



June 20, 2006

Dear COSCARDA Member:

This letter seeks your interest in hosting COSCARDA's 2008 and 2009 Annual Training Conferences. If your agency is interested in hosting the conference, please return the information outline below no later than **September 8, 2006**.

We are seeking Bid proposals for 2008 and 2009 via this correspondence. (Please see the attached for a listing of COSCARDA state divisions by each region.) A representative from each state that submits a proposal will make an informal presentation to COSCARDA members during the Business Meeting portion of the Annual Conference, Wednesday, September 20 where a vote will be taken to select the sites for the next two years.

Conferences are an important part of COSCARDA's work and we hope that individuals who have participated in past conferences will consider bringing a future COSCARDA conference to your state. COSCARDA conference hosts not only receive positive publicity and economic benefits, but they enjoy the satisfaction of providing top quality educational and social activities for their colleagues.

Conference Schedule

The preferred date of the meeting is the third week in September, beginning on Sunday afternoon and ending at noon on Wednesday.

Conference Events

Each COSCARDA conference has four major social events:

- ◆ Board Dinner. This event usually entails dinner and beverages at a nice restaurant. There will be approximately 20 people attending. While it can be done at the hotel, the preference is outside of the hotel. Keep in mind that staying close to the hotel keeps transportation costs down.
- ◆ President's Reception. The reception is planned for approximately 100 people with an open bar, hot and cold hors d'oeuvres and light entertainment.

- ◆ Special Conference Event. This event is usually located off site and highlights a unique attribute of the Host community. This is some flexibility as to when this event can be scheduled.

- ◆ Awards Luncheon. Generally held on Monday.

Sponsorship

The Board also seeks assure that hosts have adequate resources to provide an exceptional conference experience. To that end, each Host Agency shall take a lead role in gathering sponsorships for the Conference. Recognizing that the cost of living differs greatly throughout the country, the minimum amount of fund-raising is \$20,000. We are asking the Host Agency to commit to raising funds for the following items:

- ◆ President's Reception
- ◆ Board Dinner
- ◆ Awards Luncheon
- ◆ Special Conference Event (if applicable)
- ◆ Conference Favors (if applicable)
- ◆ Transportation (including project tour with boxed lunch)

It is also important to encourage sponsors to register and attend the conference, and where appropriate, encourage them to join COSCDA. It should be noted that neither sponsor nor speakers are automatically registered.

Conference Agenda/Speakers

COSCDA staff will take the lead role in the development of the conference agenda (see conference template), along with identifying speakers and moderators for the conference sessions. They will look to the host agency to assist them in this effort to ensure that conference attendees receive a local flavor to the sessions as appropriate. We also would be delighted if you could recommend one or more really outstanding speakers for the Keynote Speaker (your congressional representative or governor would be ideal). Generally, the host agency will secure the Agency Director along with local political leader(s) to provide welcoming remarks. **Please discuss all speaker candidates with COSCDA staff who will extend a formal invitation for them to participate.**

Project Tour

If at all feasible, the Host Agency should arrange for a tour of a noteworthy community development, economic development, and/or affordable housing project. To save time, an information packet that includes project descriptions, before and after photos, interesting financial scenarios- whatever will make the tour interesting should be available to participants. The Host Agency should also provide a "tour guide" who is very familiar with the project and

able to identify points of interest and provide some historical information about the area and the sites being visited.

Transportation

The Host Agency normally assumes the costs of transportation for the projects tour transportation to and from the Board Dinner, to the reception, and to the special conference event.

Conference Staff Support

Each COSCDA Annual Conference involves a working partnership between the State Host Agency and the COSCDA staff. We request that at least one individual from the State Host Agency be assigned to work with the COSCDA staff to coordinate local events. Local staff support is extremely important, particularly dealing with coordinating the transportation for the project tour and such things as pointing out sites and events that members might like to take advantage of.

Tax Exempt Issue

COSCDA is tax exempt in Washington DC. State governments are also tax exempt. It would be very helpful in saving expenses if, after being negotiated by COSCDA staff and the vendors, those contractual agreements could be signed between local vendors and the Host Agency. In order to save the cost of sales tax, COSCDA would reimburse the Host Agency (or the local vendors directly) for expenses minus state and local taxes.

The staff and members of COSCDA thank you for your interest in showcasing your state by bidding to host our Annual Conference. Please feel free to contact me or Angela Billingsley if you have any questions about conference hosting. We look forward to working with you on a first rate event.

Sincerely;

Dianne E. Taylor
Executive Director

Attachments

- ◆ Bid Proposal
- ◆ Hotel Considerations
- ◆ COSCDA State Divisions by Region



**BID PROPOSAL
COSCDA ANNUAL CONFERENCE**

Evaluation Criteria

Conference Site

- Hotel within walking distance of restaurants, shopping, and entertainment
- Hotel within 45 minutes of a major airport
- Hotel and other major Conference sites accessible to all
- Housing and development projects to showcase during bus tour

Host Agency Contribution

- Demonstrated ability to make significant cash or in-kind contributions to carry out the conference
- Demonstrated ability to raise sponsorship contributions from private-sector
- Combined agency/private sector contributions should equal approximately \$20,000

| <i>YEAR</i> | <i>HOST REGION</i> |
|--------------------|---|
| 2008 | Eastern Connecticut, Delaware, Florida, Georgia, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Virginia, Vermont, West Virginia |
| 2009 | Central Alabama, Arkansas, Kansas, Illinois, Iowa, Louisiana, Minnesota, Mississippi, Missouri, Oklahoma, Tennessee, Texas, Wisconsin |



**BID PROPOSAL
COSCDA ANNUAL CONFERENCE**

Year _____

Region _____

State Agency: _____

Contact Person: _____

Address: _____

Telephone : _____ **Fax:** _____

Proposed Dates: 1st _____ 2nd _____

Preferred Conference Hotels (In The Order of Preference)

**Hotel
Name:** _____

Location/Address: _____

Distance From Major Airport: _____ **Miles** _____ **Minutes**

**Hotel
Name:** _____

Location/Address: _____

Distance From Major Airport: _____ **Miles** _____ **Minutes**

Hotel Name: _____

Location/Address: _____

Distance From Major Airport: _____ **Miles** _____ **Minutes**

Describe available transportation modes and costs between major airports and preferred conference hotel (shuttle, taxi, etc.):

Describe the restaurants, shopping, and nightlife within a five-block radius of the preferred conference hotel:

Describe the preferred conference hotel's accommodations (lodging and meeting rooms, public areas); please note accommodations for guests with various disabilities, and whether the site offers non-smoking rooms/floors:

COSCD A Annual Conference Template

Sunday

| | |
|---------------|---|
| 10:00 – 3:00 | Registration |
| 10:00 – 11:30 | Board Meeting |
| 12:00 – 3:00 | Opening Policy Symposium Policy Symposium (start around 12:00 noon for approximately 3 hours) Topic should be national in focus and address existing or emerging community development issue or state related issues (Host State, Member Services Committee in conjunction with COSCDA staff) |
| 3:00 – 4:00 | New Member Orientation |
| 6:00 – 8:00 | President’s Reception |

Monday

| | |
|---------------|--|
| 7:30 – 4:00 | Registration |
| 7:30 – 8:30 | Continental Breakfast |
| 8:30 – 9:00 | Welcome and Opening Remarks Opening Remarks – Local Host Agency Head and elected official dignitaries Plenary Session – Key note national speaker sets the stage for the meeting (Cross cutting Community Development theme that ties into theme of Conference Host State Member Services Committee/COSCD A Staff) |
| 9:00 – 10:00 | Legislative and Regulatory Update (COSCD A Staff) |
| 10:00 – 10:15 | Break |
| 10:15-12:00 | Member Services Committee Meeting |
| Noon – 1:30 | COSCD A Awards Luncheon |

- | | |
|-------------|--|
| 1:30 – 3:30 | Concurrent Sessions |
| | Session (jointly developed by Member Services Committee, COSCDA staff and host agency) |
| | <ul style="list-style-type: none"> ○ Community Development ○ Housing ○ Homelessness |
| 3:30 – 3:45 | PM Break |
| 3:45 – 5:00 | Subcommittee Meetings (linkage from National issues to Programmatic issues) |
| 5:00 | Dinner on your Own |

Tuesday

If host agency decides not to have the tours then we will probably need all three rooms the entire day, if they have the tours, no meeting rooms are required after 12:30 and we will have to add box lunches to the food selection.

- | | |
|-------------|---|
| 8:00 – 8:30 | Continental Breakfast |
| 8:30 – 9:30 | Program Committee Meeting |
| 8:30 – Noon | Concurrent Sessions |
| 12:30-6:00 | Host Mobile Workshops *** (Optional) or 2 sets of Concurrent Sessions, or 1 set of Concurrent Session and 1 Plenary Session |
| | Concurrent Sessions (jointly developed by Member Services Committee, COSCDA staff and host agency) |
| | <ul style="list-style-type: none"> ○ Housing ○ Homelessness ○ Community Development |
| 6:30 | Dinner on your own |

***Note: Host agency is not obligated to conduct a mobile workshop. However, if there is a compelling story to tell and one is included, it should include projects of different scale, complexity and funding sources. The intent is to highlight investment of community development funding or innovative state projects in either entitlement jurisdictions and/or communities within the balance of state. If not tour is selected, host agency can coordinate local presentations during this time period.

Wednesday (COSCDA Business Day)

| | |
|------------------|---------------------------------------|
| 7:30- 8:30 | Regional Breakout Sessions |
| 8:30 – 10:00 | Membership Forum and Business Meeting |
| 10:00-12:00 Noon | Briefing with Senior HUD Officials |
| Noon | Meeting Adjourned |
| 12:00 – 1:30 | Board Meeting |

HOTEL CONSIDERATIONS

Securing Hotel for Conference

The Hotel Agreement represents the ideal scenario for conference. Obviously, every conference site will not have all the considerations contained in this agreement. If at all possible, securing the hotel for the conference should be done, at best one year prior to the date of the Annual Conference. COSCDA staff will be responsible for final negotiations with the hotel. Please provide at least two (2) hotel options to COSCDA staff indicating the pro's and con's (if any) of each facility.

Hotel Information

The hotel should be able to provide a minimum of 100 sleeping rooms per night. If a promotional or conference group rate shall apply for the week of the conference, it is understood that these rates, if lower than the confirmed COSCDA group rate, would be made available to COSCDA conference participants on the same basis being offered to the general public. All COSCDA members staying in the conference hotel will count toward COSCDA's blocked room commitment.

Room Rentals

Reservations will be made directly by the conference participants. The Hotel will provide COSCDA with a reservation list upon request. All conference participants will be responsible for paying for their own rooms, which includes incidental charges and taxes.

Room Rates

Room rates should be reasonable and should not exceed federal per diem, if possible. Per diem rates are available at <http://www.policyworks.gov>.

Check In/Check Out

Preferably, check-in should be at 12:00 noon. If possible, extend check-out after 12:00 noon at no extra charge.

Room Reservations Cut Off Date

No more than three weeks prior to the opening of the conference. (Normally hotels will honor reservations at the group rate as long as rooms are available.)

Hotel Over-booking

The Hotel agrees that in the event the property is oversold, any COSCDA member who is "walked" to a secondary hotel will be provided the following by the conference hotel:

1. Accommodations of equal or better quality, within 5 blocks of the conference site;
2. Transportation paid by the conference hotel to and from the secondary lodging site for the duration of the stay at the secondary lodging;
3. Payment for the difference in price for those accommodations.
4. Guarantee that the same room will be available to the "walked" guest for the extent of their stay.
5. Right of first refusal on any available room at the conference hotel.

A designated COSCDA staff person should be notified immediately upon any occurrence of this nature.

Master Account

The Hotel will establish a master account for COSCDA. This account will be set up to accept any and all charges authorized by COSCDA staff. COSCDA agrees that payment will be forwarded within 30 days of receipt of invoice.

Report of Meeting

The Hotel will provide COSCDA with the following book-up information:

1. Actual number of rooms picked up, including the percentage of no shows;
2. Number of complimentary units earned and used; and
3. Number of walk-in guests who register at the group rate.

Complimentary Concessions

Guest rooms will be available to COSCDA at a ratio of one complimentary room for every 40 rooms occupied, on a cumulative basis. Over and above the agreement, the Hotel will provide three comp staff rooms over the dates of the room block and a suite for the COSCDA President.

Meeting and Banquet Space

It is understood that all meeting space and banquet space will be made available at no charge, as long as COSCDA meets its cumulative book-up rate. The space shall not be altered, increased or decreased without prior approval of COSCDA.

The meeting space should be able to accommodate at least 100 people for general sessions and three break out rooms with a minimum seating for 50 people. Breakout rooms shall be separate from the general session room. Ideally, all general sessions and breakout space will be located in the same general area of the hotel, preferably adjacent to a registration table and on the same floor and set in crescent rounds style with room for a head table on a riser.

Food and Beverage

The hotel will send current menus and prices to COSCDA. These menus shall include breakfast, lunch, dinner and hors d'oeuvre prices. All banquet prices must be confirmed three months prior to the start of the meeting. If there are price adjustments, it is the responsibility of the Hotel to supply new menus, or COSCDA will assume the ones received at the time of contract signing are in force. COSCDA understands that catering guarantees will be due 48 hours in advance of food functions.

Cancellation

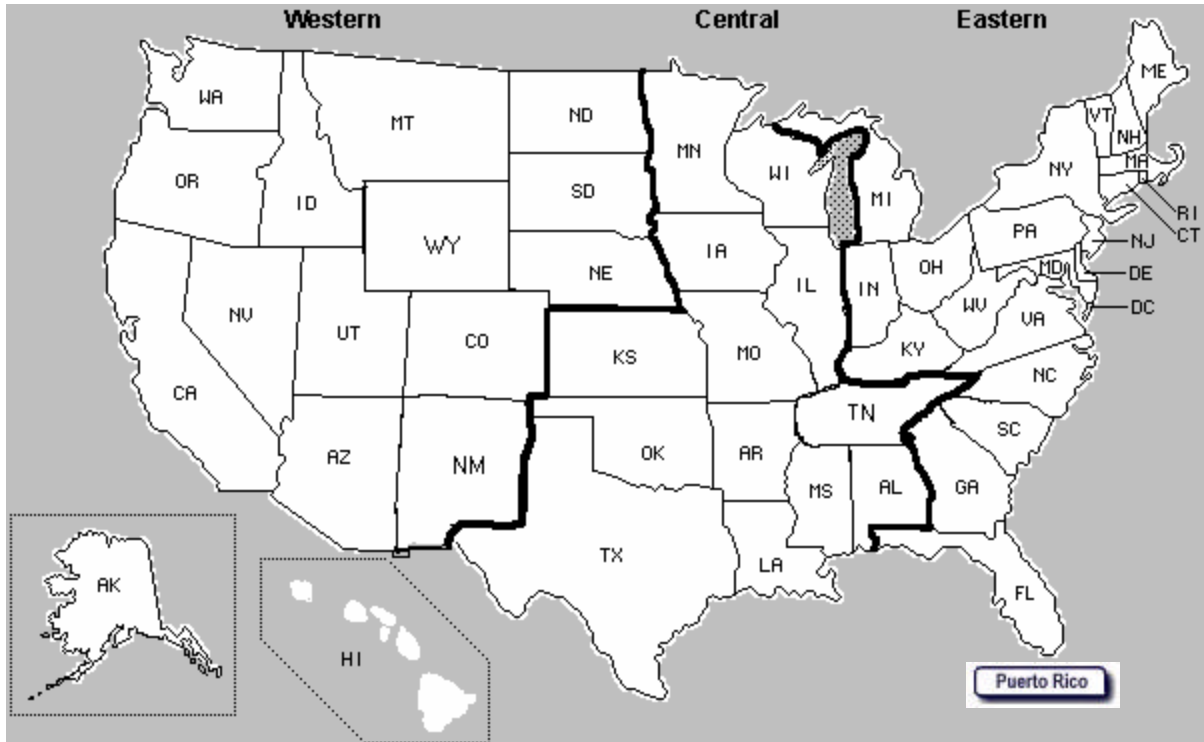
COSCDA reserves the right to cancel the meeting (without penalty) in the event of a strike by hotel employees or by any groups which would disrupt or interfere with the conduct of the meeting.

COSCDA reserves the right to cancel the meeting (without penalty) in the event of any unannounced renovations or other situation that would prove disruptive to a meeting environment.

If the Hotel management changes management companies, top management or if the hotel is sold, COSCDA reserves the right to re-approve a new contract without penalty.

The Hotel certifies that it is in compliance with the American with Disabilities Act (Public Law 101-336).

COSCDA State Divisions by Region



Eastern:

Connecticut, Delaware, Florida, Georgia, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Virginia, Vermont, West Virginia

Central:

Alabama, Arkansas, Kansas, Illinois, Iowa, Louisiana, Minnesota, Mississippi, Missouri, Oklahoma, Tennessee, Texas, Wisconsin

Western:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming