



### **Advocacy 101:**

#### **How to Contact Your Representative and Senator in Support of the HTC**

Use this handy cheat-sheet to advocate for the HTC, request sponsorship of pro-HTC legislation and schedule a visit to a local HTC project with your member of Congress.

1. Call the U.S. Capitol Switchboard at 202-225-3121 and ask to be connected to your representative or senators' office (find your members of congress, at <http://www.govtrack.us/congress/members>).
2. Identify yourself (name, and city or town) and ask to speak to the staff person that is handling tax reform.
3. Once connected, identify yourself again; tell the staff person of your connection to the historic tax credit, and why you value it.
4. Ask "Are you familiar with the Historic Tax Credit?"
5. Share quality projects in your surrounding communities that may be familiar to staff - <http://forum.savingplaces.org/learn/fundamentals/economics/tax-credits/federal-htc>
6. Using the talking points in the HTCC Lobbying Toolkit to explain that the Historic Tax Credit revitalizes communities, creates jobs and helps protect our heritage - while more than paying for itself.
7. Ask- "Will (Insert Legislator's Name) support the Historic Tax Credit during tax reform?"
8. Allow the staff person to respond.
9. Using the "Historic Tax Credit Improvement Act" bill description found in the HTCC Lobbying Toolkit, inform the staff person that there is also legislation that would modernize the credit called the Historic Tax Credit Improvement Act (HTCIA), and ask- "Would Representative/Senator (Insert name) consider signing-on as a co-sponsor of the HTCIA and supporting the bill language in tax reform?"
10. Allow the staff person to respond.
11. Ask - "What is the best way to follow-up with you on this issue?"
12. If you have access to a quality project in the member of Congress' district, extend an invitation to the staff person for his or her boss to visit the project during the next congressional recess.
13. Offer to work with the member of Congress' scheduler to arrange a visit.
14. Thank the staff person and if possible send a thank you email, recapping the conversation.
15. Report advocacy to the Historic Tax Credit Coalition (please reference the HTC campaign contacts in the HTCC Lobbying Toolkit).
16. To report the conversation and details, or gain assistance in advocacy, contact Patrick Robertson at [Patrick.robertson@fticonsulting.com](mailto:Patrick.robertson@fticonsulting.com) or call 202-567-2900. The HTCC is happy to assist with your outreach efforts.