

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Community + Human Development

AGENDA DATE: September 27th, 2022 (Consent Agenda)

CONTACT PERSON/PHONE: Nicole Ferrini, Director 915-212-1659, ferrininm@elpasotexas.gov, Nickole Rodriguez, Community Development Program Manager 915-212-1673, rodriguezh@elpasotexas.gov

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: 8- Nurture and promote a healthy, sustainable community
4- Enhance El Paso's quality of life through recreation, cultural, and educational environments

SUBJECT:

That the City Manager be 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.

BACKGROUND / DISCUSSION:

Neighborhoods, USA ([NUSA](#)) is a national non-profit organization committed to building and strengthening neighborhood organizations. Created in 1975 to 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.

NUSA will host its 48th annual conference May 24-27, 2023 in El Paso, Texas where it will showcase the event's theme of: Siempre Unidos: Embracing A Diverse Future.

The Department of Community and Human Development has been working with the El Paso Neighborhood Coalition and Destination El Paso to bring this event to El Paso for the first time. The annual conference is expected to receive an estimated \$650,000 in economic impact over the 4 days of the conference, with approximately 300-500 conference attendees.

Community and Human Development is seeking financial and in-kind donations for the conference. We will feature workshops, neighborhood awards, and tours. The City will use the funds generated from partners to promote the NUSA conference, to offset the costs of hosting a revenue generating conference, and to improve the City's capacity to provide educational opportunities for visitors. The City of El Paso has committed to support the event with \$40,000 to conduct the event.

PRIOR COUNCIL ACTION:

City Council has approved Event Support Contracts for the CRIT, and other closely related

AMOUNT AND SOURCE OF FUNDING:

999-1000-99999-522150

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

A handwritten signature in black ink, appearing to read "V. R. ...", is positioned above the Department Head line.

DEPARTMENT HEAD: _____

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

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 ____ day of _____, 2022.


CITY OF EL PASO

Oscar Leeser, Mayor

ATTEST:

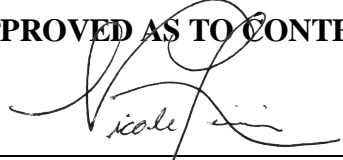
Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Joyce Garcia
Assistant City Attorney

APPROVED AS TO CONTENT:



Nicole Ferrini, Director
Community and Human Development

THE STATE OF TEXAS

§

§

COUNTY OF EL PASO

§

EVENT SUPPORT CONTRACT

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

§
§
§

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.

Name Printed: _____
Title: _____

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



47th Annual Conference on Neighborhood Concerns
And
48th Annual Conference on Neighborhood Concerns

Host Entity Bid Package

2023
And
2024

HOST ENTITY BID PACKAGE TABLE OF CONTENTS

	PAGE
Introduction	2
Mission Statement	2
About NUSA	2
NUSA Membership	3
About the NUSA Annual Conference	3
NUSA Traditions and Protocol	3
Host Entity Requirements	4
Host Entity Selection Process	4
Criteria	4
Timetable	6
Presentation Format	6
NUSA Host Requirements	6
NUSA Responsibilities	6
Host Entity Responsibilities	7
Contract	7
Participation in NUSA	7
Staffing/Operations	7
Communications with NUSA Membership	8
Conference Facilities	8
Conference Specifications	9
Lodging	9
Conference Workshops	10
Special Events	10
NUSA Board Requirements	11
Miscellaneous Requirements	11
Planning Reports	11
Progress Report Schedule	12
Financial Budget	12
Final Conference Report	12
Close-Out	13

EXHIBITS:

	PAGE
Exhibit 1 Host Entity Contract	14
Exhibit 2 Host Entity Bid Proposal/ Application & Instructions	17
Exhibit 3 Chart of Accounts	20
Exhibit 4 Host Entity Bid Evaluation Sheet	21
Exhibit 5 Hosting A Neighborhoods, USA Conference Handbook	24
Exhibit 6 Cover Letter	35
Exhibit 7 City Membership & Application	37
Exhibit 8 NUSA Membership Form	39
Exhibit 9 Affiliate Membership & Application	40

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 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 1st the year prior to the conference – Workshops Tracks and Descriptions
- b) December 15th the year prior to the conference – The First Draft of the Registration Book
- c) February 1st the year of the conference – The Final Proof of the Registration Book
- d) March 1st of the year of the conference – Exhibitors Information
- e) April 10th of the year of the conference – The First Draft of the Program Book
- f) May 10th 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 | <i>Wednesday evening (optional)</i> |
| • Exhibits (tabletops) | <i>Wednesday - Saturday</i> |
| • Shuttle Service-between hotels and sessions, for hotels more than one block from sessions. | <i>Wednesday - Saturday</i> |
| • Opening Breakfast, (minimum rounds for maximum registration count) | <i>Thursday (optional)</i> |
| • Kick-off speaker and NUSA Who's Who Awards (same event as opening breakfast)- | <i>Thursday (optional)</i> |
| • "NUSA Neighborhood of the Year" presentation and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate) | <i>Wednesday -Thursday</i> |
| • Continental Breakfast (same set up as opening breakfast) | <i>Friday (optional)</i> |
| • Keynote speaker and NUSA Neighborhood of the Year Awards Luncheon | <i>Friday</i> |
| • "NUSA Best Neighborhood Program" presentations and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate.) | <i>Friday</i> |
| • Neighborhood Pride Tours that may be conducted all at once, or concurrent with workshop sessions) | <i>Thursday or Friday</i> |
| • Continental Breakfast and Annual NUSA General Membership Meeting | <i>Saturday (optional)</i> |
| • "NUSA Best Neighborhood Program" Awards (Closing) Luncheon (approximately 70% of total registration count) | <i>Saturday</i> |
| • 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 <u>Hosting A Neighborhoods, USA Conference Handbook</u>) | |

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 47th National NUSA Conference or 48th 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 1st 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 1st 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 1st the year prior to the conference – Workshops Tracks and Descriptions forwarded to the NUSA Program Development Committee Chair(s)
- December 15th the year prior to the conference – A **completed draft of the Registration Book is DUE** to Program Development Chair(s).
- February 1st the year of the conference – The Final Proof of the Registration Book forwarded to the NUSA Program Development Committee Chair
- March 1st of the year of the conference – Exhibitors Information forwarded to the NUSA Program Development Committee Chair
- April 10th the year of the conference – A **completed draft of the Program Book is DUE** to Program Development Chair(s)
- May 10th 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 46th 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 it 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 González
City Manager

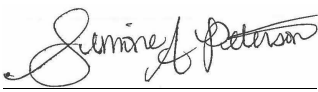
APPROVED AS TO FORM:


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

2023 or 2024 Annual Conference on Neighborhood Concerns**Host Entity Bid Proposal / Application Package**

Please provide the information (below) as to who has prepared, submitted, will present and would execute this bid proposal.

Conference Year _____ **City/State** _____

Organization(s) _____

Signatory Authority for Contracting Purposes: (If Selected)

Name: _____

Title: _____

Address: _____ Zip Code: _____

Office Phone: _____ Office Fax: _____

Email Address: _____ Cellular #: _____

Primary Contact Person:

Name: _____

Title: _____

Address: _____ Zip Code: _____

Office Phone: _____ Office Fax: _____

Email Address: _____ Cellular #: _____

Second Contact Person:

Name: _____

Title: _____

Address: _____ Zip Code: _____

Office Phone: _____ Office Fax: _____

Email Address: _____

Cellular#: _____

NUSA Conference Chart of Accounts

	Budget	Actual	Actual As of:	Actual As of:
Income:				
Sponsorships				
Exhibit Fees				
Host City Merchandise Sales				
Miscellaneous				
TOTAL				
Expenses:				
Material Design				
Printing				
Postage (preconference)				
Office & Other supplies				
Telephone Service				
Telephone LD Calls				
Photo / Video Processing				
Photographer				
Speaker Fees				
Speakers Expenses				
AV Equipment Rental				
Postage (Post Conference)				
Registration Management				
Miscellaneous				
Registration Materials				
Merchandise Inventory				
Volunteer Expenses				
Special Events, including:				
Entertainment				
Wednesday Reception				
Thursday Breakfast				
Mayor's Reception				
Continental Breakfast				
Gala				
Continental Breakfast				
Closing Luncheon				
Shuttle Service				
Neighborhood Pride Tour Transportation				
Misc. Transportation				
Box Lunches				
TOTAL				
Profit (Loss)				

Host Entity Bid Evaluation / Selection Form

Annual Conference on Neighborhood Concerns 2023 or 2024

Name: _____ Review Date: _____

(Please rate each item before computing total score)

Capacity to Plan, Develop, and Implement the Conference.

0 – 20 points: _____

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

Extent of the Neighborhood Movement and Quality of City-Neighborhood Relations. 0-20 points: _____

- 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?

Citizen Participation in the Planning and Implementation of the Conference.

0-20 points: _____

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

Value of Host City.

0-20 points: _____

- Has a NUSA conference ever been held in this City or region?
- Is there an established membership base from this area?
- How would having a conference in this City assist the organization in achieving its membership recruitment and retention goals?
- Does the application or presentation material adequately demonstrate a capacity to plan and execute the kind of conference this organization strives to provide to its membership?
- What is the political stability in this City now compared to what it will be at the time of the conference?
- Would having the conference in this City be more beneficial to NUSA or to the City, vice versa, or both?

Overall Cost of Conducting Conference & Prices for Participants Attending Conference 0 -5 points: _____

- 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 City defray the costs to participants beyond registration and hotel accommodations, e.g. meals, speakers, activities, etc.?

Convenience of Travel for Conference Participants

0- 5 points: _____

- 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.

0- 5 points: _____

- 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?

Board Member discretionary points. Please provide explanation / comments:

0- 5 points: _____

(100 maximum points)

TOTAL SCORE _____

Rater: _____

Date: _____



Hosting A

NEIGHBORHOODS, USA Conference

Handbook

SECTION A: COMMITTEE STRUCTURE

1. Sponsorship
2. Exhibitions
3. Neighborhood Pride Tours
4. Social Events and Meals
5. Workshop Support
6. Registration and Program Books
7. Registration Intake
8. Registration Booth
9. Volunteers
10. Speakers – Guest or Keynote

SECTION B: MAILINGS

1. Sponsor packets / letters
2. Exhibitor letters
3. Neighborhood Pride Tour letters
4. Save the Date post card
5. Registration Booklet
6. Confirmation letters/post card
7. Post Conference Wrap-up Report
8. Thank you, letters,

SECTION C: CONTRACTUAL OBLIGATIONS

1. NUSA Board of Directors
2. Hotels for lodging
3. Conference/Convention Center
4. Transportation / Buses
5. Food Service / Catering
6. Audio Visual
7. Exhibitor space set-up
8. Keynote Speaker[s]
9. Entertainment
10. Workshop Presenters

SECTION D: ROOM SET-UP

1. Board of Directors Meeting
2. Banquet Hall
3. Social Events
4. Workshop / Presentation Rooms
5. General Membership Meeting Room

SECTION A: COMMITTEE STRUCTURE

At the initial meeting of all committees, please dedicate some time to explain the purpose and mission of the Neighborhoods, USA organization. It is also suggested you explain thoroughly how past conferences have operated. This is an opportunity to build excitement among those who will be working on the conference. It is worth noting that people will be traveling from across the United States, Japan and Canada to participant. It is an incredible chance to showcase your neighborhoods, municipality and region.

1. SPONSORSHIP

A log should be maintained with every sponsorship contact to be made, including organization name, contact person, address, phone number, and email, if available. This log should be updated each time correspondence is sent or received and when follow up contact has been made.

Sponsorship packets should be accompanied with a cover letter with a Mayoral or Municipal Managerial signature.

The Committee must keep track of both cash and in-kind donations. The differentiation should be made in sponsor packages, to eliminate paying for expense of in-kind sponsors who do not actually donate cash. In-kind contributions can greatly reduce conference related expenses.

The Committee must also track and manage the perks and gratuities offered at each sponsorship level, for example advertising opportunities, complementary tickets, etc.)

2. EXHIBITOR

The Exhibitor Committee is responsible for managing the relationship with interested exhibitors. Exhibitions add revenues to assist paying for related conference costs. After knowing the price for set-up (table, skirting, etc.) establish a fee that will allow you to make a profit from each space sold.

The Committee is to send out communication to various perspective businesses with necessary information for the reader to decide, including the times the Exhibit Hall will be open to the participants. An attached form will allow the prospective exhibitor to commit and make needed plans.

The Exhibitor Committee should keep track of all perspective exhibitors who have been sent information and follow up with a second letter.

3. NEIGHBORHOOD PRIDE TOURS

The Neighborhood Pride Tours Committee will be responsible for choosing the most interesting tours to showcase the area. Bearing in mind that this is a “neighborhoods” conference, neighborhoods should be a primary focal point of all tours. Correspondence should be sent out to prospective areas to let them know you are interested in having them put together a tour. The initial communication should have a date, time and where this informational meeting will take place.

Again, a log should be kept as to who is being sent initial correspondence and who is responding. For anyone not replying to the initial correspondence, the committee should follow up with those areas that are known and would be able to put together a memorable neighborhood pride tour. This can be several adjacent neighborhoods.

At the first meeting a tour checklist should be handed out and explained.

When tour description is approved, you should know if the tour is bus, walk, bike, boat, etc. This information is included in each tour description by either using words or symbols in the Registration Book.

4. SOCIAL EVENTS AND MEALS

The Social Events and Meals Committee's responsibility is to create menus for any meals and social events. This would include, and not be limited to, creating a good atmosphere within the environment being used. (i.e. centerpieces, plants / flowers, etc.).

It is important to be able to accommodate large numbers of participants entering and exiting at the same time in the room or area being used.

Menus should always include accommodation for those who have special diets, i.e. vegetarian, vegan and kosher.

It is imperative to remember any buffets where large numbers of participants will be involved at once should include at least enough serving lines to get everyone through in 15 minutes.

Any speaking / presenting taking place should be monitored by this Committee to keep the conference on its timeline. A time schedule should be printed and followed.

5. WORKSHOP SUPPORT

Workshop Support Committee assists with workshop set-up, evaluation, execution and clean-up.

6. REGISTRATION & PROGRAM BOOKLET

This committee will be responsible for gathering necessary and required information for both the Registration Book and the Conference Program Book.

The Registration Book should include, but not be limited to, the following.

- a) Use of the tag line to be used on the cover: "47th Annual Conference on Neighborhood Concerns".
- b) List of the local Steering Committee.
- c) List of the NUSA Board of Directors and where they are from.
- d) Letter from the Mayor.
- e) NUSA President's Message.
- f) Letter from the City Manager(optional).
- g) Conference Coordinator / contact person with phone numbers, email address, and fax number, a picture of the coordinator is a plus, so folks know who you are when they see you.
- h) Conference At-A-Glance (the days of the conference with times of each scheduled event). Pages starting from Conference At-A-Glance to the end should use NUSA logo and local conference logo on each page.
- i) Guest Speakers / Keynote Speaker, if a crowd draw, should be listed in the Registration Book to attract participants.
- j) Special Event Descriptions – any of the social events with descriptions.
- k) Workshop Sessions – List of the workshops with descriptions for each session.
- l) Neighborhood Pride Tours – List of the tours with descriptions including whether the tour includes handicap accessible, walking, boating, biking or just by bus.
- m) Host entity area page should include, but not be limited to hotel names, room rates, addresses, phone number for reservations, and how many blocks from conference center.

- n) Airport information including name of airport and name and phone numbers of airlines that operate from the host city closest airport.
- o) Ground transportation information should include approximate cost for taxis or shuttles.
- p) Weather for Host City for the time of year should be listed as a courtesy.
- q) Conference attire – Conference attire is business casual. Keep in mind that meeting rooms may be cool enough to warrant a light jacket or sweater. For any social events outside, casual attire and comfortable shoes may be suggested.
- r) Map of Host City area to include where airport is in comparison to conference center and hotels.
- s) Pre- and Post- Conference Activities Available. List any tourist or site seeing that would be of interest to folks visiting the Host City area. List any cost, contact phone numbers if available, whether transportation is provided or not provided, and cost of getting to the listed activities.
- t) Conference Registration Pages – usually back-to- back. Be sure to include the address of where to mail registration. Suggest the participant make a copy for their files prior to mailing.
 - i. Section one: Registrant Information (please print legibly and complete all)
 - ii. Section two: Information about registration fee(s), refunds, etc.
 - iii. Section three: Payment information - NOTE: all checks should be made out to NUSA.
 - iv. Workshops- if space is available, Conference participants may attend any workshop based on availability. Please see the workshop descriptions for a detailed summary of each workshop. If space is limited, you will need to have registrants choose a first, second and third choice.
 - vi. Neighborhood Pride Tours – first and second choice. Tours will be assigned on a first come, first serve basis. If both choices are filled, you will be placed on a random tour.
 - vii. Conference Functions – for an estimate, list all functions of the conference and have them check what they will be attending.
 - viii. Special dietary needs
 - ix. Note: Reasonable auxiliary aids and services will be made available to qualified individuals with disabilities. Please describe the nature of the aid and/or service desired:

The Conference Program Book should include, but not be limited to the following.

- a) Use of the tag line to be used on the cover “47th Annual Conference on Neighborhood Concerns”
- b) Local Steering Committee
- c) NUSA Board of Directors
- d) City Council/Commission (optional)
- e) Sponsors
- f) Message from the NUSA President
- g) Welcome letter from the Mayor (same as Registration Book)
- h) Welcome letter from the City Manager (same as Registration Book) (optional)
- i) Conference At-A-Glance
- j) Guest Speakers w / photo if possible
- k) Neighborhood of the Year Finalists Presentations – list day, time and room.
- l) Best Neighborhood Award Finalists presentations – list, day, time and room
- m) Neighborhoods USA Who’s Who – name, where from and person doing nominating.
- n) Neighborhoods USA Dawson Award, if applicable.
- o) Special Event Descriptions (same as registration book)
- p) Workshop sessions – list name of workshop, room the workshop will be held in, workshop description and presenters name, city and state.
- q) Neighborhood Pride Tours listed with symbols or words to indicate walking, bus, bike or boat and if handicapped accessible.
- r) Thank you and list all the volunteers – those who are assisting with the conference at the conference center, Neighborhood Pride Tour sponsors and Neighborhood Pride Tour volunteers.

- s) Pre- and Post- Conference Activities available (same as registration book)
- t) Map of hotel and conference center area
- u) Map of Host City area (same as registration book)
- v) Insert a list of the workshops with the presenters and their contact phone numbers and/or email addresses.
- w) A full page to be provided to the NUSA organization at no charge.
- x) The back cover to be provided to the next year's host for promotion at no charge.

7. REGISTRATION BOOTH

The Registration Committee will be responsible for setting up the registration area at the conference center and distributing the materials to the participants.

Note: The area being used should be an area that can accommodate a large crowd at any one time, without blocking off normal traffic flow in the space being used.

Could have registration packet separate from NUSA Conference bag and give participants at registration area a ticket and they can move to another area to retrieve their NUSA Conference bag. This keeps the flow of traffic to a minimum around the registration area.

Some have used a large common area for the start of the conference and then moved into a registration booth area once the crowd was through on the first morning of the conference.

8. VOLUNTEERS

The Volunteer Committee will be responsible for recruiting volunteers as the need is necessary for the varied events (pre-conference, during conference and post conference).

The Conference Coordinator should request a list of how the volunteers were scheduled and used from the previous year to start and then make the necessary changes as the next year's conference starts to be created and scheduled.

Volunteers should all have the same colored, stand out shirts on to be easily located and available for participants to request assistance.

NOTE: Volunteers can make or break a conference.

Volunteers should make arrangements to attend one of a few offered scheduled volunteer seminars at the conference center just prior to the conference starting. They should be given information pertaining to the history of what is NUSA and how the conference will flow and who will be in attendance.

Recruiting works best by having a group, i.e. the Lions Club commit to volunteering for the handing out of the NUSA Conference bags. Or a Historical Society volunteer to collect and gather all the evaluations for workshop sessions. Or the ROTC volunteers to assist with the departing of the Neighborhood Pride Tours.

9. SPEAKERS – GUEST OR KEYNOTE

This Committee will be responsible for locating any Keynote or Guest Speakers who will be speaking during any of the social events, including meals. Speakers should always be focusing their information around issues that are important to neighborhoods. Lastly, the Program Development Committee, Chair should be included on the Host's proposed Keynote Speakers.

SECTION B: MAILINGS/COMMUNICATIONS

NOTE: PRIOR TO ANY CORRESPONDENCE BEING USED, THE LOCAL COMMITTEE MUST CREATE A LETTERHEAD WITH BOTH THE NUSA LOGO AND THE LOCAL LOGO. THIS MUST BE SENT TO THE CHAIRMAN OF THE NUSA PROGRAM DEVELOPMENT COMMITTEE FOR NUSA APPROVAL.

SPONSOR PACKETS / LETTERS/COMMUNICATIONS

This communication will be for all letters and sponsor packets from the log created by the Sponsorships Committee.

EXHIBITOR COMMUNICATIONS

This communication will be for the promotion of the exhibitor's packets from the log created by the Exhibitors Committee. A log should be kept as to whom any correspondence was sent to with the date the mailing took place.

NEIGHBORHOOD PRIDE TOUR COMMUNICATION

This communication will be for prospective neighborhoods to attend a meeting to discuss what is involved with hosting a neighborhood pride tour for the host to make a decision to commit or not. A log should be kept as to who was sent correspondence and to follow up via telephone prior to meeting to eliminate any local issues that may arise from "I didn't receive anything."

SAVE THE DATE

This electronic mailing to take place by December 1st prior to the year of the conference. The NUSA organization will do this, and the local host will be able to use this electronic mailing to promote their region for local participation.

REGISTRATION BOOK

This communication will be to all who had attended the previous year NUSA Conference and the added names placed on the list from the NUSA Administrative Assistant. In addition, the Host City will want to include in this mailing list for those in the local region.

CONFIRMATION OF REGISTRATION

The NUSA organization's registration program will automatically forward confirmation to those who register electronically. The NUSA Administrative Assistant will email the registration confirmation to those who chose to mail in their registration.

AFTER CONFERENCE FINAL REPORT

A Final Conference Report shall be sent to all Conference Attendees within sixty 60 days from the last day of the conference. The Host will complete the final proof of the Conference Final Report in "Word" format. The NUSA Public Affairs will email blast the Final Conference Report. The Final Conference Report will, at a minimum, include the following:

- A listing of conference attendees with their names, city and state they are from.
- 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, 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 their email addresses.

AFTER CONFERENCE THANK YOU COMMUNICATIONS

This communication shall be provided to all who had contributed to the conference, volunteers, tour coordinators, presenters, sponsors, exhibitors, etc.

SECTION C: CONTRACTUAL OBLIGATIONS

- NUSA Board of Directors
- Hotels
- Conference/Convention Center
- Bus Company
- Food Service/Caterer
- Audio Visual Vendor
- Exhibitor Space Set-Up Vendor
- Keynote Speaker[s]
- Entertainment
- Workshop Presenters

SECTION D: ROOM SET-UP (during the Conference)

NEIGHBORHOODS, USA BOARD OF DIRECTORS MEETING ROOM

This room is to have tables set up in a “U” configuration, with the open end for speakers and presentations. The open end of the “U” configuration should face the entry doors to the room. There needs to be a minimum of 23 chairs at the perimeter of the tables. The table that connects the “U” together at the bottom, is for the President, Vice President, Secretary and Treasurer. Elsewhere in this room there are to be a minimum of 20 chairs set up to allow for any of the membership to sit in on the Board of Directors meetings. This room should be large enough to allow 10’-15’ between Board of Directors area and membership sitting area.

This room must have electricity available for the Neighborhoods, USA Administrative Assistant to hook up for the recording of the Board of Directors meetings.

The room also is to have the American flag behind the area where the Executive Board members are seated. As you face this area, the American flag should be placed to the left side.

BANQUET HALL

The banquet hall should have enough entrance space available to accommodate getting the participants in and out of that room within a ten-minute time-period.

This room is to have a stage that is 30” in height and the stage area (24’ wide by 12” deep) set up as follows; stage to be centered on the wall or partition that is behind, stairs on both sides, a lift or ramp to be accessible as the need arises. The

front of the stage should be aligned with a podium centered. The podium is to have a microphone that can be moved if necessary.

The stage area will require an American flag at the left side of the stage as you face the stage. State, local flags and the NUSA flag to be placed at the right-side rear of the stage as you face the stage area. The back of the stage area shall have pipe and drape of 8' in height. The NUSA Conference "Welcome" is to be hung on the pipe and drape. Host to furnish hooks and accomplish this task.

For all of the Awards events two skirted table clothed table (8' long) shall be placed at the rear of the stage to be used during award presentations. No chairs are required for this table.

The banquet hall is to have a minimum of two large screens at each side of the stage, which would include appropriate lighting on the podium area so that projected speaker will show up well on side screens, a projector and the staff needed to operate it. NOTE: these screens to be placed away from the stage to the outside perimeter of room to allow the folks in the first row at the outside perimeter to be able to view.

Banquet hall will need necessary equipment and operating staff to maintain appropriate volume limits as needed.

Space between stage and first row of tables should allow for folks to sit comfortably. The table set up is usually rounds that seat eight or ten. If numbers of participants are low, then banquet hall tables should be set up so those seated are all able to face the stage, crescent style.

The front row tables shall be used for any "Reserved" spaces needed during the conference, i.e. participants from the awards judging, etc. Appropriate signage for the requested number of seats/tables is required.

Lighting for this room should be appropriate to not become a safety issue and to allow for the stage area to be the main focus once participants are seated, with a spotlight directed at the podium.

NEIGHBORHOODS, USA CONFERENCE SOCIAL EVENTS / MEALS

Any receptions with food or buffet meals should be set up to allow for enough serving lines to accommodate the number of participants that will require getting through the food line area in an appropriate amount of time. This will vary based on the number of registrants participating in the conference. Host Entity coordinator will check with the appropriate Board of Director as we near the start of the conference.

NEIGHBORHOODS, USA WORKSHOP PRESENTATION ROOMS

The workshop rooms, in general, should be set up theater style with an aisle on each side and down the center.

The front of the room should be set up with one skirted table with a minimum of three chairs and a podium to the right of the table (viewing from the entrance of room). Water and glasses should be supplied at presenter's tables.

Other equipment in the rooms should be as follows; a table / cart for participants to set up PowerPoint presentations, laptop, LCD projector, large screen, easel, pad, red and black markers, and electricity supplied for the previous mentioned equipment over to the table / cart where needed. If a workshop room is on the large side, a microphone will be required so that all participants can hear presentations easily.

Any workshop room needing to be set up differently will be notified to Host Entity coordinator prior to the start of the conference by the appropriate Neighborhoods, USA Board of Director.

NEIGHBORHOODS, USA GENERAL MEMBERSHIP MEETING ROOM

The Banquet Room/Hall shall be used for the General Membership Meeting.

A podium with a microphone shall be centered on the stage with skirted tables on each side of the podium to accommodate the NUSA Board of Directors Executive Committee.

There is to be a minimum of one microphone on a stand placed on the main floor at the center of the stage to allow for the general membership to address the Executive Committee and room.

Dear Prospective NUSA Conference Host

Thank you for your interest in hosting the 47th or 48th Neighborhoods, USA Annual Conference on Neighborhood Concerns to be held in May 2023 or 2024

Enclosed is the Host City Bid Package. Please consider hosting this event to discover neighborhood best practices across the United States.

All submissions must be postmarked by **April 26, 2021**, and sent to the following address:

Neighborhoods, USA
RE: Bid Proposal
PO Box 281
Fort Lauderdale, FL 33302
Phone: 954-999-0833
E-Mail: AdminAsst@NUSA.org

Please use the outline in Exhibit # 2 (twenty-seven questions on three pages) and return the original plus copies by the due date. Cities submitting bids for 2023 or 2024 will be invited to make a virtual presentation at the Neighborhoods, USA Board of Directors Meeting, May 19, 2021 Fort Worth. All other reference materials should be distributed at the time of the presentation.

Should you have any questions about the Bid Package or the deadline, please contact Catherine Huckaby at president@nusa.org

Thank you in advance for your interest in hosting the 47th or 48th Neighborhoods, USA Conference on Neighborhood Concerns in 2023 or 2024.

Sincerely,

Catherine Huckaby
President, Neighborhoods, USA



February 2021

Dear City Leader:

Neighborhoods, USA (NUSA) would be honored to have you as a City Member and would like to express its appreciation for your support and commitment to neighborhoods. A City Membership would demonstrate that you recognize the value of establishing collaborative partnership with cities, and other organizations that advocate citizen participation in the governmental process. Your membership will further this effort by providing an opportunity for citizens, professionals, elected officials, and the private sector to come together to share experiences and knowledge for building stronger communities together.

I would also like to invite and encourage citizens from your city to attend NUSA's 46th Annual Conference on Neighborhood Concerns. This conference will be held virtually in Fort Worth, Texas during May 19-May 22, 2021. Citizens from your community will have an opportunity to meet and interact with other citizens from across the United States, to develop solutions to unique concerns that impact cities around the world. The conference registration booklet will be available on the NUSA website in early 2021

A City Membership of \$100.00 per year entitles you to a certificate representing your City as a member of NUSA along with five NUSA lapel pins and five newsletters. Five newsletters will be sent each quarter.

If you have additional questions, please contact,

Jeri Pryor, Administrative Assistant

Neighborhoods, USA
PO Box 281
Fort Lauderdale, FL 33302
Phone: 954-999-0833
E-Mail: AdminAsst@NUSA.org
Or visit our web site: www.nusa.org

Thank you for your consideration and commitment to neighborhoods.

Sincerely,

Catherine Huckaby
President
Neighborhoods,USA (NUSA)



**NEIGHBORHOODS, USA
(NUSA)**
Municipality Membership Form/Invoice

Name of Municipality _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Contact Person: _____

Yes, the Municipality of _____ would like to renew its Annual

Municipal Membership to Neighborhoods, USA (NUSA). We recognize the importance of collaborating with the citizens of our Municipality and is committed to creating an environment that is conducive to citizen involvement in the decision-making process.

Enclosed is our Annual Membership Fee in the amount of \$100

Electronic payment may be made at www.nusa.org

Please make payable to **Jeri Pryor** Administrative Assistant
Neighborhoods, USA (NUSA)
PO Box 281
Fort Lauderdale, FL 33302

Neighborhoods, USA (NUSA) is a non-profit organization, I.D.# 52-1184801

Please visit our website - www.nusa.org



NEIGHBORHOODS, USA (NUSA)

MEMBERSHIP INFORMATION AND APPLICATION FORM

Neighborhoods, USA (NUSA), is governed by a 21-member board, elected by the Memberships are for staggered three-year terms. Membership for NUSA is open to any Organization, agency or individual that supports Neighborhoods, USA goals and pays Annual dues. Members receive the NUSA newsletter three times per year.

To join NUSA, fill out the application below and mail with a check for the appropriate annual dues amount to:

Jeri Pryor, Administrative Assistant

Neighborhoods, USA

PO Box 281

Fort Lauderdale, FL 33302

Individual Membership - \$50

Municipality (City/county) - \$100

Corporation/Business Membership - \$150

Youth Membership - \$25

Membership Form/Invoice

(please print clearly)

NAME: _____

ADDRESS: _____

MUNICIPALITY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

CHECK ONE:

- | | |
|--|-------|
| <input type="checkbox"/> INDIVIDUAL MEMBERSHIP | \$50 |
| <input type="checkbox"/> MUNICIPALITY | \$100 |
| <input type="checkbox"/> CORPORATION/BUSINESS | \$150 |
| <input type="checkbox"/> YOUTH MEMBERSHIP | \$25 |

Neighborhoods, USA (NUSA) is a 501(c)(3) non-profit organization

Tax I.D. # 52-1184801

Please visit our website – www.nusa.org

Electronic payment may be made at www.nusa.org



NUSA AFFILIATE PROGRAM

Neighborhoods, USA Affiliates

In many regions of the country, Neighborhoods, USA is represented by affiliates that provide direct services at the community level. Neighborhoods, USA nationwide affiliate network is a dynamic and geographically diverse force of dedicated neighborhood leaders located in urban and rural areas across the country.

The affiliates are made up of people who actively care about building and strengthening neighborhoods. They are parents, professionals, lay persons, and others who share a commitment to preserving and strengthening neighborhoods.

How Do I Become A NUSA Affiliate?

Complete the affiliate application below and mail to Neighborhoods, USA at the below address. Upon approval a NUSA Affiliate agreement will be mailed to your organization leadership.

How Much Does It Cost?

There is no charge to become a NUSA Affiliate!



AFFILIATE APPLICATION

Organization Information:

Name of Organization _____

Address used for Organization _____

City _____ State _____ Zip Code _____

Web site: _____ E-mail: _____

How many members? _____ Of these, how many are current NUSA members? _____

How often does your organization meet? _____

Does your organization publish a newsletter? Yes ☐ No ☐

If yes, how often do you publish a newsletter? _____

Primary Contact Information:

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Day Ph #: _____ Eve. Ph#: _____

Secondary Contact Information:

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Day Ph #: _____ Eve. Ph#: _____

**Upon completion, please mail to:
Jeri Pryor, Administrative Assistant
Neighborhoods, USA
PO Box 281**

Fort Lauderdale, FL 33302

Neighborhood USA

47th Annual Conference on Neighborhood Concerns
&
48th Annual Conference on Neighborhood Concerns





DESTINATION EL PASO



Catherine Huckaby
Neighborhoods USA
president@nusa.org

Dear Ms. Huckaby,

On behalf of Destination El Paso, I would like to thank you for considering us for the 2023 and 2024 Neighborhood USA Annual Conference on Neighborhood Concerns.

El Paso is the largest international border community in the world and is well-prepared to host your event, with all the essential elements in place. Our airport offers frequent daily flights provided by eight major carriers and you will find over 10,000 hotel rooms, as well as a variety of restaurants just minutes away from our downtown convention center. Situated at the western tip of Texas and southernmost tip of the Rocky Mountains, El Paso is a cultural hub with delectable food and a naturally hospitable community where 3 states and 2 nations come together as one.

We are also excited to share that El Paso is experiencing unprecedented growth and development. In the last few years, the city has changed drastically and will continue to do so due to public and private investment projects. Assets such as the new Southwest University Park, home to the Chihuahuas and our new USL soccer team, a zoo expansion, a \$97 million downtown streetcar system, new aquatic facilities, and notable hotel development, position El Paso as a must see for the state and nation. We are also very excited to be partnering with our local Neighborhood Coalition along with numerous city members of El Paso and our sister city of Juarez, Mexico to help bring this amazing event to our community.

Destination El Paso is committed to making your Annual Conference(s) the most successful yet and will offer sponsorship of up to \$19,550. The sponsorship is contingent on a commitment of 800 total room nights picked up, and a minimum of \$77,000 spent in Food & Beverage at one or each of the years. This sponsorship will be applied pro rata, as either a payment directly to the association, in the form as a site fee, as a payment to the facility or as a reduction of charges at our discretion solely in the El Paso Convention Center and/or for in house services provided by the El Paso Convention Center. If chosen, Visit El Paso will be acknowledged as a sponsor during the 2023 and/or 2024 Annual Conference at a level comparable to our financial contribution.

We would like to also officially request May 19th as our presentation day to the board during this year's event, virtually in Fort Worth, TX. We look forward to the opportunity of hosting you - should you have any questions, please feel free to contact me.

Sincerely,

Anthony Mancuso
Director of Convention Sales Development- Visit El Paso





April 12, 2021

Ms. Catherine Huckaby President Neighborhoods USA
P.O. Box 281
Fort Lauderdale, FL 33302

Re: NUSA Conference 2023/ 2024

Dear Ms. Huckaby and NUSA Council:

As the President of the CORRIDOR 20 civic association, it is my pleasure and honor to invite the NUSA Conference 2023/2024 to have an authentic Border City experience in our beloved El Paso. . The Conference attendees will experience the unique culture of our region, the friendliest hospitality, and beautiful desert sunshine with amazing views of our Franklin Mountains. Passports are recommended for the priceless experience to our Sister City, Ciudad Juarez, Chihuahua, Mexico.

El Paso, Texas, is one of the country's unique communities comprised of two countries (USA and Mexico) and three states (Texas, New Mexico, and Chihuahua, Mexico) sharing the same history with its distinct qualities.

Our Neighborhood Associations are more than ready to host the NUSA Conference 2023/ 2024 and take all attendees on visits to our diverse districts in the City to experience that welcoming home feeling.

We are enthusiastic at the prospect of welcoming the NUSA Conference. CORRIDOR 20 civic association hopes that you choose to experience the culture, warmth, and hospitality that our community offers all its visitors. We look forward to the honor and privilege of being selected as your host city.

"Mi Casa es Su Casa"

Sincerely,

A handwritten signature in black ink that reads "Fabiola Campos-Lopez". The signature is written in a cursive, flowing style.

Fabiola Campos-Lopez,
CORRIDOR20civic association
915.920-6210

04/13/2021

To Whom It May Concern,

I write this letter in support of the El Paso Neighborhood Coalition. The Coalition was established in the mid-2000s and has been essential in providing communication, coordination, and collaboration for neighborhood associations and being instrumental in their establishment.

The Neighborhood Coalition provides meetings, newsletters, a website, social media connections, and a central listing of individual neighborhood association resources as provided.

It is an important, primarily self-sustained volunteer addition to the city-provided Neighborhood Services branch of the Department of Community Development. As a body of elected delegates from all neighborhood associations throughout five sectors of the El Paso area, it represents area interests. It allows insight into local needs and additional conduit of communication to and from departments and government of the City of El Paso.

Especially in these isolation times, the Coalition maintained contacts and provided virtual meetings to sustain efforts, provide assistance, and inquire about participants' issues and their environments.

Without the efforts and volunteer services of the elected representatives and participating neighborhood associations validating the Coalition's need, associations would be subjected much stronger to budget fluctuations and have more challenging times to communicate with essential city functions.

On behalf of the North Hills Neighborhood Association, as well as the Neighborhood Watch Association and the El Paso Police Department Northeast Citizen's Advisory Board, we thank the El Paso Neighborhood Coalition and all associated parties for their efforts and participation in bringing in the NUSA Conference to El Paso during 2023 and/or 2024.

Thank you,

Ingo Thomas

Ingo Thomas
North Hills Neighborhood Association, President
Neighborhood Watch Association, Board member
EPPD Northeast Citizen's Advisory Board, Co-Chair
ingothomas@gmail.com

PLAYA

12 April 2021

Reference: Letter of Support for NUSA 2023/2024

Dear NUSA Council:

The Playa Neighborhood Association would like to express their support for the bid to bring the NUSA Conference to El Paso, Texas, in 2023 and /or 2024.

Our City's privileged location in the USA and Mexico border makes an exceptional experience for all its visitors. El Paso is among the top 10 safest cities in the United States for three consecutive years. Our City has plenty of facilities to host the NUSA Conference, and there are lots of amenities for every attendee to enjoy their stay.

The best characteristic of El Paso is the friendliness and hospitality of our community. The diverse flavors and unique colorfulness of our culture are awaiting to welcome NUSA Conference attendees.

We are confident that hosting the NUSA Conference would be a great success, and we look forward to discussing how we can best offer our assistance.

Sincerely,



Playa Neighborhood Association

Ivan Lopez
President/Coordinator
playaneighborhoodassociation@gmail.com



The Senate of Texas

César J. Blanco
Texas Senator
District 29

April 14, 2021

Ms. Catherine Huckaby
President, Neighborhoods USA (NUSA)
P.O. Box 281
Fort Lauderdale, FL 33302

Re: NUSA Conference 2023/2024

Dear President Huckaby and Members of the Board,

As State Senator for Senate District 29 representing five counties in western Texas, it is a pleasure to support the El Paso Neighborhood Coalition and the City of El Paso's invitation to host the Neighborhoods USA (NUSA) 2023/2024 conference in El Paso.

Uniquely located at the westernmost tip of Texas, where two countries and three states are united by one vibrant community, El Paso's natural beauty and rich culture are unparalleled. These attributes, coupled with the nearly year-round sunshine our city receives, a beautifully revitalized downtown, incredible culinary scene, and friendly people, make our little pocket of the state a true hidden gem for tourism and adventure. Our international airport with frequent daily flights allows for convenient travel to and from our city, while our consistent ranking in the Top 10 Safest Cities in America four years in a row gives visitors peace of mind during their stay.

I am confident that El Paso's attractions, cultural richness, warmth, and hospitality will provide an enjoyable and valuable complement to your event.

I join our community's enthusiasm at the prospect of welcoming the 2023/2024 NUSA Conference to our city, and thank you for considering El Paso in your selection process. I hope you will choose to visit us soon. Please don't hesitate to contact my office at (915) 595-5955 should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cesar J. Blanco".

César J. Blanco
Texas State Senator
District 29

CB/ cu



Central El Paso Community Organization
1116 Duke Ct. El Paso, TX 79903
Office: (915) 779-6023

April 07, 2021

Ms. Catherine Huckaby President Neighborhoods USA
P.O. Box 281 Fort Lauderdale, FL 33302

Dear Ms. Huckaby and NUSA Council:

As President of Central El Paso Community Organization (CEPCO), a Registered Neighborhood Association with the City of El Paso, it is an honor to present this letter of support to consider El Paso's designation, Texas as a host to the 2023 and/or 2024 NUSA Conference.

CEPCO is one of the active founders of the El Paso Neighborhood Coalition (EPNC). Since its inception, back in 2003/2004 2004, our members have been the witnesses of many challenges to preserve a united community's values. The current board of the EPNC has shown a high interest in preserving those values, including the collaboration and partnership of all segments that compose our great city. The EPNC healthy partnership with the private sector, law enforcement agencies, education, social services, health, local city and county officials, state, federal officials, and other stakeholders. This diverse collaboration has contributed to El Paso being one of the safest and caring cities nationwide for three consecutive years.

The high sense of commitment, clear communication, and caring are the factors making neighborhood associations serve as the bridge to build strong neighborhoods. EPNC members recognized the current Board leadership for not canceling monthly meetings during the Covid-19 pandemic. Instead, the group was very supportive by offering reliable information and conducting virtual meetings. The motto "El Paso Strong" goes very well with our resilient residents addressing issues of concern and community needs together despite challenging times. Because we are continuously pursuing a better quality of life, we are better together.

Once again, CEPCO is highly eager to recommend El Paso as a host city for the 2023 and/or 2024 NUSA Conference. We are looking forward to welcoming The Neighborhood USA members with our hospitable characteristic to our warm community.

Respectfully,

Cecilia Herrera, Central Planning Area Representative
Central El Paso Community Organization
A Registered Neighborhood Association with the City of El Paso
cecipherrerad@aol.com
(915) 779-6023



April 9, 2021

Ms. Catherine Huckaby
President
Neighborhoods USA
P.O. Box 281
Fort Lauderdale, FL 33302

2023-2024 NUSA Conference

Dear Ms. Huckaby and NUSA Board:

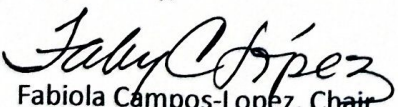
On behalf of the El Paso Neighborhood Coalition (EPNC), we would like to extend our gratitude for considering El Paso, Texas as a host for the 2023/2024 NUSA Conference. As the 6th largest city in Texas and the 19th largest in the U.S., El Paso's location is a desirable place for growth and comprises one of the largest bi-national areas in the world.

By bringing 2023/2024 NUSA Conference, EPNC will ensure that we bring value to our attendees. We look forward to diving deeper into conversations on community values and neighborhood challenges, gain further insight from speakers at the top of their field on relevant neighborhood topics, network, and exchanging neighborhood associations best practices with other neighborhood associations leaders from around the region, and meet with vendors and other non-profit organizations who provide services and products to our community.

Currently, El Paso Neighborhood Coalition has 89 active and recognized neighborhood associations city-wide; the number of members on our neighborhood associations differs from 15 to 400 members. To add up more, the region is home to a regional population of over 2.5 million. El Paso International Airport includes direct and one-stop air service to most North American cities, allowing easier access to our region. We are looking to showcase everything El Paso offers, from its breathtaking views of our sister city of Ciudad Juarez and our Franklin Mountains to our Triple-A Minor League ballpark home, the 2016 Pacific Coast League Champions- the El Paso Chihuahuas. On a different note, but with the same purpose, El Paso stands out for the diversity of its flavors and colors but, overall, for the friendliness of its community.

Please accept this letter as proof of our support for the 2023/2024 NUSA Conference. EPNC is enthusiastic about adding El Paso as a host city, and we are looking forward to welcoming The Neighborhood USA members to our vibrant, regional community.

Respectfully,


Fabiola Campos-Lopez, Chair
El Paso Neighborhood Coalition



Centro de Investigación en Creatividad,
Innovación y Competitividad A.C.

Ciudad Juárez, Chihuahua, México a 6 de abril de 2021.

A quien corresponda
NUSA
Conference 2023/2024
Presente. -

Asunto: Apoyo de candidatura
al Congreso

NUSA brinda oportunidades para que diversas personas y organizaciones, compartan sus ideas, valores y experiencias para construir comunidades más fuertes. En este sentido es una oportunidad para que El Paso Neighborhood Coalition, (EPNC) concurse por NUSA Conference 2023-2024 y así ser anfitrión de la Región Paso del Norte la Ciudad de El Paso, Texas; Las Cruces, Nuevo Mexico y Ciudad Juárez, Chihuahua. Es decir, dos países y tres estados.

Ciudad Juárez, conforma el encuentro en la frontera con El Paso Texas, en este vínculo bicultural la Misión de Nuestra Señora de Guadalupe (fundada el 8 de diciembre de 1659), como parte del Camino Real Tierra adentro, así como testigo de la venta de La Mesilla (Gadsden Purchase, en Estados Unidos), representa igualmente el inicio y el fin de la revolución mexicana, la comunidad cuenta con el Museo de la Revolución (MUREF); además su intensa participación en otros momentos como la Ley Seca (1920), la 2ª. Guerra Mundial y la entrega de El Chamizal (octubre, 1967) y hoy lo representa la Palza de la Mexicanidad conocida como la "X".

Sin duda será la oportunidad de reflejar el vínculo de las comunidades en el NUSA Conference 2023-2024 al cual será un placer sumarnos con ponencias y conferencias magistrales de acuerdo la oportunidad del congreso con los especialistas que pertenecen a esta organización no gubernamental.

Atentamente

Dr. Tomás J. Cuevas Contreras
Presidente

c.c.p. Sra. Fabiola Campos-Lopez, presidente en el El Paso Neighborhood Coalition. EPNC.
Archivo.

Juarez City, Chihuahua, Mexico, April 6th ,2021.

To whom it may concern
NUSA Conference
2023-2024
Attention.-

We highly recognized the NUSA Conference organizers who offer the opportunity to share ideas, values, and experiences to build stronger communities. We support El Paso Neighborhood Coalition in their effort to bring The NUSA Conference 2023/2024. It will showcase the Paso del Norte Region, including El Paso, Las Cruces, and Juarez, better said two Countries, three States. We would be very excited to be part of and add up our efforts to participate in the conference workshops with our specialized members' participation.

Sister Cities, Juarez, and El Paso lie along the borderline between Mexico and the United States; both share a very intense cultural background. The Nuestra Senora de Guadalupe Mission, the El Camino Real Tierra Adentro Trail, The Mexican Revolution events, the Ley Seca 1920 influence are historical events defining our region. The WWII and the return of El Chamizal Park in 1967 are also historical events uniting our communities with their past and present. Nowadays, the importance of the vibrant commercial zone starting since 1970.

If We could be of further assistance, please feel free to reach out.

Thank you for your attention,

Dr. Tomas Jesus Cuevas-Cervantes
Vice-President

Ciudad Juárez, Chihuahua, México a 6 de abril de 2021.

A quien corresponda

NUSA Conference

2023-2024

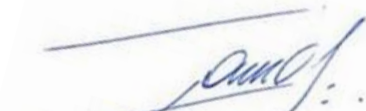
Presente. -

Antepongo un saludo a los organizadores de NUSA, quienes brindan oportunidades para, compartir ideas, valores y experiencias, con la finalidad de construir comunidades fuertes. De manera que es una oportunidad para la Región Paso del Norte la Ciudad de El Paso, Texas; Las Cruces, Nuevo Mexico y Ciudad Juárez, Chihuahua. A través de El Paso Neighborhood Coalition, (EPNC) ser sede de NUSA Conference 2023-2024. De manera que es un placer otorgar el apoyo y sumarse en su oportunidad con ponencias y conferencias magistrales al congreso con los especialistas miembros.

Las ciudades hermanas de Ciudad Juárez, y El Paso Texas, en la frontera México-Estados Unidos conforman un entorno cultural que comparten intensamente. La Misión de Nuestra Señora de Guadalupe de 1659, el Camino Real Tierra adentro, así como testigo activo en la Revolución Mexicana, y la influencia de la Ley Seca de 1920), como la 2ª Guerra Mundial y la entrega de El Chamizal en 1967, unen el pasado con el presente a las comunidades, ahora con la manufactura a partir de 1970.

Quedo de ustedes para cualquier duda o aclaración.

Atentamente



Dr. Tomás Jesús Cuevas-Contreras
Vice-Presidente

C.c.p. Sra. Fabiola Campos-Lopez, presidente en el *El Paso Neighborhood Coalition*. EPNC.
Dr. Sergio Salmerón Manzanares, presidente del *Colegio Nacional de Turismólogos, Hotelería y Gastronomía*.
Vicepresidentes y Consejo Directivo.
Archivo.

City of Juarez, Chihuahua, Mexico April 6, 2021

To whom it may concern
NUSA
Conference 2023/2024
Attention.-

Letter of Support for
NUSA Conference
application submission.

NUSA offers diverse communities and organizations the opportunity to share their ideas, values, and practices to build strong neighborhoods. NUSA mission goes accordingly for El Paso Neighborhood Coalition (EPNC) to bring in NUSA Conference 2023/2024 to El Paso. The Paso del Norte Region, City of El Paso, Las Cruces, New Mexico and Ciudad Juarez, Chihuahua Mexico is the perfect scenario for a successful Conference. Better said, two Countries and three States.

The city of Juarez meets with El Paso, Texas in the Borderline with Mexico, The Nuestra Senora de Guadalupe Mission (founded December 8th, 1659), it is a focal point to the Camino Real Tierra Adentro Trail, witnessed the Mesilla area sale (Gadsden Purchase, USA) the region represents the beginning and end of the Mexican Revolution, its history is exposed at the Revolution Museum. (MUREF); also, several historical events, including La Ley Seca, Alcohol Prohibition (1920), WWII, and the El Chamizal area, return from the US to Mexico (1967), which now is represented on Plaza de la Mexicanidad known as the "X."

We are confident that the NUSA Conference 2023/2024 will reflect the Binational interaction existing between our two communities, El Paso and Juarez's City, if given the opportunity. It will be our pleasure to collaborate with the Conference itinerary to assist with workshop participation, panelist collaboration with our historical and cultural background expertise belonging to our non-profit, Cultural organization.

Thank you for your attention.

Dr. Tomas J. Cuevas Contreras
President

5 WAYS El Paso ROCKS YOUR BUDGET



1) MORE FOR YOUR MONEY

The way El Paso can deliver on a budget will spoil you unlike anywhere else. We can do things the big cities can't, like offer an authentic Mexican-food tour, Broadway show tickets and a Triple-A baseball experience ... all without breaking the bank.



2) THE ROYAL TREATMENT

You and your group get red-carpet treatment here. Mariachi greeting at the airport? Done. A tour of artisan bootmaker shops? You got it. A guided hike through the majestic Franklin Mountains? Say no more. We give new meaning to V.I.P.



3) A DOWNTOWN REVIVAL

Downtown El Paso is in the midst of a renaissance. With a \$500 million investment and several big projects underway, El Paso is experiencing unprecedented growth! If it's been a while since you've had your meeting here, you'll be stunned when you see what's been going on. The return of our vintage streetcars. An art-filled city square. New shops. New clubs. New restaurants. Plus, new hotels are on the way, doubling our number of rooms!



4) OUR WALKABLE CITY CENTER

Within a couple of blocks of our convention center, you'll find an award-winning Triple-A ballpark, art and history museums, a restored motion picture palace, street food, cool bars, great nightlife ... the list goes on. Forget the shuttles — it's all right here.



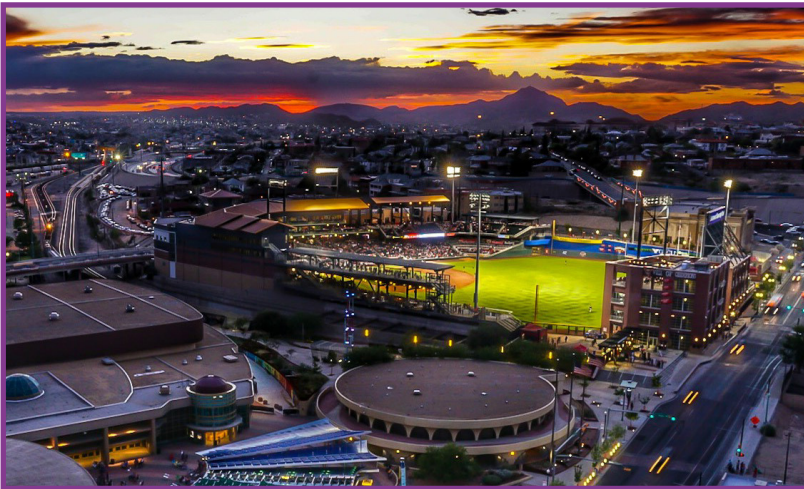
5) NEW SPORTS VENUES

El Paso has more than 300 days of mild, sunny weather, so there's never a wrong time for a tournament. We're also putting in new fields, courts, diamonds and an 80-acre sports complex. Plus a brand-new aquatic center with an Olympic-sized pool and 700+ seats is now open! And did we mention we're home to the largest urban state park in the nation? We'll get you on a hiking or biking tour in minutes.

..... **Meet HERE**



Why El Paso



Accessibility



El Paso International Airport



Southwest Airlines, a low-cost airline, is the largest in the world by number of passengers carried per year. Southwest is El Paso's primary carrier with over 21 non-stop daily flights to and from El Paso International Airport. Denver became the newest city to be included in non-stop service.



American Airlines is the world's second largest airline in passenger miles transported. American operates scheduled flights throughout the United States with 18 of those flights traveling to and from El Paso International Airport.



With service to El Paso, United Airlines' hubs include major airports such as Denver International Airport, Los Angeles International Airport, O' Hare International Airport, San Francisco International Airport and Washington Dulles International Airport. United provides service to El Paso with nine daily flights.



Delta Airlines, based in Atlanta, Georgia, is one of the largest airlines worldwide, With extensive domestic and international flights. Delta provides two daily service flights to and from El Paso, via Atlanta International Airport, Delta's largest hub, operating 1,000 flights a day.



Las Vegas-based Allegiant Air operates a low-cost, high-efficiency, all-jet passenger airline while offering other travel-related products such as hotel rooms, rental cars and attraction tickets. Allegiant offers nonstop year-round service to and from El Paso from Las Vegas, San Diego and Oakland.



Frontier Airlines, headquartered in Denver, currently serves more than 80 cities throughout the United States, Mexico, and the Dominican Republic. Frontier offers non-stop service from El Paso to Denver, Chicago, and Las Vegas.



Alaska Airlines, headquartered in Seattle, Washington, has flights to more than 100 destinations to include the contiguous United States, Alaska, Hawaii, Canada, Costa Rica, and Mexico. Alaska Airlines began non-stop service to and from El Paso to San Diego and Seattle beginning February 2019.



Boutique Air will begin twice-daily non-stop service from El Paso to Carlsbad, NM with continuing service to Albuquerque. Boutique Air has agreements with both American Airlines and United Airlines to connect flights in their network. United Mileage Plus members accrue miles for all flights booked through United Airlines.

Rental Car Agencies available:

Alamo, Avis, Budget, Dollar, Enterprise, Hertz, National and Thrifty

Lyft & UBER are also available in El Paso.



Non-Stop Flights to/from El Paso, Texas

.....

Flight Destinations

.....

AUSTIN	1.5 HOUR FLIGHT
DALLAS	1.5 HOUR FLIGHT
HOUSTON	2 HOUR FLIGHT
SAN ANTONIO	1.5 HOUR FLIGHT



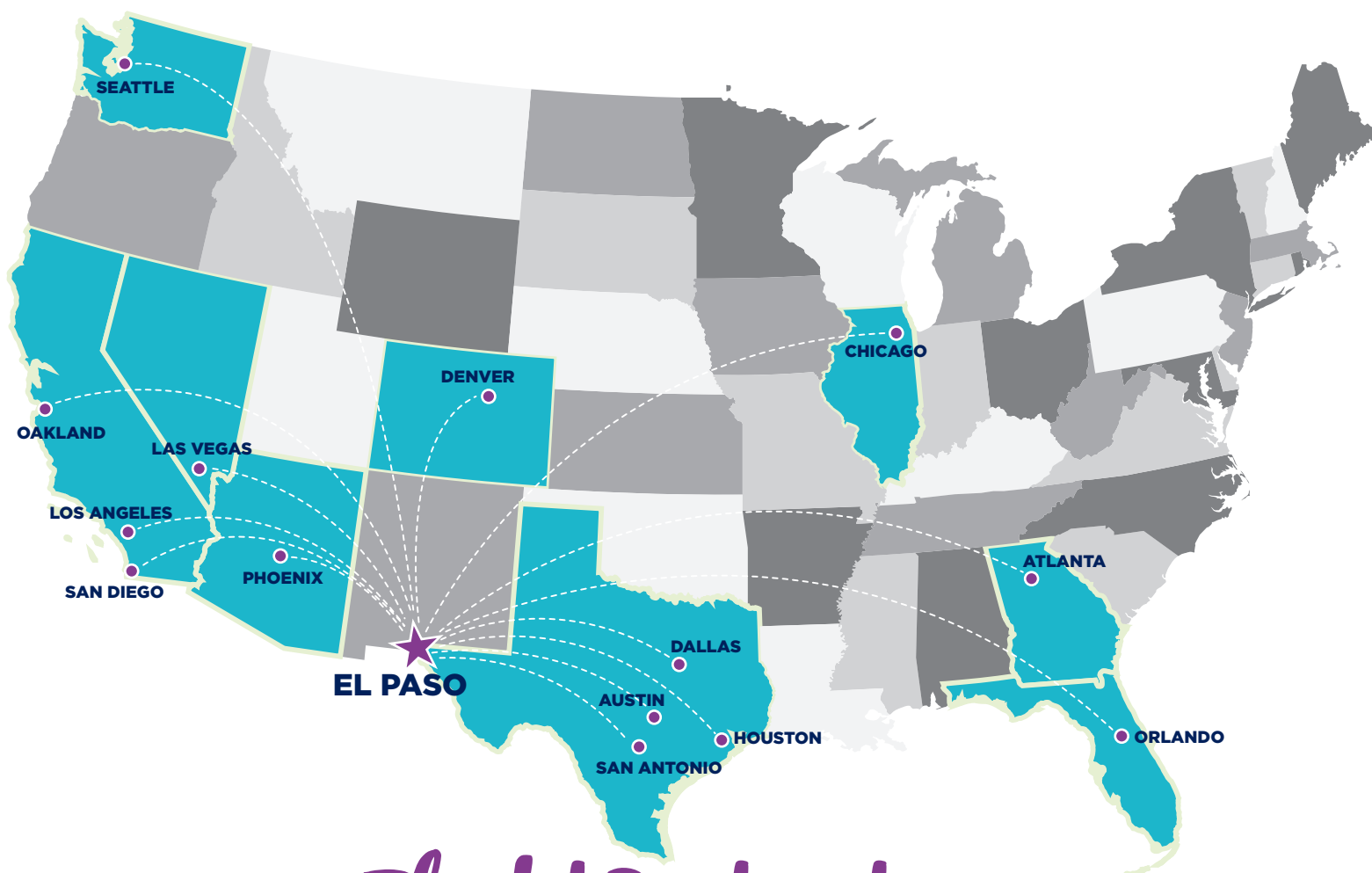
If you're traveling with a group of ten or more people, their Group Travel Program is for you! The program provides extra flexibility and discounted air fare to help make your travel experience affordable, easy, and fun. Simply call 1-800-433-5368 Monday - Friday 5:00am - 12:00am.



They offer group fares and amenities for 10 or more people traveling together to a common destination as well as special pricing for leisure, incentive and company meeting travel. Simply call 1-800-221-2255.



Non-Stop Flights to/from El Paso, Texas



Flight Destinations

ATLANTA	3 HOUR FLIGHT	LOS ANGELES	2.5 HOUR FLIGHT
AUSTIN	1.5 HOUR FLIGHT	OAKLAND (NEW SERVICE)	2.75 HOUR FLIGHT
CHICAGO	3 HOUR FLIGHT	ORLANDO (NEW SERVICE)	3.5 HOUR FLIGHT
DALLAS	1.5 HOUR FLIGHT	PHOENIX	1.5 HOUR FLIGHT
DENVER	2 HOUR FLIGHT	SAN ANTONIO	1.5 HOUR FLIGHT
HOUSTON	2 HOUR FLIGHT	SAN DIEGO (NEW SERVICE)	2 HOUR FLIGHT
LAS VEGAS (NEW SERVICE)	2 HOUR FLIGHT	SEATTLE (NEW SERVICE)	3.5 HOUR FLIGHT



Downtown EL PASO

PEDESTRIAN
PATHWAY



STREETCAR ROUTE

DOWNTOWN LOOP



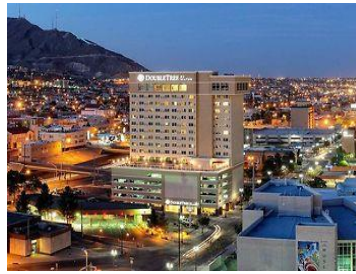
UPTOWN LOOP



Accommodations



Deluxe Accommodations



With over 10,000 quality rooms, El Paso offers participants and their guests a variety of accommodations representing all major brands. Our unprecedented growth in lodging options allows a range of amenities at affordable rates; never sacrificing quality, comfort, or service.

ALOFT EL PASO DOWNTOWN

Opened in June 2018, Aloft El Paso is a great addition to the downtown area, adding 89 rooms with urban-influenced design, accessible technology and a social scene that is always humming. Within its Art Deco exterior, the updated O.T. Bassett Tower houses stylish rooms, buzzing public spaces and upscale dining. Located within walking distance of the El Paso Convention Center, downtown museums and the historic Plaza Theatre.

Lisa Ripley – Director of Sales and Marketing – 915.351.7990

Room block pattern: Tuesday- 25, Wednesday- 25, Thursday- 25, Friday- 25, Saturday- 25

Rate: \$121.00 per room, per night plus tax both dates

COURTYARD BY MARRIOTT DOWNTOWN EL PASO

Opened in July 2018, downtown El Paso's newest hotel includes 151 contemporary rooms, swimming pool and bistro & bar. Located within walking distance from the El Paso Convention Center and across the street from Southwest University Park, home of the El Paso Chihuahuas.

Melissa Correa - Director of Sales & Marketing – 915.342.1403

Room block pattern: Tuesday- 25, Wednesday- 125, Thursday- 125, Friday- 125, Saturday- 50

Rate: \$139.00 per room, per night plus tax both dates

DOUBLETREE BY HILTON DOWNTOWN

In the heart of downtown, the Doubletree Hotel is a stylish, contemporary hotel. The 200 guest rooms boast a long list of as well as a variety of spaces to accommodate any type of event. The property is conveniently located in the Museum District, walking distance to the El Paso Convention Center and overlooks El Paso's Southwest University Park, home of the El Paso Chihuahuas. The hotel does offer shuttle service to and from the airport, just 10 minutes away.

Melissa Correa - Director of Sales & Marketing – 915.342.1403

Room block pattern: Tuesday- 25, Wednesday- 125, Thursday- 125, Friday- 125, Saturday- 50

Rate: \$139.00 per room, per night plus tax both dates

EMBASSY SUITES

Located off I-10 and minutes from the airport, this recently remodeled hotel has 187 spacious suites, each with separate living area and private bedroom. Property amenities include an on-site café, lounge, evening room service, 24-hour Pavilion Pantry Market, indoor pool, fitness center and patio. The hotel offers just over 5,400 sq. ft. of event space, an extensive catering menu and A/V equipment rental. Prepare for a meeting in the 24-hour business center. Complimentary shuttle service to the airport and locations within a three-mile radius available.

Laura Lozano - Director of Sales – 915.779.8846

Room block pattern: Tuesday- 25, Wednesday- 50, Thursday- 50, Friday- 50, Saturday- 50

Rate: \$141.00 per room, per night plus tax 2023

Rate: \$144.00 per room, per night plus tax 2024

Deluxe Accommodations



HOTEL INDIGO

Opened in February 2016, this beautifully renovated upscale, boutique hotel features 119 rooms, a rooftop pool and on-site restaurant all within walking distance of the El Paso Convention Center and arts/entertainment districts. Guest rooms boast unique décor, plush linens, spa-inspired showers and spacious work areas.

Ariadna Baylon – Director of Sales – 915.532.5200

Room block pattern: Tuesday- 25, Wednesday- 25, Thursday- 25, Friday- 25, Saturday- 25

Rate: \$119.00 per room, per night plus tax 2023

Rate: \$121.00 per room, per night plus tax 2024

HOTEL PASO DEL NORTE

Originally opened in 1912, this landmark in the heart of El Paso's revitalized downtown is adjacent to the convention center and offers 350 Texas-sized rooms and suites. The "World Famous" Tiffany styled Dome continues to grace the lobby bar of the hotel and is a testament to beauty of this historic property. In 2016, plans were announced that the property will undergo a \$100 million renovation/restoration and reopened in October 2020. The hotel is located 15 minutes away from the airport and boasts a significant amount of hotel meeting space as well.

Gladys Gonzalez – Sales Manager – 915.449.6320

Room block pattern: Tuesday- 25, Wednesday – 100, Thursday- 100, Friday- 100, Saturday- 100

Rate: \$158.00 per room, per night plus tax 2023

Rate: \$162.00 per room, per night plus tax 2024

HYATT PLACE

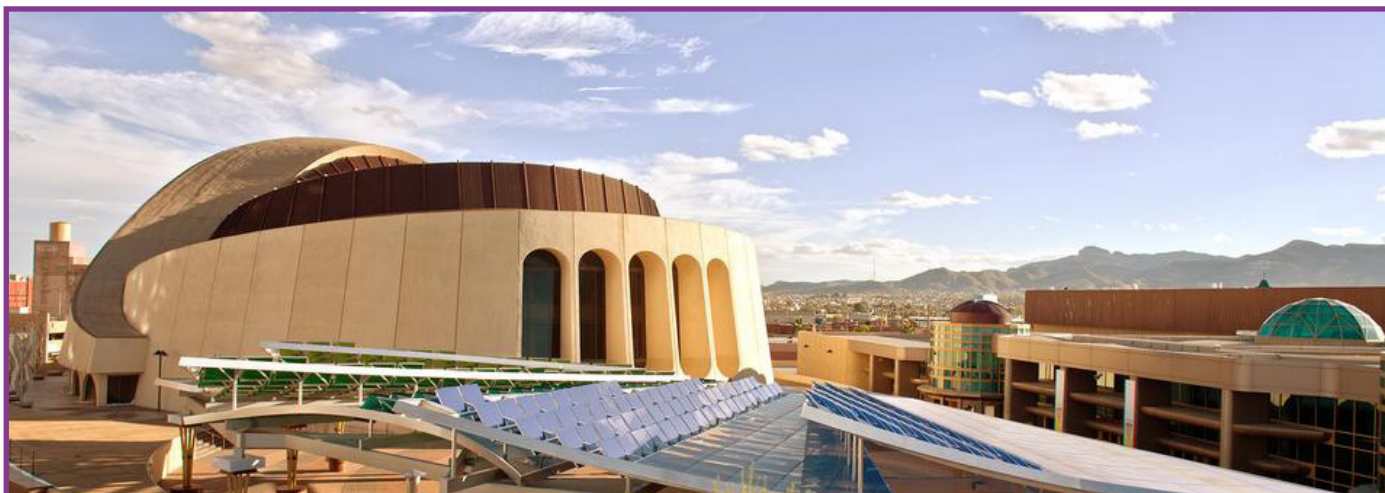
Located in the heart of the city on Interstate-10, the hotel offers easy access to downtown, the International Bridges to Juarez, Mexico, and many local attractions, including the El Paso Zoo, Chamizal National Park and Fort Bliss Army Base. Hyatt Place also offers the perfect setting for your meeting or event. The hotel offers 1,586 square feet of flexible meeting and event space, state-of-the-art technology, and free Wi-Fi throughout the hotel. Enjoy free shuttle service to the airport, malls, and restaurants within a three-mile radius of the hotel.

Rebecca Diaz – Director of Sales - 915.771.0022

Room block pattern Tuesday- 0, Wednesday- 50, Thursday- 50, Friday- 50, Saturday- 0

Rate: \$119.00 per room, per night plus tax both dates

Venues



Judson F. Williams Convention Center

El Paso's Convention Center is located in the heart of downtown, just minutes from the El Paso International Airport.



Across the Street

The Hotel Paso del Norte and Doubletree hotels are within walking distance of the Judson F. Williams Convention Center, and so are major museums, Arts Festival Plaza and the historic Plaza Theatre Performing Arts Centre.

Parking

At reasonable rates, the center offers a two-level underground parking garage with 975 parking spaces, including 32 handicap parking spaces, and parking ceiling clearance is 6'5".

Event Staff

A team of ushers, security personnel, ticket-takers, house attendants, and EMT and skilled-labor personnel is available.

Unique Meeting Space

With \$7.2 million in renovations to the convention center plaza, the venue offers uniquely shaded outdoor space to take advantage of El Paso's ideal weather year-round.

Shipping

We can hold freight pickups upon arrangement with your shipping company. For outgoing shipments, we offer shipping assistance, drayage and more.

Security

The facility is secured 24 hours with closed-circuit-TV monitoring. Security staff is also available to assist the disabled.



Judson F. Williams Convention Center

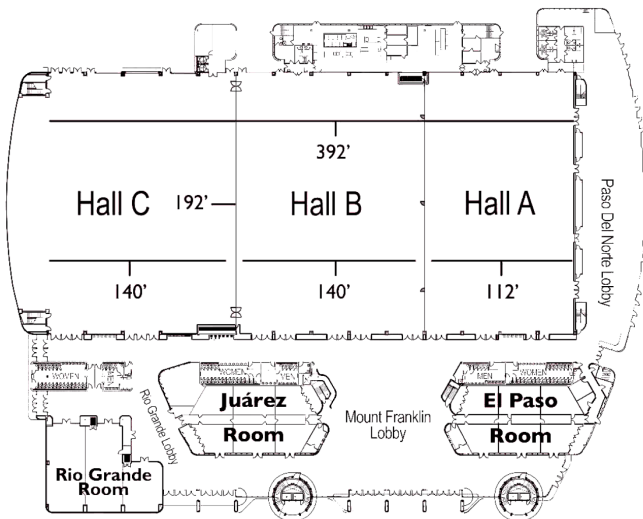


Judson F. Williams Convention Center Features

- 133,100 sq. ft. of total usable space
- 80,000 sq. ft. of columnless space
- 14,900 sq. ft. of additional meeting space
- 3 halls
- 17 break-out rooms

Additional Facility Features

- Ceiling height: 28 ft.
- Flood load capacity: 135 lb. per sq. foot
- Three access doors:
- Dock A: 26' wide x 15' high
- Docks B & C: 19' wide x 15' high
- Voice, data, water, electrical, gas and compressed air available
- Computerized lighting, new HVAC system, graceful architecture, new sound system



Room	Sq. Ft.	Theater	Classroom	Banquet	Reception	Booth 8 x 10	Booth 10 x 10
Hall A	21,000	2,100	1,400	1,400	3,000	131	105
Hall B	27,000	2,700	1,800	1,800	3,800	168	135
Hall C	32,000	3,200	2,100	2,100	4,500	200	160
Hall A & B	48,000	4,800	3,200	3,200	6,800	300	240
Hall B & C	59,000	5,900	3,900	3,900	8,400	368	295
Hall A, B, C	80,000	8,000	5,300	5,300	11,400	500	400
El Paso Room*	4,200	420	280	280	600	26	21
Juárez Room*	4,200	420	280	280	600	26	21
Rio Grande Room**	4,700	470	300	300	670	29	23
Las Palmas Del Sol Room	1,400	140	90	90	200	8	7
Mt. Franklin Board Room	400	Permanent set with board-room table for 13					
Mt. Franklin Lobby	23,200	Main Lobby					
Paso Del Norte Lobby	13,000	Prefunction Area					
Rio Grande Lobby	2,000	Prefunction Area					

* Can be divided into six break-outs.

** Can be divided into three break-outs

Services Available

- Audio Visual Equipment Rental
- Decorating Services
- Electrical
- In-House Food & Beverage
- Promotion Assistance
- Wireless Internet Access
- Certified First Aid
- CPR Certified



One Civic Center Plaza
El Paso, TX 79901
(915) 534-0609

Created: 4/7/2021
Expires: 4/24/2021

Neighborhood USA
May 7 - May 11, 2024

<u>Day</u>	<u>Time</u>	<u>Function</u>	<u>Set Up</u>	<u>Location</u>	<u># pp.</u>	<u>Rental</u>
2024						
Tues	8:00AM	Move-in	Existing	Hall A, B	Flow	*
5/7	5:00PM			El Paso Room	Flow	*
Wed	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/8	TBD	Opening Evening Reception	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Thurs	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/9	TBD	Opening Breakfast/Awards	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Fri	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/10	TBD	Continental Breakfast	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Awards Luncheon	Rounds	Hall A	700	*
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Sat	TBD	Continental Breakfast	Rounds	Hall A	700	\$1,500.00
5/11	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00

	Exhibits				
TBD	Closing Luncheon	Rounds	Hall A		*
TBD	Move-out	Existing	Hall A, B El Paso Room	Flow Flow	* *
Total Room Rental					\$17,050.00

Room rental in the amount of \$17,050.00 will be waived with a minimum purchase of \$77,000.00 in Food & Beverage sales.

* Denotes rental which is included in the total room rental.

ESTIMATED EXPENSES:

X	Wifi Buyout @ \$2,500.00	TBD
X	Event Staff @ \$17.00 per hour, per staff	TBD
X	Security @ \$20.00 per hour, per guard per day	TBD
X	EMT @ \$35.00 per hour per day	TBD
X	Chair @ \$1.00 each	TBD
X	11" x 20' Projection Screens @ \$300.00 each per day	TBD
X	10k Lumen Projector @ \$500.00 each per day	TBD
X	Wireless Microphones @ \$65.00 each per day	TBD
X	4ft x 8ft Stage Section @ \$34.00 per section	TBD
X	Electrical Drops @ \$75.00 each	TBD
X	Drayage, Crated Material, Up to 100 lbs @ \$55.00	TBD
X	Drayage, Uncrated Material, Up to 100 lbs @ \$75.00	TBD
X	A/V Technician @ \$33.00 per hour	TBD
X	Production Coordinator @ \$45.00 per hour	TBD
X	In House System+1 Mic (breakout room) @ \$100.00 per day	TBD
X	In House Sound System+1 Mic (Hall) @ \$200.00 per day	TBD
X	Microphones @ \$65.00 each, per day	
X	Covid Cleaning Fee @850.00	\$850.00

Estimated Expenses **TBD**

Room Rental & Equipment Total **TBD**

Items shown as TBD or "to be determined" are not included, but will be billed accordingly based on actual equipment use and actual staff hours.

Liability/Property damage insurance with coverage of \$1,000,000.00 combined single limit is required.

This proposal does not constitute any form of legal agreement or contract and does not guarantee any use of space or any rates for labor, equipment, personnel, or box office charges. Only a tbd User Agreement fully executed by the General Manager of the El Paso Convention and Performing Arts Centers (EPCPAC) will be recognized as an agreement between EPCPAC and User

By initialing below, you are acknowledging the estimated price of having your event at our venue and stating that you would like to proceed forward with a User Agreement.

Initials: _____



One Civic Center Plaza
El Paso, TX 79901
(915) 534-0609

Created: 4/7/2021
Expires: 4/24/2021

Neighborhood USA
May 9 - May 13, 2023

<u>Day</u>	<u>Time</u>	<u>Function</u>	<u>Set Up</u>	<u>Location</u>	<u># pp.</u>	<u>Rental</u>
2023						
Tues	8:00AM	Move-in	Existing	Hall A, B	Flow	*
5/9	5:00PM			El Paso Room	Flow	*
Wed	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/10	TBD	Opening Evening Reception	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Thurs	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/11	TBD	Opening Breakfast/Awards	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Fri	TBD	Registration	Existing	Mt. Franklin Lobby	Flow	*
5/12	TBD	Continental Breakfast	Rounds	Hall A	700	\$1,500.00
	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00
	TBD	Awards Luncheon	Rounds	Hall A	700	*
	TBD	Directors Meeting Room	U Shape	El Paso Room		\$750.00
Sat	TBD	Continental Breakfast	Rounds	Hall A	700	\$1,500.00
5/13	TBD	Table Top Exhibits	Table Tops	Hall B		\$2,200.00

	Exhibits				
TBD	Closing Luncheon	Rounds	Hall A		*
TBD	Move-out	Existing	Hall A, B El Paso Room	Flow Flow	* *
Total Room Rental					\$17,050.00

Room rental in the amount of \$17,050.00 will be waived with a minimum purchase of \$77,000.00 in Food & Beverage sales.

* Denotes rental which is included in the total room rental.

ESTIMATED EXPENSES:

X	Wifi Buyout @ \$2,500.00	TBD
X	Event Staff @ \$17.00 per hour, per staff	TBD
X	Security @ \$20.00 per hour, per guard per day	TBD
X	EMT @ \$35.00 per hour per day	TBD
X	Chair @ \$1.00 each	TBD
X	11" x 20' Projection Screens @ \$300.00 each per day	TBD
X	10k Lumen Projector @ \$500.00 each per day	TBD
X	Wireless Microphones @ \$65.00 each per day	TBD
X	4ft x 8ft Stage Section @ \$34.00 per section	TBD
X	Electrical Drops @ \$75.00 each	TBD
X	Drayage, Crated Material, Up to 100 lbs @ \$55.00	TBD
X	Drayage, Uncrated Material, Up to 100 lbs @ \$75.00	TBD
X	A/V Technician @ \$33.00 per hour	TBD
X	Production Coordinator @ \$45.00 per hour	TBD
X	In House System+1 Mic (breakout room) @ \$100.00 per day	TBD
X	In House Sound System+1 Mic (Hall) @ \$200.00 per day	TBD
X	Microphones @ \$65.00 each, per day	
X	Covid Cleaning Fee @850.00	\$850.00

Estimated Expenses **TBD**

Room Rental & Equipment Total **TBD**

Items shown as TBD or "to be determined" are not included, but will be billed accordingly based on actual equipment use and actual staff hours.

Liability/Property damage insurance with coverage of \$1,000,000.00 combined single limit is required.

This proposal does not constitute any form of legal agreement or contract and does not guarantee any use of space or any rates for labor, equipment, personnel, or box office charges. Only a User Agreement fully executed by the General Manager of the El Paso Convention and Performing Arts Centers (EPCPAC) will be recognized as an agreement between EPCPAC and User

By initialing below, you are acknowledging the estimated price of having your event at our venue and stating that you would like to proceed forward with a User Agreement.

Initials: _____

Attractions



Local Attractions

Missions

The historic Mission Trail area on El Paso's far-east side is worthy of a half-day trip for a look at three very old churches, originally built during the 1600-1700s. Some are still used regularly for services, and reconstruction on them, given their age, seems to be eternal. Also, along the Mission Trail you'll find the Los Portales Museum in San Elizario, the Tigua Cultural Center and Licon Dairy, all of which will make this excursion more fun and interesting.



Museums

The El Paso Museum of Art houses a permanent collection of more than 6,000 works of art, including the Samuel H. Kress Collection of European Art from the 13th-18th centuries; American art from the 19th to the 21st century; and Mexican colonial art and retablos from the southwestern United States and Mexico. The El Paso Museum of History opened in June of 2007 with El Paso A to Z, a three-dimensional, immersive and encyclopedic look at El Paso's most colorful and varied stories, and The Changing Pass, which carries visitors through an overlapping, 400-year chronology of regional history. The museum also features temporary exhibits related to the region's complex multicultural history. Admission is free, however there may be a fee associated with traveling exhibits.



Shopping

El Paso is home to a matchless collection of locally owned Southwest treasures. Our retailers represent a three-state, two nation variety of multicultural items and accents. Pack comfortable shoes and shop to your heart's content. Looking for some familiar places? Enjoy the newest open-air shopping plaza, the Fountains at Farah which include popular stores like West Elm and JCrew. Located right across the street is Cielo Vista Mall complete with anchor stores that include H&M, Macy's and Dillard's. Additionally, you can find some of the best deals at the Outlet Shoppes at El Paso which is home to Michael Kors, Banana Republic and many more.



El Paso Zoo

The 36 acre El Paso Zoo serves as a regional center for family fun, education, and conservation efforts for wildlife and habitats. Along with a new five tree houses blended into one giant playground, imagination filled; The Foster Tree House Playground. Currently, the Zoo is home to over 220 species of animals including mammals, reptiles, amphibians, fish, and invertebrates from around the world in several habitat exhibits. The Zoo also offers two cafés and the Safari Outfitters Gift Shop. In 2012, the Zoo was approved for \$50 million to complete the Master Plan that is the framework for moving the Zoo forward in an exciting direction. The Zoo will see major improvements including a wildlife amphitheater to showcase demonstrations with live animals.



Regional Attractions

Sunland Park Racetrack & Casino

Located 10 minutes from downtown El Paso. SPR&C offers 1 quarter horse and thoroughbred racing from December 12 thru April 30. The casino floor offers a view of the racetrack as well as simulcast racing. From \$.01 to \$.50 machines, SPR&C offers over 700 state of the art slot machines. The casino is open 365 days a year Sunday through Wednesday from 10am to 1am, Thursday 10am-2am, Friday and Saturday from 10 am to 4am. We offer over 700 slot machines including: Wheel of Fortune, Monopoly, Ultimate Texas hold-em and Black Jack, Triple Red Hot 7, Double 3X4X5XDiamond, Cleopatra, Deal of No Deal, Ft. Knox, Super Flaminghot 10X, Mariachi Madness, Pharaoh's Fortune.



Inn of the Mountain Gods

Enjoy the best in Las Vegas-style gaming in the Southwest at both of our casinos Inn of the Mountain Gods and Casino Apache Travel Center. From penny slots to a complete complement of table games including Blackjack, Craps, Poker, Three and Four Card Poker, Roulette, Ultimate Texas Hold 'em Poker and Mississippi Stud...plus great gaming promotions that never end! Also enjoy our smoke free slot room! All Aboard America now provides motor coach service to the Inn of the Mountain Gods Resort and Casino and Casino Apache Travel Center. The shuttle departs El Paso every Tuesday, Wednesday and Thursday beginning at 7:00am and returns to El Paso at 6:00pm.



Zin Valle

Nestled between the majestic Franklin Mountains and the high plains where the Rio Grande cuts a lush green valley through the desert creating the Mesilla Valley Appellation is family-owned Texas wine makers Zin Valle Vineyards. The cool river valley brings together traditions, passions and inspiration. It is this union of emotions and a way of life that inspired our wine. Our Texas wines are more than a reflection of our personal dedication to making world-class wines. They represent our culture and desire to share all that means in one of life's finer pleasures. Handcrafted wines with true Texas spirit. Zin Valle - made in the place where the star touches the mountain. Salud!



La Viña

Nestled near the Rio Grande, this 15,000 gallon winery boasts its bright and red Zinfandels and bold Chardonnays. As one of New Mexico's oldest wineries, La Viña produces some of the best wines in the State of New Mexico and the southwest. Wine making began in the Rio Grande Valley as early as 1682, with the coming of Franciscan priests, who produced wine for their mass. Today, that wine making tradition continues. Nestled near the Rio Grande, this 15,000 gallon winery boasts its bright and red Zinfandels and bold Chardonnays. As one of New Mexico's oldest wineries, La Viña produces some of the best wines in the State of New Mexico and the southwest. Wine making began in the Rio Grande Valley as early as 1682, with the coming of Franciscan priests, who produced wine for the mass. Today, that wine making tradition continues.



Cattleman's Steakhouse

.....



Cattleman's Steakhouse at Indian Cliffs Ranch is on the must-see list for anyone living in or traveling through West Texas. The steakhouse is situated on an actual working ranch and is surrounded by miles of beautiful desert scenery.

Come enjoy a spectacular sunset over one of the award-winning steaks or spend the afternoon touring the ranch. They have buffalo, longhorns, ostriches and even a rattlesnake pit. Kids will have a blast at the huge Fort Apache playground and Indian Maze. On Sundays, they offer hayride tours out to the Courage Under Fire movie set and surrounding cliffs.

Cattleman's Steakhouse features award-winning aged, hand cut, prime and choice steaks as well as mouth-watering mesquite-smoked BBQ and delicious seafood including Lobster and Shrimp.

Banquet facilities offer a colorful merging of elegance with a true west ambiance and encompasses a wide array of space and scenery - perfect for any event. They offer six banquet facilities on-site, accommodating guests from 15 up to 4,000.

The restaurant has been praised in numerous 'best of' lists including:

- "Manliest Steakhouse in America, 2012" by *Men's Health Magazine*.
- Featured on Discovery America's *Destination Steak* as one of the best steakhouses in the US. Discover America is owned by the Discovery Channel.
- Featured on the Travel Channel's show *Food Paradise* as one of the best steakhouses in the US.
- Voted one of the top ten restaurants in Texas by the readers of *Texas Highways*, twice!
- "Best Steakhouse in El Paso" by *El Paso Times* readers – Every year.
- "Best Steak in the Country" Michael Stern with *People Magazine*.

For more information, please visit www.cattlemansranch.com

El Paso Night Life



Downtown and Union Plaza Entertainment Districts

Tucked away in the heart of El Paso, the Downtown and Union Plaza Entertainment Districts house an assortment of nightclubs and restaurants. Whether you want to check out exciting nightclubs, unique restaurants or a dive bar for a bit of local live music, downtown has it all.

501 Bar and Bistro

501 Texas Ave
915.351.6023

Deadbeach Brewery

406 Durango
855.915.2337

Speak Easy

303 E Franklin
915.351.0445

B-17 Bombers Oyster Pub

201 S El Paso St
915-259-8040

El Paso Club

201 E Main
915.544.1135

Tabla

115 Durango, Ste D
915.533.8935

Blackbird

533 W. Franklin
915.533.8169

Epic

510 N. Stanton
915.888.2000

The Tap

408 E. San Antonio
915.532.1848

Briar Patch

508 Stanton St
915.577.9555

Fish Bar

200 Anthony St
915.503.1109

The Tool Box

506 N Stanton
915.351.1896

Chiquita's Bar

310 E Missouri
915.351.0095

Grey Dog

500 N Oregon
915.401.9241

The OP Nightclub

301 S Ochoa St
915.303.9211

Circa 1963

Hotel Indigo
325 N Kansas
915.532.5200

International

114A E. Mills
915.945.7697

Vitola's

216 W Franklin Ave
915.626.5625

Club Here I Love You

115 S Durango
915.307.7736

Later, Later

109 N Coldwell
915.626.5357

Whiskey Blonde

518 W San Antonio Ste E
915.231.6422

Craft & Social

305 E. Franklin
915.219.7141

Monarch

204 Rio Grande
915.533.4684

El Paso Night Life



Cincinnati Entertainment District

Situated in the historic Kern Place neighborhood and near UTEP, this popular district is home to an eclectic nightlife scene; a variety of local restaurants, bars, and locally owned shops and boutiques all within walking distance of each other and something for everyone

Brass Monkey

3233 N Mesa, Ste 103
915.544.2424

Bueller's

4025 N Mesa

Crave

300 Cincinnati
915.351.3677

Crawdaddy's

212 Cincinnati
915.533.9332

College Dropout

207 Cincinnati Ave
915.790.9334

Ditzy Duck

207 Cincinnati
915.222.2222

Faded Barber

214 Cincinnati Ave
915.303.8227

Fools Gold Bar

2700 N Mesa
915.270.9057

Geo Geske, G2

2701 N. Stanton
915.544.4242

Good Times At 2626

2626 N Mesa ST

Hope and Anchor

4012 N. Mesa.
915.533.8010

Hoppy Monk

4141 N. Mesa
915.307.3263

Lowbrow Palace

111 Robinson
915.999.9999

Ode Brewing Co

3233 N Mesa #301
915.351.4377

The Palomino Tavern

205 Cincinnati Ave
915.929.0193

Pockets Billiards

4007 N Mesa St
915.532.2254

Rockin' Cigar Bar & Grill

226 Cincinnati
915.703.3742

Rubiks Arcade Bar

4025 N. Mesa
915.231.6750

Spirit of 66

2712 N Mesa St
915.355.1429

Local Flavor

*No matter what you are in the mood for, we've got you covered –
From award winning steaks to the most authentic Mexican food you'll ever taste.
Take a peek below- all local establishments - we guarantee your mouth will be watering!*

Favorites – Various Areas of town

Avila's – Mexican Food

6232 N Mesa – 915-584-3621 - Mon-Thur: 11am-2pm; 4:30pm-8pm Fri-Sat: 11am-8:30pm Sun: 9am-3pm

Cattleman's Steakhouse - Steak House

3450 S Fabens Carlsbad Rd, Fabens TX 79838 - 915 544-3200 – Mon-Fri: 5pm-10pm Sat: 12:30pm-10pm Sun: 12:30pm-9pm

Eloise – Contemporary European food/Vegan friendly, infused liquor and coffee bar

255 Shadow Mountain – 915-581-2441 – Sun-Tues: 8am-12am Wed-Sat: 8am-2am

Garufas - Argentinian

5411 N Mesa - 915 833-6100 – Mon-Thurs: 12pm-10pm Fri: 12pm-11pm Sat: 1pm-11pm Sun: 1pm-8pm

Independent Burger - Gourmet Burgers

5001 N Mesa - 915 584-5453 – Mon-Wed: 11am-9pm Thu-Sat: 11am-11pm Sun: 9am-9pm

Kiki's - Mexican

2719 N Piedras - 915 565-6713 – Mon-Thurs: 10:30am-9pm Fri: 10:30am-10pm Sat-Sun: 10:30am-9pm

L&J Café - Mexican

3622 E Missouri Ave - 915 566-8418 – Mon-Wed: 9am-9pm Thu-Sat: 9am-10pm Sun: 9am-9pm

Magic Bistro – American

5034 Doniphan Dr #B - 915.833.2121 - Tues-Sun: 11am-2:30pm Fri-Sat: 5pm-9pm

Rosa's Cantina - Mexican

3454 Doniphan - 915-833-0402 – Mon: 11am-2pm Tue-Thurs: 11am-12am Fri: 11am-2am Sat: 12pm-2am Sun: 12pm-12am

State Line - BBQ/Steak House

1222 Sunland Park Drive - 915-581-3371 – Mon-Thurs: 11:30am-9:30pm Fri-Sat: 11:30am-10pm Sun: 11:30am-9pm

The Riviera/Aceitunas Beer Garden - Mexican/Beer Garden

5218 Doniphan - 915 584-1542 – Mon-Thurs: 8am-9pm Fri-Sat: 7am-9pm Sun: 7am-8:30pm

Local Flavor

Downtown Area

501 Bistro & Bar - Varied Menu

501 Texas Ave #16 - 915 351-6023 - Mon-Thur: 11am-3pm Friday 11am-9pm -

Anson 11 - Fine Dining, Continental Cuisine

303 N. Oregon St - 915 504-7058 - Sun-Thurs 11am-10pm Fri-Sat: 11am-12am -*Dress code for Fine Dining begins at 5:00pm

Blackbird - Full bar, Foodtruck

533 W Franklin Ave - 915-533-8169 - Sun-Wed: 5pm-2am Thurs-Fri: 3pm-2am

Café Central - Fine Dining, Continental Cuisine

109 N. Oregon - 915 545-2233 - Mon-Thurs: 11am-10:30pm Fri- Sat: 11am- 11:30 pm Bar: Mon-Thurs: until Midnight Fri- Sat until 2am

Craft & Social - Bar, Food

305 E. Franklin Ave - 915 219-7141 - Tue: 11am-4pm Wed: 11am-9pm - Thurs-Sat: 11am-11pm -

Dark Horse - Dinner/Bar

115 Durango, Suite C - 915 222-8977 - Wed-Sun 5:00pm-2:00am

Downtowner / Circa 1963 - Restaurant and Bar

Hotel Indigo - 325 N Kansas - 915-532-5200

H&H Coffee Shop - Mexican

701 E. Yandell - 915 533-1144 - Mon- Sat: 7am- 3pm

Later, Later - Full Bar – no food

109 N. Coldwell St. - 915-626-5357 - Tue-Thurs: 5pm-2-am Fri-Sun: 3pm-2am

Park Tavern – New American

204 E Mills Ave – 915-228-9050 – Mon-Thurs:11am-10pm Fri: 11am-11pm Sat: 4pm-11pm

Pot Au Feu – International

307 E. Franklin - 915-503-8158 Sun: 10am-3pm Mon-Tue: 11am-3pm Wed-Fri: 11am-10pm Sat: 10am-10pm

Tabla - International

115 Durango, Ste D 915 533-8935 Tue-Wed: 11am- 10pm Thurs- Fri: 11am- 11am Sat: 5pm-11pm Bar: Thurs-Sat until 2am

The Pizza Joint - Pizza, Italian

501 N Stanton -915 260-5556 -Mon: 11am-4pm Tue: 11am-7pm Wed-Thurs: 11am-12am Fri: 11am-3am Sat: 5pm-3am Sun: 5pm-10pm

The Tap - Mexican, Famous Nachos, Breakfast

408 E. San Antonio - 915 532-1848 - Mon-Wed 10am-2am Thurs-Sat 10am - 2 am

Local Flavor

UTEP Area

Ardovino's Pizza - *Pizza, Salads, Sandwiches*

206 Cincinnati - 915 532-9483 - Mon- Thurs: 11am- 9pm Fri- Sat: 11am- 10pm Sun: 11:30am- 8pm

Corralitos Steakhouse - *Steakhouse/Mexican*

2725 N Mesa - 915 533-8335 – Mon-Thurs: 11am-10pm Fri-Sat: 11am-1am Sunday 12pm-8pm

Crave Kitchen & Bar - *American*

300 Cincinnati - 915 351-3677 - Mon-Sat: 7am- 11pm Sun: 7am- 6pm

G2 Lounge - *Modern American, Full Bar*

2701 N. Stanton - 915 544-4242 – Mon-Thurs: 11am- 10pm Fri-Sat: 11am-11pm Sun: 11am-7pm Bar open until 2am

Little Shack - *Seafood*

2725 N Mesa - 915 321-1562 – Mon-Thurs: 11am-9:30pm Fri-Sun: 11am-10pm

Rib Hut - *Barbecue*

2612 N. Mesa - 915 532-7427 - Mon- Sat: 11am- 10pm Sun: 12pm- 9pm

Sushi Place - *Sushi*

2604 N Mesa - 915 838-8088 - 11am-9pm

Tara Thai - *Thai*

2606 N Mesa - 915 219-9307 - 11am-10pm

Airport Area

Carlos and Mickeys - *Mexican*

1310 Magruder St - 915.778.3323 – Mon-Sun: 11am-10pm

Ojos Locos - *Sports Bar*

1204 Airway Blvd - 915 307-7210 – Mon-Wed:11am-12am Thurs-Sat: 11am-2am Sun: 11am-12am

Smokey's Pit Stop & Saloon- *BBQ*

9100 Viscount Blvd - 915.592.3141 – Mon-Thurs: 11am-10pm Fri-Sat: 11am-11pm

Tokyo House - *Japanese*

1160 Airway Blvd - 915 778-7888 – Mon-Sun: 11am-3pm 4:30pm-9:30pm

Toro Burger – *Burgers/Bar*

6590 Montana Ave - 915.774.0990 - Mon-Fri: 11:00am-12am Sat-Sun: 10am-12am

Track One - *Wings/American*

1330 Robert E Lee - 915.779.2170 – Mon-Sun: 11am-2pm

DESTINATION EL PASO



Destination Marketing Venue and Event Management

El Paso Convention Center
The Plaza Theatre
Abraham Chavez Theatre
McKelligon Canyon Amphitheatre and Pavilion
El Paso Film Commission
El Paso Live Catering

1 Civic Center Plaza • El Paso, Texas 79901
915.534.0600







QuickFacts

El Paso city, Texas

QuickFacts provides statistics for all states and counties, and for cities and towns with a **population of 5,000 or more**.


Table

All Topics ▼	El Paso city, Texas
Population Estimates, July 1 2021, (V2021)	△ 678,415
PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	△ 678,415
Population estimates base, April 1, 2020, (V2021)	△ 678,587
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	△ 0.0%
Population, Census, April 1, 2020	678,815
Population, Census, April 1, 2010	649,121
Age and Sex	
Persons under 5 years, percent	△ 7.4%
Persons under 18 years, percent	△ 26.6%
Persons 65 years and over, percent	△ 12.9%
Female persons, percent	△ 51.0%
Race and Hispanic Origin	
White alone, percent	△ 69.6%
Black or African American alone, percent (a)	△ 3.4%
American Indian and Alaska Native alone, percent (a)	△ 0.5%
Asian alone, percent (a)	△ 1.4%
Native Hawaiian and Other Pacific Islander alone, percent (a)	△ 0.2%
Two or More Races, percent	△ 12.3%
Hispanic or Latino, percent (b)	△ 81.5%
White alone, not Hispanic or Latino, percent	△ 12.6%
Population Characteristics	
Veterans, 2016-2020	41,084
Foreign born persons, percent, 2016-2020	23.0%
Housing	
Housing units, July 1, 2021, (V2021)	X
Owner-occupied housing unit rate, 2016-2020	59.6%
Median value of owner-occupied housing units, 2016-2020	\$132,800
Median selected monthly owner costs -with a mortgage, 2016-2020	\$1,310
Median selected monthly owner costs -without a mortgage, 2016-2020	\$444
Median gross rent, 2016-2020	\$857
Building permits, 2021	X
Families & Living Arrangements	
Households, 2016-2020	230,905
Persons per household, 2016-2020	2.92
Living in same house 1 year ago, percent of persons age 1 year+, 2016-2020	84.9%
Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	67.8%
Computer and Internet Use	
Households with a computer, percent, 2016-2020	89.3%
Households with a broadband Internet subscription, percent, 2016-2020	82.7%
Education	
High school graduate or higher, percent of persons age 25 years+, 2016-2020	80.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	25.9%
Health	
With a disability, under age 65 years, percent, 2016-2020	9.2%
Persons without health insurance, under age 65 years, percent	△ 22.0%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2016-2020	60.3%

In civilian labor force, female, percent of population age 16 years+, 2016-2020	54.7%
Total accommodation and food services sales, 2012 (\$1,000) (c)	1,310,836
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	4,253,438
Total manufacturers shipments, 2012 (\$1,000) (c)	13,170,825
Total retail sales, 2012 (\$1,000) (c)	8,445,411
Total retail sales per capita, 2012 (c)	\$12,558
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2016-2020	23.4
Income & Poverty	
Median household income (in 2020 dollars), 2016-2020	\$48,866
Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$23,450
Persons in poverty, percent	⚠ 18.8%
 BUSINESSES	
Businesses	
Total employer establishments, 2020	X
Total employment, 2020	X
Total annual payroll, 2020 (\$1,000)	X
Total employment, percent change, 2019-2020	X
Total nonemployer establishments, 2018	X
All firms, 2012	55,697
Men-owned firms, 2012	29,356
Women-owned firms, 2012	21,872
Minority-owned firms, 2012	43,311
Nonminority-owned firms, 2012	10,349
Veteran-owned firms, 2012	4,277
Nonveteran-owned firms, 2012	49,350
 GEOGRAPHY	
Geography	
Population per square mile, 2010	2,543.2
Land area in square miles, 2010	255.24
FIPS Code	4824000

Value Notes

 Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the row in TABLE view to learn about sampling error.

The vintage year (e.g., V2021) refers to the final year of the series (2020 thru 2021). Different vintage years of estimates are not comparable.

Users should exercise caution when comparing 2016-2020 ACS 5-year estimates to other ACS estimates. For more information, please visit the [2020 5-year ACS Comparison Guidance](#) page.

Fact Notes

- (a) Includes persons reporting only one race
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper in open ended distribution.
- F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of data
- X Not applicable
- S Suppressed; does not meet publication standards
- NA Not available
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.





QuickFacts

El Paso city, Texas


QuickFacts provides statistics for all states and counties, and for cities and towns with a **population of 5,000 or more**.


Table

All Topics ▼	El Paso city, Texas
Population Estimates, July 1 2021, (V2021)	△ 678,415
PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	△ 678,415
Population estimates base, April 1, 2020, (V2021)	△ 678,587
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	△ 0.0%
Population, Census, April 1, 2020	678,815
Population, Census, April 1, 2010	649,121
Age and Sex	
Persons under 5 years, percent	△ 7.4%
Persons under 18 years, percent	△ 26.6%
Persons 65 years and over, percent	△ 12.9%
Female persons, percent	△ 51.0%
Race and Hispanic Origin	
White alone, percent	△ 69.6%
Black or African American alone, percent (a)	△ 3.4%
American Indian and Alaska Native alone, percent (a)	△ 0.5%
Asian alone, percent (a)	△ 1.4%
Native Hawaiian and Other Pacific Islander alone, percent (a)	△ 0.2%
Two or More Races, percent	△ 12.3%
Hispanic or Latino, percent (b)	△ 81.5%
White alone, not Hispanic or Latino, percent	△ 12.6%
Population Characteristics	
Veterans, 2016-2020	41,084
Foreign born persons, percent, 2016-2020	23.0%
Housing	
Housing units, July 1, 2021, (V2021)	X
Owner-occupied housing unit rate, 2016-2020	59.6%
Median value of owner-occupied housing units, 2016-2020	\$132,800
Median selected monthly owner costs -with a mortgage, 2016-2020	\$1,310
Median selected monthly owner costs -without a mortgage, 2016-2020	\$444
Median gross rent, 2016-2020	\$857
Building permits, 2021	X
Families & Living Arrangements	
Households, 2016-2020	230,905
Persons per household, 2016-2020	2.92
Living in same house 1 year ago, percent of persons age 1 year+, 2016-2020	84.9%
Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	67.8%
Computer and Internet Use	
Households with a computer, percent, 2016-2020	89.3%
Households with a broadband Internet subscription, percent, 2016-2020	82.7%
Education	
High school graduate or higher, percent of persons age 25 years+, 2016-2020	80.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	25.9%
Health	
With a disability, under age 65 years, percent, 2016-2020	9.2%
Persons without health insurance, under age 65 years, percent	△ 22.0%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2016-2020	60.3%

In civilian labor force, female, percent of population age 16 years+, 2016-2020	54.7%
Total accommodation and food services sales, 2012 (\$1,000) (c)	1,310,836
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	4,253,438
Total manufacturers shipments, 2012 (\$1,000) (c)	13,170,825
Total retail sales, 2012 (\$1,000) (c)	8,445,411
Total retail sales per capita, 2012 (c)	\$12,558
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2016-2020	23.4
Income & Poverty	
Median household income (in 2020 dollars), 2016-2020	\$48,866
Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$23,450
Persons in poverty, percent	⚠ 18.8%
 BUSINESSES	
Businesses	
Total employer establishments, 2020	X
Total employment, 2020	X
Total annual payroll, 2020 (\$1,000)	X
Total employment, percent change, 2019-2020	X
Total nonemployer establishments, 2018	X
All firms, 2012	55,697
Men-owned firms, 2012	29,356
Women-owned firms, 2012	21,872
Minority-owned firms, 2012	43,311
Nonminority-owned firms, 2012	10,349
Veteran-owned firms, 2012	4,277
Nonveteran-owned firms, 2012	49,350
 GEOGRAPHY	
Geography	
Population per square mile, 2010	2,543.2
Land area in square miles, 2010	255.24
FIPS Code	4824000

Value Notes

 Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the row in TABLE view to learn about sampling error.

The vintage year (e.g., V2021) refers to the final year of the series (2020 thru 2021). Different vintage years of estimates are not comparable.

Users should exercise caution when comparing 2016-2020 ACS 5-year estimates to other ACS estimates. For more information, please visit the [2020 5-year ACS Comparison Guidance](#) page.

Fact Notes

- (a) Includes persons reporting only one race
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper in open ended distribution.
- F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of data
- X Not applicable
- S Suppressed; does not meet publication standards
- NA Not available
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.