

Registration Instructions

Please read the following information carefully before completing a 2016 Community Development Housing Conference registration form. Registrants should carefully complete the following steps:

1. Review the agenda and determine which sessions would be most beneficial to attend (based on each participant's job duties, interests, and the organization's needs). The conference space limits the participants in each session. Early registration is suggested. Registrations will be accepted on a first-come, first-served basis. The registration fee is \$200 and includes training materials, breakfast, two lunches, and one dinner.

There is no partial fee available for not attending the entire conference. Registrations will not be accepted if received after **November 4, 2016**.

2. Complete a conference registration form for each participant if more than one person is attending from one organization.

Note: Do not register for concurrent sessions.

3. Conference registrations may be made online or by mailing the completed registration form with payment by **November 4, 2016** to:

Patricia Richards
Ohio Conference of Community Development (OCCD)
P.O. Box 776, Urbana, Ohio 43078
Fax: (937) 652-3523 • Email: office@occd.org

4. If paying by check, mail the conference fee to Patricia Richards at the address listed above. Checks or money orders must be made payable to: Ohio Conference of Community Development. Credit cards are accepted by OCCD (tax identification number 31-0926774). Registration must be pre-paid. If a registration is not canceled by **November 11, 2016**, full payment will be due.

Note: Email confirmation will be sent to the individuals after registering online.

5. Call Sawmill Creek Resort and Conference Center at (800) 729-6455 or (419) 433-3800 to reserve your accommodations. When reserving your room, use booking ID 3809. Reservations must be made by **October 16, 2016**, in order to receive the discounted rate.

Guest Room Information

Sleeping room rate (single and double occupancy):	\$94.00
Sales tax (6.75%)	\$6.35
Resort fee (3%)	\$3.53
Bed tax (5%)	\$4.70
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Total (per person each night)	\$108.58

*Note: Overnight rooms are limited and the discounted rate expires **October 16, 2016**. Early registration is advised.*

State Tax Exemption Policy: State tax (6.75%) can be exempted if the room is paid for with an agency credit card (not an individual name or personal credit card) or with a tax-exempt agency check. A copy of the tax-exempt form must also be presented to the resort.

Room Reservations: Sawmill Creek will hold rooms without a deposit or payment for up to 10 business days. One night's deposit or full payment, along with any tax-exempt paperwork, must be received within 10 business days of room registration to guarantee your room. Any remaining balance must be paid at check-in. Registrants will have to provide Sawmill Creek with a credit card to cover any incidental room costs.

Conference Cancellation Policy

Full refunds will be made if a participant withdraws his/her conference registration by **November 11, 2016**. Registration must be paid in advance. If a registration is not canceled by **November 11, 2016**, full payment will be due.

Conference Registration Form

Participant Information *(one form per person)*

Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Business Telephone Number: _____

Business Fax Number: _____

Email Address: _____

Website Address: _____

Arrival date: _____ Departure date: _____

Person making registration (if not the same person attending): _____

Telephone Number: _____ Email _____

If a participant needs auxiliary aids (interpreter, assistive listening device, etc.) due to a disability, please specify the type of aid and/or interpreter needed: _____

Dietary restrictions: Vegetarian Other _____

Complete this section if you are a speaker or panelist

Session(s): _____

Attending full conference: ___Yes ___No

Arrival Date: _____ Departure Date: _____

Registration Payment Type

The registration fee is \$200 for the full conference. There is no partial fee available.

Registration must be paid in advance. If a registration is not cancelled by **November 11, 2016**, full payment is due. The Ohio Conference of Community Development's Tax Identification Number is 31-0926774.

Payment Mailed – check or money order made payable to the Ohio Conference of Community Development. The Ohio Conference of Community Development accepts major credit cards online (Visa, MasterCard, American Express, and Discover).

Purchase Order Number: _____

Mail Form and Payment to Ohio Conference of Community Development, Inc.:

Mail: OCCD, P.O. Box 776, Urbana, Ohio 43078

Email: office@occd.org

Fax: (937) 652-3523

2016 Community Development Registration

Conference Sessions

Select only one session per time slot. Do not register for sessions that are being held concurrently.

Wednesday, November 16

9:00 – 9:30 a.m.

- Plenary Session – Welcome and Ohio Development Services Agency Updates

9:45 – 10:45 a.m.

- Water and Wastewater Assistance for Communities: Rural Communities Assistance Program and Environmental Protection Agency Division of Environmental and Financial Assistance
- Historic Preservation Compliance Requirements for Community and Economic Development Projects
- Initiatives for Appalachian Ohio: Innovative Readiness Training and Partnerships for Opportunity and Workforce and Economic Revitalization (POWER)

11:00 a.m. – 12:00 p.m.

- Effective Local Planning Techniques
- Qualifying Projects with American Community Survey or Income Survey Data
- Procurement Topics: Basic Concepts, Cooperative Purchasing, and Force Account Labor

1:30 – 3:15 p.m.

- Conflict of Interest and Ethics Considerations

1:30 – 4:30 p.m.

- Introduction to Community Development Block Grant
- Environmental Review

3:30 – 4:30 p.m.

- Heritage Ohio Resources and Initiatives

Thursday, November 17

9:00 a.m. – 12:00 p.m.

- Community Development Block Grant Implementation Overview
- Floodplain Management and Hazard Mitigation
- Labor Standards Compliance and Prevailing Wage Requirements

1:30 – 3:00 p.m.

- Community Development Program Competitive Set-Asides Programs
- Ohio Development Services Agency Resources for Community and Economic Development Professionals

1:30 – 4:30 p.m.

- Fair Housing: Concepts, Compliance, and Practice

3:15 – 4:30 p.m.

- Community Development Implementation Strategy Best Practices
- Federal, State, and Local Resources: USDA Rural Development and Community Development Finance Fund

Friday, November 18

9:00 a.m. – 12:00 p.m.

- OCEAN: Organizational Contacts and User Roles, Reporting, and Drawing Funds