

Subject: Register Now! **YEAR** CED Grant Recipient Conference



Community Economic Development

The Office of Community Services (OCS) is excited to announce that registration for the **YEAR** CED Grant Recipient Conference is now open! The conference will be held at the **XXX**, located in **LOCATION** on **DATE RANGE**. **Register today (link)!**

The theme of this year's conference is **XXX**. The conference will also provide you with useful information, sessions, and resources as well as the opportunity to meet with your Program Specialist and other experts.

Register at **XXX**. All active CED grant recipients are **required** to attend the conference. CED Planning grant recipients are invited, but not required, to attend. The conference registration cut-off date is **XXX**.

For up to date information on the conference, including details for booking your hotel room and registering, please visit the **YEAR conference webpage**.

Questions?

Please email any questions to OCSRegistrar@icf.com.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather basic information from grant recipients of the CED program to prepare and plan for the 2024 CED Grant Recipient Conference. Public reporting burden for this collection of information is estimated to average 10 minutes per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0617 and the expiration date is 09/30/2026. If you have any comments on this collection of information, please contact OCSRegistrar@icf.com.

Registration Fields [Built into online platform]

- Prefix [Open ended]
- Name [Open ended]
- Email [Open ended]
- Phone [Open ended]
- Organization [Open ended]
- Organization Address [Open ended]
- Job Title [Open ended]
- Grant Number of Active Projects [Open ended]
- What type of CED grant do you have? [Multiple choice]
 - o CED traditional, energy community, or social enterprise
 - o CED planning
 - o Both
- What are you most interested in getting out of attending the conference? [Open ended]
- Are you interested in meeting with a technical assistance provider for 1-on-1 assistance?
 - o Yes
 - o No
 - o If yes, what are your TA needs? [Open ended]

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Subject: YEAR CED Grant Recipient Conference Registration Confirmation DRAFT



Community Economic Development

Dear Grant Recipient,

Your registration is confirmed for the YEAR CED Grantee Conference on Month Days, Year!

At this time, we would like to encourage you to make your hotel and travel arrangements. Space is limited and the hotel room block expires Date. so make your hotel reservation now! For information regarding conference lodging options, please visit the YEAR CED Grant Recipient Conference Information page: LINK TO COME.

Grant Recipient Materials & Product Submission

As we begin preparing for the conference, we would like to hear from you! To showcase your CED projects and the difference your projects make in your communities, we are requesting the following materials from your organization:

- Pictures;
- Videos;
- Inspirational stories; and
- Media pieces and articles.

Please also let us know if you are interested in showcasing any products you have developed through your CED projects. Examples of products might include:

- Food products;
- Tools or gadgets created through or used in CED projects; and
- Any other products created with CED funds or used in the implementation of your projects.

Please submit materials to OCSRegistrar@icf.com by DATE TBD. Please make sure to include your **grant number** and **grant year awarded** on the materials you submit. A completed "Permission to Use" form must accompany any submissions. Any individual in or associated with a photo or video must complete the [Permission to Use Photo Form](#).

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If have any questions, please contact the Conference Registrar by e-mail at OCSRegistrar@icf.com.

We look forward to seeing you in **DATE**!

Sincerely,
OCS Registrar

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