

**RESOLUTION**

**WHEREAS** the City of El Paso (the “City”) was selected to host the 2023 National Neighborhood USA conference (the “Event”); and

**WHEREAS** on July 6, 2022 the City of El Paso (the “City”) issued a proclamation for the month of July to be known as El Paso Neighborhoods USA conference month and recognized and honored the dedication and commitment of El Paso Neighborhood Coalition, Community and Human Development, Destination El Paso to bring the Neighborhoods USA conference to El Paso; and

**WHEREAS** the City of El Paso (the “City”) entered into an agreement with Neighborhood USA, under the City Manager’s delegation of authority, for the City to host the Event; and

**WHEREAS** City wishes to support the Event by entering into a contract (“Event Support Contract”) with Neighborhood, USA including authorizing the City Manager to accept donations in support of the Event.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**


That, the City Manager is authorized to sign the Event Support Contract between the City of El Paso and Neighborhoods, USA, to accept donations in support of the 2023 National Neighborhood USA conference, and make necessary budget transfers to effectuate the intent of this Resolution.

**APPROVED** this 27<sup>th</sup> day of September, 2022.


**CITY OF EL PASO**

  
\_\_\_\_\_  
Oscar Leeser, Mayor

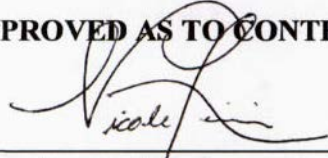
**ATTEST:**

  
\_\_\_\_\_  
Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Joyce Garcia  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
Nicole Ferrini, Director  
Community and Human Development

THE STATE OF TEXAS

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EVENT SUPPORT CONTRACT

COUNTY OF EL PASO

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This Event Support Contract (the "Contract") is between the City of El Paso, a Texas home rule municipality ("City") and Neighborhoods, USA ("NUSA"), an Oregon based national non-profit organization and registered office is 9450 SW Gemini Dr. PMB 50873 Beaverton, Oregon 97008-7105 US and EIN 52-1184801.

WHEREAS, the City of El Paso has been designated as the host for the National NUSA Conference for 2023 (the "Event"); and

WHEREAS, the parties to the present agreement wish to describe the City's financial commitment in support of the Event and the responsibilities of the City and NUSA to organize the Event.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to the following:

I. General Obligations of the Parties

- A. The City has been designated as the host for the National NUSA conference in the year 2023 (the "Event"). The Event is scheduled for Tuesday, May 23 through Saturday, May 27, 2023.
- B. The City is obligated to perform functions necessary to host the Event as outlined in Exhibit A as "City Responsibilities." These functions will result in City expenses to include:
  - 1. Expenses required to successfully and safely conduct the Event as mutually agreeable between the parties and to not exceed an amount of \$40,000, determined by the City in its sole and absolute discretion.
- C. That the City manager be authorized to accept donations in support of the NUSA conference.
- D. NUSA is obligated to perform functions necessary to organize and execute the Event as outlined in Exhibit B as "NUSA Responsibilities."
- E. If said Event is not held, the City is not obligated to expend the monies described in I.B. of this Contract.

II. Term & Termination

- A. The term of this Contract shall begin on August 8, 2022 and shall continue until all payments required pursuant to this Contract have been made, documentation of payment to NUSA is received by the City, all reimbursement from the Texas Events Trust Fund have been made to the City or until terminated by either party in accordance with the provisions of this Contract or until such time as the parties mutually agree to terminate this Contract.
- B. Termination
  - 1. This Contract shall be terminated if the Event does not take place in El Paso, Texas.

2. The obligations of the parties for all costs incurred under this Contract prior to such termination notice, shall survive such termination, as well as any other obligation incurred under this Contract, until performed.

### III. GOVERNMENTAL FUNCTION AND IMMUNITY.

- A. **Governmental Function.** The parties expressly agree that, in all things relating to this Contract, the City enters into this Contract for the purpose of performing governmental functions and are performing governmental functions, as defined by the Texas Tort Claims Act. The parties further expressly agree that every act or omission of the City, which in any way pertains to or arises out of this Contract, falls within the definition of governmental function.
- B. **Sovereign Immunity.** The City reserves, and does not waive, its right of sovereign immunity and similar rights and does not waive its rights under the Texas Tort Claims Act. The parties expressly agree that the City does not waive, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of its powers or functions or pursuant to the Texas Tort Claims Act or other applicable statutes, laws, rules, or regulations.
- C. **INDEMNIFICATION. AS A CONDITION OF THIS AGREEMENT, NUSA OR ITS INSURER SHALL INDEMNIFY, DEFEND AND HOLD THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE,) INCLUDING BUT NOT LIMITED TO ALL JUDGMENTS, SETTLEMENT AMOUNTS, ATTORNEYS' FEES, COURT COSTS AND EXPENSES INCURRED IN THE INVESTIGATION, HANDLING, DEFENSE AND LITIGATION OF ANY CLAIM OR SUIT, INCLUDING BUT NOT LIMITED TO ANY CLAIM OR SUIT FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY, OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES, OR DEATH TO ANY PERSON REGARDLESS OF THE MERITS OF OR OUTCOME OF SUCH CLAIM OR SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT. THIS INDEMNIFICATION PARAGRAPH SHALL APPLY EVEN WHERE SUCH BODILY OR PERSONAL INJURY, ILLNESS, LOSS OF SERVICES, PHYSICAL OR MENTAL IMPAIRMENT TO OR DEATH OF ANY PERSON, OR FOR DAMAGE OR DESTRUCTION TO ANY PROPERTY RESULTS FROM OR INVOLVES NEGLIGENCE OR ALLEGATIONS OF NEGLIGENCE ON THE PART OF THE CITY, ITS OFFICERS, AGENTS OR EMPLOYEES. WITHOUT MODIFYING THE CONDITIONS PRECEDENT FOR PRESERVING DEFENSES, ASSERTING CLAIMS OR ENFORCING ANY LEGAL LIABILITY, AGAINST THE CITY AS REQUIRED BY THE CITY CHARTER OR ANY LAW, THE CITY SHALL PROMPTLY FORWARD TO NUSA EVERY DEMAND, NOTICE, SUMMONS OR OTHER PROCESS RECEIVED BY THE CITY IN ANY CLAIM OR LEGAL PROCEEDING CONTEMPLATED HEREIN. NUSA SHALL 1) INVESTIGATE OR CAUSE THE INVESTIGATION OF ACCIDENTS OR OCCURRENCES INVOLVING SUCH INJURIES OR DAMAGES; 2) NEGOTIATE OR CAUSE TO BE NEGOTIATED THE CLAIM AS NUSA MAY DEEM EXPEDIENT; AND 3) DEFEND OR CAUSE TO BE DEFENDED ON BEHALF OF THE CITY ALL SUITS FOR DAMAGES EVEN IF GROUNDLESS, FALSE OR FRAUDULENT, BROUGHT BECAUSE OF SUCH INJURIES OR DAMAGES. NUSA SHALL PAY ALL JUDGMENTS IN ACTIONS DEFENDED BY NUSA PURSUANT TO THIS SECTION ALONG WITH ALL ATTORNEYS' FEES AND COSTS INCURRED BY THE CITY INCLUDING INTEREST ACCRUING TO THE DATE OF PAYMENT BY NUSA, AND PREMIUMS ON ANY APPEAL**

**BONDS. THE CITY, AT ITS ELECTION SHALL HAVE THE RIGHT TO PARTICIPATE IN ANY SUCH NEGOTIATIONS OR LEGAL PROCEEDINGS TO THE EXTENT OF ITS INTEREST. THE CITY SHALL NOT BE RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO NUSA'S PROPERTY FROM ANY CAUSE.**

**IV. Miscellaneous**

- A. **Liability.** This Contract is not intended to alter or reallocate any defense or immunity authorized or available to either party by law.
- B. **Compliance with Laws.** In the performance of their obligations under this Contract, the parties shall comply with all applicable federal, state or local laws, ordinances and regulations.
- C. **Governing Law.** This Contract shall be construed and interpreted in accordance with the laws of the State of Texas, along with any applicable provisions of the federal law, the City Charter and/or any ordinance of the City.
- D. **Venue.** The parties hereto agree that this Contract shall be enforceable in El Paso, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in El Paso County, Texas. Should the need for dispute resolution arise, venue is in the El Paso County, Texas.
- E. **Current Revenues.** Pursuant to Section 791.001(d)(3), Texas Government Code, the City will make all payments from current revenues.
- F. **No Waiver.** The failure of any party at any time to require performance by the other party of any provision of this Contract shall in no way affect the right of such party to require performance of that provision. Any waiver by a party of any breach of any provision of this Contract shall not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right under this Contract.
- G. **Notice.** All notices provided for herein shall be sufficient if sent by certified mail, return receipt requested, postage fully prepaid, addressed to the proper party at the following address:
  - City: City of El Paso  
Attn: City Manager  
P.O. Box 1980  
El Paso, TX 79950-1890
  - NUSA: Neighborhoods, USA  
Attn: President  
9450 SW Gemini Dr. PMB 50873  
Beaverton, Oregon 97008-7105
- H. **Severability.** Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract.
- I. Any amendments to this Contract shall be in writing and signed by all parties.
- J. This constitutes the entire agreement of the parties, subject to the Terms and Conditions of the NUSA Host Entity Bid Package attached to this Agreement as Exhibit C.

*(Signatures follow on next page)*

THE STATE OF TEXAS  
COUNTY OF EL PASO

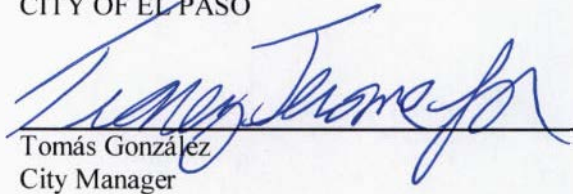
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EVENT SUPPORT CONTRACT

*Signature Page*

IN WITNESS WHEREOF, City of El Paso, and Neighborhoods, USA have entered into this Contract.

CITY OF EL PASO


  
Tomás González  
City Manager

NEIGHBORHOODS, USA.

*Simone Peterson*

Name Printed: Simone Peterson  
Title: NUSA President

APPROVED AS TO FORM:

  
Joyce Garcia  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Nicole Ferrini, Director  
Community and Human Development Dept.

**Exhibit A**

**City Responsibilities**

**Exhibit A**  
**Event Support Contract**  
**Neighborhoods USA**  
**May 24 – 27, 2023**

**CITY RESPONSIBILITIES:**

- Create, develop and execute the Neighborhoods USA Conference
- Demonstrate a strong partnership between neighborhood organizations, residents, local businesses, foundations, other organizations and various Host departments.
- Commit a staff person or hire an individual as Conference Coordinator, who would be expected to devote work time exclusively to preparations for the national conference as outlined in the Host Requirements.
- Prepare conference budget
- Create and develop conference Workshops
- Attract local, regional and national attendance by invitation and / or promotion through mailings and other means
- Select and contract with, at a minimum, a Headquarters Hotel and other hotels in close proximity to conference site and assure availability of an adequate block of rooms to accommodate conference registrants
- Provide progress reports and a final conference report to the NUSA board

**Exhibit B**

**NUSA Responsibilities**



**Exhibit B**  
**Event Support Contract**  
**Neighborhoods USA**  
**May 24 – 27, 2023**

**NUSA RESPONSIBILITIES:**

- NUSA shall act as co-sponsor of the Annual Conference.
- NUSA shall supply a national mailing / membership list to the Host Entity.
- NUSA board members will pay their own expenses to the conference.
- NUSA will render support to the Host Entity, as requested, to assist in the planning and implementation of the conference, e.g. guidance regarding conference content, workshops, speakers, logistical and programmatic arrangements.
- NUSA will assist in providing copies of past conference reports and contacts with conference coordinators from previous host cities.

**Exhibit C**

**NUSA Host Entity Bid Package**



47<sup>th</sup> Annual Conference on Neighborhood Concerns  
And  
48<sup>th</sup> Annual Conference on Neighborhood Concerns

Host Entity Bid Package

2023  
And  
2024

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## NEIGHBORHOODS, USA

### INTRODUCTION

#### **MISSION STATEMENT**

Neighborhoods, USA ("NUSA") provides opportunities for diverse people and organizations to share their ideas, values and experiences to build stronger communities.

#### **ABOUT NUSA**

NUSA is a national non-profit organization committed to building and strengthening neighborhood organizations. Created in 1975 to share information and experiences toward building stronger communities, NUSA now continues to encourage networking and information sharing to facilitate the development of partnerships between neighborhood organizations, government and the private sector.

The organizational mission of NUSA has, since its inception, been to build and strengthen neighborhood associations and to promote productive communications and collaborations between those associations and both the public and private sectors. The organization has, for over thirty years, served these broad objectives in part through the conduct of an annual conference. This provides an opportunity for people from all locations, sectors and levels of society to discuss the pressing issues of the times, share experiences and offer encouragement or assistance.

Today the organization maintains a stable membership base of approximately 600, with annual conference attendance that ranges from 600 to 800 participants. Each year the Board solicits nominations to recognize the commitment of neighborhoods, governments, businesses, and neighborhood friendly individuals or enterprises in awarding "Neighborhood of the Year" (NOTY), Who's Who in America's Neighborhoods, Dawson awards, when applicable and "Best Neighborhood Program" Awards.

The NOTY awards have been presented since 1984 as a collective "thank you" for the hard work of nominated neighborhoods and are the only national awards given on an ongoing basis to neighborhood organizations for their self-help initiatives.

NUSA also publishes three newsletters per year targeted to the needs and interests of neighborhood-based organizations and is pursuing new programs and initiatives in response to the evolving concerns of its membership.

NUSA is governed by a 21-member Board of Directors, elected annually to staggered terms to serve voluntarily and at their own expense. The Board directs the ongoing business and policy of the organization, provides oversight for the implementation of each conference and plays a leadership role in promoting both our organization and the work of neighborhood-based activism and self-help initiatives.

#### **NUSA MEMBERSHIPS**

NUSA offers memberships in the following categories: City / County Membership, Individual Membership, Corporation Membership, Youth Membership and Affiliate Membership. Please go to [www.nusa.org](http://www.nusa.org) and click on the Memberships link on the left side. (Membership Applications are attached)

## **ABOUT THE NUSA ANNUAL CONFERENCE**

The annual conference is this organization's primary means to accomplish its purposes. The conference brings together people from all across the country and internationally in a kind of "temporary community" based upon the common goal for achieving and maintaining healthy neighborhoods, families and social institutions. The format of the conference provides a variety of informal and formal, structured and more social interactions among participants. Established features of the conference include opening and closing events, speakers, the presentation of awards, the conduct of training workshops, networking events, exhibits, neighborhood tours and other tourist-oriented activities.

The value of attending the conference lies in the opportunity to meet people who at first may not seem much like ourselves, from communities that consider themselves at least as unique as our own. We have discovered in our coming together that there is so much that we have in common, a lot we have to teach one another and a surprising degree of hope and pride to be found in these connections. Participants return home fortified with new information, new contacts and a renewed sense of commitment.

The value of hosting the conference is in showcasing the strength of your civic infrastructure, the assets and accomplishments of your community, and yes, it promotes economic activity. Beyond this and of a more lasting benefit, it tests and develops your community's capacity for purposeful, collaborative action. In selecting its conference host entities NUSA looks particularly for those communities that evidence a strong commitment from the local neighborhood leaders and a system of neighborhood organizations that are working closely with local government, business, and civic groups.

The logistics of planning, coordinating and administering a national conference of this type are not to be taken lightly. It is challenging, and it is uniquely rewarding. Few communities are ever quite the same after a NUSA conference, they are better for the experience.

## **NUSA TRADITIONS AND PROTOCOL**

Through the years there have developed certain features to the NUSA conference that have become standard or traditional. While this has occurred in part due to the ease and habit of what has grown familiar, there is also an evolved tendency for "sticking with what has worked", and generally worked well. While NUSA would not want to discourage a host entity from being innovative or creative, variations to or departures from these "traditions" are not made without the knowledge and support of the NUSA Board.

Some of these include the following:

- The NUSA annual conference has usually been held the week before Memorial Day, beginning on Wednesday with registration and concluding on Saturday with the closing luncheon.
- The NUSA flag is passed (literally) from the current to next host entity coordinators at the Saturday luncheon.
- The NUSA logo (in specified colors or black and white) must appear on all conference literature, collateral and promotional items.
- Neighborhood Tours and Dinners are a key element of the whole conference experience. Interaction with the host entity residents, in their own neighborhoods helps us all to stay in touch with the values and purposes of our organization.
- NUSA supports all efforts to conserve and preserve our natural resources. Conference cities are required to be sensitive to the importance of recycling/recyclables in all aspects of the conference operations.
- An exhibit area for local and out-of-town organizations or vendors is encouraged and may be provided as a means for facilitating interaction, networking and collaboration.
- The conference registration fee will include an amount identified as a NUSA fee (amount to be determined by the NUSA Board).

- Local registrants may be admitted at a reduced fee. However, the full NUSA membership fee will be included in this reduced fee. Host cities are required to solicit sponsors to cover operation and event expenses.
- Major sponsors requiring any addition of their logo to conference items and material must first have NUSA Board approval.

## HOST ENTITY REQUIREMENTS

A separate document addressing the responsibilities of NUSA and the Host City, titled Host Entity Requirements and the Hosting A Neighborhoods, USA Conference Handbook are included with this Host Entity Bid Package. It describes in detail the specifics of staffing, reporting and minimum conference facilities required. A potential Host Entity Bidder needs to review this document and understand the requirements of hosting a NUSA Conference.

## HOST ENTITY SELECTION PROCESS

Consistent with the by-laws and procedures of the organization, the location of the Annual Conference alternates through all regions of the country. Host Entity Bid Invitation letters are mailed to the Mayors of all communities with populations over 50,000, inviting them to submit bids for the NUSA Conference. Invitations and bid forms are usually mailed during the month of February and interested entities are invited to present their applications during the annual May Board of Directors meeting. The winning entity is announced at that Saturday closing luncheon of the conference. The NUSA Board of Directors may modify this format at their discretion.

## CRITERIA

NUSA looks to associate itself with those entities that show a commitment and track record in practicing what NUSA preaches. The Board makes its selection following broad guidelines that are consistent with the organizational mission of NUSA. These guidelines focus on the following seven broad areas of consideration.

Capacity to Plan, Develop, and Implement the Conference.

- Who will coordinate the conference?
- What resources are to be provided by the Entity, neighborhoods and private sector?
- What is the experience of the Entity in conducting similar conferences or events?
- What collaborations between government agencies have been identified?

Extent of the Neighborhood Movement and Quality of Entity-Neighborhood Relations.

- What is the number of neighborhoods within the city and how many are well established and organized?
- What are the formal mechanisms for assuring meaningful communication between the neighborhoods, government and private sector?
- Who serves as an advocate for neighborhood concerns?

Degree of Citizen Participation in the Planning and Implementation of the Conference.

- How will citizens be involved in the conference?
- How many local people will attend the conference?
- How will the conference be marketed locally, regionally and nationally to neighborhood groups?
- What neighborhood-based activities are to be included in the conference, including neighborhood tours and dinners?

Overall Cost of Conducting the Conference and the Prices for Participants Attending the Conference.

- What facilities are available and their locations to each other?
- What will be the costs of hotel rooms?
- What is the current applicable tax rate?

- What will be the cost for conference registration?
- How will the Entity defray the costs to participants beyond registration and hotel accommodations, e.g. meals, speakers, activities, etc.?

#### Convenience of Travel for Conference Participants.

- How accessible is the City by plane, train, and bus?
- How many incoming flights are there each day and at what average cost, (from the most remote or common locations)?
- What type of public transportation is available within the City?
- Is ground transportation available from the airport to the conference site?

#### Tourist Value and Opportunities of the City.

- What are the tourist attractions in or near the City?
- Is tourism a major industry in the City?
- Are there any neighborhood-based activities of tourist interest available at the time of the conference?
- What pedestrian amenities and opportunities are available at the conference location and its surroundings?

#### Success and Opportunities Associated with Holding the Conference in the City.

- General impressions of the NUSA Board.

### **TIMETABLE**

Invitations to bid for Host Entity are mailed during the month of January. They must be returned no later than the following April using the Neighborhoods, USA Host Entity Bid Forms (Exhibit 2). Entities whose bids have been accepted are expected to attend the May Board meeting prepared to make their final bid presentations. Information regarding the meeting location and times will be provided at a later date.

### **PRESENTATION FORMAT**

Entities presenting bids to the NUSA Board do so at a designated regular May meeting. Entities are required to submit 25 copies of their application (Exhibit 2). All other bid materials, i.e.: back-up, brochures, etc. are to be presented at the May meeting. Each entity is provided 20 minutes for their presentation, which may include verbal, written and visual media. An additional period of up to 10 minutes is allowed for questions and answers from the Board.

Presentations should address the information requested by the Bid Proposal / Application Package (Exhibit 2). Presenters are encouraged to be creative but not at the expense of content. Typically, the selection of a Host Entity will be decided after all the presentations have been completed. All applicants are notified accordingly.



## NUSA Host Requirements

### **NUSA RESPONSIBILITIES**

NUSA's primary responsibility is to provide an opportunity for its membership, and others across the country involved in neighborhood work, to attend an annual conference that offers vital inspiration, education, information and a forum to share success stories.

Other responsibilities are as follows:

- NUSA shall act as co-sponsor of the Annual Conference.
- NUSA shall supply a national mailing / membership list to the Host Entity.
- NUSA board members will pay their own expenses to the conference.
- NUSA will render support to the Host Entity, as requested, to assist in the planning and implementation of the conference, e.g. guidance regarding conference content, workshops, speakers, logistical and programmatic arrangements.
- NUSA will assist in providing copies of past conference reports and contacts with conference coordinators from previous host cities.

Board members are available to assist to whatever extent feasible and practicable in the planning and conduct of the conference. The Host Entity is urged to call upon the Board as a whole, or its individual members freely for input and help.

### **HOST ENTITY RESPONSIBILITIES**

The following are some highlights of what is expected of all NUSA Host Entities. This information is offered to assist those entities assessing their capacity to successfully host a conference or those who are preparing a bid proposal. These Host Entity requirements are part of the signed agreement between the Host Entity and the Neighborhoods, USA organization.

### **CONTRACT**

NUSA has generally only contracted with local governments, cities or counties, to host its conference (though there may be other collaborators). The Host city sponsors / co-sponsors are required to execute a contract with NUSA to be signed by the authorized chief executive officer(s) and returned by June 30th following the bid process. The selected Host Entity will leave with a copy of the NUSA contract, ready for signature / execution following the announcement of the 2023 host at the Saturday closing luncheon at the 2022 NUSA conference.

### **PARTICIPATION IN NUSA**

- A designated Host Entity Conference Coordinator, along with an elected official or NUSA Board Member from that Entity, is required to attend the NUSA Board meetings held in May, October and March, preceding the actual conference date. The purpose of this is to update the NUSA Board on progress, answer Board questions, and coordination. A written summary report of progress and plans to date is to be submitted at each of the meetings.
- The host entity must fund and make the travel arrangements for all applicable representatives listed above.
- Reports are to include information, sample materials, etc. as may require the Board's approval.
- It is required that the Host Entity be in attendance and have a large delegation at the preceding conference.
- It is required that the Host Entity purchase an Exhibit Space to promote the next year's conference
- The Conference Coordinator or Entity Leader person is required to attend the preceding two annual conferences.

- The Host Entity is strongly urged to partner with a national organization to supply a whole workshop track of workshops, as Chattanooga did in 2003 with The Community Organizing Institute. This must be approved by the NUSA organization.

## **STAFFING/ OPERATIONS**

- The designated Host Entity Conference Coordinator is the primary contact for maintaining ongoing communications with the NUSA Board.
- The Host Entity Conference Coordinator should expect to devote a considerable amount of time to the planning, development and implementation of the conference, which at a minimum would include the following (NOTE: this will vary based on the capabilities of the coordinator):
  - 10 hours per week from October through December prior to the conference.
  - 20 hours per week from January through February.
  - 30 hours per week from March through April.
  - 40 hours per week during the month of May.
  - 20 hours per week from June to July following the conference.
- Other in kind or volunteer staffing to be provided by the Host Entity for the purposes of planning, implementing and administering the conference will include but not be limited to the following:
  - General clerical and administrative support.
  - Fundraising, marketing, promotion, publicity and events management.
  - Registration activities and the schedule of speakers, presenters and workshop recorders.
  - Neighborhood tours and dinners, if applicable.
- The Host Entity is responsible for providing the materials, supplies, services and equipment required to fulfill all the above activities and functions. Special provisions should be made for considering the overhead associated with conference, particular as relates to the expense of long distance phone calls, emails, faxes, copies, postage, etc., that occur early in this process.
- The American with Disabilities Act (ADA) to be accommodated if requested by the Host Entity along with any related costs.

## **COMMUNICATIONS WITH NUSA MEMBERSHIP**

All promotional mailings must include the name, address and any additional contact information of the NUSA President and Administrative Assistant, and if possible, the other Board members and the city they represent. Registration Book and Conference Program Books must list all Board members. The NUSA logo is to be included on all printed materials / communications. The Conference Registration Book should include detailed information for registration, hotel information and pricing, workshops to be offered, special event information and local weather conditions normal at the time of the convention.

The following are the key dates to be adhered to:

- a) July 1<sup>st</sup> the year prior to the conference – Workshops Tracks and Descriptions
- b) December 15<sup>th</sup> the year prior to the conference – The First Draft of the Registration Book
- c) February 1<sup>st</sup> the year of the conference – The Final Proof of the Registration Book
- d) March 1<sup>st</sup> of the year of the conference – Exhibitors Information
- e) April 10<sup>th</sup> of the year of the conference – The First Draft of the Program Book
- f) May 10<sup>th</sup> the year of the conference – The Final Proof of the Conference Program Book
- g) 60 calendar days from the last day of the conference – Final Conference Report

## **CONFERENCE FACILITIES**

The October, and occasionally March pre-conference NUSA Board meetings are held in the location of the Host Entity. Board members will pay their own expenses, but the Host Entity is expected to make all the necessary arrangements related to reserving rooms and cover any expenses relating to board meeting space.

It is not required but the Board will appreciate any (limited) opportunities that can be provided for them to preview the Host Entity's preparations, particularly in terms of meeting with local officials and the Local Conference Organizing Committee, touring the city and conference facilities, etc. Such arrangements are to be coordinated with the NUSA President prior to the Board Meeting.

All food and beverage provided is required to be served on reusable service ware. Provide places for recyclables, including office paper, cans and bottles.

## CONFERENCE SPECIFICATIONS

### Lodging

The minimum total block of rooms should be (this is an example, discuss with Program Development Committee Chair prior to signing a contract).

Saturday	3
Sunday	3
Monday	9
Tuesday	88 (arrival day for NUSA Board of Directors - 20 rooms)

**NOTE:** President and Administrative Assistant rooms are supplied by the Host Entity, see paragraph six and seven immediately below.)

Wednesday	261
Thursday	259
Friday	226
Saturday	108
<u>Sunday</u>	<u>2</u>

**Total 969 (NOTE: THIS IS JUST AN EXAMPLE)**

When negotiating a contract for room blocks, include 30-45 days out from the conference to release any unreserved rooms back to the hotel with no penalty. In addition, the Host Entity should include in the lodging contract(s) the same rate for the three days prior and three days following the conference for those participants who may choose to take advantage of the local attractions. Discuss with Program Development committee, Chair prior to signing contract.

The minimum total room block may require contracts with more than one hotel to assure that a block of sleeping rooms adequate for the projected conference out-of-town registrants are provided. After conferring with the NUSA board one hotel is designated as the "headquarters hotel". The cost of sleeping rooms is expected to be within the "moderate" price range (\$99.00 - \$130.00 per night).

The headquarters hotel should be located no more than one city block from the venue where the workshop sessions are to be held. Fifty percent of the hotel room block is to be no more than four (4) city blocks from the workshop session venue.

Contract hotels more than two (2) blocks from workshop session venue are required to have shuttle service available.

The NUSA Board is to be housed at the headquarters hotel, at the rate offered to general attendees.

A complimentary suite is to be provided to the NUSA President at the headquarters hotel, Tuesday (check-in on Tuesday) through Saturday (check-out on Sunday) of the week of the Conference.

A complimentary sleeping room is to be provided to the NUSA Administrative Assistant at the headquarters hotel, Tuesday (check-in on Tuesday) through Saturday (check-out on Sunday) of the week of the Conference.

## Conference Workshops

The NUSA Program Development Committee (PDC) will collaborate with the Host Entity pertaining to the proposals and selection of all workshops. Call for Presentations are due in the month of October in an electronic format. They will work with the Host Entity to identify all local priorities and support the Host Entity priorities when selecting workshops. Where possible, we will combine overlapping workshops. Workshops will be selected and submitted to the Program Development Committee, Chair and the Conference Coordinator by (Date to be set). This committee will also be overseeing the planning for any speaker series or other special named sessions. The Host Entity should plan for the following:

- Attendance minimum: 600-800
- Total workshops offered: 30-40 (not including NUSA Board Workshops)
- Number of full session days: 2
- Minimum number of workshop session rooms: 8-10
- Minimum seating, theater style per workshop session room: Enough to seat all paid registrants
- Other room setup configuration appropriate to the type of workshop may be required.
- Equipment required in all workshop rooms: laptop computer, LCD projector, easel, pad, markers, screen, table / cart with electricity. This includes any and all NUSA related activities (judging, elections).

## Special Events

Required and optional:

- Opening Reception *Wednesday evening (optional)*
- Exhibits (tabletops) *Wednesday - Saturday*
- Shuttle Service-between hotels and sessions, for hotels more than one block from sessions. *Wednesday - Saturday*
- Opening Breakfast, (minimum rounds for maximum registration count) *Thursday (optional)*
- Kick-off speaker and NUSA Who's Who Awards (same event as opening breakfast)- *Thursday (optional)*
- "NUSA Neighborhood of the Year" presentation and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate) *Wednesday-Thursday*
- Continental Breakfast (same set up as opening breakfast) *Friday (optional)*
- Keynote speaker and NUSA Neighborhood of the Year Awards Luncheon *Friday*
- "NUSA Best Neighborhood Program" presentations and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate.) *Friday*
- Neighborhood Pride Tours that may be conducted all at once, or concurrent with workshop sessions) *Thursday or Friday*
- Continental Breakfast and Annual NUSA General Membership Meeting *Saturday (optional)*
- "NUSA Best Neighborhood Program" Awards (Closing) Luncheon (approximately 70% of total registration count) *Saturday*
- A photographer should be present during all conference activities to record activities for NUSA's archives and promotional purposes.
- An American flag, NUSA flag, and NUSA Banner are to be displayed at the NUSA annual Business Meeting and all general gatherings.
- Additionally, a minimum of one floor microphone is to be provided at the annual Business Meeting.
- Specific meeting setups will be provided by NUSA (see Hosting A Neighborhoods, USA Conference Handbook)

## NUSA Board Requirements

- A complimentary room shall be supplied to NUSA for Board Meetings at no cost to NUSA. See Administrative Assistant for details and specifications.

Wednesday	Headquarters Hotel
Saturday	Headquarters Hotel
- Host Entity will provide NUSA an exhibit space and one electrical hook up that has the highest exposure to conference participants. A room is required to be able to be secured with access limited to NUSA Board Members and Administrative Assistant.

## Miscellaneous Requirements

- Ongoing communications from signing of contract through mailing of final conference report. Communications will be through Host Entity Prime contact and NUSA President, along with Host Entity Coordinator and NUSA Program Development Committee Chair.
- Host Entities who have local representation of a NUSA Board member are encouraged to include such board members in all planning activities. Local NUSA Board members can provide excellent insight and direction to the overall Host Entity planning team.
- A conference budget should be prepared using the provided NUSA chart of accounts (Exhibit 3). All income and expenses are to be categorized only by these accounts.
- All artwork, graphics, theme / slogan, use of the NUSA logo, and Keynote Speaker require discussion with the Program Development Committee, Chair.
- The Host Entity will keep a file of all conference related forms to pass to the next year's host.
- Progress reports are to be submitted in writing and presented in person by the designated Conference Coordinator at all NUSA Board Meetings prior to the conference. A Final Close Out Report will be made by the Conference Coordinator or Host Entity representative at the October Board meeting following the conference.

## Planning Reports

Ongoing communications with the Board, via the Program Development Committee Chair or President's designee is essential to assuring the effective coordination of our efforts. It is helpful to have periodic written update / status reports provided throughout the conference planning and development process. Such written reports are to be provided at the NUSA Board Meetings, held in May, October, and February / March.

The following items are to be reviewed by the Host Entity Contact or the Conference Coordinator, in person, including a written report, with the NUSA Board of Directors for informational and / or approval purposes at Board Meetings prior to the Conference as indicated above.

Information to be covered at each report session:

- Proposed registration fees.
- Recommendations related to the handling of local / area registrations. Note if a discounted rate or "scholarships" are to be provided. The NUSA fee is still due to NUSA in full.
- A proposed Conference theme and logo.
- A proposed Conference expense budget.
- A listing of all items / functions including meals, to be provided to registrants.
- An outline / description of proposed / probable workshop topics and sessions.
- An outline / description of the neighborhood tours to be conducted.
- Proposed artwork, graphics, brochure cover and / or themes / logos. Note that the NUSA logo is to be included on all conference related promotional items: mailings, programs, name tags, T-shirts, bags, etc.
- An income projection, including funds raised to-date.

## **Progress Report Schedule**

May (one-year prior): Progress Report and preliminary proposals

October: Progress Report and finalized proposal for NUSA Board Approval.

Feb / March: Progress Report, final update and resolution of outstanding issues.

May (Pre-Conference Meeting): If needed.

October: Final report

Each Progress Report is to be more detailed, with information relating to costs, workshop schedules and content, speakers, special events, etc. Also, at each subsequent Progress Report, matters addressed at previous Board Meetings, such as request for changes, additions or issues put on the table should be acknowledged, along with their resolution. NUSA, through its Administrative Assistant, Secretary or the Program Development Committee Chair, individually or collectively, will provide a list of such outstanding items for tracking purposes.

## **Financial Budget**

All income and expenses for conference should fall into one of the accounts listed on the chart of accounts provided by NUSA (Exhibit 3). This chart of account items will provide the basis for all financial reports submitted to the NUSA Board.

A final budget listing all expenses and revenues (including in-kind) for the conference is to be presented at the Fall Board Meeting.

## **Final Conference Report**

A Final Conference Report shall be sent to all Conference Attendees by the Host City within **sixty (60) days** of the end of the conference. The Final Conference Report will, at a minimum, include the following:

- A listing of conference attendees with their names, city and state.
- Summary reports on each of the conference workshop sessions to include the presenter's names and contact information. These should include at least the following: title, topic, purpose, method or type of presentation (small group, panel, slides, video, etc), handouts distributed, main points, highlights of discussion and question/answers.
- A list of "Neighborhood of the Year" finalists and winners, including a summary of their project and contact name and address.
- A list of the "NUSA Who's Who" winners, organizations or affiliations with contact names and addresses.
- A list of the "NUSA Best Neighborhood Program Award" winners, organizations or affiliations with contact names and addresses.
- An overview of the remarks made by panelists and/keynote speakers, with contact names and addresses.
- A copy of any resolutions passed by the membership at the Annual Membership Meeting.
- A list of current NUSA Board members and officers, along with contact information.

## **Close Out Report**

The Close Out Report is to be made by the Host City at the October Board meeting following the conference. This occasion also allows for more informal discussions and critiques of the conference. The purposes will include efforts to develop policies and strategies that promote the ongoing improvement of the conference, NUSA and all our collaborators.

The Close Out Report will include a summarized report of the turned in conference evaluation forms. The individual forms turned in are to be included with the summarized report.

CONTRACT AGREEMENT BETWEEN HOST ENTITY  
AND NEIGHBORHOODS, USA (hereinafter called "NUSA")  
AND City of El Paso (hereinafter called "Host")

FOR THE NATIONAL NUSA CONFERENCE SCHEDULED FOR 2023 or 2024

WITNESSETH THAT:

WHEREAS, the Host wishes to host the National NUSA conference and that the Host represents that it is fully committed and qualified to host said national neighborhood conference; and

WHEREAS, the NUSA Board of Directors at its annual Board meeting, selected the Host to host the 47<sup>th</sup> National NUSA Conference or 48<sup>th</sup> National NUSA Conference and the Host committed to act as national sponsor of such neighborhood conference.

NOW, THEREFORE, the Host and NUSA, for the consideration and under the conditions hereinafter set forth, do agree as follows:

ARTICLE I. The Host will include as its Conference Planning Group a strong partnership between neighborhood organizations, residents, local businesses, foundations, other organizations and various Host departments.

ARTICLE II. The Host shall commit a staff person or hire an individual as Conference Coordinator, who would be expected to devote work time exclusively to preparations for the national conference as outlined in the Host Requirements.

The Conference Coordinator, either in-house or contracted, shall be reflected as an expense of the conference, including any and all related other miscellaneous expenses, of the Conference Coordinator.

ARTICLE III. The Host shall send the Conference Coordinator and/or elected official to the following NUSA meetings.

- a. The two annual conferences immediately preceding the conference the Host has agreed to host.
- b. The Board meetings as outlined in the Host Entity Requirements.

ARTICLE IV. The Host shall attract local, regional and national attendance by invitation and / or promotion through mailings and other means. Past conference attendees list will be supplied by NUSA. Said invitations, promotions and mailings must include the name, e-mail address, and telephone number of the President and Administrative Assistant of NUSA.

The first promotional material ("Save the Date" post card) will be sent electronically by December 1st, prior to the conference year by the NUSA organization. The "Save the Date" electronic post card will be supplied to the host for their promoting as needed; locally, regionally and nationally.

The Host shall prepare the electronic Conference Registration Booklet by February 1<sup>st</sup> of the conference year. The NUSA Board shall provide all necessary information (such as the Conference Planning Handbook) to the Host no later than October 1<sup>st</sup> of the year prior to the conference. The Host shall mail a printed copy of the registration booklet to anyone that makes the request, at the Host's expense.

MANDATORY DATE DEADLINES

- July 1<sup>st</sup> the year prior to the conference – Workshops Tracks and Descriptions forwarded to the NUSA Program Development Committee Chair(s)
- December 15<sup>th</sup> the year prior to the conference – A **completed draft of the Registration Book is DUE** to Program Development Chair(s).
- February 1<sup>st</sup> the year of the conference – The Final Proof of the Registration Book forwarded to the NUSA Program Development Committee Chair
- March 1<sup>st</sup> of the year of the conference – Exhibitors Information forwarded to the NUSA Program Development Committee Chair
- April 10<sup>th</sup> the year of the conference – A **completed draft of the Program Book is DUE** to Program Development Chair(s)
- May 10<sup>th</sup> the year of the conference – The Final Proof of the Conference Program Book forwarded to the NUSA Program Development Committee Chair

NOTE: Final Proof means that all changes are completed and approved by the NUSA Program Development Committee

**Chair and the Public Affairs Committee Chair. The first review draft deadlines are very important.**

**ARTICLE V.** The Host shall select and contract with, at a minimum, a Headquarters Hotel and other hotels in close proximity to conference site and assure availability of an adequate block of rooms to accommodate conference registrants, as outlined in the Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook.

The Host shall contract with the necessary venues which provide the requirements of the conference specifications which are covered in the Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook.

**ARTICLE VI.** The Host shall supply to the NUSA Board for approval, at its October meeting prior to the Host's conference date; the following:

- a. The proposed budget for the Conference.
- b. A listing of all functions included in the registration fee.
- c. An outline and description of the proposed neighborhood tours.
- d. Recommendations for registration fees to be charged for the conference.
- e. The proposed artwork and / or graphics and sample brochure cover. This is to include the tag line 46<sup>th</sup> Annual Conference on Neighborhood Concerns. Tag line is required to be on both the cover of the Registration Book and the Conference Program Book.
- f. The proposed conference themes.
- g. Specific details of the hotel and conference meeting space under contract.
- h. Listing of all meals to be provided as part of the conference registration.
- i. **The conference logo should be approved at the February / March Board Meeting prior to the preceding conference.**

This will allow the Host to promote their conference at the preceding conference with the approved conference logo. The NUSA logo and colors (red and blue on white background) shall appear prominently on the cover and all conference materials. Additions of any other logos (corporate organizational or otherwise) shall require approval by the NUSA Board of Directors. The NUSA logo shall be adjacent to or incorporated in the host conference theme logo.

**ARTICLE VII.** The Host agrees to hold the Conference beginning on a Tuesday (registration) and concluding on a Saturday, on the following dates: May 23 – May 27, 2023. Any changes in dates must be authorized by the NUSA Board of Directors. Said changes shall not be unreasonably withheld.

**ARTICLE VIII.** Registration Categories. All registration fees, except spouse/guest registration, will include the NUSA membership fee. The accepted registration categories are:

- a. Full Registration - includes workshops, exhibits, neighborhood pride tours, conference material, special events, meals and one-year NUSA membership.
- b. Host Entity (local) neighborhood registration - includes same as full registration.
- c. Youth Registration (age 13-18) - includes same as full registration.

**ARTICLE IX.** The Final Conference Report to be distributed within **sixty (60) days** after the final day of the conference. The Final Conference Report shall contain at a minimum the items listed in the Host City Requirements.

**ARTICLE X.** In the event the Host cancels or fails to perform its conditions as Host, unless otherwise agreed by the Host and the NUSA Board in writing, the Host shall be liable to the NUSA Board and the Host will be invoiced for actual costs incurred by the Board to cover its expenses in advertising, publicity, travel, site selection and relocating the convention, to be paid within 30 days of invoice. The Host will not be liable for its failure to perform its obligations under this agreement when such failure is caused by natural disasters or acts of terrorism.

**ARTICLE XI.** The NUSA President and/or the Program Development Committee Chair shall supply technical consultation to the Host to assist in the planning and implementation of the conference, including but not limited to approval of use of logos, conference content, graphics, conference logistics and keynote speakers.

**ARTICLE XII.** NUSA shall hold its fall Board of Directors meeting prior to the Annual Conference at the Host Entity's conference locale.

NUSA Board members shall pay his or her own expenses for said meeting.

The Host is responsible for supplying a meeting facility, specifications provided by NUSA, at the selected headquarters hotel. Meeting facility expense to be paid by the Host.



ARTICLE XIII. NUSA shall act as co-sponsor of the annual conference by promoting the Host to its national membership.

ARTICLE XVI. The Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook documents are part of this agreement.


ARTICLE XVII. NUSA does not and shall not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, familiar status, or military status, in any of its activities or operations.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed as of the date below.

DATE: August 8th, 2022

ATTEST:

CITY OF EL PASO:

  
\_\_\_\_\_  
for Tomás Gonzalez  
City Manager

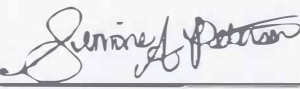
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Juan S. Gonzalez  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Nicole Ferrini, Director  
Community & Human Development Dept.

ATTEST:

  
\_\_\_\_\_  
NEIGHBORHOODS, USA  
NUSA President

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness



**Capacity & Citizen Participation:**

**1. Describe the support of your government officials to host the NUSA Conference.**

The Department of Community + Human Development will support the NUSA Conference. The Conference will be coordinated by the Civic Empowerment Division of the Department under the leadership of our City's Chief Resilience Officer. Visit El Paso, one of the three branded operating divisions of the City's Destination El Paso Department will be responsible for the Convention Development, Hotel logistics, and collaboration with the Meeting planning services. Our City Manager, City Council and department leadership are in full support of this bid.

In addition to the support from the City, the El Paso Neighborhood Coalition will be supporting the effort. The Coalition is a partner of the City and is an autonomous organization that works directly with the City's registered Neighborhood Associations. They are a 501c3 and have an elected board of directors comprised of one chairperson and a representative from each of the five planning areas of the City.

**2. Has your (or a collaborating) organization ever coordinated a similar kind of Conference? If "Yes," please describe.**

Yes, we have worked with Sister Cities International, a Bi-national conference hosted by the City of El Paso in collaboration with multiple city departments and our Convention and Visitors Bureau, Destination El Paso.

The City of El Paso will be hosting The Texas Architect Annual Conference and Design Expo in Fall 2022.

The City of El Paso will be the 2024 host of the Texas Democratic Convention

**3. Please estimate and explain how many people will be available to coordinate and implement the NUSA Conference.**

**Full Time**

- Nickole Rodriguez- Community Development Program Manager
- Christian Lopez- Civic Empowerment Coordinator
- Julia Del Campo- Neighborhood Specialist
- Fabiola Campos Lopez- El Paso Neighborhood Coalition Board Chair

**Part-Time**

- Valerie García- Sales Director Destination El Paso
- Nicole Ferrini- Chief Resilience Officer

- 5 Planning Chairs from the Neighborhood Coalition

**Other**

- Andrea Ornelas- Love Your Block Fellow
- Community Development Staff (Approx. 30 people)
- Volunteers (Estimating 100)

- 4. Discuss the efforts that will be undertaken to maximize the degree and extent of citizen involvement in the planning and implementation of the Conference.**

Volunteer recruitment from our 89 neighborhood associations will be critical to the success to ensure we are maximizing citizen participation within the planning process. Additionally, we will work with our Community Partner Organizations to identify volunteers.

- 5. Indicate the approximate amount and likely source of start-up funding to begin planning the Conference.**

\$40,000 from the City of El Paso

- 6. Are you a NUSA City Member?**

Not currently

**Neighborhood Movement/Relations:**

- 7. How many established, identifiable neighborhood associations exist in your City currently?**

There are 89 registered Neighborhood Associations within the City of El Paso.

- 8. Please describe how the host government interacts with and advocates for neighborhood interests. (Describe staffing dedicated to such actions.)**

The City of El Paso's Department of Community + Human Development houses a Civic Empowerment division that focuses on three key areas designed to improve community outcomes: resident engagement, climate action, and equity + access. This dynamic team is comprised of (2) Senior Volunteer Program Coordinators, (4) Volunteer Specialists, (1) Civic Empowerment Coordinator, (2) Neighborhood Specialists, (1) Love Your Block Fellow, (1) Sustainability Coordinator, (1) Equity Officer, and (1) Accessibility ADA Coordinator. Each of these staff members serves and gives voice to the City's most vulnerable populations. Through a diverse set of programs and responsibilities, such as advocating for city-wide ADA compliance, the Foster Grandparent Program, Neighborhood Leadership Academy, Love Your Block, El Paso Solar Co-Op, and others, the City of El Paso is able to galvanize community members to take action, actively participate, and collaborate

with its local government to stimulate positive change within their residential areas. A great example of a solid neighborhood-centric partnership is between the City of El Paso and the Neighborhood Coalition. City staff is present at every monthly Neighborhood Coalition board and general meeting to provide updates, take in questions, and escalate resident concerns to the appropriate departments. In addition, the City opened its very first Center for Civic Empowerment in 2021 in downtown El Paso to provide a high-quality, technologically advanced space to benefit and enhance the civic engagement experience for residents, non-profit organizations, and government entities.

**9. Please describe the level of local conference attendance/participation you anticipate.**

The City of El Paso and its residents are all in! The City's NUSA committees will be comprised of internal staff, neighborhood association leaders, and external partners to execute and deliver a memorable experience for all attendees. We also anticipate approximately 100 residents to attend and participate for the entirety of the NUSA Conference.

We want to offer our Neighborhood Associations either registration at a reduced cost or find a sponsor who will cover their registration fees.

**10. Please describe how the Conference will be marketed locally, regionally, and nationally to various neighborhood groups and interests.**

In partnership with Destination El Paso (El Paso's Convention & Visitor's Bureau), the NUSA 2023 Conference will be promoted through local (regional and national as well?) press releases, the City of El Paso and Destination El Paso's websites, and social media channels, and consistent touchpoints with the 89 Neighborhood Associations in the City. In addition, we will create a conference hashtag, leveraging potential sponsors to increase our online reach, offer a local attendee discounted rate, and consider both in-person and virtual tickets to maximize the Conference's accessibility. Furthermore, the Conference's workshop topics, guest speakers, and tours (both domestic and international) will be promoted to get folks excited about the content and value that this Conference will bring. Finally, The City of El Paso Sister City, Ciudad Juarez, is joining efforts to collaborate with their participation, promotion, and marketing of the NUSA Conference.

**11. Indicate the number and type of neighborhood-based activities that could be incorporated into your conference development efforts and the actual Conference.**

In the Fall of 2022, and partnering with the Neighborhood Coalition, the City of El Paso will be hosting its annual 1-day Neighborhood Summit. The Summit is the exact time to grant the El Paso community leaders, volunteers, city officials, and non-profits an opportunity to attend an informational fair. In addition, the Summit's capacity building/educational workshops, keynote speakers, and network building will teach how to engage and improve the quality of life in their neighborhoods, an excellent preview of the impact that NUSA will bring in 2023. The City will also coordinate approximately ten immersive neighborhood tours and work to secure support from local businesses to sponsor residents' registration fees.

**Financial Information:**

**12. What Conference facilities are available and appropriate in your City?**

Please see attached bid proposal Pages 24 and 25

**13. What costs would likely be involved (type and amounts)?**

Please see attached bid proposal Pages 28 and 29

**14. What will be the likely costs of hotel rooms? (Give specific examples)**

Please see attached bid proposal Pages 21 and 22 (rates may change depending on date change from NUSA Board if requested)

**15. What will be the likely cost of conference registration? (Please Comment.)**

City of El Paso is proposing an in-person rate of \$280 and a \$225 virtual rate. Due to rising costs in inflation, this may need to be assessed once the conference facility is secured.

**16. What is the applicable tax rate?**

City – 6%, State 9%, HOT Tax 17.5%

**17. Who are some of the conference collaborators or activity / service sponsors likely to be?**

Please see attached bid proposal, pages 4-10, with letters of support from different neighborhood organizations. The most significant conference collaborator will be the El Paso Neighborhood Coalition.

**18. To what extent and in what manner will the Municipality assist in the implementation of the Conference, specifically in terms of funding and services contributions?**

The City of El Paso will be the lead in conference coordination with support from our partnership organizations like the El Paso Neighborhood Coalition. The City of El Paso will contribute staff and labor hours as well as \$40,000 in seed money.

**Access and Amenities:**

**19. Describe access to the proposed conference location city by plane, train, bus or car.**

Please see attached bid proposal Pages 16-19

**20. Identify the nearest airport, its primary carriers and average flights per day.**

Please see attached bid proposal Pages 16-18

**21. Will ground transportation be provided to and from the hotel/conference site and the airport?  
(Please comment.)**

Doubletree, Marriott, Radisson, Wyndham and Hotel Paso Del Norte have complimentary shuttles from airport.

**22. Please provide some typical costs for flights to and from selected cities, such as Seattle, New York, Atlanta, Tampa, Fort Lauderdale, Chicago, Detroit, Houston, Memphis, Phoenix, Los Angeles, Dallas and San Francisco.**

Roundtrip- Seattle- \$215 New York \$584 Atlanta \$558 Tampa \$ 545 Ft. Lauderdale \$ 653 Chicago \$ 506 Detroit \$630 Houston \$375 Memphis \$573 Phoenix \$ 369 L.A. \$350 Dallas \$ 340 San Francisco \$460 (this is an estimate, rates subject to change YOY and demand)

**23. What are the tourist attractions in the City and near the conference facilities?**

Please see attached bid proposal Pages 30-32

**24. What walking distance activities and facilities are located around the conference site?**

Please see attached bid proposal Pages 30-39

**25. Please indicate how you feel hosting a NUSA Conference will likely impact your organization, the citizens and neighborhoods of your community.**

NUSA and the City of El Paso are committed to building and strengthening neighborhood organizations. NUSA helps share information and experiences used to build stronger communities; NUSA continues to encourage networking and information-sharing to facilitate the development of partnerships among neighborhood organizations, government, and the private sector for the ultimate goal of strengthening every neighborhood.

**26. Please attach demographic data (census) related to the composition of your resident population. Also note any other information you feel relates to the ability of your organization and your community to collaborate in successfully hosting a NUSA conference.**

Please see attached Census Bureau Quick Facts on El Paso Pages 40-42

**27. Please list the materials that are being submitted as a part of this application.**

City of El Paso Bid – NUSA 2023