



Request for Proposals for the 2017 and 2018 Annual NCDA Conference

General Background

NCDA is a national non-profit organization comprised of nearly 400 local government members across the country that administer federal community development, affordable housing, and economic development programs, principally, the following federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, Section 108, Continuum of Care, and the Emergency Solutions Grant (ESG) Program. NCDA is an association of people committed to assist local governments achieve high quality, locally-responsive programs for making communities better places in which to live, particularly for low- and moderate-income people.

The NCDA Annual Conference provides a forum in which participants can learn about community development, affordable housing, and economic development issues of importance to local governments. It also provides a venue for networking with other community development professionals, meeting with vendors who provide services and products to local governments, hear from national speakers, and exchange ideas.

The NCDA Annual Conference attracts over 200 community development professionals from across the country providing an economic boost to the host community's local economy and providing the opportunity for the host community to showcase local projects and attractions.

The host community must be a member of NCDA (or join the Association prior to submitting the proposal, if not currently a member).

Please submit your proposal online to Vicki Watson, Executive Director, NCDA, at vicki@ncdaonline.org by **COB, Friday, December 18, 2015**.

Preferred Conference Dates

The conference begins on Wednesday and concludes on Saturday morning.

2017 – The preferred conference date is June 21-24, 2017

2018 – The preferred conference date is June 20-23, 2018

Host Community

The host community must be accessible by an airport with major airline access and have airport to hotel transportation options. The host community must have amenities to accommodate projected conference attendance, and have a variety of cultural attractions, entertainment, and restaurants within close proximity to the meeting hotel.

Please provide additional details that will assist with the selection process, including but not limited to:

- Distance from airport to hotel
- Major airlines servicing the area
- Transportation options from the airport to the hotel
- Local attractions
- Parking options/possible discounts for conference attendees at the hotel

Host Community Commitment

Proposals should contain acknowledgement that the host city/county's mayor/executive, council, and city executive are aware of the proposal and support the proposal to host the 2017 or 2018 annual conference.

At a minimum, the host community must provide full sponsorship (through monetary donations or in-kind services) of the following events and items:

- Host welcome reception and transportation (NCDA's own reception is usually held on the 2nd night)
- Bus tour of local projects (CDBG, HOME and other funding)
- Design and printing of conference program, folders, name tags, and materials
- Gift bag for conference participants
- Volunteers to staff registration/information table throughout the conference
- Student scholarships for five college participants at the conference

Please provide additional details that will assist with the selection process, including but not limited to:

- Sponsorship plan
- Host welcome reception venue
- Potential projects to be visited on the bus tour
- Other social/cultural/recreational events that may be held outside of regular conference hours

Hotel Requirements

The host community should develop (in coordination with the NCDA Conference Planner) and issue an RFP for a host hotel. The RFP (including meals, AV, and meeting room space) should be based on the agenda for the most recent annual conference. After evaluating responses to the hotel RFP, the host community should include its recommendation for the host hotel in its response to NCDA's RFP. Many cities have a convention and visitors bureau that will help to put out the RFP. Please review the

attached "Things to Consider When Selecting an NCDA Conference Hotel." The final approved hotel contract will be signed by NCDA.

The hotel recommended should be of high-quality; newly built or renovated to provide a comfortable, pleasant experience for conference participants. It should be in close proximity to restaurants, shopping, and community attractions. The hotel should have the capability to accommodate the following number of sleeping rooms and meeting room space. The host community must secure written commitment of the specified number of hotel rooms and meeting room space and include it with the proposal. The meeting room space and wifi (in meeting and sleeping rooms) should be free of charge.

Sleeping Room Block - minimum:

- Night before conference - 75 rooms
- 1st & 2nd conference night - 100 rooms
- 3rd conference night - 55 rooms
- 10 additional rooms on the day before and the day after the above block

Hotel rates should be economical. The hotel should provide NCDA with complimentary room nights to accommodate two staff for each conference night. The hotel should provide free wifi to all guests and meeting rooms.

Please provide the following details that will assist with the selection process, including but not limited to:

Hotel

- Hotel sleeping room rates
- Food & Beverage Minimum
- Accommodation of sleeping rooms/meeting rooms
- Free meeting room space
- Free hospitality suite during the conference
- Free wifi to conference participants and in meeting rooms
- A/V rates
- Food & Beverage Menus (including prices)
- Free display space for vendors
- Hotel surcharge/taxes
- The ratio of sleeping room nights to comped (free) room nights

NCDA Selection of Host Community

The NCDA Planning and Professional Development Subcommittee will review the proposals at the January 2016 Winter Meeting and will forward its recommendation to the NCDA Board of Directors for approval on January 22, 2016. The selected host community will be contacted shortly thereafter with further details.