



## April 18 - May 24: Phone & Email Campaign

### *2024 State Budget & Policy Call & Email Script*

**SHPAdvocates,**

We know a lot of you have been enthusiastically calling and emailing members of the Illinois General Assembly and many of you attended SHPA's Advocacy Day events in Springfield where you met with legislators in person. We are asking that ALL SHPA members CALL and EMAIL your Illinois State Representatives and Senators asking them to support and prioritize SHPA's 2024 Budget & Policy priorities. These include a request for an increase in budget appropriations of \$11 million to the Supportive Housing Services line item of the state budget and to support the Community Partnership Contracting Act. Everything that you need to communicate with your legislator is included within the body of this document.

This will work best as a two-step process.

1) contact them via phone:

Call both your Representative & Senators Springfield and district offices. The call scripts include blank spaces where you can insert your specific agency/program information and then also the name of the Representative/Senator you are contacting.

The information recorded in the yellow highlighted spaces imbedded in the script are where you will be recording information that you ascertain from the staff member and subsequently utilize for your email addendum. Follow-up with an email: See e-mail template below.

Not everyone knows who their state Senator and Representatives are, therefore, a search link is at top of the phone script that provides you the opportunity to look up who they are based on the location information that you input. Once you look up your Senator and Representative you will find both their district office and Springfield contact information. If you can call both with the same message that would be ideal.

Every office functions differently and sometimes they receive messages more efficiently from district staff and other times Springfield staff. So, you should be making 4 calls in total. 2 calls to your Senator (one district & one Springfield and then two calls to your Representative. Only one email will be necessary as a follow-up to your call.

Please let me know if you have any questions.

Thanks!

*Jeff*  
Jeff Metzger

## Locate Your Legislator

<https://www.elections.il.gov/ElectionOperations/DistrictLocator/DistrictOfficialSearchByAddress.aspx>

### Step 1

#### Phone Script:

#### When calling the office of a member of the House or Senate

Hello, my name is \_\_\_\_\_ and I live in the \_\_\_ district. Thank you for taking my call today. As a person working on behalf of supportive housing and issues related to it, I am a strong supporter of the Supportive Housing Providers Association (SHPA) and all the work that they do. I would respectfully ask the **Representative/Senator** to support SHPA's 2024 Budget request for \$11 million General Revenue fund increase for Supportive Housing Services. This \$11 million budget increase is included as part of the \$42.2 million increase to IDHS for homeless services as requested by the homeless services coalition. In addition, we are asking the **Representative/Senator** to support the Community Partnership Contracting Act.

I would like to email the **Senator/Representative** a fact sheet that breaks down more specifically the allocations of funding.

Would you be so kind as to give me the best email to send this information? \_\_\_\_\_ and what was your name? \_\_\_\_\_.

Thank you again for your time and I certainly appreciate all that you do for the constituents of the district. I will send that email to you shortly. Thank you again.

If you or the **(Representative/Senator)** have any additional questions the contact information for SHPA is included on the fact sheet. SHPA's Government Affairs Director Jeff Metzger will also follow-up with your office as well. Thank you so much **(their name)**. I really appreciate your time and help.

**#END SCRIPT**

## Step 2

### Email Template:

(this should only be sent after the above phone call is made and message left)

Hello *Representative/Senator* \_\_\_\_ I trust that this email finds you well. I had the pleasure of speaking with \_\_\_\_ from your office today. I advised *him/her* that I would follow-up with an email to the call. My name is \_\_\_\_\_ and I live in the \_\_\_\_\_ district. Not only am I a constituent of the district, but I also work every day to ensure that the citizens of Illinois in need have supportive housing. As a person working on behalf of supportive housing and issues related to it, I am a strong supporter of the Supportive Housing Providers Association (SHPA) and all the work that they do. I would respectfully ask you to support and prioritize SHPA's 2024 Budget request of \$11 million increase to the general revenue fund for supportive housing services. This \$11 million budget increase is included as part of the \$42.2 million increase to IDHS for homeless services as requested by the homeless services coalition.

This increase of \$11 million includes:

- \$2.5 million cost-of-living adjustment for all current Supportive Housing grantees.
- \$1 million for supportive services funding for new supportive housing projects.
- \$7.5 million for supportive services funding for state of Illinois Continuum of Care programs.

In addition, we respectfully request that they also support SHPA's 2024 Policy Priorities that are included in the Community Partnership Contract Act HB5064/SB3457.

If you are in support of either of these requests by SHPA I would be grateful if you would be willing to respond to my email with that affirmation. Having said that, if you would like any additional information as you consider your support, please contact SHPA's Executive Director David Esposito [d.esposito@shpa-il.org](mailto:d.esposito@shpa-il.org) or Government Affairs Director Jeff Metzger [j.metzger@shpa-il.org](mailto:j.metzger@shpa-il.org) The phone number for SHPA is 217-321-2476.

Thank you again for doing all the work that you do and for representing your district.

Respectfully,

## April 22–26: In-District Advocacy Days. Visit the local district office for your State Representative or Senator.

We know that you are incredibly busy with your jobs, family commitments, etc. and we know that if you were unable to attend Advocacy Day in Springfield, that was not necessarily a reflection of your commitment to being a strong SHPA Advocate. As part of SHPA Advocacy Month we have designated April 22-26 Advocacy Day-At Home Edition. This will afford you an opportunity to visit the district office for your Rep/Senator. You can simply drop by as a cold call, which often works well, or you can try and set – up a meeting in advance for which we have included a script below as guidance.

## Legislator Meeting Request Helpful Tips & Script

You, like most Illinoisans, don't often call their elected official's office to request an in-person formal meeting with him/her. Well, rest assured these offices receive hundreds of these calls each month from constituents just like you. When you call your respective Senator or Representative, know that you will be speaking with the person in charge of his/her calendar and not the Representative or Senator themselves. Please refer to the following sample script below when calling, feel free to deviate away from the script as you wish or follow it word for word. Don't forget to be as personable as possible, leaving a lasting impression of you. Find out if you and the legislator and more importantly share anything in common (schools, churches, cousins' husbands third wife, reading the same book, etc.) If you are stopping by the district office as a cold call or if you made an appointment in advance. We appreciate your advocacy regardless of which way you do it. A link to the information that you want to get in front of the legislator can be found at this link where you can download copies and bring them with you, or you can direct them to that link.

*Meeting Script:*

*“Hello, may I speak with **(Senator or Representative)** **(last name of official)** scheduler? Thank you for taking my call.*

*My name is **(your name)** and I am a member of the Supportive Housing Providers Association of Illinois. (SHPA)*

*April is SHPA’s Advocacy month I am a constituent of the **(Senator or Representatives)** and would like to schedule a meeting while in your district office next week or determine when might be as good time to stop by this week?*

*I want briefly to share with **(him/her)** SHPA’s budget and policy priorities for supportive housing & homeless services. I understand that any time scheduled might be tentative based on their schedules. However, I would like to set a meeting in advance as a courtesy. Can we set a time now? I can leave my name, email, cell phone number to reach me should anything change. Unless you suggest that simply stopping by without a formal meeting set would be more prudent. What was your name again? Thank you so much **(their name)** I really appreciate your time and help.”*

This call should not take more than a couple of minutes and will be cut and dry. Do not be deterred if they simply tell you that they cannot give you time. Then move onto planning your cold call drop by day and time.

This is summer and you might be dealing with summer interns or staff. Remember, like you they also live and work in the same community, so try and find a common denominator that you can utilize in conversation. **(kids in same school, attend the same church, both love the one pizza place, etc)** As you all know, the district boundary lines for all the Illinois Congressional delegation as well as all the members of the Illinois General Assembly were moved to better reflect the population of Illinois after the census. So even if you think you are still in the same district you may not be. The easiest way to find out who your legislator is would be to follow the link below. You can also always find the congressional, state senate, and state representative district numbers on your voter card.

**PLEASE, WHEN POSSIBLE, TAKE A PHOTO OF YOU WITH THE ASSEMBLY MEMBER OR WITH THEIR STAFF IN THE OFFICE AND POST IT TO SOCIAL MEDIA. Send a copy of that photo to their office with a thank you email and tag them on social media. PLEASE ALSO SEND A COPY To Jeff with the names of those pictured left to right. Please also include the photo credit.**

From all of us at SHPA, thank you so much for being the voice for those that need it.

You may use the link below to find your legislator and contact information:

Legislator Lookup:

- Click on the map.
- Click on the county.
- Enter your/agency address. (find address)
- Click state Senator or State Representative

Good luck and please let me know what meetings you are able to schedule.  
Any questions, contact me at: [J.Metzger@shpa-il.org](mailto:J.Metzger@shpa-il.org)