



Request for Proposals for the 2018 (49th) and 2019 (50th) Annual NCD A Conference

General Background

NCD A is a national non-profit member organization comprised of nearly 400 local governments 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. NCD A 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 NCD A 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 NCD A 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.

2019 will be the 50th Annual Conference and we'd like a special celebration that year!

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

Please submit your proposal online to Vicki Watson, Executive Director, NCD A, at vicki@ncdaonline.org with a copy to Steve Gartrell, Conference Planner, at sgartrell@ncdaonline.org, by **COB, Friday, December 16, 2016**.

Preferred Conference Dates

The conference begins on Wednesday and concludes on Saturday morning.

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

2019 – The preferred conference date is June 19-22, 2019

NCDA Conference RFP for 2018 & 2019

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 2018 or 2019 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, if necessary) the night before the start of the conference
- Other evening events/receptions (NCDA's own reception is always held at the hotel on the 2nd night in order to meet the hotel's food & beverage minimum)
- Afternoon Bus tour of local projects (preferably CDBG and/or HOME funded) with a preliminary plenary presentation introducing local accomplishments
- Design and printing of conference program, folders, and materials
- Gift bag for conference participants
- Volunteers to staff registration/information table throughout the conference and to help stuff folders, gift bags and name badges
- Staff assistance in each meeting room to ensure AV setup
- Photographer to record each event
- 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. All sponsorship funds must be in place prior to the start of the conference.
- Host welcome reception venue
- Host City CDBG & HOME accomplished projects and potential projects to be visited on the bus tour
- Other social/cultural/recreational events that may be held outside of regular conference hours

NCDA Conference RFP for 2018 & 2019

Hotel Requirements

The host community should develop (in coordination with the NCDA Conference Planner) and issue an RFP for a host hotel. After evaluating responses to the hotel RFP, the host community should include its recommendation for the host hotel in its response to this conference RFP. The hotel's responses to your hotel RFP should be included. Many cities have a convention and visitors bureau that will help to put out the RFP. There are also private firms that will develop and manage an RFP for you for free. They are paid a commission by the winning hotel. **Please review the attached "Things to Consider When Selecting an NCDA Conference Hotel."**

The hotel 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 should be free of charge.

Sleeping Room Block - minimum:

- Night before conference - 125 rooms
- 1st & 2nd conference night - 125 rooms
- 3rd conference night - 75 rooms

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

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

- Hotel rates
- Accommodation of sleeping rooms/meeting rooms
- Free meeting room space
- Free WiFi to conference participants and in meeting rooms
- A/V rates
- Free display space for vendors
- Hotel surcharge/taxes

NCDA Selection of Host Community

The NCDA Planning and Professional Development Subcommittee will review the proposals at the February 2017 Winter Meeting and will forward its recommendation to the NCDA Board of Directors for approval at the Board meeting during the 2017 Winter Meeting. The selected host community will be contacted shortly thereafter will further details.

Questions and Assistance

Steve Gartrell, sgartrell@ncdaonline.org, NCDA's conference planner is available to answer questions and to assist, when appropriate.