to attend the Hearings as specified for any reason.
- I warrant and represent to NAHB that my association's acceptance of any travel expense assistance does not violate the state, county (parish), municipal and any other local laws of the jurisdiction where my home builders' association is located and, if different, of the jurisdiction employing the designated voting representative(s) for whom travel assistance is sought.
- I warrant and represent and, the designated voting representative(s) for whom this grant is being made has represented and warranted to me that the acceptance of a travel grant does not violate any ethical rule or standard governing or applicable to the designated voting representative(s).
- On behalf of the builder association submitting this application, I guarantee the association will provide NAHB with a photocopy of the check/s disbursing the grant(s) within 60 days of receiving the grant(s) or a photocopy of transportation, i.e. airline reservation, and hotel accommodation confirmations if travel expenses for the individual for whom this grant application is being made is funded directly through my association.
- On behalf of the builder association submitting this application, I guarantee that the grant disbursement will be used only for transportation, lodging and meal expenses incurred by the designated voting representative for whom this grant application is being made for purposes of travel to the ICC Final Action Hearings on May 22 & 23, 2007 only. I also represent and warrant to NAHB that such funding is not otherwise available.

Executive Officer Signature

Date

**Fax completed application to: 202-266-8369
Attn: Diane Webb**