



Request for Proposals for the 2026 (57th) Annual NCDA Conference

General Background

The National Community Development Association (NCDA) is a national non-profit member organization comprised of over 500 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. 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 325+ 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 specifications outlined in this document detail the anticipated minimum requirements of an NCDA annual conference and the minimum responsibilities of the host community. NCDA will consider all elements of a proposal in making its decision but will pay special attention to the provision of the minimum requirements as specified in this document. Element such as convenience to airports, hotel capacity and meeting space, hotel condition, hotel network infrastructure, and the ability of local hosts to meet their financial responsibilities will be considered by NCDA in making its selection. Local hosts must document in the proposal how their financial obligations will be funded.

RFP for the 2026 NCDA Annual Conference

Please use the following specifications outlined below to develop your proposal to host the 2026 NCDA annual conference. Please submit your proposal to Vicki Watson, Executive Director, at vwatson@ncdaonline.org by **5pm (EST), Friday, November 29, 2024**.

Preferred Conference Dates

Pre-conference training occurs on Monday and Tuesday and the conference officially kicks off Wednesday morning and concludes on Friday afternoon.

The preferred conference dates are June 8-12, 2026

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 hotel capacity to accommodate projected conference attendance, and have a variety of cultural attractions, entertainment, and restaurants nearby 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

Conference Staff Support

Registration

The host community will need to provide staff to help with on-site conference registration and other pre-conference duties, such as assembling the swag bags. NCDA will setup and manage the registration. It is recommended that on Day 1 and 2 of the conference, the registration desk be staffed by at least 5 persons. Registration is open from 8:00 am to 5:00 pm daily.

Host Events

The host community is responsible for planning, staffing, and paying for the following events, including transportation to and from the conference hotel to the events.

- Wednesday evening reception at a prime local attraction
- Thursday afternoon bus tour of local community development and affordable housing programs

Hotel Requirements

NCDA has partnered with a site selection and contracting specialist who will assist you in identifying a hotel that meets the specific criteria outlined in this proposal.

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In collaboration with the specialist, you will be tasked with finding a hotel that is newly built or renovated to provide a comfortable, pleasant experience for conference participants. It should be near restaurants, shopping, and community attractions. The hotel should have the capability to accommodate the following number of sleeping rooms and meeting room space. **Tip: Work with your tourism board to identify hotels.**

The local host's approach to the hotel should be investigative only. The local host is NOT responsible for negotiating the contract with the hotel; NCDA's hotel contract specialist will handle the negotiations.

Meeting Space

- Monday
 - One training room set up in rounds for 50 people
- Tuesday
 - Four Training rooms set up ¾ rounds or classroom style for 60 people
- Weds. - Friday
 - Plenary meeting space should accommodate up to 350-450 people (including head table on riser, and AV screen) in ¾ rounds.
 - Space outside plenary for buffet breakfast setup (eating in plenary)
 - Breakout rooms – 3 with capacity up to 125 each in ¾ rounds (one can be in plenary space)
- Office/storage space – Monday - Friday
- Registration space to accommodate 5 tables – Monday - Friday
- Space for up to 12 sponsor tables – Monday - Friday
- Space for Thursday evening reception – riser for DJ, dance floor, mixture of banquet & cocktail rounds, quieter space in foyer (if possible), with more mixed rounds, space for 8 hot & cold food stations, and 2 bars

Food & Beverage

- Monday
 - Coffee Station
- Tuesday
 - Coffee Station
- Weds. - Friday
 - Buffet Breakfast in foyer
- Thursday
 - Board Luncheon Buffet – hollow square for 50
 - Heavy hors d'oeuvres reception for up to 400 (including bar – 3 hours) – mixture of cocktail and banquet rounds
- Friday
 - Awards plated luncheon for 250
- Coffee Breaks
 - 10 am & 2:30pm – Monday, Tuesday & Wednesday
 - 10 am only – Thursday & Friday

Sleeping Room Block – minimum 930 room nights or at least 230 individual rooms on peak nights:

- Sunday - 50
- Monday – 225
- Tuesday – 275

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- Wednesday – 275
- Thursday – 275
- Friday – 100
- Saturday - 25

Hotel room rates should be as close to the Government Rate as possible. Guests will be responsible for their own reservations and payment.

Additional sleeping room needs (included in above totals) – Monday - Saturday

- Two VIP Suites complimentary
- 10 staff rooms at rate discounted from room block rate
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Minimum Recommended Concessions:

- Meeting room rental waived
- Free Wi-Fi to all guests and in meeting rooms.
- Discounted AV rates (at least 20%)
- Above sleeping room needs
- Comped sleeping rooms at least 1:40

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 Wi-Fi to conference participants and in meeting rooms
- A/V rates
- Free display space for vendors
- Hotel surcharge/taxes

Other

- The hotel must provide a complimentary Hospitality suite for Tuesday-Friday. The suite must be large enough to accommodate up to 100 people. It can be a hotel meeting room if NCDA is allowed to bring in food and beverages.
- The hotel should have at least one restaurant open from 7 am to midnight, which is able to serve rapid meals and refreshments.

Sponsorships

The local host may solicit local sponsors to meet their financial responsibilities. NCDA will solicit national sponsorships to offset the meeting expenses for which NCDA is responsible.

Sponsorship acknowledgment will be prominently displayed at the venue as well as on the NCDA website. Designated space will be provided for sponsors to distribute materials, depending upon the amount of their sponsorship.

Recap of Local Host Responsibilities

The host community will be responsible for the following items:

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- Assisting NCDA in locating a suitable conference hotel
- Planning, hosting, and paying for the Wednesday evening host event and Thursday bus tour of local affordable housing, economic development, and community development projects.
- Providing staff for on-site registration and to assist with pre-conference assembling of the swag bags.
- Providing local items for the swag bags.

Questions

Vicki Watson, vwatson@ncdaonline.org, 540-656-9552, NCDA's Executive Director is available to answer questions.